

**AGENDA  
PARK RAPIDS CITY COUNCIL MEETING  
TUESDAY, JULY 14, 2015, 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. **APPROVE MINUTES:**
  - 4.1. City Council Regular Meeting Minutes-June 23, 2015 ..... 1-7
  
5. **FINANCE:**
  - 5.1. Payables and Prepaids ..... 8-21
  
6. **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.*
  - \*6.1. Resolution #2015-\_\_ Approve Wage Adjustment for Full Time Rapids Spirits Lead Liquor Store Clerk Robyn Capistrant ..... 22-23
  - \*6.2. Resolution #2015-\_\_ Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Dallon Free..... 24-25
  - \*6.3. Resolution #2015-\_\_ Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Roger Hunter..... 26-27
  - \*6.4. Resolution #2015-\_\_ Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Joyce Mikesh ..... 28-29
  - \*6.5. Resolution #2015-\_\_ Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Jeffrey Olesen ..... 30-31
  - \*6.6. Resolution #2015-\_\_ Approve Step Increase and Wage Adjustment for Full Time Accounting Clerk/Receptionist Janel Stewart ..... 32-33

*6.7.	Resolution #2015-__ Approving Wage Adjustment and Step Increase for Facility Maintenance Superintendent Chris Fieldsend.....	34-35
*6.8.	Resolution #2015-__ Approving Wage Adjustment and Step Increase for Park Rapids Police Officer Robert Gilmore .....	36-37
*6.9.	Resolution #2015-__ Approving Wage Adjustment and Step Increase for Park Rapids Police Officer Joseph Rittgers.....	38-39
*6.10.	Resolution #2015-__ Approving Wage Adjustment and Step Increase for Park Rapids Police Officer Adam Suckow.....	40-41
*6.11.	Resolution #2015-__ Appointing Cassandra Thelen to the Position of Volunteer Firefighter for the City of Park Rapids .....	42
*6.12.	Approve Outdoor Concert/Dance Permit for American Legion Post 212 on Friday, August 7 <sup>th</sup> , 2015, from 8:00 p.m. to 12:30 a.m. at 900 First Street East .....	43
*6.13.	Approve Outdoor Concert/Dance Permit for American Legion Post 212 on Friday and Saturday, August 14 <sup>th</sup> and 15 <sup>th</sup> , 2015, from 8:00 p.m. to 12:30 a.m. at 900 First Street East.....	44
*6.14.	Approve Public Facilities Use Permit for Rachel Sayler and Jeff Lovin for a Wedding Ceremony at Deane Park, 19382 Eagle Pointe Trail, on Saturday, August 1 <sup>st</sup> , 2015, from 9:00 a.m. to 5:00 p.m. ....	45
*6.15.	Approve Public Facilities Use Permit for the Park Rapids Chamber of Commerce for the Legends and Logging Days Water Wars, to Close Block Two of Main Avenue South, on Thursday, August 6 <sup>th</sup> , 2015, from 5:00 p.m. to 7:00 p.m.....	46
*6.16.	Approve Public Facilities Use Permit for Edward Smith to Close Franklin Avenue, between King Street and the Alley, for a Family Reunion on Saturday, August 15 <sup>th</sup> , 2015, from 11:00 a.m. to 5:00 p.m. ....	47
*6.17.	Resolution #2015-__ Approve Temporary On-Sale Liquor License for the Park Rapids Lakes Area Chamber of Commerce in the City of Park Rapids .....	48
*6.18.	Resolution #2015-__ Consent by the City of Park Rapids to a Merger of Charter Communications.....	49-51
*6.19.	Resolution #2015-__ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule .....	52

