

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
OCTOBER 27, 2020, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

1. CALL TO ORDER: The October 27th, 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 Betty Thomsen, Treasurer Jeremy Jude, Planner Andrew Mack, and Clerk Margie Vik. Others Present: Sue Tomte, Liz Smith, Cynthia Jones, Jonathan Frieden, 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 addition to General Business: Item #9.2. Resolution Authorizing a Revolving Loan by and between Revel Brewing LLC and the City of Park Rapids as Recommended by the Revolving Loan Fund Committee.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-October 13, 2020: A motion was made by Randall, seconded by Wills, and unanimously carried to approve the October 13th, 2020, City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Randall, seconded by Stone, and unanimously carried to approve the payables in the amount of \$1,144,975.08, and the prepaids in the amount of \$30,960.86, for a total of \$1,175,935.94.

6. CONSENT AGENDA: Randall removed Item #6.20. from the consent agenda. A motion was made by Stone, seconded by Conway, and unanimously carried to approve the following consent agenda items:

6.1. Resolution #2020-158 Accepting and Approving the Final 2019 Audit Report for the City of Park Rapids.

- 6.2. Approve Pay Request in the Amount of \$262,515.00 to Northland Trust Services for the 2012A General Obligation Crossover Refunding Bond.**
- 6.3. Approve Pay Request in the Amount of \$277,701.25 to Northland Trust Services for the 2015A General Obligation Improvement and Refunding Bond.**
- 6.4. Approve Pay Request in the Amount of \$397,668.75 to Northland Trust Services for the 2016A General Obligation Crossover Refunding Bond.**
- 6.5. Approve Purchase in the Amount of \$2,292.00 from Girtz Implement and Tire for Twelve (12) Goodyear Winter/Snow Tires for the Three (3) New Police Vehicles.**
- 6.6. Approve Pay Request in the Amount of \$4,606.00 to the League of Minnesota Cities for Membership Dues from September 1st, 2020, to August 31st, 2021.**
- 6.7. Resolution #2020-159 Declaring Excess City Property from the City of Park Rapids.**
- 6.8. Approve the Purchase in the Amount of \$6,450.00 from Alex Pro Firearms LLC for Three (3) Patrol Rifles and Four (4) Suppressors, and the Purchase of Rifle Attachments to Include Optics, Weapon Fore-end Grip, Weapon Light, and Sling, at an Approximately Cost of \$2,100.00. Total Cost \$8,550.00 for the Park Rapids Police Department.**
- 6.9. Resolution #2020-160 Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule.**
- 6.10. Resolution #2020-161 Appointing Members to the Revolving Loan Fund Committee for the Park Rapids City Economic Development Authority.**
- 6.11. Approve November 10th, 2020, at 5:45 p.m. for the 2020 Municipal Election Canvass Board Meeting.**
- 6.12. Cancel the Second City Council Meeting in December, Scheduled for December 22nd, 2020.**

- 6.13. **Approve Revised Bid in the Amount of \$38,118.80 from Techcheck for a new Computer Server/Backup System for Park Rapids City Hall.**
- 6.14. **Approve Proposal in the Amount of \$4,353.62 from TrinSPIN Inc for Upgrades to the Existing Video System for the City Council Chambers that will allow Teleconferencing and Video Recordings of Meetings.**
- 6.15. **Approve Pay Request in the Amount of \$20,131.57 to Apex Engineering Group for Professional Services for Various Projects in the City.**
- 6.16. **Approve Pay Request in the Amount of \$44,919.00 to TKDA for Professional Services for the Park Rapids Municipal Airport Terminal Area Taxilanes Project.**
- 6.17. **Approve Pay Request in the Amount of \$40,000.00 to BergankKDV for Professional Services for the 2019 City Audit.**
- 6.18. **Approve Pay Request in the Amount of \$50,450.00 to Northland Trust Services for the 2019A General Obligation Improvement Bond.**
- 6.19. **Approve Pay Request in the Amount of \$49,790.00 to Northland Trust Services for the 2016B General Obligation Capital Improvement Bond.**
- 6.20. *Removed from the consent agenda.*
- 6.21. **Authorize the Park Rapids Police Department to Submit a Grant Application to the Walmart Corporation.**
- 6.22. **Approve the City of Park Rapids Acting as a Vendor for the Rural Minnesota CEP/Career Force and Designate the City Administrator to Complete the Required Paperwork for the Program.**

END OF CONSENT AGENDA

6.20. Approve Pay Request in the Amount of \$1,422.22 to Cummins Sales and Service for Repairs and Parts for the Park Rapids Fire Department's Commander:

Randall stated I'd like to refer this back to staff to get a couple of questions answered. One is which vehicle is the commander, and also it notes a funding source here and I'm wondering if this is the fire department general budget or if this is their discretionary/relief funds.

Jeremy Jude stated we have processed so many payables this week we just went for the big-ticket items to put on consent. The bill itself was for some sensors. It went through the maintenance shop here. I can pull the invoice. Thomsen stated I don't know if he identified the vehicle. He said they had original repairs of \$2,500.00 that he didn't get in time for the agenda. Randall stated that was for a different vehicle. Thomsen stated no, it was for the same vehicle. This was an emergency that happened after that. The sensors started going off so they had to take it to get that fixed and that's the \$1,422.22. The other bill for \$2,500.00 will be brought to another Council meeting.

Randall stated I'm concerned. I'm not saying that it shouldn't be fixed. They're calling it the commander so I need to know that it's one of our necessary vehicles. I know there is what I would refer to as an unnecessary vehicle that was purchased by the fire department a couple of years ago that is not a fire truck. It's more of a utility type vehicle. That's why I think it's important to find out what this vehicle is, and I may have an opinion about the funding source if it's not a fire truck.

A motion was made by Randall, seconded by Stone, and unanimously carried to refer the Pay Request in the Amount of \$1,422.22 to Cummins Sales and Service for Repairs and Parts for the Park Rapids Fire Department's Commander, to staff for more information.

7. COMMENTS FROM CITIZENS: Elmer Schoon stated I have been appointed to the city's Park Board and I wanted to say thank you. The Council thanked him for requesting to serve on the board.

8. PLANNING:

8.1. Resolution Authorizing the City of Park Rapids to Collaborate on a Grant Project with the Minnesota Department of Natural Resources (DNR) for a Model Communities Target Project to Slow the Spread of Emerald Ash Borer:

Andrew Mack stated I have been working with a DNR representative with regards to a grant application for a special study on the emerald ash borer (EAV). It's a common pest and it's been spreading disease throughout the State of Minnesota. The state has received funding from the US Forest Service for this inventory and analysis work. This item is for \$26,000.00 to complete inventory and analysis for phase one. Phase two would involve addressing the issue if there are any issues identified and if there is a need for removal and treatment. All \$26,000.00 is funding through the DNR. It's a 100% grant. There is no local match whatsoever for this. There will be a need to hire a contractor to conduct this. It would be covered through the grant. We would expect that individual would be supervised by myself and the liaison to the city forestry, who serves on the Urban Forestry Commission, and also with the public works parks and the city forester. With this understanding we have a contract in your packet, which we recommend that you authorize approval of the execution of the contract. We will come back to you with regard to the hiring of the contractor, which would be in 2021.

Randall stated in the summary it's noted that there are no upfront costs to the city. Are there any anticipated in the future as a result of this project? Mack stated no. When we

applied for this grant, we were told there would be no local match. We're the only city in the grant program that has no local match.

A motion was made by Randall, seconded by Wills, and unanimously carried to approve Resolution #2020-162 Authorizing the City of Park Rapids to Collaborate on a Grant Project with the Minnesota Department of Natural Resources (DNR) for a Model Communities Target Project to Slow the Spread of Emerald Ash Borer.

8.2. Resolution to Authorize the Submission of a Grant Application to the Park Rapids Area Community Fund on Behalf of the City of Park Rapids: Mack stated this item has come through our parks department. Park Board Member Liz Smith will present.

Liz Smith stated this project that we are talking about was part of the 2018 Sculpture Walk in Red Bridge Park, called the AntVenture. It's a very large sculpture. People can stand up in it. During that summer, every time I would go to the park, there would be children playing in it. You would see the mothers and fathers taking pictures of it. When it was removed, I thought I would never see it again. This year the same sculptor, who's name is Al Bellevue, he was there with a sculpture that had been juried to be part of this year's sculpture walk. I talked to Bellevue and asked what happened to that sculpture. It was taken down to Minneapolis to be sold for \$12,000.00. It did not sell and was taken back to his studio. I asked if he would sell it to the City of Park Rapids for less. He agreed to reduce it to \$6,000.00. I went to the Park Board and asked if they'd allow it to be put into Deane Park, which is a very large park over three acres. It has some really sad equipment there for children. That would be a great place for it. The Park Board approved that. LuAnn Hurd-Lof offered to apply for grants for this project. We are asking the community fund for a \$5,000.00 grant to help toward the purchase of this AntVenture sculpture.

Mack stated the total project budget won't be covered by this grant. There are other funding sources. The Park Board is not asking for any of this to be supported by city funds. It will be 100% from fund raisers, local contributions, and grants.

A motion was made by Stone, seconded by Wills, and unanimously carried to approve Resolution #2020-163 Authorization to Submit a Grant Application to the Park Rapids Area Community Fund on Behalf of the City of Park Rapids.

9. GENERAL BUSINESS:

9.1. Resolution Authorizing Proper City Officials to Execute a Contract for Criminal Legal Services by and between the Hubbard County Attorney's Office and the City of Park Rapids: Hubbard County Attorney Jonathan Frieden stated my office provided the numbers of cases as you requested. These are just the numbers that we open cases on. They are the files that we go to court and spend time on. These are not the numbers from the police department. They do a number of cases that we don't actually open cases on.

Stone questioned under the year 2020 there are 313 cases for the city, and it says there are 41 felony cases. Is the 41 part of the 313? Frieden stated it is in addition to the 313, so the total is 354. Randall requested an explanation for the Council. What it is that you do for the city?

Frieden stated the contract is to do all of the misdemeanors, gross misdemeanors, criminal actions that the city is required by law to have an attorney who prosecutes for them. We prosecute the misdemeanors, petty misdemeanors, traffic, gross misdemeanor offenses. We also have 24/7 coverage for enforcement to call us. You can look at the numbers all day long, but I talk to the officers and the chief on a regular basis, multiple times a week. I give them information, advise as far as what we are doing criminally and where they should be going as far as particular cases and investigations. Not only are you getting what I think is a bargain, it's a good value for the city. I'm in a position as the county attorney to be able to offer that because of I'm already doing it. I'm more than happy to speak with your officers, sergeants, and chief, and give that advice and move the investigations that you would be paying for anyway.

Randall stated, for clarification, the felony numbers, the county is already required to do that legally. Those are not additional numbers. Frieden stated that is absolutely correct. The felony numbers came from city law enforcement, but we would be doing them anyway. They did originate mostly from Detective Sergeant Rasmus, Sergeant Gilmore, and Chief Appel. Having that communication, the phone calls that we get all of the time, is why those cases work better with this contract. Randall questioned out of those felonies will generate the forfeitures as well. Frieden stated while it may look like the numbers are down this year, because we were off for three months, they won't be for the rest of the year.

Leckner stated everything does work out good with this contract. Frieden stated my office appreciates the partnership with the city on this contract, and we always have. Leckner stated the officers like it. I think it's a great partnership. Conway stated I don't know that we have an alternative. Randall stated you'd have to go out and find an attorney and it would be a part time thing.

A motion was made by Wills, seconded by Conway, and unanimously carried to approve Resolution #2020-164 Authorizing Proper City Officials to Execute a Contract for Criminal Legal Services by and between the Hubbard County Attorney's Office and the City of Park Rapids.

9.2. Resolution Authorizing a Revolving Loan by and between Revel Brewing LLC and the City of Park Rapids as Recommended by the Revolving Loan Fund Committee: Erika Randall stated this is a resolution that authorizes a loan from the city's revolving loan fund, between the city and the applicant, Revel Brewing. The applicants recently opened a brew pub downtown and have not received any funding up to this point from the revolving loan fund. They are requesting to continue making some improvements. The revolving loan fund committee is recommending that \$75,000.00 be approved and there was some discussion on how that would be distributed to them. \$25,000.00 of that will be held until the spring of 2021 at which time the owners and the committee would review the status of the business and then determine the best use of the remaining funds. We just want to make sure that because they're new business owners, we want to make sure we are helping them to succeed, and helping them with their business plan.

A motion was made by Conway, seconded by Stone, and unanimously carried to approve Resolution #2020-165 Authorizing a Revolving Loan by and between Revel Brewing LLC and the City of Park Rapids as Recommended by the Revolving Loan Fund Committee.

10. CITY ADMINISTRATOR COMMENTS: There were no comments.

11. DEPARTMENT HEAD UPDATES: Mack stated as of today I uploaded the city's EV charging station to PlugShare. It's all hooked up and connected by our electrician. We are finishing up the information with Minnesota Power. Folks can see on PlugShare that we have a level two charging station in Park Rapids. I'm told by Arch Simonson that he is in the process of applying for a grant through MPCA, up to \$75,000.00 in funds, matching 70/30 for private business, to put in a level three charging station in his under-construction station. We're quickly becoming an electric vehicle center. We're in a priority corridor with the approval of this level two charger. Park Rapids has made the map now.

Randall stated we should make an announcement of this on our city and police department Facebook page to get it out there to the people. Mack stated we could do that if someone knew how to. Randall stated the accounts already exist. Mack stated I'll check with the IT people.

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

13. COMMENTS FROM COUNCIL: Stone thanked Elmer Schoon for joining the Parks Board and getting involved. You'll be a welcome addition.

Randall stated I want to thank and congratulate Jude on completing the audit. We really appreciate your time.

Conway stated, to update regarding the CARES Fund Business Assistance Program, I'm scheduled to sign checks in the amount of \$444,619.38. That will bring the grand total for phases 1, 2, and 3, to \$1,282,796.00, that is going out to businesses. We opened up a phase 4 because we do still have money left. The application deadline for phase 4 will be November 4th.

Leckner stated I also want to thank Jude for getting the audit done. I know it was a lot of work and we really do appreciate it.

14. ADJOURNMENT: A motion was made by Stone, seconded by Wills, and unanimously carried to adjourn the meeting at 6:25 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk