

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JUNE 12, 2018, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The June 12th, 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. Absent: None. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Planner Ryan Mathisrud, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Sue Tomte, Senator Paul Utke, Cynthia Jones, Gerald Perpich, Gabe Ackerman, Arch Simonson, Scott Rising, Karl May, and Robin Fish from the Enterprise.

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

PUBLIC HEARINGS AT 6:00 PM:

4. Vacation for a Portion of Easement in the North Shore Addition:

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

4.1. Presentation of the Vacation of a Portion of Sanitary Sewer Easement in the North Shore Park Addition Pursuant to Minnesota Statutes 412.851:

Mathisrud stated this request is to vacate a portion of a sanitary sewer easement in the North Shore Addition, at 352 East River Drive, to expand the existing garage. Currently, the garage is built over the easement. The applicant provided a certificate of survey, which outlines the area needed for the garage expansion. The easement for city utilities was never used and is no longer needed since city utilities are now located at the street known as East River Drive. It's the city's policy to not issue building permits for structures that are located on known public easements.

Mathisrud stated the Planning Commission reviewed this variance request on May 21st, 2018, as did the city engineer. Both are recommending approval of the variance. He requested comments or questions from the Council.

Conway questioned if the garage structure will be compliant with the city's building codes. Mathisrud stated yes, as indicated on the submitted site plan. The easement piece has held up the construction.

4.2. Public Comments: Gerald Perpich, the owner of the property, stated he thought the easement was alongside the garage, but it was discovered that it was underneath it. If the easement is ever needed in the future there is still plenty of room there for it.

A motion was made by Randall, seconded by Leckner, and unanimously carried to close the public hearing at 6:05 p.m.

4.3. Resolution Vacating a Portion of Easement in the North Shore Addition in the City of Park Rapids: A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2018-97 Vacating a Portion of Easement in the North Shore Addition in the City of Park Rapids.

5. Vacation for a Portion of Alley in the Cutler Addition and the Shield and Fitch Addition in the City of Park Rapids:

A motion was made by Randall, seconded by Conway, and unanimously carried to open the public hearing at 6:06 p.m.

5.1. Presentation of the Vacation of a Portion of Alley in the Cutler Addition and the Shield and Fitch Addition in the City of Park Rapids Pursuant to Minnesota Statutes 412.851: Mathisrud stated this request is from Arch Simonson, representing Bemidji Management Company LLC, for the vacation of an alley located in two different additions, the Cutler Addition and the Shield and Fitch Addition. This request is tied to the preliminary and final plat approvals that will be reviewed later on in this agenda. The property will be used to construct a convenience/gas store. The existing utilities in the alleyway would be allowed to remain underground, but the surface would be used as parking, or for traffic circulation.

Mathisrud stated the Planning Commission reviewed this vacation request on May 21st, 2018, and are recommending approval. Once the final plat is filed it will include a regranteeing of the existing easement.

Mathisrud requesting comments or questions from the Council. There were none.

5.2. Public Comments: Gabe Ackerman, representing Charter Communications, stated Charter has some major utility lines in that location. We're here to make sure that we're covered. They've asked us to relocate our underground, and we'll do that. We just wanted to make sure we still have our easement.

A motion was made by Stone, seconded by Conway, and unanimously carried to close the public hearing at 6:08 p.m.

5.3. Resolution Vacating a Portion of Alley in the Cutler Addition and the Shield and Fitch Addition in the City of Park Rapids: A motion was made by Conway, seconded by Stone, and unanimously carried to Resolution #2018-98 Vacating a Portion of Alley in the Cutler Addition and the Shield and Fitch Addition in the City of Park Rapids.

END OF PUBLIC HEARINGS

6. EMPLOYEE APPRECIATION:

6.1. Certificate of Achievement for Robyn Capistrant: Mayor Mikesh stated Liquor Store Clerk Robyn Capistrant has achieved ten years of employment. Liquor Store Manager Olson accepted the certificate for Capistrant who was unable to attend.

7. APPROVAL OF MINUTES:

7.1. City Council Regular Meeting Minutes-May 22, 2018: A motion was made by Conway, seconded by Leckner, and unanimously carried to approve the May 22nd, 2018, City Council Regular Meeting minutes as presented.

8. FINANCE:

8.1. Payables & Prepays: A motion was made by Randall, seconded by Conway, and unanimously carried to approve the payables in the amount of \$41,031.62, and the prepaids in the amount of \$365,986.37, for a total of \$407,017.99.

9. CONSENT AGENDA: McKinney stated, regarding Item #9.13., the Police Chief will be looking for two officers, instead of just one. **A motion was made by Stone, seconded by Conway, and unanimously carried to approve the following consent agenda items:**

- 9.1. Approve Plumber's Permit to Work in the City of Park Rapids in 2018 for Valley Plumbing.
- 9.2. Resolution #2018-99 Authorizing Sale of Excess Property from the City of Park Rapids.
- 9.3. Approve Advertising and Interviewing for Two (2) Open Park Rapids Volunteer Firefighter Positions.

- 9.4. **Approve Repair Expense in the Amount of \$5,150.00 from Hoffman Electric for the Pump Panels for Sewage Irrigator Sites One and Five.**
- 9.5. **Approve Pay Request in the Amount of \$1,976.50 for Cozen O'Connor for Professional Legal Fees Pertaining to the Armory Square Project.**
- 9.6. **Approve Transient Merchant License for Kayla Chock d.b.a. Sweet Sisters Concessions on August 10th and 11th, 2018, on Main Avenue South, Block Two, as part of the Run to the Rapids Car Show.**
- 9.7. **Approve Transient Merchant License for Chris Ulmer d.b.a. TNT Fireworks on June 20th to July 5th, 2018, in Wal-Mart Parking Lot at 1303 Charles Street.**
- 9.8. **Resolution #2018-100 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Roger Hunter.**
- 9.9. **Resolution #2018-101 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Joyce Mikesh.**
- 9.10. **Approve Installation of Sculptures Along Red Bridge Park Sculpture Trail.**
- 9.11. **Approve Pay Request #1 in the Amount of \$52,250.00 to Haataja Contracting Inc. for Construction Services for the City Hall-Phase II Remodel Project.**
- 9.12. **Approve Pay Request in the Amount of \$3,557.48 to Soldo Consulting for Professional Services Regarding a Personnel Issue.**
- 9.13. **Approve Advertising and Interviewing for Two (2) Full Time Patrol Officers for the Park Rapids Police Department.**
- 9.14. **Approve Transfers and Designations for Year Ending 2017.**

END OF CONSENT AGENDA

10. COMMENTS FROM CITIZENS: There were no comments.

11. PLANNING:

11.1. Resolution Approve a Variance to Reduce a Portion of the Rear Yard Setback in the S-O Shoreland Overlay and the R-1 Single Family Residential Districts at 19367 Eagle Pointe Trail, PID 32.91.00200:

Mathisrud stated this variance request, from Scott and Cheryl Rising, at 19367 Eagle Pointe Trail, is to reduce a portion of the rear yard setback to 24 feet as opposed to the required 30 feet. This site has a lot of challenges. It's has a trapezoid shape and also has a lot of large, mature trees on the area that would be suitable for construction of a detached garage. The requested variance could be granted without affecting the adjacent properties since they also are close to the street.

Mathisrud stated the Planning Commission reviewed this request for a variance on May 21st, 2018, and are recommending approval. He requested comments. There were none.

A motion was made by Stone, seconded by Leckner, and unanimously carried to approve Resolution #2018-102 Approve a Variance to Reduce a Portion of the Rear Yard Setback in the S-O Shoreland Overlay and the R-1 Single Family Residential Districts, at 19367 Eagle Pointe Trail, PID 32.91.00200.

11.2. Review Preliminary Plat of Simonson Addition: Mathisrud stated the presented preliminary plat shows the area that is to be subdivided. They are combining several small lots into two larger lots. The plat has existing utilities in the vacated right of way that will be accommodated in the final plat. This is a minor subdivision so there is no need for a developer's agreement. The preliminary plat meets all the standards of the zoning code.

Mathisrud stated the Planning Commission has recommended approval of the preliminary plat for the Simonson Addition. He requested comments or questions. There were none.

