

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
FEBRUARY 13, 2018, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The February 13th, 2018, 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 Tom Conway, Ryan Leckner, Erika Randall, and Liz Stone. Staff Present: Administrator John McKinney, Police Chief Jeff Appel, Treasurer Angela Brumbaugh, Public Facilities Maintenance Superintendent Chris Fieldsend, Liquor Store Supervisor Scott Olson, and Fire Chief Donn Hoffman. Others Present: Mic Ryan, Cynthia Jones, David Collins, Nancy Newman, Butch DeLaHunt, Carter and Florence Hedeem, and Robin Fish from the Enterprise.

3. APPROVAL OF AGENDA: Administrator McKinney stated there is a replacement Resolution for 6.4 "Renewal of On-Sale/Sunday Liquor Licenses" due to additional renewal forms received after the Council Packet was distributed. **A motion was made by Stone, seconded by Randall, and unanimously carried to approve the agenda as presented.**

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-January 23, 2018: A motion was made by Randall, seconded by Stone, and unanimously carried to approve the January 23rd, 2018, City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Stone, seconded by Conway, and unanimously carried to approve the payables in the amount of \$34,835.46, and the prepaids in the amount of \$333,763.89, for a total of \$368,599.35.

6. CONSENT AGENDA: A motion was made by Leckner, seconded by Conway, 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 2018 for Ecowater Systems, Lindow Plumbing Inc., and RF Backflow.**

- 6.2. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2018 for Schrupp Excavating LLC, and Racer Construction Inc.**
- 6.3. Resolution #2018-26 Approve the Renewal of an Off-Sale 3.2 Beer License for Coborn's, Walmart Supercenter #4244, Holiday Stationstores LLC, Cenex C Store, and Casey's General Store #2192 in the City of Park Rapids.**
- 6.4. Resolution #2018-27 Approving the Renewal of On-Sale/Sunday Liquor Licenses for A Better Place, Necce's Italiano Ristorante, One More Club, Vallartas Mexican Grill, and American Legion Post 212 in the City of Park Rapids.**
- 6.5. Resolution #2018-28 Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule.**
- 6.6. Approve the Quote in the Amount of \$1,235.00 from Warnick's Janitorial Service for Refinishing the Tile Floors at Rapids Spirits Municipal Liquor Store.**
- 6.7. Approve the Pay Request in the Amount of \$4,533.74 to Apex Engineering for Professional Services Regarding Several Projects in the City.**
- 6.8. Approve Pay Request in the Amount of \$2,580.00 to Banyon Data Systems for Accounting Software Support.**
- 6.9. Approve Pay Request in the Amount of \$1,272.46 to Park Rapids Lakes Area Chamber of Commerce for the 2017 Fourth Quarter Expenses as per the Wayside Rest Agreement.**
- 6.10. Resolution #2018-29 Authorizing Proper City Officials to Execute the Park Rapids Safety Rest Area Agreement by and between the Minnesota Department of Transportation, Hubbard County, Park Rapids Lakes Area Chamber of Commerce and the City of Park Rapids.**
- 6.11. Resolution #2018-30 Authorizing Proper City Officials to Execute the Statement of Work Agreement by and Between Trillion Aviation LLC and the City of Park Rapids.**
- 6.12. Resolution #2018-31 Approving Wage Adjustment and Step Increase for Full Time Park Rapids Police Officer Joseph White.**
- 6.13. Resolution #2018-32 Accepting Donations for the City of Park Rapids.**

6.14. Approve Purchase in the Amount of \$3,200.00 plus freight charges from Heiman Fire for 1,200 feet of Fire Attack Hose for the Park Rapids Fire Department.

6.15. Approve Purchase in the Amount of \$5,822.00 from Fastenal for a Floor Scrubber for Rapids Spirits Municipal Liquor Store.

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: There were no comments.

8. GENERAL BUSINESS:

8.1. EDC's Leadership Council Check Presentation: Mic Ryan with the Leadership Council stated it was only a few short months ago that the Council gave their blessing to go out and raise funds for a K9 program. Today we are able to deliver so on behalf of the Leadership Council we made our goal. Mr. Ryan presented a large check in the amount of \$70,000 with names of many of the donors listed. A picture was taken with the Council Members, Administrator McKinney, Chief Appel, and Mic Ryan. Chief Appel took a moment to express his gratitude and thank all of the people who contributed to this effort. Appel stated the Department is very Thankful for all of the hard work that went into this project.

8.2. Hubbard County Area Economic Development Commission
Update: David Collins presented what the HCEDC has been doing lately. Collins stated the top page, dated February 13, 2018 is an outline of different things they have been working on. Everything is done as a collaborative effort, nothing is done by themselves. The next page is Hubbard County's Unemployment Rates for the past years. Collins felt it is an interesting document for Council perusal. Crystal Brooks is under construction with a total of 88 units with approximately 45 new jobs. We have worked on the project quite a bit, Collins stated. The Eye Clinic is under construction. We have helped A Better Connection get \$1.9 million in funding mainly in New Market Tax Credits. The New Market Tax Credits Program has brought in over \$32 million dollars in the Park Rapids Community in the last 11-12 years. Currently they are out of their allocations but they are supposed to have new allocations in February. If they do have more funding we have some projects in the works that we would like to try for some of the allocations. We are still working with CHI, Essentia, and Sanford on their space needs and we are still moving on those. CHS Prairie Lakes is looking at building a new fertilizer facility on the northwest corner of Park Rapids which we are working on. We are working on getting 27 acres rezoned with 5 acres needing to be rezoned Commercial. It should be completed Friday evening with a special meeting of that group. It should be approximately a \$6 million project. The last time we spoke we were working on getting a Call Center in Park Rapids which we did quite a bit of work on. That Company ended up locating in Tennessee as they got scared of the tax rates in MN, especially talk of mandatory wage rates of \$15.

We are very aware of the empty buildings downtown. We have had many discussions with people on ways to address it. One of the things Collins would like to do is call a meeting of those people that represent the vacant buildings and discuss a marketing program they (Building owners) would help fund. Collins has addressed a direct mail list of approximately 1200 names of businesses and targeted categories of shops within 200 miles. We may refine that list down a little bit such as going within a 100-mile radius.

That will probably be timed with the announcement of the branding so that can be included and hopefully by then we will have some resolution on the armory because both of those would be good “feathers in our caps” to show an effort in a project like that.

Collins stated he has an idea but he is still trying to fill it out to get the representatives in the various revolving loan funds in the area together to talk about making funds available for retail business or other businesses that would be looking at locating in some of those vacant buildings. Some of the discussion would be the interest rates, qualifications, and so on. This is exploratory and he isn't sure which of the funds can be used in that manner.

County Rec Plan: Butch DeLaHunt and David Collins and others (Economic Development Board) have been pushing to do a County-wide Rec Plan for a number of years and finally got under way this last year. Another meeting coming up this Thursday. Neither the Chamber or HCEDC are stakeholders in that group so we are just on the outside trying to push it along. Not only does Collin want to see a County Wide Rec Plan that identifies trails and other opportunities but also cost estimates and prioritizations of those recommendations with ideally “We build it and they will come”. In other words, take advantage of existing terrain, trees, lakes, whatever. Kind of what you see with Detroit Lakes and Detroit Mountain or Bemidji is building a shooting sports park. I don't know what that answer is but we would like to see something on that line.

Housing: Crystal Brook is under construction and will open up this fall. That will create 88 new units of housing. We are expecting that to be a trickle-down effect as people vacate existing homes. It will attract some outside people as well. That along with the 29 new apartments that went online this year will have an effect. We will need to update our housing study as we have not done one since 2008. We aren't sure of the validity of doing one right now as our market is still absorbing the 117 new units. It would probably benefit us more on the low to moderate income side. Which we probably wouldn't want to work on too hard yet until we look at the old middle school building. On the old school, a couple of efforts were started and failed. John McKinney and I organized a meeting coming up in two weeks where we have invited people from the Hubbard County HRA, HRDC, City Council, and some from my board to sit down and see if we can't frame that discussion again. Try to come up some common objectives whether it is to rehab that building or demolition it or whatever. We are going to try and start with a clean slate and see if we can't get everyone working in the same direction.

