

**AGENDA
 PARK RAPIDS CITY COUNCIL MEETING
 TUESDAY, NOVEMBER 24, 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-November 10, 2020 1-8
 - 4.2. Canvass Board for the City of Park Rapids-November 13, 2020 9

- 5. **FINANCE:**
 - 5.1. Payables and Prepays 10-18

- 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. Resolution #2020-__ Approving Ordinance No. __ Rezoning Land to R-3
 in the City of Park Rapids, PID #32.44.40100..... 19
 - *6.2. Ordinance No. __ Rezoning Land to R-3 in the City of Park Rapids, PID
 #32.44.40100.....20-21
 - *6.3. Resolution #2020-__ Approving Ordinance No. __ Rezoning Land to R-3
 in the City of Park Rapids, PID #32.45.52000..... 22
 - *6.4. Ordinance No. __ Rezoning Land to R-3 in the City of Park Rapids, PID
 #32.45.52000.....23-24

*6.5. Resolution #2020-__ Approving Ordinance No. __ Rezoning Land to R-3 in the City of Park Rapids, PID #32.45.52200.....	25
*6.6. Ordinance No. __ Rezoning Land to R-3 in the City of Park Rapids, PID #32.45.52200.....	26-27
*6.7. Resolution #2020-__ Approving Ordinance No. __ Rezoning Land to R-3 in the City of Park Rapids, PID #32.25.07081, PID #32.25.02032, and PID #32.45.52100.....	28
*6.8. Ordinance No. __ Rezoning Land to R-3 in the City of Park Rapids PID #32.25.07081, PID #32.25.02032, and PID #32.45.52100	29-30
*6.9. Approve Contract for Fire Alarm System Inspection in the Amount of \$1,695.16 from Johnson Controls, for Rapids Spirits Municipal Liquor Store	31-34
*6.10. Approve Pay Request in the Amount of \$9,000.00 from BerganKDV for the 2019 City of Park Rapids Audit.....	35
*6.11. Approve Pay Request #1 in the Amount of \$119,225.00 for MN Mechanical Solutions for Construction Work on the 2020 Well and Water Treatment Facility Improvement Project	36
*6.12. Resolution #2020-__ Authorizing Proper City Officials to Execute the Task Order By and Between Landrum and Brown Inc and the City of Park Rapids.....	37-39
*6.13. Resolution #2020-__ Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Cody Barr	40-41
*6.14. Resolution #2020-__ Authorizing Proper City Officials to Execute the Paperwork Associated with the Farm Leases for the City of Park Rapids	42
*6.15. Resolution #2020-__ Designating Election Polling Place for Precincts One and Two for the City of Park Rapids	43
*6.16. Approve Job Description for the Mechanic/Public Works Maintenance Worker Position (and) Authorize City Staff to Advertise, Interview, and Recommend for Hire a Full Time Mechanic/Public Works Maintenance Worker	44-48
*6.17. Resolution #2020-__ Approving Wage Adjustment and Step Increase for Full Time City Treasurer Jeremy Jude	49-50

*6.18.	Approve Job Descriptions as Recommended by the Personnel Committee to Achieve Separation of Duties for the Finance Department	51
•	Accounts Payable Clerk	52-54
•	Planning/Administrative Assistant	55-57
•	Accounting/Administrative Assistant	58-60
*6.19.	Approve Pay Requests in the Amount of \$1,830.84 to Guardian Fleet Safety and \$35.00 to Innovative Sign & Graffix for Additional Expenses, Beyond What Was Previously Approved, for Three (3) Police Squad Car Buildouts	61-62
7.	COMMENTS FROM CITIZENS: <i>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.</i>	
8.	GENERAL BUSINESS:	
8.1.	Resolution Authorizing Accountant/Treasurer to Zero Out Unpaid Aging Invoices Prior to 2018 for the City of Park Rapids	63-64
8.2.	Resolution Appointing Dawn Rouse as Full Time Accounts Payable Clerk for the City of Park Rapids	65-66
9.	CITY ADMINISTRATOR COMMENTS	
10.	DEPARTMENT HEAD UPDATES	
11.	MINUTES/REPORTS/INFORMATION: <i>Some of the information included here is in draft form, and is subject to change.</i>	
11.1.	Park Rapids Rotary Foundation-November 12, 2020	67
11.2.	Arts and Culture Advisory Commission Meeting Minutes-October 19, 2020...	68-69
11.3.	Governor Walz Executive Order 20-99, November 19, 2020.....	70-71
11.4.	Apex Engineering Group Project Summary and Status Updates-November 24, 2020.....	72-73
12.	COMMENTS FROM COUNCIL	

13. CLOSED SESSION:

13.1. **INTRODUCTION:** Performance Evaluation for Non-Disciplinary Reasons of City of Park Rapids Employee Lisa Furlott under Minn. Stat. 13D.05, Subdivision 3(a).

The Mayor will call for a motion to close the regular meeting.

I. CLOSED MEETING:

A. Acknowledge Members/Staff Present.

B. Council Discussion

C. Conclusion (*All motions/votes must be in open session*)

The Mayor will call for a motion to open the closed session.

14. ADJOURNMENT