



LAKE PARK CITY COUNCIL MINUTES

2032 2nd Street, Lake Park, MN 56554

May 13th, 2024 - 7:00 pm

A. CALL TO ORDER and ROLL CALL

- Meeting called to order by Mayor John Beaudine at 7:01 p.m. at the Lake Park City Center.
- **Members Present:** Jon Anderson, John Beaudine, Kayla Mayer, Britney Ronning, and Aaron Wittrock
- **Members Absent:**
- **Staff:** Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, and Carly Olson
- **Contracted:** Dylan Ramstad Skoyles and Brandon Reber
- **Media:** N/A
- **Guests:** Abby Anderson, Eva Asplin, Melissa Asplin, Tanya Bergman, Barbara Chromy, Josie Denman, Roz Howery, Mona Kuehl, Kristi Lund, Trevor Lund, Lexi McMullen, Lonnie Neuner, Carla Nelson, Haley Nelson

B. ADDITIONS AND/OR REMOVALS

C. PUBLIC FORUM & CORRESPONDENCE – Opened at 7:02 p.m.

1. **Trevor Lund** – Own property on Canfield's First Addition and have a Lot Sub-Division Application. Lots 2 - 10 are on one parcel and there is an existing home that has been renovated and he would like to separate Lots 2 & 3 from the existing parcel based on the Certificate of Survey that has been completed. Lund would like to sell the house. Future plans include a track of land that doesn't have a house on it. The Certificate of Survey has been reviewed by Ramstad Skoyles and the splits conform to the Zoning Ordinance. Lund is asking for permission to split the parcel and approve the actual split.
M/S/CU: Anderson/Ronning approve the split as outlined above.
2. **Police Department Body Camera – Public Comment** – State Statute requires public comments to be received prior to using body worn cameras. Copies of the state mandated policy as well as question and answer sheet are provided in the agenda packet and are on the City website. Comments can be provided to Burnside via email at bburnside@lakeparkmn.com or postal mail. Body worn cameras will start being used in June 2024. Opened floor for public comment and supportive comments were received.
3. **Pool** – On April 8th Syvertson began work on tearing out concrete around the pool. On April 10th Frank expressed concern for the piping, ground grid, and structural integrity of the pool and questioned whether to proceed. Mikkelsen and Frank agreed a special meeting was necessary and Frank contacted Ronning on city council and asked if a special meeting should be held. Per regulations, two city council members or the mayor can call the meeting and the feedback from council and John Beaudine was that a special meeting should be held. Frank then contacted Mr. Dumas. Agreement was reached that the special meeting would be held April 16th. Mikkelsen posted the notice of the special meeting on the bulletin board at City Hall on April 11th where all special meetings are posted which is in line with requirements. The special meeting was held with city council, Dumas, Mikkelsen, Frank, and Charbonneau. Unanimous vote was reached to discontinue work on the pool as there would be more expense to fix the issues uncovered. A pool committee has been formed and consists of Britney Ronning, two town business owners Abby Anderson and Steve Westlund, Marie Nelson, Mel Hanson, and Michelle Bjerke. Pool committee's next steps are to identify potential options and start researching and submitting grants, and raising funds for the pool. Ronning reached out to another pool company to obtain a second opinion and awaits feedback. To special assess the city for the pool expenses, the tax increase will go to a city resident vote. Charbonneau has submitted five pool grants and all have been denied. The city continues to search for grants. The pool committee may also perform a survey. A reminder that at the April city council meeting there were four options outlined by Ramstad Skoyles and are included in the packet.
4. **New Apartment Buildings** – Public Hearings were held covering information on this and discussions were had identifying changes from initial discussions. Concern raised

regarding increased traffic on Lake Street. Lake Street and 2nd Street are county roads which fall under the jurisdiction of Becker County so the City does not have authority.

Closed at 7:39 p.m.

D. PUBLIC HEARINGS – Open 7:39 p.m.

1. **EPIC Holdings – Final Plat** – EPIC was asked to be here today, however, they didn't show. The only change is what used to be the center lot as 1 is now 2. There is a 60-day rule that states within this time to table this discussion until a representative from EPIC attends.

M/S/CU: Anderson/Mayer approve to table EPIC Holding final plat discussion being an EPIC representative didn't attend today's meeting.

Closed Public Hearing at 7:42 p.m.

E. CONSENT AGENDA

1. **Minutes of 4/8/24 Regular Meeting**
2. **Minutes of 4/16/24 Special Meeting**
3. **Minutes of Board of Appeal Meeting**
4. **Bills Paid Without Approval**
5. **Bills**
6. **Council Reports**
7. **EDA Report** – Apartment 238 needs a new zone valve. A full page ad will be placed in the Gateway to the Lakes magazine. Met with civil engineer to discuss potential grants EDA may pursue. Grant writer cost is ~\$10,000 per grant. Frank will request update on when shingling of Village Square will begin.

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

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

E. ADDITIONAL BILLS

1. **Additional Additional Bill** –

M/S/CU: Anderson/Ronning to approve additional and additional additional bills.

F. STAFF REPORT

1. **Brandon Reber, Moore Engineering**

- a. **Engineer Update** – Cloey attended with Brandon.

1. **Water treatment plant** - Work is complete. Project will be reviewed in the next month or two and will close out funding. Locator for JS Web Map was supposed to be an approved expense, however, it is no longer approved. Amount is \$6,800.

M/S/CU: Wittrock/Mayer to approve \$6,800 for JS Web Map locator.

2. American General Contracting final invoice in the amount of \$49,442.29. Moore Engineering invoice in the amount of \$4,900. Once all is squared away with PFA, Moore Engineering will issue final invoice.

MSCU: Wittrock/Mayer to approve American General Contracting invoice in the amount of \$49,442.29.

MSCU: Anderson/Ronning to approve Moore Engineering invoice in the amount of \$4,900.

3. **Sewer Project** – Work is complete. Will close out in the next month or two. Invoice for the work they have done to-date is \$113,874.52. Holding \$47,000 in retainage until get to final payment. Due to delay in project, there are additional expenses.

M/S/CU: Anderson/Wittrock to approve paying invoice in the amount of \$113,874.52.

4. **Proposed Street Project** – Tried to get on 2023 bonding bill and were not successful. Also reached out for 2024 bonding bill but no local street projects are going through this. Next bonding is in 2 years, which would be 2026. Beaudine will call regarding bonding.

5. **Lead Service Line** – Working on inventory now.

6. **Turnkey** – Waiting on start up.

2. **Brenda Seley, Nutrition Coordinator** - No update.

3. **Dave Coufal, Fire Chief**

- a. **Fire Calls** - There were three calls, two grass fires and one alarm.

- b. **OSHA Packet** – Coufal spends 200 - 300 hours of administrative work reviewing. Will increase Coufal's total hours to 2,000 – 3,000 hours. This will increase substantially the funds needed to run the Fire Department. Encourage council to review packet. Voting on this in June, and would have 2 years to become compliant. Basically, would need a new fire hall to be compliant. Can comment on packet on OSHA's website, and Bill number is 1910.

c. **Donations** - \$250 from Midnite Riders, and \$75 from Olson Pools and Spas.

M/S/CU: Wittrock/Ronning to approve donations of \$250 and \$75.

4. Carly Olson, Municipal Liquor Manager

a. Profit of \$2,300 this month.

b. Entertainment will be on Friday nights instead of Saturday nights.

5. Brady Burnside, Police Chief

a. Steady call volume, increased school calls.

b. New apartment building on Lake Street - Ball is in Becker County's hands on any requested changes as it's a county road. Burnside has requested many times changing the speed and putting in a stop sign half way down the road. These would require the county perform traffic studies. There will not be a driveway on the south end, this has been closed and seeded. School Zone speed sign is no longer there being there is no longer a school there. Drawback of a stop sign is backup of cars and noise of accelerating cars.

6. Todd Frank, Utility & Public Works Superintendent

a. **Streets** – Patching holes in the streets.

b. **Ball Diamonds** – Working on ball fields.

c. **Locating** – Underway.

d. **Summer Mowing** - Brian is back to work.

e. **Ponds** – Doing discharges.

f. **Electric Project** – Starts on Wednesday.

7. Dylan Ramstad Skoyles, City Attorney

8. Sarah Mikkelsen, City Clerk-Treasurer

a. **Budget Fund Summaries**

b. **Flower Donation for Water Foundation** – Annual request for flowers. Asked for increase in donation from City from \$200 to \$300.

M/S/CU: Wittrock/Mayer to approve \$250 donation.

c. **Bond Information** – Rough estimate provided, need to hire this to get actual amount. School has spent \$2,500 so anticipate this to be the starting amount.

d. **Updates** – Payroll updates complete in system. Covid money report on where money was allocated has been turned in. Audit is in full swing. TIF reports are coming due, may hire it out. Pay Equity report is due, and feedback received is that we need to pay one employee for the past 3 years who didn't receive an increase. Suggest Pay Study.

G. NEW BUSINESS

1. **City Sales Tax** – Detroit Lakes has Moratorium in place until May 31, 2025. The legislature gives city approval to have a vote and city holds vote. To go to legislature, need to have a plan in place and what cost will be. City sales tax cannot be used until the Moratorium is up. A special meeting is required.

H. OLD BUSINESS

1. **Sick & ESST Time** – Separated out sick time from ESST time. Max for sick has been changed to be maxed at 400 hours instead of 480 hours. ESST time maxes out at 80 hours. Recommend to pass policy and have full time employees earn 1 hour for every 30 hours worked like part-time employees. Payout will be at the end of the year for hours above 400. Changed sick policy number from 8.0 to 8.1 and ESST policy number to 8.2.

M/S/CU: Wittrock/Ronning to approve changes to sick and ESST time above and policy number changes.

I. OTHER BUSINESS

J. ANNOUNCEMENTS

K. ADJOURNMENT

M/S/CU: Wittrock/Anderson to adjourn meeting at 8:21 p.m.