

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
MAY 22, 2018, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The May 22nd, 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, Erika Randall, and Liz Stone. Absent: Councilmember Ryan Leckner. Staff Present: Administrator John McKinney, Police Chief Jeff Appel, Public Facilities Superintendent Chris Fieldsend, Planner Ryan Mathisrud, Public Works Superintendent Scott Burlingame, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Apex Engineering Jon Olson, Nancy Newman, Cynthia Jones, and Robin Fish 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:

#6.26. Approve Golf Cart and ATV Licenses to Operate in the City of Park Rapids in 2018 for the Park Rapids Fire Department and Barbra Wheeler-Rasmussen.

#6.27. Authorize Midstate Wireless to Purchase and Install Equipment to Make Emergency Siren Wirelessly Controlled for the Amount of \$3,725.00.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-May 8, 2018: A motion was made by Conway, seconded by Stone, and unanimously carried to approve the May 8th, 2018, City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Randall, seconded by Conway, and unanimously carried to approve the payables in the amount of \$43,303.70, and the prepaids in the amount of \$415,416.93, for a total of \$458,720.63.

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

- 6.1. Resolution #2018-87 Approving Ordinance No. 583 Rezoning Land to R-B in the City of Park Rapids, PID #32.37.03500.
- 6.2. Ordinance No. 583 Rezoning Land to R-B in the City of Park Rapids, PID #32.37.03500.
- 6.3. Resolution #2018-88 Approving Ordinance No. 584 Rezoning Land to B-1 in the City of Park Rapids, PID #32.38.00200, PID #32.45.00400, and PID #32.45.00500.
- 6.4. Ordinance No. 584 Rezoning Land to B-1 in the City of Park Rapids, PID #32.38.00200, PID #32.45.00400, and PID #32.45.00500.
- 6.5. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2018 for Ferguson Brothers Excavating Inc. and Gilster Excavating LLC.
- 6.6. Resolution #2018-89 Approve Step Increase and Wage Adjustment for Full Time Rapids Spirits Liquor Store Clerk Ellen Albee.
- 6.7. Approve Pawnbroker's Permit for Royce Holland d.b.a. Fuller's Gun and Pawn at 223 South Main Avenue, in the City of Park Rapids, for May 1st, 2018 to April 30th, 2019.
- 6.8. Resolution #2018-90 Authorizing Police Chief Jeff Appel to Execute the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies by and between the State of Minnesota and the City of Park Rapids.
- 6.9. Resolution #2018-91 Accepting the Resignation of Park Rapids Planning Commission Member Sam Spaeth.
- 6.10. Approve Purchase in the Amount of \$4,928.00 from Minnesota Pump Works for a Sewage Lift Pump for Lift Station No. 5.
- 6.11. Approve Purchase in the Amount of \$1,258.27 from MacQueen Equipment for Replacement Parts for the 2011 Elgin Pelican Street Sweeper.

- 6.12. Approve Pay Request in the Amount of \$6,353.52 to A-1 Abatement for Asbestos Abatement for the City Hall-Phase II Project.**
- 6.13. Approve Pay Request in the Amount of \$3,420.74 to MacQueen Equipment for Repairs to the Heat Exchanger of the 2012 Vactor Sewer Vacuum Truck for \$3,259.79, and Repairs of a Computer Data Line for the 2011 Elgin Street Sweeper for \$160.95.**
- 6.14. Resolution #2018-92 Authorizing Proper City Officials to Execute the Agreement to Municipality by and between American Legal Publishing and the City of Park Rapids.**
- 6.15. Resolution #2018-93 Accepting the Resignation of Public Works Employee Ervin Francis for the City of Park Rapids.**
- 6.16. Authorize City Staff to Advertise and Interview for a Temporary Seasonal Public Works Employee.**
- 6.17. Resolution #2018-94 Approving the Promotion to Non-Union Full Time Patrol Sergeant for Park Rapids Police Officer Robert Gilmore.**
- 6.18. Approve Change Orders #01 and #02 for an Increase of \$2,222.00 to the Contract for the City Hall-Phase II Project.**
- 6.19. Approve Three (3) Proposals for an Increase of \$2,716.00 to the Construction Contract for the City Hall-Phase II Project: 1) to encapsulate asbestos on the floor for \$1,980.00, 2) to purchase a New Door for \$575.00, and 3) to Recaulk the Exterior Wall Expansion Joints on the North Side of the Building.**
- 6.20. Approve Public Facilities Use Permit for Esther Simon d.b.a. Itasca Mantrap Cooperative Electric Association to Close Two (2) Blocks of Huntsinger Avenue, on Thursday, June 7th, 2018, from 4:00 p.m. to 8:30 p.m., for the Itasca Mantrap Cooperative Annual Meeting.**
- 6.21. Approve Pay Request in the Amount of \$14,100.60 to BHH Partners for Professional Services Regarding the City Hall-Phase II Project.**
- 6.22. Approve Pay Request in the Amount of \$1,092.80 to BHH Partners for Professional Services Regarding the Pioneer Park Restroom Project.**

- 6.23. **Approve Pay Request in the Amount of \$22,325.00 to Apex Engineering Group for Professional Services Regarding the Main Lift Station Reconstruction and the TH 71 Frontage Road Projects.**
- 6.24. **Approve Pay Request in the Amount of \$4,474.00 to the League of Minnesota Cities Insurance Trust for an Additional Premium for the Worker's Compensation Policy.**
- 6.25. **Approve Fireworks Display Permit Conducted by Flashing Thunder Fireworks Spectacular, for the Park Rapids Rotary, for an Outdoor Fireworks Display at Heartland Park on July 4th, 2018.**
- 6.26. **Approve Golf Cart and ATV Licenses to Operate in the City of Park Rapids in 2018 for the Park Rapids Fire Department and Barbra Wheeler-Rasmussen.**
- 6.27. **Authorize Midstate Wireless to Purchase and Install Equipment to Make Emergency Siren Wirelessly Controlled for the Amount of \$3,725.00.**

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: There were no comments.

8. GENERAL BUSINESS:

8.1. Park Rapids Municipal Airport Project: Fieldsend stated this resolution is to authorize to go to bids on the crack fill and the light replacement project at the airport. Matt Zitzow, our engineer with TKDA, will be here at a future Council meeting to present the bids, and to make his recommendation to award the bid.

A. Resolution Approving Plans and Specifications and Ordering the Advertisement for Bids 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 Stone, seconded by Randall, and unanimously carried to approve Resolution #2018-95 Approving Plans and Specifications and Ordering the Advertisement for Bids 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.

8.2. Main Pump Station Improvement Project: Apex Engineer Jon Olson stated bids were received for the reconstruction of the main pump station last Thursday at 10:00 a.m. at city hall. There was a lot of interest in the project with a lot of response from the contractors. We received six bids that day. Hough Inc. out of Detroit Lakes was the low bidder of the project. They came in at \$487,863.75. That was close to what we were anticipating, so we are pleased with the numbers that we received.

Olson stated if we look at the total cost of the project, not just the construction portion, the engineering, testing, air valve replacement that we talked about last time, and construction contingencies, we like to carry contingencies on these types of projects, especially reconstruction, because anytime we break ground in a previously excavated area there's always that possibility of hitting an unknown structure. With that, we have total estimated project costs of \$625,000.00. If things go well, it's a pretty good possibility that we'll come in close to that original design estimate of \$600,000.00.

Olson stated we were pleased with the bids. They are fair. Hough has completed projects of a similar nature in other communities in the area. We recommend that you award the contract to Hough Inc.

A. Resolution Awarding Bid for the Sanitary Sewer Main Pump Station Improvement Project in the City of Park Rapids: A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2018-96 Awarding Bid for the Sanitary Sewer Main Pump Station Improvement Project in the City of Park Rapids.

9. CITY ADMINISTRATOR COMMENTS: McKinney stated the north end of the city hall building is moving along, and the other projects are going very well.

McKinney stated the Council directed, regarding the armory project, that you wanted some resolve to the documents, the purchase agreement, the reciprocal easement agreement, and the registered land survey documents done. I don't have them yet, but we are through negotiating. We have not gotten the documents back from the developer yet. We talked to him today so I think that's resolved. I believe we want to have an EDA Board meeting on Tuesday, June 12th at 5:00 p.m. With your permission I'll direct the clerk to make the appropriate notifications. The Council agreed to the time and date.

