

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JANUARY 8, 2019, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

1. OATH OF OFFICE: Vik administrated the Oath of Office to Mayor-Elect Ryan Leckner and the newly re-elected Councilmembers Tom Conway and Erika Randall. They received a round of applause.

2. CALL TO ORDER: The January 8th, 2019, Regular Meeting of the Park Rapids City Council was called to order at 6:00 p.m. by Mayor Ryan Leckner, and the Pledge of Allegiance was recited.

3. ROLL CALL: Present: Mayor Ryan Leckner, Councilmembers Tom Conway, Erika Randall, and Liz Stone. Absent: None. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Fire Chief Terry Long, Planner Andrew Mack, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Brad Bail, Butch DeLaHunt, Nancy Newman, Tom and Gail Petschl, Tim Little, Sue Tomte, Cynthia Jones, Matt Malone, and Robin Fish from the Enterprise

4. APPROVAL OF AGENDA: A motion was made by Conway, seconded by Randall, and unanimously carried to approve the agenda with the following addition: to the Consent Agenda #7.31. Resolution Appointing Jeffery Olesen as Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-December 11, 2018: A motion was made by Randall, seconded by Stone, and unanimously carried to approve the December 11th, 2018, City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepaids: A motion was made by Randall, seconded by Stone, and unanimously carried to approve the payables in the amount of \$28,822.66, and the prepaids in the amount of \$1,520,639.10, for a total of \$1,549,461.76.

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

- 7.1. Resolution #2019-01 Setting City Council Meetings on the Second and Fourth Tuesday of Each Month in the Year 2019.
- 7.2. Resolution #2019-02 Appointing Erika Randall as Acting Mayor for the Year 2019.
- 7.3. Resolution #2019-03 Designating Official Newspaper for the Year 2019 for the City of Park Rapids.
- 7.4. Resolution #2019-04 Designating Authorized Signatures for the Year 2019 for the City of Park Rapids.
- 7.5. Resolution #2019-05 Designating Official Depositories for the Year 2019 for the City of Park Rapids.
- 7.6. Resolution #2019-06 Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for Year 2019.
- 7.7. Resolution #2019-07 Authorizing Proper City Officials to Execute the Paperwork Associated with the Fire Contracts for the City of Park Rapids.
- 7.8. Resolution #2019-08 Designating Election Polling Place for Precincts One and Two for the City of Park Rapids.
- 7.9. Resolution #2019-09 Local Board Powers to be Reinstated for the City of Park Rapids.
- 7.10. Resolution #2019-10 Re-Appointing Donald Douglas to Serve on the Airport Commission for the City of Park Rapids.
- 7.11. Resolution #2019-11 Appointing Barb Parks to Serve on the Housing and Redevelopment Authority of Park Rapids.
- 7.12. Approve Contract in the Amount of \$2,644.07 with Cummins NPower for Annual Service on Various City Generators.
- 7.13. Resolution #2019-12 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Tall Pine Toms NWTF.
- 7.14. Resolution #2019-13 Re-Appointing Laura Grisamore to Serve on the Park Rapids Arts and Culture Advisory Commission.

- 7.15. Resolution #2019-14 Re-Appointing Nancy Newman to Serve on the Park Rapids Planning Commission.**
- 7.16. Resolution #2019-15 Re-Appointing Kristi York to Serve on the Parks & Beautification Board for the City of Park Rapids.**
- 7.17. Resolution #2019-16 Re-Appointing Maria Pretzer to Serve on the Library Board for the City of Park Rapids.**
- 7.18. Resolution #2019-17 Acknowledging the Resignation of Volunteer Firefighter Mike Ridlon for the City of Park Rapids.**
- 7.19. Authorize Staff to Advertise for Two (2) Open Firefighter Positions in Accordance with the Attached Advertisement and to Interview Potential Candidates.**
- 7.20. Approve Public Facilities Use Permit for Cynthia Jones d.b.a. Park Rapids Community Development Corporation to Close Block Two (2) of Main Avenue South on June 13, 20, 27, July 5, 11, 18, 25, August 1, 8, 15, all in 2019, from 5:00 p.m. to 8:00 p.m., except on August 8th hours will be 5:00 p.m. to 9:00 p.m., for the Second Street Stage Events.**
- 7.21. Approve Pay Request in the Amount of \$699.50 for Apex Engineering Group for Professional Service for the TH 71 Frontage Road Project.**
- 7.22. Approve Pay Request in the Amount of \$6,569.21 for Law Enforcement Technology Group LLC for Software Maintenance for the Police Department.**
- 7.23. Approve Pay Request in the Amount of \$6,713.00 for the Coalition of Greater Minnesota Cities for the 2019 Membership Dues.**
- 7.24. Approve Pay Request in the Amount of \$6,192.60 for Heiman Fire Equipment for Fire Truck Repairs and Uniform Purchases.**
- 7.25. Resolution #2019-18 Accepting the Resignation of Police Officer Joseph White for the City of Park Rapids.**
- 7.26. Approve Pay Request in the Amount of \$82,364.00 for the League of Minnesota Cities Insurance Trust for the 2019 Worker's Compensation Insurance Policy.**

- 7.27. **Approve Pay Request in the Amount of \$3,164.73 for Hoffman Electric for Professional Services for the Repair of Various Street Lights on Main Avenue and the Side Streets.**
- 7.28. **Approve Plumber's Permits to Work in the City of Park Rapids in 2019 for Ackerman Plumbing & Heating LLC, Peterson Sheet Metal Inc, Samuelson Laney Plumbing, Heating & Cooling Inc, Northland Septic Maintenance, The Jamar Company, Greens Plumbing Modern Heating, Northern Pines Plumbing & Heating, and Lindow Plumbing Inc.**
- 7.29. **Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2019 for R&R Petroleum Equipment & Sales (*restricted*), Elsner Well Drilling, Qwest d.b.a. Centurylink QC (*restricted*).**
- 7.30. **Approve Use of City Equipment (Front End Loader and Plow Truck) to Assist in Snow Removal for the start/finish/parking lot for the USXC Snowmobile Race on January 19-20, 2019.**
- 7.31. **Resolution #2019-19 Appointing Jeffery Olesen as Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: There were no comments.

9. PLANNING:

9.1. Resolution Authorizing Proper City Officials to Execute the Service Contract for Building and Plumbing Official by and between Brad Bail d.b.a. iN-Depth Inspection LLC and the City of Park Rapids: Andrew Mack stated our current building official, Ron Dick, is in the process of retiring. Our department went out and solicited requests for proposals for a new building official, someone who would also do plumbing and rental inspections. We've successfully found Brad Bail and his contract is before you this evening for his services as our new building inspector. He is with the company of iNDepth Inspections, which is a subsidiary division of Widseth Smith Nolting Engineering and Consulting Inc (WSN), located in various cities throughout Minnesota and North Dakota.

Mack stated we have worked through some technical issues as a part of the contract dealing with insurance. The company did some deep digging into the insurance requirements which they thought they had, but they found out they didn't in fact have so we are still working through addressing those considerations as a part of the rental inspector contract, which will come before the Council at a separate point in time. Their

company is diligently working through their insurance provider to get that issue addressed. The only thing that would affect us at this point is if we received a new rental licensure request. If that happens, we have continuing services through our current rental inspector, who is Ron Dick. He would assist us with that as well as a couple of complicated projects, including the armory and the middle school apartments. Those have some outstanding enforcement issues.

Mack stated I'd like to introduce Brad Bail. Bail stated I work out of the East Grand Forks office with WSN for a company called iNDepth Inspections, which provides building official services for various communities. We're happy to be getting involved with Park Rapids. I have deep ties to this area. My father was born and raised in the Nevis area. This is a great reason for me to come down here and visit our farm. I'm really looking forward to being here and working for the city. We have a staff of three full time building officials that work out of our office right now. We are also trying to work out a deal with Ray, who has been working here with Ron by doing some of the inspections. It would be a continuation of how things have been done. I'll be available for meetings or questions or whatever you guys want. We're looking forward to having many years of service here.

Randall questioned the issue with the rental inspections, is your company not doing them? Bail stated we've done some in the past but we are not currently doing them. The issue that came up is the home inspections that we used to do, the insurance that we thought covered those services, on the building inspections side and the rental inspections, when we got deeper into the process, we found out that the insurance probably wouldn't have covered if there had been a claim. Thankfully, we've never had a claim. But the fact is we found out that what we thought was there turned out wasn't in fact there. Now we are trying to make sure we are covered for all of those things. It's been a challenge. We're working for you as a community for the rental inspections, but we're going into private homes to do these inspections. The insurance companies are nervous about the fact that we are dealing with private clients as a company and it's not going back to the city, back to us, type of thing. We are going to continue to try and work this out to make it function. The contract may end up switching over to the WSN engineering side, or it may end up with the inspection side. It will only be a name change for you folks. But they are two different companies and two different things even though they are solely owned and operated by WSN. It's been a learning experience for us too. We will also be changing the insurance for our other communities and clients.

A motion was made by Stone, seconded by Randall, to approve Resolution #2019-20 Authorizing Proper City Officials to Execute the Service Contract for Building and Plumbing Official by and between Brad Bail d.b.a. iN-Depth Inspection LLC and the City of Park Rapids.

Discussion: Conway questioned do we want to adopt this resolution contingent on the insurance piece? McKinney stated there are two different contracts. We'll come back with another resolution for the rental inspection contract. Mack stated we have a certificate with the full insurance requirements for the building official side of it.

**The vote was called.
The motion carried unanimously.**

10. GENERAL BUSINESS:

10.1. Council Vacancy:

A. Resolution Accepting the Resignation of Councilmember

Ryan Leckner: A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2019-21 Accepting the Resignation of Councilmember Ryan Leckner.

B. Resolution Declaring Vacancy in the Position of

Councilmember on the City Council of Park Rapids: A motion was made by Conway, seconded by Randall, and unanimously carried to approve Resolution #2019-22 Declaring Vacancy in the Position of Councilmember on the City Council of Park Rapids.

C. Authorize Advertisement of Open Council Position:

McKinney stated your options would be to call a special election, but since there is less than half of the term remaining you may appoint. In the past the Council has elected the option of appointing and authorized staff to advertise the open position and invited people to submit a letter of interest.

McKinney questioned do you want to have a special election or appoint someone to that position? Leckner stated with the costs associated with an election we'd be better off to appoint. McKinney stated that's what you have done in the past.

A motion was made by Conway, seconded by Stone, and unanimously carried to authorize staff to advertise for the Open Council Position.

10.2. Resolution Appointing Councilmembers to Various City

Committees, Boards, and Commissions: Leckner stated since there will be a new person on the board my thought was, we could keep what we have and I would take over what Mikesh was on until the new person is appointed. Randall stated I can fill in for you if needed. Stone requested appointment to the Parks and Beautification this year. Leckner stated sure if you'd like that one. **A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2019-23 Appointing Councilmembers to Various City Committees, Boards, and Commissions, by moving Stone to the Parks Board, appointing Leckner to all of Mikesh's previous committee positions, and leaving everyone else as is until a new Councilmember is appointed.**

10.3. Resolution Authorizing Proper City Officials to Execute the

Service Agreement to Provide Public Transportation by and between Hubbard County and the City of Park Rapids: A motion was made by Conway, seconded by Randall, and unanimously carried to approve Resolution #2019-24 Authorizing Proper City Officials to Execute the Service Agreement to Provide Public Transportation by and between Hubbard County and the City of Park Rapids.

10.4. Resolution Authorizing Proper City Officials to Execute Proposal for Architectural Services for Municipal Access Control by and between BHH Partners and the City of Park Rapids:

Chris Fieldsend stated the door access issue has been before the Council twice now. Council asked me to prepare a bid for all the buildings to be done at one time. I contacted BHH Partners because of the bidding process. Matt Malone is here tonight to explain the process.

Matt Malone, from BHH, stated we were solicited by Fieldsend to put together a proposal for doing the consulting services for getting access control on all of the city buildings. Our proposal is to sit down with the decision makers, putting the documents together, and issuing out the bids for the access control. He requested comments or questions from the Council.

Leckner questioned do we have an estimated cost on this access control project? Randall stated we have set aside \$60,000.00 for all three buildings. Malone stated access controls can vary from a simple push button to monitoring, very technical to very simplistic. Not having had any meetings with you yet, but we'd look at your budget and make a system fit that budget. Based on what we have existing in the buildings, this one and the fire hall have been designed and prepared for an automated advanced system if you decided to go that way. It's always budget driven.

Randall questioned what do you mean by automated or advanced? Malone stated an advanced system has key fobs, which monitors who comes in and who goes out. Those are the more advanced systems. Randall questioned aren't those standard these days? I wouldn't call those advanced these days. Malone stated it's still considered an advanced system. It all depends on what you guys want to do. If you want to know who comes and goes, how many times they go, what time of day, that will determine the system that you put in.

Stone questioned so there's the advanced which basically keeps all this data? Malone answered yes. Stone stated then a system more advanced would consist of what? Malone stated you can do any combination of allowing permission so there are certain staff that you want to allow in certain doors, which would be an advanced feature. Simpler would be everybody gets a key fob and has the same control into buildings. For instance, the fire hall, you probably only want to allow the fire department and certain officials to have access into that using their key fobs. That's a more advanced system. A lower grade would be simply push button where everyone knows the code and can get in and there's monitoring that goes on top of that. With each layer there's sublayers. You can have really advanced, monitored, documented, or you can go down to keypad type, monitored or not monitored. There are a lot of options available that you can choose from. It's all function and cost driven.

Randall stated it's been understood that it's definitely a key fob type system that we are looking for. No one is going to be sitting there monitoring it every day, who's coming and going, but it was the ability to go back and look if that was necessary, or ever became necessary who accesses a building at a certain time, and the ability to shut off key cards when they became lost or when people retire and no longer were employed. That was the premise behind going to this type of system.

Malone stated our proposal is to help you through that and identify what that is. We would sit down and do those planning meetings and come up with those options and then

come back to you guys with a presentation of your budget and there's what fits within it and here's the options that are available.

Randall questioned when this was first being explored was there ever a thought that we were going to have to spend upwards of \$9,000.00 on an architect fee? Fieldsend stated the public works building was going to need to be planned. This building is somewhat designed already because we did the remodeling and some of the hardware is in place. The plans for the fire hall and city hall are kind of done. Once you wanted to do it all together, we needed to expand those plans. Leckner stated that's the problem when the project goes to a certain amount, they have to have an architect. If we would have done it in stages, we might not have gotten the best prices, but doing it all at the same time we might get a better price. Now we'll have to pay for this.

Malone stated part of our proposal includes time for going through the bidding process. It is a certain dollar amount so it has requirements for bidding. Depending on what that level is, what your threshold is, will we have to go with proposals or is it an actual publicized bidding process. Some of our fee is for that process. McKinney stated so you will be meeting with the Council and staff to discuss options. Malone answered absolutely.

Randall stated I'd rather have this all done at one time versus having three bids. Leckner stated this is the price we'll have to pay. Conway stated originally when only one building was being considered we only had one bidder. With a larger contract it can draw more bidders. Malone stated with this system there's definitely an economy of scale. If you're doing thirty access doors versus three there's savings in there. McKinney stated we will still have to go through the exercise of what you want.

A motion was made by Conway, seconded by Stone, and unanimously carried to approve Resolution #2019-25 Authorizing Proper City Officials to Execute Proposal for Architectural Services for Municipal Access Control by and between BHH Partners and the City of Park Rapids.

10.5. Presentation/Approval of Enterprise Funds: Brumbaugh stated we're going to talk about the individual accounts for all of the enterprise funds, consisting of the airport, water, sewer, liquor store, storm water utility, and the public works/safety building internal service fund. I will talk about the changes and the discussion with the Finance Committee.

Brumbaugh stated the airport fund has an increase of \$843,734.00. That is because we have two large projects included in there. They are the design for the A/D building remodel and concept, and the helicopter operations area. We needed to leave that in because there was extra funding in the aeronautics level. If we get the funding on that we would do it at that point. Because it's in our CIP it's showing up on the budget also. We have it in the CIP as a 75/25 funding project, and that's what you'll see in the budget, so it coincides. The funding was 100%, it didn't change that because it agrees with our CIP. You will have the opportunity to decide whether to do the project or not at a later date.

Conway questioned because we're reflecting funding, we have matching funds with the 75/25? Brumbaugh stated when we get to the liquor store budget you'll see more clearly. We have listed a transfer from the liquor store of approximately \$260,000.00. That would be our matching funds if we do the project, if we got the funding at 75/25. Our 25% is coming from the liquor store. Without that project the whole transfer is about \$9,000.00.

Conway questioned and the whole amount includes grant money? Brumbaugh answered yes.

Randall stated the request is for it to be funded at 100%. So, there's a possibility that we won't transfer anything from the liquor store if we're granted. The other side to this is that if we get it at 75% or 100% for this project and are awarded any money, the remodel of the A/D building is a long way from even being a thought. It's not even in the beginning stages. McKinney stated the only reason it is where it is because it has to be on our CIP to be funded. Brumbaugh stated it was on the CIP but way down on the list of priorities. Brumbaugh stated this funding is different from our normal funding. They got more federal money. That's what this extra money is. Typically, it wouldn't have been such a major issue but they did get more funding and we're hoping to get some and it's for small airports. We get a lot of funding for the airport but this one is different than the norm.

Randall stated it was moved way up on our CIP because funding was available so we're going for it. But there's not even a plan. If we're awarded it might not happen. We may end up giving the money back. Brumbaugh stated the nice thing is you're not locked into anything. If we are awarded you will get all of this information again to decide if you even want to do it. Randall stated if we are awarded at 100%, I would hope the Airport Commission would work diligently to make something happen. McKinney stated part of the argument is that the grant will help us do that planning so we don't have to have the planning done. Randall stated but right now we're not ready.

Brumbaugh stated the water fund is increasing \$496,784.00. Burlingame is looking to hire a temporary seasonal employee. He did try this last year and we didn't have anyone apply for it. We don't know what will happen with that, but we did add it to the budget. Repairs and maintenance went up about \$5,000.00. They always fluctuate but there are a few projects that he wants to get done, like cleaning, videoing, and flushing of Well #9, and inspecting and cleaning filters. Those two items are an increase of \$15,000.00.

Brumbaugh stated this budget is no different than the general fund. The department heads go through it and they put numbers in that they would like to see. If there's a lot of change they'll explain it. The accounts I look at, I take a three-year average. So, my numbers are based on history. That's pretty easy to calculate for line items like building repairs or electric bills.

Brumbaugh stated professional services were decreased based on past history. Minor equipment increased by \$2,500.00. Next year Burlingame would like to purchase a new tapping machine, GPS valves, manhole covers, and curb stops. Wellhead protection has been decreased. They just completed phase one and two in the last few years so I didn't see the need to leave funds in that account since they won't be using it. The capital outlay items he is asking for is a heated storage building. It's in the CIP, so it's also in the budget. Recoating the 5,000-gallon water tower, and the city portion for watermain for the Highway 71 Project. That isn't a huge project in terms of the city's portion of it. If we use the fund balance from the water sewer funds to pay for the project up front, it will save us approximately \$200,000.00 in finance charges.

Brumbaugh stated the Finance Committee talked about these projects like what is the urgency of recoating the water tower. That was based on a memo from Apex which was included in your November 13th packet. The heated storage building justification came from the CIP. They'd like to use that building for both water and sewer equipment, such as

the generators, the steamer, and the vactor. They have problems with the vactor because it needs to be in heated storage.

Brumbaugh stated salaries will increase for the sewer fund because of the temporary seasonal part time employee. There will be a larger increase, \$7,900.00, for health insurance because per union contract regarding severance, a retiree can use 50% of their accumulated sick time towards health insurance premiums only if they're retiring. We did have a person retire from the water department so they are staying on the city's health insurance so we have to budget for that portion. In the past we budgeted more for vehicle fuel so I decreased that line item. Minor equipment was increased by \$10,500.00 for GPSing the manholes and a new camera. The last one was purchased in 2008. We increased supplies based on the past history. They'd like to do some more testing for phosphorous, bacteria, chloriform, and soil testing. We haven't had enough budgeted for those in the past so we are increasing that this year. Capital outlay expense is the same as the water fund, the heated storage building and the Highway 71 Project. They also want to replace some rails, pumps, valves, covers and hatches. The Finance Committee talked about the new camera. I can't comment on the use or the need for it. Burlingame would have to explain that when he requests purchasing it. We did a huge project for the sewer department last year, the rehabilitation of the lift station, so this fund has decreased by \$317,072.00.

Brumbaugh stated we increased the professional services by \$9,000.00 for the liquor fund budget for marketing and development. Capital outlay was increased to purchase shelving and to update the point of sale software. The transfers out include \$10,000.00 for the access control system. The \$10,000.00 from the general fund was not included as a levy item because we had done that in 2017. That is actually sitting in our fund balance. Since you approved that whole project, \$10,000.00 is in reserves right now. \$10,000.00 was coming from the liquor store, \$20,000.00 from the internal service fund, which is the public works building. The transfer out of \$259,000.00 is for the airport projects.

Brumbaugh stated there is not a lot of change in the storm water fund. They want to do some curb and storm sewer repair on Main Avenue. The \$40,000.00 is for the Highway 71 storm sewer storm sewer portion.

Brumbaugh stated the internal service fund, which is also called the public works/safety building, which houses the public works and the police departments. All of the different departments do pay into that fund if they are using it, water, sewer, streets, police. That's where the revenue comes from. That building is on airport land. We pay rent to the airport fund for the use of it. The money in the fund is used for repairs and maintenance of the building. The fund will pay \$20,000.00 for the access control door project. The repairs and maintenance increase of \$2,000.00 was for the replacement of lights to LED in the past year and they're hoping to do more this year. We did get some rebates for last year's replacements.

Brumbaugh stated we pay insurance premiums out of all the department funds. Workers compensation is budgeted with a 6.5% increase, property increased 3%, auto 2%, and liability 4%. Those increases are based on League of Minnesota Cities Insurance Trust's data. Salaries increased at 2% based off of union contracts. Water and sewer were adjusted because a new hire is coming in at a lower rate than the person that retired.

Brumbaugh stated we discussed all of this at the Finance Committee meeting. They didn't make any recommendations, but the Council can still make recommendations or changes now before approving these fund budgets. Everything on here is the same as the general fund because we approved this budget, yet we still have to bring this forward to you for final approval before they can expend anything. Capital outlay items will come before the Council before they are purchased.

Randall stated it's important to note that before our Finance Committee meeting that all of this, the increase, it doesn't affect any of the water/sewer rates this year. If we approve this there's nothing that holds us to expending these funds. They still have to come for approval every time in order to purchase. Brumbaugh stated we talked about the airport A/D remodel of the building. The \$150,000.00 is what we have in there but I don't know if there's been a lot of information on that. When they go out to do it the bids might come in at \$200,000.00. They can't authorize that expenditure without coming to the Council first. McKinney stated and we haven't spent any money to design and plan it. That's all included in the \$150,000.00.

A motion was made by Randall, seconded by Stone, and unanimously carried to approve the enterprise funds (airport, water, sewer, liquor, storm sewer utility, and the internal service fund) as presented.

11. CITY ADMINISTRATOR COMMENTS: McKinney stated I'd like to thank Brumbaugh for her time spent on the budgets. We appreciate her efforts. We did receive notice that the Minnesota Housing Authority has approved our application for a grant of \$550,000.00 should we decide to accept it and move forward with the housing project. Mary Thompson will be here at the next Council meeting to discuss our options. She made a proposal predicated on only if we got the grant, so now we have to go to the next step.

12. DEPARTMENT HEAD UPDATES: Brumbaugh stated I don't do the budget all by myself. All the department heads go through it with me. It's a joint effort.

Scott Olson stated our preliminary numbers for 2018 versus 2017, our gross sales are up 2%.

Andrew Mack stated I've been in contact with the planning director for MN DOT-District 2. They have a newly adopted ten-year plan. Some of those projects will affect Park Rapids. The information is in your packet for your review.

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

14. COMMENTS FROM COUNCIL: Conway congratulated new Mayor Ryan Leckner.

Randall stated I received an email from Travis Guida regarding the new Industry Cooperative Board. He's asking for a Councilmember to be on that board. Someone from the county has already been approved. We can talk about that at our next meeting.

Conway stated Guida has been the representative for industry in the high school. If no one else is interested I'd be more than happy to be appointed to that board.

15. ADJOURNMENT: A motion was made by Randall, seconded by Conway, and unanimously carried to adjourn the meeting at 6:55 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk