

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
JUNE 11, 2019, 6:00 PM  
Park Rapids City Hall Council Chambers  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The June 11<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, Liz Stone, and Robert Wills. Absent: Councilmember Erika Randall. Staff Present: Administrator John McKinney, Police Chief Jeff Appel, Public Works Superintendent Scott Burlingame, Public Facilities Superintendent Chris Fieldsend, Public Works Employee Curt Eischens, Fire Chief Terry Long, Liquor Store Manager Scott Olson, Treasurer Angela Brumbaugh, Planner Andrew Mack, and Clerk Margie Vik. Others Present: Matt Malone, Jennifer Therkilsen, Beth Baker-Knuttila, Pat Dove, Nancy Newman, Mary Peterson, Cynthia Jones, Florence Hedeem, Sue Tomte, Brad Bail, and Robin Fish from the Enterprise.

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

**Delete Item #4. Public Hearing for Colorado Health Facilities Authority/St Joseph's Hospital Bond Issue.**

**Add Item #11.3. City Administrator Search Update.**

**4. PUBLIC HEARING AT 6:00 PM:**

**4.1. Colorado Health Facilities Authority/St Joseph's Hospital Bond Issue:** Deleted from the agenda.

**5. EMPLOYEE RECOGNITION:** Mayor Leckner presented a Certificate for Five Years of Employment for Joyce Mikesh, which was accepted on her behalf by Liquor Store Manager Scott Olson. Curtis Eischens received his Certificate for Five Years of Employment with the City of Park Rapids from Mayor Leckner.

**6. APPROVAL OF MINUTES:**

**6.1. City Council Regular Meeting Minutes-May 28, 2019:** A motion was made by Conway, seconded by Stone, and unanimously carried to approve the May 28<sup>th</sup>, 2019, City Council Regular Meeting minutes as presented.

**7. FINANCE:**

**7.1. Payables & Prepaids:** A motion was made by Stone, seconded by Wills, and unanimously carried to approve the payables in the amount of \$10,501.00, and the prepaids in the amount of \$160,962.48, for a total of \$171,463.48.

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

- 8.1. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2018 for Area Excavating.
- 8.2. Approve a Transient Merchant License for Markus Dickens d.b.a. Up North Solutions LLC on May 30<sup>th</sup>, 2019, to Sell in the City of Park Rapids.
- 8.3. Approve Contracting with Cummins NPower to Complete Repairs on the Water Treatment Plant Generator Transfer Switch, not to Exceed \$2,474.59.
- 8.4. Approve Quote in the Amount of \$17,625.00 from Minnesota Valley Irrigation to Replace Motor and Pump at the Wastewater Irrigator Main Structure.
- 8.5. Approve Quote in the Amount of \$4,685.29 From MacQueen Equipment Group for Nozzles for the Vactor Sewer Cleaning Truck for the Public Works Department.
- 8.6. Approve Golf Cart/Class 2 ATV Licenses to Operate on City Streets in 2019 for Allan Wimpfheimer-ATV.
- 8.7. Resolution #2019-120 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Park Rapids Chapter of Minnesota Darkhouse and Angling Association.

- 8.8. **Approve Transient Merchant License for Alan Kurth d.b.a. Park Rapids Assemblies of God Church on June 27<sup>th</sup> to July 6<sup>th</sup>, 2019, to Sell Fireworks in the City of Park Rapids.**
- 8.9. **Approve Fireworks Permit Application for the Park Rapids Rotary and Flashing Thunder Fireworks Spectacular for July 4<sup>th</sup>, 2019.**
- 8.10. **Resolution #2019-121 Approve Wage Adjustment and Step Increase for Full Time City Planner Andrew Mack.**
- 8.11. **Resolution #2019-122 Approving Commitment of Funds and Transfers for the 2018 Audit for the City of Park Rapids.**
- 8.12. **Resolution #2019-123 Approve Leave of Absence for Park Rapids Councilmember Erika Randall.**
- 8.13. **Approve Plumber's Permit to Work in the City of Park Rapids in 2019 for Juelson Plumbing & Heating Inc.**

**END OF CONSENT AGENDA**

**9. COMMENTS FROM CITIZENS:** Cynthia Jones stated on behalf of the Downtown Business Association I'd like to thank the Mayor and the City Council for allowing us to hold Second Street Stage on the second block of Main Avenue. We have worked with Chief Appel this year and we are having security for four nights. We are paying for a uniformed police officer to be present on those nights. We have a lot of excitement this year, including a dunk tank. Bob Wills and Tom Conway both have helped us. We expect a large crowd and we thank you for letting us do this. We appreciate it.

Pat Dove, representing the arts, stated there are a lot of activities happening this year. We are circulating the Art Beat quarterly, which is a calendar of everything that is happening from June to September. The name of Park Rapids Lakes Area Arts Council (PRLAAC) is being changed to Heartland Arts so it fits in with the community branding. Nemeth and the Historical Society have been open for several weeks. The Thursday noon hour concerts started last week and will continue every Thursday until the end of summer. Vision Theatre had their first show, Mouse Trap, which is ongoing until next week. They will be having three more productions throughout the summer. The Community Band are starting their concerts at the parks and lakes. There is a Sculpture Trail ribbon cutting on Saturday for the new sculptures in Red Bridge Park and on Main Avenue. Our NLOC kids' theatre camp, which is a collaboration with Pine Point and Park Rapids kids, where they write their own musical has started. It's a good connection between Pine Point and Park Rapids. The production of the Northern Light Opera Company, The Drowsy Chaperone, which is not very familiar to people, is a comedy and a musical, and we had our first rehearsal last night. We hope you will be able to attend some of our productions. We've been told that Park Rapids is an arts center for the region. I hope you're proud of us. Thank you.

## **10. PLANNING:**

**10.1. First Reading of Ordinance Amending the City of Park Rapids Code of Ordinances Chapter 152 Rentals – Minimum Standards:** Andrew Mack stated on May 14<sup>th</sup> we had an hour-long work session discussing the International Property Maintenance Code to strengthen and enhance our rental property management program in the community. Council directed staff to proceed with the code amendment to our rental registration requirements of the city code. We have that before you now on the first reading. I would recommend that the Council consider its approval.

**A motion was made by Stone, seconded by Conway, and unanimously carried to approve the First Reading of Ordinance Amending the City of Park Rapids Code of Ordinances, Chapter 152 Rentals – Minimum Standards.**

**10.2. Request for Building Permit Fee Reduction for Hubbard County HRA Meadowview Workforce Housing Apartment Project:** Mary Peterson stated, on behalf of the Hubbard County HRA, I'm requesting if the Council would consider a reduction in the building permit fees for our Meadowview Project, which is very near being under way. Included in your packets are a request for council action and a spreadsheet that shows the calculations of what we are requesting. The fees would total \$14,580.75. We are requesting the Council consider waiving its portion of the building permits fees. We've been told that the city's contracted building official has agreed to reduce a portion of his fees that he would charge to the city. In combination, that amount would be \$5,580.75. The amount that we would pay for the building permit would be \$9,000.00.

Wills questioned was this underestimated in the original calculations that were made? Is this a change that has come up in the fee structure? Peterson stated when we had sessions with the previous city planner it was a part of the calculations that the city would entertain the waiving of their portion of the fees.

Peterson stated we did pay for the special assessment. We originally looked at the request to waive the prior assessments, but we did incorporate that into the project. This is about one-third of the request that we originally budgeted for. Leckner stated I do remember that they were going to try to waive some of the assessments. It's a big deal that they paid those. With the fees, we would just be reducing them.

