

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

**1. CALL TO ORDER:** The March 10<sup>th</sup>, 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 Rod Nordberg and Erika Randall. Councilmember Dave Konshok arrived at 6:10 p.m. Absent: Mayor Pat Mikesch. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Liquor Store Manager Scott Olson, Planner Ryan Mathisrud, Police Chief Terry Eilers, and Clerk Margie Vik. Others Present: Dick Rutherford, Jody Schultz, Jill Johnson, Maria Pretzer, John and Bonnie Farrington, and Kevin Cederstrom from the Enterprise.

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

**Consent Agenda:**

- 6.22. Authorize Proper City Officials to Execute the Memorandum of Understanding by and between the MN Teamsters Local 320-Police Union and the City of Park Rapids, regarding an increase in the city's health insurance contribution for single coverage from \$625.00 to \$650.00, and the dependent coverage from \$260.00 to \$285.00, for the time period of January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2015.**
- 6.23. Approve an increase for the non-union city employees for the city's health insurance contribution for single coverage from \$625.00 to \$650.00, and the dependent coverage from \$260.00 to \$285.00, for the time period of January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2015.**

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-February 24, 2015:** A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the February 24<sup>th</sup>, 2015 City Council Regular Meeting minutes as presented.

**5. FINANCE:**

**5.1. Payables & Prepays:** A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$209,177.23, and the prepaids in the amount of \$60,203.35, for a total of \$269,380.58.

**6. CONSENT AGENDA:** Utke removed Items 6.10. and 6.11. 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. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2015 for Minnesota Energy Resources.
- 6.2. Resolution #2015-46 Approve the Renewal of an Off Sale 3.2 Beer License for Hugo's #11 in the City of Park Rapids.
- 6.3. Resolution #2015-47 Accepting Contracting Work by Tri City Paving Inc. for the Runway 18/36 Paving and Lighting Project.
- 6.4. Resolution #2015-48 Accepting Contracting Work by Aspen Contracting Company for the Hangar Site Preparation and Drainage Improvement Project.
- 6.5. Approve Quote in the Amount of \$1,557.10 from Hansen-Avenson Electric for the Replacement of Nine (9) Outside Wall Lights for the Rapids Spirits Liquor Store.
- 6.6. Approve Quote in the Amount of \$27,850.00 from Mantrap Roofing for Shingle Replacement and Attic Venting for the Rapids Spirits Liquor Store.
- 6.7. Approve the Purchase of an Alternator from Auto Value in the Amount of \$1,262.49 for Fire Department Tanker 5772.
- 6.8. Resolution #2015-49 Authorizing Proper City Officials to Execute the Lease Agreement for ROW Parking Encroachment at 2217 Park Avenue South, PID #32.63.03300, 32.63.03400, and 32.63.03500 by and between R.D.O. Offutt Company and the City of Park Rapids.
- 6.9. Resolution #2015-50 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Minnesota Darkhouse and Angling Association-Park Rapids Chapter.
- 6.10. *Removed from the consent agenda.*

- 6.11. *Removed from the consent agenda.*
- 6.12. **Resolution #2015-51 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for Ducks Unlimited Headwaters Chapter 27.**
- 6.13. **Approve Final Pay Request in the Amount of \$136,069.93 to Tri City Paving for the Runway 18-36 Paving and Lighting Project.**
- 6.14. **Approve Final Pay Request in the Amount of \$11,842.34 to Aspen Construction for the Hangar Site Preparation and Drainage Improvement Project.**
- 6.15. **Approve Pay Request in the Amount of \$2,747.02 to Ulteig Engineers for Professional Services for the Red Bridge/Heartland Trail Project.**
- 6.16. **Approve Budget Changes/Adjustments to Cover Insurance and Audit Fees/Expenses for the Police, Parks, and Liquor Funds.**
- 6.17. **Approve Pay Request in the Amount of \$175,988.00 to the League of Minnesota Cities Insurance Trust for the 2015 Liability Insurance Premium.**
- 6.18. **Approve Purchase in the Amount of \$1,589.00 from Interstate Power Systems for an Electronic Shift Selector for the Fire Department Ladder Truck.**
- 6.19. **Utility Billing: Deny the Request to Remove the Late Fee of \$6.75 from the First Quarter Water/Sewer Billing for Harold and Helmi Becker at 1015 Timbers Drive.**
- 6.20. **Utility Billing: Approve a Refund in the Amount of \$1,168.32 for an Overpayment of the First Quarter Water/Sewer Billing for Duane Goeden at 304 Lake Avenue.**
- 6.21. **Approve Pay Request in the Amount of \$268,102.54 to Ferguson Water Works for the Water Meter Replacement Project.**
- 6.22. **Authorize Proper City Officials to Execute the Memorandum of Understanding by and between the MN Teamsters Local 320- Police Union and the City of Park Rapids, regarding an Increase in the City's Health Insurance Contribution for Single Coverage from \$625.00 to \$650.00, and the Dependent Coverage from**

**\$260.00 to \$285.00, for the time period of January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2015.**

- 6.23. Approve an Increase for the Non-Union City Employees for the City's Health Insurance Contribution for Single Coverage from \$625.00 to \$650.00, and the Dependent Coverage from \$260.00 to \$285.00, for the time period of January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 2015.**

**END OF CONSENT AGENDA**

**6.10. Resolution in Support of Local Government Aid (H.F. 685/S.F. 874):** Utke stated I don't like putting my name to something that we don't know exactly what those bills are going to look like yet. In particular, the resolution for state funding for roads which involves an increase in gasoline sales tax. I don't support that. I'm speaking against them at this point.

Nordberg stated that resolution is promoted by the League of Minnesota Cities on behalf of rural areas that need transportation funding. It looks like there is bipartisan agreement on something, as you say it's not resolved as to what the specifics will be. But this resolution is intended to keep them working on transportation.

Nordberg stated the first resolution, in support of LGA is from the Coalition of Greater Minnesota Cities and is bipartisan. They have both parties supporting something at this point. The second resolution is from the League of Minnesota Cities.

Utke stated I think we have more strength on our own as a group contacting our legislators with our opinions. That was my reason for pulling it. I don't like them.

Nordberg stated I support bipartisan bills looking to support local government aid. They seem to be moving forward with that. Our local government aid has been reduced since 2003. We were down to less than 50% of what we had been receiving. It does amount to requiring us to increase property taxes when we get less local government aid. I think the proposed restoration to earlier amounts is good for our property tax situation.

**A motion was made by Nordberg, seconded by Randall, to approve Resolution #2015-52 Resolution in Support of Local Government Aid (H.F. 685/S.F. 874).**

**Discussion:** Utke stated I'm not comfortable with all they are going to stuff into those bills. All of a sudden we're supporting something that could be bad.

**The vote was called.**

**The following Councilmembers voted yes: Nordberg, Randall.**

**The following Councilmember voted no: Utke.**

**The motion carried 2-1.**

**6.11. Resolution Supporting Dedicated State Funding for City Streets:**

Nordberg stated I think this resolution has very generic language. This is for an omnibus transportation bill that provides additional dedicated state funds for city streets including

non-MSA city street maintenance, construction, and reconstruction. We've had this issue, for instance with Discovery Circle where the citizens are asking us to do the work but to find some support for it from other funds. This would be a possibility.

**A motion was made by Nordberg, seconded by Randall, to approve Resolution #2015-53 Resolution Supporting Dedicated State Funding for City Streets.**

**Discussion:** Utke stated I'm just not comfortable with all the stuff they're putting in at this point. I agree with the idea of this. It's good. I just don't want to sign onto something in St. Paul that could stab us in the back with their language.

**The vote was called.**

**The following Councilmembers voted yes: Nordberg, Randall.**

**The following Councilmember voted no: Utke.**

**The motion carried 2-1.**

**7. COMMENTS FROM CITIZENS:** Dick Rutherford stated several months ago when Jon Olson was here, we talked about a sidewalk from Main Street to Highway 71. It was thought there was one. There is absolutely no sidewalk going from Main over to the highway. Does this mean that handicap people to get to 71 have to use the street? If there are any, there might not be any right now. Now is the time to be thinking of putting in a sidewalk. At least one in case you do have to go in that direction. Maybe someone on Highway 71 wants to go over to the school. They would have to walk down the street.

Utke stated there are no east-west sidewalks between Main Avenue and North Highway 71. Rutherford stated there should be at least one. Maybe you don't want to spend the money on it. Utke stated you're suggesting looking into the possibility because we'll have construction on North Main. There will be a little underground and the rest will be an overlay. Nordberg stated it would probably require assessments to the adjacent property owners so we might have to have another public hearing. McKinney stated why don't we look into that and come back to the Council with a report.

## **8. PLANNING:**

**8.1. Resolution to Approve a Conditional Use Permit to Construct and Operate a Diesel Repair Center in the B-1 Zoning District at 17255 State Highway 34 East, PID #13.20.01420:** Mathisrud stated this is a request for a conditional use permit to construct and operate a diesel repair center, which will include parts and equipment sales, located at 17255 State Highway 34 East. The applicants are John and Bonnie Farrington. This property is currently vacant. They would develop it. It's currently zoned for a commercial use. This area is scheduled for annexation in 2017. They currently own a trucking company in Akeley, Minnesota. Their intent is to move it here to Park Rapids. They have a fleet of twelve vehicles. They would use this facility to service their business. The plans are to expand into equipment sales and service. Staff worked with the applicant to develop the site plan. The site plan does meet city code. About 2/3<sup>rd</sup> of the site is

currently wooded. They would remove some of the trees in order to gain access to the area. All of the utilities will be installed by the applicant, well, septic, and private storm water detention. They would include vegetation as a buffer for the residential properties to the south.

Mathisrud stated the Planning Commission did approve the site plan, with the following conditions: The entire site must be kept in an organized and slightly manner and remain free of junk, debris, inoperable vehicles, tall grass, and noxious weeds. A sight obscuring screening fence or dense vegetative buffer must be installed to screen residential properties to the south. A sign permit will be required for any signage on site. Staff approval of final site improvement plan and engineering drawings will also be required.

Nordberg questioned the access road comes from Highway 34 or from the north-south road? Mathisrud stated the access road is off of Highway 34. It's a shared access with another property to the east. McKinney stated it's not adjacent to the north-south road. Utke stated there's an area between them and the north-south road where they have the logs, where they build log structures.

Nordberg questioned if we finally annex this in 2017, how does that fit in with annexation? Mathisrud stated the developer is installing private well and septic, and storm water facilities. Right now we do not have any plans to extend city services to that location. That still fits with our plan.

**A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve Resolution #2015-54 Approve a Conditional Use Permit to Construct and Operate a Diesel Repair Center in the B-1 Zoning District at 17255 State Highway 34 East, PID #13.20.01420.**

**Discussion:** Nordberg questioned why the Farringtons are coming to Park Rapids from Akeley? How did we attract you? John Farrington stated it was the location. Nordberg stated tell all your friends.

## **9. GENERAL BUSINESS:**

**9.1. Comprehensive Library Needs Assessment:** Jodi Schultz stated I'm the Branch Manager at the library. We are one of several branches of the Kitchigami Library System. I have been working here for about five years. I have a few of our local Library Board members here, Jill Johnson, Maria Pretzer, and Rod Nordberg. Chris Fieldsend is our liaison to the city. You have received a document entitled "Park Rapids Library State of Needs". It's a brief overview of our background, services, partnerships, our patrons, and our challenges. Our request to the city is to approve funding for consulting services to perform a comprehensive library space needs assessment.

Schultz stated our main challenge is that we have outgrown our current building. We do what we can to weed out materials that have not been checked out for a long period of time or have been used to the point of falling apart. We look for creative ways to use our space, yet we are still losing ground. Every time somebody suggests something new upstairs, such as adult coat hooks. When I looked around the entire library, there just was no space that could be used for coat hooks. Everything would either be blocking a

passage way for handicap accessibility or just regular access. We're squeezing things in. I got a new shelf for some of the movie overflow. We do what we can, but we are bursting at the seams. We need a bigger building to house our materials and services and before we can be considered for any state or federal funding, that may be available, there has to be a space needs assessment.

Schultz stated there are a lot of things going on in the library. Last week in the library there was a proctor test for a long distance learning student. We do a lot of proctoring for students who are taking classes on line at a lot of different universities. We had three pre-school class tours for a total of forty-four children. One of our volunteers shows them around. They get information to take home about library services. We had 1,801 items checked out this week. We had 217 items requested on line. Some are for area residents, some are for our other branches, and some are even for libraries outside of the Kitchigami System. We had an author here, Joel Karsten, he wrote the book "Straw Bale Gardens". We were filled to capacity for that. 24 people came to story time on Friday. There were 320 people who used the public computers during the week. We are open 44 hours in a regular week. There were 21 groups using the meeting rooms, for a total of 281 people. We have the winter reading program going on right now. In the summer we do a kids reading program and in the winter we have one for the adults. There are 171 people participating. So far they have read 1,295 books. Last week we had 21 volunteers who worked a total of 47 hours.

Schultz stated there was a discussion about a new library a couple of years prior to when I started working here. Just as I was coming on it was put on hold because of the economy which wasn't doing well. Now the board and I feel it's time to bring it up again. We thank you for your time and consideration. We'd like to ask that you consider approving the expenditure of \$30,000.00 that has been set aside for the library for the future in order to help us move toward a building that is better able to accommodate our community and our patrons. The first step is to hire a consultant who would then work on a space needs assessment. They will gather all the information about what space our library has and what we need. They do look at projected population, and trends in what's happening in the libraries.

Schultz stated we do have inadequate space issues. One of the things is the concern of not being able to see the children's area from everywhere that the staff is. Safety could be jeopardized. Another is with so many people in the on line schooling we really could use a couple more spaces for quiet study. We don't have enough floor space and different areas to accommodate story time and proctoring a student at the same time very well. Those two things are not very compatible.

Utke questioned when you go to hire a consultant you will put this out for bids? They're going to make up a proposal back on what they do? Schultz answered yes. The local board would create a request for proposal. Marion Ridge, the Director of Kitchigami, would provide information for us of the different ways that you can circulate that to the different groups of people who would be looking for that type of work. Utke stated I understand the needs assessment as far as spaces. One thing I see, yet I haven't been to any meetings to know if it's been discussed, but the hours of operation. Will that be looked at too? I'm looking at 44 hours in a week as not a lot of hours. If you'd expand the hours you'd get to use the current facility that much more. Will that be part of it to see the benefits of something like that? Schultz stated I'm not sure. I think we would have a

discussion with the person that we are working with and they would tailor the study to a particular group. Utke stated I happen to see a lot of people who are adult patrons. To me some of those could easily be evening patrons. They carry in their laptops to use the internet service. Would that help to spread out the use? Schultz questioned do you mean replace some of our current hours with different hours? Utke stated add hours so you wouldn't have the compacted use. You could spread it out into the evening, which would make the facility a lot more useable. Schultz stated adding hours would be great. Probably that would be part of the discussion at some point. There's funding from all different sources. This is a building.

Brumbaugh stated the hours are based off of our levy. More hours would be nice, but truly it's based off of how much we give. They've changed that over the last few years. It used to be that we didn't have much say over what our hours would be, even if someone didn't give the full amount of their levy it didn't mean that they would get less hours. But that's mainly what it's based on. Utke stated we sit here with a facility which is bursting at the seams at various hours of the day, but yet we're only open 44 hours a week. I'm saying spread that out. Brumbaugh stated they'd be happy to be open longer but we'd have to give more money. The hours are based off of our levy. It's all figured into their budget, the staffing is based on our levy.

Randall questioned wouldn't getting them a new building cost the city money every year too? Brumbaugh stated the building itself doesn't really cost Kitchigami any money because we pay for everything that goes with the building. Randall stated right. So if this went forward, a new library building is going to cost the city money too. You're not saying that grants will cover the entire cost. What grants are you searching for and what do the grants cover? Schultz stated those questions are too specific for this early in the process. Randall questioned are you still going to come back to the city and ask the city to build a separate new building? Schultz stated we don't know. There are lots of avenues to explore. One idea has been a shared space. Randall stated yet this doesn't include the second half of that. Utke questioned how many players are involved in this? We have \$30,000.00 we're looking at for the study. Is that the full amount for the study? Are we funding the whole thing or are others contributing too? Schultz stated that would be the cost of the study. Fieldsend stated Kitchigami also had some money, up to \$7,000.00. Randall stated a library study can't cost that much more than this.

Randall stated if this passes I'd like to know if the study includes looking at other buildings that are available in Park Rapids. The number one reason I sit here and say, anticipating not supporting this, is the possibility of creating another empty building in Park Rapids. The study would have to come back and say you need more space and here are some other options available in Park Rapids that would meet your space needs. Schultz stated I think those things will definitely be considered. Fieldsend stated we have discussed that. It may be possible this can be modified. We just don't know until we do the assessment.

Dick Rutherford stated you didn't tell us how many people from Park Rapids versus outside of the city use the library. If I'm spending \$30,000.00 of city taxpayer's money, how much is the county putting in towards this. They are outside. They are not right here in town. I'm not against it. I'm saying I want the county to pay their fair share too. Schultz stated county funding and city funding do two different things for the library. It's very

complicated and we certainly will research and bring different information if that's what's needed.

Brumbaugh stated unfortunately what happens is the building is the city's. We're responsible for it. Rutherford stated I understand that. Brumbaugh stated the county puts in money. Anything that deals with the building is ours. Rutherford stated this building is the city's. If we build a new building it should be county and city. It doesn't necessarily have to be all my tax money. If 60% to 70% use is outside of the city, then 70% of the county should pay for it.

Nordberg stated as I understand it, the county portion is directed towards the salaries. We provide the building. When the hours have been cut it's because the county did not pay 100% of what was requested. Kitchigami sets up a number of hours per week. If everybody pays their fair share they get to be open that number of hours. When the county has cut back, in some years it was 90% of the request, then the hours were immediately cut. Neither Schultz, nor I, nor the board, gets much say about that. Because the salary comes from a given pot of money, in my understanding, is the county's money. Konshok questioned you have a county representative on the board? Nordberg stated he has never shown up, until these last two meetings. The new one does, the previous one has never shown up in the years since I have been there. The new one is an improvement.

McKinney questioned is the proposal that we distribute \$30,000.00, or that we authorize you to go get bids and come back to the Council for approval. Schultz stated I think that is more accurate. Utke stated at this point it would be to solicit proposals or bids to find out, they'll tell you what they are going to do for x amount of dollars. Then you'll come back to us? Schultz answered yes.

Nordberg stated the language is a little strict as it's written here. **A motion was made by Nordberg, to authorize the approval to solicit bids/quotes for the Library Comprehensive Needs Assessment.**

**Discussion:** McKinney stated in essence what they're asking for is authority to go seek/solicit Requests for Proposals. Utke stated the request asks for approval of the funding for a comprehensive needs assessment. That's going ahead and spending the money. But they are going out to solicit this information and then come back to us.

**The motion was seconded by Konshok.**

**Further Discussion:** Konshok stated this expenditure was recommended by the Finance Committee as part of the 2015 Capital Improvement Plan, and then approved by the Council.

Nordberg questioned do we have any idea about a time schedule for this to get moving? Schultz stated if it's approved we'll put together our RFP as soon as we can. Nordberg questioned is Marian Ridge willing to be involved? Schultz stated she will give us guidance. McKinney stated it will probably be a couple of months before they come back to you with specific information.

**The vote was called.**

**The motion carried unanimously.**

**10. CITY ADMINISTRATOR UPDATE:** McKinney stated I have nothing to report.

**11. DEPARTMENT HEAD UPDATES:** There were no comments.

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

**13. COMMENTS FROM COUNCIL:** Utke welcomed Kevin Cederstrom, the new Park Rapids Enterprise Editor, to Park Rapids.

**14. ADJOURNMENT:** A motion was made by Randall, seconded by Nordberg, and unanimously carried to adjourn the meeting at 6:40 p.m.

[seal]

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Acting Mayor Paul Utke

ATTEST:

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Margie M. Vik  
City Clerk