

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
SEPTEMBER 12, 2017, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The September 12<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, and Liz Stone. Absent: Councilmember Dick Rutherford. Staff Present: Administrator John McKinney, Police Chief Jeff Appel, Planner Ryan Mathisrud, Public Facilities Maintenance Superintendent Chris Fieldsend, Treasurer Angela Brumbaugh, Public Works Superintendent Scott Burlingame, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Mike Strodtman, Paul and Pat Dove, Cynthia Jones, and Nicole Vik from the Enterprise.

**3. APPROVAL OF AGENDA:** A motion was made by Randall, seconded by Stone, and unanimously carried to approve the agenda with the following additions to the Consent Agenda:

- 7.25. Approve Pay Request in the Amount of \$2,322.45 to Leading Edge Mechanical for Repairs to the Park Rapids Library's Cooling System; and,
- 7.26. Approve Public Facilities Use Permit for John Schumacher d.b.a. Park Rapids School District #309 to Use Helton Avenue, Fair Avenue, Fifth Street, Main Avenue, and Pearl Street, on Friday, September 29<sup>th</sup>, 2017, from 1:30 p.m. to 3:00 p.m. for the Park Rapids School Homecoming Parade.

**4. PUBLIC HEARING FOR THE WELLHEAD PROTECTION PLAN:**

A motion was made by Leckner, seconded by Stone, and unanimously carried to open the public hearing at 6:01 p.m.

**4.1. Presentation of the 2017 Wellhead Protection Plan:** Scott Burlingame introduced Mike Strodtman, from Minnesota Rural Water Association, who will introduce the Wellhead Plan.

Strodtman stated I was here a year and a half ago to hold the public information meeting. We looked at the Part One developed by LBG. That document let us know where your drinking water was coming from, and its vulnerability to contamination. The map of that is in your packet. We call it a drinking water supply management area (DWSMA) map.

The blue line on the map is a ten-year time of travel within the aquifer that is providing water to well #9. Outlining that is a yellow line which is the drinking water supply management area. That is the area that you want to protect. The difference between them is the blue line is computer delineated, and the yellow line is hard and fast using streets, quarter lines, section lines, utility corridors, etc. As part of Part One we also learned the vulnerability of the aquifer and it's considered to be moderate. It's a lot different than the original wells the city utilized that were shallow with sand aquifers, which were fairly vulnerable. There the DWSMA was also fairly longer and extended more towards the west. This one is shorter, and this ultimately is the wellhead protection area, or the drinking water supply area that the city will protect over the next ten years.

Strodtman stated since that meeting we began to develop the Part Two. Part Two is taking what we know and writing a plan as to how we are going to continue to protect the city's source of drinking water. It all got kickstarted with a meeting with the Minnesota Department of Health. It was called a scoping two meeting where they lay out all of the information they need in that plan. After that we began to meet to put all those pieces of the puzzle together. The first thing we kicked off was the potential contaminates source inventory map and table. It started off as a table top exercise to look at what potential contaminates are within your drinking water supply management area. Due to your change in vulnerability the potential contaminates that we had to inventory were wells, above ground tanks 1,100 gallons or greater, all below ground tanks, leaky underground storage tanks, and class 5 injection wells. There ended up being around fifty-five sites within this area. We call them potential contaminates because if there is a well within your drinking water supply management area doesn't mean it's going to be a contaminate for your source of drinking water. To follow is a list, and on that list are parcel ID numbers, the addresses, and names. One potential contaminate is on their property and we're able to utilize this during the implementation phase of the wellhead.

Strodtman stated after we had this nailed down we began developing goals and objectives. We looked at issues, problems, and opportunities. For example, one of the issues we identified was the DWSMA extends beyond the city limits, and who has zoning jurisdiction over that property if it's outside of the city limits? So sending the township or county a letter informing them of that should happen to form partnerships. If there is a request for a zoning change or a building permit, the city has the opportunity to at least comment on it to look to see if there are any potential threats to the drinking water supply, and maybe they could place conditions upon that use.

Strodtman stated the next phase is developing management strategies. In your packet is a summary list of them. We lay those out in years because this is your plan and we break them out so we're not doing everything in the first or last year to make it more manageable on a yearly basis. These management strategies look at the issues, problems, and opportunities, and look at your potential contaminates and we try to find answers for how we protect the city's source of drinking water. You can send the property owners who have a well a brochure/fact sheet on how to manage that well. We will also inform them that the city is able to apply for grant funds to have that well sealed if they no longer use it to protect your source of drinking water. All these activities listed should be grant eligible. We can go back to your plan and identify what is of concern to the city to get those grant dollars. A prime example is for the old wells that were located at the old water

tower site. We were able to get a grant to have them sealed by the Minnesota Department of Health through Wellhead Protection.

Strodtman stated this is a ten-year plan, a take home message of the activities that need to be done. I'll continue to work with the city. Completing the action items over the next ten years, applying for grants or whatever else is needed, and also working with the Minnesota Department of Health on any changes that they may see. Thanks to the staff at the City of Park Rapids. They invested a lot of time in it by working on it. It's time consuming for them. They wanted to take on that task, or the city would have needed to hire a consultant. By doing the work in house it probably saved around \$10,000.00.

Strodtman requested questions or comments. There were none. He stated the next step is to send this plan to the Minnesota Department of Health. They have ninety days to review it. The first sixty days are for state review and comment. We've already submitted it to the state planner. He has reviewed it and feels comfortable with it.

The Council thanked Strodtman for his presentation.

**4.2. Public Comments:** Mayor Mikesh requested comments. There were none.

**A motion was made by Stone, seconded by Randall, and unanimously carried to close the public hearing at 6:10 p.m.**

**4.3. Resolution Ratifying Approval of the 2018 Wellhead Protection Plan for the City of Park Rapids:** A motion was made by Randall, seconded by Leckner, and unanimously carried to approve Resolution #2017-131 Ratifying Approval of the 2018 Wellhead Protection Plan for the City of Park Rapids.

## **5. APPROVAL OF MINUTES:**

**5.1. City Council Regular Meeting Minutes-August 8, 2017:** A motion was made by Stone, seconded by Mikesh, and unanimously carried to approve the August 8<sup>th</sup>, 2017, City Council Regular Meeting minutes as presented.

## **6. FINANCE:**

**6.1. Payables & Prepaids:** A motion was made by Randall, seconded by Stone, and unanimously carried to approve the payables in the amount of \$36,638.07, and the prepaids in the amount of \$617,514.81, for a total of \$654,152.88.

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

- 7.1. Approve Golf Cart/Class 2 ATV License to Operate on Park Rapids City Streets in 2017 for Brad Lee-ATV, and Kent & Pamela Brock-Golf Cart.**

- 7.2. **Approve Purchase in the Amount of \$2,122.13 from Midstate Wireless, per State Contract Price, for Two (2) Two-way Radios and an Extension Microphone for the Public Works Department.**
- 7.3. **Approve the Purchase in the Amount of \$1,825.16 from Dell, per State Contract Price, for Two (2) Domain Controllers for the City's Computer System.**
- 7.4. **Approve Pay Request in the Amount of \$1,633.41 to BHH Architects for Preliminary Plans Pertaining to the City Hall Phase II Remodel.**
- 7.5. **Approve Pay Request in the Amount of \$7,332.98 to David Drown Associates for Professional Services for the Creation of Tax Increment Financing District No. 2-12.**
- 7.6. **Approve Pay Request in the Amount of \$1,000.00 to Hildi Inc. for Updating the Actuarial Valuations for the Park Rapids Fire Relief Association, as per GASB 67-68.**
- 7.7. **Approve Pay Request in the Amount of \$1,625.50 to Kutak Rock LLP for Professional Legal Services Regarding the Armory Square Project.**
- 7.8. **Approve Pay Request in the Amount of \$3,450.34 to Apex Engineering Group for Professional Services Pertaining to the Riverside Area-Phase One Project and the Fire Hall Expansion Project.**
- 7.9. **Approve Pay Request in the Amount of \$2,175.00 to Girtz Excavating for Services Pertaining to the Water/Sewer Connection at 16226 Discovery Circle, as per a Previously Existing Agreement from 2008.**
- 7.10. **Approve Pay Request in the Amount of \$1,310.25 to TKDA for Professional Services Regarding the Master Plan for the Municipal Airport.**
- 7.11. **Approve Low Quote in the Amount of \$57,000.00 from Howard's Driveway for 3,167 linear feet of Asphalt Road Repairs in the Southwest Area of the City.**
- 7.12. **Resolution #2017-132 Approving Wage Adjustment and Step Increase for Full Time Park Rapids Police Officer Joseph White.**

- 7.13. **Resolution #2017-133 Approve Temporary On Sale Beer License for the Park Rapids Lakes Area Chamber of Commerce and Tourism in the City of Park Rapids.**
- 7.14. **Approve Plumber's Permit to Work in the City of Park Rapids in 2017 for J-Berd Mechanical.**
- 7.15. **Resolution #2017-134 Accepting Donations for the City of Park Rapids.**
- 7.16. **UTILITY BILLING: Approve Waiving Late Fees for the Second Quarter Water/Sewer Billing in the Amount of \$271.83, for Paul Kostelecky d.b.a. Americinn, at 1501 First Street East, PID #32.19.00100, Account #02-00015010-01-6.**
- 7.17. **UTILITY BILLING: Approve a Reduction in the Sewer Portion for the Second Quarter Water/Sewer Billing in the Amount of \$30.78, for Joseph and Elizabeth Thielen, at 405 Main Avenue North, PID #32.39.43500, Account #01-00004050-00-2.**
- 7.18. **Approve the Purchase in the Amount of \$1,387.99 from Keepers Inc. for Three (3) Glock Gen 4 Training Guns for the Park Rapids Police Department, as per the State Bid Price.**
- 7.19. **Approve the Low Bid in the Amount of \$2,511.00 from Samuelson Laney Plumbing and Heating to Replace the Air Conditioning Unit in the Public Safety Building.**
- 7.20. **Resolution #2017-135 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for North Country FNRA.**
- 7.21. **Resolution #2017-136 Authorizing Proper City Officials to Execute the Paperwork to Abate and Recertify the Special Assessment for PID #32.24.05600.**
- 7.22. **Approve Updating Job Descriptions for the Receptionist/Accounting Clerk to the Updated: Accounting/Administrative Assistant, and the Planning Assistant to the Updated: Planning/Administrative Assistant.**
- 7.23. **Approve Pay Request in the Amount of \$1,405.16 for TKDA for Professional Service for the Municipal Airport Master Plan.**
- 7.24. **Approve Pay Request in the Amount of \$18,628.99 for Apex Engineering Group for Professional Services for the TH71 Frontage Road Project and the Fire Hall Expansion Project.**

- 7.25. **Approve Pay Request in the Amount of \$2,322.45 to Leading Edge Mechanical for Repairs to the Park Rapids Library's Cooling System.**
- 7.26. **Approve Public Facilities Use Permit for John Schumacher d.b.a. Park Rapids School District #309 to Use Helton Avenue, Fair Avenue, Fifth Street, Main Avenue, and Pearl Street, on Friday, September 29<sup>th</sup>, 2017, from 1:30 p.m. to 3:00 p.m. for the Park Rapids School Homecoming Parade.**

**END OF CONSENT AGENDA**

**8. COMMENTS FROM CITIZENS:** Pat Dove, representing the Park Rapids Lakes Area Art Council, stated we had a meeting yesterday and I'm here to report what we have been doing this summer. The Northern Lite Opera Company had a very successful run of South Pacific. We had a program called NLOC Kids, coordinating with Pine Point kids. It was highly successful. The noon hour concerts were also very successful. Coming up in a couple of weeks will be Art Leap, which is a tour of fourteen artist's studios. People travel from studio to studio. That will be two days on September 23<sup>rd</sup> and 24<sup>th</sup>. We have the Great American Story, which is a competition for story tellers on September 23<sup>rd</sup> at Calvary Church. All our organizations like Classic Choral, Life Long Learning, Community Band, are now, this week, starting their fall schedules. Everything is going well. We want you to know we are alive and well and hoping that we are contributing to the community.

**9. PLANNING:**

**9.1. First Reading of Ordinance Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.062:** Mathisrud stated this is a zoning ordinance amendment to revise a couple of definitions in our zoning ordinance. Over the course of the year the Planning Commission identified a couple of ordinance changes for review. One was the definition of a building, and the height of a building. Looking at our building definition this includes structures, wheelchair ramps, and a constant need for a variance anytime a minor, unobtrusive wheelchair ramp was wanted. These variances add a significant amount of time, cost, and challenge to the zoning ordinance. Ultimately, the Planning Commission ended up allowing an exception for uncovered wheelchair ramps, which would allow people that need that to construct one to meet their residential access needs. This would not create a substantial visual impact to the community, and anyone who would want to construct a covered one, like a porch, would follow the normal variance procedures that we have.

Mathisrud stated the other definition that was reviewed was height of building. Staff identified that the city's zoning ordinance regulates the height of the buildings similar to other communities, however we define it differently, meaning that we measure the heights of buildings to the peak of the roof, which creates a situation that encourages shallow

pitched roofs. You can actually create a change of character between garages and the houses that they are meant to look like. They also recommended changing that definition as well. In your reports are the attached definitions recommending those changes for this first reading.

Mathisrud requested questions. There were none.

**A motion was made by Stone, seconded by Randall, and unanimously carried to approve the First Reading of the Ordinance Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.062.**

## **10. GENERAL BUSINESS:**

**10.1. 2018 Budget/Levy Presentation:** McKinney stated now is the time to take official action based on the discussion at the workshop. The appropriate resolutions have been provided to you.

