

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
April 9, 2019, 6:00 PM  
Park Rapids City Hall Council Chambers  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The April 9<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, Public Facilities Superintendent Chris Fieldsend, Public Works Superintendent Scott Burlingame, Liquor Store Manager Scott Olson, Fire Chief Terry Long, Planner Andrew Mack, Police Sargent Rob Gilmore, and Clerk Margie Vik. Others Present: Mary Thompson, Florence Hedeem, Nancy Newman, Mark Harmon, Parker Harmon, Cynthia Jones, and Robin Fish from the Enterprise.

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

**6.28. Resolution to Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Park Rapids Chapter of MN Deer Hunters Association.**

**6.29. Resolution to Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Park Rapids Firemen's Relief Association.**

**8.1. Revised Resolution: Approve a Conditional Use Permit to Construct and Operate Seven Self-Storage Buildings in the B-1 Zoning District at 16667 State Highway 34, PID#'s 32.19.03900, 32.49.04000, 32.19.04100, 32.19.04400, 32.19.04500, 32.19.04600, and part of 32.19.04200.**

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-March 26, 2019:** A motion was made by Randall, seconded by Wills, and unanimously carried to approve the March 26<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 Stone, and unanimously carried to approve the payables in the amount of \$13,076.53, and the prepaids in the amount of \$82,138.99, for a total of \$95,215.52.

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

- 6.1. Resolution #2019-74 Approving Ordinance No. 585 Rezoning Land to B-1 in the City of Park Rapids, PID#32.45.00600.
- 6.2. Ordinance No. 585 Rezoning Land to B-1 in the City of Park Rapids, PID#32.45.00600.
- 6.3. Resolution #2019-75 Approving Ordinance No. 586 Rezoning Land to B-1 in the City of Park Rapids, PID #32.45.00610.
- 6.4. Ordinance No. 586 Rezoning Land to B-1 in the City of Park Rapids, PID #32.45.00610.
- 6.5. Resolution #2019-76 Approving Ordinance No. 587 Rezoning Land to R-2 in the City of Park Rapids, PID #32.26.01400.
- 6.6. Ordinance No. 587 Rezoning Land to R-2 in the City of Park Rapids, PID #32.26.01400.
- 6.7. Resolution #2019-77 Approving Ordinance No. 588 Rezoning Land to R-2 in the City of Park Rapids, PID #32.55.08600 and #32.55.08700.
- 6.8. Ordinance No. 588 Rezoning Land to R-2 in the City of Park Rapids, PID #32.55.08600 and #32.55.08700.
- 6.9. Resolution #2019-78 Regarding the Administration of the Minnesota Wetland Conservation Act for the City of Park Rapids.
- 6.10. Approve the Purchase in the Amount of \$2,800.00 for New Turn Out Gear for One Firefighter for the Park Rapids Fire Department.
- 6.11. Approve Golf Cart/ATV Licenses to Drive in the City of Park Rapids in 2018 for Brad Lee-ATV, Brad Lee-Golf Cart, and Orville K. Carlson-ATV.

