



## LAKE PARK CITY COUNCIL MINUTES

2032 2<sup>nd</sup> Street, Lake Park, MN 56554

January 13th, 2025 - 7:00 p.m.

Page 1

### A. CALL TO ORDER and ROLL CALL

- Meeting called to order by John Beaudine at 7:00 p.m. at the Lake Park City Center.
- **Oath of Office:** Andrea Pollock and Keith Zachariason were sworn in as new City Council members.
- **Members Present:** John Beaudine, Andrea Pollock, Keith Zachariason
- **Members Absent:** Kayla Mayer and Britney Ronning
- **Staff:** Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, Carly Olson, and Mark Palm
- **Contracted:** Dylan Ramstad Skoyles and Brandon Reber
- **Media:**
- **Guests:** Jim Olson

### B. ADDITIONS AND/OR REMOVALS

#### 1. New Business - Notification Policy Resolution 25-103

### C. PUBLIC FORUM & CORRESPONDENCE

1. **Becker County Road Project** – Work will begin in the Spring/Summer of 2025 on the County roads within Lake Park city limits; 1<sup>st</sup> Street, 2<sup>nd</sup> Street, Front Street, and a section between 1<sup>st</sup> Street and 2<sup>nd</sup> Street on Lake Street. County road sidewalks, crosswalks, bike paths (on 2<sup>nd</sup> Street only), parallel parking, and driveway entrances with cross slopes on them will also be completed. Fire hydrants that are currently in the street and curb/gutter will be moved off the street. Mill work will be minimized in the middle of the streets due to Spring rainwater pooling. Becker County is working with Moore Engineering and there will be no special assessments for residents. An informational meeting will be held at the beginning of the April 14<sup>th</sup>, 2025, City Council Meeting at 7:00 p.m.

### D. CONSENT AGENDA

1. **Minutes of 11/14/24 Regular Meeting** – Postponed until February 10<sup>th</sup>, 2025 City Council meeting when Mayer and/or Ronning are present.
  - a. **Amend DGR Dairy to BGR Dairy and amend Lake Park Township to Cuba Township – Section G.7.a**
2. **Minutes of 12/9/24 Regular Meeting** - Postponed until February 10<sup>th</sup>, 2025 City Council meeting when Mayer and/or Ronning are present.
3. **Bills**
4. **Council Reports**
5. **EDA Report**

**M/S/CU:** Zachariason/Pollock to approve Consent Agenda.

**Roll Call:** Beaudine – Aye, Pollock – Aye, Zachariason - Aye

### E. ADDITIONAL BILLS

1. **Additional Bills** – Bills in the amount of \$114,228.67.

**M/S/CU:** Zachariason/Pollock to approve additional bills in the amount of \$114,228.67.

2. **Additional Additional Bills** – Bill in the amount of \$134,850 to be paid from Capital budget.

**M/S/CU:** Zachariason/Pollock to approve additional additional bill in the amount of \$134,850.

### F. STAFF REPORT

1. **Brandon Reber, Moore Engineering** - Meet new council members and available for questions regarding Becker County road work.
2. **Brenda Seley, Nutrition Coordinator**
3. **Dave Coufal, Fire Chief**
  - a. **Fire Calls** - There were three fire calls: one alarm and two motor vehicle accidents.
  - b. **Grant for Engine 2** – Submitted grant application for \$480,000 with 5% match to replace Engine 2 in 2026.

- c. **Grant for Extrication Tools** – Submitted grant application for \$63,000 with 5% match to replace extrication tools.
  - d. **Donations** – From First Lutheran Church of Audubon for \$100 and from Kim and Mary Softing for \$50.  
**M/S/CU:** Beaudine/Zachariason to approve donations from First Lutheran Church of Audubon for \$100 and from Kim and Mary Softing for \$50.
  - e. **New Air Packs** – League of Minnesota Cities requires flow testing to be completed on Honeywell air packs by December 2025 to continue to use the air packs. All air packs have been tested and all except three failed. Purchased 15 new air packs, 20 face pieces, and 30 – 4,500 PSI bottles for \$134,850. Cascade system needs to be updated as a result of the increased PSI bottles and the Fire Relief will donate the money for the new bottles.  
**M/S/CU:** Zachariason/Pollock to approve bill for \$134,850.
  - f. **Township Meeting** – Wednesday, January 15, 2025, at 7:00 p.m. There is a 7% increase for the year.
4. **Carly Olson, Municipal Liquor Manager**
    - a. **Sales** - \$56,000 profit in 2024.
    - b. **Old Timer's Run/Midnite Riders** – February 1, 2025. Fire Department will volunteer to help set up. Olson will contact Midnite Riders.
    - c. **New eTabs** – State changed eTabs look so numbers have been down.
  5. **Brady Burnside, Police Chief**
    - a. **Calls** – Calls have been steady.
    - b. **Squad Car and Body-Worn Cameras** – Cameras are in use and have been beneficial.
    - c. **Winter Parking** – It's going well.
    - d. **Crashes** – Continue to help Becker County with crashes.
    - e. **New PD Building** – Will be putting in a storm drain and a wall between the office and garage.
  6. **Todd Frank, Utility & Public Works Superintendent**
    - a. **Missouri River On Call Contract** – Mann and Simon have gained a lot of experience so the contract with Missouri River has been canceled. This will save the City \$36,000 per year.
    - b. **Gas Training** – Testing has been underway and a trainer comes to qualify us.
    - c. **Moving Snow** – Snow removal has been going well.
  8. **Dylan Ramstad Skoyles, City Attorney –**
    - a. **THC** – Some cities have started putting in place a Regulation Ordinance. The City has the option of creating an Ordinance as a way to regulate the registration of and time/place/manner a business can sell THC. Or this could be the responsibility of the County. The City Police Department would be needed to complete background checks and investigations, so would need to retain money for this. Registration fees will be determined. The age restriction is 21 years old, and it would be for within city limits. Ramstad Skoyles will have an Ordinance ready for review at next month's City Council meeting.
  8. **Sarah Mikkelsen, City Clerk-Treasurer**
    - a. **Budget Fund Summaries** - Senior Nutrition meals over 60 years old are mandated to be increased to \$5.00 and under 60 years old will potentially increase to \$9.00. The Senior Nutrition program had only a \$5,000 loss for 2024. In previous years the loss was \$15,000. Await feedback from auditor on the Police Department building.
      - i. **Year End Account Balances** – Checking balance changes depending on utility and liquor store bills. The 4M Fund interest is currently at 4.2%. Bonds/Loans for the two sewer projects and the water project end in 2031, 2040 and 2042. One large project coming up is for fixing the roads within City limits.
    - b. **Grants** – Charbonneau took a beginner class on applying for grants and has attended webinars and read up on tips. There have been 75 grants researched to-date. Ten grants were submitted, with one being approved for the Senior Nutrition program, and the remaining nine were awarded to other applicants. Searches for grant opportunities are ongoing.
    - c. **BGR Dairy** – Received two payments; the November 2024 fire bill has been paid, and the second check was not for the full amount due. This amount is being assessed to them via property taxes.
    - d. **Pool Meeting** – This meeting is on January 21, 2025, at 7:00 p.m. at the American Legion. Those in attendance will be: Mikkelsen, Ramstad Skoyles, Charbonneau, and all City Council members. This is a Special meeting and is informational only. A summary of the options and what each will look like and cost will be created and available at the meeting.

**G. NEW BUSINESS**

1. **EDA Appointments** – There is one open spot available for a community member on EDA.
2. **2025 Official Information** – Zachariason is appointed Vice Mayor. Zachariason will be Frank’s liaison and Pollock will be Burnside’s liaison.  
**M/S/CU:** Zachariason/Pollock to approve 2025 Official information.  
**Roll Call:** Beaudine – Aye, Pollock – Aye, Zachariason - Aye
3. **Resolution 25-101 City Depository & Newspaper** – Tabled until the February 10, 2025, City Council meeting.
4. **Resolution 25-102 Fire Department Premise Permit** – Renewal of the Fire Relief permit for the Liquor Store for February 1, 2025, until January 31, 2026.  
**M/S/CU:** Zachariason/Pollock to approve Resolution 25-102 Fire Department Premise Permit.  
**Roll Call:** Beaudine – Aye, Pollock – Aye, Zachariason – Aye
5. **Resolution 25-103 Active Transportation** – EDA for funding requests from MN DOT for a walking path. The Heartland Trail will eventually be part of Lake Park.
6. **M/S/CU:** Zachariason/Pollock to approve Resolution 25-103 Active Transportation.  
**Roll Call:** Beaudine – Aye, Pollock – Aye, Zachariason – Aye
7. **Cell Phone Policy** – For the public and city employees cell phones need to be on vibrate/silent during City Council meetings. This will be adopted into City Policy.  
**M/S/CU:** Zachariason/Pollock to approve Cell Phone Policy.
8. **Audit Engagement Letter** – This is for what the Auditor does.  
**M/S/CU:** Beaudine/Zachariason to approve Audit Engagement Letter.
9. **Automatic Metering Project** – New gas and electric meters are needed and configuration and installation can be completed in stages. It will cost \$400,000 for the total project. To begin, \$100,000 is needed. Frank to bring additional information to the next City Council meeting to determine whether to proceed or wait. If funding for the street project is approved, this project may need to be postponed until additional funds are available.
10. **Street Project** – This project will cost \$3,000,000. Funding from the State for \$2,000,000 has been requested. If this is approved, the City will be responsible for the remaining \$1,000,000. The request to the State last year was for \$3,000,000 and it was denied.

**H. OLD BUSINESS**

**I. OTHER BUSINESS**

**J. ANNOUNCEMENTS**

1. **Fire Department Meeting with Townships** - January 15, 2025, at 7:00 p.m. at the City Center.
2. **Pool Meeting** – January 21, 2025, at 7:00 p.m. at the American Legion.

**K. ADJOURNMENT**

**M/S/CU:** Zachariason/Pollock to adjourn meeting at 8:28 p.m.

**THESE MINUTES WERE OFFICIALLY APPROVED AT THE REGULAR MEETING ON FEBRUARY 10, 2025.**

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Sarah Mikkelsen, City Clerk-Treasurer

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John Beaudine, Mayor