

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
MARCH 10, 2020, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

1. CALL TO ORDER: The March 10th, 2020, 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 Ryan Mathisrud, Planner Andrew Mack, Public Facilities Superintendent Chris Fieldsend, Fire Chief Terry Long, Treasurer Angela Brumbaugh, Liquor Store Manager Scott Olson, Public Works Superintendent Scott Burlingame, Police Officer Austin Rittgers, and Clerk Margie Vik. Others Present: Sue Tomte, Christine Davis, Cynthia Jones, Arch Simonson, Kent Brock, and Robin Fish from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Stone, seconded by Wills, and unanimously carried to approve the agenda as presented.

4. PUBLIC HEARING FOR A VACATION AT 6:00:

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

4.1. Vacation of a Portion of an Alley Located in the Cutler's Addition in the City of Park Rapids: Planner Andrew Mack stated this is a request to vacate a portion of a public alleyway in the Cutler's Addition. Mr. Arch Simonson is present here this evening to speak to the matter. This section of about one hundred feet is where the city has not vacated the alley. We vacated the alley south as a part of the Simonson Second Addition and the First Addition. The Second Addition added this additional real estate up here in this area, which is part of an additional time frame that's been involved in this redevelopment project. The description that is included is in this area to be vacated. The action is required in order for Simonson to proceed with his Third Addition Plat application which will then bring these two additional lots into the plat, which he has recently acquired as late as the end of last year.

Mack stated we have sent out information regarding this. There were residents that showed up at the Planning Commission's public hearing. They spoke to the subject of the alleyway vacation. There were questions and some outreach to our public works superintendent to address concerns of snow removal in the future as additional real estate is vacated through this alley area. I reassured the individual that lives in the corner house

that that service will continue to be provided by the city. We will retain easements for the utilities. With that understanding, their concerns have been satisfied. We are recommending that the Council act to approve the request to vacate the one hundred feet of this alleyway in the Cutler's Addition, which will become Simonson Addition.

Mack requested comments or questions. Wills questioned that alley is going to end up butting up to the asphalt at that facility? Mack stated it will basically dead end into their paved parking lot. It won't be a dead end per say, it will still be open for travel. The city ownership and maintenance responsibilities for the alley will end at the point of where it will be vacated to.

Arch Simonson stated I'm with Bemidji Management Company. I'm here to answer questions if anybody has those. The request for the vacation is necessary on my part for the development of the property as a whole. I think that it makes no sense for the city to keep that. It makes sense to vacate it and give it to me and then turn around and charge me property tax for it. I would pave over it and maintain it, etc. It will remain open. It won't be a dead-end alley. I think that's a concern of a lot of people. It would be less alley for the city to maintain. It's not a lot, only one hundred feet, but it's important to me to vacate it to continue on with this development. I'd be happy to answer any questions.

Leckner requested comments or questions from the public. There were none.

A motion was made by Conway, seconded by Wills, and unanimously carried to close the public hearing at 6:15 p.m.

A. Resolution Vacating a Portion of an Alley Located in the Cutler's Addition in the City of Park Rapids: A motion was made by Conway, seconded by Stone, and unanimously carried to approve Resolution #2019-49 Vacating a Portion of an Alley Located in the Cutler's Addition in the City of Park Rapids.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-February 11, 2020: A motion was made by Conway, seconded by Wills, and unanimously carried to approve the February 11th, 2020, City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepaids: A motion was made by Randall, seconded by Stone, and unanimously carried to approve the payables in the amount of \$122,235.79, and the prepaids in the amount of \$240,986.84, for a total of \$363,222.63.

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

- 7.1. **Resolution #2020-50 Approving Ordinance No. 599 Rezoning Land to P Public and Quasi-Public in the City of Park Rapids, PID #32.40.05700 and PID #32.40.05800.**
- 7.2. **Ordinance No. 599 Rezoning Land to P Public and Quasi-Public in the City of Park Rapids, PID #32.40.05700 and PID #32.40.05800.**
- 7.3. **Resolution #2020-51 Approving Ordinance No. 600 Rezoning Land to R-B Residential Business Transitional in the City of Park Rapids, PID #32.37.03200.**
- 7.4. **Ordinance No. 600 Rezoning Land to R-B Residential Business Transitional in the City of Park Rapids, PID #32.37.03200.**
- 7.5. **Resolution #2020-52 Approving Ordinance No. 601 Rezoning Land to R-B Residential Business Transitional in the City of Park Rapids, PID #32.37.03400.**
- 7.6. **Ordinance No. 601 Rezoning Land to R-B Residential Business Transitional in the City of Park Rapids, PID #32.37.03400.**
- 7.7. **Approve Plumber's Permits to Work in the City of Park Rapids in 2020 for RF Backflow LLC.**
- 7.8. **Resolution #2020-53 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Cynthia McGrath.**
- 7.9. **Resolution #2020-54 Approve Temporary On-Sale Liquor License for the Park Rapids Fire Department in the City of Park Rapids.**
- 7.10. **Resolution #2020-55 Appointing Bruce Johnson to Serve on the Parks & Beautification Board for the City of Park Rapids.**
- 7.11. **Resolution #2020-56 Approving a Wine and Strong Beer License for Bella Caffe in the City of Park Rapids.**
- 7.12. **Resolution #2020-57 Proclaiming April 24th, 2020, as ARBOR DAY in the City of Park Rapids.**
- 7.13. **Resolution #2020-58 Approving the Renewal of On-Sale/Sunday Liquor Licenses for American Legion 212, Bogey's on 34, The Good Life Café, Necce's Italiano Ristorante, A Better Place, One**

More Club, Vallarta Mexican Grill, and West Forty Restaurant, in the City of Park Rapids.

- 7.14. Resolution #2020-59 Approve the Renewal of an Off-Sale 3.2 Beer License for Orton's Park Rapids-East, Orton's Park Rapids Food Mart, Casey's General Store #2192, Cenex C Store, Holiday Stationstores LLC, Hugo's #11, and Walmart #4244, in the City of Park Rapids.**
- 7.15. Resolution #2020-60 Accepting Donations for the City of Park Rapids.**
- 7.16. Resolution #2020-61 Authorizing Proper City Officials to Submit the Minnesota Energy Resources Grant Application for the City of Park Rapids.**
- 7.17. Approve Golf Cart/Class 2 ATV License to Drive on Streets in the City of Park Rapids in 2020 for Roy Barten-ATV and Orville Carlson-ATV.**
- 7.18. Approve Low Bid in the Amount of \$15,047.50 from Minnesota Pump Works for the Replacement of the Control Panel for the Sanitary Sewer Lift #9.**
- 7.19. Approve Low Bid in the Amount of \$2,893.94 from USA Blue Book for the Purchase of a Main Line Valve Operator/Exerciser for the Public Works Department.**
- 7.20. Approve Purchase in the Amount of \$60,733.51 for the Annual Street Department Supplies consisting of Gravel, Paint, Chloride, Sealer, and Crack Filler, from Various Sources.**
- 7.21. Approve the Purchase in the Amount of \$11,339.00 from Northern Tool for a Trailer Mounted Hot Water Pressure Washer for the Public Works Department.**
- 7.22. Resolution #2020-62 Authorizing the Disposal of Surplus City Property from the City of Park Rapids.**
- 7.23. Resolution #2020-63 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Cody Barr.**
- 7.24. Resolution #2020-64 Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule.**

- 7.25. Authorize the Park Rapids Fire Department to Apply for a FEMA Grant in the Amount of \$188,600.00 to be used to purchase Twenty-Five (25) Sets of SCBA Gear, and if grant is successful Approve the Matching Funds from the City in the Amount of \$9,430.00.**
- 7.26. Approve Plumber's Permits to Work in the City of Park Rapids in 2020 for Silvers Plumbing & Heating Inc.**
- 7.27. Approve Public Facilities Use Permit for Kory James/Peacemakers to Close ½ Block of Third Street East, behind Hugo's, from Park Avenue South to Hugo's Parking Lot Entrance, on Saturday, August 1st, 2020, from 11:00 a.m. to 2:00 p.m., for the Love Outreach Event.**
- 7.28. Approve Contracting with Arvig Communications to Convert the City's Phone Lines to Managed HPBX for \$1,000.00 Installation Fee and \$635.56 per month.**
- 7.29. Approve Purchase in the Amount of \$19,494.39 from Go Keyless for Forty-Two (42) Cypher Locks for the Park Rapids Municipal Airport T-Hangers.**
- 7.30. Resolution #2020-65 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Headwaters Ducks Unlimited.**
- 7.31. Resolution #2020-66 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for St. Joseph's Area Health Services.**
- 7.32. Resolution #2020-67 Park Rapids City Council Approval of Minor CUP Amendment for Wal-Mart Stores Pickup Parking Structure, at 1303 Charles Street, PID #32.42.90100.**
- 7.33. Approve Pay Request in the Amount of \$191,886.00 for the League of Minnesota Cities Insurance Trust for the Annual Insurance Premium.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: Kent Brock stated I'm a long-time resident of Park Rapids. I moved to my address of 402 Eastern Avenue in 1991. In 1995, was the first time that our city water froze underneath the street. The main is on the other side. The city