The Leadership Council was a result of our Work Force Development Task Force. They have been addressing Child Care. We started out, Mic Ryan and I, tackling sick child care 24/7. Tom and Carolyn in Collins' office got a survey together and surveyed just about everyone in town that does 24/7 business hours. We didn't see the demand as a result for 24/7 child care. Also, we were pretty much lead to believe we couldn't do sick child care because of all of the regulations and population in our area. Those that do the providing are saying it is impossible with all of the regulations. However, we have held work sessions with the providers and just the business community representatives and two more sessions where we brought the two groups together for an education effort to get

them all on the same page and hear everyone's concerns. Try to identify some potential solutions and come up with a plan of action. The draft report is in your packet which was done by the First Children's Finance Group and financed by the NWMN Foundation. They also identified we are about 215 child care slots short but approximately 130 of those are in Menahga. That area was one of the biggest concentrations or lack of child care. Other solutions are a coop concept. Daycares are highly regulated, more expensive, harder to make a profit. If you take a common center and put four family care providers in that center where they are licensed as family care, they can share overhead and some of the expenses as long as they run separate businesses. Mahube is doing that in Detroit Lakes and having some success. Infants and toddlers are where the major problems of child care is locally. We have seen a large exiting of family providers so we need to find a way to entice some of the family care providers to get back in the business. Database of available childcare slots are very hard to find existing child care provider that can meet your needs. The State has created a database through Child Aware. We need to get the database utilized by existing providers and get everyone more aware that it exists.

DEED awarded a grant in the amount of \$100,000 to the NWMN Foundation of which 20% of that grant will come to Hubbard County. Part of that is going to Mahube and we are still determining out of our recommendations what we are going to use the remaining money for.

Drugs and Leadership Council has been working on and hoping to soon see a County-wide Drug Task Force. Ben Koppelman will be leading that effort for us. We have done quite a bit of effort trying to establish a Treatment Court. My understanding is once the Legislature approves funding this year then grant applications will be due for that funding and a grant application will be submitted. The Judges concerns are funding, rearranging Judges schedules to be able to do it, and as Council Person Randall knows, where is the space. We are under the impression that if the first two can be met they can make it happen.

You know where we are at on the K9. Jeff's effort to get a Federal Cops grant was unsuccessful but we have the Business Community behind that. Jeff and Collins are trying to find some time to talk about a Crime Free Housing Ordinance and how we can find some time to implement that in this area.

We have spent a lot of time with MN Rural CEP this year trying to make that more of an effective entity in our area. We have a Job Fair scheduled for April 17th at Faith Bridge Church.

Entrepreneur for a Day is a program designed for 5th Graders. It takes them about two days out of their school year. We delivered that to all 225 5th Graders in Park Rapids and Nevis in December. We will be doing Laporte and Menahga this spring.

We have also been working for some time on "Project Community Collaboration" to get a stronger working relationship between the Business Community and School District. As a result of that the School District proposed to Butch DeLaHunt and David Collins, to create a Career Collaboration Councilor Position so we have defined that further at our Leadership Council Meetings and with others. They determined it would need \$19,000-\$27,000 raised to make it work. We brought together approximately 35 Business Leaders, explained the program, and asked for financial commitments for 3 years. To-date we have \$19,000 per year committed so that program can technically move forward. They will be doing things such as helping get speakers for the School from the Community, setting up the Advisory Boards for the Panther Tracks, Mentoring Internships, Apprenticeships, Field Trips, Liaison between the Business Community and the School, Career Prep, Interface

with the Concentrated Employment Program, possible Ag Business Academy, Health Business Academy, and Partnerships in the Community.

We are involved with the Armory as requested when we can find a way to help. We are on standby for anyone that calls and asks for assistance. We are involved with some of the discussions with MMCDC moving forward. John Decoster and I had a discussion on ways to market the airport. We came up some ideas and he will be forwarding some information to me and we will see if we can't do some targeted advertising.

We held another Legislative Forum here. We had some good participators but only two Legislators: Steve Green and Paul Utke. Another participated by phone and the other two couldn't make it.

SCORE and SBCD is up. We are helping to revitalize the Community Fund program and effort. Collins last item was to request the Council seriously consider an increase in the support of HCREDC. He stated we started out at \$30,000 per year initially and it has been \$40,000 for awhile. He stated he is requesting an increase to \$50,000 on the next year's budget. Collins thanked the Council for the opportunity to give them an update on different projects going on in the community.

8.3. First Reading of Ordinance Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 90 Animals: McKinney stated this is more of a technical improvement to an existing ordinance. It is my understanding that it has been looked at by the County and City Attorney, City Planner, and Chief of Police. City Planner Mathisrud is not here as he is on vacation but the Chief is here if you have any questions for him. McKinney stated basically what is changes is the right to the Dog Owner to appeal an adverse ruling. Randall stated, Correct. Regarding a potentially dangerous dog. McKinney stated we recommend the First Reading.

A motion was made by Stone, seconded by Conway, and unanimously carried to approve the First Reading of Ordinance Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 90 Animals.

8.4. Approve Use of the Fire Hall for the Annual Firemen's Ball, as a Contingency Location: McKinney stated currently there is some uncertainty on holding the Firemen's Ball at the Armory. It hasn't been locked in as of today. Hoffman stated it is exactly what it says in the request for action. This is a contingency plan. We do not have the Facility locked in but it is not our intention to do it at the Fire Hall if we don't have to. We are still trying to lock in the armory as we already know the Legion is out because they aren't available during that timeframe. The timeframe is rather important because of the structuring throughout the past events the Firemen have had. It doesn't change our plan at all as far as fire is concerned. We still have to provide insurance and a back up plan for our people. We will have two departments with an Engine team at or near our facility to assist us with any calls we may have. Randall inquired the date of the event. Hoffman stated it is March 24th. Randall asked if the First Responders will be in charge of the Liquor license like they were the last time? Hoffman stated that is correct.

A motion was made by Leckner, seconded by Stone, and unanimously carried to approve the Use of the Fire Hall as a Contingency Location for the Firemen's Ball.

9. CITY ADMINISTRATOR COMMENTS: McKinney stated the Architects have asked for us to pick a date for them to present the Airport Master Plan which they discussed a few weeks ago. They would like to suggest either the 1st or 2nd meeting in

March. They feel it will take approximately 10-15 minutes plus questions. Council didn't have a preference. Randall stated whichever works better for them. McKinney stated he will put it on the agenda for the time they choose.

We are working on negotiating updating the documents that would be operable if we do proceed with the Armory project. There is an EDA meeting scheduled for the 13th of March.

10. DEPARTMENT HEAD UPDATES: Fieldsend stated the Council Chamber is going to be rebid again. It will be in this Saturday's paper. The new plans have been drawn up. Pioneer Park utilities have been dug in. The Plumber has been there the last two days and the Electrician will be running the wires in the next couple days. They will start the foundation and block work next week. They have it tented and heated so they are moving forward on it.

Appel stated last night we had a late-night adventure to St. Paul Police K9 Training Facility. We had an orientation to the upcoming academy which we are enrolled in which starts March 5th. We brought back a Belgium Malinois which is a year and a half old. He was immediately assigned to Officer Rob Gilmore who was selected internally from our Department and his training started immediately. We are very excited where we are going with the program. Randall asked the dogs name and Appel stated "Jet". McKinney stated we did become aware that if we did not make this year's cut which we purchased the last available dog, next year's class was almost full. We are very fortunate to be able to get in as they only offer it once a year.

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

12. COMMENTS FROM COUNCIL: There were no comments.

13. ADJOURNMENT: A motion was made by Conway, seconded by Stone, and unanimously carried to adjourn the meeting at 6:28 p.m.

[seal]

Mayor Pat Mikesch

ATTEST:

Angela K Brumbaugh
Recording Clerk