

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
FEBRUARY 26, 2013, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The February 26th, 2013 Regular Meeting of the Park Rapids City Council was called to order at 6:00 p.m. by Mayor Pat Mikesh, and everyone present recited the Pledge of Allegiance.

2. ROLL CALL: Present: Mayor Pat Mikesh, Councilmembers Dave Konshok, Rod Nordberg, Erika Randall, and Paul Utke. Absent: None. Staff Present: Administrator John McKinney, Public Works Superintendent Scott Burlingame, Treasurer Angela Brumbaugh, and Clerk Margie Vik. Others Present: Anna Erickson from the Enterprise.

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

**Amended Resolutions for Item #6.1. and #6.3.
Delete Item #6.6 from the Consent Agenda.
Add to the Consent Agenda Item #6.14. Resolution Ratifying and
Affirming the Public Hearing Date for Establishment of Tax Increment
Financing District No. 2-11.**

4. APPROVAL OF MINUTES:

4.1. City Council Workshop Minutes-February 12, 2013: A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the February 12th, 2013 City Council Workshop minutes as presented.

4.2. City Council Regular Meeting Minutes-February 12, 2013: A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the February 12th, 2013 City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepays: A motion was made by Konshok, seconded by Utke, and unanimously carried to approve the payables in the amount of \$9,461.65, and the prepaids in the amount of \$176,329.21, for a total of \$185,790.86.

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

- 6.1. Resolution #2013-43 Approving the Renewal of Liquor License for American Legion, The Good Life Café, The Eagles Club, Lori Lea Lanes, West Forty Restaurant, Vallarta Mexican Grill, and Bogey's on 34, in the City of Park Rapids.
- 6.2. Resolution #2013-44 Approving a Wine and Strong Beer License for Bella Caffe in the City of Park Rapids.
- 6.3. Resolution #2013-45 Approve the Renewal of an Off-Sale Beer License for Northern Convenience and Coborns in the City of Park Rapids.
- 6.4. Approve a Public Facilities Use Permit, for Rodger Harsha d.b.a. The Northern Knights Car Club, to Close Main Avenue South, Blocks 1, 2, and 3, for the Run to the Rapids Car Show, on Saturday, August 10th, 2013, from 8:00 a.m. to 3:00 p.m.
- 6.5. Approve a Transient Merchant License for TNT Fireworks for June 26th to July 7th, 2013 to Sell Fireworks in the Wal-Mart Parking Lot at 1303 Charles Street, in the City of Park Rapids.
- 6.6. *Deleted from Consent Agenda.*
- 6.7. Approve Pay Request in the Amount of \$1,681.00 to Tac 10 Inc for Software Maintenance for the Police Department.
- 6.8. Approve Pay Request in the Amount of \$3,499.00 to the League of Minnesota Cities for the September 1st, 2012 to August 31st, 2013 Membership Dues.
- 6.9. Resolution #2013-46 Approving Wage Adjustment and Step Increase for Park Rapids Police Officer Mitchell Nelson.
- 6.10. Resolution #2013-47 Local Government Application for a Minnesota Department of Employment and Economic Development Grant for the Water Treatment Facility in the City of Park Rapids.
- 6.11. Resolution #2013-48 Approving a Wine and Strong Beer License for Schwarzwald Inn in the City of Park Rapids.
- 6.12. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2013 for Minnesota Energy Resources.

- 6.13. **Approve Pay Request in the Amount of \$9,651.00 to HRDC, Vredenburg Construction, and Covenant Log Homes for Services Associated with the Small Cities Development Program Grant.**
- 6.14. **Resolution #2013-49 Ratifying and Affirming the Public Hearing Date for Establishment of Tax Increment Financing District No. 2-11.**

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: There were no comments.

8. PLANNING:

8.1. Waiver of Subdivision Plat Escrow Requirements for a Minor

Subdivision: McKinney stated we have a minor subdivision process underway which has to do with the development of those twenty-nine apartment units on south Pleasant Avenue. It's below the amount of money that we would need in escrow. There's a city policy of \$7,500.00. We are recommending that the Council waive that, and instead set an escrow requirement of \$500.00, in addition to the \$75.00 administration fee. Under the circumstances we recommend that as a more equitable way to treat this application. Dan Walker is also preparing a proposed policy revision which would allow a lesser dollar amount in the case of these minor subdivision situations. We recommend waiving the \$7,500.00, in lieu thereof, have a \$500.00 escrow. Konshok questioned is that a flat fee? McKinney answered yes. It's to cover things that we would normally expect in a major, but not in a minor subdivision.

A motion was made by Utke, seconded by Nordberg, and unanimously carried to authorize the request to substitute a \$500.00 escrow, instead of the \$7,500.00, for the McGrane Minor Subdivision to cover administrative costs for the pending application.

9. CITY ADMINISTRATOR UPDATE: McKinney stated at our next meeting will be the public hearing on the CIP. We have some alternatives to review. We'd like you to have some additional options for scheduling of the projects. We're now at the point that if we were to try to do a major project, a bid letting, we've already past the prime time to get the information prepared and out to the bidders. In a project like Riverside, we would benefit to give them more time to prepare their bids. We'll provide the Council with some alternatives for which years to do projects. If you have any thoughts, let me know, and we'll consider them as well. There will not be a workshop on this. If you have enough changes, and you want to do a workshop before we do the hearing, let me know that also.

Nordberg questioned given that there were so many public comments about the Riverside and Discovery Circle Projects when they were proposed, and then postponed, I

wonder if the public needs to be given some opportunity to weight in again. We would normally have a hearing if it was going forward in 2013 to let them know they are likely to be assessed, but now they're not going to be assessed if we follow even this proposal. Do we need some public input opportunity?

McKinney stated in the CIP that was before you, Riverside Phase One was in 2013. They would have known from that. Burlingame stated we will hold a public hearing as projects do come up on your CIP. Discovery Circle and Riverside have to go through that process again. McKinney stated you're not approving the doing of the projects here, you're approving them getting on the official schedule. But all the procedural steps still need to be done. Any particular project may not get done even if it's on the list. Unless the public made some inquiries they wouldn't even know what's on the list until we publish it in the paper. The projects aren't listed individually in the public hearing notice.

Nordberg stated that's my point. The Council postponed it for a year at the public's request. Should the public have the chance to say, now it's time to do it? We're appointed to make their decisions. McKinney stated I wasn't here then, but I would suspect if they took any action with reference to the CIP, and the project was moved to another location, they knew it wasn't going to happen in 2012, but it was probably put to 2013.

Konshok stated that's why we have the annual public hearing on the CIP because it changes year by year. McKinney added and we have to have all of the procedural hearings when we actually do a project. Konshok stated every project has to have a formal public hearing for the project itself. The only projects that we've had public hearings on and not done were Riverside, Discovery Circle, and Eagle Ridge in Todd Township.

10. DEPARTMENT HEAD UPDATES: There were no comments.

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

12. COMMENTS FROM COUNCIL: Konshok stated I attended the meeting of the Heartland Trail Itasca Extension Subcommittee, which is a subcommittee of the Heartland Trail Association, which is the formal organization that advocates for the trail extension off of the Heartland Trail up to Itasca State Park. It was a good meeting. The county, city, Bemidji DNR, the Itascatur Bike Trail folks attended. Senator Skoe has offered to put in a bonding bill next year, in 2014, that would authorize funds for this Heartland Trail extension up to Itasca Park. In order for that to happen, we're being advised by the DNR that we need to jump on the planning now and request strongly from the DNR that they begin the planning process for that so that gets done this year. So if it gets approved for a bonding bill, then we're not getting the cart before the horse. We'll be inviting all Councilmembers in the next couple of weeks to write a letter of support. We'll be gathering the letters addressed to the DNR Commissioner asking him to put the planning for the Heartland Trail extension to the top of the planning list. It's his authority that directs his staff to start that planning process. Possibly part of the legislative day for the armory project, we'll take advantage of that, and a few of us will take a side trip over to the DNR office to make that request.

Nordberg stated River Heights Apartments is following HUD's insistence, in 2012, that they can no longer do what they were intended to do when the City Council set them up in 1977, which was to provide housing to seniors and handicapped people. Now they also must provide housing to families with children if they are on the list and space is available. There are three families with a total of five children at River Heights now. They are meeting HUD requirements. It's a big change. One of the HRA board members thinks this is a serious change.

McKinney stated the Council has historically waived the requirement for rental inspections at that location. We have not been doing that. At Councilmember Nordberg's suggestion the rental inspector called River Heights Executive Director and explained his program. His understanding is they'd like now to have those inspections. I suggested she write a letter to the Council so that we can get to the bottom of the issue of whether we waive it or don't. Nordberg stated the board knows that the manager would like city inspections. McKinney stated if the board authorizes her to write a letter that will be coming to you separately. Nordberg stated one of the things that it involves is that the City Council sits as the Public Health Authority for Park Rapids, and there's a public health possible issue. That's the reason for the request for the inspection.

Mikesh thanked Utke and McKinney for taking over for him when he left town last week.

13. ADJOURNMENT: A motion was made by Nordberg, seconded by Konshok, and unanimously carried to adjourn the meeting at 6:20 p.m.

[seal]

Mayor Pat Mikesh

ATTEST:

Margie M. Vik
City Clerk