

**AGENDA
PARK RAPIDS CITY COUNCIL MEETING
TUESDAY, DECEMBER 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. PUBLIC HEARING at 6:00 PM:

The Mayor will call for a motion to open the public hearing.

- 4.1. **Truth in Taxation** Public Meeting

 - A. Presentation of Budget and Property Tax Levies Brumbaugh
 - B. Public Hearing Notice.....
 - C. Public Comments.....Sign in Sheet

The Mayor will call for a motion to close the public hearing.

- 4.2. Final Levy and Final General Budget:
 - A. Resolution #2016-__ Adopting Final General Fund Budget for the Year 2017 for the City of Park Rapids.....
 - B. Resolution #2016-__ Adopting the Final Property Tax Levy for Tax Year 2017

5. APPROVE MINUTES:

- 5.1. City Council Regular Meeting Minutes-November 9, 2016
- 5.2. City Canvas Board Meeting Minutes-November 16, 2016

6. FINANCE:

- 6.1. Payables & Prepaids.....

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. Approve Pay Request in the Amount of \$3,265.50 for Northern Technologies LLC for Testing on Various Materials for the Fire Hall Expansion Project.....
- *7.2. Approve the Purchase in the Amount of \$2,641.60 from Girtz Implement and Tires for Five (5) Sets of Tires for the Chief's, Investigator's, and Three (3) Squad Cars.....
- *7.3. Approve the Purchase in the Amount of \$2,598.88 from Henke Manufacturing for Two (2) Accumulators for the Loader Vee Plow for the Municipal Airport.....
- *7.4. Approve Base Bid in the Amount of \$51,341.00, plus the \$3,500.00 Bid Alternate to Install One (1) Window, from Hammers Construction for Phase One of the City Hall Remodeling Project
- *7.5. Approve Pay Request in the Amount of \$11,750.00 to Hammers Construction for Work Completed on the Deane Park Restroom Project
- *7.6. Approve Pay Request in the Amount of \$5,260.06 to TKDA for Professional Services Regarding the Airport Master Plan
- *7.7. Approve Pay Request in the Amount of \$129,192.40 to Bob Bristlin and Son Construction Company to Work Completed on the Fire Hall Expansion Project.....
- *7.8. Approve Pay Request in the Amount of \$4,364.80 to TKDA for Professional Services Regarding the Apron and Taxiway A Rehabilitation Project
- *7.9. Approve Pay Request in the Amount of \$23,493.00 to Law Enforcement Technology Group for the Second Half Payment Regarding the Software Upgrades for the Laptops in the Police Squad Cars.....
- *7.10. Approve the Purchase in the Amount of \$4,073.36 from PCS Mobile for Cradlepoints and Antennas for the Laptops in the Police Squad Cars
- *7.11. Approve Pay Request in the Amount of \$8,867.92 to Apex Engineering Group for Professional Services for the Fire Hall Expansion and the Riverside Area-Phase One Projects

- *7.12. Approve the Purchase in the Amount of \$9,233.08 for a New Reception Desk for City Hall from Cooper's Office Supply
- *7.13. Approve Low Quote in the Amount of \$7,000.00 from Dakota Worldwide to Complete a Market Analysis Study on the Park Rapids Municipal Liquor Store a.k.a. Rapids Spirits
- *7.14. Approve Contract with BHH Partners for \$6,500.00 or less to Verify the As-Built Plans and Sketches for the Armory as Provided by the Developer
- *7.15. Resolution #2016-__ Re-Appointing Thom Peterson to Serve on the Airport Commission for the City of Park Rapids
- *7.16. Resolution #2016-__ Re-Appointing Nathan Luetgers to Serve on the Park Rapids Arts and Culture Advisory Commission.....
- *7.17. Resolution #2016-__ Re-Appointing Richard Bradow to Serve on the Park Rapids Planning Commission
- *7.18. Approve Purchase in the Amount of \$8,679.96 from Kiesler's Police Supply Inc. for Four (4) Patrol Rifles at \$1,469.99 each, and Rifle Attachments at \$700.00 each
- *7.19. Approve Pay Request in the Amount of \$2,699.78 to MacQueen Equipment for Street Sweeper Repairs
- *7.20. Approve Pay Request in the Amount of \$3,500.00 to the Paul Bunyan Task Force for the Park Rapids Police Department's 2017 Associate Membership Fee.....
- *7.21. Resolution #2016-__ Authorizing the Proper City Officials to Execute the Paul Bunyan Drug Task Force Inter-Agency Agreement on Behalf of the City of Park Rapids.....
- *7.22. Approve Pay Request in the Amount of \$9,076.26 to the Minnesota Department of Commerce for Repayment of the Energy Efficiency Loan Program.....
- *7.23. Approve to NOT Waive the Tort Limits for the Liability Insurance Policy with the League of Minnesota Cities.....
- *7.24. Resolution #2016-__ Approve Minnesota Lawful Gambling LG214 Premises Permit Application for Wolf Lake Wolf Pack Baseball.....

- *7.25. Approve Pay Request in the Amount of \$2,735.00 to Samuelson Laney Plumbing, Heating, Cooling, for the Purchase and Installation of a New Furnace at City Hall.....
- *7.26. Resolution #2016-__ Approving the Change of Status of City Administrator John F. McKinney Jr. from Independent Contractor to City Employee
- *7.27. Approve Purchase in the Amount of \$3,781.00 from Genesis Lamp for Replacement Parts for Damaged and Old Lighting at the Municipal Airport.....
- *7.28. Approve Purchase in the Amount of \$3,300.00 from Girtz Tires for Two (2) New Rear Tires for the Airport Loader, at the State Bid Price
- *7.29. Resolution #2016-__ Accepting the Resignation of Rapids Spirits Part Time Liquor Store Clerk Sandra Parker.....
- *7.30. Authorize City Staff to Advertise and Interview for a Part Time Rapids Spirits Liquor Store Clerk to Fill Open Position.....
- *7.31. Resolution #2016-__ Re-Appointing Tom Petschl to Serve on the Library Board for the City of Park Rapids
- *7.32. Resolution #2016-__ Approving Salary Schedules for Police Sergeants and the Part Time Accounts Payable Clerk for the City of Park Rapids
- *7.33. Resolution #2016-__ Approving City of Park Rapids Non-Union Employees Wage Adjustment for the Years 2017, 2018, and 2019
- *7.34. Resolution #2016-__ Re-Appointing David R. Konshok to Serve on the Airport Commission for the City of Park Rapids
- *7.35. Resolution #2016-__ Re-Appointing Dawn Kast to Serve on the Park Rapids Arts & Culture Advisory Commission.....
- *7.36. Approve Pay Request in the Amount of \$4,766.12 to BHH Partners for Professional Services for the City Hall Remodel Project
- *7.37. Approve Pay Request in the Amount of \$21,747.50 to Kitchigami Regional Library for the Second Half Levy Payment and the Repair and Replacement Fund
- *7.38. Resolution #2016-__ Accepting Donations for the City of Park Rapids.....

- *7.39. Approve Final Pay Request #9 in the Amount of \$154,736.09 to C&L Excavating for Professional Services for the Riverside Area-Phase One Project
- *7.40. Resolution #2016-__ Accepting Work on the Riverside Area-Phase One, North Main Avenue, and Mill Road Improvement Project for the City of Park Rapids
- *7.41. Approve Pay Request in the Amount of \$1,880.06 to BHH Partners for Professional Services Regarding the Pioneer Park Restroom
- *7.42. Approve Pay Request in the Amount of \$3,309.20 to Kutak Rock for Legal Services Regarding the Armory Square Project
- *7.43. Approve Transfers for Bond Payment for Public Works/Safety Building, Fire Department Capital Equipment, Storm Water Fund, and Capital Designations.....
- *7.44. Resolution #2016-__ Authorization to Execute the Project Close Out Report for the Runway 18/36 Paving and Lighting Construction Project at the Park Rapids Municipal Airport
- *7.45. Resolution #2016-__ Approving Wage Adjustment and Step Increase for Park Rapids Patrol Sergeant Justin Frette
- *7.46. Approve the Job Description for the Detective Police Sergeant Position.....
- *7.47. Resolution #2016-__ Approving the Promotion to Non Union Full Time Detective Sergeant for Park Rapids Police Investigator Sabin Rasmus
- *7.48. Resolution #2016-__ Amending Personnel Policy #13 Overtime for City of Park Rapids Employees
- *7.49. Resolution #2016-__ Amending Personnel Policy #31 Severance Pay for City of Park Rapids Employees
- *7.50. Resolution #2016-__ Authorizing Exemption from Certain City Personnel Policies for Licensed Law Enforcement Supervisors
- *7.51. Resolution #2016-__ Approving Wage Adjustment and Step Increase for Part Time Accounting Clerk Lisa Dormanen.....

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. City Boards, Committee, and Commission Appointments.....
- 9.2. Approve Budgets for Airport, Water, Sewer, Liquor, Stormwater, Public Works/Safety Building.....

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. Memo from Public Facilities Superintendent Regarding Pioneer Park- November 15, 2016
- 12.2. Building Permit Report-November 2016
- 12.3. Plumbing Permit Report-November 2016
- 12.4. MDH Sanitary Survey Report-November 28, 2016
- 12.5. Memo from PR Taxi-December 1, 2016

13. COMMENTS FROM COUNCIL

14. ADJOURNMENT