

**AGENDA  
 PARK RAPIDS CITY COUNCIL MEETING  
 TUESDAY, OCTOBER 13, 2020, 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. **APPROVE MINUTES:**
  - 4.1. City Council Regular Meeting Minutes-September 22, 2020 ..... 1-8
  
5. **FINANCE:**
  - 5.1. Payables and Prepays ..... 9-18
  
6. **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.*
  - \*6.1. Approve Purchase in the Amount of \$5,843.00 from Minnesota Pump Works for the Replacement of a Wastewater Pump for Lift Station #14 for the Public Works Department ..... 19-20
  
  - \*6.2. Resolution #2020-\_\_ Authorizing Cooperation with the Headwaters Regional Development Commission (HRDC) and the City of Park Rapids, Minnesota, for Community-Wide Application to the US EPA for a Brownfields Environmental Assessment Grant ..... 21-26
  
  - \*6.3. Resolution #2020-\_\_ Designating Authorized Signatures for the Year 2020 for the City of Park Rapids ..... 27-29
  
  - \*6.4. Resolution #2020-\_\_ Appointing Interim City Administrator Betty Thomsen as Responsible Authority for Records Management for the City of Park Rapids ..... 30

- \*6.5. Resolution #2020-\_\_ Appointing Interim City Administrator Betty Thomsen to Serve on the Fire Relief Association Board of Trustees for the City of Park Rapids ..... 31
- \*6.6. Resolution #2020-\_\_ Approving Wage Adjustment and Step Increase for Full Time Park Rapids Police Officer Austin Rittgers ..... 32-33
- \*6.7. Approve Pay Request in the Amount of \$1,230.00 for Northwoods Computer Service for IT Support for the Park Rapids Police Department ..... 34-35
- \*6.8. Resolution #2020-\_\_ Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Hubbard First Response and Rescue..... 36
- \*6.9. Approve Public Facilities Use Permit for Park Rapids Downtown Business Association c/o LuAnn Hurd-Lof to Close Main Avenue South, Block Four Center Parking Spaces, on Saturday, October 31<sup>st</sup>, 2020, from 3:00 p.m. to 5:00 p.m. for Halloween Candy Giveaway Event..... 37
- \*6.10. Resolution #2020-\_\_ Approving Wage Adjustment and Step Increase for Public Works Street Maintenance Worker Justin Leritz ..... 38-39
- \*6.11. Approve Pay Request in the Amount of \$35,255.54 for Apex Engineering Group for Professional Services for Various Projects in the City of Park Rapids..... 40

**7. 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.*

**8. PLANNING:**

- 8.1. Resolution Approving a Conditional Use Permit for John Rowe in the City of Park Rapids to Locate and Operate a Mechanical Contractor’s (HVAC) Office and Shop at 105 Grove Avenue North, PID #32.52.42911 ..... 41-50
- 8.2. Resolution Approving the Revocation of Conditional Use Permit NO. 18-06 Via Resolution #2018-167 for Josh Elsner in the City of Park Rapids to for a Well Drilling Contractor Operation and a Manufactured Storage Shed Sales Lot at 18154-169<sup>th</sup> Avenue, PID #32.20.01450..... 51-79
- 8.3. Resolution Approving the Revocation of a Conditional Use Permit No.CUP 15-01 Via Resolution #2015-54 for John and Bonnie Farrington in the City of Park Rapids to Construct and Operate a Diesel Repair Center on an 11.39-Acre Parcel in a B-1 Zoning District Located at 17255 State Highway 34, PID #32.20.01420 ..... 80-109

**9. GENERAL BUSINESS:**

9.1. 2020 District 309 Vote Yes Presentation .....110-121

9.3. Computer Server Upgrades .....122-131

9.2. City Administrator Search .....Conway

    A. Search Timeline/Procedures .....132-133

    B. Notice Seeking Applications ..... 134

    C. City Administrator Position Profile .....135-140

    D. City Administrator Job Description .....141-144

**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. Building Permit Report-August 2020..... 145

12.2. Plumbing Permit Report-August 2020 ..... 146

12.3. Arts & Culture Advisory Commission Meeting Minutes-August 17, 2020.... 147-148

12.4. Building Permit Report-September 2020 ..... 149

12.5. Plumbing Permit Report-September 2020 ..... 150

12.6. Planning Commission Meeting Minutes-September 28, 2020 ..... 151-173

12.7. Charter Communications Memo-September 29, 2020..... 174

12.8. Park Rapids Enterprise Retraction-October 13, 2020..... 175-177

**13. COMMENTS FROM COUNCIL**

**14. ADJOURNMENT**