

**AGENDA  
 PARK RAPIDS CITY COUNCIL MEETING  
 TUESDAY, JULY 26, 2016, 6:00 PM  
 PARK RAPIDS LIBRARY-LOWER LEVEL  
 PARK RAPIDS, MINNESOTA**

Page

- 1. **CALL TO ORDER:** *The Pledge of Allegiance will be recited by all those present.*
  
- 2. **ROLL CALL**
  
- 3. **APPROVE AGENDA:** *Councilmembers may add or delete items on the agenda at this time.*
  
- 4. **EMPLOYEE RECOGNITION:**
  - 4.1. Certificate of Achievement for Sabin J. Rasmus-Five Years of  
 Employment with the City of Park Rapids ..... 1
  
- 5. **APPROVAL OF MINUTES:**
  - 5.1. City Council Workshop Minutes-June 28, 2016 .....2-6
  - 5.2. City Council Regular Meeting Minutes-June 28, 2016 .....7-20
  - 5.3. City Council Regular Meeting Minutes-July 12, 2016 .....21-36
  
- 6. **FINANCE:**
  - 6.1. Payables and Prepaids .....37-48
  
- 7. **CONSENT AGENDA:** *All items listed with an (\*) are considered to be non-controversial by the staff, but not necessarily by the Council, and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff or Citizen so requests, in which case, the item will be removed from the consent agenda and considered immediately following consent vote.*
  - \*7.1. Resolution #2016-\_\_ Approving Ordinance No. \_\_ Amending the Park  
 Rapids City Code of Ordinances of the City of Park Rapids; Chapter 30  
 City Administration, Section 30.29 Salaries of Mayor and Council  
 Members ..... 49

*7.2.	Ordinance No. __ Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 30 City Administration, Section 30.29 Salaries of Mayor and Council Members.....	50
*7.3.	Resolution #2016-__ Approving Ordinance No. __ Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.06 Employee/Contracted Services Compensation .....	51
*7.4.	Ordinance No. __ Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.06 Employee/Contracted Services Compensation .....	52
*7.5.	Resolution #2016-__ Accepting Donations for the City of Park Rapids .....	53-54
*7.6.	Resolution #2016-__ Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Hubbard First Response and Rescue .....	55
*7.7.	Resolution #2016-__ Approve Temporary On Sale Liquor License for the Northern Light Opera Company in the City of Park Rapids .....	56
*7.8.	Approve Outdoor Dance Permit for American Legion Post 212, for Friday, August 5 <sup>th</sup> , 2016, starting at 8:00 p.m. and ending on Saturday, August 6 <sup>th</sup> , 2016, at 12:30 p.m.....	57
*7.9.	Approve Multi-Vendor Transient Merchant License for Tony Meech d.b.a. Chase the Outdoor Expo to be held at the Hubbard County Fairgrounds on Friday and Saturday, July 29 <sup>th</sup> and 30 <sup>th</sup> , 2016 .....	58
*7.10.	Resolution #2016-__ Approve Temporary On Sale Liquor License for Shell Prairie Agricultural Association in the City of Park Rapids.....	59
*7.11.	Approve Public Facilities Use Permit for Amy Kain and Wesley Kain to Use the Deane Park Gazebo at 19382 Eagle Pointe Trail on Saturday, August 6 <sup>th</sup> , 2016, from 9:00 a.m. to 6:00 p.m. for the Christina Guida Bridal Shower .....	60
*7.12.	Authorize Reduction in the Amount of \$2,539.96 for Building Permit Fees Associated with the Park Rapids Aviation Paint Booth Construction Project .....	61-63
*7.13.	Approve Purchase in the Amount of \$1,750.00 from McQueen Equipment for Airport Hangar Door Weather Seal.....	64-65

