

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
AUGUST 28, 2012, 7:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The August 28<sup>th</sup>, 2012 Regular Meeting of the Park Rapids City Council was called to order at 7:00 p.m. by Mayor Nancy Carroll, and everyone present recited the Pledge of Allegiance.

**2. ROLL CALL:** Present: Mayor Nancy Carroll, Councilmembers Dave Konshok, Patrick Mikesch, Sue Tomte, and Paul Utke. Absent: None. Staff Present: Administrator Bill Smith, Treasurer Angela Brumbaugh, Planner Dan Walker, Police Chief Terry Eilers, and Clerk Margie Vik. Others Present: Julie Snow, Donna Petty, Donna Lord, Larry Hoganson, Mike Monsrud, and Anna Erickson from the Enterprise.

**3. APPROVAL OF AGENDA:** A motion was made by Tomte, seconded by Mikesch, and unanimously carried to approve the agenda with the following additions:

- 6.9. Accept Donation of a Park Bench for Pioneer Park in Memory of Cora Boyer.
- 8.3. Resolution Accepting the Resignation of City Administrator William C. Smith for the City of Park Rapids.

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-August 15, 2012:** A motion was made by Mikesch, seconded by Tomte, and unanimously carried to approve the August 15<sup>th</sup>, 2012 City Council Regular Meeting minutes with the following change: Page 9, Line 20, add the word “not” to sentence so it reads as follows; The Council has not waived the fee in the past.

**5. FINANCE:**

**5.1. Payables & Prepaids:** A motion was made by Konshok, seconded by Utke, and unanimously carried to approve the payables in the amount of \$58,132.18, and the prepaids in the amount of \$188,833.29, for a total of \$246,965.47.

**6. CONSENT AGENDA:** Tomte removed Item #6.1. A motion was made by Tomte, seconded by Mikesh, and unanimously carried to approve the following consent agenda items:

- 6.1. *Removed from consent agenda.*
- 6.2. **Resolution #2012-136 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition.**
- 6.3. **Resolution #2012-137 Authorization to Execute the Memorandum of Agreement and Lease for Real Property By and Between the Hubbard County Soil and Water Conservation District and the City of Park Rapids.**
- 6.4. **Approve Pay Request in the Amount of \$1,790.40 for Karvako Engineering for Services Pertaining to the Crosswind Runway Project.**
- 6.5. **Approve Pay Request in the Amount of \$131,648.62 for Kuechle Underground for Services Pertaining to the CSAH 6 Watermain Improvements.**
- 6.6. **Approve Purchase of Landscape Material for MN DOT Community Landscape Partnership (Reimbursable) Grant from Forest and Floral in the amount of \$2,818.19.**
- 6.7. **Approve Plumber's Permit to Work in the City of Park Rapids in 2012 for Gull River Plumbing & Heating Inc.**
- 6.8. **Approve Purchase of Tires for the Irrigator-Pivot #3 from Girtz Implement and Tire in the Amount of \$1,422.95.**
- 6.9. **Accept Donation of a Park Bench for Pioneer Park in Memory of Cora Boyer.**

**END OF CONSENT AGENDA**

**6.1. Resolution Accepting Grant Agreement to Pave, Light, and Extend the Crosswind Runway 18/36:** Tomte stated there is no funding source identified for the city's 10% share. Smith stated it has already been set aside in the budget. Brumbaugh stated it was budgeted last year at this time. **A motion was made by Tomte, seconded by Konshok, and unanimously carried to approve Resolution #2012-138 Accepting Grant Agreement to Pave, Light, and Extend the Crosswind Runway 18/36.**

**7. COMMENTS FROM CITIZENS:** Donna Petty stated I received a letter from the city to hook up to city sewer and water by December. It's going to be a hardship. I don't see any point since there is a ban on water, a limit, so why do you need us to hurry up and hook up. Donna Lord stated the nitrates in my well are only .75 ppm. Petty stated there's no grant mentioned for us, but for Discovery Circle a grant has been mentioned. Carroll stated there hasn't been one identified. Petty stated we should be put off at least until they do it. Why not Deerwood Loop? They already have water and sewer out front. No one is making them hook up. Utke stated I'm the only one in the city in that subdivision. I have a vacant lot adjacent to CSAH 15.

Petty stated I have an estimate for us to hook up. The cheapest way to do it is to run it through my basement to the back of the house. The other neighbor that has already done it, it has cost her \$15,000.00. They dug next to her house and all the trees will go down. She lost two trees. If you go to the left of my house you'll go right down my driveway. To the right, I have multiple big trees. It's going to be a mess. To circumvent that I'm going to go out where the water comes in which is at the very front corner. For future resale I don't think anyone likes their septic running the length of their house on the inside. But that's what I'm going to have to do to not tear up my driveway or my trees. There's got to be a better way and I don't see what the hurry is for two people when you have so many others.

Carroll questioned what is our policy? Smith answered to hook up within three years. Petty and Lord have been to the office several times. They've responded with each request that I've made, such as putting their request in writing and getting estimates. We miscued on when they would appear before the Council. The argument that they are making is that their parcels are zoned commercial. We don't know what the next owner is going to do, and couldn't they wait with the Discovery Circle residents. Petty stated at least that long. Our estimates aren't that far apart, yet they're coming from behind her house around where we have trees down the property line. They'll tear up the roots. I don't know if the trees will live or not. The neighbor lost two big trees in the big storm. We're on fixed incomes. I don't make much. I don't see where I can fit this in. I'd like to wait until I sell the house, which would be in the next two or three years. I'm waiting for the market to come up a bit. The house on the corner has gone back to the bank. If I put my house up for sale maybe a commercial person would come in if they could get both lots. Singularly they're not worth anything for a business. I'd like to wait at least until Discovery Circle has to do it and not do it this year.

Smith stated their letter made the statements and arguments that they made here tonight. I think they are valid arguments. The next owner of those parcels will probably be a commercial enterprise. Discovery Circle is not going to be done yet, and to put them in with that crowd seems reasonable to me. Personally, I support their request that they be allowed to wait a little longer.

Utke questioned how many properties there remain residential? Petty stated there are four. Djonne has hooked up. Lord stated Djonne hooked up because her husband has Alzheimer's and they have to do it before he gets really sick. Petty stated they were having trouble every winter with their lines freezing up. But we've never had trouble. Carroll stated the properties are being used as residential but they are zoned commercial. You can continue to live there with no problem, and you can sell them for residential use or

commercial use, either way. Utke stated it's just that you are surrounded by commercial. At some point it will be commercial. Carroll stated this is a different situation from Discovery Circle which is all residential and it will stay that way. Petty questioned would that mean it would have to be bigger? Utke stated if a commercial use bought you out they would come in and demolish and reconstruct that land. At that point they would dig in city services. Carroll stated if one commercial developer bought the three properties they would only need one connection, not three. I see this as a unique situation. It's prime commercial property on Highway 34 East. Petty stated when Wal-Mart came in they didn't want one, they want all or nothing. I would have sold then. I will be putting my place up for sale in two years. Lord stated I didn't want to sell then.

Utke stated this has to come back on the agenda for a Council decision.

Mike Monsrud stated the Lions Club has been discussing doing a project here in town with some visibility. We want to put our lion fountain that used to be by the river, back in somewhere. We were discussing that lot on Highway 34 and Franklin Avenue, the old Delaney's property. I've contacted Joe McKinnon, from MN DOT, and he said they are in the process of giving that back to the city. It's something to think about. Smith offered for us to do something in one of the other parks, but we want something with visibility for the Lions.

Konshok stated it would be nice to get that property back from the state. The other discussion that we had about it is that we thought we should put it back up for sale as commercial. There's nothing park-like left about it. We could definitely find a spot for you. You should meet with the Parks Board because they have a comprehensive plan. Carroll stated there is very good visibility at the other parks. Dick Rutherford questioned could the fountain be worked into Pioneer Park? Monsrud stated we're talking about the fountain along with a gazebo or something like that. We could put the fountain in there, but then we're not getting the credit for the park itself. Smith stated I've also mentioned the Partners for Parks Program to Monsrud. Carroll stated you should contact the Parks Board.

## **8. GENERAL BUSINESS:**

**8.1. Request from Julie Snow:** Snow stated as soon as I put myself on the agenda, from the last meeting I was told I could do that, Walker and Smith came to my house so that Walker could apologize. I appreciate the thought that he did apologize. But it's frustrating to me that I had to be put on the agenda before anything was done. I feel that I would like to see Walker be reprimanded for his fraudulent statement regarding my camper in my yard. I feel that he is a city employee and needs to be held to certain standards. If I worked at McDonald's and I was caught lying on the job, I would be reprimanded for that. As a city employee I feel there needs to be something done. I don't feel that has been done. Every time I've talked to Smith it's been brushed over. I've heard from so many other people in the community, and unfortunately they either don't have the guts to come forward or they are uncomfortable with it. That's why I feel that I should push hard on this. It's not just for me. I feel it's for all of the citizens in our town who are feeling that they are being reprimanded for things that they are not doing, like the camper for instance. That's why I'm here, to ask that he be reprimanded and to apologize for being fraudulent.

