

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
JUNE 26, 2018, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The June 26<sup>th</sup>, 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, Ryan Leckner, and Liz Stone. Absent: Mayor Pat Mikesh. Staff Present: Administrator John McKinney, Planner Ryan Mathisrud, Police Chief Jeff Appel, Public Works Superintendent Scott Burlingame, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Nancy Newman, Matt Zitzow from TKDA, Jeff Voigt, Cynthia Jones, and Robin Fish from the Enterprise.

**3. APPROVAL OF AGENDA:** A motion was made by Stone, seconded by Leckner, and unanimously carried to approve the agenda with the following addition: to the Consent Agenda #6.18. Approve Public Facilities Use Permit for Calvary Lutheran Church c/o John Cook to Close One Block of Second Avenue East, from Park Avenue to the Entrance of the Middle School Apartments, on Wednesday, June 27<sup>th</sup>, 2018 from 5:00 p.m. to 7:30 p.m.

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-June 12, 2018:** A motion was made by Conway, seconded by Stone, and unanimously carried to approve the June 12<sup>th</sup>, 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 \$35,860.63, and the prepaids in the amount of \$198,682.34, for a total of \$234,542.97.

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

- 6.1. Approve Golf Cart/Class 2 ATV License to Operate in the City of Park Rapids for Robert Swenson and Angela Nims (ATV).**
- 6.2. Resolution #2018-105 Approve Temporary On-Sale Liquor License for the Park Rapids Lakes Area Chamber of Commerce in the City of Park Rapids.**
- 6.3. Approve Public Facilities Use Permit for the Park Rapids Lakes Area Chamber of Commerce to Use Fair Avenue, Second St. W., Main Ave. S., Eighth St W., on Wednesday, July 4<sup>th</sup>, 2018, from 3:00 p.m. to 6:30 p.m. for the Fourth of July Parade.**
- 6.4. Approve Public Facilities Use Permit for the Park Rapids Lakes Area Chamber of Commerce to Close Block Two of Main Avenue South on Friday, November 23<sup>rd</sup>, 2018, from 3:00 p.m. to 8:00 p.m. for the Christmas Tree Lighting Ceremony and Yuletide Sampler.**
- 6.5. Resolution #2018-106 Approve Temporary On-Sale Liquor License for Shell Prairie Agricultural Association in the City of Park Rapids.**
- 6.6. Resolution #2018-107 Approving the Promotion to Non-Union Full-Time Patrol Sergeant for Park Rapids Police Officer Michael Mercil.**
- 6.7. Resolution #2018-108 Appointing Mark Fox as Part-Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.**
- 6.8. Approve Pay Request in the Amount of \$6,731.52 for the Minnesota Department of Commerce Regarding the Energy Efficiency Loan Program.**
- 6.9. Authorize Reduction in the Amount of \$2,849.80 for Building Permit Fees for the Construction of an Aircraft Storage Hangar for Jeff Voigt.**
- 6.10. Approve Public Facilities Use Permit for Justin Page and Kila Page to Use the Deane Park Pavilion at 19382 Eagle Pointe Trail, on Saturday, July 7<sup>th</sup>, 2018, from 2:00 p.m. to 6:00 p.m. for a Memorial Service.**
- 6.11. Resolution #2018-109 Appointing Robert Ennen as Temporary Seasonal Part-Time Public Works Maintenance Employee for the City of Park Rapids.**

- 6.12. **Approve Payment to TKDA in the Amount of \$12,000.00 for Engineering Fees Regarding the 2018 Pavement Repairs and Apron Lighting Upgrade.**
- 6.13. **Approve Pay Request #4 in the Amount of \$8,835.15 to Gopher State Contractors for Work Completed on the Pioneer Park Restrooms.**
- 6.14. **Approve Payment to Apex Engineering in the Amount of \$29,568.28 for Expenses Regarding the Main Lift Reconstruction and TH71 Frontage Road Projects.**
- 6.15. **Approve the Purchase of Eight (8) X26P Tasers from Axon Enterprises at a Total Cost of \$10,400.00, Split over Two Years.**
- 6.16. **Approve Howard's Driveway Quote for Repairs and Maintenance to Helton Avenue and Parts of the Northeast Section of the City in the Amount of \$64,952.00 and the Quote from Brock White in the Amount of \$10,354.76 for Crack Filling.**
- 6.17. **Approve Transient Merchant License for Alan Kurth d.b.a. Park Rapids Assemblies of God on June 27<sup>th</sup> to July 4<sup>th</sup>, 2018 in the Parking Lot across from Thielen Motors at 908 First St East.**
- 6.18. **Approve Public Facilities Use Permit for Calvary Lutheran Church c/o John Cook to Close One Block of Second Avenue East, from Park Avenue to the Entrance of the Middle School Apartments, on Wednesday, June 27<sup>th</sup>, 2018 from 5:00 p.m. to 7:30 p.m.**

**END OF CONSENT AGENDA**

**7. COMMENTS FROM CITIZENS:** There were no comments.

**8. PLANNING:**

**8.1. Approve Changes to Final Plat Simonson Addition for Arch Simonson of Bemidji Management Company:** Mathisrud stated you have been presented an updated plat for the Simonson Addition. At the last meeting we reviewed this plat and approved it. However, the developer is requesting some minor changes to it. They want to combine two lots into a single lot, and then shift the utility easement five feet to the east. There were no changes to that existing utility corridor through this. These are minor changes. Staff recommends approval of this request.

He requested comments or questions. There were none. **A motion was made by Stone, seconded by Leckner, and unanimously carried to approve minor changes to the Plat known as the Simonson Addition, to combine two lots into one lot, and to shift the utility easement five (5) feet to the east.**

## **9. GENERAL BUSINESS:**

**9.1. Resolution Acknowledging Low Bid in the amount of \$61,559.00 for the 2018 Apron Lighting Upgrades Project at the Park Rapids Municipal Airport to Lee Davis Electric, Inc.:** Matt Zitzow, with TKDA, stated I'm here to discuss the bid results that were received for two projects at the municipal airport, which were opened last week. In the packet one of the low results was misrepresented. The results were considerably lower than the memo in your packet. Zitzow distributed a revised memorandum to the Council.

Zitzow stated two projects were bid last week for the airport. The 2018 Apron Lighting Upgrades Project and the 2018 Pavement Crack and Joint Repair Project. The purpose of bidding these projects separate was due to the dissimilar nature of the work. We anticipated that the contractors that would be responding to these projects would be quite different and would not want to be the prime contractor for both parts of the projects.

Zitzow stated for the lighting upgrades three bids were received ranging from \$61,559.00 up to the high bid of \$71,500.00. The engineer's estimate was \$60,000.00. The low bid was submitted in the amount of \$61,559.00 by Lee Davis Electric of Park Rapids, Minnesota. The resolution associated with this action is to acknowledge that low bid submitted for this project but not to award the project. Secondly, the resolution will authorize the return of the bid securities to the bidders that responded with the exception of the lowest and the second lowest. Thirdly, to acknowledge TKDA and city staff to submit the grant application to FAA and MN DOT for this project.

Zitzow stated for the project costs there's a \$130,000.00 budget for construction, engineering, contingencies, and administration. 7% of this is the local share, which is approximately \$9,000.00.

McKinney questioned what kind of hold do you have on the bid? Zitzow stated it's upwards of 120 days. That would be an extreme case. For whatever reason the FAA would have through that period of time to issue us a grant. Because of the low dollar figure of the grant I don't anticipate that the receipt of an award would take three months. These are entitlement funds only so we would anticipate that the grant would be offered in the next four to six weeks. At that time once the grant application would be received that I would approach the City Council to actually execute award of the contracts pending entering into those FAA and state grant agreements. Tonight, there's no contracts to be signed. We're just acknowledging bid results.

McKinney questioned so if we don't get the grant? Zitzow stated there's no risk for this action tonight. If the federal or state government were to not hold up their end of offering the grants, you would have every right legally to walk away from the low bid results and stop the project.

**A motion was made by Conway, seconded by Stone, and unanimously carried to approve Resolution #2018-110 Acknowledging Low Bid from Lee Davis Electric**

Inc., for the 2018 Apron Lighting Upgrades Project at the Park Rapids Municipal Airport.

**9.2. Resolution Acknowledging Low Bid in the Amount of \$53,050.00 for the 2018 Pavement Crack and Joint Repairs Project at the Park Rapids Municipal Airport to Fahrner Asphalt Sealers, Inc.:**

Zitzow stated on this project four bids were received ranging from the low bid of \$28,700.00 to the high bid of \$79,600.00. The engineer's estimate was \$60,000.00. This did include a bid alternate. So, the submitted package by Fahrner Asphalt Sealers Inc. of Eau Claire, WI, was the low bidder at \$28,700.00. This project is well within budget. Fahrner Asphalt Sealers do a great deal of highway, airport, and municipal pavement crack repair so they certainly are a responsible bidder. They are a contractor that I've worked with at other facilities. They travel all over the upper Midwest for projects of a similar nature. They are a qualified bidder and their bid was submitted within the requirements of the low bid.

Zitzow stated the resolution for this action tonight would be very similar to the one just approved for the other project, to acknowledge the low bid by Fahrner Asphalt Sealers of Eau Claire, authorize the return of the bid deposits except for the low and second low, and to authorize TKDA and city staff to submit grant applications to FAA and MN DOT. There is no financial liability for that acknowledgement tonight.

Zitzow stated from the FAA and MN DOT's perspective this is one grant. Just because we bid the projects separately to gain the best pricing for you, in their eyes it's one package. The grant would be issued at the same time, one grant. I'll come back before you to award the bid and enter into that grant agreement in about a month from today.

Zitzow requested comments or questions. There were none. **A motion was made by Conway, seconded by Leckner, and unanimously carried to approve Resolution #2018-111 Acknowledging Low Bid from Fahrner Asphalt Sealers Inc, for the 2018 Pavement Crack and Joint Repairs Project at the Park Rapids Municipal Airport.**

**9.3. Approve or Deny the Subordination of the Small Cities Loan between the City of Park Rapids and Molly and Luke Luther:** McKinney stated this is a ten-year loan, which if they own the property for ten years it will be forgiven entirely. If they keep it for less than six years they have to pay it all back. They are planning on doing some remodeling on their business. In order to get the primary loan, they are asking the city to take the secondary position. They are at five years now, so for another year we'd be taking the secondary position for the \$10,000.00 loan. After the sixth year of the loan it would be prorated.

Randall questioned our action would be to approve the subordination of the loan. Conway stated it just means we'd take second position instead of first. Stone stated I think it makes sense to agree to it.

**A motion was made by Stone, seconded by Conway, and unanimously carried to approve the Subordination of the Small Cities Loan between the City of Park Rapids and Molly and Luke Luther.**

**10. CITY ADMINISTRATOR COMMENTS:** McKinney had no comments.

**11. DEPARTMENT HEAD UPDATES:** Fieldsend stated the contractor is now sheet rocking in city hall. The HVAC people have been working for the past week.

Mathisrud stated the airport needs meeting is coming up on July 17<sup>th</sup> at 5:00 p.m. to be held at the airport. MN DOT will be coming from the Twin Cities to talk about our airport and to ask questions about our needs.

Matt Zitzow stated TKDA will be represented at that meeting. It will be a good meeting. MN DOT staff continues this outreach program across the state. You may hear about some topics that haven't affected you but may affect you in the future. Some time ago we met and presented the status of the Airport Layout Plan. It was submitted to FAA and MN DOT some months ago. Both agencies have acknowledged that it is in review. We'll have comments from both agencies to share with you at the end of summer or the first part of fall. The process is proceeding along the original schedule.

**12. MINUTES/REPORTS/INFORMATION:** There were no comments.

**13. COMMENTS FROM COUNCIL:** Stone stated the Senior Living Council met today and we chose our Senior Citizen of the Year. That person will be in the parade on July 4<sup>th</sup> and also make an appearance at the fair. We are always looking for nominees. If there is a senior citizen who stands out in your world that you know of, please let me know so we can throw their name into the hat. I also attended the ribbon cutting for the Sculpture Walk in Red Bridge Park on June 16<sup>th</sup>. It was fantastic. I encourage everyone to go and look. It's impressive.

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

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Acting Mayor Erika Randall

ATTEST:

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Margie M. Vik  
City Clerk