

**CITY OF PARK RAPIDS
CITY COUNCIL WORKSHOP
OCTOBER 14, 2014, 5:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: Acting Mayor Paul Utke called the City Council Workshop for October 14th, 2014 to order at 5:00 p.m.

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 Superintendent Chris Fieldsend, Public Works Superintendent Scott Burlingame, Planner Dan Walker, and Clerk Margie Vik. Others Present: Anna Erickson from the Enterprise.

3. PRESENTATION:

3.1. Facilities Owned by the City and a Discussion of Current Facility Issues Presented by the Facility Maintenance Superintendent Chris Fieldsend:

McKinney stated this presentation is in response to his newly created position from a year ago. This is an attempt to bring us all up to speed on how many different facilities you're composed of so that you'll be aware of the magnitude of why we created the position to take care of those things.

Chris Fieldsend stated the city has thirty structures valued at about \$9.5 million. Some of the values come from the assessor, but most are ballpark figures. The liquor store was built in 1995. There have been a couple of additions on it. We've been talking about building a new one at some point. This one is not big enough for what they are looking for. It does need a new roof, which is on the CIP for next year. There's going to be a lighting project to redo both the inside and outside lights, and the sign.

Nordberg questioned what is the realignment on registers at \$45,000.00? Fieldsend stated that was actually pulled about an hour ago and I haven't had a chance to change this. The cash register area we were going to realign. Now we have opened up both ends so that the clerk can get out on either side. That's really what he was trying to do. We had a space study guy come in. They moved some isles to have a waiting space with a fence, a queue area. So you wait there until you go to whichever line is open. In the summertime they use it the most. The biggest problem was in the summer they had people lined up.

McKinney stated we had some observations that it wasn't always possible for the clerks to do the cash register and help people carry stuff out, because they had to go clear around the register. They can get out now and help people if they need it. Fieldsend stated we pushed the realignment back another year. We're going to try this for a summer to see how it works. If we need to do something we will look at it again next year.

Fieldsend stated the library was originally a bank. We remodeled it in 1994. They are also looking for a bigger facility. They have forty-two users per hour, which is 96,000

users per year. They have a lot of people going in and out. If they get a book, they have to get rid of a book. They shuffle materials around working with the space that they have. McKinney stated they are also concerned about their parking. Fieldsend stated they did lose a couple of parking spots when we repainted. Nordberg stated Kitchigami reported that we have issues here with children and no observation down in the lower level. They are trying to get things on one floor for more observation.

Konshok questioned is it a true statement that a new library would require a referendum? McKinney stated if we wanted to build a new one and borrow money we'd have to get voter approval for the bond issue. Konshok questioned is that specific to libraries or is that for anything? McKinney stated there are certain facilities that are considered essential, like a sewage treatment facility that don't require an election, and certain facilities that are optional, like city halls. Burlingame stated I've heard that is going to be changing so that you won't have to have a referendum for anything but I don't know that as a fact. Fieldsend stated they also are some grant monies available for remodeling and reconstruction for structures through the state. We are kind of premature for that.

Fieldsend stated the airport has three large t-hangers which house forty-four airplanes. They're talking about moving, adding, or taking one down. They are always changing the buildings out there. There has been talk of remodeling the main hanger. One of the problems is that the meeting room is not accessible for the handicapped. There is talk of moving that down to the main floor. It needs some work. McKinney stated we do have some people that use that upper room for meetings, but it has a very steep stairway.

Konshok stated this is great, but in the future I'd like to see the anticipated funding for each of these buildings because they are different. McKinney stated these are not proposed CIP changes, it's a heads up kind of thing. We aren't proposing any of these other than highlighting the properties. Konshok stated I know that, but they're not all built the same way. The money has different sources. That's part of the confusion on this. McKinney stated some of them have multiple funds too. Konshok stated you have enterprise funds, liquor funds, bonding. In the case of the airport it's federal and state funding.

Nordberg questioned have we had meetings declined because of the access or does everybody know that and nobody asks? If we spent money on changing anything would anybody use it that doesn't use it now? Fieldsend stated I think the biggest problem with its use now is the handicapped thing, but I don't think people know it's even there. Randall stated I had no idea. Konshok stated it's actually a large room. Nordberg stated and there's parking available most of the time. McKinney stated it's a fairly large room. We've had a couple of staff meetings there and the Airport Commission meets there.

Konshok stated it works for pilots because in general they've passed a physical so they can make stairs, otherwise they're not flying. For general purposes, it does limit the uses. Nordberg stated in terms of priorities, spending money there is not a priority for getting meeting space. McKinney stated I agree. We're not likely to purpose it for meeting space. It's for other uses that are required out there. Konshok stated the feds and the state have a lot of input on that and what they look for on the standard footprint of an arrival/departure building at an airport. That, for example, might be a requirement to participate in state funding. Nordberg questioned to make meeting space available? Konshok stated it's considered a necessary facility to have that available. McKinney stated if not required it might give us a better chance at getting grants sometimes.

Fieldsend stated the airport control buildings are metal and were built to be somewhat maintenance free. There are some rust issues and they do need some upkeep. There were two hangers built for the FBO and Park Rapids Avionics. We lease those so we don't have a lot to do with them. They are new so they don't have any issues at this point. Nordberg questioned are the leasers responsible for upkeep? Fieldsend stated yes, to a point. Konshok stated maintenance, but not repair. Fieldsend stated there have been some sewer issues there that the city has done. Konshok stated previously we had issues with the doors. That was our responsibility to repair. Nordberg questioned is anything other than the main arrival/departure building tied up to city water and sewer? Fieldsend stated these are. All of them are.

Fieldsend stated the paint and strip shops are leased by the FBO. Per the new agreement with the FBO, he will maintain those structures. The Offutt hanger was built by Offutt in 1986. He does all of the maintenance on the building.

Fieldsend stated the city owns River Heights Apartments but we do not maintain it. It is operated and maintained by the Housing and Redevelopment Authority of Park Rapids. Also the community center, which houses the hockey arena, we do own that but we do not maintain it. We do provide some funds to them, as per the budget, which is okayed by the Council. Olson Softball Fields is owned by the city. I've had youth groups paint the buildings out there, the concession stand, and the wellhouse. That building is about ready to fall down. It does need repairs. For the most part they do the upkeep there, but we also have groups work on it.

Nordberg questioned there's no city water or sewer there? Fieldsend stated no. They have two wells and a septic system. Konshok stated the two wells are specific to the complex. They are shallow wells. Are they drinking water wells? Fieldsend stated one is for the irrigation and one is for the building. Konshok stated I'm concerned if it's properly marked.

Fieldsend stated the fire hall has some issues with the roof. It's leaking. They are also looking at an expansion because of the new trucks and equipment they have gotten. They are on the CIP for that and it will be funded by their own capital account. Konshok questioned does the new truck fit? Burlingame stated yes by about two inches.

Fieldsend stated the city hall building has been worked on a couple of times. The back of the building used to be a garage. Now it is office space. It was remodeled in 1998. The roof was worked on this year. The back door is starting to rust out and it needs painting.

Konshok questioned what's the \$25,000.00 refurbishment for? Fieldsend stated that's for carpet for the front of the building. It's interior updating. Randall stated it's badly needed. It's pretty outdated. Fieldsend stated we had the space study people look at it, they came up with a plan, which I don't know if we can afford. Their plan is to rearrange the front to make more room and look more professional. It's the same company that worked on the courthouse. Randall questioned that was the architect? McKinney stated one is an architect and the other is a space study designer, a husband and wife team. Part of our issue is safety. People can walk in the front door and they can go right through. There's no protection for employees. It's not modern thinking.

Nordberg questioned what's the square footage on the usable city space? Fieldsend stated it's roughly 2,000 for the city, and 2,000 for the USDA. Randall stated I'd like to see what they came up with. Fieldsend stated they suggested adding a small

entryway on the front of the building so we could pull the inside square out to increase inside usable space.

Nordberg questioned did the city ever use the back of the building, which is currently leased out? Fieldsend stated we used it for storage. It was a garage. Konshok stated the conversion to office space was specifically for the USDA. McKinney stated the USDA will keep the space until July 1st, 2015 and then we'll talk again.

Nordberg questioned in terms of options, if they were not there, would it make a nice city hall, or is it still tacky? Fieldsend stated I think it's still a little tacky, but it's still better than what we have. We're really squeezed in. Randall stated I think what we currently have looks tacky. Nordberg questioned could you have a meeting room for Council there? Is it insulated and heated? Fieldsend stated there's a room big enough for a Council meeting, but it's not as big as this room. There is no water or sewer back there. Randall stated the building needs an overhaul.

Fieldsend stated the building at the dam is rented out for \$300.00 a year to Northern Bait to hatch fingerlings. We're going to have to decide if we are going to do anything with it or are we just going to leave it. Nordberg questioned do they want to keep renting it? Why would we have to change anything? Fieldsend stated it needs some updating, like the roof. If it starts leaking we're going to lose the inside of it. McKinney stated it's in really rough shape. Nordberg stated I remember the report from years ago about replacing the generator in it. Is that in the building? Fieldsend stated no. There were never any generators put in there. It was set up to do that, but they were never put in place. That's my understanding. It was looked at again about ten years ago, but they didn't find it feasible. Nordberg stated that's what I'm thinking of.

Fieldsend stated we have two water filtration buildings. We probably won't need to do much with these for a while. They are in good shape. The park structures include the bathrooms at Depot Park. We have quite a bit of vandalism there. We've been trying to light it. Hopefully at some point we can get a camera there. Some of the shingles have been torn off the back roof. The Deane Park pavilion is ready for replacement. The Park Board's CIP recommends replacing this in a future year. The Depot Park pavilion is in good shape.

Konshok questioned any idea the cost of transition from the all wood and timber structure to the steel structure. Fieldsend stated I don't know what we paid for that. Konshok stated the Depot Park structure costs \$200,000.00. That included the playground structure. Fieldsend stated part of the problem with Deane Park is the water table is so close to the surface that it heaves. You can see the uneven roof because each post is heaved different. Nordberg questioned the pavilion in Depot Park, did they charge per foot, is it much more expensive or different than the one in Lindquist Park? It's so open since there are no walls. Fieldsend stated this one is actually bigger. The one at Lindquist is a wood structure covered with metal. Depot Park is a steel structure. It should last longer than the wood. The one at Deane Park is wood, with shingles on one side and metal on the other side. Nordberg stated before when I sat in at the Park Board meeting, two buildings were falling down, and one has been taken down. Is this in good or bad shape? Fieldsend stated it's still functional but it's nothing that I would praise. It's not falling down. It's just quite old. It just doesn't look very good. Konshok stated it's structurally sound for the moment.

Fieldsend stated the Red Bridge Park bath house was in the budget this year for a while. It's still on the CIP as an unfunded repair that's to redo the inside and outside, reroof, heating, cooling. Other than this building, Red Bridge Park is pretty much finished. Konshok stated we hope to get some grant assistance with that of a historical nature. Fieldsend stated fundraising may play a part in that too. Konshok stated it's probably a good candidate for a "Save the Beach House" fundraising campaign.

Nordberg questioned have there been any specific requests for use of the space? Konshok stated the Park Board is evaluating that. We have a call for comments and we're talking to different groups. Fieldsend stated the biggest comment was for some sort of rental out of there, possibly a satellite of the chamber. Konshok stated we also talked about doing concessions. Nordberg questioned does anybody recall when there was a bike rental there? Was that good, bad, or indifferent? Fieldsend stated I think it was fine except the bike shop wasn't there then. I think there would be competition.

Konshok stated one of the ideas was to turn it more into a water rental for paddleboards and kayaks, if you had a good, decent dock structure there. Those are really popular right now. It's really ideal for that. It's not a great swimming beach but it would be great for that. Randall stated that is a really good idea. Nordberg questioned would it be a plain lease? Konshok stated typically it's a local small business lease. Fieldsend stated Itasca Sports from Itasca Park was interested. Nordberg stated that would be handy. Konshok stated that would be half of the building. The other half would be bathrooms.

Fieldsend stated the sewer control buildings house the barscreens, which filters the sewage as it goes through pulling out the big chunks. There's a generator building and an irrigator control building out at the ponds. These are built to be maintenance free. The cold storage building was built in 2007. It's also maintenance free. It's secure storage for the police. They store the impounded vehicles there.

Fieldsend stated the public safety building was built in 2001, for \$1.1 million. We've had some water infiltration issues into the police area of this building. The foreman from the company that built this came to look at the building to see what was causing the issues. He said it wasn't done correctly to begin with. There should have been a rubberized coating, a boot, around all the protrusions. That has been done about two weeks ago. The other problem under the metal there was supposed to be a vapor barrier to keep the moisture outside. Every screw hole in the roof damaged that. I don't know how we are going to fix that. Every pipe that comes through is not sealed.

McKinney stated the contractor for the building put a solid ceiling in there. Then when the HVAC people came in and they punched holes in it and didn't comply with what the original builder thought would be appropriate. We ended up with two different people working on the same building. Fieldsend stated initially when they built the building and the steel was put up there was a vapor barrier. As soon as the electrician puts a hole in it, you've now broken the barrier. The ice gets up in there and when it melts is like leaking from the top.

Fieldsend stated Officer Sabin's office is in the center of the police area. Every time it rains water runs in there. The carpet is destroyed. The shop area has hundreds of screw holes. McKinney stated the fact that when it rains it goes into Sabin's office it gives me hope that by fixing the roof as opposed to the vapor barrier we've dealt with the major problem. Fieldsend stated the vapor barrier should only be a problem in the spring when whatever ice is up there starts to melt. At the front of the public works building, when it

rains the water lies there, then goes underneath the building frame. Konshok questioned there's no drain tile underneath? Fieldsend stated it's on a slab and there's no drainage. The second part of my solution was to pull all the rock and grass out and lay down concrete to solve that problem. That's on the regular Council agenda tonight. Nordberg questioned can you seal the foundation? Fieldsend stated the concrete will actually connect right to the building. I guess we can put some kind of rubber barrier there. One problem is when it rains, and the other is in the spring when there's snow there. We'd like to push that off with equipment. That would be a lot easier if it was concrete. We'll take all the snow away from the building.

Fieldsend stated initially Eilers came to us and said his employees were having allergic reactions to mold. I had a mold company come in and check it. It was in the normal range. He believed there still may be mold in some areas. Then I called the foreman from the company that built it. He looked at the roof and everything in there. He didn't think there was that much mold but if there was any it would be in Sabin's room. The recommendation is to fix these things, and then cut a spot out in Sabin's room to see what kind of damage there is inside of the wall. Once we get this so it quits leaking, we'll do that, and then redo the inside with new carpet.

Nordberg questioned is there insulation above the roof? Fieldsend stated yes. There's insulation between the two metal sheets. Nordberg questioned is there some kind of a spray solution to apply to the roof over everything that would presumably seal the screw holes? Fieldsend stated part of the problem with that is that it attracts diesel fumes and turns black really fast in the shop area anyway. I asked if we could spray a sealant on the holes. His recommendation was to fully screw out each screw and reseal it. I haven't actually figured out how to fix this problem. Utke stated the screws are a minor piece. The screws are in and they are tight. The biggest thing is where all the pipes go through and you have airflow with warm air going up in the winter and it's forming ice up there. If you take care of that then you have a huge majority of it taken care of instantly, plus getting the top to stop leaking when it rains.

Nordberg questioned has the carpet been replaced since the mold discussion? Fieldsend stated no. We have not done any interior work yet. Fieldsend stated we're trying to stop the water first. Randall stated then you'll cut a hole in the wall, fix the wall, and then the carpet. Fieldsend stated the interior will be done once can get it to stay dry.

Randall questioned what's the proposal for 2017 for the addition? Fieldsend stated the police have wanted additional vehicle bays on the north side. The addition would fill in an area and square off the building with interior bays. We would also add a fireproof room for storage for city hall. There's a room there but it's filling up. We're sharing with the police department. Both of us have to keep some records permanently, so part of it will be for administration.

McKinney stated you can see how not having someone responsible for this overview is not a good idea. Fieldsend has done a good job. There's a learning curve. We haven't solved all of the problems yet. But he's in a position to know more about what we have to do. Utke stated if you don't keep up with maintenance you have nothing, and there's a lot of pieces to keep going and to know what should be taken care of next.

Nordberg questioned is there anything historic about the dam building to prevent it from being torn down? Fieldsend stated I don't know. The DNR has some valves in there. McKinney stated we also have the dam that it sits on. That is ours. Someone called the

other day to replace a valve. Nordberg stated I thought the DNR controls the height of the water. McKinney stated the city does that.

4. ADJOURNMENT: A motion was made by Randall, seconded by Nordberg, and unanimously carried to adjourn the special meeting at 5:45 p.m.

[seal]

Acting Mayor Paul Utke

ATTEST:

Margie M. Vik
City Clerk