

**AGENDA
PARK RAPIDS CITY COUNCIL MEETING
TUESDAY, JANUARY 22, 2013, 6:00 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. **COUNCIL VACANCY:**
 - 4.1. Resolution Appointing a Councilmember for the City of Park Rapids 1-3
 - 4.2. Oath of Office 4

5. **APPROVE MINUTES:**
 - 5.1. City Council Regular Meeting Minutes-January 8, 20135-11

6. **FINANCE:**
 - 6.1. Payables & Prepays..... 12-20

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. Approve Plumber’s Permits to Work in the City of Park Rapids in 2013 for RF Backflow LLC, Hass Geosystems Inc, D.Carlson Plumbing & Excavating LLC, Shannon-Peterson Inc d.b.a. Peterson Sheet Metal, Lindow Plumbing Inc, and Tim Ulvin Plumbing Inc 21
 - *7.2. Approve Backhoe Operator’s Licenses to Work in the City of Park Rapids in 2013 for Arvig Enterprises/East Otter Tail Telephone and T-Ray Construction Co Inc 22

*7.3.	Resolution #2013-__ Appointing Ruth Ann Campton to Serve on the Parks & Beautification Board for the City of Park Rapids	23-24
*7.4.	Resolution #2013-__ Appointing LuAnn Hurd-Lof to Serve on the Park Rapids Arts and Culture Advisory Commission	25-26
*7.5.	Resolution #2013-__ Appointing Nathan Luetgers to Serve on the Park Rapids Arts and Culture Advisory Commission	27-28
*7.6.	Resolution #2013-__ Appointing Aaron Spangler to Serve on the Park Rapids Arts and Culture Advisory Commission	29-30
*7.7.	Approve the City of Park Rapids 2012 Compliance Report and Submission to the Minnesota Department of Employee Relations	31-36
*7.8.	Resolution #2013-__ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule..	37-38
*7.9.	Approve Taxi Cab License (for two cabs) to Operate in the City of Park Rapids in 2013 for Raymond Rick Holman d.b.a. P.R. Taxi	39
*7.10.	Resolution #2013-__ Approving the Renewal of Liquor License for Royal Bar in the City of Park Rapids	40
*7.11.	Approve Pay Request in the Amount of \$20,450.00 to RKD Construction Services Inc and PR Plumbing & Heating for Professional Services Associated with the Small Cities Development Program Grant	41-50
*7.12.	Approve Pay Request in the Amount of \$2,150.00 to Northland Securities for the Continuing Disclosure Report.....	51-52
*7.13.	Approve Pay Request in the Amount of \$7,000.00 to Hess Roise for the Red Bridge Beach House Historical Evaluation for the National Register	53-54
*7.14.	Approve Hiring Johnson Jet Line Inc at a cost of \$1,933.20 to Televiser Approximately 1,500 Feet of Storm Sewer for the Proposed Riverside Project	55-56
*7.15.	Resolution #2013-__ Authorizing Proper City Officials to Execute the Letter of Understanding by and between the Auditing Firm Kern, DeWenter & Viere and the City of Park Rapids to Conduct the 2012 Audit.	57-68

*7.16.	Resolution #2013-__ Approving an Extension of the Leave of Absence for Full Time Rapids Spirits Liquor Store Clerk Cindy Horton	69-70
*7.17.	Approve Pay Request in the Amount of \$3,000.00 to TKDA for Architect Services Regarding the 2011 Terminal Area Improvements	71-72
*7.18.	Approve Pay Request in the Amount of \$34,178.82 to TKDA for Professional Services Regarding the Runway Design Part II	73-75
*7.19.	Approve Pay Request in the Amount of \$18,000.00 to SLL Inc (as per City Assessor Contract) for the first half of the 2013 Property Evaluations.....	76-77
*7.20.	Approve Pay Request in the Amount of \$11,980.00 to Layne Christensen for the Pilot Study Pertaining to the Water Treatment Facility	78-79
*7.21.	Approve Pay Request in the Amount of \$3,791.19 to Electric Pump for Repair to Lift #2	80-82
*7.22.	Approve Pay Request in the Amount of \$4,782.25 to Design Electrical Contractors Inc for Replacement of Street Light and Pole.....	83-84
*7.23.	Approve Pay Request in the Amount of \$8,134.05 to Minnesota Public Facilities Authority for Water Tower Loan Payment.....	85-87
*7.24.	Approve Pay Request in the Amount of \$241.00 to League of Minnesota Cities Insurance Trust for Insurance Coverage of City Volunteers	88-90
*7.25.	Approve Radio Installation for Park Rapids Fire Department in the Amount of \$2,149.63 for the Upgrade to the 800 MHZ System.....	91-92
*7.26.	Resolution #2013-__ Approving Wage Adjustment and Step Increase for Public Works Parks Employee Stephanie Paulson.....	93-94
*7.27.	Resolution #2013-__ Approving Wage Adjustment and Step Increase for Park Rapids Police Officer Jeffrey Hulse	95-96
*7.28.	Approve <i>First Reading</i> of Ordinance Relating to Criminal History Background for Applicants for City Employment and City Licenses	97-102
*7.29.	Approve Tree Contractor License to Work in the City of Park Rapids in 2013 for AC Construction	103
*7.30.	Approve the Final Pay Request in the Amount of \$371,741.31 to Minnesota Department of Transportation for the Trunk Highway 34 Project	104-106

*7.31. Approve Purchase of Jaws of Life at \$19,157.00, and Foam for the 5774 System at \$3,470.00, total Purchase Price of \$19,157.00. From the City's Equipment Fund \$9,578.50, and \$9,578.50 from Park Rapids Fire Department Donations..... 107-109

8. 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.*

9. PLANNING:

9.1. Building Inspector Ron Dick's Report 110-112

10. GENERAL BUSINESS:

10.1. Park Rapids Single Family Gap Financing Program Request..... 113-120

10.2. Armory Square Project..... 121-135

A. Resolution for Certificate of Completion of the Armory Square Project in the City of Park Rapids 136-139

B. Resolution Awarding the Sale of, and Providing the Form, Terms, Covenants and Directions for the Issuance of the City's \$450,000 Tax Increment Revenue Note, Series 2013A, to Echopoint Design & Development, LLC 140-150

10.3. Proposed Council Action for TIF Districts Traci Ryan

10.4. Resolution Appointing Councilmembers to Various City Committees, Boards, and Commissions 151-156

11. CITY ADMINISTRATOR COMMENTS

12. DEPARTMENT HEAD UPDATES

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

13.1. Hubbard County Commissioner Meeting Minutes-December 19, 2012 157-166

13.2. MN DOT-Office of Materials & Road Research Concrete Paving Awards Banquet-December 28, 2012..... 167-168

13.3. Airport Commission Meeting Minutes-January 2, 2013 169-173

13.4. CGMC in Brief-January 10, 2013..... 174-179

13.5. Safety Committee Meeting Minutes-January 10, 2013 180-181

13.6. Memo-Committee Appointments-January 15, 2013..... 182

13.7. Rapids Spirits Council Report-January 15, 2013 183-184

13.8. 24th Annual Minnesota Aviation Hall of Fame Induction Banquet-April 20, 2013..... 185-186

13.9. Year End Planning Report-January 17, 2013 187-200

13.10. Punch In-January 2013..... 201-207

13.11. CGMC in Brief-January 17, 2013..... 208-210

14. COMMENTS FROM COUNCIL

15. ADJOURNMENT