



LAKE PARK CITY COUNCIL MINUTES

2032 2nd Street, Lake Park, MN 56554

May 12, 2025 - 7:00 p.m.

Page 10

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.
- **Members Present:** John Beaudine, Kayla Mayer, and Keith Zachariason
- **Members Absent:** Andrea Pollock and Britney Ronning
- **Staff:** Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, and Carly Olson
- **Contracted:** Dylan Ramstad Skoyles
- **Media:**
- **Guests:**

B. ADDITIONS AND/OR REMOVALS

C. PUBLIC FORUM & CORRESPONDENCE

D. CONSENT AGENDA

1. **Minutes from 4/14/25** - For Reimbursement Policy, change city employee to City Council member.
2. **Minutes from 4/24/25**
3. **Bills**
4. **Council Reports**
5. **EDA Report**

M/S/CU: Zachariason/Mayer to approve Consent Agenda.

E. ADDITIONAL BILLS

1. **Additional Bills**

M/S/CU: Zachariason/Mayer to approve additional bills.

F. STAFF REPORT

1. **Brandon Reber, Moore Engineering**
2. **Brenda Seley, Nutrition Coordinator**
3. **Dave Coufal, Fire Chief**
 - a. **Fire Calls** - There were seven fire calls, all being fires.
4. **Carly Olson, Municipal Liquor Manager**
 - a. **Inventory** – Sales are in the hole slightly, however, have lots of inventory for summer. Anticipate May to be a profitable month.
 - b. **Bean Bag League** – Thursday nights in the summer. Frank will provide cones, poles and caution tape to designate the area.
5. **Brady Burnside, Police Chief**
 - a. **Update to ATV Ordinance** – State currently reflects ATVs over 2,000 pounds cannot go on trails or be driven on country roads. State legislation is in the process of updating the definition to include ATVs over 2,000 pounds. City will wait and see what the State decides.
 - b. **Jetvig Property/Crush Mode Rock Crushers** – Encounter with truck loading crusher machine blocking the road. Burnside will draft a letter to Crush Mode from Council that they are damaging the street. Dylan will review the letter before it is sent out.
 - c. **PD Office Wall and Interior Door Bids** – Received two quotes and lower bid was from Andy Endres for \$3,000.
M/S/CU: Zachariason/Mayer to approve Andy Endres bid for \$3,000.
6. **Todd Frank, Utility & Public Works Superintendent**
 - a. **Utility Associate** – There were 7 applicants. Accept Keagen Block at Grade 6 Step 5. Starts 5/13/25.
M/S/CU: Beaudine/Mayer to approve hiring Keagen Block at Grade 6 Step 5 starting 5/13/25.
 - b. **Bid for GMC Truck with Plow** – Selling vehicle and plow with starting bid at \$8,000 as is.
 - c. **Stop Signs** – Need one at 1st Street coming from County building and one by Jeff's old malt shop.
7. **Dylan Ramstad Skoyles, City Attorney**
 - a. **Resolution: Cannabis Ordinance 25-401** – Publish summary of Ordinance (Ramstad Skoyles will draft) and City will put in newspaper. Ramstad Skoyles will also draft an application for the permit.
M/S/CU: Beaudine/Mayer to adopt summary of Ordinance 25-401 and put it in the newspaper.
Roll Call: Beaudine – Aye, Mayer – Aye, Zachariason - Aye

8. Sarah Mikkelsen, City Clerk-Treasurer

a. Budget Fund Summaries

- b. Flowers for Fountain** – Request for City to donate \$250 for purchasing flowers around fountain near historic school house.

M/S/CU: Beaudine/Zachariason to approve City donating \$250 for purchasing flowers for around fountain.

- c. State Bank of Lake Park Signer** – Remove council member and have two City employees.

M/S/CU: Zachariason/Mayer to approve updating signers at bank to be two City employees.

- d. Online Utility Payments** – Setting up service via Banyon. This gives residents the ability to pay for utilities via credit card, debit card, or bank ACH transfer. Flyers will go out to residents and those who are interested will sign up for the service online. Residents pay fees of 3.95% for credit card and debit card, and \$1.99 for bank ACH transfer.

G. NEW BUSINESS

- 1. Job Classification and Compensation Services Proposal** – Recommend updating job classifications on wage study to reflect accurately because pay equity is a legal requirement, and it comes up in January. If the classifications are not updated, the City may not pass because classifications are from 2013 which no longer apply. Ongoing maintenance option would save the City money in the long run. Will proceed and Mikkelsen will look into this further and bring it back to the next Council meeting.

H. OLD BUSINESS

- 1. Pool** – Ronning still awaits responses from two pool survey firms to identify the cost per household for a new pool. Demolition on the pool and bath house starts 5/13/25. There is safety fencing all around the area.
- 2. Essentia Lease** – Await feedback whether Essentia would like to lease the space in the building where the Police Department was located. Employees at the Lake Park location would like to use this space for a lab and will follow up with management.
- 3. Website Quotes** – Additional quotes were received, and Simple Website Creations remains the most economical to proceed with. We can do email communications via new payment system for utility billing so won't have the expense of a separate email program. City will have the ability to make changes and upload new pictures.
- M/S/CU:** Beaudine/Mayer to approve proceeding with Simple Website Creations for website updates.
- 4. Reimbursement Policy** – Will review at the next Council meeting when all council members are present.

J. OTHER BUSINESS

K. ANNOUNCEMENTS

L. ADJOURNMENT

M/S/CU: Zachariason/Mayer to adjourn meeting at 7:52 p.m.

THESE MINUTES WERE OFFICIALLY APPROVED AT THE REGULAR MEETING ON JUNE 9, 2025.

Sarah Mikkelsen, City Clerk-Treasurer

John Beaudine, Mayor