Smith stated I witnessed the apology. I thought that Walker did a professional job in apologizing, and Snow did, at that time, accept. I considered the matter closed at that point. Carroll stated this is a personnel matter that you've addressed. Smith stated I don't think there is a staff member who hasn't had a shortcoming, an oversight, or maybe stepped a little too far beyond their authority. If I gave a written reprimand for those types of actions that's all I would be doing. I did chastise Walker. I asked him not to do that again and I firmly believe that the next time he sends a letter he will double check it before it goes. What I did with Walker is consistent with what I've done with all the department heads if they have done something or not done something that I've wanted them to do. I talk to them and ask them not to do it anymore. We seem to be functioning okay.

Carroll questioned from your perspective you have satisfied their request and you've done what you need to do? Smith stated Snow has made a request that he be officially reprimanded and a written letter put in his file. Snow stated I assume that you would have a policy for things like this. Most businesses do. Smith stated I think what you're looking for is corrective action. In this case the corrective action was me talking to Walker, as I would with other employees, when they've done something that I wished they wouldn't have, and that corrective action has taken place and it's consistent with what I've done with other employees in the past.

Carroll questioned is there any action for the Council on this? You've submitted the email and it's a timing issue now. Smith stated Snow has made a request to the Council. There is a matter pending. How you dispose of it is up to you. Snow stated I'm not trying to be nitpicking and keep coming back with this, but because I was here and I keep hearing from so many other people with different scenarios, I feel that no one else is speaking.

Tomte stated as I read your request, I think that Smith complied with it by making a public statement saying what the policy is and he's done something based on your request. I'm not seeing any other action for the Council. We appreciate that you brought it forward and that you've taken the time to come and talk about personnel issues. If we have personnel issues, we do have a Personnel Committee and it's definitely something that they can discuss at their meeting. Often, personnel issues are not brought out in a public forum, and they're addressed by committee members. Mikesh stated you have made us aware of this so we know. A piece of paper in a file doesn't mean much. He did man up and apologize. The dates may have been wrong, but it's miscommunication. If it happens again, maybe we'll have to take more action. What you've done is bring it to our attention.

**8.2. 2013 Budget Review:** Smith stated this is part of the 2013 budgeting process. This is not a formal presentation of a proposed budget. It's a working session. The city sent out to the department heads a budget call in late July. The department heads evaluated their working environment and tried to anticipate what's going to happen next year. They put numbers in their anticipated revenues and expenditure budgets. Those were then sent to Brumbaugh. She puts in the salary, FICA, insurance, and interest numbers into the working document. Once those line items were all inputted we began a review involving talking to the department heads and worked through each individual issue. The budget was then reviewed by the Finance Committee. Further suggestions and adjustments were made. Tonight, that's the document that you'll be looking at, all those

suggestions, recommendations, adjustments that have been made at the department head level, city hall level, and Finance Committee level.

Smith stated we made some assumptions to prepare this, and they include an inflation rate of 1.8%, which is taken from an index used by the state. That LGA will not be adjusted or withheld at \$314,126.00. The property tax collection rate will remain constant. The delinquent property taxes will remain constant. That pay raises for full time employees, public works, police, and non-union, will be \$0.40 per hour, based off the 2011 rates as union negotiations are still in process for 2012. The pay raises for the liquor store employees will be \$0.25 per hour according to their union contract. The arbitration with the police union and negotiations with the public works union will not result in an amount greater than the \$0.40 per hour planning figure. The employee health benefit increase of \$25.00 for all full time employees with single coverage and up to an additional \$25.00 for employees with dependent coverage. The worker's compensation rates will increase due to recent claim experiences. Insurance and energy rates will increase modestly, and fuel prices will not sky rocket.

Smith stated we aren't looking at any of the enterprise funds tonight. This is for the general fund only. We have to set a proposed levy by September 15<sup>th</sup>. We have one more meeting after this one. Whatever adjustments are suggested will be incorporated into this document, and it will be presented for your approval at your next meeting. Then you can set the levy for 2013.

Carroll stated there aren't any levy limits imposed upon us by the legislature this year. We don't have an artificially imposed cap out there to work with. We can propose this budget at any level and pare it down before we have our final budget approval in December. We can get more specific later when we look at our final budget in December.

Brumbaugh stated the increase between 2012 and 2013 is \$118,071.00 at this point. We did pull some things out and also added some things after the fact. This ends up being a 4.5% increase overall. When we get done looking at our revenues, we put everything in to see what we come up with and the remaining balance ends up being our property tax levy. The property tax levy will increase by \$83,737.00. That number is how we balance our budget. Another thing we looked at is interest. The auditors changed the way we did our interest a few years ago. Everyone knows you're not getting anything for investments. We've increased our interest on investments by \$23,000.00. Those are the two greatest increases in revenue. The rest of them are a couple \$1,000.00 here and there. Franchise fees are pretty straight forward. Walker feels that we should budget an increase in building permit fees for 2013. We increased that by \$25,000.00. That is offset by expenses.

Smith stated a big hole that we will experience next year is because of the COPS grant. It only provided funding in the first three years. We're in our fourth year so we'll miss that funding of \$61,000.00. Brumbaugh stated it was a four year grant and was set up that way. We have to keep the officer for four year and this is our contribution.

Eilers stated this is my third COPS grant. There was one in place when I came in. I've been lucky enough to get three of them. I didn't apply for the grant that came out this year. We would have had to hire a returning veteran from either Iraq or Afghanistan in order to even qualify for the COPS grant. We did have one that returned but he was already employed by us. We would have had to add another officer and we're not in a position to do that. With the last grant we ended up keeping one of our guys because we

moved an officer up, the person that left with the last COPS grant was state funded and that was specific to an officer. When we got the last one I used that as a new guy coming in to replace that officer. The COPS grant has provided us with extra help at the expense of the federal taxpayers. \$61,000.00 has to come out of our pocket this year, but we've made \$1/2 million on COPS grants.

Brumbaugh stated the increase to the police department budget is \$37,000.00, which is 4.4%. We did increase worker's comp because we did have an officer out for six months. We're figuring that worker's comp will be going up. Their increase in salaries looks higher and that's because there are younger officers that are still going through step increases. The overall increase on salaries is 2% for everyone. On police it's higher because of the steps.

Utke questioned how do we get the budget difference for overtime wages on line 10. Brumbaugh stated that \$22,000.00 is for all wages. It's not just the difference between grant overtime for 2012 and 2013. That's if you add up all of the wages from line 5 to 10.

Eilers stated we're switching over our radios as of the first of November. We still have some radios to buy. We still have some money in the capital outlay to purchase radios. I applied for some extra grant funds from the Northwest Region for this year. We did get a grant for public safety for the fire department and EMS. We'll have to buy the radios up front. If we get the grant funding this year, we can just pay it back to the city. We will reapply because there will be new funding coming out after the first of the year back to the Northwest Region. We might get all our radios paid for if all our grants come through. It will cost about \$50,000.00 to finish off what we need. I don't know when the grant money will come back. It's before the board right now for a portion of it, \$200,000.00. It's up to them how much to give out. Hubbard County has received a lot of money. Originally no one was going to switch in the Northwest Region, and then Hubbard County decided to switch, then everyone else had to switch. A lot of money came here for that, but some of the other counties and cities in the Region are switching, so they are getting pieces of the pie too. We did put our request in. We'll have to be on board with the new radios when they switch over, so we'll have to spend money upfront.

Eilers stated I've been saving money by training officers over the internet. That costs us \$85.00 per officer. We save \$1,000.00's doing it that way. Most all of the training has been called back to the metro area. They used to come to Bemidji and Thief River Falls, but they're not doing that anymore. We can do OSHA training and medical training on the website, which is all approved by the POST Board. We do have to send the officers off for EVAC training, which is pursued driving, every five years. We do have to provide a car. We'll use our oldest squad, which will be taken out of service soon anyway. The city hasn't bought much for equipment over the past six years. We've been buying equipment out of the forfeiture fund from the sale of confiscated vehicles. The school is going to participate in the liaison program again this year. We get close to half of the program cost from them at \$25,000.00. We participate in an alcohol coalition which was formed with a \$1 million grant over four years. Most of that has to be used for education and training. We just did our alcohol compliance checks throughout the whole county. They paid for the officer's wages to do that. We also recoup some of our wages through the Safe n Sober Program. I have two officers working Safe n Sober through Labor Day. The new program starts in October. That time is reimbursed for an extra officer at time and a half and gas.

Brumbaugh stated the fire department had an increase of .64%. The Council approved contributing \$2,600.00 to the fire relief association in the past, and that's not budgeted for at this time for 2013. They have some new firefighters coming in so we figured \$500.00 for equipment. We also budgeted for training, which is offset by some grant money. They budgeted last year for getting the roof of the fire hall fixed. They are getting some quotes right now. The heating system in the truck bay is bad and needs to be taken care of. We budgeted some money for that. We took out the legal fees for bylaw changes. That was only for 2012. We transferred out for capital outlay. The township pays for a portion on the fire contracts and the city pays for a portion based on a formula.

Tomte questioned their year to date budget to July is not tracking. Brumbaugh stated I haven't made the transfer of their money for this year yet. That will come and I'll put the \$24,000.00 into their equipment funds. They also haven't received their state fire aid yet either. It's a wash. It comes in and we send it to their association.

Brumbaugh stated building inspections have been increased and will be offset by revenues. Walker stated we've seen a trend increasing and we also have some projects coming this year that I assume will be finished next year. We know there will be a couple of projects that will eat up that money.

Brumbaugh stated the streets budget has an increase of 18%. We decreased the overtime after a discussion with Katie Magozzi concerning the governor's fishing opener. She felt we would not need any addition money for overtime expenses. Their biggest increase is \$75,000.00 for seal coating streets. Smith stated Jon Olson submitted a letter making the recommendation that we identify the most troublesome streets and try to sealcoat those. We've tried different methods to get this work done. This is our latest attempt to try to get something done for the streets. We'll just do one little section somewhere. Konshok questioned is this based on the 10% factor? Smith stated we had \$400,000.00 and we kept cutting it. Konshok stated the idea was so much on an annual basis over a period of years. That came out of the Finance Committee. We were concerned that, as mentioned, that ball has been tossed around, and we're convinced that our approach is not working because it never gets funded. Yet it's a critical item. If we don't do it, we are rapidly increasing the deterioration of our streets. It's our most important increase in this budget.

Utke stated there is an expense for sealcoating Main Avenue. We did it this summer. Isn't that an every other year project? So next year would be the off year? Brumbaugh stated that was talked about. But they also talked about doing it every year because it looked nice after it was done. Smith stated part of the discussion is that they want to put that grit in because the decorative concrete is slick. Konshok stated we have to set the maximum levy and then come back down. We didn't have a straight answer for that. We can look hard at trying not to do that. Utke stated even if we left it in, come next spring visually we'll know if it needs to be done. Konshok stated if we have a harsh winter will that deteriorate it? We don't know so we put in a marker.

Brumbaugh stated the public works department would like a new painter for lines and crosswalks at \$5,000.00, and also a wood chipper. The total is \$14,000.00. It's split between streets and parks. It's been discussed as going into the CIP instead of the general fund, so that whole amount was pulled out. Konshok stated a \$15,000.00 piece of equipment needs to be in the CIP, or do we need to be purchasing that equipment, or can we just rent it. Utke stated once you own it you have the maintenance too. Konshok stated

they are high maintenance items. It's the type of equipment that doesn't do well standing around. We'd use it once a year.

Brumbaugh stated sidewalks and crosswalks increased 2%. Ice and snow removal was decreased 17% because we budgeted \$10,000.00 in overtime but our trend does not support that. The guys are good about working eight hours and then going home. The times we do accumulate overtime is on the weekends and holidays. Street cleaning was decreased by \$5,000.00, or 25%. The main reason for that change is the new sweeper has had very low maintenance and repairs and it uses less gas.

Brumbaugh stated library has an 11% increase to replace the carpet in the lower level. Parks has a decrease of 4%. We increased for agri-lime at Olson Fields, and eliminated the cost for dugouts, thereby decreasing the entire budget. \$25,000.00 was moved from the budget, for expenses related to the beach house, to the city's CIP.

Brumbaugh stated the natural resources budget has increased by 42%. It's not a very big budget so any increase makes a huge deference. The large increase there is for the replacement of the cottonwood trees at the tennis courts with some other type of tree for \$6,500.00. The tennis association has said that they will pay for half of that expense, which they estimate at \$3,000.00. It's listed under natural resources because it helps with our Tree City USA compliance.

Brumbaugh stated we have a different copier for city hall this year. In order to get out of our other lease, they had to pay us off and we had to keep it and continue to make monthly payments. The line item looks high with a 104% increase, but that's because we got the money back already. It looks like we're making double payments but we're not. We received money from Lanier/Liberty for that particular budget item.

Brumbaugh stated 2013 is not an election year. We budgeted some money for election booths. The old ones got wet and the curtains got moldy. We're having more and more issues with them. We included \$1,500.00 to purchase some new voting booths.

Brumbaugh stated the County Attorney Don Dearstynne asked for a raise. His request doesn't make a huge deference. If nothing else changes, we'll still be under budget on that. He has also requested a two year contract. The assessor's budget is up 2.7% as per his contract.

Brumbaugh stated Planning/Zoning has a 10% increase. Walker stated Community Destination Signage has been talked about. It's a program through MN DOT. We put in a number for that. Its low priority and we'll try to find additional funding for that. There's additional training for me this year for AICP certification. There are also expenses for ordinance updates. Konshok questioned what constitutes the expense for ordinance updates? Walker stated the codification is expensive. We've talked about updating the signage and lot size ordinances. I expected this to be done this year but it probably won't happen until next year. We also have expenses for the GIS software.

Brumbaugh stated there will be a decrease in the amount we reimburse Henrietta Township for property taxes associated with the Orderly Annexation Agreement. We will pick up whatever was annexed in 2012 and we'll have to start paying on that in 2013. They get 100% over five years. It's based off of whatever they would have gotten. We keep 5% of the lodging tax we collect. The remaining amount is forwarded to the Park Rapids Convention and Visitor's Bureau. The line for the tractor club will drop off in 2013 because we won't have any expenses for that in the future. We put \$3,000.00 away per year in preparation towards the purchase of a new Heartland Express Bus.

Konshok questioned we're showing overall a 4.54%, or a \$118,000.00 increase for 2013, did that included after the Finance Committee made their changes? Brumbaugh answered that's after. All the department heads submitted their information. It's a joint effort to pull the budget together. She questioned do you want the levy showing up at the next meeting as it is right now? If you leave it as is, we would be levying a 4.54% increase, or do you want to cut anything before the next Council meeting? Utke stated bring this to the meeting and if we want to suggest changes, then we can make them at that meeting. Smith stated you might give the Finance Committee another shot at it. Konshok stated we don't need that. Carroll stated we need time to absorb it.

Konshok questioned does anyone see any additions that need to be added that we didn't cover? We have to get the maximum amount at this point. We can always back down from it. We added the sealcoating in with the understanding that it can be pulled out if necessary. Brumbaugh stated that's my main concern. I'll submit it to you as is. If you want to make changes, you can add or subtract before the next meeting. If everything is left as is the increase to your levy will be \$83,737.00. The bonds will increase \$103,000.00. The total increase to the levy will be about \$187,000.00.

**8.3. Resolution Accepting the Resignation of City Administrator**

**William C. Smith for the City of Park Rapids:** Carroll thanked Smith for his four years with the city. Smith stated he enjoyed his time here. **A motion was made by Utke, seconded by Konshok, and unanimously carried to approve Resolution #2012-139 Accepting the Resignation of City Administrator William C. Smith for the City of Park Rapids, with regrets.**

**9. CITY ADMINISTRATOR UPDATE:** Smith stated work on Pioneer Park should be done this week. The beautification project at Rice Park is done. Once Haataja gets his building plans and has them approved by the building inspector, he will start construction on the pavilion in Lindquist Park. Carroll requested an update on all of the outstanding projects. Smith stated he would do that.

Carroll stated we need to come up with a process for filling the vacancy. She volunteered to do some research and requested another Councilmember to help in that manner and bring back some recommendations at the next meeting so the Council could move forward with a plan to fill the position as soon as possible. Konshok stated the Personnel Committee could do it. Carroll stated I think this one we have to do ourselves. We'll have to lead the process. Utke stated Carroll wants to be part of the process. The Personnel Committee meets on Friday. I could help out. Carroll stated we'll be in contact.

**10. DEPARTMENT HEAD UPDATES:** There were no comments.

**11. MINUTES/REPORTS/INFORMATION:** There were no comments.

**12. COMMENTS FROM COUNCIL:** Konshok questioned if there would be a reception for Smith? Carroll questioned is there something in the Personnel Policy? Tomte stated that's would be for city funded events, but we could all meet somewhere for a social gathering. Konshok stated we can come up with something. I'd like to compliment Smith on his four years and thank him for a calm and stable tenure. Tomte stated she agreed with everything that was previously said regarding Smith.

**13. ADJOURNMENT:** A motion was made by Utke, seconded by Mikesh, and unanimously carried to adjourn the meeting at 8:40 p.m.

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Mayor Nancy J. Carroll

ATTEST:

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Margie M. Vik  
City Clerk