

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JANUARY 8, 2013, 7:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. OATH OF OFFICE: Mayor Pat Mikesh, Councilmembers Dave Konshok and Rod Nordberg recited the Oath of Office as administered by City Clerk Vik. The three newest Councilmembers received a round of applause.

2. CALL TO ORDER: The January 8th, 2013 Regular Meeting of the Park Rapids City Council was called to order at 7:02 p.m. by Mayor Pat Mikesh, and everyone present recited the Pledge of Allegiance.

3. ROLL CALL: Present: Mayor Pat Mikesh, Councilmembers Dave Konshok, Rod Nordberg, and Paul Utke. Absent: None. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Liquor Store Manager Scott Olson, Police Chief Terry Eilers, and Clerk Margie Vik. Others Present: Sarah Smith from the Enterprise.

4. APPROVAL OF AGENDA: A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the agenda with the following addition:

Consent Agenda: 7.24. Approve Transient Merchant License for Mark Heiligman d.b.a. Landmark Diamonds for January 16th to the 21st, 2013 to buy/sell precious metals within the City of Park Rapids.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-December 11, 2012: A motion was made by Utke, seconded by Konshok, and unanimously carried to approve the December 11th, 2012 City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepays: A motion was made by Konshok, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$122,476.23, and the prepaids in the amount of \$323,027.56, for a total of \$445,503.79.

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

- 7.1. Resolution #2013-01 Appointing Acting Mayor for the Year 2013.**
- 7.2. Resolution #2013-02 Designating Official Newspaper for the Year 2013 for the City of Park Rapids.**
- 7.3. Resolution #2013-03 Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for Year 2013.**
- 7.4. Resolution #2013-04 Designating Official Depositories for the Year 2013 for the City of Park Rapids.**
- 7.5. Resolution #2013-05 Designating Authorized Signatures for the Year 2013 for the City of Park Rapids.**
- 7.6. Resolution #2013-06 Authorizing Proper City Officials to Execute the Paperwork Associated with the Fire Contracts for the City of Park Rapids.**
- 7.7. Approve Plumber's Permits to Work in the City of Park Rapids in 2012 for Above & Beyond Plumbing.**
- 7.8. Approve Plumber's Permits to Work in the City of Park Rapids in 2013 for Four Seasons Plumbing & Heating Inc, Ackerman Plumbing & Heating LLC, Northland Plumbing, Above & Beyond Plumbing, Guye's Plumbing & Heating Inc, Samuelson Laney Plumbing, Heating, & Cooling Inc, R&G Plumbing & Heating Inc, and T and T Plumbing & Heating.**
- 7.9. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2013 for LarMac LLC and Qwest Corporation d.b.a. Century Link.**
- 7.10. Resolution #2013-07 Re-Appointing Dawn Kast to Serve on the Park Rapids Arts and Culture Advisory Commission.**
- 7.11. Resolution #2013-08 Appointing Joel Vorhes to Serve on the Park Rapids Planning Commission.**
- 7.12. Resolution #2013-09 Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule.**

- 7.13. Resolution #2013-10 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Tall Pine Toms NWTF.**
- 7.14. Approve Pay Request in the Amount of \$1,960.00 for Headwaters Regional Development Commission for Accounting Services Pertaining to the Revolving Loan Fund.**
- 7.15. Approve Pay Request in the Amount of \$16,506.11 to TKDA for Architect Fees Regarding the Runway 18-36 Design.**
- 7.16. Approve Pay Request in the Amount of \$1,385.31 to TKDA for Architect Fees Pertaining to the 2011 Terminal Area Improvements.**
- 7.17. Approve Pay Request in the Amount of \$14,448.95 to Ulteig Engineers for Professional Services Associated with the Water Treatment Facility.**
- 7.18. Approve Pay Request in the Amount of \$20,000.00 to Hubbard County Regional Economic Development Commission for the First Half of the City's Annual Investment.**
- 7.19. Approve Pay Request in the Amount of \$36,228.00 to Mid-Sota Builders, Andrew Johnston Construction, Vredenburg Construction, and Building Systems Corporation for Services Associated with the Small Cities Development Grant.**
- 7.20. Approve Receipts for September 2012.**
- 7.21. Approve Receipts for October 2012.**
- 7.22. Resolution #2013-11 Authorizing Proper City Officials to Execute the Paperwork to Abate and Recertify the Special Assessment for PID 32.37.13300.**
- 7.23. Resolution #2013-12 Re-Appointing Steve Jones to Serve on the Urban Forestry Committee.**
- 7.24. Approve Transient Merchant License for Mark Heiligman d.b.a. Landmark Diamonds for January 16th to the 21st, 2013 to buy/sell precious metals within the City of Park Rapids.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: There were no comments.

9. GENERAL BUSINESS:

9.1. Resolution Setting City Council Meetings on the Second and Fourth Tuesday of Each Month in Year 2013: Mikesh stated I'm looking at moving the Council meetings up to 6:00 p.m. instead of 7:00 p.m., if the Council doesn't mind. We have staff that are waiting around until 7:00 p.m. That might eliminate some of the overtime. Nordberg questioned have you talked about doing it even earlier, like at 5:00 p.m.? Mikesh stated if we start earlier, and we have a special item that comes up that we need to discuss before the regular Council meeting, then we might run into a problem. Utke stated the workshops could start at 5:00 p.m. 6:00 p.m. seems like a good time. By 6:00 p.m. most businesses are closed. It works for me. Nordberg stated its okay with me. **A motion was made by Utke, seconded by Konshok, and unanimously carried to approve Resolution #2013-13 Setting City Council Meetings on the Second and Fourth Tuesday of Each Month in Year 2013, and to start the regular meetings at 6:00 p.m.**

9.2. City Council Vacancy: McKinney stated we prepared for your consideration a resolution that declares the vacancy that was created by the election of the mayor from a council seat. First you need to declare the seat vacant and then we need to talk about what to do about the vacancy.

A. Resolution Declaring Vacancy in the Position of Councilmember on the Park Rapids City Council: A motion was made by Konshok, seconded by Nordberg, and unanimously carried to approve Resolution #2013-14 Declaring Vacancy in the Position of Councilmember on the Park Rapids City Council.

B. Authorize Staff to Advertise for the Open Council Position: McKinney stated this is prepared consistent with our understanding of previous discussions. That is that the Council, with the adoption of this, would propose to fill the vacancy by giving notice in the newspaper of the vacancy and an opportunity for interested parties to state that interest. You're not locked into it, but it's our understanding that you wanted to move forward with this. The notice authorizes the clerk to publish that notice and that anyone that wants to be a candidate can submit their material by noon on Friday, preceding the next Council meeting. The Council will have the weekend to go over the materials. It also says the Council will consider those applications on the 22nd of January, which is our next meeting. That doesn't mean that you have to make a decision. That's what we understood that you wanted. It's your choice to change any of these provisions. There would be two publications of the proposed notice.

Mikesh stated I believe that's how we filled the last vacancy. McKinney stated that is also my understanding. Konshok stated that's what we did in the past. Mikesh stated I'd like to try to get the position filled as soon as possible so we can move on this and the business that is coming up. Utke stated this looks good for the advertising part of it. Those

that do apply by that Friday will they be given verbal information so that they will show up at the meeting on the 22nd? Vik stated we will relay that information to them. McKinney stated we assume that you will do this as part of the regular agenda. Mikesch stated yes.

Nordberg questioned is there any kind of confidentiality of the applications that don't get accepted? McKinney answered no. If they don't want their name mentioned, then they should not apply. Nordberg stated the schedule is good to try to get someone by February, if that's possible. This is the schedule that could do that. Utke stated the people who are interested would have already known this has been coming up since election time. This enacts the official handling of it.

A motion was made by Utke, seconded by Nordberg, and unanimously carried to authorize the publication of the "public notice" regarding the Council vacancy, as presented.

9.3. Resolution Appointing Councilmembers to Various City

Committees, Boards, and Commissions: McKinney stated you have various committees to make appointments to. You don't need to take action on this tonight, but we're giving this so you know what is yet to be done. In some cases there's just one person as a liaison to various other committees. Some of those people are no longer on the Council. My assumption is you might want this material to think about it and come back with it on the 22nd. Utke questioned normally we do this at the first meeting but because we're going to have a new appointment should we continue with those committees we sat on for this month and after we get the new person we'll pick so we aren't just leaving them whatever is left over? Then everybody has input into the committees they want to attend.

McKinney questioned shall we put it on the agenda for the 22nd? The Council agreed to discuss it on the 22nd after the discussion regarding the new appointee.

Mikesch questioned are there any Councilmembers wishing to get off any board that they are seated on? Utke stated I like the ones I have. Nordberg stated if there are some committees that only Tomte or Carroll attended that are coming up in the next two weeks I could try to attend those if I know what they are. Mikesch stated you would probably like to be on the Arts and Culture Commission. Nordberg stated I'll find out when they meet. McKinney stated there is a meeting of the HCREDC coming up before your next meeting. Mikesch stated I was thinking of taking that position.

A motion was made by Konshok, seconded by Utke, and unanimously carried to table the Resolution Appointing Councilmembers to Various City Committees, Boards, and Commissions, until January 22nd, 2013.

Discussion: Konshok suggested this information be provided to the people applying for the Council seat so they have an idea of what's coming up. I'm relatively comfortable with the five committees that I'm on but I wouldn't mind slimming down if possible.

10. CITY ADMINISTRATOR UPDATE: McKinney stated there are several items that have been held back waiting for you to get organized. On the 22nd I would propose a workshop at 5:00 p.m. We have the final report from Traci Ryan on the status of the TIF districts, which ones to phase out, how we deal with the reports to the state. We have a contract with her and this would be the culmination of that contract. That shouldn't take a

full hour. The governor's opener has some issues we may have to deal with as a Council. Staff is meeting on the 10th to start the required review of the CIP. There will be a couple of meetings with the staff to get that put together. We're going to meet with Monty Eastvold, our financial consultant, next week. We have several things that we need to structure the financing for, the airport runway, and some other obligations. We're going to bring him into the picture along with the CIP. We won't be ready to give you all that on the 22nd but we will bring it to your attention as soon as we can. Those are the things coming up. Mikesh questioned are you going to need someone to sit in on that? McKinney stated we'd like the Finance Committee sit in on it before we bring it to the Council, but the committee can be formed and then we can meet right after that.

11. DEPARTMENT HEAD UPDATES: Scott Olson stated January is the slowest month of the year at the liquor store. Eilers stated everything is running smoothly in his department.

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

13. COMMENTS FROM COUNCIL: Dave Konshok thanked his special guests, his wife Clarice, and his Dad, David R. Konshok. The Airport Commission has met last week. We've received the formal announcement that David R. Konshok is going to be inducted into the Minnesota Aviation Hall of Fame on the 20th of April, 2013 at the Mall of America, Ramada in Bloomington, Minnesota. Congratulations to him on that. We'll probably have a fairly large delegation going to it comprised of Airport Commissioners and family members. By the next meeting we'll get the reservation in and we'll come forward for an authorization to pay for folks to do that. The reservations aren't due until April 5th. It's quite an honor to get an airport named after you while you're still alive. That's a pretty rare event and it's well deserved.

Nordberg stated I also congratulate Konshok. It should be noted that he's still working. He's not retired yet. My wife is also here this evening.

Utke congratulated Konshok. He questioned are we going to start our administrator search? Where do we want to start? Before it was Carroll and myself on a committee level. Konshok stated we could put together a search committee consisting of the city administrator and a couple of Councilmembers and department heads. Utke stated we have to get some things rolling forward. Konshok stated he would help with that along with Utke. The big question is are we going to hire a firm or are we going to do it in house with a search committee. McKinney stated the two of you and I will get together and talk about a format and then we'll see how we staff it. The department head's input is essential.

Mikesh stated I'd also like to congratulate Konshok. I also have my cheering crew here consisting of my mother, sisters, and daughter. I appreciate everybody's help and look forward to working with everybody this year.

14. ADJOURNMENT: A motion was made by Utke, seconded by Konshok, and unanimously carried to adjourn the meeting at 7:25 p.m.

[seal]

Mayor Patrick Mikesh

ATTEST:

Margie M. Vik
City Clerk