

**AGENDA
PARK RAPIDS CITY COUNCIL MEETING
TUESDAY, JANUARY 12, 2021, 6:00 PM
PARK RAPIDS CITY COUNCIL CHAMBERS
PARK RAPIDS, MINNESOTA**

Page

1.	OATH OF OFFICE:	
	1.1. The Oath of Office will be recited by Mayor Ryan Leckner, and Councilmembers Liz Stone and Robert Wills.....	1-3
2.	CALL TO ORDER: <i>The Pledge of Allegiance will be recited by all those present.</i>	
3.	ROLL CALL	
4.	APPROVE AGENDA: <i>Councilmembers may add or delete items on the agenda at this time.</i>	
5.	APPROVE MINUTES:	
	5.1. City Council Worksession Minutes-December 8, 2020	4-12
	5.2. City Council Regular Meeting Minutes-December 8, 2020	13-24
6.	FINANCE:	
	6.1. Prepays.....	25-48
7.	CONSENT AGENDA: <i>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.</i>	
	*7.1. Resolution #2021-__ Setting City Council Meetings on the Second and Fourth Tuesday of Each Month in the Year 2021	49
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*7.7.	Resolution #2021-__ Authorizing Proper City Officials to Execute the Paperwork Associated with the Fire Contracts for the City of Park Rapids	55
*7.8.	Approve Backhoe Operator’s License to Work in the City of Park Rapids in 2020 for MP Nexlevel LLC.....	56
*7.9.	Approve Plumber’s Permits to Work in the City of Park Rapids in 2021 for Juelson Plumbing & Heating Inc, Superior Mechanical/Superior Co of MN Inc, Greens Plumbing Modern Heating, Samuelson-Laney Plumbing, Heating & Cooling Inc, Peterson Sheet Metal Inc, The Jamar Company, Ackerman Plumbing & Heating LLC, Dick’s Plumbing & Heating of Bemidji Inc, BDT Mechanical LLC, Mid State Refrigeration d.b.a. SCR	57
*7.10.	Approve Backhoe Operator’s Licenses to Work in the City of Park Rapids in 2021 for Racer Construction Inc, Elsner Well Drilling Inc, Thelen’s Excavating Inc, Girtz Excavating LLC, R&R Petroleum Equipment Sales Inc, T-Ray Construction Company Inc.....	58
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*7.16.	Resolution #2021-__ Re-Appointing Sally Wizik Wills to Serve on the Library Board for the City of Park Rapids	67-68

*7.17. Resolution #2021-__ Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Osage Sportsman Club	69
*7.18. Resolution #2021-__ Approving Health Care Saving Plan (HCSP) Account Policy for Non-Union Employees of the Park Rapids Police Department.....	70-73
*7.19. Approve Expense in the Amount of \$3,100.00 for Davis Electric to Repair Light Pole and Head on Henrietta Avenue Located by the Park Rapids Enterprise Building	74-75
*7.20. Approve Golf Cart/Class 2 ATV Licenses to Drive on City Streets in 2021 for Jerold Dahms-ATV, and Ronald Jensen-ATV	76
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*7.22. Resolution #2021-__ Authorizing Proper City Officials to Execute the SSTS Inspector Contractor Services Agreement By and Between Winterberger Inspections and the City of Park Rapids	78-85
*7.23. Resolution #2021-__ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule ..	86-87
*7.24. Resolution #2021-__ Approving Resignation of Full Time Park Rapids City Clerk Margie M. Vik	88-89
*7.25. Authorize Staff to Advertise and Interview for the Position of City Clerk.....	90
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*7.27. Approve Transfer in the Amount of \$33,810.00, from Liquor Store Fund E609-80200-56913, to Police Fund R100-10100-48350, to Pay for Police Body Cameras.....	93
*7.28. Resolution #2021-__ Appointing Dallon Free as Full Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.....	94-95
*7.29. Resolution #2021-__ Appointing Joyce Mikesh as Full Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids	96-97

*7.30. Approve Converting Existing Part-Time Hours into One (1) Additional Full-Time Clerk Position at Rapids Spirits Municipal Liquor Store, as Recommended by the Personnel Committee	98
*7.31. Resolution #2021-__ Appointing Tina Jenkins as Full Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.....	99-100
*7.32. Authorize the Park Rapids Fire Department to Apply for a FEMA AFG Grant, and if Successful, Approve the Matching Funds in the Amount of \$9,430.00 Needed to Secure the Grant to Purchase Twenty-Five (25) Sets of SCBA Breathing Gear	101
*7.33. Approve the Purchase of a Sixteen (16) Foot Enclosed Trailer for the Park Rapids Fire Department, and Accept this Unit into the City's Fleet of Vehicles, using the Fire Department's Donations Fund.....	102
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*7.35. Approve Pay Request in the Amount of \$6,368.00 from Lexipol for One (1) Year of Law Enforcement Policy Manual Updates, Daily Training Bulletins, and Supplemental Manual Subscriptions for the Police Department.....	104
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*7.39. Approve Change Order No. 1 for an Increase of \$9,177.00 to the Contract Amount for the Well & Water Treatment Improvement Project for Additional Well Casing and Screen Material for Well No. 10	108-111
*7.40. Approve Change Order No. 2 for an Increase of \$4,736.58 to the Contract Amount for the Well & Water Treatment Improvement Project for Additional Underground Raw Water Ductile Iron Pipe for Existing Well No. 9 Connection and Modifications to Effluent Piping for Check Valve Installation in the Horizontal Position.....	112-114

- *7.41. Approve Pay Request in the Amount of \$2,400.00 from Oaks Fence LLC for Replacement of Fencing at the City’s Softball Fields 115-118
- *7.42. Approve Pay Request in the Amount of \$3,157.62 from Swanson’s Repair Inc for Repairs and Pump/Service Testing for Engine 5773 and Ladder Truck 5776 for the Park Rapids Fire Department..... 119
- *7.43. Approve Pay Request in the Amount of \$1,500.00 from In-Depth Inspections for the 2020 November/December Retainer..... 120
- *7.44. Approve Pay Request in the Amount of \$87,210.00 from MN Mechanical Solutions for Professional Services for the Well and Water Treatment Facility Improvement Project 121
- *7.45. Approve Pay Request in the Amount of \$10,894.50 from TKDA for Professional Services for the Park Rapids Municipal Airport Terminal Area Taxilanes-Part B Project 122
- *7.46. Resolution #2021-__ Approving Wage Adjustment and Step Increase for Full Time Park Rapids Police Officer Tyler Farden..... 123-124

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. Heartland Lakes Development Commission CARES Funding Report..... Mary Thompson
- 9.2. Park Rapids Armory Arts and Events Center Refund Request 125
- 9.3. Submission of MN DOT’s Local Road Improvement Program Grant Application for Potential Fair Avenue Project..... 126-138
- 9.4. Water/Sewer/Stormwater Utility Penalty Charges..... 139
- 9.5. Resolution Appointing Councilmembers to Various City Committees, Boards, and Commissions 140-144

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. Arts and Culture Advisory Commission Meeting Minutes-November 16, 2020..... 145-146

12.2. Building Permit Report-December 2020 147

12.3. Plumbing Permit Report-December 2020 148

12.4. Airport Commission Meeting Minutes-December 2, 2020..... 149-166

12.5. Letter Regarding Park Rapids Library-December 9, 2020 167

12.6. Thank You from Armory Arts and Events Center-December 11, 2020 168

12.7. Committee Appointments-Expired Terms 2020 169

12.8. Park Rapids Tennis Courts Donation Summary-January 4, 2021..... 170-171

12.9. Charter Communications Memo-January 4, 2021 172

13. COMMENTS FROM COUNCIL

14. ADJOURNMENT