

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
JUNE 10, 2014, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The June 10<sup>th</sup>, 2014 Regular Meeting of the Park Rapids City Council was called to order at 6:00 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: Administrator John McKinney, Public Facilities Manager Chris Fieldsend, Liquor Store Manager Scott Olson, Treasurer Angela Brumbaugh, and Clerk Margie Vik. Others Present: Dick Rutherford, and Anna Erickson 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. City Council Regular Meeting Minutes-May 27, 2014:** A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve the May 27<sup>th</sup>, 2014 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 \$62,722.63, and the prepaids in the amount of \$115,968.46, for a total of \$178,691.09.

**6. CONSENT AGENDA:** Utke removed item #6.2 and Konshok removed Item #6.5 from the consent agenda. A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the following consent agenda items:

- 6.1. Resolution #2014-86 Approve a Temporary On Sale 3.2 Beer License for the Shell Prairie Fair Association in the City of Park Rapids.
- 6.2. *Removed from the consent agenda.*

- 6.3. **Approve Change Order #1 for the Water Treatment Plant Project, and Authorize its Execution.**
- 6.4. **Approve Pay Request in the Amount of \$20,000.00 to Hubbard County Regional Economic Development Commission for the 2014 Second Half Annual Investment.**
- 6.5. *Removed from the consent agenda.*
- 6.6. **Resolution #2014-87 Appointing Joyce Mikesh as Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.**

**END OF CONSENT AGENDA**

**6.2. Resolution Adopting the Sign Retroreflectivity Policy for the City of Park Rapids:** Utke stated under Article VIII the policy language says that the superintendent of public works may deviate from the implementation of this policy when deemed to be in the best interests of the city based on safety, social, political, and economic considerations. Reading through this, I would like to see the words “social and political” removed. I’d like to see it say “the best interests of the city based on safety and economic considerations”. I’m open to suggestions from the Council.

Nordberg questioned who came up with this? McKinney stated Scott Burlingame got this from the state. It went to Chris Hood for review. Probably neither one of them focused on those words. Konshok stated the League of Minnesota Cities wrote it.

Utke stated most of this is based on new signs for safety and economic considerations by the city as we can do it. The social and political just didn’t fit as far as I saw. McKinney stated the city is required to adopt a policy, but we can change the language if you like. Nordberg stated all that paragraph does is delegate the authority to the superintendent of public works to make changes, so the Council could still make changes for social or political reasons. McKinney stated even if it’s not in there.

Konshok questioned do you want to change both paragraphs where it’s mentioned? Utke stated it is repeated. Its two words that I think are not fitting. I’d like it struck from both paragraphs.

Konshok questioned do we have any idea why they put that in there? McKinney answered no. I think it was considered a broad brush. If you want to change it you can. Nordberg stated I could see if it was about boy scouts or 4H or some social organization that has a reason to violate the standards. McKinney stated I don’t think it harms the intentions of what we’re to do by removing those words.

**A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve Resolution #2014-88 Adopting the Sign Retroreflectivity Policy for the City of Park Rapids, with the condition that the two words “social and political” mentioned in both paragraphs of Article VIII are removed from the policy.**

**6.5. Approve Updated Job Descriptions for the Planning Assistant and the Receptionist/Accounting Clerk:** Konshok stated there’s a typo in the job description for the receptionist/accounting clerk. Under work performed, B.3. it says right away permits,

and it should say right of way permits. Brumbaugh stated I'll change that. **A motion was made by Konshok, seconded by Randall, and unanimously carried to approve the updated Job Descriptions for the Planning Assistant and the Receptionist/Accounting Clerk, with the stated correction.**

**7. COMMENTS FROM CITIZENS:** Dick Rutherford stated the new bridge looks good, and the other old one should be burnt.

**8. PLANNING:**

**8.1. Resolution for Third Amendment to Joint Resolution for Orderly Annexation Agreement, In the Matter of the Joint Resolution of the City of Park Rapids and the Town of Henrietta Designating Certain Areas as in Need of Orderly Annexation Pursuant to Minnesota Statutes, Section 414.0325:** McKinney stated this is exactly what you have seen before, as was negotiated. The paperwork was put together by the township's attorney. When we got that we got authority from the Council to go to legal counsel for review. That's done. Nothing has been changed. This is nothing new from what you've previously discussed.

Nordberg questioned do we lose all zoning rights over these parcels now? McKinney stated we have zoning rights for the parcels that remain in the agreement. But not for those that are outside of it.

**A motion was made by Konshok, seconded by Randall, to approve Resolution #2014-89 The Third Amendment to Joint Resolution for Orderly Annexation Agreement, In the Matter of the Joint Resolution of the City of Park Rapids and the Town of Henrietta Designating Certain Areas as in Need of Orderly Annexation Pursuant to Minnesota Statutes, Section 414.0325.**

**Discussion:** Nordberg stated there has been some discussion about this little portion up here in Henrietta Township. It may come up again of it going back to the township. Utke stated that's in the 2017 area. Nordberg stated the point of it was that he wanted to be excluded. Their discussion was with the township and not with us. McKinney stated we met with the couple and we had every opportunity to hear their objections. We talked to them several times after that. I think he's okay. Utke stated I would say once he knew that it's in the 2017 phase and would be looked at again at that time. We're three years out. McKinney stated he understood why it was in there originally. He's okay. He may be back. Nordberg stated right, in 2017.

**The vote was called.**

**The motion carried unanimously.**

**9. CITY ADMINISTRATOR UPDATE:** McKinney stated I will be gone from June 13<sup>th</sup> to the 29<sup>th</sup>. I will be available by telephone during that period of time.

McKinney presented the Council with a flow chart that will be the operating model for the armory project. This has been prepared by the staff and me and distributed to

everybody. We have several people with skin in the game and several that might not have identified their role in that regard. This is being offered as a proposal. The Upper Mississippi Arts Council has reorganized themselves. The agreement is that they will elect Mike Monsrud as president. He has agreed to do it. He is the person that needs to be the traffic cop on who's going to do what with a lot of these things. We have not yet heard from the state budget and management office. We do have a manual we got off the internet that describes what we reasonably would expect to happen, and there's a lot of it. There are quite a few things that we have to do just to keep the ball rolling. One of the principle things that we have to do, both because of the language of the enabling legislation, and because of where we stand with the various groups here, is to define the project. Until that's done I recommend that we hold back on any further approvals that we might be asked to give until we get everybody to sign off. As you know, some people have different ideas of how this ought to configure.

McKinney stated Monsrud has his annual meeting soon. He has enough on his plate right now, so he won't deal with this until after that. They are convening his group next week to start that process of getting them to pull together to figure out what they want. The developer returns tomorrow. He has indicated that he is ready to proceed with some things that I have told him that need to be reviewed. He is on Monsrud's committee, at least temporarily. There's a lot of getting ready before we start doing things.

McKinney questioned have we gotten a formal inquiry for the loan? Brumbaugh stated they called to see who the contact person at the city level was. McKinney stated Zemek is thinking of some more interim financing, like a DEED loan, to proceed with work he feels will be required regardless, like fire building codes. With the Council's permission, I think the best thing to do is to let Monsrud do the project managing and get some of the cooks out of the kitchen until he can bring order out of that. This is an update and doesn't require any action on the Council's part.

Konshok questioned we don't have a formal response to our last EDA meeting and everything that we raised? McKinney stated the only thing that has happened since the last EDA meeting is that the bill passed. We haven't heard anything from the state, and Monsrud's group has reorganized but has not met to tackle these issues. Utke stated they have a lot of work to do. Randall stated they just got that manual about the grant. There is a lot of very specific information that they have to figure out. Utke stated I was discussing it with Dave Collins and he said it could take a year to put that stuff together. They have a lot of things to do. Randall stated in my opinion all of that should have been done already. Brumbaugh stated our state person, Roy Murphy, is very meticulous. He is not going to sign off on anything until all the i's are dotted and the t's are crossed. McKinney stated if you go through the manual, how can you answer the questions if you don't know what you are going to have when you finish. That's a priority. I'm very impressed with the way that Monsrud is approaching it, but his plate is full right now.

Konshok questioned since Senator Skoe is in town tomorrow, what are we going to tell him. Utke stated I don't think we tell him anything. Collins has his whole program going and has it handled. Randall stated after our last meeting with him I don't think he'll be at all surprised that we don't have anything to present. He knew this is where it was at six weeks ago. Konshok stated so we have nothing new to report. McKinney stated just a thank you for the support. If I were he I would appreciate that. Nordberg stated it's a potential at this point.

McKinney stated the auditors have completed there on site stuff. They would like a workshop to present their audit findings on May 24<sup>th</sup> at 5:30 p.m. That would be consistent with former practices. We have to have it done by the first of July. They will make the presentation to you.

McKinney stated Jon Olson, Scott Burlingame, and I met to discuss the Riverside Project. Olson said the bids are just out of sight that are coming in on other projects. He's assuming that it would be the same here. There's plenty of work out there. The guys are all booked up and they are not looking for work. This is a project that we were going to do over two construction seasons. His recommended is to wait until January or February. We have until March 11<sup>th</sup> to let a contract for a single year construction. This would also dovetail better with our CIP when we do the bonding. For all of those reasons, we need your authority to not proceed.

Utke stated it makes sense. The contractors have to get their equipment in and then haul it all back out. All of that costs a lot of money. Konshok questioned what about the public meetings and the notices? How long can we go? Vik stated we have to let the contract by March 11<sup>th</sup>, 2015. McKinney stated we will have work to do before that, so we'll be back to you in January or February 2015. Utke questioned do we need any official action? McKinney stated Olson will come to your next meeting on June 24<sup>th</sup>. I wanted to make sure you were amenable to that presentation. He also has other rational. Unless you have an objection they'll be back to you to talk about that. Utke stated it makes sense. McKinney stated I'm not sure we have to do anything official.

Nordberg stated the property owners are probably feeling like this is a done deal to get started this summer. I'm not saying we should but there should be communication to the property owners. McKinney stated I wanted to wait until I got a sense of the Council's feelings. After the next meeting, that would be appropriate. Utke stated after we take official action, then we could contact them. Konshok stated my sense as a Riverside resident is that they'll all be fine with it. I've heard concerns about doing it over two years. That was probably the thing that raised everybody's eyebrows. McKinney stated we have some other projects that might impact the funding so we'll bring that all to you next time.

**10. DEPARTMENT HEAD UPDATES:** Fieldsend stated we've been working on the Red Bridge Park. We cut some trees down. The landscaper will be coming in shortly. The electrician was there. Utke questioned will it be ready by the Fourth? Fieldsend stated it depends on when we can get the asphalt going. We're behind. McKinney stated we can't authorize the contractor to proceed until we can work out the paperwork with the state.

Nordberg questioned the cement pads are there for the old bridge? Konshok stated it is. Rutherford questioned if they have to take out some of those rocks, where are they going to bring in the equipment to do that, or are they going to float something in? Konshok stated we don't know that. It's the DNR's contract. We need to pass it back to them to come up with a resolution if they can. Rutherford questioned it shouldn't it be done before they tar it? Konshok stated potentially, depending on whether you're trying to get it from topside or whether you're coming at it from the water. I don't think they can get at it from the topside anymore. You could get a mini excavator on that bridge, but there's a sand point that has to be addressed from the water. Nordberg questioned is it right under the bridge? Konshok answered yes.

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

**12. COMMENTS FROM COUNCIL:** Konshok stated we did have a bureaucratic snag on the grant monies on the state portion of the funding for the paving at Red Bridge Park. We're going to address that tomorrow with Senator Skoe to try and put a little pressure on to see if he can't bust the paperwork loose. The environmental statement was submitted previously, but it expired. It was due for a resubmittal and nobody knew that until recently. The exact same form from last year was resubmitted, and now the state is saying it's going to take us several weeks to look at the statement that we already did last year. McKinney stated I think he would appreciate me saying that they told him what he did was okay at the time. Konshok stated right, it was a change of information, it wasn't from the DNR office in Bemidji or the bridge guys. This is coming out of the environmental permitting office in the DNR headquarters. We'll see if we can get them to rethink that. That is what is standing in the way. But we can't sign the contract and direct Howard's Driveway to do the work. McKinney stated we can't get reimbursed with the grant monies if we do it ahead of time. Konshok stated the federal portion is in place, it's the state portion that is stalled. We're trying to get that done and it would be nice if we had pavement down for July 4<sup>th</sup>.

Konshok stated the airport crosswind runway closure came and went and everything is on schedule. Fieldsend stated they are still working on the lighting.

Nordberg stated I attended the meeting of the Hubbard County Senior Council that the Council appointed me to. The big event for them is picking the senior citizens of the year at the county fair. The senior day at the county fair is Friday, July 18<sup>th</sup>. There will be an invitation to politicians, including the mayor and county commissioners. To save postage on mailing one to every Councilmember, we're all invited at noon on senior day at the fair. A male and female senior citizen will be selected and given a sash. The county came up with a little money for this, so there's a free lunch. The Council is invited, on July 18<sup>th</sup> at noon.

Nordberg stated Fieldsend and I had been at the Library Board meeting. We are looking forward in finding people's interest in the library for long term planning. Our Kitchigami Regional Library Director was here and talked about that and she was glad that we were interested in long term planning. You'll be hearing more about that in the future.

**13. ADJOURNMENT:** A motion was made by Randall, seconded by Konshok, and unanimously carried to adjourn the meeting at 6:33 p.m.

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Acting Mayor Paul Utke

ATTEST:

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City Clerk Margie M. Vik