LAKE PARK CITY COUNCIL

Regular Meeting Minutes – June 12, 2017

A. CALL TO ORDER

1. Meeting called to order by Mayor Keith Zachariason at 7:00 PM at the Lake Park City Center.

B. ROLL CALL

1. Members Present: Kelly Stark, Dan Aune, John Warling, Keith Zachariason, Jon Anderson

2. Members Absent:

3. Staff: Lonnie Neuner, Carly Olson, Todd Frank, Brady Burnside, Dave Coufal, Sarah Mikkelsen

4. Contracted Services: Charles Ramstad, Dan Hanson,

5. Media: None

6. Guests: John Raknerud, Alice Raknerud, Jesse Covey, Loren Jetvig, Scott Walz, Winton Johnson

C. NEW BUSINESS (moved up on agenda)

1. Development Approval:

Ramstad: stated the surveyor needs to make some changes because there are issues pertaining to lot size, descriptions of lots and measures of streets. Council should consider if they want a storm water/retention water in contract. Other items to inquire is Site Improvements List and guidelines for list. A 10 day notice needs to be published in newspaper and mailed to all land owners for a Special Meeting.

Winton: Wants to move ASAP on timeline so they can start project this fall. City Engineer will review plans before approved by Council. Wants to change completion date to December 31, 2032 (15 years not 10). They are hoping to start construction on the Old High School in the fall of 2017.

2. Jetvig Parcel: Parcel No. 07.0158.000

Jetvig: Requesting approval of the subdivision of the subject property into 2 separate parcels. This proposed subdivision will result in two separate parcels, each of which will meet and exceed the minimum standards for residential single family lots within the applicable Becker County Zoning Ordinance Zone.

**M/S:** Aune/Anderson to approve the parcel request.

**Roll Call Vote:** Stark – Aye; Warling – Aye; Zachariason – Aye; Aune – Aye; Anderson – Aye

**Motion carried unanimously.**

D. CONSENT AGENDA

1. Minutes of 5-8-17

Zachariason: Approve Frank Salary Grade 12/Step 3. Was not approved during 5/8/17 meeting.

**M/S/CU:** Anderson/Warling to approve salary Grade 12/Step 3.

2. Minutes of 5-16-17

No Questions

3. Printed Bills:

Aune: Why is there two checks for Wild Rice? Should one be for Ottertail Power?

Neuner: There is one check for Wild Rice in the amount of $70.84. Two separate bills were entered in the amount of $37.23(utility shop) and $33.61(sign). Ottertail Power was also paid $78.90 for pole rental and usage (yearly fee).

Aune: What is the city truck fund disbursement for the Lake Park FD?

Neuner: The City contributes to the truck fund every year and it has not contributed since 2012. Six years of non-payment at $6,000 would make the contribution $36,000 to be current on contributions. Check is coded 002 for Reserve Fire Department.

4. Council Reports: none

**M/S:** Anderson/Stark to approve the consent agenda.

**Roll Call Vote:** Stark – Aye; Warling – Aye; Zachariason – Aye; Aune – Aye; Anderson – Aye

**Motion carried unanimously.**

E. ADDITIONAL BILLS

1. Neuner presented printed additional bills, $10,905.44

a. Carla Nelson, $15.00

b. Ameripride, $58.60

c. Johnson Brothers, $21.99

d. Johnson Brothers, $2,697.67

e. Phillips, $233.05

f. Henry’s, $1,404.68

g. Beverage Wholesalers, $2161.20

h. Lake Park Post Office, $116.00

i. Bergman Plumbing and Heating, $1,711.00

j. Northland Frozen Pizzas, $114.50

k. Arvig Communications System, $872.05

l. FIRE, (training materials) $1,500.00

**M/S/CU:** Anderson/Aune to approve the additional bills.

F. STAFF REPORT

1. **Moore Engineering, City Engineer**

a. Storm Drainage Issue:

Hanson: Waste Water Projects should be starting any day. Will be televising/jetting to check if there is blockage.

Aune: Do we need DNR approval if we discharge a new system?

Hanson: No there should not be any issues with DNR. There will be no change in volume but the flow of speed.

