

**AGENDA  
PARK RAPIDS CITY COUNCIL MEETING  
TUESDAY, JANUARY 10, 2012, 12:00 NOON  
PARK RAPIDS LIBRARY-LOWER LEVEL  
PARK RAPIDS, MINNESOTA**

Page

1. **CALL TO ORDER:** *The Pledge of Allegiance will be recited by all those present.*
  
2. **ROLL CALL**
  
3. **APPROVE AGENDA:** *Councilmembers may add or delete items on the agenda at this time.*
  
4. **PROCLAMATION:**
  - 4.1. Proclaiming January 2012 as National Mentoring Month in the City of Park Rapids..... 1
  
5. **APPROVE MINUTES:**
  - 5.1. City Council Regular Meeting Minutes-December 13, 2011 .....2-11
  
6. **FINANCE:**
  - 6.1. Payables & Prepaids..... 12-28
  
7. **CONSENT AGENDA:** *All items listed with an (\*) are considered to be non-controversial by the staff, but not necessarily by the Council, and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff or Citizen so requests, in which case, the item will be removed from the consent agenda and considered immediately following consent vote.*
  - \*7.1. Resolution #2012-\_\_ Setting City Council Meetings on the Second and Fourth Tuesday of Each Month in Year 2012 ..... 29
  - \*7.2. Resolution #2012-\_\_ Appointing Acting Mayor for the Year 2012 ..... 30
  - \*7.3. Resolution #2012-\_\_ Designating Official Newspaper for the Year 2012 for the City of Park Rapids..... 31
  - \*7.4. Resolution #2012-\_\_ Setting Guidelines for the City of Park Rapids Municipal Election in 2012..... 32

*7.5.	Resolution #2012-__ Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for Year 2012 .....	33
*7.6.	Resolution #2012-__ Designating Official Depositories for the Year 2012 for the City of Park Rapids.....	34
*7.7.	Resolution #2012-__ Designating Authorized Signatures for the Year 2012 for the City of Park Rapids.....	35
*7.8.	Resolution #2012-__ Authorizing Proper City Officials to Execute the Paperwork Associated with the Fire Contract for the City of Park Rapids .....	36
*7.9.	Approve Plumber's Permits to Work in the City of Park Rapids in 2012 for Northland Plumbing, Guye's Plumbing & Heating Inc, Knapp-Grover Inc, Tim Ulvin Plumbing Inc, Hass Geosystems Inc, Laney's Mechanical, and Samuelson Laney Plumbing, Heating & Cooling .....	37
*7.10.	Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2012 for LarMac LLC, Qwest Corporation/Century Link, and Dennis & Girtz Excavating .....	38
*7.11.	Approve Tree Contractor License to Work in the City of Park Rapids in 2012 for AC Construction Tree Services .....	39
*7.12.	Resolution #2012-__ Re-Appointing Susan Cutler to Serve on the Parks & Beautification Board for the City of Park Rapids .....	40-41
*7.13.	Resolution #2012-__ Re-Appointing Dodie Egge to Serve on the Parks & Beautification Board for the City of Park Rapids.....	42-43
*7.14.	Resolution #2012-__ Re-Appointing Paul Dove to Serve on the Park Rapids Arts and Culture Advisory Commission .....	44-45
*7.15.	Approve Expenses for the Emergency Repairs to Lift #2 in the Amount of \$16,500.00 from North Dakota Pump.....	46-50
*7.16.	Resolution #2012-__ Authorizing Proper City Officials to Execute the Memorandum of Understanding By and Between the City of Park Rapids and the United Food and Commercial Workers Union Local No. 1189 .....	51-54
*7.17.	Resolution #2011-__ Authorizing Proper City Officials to Execute the Cooperative Purchasing Agreement By and Between the Minnesota Commissioner of Administration-Materials Management Division and the City of Park Rapids.....	55-59

*7.18. Resolution #2012-__ Authorizing Proper City Officials to Execute the Paperwork to Abate a Portion of the Special Assessment for PID #32.26.00129 .....	60-62
*7.19. Resolution #2012-__ Approving a New Wine/Strong Beer License for Necce's Italiano Risorante in the City of Park Rapids.....	63
*7.20. Approve Salvage Timber Sales Administration Contract, in the Amount of \$520.00 with Stan Grossman d.b.a. Itasca Woodland Services Inc for City Property known as: PID #32.26.02061 (SECT-26 TWP-140 RANGE-035 7.70 AC ST E132 OF W1/2 OF NW1/4 EX HWY R/W /MEMORIAL PARK) .....	64-67
*7.21. Approve Contract Agreement with Cummins NPower in the Amount of \$1,899.00 for the Yearly Maintenance of the City's Five (5) Generators .....	68-70
*7.22. Approve Purchase Order in the Amount of \$1,327.87 for the Public Works Department to Purchase Engine Oil from Farstad Oil Service.....	71
*7.23. Approve the Worker's Compensation 2012 Rate Increase of 21.86% from the League of Minnesota Cities Insurance Trust for a Total Premium of \$76,296.00 .....	72-76
*7.24. Approve Pay Request in the Amount of \$14,774.00 for Mid-Sota Builders and Burlingame Masonry for Services Associated with the Small Cities Program Grant.....	77-84
*7.25. Approve Pay Request in the Amount of \$619.24 to the State of Minnesota for Inspection of the Paving for the Main Avenue Project.....	85-87
*7.26. Approve Pay Request in the Amount of \$14,534.40 to Ulteig Engineers for Professional Services for Various Projects in the City.....	88-92
*7.27. Approve Pay Request in the Amount of \$15,258.64 to TKDA for Professional Services for the 2011 Airport Terminal Area Improvements ..	93-100
*7.28. Resolution #2012-__ Acknowledging Employment Status for Full Time Rapids Spirits Liquor Store Clerk Tiffany Swenson .....	101-102
*7.29. Resolution #2012-__ Approving a Leave of Absence for Full Time Park Rapids Police Officer Mitchell Nelson.....	103-105
*7.30. Resolution #2012-__ Re-Appointing Eric C. Bervig to Serve on the Urban Forestry Committee .....	106-107
*7.31. Resolution #2012-__ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule .....	108

*7.32.	Approve Pay Request in the Amount of \$2,524.00 for Krotzer Construction for Services Associated with the Small Cities Development Program Grant.....	109-111
*7.33.	Approve Insuring the City Volunteers through the League of Minnesota Cities Insurance Trust at a Cost of \$241.00 for the Year 2012.....	112-113
<b>8.</b>	<b>COMMENTS FROM CITIZENS:</b> <i>Individuals may address the City Council at this time about any item not contained on the regular agenda. The Council will take no official action on items discussed, with the exception of referral to staff for future report. If there are no comments, the City Council will continue with the regular agenda.</i>	
<b>9.</b>	<b>PLANNING:</b>	
9.1.	First Reading-Ordinance Amending the Park Rapids City Code of Ordinances, Chapter 151 Zoning, Section 151.003 Definitions .....	114-119
<b>10.</b>	<b>GENERAL BUSINESS:</b>	
10.1.	Resolution Allowing MSVcTV, an Independent PEG TV Station to Utilize a Public/Education/Government (PEG) Channel on Arvig Communications and to Authorize the City Administrator to Execute all Necessary Documentation Relevant to Said Request .....	120-130
10.2.	Annexation Resolution of the City of Park Rapids in Accordance with the Above-Referenced Joint Agreement between the City of Park Rapids and Henrietta Township, Dated 07-27-06, and as Amended 06/14/07 and 08/23/11, Designating Certain Property, the Amended Phase III Area, Located in the Orderly Annexation Area (OAA) of Henrietta Township, as in Need of Immediately Orderly Annexation Pursuant to Minnesota Statutes, Section 414.0325.....	131-172
10.3.	Resolution Receiving the Engineering Report and Calling for Public Hearing for the Green Acres Addition Utility and Street Project.....	173
10.4.	Request to Reduce 2011 Fourth Quarter Water/Sewer Billing:	
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B.	Brandon Nisius at 504 Court Avenue .....	180-185
10.5.	Resolution Appointing Councilmembers to Various City Committee, Boards, and Commissions .....	186-187

10.6.	Black Swan EDA Loan Modification.....	188-190
<b>11.</b>	<b>CITY ADMINISTRATOR COMMENTS</b>	
<b>12.</b>	<b>DEPARTMENT HEAD UPDATES</b>	
<b>13.</b>	<b>MINUTES/REPORTS/INFORMATION:</b> <i>Some of the information included here is in draft form, and is subject to change.</i>	
13.1.	Park Rapids Park Board Meeting Minutes-November 15, 2011.....	191-192
13.2.	Building Permit Report-December 2011 .....	193
13.3.	Plumbing Permit Report-December 2011 .....	194
13.4.	Minnesota State Auditor Pension Division Newsletter-December 2011.....	195-197
13.5.	Park Rapids Park Board Meeting Minutes-December 12, 2011.....	198-199
13.6.	Economic Development Authority Meeting Minutes-December 13, 2011 ...	200-202
13.7.	Staff Meeting-December 14, 2011 .....	203
13.8.	CGMC in Brief-December 15, 2011 .....	204-209
13.9.	Planning Commission Meeting Minutes-December 19, 2011 .....	210-214
13.10.	CGMC in Brief-December 21, 2011 .....	215-216
13.11.	Personnel Committee Meeting Minutes-January 3, 2012 .....	217
13.12.	Airport Commission Meeting Minutes-January 4, 2012 .....	218-219
13.13.	CGMC in Brief-January 5, 2012.....	220-231
13.14.	Open Committee Positions-January 10, 2012 .....	232
<b>14.</b>	<b>COMMENTS FROM COUNCIL</b>	
<b>15.</b>	<b>ADJOURNMENT</b>	