says that the homeowner is responsible for the water line to the water main. I'm 59 years old. In 1995 I was a little softer. I didn't know what to do. It froze again in 2015. The city was really great to get somebody out there right away to say, you're right, it's frozen. It froze again last year.

Brock stated in 1995 when it froze, I was young. I had a two, five, seven, and ten-year-old at home. I didn't know what to do. Mr. Gene Anderson was the previous public works director. He shows up. The thing is a complete disaster. My city shut off is down underground. The previous renters had filled the hole with rocks so you couldn't shut the water off. Anderson said we have to crimp the line. That didn't work. We had to get a plumber. That didn't work. We had to hook up to the neighbor's house with a garden hose. Anderson said they wouldn't charge the neighbor for the water. The garden hose would freeze. I'd have to undo it and thaw the hose out, hook it back up, get going again. It was a real pain.

Brock stated from 1995 to 2015 I thought the city did care for a while. The city would send a letter saying its time to run your water and we'll give you credit and not charge you for that water. Your employees discovered a problem. The lagoons are filling up and we can't do this anymore. I feel that the city at that point didn't care. Nothing was ever done after that. You can sign the approve to run water, but they are not going to give you credit for it because they want to deter anyone from doing so. From 1995 to 2015 I had many sleepless nights. This has been a year of trouble. In 2015 it cost me \$900.00 to have the line thawed out. City employees have commented you should have done something about it sooner. I didn't have the guts to say something. Last year it froze. It cost \$500.00 to have the line thawed out. We hauled water for awhile while it was frozen. When we used a little bit of water, we froze the sewer line. I had to hire someone to open the sewer line.

Brock stated even during the time of the water running the city failed to tell people that you were sending letters to, to run a pencil thread of water. Was it a pencil lead or was it the pencil? Maybe there should have been more control of that. Educate the people better and then the lagoons wouldn't have filled up. If you're not paying for the water, run it, who cares.

Brock stated I've bought meat thermometers, and digital thermometers. I finally went and bought an infrared thermometer. I run the water like Burlingame said to. I've had 34.1 degrees several times now for weeks. Last year it froze February 23rd. We were gone for two days. I asked my daughter to come over and use water so that the water wouldn't freeze. She did. We came home and it was frozen. I can't take it anymore. I can't afford to fix it. This has cost me so many sleepless nights. I've checked the water all hours of the night. My neighbor has the same situation. Their water froze.

Brock stated you have said that I agree that the homeowner is responsible for the water line. Last year when it froze, city employees used the payloader to push the snow back so we could hopefully find the water line so that I could thaw it out. Berry, who locates for the city, said my line was only down five feet. The city statutes say a line must be hooked up by someone who is certified, observed by city officials to make sure it's done right, and must be down eight feet. The administrator told me the city's infrastructure was put in in the 1930s. But my house was in a new development in 1972. I was told before the eight-foot law, it was seven feet. In 1995, when Mr. Anderson was in my basement he said, "I knew this was going to happen. There's a county road out front. They lowered the grade of the road further exposing your water line". The street was leveled. The hump was

taken out. My house is exposed the worst. My neighbor's isn't quite as bad. The house after that has never had a problem.

Brock stated I'm asking the city, I'm easy to get along with, I can't afford to fix it. My age and job allow me to want to be gone for the winter time, but I don't dare leave it. I'm sure not going to leave my water run. I did start running my water on the 22nd of February. I was going to ask you please send somebody out and take a reading and start making sure I'm fine. The second thing I ask for it, if this is true, you trust Berry to locate for you, if he says it's down five feet, I think he's pretty close. The city has failed. The city took over the street at one time when it was a county road. I don't know who changed it. I don't know if it was county when the grade was done. But you guys have the power. You should be able to find the answers that I can't find. I can't go look this up. I've talked to the county garage. They tried to go back to see when this happened, sometime between 1972 and 1991.

Brock stated if your laws were seven feet before the eight feet, and that was before the house was built in the 70s, then you're at fault. Then you sent letters out and at that point in time you failed to care about the city's people, like myself. It's wrong. You need to fix it. I don't know how you are going to fix it. I don't want it dug down and insulated. The problem has gotten worse because there is more development, the townhouses, there's more traffic, everyone drives by my house to go to the dump. More traffic forces the frost down. We're warmer this year than last year but it doesn't matter. I need it fixed. I'm being encouraged by many people to get an attorney because they say I have a good case, but I don't want to go there. I do not want to sue anybody. I don't want to come here and threaten you that I'm going to do that. But, at some point I'm not going to have a choice.

Brock stated my neighbor is here to support me. You made promises to her that you would not charge her more for her water, she did get charged more for it. She been froze up, afraid to say things, and going without water for sixty-four days. It's just not acceptable. I'm sorry to open a can of worms for the city, but it's got to get fixed.

Leckner stated we'll refer this to staff to look into to see what our options would be. Mathisrud stated we'll take a look at that and bring something to the next Council meeting.

Arch Simonson stated I really think that the City of Park Rapids needs to start working toward establishing a city sales tax like a lot of the other cities do. That would be very helpful for all kinds of improvements that the city could use that money for. Certainly, the tourists should help to contribute towards those improvements that the city makes that they use. It would be really good thing. There are a lot of uses for those funds. A lot of cities around Park Rapids do the very same thing. You should at some point talk about that and work towards that.

Randall stated that has been discussed and maybe we could get an update on that at our next meeting.

9. PLANNING:

9.1. Rezoning Request from Bemidji Management Company LLC for Two Parcels Located at 109 and 115 Park Avenue North from R-2 to B-1, PID

#32.45.00200 and PID #32.45.00300: Mack stated in follow up on the same subject, the Simonson Development, you have a rezoning request before you for the two parcels, PID

#32.45.00200 and 32.45.00300. The city's comprehensive long-range map and plan have been guided for future commercial development for the entire block. The request for rezoning from R-2 to B-1, Highway Business, is consistent with the city's comprehensive plan. This was reviewed at a public hearing on February 24th, at the Planning Commission meeting. It was unanimously recommended for approval to the City Council. We did receive some input from the River Edge Commons Townhome Association. It involved concerns about the future site improvements. As a part of that, I'm working with representatives of the association to address their concerns. The rezoning is consistent with the city's comprehensive plan, and I recommend that you approve the first reading of this ordinance.

A motion was made by Randall, seconded by Conway, and unanimously carried to approve the first reading of the Ordinance Rezoning Land to B-1 Highway Business in the City of Park Rapids, PID #32.45.00200 and PID #32.45.00300.

10. GENERAL BUSINESS:

10.1. Enbridge Line Pipeline Update: Christine Davis, from Enbridge, stated we are an energy transportation company that does not extract or refine fuels. We just ship them. The only energy that Enbridge creates are wind, solar, and geothermal. We've been in Minnesota for seventy years. We celebrated at a number of events around town. We supported the fireworks, Second Street Stage, and events sponsored by the Downtown Business Association. We have a number of lines that comes from Canada and go to Clearbrook, and then go to Superior. Oil moves along that line at about walking speed. Safety is our first priority. We've done a ton of inspections, digs, emergency response drills. The lines are monitored 24/7, for 365 days a year.

Davis stated I'm here today to talk about the line 3 replacement. Line 3 was replaced in Wisconsin last year. I have a sample of the thickness of the old line versus the new line. The coating on the new line is a 3M product and the steel is North American recycled steel. The new pipe is twice as thick as the old pipe. That's the thickness of the pipe for most of the distance. When we go under a road or a body of water it's two times the thickness of this pipe.

Davis stated we have tons of extensive integrity data on the existing pipeline 3 that is used to create a pipeline inspection gauge. That takes a look at the health of that pipe, if there are any dents, external corrosion, what's going on with the thickness of that pipe. Line 3 has been extensively analyzed and we've realized that it would take about 6,000 repairs to keep running that pipeline safely. To repair a pipeline would require digging down and daylighting it. It would be a lot of invasive activity that goes on the environment and also for the property owner. Because line 3 has the softer external coating, the exterior has not held up as well as the newer pipelines.

Davis stated for the new pipeline we're trying to follow existing right of way. Line 3 goes across Minnesota to Wisconsin. The new line 3 has been built and is operational in Wisconsin and in Canada, and a portion of North Dakota. We're looking to finish that last piece here in Minnesota. We will follow our route from the border to Clearbrook. At Clearbrook there's a dotted green line on the map. That's the proposed new replacement line 3. We would follow the Minnesota Pipeline Company, known as MNCAN, there are four

pipelines that run through the western edge of Hubbard County. We'll follow the same right of way, then at the south edge of Hubbard County, we'll go east along Minnesota Power Line, until we get to St. Louis County, then we'll hop back onto our own right of way.

Davis stated we have had more than 100 resolutions and letters of support from folks along the route. I'm most proud of being able to get in front of groups like this on a one on one basis where I'm able to answer questions. For a project of this size and nature it generates questions. We have also worked hard on our Five Skies training for tribal members. It gives them life and work skills. They learn CPR, and are OSHA certified. Once they complete the training, they are eligible to connect with one of the unions or contractors to get employment. There has been some of have gone through our training to get jobs.

Davis stated line 3 is the most studied pipeline in the history of anything in Minnesota. We are going on the seventieth public meeting on this project. Next week on Tuesday we'll be in Bemidji and on Wednesday, we'll be in Grand Rapids to look at the MPCA permits. We have the big permits, the certificate of need and road permit have been approved by the Minnesota Public Utilities Commission. They have withstood legal challenges. They have been reconsidered. The environmental impact study that informed that decision was challenged and now the decision was affirmed again back in February. Our permits have all been approved and now we're moving into the other permits. We have twenty additional environmental and local permits. At the federal level the US Army Corps of Engineers comment period closed last week on Friday, as did the Bureau of Indian Affairs. We're in the midst of the DNR and MPCA permitting, which are coming up next week. That comment period extends into the beginning of April.

Davis stated we use mats to protect the environment. They are being brought in from the southern part of the United States. They are there to protect the soil as well as the build. They prevent running rutting when we are in wetter areas, and they prevent the soil from getting mixed up. We clean them before we bring them in and when we move them. We have a horizontal directional drill that will go underneath waterways. There will be mats delivered to Hubbard County in a couple of months. You may see some of that traffic.

Davis stated we are going to be having some permanent staff here. The shop will have six people, a supervisor, four pipeliners, and a mechanic. Hill City will have a similar operation.

Davis asked if there were any questions. Wills questioned when you hydrotest the line, what pressure do you use? Davis stated 120% of what the full capacity of what the line would be. I don't know what the PSI would be. I could find that out and get back to you. For that, we do take water from area lakes, run it through the line, clean the water, and return it back to its same source. There are a couple of lakes in this area that will be drawn down. That's all part of the DNR permit that is on going right now. Dewatering is one of the big permits that we are looking at.

Kent Brock questioned where the line changes and goes through Hubbard County, is that part of old line 3? Davis answered no. We follow our old pipeline from Clearbrook, then the use the MNCAN route. Brock stated people are being led to believe that you are replacing that line that was put in in the 50s in Itasca Park. Davis stated the old line was put in about that time. Brock questioned is line 3 hauling tar sands from Alberta? Davis stated I can't speak to how old the Minnesota Pipeline Company's lines are, but I'm guessing they were built pretty concurrently to ours. Because the Clearbrook terminal has

been around as long as the refinery down in the Twin Cities. That's where that oil goes. The oil comes from Canada down to Clearbrook, then a portion of the oil goes to the Minnesota Pipeline Company's pipeline to the Twin Cities refinery. That's used for the gas in the cars in the Twin Cities and to fuel the airplanes at the Minneapolis St Paul airport.

Randall stated I want everyone to be very informed about this. Enbridge has gone above and beyond to inform us. We have to move on with our meeting. Anyone can reach out to the Enbridge office because they are more than willing to sit down and answer any questions that anyone has. Davis stated yes, I'd love to answer any further questions and to give anyone their fair amount of time. Randall stated we appreciate the update and the information.

10.2. Approve or Deny Monetary Contributions for Hubbard County

Food Shelf: Robert Wills stated I am speaking on the Food Shelf's behalf. I volunteer there and I'm also a boardmember. Tonight, all of the Food Shelf volunteers are addressing the townships in the Hubbard County area asking for them to provide donations. The Food Shelf has been used quite a bit here in our area. We're asking for a grant or a line item in the city budget, the Food Shelf serves about four hundred households per month, in which there's about three people per household. On average a qualified household visits us about four times a year. Everyone doesn't necessarily come in every month, even though they are eligible to do so and get food from the Food Shelf. We have distributed about three hundred tons of food last year to people. If you consider how many days we are open, which is Monday through Friday. That's about a ton a day that we distribute through this organization. The Food Shelf is run entirely by volunteers. No one draws an income, including the Executive Director Bob Hansen. We ask that you consider a grant. We would take anything that we are given. \$500.00 would be nice.

Brumbaugh stated the city has never made a donation in the past. The state auditor says the city is allowed to donate to a food shelf. It's not considered a donation, but a grant. The Council has the choice. The city is not allowed to donate to other organizations. The Food Shelf is one of the organizations that the city can legally contribute to.

Leckner stated I think it would be a good thing to donate to them. All the townships do, and we have them right here in our city. Randall stated I think it's a good thing, but I want to note that it wasn't budgeted for. We have to be stewards of the city's money. Even \$500.00, I truly believe has to be budgeted. Even if we take it out of the liquor store funds, we typically budget for the things that we're going to take out of liquor store funds. I believe it should be referred to the Finance Committee to include for their budget in 2021. Wills stated that's the intent of the request. Leckner stated we should get it into the budget. Randall stated then we can include it in the normal course of business at that time. Right now, given clarification from Wills, I think that it has to be denied at this time. It has to be explored further at budget time.

A motion was made by Randall, seconded by Stone, to deny a monetary contribution to the Hubbard County Food Shelf in 2020, and refer the issue to the Finance Committee for consideration as part of the 2021 budget.

The vote was called.

The following Councilmembers voted in favor: Conway, Leckner, Randall, Stone.

The following Councilmembers voted nay: None.

**The following Councilmember abstained: Wills.
The motion carried 4-0, with 1 abstention.**

10.3. Park Rapids Schools Listening Session Community Center:

Mathisrud stated Park Rapids Schools have made a request to inquire whether or not the Council would like to talk with them again. They are in the process of exploring expansion of the high school to meet some of the goals identified in the listening and planning sessions that they recently completed. Right now, they are exploring feasibility of a community use space and they will give us a presentation on that and to solicit feedback from the Council associated with that. **The Council set a workshop for April 14th, 2020, at 5:00 p.m. to discuss the Park Rapids Schools Listening Session Community Center.**

10.4. Approval of Proposed Structure of Public Works Department and Proposed Facilities Maintenance Superintendent Duties:

Mathisrud stated on January 28th, 2020, the Council requested that I present a restructure of the public works department and the facilities maintenance superintendent duties. I spent some time working with the public works and facilities staff to understand people's duties and what a restructured department might look like. During that process, I understood there was quite a bit of overlap in the duties of the mechanic and what the public works superintendent is responsible for. The public works superintendent is responsible for overseeing a majority of the operators, the schedule for when pieces of equipment need to be serviced, the snow plow routes in the wintertime, as well as airport management. The mechanic performs a snow route in the wintertime, as well as being responsible for scheduling maintenance and coordinating those activities. When I moved the duties of the mechanic to under the management of the public works superintendent it would be more efficient and fewer opportunities for inefficiencies or errors to occur, as explained as option A.

Mathisrud stated I also considered another option B. It reorganizes the duties of the facilities maintenance superintendent by reorganizing the mechanic and the parks workers to be managed by the public works superintendent. Parks workers also handle snow removal. Right now, one of them coordinates with the public works superintendent to remove snow from sidewalks before the streets are done. They also assist the mechanic as needed. There are also qualified parks workers within the public works department itself that would be able to assist.

Mathisrud stated at this time I'm recommending option B. This will allow the facilities maintenance superintendent to focus primarily on his work. Facilities maintenance is involved in long range planning and as well information technology for the city. The position would also be responsible to be staff liaison to the Library and Parks Board. I did discuss this proposed structure with the effected employees and also the agreement. If the Council accepts my recommendation for option B, I will provide updated job descriptions and pay scales for the next meeting.

Randall questioned what is the anticipated change to the pay scales? Mathisrud stated I don't know that yet. I have to review the details of where everybody fits in, in terms of how many people are supervised. This one would supervise one employee. I would imagine a reduction of between 15-20%. But there's not a lot of graduation between public works employees and management employees. It would be somewhere in between.

Randall stated you said pay scales, would there be another scale you'd be looking at? Mathisrud stated if we go under this option, we'd be transferring responsibility for managing three employees to another department head and we'd look at proposing a change to the pay structure commensurate on the additional job responsibilities. Randall stated the same position that we took some employees and responsibilities away from in 2013. Correct? Mathisrud stated that is correct. Randall stated and he did not receive an adjusted pay scale at that time. Mathisrud stated I don't know; I haven't dug that far into it. Randall stated I'm stating a fact. He did not receive any change in his pay scale. I think that needs to be considered as well. I question whether option B is still sufficient enough to be a department head. That's my concern. I don't know that it's a department head job description. Given what has and hasn't happened it just doesn't seem like enough for even a full-time position. I'm hoping that it will definitely be that and that we can see improvements in all of these areas, but I'm wondering why we're leaving it with essentially one part time worker. I'm questioning why it's still a department head position.

Leckner stated that depends on how you set it up if it stays as a department head. Randall stated it's called a superintendent so I anticipate that it's a department head. Mathisrud stated at this point, based on all the information that I was able to pull together, I felt that was the right structure for that type of position. We can review it to make sure it's still applicable over a period of time and that it's functioning into the future.

Leckner stated it would be better to be able to complete some of the tasks better and keep a close eye on it to see in the future as to how it's working. Randall stated I don't disagree that we would certainly anticipate that it would see an improvement in all of those areas. I wonder giving more responsibility back to the public works superintendent and more people to supervise and wondering how much work has been done between now and when this change occurs on getting a system in place for vehicle maintenance inspection so that when he takes this back there's a clear understanding of the expectations regarding the maintenance of the vehicles. Mathisrud stated under the structure I'll watch closely to make sure that that gets accomplished in a timely manner. Randall stated when it comes back to us, I'd like to see a deadline as to when that's established and in place.

Randall stated my concern, as a side note to all this conversation, is that what I heard is that we have a mechanic doing snow routes. I would want that explored. I really question why our mechanic is out there removing snow when we have vehicles that are not getting oil changes. They don't even have oil stickers on them. We are continuing to outsource the repair and maintenance of vehicles at other shops when we have a mechanic out moving snow. I'd like some information on that. Stone stated that was one question I had too. Mathisrud stated we'll work with the public works director to make sure the correct responsibilities are with the correct people. Randall stated that's how it's set up, but it has not been working. Mathisrud stated understood.

Leckner stated we have to remember that we are starting somewhere with restructuring the department. Mathisrud has put a lot of time and effort into this by interviewing people to find out what's working and what's not working. This is what he came up with. There are probably tweaks that we might have to change. We knew after the last instance that we wanted to do something, so I believe this is a good start. Stone stated I think so too, but the one glaring question that I had is the mechanic pushing snow. To me that doesn't make sense, but I haven't been given the reasoning behind it either.

Leckner stated that can be a priority to look into. Burlingame stated there isn't anybody else. It's another body to put into the truck. Leckner stated it comes down to what we're paying to hire another person versus putting him in a truck. Randall stated everything that we're talking about indicates that there needs to be an assessment of the mechanics duties. I anticipate that will be done.

Randall stated what I really question is whether one and a half people, a full time and a half time employee are needed. The half time person doesn't do any IT. I really question whether one and a half people is required for this facility maintenance. That's what I'm stuck on. Leckner stated both will be reporting to the same office as Mathisrud. We have him keeping a close eye on that to see if it's necessary and to let us know or if it's not working. Mathisrud stated my intent is to track this and make sure everybody is successful in what they are doing.

Conway stated we don't have any time limits on this. So, once you get into this and start evaluating, maybe there's not enough work over here and too much work being put over there, a restructuring can always go through another stage if we need to. Mathisrud stated we can spend some time and set a deadline, say six months from now and evaluate how it's functioning. And then see if it makes sense to adjust duties at that time again. My intent is to follow up and make sure everything is working the way it's supposed to.

A motion was made by Conway, seconded by Wills, and unanimously carried to approve the establishment of the structure of option B for the facilities maintenance superintendent position, provided there is a future evaluation as to its workability.

Discussion: Stone stated I feel like the layout is a bit lopsided. They're both superintendents and you have one individual supervising nine people and another supervisor having one half-time position. I struggle with that. Conway stated in my mind that's going to depend upon what evaluation comes back after evaluating pay scales and job descriptions, because even though you could have the same title you could have different pay scales. Leckner stated you also have to keep in mind we're letting him restructure but we'll still have to approve pay scales. He'll have to come back with a recommendation for that. Randall stated I understand that. My concern is I don't see how they both are management/department head positions. I don't support anything that leaves this job description that I'm looking at here, option B, as a department head or management position. I have concerns that one and a half people are needed to do that.

The vote was called.

The following Councilmembers voted in favor: Conway, Leckner, Wills.

The following Councilmembers voted nay: Randall, Stone.

The motion carried 3-2.

11. CITY ADMINISTRATOR COMMENTS: Mathisrud stated this week we started to set up a phone conference to work towards the Armory closing. I believe it will be scheduled for Thursday. I expect after that we'll have a date set for the closing.

12. DEPARTMENT HEAD UPDATES: Scott Olson stated January and February, as cold and wintery as it was, sales are up about 4.8% for the first two months of the year.

Mack stated advocacy day at the state capital is coming up. I'll be there advocating for trail bonding dollars for our area, both for the Itasca-Heartland Connection Trail and for the Heartland Trail Extension. If approved that's a \$3.8 million bonding initiative and a \$4.2 million bonding initiative, all going through the legislative process at this time. We are going to have a major presence from the Park Rapids Area down at the state capital this year to bring this information to all of the two hundred legislators. Anyone interested in attending can sign up through the Chamber of Commerce.

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

14. COMMENTS FROM COUNCIL: Stone stated the Arts and Culture Advisory Commission set up a subcommittee to work with the industrial arts and the graphic design teacher in Park Rapids High School. It's a student project. We are working to put in banners made out of steel, 12'x24'. They will be placed on the five light poles in Red Bridge Park. We met with the teachers last week. They are going to work with their students to come up with a lot of thumbnail proposals for each of the light poles. The overall idea behind it is that it's going to be a walking trail of the history of that area to start with, and maybe expound on a few other historical elements of the city. We're in the beginning stages. The kids have a ton of ideas. I'm pretty excited for them, and the teachers are excited for them as well. Their goal is to finish with the project by mid-May.

Randall stated I went to an Airport Commission meeting last week. You approved in the consent agenda replacing the locks on the T-hangers. There have been a lot of good things happening at the airport, and mainly the airport hangers, and getting a good inventory of them and a good hanger lease. I think that will be coming shortly. Up until this last year we were really lacking on a lease and holding people to the lease terms. There was a lot of good discussion about those leases so we can get planes in those hangers and people off the waiting list, and some discussion about the airport moving forward.

15. CLOSED SESSION:

15.1. INTRODUCTION: Performance Evaluation of City of Park Rapids Employee City Administrator Ryan Mathisrud under Minn. Stat. 13D.05, subd. 3 (a):

A motion was made and unanimously carried to close the regular meeting and open a closed session at 7:08 p.m.

A. CLOSED MEETING:

Acknowledge Members/Staff Present: Mayor Ryan Leckner, Councilmembers Tom Conway, Erika Randall, Liz Stone, and Robert Wills. Staff Present: Administrator Ryan Mathisrud.

A motion was made and unanimously carried to close the closed session and reopen the regular meeting at 8:40 p.m.

16. ADJOURNMENT: A motion was made and unanimously carried to adjourn the meeting at 8:41 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk