

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
May 8, 2018, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The May 8th, 2018, Regular Meeting of the Park Rapids City Council was called to order at 6:00 p.m. by Acting Mayor Erika Randall, and everyone present recited the Pledge of Allegiance.

2. ROLL CALL: Present: Acting Mayor Erika Randall, Councilmembers Tom Conway and Ryan Leckner. Absent: Mayor Pat Mikesh, and Councilmember Liz Stone. Staff Present: Administrator John McKinney, Public Facilities Superintendent Chris Fieldsend, Police Chief Jeff Appel, Planner Ryan Mathisrud, Liquor Store Manager Scott Olson, Public Works Superintendent Scott Burlingame, and Clerk Margie Vik. Others Present: Nancy Newman, Maurice and Carolyn Spangler, Sue Tomte, Cynthia Jones, Josh Holte, and Robin Fish from the Enterprise.

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

4. EMPLOYEE APPRECIATION:

4.1. Certificate of Achievement for Dallon Free: Acting Mayor Randall presented the Certificate of Achievement for Dallon Free's five years of employment to Liquor Store Manager Scott Olson. The Council expressed thanks for Free's service.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-April 24, 2018: A motion was made by Conway, seconded by Leckner, and unanimously carried to approve the April 24th, 2018, City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepaids: A motion was made by Conway, seconded by Randall, and unanimously carried to approve the payables in the amount of \$47,278.45, and the prepaids in the amount of \$294,026.51, for a total of \$341,304.96.

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

- 7.1. Approve Golf Cart/Class 2 ATV License to Operate in the City of Park Rapids in 2018 for Greg Hansen-ATV.**
- 7.2. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2018 for Pickett's Excavating, Gordon Construction Inc., and Cooperative Development LLC.**
- 7.3. Resolution #2018-78 Approving Ordinance No. 581 Naming Streets at the Park Rapids Municipal Airport Within the City of Park Rapids.**
- 7.4. Ordinance No. 581 Naming Streets at the Park Rapids Municipal Airport Within the City of Park Rapids.**
- 7.5. Resolution #2018-79 Approving Ordinance No. 582 Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.12 Airport Fees.**
- 7.6. Ordinance No. 582 Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.12 Airport Fees.**
- 7.7. Approve Agreement Regarding Health Care Benefits with the LELS Union Police Officer Employees of a \$25.00 increase (total of \$725.00 per month) for Single Coverage and a \$25.00 increase (total of \$1,119.00 per month) for Family Coverage with an Effective Date of January 1st, 2018.**
- 7.8. Approve Agreement Regarding Health Care Benefits with the UFCW Union Liquor Store Full Time Employees of a \$25.00 increase (total of \$725.00 per month) for Single Coverage and a \$25.00 increase (total of \$1,119.00 per month) for Family Coverage with an Effective Date of January 1st, 2018.**
- 7.9. Approve a Public Facilities Use Permit for David Kiehn d.b.a. Northern Knights Car Club to Close Blocks One (1), Two (2), and Three (3), of Main Avenue South, on Saturday, August 11th, 2018, from 7:00 a.m. to 1:00 p.m., for the Run to the Rapids Car Show.**
- 7.10. Approve a Public Facilities Use Permit for Carmen Lee Kappenman Arellano to Use Deane Park Pavilion at 19382 Eagle Pointe Trail, on Saturday, June 2nd, 2018, from 8:00 a.m. to 8:00 p.m., for a Graduation Party.**

- 7.11. Resolution #2018-80 Setting Public Hearing on the Proposed Street Vacation of a Portion of Alley in Cutler Addition and Shield and Fitch Addition in the City of Park Rapids.**
- 7.12. Resolution #2018-81 Setting Public Hearing on the Proposed Vacation of a Portion of Easement in the Northshore Park Addition in the City of Park Rapids.**
- 7.13. Approve Pay Request in the Amount of \$2,176.81 Park Rapids Lakes Area Chamber of Commerce for the First Quarter Expenses for the Wayside Rest Agreement.**
- 7.14. Resolution #2018-82 Approve Wage Adjustment for Part Time Rapids Spirits Liquor Store Clerk Mark Peterson.**
- 7.15. Resolution #2018-83 Approving the Part Time Employment Status and Acknowledging the Declaration of Park Rapids Police Officer Joshua Gabriel.**
- 7.16. Approve Pay Request in the Amount of \$28,417.00 to Kitchigami Regional Library for the First Half of the 2018 Levy and of the Repair and Replacement Fund.**
- 7.17. Approve Pay Request #3 in the Amount of \$37,109.39 to Gopher State Contractors for Construction Work on the Pioneer Park Restroom Project.**
- 7.18. Approve Pay Request in the Amount of \$14,975.01 to Northland Trust Services for the 2010a General Obligation Bond.**
- 7.19. Approve Pay Request in the Amount of \$59,134.38 to Northland Trust Services for the 2010b General Obligation Bond.**
- 7.20. Approve Pay Request in the Amount of \$5,065.00 to Northland Trust Services for the 2010c General Obligation Bond.**
- 7.21. Approve Pay Request in the Amount of \$31,670.00 to Northland Trust Services for the 2012a General Obligation Bond.**
- 7.22. Approve Pay Request in the Amount of \$46,756.25 to Northland Trust Services for the 2015a General Obligation Bond.**
- 7.23. Approve Pay Request in the Amount of \$10,190.00 to Northland Trust Services for the 2016b General Obligation Bond.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: Carolyn Spangler stated I'm here to talk about the noon hour concerts, which is a project of the Park Rapids Lakes Area Arts Council (PRLAAC). The free concerts are live music in area churches from 12:15 p.m. to 12:45 p.m. on Thursdays during the summer months. People like having something in the community to do during the day. Its easier for some people to go out at noon instead of going out in the evening after dark. This gives them an opportunity to listen to live music from classical, jazz, blue grass, dance, to the 20s through the 40s. I do put out a free will donation basket for the performers. Also, the Park Rapids Community Band will be performing at the high school on Sunday at 3:00 p.m.

9. PLANNING:

9.1. First Reading of Ordinance Rezoning Land to R-B in the City of Park Rapids, PID #32.37.03500: Mathisrud stated this is for a zoning district boundary amendment from James and Kathryn Ahrens. They are requesting rezoning of 207 Pleasant Avenue in order to establish a three unit duplex at this location. This building was built as a residential property and was later converted into an office space. It will convert well into a multi-unit apartment building. That conversion would meet the city's rental ordinance. The top floor would be converted into two apartments and the basement would be converted into one unit as well. This particular use is prohibited under the B-2 zone, but it's adjacent to an R-B zone which allows it be changed, and it also would be fitting of the character of that area. The Planning Commission reviewed this at their April 23rd meeting and they felt it met the comprehensive plan and voted 5-1 of recommending approval of the request.

Mathisrud requested questions or comments. There were none. **A motion was made by Conway, seconded by Randall, and unanimously carried to approve the first reading of the Ordinance Rezoning Land to R-B in the City of Park Rapids, PID #32.37.03500.**

9.2. First Reading of Ordinance Rezoning Land to B-1 in the City of Park Rapids, PID #32.38.00200, PID #32.45.00400, and PID #32.45.00500: Mathisrud stated this application for a rezoning is from Bemidji Management Company, which is the holding company for Simonson Development. They are looking to rezone three parcels associated with a future project to develop a new convenience store at the location of Highways 34 and 71. They have assembled a site which was two residential single-family parcels, as well as a B-2 zoned commercial building. They want the entire site zoned B-1 so they can develop the whole site as a mixed-use retail gas station location. In order to do that they are requesting this rezoning of .32 acres from R-2 (Single, 2 Family and Townhouse Residential District), to B-1 (Highway Business District), and one parcel from B-2 (General Business District), to B-1 (Highway Business District). At the public hearing the Planning Commission voted 6-0 to recommend approval of this rezoning request. The developer will bring a request for a vacation for a portion of the alley as well as file for replatting at a future meeting.

