

**AGENDA  
 PARK RAPIDS CITY COUNCIL MEETING  
 TUESDAY, AUGUST 13, 2019, 6:00 PM  
 PARK RAPIDS CITY COUNCIL CHAMBERS  
 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:**

The Mayor will call for a motion to open the Public Hearing.

4.1. Vacation of a Portion of Unimproved Road Right of Way of Commerce Avenue in the City of Park Rapids ..... 1-2

The Mayor will call for a motion to close the Public Hearing.

A. Affidavit of Mailing/Publication of Public Hearing Notice ..... 3-7

B. Resolution #2019-\_\_ Vacating a Portion of Unimproved Road Right of Way of Commerce Avenue in the City of Park Rapids..... 8-10

C. Resolution #2019-\_\_ Incorporating Vacated Portion of Unimproved Road Right of Way of Commerce Avenue to the Park Rapids City Municipal Airport ..... 11-14

5. **APPROVE MINUTES:**

5.1. City Council Regular Meeting Minutes-July 23, 2019 ..... 15-19

6. **FINANCE:**

6.1. Payables and Prepaids ..... 20-36

**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 #2019-\_\_ Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit in the City of Park Rapids for North Country Friends ..... 37
- \*7.2. Resolution #2019-\_\_ Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit in the City of Park Rapids for Hubbard First Response and Rescue ..... 38
- \*7.3. Resolution #2019-\_\_ Appointing Robb Swanson to Serve on the Park Rapids Planning Commission..... 39-40
- \*7.4. Approve Plumber’s Permit to Work in the City of Park Rapids in 2019 for Eric’s Plumbing..... 41
- \*7.5. Approve Backhoe Operator’s License to Work in the City of Park Rapids in 2019 for Ralph V. Sanquist Construction..... 42
- \*7.6. Approve Golf Cart/Class 2 ATV Licenses to Operate on City Streets in 2019 for Barbara St. John-ATV, Michael & Shelli Walsh-ATV, and Robert & Patricia Cadreau-ATV ..... 43
- \*7.7. Approve Pay Request in the Amount of \$20,000.00 for Heartland Lakes Development Commission (formerly HCRDC) for the First Half of the 2019 Economic Development Services Commitment..... 44-46
- \*7.8. UTILITY BILLING: Approve Credit in the Amount of \$50.72 for an overcharge in the 2018 Fourth Quarter Billing, for Paul and Sue Erb, at 807 Pine Street, Account #02-00000008-07-1, PID #32.45.43600..... 47-49
- \*7.9. Approve Purchase and Installation in the Amount of \$4,657.35 from Dell and Total Registers for Three (3) POS Computers, Three (3) Touch Screen Monitors, Three (3) Receipt Printers, and the Installation by Total Registers for Rapids Spirits Municipal Liquor Store..... 50
- \*7.10. Resolution #2019-\_\_ Authorizing Proper City Officials to Execute Amendment 2 for Building Lease, Assignment and Assumption Agreement, and Hangar Lease by and between Park Rapids Avionics Inc. and the City of Park Rapids ..... 51-53
  - a) Amendment 2 Park Rapids Avionics-Konshok Field Building Lease..... 54-55
  - b) Assignment and Assumption Avionics and the City of Park Rapids ..... 56-57

c) Hangar Lease-Park Rapids Municipal-Konshok Field Airport between the City of Park Rapids and Park Rapids Avionics.....	58-70
*7.11. Approve the Addition of One (1) Cell Phone for the Park Rapids Police Department at the Monthly Expense of \$45.00 .....	71
*7.12. Approve Replacement of Fixtures in the Depot Park Restrooms in the Amount of \$2,970.00 by Ackerman Plumbing & Heating to bring them into ADA Compliance .....	72-73
*7.13. Approve Change Order No. 4 for a \$550.00 Increase in the Contract Price, for Gladen Construction, for the Highway 71 Frontage Road Project to Connect Storm Sewer to a Cath Basin on Eleventh Street .....	74-78
*7.14. Approve Change Order No. 1 for a \$12,000.00 Increase in the Contract Price, for Florida Central Tankees, for the Huntsinger Water Tower Reconditioning Project to Pressure Wash, Apply Mildew Inhibitor, and Spot Repair to the Water Tower .....	79-80
*7.15. Resolution #2019-__ Accepting the Resignation of Rapids Spirits Part Time Liquor Store Clerk Tricia Miller .....	81-83
*7.16. Approve Pay Request in the Amount of \$22,953.85 to SLL Inc for the Second Half of the 2019 Property Tax Evaluations in the City .....	84-85
*7.17. Approve Pay Request in the Amount of \$1,334.75 to Todd Township for the Chloride Treatment for Albert Avenue as per the Shared Road Maintenance Agreement .....	86-87
*7.18. Approve Pay Request in the Amount of \$1,339.20 to Sweeney Controls for Emergency Repairs to the Water Plant Controls.....	88-89
*7.19. Approve Pay Request #3 in the Amount of \$16,731.11 to Lee Davis Electric for Work on the 2018 Apron Lighting Upgrade Project at the Municipal Airport.....	90-95
*7.20. Approve Pay Request in the Amount of \$3,300.00 to TKDA for Professional Services Regarding the Park Rapids Twy A & GA Apron Rehabilitation Project at the Municipal Airport.....	96-98
*7.21. Approve Pay Request #1 in the Amount of \$44,060.67 to Central Florida Tankees for Construction Work on the Huntsinger Water Tower Rehabilitation Project.....	99-102
*7.22. Approve Pay Request in the Amount of \$80.38 to BHH Partners for Professional Services on the Door Access Control System Project .....	103-104

- \*7.23. Approve Pay Request in the Amount of \$34,349.21 to Apex Engineering Group for Professional Services for Various Projects in the City ..... 105-111
- \*7.24. Approve Change Order #1 for a \$2,018.01 Increase in the Contract Price, for Lee Davis Electric, for the 2018 Apron Lighting Upgrade Project, Regarding the Contract Completion Date and the addition of Obstruction Lighting..... 112-113
- \*7.25. Approve the 2019 Revised Pay Equity Report and Authorize the Mayor to Execute it in Order to be in Compliance ..... 114-119
- \*7.26. Approve the Adjusted City Clerk Wage Scale by Increasing the Five (5) Year Step from \$29.15 per hour to \$29.42 per hour in Order to be in Compliance with the 2019 Pay Equity Report ..... 120
- \*7.27. Resolution #2019-\_\_ Approving Wage Adjustment for Full Time Park Rapids City Clerk Margie M. Vik..... 121-122
- \*7.28. Resolution #2019-\_\_ Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Mark Fox ..... 123-124
- \*7.29. Resolution #2019-\_\_ Approving Wage Adjustment and Step Increase for Full Time Park Rapids Police Officer Austin Rittgers..... 125-126
- \*7.30. Resolution #2019-\_\_ Approve Step Increase and Wage Adjustment for Full Time Accounting Clerk/Receptionist Janel Stewart ..... 127-128
- \*7.31. Resolution #2019-\_\_ Accepting Donation of Real Property from David and Marion Town, PID #32.40.05700 and PID #32.40.05800, to the City of Park Rapids..... 129-133

**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. Introduction of Kitchigami Regional Library Director Stephanie Johnson.
- 9.2. Hubbard County Solid Waste Pilot Project.....134-147
- 9.3. Resolution to Appointing a Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids .....148-149

**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. Fire Department Meeting Minutes-April 3, 2019 ..... 150-151

12.2. Memo-Minnesota Department of Health-June 26, 2019 ..... 152

12.3. Building Permit Report-July 2019 ..... 153

12.4. Plumbing Permit Report-July 2019 ..... 154

12.5. Arts & Culture Advisory Commission Meeting Minutes-July 22, 2019 ..... 155-169

12.6. Planning Commission Meeting Minutes-July 22, 2019 ..... 170-175

12.7. Airport Commission Meeting Minutes-July 24, 2019 ..... 176-187

**13. COMMENTS FROM COUNCIL**

**14. ADJOURNMENT**