

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JUNE 11, 2013, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The June 11th, 2013 Regular Meeting of the Park Rapids City Council was called to order at 6:03 p.m. by Acting Mayor Paul Utke, and everyone present recited the Pledge of Allegiance.

2. ROLL CALL: Present: Acting Mayor Paul Utke, Councilmembers Dave Konshok, Rod Nordberg, and Erika Randall. Absent: Mayor Pat Mikesh. Staff Present: John McKinney, Planner Dan Walker, Police Chief Terry Eilers, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Ulteig Engineer Brian Hiles, Katie Magozzi, and Sarah Smith from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the agenda as presented.

4. APPROVAL OF MINUTES:

4.1. Joint Park Rapids/Henrietta Township Special Meeting Minutes-May 21, 2013: A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve the May 21st, 2013 Joint Park Rapids/Henrietta Township Special Meeting minutes as presented.

4.2. City Council Regular Meeting Minutes-May 28, 2013: A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the May 28th, 2013 City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Konshok, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$91,810.78, and the prepaids in the amount of \$185,254.10, for a total of \$277,064.88.

6. CONSENT AGENDA: Nordberg requested Police Chief Eilers explain about the purchase of a new squad car, Item #6.17. Eilers stated he received several quotes on used cars but nothing was close in price to the bid received from Ted Thielen. His bid was unbeatable for the used 2012 Chevrolet Impala. Nordberg stated it does look like a

bargain. A motion was made by Konshok, seconded by Randall, and unanimously carried to approve the following consent agenda items:

- 6.1. Resolution #2013-99 Approving Ordinance No. 543 Amending the Park Rapids City Code of Ordinances, Chapter 36: Fee Schedule, Section 36.10 City Equipment Charges.
- 6.2. Ordinance No. 543 Amending the Park Rapids City Code of Ordinances, Chapter 36: Fee Schedule, Section 36.10 City Equipment Charges.
- 6.3. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2013 for Racer Construction Inc.
- 6.4. Approve Outdoor Concert Permit for Nate Decker d.b.a. Rorschach Music Fest on July 12th and 13th, 2013 for a Concert at the Hubbard County Fairgrounds.
- 6.5. Approve Public Facilities Use Permit for Paul Peterson d.b.a. Park Rapids Area Community Band to Use Red Bridge Park on July 4th, 2013, 6:00 p.m. to 9:00 p.m., for a Public Concert, and to Waive the Fee.
- 6.6. Approve Permit for a Fireworks Display at Heartland Park, on July 4th, 2013, for Zambelli Fireworks Company.
- 6.7. Resolution #2013-100 Approve a Temporary On-Sale 3.2 Beer License for the Shell Prairie Fair Association in the City of Park Rapids.
- 6.8. Resolution #2013-101 Appointing City Administrator John F. McKinney as Responsible Authority for Records Management for the City of Park Rapids.
- 6.9. Resolution #2013-102 Approving Ordinance No. 544 Rezoning Land to R-3 in the City of Park Rapids for PID #32.53.60100.
- 6.10. Ordinance No. 544 Rezoning Land to R-3 in the City of Park Rapids PID #32.53.60100.
- 6.11. Resolution #2013-103 Approving Wage Adjustment and Step Increase for City Planner Daniel L. Walker.
- 6.12. Approve Transient Merchant License for Steve Bolton d.b.a. Stevie B's Concessions for July 14th, 2013 at 101 Second Street West.

- 6.13. **Approve Transient Merchant License for Steve Bolton d.b.a. Stevie B's Concessions for July 25th and 26th, 2013 on Block Two of Main Avenue South.**
- 6.14. **Approve Pay Request in the Amount of \$20,000.00 to Hubbard County Regional Economic Development Commission for the second half of the 2013 annual investment.**
- 6.15. **Resolution #2013-104 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Park Rapids Lakes Area Chamber of Commerce.**
- 6.16. **Approve Transfers from Liquor Fund 609 (\$89,391.77) to Airport Fund 208, from Liquor Fund 609 (\$44,610.10) to Police Capital Equipment Fund 494, and Bond Fund 305 & 307 (\$441,872.64) to Bond Fund 317 for 2012.**
- 6.17. **Approve Purchase of a 2012 Chevrolet Impala from Thielen Motors in the Amount of \$16,000.00 plus tax, for the Park Rapids Police Department to be used as the Police Investigator's Squad Car.**
- 6.18. **Approve Pay Request in the Amount of \$21,207.48 for SLL Inc. for the Second Half of Assessor Services for the City of Park Rapids.**

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: Katie Magozzi stated it's been a pleasure and honor to work with the city over all of these years. The city has been very supportive of the Chamber's activities. Utke stated good luck in your retirement.

8. GENERAL BUSINESS:

8.1. Report on Green Valley Fire: Fire Chief Donn Hoffman was not in attendance to present his report.

8.2. Resolution Awarding the Bid for the Well and Water Treatment Plant Improvement Project for the City of Park Rapids: McKinney stated the city engineer reviewed the funding package with the Council at the workshop. Staff is recommending awarding the bid to Di-Mar Construction. **A motion was made by Konshok, seconded by Randall, and unanimously carried to approve Resolution**

#2013-105 Awarding the Bid for the Well and Water Treatment Plant Improvement Project for the City of Park Rapids.

Discussion: Hiles stated he would get the contracts out as soon as possible and then set up a pre-construction meeting.

8.3. Park Rapids Municipal Airport Runway 18/36 Paving & Lighting

Project: McKinney stated the information in the packet was provided to us by our engineer from TKDA. The documents call for bids for the Airport Runway 18/36 Paving and Lighting Project. The supplied documents are consistent with discussions held by the Airport Commission. **A motion was made by Randall, seconded by Konshok, and unanimously carried to authorize the bid letting for the Park Rapids Municipal Airport Runway 18/36 Paving and Lighting Project.**

Discussion: Nordberg stated the date for the pre-bid conference on the “Notice of Call for Bids” is July 2nd, 2013, and on the “Proposed Project Schedule” it is listed as July 1st, 2013. McKinney stated he would check that out tomorrow with the engineer to verify what the correct date should be.

9. CITY ADMINISTRATOR UPDATE: McKinney stated after the joint meeting with Henrietta Township, Council directed staff to set up and discuss the Orderly Annexation Agreement further with township officials. The next meeting is set for Tuesday, June 18th at 9:00 a.m. Henrietta’s zoning official, Dan Walker, and I will attend the meeting, and then report back to the Council.

10. DEPARTMENT HEAD UPDATES: Walker stated that he has been notified that the DNR will be funding the Red Bridge Project. Funds will be available after July 1st. Hiles stated the DNR is finalizing their plan. After July 1st they will go out for bids, with an award date in August. Utke questioned will the construction start this fall? Hiles stated with the late start the bridge won’t be ready for installation until next spring. The city can get the utilities in and complete a gravel surface, and then in the spring we can do the final grading. Konshok questioned what about the permit and the seasonal restrictions? Hiles stated typically the DNR has an October 31st stop date for construction.

Walker stated we are still discussing the relocation of the old Red Bridge. There will be a community meeting at the Red Bridge Park in the next few weeks to talk about its possible uses and new locations, which can be used by the Council as a guide for future actions.

Hiles stated the appraisal for the eight foot strip of land that will be used for the Heartland Trail extension came in at \$8,000.00. That price is the same whether it’s an easement or a purchase. DNR’s initial reaction to that has been positive. The city will purchase the land and then will be reimbursed by the DNR. A purchase is better since then there will be no liability issues. Nordberg questioned does the condo association know about the award? Hiles stated they are aware of the process.

Eilers stated the fire department is hosting an open house this weekend, on Saturday, at the fire hall from 11:00 a.m. to 3:00 p.m. A couple of police officers will also be there for public relations purposes.

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

12. COMMENTS FROM COUNCIL: Nordberg stated at the HRA meeting, the building manager was very complimentary of the Park Rapids Police Department for their sensitivity in dealing with their residents. Nordberg thanked the department for their good work.

Konshok stated the Airport Commission will have a special meeting on Thursday to discuss regulations to build private hangars for larger aircraft. We need to figure out how to do it because the airport is public property. There is a contingency of people that are very interested in that. Their interest could be because we're in the process of paving the crosswind runway. The Park Board is working on a capital improvement project list for all the city parks.

Konshok questioned how the Heartland-Itascatur Trail meeting went? Walker stated the DNR has identified the trail's corridors. They have a computer program that weighs certain criteria, such as sensitive lands and not just least cost approach, and then draws a path for the trail. The trail extension will now be added to their master plan. The corridor is now established. Now they will get the route nailed down. Magozzi stated she is encouraged by the passion of the committed stakeholders in this process. Nordberg stated in the DNR's trails guidebook, the Heartland Trail extension to Itasca Park is already on their map.

13. ADJOURNMENT: A motion was made by Konshok, seconded by Nordberg, and unanimously carried to adjourn the meeting at 6:25 p.m.

[seal]

Acting Mayor Paul Utke

ATTEST:

Margie M. Vik
City Clerk