A motion was made by Leckner, seconded by Randall, and unanimously carried to approve the preliminary plat for the Simonson Addition.

11.3. Review Final Plat of Simonson Addition: Mathisrud stated this is the final plat of the Simonson Addition, which is considered a minor subdivision. The Council can approve the preliminary and final plat at the same time because it is small in scale. There will be a 15 foot easement that is large enough to accommodate all of the existing utilities. The Planning Commission recommended approval of the preliminary and final plat with the following conditions, that a parkland dedication fee in the amount of \$22,105.00 will be required to be paid prior to the filing of the final plat. The deferred assessments in the amount of \$4,255.19 are to be apportioned to their respective lots, and that any minor clerical changes to the final plat are requested prior to signatures.

Mathisrud requested questions or comments. There were none.

A. Resolution to Approve the Preliminary and Final Plat for the Simonson Addition to the City of Park Rapids: A motion was made by Conway, seconded by Stone, and unanimously carried to approve Resolution #2018-103

Approve the Preliminary and Final Plat for the Simonson Addition to the City of Park Rapids.

12. GENERAL BUSINESS:

12.1. Orderly Annexation Agreement: Park Rapids and Henrietta

Township: Mathisrud stated the city previously worked with Henrietta Township to develop an orderly annexation agreement with Henrietta Township. It was agreed that the land will be annexed over a period of time. This phase IV consists of 300 acres. This area contains one property that has requested connection to city sewer and water. The last phase of this agreement will occur in 2027 for 150 acres.

Mathisrud requested comments or questions. There were none.

A. Resolution for the Annexation Resolution of the City of Park Rapids in Accordance with the Above Referenced Joint Agreement Between the City of Park Rapids and Henrietta Township, Dated 07/27/06, and as Amended 06/14/07, 08/23/11, 06/10/14, and 01/12/16, Designating Certain Property, the Amended Phase IV Area, Located in the Orderly Annexation Area (OAA) of Henrietta Township, as in Need of Immediate Orderly Annexation Pursuant to Minnesota Statutes, Section 414.0325: A motion was made by Randall, seconded by Stone, and unanimously carried to approve Resolution #2018-104 Annexation Resolution of the City of Park Rapids in Accordance with the Above Referenced Joint Agreement Between the City of Park Rapids and Henrietta Township, Dated 07/27/06, and as Amended 06/14/07, 08/23/11, 06/10/14, and 01/12/16, Designating Certain Property, the Amended Phase IV Area, Located in the Orderly Annexation Area (OAA) of Henrietta Township, as in Need of Immediate Orderly Annexation Pursuant to Minnesota Statutes, Section 414.0325.

13. CITY ADMINISTRATOR COMMENTS: McKinney reported he will be out of the office Thursday and Friday for my granddaughter's wedding.

14. DEPARTMENT HEAD UPDATES: Fieldsend stated we are starting to work on the path for the Pioneer Park Project. I'm short on people since one resigned. I have received three applications to fill that position. Once we fill that position we'll have enough people to take care of the parks and put the path in. We ordered enough brick to do the whole path. The electrician and the plumbers have both been working on the City Hall Project and they're getting ready to put up sheet rock.

Scott Olson stated summer is definitely here. We've been seeing a lot of the summer faces and also new people. Since May our sales have been up 2.5%.

Mathisrud stated the building report shows that we're at about \$3.5 million in building permits issued. We're up and running for the year. This is consistent with the amount of growth we've seen over the last few years. It's going to be another up year.

There have been several sculptures installed in the Red Bridge Park. There will be a ribbon cutting on June 16th to kick off the Sculpture Walk.

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

16. COMMENTS FROM COUNCIL: Stone stated I'm excited to attend the Sculpture Walk ribbon cutting. It's going to be a great addition to the community.

Conway stated I attended the Library Board meeting last Thursday. I am always impressed with their programming. I don't think that the library gets enough attention for what they do. I'd like to get Jodi Schultz here to give a biannual report on their activities. Randall stated their calendar for the kids is pretty impressive. McKinney stated we can contact her about that.

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

[seal]

Mayor Pat Mikesch

ATTEST:

Margie M. Vik
City Clerk