

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JUNE 9, 2020, 6:00 PM
VIA TELEPHONE
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

Pursuant to Minnesota Statutes 13D.021, Subdivision 1(1), the City of Park Rapids has determined that in-person meetings of the Council are not prudent during the COVID-19 health pandemic/peacetime emergency declared by the Governor's Executive Order No. 20-01 under Minnesota Statutes Chapter 12. As such the following City Council meeting during such state of emergency was held by telephone, and the presence of the Councilmembers and the public at the meeting was not feasible.

1. CALL TO ORDER: The June 9th, 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 (in person), Councilmembers Tom Conway, Erika Randall, Liz Stone, and Robert Wills (by phone). Absent: None. Staff Present: Administrator Ryan Mathisrud (in person), Planner Andrew Mack, Liquor Store Manager Scott Olson, Public Works Superintendent Scott Burlingame, and Clerk Margie Vik (by phone). Others Present: Paul Dove (by phone).

3. APPROVAL OF AGENDA: A motion was made by Wills, seconded by Conway, and unanimously carried to approve the agenda with additional information for Item #10.3.

4. EMPLOYEE RECOGNITION:

4.1. Certification of Achievement for Carmen Lockhart for Twenty Years of Employment: Mayor Leckner stated we have a certificate of achievement for Carmen Lockhart for twenty years of employment. Mathisrud stated congratulations to Carmen and we'll see that she gets this.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-May 26, 2020: A motion was made by Randall, seconded by Stone, and unanimously carried to approve the May 26th, 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 \$11,833.83, and the prepaids in the amount of \$707,797.80, for a total of \$719,631.63.

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 #2020-99 Appointing Scott Hocking to Serve on the Park Rapids Planning Commission.
- 7.2. Approve Application for an Outdoor Public Fireworks Display on July 4th, 2020, in Heartland Park within the City of Park Rapids.
- 7.3. Authorize City Staff to Void all of the Park Rapids Downtown Business Association Permits for the Second Street Stage Events in 2020 and to Refund their Permit Fees in the Amount of \$885.00.
- 7.4. Approve Expenses in the Amount of Approximately \$4,048.00 for the Fees, Permits, and Demolition of Structures at 301 Fifth Street East, Demolition Work will be Completed by Sanquist Construction at \$360.00 per hour.
- 7.5. Approve Purchase in the Amount of \$27,139.41 from Ferguson Waterworks for the Annual Sewer and Water Operating Supplies for the Public Works Department.

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: There were no comments.

9. PLANNING:

9.1. Resolution Approving a Conditional Use Permit for Beaudry Oil & Propane LLC in the City of Park Rapids to Construct a Propane Storage, Distribution and a Future Retail Office Located Along First Street West (Highway 34 Frontage Road) and Western Avenue North, PID #32.74.00200: Andrew Mack stated the Planning Commission has conducted two public hearings for this proposed conditional use permit (CUP). One on March 23rd, 2020, and another on May 18th, 2020. The Commission is recommending approval of this request from Beaudry Oil and Propone LLC, for a retail and

LP service operation located along First Street West, and Western Avenue North, location is also known as PID #32.19.00300, and is zoned B-1, Highway Business District. Staff is recommending twelve conditions for the proposed CUP, which are:

1. The development shall provide proper storage and dispensing of propane to delivery trucks and maintain all business operations according to Federal and State Laws.
2. The driveway access to the site shall be reviewed and approved by the City Planner and City Engineer for conformity to city street requirements and for a final approach.
3. Beaudry Oil & Propane Company shall submit fencing and landscaping plan, including an eight (8') foot high privacy fence with as shown upon the approved site plan. The plans shall be approved by the City Planner prior to issuance of any permits for the project and installed in accordance with the approved plan prior final inspection, occupancy and any propane operations upon the site.
4. All landscaping approved and required to be installed by the applicant shall be permanently maintained. Any approved landscaping or trees installed which die shall be replaced within one (1) year of mortality. Failure to maintain the approved landscaping screening plan shall constitute a violation of this Conditional Use Permit.
5. The applicant shall submit for prior City Engineer review and approval of a final site grading and drainage plan prior to commencing any site work or construction on the property.
6. The applicant shall submit for review and approval by the MPCA an NPDES Permit for site grading prior to commencing any work upon the site and shall provide proof of same to the City prior to issuance of any site development permits.
7. The applicant shall enter into a development agreement prepared by the City and approved by the City Council, for construction of the Deere Frontage Road improvements as shown upon the approved plan, including required performance guarantees for City Engineering of the project, construction completion by the applicant, inspection by the City, and payment of all City expenses incurred with the project. The development agreement shall be signed by the applicant and approved by the City Council prior to any commencement of construction on the site.
8. All signage for the development shall conform to all requirements of the Park Rapids Sign Ordinance Regulations.
9. The retail and business office may be constructed with a later phase of the development provided the structure conforms to all requirements of the Zoning Ordinance in force at the time of the building permit application.
10. Conformity to all other applicable requirements of the City Code and MN DOT ROW Permit requirements.
11. No onsite small cylinder filling and or storage with small cylinders defined as 100 lb. or less.
12. Submit a disaster plan to the Park Rapids Fire Department for their review and approval.

Mack stated prior to and during the public hearing for this project at the March 23rd, 2020, Planning Commission meeting, substantial concerns were expressed by Todd Township residents on Western Avenue. Upon receipt of a revised plan and re-mailing of the hearing notices to the same property owners, only one comment was received by the public expressing no further objections to the project. Staff is recommending approval of the CUP request for Beaudry Oil, with the twelve stated conditions.

Leckner requested comments or questions. There were none. He called for a motion. **A motion was made by Stone, seconded by Conway, and unanimously carried to approve Resolution #2020-100 Approving a Conditional Use Permit for Beaudry Oil and Propane LLC in the City of Park Rapids to Construct a Propane Storage Distribution and a Future Retail Office Located Along First Street West (Highway 34 Frontage Road) and Western Avenue North, PID #32.74.00200.**

9.2. Resolution Approving a Conditional Use Permit for the Hubbard County HRA in the City of Park Rapids to Construct a 28-Unit Apartment Complex at 315 Career Path, PID #32.19.00300: Mack stated this request is from the Hubbard County

HRA in conjunction with the approved grant from Minnesota Housing Finance Administration. This is for construction of the second phase of Meadowview Apartment Complex, located off of Career Path. It's essentially the exact same project as phase I. The Planning Commission held the public hearing. There were no concerns or objections posed. We have prepared a resolution for approval with five conditions. There are as follows:

1. The applicant shall submit for final City Engineer review and approval of a final site grading and drainage plan prior to commencing any site work or construction on the property.
2. The applicant shall, if required, submit for review and approval by the MPCA an NPDES Permit for site grading prior to commencing any work upon the site and shall provide proof of same to the City prior to issuance of any site development and building permits.
3. The applicant shall enter into a development agreement prepared by the City and approved by the City Council, for the City's reconstruction of Career Path as shown in the preliminary engineering plan. The development agreement shall be signed by the applicant and approved by the City Council prior to any commencement of construction or issuance of building permits on the site.
4. All signage for the development shall conform to all requirements of the Park Rapids Sign Ordinance Regulations.
5. Conformity to all other applicable requirements of the City Code.

Mack stated the Planning Commission and staff are recommending approval for the conditional use permit for Hubbard County HRA to construct a 28-unit apartment complex at 315 Career Path.

Leckner requested comments or questions. There were none. He called for a motion. **A motion was made by Conway, seconded Randall, and unanimously carried to approve Resolution #2020-101 Approving a Conditional Use Permit for Hubbard County HRA in the City of Park Rapids to Construct a 28-Unit Apartment Complex at 315 Career Path, PID #32.19.00300.**

9.3. Resolution Approving the Park Rapids Arts & Culture Advisory Commission Phase II Sculpture Walk Master Plan for Downtown Park Rapids: Mack stated back in 2019 the Council approved the updated Arts and Culture Plan for the City of Park Rapids. One of the action items contained in that plan involves an expansion of a sculpture walk master plan for downtown. Last year, the Council approved two additional placements on Second Street and Main Avenue. We had a lot of great comments on those at those locations because of the Second Street Stage events. We have completed the balance of that master plan for the long term vision of downtown creating a total of twenty-six spaces in the downtown encompassing a two by three block area with Main Avenue serving as the spinal center, also with proximity to Highways 34 and 71, where we have substantial travel through our area.

Mack stated the Arts and Culture Commission reviewed this at their last meeting, and the Chair Paul Dove is here to comment on the plan. Paul Dove stated the Commission supports the list of additional spots that will contain the art sculptures that are popping up in Park Rapids. We attended a workshop, which instructed us that art can be used as an economic driver for communities. We explained about our successful arts trail that we have put in Red Bridge Plan, and it was agreed that it's wonderful. But people who are coming through our city won't see it. They have to find a way to get down there, so expanding the list of places where art sculptures are in the town, especially along Highway 71 and 34 will make people who are passing through Park Rapids be aware of what's

happening here. Then they will be able to find more as they come here. That is the thinking behind this. Having a whole list of sponsors that are available and are useful is good because we have different applications every year, some of which are large, some are small or tall. Each of the places defined as a possibility for a sculpture has all of those perimeters in it. We would be able to make a cohesive plan based on what is being proposed by the applicant. There is a lot more flexibility.

Leckner requested comments or questions. There were none. He called for a motion. **A motion was made by Stone, seconded by Wills, to approve Resolution #2020-102 Approving the Park Rapids Arts & Culture Advisory Commission Phase II Sculpture Walk Master Plan for Downtown Park Rapids.**

10. GENERAL BUSINESS:

10.1. Resolution for Authorization to Execute the Grant Contract by and between the State of Minnesota – Commissioner of the Minnesota Housing Finance Agency and the City of Park Rapids: Mathisrud stated this is a resolution authorizing the grant contract between the State of Minnesota and the City of Park Rapids. This relates to the conditional use permit that you just approved for the 28-unit apartment building. The city is the fiduciary on that, so we need to accept the grant funds in the amount of \$650,000.00 from the state.

A motion was made by Randall, seconded by Conway, and unanimously carried to approve Resolution #2020-103 Authorization to Execute the Grant Contract by and between the State of Minnesota – Commissioner of the Minnesota Housing Finance Agency and the City of Park Rapids.

10.2. Resolution Authorizing Proper City Officials to Execute the CARES Act Airport Grants Agreement by and between the United States of America Acting Through the Federal Aviation Administration and the City of Park Rapids: Mathisrud stated this is a resolution authorizing the city to accept FAA grant funds from the CARES Act. Additional funds were allocated for maintenance and operations. Anytime we receive a grant from the FAA we have to execute a contract. Once the contract is fulfilled then we close it out. These are an additional \$30,000.00 that we weren't expecting. I recommend that we approve accepting the \$30,000.00

A motion was made by Wills, seconded by Conway, and unanimously carried to approve Resolution #2020-105 Authorizing Proper City Officials to Execute the CARES Act Airport Grants Agreement by and between the United States of America Acting through the Federal Aviation Administration and the City of Park Rapids.

10.3. Rapids Spirits Liquor Store Electronic Signage: Mathisrud stated Scott Olson has been working on obtaining bids from sign contractors.

Olson stated this item was directed back to staff, and then went to the Finance Committee. We had proposed repairing the message center sign. It was suggested to look at replacing it this year instead of in 2021. Two sign companies did bid on it. The recommendation was to go with Ross Lewis with the message board that would allow us

graphics in the amount of \$29,334.00. There would also be a rebate that would come through the manufacturer of the actual message board that the city could apply for.

Mathisrud stated the Finance Committee recommended approval in the amount of \$29,334.00. Leckner stated we had that money budgeted for next year. The sign that is up there now needs repair. Rather than spending money on repairs, we do have liquor store funds to purchase and this would be a better option to get the new sign now versus repairing the old sign.

Mack stated I've done a full review of the permit for the sign proposal and it is in compliance with the city's sign ordinance.

A motion was made by Randall, seconded by Stone, and unanimously carried to approve the purchase of a new liquor store sign from Ross Lewis in the Amount of \$29,334.00, as recommended by the Finance Committee.

11. CITY ADMINISTRATOR COMMENTS: Mathisrud stated we did have our phones powered up for inside of the Council Chambers so we are going to be experimenting with trying to have this be a call in meeting and try to work out the bugs. Hopefully, in the near future you'll be able to hear everyone better.

Mathisrud stated I'd like to take a moment to thank our police department. They have been working some overtime with everything that is going on. They are helping out other departments and trying to exercise an abundance of caution. They are doing a great job. I'd like to thank Scott Olson and Robin at the liquor store. They've been putting in quite a few hours keeping the store running with a short staff, and meanwhile they are adjusting to getting inventory with some of the main distributors being shut down in the cities. There's been a lot to keep up with. And to top it off there has been increased demand during COVID-19. I'd like to thank Scott Burlingame for all of the work he's been doing, being short staffed. He and the public works folks have been doing a great job. I'd like to thank Andrew Mack for all of the extra hours that he has put in to prepare for COVID-19.

Mathisrud stated we have received a couple of applications for the alfresco dining. Mack has been working with applicants for that. We don't know exactly how that's going to shake out with the changes that were recently approved. Mack stated he has received five applications for alfresco dining so far.

12. DEPARTMENT HEAD UPDATES: There were no comments.

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

14. COMMENTS FROM COUNCIL: Stone stated I'd like to extend congratulations to Carmen Lockhart for her twenty years. That's an incredible accomplishment. I'd also like to echo Mathisrud's comments regarding the staff. They've done such an incredibly good job during this uncertain time. I really appreciate all of the adjustments that they have made and the efforts that they have put in.

Randall stated I will echo Stone's comments. Congratulations and thank you to Lockhart, and also to all of the staff, there's been a lot of changes and adapting by all of the departments. It seems that, at least from the outside, they have done it flawlessly. There's been a willingness to accommodate these changing times. That has been very good to see.

Conway stated I would echo everything that everyone else has said. I would say that working through COVID-19 has been a challenge for everybody. There are a lot of nuances and no one knows what really to expect, but everybody is doing a fantastic job of stepping up.

Wills stated congratulations to Lockhart and thanks to the staff for all of the hard work.

Leckner stated I'd also add on that I feel the same way. I'm really proud of all the staff here in Park Rapids. The police department has done a wonderful job. Public works, the liquor store, all around everybody is doing a great job with all of the changes that we've had. We're excited about our new accountant. Congratulations to Lockhart. Twenty years is a long time and we appreciate her work.

15. ADJOURNMENT: A motion was made by Wills, seconded by Conway, and unanimously carried to adjourn the meeting at 6:33 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk