



LAKE PARK CITY COUNCIL MINUTES

2032 2nd Street, Lake Park, MN 56554

June 10th, 2024 - 7:00 pm

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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, Britney Ronning, and Aaron Wittrock
- **Members Absent:** Kayla Mayer
- **Staff:** Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, and Carly Olson
- **Contracted:** Dylan Ramstad Skoyles and Colleen Hoffman
- **Media:** N/A
- **Guests:** Dan Aune, Ellen Bergman, Tanya Bergman, Connie Bloom, Wallace Bloom, Sue Kornovich, Mona Kuehl, Becky Ode, John Warling, and Luaine Warling

B. ADDITIONS AND/OR REMOVALS

C. PUBLIC FORUM & CORRESPONDENCE – Opened Public Forum & Correspondence 7:01

1. **Ellen Bergman – Baseball Diamonds Bud Ode Dedication** – Request to put up a plaque in dedication to Bud Ode at the ball fields in town for his dedication and involvement. A ceremony will be added to the Pumpkin Fest agenda. Suggestion to put guidelines in place so there is consistency for upcoming dedications. The Council didn't feel guidelines were needed. The City has final decision over the design and placement. Ellen will give Beaudine the draft of the plaque for review and approval.
2. **Colleen Hoffman – Audit** – Audit went very well, it was completed ahead of schedule, everything passed, and Mikkelsen did an excellent job. The TIF fund is now separate per requirements, and Mikkelsen and Hoffman will look at previous years and transfer appropriate money to the TIF fund as it is in deficit. An example is the Liquor Store renovation of the parking lot was paid for out of the General fund reserves and it should be paid for out of the Liquor fund. After appropriate transfers are made, reports will be easier to read. There are several funds that are over budget. The General fund is \$200,000 over budget/in debt. Utility funds are appropriate. Electric, water, sewer and gas were billed appropriately, and all made profit. PERA allocation is now more accurately reflected. Some bonds have been paid off, and there is debt out to 2042. The Audit will be shared and will be put on the City website.
3. **Party in the Park** – This will be on June 19th. There will be food stands and a lemonade stand. Applications need to be filled out for all vendors and fees are waived.
Closed public forum at 7:26

D. PUBLIC HEARINGS – Opened public hearing at 7:26

- a. **EPIC Holdings – Final Plat** – EPIC representative did not attend today's meeting. They were requested to attend but were not present. EPIC has not been responding to communications; however, they did email Mikkelsen stating they will be calling her. Decision options for the Final Plat are 1) Council approve, 2) Council deny, and 3) EPIC table.

M/S/CU: Anderson/Wittrock to approve denying EPIC Final Plat based on they have not attended the last two Council Meetings and have not been responding to communications.

Closed public hearing at 7:30

E. CONSENT AGENDA

1. **Minutes of 5/13/24 Regular Meeting**
2. **Bills**
5. **Council Reports**
4. **EDA Report** – If the land that EPIC owns goes up for sale, it is suggested that EDA purchase it. Request approval to move forward with the DNR grant for either the pool or the walking path. City has to apply being it is on City land. The City/EDA won't have the full amount of money available to pay costs up front so the work on the grant was discontinued. There are many stages to the grant

application, and it will take several months to prepare. The walking path estimate is \$377,550 in construction, including \$281,000 in concrete. This will be a publicly funded project so work needs to be publicly bid. Financing vehicle has a moratorium in place until 5/31/25, so can't apply until then. Grant deadline is 3/31/25. Some of the grant requirements are:

- a. A team needs to be in place to do research and provide information for the grant if proceeding with the walking path. There is a committee for the pool.
- b. Required to pay 100% of costs before eligible to request reimbursement.
- c. Grant doesn't reimburse for non-direct costs.
- d. Grant doesn't reimburse for administrative, legal, and other fees.
- e. Grant reimburses 10% of engineering fees.
- f. Money spent outside of the grant window is not eligible for reimbursement.

Work on the DNR grant will be tabled until there is more information.

City is paying for 10 banners at \$140 each, totaling \$1,400.00.

M/S/CU: Wittrock/Anderson to approve banner design and purchase of 10 banners for \$1,400.00.

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

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

F. ADDITIONAL BILLS

1. **Additional Additional Bill** – Viking Coca-Cola in the amount of \$1,259.25 and J&S Marketing in the amount of \$630.00 for the liquor store.

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

G. STAFF REPORT

1. Brandon Reber, Moore Engineering

- a. **Water Treatment Plant** – Closing this month with PFA.
- b. **Sewer Project** – Closing this month. Invoice from Moore in the amount of \$1,400.00 approved for payment.
- c. **Lead Service Line Inventory Survey** – Moore Engineering survey went out in today's mail and is a 5-minute survey. Survey was also placed on Facebook and the City website.
- d. **Turnkey Development** – Patching of 6th Street starts June 11, 2024.
- e. **Waste Water Project** – Completed last month. PFA will be closed out by end of June. Change Order 3 balances out to \$0 because the contract price was the actual pay price. Contractor's application invoice in the amount for \$47,685.35. This project was 3 years late and we have the option of holding back some funds. Moore Engineering final invoice in the amount of \$27,044.95.

M/S/CU: Wittrock/Ronning to approve Change Order 3.

M/S/CU: Wittrock/Ronning to approve Contractor's Application for payment in the amount of \$47,685.35.

M/S/CU: Wittrock/Anderson to approve Moore Engineering invoice in the amount of \$27,044.95.

2. Brenda Seley, Nutrition Coordinator - Absent

3. Dave Coufal, Fire Chief

- a. **Fire Calls** - There were two calls, one mutual aid for structure fire and one grass fire.
 - b. **New Member** – John Donovan recommended to hire and be put on probation period.
- M/S/CU:** Wittrock/Ronning to approve new hire of John Donovan.
- c. **Sunday Father's Day Breakfast** – June 16th hosting pancake feed at fire hall from 8:00 a.m. – 12:00 p.m. Free will donation.
 - d. **Sale of Old Unit 3** – Using broker to appraise, list, and sell it.

4. Carly Olson, Municipal Liquor Manager

- a. **Off-Sale** – Anticipate sales to increase with the nicer weather.
- b. **Bands** – There will be one and two man bands on Friday nights.

5. Brady Burnside, Police Chief

1. **Leiseth Building** – Located at 406 Lake Street. Looking at purchasing building on Lake and 3rd for \$135,000. The building is 85% complete with what's needed to use it. Need to build a wall between the garage area and the office area. This location also butts up to City property. Currently, the police department has their items in four locations. The office in the current location gets many people

coming in to check into Essential clinic or asking about Lakes Accounting and want to leave a message during tax season. The squad car is parked in the fire hall, and that space could be used for the fire department. The Auditor has looked at our finances and we do have the funds to pay for it. Ramstad Skoyles has drafted the Purchase Agreement. Abstract at sellers cost is ready. City will pay for title insurance.

M/S/CU: Wittrock/Anderson to approve purchase of Leiseth Building at 406 Lake Street for \$135,000, and direct Ramstad Skoyles to collect the abstract from the seller and the City will pay for title insurance.

M/S/CU: Anderson/Wittrock to approve Beaudine to sign Purchase Agreement.

6. Todd Frank, Utility & Public Works Superintendent

- a. **Brush Fire** – There was a brush fire at the burn pile that spread to the swamp. The fire department will use brush fires for training purposes. The Lake Park brush pile located on the EAST side of 2nd Street along the railroad tracks on Hotel Lane is PERMANENTLY CLOSED. The brush pile on the West side of 2nd Street along the tracks by the pond is OPEN. Brush is the only acceptable item. NO stumps or lumber or garbage, etc.
- b. **Equipment Yard** – Received complaint about equipment and materials that were by the pool. These are for the electrical project that is currently underway. There is no utility yard to house these materials and equipment. An option would be to have a fence installed as wire and gravel have been stolen.
- c. **Electric Project** – Will finish boring in June 2024 and wiring will be put down, switches to set in July, and transformers to set. Sub-station will be down temporarily in August.
- d. **Street Project** – Received two quotes to repair eight blocks for \$20,000 plus \$20,000 to Becker County. Becker County didn't get funding for the county roads so that work will push out to 2025. The eight blocks consist of:
 - i. 1st Street around triangle to substation around to Highway 10
 - ii. 1st Street to 2nd Street on Liberty Street
 - iii. 3rd Street to Lake Street to 4th Street

M/S/CU: Anderson/Wittrock to approve bid for \$20,000.00 to Allstate Pavement and \$20,000.00 to Becker County.

7. Dylan Ramstad Skoyles, City Attorney

- a. **Complaint** - Received complaint today of a property within city limits that is using residential property for commercial business. Enforcement action will be taken.

8. Sarah Mikkelsen, City Clerk-Treasurer

- a. **Budget Fund Summaries**
- b. **Pool Phone and Internet** – Has been on Vacation/Layaway Plan over the winter months and is a 3-year contract. It is less expensive to keep it on the Vacation/Layaway Plan than to end the term of the contract. Pumpkin Fest uses the internet for the Ninja game. The cameras use the internet to record and are hard wired to the monitor. The phone is a separate service and will be disconnected and we will keep the internet. Mikkelsen will contact Arvig and confirm if the internet service can be used for one month during Pumpkin Fest.
- c. **City Accounts** – Transfer money from 4M account to checking to pay bills. Today \$400,000 in bills have been approved plus additional bills in the amount of \$205,000, for a total of \$605,000. The contract with Hoffman was renewed last year. Mikkelsen reviewed PERA information and figured out how much was for each employee.

H. NEW BUSINESS

I. OLD BUSINESS

1. **City Park and Recreation (Pool)** – Committee was formed last month and had a meeting on 5/28/24 to begin discussing three options: 1) Completely new pool, 2) Remodel pool, and 3) Splashpad or alternative.
2. **Sick & ESST Time** – Starting June 1st, the two policies have been separated in the payroll system, one for sick time and one for ESST time. For every 30 hours worked, 1 hour of ESST time is earned.

J. OTHER BUSINESS

1. **5/13/24 Meeting Minutes** - Under section H.1 Sick and ESST time to change the word "six" to "sick" policy.

M/S/CU: Anderson/Wittrock to approve amending the 5/13/24 Meeting Minutes under H.1 Sick and ESST time to change the work “six” to “sick” policy.

M/S/CU: Ronning/Wittrock to approve the Consent Agenda as amended.

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

2. Payroll Changes – If there are future changes to the payroll, these should be done January 1st instead of mid-year.

K. ANNOUNCEMENTS

L. ADJOURNMENT

M/S/CU: Anderson/Wittrock to adjourn meeting at 8:17 p.m.

THESE MINUTES WERE OFFICIALLY APPROVED AT THE REGULAR MEETING ON JULY 8, 2024.

John Beaudine, Mayor

Sarah Mikkelsen, City Clerk-Treasurer