

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
SEPTEMBER 25, 2018, 6:00 PM  
Park Rapids City Hall Council Chambers  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The September 25<sup>th</sup>, 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, and Erika Randall. Absent: Councilmember Liz Stone. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Public Works Superintendent Scott Burlingame, Planner Ryan Mathisrud, Public Facilities Superintendent Chris Fieldsend, and Clerk Margie Vik. Others Present: Rod Nordberg, Nancy Newman, Hubbard County Commission Char Christianson, 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 with the following changes:

**Add: to the Consent Agenda Item #6.12. Approve a Public Facilities Use Permit for Jeremy Nordick d.b.a. Park Rapids School District #309 to Use Helten Avenue, Fair Avenue, Fifth Street, Main Avenue, and Pearl Street, on Friday, October 5<sup>th</sup>, 2018, from 1:30 p.m. to 3:00 p.m. for the Homecoming Parade.**

**Delete: from General Business Item #9.1., 9.1.A, and 9.1.B.**

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-September 11, 2018:** A motion was made by Randall, seconded by Conway, and unanimously carried to approve the September 11<sup>th</sup>, 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 \$22,244.12, and the prepaids in the amount of \$283,668.44, for a total of \$305,912.56.

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

- 6.1. Approve Plumber's Permit to Work in the City of Park Rapids in 2018 for D.Carlson Plumbing and Excavating.**
- 6.2. *Proclaiming October 15<sup>th</sup>, 2018, as National Pregnancy and Infant Loss Awareness Day.***
- 6.3. Resolution #2018-141 Appointing Justin Leritz as Full Time Public Works Street Maintenance Worker for the City of Park Rapids.**
- 6.4. Approve License to Operate a Golf Cart/Class 2 ATV in the City of Park Rapids in 2018 for Horace and Debra Gates.**
- 6.5. Resolution #2018-142 Appointing Larry Novak to Serve on the Parks & Beautification Board for the City of Park Rapids.**
- 6.6. Resolution #2018-143 Appointing Sally Wizik Wills to Serve on the Library Board for the City of Park Rapids.**
- 6.7. Approve Change Order No. 1 to Replace the Existing Air Valves for the Main Pump Station Project for an Additional \$38,587.00.**
- 6.8. Approve Pay Request in the Amount of \$7,279.63 to Wallwork Truck Center for Repairs to Park Rapids Fire Truck No.5771.**
- 6.9. Approve Pay Request in the Amount of \$1,500.00 to TKDA for Professional Services Regarding the 2018 Pavement Repairs and Apron Lighting Upgrade Projects.**
- 6.10. Approve Pay Request in the Amount of \$1,153.86 to BHH Partners for Professional Services Regarding the Park Rapids City Hall Remodel-Phase II Project.**
- 6.11. Approve Pay Request in the Amount of \$37,229.85 to Apex Engineering Group for Professional Services Regarding the Main Lift Station Reconstruction Project and the TH 71 Frontage Road Project.**

- 6.12. Approve a Public Facilities Use Permit for Jeremy Nordick d.b.a. Park Rapids School District #309 to Use Helten Avenue, Fair Avenue, Fifth Street, Main Avenue, and Pearl Street, on Friday, October 5<sup>th</sup>, 2018, from 1:30 p.m. to 3:00 p.m. for the Homecoming Parade.

**END OF CONSENT AGENDA**

**7. COMMENTS FROM CITIZENS:** There were none.

**8. PLANNING:**

**8.1. Resolution to Approve Registered Land Survey No. 8 for Armory Square Subdivision to the City of Park Rapids:** Mathisrud stated this item is for the approval of registered land survey No. 8. This is a required document in order to subdivide the armory properties. It's slightly unusual, yet similar to a platting document. It's required to separate three-dimensional space. It carves out Vallarta's restaurant and the armory center. A description for each piece is provided in the document. Staff and the city's legal counsel did review this. It appears to do what we need done. We are recommending approval at this time. He requested comments or questions. There were none.

**A motion was made by Randall, seconded by Leckner, and unanimously carried to approve Resolution #2018-144 Approve Registered Land Survey No. 8 for Armory Square Subdivision to the City of Park Rapids.**

**9. GENERAL BUSINESS:**

**9.1. Fair Avenue, Stevens Avenue, and Front Avenue, and Fifth Street Improvement Project:** *Deleted from the agenda.*

**A. Resolution Authorizing Proper City Officials to Execute the Task Order No. 12 for Fair Avenue, Stevens Avenue, Front Avenue, Fifth Street Underground Utility and Street Improvement Project by and between Apex Engineering Group Inc. and the City of Park Rapids:** *Deleted from the agenda.*

**B. Resolution Ordering Preparation of Preliminary Engineering Report on the Improvement of Fair Avenue, Stevens Avenue, Front Avenue, and Fifth Street in the City of Park Rapids:** *Deleted from the agenda.*

**9.2. Resolution Authorizing Proper City Officials to Execute the Developer's Agreement for Hocking's Acres Addition by and between H&H Properties of Park Rapids LLC and the City of Park Rapids:** McKinney stated this has been prepared at the request of the purchaser of the tax forfeited property in Hocking Acres Addition, which was purchased at auction from Hubbard County. This past July a

different purchaser requested an agreement like this one. They both will have incentives to receive a discount on their special assessment if they build a house. This one is for three lots. This purchaser is asking for the same considerations that the other purchaser got. Staff is recommending approval.

Randall questioned were there any other issues to consider? McKinney stated after this was drafted, the owner, Scott Henry, asked for perhaps another year. It was explained to him that this developer's agreement is exactly the same as the one executed with Mr. Pritzlaff, the other purchaser. That's what he asked for and that's what he got. If he wanted anything different he'd have to come before you and request it. He knew about the meeting tonight, but he is not here. He must be accepting it or he would be here.

Leckner questioned this is for the exact same thing as we did before for Pritzlaff? We're going to end up getting the assessments, it's just deferring them for a time. McKinney stated they will get a discount on the assessment if they build a house according to the schedule. In a phone conversation he was talking about not starting his first house until 2019. I don't believe that Pritzlaff built a house this year either. They both bought their properties at the same time, back in the spring. Staff's recommendation is for you to approve it as it's submitted.

**A motion was made by Leckner, seconded by Conway, to approve Resolution #2018-145 Authorizing Proper City Officials to Execute the Developer's Agreement for Hocking's Acres Addition by and between H&H Properties of Park Rapids LLC and the City of Park Rapids.**

**Discussion:** Randall stated I want to make sure that it's exactly the same as the other agreement. Vik stated Mr. Pritzlaff has six lots and the Henrys have three. The terms of the agreement are exactly the same. Pritzlaff gets six years for his six lots to build one house per year. Henrys get three years, one house per year.

Randall stated I'm not a huge fan of granting any request when the individual doesn't even show up for the meeting to make their own pitch.

**The vote was called.**

**The following Councilmembers voted in favor: Conway, Leckner, Mikesh.**

**The following Councilmember voted nay: Randall.**

**The motion carried 3-1.**

**9.3. Resolution Adopting Bylaws for the Arts and Culture Advisory Commission for the City of Park Rapids:** Mathisrud stated this item is for the adoption of bylaws for the Arts and Culture Advisory Commission. That commission was created in 2011. At that time there was a loose set of bylaws, which had some gaps in them. Upon review and over time we realized what those gaps were. We're recommending adopting a set of bylaws for that commission that is more consistent with the other boards and commissions that we have at the City of Park Rapids. Within here it establishes the membership, which is the same as what it is right now. There are six appointees, it establishes the terms of office, which will be two-year terms, officers, Roberts Rules of Order, and its functions, powers, and duties. It also gives us the ability to remove people from office for certain situations. That commission is not reimbursed for their expenses

unless authorized by the city administrator. He requested comments or questions. There were none.

**A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2018-146 Adopting Bylaws for the Arts and Culture Advisory Commission for the City of Park Rapids.**

**9.4. Resolution Authorizing Proper City Officials to Execute Ground Lease Estoppel Certificate and Agreement by and between Park Rapids Aviation and the City of Park Rapids:** McKinney stated a lease has been executed. Jeff Voigt has started his building. He's trying to get his financing in order. Since he doesn't own the land, he leases the land from the city under a development agreement, he's asking for approval of this document that would allow the bank to be a party to the lease. This is the same procedure we did with the other airport building.

**A motion was made by Leckner, seconded by Conway, and unanimously carried to approve Resolution #2018-147 Authorizing Proper City Officials to Execute Ground Lease Estoppel Certificate and Agreement by and between Park Rapids Aviation and the City of Park Rapids.**

**10. CITY ADMINISTRATOR COMMENTS:** McKinney stated we are in the process of working out what will happen with the Hubbard County Regional Economic Development Authority. Dave Collins was the former executive director. Both Leckner and Conway are on that board. They are putting together a proposal to deal with the employment of an executive director, and also a means of quartering those offices. Up till now the county has provided an office. Their ability to do that ends at the end of this year. The question comes when we hire a new executive director, where will those offices be. There is also a secretary.

McKinney stated we have suggested, as a group, possibly the former liquor store building might be a possibility. There would have to be a thorough cleaning of the facility. There are no partitions on the inside, and the ones that are there don't serve the purpose. The restroom is not handicap compliant. We are looking at the possibility of retaining the basement for storage for the city, and make an upstairs office available at no cost. There may be other compatible uses for the building.

McKinney stated we had to reacquire it because of the changing of the access into the fire hall. There were some easements across there that we had to get rid of. We have the building. It would enable them to have an office at that location. The terms would have to be negotiated. We wanted the Council to be aware of it, and to authorize us to do the initial planning so we could see if it would work and what kind of costs would be involved to develop it. We didn't want to start that without Council authorizing it.

Fieldsend stated very basically when we were looking at leasing it to Hubbard County Soil and Water a rough estimate to do the bathroom, paint, and carpet, would be about \$80,000.00.

McKinney stated we're not asking you to authorize any expenditure at this point. If that becomes necessary we'll have to come back and talk about options. I'm requesting authority to proceed along those lines with that building for that purpose. Mikesh stated I

think it would be better to put something in there than for it to sit vacant. If it remains vacant it will start to fall apart. It makes perfect sense to put something in there.

**A motion was made by Conway, seconded by Mikesh, to authorize city staff to investigate the practicality of using the old liquor store building for a Hubbard County Regional Economic Development office.**

**The vote was called.**

**The following Councilmembers voted in favor: Conway, Leckner, Mikesh.**

**The following Councilmember voted nay: Randall.**

**The motion carried 3-1.**

**11. DEPARTMENT HEAD UPDATES:** There were no comments.

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

**13. COMMENTS FROM COUNCIL:** There were no comments.

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

[seal]

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Mayor Pat Mikesh

ATTEST:

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Margie M. Vik  
City Clerk