



LAKE PARK CITY COUNCIL MINUTES

Page 193

2032 2nd Street, Lake Park, MN 56554

August 12th, 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:** John Beaudine, Kayla Mayer, and Aaron Wittrock
- **Members Absent:** Jon Anderson and Britney Ronning
- **Staff:** Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Mark Palm, and Sarah Mikkelsen
- **Contracted:** Dylan Ramstad Skoyles
- **Media:**
- **Guests:** Abby Anderson

B. ADDITIONS AND/OR REMOVALS

1. **New Business Contract for Energy Vendor Agreement**
2. **New Business Resolution 24-803 for Selling Fire Truck**

C. CONSENT AGENDA

1. **Minutes of 07/08/24 Regular Meeting**
2. **Bills**
3. **Council Reports**
4. **EDA Report**
 - a. Looking into giving new businesses a welcoming gift, potentially a cutting board, mug, etc. and selling Lake Park merchandise at area businesses.
 - b. EDA will look into hosting one coffee hour at the Historical Society and organizing a food pantry.
 - c. 10 banners will be ordered to add to the banners the city has put up.

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

Roll Call: Beaudine – Aye, Mayer – Aye, Wittrock - Aye

D. PUBLIC FORUM & CORRESPONDENCE

E. ADDITIONAL BILLS

1. **Lund Roofing** – A grant was received to install a new door and window in the Nutrition Center and the bill for \$11,800 has been received and will be paid from the grant money.

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

F. STAFF REPORT

1. **Brandon Reber, Moore Engineering**
2. **Brenda Seley, Nutrition Coordinator**
 - a. Brenda will be returning on Monday, August 19th and will re-open the Nutrition Center. The menu is available on-site at City Center, on the City Facebook page, and the City website.
3. **Dave Coufal, Fire Chief**
 - a. **Retirement Pay** – Retirement per year of service increases from \$2,500 to \$2,700.
M/S/CU: Wittrock/Mayer to approve raise from \$2,500 to \$2,700 per year of service.
 - b. **Fire Calls** - There were five fire calls; two landing zone, one motor vehicle accident, and two fires.
 - c. **Fire Hose** – New fire hoses will be ordered.
 - d. **Placement of Fire Hydrant at New Apartment Building** – Coufal discussed placement of fire hydrants at the Turnkey apartment building.
4. **Carly Olson, Municipal Liquor Manager**
 - a. **New Hire - Maria Beringer** – Maria has been hired at Grade 1, Step 2.
M/S/CU: Beaudine/Wittrock to approve new hire Maria at Grade 1, Step 2.
5. **Brady Burnside, Police Chief** –
 - a. **Building Update** – Moved into new police department building and carpet will be cleaned at the old office. An interior wall will be built to separate the office from the garage stall and signage will be ordered.

Page 194

- b. **New Apartment Code** – Coufal will give Burnside the building code.
 - 6. **Todd Frank, Utility & Public Works Superintendent**
 - a. **Electrical Update** – The gas main was hit near the liquor store and there was a power outage. This is part of the reason for updating the electrical. Old wires will be dug up and brought to the new boxes, so there will be controlled outages in September.
 - b. **Pay Study** – The last Pay Study was done in 2017-2018 and should be repeated to ensure employees are being paid in line with other similar cities. This will be considered and discussed at the next City Council meeting.
 - c. **Pay Equity Study** - The State did a Pay Equity study, which is state mandated to ensure men and women are paid the same. This is different than a Pay Study and the State said a Pay Study should be done because the City employees' pay is trending down below other similar cities.
 - 7. **Dylan Ramstad Skoyles, City Attorney**
 - a. **Compensation Letter** – Firm is looking at contracts with cities and plan to raise the hourly rate for civil work from \$225 per hour to \$250 per hour beginning in January 2025. The city prosecution rate will remain the same. This will be moved to the next City Council meeting when additional council members are present.
 - 8. **Sarah Mikkelsen, City Clerk-Treasurer**
 - a. **Budget Fund Summaries**
 - b. **Fire Bill** –
 - i. **Resolution 24-801** – The fire at the Dairy Farm has not been satisfied yet and totals \$74,005.81. This could be sent to the Township for them to put on taxes and they would pay the City. Recommend not sending the bill to the Township being it is such a large bill. The next step is to send a certified return receipt letter to the Dairy Farm and if they do not pay the bill, information will be sent to the county and the amount will be put on their 2025 taxes. The taxes would be paid to the county, who will in turn pay the City back.
- M/S/CU:** Wittrock/Mayer to approve Resolution 24-801.
Roll Call: Beaudine – Aye, Mayer – Aye, Wittrock - Aye
- c. **Budgets and Tax Levy** – Mikkelsen is working with department heads on the budget. Preliminary Tax Levy will be reviewed next month. The final Tax Levy will be set in December.

G. NEW BUSINESS

- 1. **Resignation** - Wittrock is moving and has provided written resignation from the City Council effective 8/30/24.
 - a. **Resolution 24-802** – Wittrock is resigning from the City Council effective 8/30/24. The City Council accepts the resignation and declares there is a vacancy on the City Council effective 8/30/24.
- M/S/CU:** Beaudine/Mayer to approve Resolution 24-802 accepting the resignation of Wittrock.
Roll Call: Beaudine – Aye, Mayer – Aye, Wittrock - Abstain
- 2. **Agenda**
 - a. **Order of Business** – How the meeting is run will be changed to align with the Mayor's Handbook, i.e. moving the Additions and/or Removals before Public Forum.
 - b. **Agenda Request Form** –The Mayor's Handbook request form will be used for Public Forum for residents to provide topics of discussion for the City Council meeting, and the form needs to be provided one week prior to the meeting. This provides time for the individuals with the opportunity to look into information in preparation for the meeting.
 - c. **Public Comment** – Summary rules will follow the Mayor's Handbook on order of agenda and public comment. Should a resident not submit the agenda request form and wants to talk at the City Council meeting, this is fine; however, the City Council may not provide feedback at the meeting in order to allow time for City Council to research the question/comment. The Summary Sheet will be with the Sign In sheet.
- M/S/CU:** Beaudine/Wittrock to approve adopting Summary Rules for Public Comment.
- d. **Truck Resolution 24-803** – This gives Coufal permission to sell the fire truck. When someone provides an offer to buy the fire truck, Coufal will bring it to the City Council for approval.
- MS/CU:** Wittrock/Mayer to approve Resolution 24-803 giving Coufal permission to sell the fire truck.
Roll Call: Beaudine – Aye, Mayer – Aye, Wittrock - Abstain
- e. **Vendor Agreement** – This is in between the City and State of Minnesota for how energy assistance is received. The City receives the amount and applies it to the resident's account.
- M/S/CU:** Beaudine/Mayer to approve the Energy Vendor Agreement.

H. OLD BUSINESS

- 1. **City Park and Recreation – Pool** – The engineer working on this will have a presentation in October.

I. OTHER BUSINESS

J. ANNOUNCEMENTS

1. **Primary Elections** – August 13th, 2024, 7:00 a.m. – 8:00 p.m. at City Hall. Can file for a seat on City Council between July 30th – August 13th. There are three openings.
2. **Party in the Park** – August 21st, 5:00 – 8:00 p.m.

K. ADJOURNMENT

M/S/CU: Wittrock/Mayer to adjourn meeting at 7:42 p.m.

] **THESE MINUTES WERE OFFICIALLY APPROVED AT THE REGULAR MEETING ON SEPTEMBER 9, 2024.**

John Beaudine, Mayor

Sarah Mikkelsen, City Clerk-Treasurer