

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
MAY 12, 2015, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The May 12th, 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 and Rod Nordberg. Absent: Mayor Pat Mikesh and Councilmember Erika Randall. Staff Present: Administrator John McKinney, Planner Ryan Mathisrud, Police Chief Terry Eilers, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Dick Rutherford, David R. Konshok, and Kevin Cedarstrom from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve the agenda as presented.

4. PRESENTATION:

4.1. Minnesota Council of Airports-Project of the Year and Airport of the Year: McKinney stated we brought these awards back from St. Cloud. Tri City Paving has informed us that they will not be attending tonight.

Konshok stated the true presentation of the Governor's Award was made last month at the Minnesota Council of Airports Annual Conference. It's already been officially presented. We wanted to have it acknowledged here as part of the Council minutes. The State of Minnesota plaque, there is the one for the city, there's an additional plaque for the contractor, Tri City Paving. There are two separate awards. We received the Minnesota Governor's Award, which is essentially the top award in the State of Minnesota given out, one per year, to the airport that best exemplifies the promotion of aviation for the year by the Minnesota Council of Airports and the Minnesota Department of Transportation-Aeronautics. We received that in large part because of the second award which was the paving of the crosswind runway. It was selected as the project of the year for general aviation by the Minnesota Council of Airports and MN DOT-Aeronautics. These are high honors. There was a lot of good effort on it. It was a large project. It was the biggest improvement to our airport in fifty years. It went off without a hitch. It was well designed and well executed project. We were down there with some of the Airport Commissioners to collect those awards and receive the applause and accolades from the Minnesota Aviation community.

Utke questioned did you know anything about this going into it? Konshok stated we got about a thirty-six or forty-eight hour notice that we were getting it. They keep it pretty closely held until the presentation. We knew about the project of the year award but we weren't sure about the Governor's Award. We were surprised because we got it back in 2009. It's very unusual to get it twice and so close together.

McKinney stated it occurred to me after I was present at the presentation, this is a very well respected award in the community of aviation, the Governor's Award. I think we should be very proud of having gotten it this year. The previous award is displayed at the airport terminal building.

5. EMPLOYEE RECOGNITION:

5.1. Certificate of Achievement for Lisa Furlot-Ten Years of Employment, and James Simpson-Ten Years of Employment: Acting Mayor Utke stated we have a Certificate of Achievement for Lisa Furlot for ten years of employment and one for James Simpson for ten years of employment. Neither one of them are here tonight. We will pass along those certificates. We congratulate them on their ten years of employment with the City of Park Rapids.

6. APPROVAL OF MINUTES:

6.1. City Council Regular Meeting Minutes-April 28, 2015: A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve the April 28th, 2015 City Council Regular Meeting minutes as presented.

7. FINANCE:

7.1. Payables & Prepaids: A motion was made by Konshok, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$92,496.38, and the prepaids in the amount of \$893,125.53, for a total of \$985,621.91.

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

- 8.1. Approve a Backhoe Operator's License to Work in the City of Park Rapids in 2015 for Anderson Brothers Construction Company of Brainerd LLC.**
- 8.2. Approve Pawnbroker's Permit to Operate in the City of Park Rapids for Royce A. Holland d.b.a. Fuller's Gun and Pawn for May 1st, 2015 to April 30th, 2016.**

- 8.3. **Approve Pay Request in the Amount of \$516.21 to TKDA for Professional Services Pertaining to the Private Corporate Hangar Development.**
- 8.4. **Approve Pay Request in the Amount of \$1,374.22 to Park Rapids Lakes Area Chamber of Commerce for the 2015 First Quarter Payment of the Wayside Rest Agreement.**

END OF CONSENT AGENDA

9. COMMENTS FROM CITIZENS: There were no comments.

10. PLANNING:

10.1. Resolution Approving a Conditional Use Permit to Allow an Essential Service Utility Structure in an R-1 Zone: Mathisrud stated the city is applying for a conditional use permit for an essential service utility structure on the water tower located at 201 Huntsinger Avenue. We're in the process of negotiating a lease with Verizon Wireless for the use of this water tower as a communications tower. They currently have equipment on there and are currently using it as such, but we do have to update the conditional use permit as part of this process. Under the zoning ordinance the R-1 district allows these structures with a conditional use permit. In the plans submitted, Verizon proposes to increase the antenna height to a maximum of 154 feet. This is currently allowed under the FAA regulations. It's in airport safety zone C, so we do track that stuff and make sure that it isn't in conflict with the airport zoning. Under their application, all the equipment that they are proposing going in will match in color to the existing water tower. It won't be significantly different from what's currently up there. Staff has reviewed these plans. They were submitted by a licensed structural engineer, so the weight and balance considerations have been considered as well.

Mathisrud stated we reviewed this at the Planning Commission meeting on April 27th. The Planning Commission is forwarding a recommendation to approve this request, subject to a couple of conditions that are outlined in your packet that were drafted by our city attorney. The first is that a lease be in effect for this communication equipment and that Verizon follow all the terms in the lease. Condition number two is that Verizon remain in compliance with all local permits, zoning, and approvals that are required by local, state, and federal agencies.

Utke stated this conditional use permit is different, in the past the CUP has been per the leasee. Now in this case it's the city's. For this spot if there has to be changes, wouldn't it have to go through this same process? Mathisrud stated absolutely. Part of this resolution straightens out some things too. It will be more in line with modern leasing practices for cell phone towers. We had issued conditional use permits to the applicant, but the owner of the property is the City of Park Rapids. Since these conditional use permits attach to the land it really should have been issued to the city. That's why the city is requesting this permit at this time.

Konshok stated you said they're going to 154 feet. What is the height of the current equipment they have up there now? Mathisrud stated the current height on that is 153 feet. The FAA approval is for 154. They're supposed to comply with that and stay under 154 feet. Konshok stated so essentially it's the same height. Are they're going to be changes to the lighting on the tower. Mathisrud stated no. The beacon light will be moved around on the top of the tower to make room for some other equipment but it won't change in height, brightness, or any other characteristic. There will be room within the space on the tower as it is.

Nordberg questioned how often do they have to access this? Mathisrud stated with the cell phone companies they tend to upgrade often because cell phones are advancing so quickly. They tend to upgrade every few years. They will access it periodically for maintenance. We're basically leasing them the space to use it. We get paid for that.

Nordberg questioned does Verizon have other clients or are they exclusive or are they obliged to share it? What's the relationship? It seems we had this conversation once with the tower behind city hall. Mathisrud stated I'm not prepared to make a comment on how their business operates, I don't have any level of expertise on that. I couldn't answer that question.

Rutherford questioned they're just leasing a spot right, they're not leasing the whole top of the tower. Utke stated we have three customers up there right now. Fieldsend stated on all of our towers we have a single customer. We can have more than one customer, but if we have problems with interference we're liable for that so we're trying to limit it to one company on each tower. Utke stated so there's just one company up there. Fieldsend stated each tower is different but they're all one customer on each tower. Brumbaugh stated we have lease agreements with Sprint, Verizon, and AT&T. Utke stated we don't want them blaming us for static and interference.

Nordberg questioned is the lease likely to make us money? Brumbaugh stated we make money on all three of our leases. We get about \$11,000.00 to \$12,000.00 a year from each of the companies.

A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve Resolution #2015-82 Approving a Conditional Use Permit to Allow an Essential Service Utility Structure in an R-1 Zone.

11. GENERAL BUSINESS:

11.1. Resolution Giving Approval to Northwest Minnesota Multi-County Housing and Redevelopment Authority to Issue Refunding Bonds with Respect to Multi-Family Rental Housing Facilities in the City of Park Rapids: McKinney stated you have a letter from the bond counsel. It lays out what they're doing. They are refunding some existing debt which we were parties too as well. We're part of that group so we have to approve it. The facility is located within the city, on Central Avenue North. We have not had any discussions with them other than to verify there is no cost to the city.

A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve Resolution #2015-83 Resolution Giving Approval to Northwest Minnesota Multi-County Housing and Redevelopment Authority to Issue Refunding

Bonds with Respect to Multi-Family Rental Housing Facilities in the City of Park Rapids.

12. CITY ADMINISTRATOR UPDATE: McKinney stated today we started the rehabilitation of the public works/safety building from damage caused by leaking and moisture. In order to accommodate the public and the department we have installed a temporary office. The police station is right there, all of the equipment and computers are there.

Eilers stated the temporary office is on the north side of the building. Anyone that has to do business with us has to come to the smaller building. We can meet with them at a different location if they want but we'll accommodate everyone that needs us. We'll make it as easy as possible. They are tearing stuff out of there today. They have a big dumpster out there which is pretty much full already.

McKinney stated we want the public to be able to suffer as little inconvenience as possible. We've got the security all worked out for this new building. It's there, we hope, for just a short period of time. We're not moving public works out of the building. Fieldsend stated we moved some of their desks away from the walls that are going to be torn apart. Burlingame had to move out of his office. We'll pull the carpet out of there too and all the sheetrock off of the east wall. McKinney stated that is going on but business is still being conducted from that same location for both departments.

Nordberg questioned the telephones and computers are working? Eilers stated everything is working well. They ran a couple of lines over, pulled a cable, plugged us in and everything came back up. Everything is working perfectly.

13. DEPARTMENT HEAD UPDATES: Fieldsend stated Red Bridge Park is about ready for the dedication on Saturday. The sign went up today. The kiosk is up. We have to get that filled with information.

Utke questioned did the concrete get put down? Fieldsend stated it did. Rutherford stated it looks good. We need to put some no parking overnight signs up. Konshok stated we talked about that at the Park Board meeting. Now that the concrete swale is in we need to strip a solid yellow line on the road and also try to get the DNR to mark the bike path. Right now, if you're not paying attention, you can easily turn on and have one set of wheels on the bike path and one set of wheels on the road and be driving over the swale and not really pay attention. We talked about both of those issues, marking the bike path and extended overnight parking. We'll come up with a solution on that.

Utke questioned as far as striping our part of it, public works can do that right? Konshok stated yes. Fieldsend stated I have contacted the owner of the apartment building regarding the van. I left a message to have them move that, which they haven't answered yet. We'll see how that goes.

Scott Olson stated April sales were very good with a 14.6% increase. We've increased for the fourth month in a row. Utke stated that's big considering it's an established business. Olson stated on the 20th of May we will be participating with Hubbard County Intervention doing a sticker shock campaign. They will be putting stickers and

bottle neck hangers on products in the store about access of liquor to youths. There'll be banners outside of the building along with participation by law enforcement.

Mathisrud stated the construction on Riverside, North Main, and Mill Road is in full swing right now. We've been having weekly construction meetings at Riverside Apartments on Thursday mornings. Those have been going really well. Our contractor along with our city engineer, have been very professional and very responsive to needs. That project has been going really well. There seems to be very little negative comments or concerns from the public. Everything there has been responded to easily.

Mathisrud stated there have been a lot of visits to my office this spring. We've issued quite a few building permits. Not so much new construction but a lot of remodels are coming in right now. It's been good. We have had several new houses. We issued three new building permits in Konshok Loop. Konshok stated we haven't seen much of that for several years. Utke stated remodels are good too with people improving their properties. That's a win-win all around.

Mathisrud stated Fieldsend and I attended a meeting today in Bemidji. We learned about the Greater Minnesota Regional Trails and Parks Program through the Legacy Amendment. It looks like there's an opportunity to get a local park and project designated through that program so we could apply for funding. The due date is June 30th. We're looking at trying to get an application in there in the near future. That way we can have access to funding during the next funding cycle. Konshok stated we were hoping to complete the bike and hiking loop around the town using that, but then it had to be of regional significance. But it sounds like they have tweaked those rules. Mathisrud stated because it's a new program and organization they've tweaked what they are looking for, and so now they have a program established. They want you to have a plan for a regional park or a regional trail system. Once you have that, and it's approved by them, then you can apply for funding. It's basically a two-step process. The first one is to get that put together.

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

15. COMMENTS FROM COUNCIL: Konshok stated we are having a Finance Committee meeting tomorrow. McKinney stated we will be reviewing the proposed leasing arrangements at the airport for the current tenants and the impact of that financially. When we get that approved by the Finance Committee we'll bring it to you, probably in two weeks. The current leases don't expire until 2017, but the people who are impacted by the leases are also looking at doing other work at the airport. They want to know what we are going to do when their lease expires before they commit to anything.

Konshok stated there is an Airport Commission special meeting somewhat related to that on May 27th. That's to review the leases as well. McKinney stated that meeting is to have the kickoff for the long range plan. If we talk about the leases it will be dependent on what is discussed tomorrow.

Konshok stated I won't be at the Red Bridge Park dedication. This Saturday at 10:00 a.m. at Red Bridge Park, the Chamber of Commerce is also sponsoring a bike opening. We're trying to do multiple things with that to call attention to it. The park is really

looking sharp. Hats off to Fieldsend and all of the contractors that worked on it. The new signage, Red Bridge Park is the first of our parks that will have this new signage. The intent is that we will put up the same signage for all of our parks. It will be the first time in the history of Park Rapids that all of our parks will have coordinated signage.

Rutherford questioned will WCCO be here for this? You're dedicating a park. Look at how much was spent down there. They should be notified because they go everywhere else. We might as well get a little bit of publicity out of it.

Konshok stated the dedication part of it is for the Russ Skoe Pathway. That's been long overdue. There have been various efforts to do a dedication and memorialization for Russ Skoe. He had a very active role in many activities and particularly with biking. His family will be there. Our portion that runs through Red Bridge Park is the part that we are dedicating. We can't dedicate the Heartland Trail proper because the state owns that. That's their jurisdiction. But we can dedicate the portion that runs through our park. That is the goal on Saturday and to encourage folks to bike. It will be a good event and I encourage everyone to get out there if they can.

16. ADJOURNMENT: A motion was made by Nordberg, seconded by Konshok, and unanimously carried to adjourn the meeting at 6:32 p.m.

[seal]

Acting Mayor Paul Utke

ATTEST:

Margie M. Vik
City Clerk