

**AGENDA
 PARK RAPIDS CITY COUNCIL MEETING
 TUESDAY, SEPTEMBER 12, 2017, 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 FOR THE WELLHEAD PROTECTION PLAN:**

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

 - 4.1. Presentation of the 2017 Wellhead Protection Plan..... 1-5
 - A. Notice of Public Hearing..... 6
 - 4.2. Public Comments..... *Citizens Sign In to Address the Council*

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

 - 4.3. Resolution #2017-__ Ratifying Approval of the 2018 Wellhead Protection Plan for the City of Park Rapids..... 7

5. **APPROVE MINUTES:**
 - 5.1. City Council Regular Meeting Minutes-August 8, 2017..... 8-13

6. **FINANCE:**
 - 6.1. Payables and Prepaids..... 14-26

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 Golf Cart/Class 2 ATV License to Operate on Park Rapids City Streets in 2017 for Brad Lee-ATV, and Kent & Pamela Brock-Golf Cart	27
*7.2.	Approve Purchase in the Amount of \$2,122.13 from Midstate Wireless, per State Contract Price, for Two (2) Two-way Radios and an Extension Microphone for the Public Works Department	28-30
*7.3.	Approve the Purchase in the Amount of \$1,825.16 from Dell, per State Contract Price, for Two (2) Domain Controllers for the City's Computer System	31-32
*7.4.	Approve Pay Request in the Amount of \$1,633.41 to BHH Architects for Preliminary Plans Pertaining to the City Hall Phase II Remodel	33-34
*7.5.	Approve Pay Request in the Amount of \$7,332.98 to David Drown Associates for Professional Services for the Creation of Tax Increment Financing District No. 2-12	35-36
*7.6.	Approve Pay Request in the Amount of \$1,000.00 to Hildi Inc. for Updating the Actuarial Valuations for the Park Rapids Fire Relief Association, as per GASB 67-68	37-38
*7.7.	Approve Pay Request in the Amount of \$1,625.50 to Kutak Rock LLP for Professional Legal Services Regarding the Armory Square Project.....	39-45
*7.8.	Approve Pay Request in the Amount of \$3,450.34 to Apex Engineering Group for Professional Services Pertaining to the Riverside Area-Phase One Project and the Fire Hall Expansion Project	46-52
*7.9.	Approve Pay Request in the Amount of \$2,175.00 to Girtz Excavating for Services Pertaining to the Water/Sewer Connection at 16226 Discovery Circle, as per a Previously Existing Agreement from 2008.....	53-60
*7.10.	Approve Pay Request in the Amount of \$1,310.25 to TKDA for Professional Services Regarding the Master Plan for the Municipal Airport.....	61-63
*7.11.	Approve Low Quote in the Amount of \$57,000.00 from Howard's Driveway for 3,167 linear feet of Asphalt Road Repairs in the Southwest Area of the City.....	64-70
*7.12.	Resolution #2017-__ Approving Wage Adjustment and Step Increase for Full Time Park Rapids Police Officer Joseph White	71-72

*7.13. Resolution #2017-__ Approve Temporary On Sale Beer License for the Park Rapids Lakes Area Chamber of Commerce and Tourism in the City of Park Rapids.....	73
*7.14. Approve Plumber’s Permit to Work in the City of Park Rapids in 2017 for J-Berd Mechanical.....	74
*7.15. Resolution #2017-__ Accepting Donations for the City of Park Rapids	75-78
*7.16. UTILITY BILLING: Approve Waiving Late Fees for the Second Quarter Water/Sewer Billing in the Amount of \$271.83, for Paul Kostelecky d.b.a. Americinn, at 1501 First Street East, PID #32.19.00100, Account #02-00015010-01-6	79-81
*7.17. UTILITY BILLING: Approve a Reduction in the Sewer Portion for the Second Quarter Water/Sewer Billing in the Amount of \$30.78, for Joseph and Elizabeth Thielen, at 405 Main Avenue North, PID #32.39.43500, Account #01-00004050-00-2	82-85
*7.18. Approve the Purchase in the Amount of \$1,387.99 from Keepers Inc. for Three (3) Glock Gen 4 Training Guns for the Park Rapids Police Department, as per the State Bid Price	86-87
*7.19. Approve the Low Bid in the Amount of \$2,511.00 from Samuelson Laney Plumbing and Heating to Replace the Air Conditioning Unit in the Public Safety Building	88-90
*7.20. Approve Resolution #2017-__ Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for North Country FNRA	91
*7.21. Approve Resolution #2017-__ Authorizing Proper City Officials to Execute the Paperwork to Abate and Recertify the Special Assessment for PID #32.24.05600	92-95
*7.22. Approve Updating Job Descriptions for the Receptionist/Accounting Clerk to the Updated: Accounting/Administrative Assistant and the Planning Assistant to the Updated: Planning/Administrative Assistant.....	96-108
*7.23. Approve Pay Request in the Amount of \$1,405.16 for TKDA for Professional Service for the Municipal Airport Master Plan	109-111
*7.24. Approve Pay Request in the Amount of \$18,628.99 for Apex Engineering Group for Professional Services for the TH71 Frontage Road Project and the Fire Hall Expansion Project	112-118

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. First Reading of Ordinance Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.062..... 119-126

10. GENERAL BUSINESS:

10.1. 2018 Budget/Levy Presentation..... Brumbaugh

A. Resolution Adopting Preliminary General Fund Budget for the Year 2018 for the City of Park Rapids..... 127-136

B. Resolution Adopting Preliminary Property Tax Levy for Tax Year Payable 2018 for the City of Park Rapids..... 137

C. Announce Truth In Taxation Meeting on December 12th, 2017 at 6:00 p.m. 138

10.2. City Hall Phase II Remodel Project..... 139-142

10.3. Resolution for the Adoption of the Hubbard County All-Hazard Mitigation Plan..... 143-147

10.4. Creation of a Part Time Community Service Specialist Position Update 148

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. Arts and Culture Advisory Commission Meeting Minutes-July 17, 2017 149

13.2. Building Permit Report-August 2017..... 150

13.3. Plumbing Permit Report-August 2017 151

13.4. Minnesota Public Utilities Commission Public Review for Proposed Line 3 Pipeline Project Memo-August 23, 2017 152-155

13.5. Urban Forestry Committee Meeting Minutes-August 24, 2017 156-157

13.6. Planning Commission Meeting Minutes-August 28, 2017..... 158-160

14. COMMENTS FROM COUNCIL

15. ADJOURNMENT