*6.20. Approve the One-Time Use of the Portable Stage by Shell Prairie Fair Board for their Talent Show on July 15 <sup>th</sup> , 2015. Transportation of the Stage shall be the Responsibility of the Fair Board .....	53-56
*6.21. Resolution #2015-__ Authorization to Execute United States Department of Agriculture General Services Administration Public Buildings Service Lease Amendment No. 5 to Lease No. GS-27-057 .....	57-62
*6.22. Approve a Refund in the Amount of \$2,000.00 for the Park Rapids Eagles Aerie 870, for an On-Sale/Sunday Liquor License Fee, for the time period of 3-1-15 to 2-28-16, at 1107 First Street East .....	63-64
*6.23. Resolution #2015-__ Authorizing Proper City Officials to Execute the License Agreement for a Garage Encroachment at 503 Bridge Street East, PID #32.52.64000, by and between the Property Owner and the City of Park Rapids.....	65-77
*6.24. Approve the Recommendation from the Members of the Park Rapids Relief Association to Withhold a Total of \$71.00 from each Firefighter's Check per Quarter and Send the Proceeds to the Park Rapids Relief Association to be Deposited in a Separate Checking Account for Retirement.....	78-79
*6.25. Approve Pay Request in the Amount of \$6,540.98 to Apex Engineering Group for Services Pertaining to the Fire Hall Expansion Project .....	80-82
*6.26. Approve Pay Request in the Amount of \$8,891.30 to Apex Engineering Group for Services Pertaining to the Wellhead Protection Plan .....	83-85
*6.27. Approve Pay Request in the Amount of \$87,425.77 to Apex Engineering Group for Services Pertaining to the Riverside Area-Phase One Project.....	86-89
*6.28. Approve Pay Request in the Amount of \$8,745.35 to Interstate Power Systems for Emergency Transmission Repairs for the 2012 Fire Truck.....	90-94
*6.29. Resolution #2015-__ Authorizing Proper City Officials to Execute the "Statement of Work" by and between Trillion Aviation LLC and the City of Park Rapids.....	95-105
*6.30. Approve Change Order #1 for the Increased Amount of \$4,500.00 for the Riverside Area-Phase One Project for More Barricades and Warning Signs .....	106-107

- \*6.31. Resolution #2015-\_\_ Approve Minnesota Lawful Gambling LG220  
Application for Exempt Permit for the Antique Tractor & Engine Club for  
September 23, 2015 ..... 108-109
- \*6.32. Resolution #2015-\_\_ Approve Minnesota Lawful Gambling LG220  
Application for Exempt Permit for the Antique Tractor & Engine Club for  
August 7, 2016 ..... 110-111

**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. Ordinance Regulating Subsurface Sewage Treatment Systems ..... 112-148
  - A. First Reading of Ordinance Adopting to the Park Rapids City Code of Ordinances; of the City of Park Rapids, Chapter 153, Subsurface Sewage Treatment Systems, Sections 153.001 to 153.038 ..... 149-165
  - B. First Reading of Ordinance *Publication Summary* Adopting to the Park Rapids City Code of Ordinances; of the City of Park Rapids, Chapter 153, Subsurface Sewage Treatment Systems, Sections 153.001 to 153.038 ..... 166-167
  - C. First Reading of Ordinance Amending the City Code of Ordinances of the City of Park Rapids to Repeal Sections 50.27, 151.104, 151.130, 151.131, 151.132, 151.133..... 168-170

**9. CITY ADMINISTRATOR COMMENTS**

**10. DEPARTMENT HEAD UPDATES**

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

- 11.1. Building Permit Report-June 2015 ..... 171
- 11.2. Plumbing Permit Report-June 2015 ..... 172
- 11.3. Park Rapids Library Board Meeting Minutes-June 4, 2015..... 173-175

11.4. Planning Commission Meeting Minutes-June 22, 2015 ..... 176-180  
11.5. Airport Commission Meeting Minutes-July 1, 2015..... 181-185  
11.6. Safety Committee Meeting Minutes-July 2, 2015..... 186-187

**12. COMMENTS FROM COUNCIL**

**13. ADJOURNMENT**