Leckner questioned of the \$9,000.00 does the city get any of that? McKinney stated we would be waiving our portion of it. The inspector and the state would get the money. Peterson stated of the \$9,000.00, \$960.00 goes to the state, and the remaining balance would go to the inspector. Leckner stated so all of our costs would be covered.

**A motion was made by Conway, seconded by Wills, and unanimously carried to approve the request from Hubbard County HRA to waive the city's portion of the building permit fee for the Meadowview Workforce Housing Apartment Project.**

## **11. GENERAL BUSINESS:**

**11.1. Resolution to Award Bid for the Park Rapids Municipal Access Control Project for the City of Park Rapids:** Matt Malone, from BHH Partners, stated we were contracted to put together a plan and specifications for access control for three of

your municipal buildings. That was developed, plans were issued, and three bids were received for that project. The low bid was about \$18,000.00 under what was estimated for the scope of the work for the base bid. There were four alternate doors that were included, three for the police department, and one for the public works. With those included, the overall project would be about \$9,100.00 under the estimated cost. You received three proposals for the scope of that work. So, you need to determine if you wish to proceed with that work and award the bid or make a different decision.

McKinney stated we started out thinking we would do something with just city hall when we did the remodel. Subsequently, the Council wanted to do all three of the principle buildings, city hall, the fire hall, and the public safety building. If you decide to proceed with this you have to make some budgeting decisions. We have \$40,000.00 in the budget, and this project is \$98,585.00. Not to dissuade you but to point out because of the transitions of how we approached this the Council is taking bids on beyond what you have in the budget.

Brumbaugh questioned can you break this down any further, as per building? Malone stated of the three buildings there are twenty-seven doors that were looked at for being access controlled. It's primarily the exterior doors. Overall, it was twenty-seven total. The base bid was for twenty-four. The system was specified to allow access and observation of all of the buildings at one location, instead of there being three independent buildings. They would all be linked together. Whoever accesses the building can be monitored by city staff. That system ties all three of the buildings together. We looked at a couple of different options. There are multiple ways you can do access control between buildings. There are low grade options, like push buttons on doors. Medium to low tech solutions are smart keys, but they don't give you the read out as a functioning system. The system that we ultimately specified was a standard access control system that have key fobs or card access. This would tie all of the systems together for all three of the buildings so that you can monitor who's coming and accessing the buildings, and also tied to security for the staff.

Conway questioned would there be anyway to break the project into phases so we could break it out into more than one budget. Malone stated it would be possible. We went with a cloud-based solution versus a server-based solution. Server based has a little more upfront cost. The city would have to invest in servers and have their IT staff connect them. There would be fiber optics required between buildings. A cloud-based solution where each building leads up to the cloud and whoever has credentials to access it would be able to go to it. We could reduce that down depending on which building you wanted to go with and do the solution for just that building. It could be broken into three separate independent projects.

Conway questioned would that effect the dollar amount of the bid or could we hold the same bid and break it into three phases. Malone stated I would talk to the contractors to see. I would suspect there are some efficiencies with having all three buildings done at one time versus having multiple mobilizations up here, programming, set-up, and those types of things. I would anticipate there would be an added cost spread out over the three, but we could verify that with the contractors. Wills questioned so it would roughly be about \$30,000.00 to \$35,000.00? Malone stated the public works building has the largest number of doors. Rule of thumb you can figure about \$3,000.00 to \$3,500.00 per door for access control. Depending on how many doors, city hall has four doors. City hall would be significantly less cost compared to public works.

McKinney stated I interpreted your question to be can we spread the payment over more than one budget year. I don't think the bidding process would allow for that. Malone stated their bid was to come here and do all of the work at one time versus doing a phased approach, like half now, half later.

McKinney questioned you had add-ons, didn't you? Malone stated we had add-ons for three doors in the police department and one door in the public works department. McKinney stated the problem is we bid all three buildings as one project and that's what we got the bids on. Brumbaugh questioned what's the add-on cost for those four doors? Malone stated that's broken out in the package. For the three doors for the police department it's \$6,672.00. For the public works door, it's \$3,136.00. Together it's \$9,808.00. That's in addition to the bid.

Leckner stated with being that much over our budget I'm concerned about going ahead. I think the Finance Committee should meet on this. McKinney stated the source of payment would be split. Brumbaugh stated when we budgeted for this, of the \$40,000.00, \$10,000.00 came from the general fund, \$10,000.00 from liquor store reserves, and \$20,000.00 from the internal service fund for the public works safety building. Part of the problem with the way this is calculated out I don't know how much is for each actual building. That makes a difference for us. The fire hall and city hall would all be from general fund. The public works safety building has an internal service fund that would take care of that.

McKinney questioned how long of a hold do we have on the bids? Malone stated sixty days. McKinney stated the timetable would require us to accept or reject the bids within that timeframe, so you'd have time for a meeting.

**A motion was made by Conway, seconded by Wills, to refer the bids for the Park Rapids Municipal Access Control Project for the City of Park Rapids to city staff and the Finance Committee for further review.**

**Discussion:** Malone stated there are four access control doors on city hall, five doors on the fire hall, and nineteen doors on public works. As a rule of thumb, at \$3,500.00 for each door it gives you a rough idea of the cost for each building.

**The vote was called and passed unanimously.**

**11.2. Ojibwe Signage for Four City Parks:** Chris Fieldsend stated when this originally came to the Council, the signs had a white background with lettering. It was referred back to staff to research for something that would blend in with our current signs. We are presenting three different examples that were received from innovative graphics, which is the company that they were working with before. Of the three examples, the one on the farthest left is the one most like the sign we have now at the four parks, Depot, Pioneer, Lindquist, and Red Bridge. The understanding is that the Ojibwe Language Project would pay for the four, and then going forward they are asking that the city pay for the Ojibwe sign that would hang under the city park sign, when we change out the old park signs in the city's other parks. The question is do you want these signs in the parks, and two, when we do the other signs do you want to continue to add these signs at the city's expense? If we get the signs from the same place, they will be \$40.00 each.

Leckner questioned they are going to put them in the parks? Fieldsend stated there are four parks that have new signs. They would buy the sign and add it underneath the city sign. If we update the park signs, they would like us to add these underneath them.

Conway questioned what did the original sign look like? Stone stated it had a solid tan background, and there was one version that had a forest green border. Once we had seen the mock up underneath one of the current park signs there was too much of a contrast. We asked that they revisit it and get quotes that matched our signs. Leckner questioned is this better? Stone stated I think this is a better option because it matches our current signs. The example on the left side would match our current signs the best.

Beth Baker-Knuttila stated if there are variations that are desired, this isn't necessarily 100% final. Stone stated speaking on behalf of the Council we wanted it to match the current signs as much as possible. I think the one on the left is the best option if we do decide to go with this. I hesitate to agree to continue with the signs at the city's expense. Leckner stated we could approve these signs and as future signs come up it could be brought to the Council.

McKinney stated you have the questions of how are you going to install the signs, are they going at least be similar to these signs, and are you going to agree to do it in the future. Conway questioned so this is specific to four signs, and the price is? Leckner stated they are paying for the first four signs. Baker-Knuttila stated we will pay for four signs for the parks that have the new signs. Fieldsend stated they talked to the company that they have worked with and got a quote of \$40.00 each, so \$160.00 total.

Stone stated they want us to agree to pay for future signs when we add them to other parks. I'm resistant to that at the city's expense. If you want to come back to the Council for approval for future signs, that's fine. Baker-Knutilla questioned was that not a part of the city's plan to have Ojibwe signs in the parks? Mack stated its part of the Arts and Culture Plan. They did review this to make a recommendation to the Council to approve signs in the park. How it was all supposed to work was not part of the plan. Stone stated we are following through in essence on the arts plan with the four signs. Baker-Knutilla stated the indication to me was for all of them. I'm not sure how long our volunteer committee will continue to exist. It is a volunteer committee. We've been doing this for three years. Just so you're aware of that.

McKinney questioned how many signs are we potentially talking about? Fieldsend stated seven or eight. But as you add more parks, and there are parks that don't have signs at all. So, there are probably twelve.

Stone questioned is the sign made out of the same materials as the current sign is made of? Baker-Knutilla stated its better quality, although I do not have the specifics with me. Stone stated I want them to look nice and to be cohesive. I don't know that we are prepared to make a decision to agree to put signs in all of the parks. Fieldsend stated if you decide that you are only doing the four, they may not be agreeing to pay for those. Their thought was the city would pay going forward.

**A motion was made by Stone, seconded by Wills, and unanimously carried to approve, at the expense of the Ojibwe Language Project, the installation of the four signs using the design on the left side of page 115, of the packet, future installation of signs will be subject to Council review.**

**Discussion:** Baker-Knutilla stated is it your intention to replace the other park signage with new signage matching your other signage within a specific timeframe? Fieldsend stated that depends more on budgeting. Brumbaugh stated it's not in our budget right now. Fieldsend stated as funds are available in the budget, we will replace some of them. Leckner stated that could be a benefit. When it comes to the Council, we could possibly use the same sign company. We'd look at it at that time.

**11.3. City Administrator Search Update:** Tom Conway stated I would like to take this opportunity to give an update on the selection process for a new City Administrator. With approximately thirty years in HR in the private sector, I have never participated in this process in the public sector. It is quite a different experience and there are more regulations in regard to candidate privacy, etc. We had publicly requested interested citizens to complete a survey in order to have their input considered in the selection process. We received no completed surveys by the deadline. We had a May 31<sup>st</sup> deadline for candidates to submit applications. We received fifty-four applications. We have conducted a scoring process, consistent with our personnel policies, and directed staff to arrange interviews with the ten highest scoring candidates. These interviews are scheduled for Friday, June 21<sup>st</sup>, and Saturday, June 22<sup>nd</sup>, 2019. Following the interview process, it would be our intent to select a recommended candidate, negotiate an offer of employment, contingent on the Council's approval and have the selected candidate attend a City Council Meeting, where we would request that approval for the offer. I will need a motion by the Council, giving the Personnel Committee the authority to proceed.

**A motion was made by Stone, seconded by Wills, and unanimously carried to authorize the interviewing, selecting, and negotiating with the candidates for the open City Administrator position.**

**12. CITY ADMINISTRATOR COMMENTS:** McKinney had no comments.

**13. DEPARTMENT HEAD UPDATES:** Terry Long stated the fire department will be hosting their annual open house on Saturday, from 11:00 a.m. to 3:00 p.m. and everyone is welcome.

Jeff Appel stated I was asked to gather information for a full-time school resource officer with School District 309. I was directed to present a joint powers agreement to the school district. On June 3<sup>rd</sup> it was presented to the board at the school board meeting and it was voted unanimously in favor. All this information will be coming before the Council in the future.

Andrew Mack stated the Arts and Culture ribbon cutting for the Sculpture Walk in Red Bridge Park will be on Saturday at 10:00 a.m. Everything is installed except for one of them including the two items on Main Avenue in downtown. The Mayor has agreed to be there to make a few comments. Invitations have been sent out to all of the Council and Commission members, as well as other interested parties.

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

**15. COMMENTS FROM COUNCIL:** Sue Tomte stated there is also an open house for the new transfer station on Saturday.

**16. ADJOURNMENT:** A motion was made by Conway, seconded by Wills, and unanimously carried to adjourn the meeting at 6:45 p.m.

[seal]

\_\_\_\_\_  
Mayor Ryan Leckner

ATTEST:

\_\_\_\_\_  
Margie M. Vik  
City Clerk