

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
SEPTEMBER 10, 2019, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

1. CALL TO ORDER: The September 10th, 2019, Regular Meeting of the Park Rapids City Council was called to order at 6:03 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 Ryan Mathisrud, Treasurer Angela Brumbaugh, Police Chief Jeff Appel, Fire Chief Terry Long, Public Facilities Superintendent Chris Fieldsend, Planner Andrew Mack, Public Works Superintendent Scott Burlingame, Liquor Store Manager Scott Olson, Patrol Officer Joseph Rittgers, and Clerk Margie Vik. Others Present: Jarod Anderson, Eric Rypkema, Cynthia Jones, Sue Tomte, Apex Engineer Jon Olson, Nancy Newman, Hubbard County Sheriff's Department Personnel, Park Rapids Police Department Personnel, 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: a revised resolution for Item #10.2. was presented, and Item #11.1.C. Set the Truth in Taxation Hearing, was added to General Business.

4. POLICE DEPARTMENT RECOGNITION:

4.1. Life Saving Awards: Police Chief Jeff Appel stated I'm honored to be before you tonight to read a citation for three life saving awards for Park Rapids Police Officer Joseph Rittgers, and two Hubbard County Sheriff Deputies Jarod Anderson and Eric Rypkema. On June 19th, 2018, at approximately 9:31 a.m. Officer Rittgers was dispatched to an emergency call for a suicidal female at a residence in Park Rapids. It was reported that a female had doused herself in gasoline and was threatening to light herself on fire with a lighter. Deputy Rypkema and Deputy Anderson heard the call and responded to assist Rittgers. Upon arrival the officers located the female victim in a back bedroom of a residence with the lights off. Upon approach the officers observed an extremely strong odor of liquid lighter fluid. The female was clearly in a mental crisis and holding a lighter with her thumb on the flint roller. Officer Rittgers attempted to talk with the female to convince her to drop the lighter and come out of the bedroom. The female refused to drop the lighter and at one point rolled the flint on the lighter causing sparks. Rittgers continued to attempt the escalation tactics with the female while working his way into the bedroom with her. He then used his flashlight as a diversion and rushed the female. Along with

Deputies Rypkema and Anderson, they were able to control the female and remove the lighter from her hand. With complete disregard for their own safety the three officers worked together to make a quick life saving decision. The decision came while dealing with an extremely high stress situation. These three officers saved the life of the female who was then able to get the medical attention she so desperately needed. Due to their actions on that morning, all have deservedly earned these Life Saving Awards. On behalf of the City of Park Rapids and the Park Rapids Police Department we thank all three of you for your dedicated service.

Mayor Leckner presented Rittgers, Rypkema, and Anderson each with a Life Saving Medal. The three received a round of applause.

5. PARK RAPIDS EMPLOYEE RECOGNITION:

5.1. Certificates of Achievement: Mayor Leckner presented a Certificate of Achievement to Scott Olson, on behalf of Betty Norlin, for her fifteen years of employment with the City of Park Rapids. Margie Vik received a Certificate of Achievement for twenty years of employment.

6. APPROVAL OF MINUTES:

6.1. City Council Regular Meeting Minutes-August 27, 2019: A motion was made by Conway, seconded by Wills, and unanimously carried to approve the August 27th, 2019, City Council Regular Meeting minutes as presented.

7. FINANCE:

7.1. Payables & Prepaids: A motion was made by Stone, seconded by Randall, and unanimously carried to approve the payables in the amount of \$19,846.38, and the prepaids in the amount of \$78,094.66, for a total of \$97,941.04.

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

- 8.1. Approve Low Quote in the Amount of \$14,143.00 from Minnesota Pump Works for the Purchase of Two (2) Pumps for Lift Station #2 and #14 for the Park Rapids Sewer Department.**
- 8.2. Resolution #2019-168 Setting Public Hearing on the Proposed Vacation of a Public Utility Easement Located in the Timbers Addition in the City of Park Rapids Pursuant to Minnesota Statute 412.851.**

- 8.3. **Approve Low Quote in the Amount of \$2,069.00 from Josh's Collision Center to Repair Damage to the 2018 Ford Explorer K9 Squad Car.**
- 8.4. **Approve Change Order #4 for a Reduction of the Contract in the Amount of \$17,575.61, for the Highway 71, Frontage Road, and Underground Utility Project.**

END OF CONSENT AGENDA

9. COMMENTS FROM CITIZENS: There were no comments.

10. PLANNING:

10.1. Resolution Accepting and Approving the Arts and Culture Plan – 2019 Update for the City of Park Rapids: Andrew Mack stated this item is for the approval of a resolution adopting an update of the 2019 Arts and Culture Plan. The committee prepared and the Council adopted a plan in 2017. That plan called for a community open house, which occur in December of 2018. As a result of that the plan was reviewed and some updates were made. There are very little changes to the main body of the plan. A public hearing was held to amend the city's comprehensive plan and adopt this as a chapter to the Park Rapids Comprehensive Plan. The recommendation for adoption comes from the Planning Commission, and also from the Arts and Culture Commission, which is the primary author of the document. The Parks and Beautification Board, which also has various roles within the plan, specifically the action plan and the goals of the planner, has reviewed and approved it. The plan has been through a rigorous process over the course of the last nine months. It is ready for review and approval by the City Council.

