

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
October 24, 2017, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The October 24th, 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, Police Chief Jeff Appel, Public Works Superintendent Scott Burlingame, Treasurer Angela Brumbaugh, Planner Ryan Mathisrud, Public Facilities Superintendent Chris Fieldsend, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Sue Tomte, Rod Nordberg, Nancy Newman, Tom and Gail Petschl, Tom Conway, Jill Johnson, and Nicole Vik from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Stone, seconded by Randall, and unanimously carried to approve the agenda with the following addition to the Consent Agenda: Item #7.18. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for the City Hall Phase II Remodel Project in the City of Park Rapids.

4. APPOINTMENT OF COUNCILMEMBER:

4.1. Letters of Interest: McKinney stated staff was instructed to advertise for letters of interest, which we did. It has been in the paper. We received these three letters. In the past you have invited each of them to make remarks to you. If you decide to proceed after that, we have item 4.2, which is a resolution appointing someone, and then they would take the oath of office. The candidate you select would be seated this evening.

A. Thomas J. Conway: Conway stated my wife and I are both from the Midwest, raised in Iowa. I spent twenty years as an HR manager for Georgia-Pacific. I have an MBA in my background, and four years of military service. When I left Georgia-Pacific in 2015 we were living in Las Vegas. The first thing my wife said to me was can we move back to the Midwest. I got a job with Lamb-Weston and came to Park Rapids. We found Park Rapids to be a very vibrant little town. There are a lot of community activities like Second Street Stage, and the county fair. We love living here and want to be a part of the community. When this opportunity arose, I thought it would be the opportunity to support the community. I don't have any preprogrammed plans and I may be naïve about the workings of the community, but I thought I'd take a shot at it.

B. Jill Johnson: Johnson stated we moved here in 1980 and planned to stay for five years and here we are thirty-seven years later. We raised our family here and spent most of our working career here. I worked as a physical therapist for the hospital, the nursing home, and the school. In 2001, we opened Beagle Books in downtown Park Rapids. It's been exciting to watch our community grow and to see the downtown and parks develop. I would like to be a part of the further growth in our community. I'd like to have a voice in what the Council is doing. I'd also like to thank the Council for your consideration of me.

C. Thomas G. Petschl: Petschl stated in the infamous words of Jack Nicholson, "I'm back". On a more serious note the ad asked for a resume. I've worked for a multi-million-dollar company for most of my life. I've had over a hundred employees. I've worked with municipalities, businesses, individuals my whole working life. All the life lessons learned throughout those years before retiring are stored in my brain, but they are processed through my heart. This has provided me the passion and conviction to work hard for the city, citizens, and the business community of Park Rapids, as I have done on the boards and commissions past and present that I was appointed to by the City Council, at my request. This is the same passion that I would bring to the Council and I am requesting to be appointed to the City Council at this time.

4.2. Resolution Appointing a Councilmember for the City of Park

Rapids: Randall stated based on feedback and recommendations from the community on this position, I'm going to recommend that we appoint Mr. Thomas Conway to the Council.

Stone stated I have had input as well from community members. Those that contacted me spoke very highly of Thomas Conway. I'm confident that he would be a good choice.

A motion was made by Randall, seconded by Stone, and unanimously carried to approve Resolution #2017-154 Appointing Thomas Conway as Councilmember for the City of Park Rapids.

Discussion: Randall thanked Johnson and Petschl for their interest. We really appreciate it. Mikesh stated it's good to have people willing to step up. All of the Council thanked the candidates for their participation.

4.3. Oath of Office for Newly Appointed Councilmember: Clerk Margie Vik administered the oath of office to Thomas J. Conway, and he took his seat at the Council table.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-October 10, 2017: A motion was made by Randall, seconded by Stone, and unanimously carried to approve the October 10th, 2017, City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepaids: A motion was made by Randall, seconded by Mikesh, and unanimously carried to approve the payables in the amount of \$48,755.07, and the prepaids in the amount of \$438,834.54, for a total of \$487,589.61.

7. CONSENT AGENDA: Randall questioned, regarding Item #7.11., what does it matter if the cabinets for the copy room match the front reception desk? Fieldsend stated it's just in the same color tone. Randall questioned are they going to be visible? Fieldsend stated you will probably be able to see them from the front door. Brumbaugh stated there wasn't much difference in the costs. We picked that because they matched. Randall questioned are we going to get bids from anyone else? Brumbaugh stated we can, but the plan was for city staff to install them. **A motion was made by Leckner, seconded by Stone, and unanimously carried to approve the following consent agenda items:**

- 7.1. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2017 for Range Environmental Drilling.**
- 7.2. Resolution #2017-155 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Park Rapids Wrestling Club Inc.**
- 7.3. Resolution #2017-156 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Osage Sportsman's Club.**
- 7.4. Resolution #2017-157 Accepting Donations for the City of Park Rapids.**
- 7.5. Approve Purchase in the Amount of \$5,317.00 from Keeper's Inc. for Thirteen (13) Glock Handguns for the Park Rapids Police Department.**
- 7.6. Resolution #2017-158 Adopting the Process for Filling Positions on Committees for the City of Park Rapids.**
- 7.7. Resolution #2017-159 Appointing Tom Petschl to Serve on the Library Board for the City of Park Rapids.**
- 7.8. Resolution #2017-160 Appointing Nancy Newman to Serve on the Park Rapids Planning Commission.**
- 7.9. Resolution #2017-161 Appointing Laura Grisamore to Serve on the Park Rapids Arts and Culture Advisory Commission.**

