

**AGENDA  
PARK RAPIDS CITY COUNCIL MEETING  
TUESDAY, MARCH 12, 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. **PUBLIC HEARING AT 6:00 PM:**

*The Mayor will call for a motion to open the public hearing.*

- 4.1. Presentation of the Capital Improvement Plan for the City of Park Rapids:

A. CIP Plan-Option A .....	1-5
B. CIP Plan-Option B .....	6-10
C. Notice of Public Hearing .....	11
D. Questions/Comments .....	<i>Citizens Sign In to Address the Council</i>

*The Mayor will call for a motion to close the public hearing.*

E. Resolution #2012-__ Adopting the 2013 to 2017 Capital Improvement Plan for the City of Park Rapids. ....	12
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- 5. **APPROVE MINUTES:**
  - 5.1. City Council Regular Meeting Minutes-February 26, 2013..... 13-17
- 6. **FINANCE:**
  - 6.1. Payables & Prepaids..... 18-28
- 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 #2013-__ Authorizing Proper City Officials to Execute the Second Addendum to the Independent Contractor Agreement by and between John F. McKinney Jr. and the City of Park Rapids .....	29-30
*7.2.	Resolution #2013-__ Application to Minnesota Public Facilities Authority Drinking Water Revolving Fund for the Water Supply and Treatment Improvement Project for the City of Park Rapids.....	31-32
*7.3.	Resolution #2013-__ Authorizing Proper City Officials to Execute the Master Professional Services Agreement by and between Ulteig Engineers Inc and the City of Park Rapids .....	33-43
*7.4.	Resolution #2013-__ Approving a Wage Adjustment and Step Increase for Full Time Public Works Mechanic Fran Hauber .....	44-45
*7.5.	Approve Plumber's Permit to Work in the City of Park Rapids in 2013 for Anderson Plumbing & Heating .....	46
*7.6.	Approve Pay Request in the Amount of \$9,651.00 to HRDC, Herzog Construction, and Krotzer Construction for Professional Services Associated with the Small Cities Development Program Grant .....	47-55
*7.7.	Approve Purchase Orders in the Amount of \$1,948.18 to MacQueen Equipment for Replacement Parts for the Street Sweeper, \$2,923.08 to RDO Equipment for Repairs for the 770h Blade, and \$711.04 to Boyer Truck for Parts for the 1999 Plow Truck .....	56-59
*7.8.	Approve Hiring Ulteig Engineers in the Amount of (approximately) \$1,500.00 to \$2,000.00 to do a Utilities Rate Study .....	60-61
*7.9.	Resolution #2013-__ Authorizing Execution of Agreement for Services with SWCD .....	62-63

**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. GENERAL BUSINESS:**

9.1.	Proposed Sale to Jim Anstine of City Owned Property, Lot Three, Block Four, Industrial Park First Addition.....	64-66
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9.2.	Request to Waive Public Facilities Use Permit Fee for the Park Rapids Farmer's Market.....	67-69
9.3.	Resolution Authorizing Gregg Malm to Sub-Let Park Rapids City Lease No. 1 and No. 5.....	70-82
9.4.	Tax Increment Financing Issues .....	Ryan
	A. Resolution Authorizing Proper City Officials to Execute the Termination of Development Agreement by and between Park Rapids Housing Limited Partnership and the City of Park Rapids.....	83-90
	B. Resolution Calling Public Hearing on Modification #2 of Tax Increment Financing District No. 1-9 and the Adoption of Modified Tax Increment Financing Plan Relating Thereto .....	91-93
	C. Project Schedule of Events for Modification #2 of TIF No. 1-9 .....	94
<b>10.</b>	<b>CITY ADMINISTRATOR COMMENTS</b>	
<b>11.</b>	<b>DEPARTMENT HEAD UPDATES</b>	
<b>12.</b>	<b>MINUTES/REPORTS/INFORMATION:</b> <i>Some of the information included here is in draft form, and is subject to change.</i>	
12.1.	Building Permit Report-February 2013 .....	95
12.2.	Plumbing Permit Report-February 2013 .....	96
12.3.	Parks & Beautification Board Meeting Minutes-February 11, 2013.....	97-98
12.4.	Hubbard County Board of Commissioners Meeting Minutes-February 19, 2013.....	99-109
12.5.	Planning Commission Meeting Minutes-February 25, 2013.....	110-115
12.6.	Library Report for 2012.....	116
<b>13.</b>	<b>COMMENTS FROM COUNCIL</b>	

**14. PUBLIC HEARING AT 7:00 PM:**

*The Mayor will call for a motion to open the public hearing.*

14.1. Presentation of Modification of Municipal Development District No. 2 and the Tax Increment Financing Plan for Tax Increment Financing District No. 2-11:

- A. Draft Plan of Modification of Municipal Development District No. 2 and the Tax Increment Financing Plan for Tax Increment Financing District No. 2-11..... 117-136
- B. Notice of Public Hearing ..... 137
- C. Signed Waivers ..... 138
- D. Questions/Comments ..... *Citizens Sign In to Address the Council*

*The Mayor will call for a motion to close the public hearing.*

- E. Resolution #2012-\_\_ Approving the Modification of Municipal Development District No. 2, and the Adoption of the Modified Development Plan Relating Thereto, the Creation of Tax Increment Financing District No. 2-11, and Adoption of the Tax Increment Financing Plan Relating Thereto ..... 139-142

**15. ADJOURNMENT**