Zachariason: Asked what time frame are we looking at, citizens are concerned.

Hanson: He wants to move quickly but will need to produce map and quote timeframe.

Council: Consensus to move forward on storm drain.

Covey: Concerned on timeline and when are they moving forward.

Zachariason: Will be going forward with this plan immediately and discover problem.

2. **Dave Coufal, Fire Chief**

Coufal: 4 fire calls-assisted life flight, tractor fire, barn fire, grass fire. He is very proud of his team and how many respond. FD is still short on staff. Received money from FEMA. Need July 29th permits for dance. Practice burn went well on May 20th.

3. **Brenda Seley, Nutrition Coordinator**-not present

4. **Carly Olson, Municipal Liquor Manager**

Olson: Golf Tourney for June 17th has a full roster. Outside sign needs repair. Too expensive to replace. The Utility crew will take a look and evaluate on plan of action to fix.

5. **Brady Burnside, Police Chief**

Burnside: Researched a few security systems for park and they were expensive. Getting quotes from others and talking with Arvig on their options. Items were thrown over fence in pool.

6. **Todd Frank, Utility & Public Works Superintendent**

Corey Will started on June 5th. He is very knowledgeable and a welcomed addition to our staff. Pool and Department of Health inspections went well. Gullard’s Roofing will be roofing the auditorium in the near future.

7. **Charlie Ramstad, City Attorney**

a. Development Agreement – see above minutes on section C 1.

8. **Lonnie Neuner, City Clerk-Treasurer**   
a. Review of Trial Balance: Report showing trial balance up to May 31, 2017.

b. Fund Balance: Table until July 10, 2017 meeting.

c. Rummage sale at shelter: Should rummage sales be allowed at park shelter? Council decided NO rummage sales allowed, but they can rent the City Center. City Center cannot be rented the weekend of Fireman’s Dance

G. NEW BUSINESS

1. Compensation Study

References for David Drone for $4,500, no references for Springstead for $9,600. Springstead is well known for being reputable.

Aune: Wants comparables with similar size and service.

1. Review Job Description

2. Review Points

3. Compare Salary with NW MN & Eastern ND

4. Step & Grade Pay Scale (comparable worth of 3 years)

5. Pay Equity

Ramstad: Suggested we get written responses from the above companies for the above five areas that we want included in the pay study.

Tabled until next meeting.

2. Development Approval- see above minutes on section C 1.

3. Jetvig Parcel- see above minutes on section C 2.

4. Pool Employees

Zachariason: Lifeguard pay is same as office worker 2nd year. Do we want to revisit pay scale. Council decided to leave as is.

New Employees: Alyssa Johnson, Devika Qwin, Mellissa Asplin, Taylor Endres, Aeriana Softing.

**M/S/CU:** Anderson/Stark to approve the pool employees.

5. WiFli Requests

WiFli inquired if a camera can be placed on the water tower overlooking the town and install wi-fi capabilities at the pool for no cost on each project. Council discussed and determined that due to no cost for city that WiFli can install these items.

**M/S/CU:** Anderson/Aune approved installation of the camera on water tower and wi-fi capabilities at the pool.

6. Utility Easements

Zachariason: Questions about easements on Sunset addition.

Ramstad: Easements are online for Becker County under Plats. Many older parts of Lake Park will not have dedicated online easements, but new additions will have them online. Utilities extensions will be documented by Ramstad and city office will record with county.

I. OLD BUSINESS- NONE

J. OTHER BUSINESS

1. MNDOT Update

Zachariason: Proposed a plan with MNDOT and Old Skool Malt Shop in regards to access on highway 10 when the stoplights are installed. Proposed plan is to have a right in only off of highway 10 to Malt Shop then exit on 2nd Street.

K. ANNOUNCEMENTS

Aune: Audits are important for employees and elected officials. He provided a handout with concerns from the 2016 Audit from Eide Bailey. He will discuss his handout in July meeting due to length of this meeting.

L. ADJOURNMENT

**M/S/CU:** Anderson/Warling to adjourn at 9:47 PM.

**THESE MINUTES ARE SCHEDULED TO BE OFFICIALLY APPROVED AT THE JULY 10, 2017 MEETING.**