

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
February 14, 2017, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The February 14<sup>th</sup>, 2017, 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, Erika Randall, Dick Rutherford, and Liz Stone. Absent: None. Staff Present: Administrator John McKinney, Planner Ryan Mathisrud, Liquor Store Manager Scott Olson, Treasurer Angela Brumbaugh, Police Chief Jeff Appel, Public Facilities Superintendent Chris Fieldsend, Public Works Superintendent Scott Burlingame, and Clerk Margie Vik. Others Present: Sue Tomte, Florence Hedeem, David Collins, Cynthia Jones, Richard Adams, Randy Roers, Katie Perry, and Nicky Vik from the Enterprise.

**3. APPROVAL OF AGENDA:** A motion was made by Randall, seconded by Rutherford, and unanimously carried to approve the agenda with the following changes: A Revised Resolution was presented for Item #6.10., Added to the Consent Agenda Item #6.21. Resolution Authorizing Proper City Officials to Execute the Certification of Exemption for HUD Funded Projects for the Housing and Redevelopment Authority of the City of Park Rapids, and to change the order of the agenda to discuss Item #9.1, immediately after Item #7.

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-January 24, 2017:** A motion was made by Randall, seconded by Leckner, and unanimously carried to approve the January 24<sup>th</sup>, 2017, City Council Regular Meeting minutes as presented.

**5. FINANCE:**

**5.1. Payables & Prepays:** A motion was made by Randall, seconded by Leckner, and unanimously carried to approve the payables in the amount of \$40,598.98, and the prepaids in the amount of \$340,329.57, for a total of \$380,928.55.

**6. CONSENT AGENDA:** Mikesh removed Item #6.12. from the consent agenda. He questioned, regarding Item #6.14., how did that go? McKinney stated the city has to pay for it and then we'll get reimbursed from the LMC insurance company for all but

\$1,100.00. A claim has been submitted. **A motion was made by Rutherford, seconded by Leckner, and unanimously carried to approve the following consent agenda items:**

- 6.1. Approve Plumber's Permits to Work in the City of Park Rapids in 2017 for Northern Plumbing & Heating.**
- 6.2. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2016 for Minnesota Energy Resources.**
- 6.3. Resolution #2017-28 Accepting the Resignation of Park Rapids Library Board Member Thomas Petschl.**
- 6.4. Resolution #2017-29 Accepting the Resignation of Park Rapids Parks & Beautification Board Member Thomas Petschl.**
- 6.5. Resolution #2017-30 Accepting the Resignation of Park Rapids Housing & Redevelopment Authority Board Member Thomas Petschl.**
- 6.6. Resolution #2017-31 Appointing Rod Nordberg to Serve on the Park Rapids Arts and Culture Advisory Commission.**
- 6.7. Approve Public Facilities Use Permit for Michael Kaufenberg to Reserve Deane Park, at 19382 Eagle Pointe Trail, on Saturday, July 22<sup>nd</sup>, 2017, from 12:00 noon to 10:00 p.m. for a Wedding Reception.**
- 6.8. Resolution #2017-32 Approve the Renewal of an On Sale 3.2 Beer License for Pizza Hut in the City of Park Rapids.**
- 6.9. Resolution #2017-33 Approve the Renewal of an Off Sale 3.2 Beer License for Northern Convenience, Orton's Park Rapids-East, Casey's General Store #2192, and Hugo's #11, in the City of Park Rapids.**
- 6.10. Resolution #2017-34 Approving the Renewal of On Sale/Sunday Liquor Licenses for Necce's Ristorante, The Good Life Café, Eagles Club, and American Legion, in the City of Park Rapids.**
- 6.11. Approve Purchase in the Amount of \$36,386.18, for a Skid Steer Model S570 Bobcat, from Clark Equipment Company, using State Bid Pricing, for the Public Works Department.**
- 6.12. *Removed from the consent agenda.***

- 6.13. **Resolution #2017-35 Approve Step Increase and Wage Adjustment for Full Time City Planner Ryan Mathisrud.**
- 6.14. **Approve Pay Request in the Amount of \$16,502.52 to Park Rapids Ford for Engine Repairs for the 2007 Ford Super Duty Truck for the Fire Department.**
- 6.15. **Approve Pay Request in the Amount of \$9,560.00 to Todd Township for the City's Portion of Graveling for Albert Avenue, as per the Shared Road Maintenance Agreement.**
- 6.16. **Approve Pay Request in the Amount of \$4,838.78 to Heiman Fire for Turn Out Gear for Two (2) Firefighters.**
- 6.17. **Approve Pay Request in the Amount of \$76,647.00 to the League of Minnesota Cities Insurance Trust for the 2017 Worker's Compensation Insurance Policy.**
- 6.18. **Approve Budget Additions in the Amount of \$1,846.00 for the Sewer Fund (602-80150-16160), and \$7,300.00 for the Liquor Fund (609-80200-16160), for Worker's Compensation.**
- 6.19. **Approve Outside Work for Dan Garner, Carrie Parks, Joe Rittgers, Mike Mercil, and Kristine Cook, as per the City of Park Rapids Personnel Policy #44.**
- 6.20. **Resolution #2017-36 Approving a Wine and Strong Beer License for Bella Caffe in the City of Park Rapids.**
- 6.21. **Resolution #2017-37 Authorizing Proper City Officials to Execute the Certification of Exemption for HUD Funded Projects for the Housing and Redevelopment Authority of the City of Park Rapids.**

**END OF CONSENT AGENDA**

**6.12. Approve Purchase in the Amount of \$18,000.00, for a 2008 Sterling Bullet 4x4 with a 40 foot Veralift, from Itasca Mantrap Electric, for the Public Works Department:** Mikesh stated I still have questions on the purchase of this lift from Itasca Mantrap. I had some of my questions answered. But how do we justify this when we only use it a couple times a year. It was mentioned that it's been on the CIP for seven years. If we haven't used it in seven years why do we all of a sudden need it now? There will be issues with certification of that truck every year and storage of it. In the packet you want to start putting away money for a new building. If we don't have room for this why are we looking to purchase it now? Just because it's a good deal? We don't buy stuff because it's a good deal. I can't see paying \$18,000.00 for this.

Randall stated the CIP goes through the Finance Committee. They have approved this for the past seven years and left it on the CIP. It's kind of late to scrutinize it now as to why it's being requested when it's been on the CIP since 2010. We weren't privy to a discussion about any of those discussions at the Finance Committee level when we're presented with the CIP.

Rutherford stated I had the option of looking at the vehicle at Itasca Mantrap. After looking at it I took the next Saturday and looked at five different lifts in Rice, Minnesota. The salesman asked what I was trying to compare those five models to. I said I wanted something for about \$20,000.00. The nearest he could come up with was a 2007 for \$35,800.00. If we don't need one right now but we'll need one two years from now, we're going to be paying more than that for it. I can justify spending \$18,000.00 now for something that's been on the CIP for seven years, when we just spent \$100,000.00 for something that's been on there for ten years.

Randall stated all the reasons that it's being requested are outlined in the request for action. There are fifteen different things they anticipate using it for. We've been assured that people will be properly trained on it and that it won't be used for anything that won't be OSHA approved. It's not going to be used to get up on a roof of a building. I think it's too late to question it now if it's made the CIP all these years. It should have been questioned back in 2010, and every single year it's been on there.

Leckner stated since it's been on the CIP for that long, it's funny it was never brought down. I was a little against it too. Rutherford did that research and he also has a breakdown of the years when we've rented trucks and it's over \$2,600.00 that we spent on one year. Do we have a place to park it now? Randall stated there's going to come a time that the next piece of equipment is going to get denied because we don't have a place to park it. We'll be purchasing two big pieces of equipment and we're constantly hearing about storage issues. There's going to be no option but to say no because we can't leave equipment that costs this much money out in the elements.

Leckner stated the other big issue is safety with that truck. Hopefully you understand that is going to be important to us and that you don't just send anyone out there to use it. Stone stated that is my concern. Is it the same number of operators identified and certified? It's been my experience that anyone who operates that truck has to be certified.

Fieldsend stated they need to be trained in OSHA for safety and use of the truck. Most cities have electrical works. There's a municipal utilities association that come around to cities. Stone questioned so it's an annual certification? Fieldsend stated the truck is, and then the operators would be OSHA trained. Burlingame stated just the boom would have to be certified. Stone questioned so anyone running the boom needs to be certified and trained? Burlingame answered yes. The boom would have to be inspected, which we do for all the trucks every year.

**A motion was made by Randall, seconded by Rutherford, to approve the purchase in the amount of \$18,000.00, for a 2008 Sterling Bullet 4x4 with a 40 foot Veralift, from Itasca Mantrap Electric, for the Public Works Department.**

**The vote was called.**

**The following Councilmembers voted in favor: Leckner, Randall, Rutherford, Stone.**

**The following Councilmembers voted nay: Mikesh.**

**The motion carried 4-1.**

**7. COMMENTS FROM CITIZENS:** There were no comments.

**9.1. Resolution Appointing Councilmembers to Various City Committees, Boards, & Commissions:** After discussion the Council made the following appointments:

- |   |                    |
|---|--------------------|
| 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                         | Rutherford         |
| 9. Housing & Redevelopment Authority of Park Rapids         | Rutherford         |
| 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                               | Stone              |
| 14. Kitchigami Regional Board                               | Rutherford         |
| 15. Parks & Beautification Board                            | Rutherford         |
| 16. Personnel Committee                                     | Mikesh & Leckner   |
| 17. Planning Commission                                     | Stone              |
| 18. Urban Forestry Committee                                | Leckner            |
| 19. Wellhead Protection Committee                           | Mikesh             |

**A motion was made by Mikesh, seconded by Leckner, and unanimously carried to approve Resolution #2017-38 Appointing Councilmembers to Various City Committees, Boards, & Commissions.**

**8. PLANNING:**

**8.1. Joint Resolution for Orderly Annexation: In the Matter of the Joint Resolution of the City of Park Rapids and the Township of Todd Designating Certain Areas as in Need of Orderly Annexation Pursuant to Minnesota Statutes, Section 414.0325:** Mathisrud stated this is a request from Itasca Mantrap to annex forty acres into the city. This agreement was executed by the Todd Township Board yesterday. The petitioner, Itasca Mantrap, is the owner of property adjacent to the City of Park Rapids. Knute Nelson is a developer and they are planning a project there for an eighty-eight unit, 138,000 square foot, senior housing facility. You have been provided a description of the project and a site plan. Staff has looked at this site and has found that the utilities should be sufficient to serve the project. However, it does need to be annexed in order to provide those services. By completing the annexation it will allow for certification and collection of the deferred assessments that were related to a 2001 project in the amount of \$53,000.00. Moving forward with the annexation does not constitute city approval of the project, but this is the first step. Staff's recommendation is to approve the agreement, and then send it to Minnesota Office of Municipal Boundaries.

**A motion was made by Rutherford, seconded by Randall, and unanimously carried to approve City of Park Rapids Resolution #2017-39 Joint Resolution for Orderly Annexation: In the Matter of the Joint Resolution of the City of Park Rapids and the Township of Todd Designating Certain Areas as in Need of Orderly Annexation Pursuant to Minnesota Statutes, Section 414.0325.**

**8.2. Resolution Calling Public Hearing on the Modification of Municipal Development District No. 2, the Adoption of a Modified Development Program Relating Thereto, the Creation of Tax Increment Financing District No. 2-12 Within Municipal Development District No. 2, and the Adoption of Tax Increment Financing Plan Relating Thereto:**

Mathisrud stated this is to call a public hearing for the creation of TIF District 2-12. The petitioner is Itasca Mantrap. Knute Nelson is planning on developing that eighty-eight unit, 138,000 square foot senior housing facility. As part of that they are proposing to provide at least 20% of the units with incomes below 50% of the county median income level. They are interested in pursuing tax increment financing to assist with the project. At this point, staff is requesting approval of the drafting of that TIF agreement and the setting of the public hearing for April 11<sup>th</sup>, 2017. At that time the City Council will review and set the terms of that agreement. Staff's recommendation is to authorize staff to develop the TIF Plan for District 2-12, and then set the public hearing for April 11<sup>th</sup>, 2017.

McKinney stated it's the developer's hope to start construction on June 1<sup>st</sup>, 2017. You haven't made any commitment to that until the public hearing. Mathisrud stated that is correct. We're not committed to anything at this point. We will be working towards an agreement.

**A motion was made by Stone, seconded by Randall, and unanimously carried to approve Resolution #2017-40 Calling Public Hearing on the Modification of Municipal Development District No. 2, the Adoption of a Modified Development Program Relating Thereto, the Creation of Tax Increment Financing District No. 2-12 Within Municipal Development District No. 2, and the Adoption of Tax Increment Financing Plan Relating Thereto.**

**8.3. Resolution Adopting the Fifth Amendment to the Future Land Use Map to the 2008 Park Rapids Comprehensive Plan:**

Mathisrud stated this is for the comprehensive plan's future land use map amendment, for 1.94 acres from residential to commercial, for 3 Consulting LLC, which is Robb and Sara Swanson, at 120 Main Avenue North. The map shows the area for the proposed change. The owners of the property on 120 Main Avenue North are requesting that revision to the city's comp plan. This would allow commercial uses in Block One of Cutler's Addition. The requested change includes all seven parcels within that block and would change the plan to allow for rezoning of parcels to commercial uses. The Planning Commission reviewed this at the January 23<sup>rd</sup>, 2017, meeting. They reviewed the comprehensive plan and discussed the interest in that block generally for commercial uses. There has been some interest over the last few years, and there's been some history with this particular property in the past. By making this change this would allow for rezoning and elimination of a non-conforming situation for the building that they have, and allows future development applications to request rezoning as people are looking to redevelop sites. The future land use map has 1.94 acres of commercial area and this change would not affect any of the current property owners in

that location in any material way. It would be up to each landowner to request a zoning change. Staff's recommendation is to approve the comp plan future land use map change.

**A motion was made by Leckner, seconded by Rutherford, and unanimously carried to approve Resolution #2017-41 Adopting the Fifth Amendment to the Future Land Use Map to the 2008 Park Rapids Comprehensive Plan.**

**8.4. First Reading of Ordinance Rezoning Land to B-1 in the City of Park Rapids, PID #32.45.01100:** Mikesh stated this request is for a zoning district boundary amendment from R-2, single, 2-family, and townhouse residential, to B-1, highway business district, for 3 Consulting LLC, at 120 Main Avenue North. It is .22 acres. They are proposing to change the zoning of their property from residential to commercial. It's currently non-conforming. In the past the city had down zoned this area from commercial uses to residential. That made this a non-conforming use. As people want to use this for office buildings and other commercial uses, they found it to be a challenge. If you bring it back to that commercial use, it will allow the developer to have more flexibility in those uses. We just updated our comp plan to support this. By rezoning this parcel it would be in conformance with the comp plan. Staff's recommendation is to approve the rezoning of 120 Main Avenue North from R-2 to B-1.

**A motion was made by Leckner, seconded by Stone, and unanimously carried to approve the *first reading* of the Ordinance Rezoning Land to B-1 in the City of Park Rapids, PID #32.45.01100.**

**8.5. Resolution to Approve a Conditional Use Permit to Construct a Monopole Cell Tower and Equipment Platform in the B-1 Zoning District at 1017 First Street East, PID #32.24.05100:** Mathisrud stated this is for a conditional use permit at 1017 First Street East, from Richard Adams, representing Verizon Wireless, to construct a one-hundred and fifty foot monopole type cell tower, with an extension, and a 10x14 equipment shelter, on property owned by Covenant Ridge Investments. This property is located in the highway business district. The Planning Commission reviewed this request and found that this would be an appropriate use and location for this particular use. At the end of discussions, the Planning Commission did recommend approval of the CUP, with following conditions:

1. The owner will be required to provide engineering, architectural, and construction drawings that ensure that the design will meet state and federal requirements.
2. The owner shall complete submittal of a FAA 7460-1 and any other pertinent aviation compliance documents and maintain compliance with state and federal requirements as they may be amended from time to time.
3. The owner shall obtain an access and utility easement that adequately serve the site for utilities.
4. The proposed tower shall be designed and constructed to allow for colocation of additional service providers.
5. All parties will enter into an agreement to secure removal of the tower and reclamation of the site in the event of discontinuance of use or abandonment for any reason in a form acceptable to the city prior to construction of the tower.

Mathisrud stated those are the conditions that we recommend attaching to this request to insure that it fits well within the community.

Rutherford questioned have you ever put up one of these that look like a pine tree? Richard Adams stated Verizon has. They cost quite a bit more money. The problem is for it to work there has to be trees in the area. This lot is completely treeless. So you have a one hundred and fifty foot monopole in among a bunch of forty foot deciduous trees. Verizon did one in a township a few years ago trying to appease the township. I was an adhoc advisor to the committee at that time. I advised them not to make Verizon do that because there was nothing of scale so it basically would be a waste of money. They went ahead and put that as a condition. As soon as it was built people said it looked ridiculous because it was just a fake pine tree in amongst all this other stuff. You can still see the antennas. It would actually increase the visual impact. I'm not saying they won't do it. I'm advising not make them do it. Once it's built and the novelty wears off, it just fades in the background more than if you made it look like a fake tree. Rutherford stated the cost is so much more.

**A motion was made by Randall, seconded by Rutherford, and unanimously carried to approve Resolution #2017-42 Approve a Conditional Use Permit to Construct a Monopole Cell Tower and Equipment Platform in the B-1 Zoning District at 1017 First Street East, PID #32.24.05100.**

**9. GENERAL BUSINESS:** *General Business items were discussed immediately after Item #7.*

**10. CITY ADMINISTRATOR COMMENTS:** There were no comments.

**11. DEPARTMENT HEAD UPDATES:** Mathisrud stated he would have information on chickens at a later meeting.

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

**13. COMMENTS FROM COUNCIL:** Rutherford thanked the Council for a nice evening.

**14. ADJOURNMENT:** A motion was made by Rutherford, seconded by Stone, and unanimously carried to adjourn the meeting at 6:35 p.m.

[seal]

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Mayor Pat Mikesch

ATTEST:

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Margie M. Vik  
City Clerk