

**AGENDA
PARK RAPIDS CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 11, 2012, 7:00 PM
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. **APPROVE MINUTES:**
 - 4.1. City Council Workshop Minutes-August 15, 2012..... 1-9
 - 4.2. City Council Workshop Minutes-August 28, 2012..... 10-19
 - 4.3. City Council Regular Meeting Minutes-August 28, 2012..... 20-30

5. **FINANCE:**
 - 5.1. Payables & Prepaids..... 31-39

6. **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.*
 - *6.1. Resolution #2012-__ Authorization to Execute Minnesota Department of Natural Resources Subgrant Agreement Under the Federal Recreational Trail Program..... 40-56
 - *6.2. Resolution #2012-__ Authorizing Proper City Officials to Execute a Contract for Criminal Legal Services by and between County Attorney Don Dearstyne and the City of Park Rapids 57-59
 - *6.3. Approve Purchase of New Street and Stop Signs in the Amount of \$5,522.78 from MR Signs for the Public Works Department 60-62

- *6.4. Approve Pay Request in the Amount of \$7,713.64 for Ulteig Engineers for Professional Services Associated with Various Projects in the City 63-71
- *6.5. Approve Purchase of Oil in the Amount of \$1,327.87 from Farstad Oil for the Public Works Department..... 72
- *6.6. Approve Transfers for Interfund Loan, Bond Payment for Public Works/Safety Building, Fire Department Capital Equipment, TIF #7, and Storm Water Funds 73
- *6.7. Approve Expenditure of \$2,600.00 for the Fire Relief Association Pension Fund as per Council Decision as part of the 2012 Budget..... 74
- *6.8. Approve Expense of \$983.00 for the 2012 Fall Tree Planting at Depot Park, as per Urban Forestry Committee/Tennis Association Recommendation 75-78
- *6.9. Set Truth in Taxation Hearing for Tuesday, November 27th, 2012 at 7:00 p.m. to be held in the Park Rapids Library-Lower Level Meeting Room..... 79
- *6.10. Approve Pay Request in the Amount of \$3,990.17 for HRDC, NW MN Environmental, and Sathre Title & Abstract for Services Associated with the Small Cities Development Program Grant..... 80-86
- *6.11. Resolution #2012-__ Wage Adjustment and Step Increase for Park Rapids Police Officer Mitch Nelson 87-89
- *6.12. Resolution #2012-__ Appointing Jeff Mosner to Serve as Citizen Representative to the Kitchigami Regional Library Board for the City of Park Rapids..... 90-92
- *6.13. Approve Low Quote from Veit in the Amount of \$12,600.00 for Regular Maintenance and Cleaning of Sewer Lines and Lift Stations..... 93-96
- *6.14. Resolution #2012-__ Recognizing Employment Status of Keith Bunnel as Non-Union On-Call Rapids Spirits Liquor Store Clerk 97-98

7. COMMENTS FROM CITIZENS: *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.*

8. PLANNING:

- 8.1. Ordinance Rezoning Land to B-1 in the City of Park Rapids, PID #32.51.50100, PID #32.51.50200, and PID #32.51.50600 99-122

Procedural outline should the Council decide to give the rezoning ordinance two readings at the same meeting:

- A. *The Council shall approve by motion the first reading of the ordinance.*
- B. *The Mayor shall call for a motion and second to suspend the rules, City Code 30.26(A)(2), that require two readings of an ordinance at separate Council meetings.*
- C. *The Mayor shall call for a motion and second to give ordinance its second reading.*

- 8.2. Request to Amend Fee Schedule Regarding Building Permit Fees 123-124

9. GENERAL BUSINESS:

- 9.1. Request to Waive Water/Sewer Bill at 615 Fourth Street W 125-128
- 9.2. Request to Waive Mandatory Water/Sewer Connection for Donna Petty and Donna Lord 129-136
- 9.3. Resolution Authorizing Proper City Officials to Execute the Paperwork to Abate and Recertify the Special Assessments for LPG LLC..... 137-142
- 9.4. Resolution Adopting Preliminary General Fund Budget for the Year 2013 for the City of Park Rapids 143-157
- 9.5. Resolution Adopting Proposed Property Tax Levy for Tax Year Payable 2013 158-163
- 9.6. City Administrator Search Process Carroll

10. DEPARTMENT HEAD UPDATES

11. MINUTES/REPORTS/INFORMATION: *Some of the information included here is in draft form, and is subject to change.*

- 11.1. Building Permit Report-August 2012..... 164
- 11.2. Plumbing Permit Report-August 2012 165
- 11.3. Hubbard County Commissioners Meeting-August 15, 2012 166-172

11.4. Staff Meeting-August 16, 2012 173
11.5. Staff Meeting-August 29, 2012 174
11.6. Rapids Spirits Monthly Report-September 2012..... 175-176
11.7. CGMC in Brief-September 6, 2012 177

12. COMMENTS FROM COUNCIL

13. ADJOURNMENT