

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JUNE 9, 2015, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The June 9th, 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, Public Works Superintendent Scott Burlingame, Planner Ryan Mathisrud, Public Facilities Manager Chris Fieldsend, Treasurer Angela Brumbaugh, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Engineer Jon Olson from Apex Engineering Group, Dick Rutherford, Chamber Director Nicole Lalum, Sue Tomte, and Kevin Cederstrom from the Enterprise.

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

7.10. Approve a Transient Merchant License for Alan Kurth d.b.a. Park Rapids Assembly of God to Sell Fireworks, on June 27th to July 5th, 2015, in the Parking Lot at 908 First Street East.

7.11. Approve Application for Permit for Display of Fireworks for the Park Rapids Rotary Club/Zambelli Fireworks Internationale on July 4th, 2015.

4. EMPLOYEE RECOGNITION:

4.1. Certificate of Achievement: Mayor Mikesh stated we are recognizing two employees. Carmen Lockhart for achieving fifteen years of employment, and Chris Fieldsend for twenty years of employment.

5. APPROVAL OF MINUTES:

5.1. City Council Regular Meeting Minutes-May 26, 2015: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the May 26th, 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 \$46,426.17, and the prepaids in the amount of \$231,105.02, for a total of \$277,531.19.

7. CONSENT AGENDA: Utke removed Item #7.9. from the consent agenda. A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the following consent agenda items:

- 7.1. Approve a Backhoe Operator's License to Work in the City of Park Rapids in 2015 for Elsner Well Drilling Inc.
- 7.2. Resolution #2015-89 Authorizing Proper City Officials to Execute the Disadvantaged Business Enterprise Program of the United States Department of Transportation for the City of Park Rapids.
- 7.3. Resolution #2015-90 Accepting the Resignation of Park Rapids Library Board Member Judith Mentzer.
- 7.4. Resolution #2015-91 Acknowledging the Resignation of Volunteer Firefighter Richard Ness for the City of Park Rapids.
- 7.5. Approve Advertising and Interviewing for the Vacant Firefighter Position.
- 7.6. Approve Transfers and Allocations of Funds for Projects, TIF's, Bond Payments, and Donations, Pertaining to the 2014 Audit.
- 7.7. Approve the Purchase and Installation of Two (2) Motorgrader Tires from Girtz Implement and Tire in the Amount of \$1,682.00.
- 7.8. Approve the Five (5) Year Extension of the Wastewater Treatment Facility Operation and Maintenance Agreement by and between the City of Park Rapids and Lamb Weston RDO.
- 7.9. *Removed from the consent agenda.*
- 7.10. Approve a Transient Merchant License for Alan Kurth d.b.a. Park Rapids Assembly of God to Sell Fireworks, on June 27th to July 5th, 2015, in the Parking Lot at 908 First Street East.

7.11. Approve Application for Permit for Display of Fireworks for the Park Rapids Rotary Club/Zambelli Fireworks Internationale on July 4th, 2015.

END OF CONSENT AGENDA

7.9. Approve Public Facilities Use Permit for the Park Rapids Chamber of Commerce to Close Second Street West, Main Avenue South, Eighth Street West, on July 4th, 2015, from 3:00 p.m. to 6:30 p.m. for the Fourth of July Parade, and to Waive the Permit Fee:

Utke questioned is this change a “just in case” route, rather than the traditional route? Nicole Lalum stated this year we are requesting to prepare a line up at the fairgrounds. We talked to the Shell Prairie Ag Association and they are okay with that. I rode with Chief Eilers. We did the route that is proposed which is going east on Second Street, down Main Avenue south to Eighth Street, and then heading west to Fair Avenue, and then dispersing thereafter. We had some discussions about Heritage Living Center and if they’d like to come and watch the parade, but they’re a complete construction site right now. There’s really nowhere for them to watch. The other issue being North Main and the construction that is going on there. We’ve had some concern from float applicants and vintage cars, like what kind of shape is the road going to be in. I have talked to city staff about it. The plan was to hold off on some things until after the Fourth of July Parade was over but it seems that for this year it would be easier to keep it all south. The other thing we’re looking at is that you can never close Highway 34 for a parade and the lag time that happens because of that. Cars and tractors have over heated because of that. People are running to try and catch up. Because of the construction this is a good year to explore alternate routes that wouldn’t have that lag time. And with this route the city can continue with the construction and get things done.

Utke questioned where do we stand on the construction and the resurfacing of North Main? Jon Olson stated the actual mill and overlay is intended to take place after the Fourth of July. Utke stated so what we see up there right now will be there until after the Fourth. Olson stated yes. We paved in the intersections. We left it an inch and a half low so we’ll end up paving those. Utke stated but they’re tapered. I just drove it before I came here to see what it was like. Olson stated that was a requirement for the contractor that they need to be open for the parade and they needed to be brought up to the bituminous base course, which they are. If there are particular intersections that we’re worried about we’ll certainly make sure that they get in there if the parade route is in that location. Utke stated I drove it going north. You know it’s a slight drop but it’s manageable. Olson stated they are going to sweep this weekend. Once it’s swept up and the signs are up, it’s going to look a lot better. From my perspective I’d certainly hate to see the parade route change due to construction. But if there is a bigger desire to get that relocated, I understand that.

Utke stated I would highly recommend not changing the route. From someone who’s been in the parade the area north of Highway 34, a ton of people sit up there. It’s just as heavy as the downtown on Main Avenue. People are creatures of habit and they’re out of town guests. They are going to grab their lawn chairs and they’re going to be setting up that morning. They’re not going to pay attention to what we may have in public notices as such. I think if it was a deal with construction I would support it. I don’t see a problem with the road. My recommendation is to keep it the traditional route across Highway 34.

I've gone through towns where you have to stop for parades or you have to take a detour. It's an inconvenience but you realize it's for a parade, and everybody likes a parade. My recommendation is I would approve it if it's a secondary just in case route. But we've been told we're not going to be under construction. I'd like to keep the traditional route.

Randall questioned is the thought that this change would be going forward? Lalum stated possibly. In performing the parade and doing the MC for it when there's a big lag because cars need to get through on Highway 34 you have people that are waiting on North Main to go and the police are letting traffic go because you can't close the highway so there ends up being a large lag time. There was almost a block and a half last year where people had to wait because there was nothing going on. People start crossing the street to go to see friends thinking that the parade was over. For flow I don't think it's the best. I know that it's traditionally always been on North Main.

Utke stated those spaces happen in other parades too where they don't have an interruption of a highway. That's a contributing factor but some units spend more time doing displays. There's always that variation in the pace from what I've seen anyhow. I'm one person but that's my thought. I'd not like to see it changed.

Dick Rutherford stated I don't think you are one person. I think there's a whole bunch of people that think just exactly like you do. As long as it's not going to be ground up, and it's suitable, I just drove it myself before I came here. I wanted to see if the tar would be too low for some of the street cars that are in the show. I don't see any problem with it. You've been doing it for fifty-some years.

Utke stated it's a nice area to watch a parade from. You can sit in the shade. Mikesh stated I agree with you. There are a lot of people up on that end. I don't think there's really been any problem. Sure you get the lag time. I think it flows through there pretty good.

Nordberg stated I think the chief is pushing this a little bit. I think the chief doesn't like closing off Highway 34. I think that is one of the incentives to look for a different route. I agree with the traditions. I'm also concerned about not doing the display for the Heritage people going down Fifth Street. Maybe there are some alternative adjustments that eventually could have been thought about. The Highway 34 crossing is more important of an issue than the construction. I agree that the construction is probably not the driving reason for this.

Randall stated I want to know if they're changing this and this is how they're going to keep it. Nordberg stated I don't think that's the plan at all. Nothing is definitive. Lalum stated logistically the thought is that it would work well, but again, talking with the chief and keeping it south of Highway 34 was something that he was interested in doing.

McKinney stated Eilers' concern is we can't close Highway 34 no matter what. We can reroute people. So we have to work with Highway 34 the way it is. That was one of his concerns. Wasn't there some issue about the reason that it's not going to be torn up is because we didn't think we'd get to it, and if we didn't have the parade you would get to it. Olson stated we left that knowing that was the traditional parade route. We made it a requirement of the contractor. That they would get the work done prior to or after.

McKinney questioned but if we changed the route, would that have any impact? Olson stated based on the fact that we are getting pretty close to the Fourth now, I don't see him revising his schedule to get it in and getting that work done prior to. I could be wrong and I could call them. Utke stated but when they do that tarring is when they'll do Riverside at the same time. Olson stated that's very likely. Utke stated you have more than

a couple of weeks of prep work there. So that early July, past the Fourth, is a good time. Olson stated there is a possibility that they will begin paving prior to the Fourth on Riverside and Fifth. The challenge will be getting the mill in. The mill machines are not as predominate as pavers. Getting that scheduled would be our challenge on North Main.

Randall stated it's the Chamber that puts the parade on. They're the ones organizing it. If they want a different parade route I don't know that we are in a position to say no you should keep it the way it is forever and ever. If somebody else wants to hold a parade and take a different route, more power to them. It's a big undertaking. It sounds like they've put a lot of thought into it. I agree that lots of people on North Main like coming out with their lawn chairs and sit there, but I guarantee there will be a lot of people that will like that it's on their road this year, and all they have to do is walk out their door and sit.

Nordberg stated we're using a route similar on the 17th for the All School Reunion. We won't be crossing Highway 34, and we'll start at the fairgrounds, coming down Second to Main. It will be a smaller parade.

Lalum stated compared to the traditional route, for all the people on the route, blocks-wise it's very similar. Randall stated I would anticipate you'll have people walking up and down North Main advising people that the parade is not going to be coming that way, and saying we've changed the route, you're not going to see much here.

Konshok stated I can see both sides. I was on the Chamber Board when we really started pushing the lawn chairs on North Main. It wasn't necessarily that popular. It really took off. One of the benefits is that there's a lot of flow because people will park on the streets, Main and Park. They'll have their lawn chairs on North Main and as soon as the parade is done, they'll move over to Heartland Park without having to re-park their car. You can see whole parades of chairs and coolers. Once upon a time the Chamber deliberately promoted that to try and get some of the congestion off Main. It's evolved to the point that there are as many people on North Main as there is on South Main. Concerning the Highway 34 crossing, I first marched in fifth grade in the band, we've been having that issue since then. It was two lanes then, and its five lanes now. The slinky effect. Anybody that's ever been in parades there's always a slinky effect. You have Shriners doing their speed thing, followed by boy scouts or toddlers walking pets. You're going to have gaps in there. The street crossing kind of magnifies that. I'm not that concerned about that.

Sue Tomte stated there's a stop light there anyway, so it's a natural stopping point. Konshok stated which wasn't there when I marched in the band. We've trained people pretty well over the last ten years to really occupy North Main. I think it's going to disappoint a lot of folks and cause some confusion. I would urge caution on it, but I agree that we're just giving suggestions at this point. We're not rendering an opinion. We do appreciate the Chamber goes through the massive effort to host this every year. Whatever you need to do we'll support it.

McKinney stated you have an application for this specific location. You either go with this or you change it. Utke questioned didn't we approve the original route earlier in the year? Vik answered no. Konshok stated we talked about it, but this is the permit.

Rutherford stated some of your Shriner's cars, the ones that do the big circles, on Second Street, they're not going to be able to do all of the stuff that they normally do, because it's not wide enough. It's more dangerous because there's no curb there, and they'll go right up on it. I definitely don't think that it should be changed. We're looking at somebody getting hurt with the kids running out. My recommendation to the Council is not to recommend it for the simple reason we don't want to be liable if somebody gets hurt.

Lalum stated the Main Street is very unusual in how wide it is. It's an anomaly for parade goers.

McKinney stated I technically want to point out it isn't a matter of what advise you give, it's an application for a specific location. If you don't want to do that, you need to have them resubmit or give some attention to what they do want, or you can approve what they've asked for, or deny everything. Unless you want to give them the permit to have the parade anywhere they want in the city.

Nordberg questioned do you have plans to notify the people on North Main? Lalum answered yes.

A motion was made by Nordberg, seconded by Randall, to approve the Public Facilities Use Permit for the Park Rapids Chamber of Commerce to Close Second Street West, Main Avenue South, and Eighth Street West, on July 4th, 2015, from 3:00 p.m. to 6:30 p.m. for the Fourth of July Parade, and to Waive the Permit Fee.

Further Discussion: Utke questioned if they do decide to change their minds, they're going to have to re-apply? You are putting it on and I applaud that wholeheartedly but I wanted to make sure it doesn't hurt the parade turnout because it's been successful.

Randall stated I'd ask that they look at Second Street to make sure that's the route they want to go down given the concerns that were raised about that.

Nordberg stated I would also ask that they think about an arrangement with Heritage Living Center. Fifth Street is bad and under construction so going back on Fair isn't a really good outlet either anymore this year. Randall stated if it's a total failure of a route, who suffers, the Chamber for all of their hard work. They don't want to do anything that's going to have a poor turnout. They put it on for a reason. They want people to come out and enjoy it. Konshok stated this will be a true test.

The vote was called.

The following Councilmembers voted in favor: Konshok, Nordberg, Randall.

The following Councilmembers voted nay: Mikesh, Utke.

The motion carried 3-2.

8. COMMENTS FROM CITIZENS: There were no comments.

9. GENERAL BUSINESS:

9.1. Update on the Riverside Area-Phase One, North Main Avenue, and Mill Road Project: Jon Olson stated I'm here to update you on what's been done, where we're at, and where we're headed, and to field any questions you may have. I've provided you with a brief outline. Things change daily with the project. C&L is the prime contractor. They're from St. Joseph's, Minnesota. They came into town with some high hopes. We had our pre-con with them and we thought they had a pretty aggressive schedule. We've been very impressed with what they have done. They have definitely made progress. They have four main subcontractors, and a lot subs on this project, more than we've seen on previous projects. Their primaries are Sanquist Construction, from right here in town, is doing the removals, Creative Curb is doing all of the concrete work, Bartson Excavating is

doing the grading, and Howard's Paving from Menahga is doing the paving. They have put together a good team and they are really doing a good job. The substantial completion date for the contract is not until October 8th. That's when all work should be done, except for the final wear course of pavement. We leave that for one winter season in the event if things settle. Then we can fix it prior to that last final smooth layer of asphalt. They are tracking well ahead of that final contract completion date.

Olson stated for the largest disturbance area, Riverside Avenue, construction began on April 13th. That is at least one month prior to any good year. We had a great spring to start off. It's been wet at times, but the soils here do well with that. The primary challenge we've had with the wet is just access. It's been a little more disruptive to the property owners. But all in all they've done a pretty good job making sure that people are coming to and from, especially since they've been very aggressive on site.

Olson stated we broke the project into two milestones. Riverside and Fifth being milestone number one, and then Washington, Second, Third is milestone two. The intent was to get milestone one underground complete and built back up before allowing them to progress into milestone two. We always talk about this with every contractor. We hold a hard line when a contractor is not showing progress. They have demonstrated their ability to get pipe in the ground. We did allow them to slowly progress into milestone two to keep the construction crews moving forward. They've been getting their subs up right behind them. They're doing a great job keeping the entire construction train moving. We're very impressed with their operations.

Olson stated milestone one is complete. The curb and gutter is in on Riverside and Fifth, and they've finished the sidewalk today. Things will progress very quickly on that milestone now that we've reached that point. They're well on their way with milestone two. They've gotten a good chunk of Washington completed, and a good chunk of Third. They'll keep working with the underground crews.

Olson stated we already hit on the subject of North Main. The sanitary sewer at the three crossings, Todd, Minnesota, and Lawrence were reconstructed. Those are patched back in. If for some reason things don't look correct there before the Fourth of July, I'd like to hear your concerns. That is part of the contract to make that passable and usable for the parade route. If things change with the parade route it's not a big issue. Even if the parade route does change I do see that the work will be completed after the Fourth. The milling machine may have a vacant day from someone else's construction site and it could end up here. You just never know.

Olson stated we've been holding off on the little drainage project on Mill Road. The original intent was to go in and get that work done right away in the spring. There was an opportunity that we felt was worth exploring for a potential Hubbard County Soil and Water storm water treatment devise grant. Unfortunately, we heard yesterday that our application was not accepted. Now that we've held off, based on the contractor's schedule, I do see them pushing that work off towards the tail end of the project.

Olson stated concerning the project's budget, things have been going very well. Things are tracking right where we want them. We had a few unknown situations with services here and there, some concrete rubble at the old treatment facility down by Sixth and Forest, but all those things are considered within what we consider normal. If things look like they're taking a turn for the worse, we'll let you know.

Olson stated the contractor is hopeful to pave Riverside and Fifth next week. They are going to evaluate their schedule. If not next week, then it will be the week of the 22nd.

Konshok questioned does that have to do with the weather? Olson stated Howard's Paving, who is doing the work is pretty busy. He's got a pretty full load. This came up sooner than Howard's was anticipating. To be paving this large of a project, this early in the season is somewhat unusual.

