

**AGENDA  
 PARK RAPIDS CITY COUNCIL MEETING  
 TUESDAY, DECEMBER 11, 2018, 6:00 PM  
 CITY HALL COUNCIL CHAMBERS  
 PARK RAPIDS, MINNESOTA**

Page

- 1. **CALL TO ORDER:** *The meeting will be opened by reciting the Pledge of Allegiance.*
  
- 2. **ROLL CALL**
  
- 3. **APPROVE AGENDA:** *Councilmembers may add or delete items on the agenda at this time.*
  
- 4. **TRUTH IN TAXATION PUBLIC HEARING AT 6:00 PM:**
  - The Mayor will call for a motion to open the public hearing.*
  - 4.1. **Truth in Taxation Public Meeting:**
    - A. Presentation of Budget and Property Tax Levies ..... Brumbaugh
    - B. Public Comments ..... Sign in Sheet
    - The Mayor will call for a motion to close the public hearing.*
  - 4.2. **Final Levy and Final General Budget:**
    - A. Resolution #2018-\_\_ Adopting Final General Fund Budget for the  
 Year 2019 for the City of Park Rapids ..... 1-10
    - B. Resolution #2018-\_\_ Adopting the Final Property Tax Levy for Tax  
 Year 2019 ..... 11
  
- 5. **APPROVE MINUTES:**
  - 5.1. City Council Regular Meeting Minutes-November 27, 2018 ..... 12-19
  
- 6. **FINANCE:**
  - 6.1. Payables and Prepaids ..... 20-30

**7. CONSENT AGENDA:** *All items listed with an (\*) are considered to be non-controversial by the staff, but not necessarily by the Council, and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff or Citizen so requests, in which case, the item will be removed from the consent agenda and considered immediately following consent vote.*

- \*7.1. Resolution #2018-\_\_ Approve Minnesota Lawful Gambling LG230  
Application to Conduct Off-Site Gambling for the Park Rapids Amateur  
Hockey Association ..... 31
- \*7.2. Resolution #2018-\_\_ Approve Minnesota Lawful Gambling LG220  
Application for Exempt Permit for the Osage Sportsman’s Club ..... 32
- \*7.3. Approve Pay Request in the Amount of \$4,873.16 for Apex Engineering  
Group for Professional Services Pertaining to the Main Lift Station  
Reconstruction and the TH71 Frontage Road Projects ..... 33-39
- \*7.4. Approve Pay Request in the Amount of \$35,740.99 for Hough Inc for  
Construction Work Pertaining to the Main Lift Station Reconstruction  
Project ..... 40-43
- \*7.5. Approve Pay Request in the Amount of \$4,303.21 for BHH Partners for  
Professional Services for the City Hall-Phase II Remodel Project ..... 44-46
- \*7.6. Approve Pay Request in the Amount of \$3,500.00 for TKDA for  
Professional Services for the 2018 Pavement Repairs and Apron Lighting  
Upgrade Projects..... 47-49
- \*7.7. Approve Pay Request in the Amount of \$1,766.05 for Lee Davis Electric  
for Professional Services for the 2018 Apron Lighting Upgrade Project ..... 50-53
- \*7.8. Approve Increase to the Health Insurance Benefit (Cafeteria Plan) for  
2019 at \$745.00 per month for Single Coverage and not to exceed a total  
of \$1,164.00 for Family Coverage with an Effective Date of January 1<sup>st</sup>,  
2019 ..... 54-55
- \*7.9. Approve to NOT Waive the Tort Limits on the City’s Liability Insurance  
Policy from the League of Minnesota Cities Insurance Trust..... 56-57
- \*7.10. Resolution #2018-\_\_ Opposing Legislation to Allow the Sale of Strong  
Beer, Spirits, and Wine, in Grocery and Convenience Stores by the City  
of Park Rapids..... 58-59
- \*7.11. Approve Pay Request in the Amount of \$5,000.00 for Insight Realty  
Advisors Inc for the Armory Square Real Estate Cost Estimates and  
Appraisal Report..... 60-62

- \*7.12. Authorize Staff to Accept the Recommended Change for the Completion Date to January 31, 2019, with Final Payment by June 30, 2019, for the Main Lift Station Reconstruction Project, Due to Delay of Delivery of Essential Equipment..... 63-64
- \*7.13. Approve Pay Request in the Amount of \$104,975.01 for Northland Trust Services for the 2010A General Obligation Bond ..... 65-66
- \*7.14. Approve Pay Request in the Amount of \$274,134.38 for Northland Trust Services for the 2010B General Obligation Bond ..... 67-68
- \*7.15. Approve Pay Request in the Amount of \$190,065.00 for Northland Trust Services for the 2010C General Obligation Refunding Bond..... 69-70
- \*7.16. Approve Pay Request in the Amount of \$262,165.00 for Northland Trust Services for the 2012A General Obligation Improvement Crossover Refunding Bond..... 71-72
- \*7.17. Approve Pay Request in the Amount of \$272,251.25 for Northland Trust Services for the 2015A General Obligation Improvement and Refunding Bond..... 73-74
- \*7.18. Approve Pay Request in the Amount of \$495.00 for Northland Trust Services for the 2016A General Obligation Improvement Crossover Refunding Bond..... 75-76
- \*7.19. Approve Pay Request in the Amount of \$50,190.00 for Northland Trust Services for the 2016B General Obligation Improvement Bond ..... 77-78

**8. COMMENTS FROM CITIZENS:** *Individuals may address the City Council at this time about any item not contained on the regular agenda. The Council will take no official action on items discussed, with the exception of referral to staff for future report. If there are no comments, the City Council will continue with the regular agenda.*

**9. PLANNING:**

- 9.1. Resolution to Approve a Conditional Use Permit to Construct and Operate a Retail Propane Sales and Distribution Location in the B-1 Zoning District at 1003 Park Avenue South, PID #32.26.03500 ..... 79-119

**10. GENERAL BUSINESS:**

10.1. Highway 71 South Frontage Road Project-MN Dot and City of Park Rapids Agreements ..... 120

    A. Resolution Authorizing Proper City Officials to Execute the Cooperative Partnership Contract by and between the Minnesota Department of Transportation and the City of Park Rapids ..... 121-126

    B. Resolution Authorizing Proper City Officials to Execute the Cooperative Construction Agreement by and between the Minnesota Department of Transportation and the City of Park Rapids ..... 127-144

10.2. Appoint a Representative to the Headwaters Regional Development Commission ..... 145-146

**11. CITY ADMINISTRATOR COMMENTS**

**12. DEPARTMENT HEAD UPDATES**

**13. MINUTES/REPORTS/INFORMATION:** *Some of the information included here is in draft form, and is subject to change.*

13.1. Building Permit Report-November 2018 ..... 147

13.2. Plumbing Permit Report-November 2018 ..... 148

13.3. Planning Commission Meeting Minutes-November 26, 2018 ..... 149-158

13.4. Economic Development Authority of Park Rapids Meeting Minutes-November 27, 2108 ..... 159-160

**14. COMMENTS FROM COUNCIL**

**15. ADJOURNMENT**