

**AGENDA  
 PARK RAPIDS CITY COUNCIL MEETING  
 TUESDAY, SEPTEMBER 13, 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. **CERTIFICATE OF COMMENDATION:**
  - 4.1. Police Officers Robert Gilmore and Joseph Rittgers.....1-3
  
- 5. **APPROVAL OF MINUTES:**
  - 5.1. City Council Regular Meeting Minutes-August 10, 2016.....4-9
  - 5.2. City Council Workshop Minutes-August 30, 2016..... 10-18
  
- 6. **FINANCE:**
  - 6.1. Payables and Prepays ..... 19-31
  
- 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 36 Fee Schedule, Section 36.13 Miscellaneous Fees ..... 32
  - \*7.2. Ordinance No. \_\_ Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.13 Miscellaneous Fees..... 33

- \*7.3. UTILITY BILLING: Deny Request to Waive the Late Penalty Fee on the 2016 Second Quarter Billing in the Amount of \$87.17 from Bill Larson at 19331 Eagle Pointe Drive .....34-36
- \*7.4. Resolution #2016-\_\_ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule ..37-39
- \*7.5. Approve Installation of a New Law Enforcement Center to Fire Hall Paging System by Mid-State Wireless in the Amount of \$1,950.00.....40-42
- \*7.6. Resolution #2016-\_\_ Setting Public Hearing on the Proposed 2017-2021 Capital Improvement Plan for the City of Park Rapids..... 43
- \*7.7. Resolution #2016-\_\_ Approving Wage Adjustment and Step Increase for Facility Maintenance Superintendent Chris Fieldsend.....44-45
- \*7.8. Resolution #2016-\_\_ Accepting the Resignation of Rapids Spirits Part Time Liquor Store Clerk Jeffrey Olesen.....46-47
- \*7.9. Approve Pay Request in the Amount of \$101,691.80 for Bob Bristlin and Son Construction for Work Completed on the Fire Hall Expansion Project ..48-51
- \*7.10. Approve Pay Request in the Amount of \$1,687.50 to Todd Township for the City’s Portion of the Chloride for Albert Avenue, as per the Road Maintenance Agreement .....52-53
- \*7.11. Approve Pay Request in the Amount of \$4,000.00 to David Drown Associates to File the 2015 TIF Reports with the Minnesota State Auditor ..54-55

**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. PLANNING:**

- 9.1. Resolution Adopting the Fourth Amendment to the Future Land Use Map to the 2008 Park Rapids Comprehensive Plan .....56-58
- 9.2. Resolution Rezoning Land to R-2 in the City of Park Rapids, PID #32.39.01200 and PID #32.39.01400 .....59-75

**10. GENERAL BUSINESS:**

10.1. 2017 Budget/Levy Presentation..... 76-99

- A. Resolution Adopting Preliminary General Fund Budget for the Year 2017 for the City of Park Rapids..... 100
- B. Resolution Adopting Preliminary Property Tax Levy for Tax Year Payable 2017 for the City of Park Rapids..... 101
- C. Announce Truth In Taxation Meeting on December 13<sup>th</sup>, 2016 at 6:00 p.m. .... 102

10.2. Appoint Police Officers..... Johnson

- A. Resolution Approving the Full Time Employment Status and Acknowledging the Declaration of Park Rapids Police Officer Jason Phillips ..... 103-105
- B. Resolution Approving the Secondary Part Time Employment Status and Acknowledging the Declaration of Park Rapids Police Officer Bill Schlag ..... 106-108

10.3. 2016 Apron and Taxiway A Rehabilitation Project ..... 109-113

**11. CITY ADMINISTRATOR COMMENTS**

**12. DEPARTMENT HEAD UPDATES**

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

13.1. Housing & Redevelopment Authority of Park Rapids Meeting Minutes-July 20, 2016..... 114-116

13.2. Building Permit Report-August 2016..... 117

13.3. Plumbing Permit Report-August 2016 ..... 118

13.4. Planning Commission Meeting Minutes-August 22, 2016..... 119-122

13.5. Hubbard County Regional Economic Development Commission Report-  
August 23, 2016..... 123-126

13.6. Housing & Redevelopment Authority of Park Rapids Memo-August 31,  
2016..... 127-128

**14. COMMENTS FROM COUNCIL**

**15. ADJOURNMENT**