**A. Resolution Adopting Preliminary General Fund Budget for the Year 2018 for the City of Park Rapids:** A motion was made by Randall, seconded by Leckner, and unanimously carried to approve Resolution #2017-137 Adopting Preliminary General Fund Budget for the Year 2018 for the City of Park Rapids

**B. Resolution Adopting Preliminary Property Tax Levy for Tax Year Payable 2018 for the City of Park Rapids:** A motion was made by Randall, seconded by Stone, and unanimously carried to approve Resolution #2017-138 Adopting Preliminary Property Tax Levy for Tax Year Payable 2018 for the City of Park Rapids.

**C. Announce Truth in Taxation Meeting on December 12<sup>th</sup>, 2017, at 6:00 p.m.:** Mikesh announced that the Truth in Taxation Meeting will be held on Tuesday, December 12<sup>th</sup>, 2017, at 6:00 p.m. in the Park Rapids Public Library, Lower Level Meeting Room.

**10.2. City Hall Phase II Remodel Project:** Chris Fieldsend stated we've talked about the remodeling of the front of city hall for a new council chambers. We have a proposed layout for the concept of what we want to do. Included in your packet is a picture of the council chambers in Perham, which would be similar to what we are looking at. BHH came up with a proposed estimate of \$365,000.00, which doesn't include furnishings. The second part of this is a contract with BHH for the soft costs at \$38,500.00. If we want to proceed, the contract needs to be signed, and they will start with the plans. If we get rolling, they will try to do the bidding next month. They will move pretty quickly. Two engineers are coming tomorrow to look at the electrical and the structure.

**A motion was made by Randall, seconded by Stone, and unanimously carried to authorize staff to move forward with Phase Two of the City Hall Remodel Project, and to authorize the execution of the contract with BHH Architects.**

**10.3. Resolution for the Adoption of the Hubbard County All-Hazard**

**Mitigation Plan:** Mathisrud stated a resolution has been presented supporting the adoption of the Hubbard County All-Hazard Mitigation Plan. In 2017 Hubbard County solicited feedback from city staff and other members of the community to work on the development of a new all hazard mitigation plan. They are required to do this every five years in order to maintain eligibility for FEMA grants. The recommendations within the plan include the items that can make the city better prepared for hazards in the future, natural disasters, it includes funding sources within a table that would help in implementing those projects. By adopting this plan today we're not required to do the projects located within the plan, but we can use it to assist in considering those recommendations during the planning phase in future projects, and also taking advantage of those FEMA grants located within it when they make sense for the community. City staff participated heavily in the development of the plan. We've reviewed the final draft plan and are recommending adoption of it. He requested questions. There were none.

**A motion was made by Stone, seconded by Leckner, and unanimously carried to approve Resolution #2017-139 Resolution for the Adoption of the Hubbard County All-Hazard Mitigation Plan.**

**10.4. Creation of a Part Time Community Service Specialist Position**

**Update:** Mathisrud stated earlier in the year we had taken a look at this and had recommended this position. We generally receive complaints in the spring and summer months when violations become more apparent. Complaints go to the various department heads to investigate and abate these property maintenance issues. Addressing these problems efficiently takes time, education of property owners, and consistent effort to resolve problems when working with individual property owners. When we requested this position the intent was for a part time seasonal temporary person to address the complaints and address the property owners. The person that we would hire needs to be trained in the city system and then the ICR protocol, and we'd have preferred to establish that position and carry it forward the following year. In June we created this position, however at this time it appears as if there's uncertainty as to whether or not we would fill this position next year. Since it is late in the season, we are looking for feedback from the Council as to whether or not we should fill this position for this year since it's not available for next year.

Stone stated I see no need for it at this time. McKinney stated the original plan was to for this to be a stair step for this to be continued. It does require training. It's late in the season. By the time we select someone and get them trained, the season would be gone. The Finance Committee felt that was a position that we might not want. We have not added it to the budget for next year. We're asking if you want it for this year since this wasn't a budgeted item for this year either. The whole idea came up after the budget was set for 2017. It's my recommendation that we forget about it for now. It's a good idea, but the timing isn't right for it at the present time.

**A motion was made by Stone, seconded by Randall, and unanimously carried to not fill the position of a part time, seasonal, temporary, Community Service Specialist Position in 2017.**



**11. CITY ADMINISTRATOR COMMENTS:** McKinney thanked the Council for allowing him to be gone for three weeks on vacation

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

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

**14. COMMENTS FROM COUNCIL:** Stone stated the Arts and Culture Advisory Commission is excited to go to their first retreat for the arts lab, which is going to entail four weekends in retreats over the course of this next year to help us learn how to incorporate arts and culture into our community more successfully.

**15. ADJOURNMENT:** A motion was made by Stone, seconded by Leckner, and unanimously carried to adjourn the meeting at 6:30 p.m.

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Mayor Pat Mikesch

ATTEST:

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Margie M. Vik  
City Clerk