

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
September 27, 2016, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The September 27<sup>th</sup>, 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, Public Facilities Superintendent Chris Fieldsend, Planner Ryan Mathisrud, Public Safety Director Harlan Johnson, Treasurer Angela Brumbaugh, Fire Chief Donn Hoffman, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Sue Tomte, Dick Rutherford, and Kevin Cederstrom from the Enterprise.

**3. APPROVAL OF AGENDA:** A motion was made by Nordberg, seconded by Leckner, and unanimously carried to approve the agenda with the following changes to General Business:

1. Additional Information was presented for Item #8.1.
2. Add #8.1.A. Resolution Authorizing Proper City Officials to Execute the First Addendum to the Amended Independent Contractor Agreement by and between Harlan Johnson and the City of Park Rapids.
3. Add #8.3. Resolution Awarding Bid for the 2016 Apron and Taxiway A Rehabilitation Project at the Municipal Airport in the City of Park Rapids.

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-September 13, 2016:** A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the September 13<sup>th</sup>, 2016, City Council Regular Meeting minutes as presented.

**4.2. City Council Special Meeting Minutes-September 19, 2016:** A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the September 19<sup>th</sup>, 2016, City Council Special Meeting minutes as presented.

**5. FINANCE:**

**5.1. Payables & Prepaids:** A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$33,140.53, and the prepaids in the amount of \$282,212.61, for a total of \$315,353.14.

**6. CONSENT AGENDA:** Randall questioned, regarding Item #6.15, it says additional cost to the city for these changes will be approximately \$16,000.00. Is that right? Brumbaugh stated that is for all the city employees. Randall questioned that's just the increase of our contribution for the insurance, correct? Brumbaugh answered yes. It is just insurance. **A motion was made by Leckner, seconded by Nordberg, and unanimously carried to approve the following consent agenda items:**

- 6.1. **Resolution #2016-157 Approving Ordinance No. 568 Rezoning Land to R-2 in the City of Park Rapids, PID #32.39.01200 and PID #32.39.01400.**
- 6.2. **Ordinance No. 568 Rezoning Land to R-2 in the City of Park Rapids, PID #32.39.01200 and PID #32.39.01400.**
- 6.3. **Approve Public Facilities Use Permit for the Park Rapids School District #309 c/o John Schmacher to Use Helton Avenue, Fair Avenue, Fifth Street, Main Avenue, and Pearl Street, on Friday, October 7<sup>th</sup>, 2016, from 2:00 p.m. to 3:00 p.m. for the Park Rapids School's Homecoming Parade.**
- 6.4. **Approve the Purchase in the Amount of \$2,397.66 from Boyer Truck for Front Axle Leaf Spring Parts for the Public Works Unit #19.**
- 6.5. **Approve Pay Request in the Amount of \$1,274.99 to BHH Partners for the Preparation of a Concept Drawing for the Pioneer Park Restroom.**
- 6.6. **Approve Pay Request in the Amount of \$3,920.00 for Northern Technologies LLC for Various Materials Testing Relating to the Fire Hall Expansion Project.**
- 6.7. **Approve Change Order #1 for the Fire Hall Expansion Project for an Increase in the Bid Price in the Amount of \$1,650.00 for a New Sanitary Sewer Line Connection.**
- 6.8. **Approve Change Order #2 for the Fire Hall Expansion Project for an Increase in the Bid Price in the Amount of \$4,620.00 for the Removal and Relocation of the Storm Sewer Line.**

- 6.9. **Approve Change Order #3 for the Fire Hall Expansion Project for a Deduct in the Bid Price in the Amount of \$3,000.00 to Omit Replacing the Ballast on the Roof of the Current Fire Hall Structure.**
- 6.10. **Approve Change Order #5 for the Fire Hall Expansion Project for an Increase in the Bid Price in the Amount of \$58,281.50 for the Replacement of the HVAC System in the Truck Bay Area.**
- 6.11. **Approve Change Order #6 for the Fire Hall Expansion Project for a Deduct in the Bid Price in the Amount of \$1,300.00 to Omit the Replacement of Lockers at the Fire Hall.**
- 6.12. **Resolution #2016-158 Appointment of Election Judges for the General Election for the City of Park Rapids for the Year 2016.**
- 6.13. **Authorize City Staff to Negotiate a Settlement with USDA-Detroit Lakes for the Repayment of a Park Rapids Single Family Gap Financing Mortgage Loan for 1007 Pleasant Avenue, PID #32.53.50320.**
- 6.14. **Resolution #2016-159 Authorizing Proper City Officials to Execute the Paperwork to Certify Special Assessment for PID #32.49.01200.**
- 6.15. **Resolution #2016-160 Authorizing Proper City Officials to Execute the Memorandum of Understanding by and between the City of Park Rapids and the Minnesota Teamsters Public and Law Enforcement Employee's Union Local No. 320.**

**END OF CONSENT AGENDA**

**7. COMMENTS FROM CITIZENS:** Sue Tomte thanked the clerk for posting all the agendas and packets online. It is so nice to be able to preview it all ahead of time as a citizen to see what you guys are actually looking at. Thank you for having that available for the regular citizens.

**8. GENERAL BUSINESS:**

**8.1. Police Chief Appointment:** McKinney stated at the special meeting you authorized me to work out the details of the appointment to chief of Jeffrey Appel. I sent you an email earlier with the terms, which are consistent with our discussion. They have been accepted by him. I recommend you accept the employment terms.

Randall questioned is the one year probationary period correct? McKinney answered yes. Randall stated he's starting at step six. That's our highest step, correct? McKinney answered yes. Randall stated so any future salary adjustments will be equal or greater than those granted to other management employees. That would just be a cost of living increase, correct? McKinney stated yes, unless you actually do something to change the pay scale. Randall questioned he's aware of that? McKinney answered yes.

**A motion was made by Utke, seconded by Randall, and unanimously carried to approve Resolution #2016-161 Approving the Appointment to Police Chief and Acknowledging the Declaration of Jeffrey Appel for the City of Park Rapids.**

**Discussion:** Randall questioned the evaluation at six months and at twelve months, will that be at a closed session during a Council meeting? McKinney stated typically the department heads are reviewed by me. Utke stated protocol would be for the administrator to do that. Randall stated I don't know what protocol is but since I've been here we don't do evaluations of anybody. Utke stated that would be the normal chain of command. Randall stated on a separate note, starting with the new hire, I think we need to get a handle on all of our department heads. I think that should be done in a closed session of the whole Council.

**8.1.A. Resolution Authorizing Proper City Officials to Execute the First Addendum to the Amended Independent Contractor Agreement by and between Harlan Johnson and the City of Park Rapids:**

McKinney stated in consultation with Johnson and Appel, Johnson is gone the first two weeks of October. His contract is up the end of September. The start date for Appel is October 17<sup>th</sup>, 2016. I'm recommending that we extend the contract for Johnson to be available for the first two weeks that Appel is here. Johnson would not be the chief. We do have to transfer the CLEO to Appel. There are other things in the report that we got and Johnson's function would be to work with Appel on that. I recommend that we extend his contract to October 31<sup>st</sup>, 2016.

Randall questioned right now he's on a monthly contract of \$5,000.00 per month? McKinney stated he will work roughly two weeks. Johnson stated or less. Randall questioned so you would prorate his wage for the number of days that he works in October? Johnson stated sure.

**A motion was made by Randall, seconded by Leckner, and unanimously carried to approve Resolution #2016-162 Authorizing Proper City Officials to Execute the First Addendum to the Amended Independent Contractor Agreement by and between Harlan Johnson and the City of Park Rapids, and to prorate the monthly wage to the actual number of days worked in October 2016.**

**8.2. Request for American Flags on Main Avenue:** Utke stated I had contact with Lefty Anderson before he sent this letter to city hall. The American Legion will purchase the flags and maintain them. The boy scouts would be the service group that would do the labor to get them up. They've had a lot of positive comments when they put them up for Flag Day and the Fourth of July. Now they want them up from May 1<sup>st</sup> until the Lighting of the Christmas Tree on Thanksgiving weekend. They would be down for the winter because of the wear and tear on the flags.

Tomte questioned has the Downtown Business Association gotten involved in this? Utke stated they were contacted first and they thought it was a good idea. Their recommendation was the timing.

Nordberg stated I would support the idea but I'm curious how it relates to the Positively Park Rapids Banners? I see that this was discussed with Cynthia Jones of the Downtown Business Association, and that she's in full agreement of the flag display. The commander of the American Legion is the one bringing this to us. It seems like there would be some mechanical issues with getting the flags up and the coordination with the city. Utke stated the city wouldn't have anything to do with it. The Legion and the boy scouts will take care of all the coordination, all the work, and everything that is involved. Fieldsend stated the poles are all set up for the flags. They have been putting them up and taking them down. They are just asking to leave them up all summer. Utke stated they look nice.

Nordberg questioned who did the work in the past? Fieldsend stated the Legion and the boy scouts. Nordberg stated the Council did enact a policy against any representation flags on the downtown poles. Obviously, the Positively Park Rapids is an exception, and the US flag should be an exception. We have the authority to approve it. Utke stated that was more for posters and stuff, the American flag out ranks all of them.

**A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the placement of American flags on the Main Avenue light poles, from May 1<sup>st</sup>, 2017, to Thanksgiving Weekend 2017.**

### **8.3. Resolution Awarding Bid for the 2016 Apron and Taxiway A**

**Rehabilitation Project at the Municipal Airport in the City of Park Rapids:** McKinney stated we received the bids on this taxiway rehab project. We were waiting to award until we got the FAA and state grant. We just got notification last week that we received the grants. There is a proposed change to not start the work this year because we had to wait for the grant, and then start the work in the spring of 2017. That way there wouldn't be a disruption to the airport. The engineer has talked to all of the players that are involved in the use of the airport and that seems to be a good idea to not tear it up now and not be able to finish it. This is something that we've known we were going to do if we got the grant. We have gotten permission to delay the project until spring, and the contractor has agreed with no change in price.

Nordberg questioned where does our match for the grant come from? McKinney stated our match is 5% which will come from the liquor store. It makes sense to delay this until spring.

**A motion was made by Nordberg, seconded by Leckner, and unanimously carried to approve Resolution #2016-163 Awarding Bid for the 2016 Apron and Taxiway A Rehabilitation Project at the Municipal Airport in the City of Park Rapids.**

**9. CITY ADMINISTRATOR COMMENTS:** McKinney stated I'm delighted with the Council's selection of Jeff Appel. The background check has been completed. The written formal report won't be received until the end of the week. It is a very favorable report. The armory project is about to come out of hibernation. We're working on a lot of the technical things for the land description, and we're waiting for the state to give their comments on our documents. The attorneys are working on that.

**10. DEPARTMENT HEAD UPDATES:** There were no comments.

**11. MINUTES/REPORTS/INFORMATION:** There were no comments.

**12. COMMENTS FROM COUNCIL:** Utke thanked Johnson, McKinney, Brumbaugh and all of the staff involved with the process of hiring the new chief. It's great to have this new individual on board. For those of us that weren't part of the interview process, we're excited to meet him.

Nordberg stated I was surprised to read in the Enterprise that the city has issued a demolition permit for the water tower. Considering the iconic nature of this structure we could have had a public hearing to discuss it. I hope we won't be issuing a building permit for a garage on prime city territory. I think the county could have done better by us.

Mikesh stated I was contacted by the Food Bank. They are having a meeting and luncheon at the chamber tomorrow at noon. They'd like the Councilmembers to go if you have time.

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

[seal]

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Mayor Pat Mikesh

ATTEST:

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Margie M. Vik  
City Clerk