Mathisrud requested questions or comments. There were none. **A motion was made by Conway, seconded by Leckner, and unanimously carried to approve the first reading of the Ordinance Rezoning Land to B-1 in the City of Park Rapids, PID #32.38.00200, PID #32.45.00400, and PID #32.45.00500.**

9.3. Resolution to Approve a Conditional Use Permit to Construct a 20,600 Square Foot Transfer Station Building in the Public and Quasi-Public Zoning District at 812 Henrietta Avenue South, PID #13.30.04071:

Mathisrud stated this request is for a conditional use permit from Joshua Holte of Hubbard County Solid Waste. This is to allow construction of a 20,600 square foot solid waste transfer station building. This would be for commercial and residential solid waste. The current dumpster area would be in this building. The Planning Commission did review this request and there were some concerns about traffic at the intersection at that location. The Planning Commission did recommend further study of that by the city and county engineers. The Planning Commission did unanimously recommend approval of this request with the following conditions:

1. The owner shall operate the business in accordance with all local, state and federal regulations.
2. The owner shall obtain all appropriate storm water permits.
3. All signage shall meet the standards indicated in the zoning ordinance.
4. The owner shall connect to city utilities in the location as approved by the city engineer.
5. The owner shall complete annexation to the City of Park Rapids prior to December 31st, 2018.
6. The developer shall provide an intersection crash report for staff review and comply with recommendation for improvement if warranted by the city engineer.

Mathisrud requested questions or comments. There were none. **A motion was made by Conway, seconded by Randall, and unanimously carried to approve Resolution #2018-84 Approve a Conditional Use Permit to Construct a 20,600 Square Foot Transfer Station Building in the Public and Quasi-Public Zoning District at 812 Henrietta Avenue South, PID #13.30.04071.**

10. GENERAL BUSINESS:

10.1. Park Rapids Municipal Airport Project: Fieldsend stated you have two resolutions before you. One for the authorization for professional services for TKDA, and the other is for authorization to draw up plans and specifications for this project at the airport. This project is in our CIP to try to get the funding for it. Normally we would do our crack repair at a \$1,000.00 per year. This way if we go in with a big project we qualify for funds from federal and state sources. The airport lighting is currently 12,000-watt lights that light up the tarmac and the airplane parking area all night long. We've decided to switch those to LED lights. Along with that we'll get a \$2,000.00 rebate for switching out the lights. We believe the federal funding will be \$129,000.00, the state funding will be \$10,500.00, and the city's portion will be \$10,500.00. That will be offset by the money we normally spend on crack sealing and the rebate. This amount will be offset in a couple of years and then after that will be saving money.

Fieldsend requested questions or comments. There were none.

A. Resolution Authorizing Proper City Officials to Execute the Authorization for Professional Services by and between TKDA and the City of Park

Rapids for the 2018 Pavement Crack and Joint Repairs and the Apron Lighting Upgrades Project: A motion was made by Leckner, seconded by Conway, and unanimously carried to approve Resolution #2018-85 Authorizing Proper City Officials to Execute the Authorization for Professional Services by and between TKDA and the City of Park Rapids for the 2018 Pavement Crack and Joint Repairs and the Apron Lighting Upgrades Project.

B. Resolution Authorizing for the Preparation of Plans and Specifications for the 2018 Pavement Crack and Joint Repair and the Apron Lighting Upgrades Project for the Park Rapids Municipal Airport in the City of Park Rapids: A motion was made by Leckner, seconded by Conway, and unanimously carried to approve Resolution #2018-86 Authorizing for the Preparation of Plans and Specifications for the 2018 Pavement Crack and Joint Repair and the Apron Lighting Upgrades Project for the Park Rapids Municipal Airport in the City of Park Rapids.

11. CITY ADMINISTRATOR COMMENTS: McKinney stated we are doing wrap up on the restroom facility in Pioneer Park. The construction on the north end of the city hall building has started.

12. DEPARTMENT HEAD UPDATES: Burlingame stated we have completed most of the street sweeping in town, and then we'll start on the crack sealing.

Mathisrud stated we're at about \$2 million in building permits for the year, which is normal for most years. It's been busy in our office and we're off to a good spring.

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

14. COMMENTS FROM COUNCIL: There were no comments.

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

[seal]

Acting Mayor Erika Randall

ATTEST:

Margie M. Vik
City Clerk