

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
NOVEMBER 27, 2012, 7:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The November 27th, 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 John McKinney, Public Works Superintendent Scott Burlingame, Liquor Store Manager Scott Olson, Planner Dan Walker, Treasurer Angela Brumbaugh, Police Chief Terry Eilers, and Clerk Margie Vik. Others Present: Rod Nordberg, Dick Rutherford, David Olsonawski, Ella Burlingame, Bala Vairavan, Dave Hume, and Anna Erickson from the Enterprise.

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

Add to General Business:

#9.4. Resolution Authorizing Preparation of Plans and Specifications for the Well and Water Treatment Facility.

Remove from Agenda:

#7.10. Resolution Accepting Work by R.L. Larson for the Airport Terminal Area Improvement Project.

#7.11. Approve Final Pay Request in the Amount of \$38,240.45 to R.L. Larson for the Airport Terminal Area Improvement Project.

4. TRUTH IN TAXATION PUBLIC HEARING:

4.1. Presentation of the 2013 City Budget and Tax Levy: Brumbaugh stated our total budget is \$16,836,037.00. This is an increase of \$5.8 million over 2012. The majority of that is for projects coming up, and some large purchases. We're going to talk mainly about the general fund and the debt service for Truth in Taxation because those are the ones that affect your property taxes.

Brumbaugh stated the levy is \$2,240,203.00. This is an increase of 7.5%, or \$157,130.00. The general fund is at \$1,622,403.00. The bonds are \$612,900.00, and we have a small amount for tax abatement at \$4,900.00. We can't do anything about the bond payments. They are set up that way. We can't change those payments. There is a 6% increase in the general fund. That's a \$92,530.00 increase.

Brumbaugh stated we still get LGA. It has stabilized. It's currently \$314,126.00 and it has been at that level for the past three years. They say there isn't going to be any change for that in 2013.

Brumbaugh stated the general fund expenditures have five different categories, public safety, public works, culture, community development, and general government. Those five categories make up your total general fund expenditures of \$2,689,024.00. The general fund expenditures are up 3.49%, which equals \$90,734.00. The main increase in expenditures is for seal coating at \$75,000.00, and \$6,000.00 for maintenance of Main Avenue, library carpet at \$6,000.00, ordinance updates at \$4,000.00, community destination signage for \$3,250.00, and \$5,000.00 for worker's compensation.

Brumbaugh stated the public safety budget is up 4.56%, for an increase of \$53,169.00. It looks like building inspections are up 42.86%, but there is an increase in revenues to offset that. Some changes made to the public works expenditures include moving storm sewer and street cleaning to the storm sewer enterprise fund. It still had an increase because highways and streets are where the seal coating is. The library and the parks are under the culture expenses. There is not a lot of change there for 2013. The community development fund includes natural resources and economic development. There also is very little change to those expenditures. General government will experience a .11% increase.

Brumbaugh stated the total budget is \$1,026,621.00. The levy is \$1,018,217.00. The levy isn't as much because we have other revenue that we collect to equal to the budget of \$1,026,621.00. Those revenues include fines, fees, and permits.

Mayor Carroll announced that the City Council will adopt the 2013 Proposed Budget and Levy at the next meeting on December 11th, 2012.

5. APPROVAL OF MINUTES:

5.1. City Council Canvass Board Meeting Minutes-November 13, 2012:

A motion was made by Konshok, seconded by Tomte, and unanimously carried to approve the November 13th, 2012 City Council Canvass Board Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepaids: A motion was made by Konshok, seconded by Mikesh, and unanimously carried to approve the payables in the amount of \$69,192.99, and the prepaids in the amount of \$229,811.20, for a total of \$299,004.19.

7. CONSENT AGENDA: A motion was made by Utke, seconded by Mikesh, and unanimously carried to approve the following consent agenda items:

- 7.1. **Resolution #2012-179 Approving Wage Adjustment and Step Increase for Park Rapids Police Officer Joe Rittgers.**
- 7.2. **Approve NOT to Waive the Tort Limits for Liability Insurance with the League of Minnesota Cities.**
- 7.3. **Approve the Purchase and Installation in the Amount of \$3,725.66 for Four (4) Windows at the Park Rapids Fire Hall.**
- 7.4. **Resolution #2012-180 Authorizing Proper City Officials to Execute the Second Amendment to the Tower Space and Land Lease Agreement by and between New Cingular Wireless PCS LLC and the City of Park Rapids.**
- 7.5. **Approve Pay Request in the Amount of \$7,540.00 to Howard's Driveway for Road Repairs on Various City Streets.**
- 7.6. **Approve Pay Request in the Amount of \$14,953.18 to TKDA for Architect Fees Regarding the Runway 18-36 Design for the Municipal Airport.**
- 7.7. **Approve Pay Request in the Amount of \$63,498.25 to Elsner Well Drilling for Services Pertaining to the Water System Improvement Project.**
- 7.8. **Resolution #2012-181 Accepting Work by Kuechle Underground for the CSAH 6 Watermain Improvement Project.**
- 7.9. **Approve Final Pay Request in the Amount of \$6,928.88 to Kuechle Underground for the CSAH 6 Watermain Improvement Project.**
- 7.10. *Removed from the agenda.*
- 7.11. *Removed from the agenda.*
- 7.12. **Resolution #2012-182 Certifying Delinquent Utility Bills to the Hubbard County Auditor Payable in the Year 2013.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: There were no comments.

9. GENERAL BUSINESS:

9.1. Establishing a County/State Aid Highway Along City Limits:

Hubbard County Engineer Dave Olsonawski stated he's been working on this project for fifteen years, the truck route that goes around Park Rapids. This project was broken into three phases. The first phase was the federal project (CSAH 15) across the Fishhook River with the new bridge, which helped tremendously with traffic crossing Highway 34. Our second leg of completion was CSAH 28, up by the candle factory by Highway 71 down to Highway 34. We also did that with federal funds. Our third leg that we are working on right now for 2016 is from Highway 34 south, two miles, and then a mile and a 1/8th over to Highway 71, which will come out south of the airport, and just north of RDO. The city has a portion, 8/10th of a mile, shared with Straight River Township. Over the years it was a township road, and I understand that you shared half of the cost of maintenance of the road. Straight River Township has elected to forego exchanging any roads. They said we could have their mile and 1/8th. The intent is to make the truck route CSAH 28, it would be an extension of #28, down 2 miles. A mile of our county road, a mile of Todd Township road, and a mile and 1/8th of Straight River Township, and the city's portion of 8/10th of a mile.

Olsonawski stated I've given the city a couple of resolutions concurring with the county board's resolutions establishing the state aid route and the distinguishing the one mile of county route and the two and 1/8th of township roads to become state aid roads. We would then take the road over once the Commissioner of Transportation, if you agree, to maintain that 3.8 miles as a county state aid highway (CSAH). Into the future we hope the section that we have north of Highway 34 on CSAH 28 will be the same section of highway designed for the section that goes south and then east of Highway 71. That's our intent.

Olsonawski stated federal funds right now are allocated for this project in 2016, for \$1.8 million. I don't know what MAP21 is going to do to us, but my hope is high that we can continue, and we will start with the design, and do all of the things that we have to do with preparation of possibly building this section of roadway. One resolution is concurring to distinguish the 8/10th of a mile, and the other one is concurring to establish a county state aid highway within the city limits, which would be half of the 8/10th of a mile. You don't have to participate in this, but it concurs with what we're doing. You have copies of the resolutions that the county board passed establishing the route.

Carroll questioned you said 2016? Olsonawski stated that would be the year of the money allocation. This is partnership money. MN DOT sees this as a partnership project. I didn't have to fight against my county peers to get regular STIP money for the county. I'm actually using state/county money that we set aside. We stopped that program back when we did CSAH 28 north of Highway 34 because there were no good projects out there within our region. This came up and I pursued it. They did reinvent the wheel and called it partnership funds. They were called interregional funds ten years ago.

Utke stated CSAH 28 from Highway 34 up to Highway 71 is already built to these specs. Olsonawski stated yes it's a ten ton road. We exchanged mileage with Todd Township back then, when we did that. Carroll questioned are you talking about an exchange with us? Olsonawski answered no. I'm asking for your blessing for you to not have to spend maintenance money on 8/10th of a mile anymore.

A. Resolution Establishing New County State Aid Highway in Park Rapids: A motion was made by Utke, seconded by Tomte, and unanimously carried to approve Resolution #2012-183 Establishing New County State Aid Highway in Park Rapids.

B. Resolution Concurring Resolution to Revoke in Park Rapids: A motion was made by Konshok, seconded by Mikesh, and unanimously carried to approve Resolution #2012-184 Concurring Resolution to Revoke in Park Rapids.

9.2. Request to Install Bollards in Alley Right of Way- referred to staff on November 13, 2012: McKinney stated Burlingame and I took a look at the property that is the subject of the request. There's no space between the building and the travel portion of the alley to put bollards, except next to the building. Wilson's principle concern was that an exit door had been struck. The problem is if you put a bollard there, you can't come out of the door anymore. We didn't see that as a good solution to the problem. In the pictures, you can see that parking for the eastern most portion of the parking lot is right up to the edge.

McKinney stated we are in the process of preparing the CIP budget for 2013. We are proposing that we include in that a resurfacing of that parking lot, which is really in need of repair. As a part of that resurfacing, then we would restripe the parking for that east end. Right now, next to the library building is a double lane. There really doesn't need to be that much space between the building and where you start to park cars. We can move all the parking to the west which gets it away from the edge of the alley. We might also consider at that point angled parking. All of that can't be done until next construction season and if you put it in the CIP. That seems to us to be more appropriate.

McKinney stated in the interim period we may talk about putting up some barricades, or just pile some snow there so people can't park there. We have not been able to talk to Wilson about this report. The big issue is that we have parking very close to the travel portion. That would be unnecessary if we restripe it after the resurfacing. Even if we don't resurface, we could still address where the parking spots go. Our recommendation is to not put in the bollards at the city's expense.

A motion was made by Utke, seconded by Mikesh, and unanimously carried to follow staff's recommendation to deny the request to install bollards in the alley right of way behind the Park Theatre, and to move forward with the restriping when the time is appropriate.

9.3. Request to Approve Enterprise Budgets: Brumbaugh distributed the enterprise budget sheets. She stated we're giving these out now and will give you a chance to look at them. We will put them on the next meeting for approval.

9.4. Resolution Authorizing Preparation of Plans and Specifications for the Well and Water Treatment Facility: A motion was made by Mikesh, seconded by Utke, and unanimously carried to approve Resolution #2012-185 Authorizing Preparation of Plans and Specifications for the Well and Water Treatment Facility.

Discussion: Hiles stated March 15th is the deadline that the plans have to be submitted to the Department of Health for the PFA funding. We'd like to have them done before that.

10. CITY ADMINISTRATOR UPDATE: McKinney stated we have only one more Council meeting this year, since the second meeting in December was canceled. If you have anything that you want staff to prepare for the end of the year or the beginning of the new year that would require Council action, let us know.

11. DEPARTMENT HEAD UPDATES: There were no comments.

12. MINUTES/REPORTS/INFORMATION: There were no comments.

13. COMMENTS FROM COUNCIL: Konshok questioned do we have a timeframe when we're expecting to review the CIP. McKinney stated we have a meeting scheduled to have preliminary talks, and then we'll hand out information, our preliminary findings, for the next meeting. Then we'll discuss it in January 2013.

Konshok questioned if Vik would refresh the list of committee assignments. With new Councilmembers coming on we'll have changes to the committee assignments. We'd like it for the December meeting to look at it so we'll be ready in January.

Tomte stated we zipped through the Truth in Taxation hearing. She questioned did anyone else's taxes go up besides mine, by 27%? I thought we would spend a little more time on that. We still have time to make changes? Utke stated at the next meeting we'll discuss it. Brumbaugh stated if you have any changes you need, let us know so we can make them. Whatever you finalize at the next meeting, you are done.

Tomte stated I'm surprised that there's nobody here for the Truth in Taxation meeting, unless I'm the only one that had a significant increase. I would think that people would be interested to know more about the process. Rutherford questioned what are they going to do if they come here? They sit here and tell you, but you're not going to do a thing anyhow. There's no use in coming. There's only one person here, other than the ones that work for you. Tomte stated exactly. That's the comment. We went through the big election and it's up to us to take care of all of these things. I guess everybody trusts that's what we're doing. That's the message that we get here.

Konshok stated I had changes on one of my properties but there was a change in the market value. What portion of the increase is due to the levy actually increasing? Some properties went down and some went up. Tomte stated our overall budget for running the city went up. That's part of what we can control. Utke stated we can control 1/3 of it because you have the city, county, and the school. All three entities on the preliminary budgets are up. We'll see if they come down. I noticed the same thing on my tax sheets.

Tomte stated I'm disappointed that more people weren't involved in the processes that we do. Because then they just complain and they aren't here to participate.

Tomte stated the Friday after Thanksgiving, for the tree lighting, everybody was out enjoying. It was jolly to have everybody in the community participating in that. Mikesh

thanked everyone for the tree lighting. There were a lot of people out even though it was cold.

McKinney stated we do have a meeting Thursday to receive the report from Traci Ryan on the TIF Districts. Hopefully we can bring that to you at the next meeting as well.

14. ADJOURNMENT: A motion was made by Mikesh, seconded by Konshok, and unanimously carried to adjourn the meeting at 7:40 p.m.

[seal]

Mayor Nancy J. Carroll

ATTEST:

Margie M. Vik
City Clerk