

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
AUGUST 13, 2019, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

1. CALL TO ORDER: The August 13th, 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, Fire Chief Terry Long, Liquor Store Manager Scott Olson, Police Sergeant Rob Gilmore, Treasurer Angela Brumbaugh, Planner Andrew Mack, and Clerk Margie Vik. Others Present: Nancy Newman, Sue Tomte, Maria Pretzer, Jody Schultz, Stephanie Johnson, Laura Wessberg, 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 additions:

A revised resolution was presented for Item #4.1.B.

Added to the Consent Agenda Item #7.32. Approve a Transient Merchant License for Nathan Placentia d.b.a. Stallz BBQ and Catering LLC on August 21 to 24, and 28-31, 2019, at Angelic Enterprises at 611 Second Street E in the City of Park Rapids.

A revised resolution was presented for Item #9.3.

4. PUBLIC HEARING AT 6:00 PM:

A motion was made by Wills, seconded by Conway, and unanimously carried to open the public hearing at 6:01 p.m.

4.1. Vacation of a Portion of Unimproved Road Right of Way of Commerce Avenue in the City of Park Rapids: Andrew Mack stated the Council has two actions before them. The first is a request to vacate a right of way just north of the aviation painting operation at the airport, and south of Industry Avenue. The city owns these parcels where Commerce Avenue extends to the south. It is unimproved to where it connects to Airport Loop Road. The subject area for vacation contains 1.77 acres of Commerce Avenue, which has been identified in the legal description that is part of the resolution for consideration this evening. All the adjoining landowners have been notified according to state statute and on the advice of the city attorney. We have received no comments or concerns other than from the prospective developer in producing the legal

description for the vacation. The purpose of this vacation is to allow future additions for airport operation and aviation related development. There are no plans at this time but as a part of the airport master planning process this was identified as an important priority for the future of the airport and we have made accommodation for this as a part of the right of way vacation. The property to the north is part of a prior license agreement for driveway improvements up to the point of the vacation area to the south. Everything being vacated to the south would still accommodate this driveway from Commerce and Industry Avenues down to the development site for the Enbridge building. Staff is recommending that you approve the vacation. All 1.77 acres of the eighty-foot right of way will be retained exclusively by the city as opposed to the normal vacation process which would split it in half for both adjoining properties. The subsequent action you will take will address what will happen with the property.

Mayor Leckner requested comments or questions. There were none.

A motion was made by Conway, seconded by Wills, and unanimously carried to close the public hearing at 6:06 p.m.

A. Resolution Vacating a Portion of Unimproved Road Right of Way of Commerce Avenue in the City of Park Rapids: A motion was made by Conway, seconded by Stone, and unanimously carried to approve Resolution #2019-150 Vacating a Portion of Unimproved Road Right of Way of Commerce Avenue in the City of Park Rapids.

B. Resolution Incorporating Vacated Portion of Unimproved Road Right of Way of Commerce Avenue to the Park Rapids City Municipal Airport: A motion was made by Wills, seconded by Conway, and unanimously carried to approve Resolution #2019-151 Incorporating Vacated Portion of Unimproved Road Right of Way of Commerce Avenue to the Park Rapids City Municipal Airport.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-July 23, 2019: A motion was made by Conway, seconded by Stone, and unanimously carried to approve the July 23rd, 2019, City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepaids: A motion was made by Randall, seconded by Conway, and unanimously carried to approve the payables in the amount of \$55,412.72, and the prepaids in the amount of \$578,628.70, for a total of \$634,041.42.

7. CONSENT AGENDA: McKinney stated, regarding Item #7.14., the contract for the Huntsinger Water Tower that you previously approved is under way. We also need a

lot less extensive, similar work done on the east tower, which we scheduled to do next year at an estimated cost of \$30,000.00. The engineer talked to the contractor, Florida Central Tankees, and they have agreed to do that work for the same bid price of \$12,000.00 like they did for the Huntsinger Tower, which would save us about \$18,000.00. Item 7.31. is a change order to the Huntsinger Water Tower contract, but this \$12,000.00 in work will be done to the east tower, if you approve it. The work is required. Because they are here and they have their equipment ready they gave us a price of \$12,000.00. Next year the price would be \$30,000.00. We are recommending that you approve it. We have clarified this with our city attorney and he has approved it since the price is less than \$25,000.00.

McKinney stated regarding Item #7.31., you are agreeing to accept the donation of property with the understanding that it would be up to the city to remove the existing structures, and some other items. There was a bid received by a potential developer of what it would cost to remove the structures. The city has not bid out that work so the price for that is a bit of the unknown. We don't know the full extent of that cost yet. We did not get an actual bid yet. The Parks Board adopted a resolution last night of endorsing the concept of including this property into Depot Park. Brumbaugh stated the Finance Committee has also reviewed this.

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

- 7.1. Resolution #2019-152 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit in the City of Park Rapids for North Country Friends.**
- 7.2. Resolution #2019-153 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit in the City of Park Rapids for Hubbard First Response and Rescue.**
- 7.3. Resolution #2019-154 Appointing Robb Swanson to Serve on the Park Rapids Planning Commission.**
- 7.4. Approve Plumber's Permit to Work in the City of Park Rapids in 2019 for Eric's Plumbing.**
- 7.5. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2019 for Ralph V. Sanquist Construction.**
- 7.6. Approve Golf Cart/Class 2 ATV Licenses to Operate on City Streets in 2019 for Barbara St. John-ATV, Michael & Shelli Walsh-ATV, and Robert & Patricia Cadreau-ATV.**
- 7.7. Approve Pay Request in the Amount of \$20,000.00 for Heartland Lakes Development Commission (formerly HCRDC) for the First Half of the 2019 Economic Development Services Commitment.**

- 7.8. UTILITY BILLING: Approve Credit in the Amount of \$50.72 for an overcharge in the 2018 Fourth Quarter Billing, for Paul and Sue Erb, at 807 Pine Street, Account #02-00000008-07-1, PID #32.45.43600.**
- 7.9. Approve Purchase and Installation in the Amount of \$4,657.35 from Dell and Total Registers for Three (3) POS Computers, Three (3) Touch Screen Monitors, Three (3) Receipt Printers, and the Installation by Total Registers for Rapids Spirits Municipal Liquor Store.**
- 7.10. Resolution #2019-155 Authorizing Proper City Officials to Execute Amendment 2 for Building Lease, Assignment and Assumption Agreement, and Hangar Lease by and between Park Rapids Avionics Inc. and the City of Park Rapids.**
- 7.11. Approve the Addition of One (1) Cell Phone for the Park Rapids Police Department at the Monthly Expense of \$45.00.**
- 7.12. Approve Replacement of Fixtures in the Depot Park Restrooms in the Amount of \$2,970.00 by Ackerman Plumbing & Heating to bring them into ADA Compliance.**
- 7.13. Approve Change Order No. 4 for a \$550.00 Increase in the Contract Price, for Gladen Construction, for the Highway 71 Frontage Road Project to Connect Storm Sewer to a Catch Basin on Eleventh Street.**
- 7.14. Approve Change Order No. 1 for a \$12,000.00 Increase in the Contract Price for the Huntsinger Water Tower Reconditioning Project, for Florida Central Tankees, to Pressure Wash, Apply Mildew Inhibitor, and Spot Repair the City's East Water Tower.**
- 7.15. Resolution #2019-156 Accepting the Resignation of Rapids Spirits Part Time Liquor Store Clerk Tricia Miller.**
- 7.16. Approve Pay Request in the Amount of \$22,953.85 to SLL Inc for the Second Half of the 2019 Property Tax Evaluations in the City of Park Rapids.**
- 7.17. Approve Pay Request in the Amount of \$1,334.75 to Todd Township for the Chloride Treatment for Albert Avenue as per the Shared Road Maintenance Agreement.**
- 7.18. Approve Pay Request in the Amount of \$1,339.20 to Sweeney Controls for Emergency Repairs to the Water Plant Controls.**

- 7.19. Approve Pay Request #3 in the Amount of \$16,731.11 to Lee Davis Electric for Work on the 2018 Apron Lighting Upgrade Project at the Municipal Airport.**
- 7.20. Approve Pay Request in the Amount of \$3,300.00 to TKDA for Professional Services Regarding the Park Rapids Twy A & GA Apron Rehabilitation Project at the Municipal Airport.**
- 7.21. Approve Pay Request #1 in the Amount of \$44,060.67 to Central Florida Tankees for Construction Work on the Huntsinger Water Tower Rehabilitation Project.**
- 7.22. Approve Pay Request in the Amount of \$80.38 to BHH Partners for Professional Services on the Door Access Control System Project.**
- 7.23. Approve Pay Request in the Amount of \$34,349.21 to Apex Engineering Group for Professional Services for Various Projects in the City.**
- 7.24. Approve Change Order #1 for a \$2,018.01 Increase in the Contract Price for the 2018 Apron Lighting Upgrade Project, for Lee Davis Electric, Regarding the Contract Completion Date and the addition of Obstruction Lighting.**
- 7.25. Approve the 2019 Revised Pay Equity Report and Authorize the Mayor to Execute it in Order to be in Compliance.**
- 7.26. Approve the Adjusted City Clerk Wage Scale by Increasing the Five (5) Year Step from \$29.15 per hour to \$29.42 per hour in Order to be in Compliance with the 2019 Pay Equity Report.**
- 7.27. Resolution #2019-157 Approving Wage Adjustment for Full Time Park Rapids City Clerk Margie M. Vik.**
- 7.28. Resolution #2019-158 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Mark Fox.**
- 7.29. Resolution #2019-159 Approving Wage Adjustment and Step Increase for Full Time Park Rapids Police Officer Austin Rittgers.**
- 7.30. Resolution #2019-160 Approve Step Increase and Wage Adjustment for Full Time Accounting Clerk/Receptionist Janel Stewart.**

- 7.31. **Resolution #2019-161 Accepting Donation of Real Property from David and Marion Town, PID #32.40.05700 and PID #32.40.05800, to the City of Park Rapids.**
- 7.32. **Approve a Transient Merchant License for Nathan Placentia d.b.a. Stallz BBQ and Catering LLC on August 21 to 24, and 28-31, 2019, at Angelic Enterprises at 611 Second Street E in the City of Park Rapids.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: There were no comments.

9. GENERAL BUSINESS:

9.1. Introduction of Kitchigami Regional Library Director Stephanie

Johnson: Stephanie Johnson stated I've been hired as the new Kitchigami Regional Library Director. We are a consolidated regional library system that has five counties, nine branch libraries, one mobile library, and two associate libraries, serving a population of about 172,000 people.

Johnson stated I graduated from Wadena High School. I got my undergraduate degree at Moorhead University. My graduate degree in Milwaukee online for my master's of library and information sciences. I worked at the MSUN library on campus, the West Fargo Public Library, the Fargo Public Library, and another consolidated regional in Minnesota as a branch manager. I was then working in the Kitchigami Regional System for about five years as the legacy program coordinator and electronic services. Now I have this position as the regional director.

Johnson requested questions. There were none. The Council welcomed Johnson to her new position.

9.2. Hubbard County Solid Waste Pilot Project: Laura Wessberg stated

I'm a Minnesota Green Corp member who has been serving the Hubbard County Solid Waste Department. I'm here to talk about a Public Space Recycling Assessment that's been done over the last few months. I've been offering these master recycling and composter classes. I've offered two in the last six months. The first class was eight weeks. We covered tons of topics from waste history, recycling, composting, commercial organics, waste prevention, and public engagement. We pour a lot of information into the residents in hopes that we can turn them into local experts about what's happening with the waste in our area. After they get all of this information, they are required to serve three hours in Hubbard County. Their hours are either going to be implementing waste diversion programs, like starting a new recycling program at a business, or educating the community about recycling and composting. They can also pick their own project as long as it's approved by the program manager, which is me.

Wessberg stated one of our master recycling and composter is Deanna Johnson. She wanted to do this assessment. She went around to all of the different places around the county and looked at what they had to offer in terms of trash and recycling. She created a worksheet that looked at the location, the number of trash containers and type, how full they were and if they were being used. If there was clear and visible signage, if the trash containers had trash mixed in, and vice versa if the recycling had trash mixed in, and if there was the presence of litter. We gathered a list of sites around the county. In total we looked at seventeen sites. The majority of them were in Park Rapids, some were in Nevis, and in Akeley, Lake George, and Laporte. In total we looked at sixty-seven bins.

Wessberg stated of our initial findings there was very little litter. That was the most encouraging finding in the report. Only one site actually had litter. Two sites offered recycling, the Park Rapids Chamber of Commerce and the Akeley RV and Campground Park. There was not much signage at all. 7% of the bins were recycling. The vast majority of the bins we have out there are just for trash. That doesn't mean there aren't recyclables out there. When we looked at all of the trash containers, 85% of them contained recyclable materials. All of that material that could be recycled is just going into the incinerator at the landfill. Only 10% of the trash cans actually had no recyclables in them, and 5% we couldn't evaluate. There is very little signage. Only 10% of the bins actually had any form of signage. That limits people's knowledge of whether they are going to put recyclables in the trash. The only containers that had any form of signage were the recycling containers. They didn't say what could be recycled in our county. A lot of people visit in the summer. They don't know what can be recycled around here. Of the trash containers, only 3% had any signage at all. That makes sense if you are only going to offer trash why would you have any recycling signage. The most positive finding of the report was that there was very little litter at all. Only one out of the sixty-seven containers had litter by it, and that was in Rice Park in Park Rapids.

Wessberg stated in conclusion, we're doing something right. There is very little litter. These sites are being contained very well. We're providing the necessary waste containers. The vast majority of them are being used. Very few of them are just sitting empty. There are some things that we could be doing better. We could be offering recycling to capture these 85% of recyclables that were found in our trash. We could also have clear signage so people know exactly where their waste is ending up when they put it in our bins.

Wessberg stated we are recommending that the county starts a pilot program in partnership with the city. We'd like to offer recycling at a few select areas. We'd like to start with the Red Bridge Park here in Park Rapids. They have really nice bins. It would be easy to pop a recycling bin right next to the trash bin and then put signage on both containers, and then go from there. We'd also like to offer recycling at the Laporte picnic shelter. A big part of this pilot program would be to have clear and visible signage so people know exactly what can be recycled. We would just monitor the bins. If it worked well, we'd probably put in some more permanent containers and signage.

Conway questioned when you said 85%, did you mean 85% of the trash containers have recyclables in them, not 85% of the trash was recyclable? Wessberg stated that is what I mean. Wills questioned was recycled cardboard considered in this study? Wessberg stated no. If there was cardboard in the trash, we would have considered that a recyclable mixed in.

Leckner questioned would the county be the ones that would pick up the recyclables? Wessberg stated the way that we envision the pilot program is that the county would provide the bins. We would probably monitor them to check for contamination. We would like it if the staff that are already picking up the trash would just pick up the recyclables while they are already there. I talked to Stephanie Paulson, who is part of the city public works department, and she said she would be more than willing to pick up the recycling while she is there picking up the trash. I think it would be a really easy project to get started and could be very successful.

Tomte requested Wessberg talk about the Second Street Stage event. Wessberg stated maybe some of you have noticed additional recycling bins at the Second Street event. This year we started an event recycling program. Second Street Stage is our most successful event. Due to the customized signage, that's why we think clear signage is so important with this pilot program, spelling out exactly what can and can't be put in these bins. People will know what to do, they won't have to even think about it. At Second Street Stage we've collected over a thousand pounds of recycling this summer. It's been a big win of us in the county.

Tomte questioned what is the value of a pound of recycling? Wessberg stated it depends on the material. Aluminum is by far the most valuable material. Plastic is second, but not all plastic is valued the same. The only plastic that has any value is number one, two, and five. Right now, we collect number one and two. Hopefully, soon we'll collect number five. The recycling market isn't looking super great right now. Paper is basically worthless, so is glass. That's the bad news. But our plastic is still worth quite a bit, and so is our aluminum. Aluminum will always be worth it.

Mack questioned would the city crews that pick up the park refuse be expected to bring the recycling to the drop sites or out to the recycling station? Wessberg stated Paulson said she is bringing it to the county site right now. They should have a recycling bin right next to the trash bin. So, I don't think it will be any additional work.

A motion was made by Wills, seconded by Conway, and unanimously carried to direct city staff to look into the Hubbard County Solid Waste Pilot Project.

9.3. Resolution Appointing a Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids: Scott Olson stated after interviews Cynthia McGrath was selected for the open liquor store clerk position. **A motion was made by Conway, seconded by Wills, and unanimously carried to approve Resolution #2019-162 Appointing Cynthia McGrath as Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.**

10. CITY ADMINISTRATOR COMMENTS: McKinney stated I will be gone on Thursday and Friday of this week. Ryan Mathisrud will be starting work on Monday, August 19th.

11. DEPARTMENT HEAD UPDATES: Brumbaugh stated starting January 1st, 2020, the Minnesota Department of Health will be increasing their rates for the water

connection fee that we collect for them on the city water bills. We don't have any choice on that, it's mandated. We collect it for them and remit it to them.

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

13. COMMENTS FROM COUNCIL: Conway congratulated Stephanie Johnson on her promotion to Kitchigami Regional Director, and added I'll be the City Councilmember who represents Park Rapids on the board.

14. ADJOURNMENT: A motion was made by Conway, seconded by Stone, and unanimously carried to adjourn the meeting at 6:32 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk