

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
APRIL 22, 2014, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The April 22nd, 2014 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, Public Facilities Manager Chris Fieldsend, Police Chief Terry Eilers, Planner Dan Walker, Fire Chief Donn Hoffman, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Ulteig Engineer Brian Hiles, Apex Engineer Jon Olson, Dick Rutherford, Cynthia Jones, and 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 addition to the Consent Agenda: Item #6.25. Approve Pay Request #9 in the Amount of \$119,019.37 to Di-Mar Construction for Services Pertaining to the Water Treatment Facility.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-April 8, 2014: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the April 8th, 2014 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 \$31,161.98, and the prepays in the amount of \$126,290.92, for a total of \$157,452.90.

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

- 6.1. **Resolution #2014-56 Approving Ordinance No. 548 Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Sections 151.154, 151.155, 151.156, 151.157.**
- 6.2. **Ordinance No. 548 Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Sections 151.154, 151.155, 151.156, 151.157.**
- 6.3. **Resolution #2014-57 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Minnesota Darkhouse & Angling Association.**
- 6.4. **Resolution #2014-58 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Headwaters Humane Society.**
- 6.5. **Approve Hiring Two (2) Temporary Seasonal Workers for the Public Works Department, Authorize the Appointment of Charles Barbin and Authorize Advertisement and Interview Process for the Second Temporary Seasonal Worker.**
- 6.6. **Resolution #2014-59 Appointing Charles Barbin as Temporary Seasonal Part Time Public Works Employee for the City of Park Rapids.**
- 6.7. **Acknowledge First Reading of the Ordinance Amending the City Code of Ordinances of the City of Park Rapids, Chapter 96: Public Property/Facilities Regulations, Section 96.011 Postings and Circulations Prohibited, Regarding Use of Public City Street Light and Electrical Poles for Private Use.**
- 6.8. **Resolution #2014-60 Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule.**
- 6.9. **Resolution #2014-61 Proclaiming April 25th, 2014 as National Arbor Day in the City of Park Rapids.**
- 6.10. **Approve the Advertisement and Interview Process for One (1) Part Time Clerk for Rapids Spirits.**
- 6.11. **Approve Public Facilities Use Permit for Nicole Lalum d.b.a. Park Rapids Chamber of Commerce to Use Monico Lane, Main Avenue, and Fifth Street, for the 2014 Fourth of July Parade, from 3:00 p.m. to 6:30 p.m., and to waive the fee.**

- 6.12. Approve Public Facilities Use Permit for Nicole Lalum d.b.a. Park Rapids Chamber of Commerce to Use the Intersection of Main Avenue and Second Street on Thursday, August 7th, 2014, from 5:00 p.m. to 7:00 p.m., and to waive the fee.**
- 6.13. Approve Public Facilities Use Permit for Nicole Lalum d.b.a. Park Rapids Chamber of Commerce to Use Block Two (2) of Main Avenue for the Yuletide Sampler and Christmas Tree Lighting Ceremony, on Friday, November 28th, 2014, from 5:00 p.m. to 7:00 p.m., and to waive the fee.**
- 6.14. Resolution #2014-62 Approve Temporary On Sale Liquor License for the Park Rapids Chamber of Commerce in the City of Park Rapids.**
- 6.15. Resolution #2014-63 Approving a Leave of Absence for Full Time Park Rapids Police Officer Joe Rittgers.**
- 6.16. Resolution #2014-64 Calling for the Redemption of the Outstanding General Obligation Improvement Crossover Refunding Bonds, Series 2005A.**
- 6.17. Approve the Purchase Order from M-R Signs to Replace Signs During the Summer Season in the Amount of \$1,244.68 for the Street Department.**
- 6.18. Approve Pay Request in the Amount of \$2,200.03 to the Park Rapids Chamber of Commerce for the 2014 First Quarter Expenses for the Wayside Rest.**
- 6.19. Approve Pay Request in the Amount of \$1,291.54 to TKDA for Professional Services Pertaining to the Development of Private Hangers at the Municipal Airport.**
- 6.20. Approve Pay Request in the Amount of \$6,038.90 to TKDA for Professional Services Pertaining to the Airport Runway 18-36 Project.**
- 6.21. Approve Pay Request in the Amount of \$1,501.95 to Heiman Fire Equipment for Operating Supplies, Repairs and Maintenance of Equipment, for the Park Rapids Fire Department.**
- 6.22. Approve Pay Request in the Amount of \$2,066.53 to Emergency Apparatus Maintenance for Repairs of the Internal Cooling Line of Park Rapids Fire Truck.**

- 6.23. Approve Pay Request in the Amount of \$9,923.00 to Ulteig Engineers for Professional Services Pertaining to Various Projects in the City.**
- 6.24. Resolution #2014-65 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Mark Peterson.**
- 6.25. Approve Pay Request #9 in the Amount of \$119,019.37 to Di-Mar Construction for Services Pertaining to the Water Treatment Facility.**

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: Dick Rutherford questioned if any Councilmembers have looked at the new bridge. It looks nice but they have missed the walkway by about ten feet. Is that for a reason or is it just misaligned? It comes out just about to the water on the west end. Someone messed up. If they have to put more fill in there it's going to take more time to get done. It's supposed to be done by the Fourth of July. I don't think you're going to make it. Utke stated he would go look at it.

8. PLANNING:

8.1. Resolution Awarding Bid for the Red Bridge Area Street, Trail, and Parking Area Improvement Project in the City of Park Rapids: Brian Hiles, from Ulteig Engineering, stated to clarify where the city's project starts and the DNR's project leaves off, the state is responsible for the path from the bridge up to where the old parking area was, from there the city's project is the trail from there to Highway 71, the streets, and the parking lot. Any issue with the alignment of the bridge lies with the DNR.

Hiles stated as part of the city project, we are paving that part under that supplemental agreement with the state that was approved two meetings ago. They gave \$25,000.00 to pave the portions of the trail that the state is constructing. We included that as part of the project that was bid on March 18th. The state didn't want us to award the bid until they had signed that agreement. That is why there has been a delay. With another three weeks before the next Council meeting, we thought it would be good to get the award approved by the Council so when that agreement does come back we can get moving on the project. The request to the Council is to award the project, with the adoption of the resolution, contingent upon getting that signed agreement back from the DNR.

Hiles stated there were five bids, Anderson Brothers Construction, Gladen Construction, Tri-City Paving, Sellin Brothers, and Howard's Driveway. Howard's Driveway was the low bid at \$220,434.70. Nordberg stated that's different from the number on the resolution. Hiles stated that was their as-bid number on the abstract. We went through it and now it's \$220,109.70. The number in the resolution is correct. The abstract number is

the correct number. Nordberg questioned how did the bids range? Hiles stated the low was \$220,000.00, and the high was \$243,000.00. They were within about 10% of each other.

Nordberg questioned does this get the paving on the street up to Highway 34 and 71 and all around the corner? Hiles answered yes, and the parking lot, and the trail, and the lighting along the trail. The lighting is included in here too.

Nordberg questioned the trail we get reimbursed for? Hiles stated for the trail we have the \$25,000.00 supplemental agreement, and the \$137,000.00 grant the city was originally awarded. Of this amount, \$162,000.00 is covered by the DNR. Nordberg questioned that's the part from the bridge to the parking lot? Hiles answered yes, and on the other side too, the short section on the county side. That will be paved as part of this project also. The DNR's contractor's job is to bring it up to gravel. Instead of having a small piece of paving included in their job, we just lumped it all together in this project. Konshok stated it should be one continuous stretch of pavement from Heartland Park and across the bridge. Hiles stated from the driving lane at Heartland Park to the bridge, then from the bridge all the way to Highway 71. The trail doesn't go to Highway 34, but the road will be paved. Rutherford questioned does the bridge get a tarred deck on it or is it concrete? Hiles stated I believe it is a concrete deck across the bridge. That's their standard core-10 construction.

A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve Resolution #2014-66 Awarding Bid for the Red Bridge Area Street, Trail, and Parking Area Improvement Project in the City of Park Rapids.

9. GENERAL BUSINESS:

9.1. Riverside Area – Phase One Project Addition: Jon Olson, from Apex Engineering Group, stated we started the design of the phase one improvements for the Riverside Project. Part of that process is going out and doing the survey, identifying the project scope in much greater detail. As part of that we identified an additional segment that I want to bring to your attention for your consideration to include in this project. That segment is Second Street East, from Washington Avenue to Gilbert Avenue. It's a one block segment. It wasn't included in the CIP or the preliminary engineering report. The likely reason that got overlooked was the primary focus of the project was the age of the sanitary sewer. The project was really driven by that. Once we got into the design we identified an area with a segment of older watermain. It's the original four inch cast iron pipe. The exact date of when that was installed is unknown. But certainly when we are doing improvements this close we do feel this is an opportune time to go in and reconstruct that watermain as well. The street, sidewalk and storm sewer are the only other three components within that segment. Those three components are in fairly good shape. The intent, if the city wants to pursue it, is to go in and replace the watermain, and surface improvements necessary to accommodate that. There would be some street rehab necessary, but the goal would be to save that to the extent possible, as well as the sidewalk. The majority of the sidewalk is in fairly good shape. The portion to the east is a little tougher. I think we would recommend that be replaced as part of this as well.

Olson stated if the city is interested in pursuing this, the added project cost is estimated to be an additional \$100,000.00 increase to the project, of which 50% would be

assessable if we follow the Chapter 429 procedure. There would be an approximate \$50,000.00 increase to the city, and \$50,000.00 increase in assessment revenue. The schedule would not be impacted if we include this additional segment. We'd be looking at bidding the project towards the end of July, if the bids come in favorably.

Olson stated we are recommending that the city consider including that one block segment of watermain improvement. With that we are recommending that you do follow your assessment policy and that you consider assessing the benefitting properties according to the improvements. In order to do so we would need to hold a second public hearing for that additional block. It's beyond the scope of the original project or we would need to obtain waivers from all the properties. The eight properties are owned by four property owners. Being we've held a hearing, these people received notice of that hearing, we are recommending that we set a hearing, but myself and maybe a representative of the city, could go and talk to these property owners ahead of time to see if it's something that they'd be interested in and perhaps signing a waiver on. Utke questioned if they would all sign a waiver we would be able to cancel the public hearing? Olson stated absolutely. If you are interested in adding this to the project, and we could get waivers for those four property owners, we would cancel the hearing. There would be no need for it. Nordberg questioned are those the draft waivers that we see in the packet? McKinney stated yes.

Mikesh questioned you're talking just watermain, the sewer is in the back alleyway? Olson stated the sewer is in the back alley on both, which is part of the proposed improvements. Mikesh questioned does that watermain tie into Gilbert? Olson stated yes it does. This would be the last block of aged infrastructure within that entire region. Everything on Gilbert Avenue and around it has been updated.

Nordberg questioned its serving eight lots right now? Olson stated eight properties with four property owners. State Bank owns a few parcels on the north and east side. There are two or three residents across from the school. I'm not sure if it's a resident or an office complex.

Utke questioned are there any utilities under Gilbert Avenue that we are connecting to with that one? Olson answered that is correct. Those were likely updated in 1986 when the storm sewer main was installed. Utke questioned so this would get the last piece of old structure out of there. Nordberg questioned is one of them the fitness center? Utke stated no, that's across on Gilbert. Konshok stated this is for houses on Second Street. So we'll use the assessment policy for how much is assessed? Olson stated without question. The policy would be applied as written.

Konshok questioned what are we doing for street parking and striping (on Second Street) on the first and second block. Olson stated on the first block we are going to go with diagonal parking on the north and south sides. On the second block I would recommend that we keep it as is, which is parallel parking on both sides, just so we can save as much of the curb and gutter as we can.

Nordberg questioned I thought there was talk about widening Second Street from Highway 71 east. Is that still viable? Olson stated we could certainly accommodate that further east. Utke questioned are you thinking of just the first block, or the second one too? Nordberg stated I don't know. The only one I heard discussed was across from Calvary, the first block.

Konshok stated when we did the downtown revitalization we talked about on both Second and Third Streets, first and second block being wide with diagonal parking. On that

particular stretch of Second Street there isn't any diagonal parking now, but the idea was to make diagonal parking for two blocks. The idea being whatever happens to the armory, it was providing more downtown parking. Olson stated that could certainly be incorporated.

Rutherford stated the Calvary Church is planning on building too, so they will need more parking, if they build on their vacant lot. Nordberg questioned is there room to widen the street? Konshok stated we have the right of way but it would involve reconstructing the sidewalk and the curb. Olson stated that is correct. The estimate of \$100,000.00 includes minor street improvements. We could certainly add to that. Konshok questioned the right of way is established? Olson stated that is correct. Nordberg questioned on Third Street would it have to be widened for diagonal parking? Olson stated for Third Street the right of way is already obtained and in place so we'd be working within an existing right of way.

Olson stated we should at some point make a decision on this. The original report stated one block on both sides (for Second Street) and diagonal parking for south of Third Street the entire length to the river, with parallel on the north. That was what was proposed in the report. We are at a stage that we can certainly make revisions to that if diagonal parking on both the north and south sides of the first two blocks of Second and Third Streets is something that you would like. McKinney questioned so it would just be the north side as the possible change. Olson stated correct.

Utke stated tonight we just need to work on the add-on piece. Olson stated we are recommending that you go ahead and set the hearing for May 27th. We will go ahead and work with these owners outside of the meeting. If we do not get the waivers, then we'll go ahead with the hearing.

A. Resolution Calling for Public Hearing for an Addition to the Riverside Area – Phase 1 Street and Utility Reconstruction Project in the City of Park Rapids: A motion was made by Utke, seconded by Mikesh, and unanimously carried to approve Resolution #2014-67 Calling for Public Hearing for an Addition to the Riverside Area – Phase 1 Street and Utility Reconstruction Project in the City of Park Rapids.

10. CITY ADMINISTRATOR UPDATE: McKinney stated we have received a correspondence from Henrietta Township about the annexation agreement. We authorized them to proceed. We now have a draft of legal documents amending the existing agreement. We also have received a request for a review from one of the property owners that would not be removed. We have just gotten that. With your permission we'll bring that resolve back to you at the next Council meeting. Everything seems to be as we expected in the agreement. There is just one parcel that you may or may not want to give relief to.

McKinney stated on the frozen water pipes, I'm fairly confident that most of the people are satisfied with the Council's decision to apply last year's billing. Anyone that finds that the facts don't fit that situation for whatever reason, we are having them file a written application for relief specifying the particulars, and we'll bring those to you in two weeks. Most of them have not thawed out yet. We're in the second quarter with the same problem, but we're hoping that it will be over soon. So far the public's been great to deal with. It's been frustrating for everybody. Your system is working and we'll take care to those that don't quite fit the policy and bring them to you to resolve.

11. DEPARTMENT HEAD UPDATES: Burlingame stated his department is working on spring cleanup. We're still working on the water plant. Everything is working really well. We're very pleased with the results at this point.

Hoffman stated McKinney and his wife attended our event this weekend. It was a pleasure having them there. McKinney stated it was a lovely event.

McKinney stated we are about to interview a few people for the new position at the liquor store. We'll bring that back to you.

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

13. COMMENTS FROM COUNCIL: Nordberg stated the Council received a letter from the Lake Country Scenic Byway about the Jefferson Highway Association coming here on May 30th and 31st. Dick Rutherford is also a member of the Jefferson Highway Association. It should be a fun event. It's part of the Park Rapids history when we were on the Jefferson Highway from the Palms to the Pines, New Orleans to Winnipeg. There will be tours to Itasca Park and Menahga.

Konshok questioned do we need to send staff to check on the design and price modification for the parking? How do you want to handle that? McKinney stated we can get together with Jon Olson. We can get you both options.

Konshok stated on the Red Bridge, the benches and tables have already been purchased. The Park Board reviewed two bids which were submitted for the landscaping. The only thing left is the bids for the concrete pads for the benches and tables, plus the overhead bridge. That's everything to finish up what we're doing at Red Bridge Park. It would be nice if it's all done by the Fourth of July. If the weather holds, that's a possibility.

Mikesh stated I met with Senator Klobuchar today. We toured Black Swan. They put a barrel together right before us. It looked like a puzzle, and then it was done.

14. ADJOURNMENT: A motion was made by Randall, seconded by Utke, and unanimously carried to adjourn the meeting at 6:30 p.m.

[seal]

Mayor Pat Mikesh

ATTEST:

Margie M. Vik
City Clerk