- 6.12. **Approve Repairs in the Amount of \$8,053.85 from MacQueen Equipment to Install Wireless Controls for the Sewer Vector for the Public Works Department.**
- 6.13. **Approve Purchase in the Amount of \$1,443.07 from RDO Equipment for Repair Parts for the Parks and Airport Mowers.**
- 6.14. **Resolution #2019-79 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Headwaters Ducks Unlimited.**
- 6.15. **Approve the Advertisement and Interviewing for a Temporary Seasonal Part Time Worker for the Parks Department.**
- 6.16. **Resolution #2019-80 Appointing Charles Barbin as Temporary Seasonal Part Time Public Works Employee for the City of Park Rapids.**
- 6.17. **Approve Public Facilities Use Permit for Sheldon Griess d.b.a. Northern Knights Car Club to Close Main Avenue South, Blocks 1-3, on Saturday, August 10<sup>th</sup>, 2019, from 6:00 a.m. to 2:00 p.m. for the Run to the Rapids Event.**
- 6.18. **Resolution #2019-81 Appointing Jason McCollum to the Revolving Loan Fund Committee for the Park Rapids City Economic Development Authority.**
- 6.19. **Resolution #2019-82 Accepting the Donation of a Hummer for the Park Rapids Fire Department on Behalf of the City of Park Rapids.**
- 6.20. **Approve Pay Request in the Amount of \$4,095.50 to Apex Engineering Group for Professional Services for the Main Lift Station Reconstruction and the TH71 Frontage Road Projects.**
- 6.21. **Approve Pay Request in the Amount of \$1,504.95 to Davis Electric for Repairs to Street Lights on Highway 34, Main Avenue, Park Avenue, and Henrietta Avenue.**
- 6.22. **Approve Pay Request in the Amount of \$1,495.00 to C&S Partners Inc for Conducting the CPR Refresher Course for the Park Rapids Fire Department Members.**
- 6.23. **Approve Pay Request in the Amount of \$8,876.25 to Flaherty and Hood for Legal Services for Various Issues.**

- 6.24. **Approve Pay Request in the Amount of \$1,226,907.58 to the Minnesota Department of Transportation for the Highway 71 Frontage Road Improvement Project.**
- 6.25. **Approve Pay Request in the Amount of \$2,735.21 to BHH for Professional Services Regarding the Access Control System.**
- 6.26. **Approve Low Quotes to Purchase Items for the Public Works Water/Sewer Department: \$9,468.00 from Copperhead for a Sewer Camera, \$2,150.00 from Fergusson Waterworks for a Tapping Tool, \$5,590.00 from Their Well for Well #9 Maintenance, and \$2,840.00 from Tonka Water for filter inspection.**
- 6.27. **Approve Pay Request in the Amount of \$180,998.00 to the League of Minnesota Cities Insurance Trust for the City's Liability Insurance Premium.**
- 6.28. **Resolution #2019-83 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Park Rapids Chapter of MN Deer Hunters Association.**
- 6.29. **Resolution #2019-84 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Park Rapids Firemen's Relief Association.**

**END OF CONSENT AGENDA**

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

**8. PLANNING:**

**8.1. Resolution to Approve a Conditional Use Permit to Construct and Operate Seven Self-Storage Buildings in the B-1 Zoning District at 16667 State Highway 34, PID #32.19.03900, 32.49.04000, 32.19.04100, 32.19.04400, 32.19.04500, 32.19.04600, and Part of 32.19.04200:** Andrew Mack stated at this time the applicant has requested that the Council table action on this pending a determination of whether or not he will proceed with the project. I'm asking the Council table this until your next meeting to give staff time to work out some of the issues with the developer.

**A motion was made by Conway, seconded by Randall, and unanimously carried to table the Resolution to Approve a Conditional Use Permit to Construct and Operate Seven Self-Storage Buildings in the B-1 Zoning District at 16667 State Highway 34, PID #32.19.03900, 32.49.04000, 32.19.04100, 32.19.04400, 32.19.04500, 32.19.04600, and Part of 32.19.04200, until the next Council meeting on April 23<sup>rd</sup>, 2019.**

**8.2. Resolution Revoking Resolution #2018-166 which Approved a Conditional Use Permit in the B-1 Zoning District at 16667 State Highway 34, PID #32.19.03900:**

Mack stated this conditional use permit was previously approved by the Council on November 13<sup>th</sup>, 2018. PID #32.19.03900 is the parcel of the original conditional use permit. The landowner has since acquired additional parcels. On that basis, staff wanted to pursue revoking that permit since the area had been expanded and the character of the project has changed. I think it's appropriate since it's already been advertised and has received a recommendation from the Planning Commission. I recommend that the Council proceeds with the revocation of this resolution.

**A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2019-84 Revoking Resolution #2018-166 which Approved a Conditional Use Permit in the B-1 Zoning District at 16667 State Highway 34, PID #32.19.03900.**

**8.3. Resolution Adopting the Eighth Amendment to the Future Land Use Map to the 2008 Park Rapids Comprehensive Plan:**

Mack stated the next four items are for the Meadowview Apartment Project. This action is to take Parcel B1 and the area designated as a park and modify the future land use map, which is an amendment to the comprehensive plan. The request is to modify this land from commercial to multi-family on the larger parcel, which is 6.12 acres, known as Parcel B1. The smaller area for a park which consists of .89 acres would be modified from commercial to public and semi-public to accommodate a future park development. Staff is recommending approval of the request.

**A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2019-85 Adopting the Eighth Amendment to the Future Land Use Map to the 2008 Park Rapids Comprehensive Plan.**

**8.4. First Reading of Ordinance Rezoning from B-1 to R-3 for PID #32.19.00300:**

Mack stated the second action is the changing of the zoning to accommodate a multiple-family land use. We have a proposal to construct a 28-unit apartment building. The proper zoning district for that is R-3. The developer, Hubbard County HRA, is requesting the rezoning of 6.12 acres from B-1 (Highway Business) to R-3 (Medium Density Residential). As a part of this request, after the application was already made the subject of the parkland dedication and the presentation to the Park Board was made, and as a result the item was amended to rezone the .89-acre parcel from B-1 to P-Public, which would accommodate a park use for the property. Staff recommends approval of the first reading of the ordinance to rezone the parcels.

**A motion was made by Randall seconded by Conway, and unanimously carried to approve the First Reading of the Ordinance Rezoning from B-1 to R-3 for PID #32.19.00300.**

**8.5. Resolution to Approve a Conditional Use Permit to Construct a 28-Unit Apartment Building on Career Path, PID #32.19.00300:**

Mack stated the third request once the property is rezoned, in order to construct a 28-unit apartment building, a conditional use permit is required. The CUP will be applied to Parcel B1. It will apply to all

6.12 acres of land area, where at some point in the future there may be a second 28-unit building constructed, depending on how things go with the first project. The Planning Commission reviewed this and staff is recommending approval with the following five conditions based upon the findings made by the Planning Commission:

1. Full compliance with all applicable local, state and federal laws and requirements
2. Approval of a final grading and drainage plan by the Park Rapids City Engineer prior to issuance of any building permits.
3. The developer shall apply for and obtain an NPDES permit from the MPCA prior to commencing any site grading work.
4. The developer shall enter into a Development Agreement with the City of Park Rapids for public improvements, subject to final approval by the Park Rapids City Council.
5. All required permits for work in the public right of way shall be obtained prior to any work.

**A motion was made by Stone, seconded by Conway, and unanimously carried to approve Resolution #2019-86 Approve a Conditional Use Permit to Construct a 28-Unit Apartment Building on Career Path, PID #32.19.00300.**

**8.6. Resolution to Approve a Minor Subdivision for PID #32.19.00300 to the City of Park Rapids:** Mack stated this request is for a minor lot subdivision. The original 16 acres of land was surveyed, which was donated to the HCHRA, by the bank who foreclosed on this property. Initially, staff approved an administrative division for what is shown as Parcel A1, the park, and four acres to the west of Parcel A1. That constitutes the approximate 8-acre site. Administratively, I approved moving the lot line to reduce the lot size from 8 acres down to 4 acres and 4 acres. That has already been done. The land outside of this division is the 4 acres that will be retained for further commercial development, adjacent to the Walmart parking lot, and further extension of Charles Street. The division now takes the remaining 12 acres of land and divides it into three parcels, which is 6.1 acres, which you just approved a CUP for. 5.7 acres which would be retained north of the proposed future park, and it also retains commercial land use and zoning. The third parcel being to a .89-acre park. We have a minor division. We have no public improvements. We do have land dedication. As a condition of this approval for a minor subdivision, rather than approving it administratively, because we have the requirement for land dedication, we have condition for approval, which would require that the project be approved based upon a condition that cites the developer prepare a deed for transfer of ownership of the .89 acre parcel for a future park to the City of Park Rapids, for recording at the same time the certificate of survey is recorded with the Hubbard County Recorder's Office, in a form as approved by the city attorney, a warranty deed or a quick claim deed. HCHRA will do whatever the city requires because they are going to have title insurance prepared and a warranty deed developed for the site. The city would want a title free and clear as outlined in the condition for approval of the request.

**A motion was made by Conway, seconded by Wills, and unanimously carried to approve Resolution #2019-87 Approve a Minor Subdivision for PID #32.19.00300 to the City of Park Rapids.**

**9. GENERAL BUSINESS:**

**9.1. Approve Concept of Eagle Scout Project within the City of Park**

**Rapids:** Chris Fieldsend stated Parker Harmon approached the Parks Board last year to do a project on some musical instruments. Pictures are included in your packets. The Parks Board and the Arts and Culture Committee have both given their okay to move forward with this. There are two issues that the Parks Board would like to review before this is done, one is placement, and the other is to review the maintenance. Parker needs the Council's approval to move forward with the concept. He needs to go farther up the chain in the Boys Scout organization in order to raise money for the project.

Parker Harmon stated I'm from Troop 56 from Nevis. I'm currently working on my Eagle Scout Project. My proposal is to make and install musical instruments in Pioneer Park in Downtown Park Rapids. This idea came from a family vacation in Winter Park, Colorado, which is similar to Park Rapids. They had musical instruments and life-sized games that my family and I really enjoyed while visiting. I would like to bring back the experience for the community of Park Rapids.

Harmon stated I've asked Mr. Cook and Paul Peterson, who have a musical background and experience with metal working for help. I proposed that I make three musical instruments to be installed in the grassy section of Pioneer Park. The first sculpture is a PVC pipe organ. The Science Museum in Bemidji has one. The mallets would be flip flop shoes attached with metal cords. The other two organs I will be making will both be five feet tall and three and a half feet wide. The first one will have about eight notes tuned with the help of Mr. Cook. The other one will have twelve to fourteen notes to its scale. Both of these sculptures will be hit with rubber mallets in order to make the proper sound. They will also be secured by rubber cords. The mallets will have slots or hooks so people in wheelchairs can easily access them. With the help of Paul Peterson, we will make the metal durable to assure that they will last for years to come. The sculptures will produce a soft ping so they will not be terribly loud. The main support system to hold the instruments in place will be made of wood, secured by nuts and bolts, and will be installed in concrete.

Harmon stated in order to pay for this project I will organize fundraising efforts into the community. I will ask for donations from local churches, private donors, and other local organizations, such as the Arts Council. I will also ask local businesses to donate materials to complete the project. The labor will come from the Nevis Boy Scout Troop. If Pioneer Park does not work, then we'll think of an alternate location. I would greatly appreciate your blessing on this project. I believe it will make Park Rapids more enjoyable for kids, visitors, tourists, and locals, and make the downtown area more welcoming.

Conway questioned do you know how much money you are going to have to raise? Harmon stated about \$1,000.00 to \$2,000.00 for all of the material. I have someone willing to donate some help on the PVC pipe.

Leckner questioned does the Parks Board approve the installation in Pioneer Park? Fieldsend stated there was some discussion. We don't have a consensus on it yet. They think at least two of them will probably go there. Leckner questioned so we're agreeing to them being in the parks but not necessarily which park? Fieldsend stated we'd bring it back to the Parks Board for approval of the placement of them, and the maintenance

issues have to be discussed. Stone stated he's asking for the go ahead so he can start his fundraising efforts. He's been diligently following the city's processes for about a year now. Randall stated we're agreeing to a park as long as our conditions are met.

Randall questioned have you talked to the Downtown Business Association? Harmon stated no. Stone stated there was a lot of back and forth between the Parks Board and the Arts and Culture Committee. The question of whether or not the Downtown Business Association should be talked to hasn't been raised. The concern would be whether or not it would interfere with the Second Street Stage events that take place every Thursday. That's something that needs to be looked at if it was to go in Pioneer Park.

**A motion was made by Randall, seconded by Wills, and unanimously carried to approve the Concept of Parker Harmon's Eagle Scout Project within the City of Park Rapids.**

**Discussion:** Randall stated the Second Street Stage has become a very good thing for Park Rapids and has brought lots of people downtown. I want to make sure we're not interfering with that music that is brought downtown on Thursday nights having these instruments here. It sounds like they are going to be very soft and if they're playing, they won't interfere with that. That's a concern that I have. I really like the idea. It's great. I think the Downtown Business Association whether it's a letter or you talk to them directly just so they have an idea of what's happening. Conway stated the Downtown Business Association could make their suggestions to the Parks Board. Randall stated I think Pioneer Park is ideal and to have a draw to Main Street. There are just a few noise issues that it sounds like you are going to work on and the Parks Board will address that.

The Council thanked Harmon for the good job that he's doing. Mack stated I serve as the city representative on the Downtown Business Association. They meet once a month at 8:00 a.m. They met last Wednesday. Three weeks from tomorrow will be their next meeting.

Stone stated you said one of these was located in the Bemidji Science Center. Are there similar ones in Brainerd? Mark Harmon stated I was sent a text of a picture of one outside the Brainerd Library. There is a little bit of buzz around this project. Fieldsend stated the library was interested in having something like this by their entrance too. Randall stated if only two can go in Pioneer Park, maybe the third can be placed at the library.

**The vote was called.**

**The motion carried unanimously.**

## **9.2. Resolution Approving Resignation of Full Time City Administrator**

**John McKinney:** Leckner stated we have McKinney's letter in the packet. We're sad to hear that he's going to retire. He's done a great job and a lot of great things for the City of Park Rapids. He has mentored a lot of people.

Randall stated I think we need to refer this issue to the Personnel Committee to update the job description, qualifications, and to review the current salary range. The Personnel Committee can bring it back for the Council to approve those items so we can get going on posting it. Leckner questioned would you like us to talk about a selection



process too? Randall stated yes, the whole thing. I'd like to see that done by the beginning of May. I'd like to incorporate that in with adoption of the resolution.

Leckner questioned do you want a Finance Committee meeting so we can talk about the pay issue. Randall stated I think it makes sense for the Personnel Committee to address the pay issue as part of this because they are going to be addressing all of the other things. I think it makes sense for the Personnel Committee to make a recommendation regarding the pay.

**A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2019-88 Approving Resignation of Full Time City Administrator John McKinney, with regrets, and to authorize the Personnel Committee to begin the selection process for a new city administrator.**

**10. CITY ADMINISTRATOR COMMENTS:** McKinney stated the roundabout project will begin on June 3<sup>rd</sup>, 2019.

**11. DEPARTMENT HEAD UPDATES:** Fieldsend stated the Tennis Association has informed me that they are pretty happy with the courts this spring. They are ready to play.

Terry Long stated the Fire Department has their Appreciation Banquet coming up on Saturday, April 13<sup>th</sup>. I am personally inviting the Mayor and all of the Councilmembers to that, which will start at 6:00 p.m.

Rob Gilmore stated two new officers will be starting next week. You may see some new faces around town.

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

**13. COMMENTS FROM COUNCIL:** Randall stated we are very fortunate to have those new officers, one very experienced, and a female officer. She is going to be part time. Chief Appel is very impressed with her.

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

[seal]

ATTEST:

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Mayor Ryan Leckner

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Margie M. Vik  
City Clerk