

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
January 10, 2017, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. OATH OF OFFICE: Vik administered the Oath of Office to Mayor Pat Mikesh, and Councilmembers Ryan Leckner and Elizabeth Stone.

2. CALL TO ORDER: The January 10th, 2017, Regular Meeting of the Park Rapids City Council was called to order at 6:03 p.m. by Mayor Pat Mikesh, and everyone present recited the Pledge of Allegiance.

3. ROLL CALL: Present: Mayor Pat Mikesh, Councilmembers Ryan Leckner, Erika Randall, and Elizabeth Stone. Absent: None. Staff Present: Administrator John McKinney, Public Facilities Superintendent Chris Fieldsend, Treasurer Angela Brumbaugh, Police Chief Jeff Appel, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Rod Nordberg, Cynthia Jones, Ellis Jones, Tom and Gail Petschl, Sue Tomte, Tiffany Fettig, and Kevin Cederstrom from the Enterprise.

4. APPROVAL OF AGENDA: A motion was made by Randall, seconded by Leckner, and unanimously carried to approve the agenda as presented.

5. APPROVAL OF MINUTES:

5.1. City Council Special Meeting Minutes-December 13, 2016: A motion was made by Randall, seconded by Mikesh, and unanimously carried to approve the December 13th, 2016, City Council Special Meeting minutes as presented.

5.2. City Council Regular Meeting Minutes-December 13, 2016: A motion was made by Leckner, seconded by Randall, and unanimously carried to approve the December 13th, 2016, City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepays: A motion was made by Randall, seconded by Leckner, and unanimously carried to approve the payables in the amount of \$16,008.04, and the prepaids in the amount of \$459,968.70, for a total of \$475,976.74.

7. CONSENT AGENDA: A motion was made by Randall, seconded by Leckner, and unanimously carried to approve the following consent agenda items:

- 7.1. Resolution #2017-01 Setting City Council Meetings on the Second and Fourth Tuesday of Each Month in the Year 2017.
- 7.2. Resolution #2017-02 Appointing Erika Randall as Acting Mayor for the Year 2017.
- 7.3. Resolution #2017-03 Designating Official Newspaper for the Year 2017 for the City of Park Rapids.
- 7.4. Resolution #2017-04 Designating Authorized Signatures for the Year 2017 for the City of Park Rapids.
- 7.5. Resolution #2017-05 Designating Official Depositories for the Year 2017 for the City of Park Rapids.
- 7.6. Resolution #2017-06 Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for Year 2017.
- 7.7. Resolution #2017-07 Authorizing Proper City Officials to Execute the Paperwork Associated with the Fire Contracts for the City of Park Rapids.
- 7.8. Approve Plumber's Permits to Work in the City of Park Rapids in 2017 for Tim Ulvin Plumbing Inc., Ackerman Plumbing & Heating Inc., KMI Mechanical Inc., Laney's Inc., The Jamar Company, Peterson Sheet Metal Inc., Samuelson Laney Plumbing, Heating & Cooling Inc., Lindow Plumbing Inc., and Green's Plumbing & Heating.
- 7.9. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2017 for Backhoe Pete LLC, Thelen's Excavating Inc., LarMac LLC, and Racer Construction Inc.
- 7.10. Approve Pay Request in the Amount of \$252,751.78 for Bob Bristlin and Son Construction Company for Work Completed on the Fire Hall Expansion Project.
- 7.11. Approve Taxi Cab License for Raymond "Rick" Holman d.b.a. PR Taxi to Operate in the City of Park Rapids in 2017.

- 7.12. Approve Pay Request in the Amount of \$6,073.60 for Law Enforcement Technology Group LLC for the Police Department 2017 Software Maintenance.**
- 7.13. Approve Pay Request in the Amount of \$2,449.06 for Leading Edge Mechanical for Repairs to the Library Heating System.**
- 7.14. Approve the Low Quote in the Amount of \$4,100.00 from Davis Electric to Complete the Rewiring of the South Portion of City Hall.**
- 7.15. Authorize Use of City Public Works Equipment to Assist in the Removal of Snow at the Start/Finish Line for the 2017 USXC Snowmobile Race on January 21st to the 22nd, 2017.**
- 7.16. Resolution #2017-08 Accepting Donations for the City of Park Rapids.**
- 7.17. Resolution #2017-09 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Roger Hunter.**
- 7.18. Resolution #2017-10 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Joyce Mikesh.**
- 7.19. Resolution #2017-11 Approving the Full Time Employment Status and Acknowledging the Declaration of Park Rapids Police Officer Dannon Yliniemi.**
- 7.20. Resolution #2017-12 Re-Appointing Cathy Reich to Serve on the Parks & Beautification Board for the City of Park Rapids.**
- 7.21. Resolution #2017-13 Re-Appointing Barbara Thomason to Serve on the Parks & Beautification Board for the City of Park Rapids.**
- 7.22. Approve Advertisement for Letters of Interest for the Current Open City Committees, Commissions, and Boards Positions.**
- 7.23. Approve Pay Request in the Amount of \$7,358.08 to Soldo Consulting for Professional Services Regarding Investigations at the Park Rapids Police Department.**
- 7.24. Approve Pay Request in the Amount of \$4,350.00 to Miller McDonald for the 2015 Fire Relief Audit and the 501C3 Paperwork.**

- 7.25. Approve Pay Request in the Amount of \$11,359.89 to MN Public Facilities Authority for the Water Tower and Water Treatment Facility Bond Payment.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: There were no comments.

9. PLANNING:

9.1. Resolution to Approve a Conditional Use Permit to Construct and Operate an Automobile Dealership in the B-1 Zoning District, at 1353 Charles Street, PID #32.19.00310:

McKinney stated this is an application for a conditional use permit, which is required under the zoning for a new automobile dealership. That is a permitted use in the highway zoning. They have met the requirements of the planning/zoning ordinance. There are some conditions that they have to meet and they have agreed to meet them to have the automobile dealership located on Charles Street. Part of what we are dealing with is they are donating \$200,000.00 for the construction of Charles Street in front of their property. They are putting up the necessary money for the engineering, design, and for the surface water treatment. They bought a lot of acreage there.

Randall questioned what are they paving? McKinney stated they are giving us a donation. Randall stated there was a lot of discussion about the street that runs north and south. McKinney stated that is not an open street. Randall stated they talked about paving something. McKinney stated the only paving involved at this stage is on Charles Street in front of their building. The north south road goes between Charlie's Marine and L&M Fleet. That road is not open for travel now. Randall stated the information says staff has determined that paving of the north-south street between Charlie's Marine and Fleet is recommended. McKinney stated the developer would not agree to that. Randall stated I'd like to see that. McKinney stated if we do that under our assessment policy we could assess those two property owners. The deal that we have that has been negotiated was that. Randall stated we're developing out there and people are going to use this and it will be this crappy dirt road. McKinney stated we have closed it to traffic just up to Charlie's entrance. Randall stated we have a chance to make it look like a developed part of the city and it will remain dirt. McKinney stated we can proceed separately to assess for that street. Leckner stated the developer is willing to pay \$226,000.00 for his street. That's pretty good. McKinney stated subsequently there may be development on Charles Street all the way across but it's not deemed necessary at this point.

A motion was made by Leckner, seconded by Mikesh, to approve Resolution #2017-14 Approve a Conditional Use Permit to Construct and Operate an Automobile Dealership in the B-1 Zoning District, at 1353 Charles Street, PID #32.19.00310.

The vote was called:

The following Councilmembers voted in favor: Leckner, Mikesh, Stone.

The following Councilmembers voted nay: Randall.

The motion carried 3-1.

9.2. Resolution Accepting Donation from Yellow Company LLC for Improvements in the City of Park Rapids: McKinney stated this resolution is to accept the donation in the amount of \$20,700.00 at this time, in advance of April 1st. The total is \$226,200.00. Randall questioned are we approving the \$226,200.00 or just the \$20,700.00? That just seems like an estimate. McKinney stated yes this is an estimate. Leckner stated we're approving those estimated costs from the engineering report. Randall questioned so if it's more the developer will pay it? McKinney stated the donor will make the donation to the city in the amount of \$226,200.00 or such an additional amount as necessary based upon the accepted bid.

A motion was made by Leckner, seconded by Mikesh, to approve the Resolution Accepting Donation from Yellow Company LLC for Improvements in the City of Park Rapids.

The vote was called:

The following Councilmembers voted in favor: Leckner, Mikesh, Stone.

The following Councilmembers voted nay: Randall.

The vote was 3-1. The motion failed because a 2/3rd affirmative vote from a five member Council is needed.

Discussion: McKinney stated the statute requires us to have a 2/3rd vote to accept the donation. What is 2/3rd of the Council, because you have not accepted the resignation of Utke yet. Technically you have a five member Council. **The Mayor tabled the resolution until further into the agenda.**

9.3. Resolution Authorizing Proper City Officials to Execute the Task Order for the Charles Street Extension by and between Apex Engineering Group Inc. and the City of Park Rapids: A motion was made by Leckner, seconded by Mikesh, to approve Resolution #2017-15 Authorizing Proper City Officials to Execute the Task Order for the Charles Street Extension by and between Apex Engineering Group Inc. and the City of Park Rapids.

The vote was called:

The following Councilmembers voted in favor: Leckner, Mikesh, Stone.

The following Councilmembers voted nay: Randall.

The motion carried 3-1.

10. GENERAL BUSINESS:

10.1. Council Vacancy: McKinney stated Councilmember Utke has resigned effective January 2nd, 2017.

A. Resolution Accepting the Resignation of Councilmember Paul

Utke: A motion was made by Randall, seconded by Leckner, and unanimously carried to approve Resolution #2017-16 Accepting the Resignation of Councilmember Paul Utke.

B. Resolution Declaring Vacancy in the Position of

Councilmember on the City Council of Park Rapids: A motion was made by Randall, seconded by Leckner, and unanimously carried to approve Resolution #2017-17 Declaring Vacancy in the Position of Councilmember on the City Council of Park Rapids.

C. Authorize Advertisement of Open Council Position:

Vik stated if you approve the advertisement of the open position then you will be soliciting letters of interest if that is the course you want to take. McKinney stated we have the option of appointing someone or you can hold a special election. We got an indication that you wanted to appoint someone and then to make a decision after you receive those letters. **A motion was made by Mikesh, seconded by Randall, and unanimously carried to authorize staff to advertise for the open Council position.**

The Council deviated from the written agenda to return to Item #9.2.:

9.2. Resolution Accepting Donation from Yellow Company LLC for Improvements in the City of Park Rapids: A motion was made by Leckner, seconded by Mikesh, to approve Resolution #2017-18 Accepting Donation from Yellow Company LLC for Improvements in the City of Park Rapids.

The vote was called:

The following Councilmembers voted in favor: Leckner, Mikesh, Stone.

The following Councilmembers voted nay: Randall.

The vote was 3-1.

The motion carried with a 2/3rd affirmative vote from a four person Council.

The Council returned to the regular order of the written agenda:

10.2. Resolution Appointing Councilmembers to Various City

Committees, Boards, and Commissions: After discussion, the Council selected the following committee positions, with terms starting January 1st, 2017 to December 31st, 2017:

- | | |
|---|--------------------|
| 1. Airport Commission | Randall |
| 2. Arts and Culture Advisory Commission | Stone |
| 3. Economic Development Authority of Park Rapids | Full Council |
| 4. E.D.A. Revolving Loan Fund Committee | Randall |
| 5. Finance Committee | Mikesh & Randall |
| 6. Fire Relief Association Board of Trustees | Leckner & McKinney |
| 7. Grievance Panel | Mikesh & McKinney |
| 8. Heartland Transit Advisory Board | Randall |
| 9. Housing & Redevelopment Authority of Park Rapids | Stone |

10. Hubbard County Emergency Management Board	Mikesh
11. Hubbard County Regional Economic Development Commission	Mikesh & Leckner
12. Hubbard County Senior Council on Aging	Stone
13. Park Rapids Library Board (<i>Kitchigami Regional Board</i>)	Stone
14. Parks & Beautification Board	Leckner
15. Personnel Committee	Mikesh & Leckner
16. Planning Commission	Stone
17. Urban Forestry Committee	Leckner
18. Wellhead Protection Committee	Mikesh

A motion was made by Leckner, seconded by Randall, and unanimously carried to approve Resolution #2017-19 Appointing Councilmembers to Various City Committees, Boards, and Commissions.

10.3. Resolution by the Mayor and City Council of the City of Park Rapids, Minnesota, Transferring the Control, Authority and Operation of Municipal Development District No. 1 to the Economic Development Authority of the City of Park Rapids: McKinney stated this is part of the development agreement for the armory. **A motion was made by Randall, seconded by Mikesh, and unanimously carried to approve Resolution #2017-20 by the Mayor and City Council of the City of Park Rapids, Minnesota, Transferring the Control, Authority and Operation of Municipal Development District No. 1 to the Economic Development Authority of the City of Park Rapids.**

11. CITY ADMINISTRATOR COMMENTS: McKinney had no comments.

12. DEPARTMENT HEAD UPDATES: There were no comments.

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

14. COMMENTS FROM COUNCIL: There were no comments.

15. ADJOURNMENT: A motion was made by Leckner, seconded by Randall, and unanimously carried to adjourn the meeting at 6:28 p.m.

[seal]

Mayor Pat Mikesh

ATTEST:

Margie M. Vik
City Clerk