

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
APRIL 14, 2015, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The April 14th, 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 Dave Konshok, Rod Nordberg, Erika Randall, and Paul Utke. Absent: None. Staff Present: Administrator John McKinney, Planner Ryan Mathisrud, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Police Chief Terry Eilers, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Dick Rutherford, Cynthia Jones, Paul Nistler, Sara Swenson, and Kevin Cederstrom from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Utke, seconded by Randall, and unanimously carried to approve the agenda with the following addition: to the Consent Agenda #7.25. Approve Hiring Service Master to Strip and Wax the Floors at the Rapids Spirits Liquor Store for a price not to exceed \$2,000.00.

4. EMPLOYEE RECOGNITION:

4.1. Certificate of Achievement for Dean Christofferson-Twenty Years: Mikesh stated Dean Christofferson, who works in the public works water department has achieved twenty years of employment.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-March 24, 2015: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the March 24th, 2015 City Council Regular Meeting minutes as presented.

6. FINANCE:

6.1. Payables & Prepaids: A motion was made by Konshok, seconded by Utke, and unanimously carried to approve the payables in the amount of \$69,448.98, and the prepaids in the amount of \$101,366.55, for a total of \$170,815.53.

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

- 7.1. Resolution #2015-61 Approving Ordinance No. 554 Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.062.
- 7.2. Ordinance No. 554 Amending the City Code of Ordinances of the City of Park Rapids, Chapter 151 Zoning, Section 151.062.
- 7.3. Approve a Plumber's Permit to Work in the City of Park Rapids in 2015 for Leading Edge Mechanical and Northern Pines Plumbing & Heating.
- 7.4. Resolution #2015-62 Appointing Andrew Trudeau to the Position of Volunteer Firefighter for the City of Park Rapids.
- 7.5. Resolution #2015-63 Approving the Tax Classification for Certain Tax Forfeited Lands Located within the City of Park Rapids.
- 7.6. Approve Re-Hiring Two (2) Summer Seasonal Workers from 2014 to Work in 2015, or Advertise for Two (2) New Summer Seasonal Workers.
- 7.7. Approve the Purchase in the Amount of \$5,000.00 for Building Supplies and Concrete Pads for the Construction of Four (4) Dugouts at Olson Softball Fields.
- 7.8. Approve the Electrical Upgrade in the Cooler and Storage Areas at Rapids Spirits Municipal Liquor Store by Lee Davis Electric in the Amount of \$2,195.00.
- 7.9. Resolution #2015-64 Authorizing Sale of Excess City Property from the City of Park Rapids.
- 7.10. Resolution #2015-65 Approving a Leave of Absence for City of Park Rapids Volunteer Firefighter Richard L. Ness Jr.
- 7.11. Approve Pay Request in the Amount of \$387.16 to TKDA for Engineering Services Pertaining to Private Corporate Hanger Development.
- 7.12. Approve the Purchase of Signs and Installation Costs in the Amount of \$1,471.08 from Mineer Signs for Various City Parks.

- 7.13. Resolution #2015-66 Amending the Personnel Policy #53 – Expense Reimbursement for the City of Park Rapids.**
- 7.14. Resolution #2015-67 Adopting Personnel Policy #59 – Grooming and Uniform Policy for the City of Park Rapids.**
- 7.15. Resolution #2015-68 Adopting Personnel Policy #60 – Employee Identification Cards/Badges for the City of Park Rapids.**
- 7.16. Approve Pay Request in the Amount of \$13,969.00 to Viking Builders for Construction Work Pertaining to the Small Cities Development Grant.**
- 7.17. Authorize Staff to Execute the Agreement for Federal Entitlement Funds from the City of Benson for \$150,000.00 in Municipal Airport Funding.**
- 7.18. Resolution #2015-69 Approve Temporary On Sale Liquor Licenses for the Park Rapids Community Development Corporation in the City of Park Rapids.**
- 7.19. Approve Spending up to \$30,000.00 to Rent Mobile Office Units and Remediate the East Wall of the Public Safety Building and Authorize Administrator to Contract for these Services.**
- 7.20. Approve Transient Merchant License, for the Park Rapids Community Development Corporation, on June 18, 25, July 2, 9, 16, 23, 30, August 6, 13, 20, all in 2015, for the Second Street Stage Events.**
- 7.21. Approve a Public Facilities Use Permit, for the Park Rapids Community Development Corporation, to Close Second Street, from Main Avenue South to Park Avenue South, on June 18, 25, July 2, 9, 16, 23, 30, August 6, 13, 20, all in 2015, for the Second Street Stage Events.**
- 7.22. Approve Multi-Vendor Transient Merchant License, for the Park Rapids Community Development Corporation, on July 12th, 2015, for the Bite of Park Rapids Event.**
- 7.23. Approve a Public Facilities Use Permit, for the Park Rapids Community Development Corporation, to Close Block Two (2) of Main Avenue South on July 12th, 2015, for the Bite of Park Rapids Event.**

- 7.24. Approve a Public Facilities Use Permit, for Park Rapids Community Development Corporation, on Thursday, July 23rd, 2015, from 11:00 a.m. to 3:00 p.m. to Use Pioneer Park for Crazy Days Entertainment.**
- 7.25. Approve Hiring Service Master to Strip and Wax the Floors at the Rapids Spirits Liquor Store for a price not to exceed \$2,000.00.**

END OF CONSENT AGENDA

8. COMMENTS FROM CITIZENS: Cynthia Jones stated on behalf of the Downtown Business Association, I'd like to thank you for approving our permits again for the Second Street Stage and the Bite of Park Rapids events. It's going to be a fun summer. We found out this week that Wonewok has gotten us the 3M NASCAR simulator again for the Bite of Park Rapids. On behalf of the Downtown Business Association I'd like to thank Margie Vik. She has worked in the shadows of the city for so long. She spent quite a bit of time with us this past month getting us totally on track in terms of our events. We're covered with everything now. We really appreciate that. Scott Olson has also helped us. We purchased a keg-orator from the Eagles Club. He helped us refurbish it and its back in order again. It's really nice to work with the city. We really appreciate it. Thank you very much.

Dick Rutherford stated I talked to Fieldsend about the Red Bridge Park. He said the contractor told him they are going to get to the paving next week. They've been pouring concrete for two weeks now. If he doesn't get it done next week, I think you should look for a different contractor. This is ridiculous. It's not going to be done by the park dedication. I brought it to your attention because somebody should be looking into this. This should have been done last fall.

Utke questioned is this the strip between the street and the bike trail? Fieldsend stated I talked to the contractor, K & L Concrete, yesterday. He said that he was going to try to get to it next week. I'll keep on him. I told him he had to have it done by the dedication. Utke stated its dry this week, but hopefully we're going to get into some rain, and that's tough on concrete work.

9. PLANNING:

9.1. Resolution Approving a Conditional Use Permit to Operate a Law Office in the R-2 Zoning District at 120 Main Avenue North, PID #32.45.01100:

Mathisrud stated this is a request for a conditional use permit from Paul Nistler, from the Upper Mississippi Mental Health Clinic, and Sara Swanson. The request is to operate a professional law office at 120 Main Avenue North, which is in the R-2 zoning district. The Planning Commission reviewed this request. This particular property has been operated as a medical/mental health clinic for the previous fifty years. The conditional use permit would allow for a change of use to a law office and professional services. Upon reviewing this request we looked at the current vegetation on site, making sure the existing trees remain

at that location. We reviewed parking. The area currently has ample room for off street parking as well as several spaces for on street parking.

Mathisrud stated at the end of the review the Planning Commission attached the following conditions. The entire site must be kept in an organized and sightly manner and remain free of junk, debris, inoperable vehicles, tall grass, and noxious weeds. A sign permit will be required for any signage on site, as long as those meet the requirements of the R-2 Zone. All existing vegetation shall be maintained to provide a visual buffer to adjacent properties, and staff shall approve final site building improvement plans, which is very typical of any project.

Mathisrud stated this particular parcel is within the R-2 district, which is very close to downtown. Staff feels this is appropriate for the neighborhood.

A motion was made by Konshok, seconded by Nordberg, and unanimously carried to approve Resolution #2015-70 Approving a Conditional Use Permit to Operate a Law Office in the R-2 Zoning District at 120 Main Avenue North, PID #32.45.01100.

10. CITY ADMINISTRATOR UPDATE: McKinney stated we are still working on the public works building situation. It seems to be resolvable and less expensive than we first thought. We don't have a final solution yet. We may be in a position where we need to authorize some work done there, but we have to wait to find out what it is we need to do.

11. DEPARTMENT HEAD UPDATES: Scott Olson stated we have new shingles on the roof. We had minimal interruptions for customers coming in and out, and everything went well with the timing for truck deliveries. We're waiting for the outdoor sign to return. They are working on the last letter, so that should be going back up soon.

Fieldsend stated I talked to the public works building contractor, Olaf Anderson, on fixing that problem. We have an idea of what we want to do. Then they'll come up with prices. Once we do the stuff that was approved tonight we'll still have to sheetrock and tile the floor. Everything will have to go back together. It will be a long process.

Fieldsend stated we're trying to get the Red Bridge Park done before the dedication, which is May 16th. There are a few things left to clean up. Utke questioned are there things that the city has left to do or is it all contractor based? Fieldsend stated we have to put handicap signs up and finish the kiosk and the park sign. Those should be done by the end of this week.

Konshok questioned is there going to be a sign or a plaque for dedicating it as Russ Skoe Parkway? Fieldsend stated we're going to put a strip plaque under the park sign. It will be on the same post. Konshok questioned are we going to put City of Park Rapids on it? Fieldsend answered yes.

Mikesh questioned has the contractor been paid for the concrete for Red Bridge Park? Fieldsend stated he has not been paid for anything. Mikesh stated if we don't hear anything we should probably get someone else in there. Fieldsend stated I talked to him in person yesterday. He said he would have it done next week. He has it cut now but he has to dig the whole thing out by hand and they have to hand trowel it all back in. Most of it is labor.

Eilers stated we're waiting to see where we're going to be moved, inside or outside.

Mathisrud stated one of the resolutions on the consent agenda has several properties that came up as tax forfeited land. At my last job we did land-banking. We aggregated parcels that came up on the tax rolls. On this one there are a couple of parcels that staff has reviewed and will possibly bring to the City Council to pick up. Sometimes you end up with slivers of land that would make good right of way acquisitions. You can pick these up fairly reasonable. Right now we're reviewing that and we may bring that to the Council to pick them up in the future.

Konshok questioned speaking of tax forfeited land, have you heard anything from the county regarding that dog park they wanted to put in on the old Bill Jones' property on Fishhook Avenue. Fieldsend stated they were trying to get money together to start the whole thing. They want bathrooms right from the start. There is a dog park going in by Angie's Grooming, a private one. I don't know if they just shifted places or if it's a different group. Konshok stated I think that's just a private group. I just wondered if the county had made any progress on turning it into a park, if that's even still a plan. McKinney stated we could check to see if is on the to-sell list. Fieldsend stated I believe those were up for sale. I don't know if anyone bid on them. Konshok stated I want to make sure we're coordinating with the county on those tax forfeit parcels. We wouldn't want to get blindsided on that. McKinney stated Mathisrud has talked to the county representative. We have a couple of parcels on that list that we may want him to hold off the public sale. I wasn't aware of this dog park thing. Mathisrud stated the process is to send him something in writing to ask him to set it aside. From there, then you negotiate a price. Konshok stated check with them on the status of designating that as a park. McKinney stated we'll check on it and get back to you.

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

13. COMMENTS FROM COUNCIL: Nordberg stated Riverside Avenue is now torn up. It's outside of our HRA building, River Heights. The construction meetings will take place at River Heights. The meeting helped solve some concerns by just having the engineers on site. Also, the HRA got a quote for extending the parking lot into some of the land that they own. Our former planner was concerned about parking at River Heights. This may solve some of it. I'd like to ask staff for some advice about the bid from the engineering company. We don't have competitive quotes. Konshok stated as part of that project we're eliminating the street parking. Nordberg stated that was a big shock to people there that instead of perpendicular parking it will be parallel parking, which cuts down even more on street parking. But we didn't want street parking in the first place. Konshok stated the idea was to offset it with a parking lot. Nordberg stated right. There should be room for most of the cars, off street.

Mathisrud questioned did you say you got a competitive bid. Nordberg stated that's the engineering company's job, to design it. There's a drainage problem on part of the existing parking lot. Mathisrud questioned would the hopes be to get this completed during the current Riverside Project? Nordberg stated it certainly was that hope but it's getting too late. Mathisrud stated you still might be able to get a very competitive bid on that because

you already have a contractor mobilized. Nordberg stated we thought it would be arranged in January but it's still up in the air. The engineers, Widseth and Nolting, were the people that apparently worked with the HRA before, so that's who Sharon Voyda went to for the parking lot design. The idea was to get them to talk with Jon Olson. It's just not as fast as I would hope. Utke stated because the weather's been good things are moving a little faster too.

Nordberg stated I'll bring in the quote. I don't know that we have a lot of options. It's broken down into the different parts of design, and the drainage problem is addressed. I'd like someone to look at it beside just our board. McKinney stated bring it in and we'll look at it.

Mikesh stated I'd like to remind the public that Riverside is under construction. There are a lot of machines moving around there. The contractor has to stop working just to let cars go by while they are only there to gawk. The public needs to stay off some of those streets. When they start digging holes, the bystanders will slow everything down.

14. ADJOURNMENT: A motion was made by Randall, seconded by Utke, and unanimously carried to adjourn the meeting at 6:25 p.m.

[seal]

Mayor Pat Mikesh

ATTEST:

Margie M. Vik
City Clerk