Olson stated we've been holding weekly meetings at River Heights. We've been updating those that attend the meeting. Phase two work will progress from the south to the north. They got the underground completion for that entire milestone two towards the end of June. They are already wrapped up on the southern portion. I see them starting curb work here within the next week or so. Their intent is to be done with the majority of the work, substantial completion by mid-July. If the weather holds, with the way they've been progressing, I see that being a reasonable thing. McKinney questioned is that three months ahead of the date in the document? Olson stated it is. They had an aggressive schedule and they have followed it closely. They have impressed us with their operation.

Olson stated I thank everyone that has been involved in the project. It's been a team effort with city staff, public works, planning, adjacent property owners, everybody's been very cooperative, as with most projects in this community. The private utility companies have been great as well. I appreciate it very much.

Konshok stated I have a front row seat to this. The contractors are highly professional, and they are on the move. They're knocking on the door at 8:00 a.m. telling us what will be going on for the day. They've really been doing a good job. When the asphalt is put up to the curb to match the storm drain right outside my house will be very exciting. Hopefully, this will be the last year we have water standing in front of our house. Burger King has been wonderful about sharing their parking lot with us in the first block. You can't park on Highway 34, so they have been very gracious. It's been phenomenal.

Nordberg stated I want to compliment your presentations on the weekly construction updates at River Heights. It's the largest apartment complex and it's there on Riverside Avenue. The attendance at the meetings has gone down a bit, but they're very prompt, they're brief and clear to the residents. They answer the resident's questions, both Olson and the contractor. Its good public relations.

10. CITY ADMINISTRATOR UPDATE: McKinney stated I would like to add my congratulations to Fieldsend and Lockhart for the length of time that they've worked here. That's a long time and I appreciate their efforts.

McKinney stated we have a few instances going on that are routine. We're having a great summer in that respect. The armory project has five different things that are initiated but have not yet reached the discussion point.

11. DEPARTMENT HEAD UPDATES: Fieldsend stated I have a contractor coming tomorrow to look at the public works building. We're focusing on the windows. Mikesh questioned do they know where the water is coming from yet? Fieldsend stated it's coming in from the tops of the windows. Anderson Contracting came back in and foamed around the windows. It rained about a week later and there was still water coming in at that point. I'm not sure I even want to trust those anymore. I think we need to pull the windows and redo around each one correctly. I've gotten advice about it, but I haven't found any contractor that wants to do it. Utke questioned is it because they're busy? Fieldsend stated

either too busy or they don't put up metal buildings. If I can't find a contractor, we're going to have to figure something else out.

Fieldsend stated we had two police cars go down over the weekend. One is fixed, and hopefully we'll have another back on the road tomorrow. One of them actually locked the motor up. That one is not going to be fixed. Nordberg questioned has the order been placed for the new police cars that we authorized? Fieldsend answered yes. They start making the police cars on June 12th. Our order went in with those and it will be eight to ten weeks. McKinney stated our order goes in with everyone else's. We're anticipating the outfitting of the vehicles so we're trying to get ready for that. We don't know for sure when we're getting the new cars. It will be at least ninety days. Randall stated it's a huge disservice to our city to have officers riding together at night. It's nice to a certain extent, but to not have those guys out there, I can't believe we're in this situation and that we let it get this far.

Fieldsend stated I want to recognize Stephanie Paulson and Fran Hauber. We got two thank you letters, one from the library for the work they did on the children's reading area, and the second one from the Medellin Family who purchased a memorial bench. They wanted to be there when it was installed. They were really happy with the way things were done.

Mathisrud stated we did apply for a grant for the storm sewer on Mill Road. We tried to stretch our funds by using the issue of water quality. Unfortunately we didn't receive that grant at this time.

Mathisrud stated I'll be presenting a septic ordinance to the Planning Commission for review in June. McKinney stated this is something that the State of Minnesota has mandated that we do. We are going to follow the same pattern that the county does. Mathisrud stated the primary objective is to become compliant with the state.

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

13. COMMENTS FROM COUNCIL: Nordberg stated I'd like to thank the Enterprise for publishing our water testing results. It shows that we have good water.

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

[seal]

Mayor Pat Mikesh

ATTEST:

Margie M. Vik
City Clerk