

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
February 24, 2015, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The February 24<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.

**2. ROLL CALL:** Present: Mayor Pat Mikesh, Councilmembers Rod Nordberg and Paul Utke. Absent: Councilmember Erika Randall. Councilmember Dave Konshok arrived at 6:05 p.m. Staff Present: Administrator John McKinney, Planner Ryan Mathisrud, Public Facilities Superintendent Chris Fieldsend, Treasurer Angela Brumbaugh, Police Chief Terry Eilers, and Clerk Margie Vik. Others Present: Julie Kingsley, Dick Rutherford, and Keith Canfield.

**3. APPROVAL OF AGENDA:** A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the agenda with the following additions and changes:

**Revised Resolution:**

**6.3. Resolution Approving the Renewal of Liquor License for Eagles Club, Necce's Italiano Ristorante, The Good Life Café, The West Forty Restaurant, Bogey's on 34, Lori Lea Lanes, and Vallarta Mexican Grill in the City of Park Rapids.**

**Add to Consent:**

**6.18. Resolution Approving the Renewal of an Off Sale 3.2 Beer License for Orton's Park Rapids and Orton's Park Rapids-East in the City of Park Rapids.**

**6.19. Resolution Approving a Wine and Strong Beer License Renewal for Bella Caffe in the City of Park Rapids.**

**6.20. Resolution Authorizing Proper City Officials to Execute the Memorandum of Agreement for Well #7 by and between the Minnesota Department of Health.**

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-February 10, 2015:** A motion was made by Nordberg, seconded by Utke, and unanimously carried to approve the February 10<sup>th</sup>, 2015 City Council Regular Meeting minutes as presented.

**5. FINANCE:**

**5.1. Payables & Prepaids:** A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$54,367.62, and the prepaids in the amount of \$99,091.15, for a total of \$153,458.77.

**6. CONSENT AGENDA:** Nordberg removed Items 6.10. and 6.17. A motion was made by Nordberg, seconded by Utke, and unanimously carried to approve the following consent agenda items:

- 6.1. Approve Plumber's Permits to Work in the City of Park Rapids in 2015 for Lindow Plumbing Inc. and Denny's Plumbing.
- 6.2. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2015 for Thelen's Excavating Inc.
- 6.3. Resolution #2015-40 Approving the Renewal of Liquor License for Eagles Club, Necce's Italiano Ristorante, The Good Life Café, The West Forty Restaurant, Bogey's on 34, Lori Lea Lanes, and Vallarta Mexican Grill in the City of Park Rapids.
- 6.4. Resolution #2015-41 Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule.
- 6.5. Approve Pay Request in the Amount of \$1,161.47 to TKDA for Engineering Services Regarding the Hangar Site Preparation and Drainage Project.
- 6.6. Approve Pay Request in the Amount of \$30,084.75 to Apex Engineering for Engineering Services Regarding the Riverside Avenue-Phase One Project.
- 6.7. Approve Pay Request in the Amount of \$5,492.75 to Apex Engineering for Engineering Services Regarding the Mill Road Drainage Improvement Project.
- 6.8. Approve Pay Request in the Amount of \$2,103.24 to Apex Engineering for Services Regarding the Wellhead Protection Plan.
- 6.9. Approve the Purchase of a Generator for the Water/Sewer Departments at a Cost of \$1,399.45 from Viking Electric.

- 6.10. *Removed from the consent agenda.*
- 6.11. **Approve the Purchases of Chloride from Hubbard County Highway Department for \$7,800.00, Crack Filler from Brock White for \$6,376.66 and Class One Gravel from Cumbers Construction for \$5,750.00 (Total of \$19,926.66).**
- 6.12. **Approve the Purchase of a New Line Striper/Painter from Bemidji Sherwin Williams for \$4,100.00.**
- 6.13. **Approve the Quote from Hansen Avenson Electric for Replacing Cooler Lights at a Cost of \$4,557.12.**
- 6.14. **Authorize Staff to Enter into an Agreement with Law Enforcement Technology Group LLC, for the Software License Agreement, for the Police Department Computer System.**
- 6.15. **Authorize Staff to Enter into an Agreement with Morris Electronics to Act as the Security Officer Regarding the Criminal Justice Information.**
- 6.16. **Resolution #2015-42 Appointing Christine Jesson to Serve on the Urban Forestry Committee for the City of Park Rapids.**
- 6.17. *Removed from the consent agenda.*
- 6.18. **Resolution #2015-43 Approving the Renewal of an Off Sale 3.2 Beer License for Orton's Park Rapids and Orton's Park Rapids-East in the City of Park Rapids.**
- 6.19. **Resolution #2015-44 Approving a Wine and Strong Beer License Renewal for Bella Caffe in the City of Park Rapids.**
- 6.20. **Resolution #2015-45 Authorizing Proper City Officials to Execute the Memorandum of Agreement for Well #7 by and between the Minnesota Department of Health.**

**END OF CONSENT AGENDA**

**6.10. Authorize Staff to give Notice to USDA and HCSWD regarding the Termination of their Leases for Office Space effective August 1, 2015:** Julie Kingsley, with Hubbard County Soil and Water Conservation District, stated I'd like to voice my dissatisfaction with the way this is being handled with discontinuing our lease. I heard about it through a rumor. I had to go in and talk to Chris Fieldsend. I would have appreciated, if you were considering this, to come to us right away. The NRCS, FSA, and

the SWCD all have individual leases. Our lease was up in December of 2014. I would have appreciated being notified ahead of time that you were even considering discontinuing. Because we are co-located, and because we each have individual leases, we are tied to their computer system. It's not a really easy thing to just move. If they move and they're handled through the State of Minnesota, and also through Washington D.C., and they aren't even considering SWCD now. So we are really in a bind. I wanted to bring that up for discussion.

**Councilmember Konshok arrived at 6:05 p.m.**

McKinney questioned how much more time do you need? Kingsley stated I don't know. It depends on FSA and their whole process. McKinney stated we talked to them, Washington D.C., back in October of 2014. Kingsley stated not locally. But it didn't come down the pipe. They didn't know about it in the cities. McKinney stated what you're complaining about is the lack of communication with your people, not us. Kingsley stated couldn't you have come to us since we had an individual lease with the SWCD too, to notify us that you were considering this? McKinney stated the word has been around. You didn't hear about it? Kingsley stated not face to face. I heard a rumor from some people and then I went and talked to Fieldsend about a week ago. I asked him point blank and he told me you were considering that. Otherwise I had not been notified at all. It is a difficult situation when you're working with the federal government and the local government and trying to get organized. McKinney stated which is why we started working on it back in October. Kingsley stated I would have appreciated knowing and then I could have started working with it too.

**A motion was made by Utke, seconded by Nordberg, and unanimously carried to authorize staff to give notice to USDA and HCSWD regarding the termination of their leases for office space at City Hall effective August 1<sup>st</sup>, 2015.**

**6.17. Authorize Staff to Enter into an Agreement with Hilde Inc. for an Actuary Study on the Firefighters Relief Association Pension Fund per GASB 67 & 68**

**Standards at a Cost of \$2,400-\$2,900:** Nordberg stated I'm in favor of this. I want us to approve it but I believe the accounting should come from a different account that would represent the fire department instead of the general fund. There is a fund number that could show that. Even if we were not required to do it, I would still vote in favor of it. The fund should show the cost to the department. McKinney stated it's technically a sub-account of the general fund, so you're really not moving it out of the general fund but you are identifying it as a fire department expense.

**A motion was made by Nordberg to authorize staff to enter into an Agreement with Hilde Inc. for an Actuary Study on the Firefighters Relief Association Pension Fund per GASB 67 & 68 Standards at a Cost of \$2,400.00 to \$2,900.00, with the expense being deducted from Fund 100-10500-26401: General Fund-Fire Department-Accounting and Auditing Expenses.**

**Discussion:** Dick Rutherford stated in this morning's paper an article said President Obama is looking at checking all pension funds. Why do we have to spend \$2,400.00 to

check this pension fund if he is going to do it for us? Brumbaugh stated we don't have a choice. GASB is the government accounting standards book and they have mandated it. I'm not sure what his intent is because PERA has just finished an actuary. Maybe he's suggesting it be done on the private side. On the public side they are already having actuaries done.

**Utke seconded the motion.**

**The vote was called.**

**The motion carried unanimously.**

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

**8. CITY ADMINISTRATOR UPDATE:** McKinney stated RDO/Lamb Weston has invited Councilmembers to take a tour of the building. If you are interested in doing it we have to submit the names ahead of time to follow their procedures. It's the 18<sup>th</sup> of March at 1:30 p.m. Let me know if you are interested in going.

**9. DEPARTMENT HEAD UPDATES:** Eilers stated he is working on his year-end reports which will hopefully be presented at the first meeting in March at a workshop.

Burlingame stated he's working on some airport gas issues. There have been no freeze ups, which is good.

Olson stated so far February sales are up a little bit. With the cold temperatures and lack of snow that's pretty good.

Mathisrud stated I've been working on the Farrington Trucking conditional use permit which will be presented at the next Council meeting. I'm also working on a septic system ordinance.

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

**11. COMMENTS FROM COUNCIL:** Nordberg stated the maintenance report shows the water usage for the past few years. We actually reduced water usage every year through 2013. Suddenly in 2014, January through May, we used 50% more water because we were allowing people to keep their water running to prevent freeze ups. That's a lot of water. There's a cost for that.

Burlingame stated when we put in the new conservation rates that had a lot of do with the reduction in water use. The more you use the more you pay. Everybody started using a lot less. The increase is due to the water running. Nordberg stated they are pretty dramatic numbers. Every year it went down except 2014. Burlingame stated as we replace and fix things around town that also brings our usage numbers down.

**12. ADJOURNMENT:** A motion was made by Utke, seconded by Nordberg, and unanimously carried to adjourn the meeting at 6:16 p.m.

[seal]

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Mayor Pat Mikesh

ATTEST:

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Margie M. Vik  
City Clerk