- 7.10. **Approve Pay Request in the Amount of \$1,816.80 to Park Rapids Ford for Steering Rack Replacement on Police Squad Car #4208.**
- 7.11. **Approve Purchase in the Amount of not to exceed \$3,000.00 for Cabinets for the City Hall Copy Room.**
- 7.12. **Approve Pay Request in the Amount of \$8,208.21 to Apex Engineering Group for Professional Services Regarding the Fire Hall Expansion and the Hwy 71 Frontage Road Projects.**
- 7.13. **Approve Pay Request in the Amount of \$10,041.39 to BHH Partners for Professional Services Regarding the City Hall Council Chamber Project.**
- 7.14. **Approve Pay Request in the Amount of \$15,182.39 to TKDA for Professional Services Regarding the Airport Master Plan.**
- 7.15. **Approve Pay Request in the Amount of \$2,118.86 to TKDA for Professional Services Regarding the 2016 Apron and Taxiway A Rehabilitation Project.**
- 7.16. **Acknowledge the First Reading of the Ordinance Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.10 City Equipment Charges, Section 36.13 Miscellaneous Fees, and Section 36.16 Rental Inspection Fees.**
- 7.17. **Resolution #2017-162 Certifying Delinquent Utility Bills to the Hubbard County Auditor Payable in the Year 2018.**
- 7.18. **Resolution #2017-163 Approving Plans and Specifications and Ordering Advertisement for Bids for the City Hall Phase II Remodel Project in the City of Park Rapids.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: There were no comments.

9. CITY ADMINISTRATOR COMMENTS: McKinney stated we have been notified that the Park Rapids Community Development Commission (PRCDC) have been continuing the work on their proposed budget and presentation to the EDA Board and Council, as you are the same people on both of those boards. They requested an EDA meeting on November 7th, at 6:00 p.m., which is an off night for the regular Council

meetings to present their proposal. I'd like your approval to publish notice of the meeting date. Under the grant agreement we have to be satisfied that they have a sustainable program to run the operation, which we are saying will be satisfied by the lease terms of the PRCDC proposal. There are other issues besides their budget, which they want to discuss as well.

Randall questioned what day of the week is that? Vik stated it's on a Tuesday, the week before your regular meeting on the 14th of November. Leckner questioned can it be during the regular Council meeting? McKinney stated they would like to get going on this thing. The problem is, the grant has to be satisfied by June of 2018, and we're still trying to put together a program that we can take back to MMB, the grant authority, that shows we have a sustainable program and we have the documents in order to complete the project. We still have a lot of other things to do. I hate to wait three weeks to have a meeting.

Randall stated I don't mean to sound insensitive but this thing has taken a really long time so I'm not in a hurry to get it on. I'd prefer it to be on the 14th. Stone stated I can't be here on the 7th. Randall stated we haven't gotten an update in a very, very long time. McKinney stated they had asked for the 7th and I didn't have a negative response to it, so I will talk to them.

A motion was made by Conway, seconded by Leckner, and unanimously carried to authorize staff to publish notice of an Economic Development Authority meeting on November 14th, 2017, at 6:30 p.m. or immediately following the adjournment of the City Council regular meeting.

McKinney stated the fire hall contract is nearing completion of the settlement documents. We have been advised that most of the subs have been paid. We have two that we do not have the signed waivers from, but it's been indicated that the work is done. The payment is the question. Would the city authorize payment of those people once they show us proof of payment to the remaining due? Payment can be authorized now, or otherwise it will be three weeks before it can be taken care of. The retainage is \$43,800.00, which we would release once it's proven to us that everything is paid off, and the architect has signed off. If we had done that this week, we would bring it to you tonight in the form of a resolution to authorize payment. They have requested final payment but we have those two outstanding bills before we proceed. If you want to accommodate them you could authorize staff to make the payment if satisfied by the architect, and then we'll pay them.

Mikesh stated I don't have a problem if the architect signed off on it saying that everything is where it's supposed to be, but I don't feel comfortable just paying them out of their retainer. Fieldsend stated the architect has signed off, but I looked at the waivers, and Jon Olson who was in charge of the whole project, has looked at the lien waivers and we're not sure if they are all paid in full or not. There is a little discrepancy there. I'd like to make sure we get it all straighten out to see if the lien waivers match the amount paid.

McKinney stated with your permission we would go through that final check and then pay the retainage of \$43,800.00. **A motion was made by Mikesh, seconded by Stone, and unanimously carried to authorize final payment of the fire hall contract, contingent upon the architect's approval/confirmation that all the subcontractors have been paid off.**

10. DEPARTMENT HEAD UPDATES: Fieldsend stated we're trying to get the plans finalized for the council chambers so we can get them out. I don't know if we've gotten any bids on the restroom yet. The Parks Board has raised the \$25,000.00 for the Pioneer Park bathrooms.

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

12. COMMENTS FROM COUNCIL: Stone stated I'd like to welcome Conway. Randall stated I'd like to note that the Hubbard County Board rescinded their offer to sell the Hocking Acres lots, so it's one less thing for staff to be working on.

Conway stated I'd like to thank you for the appointment. I'll do my best to serve.

Sue Tomte stated there is an open house for the Hubbard County Recreational Plan, both tonight in Lake George, at the Lake George Senior Center, from 5:30 p.m. to 7:30 p.m., and on Thursday night at Century School from 6:30 p.m. to 8:30 p.m., since that affects the city.

13. ADJOURNMENT: A motion was made by Randall, seconded by Stone, and unanimously carried to adjourn the meeting at 6:25 p.m.

[seal]

Mayor Pat Mikesch

ATTEST:

Margie M. Vik
City Clerk