

**AGENDA
PARK RAPIDS CITY COUNCIL MEETING
TUESDAY, AUGUST 13, 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. **EMPLOYEE RECOGNITION:**
 - 4.1. Tim Little- Twenty Five Years of Employment 1-2

5. **APPROVE MINUTES:**
 - 5.1. City Council Regular Meeting Minutes-July 23, 2013 3-14

6. **FINANCE:**
 - 6.1. Payables & Prepays..... 15-29

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-__ Accepting the Resignation of Housing and Redevelopment Authority of Park Rapids Member Clyde Zirkle..... 30-31
 - *7.2. Resolution #2013-__ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule .. 32-33
 - *7.3. Resolution #2013-__ Approving Wage Adjustment and Step Increase for Park Rapids Police Investigator Sabin Rasmus 34-35
 - *7.4. Resolution #2013-__ Approving Wage Adjustment and Step Increase for Park Rapids Police Officer Jeffrey Hulse..... 36-37

*7.5.	Resolution #2013-__ Declaring Excess Property from the City of Park Rapids	38
*7.6.	Resolution #2013-__ Approving Application for Minnesota Lawful Gambling Exempt Permit LG220 for Minnesota Deer Hunters-Park Rapids Chapter	39-41
*7.7.	Approve the Expense for Repairs, Removal and Installation of Rain Gutter, to the Public Works Building, in the Amount of \$2,640.00 based on lowest bid from ABC Seamless	42-44
*7.8.	Approve the Low Bid from Timber Shelters in the Amount of \$5,706.00 for the Installation of Fencing for Pioneer Park, as recommended by the Parks Board.....	45-54
*7.9.	Approve Updated Job Description for the City Planner Position.....	55-61
*7.10.	Approve Updated Job Description for the Public Works Superintendent.....	62-68
*7.11.	Approve the Creation, Job Description, and Salary Schedule for the Facilities Maintenance Superintendent.....	69-72
*7.12.	Approve Pay Request in the Amount of \$52,726.68 for HRDC, RKD Construction Service, Andrew Johnston Construction, Mid-Sota Builders, Marchell Electric, and Ackerman Plumbing, for Services Associated with the Small Cities Development Program Grant.....	73-91
*7.13.	Approve Pay Request #1 in the Amount of \$72,012.96 for Di-Mar Construction for Services Pertaining to the Water Treatment Facility	92-97
*7.14.	Approve Pay Request in the Amount of \$50,134.05 for MN Public Facilities Authority for the Water Tower Loan Payment.....	98-100
*7.15.	Approve Pay Request in the Amount of \$3,074.00 to Ulteig Engineers for Professional Services Pertaining to the Red Bridge Trailhead Project	101-104
*7.16.	Approve Expense in the Amount of \$2,032.93 to Ferguson Waterworks for Repairs to the Hand Held Meter Reader	105-107
*7.17.	Resolution #2013-__ Authorizing Proper City Officials to Execute the Authorization for Professional Services by and between TKDA and the City of Park Rapids.....	108-114
*7.18.	Resolution #2013-__ Accepting the Resignation of Volunteer Firefighter Jeremiah Tinker for the City of Park Rapids	115-116
*7.19.	Approval to Advertise and Interview for the Vacant Firefighter Position ...	117-118

*7.20.	Resolution #2013-__ Accepting the Resignation of Part Time Rapids Spirits Liquor Store Clerk Fredrick Thompson.....	119-120
*7.21.	Approve the Low Quote in the Amount of \$34,063.00 from Howard's Driveways to Repair City Parking Lots and Alleys.....	121-125
*7.22.	Resolution #2013-__ Reassigning Chris Fieldsend to the Position of Facility Maintenance Superintendent for the City of Park Rapids.....	126-127
*7.23.	Approval to Advertise and Interview for the Vacant Public Works Department-Street Maintenance Worker Position	128-129
*7.24.	Resolution #2013-__ Accepting the Offer of the Minnesota Public Facilities Authority to Purchase a General Obligation Water Revenue Note, Series 2013, in the Original Aggregate Principal Amount of \$1,174,617; Providing for its Issuance; and Authorizing the Execution of a Project Loan Agreement for the Note and an Additional \$818,133 of Principal Forgiveness	130-157
8.	COMMENTS FROM CITIZENS: <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>	
9.	GENERAL BUSINESS:	
9.1.	Sewer/Water Connection Fee.....	158-163
9.2.	Resolution Appointing a Part Time Rapids Spirits Liquor Store Clerk.....	164-165
10.	CITY ADMINISTRATOR COMMENTS	
11.	DEPARTMENT HEAD UPDATES	
12.	MINUTES/REPORTS/INFORMATION: <i>Some of the information included here is in draft form, and is subject to change.</i>	
12.1.	Building Permit Report-July 2013	166
12.2.	Plumbing Permit Report-July 2013	167
12.3.	Personnel Committee Meeting Minutes-July 9, 2013.....	168

12.4. Planning Commission Meeting Minutes-July 22, 2013 169-174
12.5. Personnel Committee Meeting Minutes-July 23, 2013..... 175-176
12.6. Rapids Spirits Council Report-August 8, 2013..... 177-178
12.7. Boat Inspections Memo-August 13, 2013 179-182

13. COMMENTS FROM COUNCIL

14. ADJOURNMENT