

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
August 23, 2016, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The August 23rd, 2016, Regular Meeting of the Park Rapids City Council was called to order at 6:00 p.m. by Mayor Pat Mikesh, and everyone present recited the Pledge of Allegiance.

2. ROLL CALL: Present: Mayor Pat Mikesh, Councilmembers Ryan Leckner, Rod Nordberg, Erika Randall, and Paul Utke. Absent: None. Staff Present: Administrator John McKinney, Planner Ryan Mathisrud, Liquor Store Manager Scott Olson, Public Facilities Superintendent Chris Fieldsend, Public Safety Director Harlan Johnson, Police Officers Justin Frette, Dan Garner, Joe Rittgers, and Carrie Parks. Others Present: Nancy Newman, Josh Hawn, Mark Harmon, Sue Tomte, Scott Parks, Cynthia Jones, and Kevin Cederstrom.

3. APPROVAL OF AGENDA: A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the agenda with the following additions: Additional Information was presented for Items 9.1. and 9.2. Added to the agenda was Item 12.2. Police Department Report for August 2016.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-August 10, 2016: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the August 10th, 2016, City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepays: A motion was made by Utke, seconded by Leckner, and unanimously carried to approve the payables in the amount of \$24,840.50, and the prepaids in the amount of \$321,502.65, for a total of \$346,343.15.

6. CONSENT AGENDA: Utke removed Item #6.10. from the consent agenda. A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the following consent agenda items:

- 6.1. **Resolution #2016-140 Approving Ordinance No. 565 Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.151 Screening and/or Fencing.**
- 6.2. **Ordinance No. 565 Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.151 Screening and/or Fencing.**
- 6.3. **Resolution #2016-141 Approving Ordinance No. 566 Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.250 Opting Out of the Requirements of Minnesota Statutes, Section 462.3593.**
- 6.4. **Ordinance No. 566 Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.250 Opting Out of the Requirements of Minnesota Statutes, Section 462.3593.**
- 6.5. **Approve Pay Request in the Amount of \$4,750.00 to North Central Electrical for Installation of Electrical Service to Lot 13 at the Park Rapids Municipal Airport.**
- 6.6. **Approve Pay Request in the Amount of \$2,107.09 to TKDA for Professional Services for the Airport Master Plan.**
- 6.7. **Approve Pay Request in the Amount of \$3,000.00 to KLJ for the Independent Fee Review for the Airport Master Plan.**
- 6.8. **Approve Pay Request in the Amount of \$14,927.56 to Apex Engineering for Professional Services for the Riverside Area-Phase One and the Fire Hall Expansion Projects.**
- 6.9. **Approve Pay Request in the Amount of \$61,037.50 to Bob Bristlin & Son Construction for Work Completed on the Fire Hall Expansion Project.**
- 6.10. *Removed from consent agenda.*
- 6.11. **Approve Pay Request in the Amount of \$3,918.79 to Maney International for Repairs to the 2000 Sterling Dump Truck.**
- 6.12. **Resolution #2016-142 Approving Wage Increase for Park Rapids Part Time Park Rapids Police Officer Jarod Anderson.**

- 6.13. **Resolution #2016-143 Authorizing Proper City Officials to Execute the Proposal for Architectural Services for the Park Rapids Pioneer Park Restroom by and between BHH Partners and the City of Park Rapids.**
- 6.14. **Approve Proposal in the Amount of \$12,689.00 from Bob Bristlin & Son Construction for Exterior Repairs to City Hall.**
- 6.15. **Approve Public Facilities Use Permit for Justin Fischer and Megan Frank to Use Deane Park, on September 10th, 2016, from 2:00 p.m. to 7:00 p.m. for a Wedding Ceremony and Celebration.**

END OF CONSENT AGENDA

6.10. City Code Fee Schedule Amendment for Golf Carts: Utke questioned since this is something totally new I'd like some more information. Where is this coming from? Where are we heading with this? Harlan Johnson stated we have an ordinance that provides for golf carts to be driven on the streets after they have obtained a permit that will be approved by the Council. We have developed a permit based on the ordinance, and with that a fee is needed. We're asking for approval of the application and to amend the fee schedule for golf cart permits. Utke questioned so the ordinance is already there? Johnson stated yes. Utke stated so this is a way to make sure the golf carts are permitted. I read about having mirrors. Will they get a sticker? Johnson stated they'll get a pin number that they'll put on their vehicle.

Randall stated I looked at a couple of other cities. This looks like the ordinance that the League of Minnesota Cities recommends. Detroit Lakes has one. Bemidji has one that is nearly identical however they only issue it to physically handicapped persons. I'm not a huge fan, but since the ordinance is already in place I'm happy to hear that it's going to be followed correctly and that we're going to be enforcing it. I've spoken to at least one of the city officers in the past about my concern about golf carts. I nearly rear ended one. It was at night. The vehicle had no reflection. I was pretty mad. I informed the officer that I would like to see them giving citations. So if this goes through I want to make sure it's known to law enforcement that people need to be issued citations if they are not following this program. It think it's been horribly abused by the people that are driving them around town. They create a huge danger to people every single day.

Randall stated if the police department issues a citation, then city hall needs to be informed right away so the permit can be yanked, whether it's for a year or whatever it's going to be initially. Johnson stated the ordinance itself doesn't specify who issues the permit but we assumed that since the Council issues all other permits, then this permit should come before the Council. The ordinance does say the Council can revoke the permit, so we assume that you are also in the position to authorize it.

A. Approve First Reading of the Ordinance Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.13 Miscellaneous Fees: A motion was made by Utke, seconded by

Leckner, and unanimously carried to approve the Ordinance Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.13 Miscellaneous Fees.

B. Approve Application to Operate a Motorized Golf Cart on Park Rapids Public Streets: A motion was made by Utke, seconded by Leckner, and unanimously carried to approve the application to operate a Motorized Golf Cart on Park Rapids Public Streets.

7. COMMENTS FROM CITIZENS: There were no comments.

8. PLANNING:

8.1. Discovery Circle Action: Mathisrud stated over the last few months staff has worked to provide information regarding the Discovery Circle Project scheduled for 2017. Staff has had multiple requests to make a decision as to whether or not the project will move forward in 2017. Since the Council is at an impasse at this time and staff has no new information relating to the project, we're recommending moving onto other projects. There are multiple owners at this time waiting to do upgrades to septic systems this year. That's a separate issue and we'll wait for Council guidance on how to proceed on that, and septic enforcement, at a future Council meeting. Staff is recommending that we remove the project from the CIP.

McKinney stated the Finance Committee prepared for your consideration at a later date, an amendment to the CIP which removed the project from the plan. Depending on what you do tonight, you can agree with or change that as you like.

A motion was made by Utke, seconded by Mikesh, and unanimously carried to approve staff's recommendation to remove the Discovery Circle Project from the Capital Improvement Project Plan.

9. GENERAL BUSINESS:

9.1. Appointing Two Police Officers to the Sergeant Positions:

McKinney stated this is the culmination of action taken by the Council for us to create the position of sergeant. You directed us to go through the process to select candidates for two positions. The process was completed this week. The Personnel Committee reviewed the information provided by the panel and they are recommending these two officers, Frette and Garner.

Johnson stated after the Council approved the resolution two weeks ago we had an interview panel that consisted of four people, Jonathan Frieden, the Assistant Hubbard County Attorney, the Grand Rapids Chief of Police Scott Johnson, the City of Crosby Chief of Police Kim Coughlin, and the Clay County Commissioner Grant Weyland who is the former Chief of Police for Moorhead, Minnesota. Interviews were held last Friday. The

results were tallied. Those results were presented to the Personnel Committee for their consideration.

Randall questioned do these new positions have a one year probationary period? Johnson stated no, it's a six month probation period according to city policy. Randall questioned isn't this a new hire? Johnson stated a new hire is one year, for promotions it's six months. Randall stated I am concerned that when a new chief comes in and changes a bunch of things I would hate to see these guys put through being removed from that position. That would be really unfortunate. Johnson stated yes it would.

A motion was made by Randall, seconded by Utke, and unanimously carried to approve Resolution #2016-144 Approving the Promotion to Non Union Full Time Patrol Sergeant for Park Rapids Police Officer Justin Frette.

A motion was made by Randall, seconded by Utke, and unanimously carried to approve Resolution #2016-145 Approving the Promotion to Non Union Full Time Patrol Sergeant for Park Rapids Police Officer Daniel Garner.

Discussion: Frette and Garner received their sergeant strips from Mayor Mikesh followed by a round of applause from the gathered audience members. Mikesh thanked all of the officers that applied for the positions and stated that the department will move forward now.

9.2. Review Capital Improvement Projects 2017 to 2021: McKinney stated this is to start the CIP process. Traditionally we adopt the CIP at our first meeting in December. First we adopt our budget in September, so we'd like to have you review this documentation. If you do the projects marked 2017 this shows you what part of the project will come out of the general fund. If there is anything that you're thinking of doing in connection with the CIP that will impact the general fund, we need to be thinking about that when we adopt the general fund budget. The two are connected in that respect. These documents are the result of the Finance Committee's meeting and are for your information. There is no action required tonight.

10. CITY ADMINISTRATOR COMMENTS: McKinney had no comments.

11. DEPARTMENT HEAD UPDATES: Fieldsend stated the fire hall project is moving forward pretty quickly now. The same construction company that has been working on that has also just been approved to work on the city hall building.

Johnson stated I've provided you with a list of police department activity from the beginning of the year up to today. Thank you for your action on the sergeant promotions. That is an important first step and we're continuing on with the chief's selection. I'm doing some legwork for the Personnel Committee to make sure they have complete applications for all the applicants.

12. MINUTES/REPORTS/INFORMATION: There were no comments.

13. COMMENTS FROM COUNCIL: Randall expressed congratulations to Frette and Garner on their promotion. I've worked with them for many years. I've seen personally how dedicated and hardworking they are. They are going to do a great job. I also want to give a shout out to Scott Burlingame for getting East River Drive resurfaced. It's a very smooth ride now.

Nordberg stated Utke and I have worked on the CIP. Look at it and evaluate it. It is not locked in stone yet. The street projects are the expensive bonding projects. If you have projects that can be deferred, think about that, because they will affect the spreadsheet into the future.

14. ADJOURNMENT: A motion was made by Randall, seconded by Utke, and unanimously carried to adjourn the meeting at 6:20 p.m.

[seal]

Mayor Pat Mikesh

ATTEST:

Margie M. Vik
City Clerk