McKinney stated on Thursday I'll be going with the Police Chief to participate in the K9 Program Graduation. I'll be back on Friday.

10. DEPARTMENT HEAD UPDATES: Fieldsend stated we got the K9 vehicle and we are updating it now, and we hope to have it done shortly.

Fieldsend stated, regarding the council chambers project, they are waiting on the ceiling joist, which had to be specially ordered. When it comes in they can move forward. The plumbing and the concrete is in the floor now. The Pioneer Park restrooms have been in use for a couple of weeks. The closer on one of the doors had to be taken off and they had to order a new one. So that door is locked. The landscaper will be there on Friday.

Randall questioned will we be able to see the design for the brick path before it goes in? Fieldsend stated I can show it to you. There was some trouble with the motion

detectors and they are working on that. The soap dispensers and all of that stuff will be in before the weekend. Randall questioned do you anticipate locking them or will they always be open. Fieldsend stated they are on a timed locking system. They open at 7:00 a.m. and lock closed at 10:00 p.m.

Mathisrud stated we had several items on the last Planning Commission meeting agenda so those will be on the next City Council agenda. The seed house started to come down today to make way for the new auto parts store at that location. It's been a busy spring in our office with lots of big projects.

Burlingame thanked the Council for approving the lift station project. It's very welcome by the staff.

Appel stated Sergeant Gilmore and K9 Jet graduate on Thursday and then they'll be fully certified. We'll immediately put Gilmore back to work and Jet will be with him as soon as his squad car is done. We look forward to introducing him to the public at the next Council meeting. We received delivery of a speed trailer, which was purchased with that \$50,000.00 grant from State Farm Insurance. That is at the decal shop right now. You'll be seeing that out in the community. It's fully computerize and will be sending data into the cloud. It will produce all kinds of traffic studies for speed, like time of day, low and high speeds. It will give us a lot of data. If we get a traffic compliant we can put that in the area and by gathering data it will show us if there is indeed a problem.

11. COMMENTS FROM COUNCIL: Stone stated I'd like more clarification on the ATV usage in town. I'm noticing a lot more of it as of late. It needs to be addressed so we know what's allowable. These were the side by sides. Appel stated we have about eight permitted vehicles in the city. Stone stated I saw eight side by sides that came by my house on Eighth Street, crossed over Highway 71, and then continued on Eighth past the clinic and headed on Eighth in the direction of the softball fields.

Appel stated they need a permit if they are operating on a city street. If they are on a DNR trail they can ingress and egress to the trail systems. There isn't a DNR trail on Eighth Street. If you see that happening you can call us and we'll come out. Our procedure is to warn them first and let them know about the law. Then we send them in for a permit. We track that and if we run into them a second time we'll cite them.

Stone stated I thought they couldn't even come into town. Appel stated they are not supposed to ride on any state highway, on 34 or 71. Our permit should be on the back bumper. It's 6"x4". You should be able to see it. Call us.

Randall stated maybe each spring we should work with the newspaper to get an article in the paper about ATV and golf carts to inform the public that you need a permit. We're going to see more of them and we need to remind people of what needs to happen. We could try to get it in the Summer Scene. I saw a kid on the back of a golf cart just hanging out there with no helmet. I was concerned and this was one of the reasons I was concerned about allowing this to happen.

Stone stated I noticed three ATVs going over what used to be the Red Bridge. Can they do that? Appel stated no. Only bicycles and snowmobiles can use the Heartland Trail. Mikesh suggested contacting the Chamber. They have pamphlets that they hand out. Burlingame stated they have trail maps. Randall stated it will help if we get more

information out there in the early spring. Appel stated we can post it on the city's and the police's Facebook pages.

Conway stated you have to wonder how much of that is visitors coming up here for camping and not being aware of the regulations. Randall stated I'm surprised at the number of visitors in city limits. We don't have a lot of campgrounds close, unless they're taking trails into town. McKinney stated we've been alerted to it now.

12. ADJOURNMENT: A motion was made by Randall seconded by Conway, and unanimously carried to adjourn the meeting at 6:20 p.m.

[seal]

Mayor Pat Mikesh

ATTEST:

Margie M. Vik
City Clerk