*7.14. Approve Purchase in the Amount of \$2,652.46 from RDO Equipment for Parts to Replace the Radiator in the Motorgrader for the Street Department.....	66-68
*7.15. Approve Low Bids in the Amount of \$2,800.00 from Girtz Excavating, and \$2,446.65 from Fergusson Waterworks, for a Total of \$5,246.65, to Extend City Sewer and Water Services to the Park Rapids Aviation Paint Booth.....	69-79
*7.16. Approve Low Bid in the Amount of \$910.59 from Flying W Gardens to Purchase Seventeen (17) Trees for the 2017 Spring Tree Planting .....	80-83
*7.17. Resolution #2016-__ Ordering the Securing of a Vacant Building Located at 501 Central Avenue North in the City of Park Rapids.....	84-105
*7.18. Approve Pay Request in the Amount of \$91,811.92 for Minnesota Public Facilities Authority for the Water Tower and Treatment Facility Loan Payment .....	106-110
*7.19. Approve Pay Request #7 and #8 in the Total Amount of \$160,084.98 to C&L Excavating for Construction Services for the Riverside Area Phase One Project .....	111-121
*7.20. Authorize the Execution of the Purchasing Agent Agreement by and between Hammers Construction and the City of Park Rapids for the Deane Park Bathroom Project.....	122-124
*7.21. Allow the Park Rapids Police Department to Participate in the Minnesota Department of Public Safety Grant and Allow the Expenditures to Complete the Funding Match and Purchase Mobile Computer Equipment.. .....	125-129
*7.22. Resolution #2016-__ Authorizing Proper City Officials to Execute an agreement for Assessment Services by and between Loren Tolkkinnen d.b.a. SLL Inc. and the City of Park Rapids.....	130-131
*7.23. Approve <i>First Reading</i> of Ordinance Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.06 Employee/Contracted Services Compensation, to Increase Salary of Fire Department Secretary .....	132-133
*7.24. Resolution #2016-__ Approve Step Increase and Wage Adjustment for Full Time Accounting Clerk/Receptionist Janel Stewart .....	134-135

- \*7.25. Approve Job Description for Non-Union Police Sargent and to Authorize Staff to Promote Two Officers from the Existing Police Department Staff to the Two New Non-Union Positions ..... 136-145
- \*7.26. Resolution #2016-\_\_ Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for North Country Friends ..... 146
- \*7.27. Approve Pay Request in the Amount of \$25,808.06 to TKDA for Professional Services Regarding the Airport Master Plan ..... 147-161
- \*7.28. Approve Pay Request in the Amount of \$9,076.26 to Minnesota Department of Commerce Regarding the Energy Efficiency Loan Program..... 162-164
- \*7.29. Approve Pay Request in the Amount of \$740.00 to Apex Engineering Group for Professional Service Regarding the Riverside Area Phase One Project ..... 165-167
- \*7.30. Approve Pay Request in the Amount of \$3,513.32 to N.D. Sewage Pump for Replacement of Controllers on Lift Station #1, #10, #13, and #16 ..... 168-170

**8. COMMENTS FROM CITIZENS:** *Individuals may address the City Council at this time about any item not contained on the regular agenda. The Council will take no official action on items discussed, with the exception of referral to staff for future report. If there are no comments, the City Council will continue with the regular agenda.*

**9. GENERAL BUSINESS:**

- 9.1. Coalition of Greater Minnesota Cities Legislative Update by Elizabeth Wefel..... 171-177
- 9.2. Request to Provide Free Water/Sewer, Abate Special Assessments, and Provide Additional Handicapped Parking Spaces for the Senior Citizens Center Club Inc. at 102 Second Street West ..... 178-190

**10. CITY ADMINISTRATOR COMMENTS**

**11. DEPARTMENT HEAD UPDATES**

**12. MINUTES/REPORTS/INFORMATION:** *Some of the information included here is in draft form, and is subject to change.*

12.1. Housing & Redevelopment Authority Resident Survey-March 10, 2016..... 191

12.2. Housing & Redevelopment Authority Meeting Minutes-April 20, 2016..... 192-193

12.3. Housing & Redevelopment Authority Meeting Minutes-May 18, 2016 ..... 194-196

12.4. Finance Committee Meeting Minutes-June 21, 2016..... 197-199

12.5. Housing & Redevelopment Authority Meeting Minutes-June 22, 2016 ..... 200-201

12.6. Police Department Activity Report-July 26, 2016..... 202-210

12.7. Urban Forestry Committee Meeting Minutes-July 21, 2016..... 211-212

**13. COMMENTS FROM COUNCIL**

**14. ADJOURNMENT**