

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
February 10, 2015, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The February 10th, 2015 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 Superintendent Chris Fieldsend, Treasurer Angela Brumbaugh, Planner Ryan Mathisrud, Liquor Store Manager Scott Olson, Police Chief Terry Eilers, and Clerk Margie Vik. Others Present: Apex Engineer Jon Olson, Dick Rutherford, Sue Tomte, Mike Monsrud, Scott Wilson, Cynthia Jones, and Jean Ruzicka 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-January 27, 2015: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the January 27th, 2015 City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Konshok, seconded by Randall, and unanimously carried to approve the payables in the amount of \$43,962.57, and the prepaids in the amount of \$153,336.76, for a total of \$197,299.33.

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 #2015-31 Approving Ordinance No. 553 Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 31, Parks and Beautification Board, Section 31.42 Members and Terms.

- 6.2. **Ordinance No. 553 Amending the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 31, Parks and Beautification Board, Section 31.42 Members and Terms.**
- 6.3. **Approve Plumber's Permits to Work in the City of Park Rapids in 2015 for RF Backflow LLC and R&G Plumbing & Heating Inc.**
- 6.4. **Approve Tree Contractor License to Work in the City of Park Rapids in 2015 for AC Construction of Park Rapids.**
- 6.5. **Resolution #2015-32 Approving the Renewal of Liquor Licenses for American Legion and A Better Place in the City of Park Rapids.**
- 6.6. **Resolution #2015-33 Approve the Renewal of an Off-Sale 3.2 Beer License for Coborn's, Wal-Mart Supercenter #4244, Holiday Stationstore, Casey's General Store #2192, Northern Convenience, Cenex C Store, in the City of Park Rapids.**
- 6.7. **Resolution #2015-34 Approve the Renewal of an On-Sale 3.2 Beer License for Pizza Hut in the City of Park Rapids.**
- 6.8. **Approve Pay Request in the Amount of \$185.00 to League of Minnesota Cities Insurance Trust for a Liability Insurance Policy for City Volunteers.**
- 6.9. **Resolution #2015-35 Adopting the Bylaws for the Park Rapids Area Library Board of Trustees for the City of Park Rapids.**
- 6.10. **Resolution #2015-36 Accepting Donations for the City of Park Rapids.**
- 6.11. **Approve Purchase in the Amount of \$8,735.00 from Therm-Air Sales Corporation for a Carbon Monoxide System for the Public Works Shop.**
- 6.12. **Approve Quote from Ross Lewis Signs in the Amount of \$5,737.00 to Upgrade the Rapids Spirits Liquor Store Sign from Neon to LED.**
- 6.13. **Approve Purchase in the Amount of \$2,425.00 from Auto Value for a Wire Feed Welder.**
- 6.14. **Approve Pay Request in the Amount of \$11,598.53 to Minnesota Public Facilities Authority for the Water Tower Loan.**
- 6.15. **Approve Pay Request in the Amount of \$2,580.00 to Banyon Data Systems for Computer Software Support.**

- 6.16. **Approve Pay Request in the Amount of \$2,150.00 to Northland Securities for the Continuing Disclosure Report.**
- 6.17. **Resolution #2015-37 Appointing Councilmember Paul Utke as the City of Park Rapids Representative to the Revolving Loan Fund Committee for the Park Rapids City Economic Development Authority.**
- 6.18. **Resolution #2015-38 Acknowledging the Resignation of Volunteer Firefighter Jake Ossowski for the City of Park Rapids.**
- 6.19. **Approve Advertising and Interviewing for the Open Firefighter Position on the Park Rapids Fire Department.**
- 6.20. **Utility Billing: Deny Request for a Credit on the Water/Sewer Bill for the Fourth Quarter of 2014 for Bonny Disselbrett at 112 Fourth Street East.**

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: Dick Rutherford stated the highway department is looking at putting in a roundabout at the intersection of Highway 71 and Industrial Park Boulevard. I don't think we need that. We need traffic lights. I've called the traffic engineer, the safety engineer, and three others to try to get some input on this, but they haven't called me back yet. I think the City Council should be looking at this to put some input into it. There's one in Detroit Lakes that was put in one year ago and they've had trouble with it ever since. Semis cannot get around it. I don't think we need that here. That's why I'm bringing this to your attention so everyone can know.

Utke questioned have we heard anything official on it? Rutherford stated Scott Burlingame knows about it. I'm passing it on to you. McKinney stated Burlingame heard it from the county engineer. Do we have any jurisdiction at that intersection? Fieldsend stated yes. Its state, county, and city. Rutherford stated there hasn't been a death as a result of the accidents that have been there. But we have had several accidents there. Utke stated I've always wanted to see traffic lights there. I go through there many times every day. I'm not a fan of roundabouts. It would be good for us to be able to find out what's really happening before it happens, and then it's too late. Nordberg questioned should we refer this to staff? McKinney stated yes, whenever Burlingame hears something he'll bring it to you.

8. GENERAL BUSINESS:

8.1. Resolution Awarding Bid for the Riverside Area-Phase One, North Main Avenue, and Mill Road Improvement Project in the City of Park Rapids: Apex Engineer Jon Olson stated you have the tabulation of bids for the project. We opened bids last Thursday at 10:30 a.m. We had a lot of interest in this project. It's early in the season

and there were a lot of people interested in it. We received seven bids. Typically we received three to five. Seven bids indicate a lot of interest, which is a great thing for us. The bids ranged from \$2.5 million to \$5.5 million. There was a fair spread on the bids, which isn't unexpected. We see that fairly frequently, especially with this number of bids.

Olson stated C&L Excavating out of St. Joseph, Minnesota, was the low bidder, in the amount of \$2.46 million. C&L have been around for about twenty years. They were founded in 1997. We haven't had the opportunity of working with them within the City of Park Rapids. We have had the opportunity to work with them in a couple of other communities and those projects went well. We were pleased. They submitted a lengthy resume with their bid. We feel they are capable and qualified for this. They have completed many projects successfully.

Olson stated our design estimate was substantially higher than this. We were thinking that based on what we heard last fall that we were going to be seeing some higher numbers. Going into the bid opening I felt there was a good chance that we'd get a number under \$3 million. I was surprised when we saw \$2.5 million. I wouldn't have guessed that. But it's exciting. It's a good bid. We make sure that it is a good bid with no errors. The bid checked out. Everything looked great. We followed up with them personally. They were excited. They spent a lot of time putting their bid document together. They put together a very nice number. They are standing behind their number. They followed up with a phone call the next morning before the twenty-four hour time period that they could pull the bid. They called to say how excited they were about the project. They have a solid reputation and I think they will do a good job on this project for us.

Olson stated we talked about the preliminary engineering report numbers that we used for this project. Originally we were estimating about \$3.4 million for a total project that includes engineering, testing, and we carry a contingency on these projects. Anytime you're dealing with a reconstruction in an older area we carry a 5% contingency factor for any unknowns that we may encounter during construction. Once we were starting to hear some higher numbers last construction season we were thinking in a worst case scenario this could be closer to a \$3.8 million. We got a great number here below our PER estimate by over \$300,000.00. That's an ideal situation to come in below the engineering estimate.

Olson stated looking closer at the numbers it looks like it's going to be a 50/50 split. Originally, we were thinking the city may have to bear a little more expense, but the way the bid was prepared some of the deeper oversized items tended to favor the city. It's looking like those splits will be a little closer than what we were predicting in the preliminary report. I anticipate that some of those savings in this bid will be passed on to the benefitting properties. I hope we see a reduction in their estimated assessment amounts, possibly around 5%. Once construction is over this fall we'll break the project down again and really come up with the actual final split and final assessment amounts.

Olson stated the contractor has indicated that they would like to start as soon as the frost will allow. They are anxious to get rolling. If the Council chooses to award the contract to them this evening, as soon as the contracts are executed we'd be holding a pre-con and then we'll have a lot more information as to their subcontractors and the schedule that they're anticipating for the season.

Olson stated we're very pleased with the numbers we received. We're pleased with C&L's past experience and we feel that they have the ability to do this project and would recommend that the city award this contract to C&L.

McKinney questioned did they indicate whether or not they're going to be doing all three phases at the same time or staging them. Olson stated they haven't proposed any

changes to our phasing plan that we have broken out right now. Once we get into the pre-con I anticipate learning a lot more on that. Utke stated how the spring progresses will make a difference on that too. Olson stated without question. The last few springs have been late and pushed construction back. Maybe we'll be lucky this season and be able to get going a little earlier.

A motion was made by Konshok, seconded by Randall, and unanimously carried to approve Resolution #2015-39 Awarding Bid for the Riverside Area-Phase One, North Main Avenue, and Mill Road Improvement Project in the City of Park Rapids.

9. CITY ADMINISTRATOR COMMENTS: McKinney introduced Ryan Mathisrud who is our new planner. He started on January 28th. Welcome.

10. DEPARTMENT HEAD UPDATES: Mathisrud stated I'd like to thank all the great first impressions that I've had with everybody in the community. I've had a lot of people come into my office and introduce themselves. I'm very excited to be here and get to meet with and work with all of you going forward. We have a lot of exciting projects and I'm excited to keep those moving forward.

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

12. COMMENTS FROM COUNCIL: Konshok stated on May 16th at 10:00 a.m. we'll be doing the Red Bridge Park dedication, which happens to be Bike Day in Minnesota, which the Chamber is organizing. There will be more to follow. The DNR will be there and we'll be dedicating the new bridge, also the updates to the park, and designating our portion of the pathway through the park, the Russ Skoe Memorial Parkway, which is a recognition that's been a long time in coming for Russ and his family.

13. ADJOURNMENT: A motion was made by Nordberg, seconded by Konshok, and unanimously carried to adjourn the meeting at 6:20 p.m.

[seal]

Acting Mayor Paul Utke

ATTEST:

Margie M. Vik
City Clerk