

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JULY 10, 2018, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The July 10th, 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, Police Chief Jeff Appel, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Planner Ryan Mathisrud, Police Officers Mike Mercil, Robert Gilmore, Dan Garner, Austin Rittgers, Sabin Rasmus, and Clerk Margie Vik. Others Present: Chris Norton, Sue Tomte, Nancy Newman, Cynthia Jones, David Konshok, John DeCoster, Amy Appel, Florence Hedeem, David Pritzlaff, many family members and friends of the police officers, and Robin Fish from the Enterprise.

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

4. POLICE DEPARTMENT RECOGNITION:

4.1. Oath of Honor/Badge Pinning for Park Rapids Police Officers: Chief Appel stated the oath of office is a trust between a community and the law enforcement officer. The Oath of Honor for police officers is the binding representation of this trust. A trust that is a dedication to our policing profession, our fellow officers, the police department, the City of Park Rapids, and the citizens we serve. The oath is an affirmation of our commitment to our country, state, jurisdiction, community, and an acknowledgement that we are part of a cause that is greater than ourselves. Officers will take the oath of honor upon being hired and upon promotion.

Appel stated Sergeant Rob Gilmore has worked for the Park Rapids Police Department since December of 2014 and was promoted to the rank of patrol sergeant in May of 2018. Sergeant Michael Mercil has worked for the Park Rapids Police Department since March of 2015 and was promoted to the rank of patrol sergeant in June of 2018.

Both Gilmore and Mercil recited the Oath of Honor: I swear on my honor, I will never betray my badge, my integrity, my character, or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the laws of my Country, my community, and the agency I serve. Both officers had their sergeant's badges pinned onto them. They were greeted to a round of applause.

4.2. Life Saving Awards: Appel stated I'm happy to hand out some life saving awards tonight. Medicals are an everyday part of our job. Although we effect people's lives in many different ways through our profession, truly, saving a life on a medical is a huge deal. We have several awards tonight to address that.

Appel stated on December 17th, 2017, at approximately 10:15 p.m. Sergeant Mike Mercil, Sergeant Robert Gilmore, and Officer Austin Rittgers responded to a possible overdose at a residence in Park Rapids. Upon arrival officers located the victim who was bluish in color and unresponsive. The three officers worked together to administer two doses of Narcan to the victim. Following the two doses of Narcan the victim began breathing. All officers on scene assisted North Ambulance personnel with moving and loading the victim into an ambulance for transport to the hospital. While loading for transport the victim awoke and became responsive. The victim was transported to St. Joseph's Hospital and was treated and released a short time later. Quick actions and decisions made by these three officers during this high stress situation saved the victim's life. All have earned a life saving award due to their actions on that night.

Acting Mayor Randall presented Mercil, Gilmore, and Rittgers with the Life Saving Medal from the City of Park Rapids. The officers received a round of applause.

Appel stated on August 11th, 2017, at approximately 12:38 p.m. Officer Dan Garner was dispatched to a residence in Park Rapids for a medical emergency. A female was calling to report that her husband was having a difficult time breathing. State Patrol Commercial Vehicle Inspector (CVI) Chris Norton was also in the area and heard the call over the radio and responded. Upon arrival Garner and Norton located the victim on the floor. The victim was blue in color, unresponsive, and not breathing. Garner and Norton began life saving CPR on the victim. The CPR administered by Garner and Norton was successful in reviving the victim. Garner and Norton continued to assist on the scene as EMTs arrived. They also assisted in loading the victim into the ambulance for transport to the hospital. The victim later made a full recovery. Through their quick response, and critical decision making, Officer Garner and CVI Norton successfully saved the victim's life. Through their actions on that day both have earned a life saving award.

Acting Mayor Randall presented Garner and Norton with the Life Saving Medal from the City of Park Rapids. The officers received a round of applause.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-June 26, 2018: A motion was made by Stone, seconded by Conway, and unanimously carried to approve the June 28th, 2018, City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepaids: A motion was made by Stone, seconded by Conway, and unanimously carried to approve the payables in the amount of \$39,126.91, and the prepaids in the amount of \$65,593.32, for a total of \$104,720.23.

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 for Ronald Waterman-golf cart, Kent & Pamela Brock-golf cart, Kent & Pamela Brock-ATV, and Butch DeLaHunt-ATV.
- 7.2. Approve Plumber's Permit to Work in the City of Park Rapids in 2018 for Rasmussen Plumbing Inc.
- 7.3. Resolution #2018-112 Appointment of Election Judges for the Primary Election for the City of Park Rapids for the Year 2018.
- 7.4. Resolution #2018-113 Acknowledging the Resignation of Volunteer Firefighter Brian Ellenson for the City of Park Rapids.
- 7.5. Resolution #2018-114 Acknowledging the Resignation of Volunteer Firefighter Pat Mikesh for the City of Park Rapids.
- 7.6. Approve Transient Merchant License for Steve Bolton d.b.a. Stevie B's Concessions on July 4th, 2018.
- 7.7. Resolution #2018-115 Approving the Full Time Employment Status and Acknowledging the Declaration of Park Rapids Police Officer Andrew Mcfarlane.
- 7.8. Resolution #2018-116 Approving Application for Minnesota Lawful Gambling LG220 Application for Exempt Permit for Antique Tractor and Engine Club Inc. on October 26, 2018.
- 7.9. Resolution #2018-117 Approving Application for Minnesota Lawful Gambling LG220 Application for Exempt Permit for Antique Tractor and Engine Club Inc. on August 4, 2019.

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: Sue Tomte stated last night I attended a truly amazing event at the 616 Vesting Ceremony. It was a very powerful testament that the community put forward for our local law enforcement, both the Hubbard County Sheriff's Department and the Park Rapids Police Department. They were honored with special vests and gear. Those of us who attended it really enjoyed it. It was very worthwhile. McKinney stated it was much appreciated as well.

9. PLANNING:

9.1. Resolution to Approve a Conditional Use Permit to Allow Automobile Display, Sales, and Service in the B-1 Zoning District at 18154-169th Avenue, PID #13.20.01440:

Mathisrud stated this request is for a conditional use permit from Shannon Jacob to allow automobile display, sales, and service located at 18154-169th Avenue. This is located in the Highway Business District and is owned by Dale Breitwieser. The applicant desires to establish an auto sales business on the lot. They have plans to pave the display area and rehabilitate the existing structure for their sales office. They do intend to construct a service bay if they are successful and perform some level of vehicle service in the future.

Mathisrud stated on June 25th, 2018, the Planning Commission reviewed this request and are recommending approval subject to the following conditions:

1. The applicant shall operate the business in accordance with all local, state, and federal regulations.
2. The owner shall obtain a certificate of survey and properly divide the property.
3. The owner shall provide a paved display area for the vehicles, approved by the city engineer.
4. All signage shall meet the standards indicated in the zoning ordinance.
5. The owner shall submit a landscaping plan for the property for approval by the city planner and plant the approved plantings within six (6) months.
6. The owner shall not display vehicles or equipment within the public right-of-way.
7. All vehicle service shall be completed inside an approved building.

Mathisrud requested comments or questions. There were none.

A motion was made by Conway, seconded by Stone, and unanimously carried to approve Resolution #2018-118 Approve a Conditional Use Permit to Allow Automobile Display, Sales, and Service in the B-1 Zoning District at 18154-169th Avenue, PID #13.20.01440.

10. GENERAL BUSINESS:

10.1. MN DOT Airport Needs Discussion: John DeCoster, with Trillion Aviation, stated I work with the city with regard to the business services to the airport. Two months ago, TKDA was here and presented you with the master plan that was going to be submitted to the FAA and MN DOT-Aviation for review. That did occur. The process is moving along. We want to give you an informational overview of where we stand since that happened. That plan has a ten to twenty year horizon. It's vague in nature. Once that plan was adopted by the City Council we started turning that into an action plan of how we go forward in the next few years. Park Rapids is in a very positive situation right now at the airport in that there is a lot of demand. We had four available sites that were developable. We built out one a couple of years ago for Park Rapids Avionics and then the other three sites were leased to Park Rapids Aviation for the building of a 280 foot hanger, which has been put under contract and it's going to be built in the year committed to in the contract. That took care of the developable sites that we had available.

DeCoster stated the next section for development we're calling Phase I. With that development we'll try to address all three types of users that would build or occupy space at the airport. One is t-hangers. The t-hangers are full. We have a waiting list. We have a demand. We've had conversations with two other individuals regarding hangers. One an 80x80 hanger, and someone who's interested in doing a 60x60 hanger. With that kind of demand, we do not want to let things lay. We went forward with a discussion with MN DOT and the FAA to start talking about funding for the infrastructure to support those lots. Right now, the premise is that the lots would be developed by a third party and that the city would be responsible for the final grade and utilities to the sites. The developer would pay for all of the construction costs. We're preparing for the next phase of t-hanger development. We're trying to put a development package out for all three interest areas, the large hangers, the medium size hangers, and the t-hangers.

DeCoster stated next Tuesday evening at 5:00 p.m. there's a Needs Assessment Meeting that's going to be conducted with MN DOT Aviation at the airport. City Council as well as the Airport Commission is invited. It's intended to be a dialog session with the state. In our case, the fact that we just completed our master plan process, we're going to hear a lot of the same stuff that was just presented by TKDA. We want to give you an overview of what we will be looking at and what we want the comments to focus on at the meeting.

DeCoster stated the conversations that we've had with MN DOT and the FAA involves around the funding, entitlement grants and state funding for the development of infrastructure. One of the county commissioners had a meeting in Washington DC which we followed up on. We learned there is a supplemental appropriation of about \$1 billion that has been approved by congress for aviation development in cities like Park Rapids. Park Rapids is on the preapproved list of cities that would be eligible. We're starting the conversations with that. Yesterday, they just issued the beginning of the way they are going to administer the program. We're trying to follow up on that because it would be another source of grant funding. It would be able to be used for the development of sites. It could include some building costs too, which would be very beneficial for us. The three sources we've talked about with MN DOT with their state funding program, the FAA with their Airport Improvement Program (AIP) entitlement funding, and then the funding through the supplemental grant. We'll be bringing more to you about that as that evolves.

DeCoster stated we want to focus on the area for development. When we get into the discussion next week, we'll develop some talking points for you before the meeting to help guide your thoughts. What we really want to emphasize with MN DOT is we are in a much better situation than comparable airports in the region. We have demand. We have a waiting list for t-hangers. We have active conversations going on for the development of hangers. Most airports are not in that position. Unfortunately, we don't have any developable sites to present to those folks. We want to make sure that MN DOT and the FAA realize that our demand is real and that we need their support in funding. We also want to make sure that as this process goes forward we'll be looking to the City Council and to other elected officials to help us go after that federal grant and perhaps work with the congressmen to get that money for Park Rapids.

DeCoster stated the way the funding works with the state and the at the federal level, they each have their silos that they'll fund. They tend to respond better if they have joint funding of some of the improvements. We're talking about grading a portion of the

airport to a finished level for taxilanes and site pads, and then running the base utilities which would be sewer, water, and gas to the edge of those sites so they'd be available to the tenant to tie into once they develop it. Next week, we really need to emphasize to them that because of our demand we need them to branch out. They don't tend to like to do things on a speculative basis. But in our case, it's not speculative because we have the demand and if we can get the funding we can get these projects going. We'll be giving you discussion points on that. You can reinforce the fact that our situation is really unique because we do have demand. We have the sites, the master plan has been submitted. Everything we're talking about here is consistent with the master plan and our airport layout plan. There shouldn't be any hiccups as far as a different direction than what we are proposing here. Our goal would be to be able to design and bid the project over the winter, and be in the ground the first thing in the spring to actually have the sites developed and get hangers built next year. The people that we've talked to have indicated that timeframe would work very well for them.

McKinney stated the big deterrent is there is a big hole where we want to build things. DeCoster stated the issue is from the northern point down, it's low and it comes up. We have to move a lot of earth. We have the earth on the airport, but there's a lot to move. TKDA's calculation is to bring it up to the proper grade we do have enough fill right on the airport. It's a matter of moving it around. We have to have a retention pond for storm water runoff. McKinney stated when you go out there you don't realize how big that hole is. DeCoster stated the grade change is about eight to ten feet, which is significant. We have to tie into the taxiways so we have to be at grade. There's a 1% maximum allowance because of the airplanes. There's a lot of engineering that has to occur.

DeCoster stated we want to impress upon MN DOT next week that we are ahead of the game with regard to where we stand at looking into additional development. We need their help with funding. We have legitimate tenants that are ready to move forward once we get the infrastructure developed. McKinney stated this meeting has been called by them. Council participation would be very helpful. Please do come. The staff knows what they need to be told, but the state wants to hear it from the Council. They want to know there's enthusiasm on the part of the governing body, not the staff, to do this thing.

DeCoster stated this will not be a MN DOT presentation. It's intended to be a dialog. They are actually looking for more feedback from you than they are willing to provide for you. We'll get the agenda out to you with the key talking points. It's going to be a good session. About every three years they rotate around the state. For our situation and the fact that we got an active airport group, and city staff is very active in the management of the airport, and the fact that we've gone through the master planning process just recently, it's probably a little remedial for us. But if you're in a community that is not active it's probably much more valuable, but there's still a need to deliver the message that we need their help. The meeting that we had with MN DOT and the FAA we had very good collaboration in our discussion with regard to potential funding. We want to make sure that the Council and the Airport Commission support all that with them so when we pick up our conversation with them this month they realize it's not just a couple of consultants carrying the water.

Sue Tomte questioned is this the same MN DOT working on the round-a-bout that is going to be in that same timeframe? DeCoster answered no. This is MN DOT Aeronautics. All our construction will be limited to the airport. We wouldn't be importing fill.

All of the dirt is there. We'll just be doing a lot of earth moving. We won't be generating truck traffic. McKinney stated everything is internal.

10.2. Resolution Authorizing Proper City Officials to Execute the Developer's Agreement for Hocking Addition by and between David Pritzlaff and the City of Park Rapids: McKinney stated we received a letter from David Pritzlaff regarding the purchase of lots from the county sale of tax forfeited lots. After conversations with him we developed the agreement you have before you. He proposing to develop the six lots. We have assessments on each of those lots from a previous project. They aren't certified at this time. Once certified he'll have up to fifteen years to pay them off at 6% interest. Pritzlaff has proposed that he will build a house, one a year, for six years. Once he builds on the lot then we would certify the assessment at a reduced price of \$10,000.00 per lot. If he sells to a third party, they would not get the reduced price. Staff recommends that we enter into this development agreement. Currently, the lots are sitting dormant.

Pritzlaff stated if I do sell to a third party, they would have the option of having the fifteen years to pay the assessment off, but there wouldn't be a reduction. McKinney stated they would have to apply for the extension. Pritzlaff would get the reduction only if he builds houses. That's the reason for the reduction. Pritzlaff questioned is it for when I start a house or when I finish since it's getting late in 2018 to get plans together. McKinney stated the agreement starts in 2018.

A motion was made by Conway, seconded by Leckner, and unanimously carried to approve Resolution #2018-119 Authorizing Proper City Officials to Execute the Developer's Agreement for Hocking Addition by and between David Pritzlaff and the City of Park Rapids.

11. CITY ADMINISTRATOR COMMENTS: McKinney stated the Hubbard County Economic Development Commission accepted the resignation of David Collins yesterday. It will be discussed as to where we go with that and how we'll fill the position.

12. DEPARTMENT HEAD UPDATES: Brumbaugh stated at the next meeting the auditors will be here to go over the 2017 auditor with the Council. The Council decided to schedule the discussion as part of the regular meeting at 6:00 p.m.

Fieldsend stated the Council Chamber's walls have been painted and they have ordered the flooring.

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

14. COMMENTS FROM COUNCIL: Stone stated the Fourth of July Celebration was great. We as a city should be proud of ourselves. It was great.

Cynthia Jones stated we were delighted with the turn out for the Second Street Stage event last Thursday. We thank the Council for allowing us to move to Main Street.

We have some bugs to work out yet, but we probably had about eight hundred people attend. It's become a community event, as we had intended.

Sue Tomte stated I did an informal survey that evening. There were at least five hundred local people. We had people from seventeen different states that were represented, and thirty-five Minnesota counties, and four foreign countries that were there during that three hours.

15. ADJOURNMENT: A motion was made by Conway, seconded by Leckner, and unanimously carried to adjourn the meeting at 6:37 p.m.

[seal]

Acting Mayor Erika Randall

ATTEST:

Margie M. Vik
City Clerk