

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
TUESDAY, JANUARY 13, 2015, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. OATH OF OFFICE:** The newly elected officials, Mayor Pat Mikesh, and Councilmembers Erika Randall and Paul Utke all recited the Oath of Office for their new terms.

**2. CALL TO ORDER:** The January 13<sup>th</sup>, 2015 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.

**3. ROLL CALL:** Present: Mayor Pat Mikesh, Councilmembers Rod Nordberg, Erika Randall, and Paul Utke. Councilmember Dave Konshok arrived at 6:07 p.m. Absent: None. Staff Present: Administrator John McKinney, Public Facilities Superintendent Chris Fieldsend, Treasurer Angela Brumbaugh, Liquor Store Manager Scott Olson, Police Chief Terry Eilers, Fire Chief Donn Hoffman, and Clerk Margie Vik. Others Present: Sue Tomte, John DeCoster, and Anna Erickson from the Enterprise.

**4. APPROVAL OF AGENDA:** New information was presented for the payables and prepaids by Brumbaugh. **A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the agenda as presented.**

**5. APPROVAL OF MINUTES:**

**5.1. City Council Special Meeting Minutes-December 9, 2014:** A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the December 9<sup>th</sup>, 2014 City Council Special Meeting minutes as presented.

**5.2. City Council Regular Meeting Minutes-December 9, 2014:** A motion was made by Utke, seconded by Randall, and unanimously carried to approve the December 9<sup>th</sup>, 2014 City Council Regular Meeting minutes as presented.

**5.3. City Council Special Meeting Minutes-December 16, 2014:** A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the December 16<sup>th</sup>, 2014 City Council Special Meeting minutes as presented.

**6. FINANCE:**

**6.1. Payables and Prepays:** A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$48,674.85, and the prepaids in the amount of \$639,165.08, for a total of \$687,839.93.

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

- 7.1. Resolution #2015-01 Setting City Council Meetings on the Second and Fourth Tuesday of Each Month in the Year 2015.
- 7.2. Resolution #2015-02 Appointing Paul Utke as Acting Mayor for the Year 2015.
- 7.3. Resolution #2015-03 Designating Official Newspaper for the Year 2015 for the City of Park Rapids.
- 7.4. Resolution #2015-04 Designating Authorized Signatures for the Year 2015 for the City of Park Rapids.
- 7.5. Resolution #2015-05 Designating Official Depositories for the Year 2015 for the City of Park Rapids.
- 7.6. Resolution #2015-06 Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for Year 2015.
- 7.7. Resolution #2015-07 Authorizing Proper City Officials to Execute the Paperwork Associated with the Fire Contracts for the City of Park Rapids.
- 7.8. Approve Plumber's Permits to Work in the City of Park Rapids in 2015 for Ackerman Plumbing & Heating Inc., Hass Geosystems Inc., Samuelson Laney Plumbing, Heating, & Cooling Inc., The Jamer Company, Peterson Sheet Metal Inc., Tim Ulvin Plumbing Inc., T and T Plumbing & Heating Inc., and D.Carlson Plumbing & Excavating.
- 7.9. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2015 for Backhoe Pete LLC, Arvig Enterprises/AEI Construction, LarMac LLC, Gordon Construction, Qwest Corporation, T-Ray Construction Company, and Dennis & Girtz Excavating.

- 7.10. Resolution #2015-08 Appointing Scott Johnson to Serve on the Airport Commission for the City of Park Rapids.
- 7.11. Resolution #2015-09 Re-Appointing Nathan Luetgers to Serve on the Park Rapids Arts and Culture Advisory Commission.
- 7.12. Resolution #2015-10 Re-Appointing Aaron Spangler to Serve on the Park Rapids Arts and Culture Advisory Commission.
- 7.13. Resolution #2015-11 Appointing Jill Johnson to Serve on the Library Board for the City of Park Rapids.
- 7.14. Resolution #2015-12 Re-Appointing Sue Cutler to Serve on the Parks & Beautification Board for the City of Park Rapids.
- 7.15. Resolution #2015-13 Re-Appointing Dodie Egge to Serve on the Parks & Beautification Board for the City of Park Rapids.
- 7.16. Resolution #2015-14 Appointing Dick Rutherford to Serve on the Park Rapids Planning Commission.
- 7.17. Resolution #2015-15 Re-Appointing Cheryle Wilke to Serve on the Urban Forestry Committee for the City of Park Rapids.
- 7.18. Resolution #2015-16 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Jeffrey Olesen.
- 7.19. Resolution #2015-17 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Roger Hunter.
- 7.20. Resolution #2015-18 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Joyce Mikesh.
- 7.21. Resolution #2015-19 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Tall Pine Toms.
- 7.22. Authorize City Staff to Use City Equipment, (front end loader and plow truck) to Help Remove Snow from the Start/Finish/Parking Lot for the Heartland 106 Snowmobile Race on Highway 34 East.
- 7.23. Approve Installation of a Surge Protector by Hanson Avenson Electric in the Amount of \$1,800.00 at the Public Works/Safety Building.

- 7.24. **Approve Pay Request in the Amount of \$1,500.00 to Revize LLC for the Yearly Software Updates and Website Hosting.**
- 7.25. **Resolution #2015-20 A Resolution by the Mayor and City Council of the City of Park Rapids, Minnesota, Approving the Sale of City-Owned Real Property in Park Rapids, Minnesota, and Dispensing with Review of the Sale by the Park Rapids Planning Commission.**
- 7.26. **Approve Pay Request in the Amount of \$20,000.00 to Hubbard County Regional Economic Development Commission for the First Half of the 2015 Annual Investment.**
- 7.27. **Approve the Repair of the Rivers Edge Condominium Association Sign, as per Existing Purchase Agreement with RECA, in the Amount of \$1,800.00 to Keith Anderson Masonry.**
- 7.28. **Resolution #2015-21 Approve Wage Adjustment and Step Increase for Full Time Accounting Clerk/Receptionist Janel Stewart.**
- 7.29. **Resolution #2015-22 Authorizing Proper City Officials to Execute a Contract for Services for the Park Rapids Municipal Airport by and between Trillion Aviation and the City of Park Rapids.**
- 7.30. **Resolution #2015-23 Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule.**

**END OF CONSENT AGENDA**

**Councilmember Konshok arrived at 6:07 p.m.**

**8. COMMENTS FROM CITIZENS:** There were no comments.

**9. GENERAL BUSINESS:**

**9.1. Resolution Appointing Councilmembers to Various City Committees, Boards, and Commissions:** After discussion the Council agreed to keep the Council appointments the same as in 2014.

Randall questioned is there a formal appointment of a Councilmember to the Upper Mississippi Center for the Arts Board? Nordberg answered yes. That's the Park Rapids

Community Development Commission. I was appointed and it doesn't have to be me, actually there would be some reasons to change if you wish. Randall stated I'd be happy to, but if you wish to continue, that's fine too. Nordberg stated it might be good to get some fresh blood in there. Utke questioned should that be added to the resolution? Nordberg stated they invite a city representative. McKinney stated they ask us to appoint someone. Randall stated they just started out so it hasn't even been a year so we could address it next year. Nordberg stated they also have representatives from other organizations. I'll let them know that it's fine with me to switch. Their meeting is coming up on the 23<sup>rd</sup> of January at 9:00 a.m. They have a regular monthly meeting on the third Friday of the month at Itasca Mantrap. I'll let you know so you can go. I'll go anyway as an arts council person. It's fine for you to go.

McKinney stated we will prepare the resolution with the names as they appeared on last year's resolution. **A motion was made by Konshok, seconded by Utke, and unanimously carried to approve Resolution #2015-24 Appointing Councilmembers to Various City Committees, Boards, and Commissions.**

**9.2. City Committee Voting Requirements:** McKinney stated this is related to appointments. The staff was asked to look into the question of whether or not Councilmembers sitting on various committees had voting rights and privileges or not. The clerk did the research on that and the answer depends on which committee you're talking about. Most of the committees that are set up without your vote are committees that are established by someone other than you, either state statute or itself has adopted its own bylaws. There are a couple of exceptions to that. The Library Board is governed by statutes. In some cases we participate in county boards or commissions. Those rules are set by the county. If you wish to extend the voting privileges in the ones that you do control, if you let us know we can prepare the necessary documents.

Utke stated on the HCREDC the Council does have voting privileges. Nordberg stated we were asking specifically about the Library Board. This says that state statutes says it can't be changed. I'm on the HRA of Park Rapids and I do vote and they accept that. I do help meet the quorum requirements since they are short on members.

Utke stated on the Planning Commission the Councilmember has been a non-voting position. What would need to be changed if we were to vote at the Planning Commission? McKinney stated the Council also votes on the action taken by the Planning/Zoning Commission. The assumption was that you get to vote later. I don't know if there is anything that precludes you from voting. Utke stated what brought up this conversation was that periodically the committees have a hard time getting a quorum. I have attended Planning Commission meetings where you would have if I was a voting member. So it's a balance. Is it the right thing to do, and if it can be changed, sometimes it makes the committee work better. That's one that is typically working because you have public hearings and you have people coming in because it's scheduled. It fit well into our train of thought if we were going to make that adjustment, and if we could. McKinney questioned would you like me to look further into that one? Utke answered I would.

Konshok stated I'd make the same pitch on the Parks Board. We've had that same issue where because of vacancies or that folks are out of town we occasionally haven't had a quorum. Utke stated anything we could do to make it a workable meeting would be good. McKinney stated we'll have to give you some information on how it could be

accomplished, and if you can do it. Konshok stated there are discrepancies between committees where the Council sometimes has voting rights and sometimes they don't. I think we should try to make it consistent and as uniform as possible.

Nordberg stated unfortunately on the Library Board we can't have a vote. Utke stated there might be a few that we can't. McKinney stated I'm interpreting your remarks as if you could have the right to vote, you want it. The Council answered yes. Konshok stated the main ones are the Planning Commission and the Parks Board. Fieldsend stated you could be a voting member on the Library Board once we change the bylaws. We're working on that now.

Utke questioned should we include Arts and Culture? I'm hearing to include all those that we can. Nordberg stated it's never been an issue so I think it is a voting position. Randall stated according to their bylaws they can't. Utke stated if you have been voting and it's not a problem then we might as well change it. Konshok questioned did we establish that Arts and Culture by ordinance? Vik stated it was not established by ordinance. It was created with a resolution by the City Council, but the Arts and Culture Commission, they voted on their own bylaws. In their bylaws, the Council is a liaison, and it doesn't have to be a Councilmember, it's a city representative, who serves as a liaison and not a voting member according to their bylaws. McKinney questioned even if they weren't a Councilmember they wouldn't have a vote? Vik stated that is correct. Konshok stated if we didn't create it by ordinance, then it's not a city commission. Vik stated the city adopted the commission by resolution, not by ordinance. It is a city created commission which is required for certain grants.

Vik stated maybe it would be helpful to see all of the bylaws if your goal is to have as many committees as you can to have a voting Councilmember. Konshok stated we're looking for consistency.

Nordberg stated the city appoints to the Headwaters Regional Development Commission out of Bemidji. Mikesh was the appointee, but he re-appointed me. You can change that if you wish. McKinney stated they appoint you, we don't. In fact they don't have to invite anyone from here. Mikesh stated they invited me but I couldn't attend a lot of their meetings, so I asked them about appointing someone else. Nordberg stated it's technically called Hubbard County Cities representative. I don't know that Akeley and Nevis are invited. McKinney stated we don't control that. You've been nominated from this group. Nordberg stated I'm willing to continue going.

**A motion was made by Konshok, seconded by Utke, and unanimously carried to refer City Committee Voting Requirements to staff for further information.**

**9.3. Resolution to Authorize Proper City Officials to Execute the Task Order for the Fire Hall Expansion Project by and between Apex Engineering Group Inc. and the City of Park Rapids:** McKinney stated this is the format and the process that we've agreed to with Apex Engineering Group. We have a general contract with them and then for each specific project we approve a task order. It isn't any different than what we do for a street project. When they get this approved they will commence the engineering. It isn't approving the project, it's approving an engineer for the project.

Donn Hoffman stated until we do this study we don't even have a footprint. Without a footprint we can't come up with a value. The value that you see there really doesn't mean anything. We've several different plans on paper that we looked at on our own. Until

the study is done we won't know which one we can actually use, or how many square feet the building could possibly be. We need to get through that much of it. There is a land acquisition that is probable, or possible in there also. There's a lot of unknowns right now. Once we get this done then we'll have more to bring back to you guys.

**A motion was made by Konshok, seconded by Randall, and unanimously carried to approve Resolution #2015-25 Authorizing Proper City Officials to Execute the Task Order for the Fire Hall Expansion Project by and between Apex Engineering Group Inc. and the City of Park Rapids.**

**9.4. Annual Local Board of Appeal & Equalization Meeting:** McKinney stated the county assessor has sent us a proposed schedule for the Local Board of Appeal and Equalization meeting. You need to agree to that date and time, on April 17<sup>th</sup> at 9:00 a.m. That is a long ways away but we have to have one trained Councilmember in attendance, along with a quorum of the Council. We have been offered use of the meeting room in the courthouse, third floor. **A motion was made by Utke, seconded by Randall, and unanimously carried to approve Friday, April 17<sup>th</sup>, 2015 at 9:00 a.m. for the Local Board of Appeal and Equalization meeting, to be held in the Hubbard County Courthouse Boardroom.**

**10. CITY ADMINISTRATOR COMMENTS:** McKinney thanked Vik for the work that was done on the committee voting requirements.

**11. DEPARTMENT HEAD UPDATES:** Fieldsend stated I am working on adding some lease agreements for the two water towers, and for the tower at city hall.

Eilers stated the new officer is working the in-between shifts. Since we have some new officers, I'll find a time when I can bring them into a Council meeting to introduce you to them.

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

**13. COMMENTS FROM COUNCIL:** Utke questioned when is the new planner going to be here. McKinney stated he comes on January 28<sup>th</sup>. They are either going to buy or rent a house. They made an offer and if that goes through they will have to coordinate when it will be available to them. He will miss the second meeting in January. Utke questioned if there will be items for the planning meeting. Fieldsend stated we don't have anything scheduled yet.

Nordberg stated I call attention to Olson's Council report. It's similar to what was reported in the Northwoods Press on the good results of our liquor store. It shows good management.

Konshok questioned could we have an update on the road south of the airport. There's an issue with the truck bypass, the extension of County 15 around the south side of the airport. It's an internal fight at MN DOT, the road side and the aeronautics side.

McKinney stated the county and the city are the ones that have to be the actors in this thing. We don't have a problem, they do. At this stage we have offered to the county engineer our willingness to work with him on that. The FAA group are exploring other possibilities. MN DOT offered that they move the road a mile south. One of the big reasons for the road is the trucks that go to RDO. If you go a mile south you miss the turnoff so you would have to cross the road and come back. Somewhere between the two would certainly be better. We get into complications on zoning and control on what would be the south end of the runway. Those zones in there are impacted by Highway 71. Dave Konshok Sr. is working on alternatives. RDO owns that land south of the road. There is some indication that maybe we can go less than a mile and solve the problem. The ball is in the county's court. They are looking for their options as far as alternatives. We're getting pressure to make sure that we don't let that road develop into another impediment to the development of the airport.

Utke questioned is the road too close to the airport? McKinney stated it isn't the physical runway so much as the landing zones. Konshok stated the FAA is saying it's too close. Utke questioned how far does it have to move to satisfy them? Konshok stated that's what Olsonawski from the county is working on, how far does he have to shift it to meet their requirements. At this point if a 3M plane came in they'd knock potatoes off the top of a truck going by. McKinney stated part of the problem is how close does it have to be for where we are now, and then how close can it be if we are going to extend the runway, and that changes the zones. Konshok stated there is time pressure to get it done because that is funded for construction this year through the county-state aid. McKinney stated I've talked to Olsonawski several times and he's aware that we are willing to work with him in any way we can.

**14. ADJOURNMENT: A motion was made by Utke, seconded by Randall, and unanimously carried to adjourn the meeting at 6:38 p.m.**

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Mayor Pat Mikesh

ATTEST:

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Margie M. Vik  
City Clerk