**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

March 11th, 2024 - 7:00 pm

**A. CALL TO ORDER and ROLL CALL**

* Meeting called to order by Mayor John Beaudine at 7:00 p.m. at the Lake Park City Center.
* **Members Present**: Jon Anderson, John Beaudine, Kayla Mayer, Britney Ronning, and Aaron Wittrock
* **Members Absent**:
* **Staff**: Brady Burnside, Tammy Charbonneau, Dave Coufal, Sarah Mikkelsen, Carly Olson, and Adam Simon
* **Contracted**: Dylan Ramstad Skoyles
* **Media**: N/A
* **Guests**: Tanya Bergstrom, Josie Denman, Roz Howey, Carla Nelson, Hayley Nelson, Marie Nelson, Andrea Pollock, and Greg Wagner w/ West Central Initiative

**B. ADDITIONS AND/OR REMOVALS**

**C. PUBLIC FORUM & CORRESPONDENCE**

 **1. Lake Park Betterment Association** –

 **a**. **Transient Merchants, Peddlers, and Solicitor’s License** – Event planned for July 19th or 26th to have four food trucks and music at the park to coincide with rummage sale and softball tournament weekend. Request waiver to fees and license and permission to host event. There will also be a pool party in June and the Sportsman Club and varsity will have a corn cob feed in August. Permission granted.

 **M/S/CU:**  Ronning/Anderson to approve waiving fees and license for event on July 19th or 26th.

**D. CONSENT AGENDA**

1. **Minutes of 2/12/24 Regular Meeting**
2. **Bills**

 **3. Council Report**

 **a. Aaron**

 **b. Britney**

 **c. John**

 **d. Jon**

 **e. Kayla**

 **4. EDA Report** –

 **a**. **West Central Initiative** – Discussion regarding programs and resources.

**M/S/CU:**  Wittrock/Ronning to approve Consent Agenda.

**Roll Call:**  Anderson - Aye, Beaudine – Aye, Mayer – Aye, Ronning – Aye, Wittrock – Aye

**E. ADDITIONAL BILLS**

 **1. Additional Additional Bills** – Reviewed handout of additional bills plus one more additional bill received today in the amount of $864 for Rescue Unit #3.

 **M/S/CU**: Anderson/Mayer to approve additional bills.

**F. STAFF REPORT**

 **1. Brandon Reber, Moore Engineering**

1. **Brenda Seley, Nutrition Coordinator**
	1. **TEAM Foundation Grant** – Awarded grant from TEAM Foundation in the amount of $23,080. Requested funds to help with operating costs, however, were not approved for that amount. The following items will be purchased for the Nutrition Center using grant funds:
		1. Gas Stove
		2. Door
		3. Window
		4. Packaging for Meals on Wheels
		5. Anti-Fatigue Mats
	2. **Initiative Foundation Grant** – Submitted application for funds for the Nutrition Center and await feedback.
	3. **Congregate Dining** – This has picked up, residents are very happy with the program, and tips are given sometimes to go toward operating expenses. Getting congregate people from Audubon and Hawley.
	4. **Vacation Time** – Last year took vacation time 15 minutes a day to use up 2 weeks of vacation time, and this is not desirable. Propose hiring a substitute for when Seley is on vacation. Asked NSI and they didn’t know of anyone. The substitute can work under Brenda so wouldn’t need their own food service license. We will post that we’re looking for a substitute. Training will take place over a one week period. Beaudine will meet with Seley to discuss getting posting out.

**3. Dave Coufal, Fire Chief**

 **a. Fire Calls** - There were four calls, 3 motor vehicle accidents and one mutual aid in Hawley.

 **b**. **Reimbursement Policy** – Looking for guidance on when hotel rooms should be reimbursed when firefighters are at training. It is usually 2 – 3 days for training. Sometimes there is networking after training. The policy says that rooms are reimbursed. The same policy will be used for all departments. Require 72 hours of training per firefighter every 3 years. Most training is covered in-house. This will be added to the budget. Anderson and Coufal will meet to discuss.

 **c**. **License Plates** – MN100 Plate Club helps first responders who die by providing the spouse $50,000. Cost is $3 per plate, and anyone can get this plate. Request $42 to purchase plates for every apparatus in the fire department. Fire Relief will reimburse the city for this expense.

 **M/S/CU**: Wittrock/Mayer to approve $42 for purchasing MN100 Plate Club plates for every apparatus in the fire department.

 **d. Honeywell** – City of Lake Park owns 15 Honeywell SCBAs. They were purchased in 2017 via a FEMA grant in the amount of $92,400. Received letter from Honeywell that effective 12/16/24 they will no longer be OSHA compliant and cannot be used. The SCBAs were supposed to be certified and under warranty until 2032. At this time parts are no longer available and there is no one that will work on them. Not able to submit for a FEMA grant because that is where the money was funded for the initial purchase. The per unit cost to purchase new SCBAs is $6,500 and lead-time is 2-3 months. May be able to borrow some until new ones are purchased and transitioned in. More information will be brought to the next City Council meeting. There is potential for a Class Action Lawsuit, which could take years to be reimbursed. Ramstad Skoyles will reach out to the League of Minnesota Cities.

 **4. Carly Olson, Municipal Liquor Manager**

* 1. **Sales** – Going well and have a nice amount of stock. Had the biggest meat raffle last week.
	2. **Ice Machine** **–** It is 30 years old and continually needs to be fixed. Parts are no longer being made, so a new one will be ordered.
1. **Brady Burnside, Police Chief**
2. **Squad Car –** Repaired and back on the road. The old squad car was being used while the new one was fixed.
3. **Police Building** – The building on the corner of 3rd and Lake Street is for sale and it would make a good start for the police department to have everything together in one place instead of spread out in three places. It is under $100,000 and the tax evaluation is $42,800. Beaudine will follow-up with the realtor and obtain a solid price.
4. **Archery** – High school archery team practices at the school. This is not permitted based on the current Ordinance which states bows cannot be shot within city limits without a permit. Suggest issuing a permit to the school to cover Ordinance. Burnside will contact the school to have someone fill out a permit.

**M/S/CU**: Anderson/Mayer to conditionally approve permit for school and give Mikkelsen authority to approve permit.

1. **Signage for Parking** – Beaudine met with Turnkey and they agreed there should be no parking on the west side of the street by the new apartment building. Need to get signs that say “No Parking Without a Permit”. Residents on the east side of the street will get permits to park. Burnside to talk with Frank about signage.

 **M/S/CU**: Ronning/Anderson to approve signs.

 **6. Todd Frank, Utility & Public Works Superintendent**

 **a. Electrical Project** – Frank met with contractors and the plan is to start in June 2024.

 **b. General** – Servicing equipment, cleaning, cutting up fallen trees, and doing routine maintenance.

 **7. Dylan Ramstad Skoyles, City Attorney**

 **8. Sarah Mikkelsen, City Clerk-Treasurer**

 **a. Budget Fund Summaries** – Mikkelsen appreciates the Department Heads bringing questions for her prior to council meetings.

 **b**. **Amend 2023 Budget** – The large fire will be paid for from last year’s budget.

 **M/S/CU**: Wittrock/Ronning to approve amending the 2023 budget and paying for the large fire from the 2023 budget.

 **c**. **Clerks Conference** – Mikkelsen will be out of the office next week at a Clerks Conference.

 **d. Becker County Street Project 2025 Letter of Support** – Mikkelsen reached out to Moore Engineering to get something going for funds for the street project. Beaudine also reached out to our representative regarding submitting a proposal to the state for help funding this project. Moore will provide an updated project cost for the proposal. Preliminary soil samples have been tested and the Scope of Work is complete. The hope is to receive funding from the State so we won’t need to do special assessments.

**H. NEW BUSINESS**

1. **Payment in Lieu of Taxes** – This is tabled and will be discussed at the next City Council meeting.
2. **Holiday Hours** – Two departments work 10-hour days; one department takes 8 hours for a holiday and the other takes 10 hours for a holiday. This should be consistent for all departments. If you work a holiday for 10 hours, you get normal pay for 10 hours and can take either 8 hours off on a different day or you get 8 hours holiday pay added to timecard. To get paid time and a half, would need to physically work 40 hours before overtime kicks in (holiday hours are not counted toward total). Talk to other cities and will discuss further at the next City Council meeting.
3. **Department Heads: Exempt – Non-Exempt** – Job descriptions for department heads will be updated to reflect they are non-exempt.

**M/S/CU**: Wittrock/Anderson to approve to convert all department heads to non-exempt with appropriate pay structure.

1. **OLD BUSINESS**
2. **Pool** – Quote received from Syvertson to repair concrete 4 feet out from pool and a new edge around the pool for $19,620. The crack is inside the pool will cost $2,800 to fix and the fencing will need to be taken down to bring the skid steer in. The liner cost is $84,000 with 10-year warranty plus $8,000 - $9,000 for tax; however, the warranty is void if ground water seeps in where the crack is inside the pool. Will wait on getting a liner so that we can see whether the ground water seeps in where the. These expenses, minus the pool liner, would address the inspector’s items from the audit and total $22,420. The Betterment Committee will begin fundraising to help toward some of these costs. The requirements for the number of lifeguards will be confirmed. The current understanding is there must be two lifeguards, one of which is over the age of 18, and one office staff in order for lifeguards to remain overseeing the pool. Charbonneau continues to look for grants and will confirm if we can submit the pool in the DNR grant which is due April 1, 2024. This is a very large grant that will take considerable time to pull together. A potential option is to tax residents of the district. Another potential option is to sell the pool to the school. The city would fill and drain the pool at no cost. Operating costs are very high for the pool and the city cannot continue to support the expenses. There was a suggestion that the liquor store could raise prices and give money toward the pool. The prices at the liquor store are appropriate so patrons don’t go to another liquor store, and it isn’t feasible for the liquor store to give money toward the pool because there aren’t extra funds available. Reserves need to be built in case of an urgent needs such as a transformer going out or roof damage/repair. Will review prices for pool passes as well as hourly wages paid to pool staff.

**M/S/CU**: Wittrock/Anderson to approve quotes for concrete work and fixing the crack in the pool totaling $22,420.

1. **Liquor Store Operating Hours** – This is determined by the liquor store manager, and does not need city council permission. Closing time Monday through Wednesday is 11:00 p.m. Olson may adjust closing time for special days and will keep the council informed.
2. **Employee Committee Meeting** – A separate meeting will be scheduled for 4/4/24 at 6:00 p.m. to discuss the following. A notice for the meeting will be posted as it’s an open meeting.
	1. **Employee Comp Time**
	2. **Vacation Time**
	3. **Health Insurance**
	4. **Holidays**
	5. **ESST/Sick Time**

**J. OTHER BUSINESS**

**K. ANNOUNCEMENTS**

1. **Board of Equalization** – County meeting here 4/30/24 at 3:00 p.m. in the City Center.
2. **Municipal Clerk and Finance Conference** – Mikkelsen is attending the conference March 19th -22nd.

**L. ADJOURNMENT**

 **M/S/CU:** Ronning/Wittrock to adjourn meeting at 9:28 p.m.