

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
FEBRUARY 26, 2019, 6:00 PM  
Park Rapids City Hall Council Chambers  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The February 26<sup>th</sup>, 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.

**2. ROLL CALL:** Present: Mayor Ryan Leckner, Councilmembers Tom Conway, Erika Randall, Liz Stone, and Robert Wills. Absent: None. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Planner Andrew Mack, Fire Chief Terry Long, Public Facilities Superintendent Chris Fieldsend, Liquor Store Manager Scott Olson, Public Works Superintendent Scott Burlingame, Police Officer Josh Gabriel, and Clerk Margie Vik. Others Present: Nancy Newman, Butch DeLaHunt, Cynthia Jones, and Robin Fish from the Enterprise.

**3. APPROVAL OF AGENDA:** A motion was made by Randall, seconded by Stone, and unanimously carried to approve the agenda with the following additions to the Consent Agenda:

- #6.12. Resolution Approving a Wine and Strong Beer License Renewal for Bella Caffe in the City of Park Rapids.**
- #6.13. Resolution Approving Wage Adjustment for Full Time Park Rapids City Administrator John McKinney.**
- #6.14. Resolution Appointing Gail Levenson to Serve on the Library Board for the City of Park Rapids.**

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-February 12, 2019:** A motion was made by Stone, seconded by Wills, and unanimously carried to approve the February 12<sup>th</sup>, 2019, 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 \$31,099.91, and the prepaids in the amount of \$184,998.33, for a total of \$216,098.24.

**6. CONSENT AGENDA:** Randall stated regarding Item #6.13., when we discussed McKinney's wages, we talked about PERA. What did we decide to do there? Brumbaugh stated it's excluded and its part of the resolution. Randall stated it was my understanding that it had to be a separate resolution. Brumbaugh stated everything that is needed is on the same resolution. We used the verbiage that PERA wants to make sure we had it included correctly in this one. Conway stated in the notes it was stated that we don't need a separate resolution. It says we don't need to pass a resolution agreeing to it. Brumbaugh stated I may have written that wrong. You do have pass a resolution. We did it all in one resolution with the understanding that we still have time to do another one if necessary. Randall stated that was something that McKinney was going to look into whether that made sense to him to waive it or if he was going to invest it somewhere else, which is his right to do that. McKinney stated the question is whether or not you are going to pay me the additional money as a retirement plan. At my age, by the time get it and put it in there I'd have to take it right back out and pay tax on it. So, we didn't do it. Leckner stated I'd asked McKinney again just to double check. He said he does want to waive it without putting it anywhere else. That will actually save the city money. McKinney questioned I thought I'd already waived it? Brumbaugh stated you did sign off to waive it, but the Council still needed to do a resolution. There is a piece in there that if you change your mind you can rescind that waiver. Randall stated I think there should be a separate resolution. Brumbaugh stated we can do that. I'll do a request for action at the next meeting for just the PERA portion of it. Randall stated I think there should be a separate resolution that McKinney signs off on.

**A motion was made by Stone, seconded by Wills, 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 2019 for Grant's Mechanical LLC.**
- 6.2. Resolution #2019-49 Approving the Renewal of On-Sale/Sunday Liquor License for A Better Place, American Legion 212, Necce's Italiano Ristorante, Bogey's on 34, The Good Life Café, One More Club, West Forty Restaurant, Vallarta Mexican Grill, in the City of Park Rapids.**
- 6.3. Resolution #2019-50 Approve the Renewal of an Off-Sale 3.2 Beer License for Casey's General Store #2192, in the City of Park Rapids.**
- 6.4. Resolution #2019-51 Approving Certification by Hubbard County Board for Classification of Tax Forfeited Land within the City of Park Rapids.**
- 6.5. Approve Pay Request in the Amount of \$29,092.70 to Fahner Asphalt Sealers for the 2018 Airport Pavement Repair Project.**

- 6.6. **Approve Pay Request in the Amount of \$96,400.00 to the Minnesota Department of Transportation for Expenses Regarding the Highway 71 Frontage Road Project.**
- 6.7. **Approve Pay Request in the Amount of \$2,000.00 to TKDA for Engineering Services for the 2018 Pavement Repairs and Apron Lighting Upgrade Project.**
- 6.8. **Approve Pay Request in the Amount of \$1,929.10 to Apex Engineering Group for Professional Services for the Main Lift Station Reconstruction Project.**
- 6.9. **Approve Pay Request in the Amount of \$285,356.25 to Hough Inc for Construction Work on the Main Lift Station Reconstruction Project.**
- 6.10. **Resolution #2019-52 Appointing Katrina Carrier to Serve on the Library Board for the City of Park Rapids.**
- 6.11. **Resolution #2019-53 Approve Temporary On-Sale Liquor License for the Hubbard First Response and Rescue in the City of Park Rapids.**
- 6.12. **Resolution #2019-54 Approving a Wine and Strong Beer License Renewal for Bella Caffe in the City of Park Rapids.**
- 6.13. **Resolution #2019-55 Approving Wage Adjustment for Full Time Park Rapids City Administrator John McKinney.**
- 6.14. **Resolution #2019-56 Appointing Gail Levenson to Serve on the Library Board for the City of Park Rapids.**

**END OF CONSENT AGENDA**

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

**8. GENERAL BUSINESS:**

**8.1. Approve or Deny Pay Request for the Fourth Quarter Billing in the Amount of \$1,060.49 for the Wayside Rest Contract:** McKinney stated we have a request for participation for our contract with the chamber and county for the wayside rest stop. We established a budget based on our previous experiences. Under that we provided for payment of our costs up to a certain amount. Anything over that the Council would be given the opportunity to review it before it was paid. We're talking about a period of time in 2018. Butch DeLaHunt is here to address this.

Butch DeLaHunt, Director of the Park Rapids Lakes Area Chamber of Commerce, stated thank you for your commitment to the Wayside Rest on behalf of the chamber. The arrangement includes the county and the city. MN DOT was equally involved in the ownership of the building, but now the chamber has the responsibility of the ownership of it. We were very fortunate that the city, county, and MN DOT continued to help us with the maintenance, the general custodial services, and maintaining the property. It's been a really good arrangement for many years. MN DOT stepped out and we're happy that the building now is part of our community.

DeLaHunt stated when we wrote the new agreement, I took a look back at what we thought the expenses were for helping with the power, general maintenance, and some of the utilities for the wayside rest side of it, and also helping with six months of the custodial services that are handled by Greenview. When we drew up the contract the current working agreement was \$4,500.00 for the city, \$4,500.00 for the county, and the other portion would be handled by the chamber. A couple of things that have changed for us and some of the expenses that we have seen is just me trying to get my head around. As a chamber we're doing well and I don't want you to think that we don't have the will be all to take care of it, we will. But we've had \$800.00 increase in utilities from the last time we projected the \$4,500.00 share. We've also added security out there so we could try to get a handle on it. We were losing toilet paper like there was no tomorrow to the point that we have saved \$500.00 in that category alone. Basically, the utilities have increased. We did some things to try and help with that. We are adding LED lighting. We just can't do it all at once. We spray foamed the front end of the building, which had no insulation under the base of the crawl space. We had a bathroom that froze up last winter. We spray foamed the whole foundation and underneath there so that's helped with our heating expenses. We also have had some unforeseen things happen. The drop-down gate has been repaired a couple of times at \$800.00 a time. We had air conditioning problems last year that we had to repair. So, we have had unforeseen expenses. We appreciate the \$4,500.00 you give to us to maintain it. Know that we are doing everything we can do to control expenses. We bill it out and we didn't know we hit that wall until I received notice about it. We could sure use your help, but know that the Chamber has the will be all to take care of it if it's a concern.

Conway questioned did we have \$5,500.00 budgeted for this? Brumbaugh stated right. Conway questioned they are only asking for \$55.04 more than what we budgeted? Brumbaugh stated it's not a matter of going above budget, more so DeLaHunt is here because it's above what their contract states. McKinney stated to clarify this has to do with the rest stop side, and not the chamber's offices. DeLaHunt stated that is correct, yet they have dual heating and control systems, but the utilities are all one.

Conway questioned other than stealing toilet paper does the rest area get used that much? DeLaHunt stated I would be happy to send you the video to see how much our youth are using it. There's a couple of things, the snow removal has been difficult. We have semis get stuck in the turnaround. The semis and the amount of traffic that come and use it for overnight stays would surprise you. The kids aren't on Main Street, they're at the chamber now. One of the reasons that we put the security system in is because we think it's a wonderful deterrent. The state patrol stops there to utilize it. When they're there, nobody's there. When they're not there, there are a lot of kids that utilize it. The security system has really helped us significantly control any damage.

DeLaHunt stated some things we have to get on top of, fire protection, that comes out of that budget. It's been a lot to add to get it to where it's at right now. It's used quite a bit. There's 4,500 people coming through there on average on a monthly basis in the summer. We have an actual counter on the door. We're very fortunate that we ended up with such a great asset, with MN DOT's help, in our community. There is a lot of information that is shared there.

Brumbaugh stated we do not pay 45% of the total utility bills. When it first started an audit was done and we pay based on a percentage of the wayside rest side of the building. It's 45% of 57% of the whole building. We're not contributing to the chamber side, just the wayside rest side. DeLaHunt stated that's correct. Just know that I will do everything I can to control the expenses the best that I can.

**A motion was made by Stone, seconded by Conway, and unanimously carried to approve the pay request for the fourth quarter billing in the amount of \$1,060.49 for the Wayside Rest Contract.**

**9. CITY ADMINISTRATOR COMMENTS:** McKinney stated I will be gone next week. The joint Planning Commission and City Council meeting will be held on April 9<sup>th</sup>, 2019.

**10. DEPARTMENT HEAD UPDATES:** Burlingame stated the public works department has been busy removing snow.

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

**12. COMMENTS FROM COUNCIL:** Stone stated I've attended my first HCEDC meeting last Thursday night. I learned quite a bit. Thank you for nominating me to that post.

**13. ADJOURNMENT:** A motion was made by Conway, seconded by Wills, and unanimously carried to adjourn the meeting at 6:18 p.m.

[seal]

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Mayor Ryan Leckner

ATTEST:

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Margie M. Vik  
City Clerk