

**AGENDA  
PARK RAPIDS CITY COUNCIL MEETING  
TUESDAY, OCTOBER 14, 2014, 6:00 PM  
PARK RAPIDS LIBRARY-LOWER LEVEL  
PARK RAPIDS, MINNESOTA**

	Page
<b>1. CALL TO ORDER:</b> <i>The Pledge of Allegiance will be recited by all those present.</i>	
<b>2. ROLL CALL</b>	
<b>3. APPROVE AGENDA:</b> <i>Councilmembers may add or delete items on the agenda at this time.</i>	
<b>4. APPROVE MINUTES:</b>	
4.1. City Council Special Meeting Minutes-September 23, 2014 .....	1-8
4.2. City Council Regular Meeting Minutes-September 23, 2014 .....	9-20
<b>5. FINANCE:</b>	
5.1. Payable & Prepays .....	21-33
<b>6. CONSENT AGENDA:</b> <i>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.</i>	
*6.1. Resolution #2014-__Accepting the Resignation of Full Time Planner Dan Walker .....	34-35
*6.2. Resolution #2014-__ Accepting Donations for the City of Park Rapids .....	36-37
*6.3. Approve the Internal Service Fund Budget Adjustments for 2014 to Increase by \$12,000.00 .....	38
*6.4. Approve the Purchase of Seventy (70) Feet of Skyline Christmas Decorations from Mainstreet Designs Inc. in the Amount of \$2,000.00 plus Shipping Charges .....	39-41

*6.5.	Approve the Purchase of a Park Bench for Pioneer Park from Belson Outdoors in the Amount of \$1,371.00.....	42-45
*6.6.	Resolution #2014-__ Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Hubbard First Response and Rescue .....	46-48
*6.7.	Approve Advertisement and Interviews for Vacant Full Time Patrol Officer Position.....	49-50
*6.8.	Resolution #2014-__ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule .....	51
*6.9.	Approval to Proceed with the Process to Advertise for Request for Qualifications for Engineering Services for the Municipal Airport .....	52-54
*6.10.	Approve Pay Request in the Amount of \$5,000.00 to Kennedy and Graven for the Legal Fees Regarding the Water Revenue Bonds for the Water Treatment Facility .....	55-59
*6.11.	Approve Pay Request in the Amount of \$1,410.00 to Touch of Eden for Adjustments to the Pioneer Park Retaining Wall .....	60-61
*6.12.	Approve Pay Request #1 in the Amount of \$224,847.95 to Aspen Construction for Work Completed on the Airport Hanger and Site Preparation and Drainage Improvement Project .....	62-65
*6.13.	Approve the Purchase of the Banyon Direct Deposit Module for the Payroll Software System in the Amount of \$795.00.....	66-69
*6.14.	Resolution #2014-__ Authorizing Proper City Officials to Execute Supplemental Authorization No. One to the Professional Services Agreement by and between TKDA and the City of Park Rapids.....	70-77
*6.15.	Resolution #2014-__ Adopting the Policy for Impounded Vehicle Release for the City of Park Rapids Police Department .....	78-82

**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. Resolution Approving a Conditional Use Permit to Allow a Home Occupation in the R-B Zoning District at 512 Park Avenue South, PID #32.40.01700 ..... 83-91
- 8.2. Resolution Approving a Conditional Use Permit to Allow Outdoor Sales in the B-1 Zoning District at 1310 First Street East, PID #32.30.00700 ..... 92-104

**9. GENERAL BUSINESS:**

- 9.1. Tax Increment Finance Issues ..... David Drown & Associates
- 9.2. Municipal Airport Lease Agreements ..... 105
  - A. Resolution Authorizing Proper City Officials to Execute the Facility and Ground Lease at the Park Rapids Municipal Airport by and between Northwoods Aircraft Painting Inc and the City of Park Rapids ..... 106-121
  - B. Resolution Authorizing Proper City Officials to Execute the General Fixed Base Operator and Fuel Farm Lease and Operating Agreement at the Park Rapids Municipal Airport by the between Park Rapids Aviation and the City of Park Rapids ..... 122-146

**10. CITY ADMINISTRATOR COMMENTS**

**11. DEPARTMENT HEAD UPDATES**

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

- 12.1. Building Permit Report-September 2014 ..... 147
- 12.2. Plumbing Permit Report-September 2014 ..... 148
- 12.3. Planning Commission Meeting Minutes-September 22, 2014 ..... 149-161
- 12.4. Police Department Memo-September 30, 2014 ..... 162
- 12.5. Airport Commission Meeting Minutes-October 1, 2014 ..... 163-182

12.6. Economic Development Authority-October 1, 2014 ..... 183-186

12.7. Safety Committee Meeting Minutes-October 2, 2014 ..... 187-188

12.8. Treasurer Memo Regarding Northland Securities Engagement Letter-  
October 8, 2014 ..... 189-192

12.9. Rapids Spirits Report-October 9, 2014 ..... 193-194

**13. COMMENTS FROM COUNCIL**

**14. ADJOURNMENT**