

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
MAY 14, 2019, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

1. CALL TO ORDER: The May 14th, 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, Public Works Superintendent Scott Burlingame, Planner Andrew Mack, Fire Chief Terry Long, Public Facilities Superintendent Chris Fieldsend, Liquor Store Manager Scott Olson, Police Chief Jeff Appel, and Clerk Margie Vik. Others Present: Jon Olson, Nancy Newman, Brad Bail, Tim Little, Florence Hedeem, Cynthia Jones, and Robin Fish from the Enterprise.

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

Add to Consent:

- #6.20. Resolution Authorizing Proper City Officials to Execute the Memorandum of Agreement by and between the Minnesota Teamsters Public and Law Enforcement Employee's Union Local No. 320 and the City of Park Rapids.**
- #6.21. Resolution Appointing Robert Ennen as Part Time Public Works Facilities Maintenance Worker for the City of Park Rapids.**
- #6.22. Resolution Appointing Tim Little as Part Time Public Works Utility Maintenance Worker for the City of Park Rapids.**

Amended: Pages 56 and 57 of the Packet.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-April 23, 2019: A motion was made by Stone, seconded by Wills, and unanimously carried to approve the April 23rd, 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 \$9,265.45, and the prepaids in the amount of \$194,837.18, for a total of \$204,102.63.

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

- 6.1. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2018 for Pickett's Excavating and Cooperative Development.**
- 6.2. Approve Low Quote in the Amount of \$1,235.00 plus tax for Warnick's Janitorial Service to Wax the Floors at Rapids Spirits Municipal Liquor Store.**
- 6.3. Approve Low Quote in the Amount of \$16,753.68 from Ferguson Waterworks for the 2019 Spring Sewer and Water Supplies.**
- 6.4. Resolution #2019-100 Approving Resignation of Full Time Public Works Utility Maintenance Worker Gary Parvi.**
- 6.5. Resolution #2019-101 Appointing Shane Sundet to Serve on the Housing & Redevelopment Authority of the City of Park Rapids.**
- 6.6. Resolution #2019-102 Authorizing Proper City Officials to Execute a Statement of Work for the Park Rapids Municipal Airport by and between Trillion Aviation and the City of Park Rapids.**
- 6.7. Resolution #2019-103 Approve the Renewal of an On-Sale 3.2 Beer License for Headwaters Softball League in the City of Park Rapids.**
- 6.8. Approve Public Facilities Use Permit for Michael P. Kaufenberg to Use Deane Park Pavilion at 19382 Eagle Pointe Trail on Sunday, June 2nd, 2019, from 2:00 p.m. to 8:00 p.m., for a Graduation Party.**
- 6.9. Resolution #2019-104 Authorization to Execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract.**

- 6.10. UTILITY BILLING: Approve Reduction in the Amount of \$585.33 for the Sewer Portion of the 2019 First Quarter Billing for New Life Community Church, at 600 Bridge Street, Account #02-00000207-01-6, PID #32.52.44070.**
- 6.11. Resolution #2019-105 Authorizing Proper City Officials to Execute a Gas Easement for PID #32.25.04043 by and between Minnesota Energy Resources and the City of Park Rapids.**
- 6.12. Resolution #2019-106 Authorizing Proper City Officials to Execute a Gas Easement for PID #32.35.01011 and PID #32.36.02022 by and between Minnesota Energy Resources and the City of Park Rapids.**
- 6.13. Resolution #2019-107 Appointing Sadie Jackola as Temporary Seasonal Part Time Public Works Parks Employee for the City of Park Rapids.**
- 6.14. Approve Pay Request in the Amount of \$31,535.25 to Hough Inc. for Construction Services for the Main Lift Station Reconstruction Project.**
- 6.15. Approve Purchase in the Amount of \$3,539.73 from Various Vendors for Solar Lights, Light Poles, Hardware, Concrete, and Concrete Work for the Red Bridge Park Sculpture Art Walk.**
- 6.16. Resolution #2019-108 Adopting the Federal Grant Policies and Procedures Manual for the City of Park Rapids.**
- 6.17. Approve Transfers and Designations for 2018: from the liquor store fund to city hall renovations \$386,894.31, and to Pioneer Park Restroom \$55,827.00.**
- 6.18. Approve Purchase in the Amount of \$1,110.50 plus shipping and handling from Britz Equipment for Beer Cooler Shelving and Parts for the Rapids Spirits Municipal Liquor Store.**
- 6.19. Resolution #2019-109 Authorization to Submit a Minnesota Energy Resources Grant Application for the Red Bridge Park Sculpture Walk Sponsorship on Behalf of the City of Park Rapids.**
- 6.20. Resolution #2019-110 Authorizing Proper City Officials to Execute the Memorandum of Agreement by and between the Minnesota Teamsters Public and Law Enforcement Employee's Union Local No. 320 and the City of Park Rapids.**

6.21. Resolution #2019-111 Appointing Robert Ennen as Part Time Public Works Facilities Maintenance Worker for the City of Park Rapids.

6.22. Resolution #2019-112 Appointing Tim Little as Part Time Public Works Utility Maintenance Worker for the City of Park Rapids.

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: There were no comments.

8. PLANNING:

8.1. Brewer Tap Room Liquor Licensing Code Amendment: Andrew Mack stated you have a request before you from Dylon and Katie Deschene for amending the Park Rapids City Code, Chapter 91-Alcoholic Beverages. It's an amendment to permit breweries and taprooms in the community. An ordinance change would apply to the entire city, so it's not just serving their needs, but it is a specific requirement in order for them to open a business in Park Rapids that they are pursuing at this time. It's been prepared for you for it's first reading. Staff is recommending approval. This was a priority action item from our previous work session.

Randall questioned is this a standard ordinance that other cities are using to address this issue? Mack stated it was extensively reviewed by myself and the city attorney. It's based on current, updated statutes, in terms of what other communities are doing. Randall stated I appreciate that it's been reviewed by our attorney.

A. First Reading- Ordinance Amending the City of Park Rapids Code of Ordinances, Chapter 91 Alcoholic Beverages, Sections 91.001, 91.002, 91.015, 91.037, 91.053, 91.063, 91.081, 91.085: A motion was made by Randall, seconded by Conway, and unanimously carried to approve the First Reading of the Ordinance Amending the City of Park Rapids Code of Ordinances, Chapter 91 Alcoholic Beverages, Sections 91.001, 91.002, 91.015, 91.037, 91.053, 91.063, 91.081, 91.085.

B. First Reading- Ordinance Amending the City of Park Rapids Code of Ordinance, Chapter 36 Fee Schedule, Section 36.04 Beer Fees and Section 36.05 Liquor Fees: Randall stated this ordinance is in regard to the fees. Vik stated this pertains to the city code changes you are approving. **A motion was made by Wills, seconded by Conway, and unanimously carried to approve the First Reading of the Ordinance Amending the City of Park Rapids Code of Ordinance, Chapter 36 Fee Schedule, Section 36.04 Beer Fees and Section 36.05 Liquor Fees.**

9. GENERAL BUSINESS:

9.1. Preliminary Engineering Report on Charles Street/Career Path:

Apex Engineer Jon Olson stated we completed our evaluation of Charles Street/Career Path Area. The intent of the report is for a long-range planning document for this particular area, east of Walmart, north of L&M Fleet. This area has been discussed several times over the past several years by different interested parties. The city hasn't actually looked at this in greater detail as to what this would look like as far as city requirements go.

Olson stated the purpose of the PER are to examine the city requirements for Charles Street, the unnamed street, and Career Path. The study contains a fair amount of information of design considerations. The most recent interest for development is the HRA and their successful grant for an apartment complex. Originally the HRA was looking at locating the complex nearer to Walmart, north of Charles Street. Once they learned of the required infrastructure, they decided to relocate this complex to the west side of Career Path, nearer to the Salvage Depot. They did that to minimize the immediate city infrastructure needs. The study incorporated a much larger area than just the apartment complex itself. Charles Street from Walmart to Career Path are included in the scope of the study. Career Path from Highway 34 north to the north edge of the HRA property, and the unnamed road between L&M and Charles Marine. In addition to the roads, we did zoom out a little further to include the potential undeveloped area that could be developed at a later date. If that should happen, we've addressed what the infrastructure needs would be.

Olson stated there are existing utilities within Charles Street and Career Path that include water and sewer. There are some properties that do need services, but they are generally served with water and sewer. There is no existing storm sewer in the project area. That's a big part of it as this area develops, what the needs are. The storm sewer system is on Highway 34. The south portion of the unnamed road between L&M and Charlies, and Career Path, are the only two streets within the study area that are developed and functioning for vehicle access. Charles Street from it's existing termination near Walmart to the east is an unproved path, not utilized for public use. The same is true for the north portion of the unnamed road.

Olson stated there is some development within this area looking to move forward in the next few months. We wanted to evaluate if there are any requirements as it relates to the city infrastructure. There aren't any improvements that are essential to accommodate the proposed 28-unit apartment complex. There is an existing gravel road, Career Path, water and sewer are both available, and the HRA is handling their storm water on site.

Olson stated as this area develops and continues to grow there will certainly be some needs. The improvements identified in the report will be necessary at that time. The long-term improvements will likely be phased over several projects, over several years. The specific schedule will be dictated by development demand.

Olson stated the long-range improvements are pretty minimal in those areas. We'd be extending services to some undeveloped properties to existing mains. We'd make a sewer connection on Career Path, and then extend mains north to provide future expansion and development, if that ever occurs in that area. We'd want to get the underground improvements implemented on Charles Street before any street

improvements. When there is discussion on wanting to get the street in here that would be the timing for these improvements. The same is true for Career Path. The water and sewer mains extend north. They are future provisional mains. There would be no intended immediate use until development occurs further north. The sanitary sewer is south of Charles Street. There is an existing segment that is not installed, and that is to provide service to the south side of Highway 34. During the Highway 34 Project in the mid 2000's we did install a provisional sanitary sewer crossing to be connected north to an existing lift station. Water and sanitary sewer improvements are really pretty minimal. The majority of it are trunk line improvements for future use. As this area develops, with new storm sewer regulations will require a more extensive system. Construction of an infiltration basin in the right of way south of Charles Street was planned many years ago when Charles was resurveyed. We will install collection within the immediate area on these three street sections as well as extend a trunk line north to expand to the future service area. The last component of this is installing an overflow with coordination with MN DOT to their system to provide emergency overflow during really heavy rain events south of the infiltration basin to Highway 34 on Career Path.

Olson stated we would recommend that the street improvements be constructed to city standard width and design capacities for both Charles and Career Path, which is 40 feet. This allows for parking on both sides of the streets. We looked at making the unnamed road a little narrower. It is an existing developed corridor with limited need for parking on the street. We recommend a 32-foot section for that location. There would be a temporary turnaround on Career Path until such time as the road is extended.

Olson stated those are the ultimate improvements as this area starts to develop, we'll want to be looking at it and discussing it. The intent was for a long-range planning document to give us a road map for future discussion when there is interest shown. No action is required this evening, accept to refer it back to staff.

A motion was made by Conway, seconded by Wills, to refer the Preliminary Engineering Report on Charles Street/Career Path back to staff.

Discussion: Randall questioned when they do the apartment building what improvements are they going to do on Career Path? Olson stated under the current discussions Career Path will remain a gravel road until such time as further development and traffic demands it, or when the maintenance supersedes the ability to keep up on it. Randall questioned as part of this project by moving it they were going to be responsible for road improvements. Olson stated the intent for the relocation was more or less to advance the permitting for the construction of the facility given that the existing city infrastructure was already within the vicinity.

Leckner stated we did talk about as of right now they don't need storm sewer under Career Path. They have the money to pave it, but the city would rather not have it paved. Olson stated the funds that they do have available for city related infrastructure would be insufficient to provide the ultimate buildout. As per city practices we cannot do any street improvements prior to installation of city utilities, water, sanitary sewer, and storm water. The costs of those city related improvements far exceed that dollar amount that was set aside in that grant. Leckner stated and we don't have anything in our budget for the city portion.

Randall stated I understand that but this is the first-time hearing that Career Path is not going to be paved as part of this apartment building, because when they wanted it on the other side, we were concerned about the unnamed road not being done. And we were concerned about cutting through Charles Street on that road that's there. We talked about wanting it on a road that was done. My understanding was that Mary Thompson had said she had money set aside to make sure this road was done. This is the first time I'm hearing this is going to be a gravel road as part of that project.

Olson stated the report is in draft form. I do intend to incorporate any comments that I receive this evening into the final document. McKinney stated we've been in discussion with the developer and if they do the second phase, they'd have to satisfy us. But there is no money in our budget for this. Public works thinks that they can maintain this for the first phase. If you surface the street then having no storm sewer becomes a problem. Randall stated I get all of that. I was under the impression that the street was going to be done up to code. Olson stated that's the ideal situation. Unfortunately, financing that improvement is not practical at this time. The added use for the road from this 28-unit apartment complex should not exceed the thresholds of what a typical gravel road can tolerate as far as maintenance efforts. As this area develops and another unit is put in, we'll be at the point that we're going to want to look long and hard at making that happen.

Stone questioned has anyone looked at what it's going to cost to maintain that gravel road? McKinney stated we are maintaining it now. Burlingame stated we do gravel and chloride for it now. Leckner stated we don't have any of this in our long-range CIP. Randall stated this road issue is when the apartment comes back to us.

The vote was called.

The motion carried unanimously.

9.2. Resolution Authorizing Proper City Officials to Execute the Task Order No. 15 for the Park Rapids City GIS System Development Project by and between Apex Engineering Group Inc and the City of Park Rapids:

Olson stated there is a task order in the packet to authorize our firm to assist with some city water, sewer, storm updates as it relates to GIS mapping. The existing city records are the old school paper copies. It's not uncommon. This is a standard look in every public works department. There are large printouts on the walls, conceptual layouts of the water and sewer systems, old construction drawings rolled up in tubes, and 8x11 record drawings for each block within the city. The record drawings and maps are conceptual in nature, but a lot of times the information within them are not real accurate and don't provide a lot of current use for staff when it comes to locating the systems. The record drawings do provide a fair amount of information and are the primary source for staff when trying to identify where features are. This is time consuming flipping through 3-ring binders looking for the block that you are looking for. We are starting to experience that it's becoming more and more time consuming especially with new staff. They didn't grow up with project after project to assemble these large binders of records. Creating these records in paper format is quite expensive from an engineering perspective. We're more or less recreating a construction drawing on a smaller scale so that it can be put in a vehicle and used more easily on the go. The last thing with paper copies is we're seeing more and more information put on these drawings as the responsibilities for cities becomes greater. The old drawings from

the 40s don't have a lot of information on them. The more recent drawings show much more required information is on them. The city owns and operates really large systems, nearly 40 miles of watermains, 35 miles of sewer, hundreds of structures, over 3,200 services. The exact count on that is unknown. We have 13 miles of storm sewer, and there will be several more miles once the Highway 71 South Project is completed. There are things that will continue to expand as the community grows. It's a lot of information to keep track of. Any Gopher One call to locate utilities for private work, the city is responsible for. They are currently averaging around 20 to 30 relocates per week. That number per year is around 1,000. That's a pretty significant time commitment for staff. The current method of locating is going to that 3-ring binder, finding the correct record drawing, making a copy to throw in the truck, trying to figure out what's what on the drawing and then pulling physical measurements in the field based on those paper copies to locate these features. Most cities have already made the transition to GPS. Smaller cities are also making the conversion to this. With a web-based system which we would recommend, it would be available on any computer or mobile device, an app would show these features. Staff would be able to walk using a GPS capable device right to the feature they are trying to locate.

Wills questioned plus or minus what? Olson stated the system is only as good as the data. Right now, we have prepared a trial system for the city staff to test. It's based on the conceptual layouts available from information that we had. Unfortunately, we're not able to build an accurate system using that approach. Much of the system is probably plus or minus ten feet, but there could be areas where they're beyond fifty feet accurate. There's no determining what level of accuracy we have with this type of development. The reason we developed it is we wanted to get it to staff to determine if this is something that they would be interested in and if they could see a benefit. The consensus has been it's a pretty useful tool. This will be a beneficial system to aid the city and to reduce the time for locates. We'd have to physically survey the features, manholes, water hydrants, mains, and we'd be within the inch. Current cellphones are not that advanced to get to that level of accuracy. The GPS units are improving as every year goes by. There are many companies that make supplement receivers for mobile devices to get these systems in for a reasonable upfront investment of \$2,000.00 to \$3,000.00. That could get you a receiver that would get your mobile device accurate to within three feet. Those units will likely come down in cost and the accuracy will get tighter and tighter. Our equipment for data collection is survey grade. That's why we're able to get to the accuracy levels that we would have. The first step is collecting the system, field verifying locations, getting that survey information, development of the GIS platform, and getting the city set up on their own account. Right now, they are operating on a trial under Apex's account. The actual online service is reasonable at \$500.00 per year for one login and \$100.00 per year for each additional login. If the city were looking at four logins it would be \$800.00 per year. The cost will be saved when it comes to locating. We decided to approach this project by phasing it. We'd do half of the system this year, and the remaining half in 2020. We're estimating \$15,000.00 for the survey and getting the system built. Once we're complete with this year we'll have a much better idea as to the time it takes to actually collect the data for the remaining portion in 2020. We're looking to update the city's mapping system. We have a task order in the packet to authorize Apex Engineering to begin this work. We are recommending that the city move forward with that.

A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2019-113 Authorizing Proper City Officials to Execute the Task Order No. 15 for the Park Rapids City GIS System Development Project by and between Apex Engineering Group Inc and the City of Park Rapids.

10. CITY ADMINISTRATOR COMMENTS: McKinney had no comments.

11. DEPARTMENT HEAD UPDATES: Scott Olson stated on Sunday we'll be clearing out the store floor for cleaning and waxing, and it will all be back by Monday. Mack stated I attended the open house for the MN DOT project on Highway 71 South. We have a full-sized map at city hall if anyone is interested in looking at it.

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

13. COMMENTS FROM COUNCIL: Leckner stated with the rise in our expenses I've been looking at different options for income for the city and the possibility of imposing a special city sales tax. I checked with the League and learned the city may have the ability to do that after it's granted by the state legislature. The city would need to adopt a resolution indicating approval before requiring legislative approval. I'm not saying we should just go and do it. I was hoping to put a task force together and maybe start with the Finance Committee who could take it to business owners. Randall stated we could get some business owners involved. The city bears the burden of so much of the cost of the city being used by so many people that don't pay taxes in the city. Leckner stated we are in a unique situation that we have 3,800 people, yet service so many more. We'd be talking about a very small percentage. Randall stated lots of cities do it.

Leckner stated I'd like to thank Tim Little for stepping in, out of retirement, to help out the city this summer. We're in a pinch. We appreciate that.

14. ADJOURNMENT: A motion was made by Conway, seconded by Wills, and unanimously carried to adjourn the meeting at 6:35 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk