

**AGENDA  
PARK RAPIDS CITY COUNCIL MEETING  
TUESDAY, NOVEMBER 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. **EMPLOYEE RECOGNITION:**
  - 4.1. Justin Frette-Five Years of Employment.....1-2
  
5. **APPROVE MINUTES:**
  - 5.1. City Council Workshop Minutes-October 22, 2013 .....3-9
  - 5.2. City Council Regular Meeting Minutes-October 22, 2013 ..... 10-18
  
6. **FINANCE:**
  - 6.1. Payables & Prepaids..... 19-32
  
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 Urban Forestry  
Committee Member Eric Bervig..... 33-34
  
  - \*7.2. Resolution #2013-\_\_Approve Wage Adjustment for Part Time Rapids  
Spirits Liquor Store Clerk Mark Peterson ..... 35-36
  
  - \*7.3. Resolution #2013-\_\_ Accepting the Resignation of Rapids Spirits Part  
Time Liquor Store Clerk Kristy Haag ..... 37-39

*7.4.	Approve Advertisement and Interviewing to Fill Vacant Part Time Rapids Spirits Liquor Store Clerk Position .....	40-41
*7.5.	Resolution #2013-__ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule ..	42-43
*7.6.	Approve Plumber's Permit to Work in the City of Park Rapids in 2013 for Park Rapids Plumbing & Heating .....	44
*7.7.	Resolution #2013-__ Accepting the Resignation of Park Rapids Library Board Member Carol Nelson .....	45-46
*7.8.	Approve Pay Request #1 in the Amount of \$370,241.41 to Tri-City Paving for Services Pertaining to the Runway 18-36 Paving & Lighting Project.....	47-53
*7.9.	Approve Pay Request #4 in the Amount of \$186,802.33 to Di-Mar Construction for Services Pertaining to the Water Treatment Facility Project .....	54-60
*7.10.	Approve Pay Request in the Amount of \$106,395.00 to Northland Trust Services for the 2005a General Obligation Crossover Refunding Bond.....	61-62
*7.11.	Approve Pay Request in the Amount of \$233,088.75 to Northland Trust Services for the 2007 General Obligation Bond .....	63-64
*7.12.	Approve Pay Request in the Amount of \$89,723.75 to Northland Trust Services for the 2008 General Obligation Bond .....	65-66
*7.13.	Approve Pay Request in the Amount of \$291,982.50 to Northland Trust Services for the 2009a General Obligation Crossover Refunding Bond.....	67-68
*7.14.	Approve Pay Request in the Amount of \$68,821.25 to Northland Trust Services for the 2009b General Obligation Bond .....	69-70
*7.15.	Approve Pay Request in the Amount of \$46,187.50 to Northland Trust Services for the 2009c General Obligation Sewer Refunding Bond .....	71-72
*7.16.	Approve Pay Request in the Amount of \$100,493.76 to Northland Trust Services for the 2010a General Obligation Bond .....	73-74
*7.17.	Approve Pay Request in the Amount of \$260,046.88 to Northland Trust Services for the 2010b General Obligation Bond .....	75-76
*7.18.	Approve Pay Request in the Amount of \$694,178.75 to Northland Trust Services for the 2010c General Obligation Refunding Bond .....	77-78

*7.19. Approve Pay Request in the Amount of \$3,698.00 to the League of Minnesota Cities for the September 1 <sup>st</sup> , 2013 to August 31 <sup>st</sup> , 2014 Membership Dues .....	79-81
*7.20. Approve the Replacement of Equipment (One Printer) at the Park Rapids Library, as per the Repair and Replacement Policy.....	82-84
*7.21. Authorize Staff to Enter into a Contract for Services with Headwaters Regional Development Commission, for Small Cities Development Grant Subordination Requests, with the Understanding that there will be no Additional Costs to the City .....	85-89
*7.22. Resolution #2013-__ Authorizing Execution of Tax Increment Revenue Note for Phase I By and Between SDG Properties II LLC and the City of Park Rapids.....	90-94
*7.23. Certifying Delinquent Utility Bills to the Hubbard County Auditor Payable in the Year 2014 .....	95-96
*7.24. Resolution #2013-__ Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition .....	97-101

**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. Resolution for a Conditional Use Permit to Allow Installation of an Additional Microwave Antenna with Ice Shields and Necessary Mounting Equipment and Cables in the B-2 Zoning District at 212 Second Street West PID #32.37.06208.....	102-123
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**10. GENERAL BUSINESS:**

10.1. Check Diversion Program Contract-Don Dearstyne .....	124-127
10.2. Water/Sewer Rate Adjustment.....	128-139

10.3. Resolution to Authorize Proper City Officials to Execute the Labor Agreement by and between the City of Park Rapids and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 Representing the Public Works Employees ..... 140-142

**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. Park Rapids Housing & Redevelopment Authority Meeting Minutes-September 18, 2013 ..... 143-144

13.2. Building Permit Report-October 2013 ..... 145

13.3. Plumbing Permit Report-October 2013 ..... 146

13.4. Urban Forestry Committee Meeting Minutes-October 3, 2013..... 147-150

13.5. Park Rapids Park Board Meeting Minutes-October 14, 2013 ..... 151-152

13.6. Heartland Spur to Itasca Task Force Meeting Minutes-October 28, 2013 ..... 153

13.7. Planning Commission Meeting Minutes-October 28, 2013 ..... 154-161

13.8. State of Minnesota DNR Project On-Site Construction Report-October 29, 2013..... 162

13.9. Hubbard County Soil & Water Conservation District Watercraft Inspection Report-November 1, 2013 ..... 163-170

13.10. Heartland Spur to Itasca Task Force Meeting Minutes-November 4, 2013... ..... 171-172

13.11. Park Rapids City Actuary Report-November 12, 2013..... 173-194

**14. COMMENTS FROM COUNCIL**

**15. ADJOURNMENT**