Stone requested a brief overview of the changes. Mack stated the predominate changes include under goal #1 promote the creation and inclusion of art in public and private spaces calls for an effort to begin the next steps and phases for work as part of the Red Bridge Sculpture Walk. In the spring the Council adopted an element of phase two. We had an additional three entries than we had room for in Red Bridge Park. The Council approved two locations in the downtown area. The next phase of that work will be to analyze additional locations downtown. That work is already underway. That is a new item in here.

Mack stated the next item is a repurposing of the trestle bridge for a piece of sculpture work or public art. It was previously in the plan. The only thing different here is to include preliminary costs associated with that which the DNR's estimated portion is \$100,000.00 for removal of that structure. That amount could go up depending upon the next item on the agenda. There has been work done on that in the last couple of months.

Mack stated the next item is exploring the development of creative spaces within the renovation of the old WPA beach house. This may be looked at and brought back to Council before March when the application for a grant for possible restoration of that building. The concept that is being discussed is year-round restrooms as a part of the

trailhead for Heartland Trail, and also the possibility of the maker space on the other half of the building. That project is still in the beginning stages and will be brought back to the Council in the future.

Mack stated improving Pioneer Park's aesthetics with design elements has been a discussion item. This year the percussion instruments were introduced and some screening over the electrical panel. The Park Board has been involved in that.

Mack stated for the armory creating a more diverse and well utilized space for arts. That is a slight change from the previous plan that did not have that level of specificity. Another addition to the plan is expanding the role of the commission seeking grant funding and coordination of prioritization of projects was felt to be important so that there's good communication amongst the various city boards and commissions. That's something that was discussed extensively going back as long as nine months ago. That reflects more of the inner workings of the city and other related organizations.

Mack stated under goal #3 for advocating for preservation and repurposing historic buildings, that was more of an inventory of the original plan. This is speaking to an advocacy role than just doing an inventory. There are also some limitations on expertise in that, but the group is continuing to work on that with the representation from the history organization.

Mack stated also under goal #3 recognize and capitalize on opportunities to memorialize historic events, people and activities. That is a little more focused than what was previously identified in the plan. This is new language that was added.

Mack stated under goal #5, to hold a biennial open house to get feedback from the public on community needs. That has changed from every year to every two years. Highlighting the importance of art in the community through a multimedia campaign is a newly listed item. We're trying to get a greater handle how to capitalize on the amount of money that is being contributed to the economy in our region towards the arts and to do a more active role in marketing that. There is already some money being spent from various organizations in the community, just a more focused energy on the basis that this commission exists within the city. We'll be looking to develop a more robust plan moving forward on an annual basis in the coming years.

Mack stated that is the thrust of the primary changes. **A motion was made by Stone, to approve Resolution #2019-169 Accepting and Approving the Arts and Culture Plan – 2019 Update for the City of Park Rapids.**

Discussion: Randall questioned who is going to look at the public engagement survey? Stone questioned the one that was administered during the Second Street Stage? It was an addition to what was provided. Mack stated that was part of the original plan. The survey was done in 2017. Randall stated so we did the survey again? Mack stated no. Stone stated that survey was done to get the initial plan underway. It's not new information. It was part of the plan that was adopted in 2017. Randall stated I understand that. I was questioning who developed the survey. Mack stated HRDC. Randall questioned so what about the one done this summer. Cynthia Jones stated that was for Second Street Stage and it was part of the evaluation for our grant.

Wills questioned in goal #2 there is a financial support, for instance, the round up program. In signing off on this document are we agreeing that we are going to do that? Stone stated no. Those are just proposed ideas and ways to create financial support for

the arts in the community. It was just a suggestion. Randall stated there is nothing in our budget and they would still have to come to the Council for approval. Mack stated we did some initial research on that. It wasn't removed from the plan because the research wasn't completed. We're not certain that it's even legal to be done or not where the city utility bills are concerned. That is not a specific request to the Council at this time. This plan would be a guideline at this point.

The motion was seconded by Wills, and unanimously carried.

10.2. Resolution Appointing Members to the Fish Hook River Trestle Bridge Project Steering Committee for the City of Park Rapids: Mack stated on July 22nd the Arts and Culture Commission held a special meeting and a number of other agencies were invited and attended the meeting, including Hubbard County Parks and Trails, the DNR Area Hydrologist, and the Soil and Water Conservation District (SWCD). There was also representation from the Parks Board. There was a discussion to talk about what might be the next steps to move forward with this plan to repurpose the Fish Hook River Trestle Bridge. That has been closed by the DNR as a part of a former trail end/railroad corridor that came through the City of Park Rapids. I extended an invitation to the original author of this plan, Ryan Zemek, from HRDC, to assist the community in facilitating that discussion. You received extensive notes on that meeting in your packets a couple of meetings ago. I've provided for you tonight a one-page summary of the key points of the discussion. The point at which this project is at was a consensus of various agencies that were in attendance that there should be a steering committee, an ad hoc group, consisting of different agencies within the community that will have some stake or involvement in the future of this project. The recommendation to the City Council from the Arts and Culture Commission is that the Council appoint members to a steering committee to work through this with the Hubbard County Parks and the Soil and Water Conservation District to address the issue with the DNR. The DNR at this meeting told us that is an important safety consideration for them for the decommissioning and the removal of that structure, but it is a lower priority on the financing totem pole at this point. The only thing that would elevate the priority for funding for its removal would be creating a local steering committee to help move the project forward. Bringing an arts and culture component into that would be in their mind, which would elevate it to a higher priority. Liz Stone, Paul Albright, Chip Lohmeier, Ruth Ann Campton, and myself are being recommended to sit on the steering committee. We would have involvement from SWCD and our area hydrologist Darren Hoverson, and representation from the DNR Trails Division.

A motion was made by Randall, seconded by Wills, and unanimously carried to approve Resolution #2019-170 Appointing Members to the Fish Hook River Trestle Bridge Project Steering Committee for the City of Park Rapids.

11. GENERAL BUSINESS:

11.1. 2020 Budget and Property Tax Levy: Brumbaugh stated after holding the workshop it was agreed to add \$20,000.00 into the budget for the air siren, account #100-10500-26424, add \$550.00 to administration conferences account #100-

60200-16240, which makes that total \$2,500.00. Decrease dues in #100-60200-16210 by \$75.00 which makes that account \$720.00. Our full balance for the general fund, including revenues and expenses is \$3,515,469.00, and the general fund tax levy is \$2,086,428.00, with those changes.

A. Resolution Adopting Preliminary General Fund Budget for the Year 2020 for the City of Park Rapids: A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2019-171 Adopting Preliminary General Fund Budget for the Year 2020 for the City of Park Rapids.

B. Resolution Adopting Preliminary Property Tax Levy for Tax Year Payable 2020 for the City of Park Rapids: Leckner stated the 2020 general fund levy is \$2,086,428.00, and the total 2020 property tax levy is \$2,808.755.00. A motion was made by Randall, seconded by Wills, and unanimously carried to approve Resolution 2019-172 Adopting Preliminary Property Tax Levy for Tax Year Payable 2020 for the City of Park Rapids.

C. Set the Truth in Taxation Hearing: Leckner stated the public will be presented with the city's budget at the Truth in Taxation Hearing which will be held on Tuesday, December 10th, 2019, at 6:00 p.m. here in the City Council Chambers, at 212 Second Street West. A motion was made by Randall, seconded by Conway, and unanimously carried to set the Truth in Taxation Hearing for Tuesday, December 10th, 2019, at 6:00 p.m. in the Park Rapids City Council Chambers.

12. CITY ADMINISTRATOR COMMENTS: Mathisrud stated I did spend time working with John McKinney trying to download as much information as I could from him over a period of two weeks. I've been working this past week with all gears running. I did sit down with all of the department heads to get background to understand their challenges and opportunities within each department. That will form my work plan going forward. We did get a request from the school board to do a work session on October 8th at 5:00 p.m. This is a community listening session for some planning for their facilities needs. They want to sit down with the Council for about 45 minutes for us to provide input into the next two generations of the school buildings and uses. There will be more information on that in the next packet.

13. DEPARTMENT HEAD UPDATES: Scott Olson stated we had a very nice August and right now we are about even with what we were in 2018 which was an up year from 2017. We're hoping for a nice fall.

Burlingame stated you received an update on the roundabout project. September 23rd is the date when the full detour will begin.

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

15. COMMENTS FROM COUNCIL: Wills stated this budget planning has been a real learning experience.

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

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk