

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
JUNE 23, 2015, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The June 23<sup>rd</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. Absent: Mayor Pat Mikesh and Councilmember Dave Konshok. Staff Present: Administrator John McKinney, Public Works Superintendent Scott Burlingame, 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, Sue Tomte, Nancy Newman, and Kevin Cederstrom from the Enterprise.

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

**Item #5.1. New Prepays Check Detail Register.**

**Item #6.8. Add to Consent: Approve Pay Request in the Amount of \$685,967.07 for C&L Excavating for Construction Services for the Riverside Area-Phase One Improvement Project.**

**Item #8.1. Revised Resolution for Approving Appointment for Matthew Stein to Full Time Probationary Police Officer for the City of Park Rapids.**

**4. APPROVAL OF MINUTES:**

**4.1. City Council Regular Meeting Minutes-June 9, 2015:** A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the June 9<sup>th</sup>, 2015 City Council Regular Meeting minutes as presented.

**5. FINANCE:**

**5.1. Prepays:** A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the prepays in the amount of \$240,083.11, for a total of \$240,083.11

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

- 6.1. Approve a Public Facilities Use Permit for Deane Park at 19382 Eagle Pointe Trail, for Saturday, August 8<sup>th</sup>, 2015, from 10:00 a.m. to 4:00 p.m., for Condiff's 50<sup>th</sup> Wedding Anniversary c/o Jason Lee Condiff.
- 6.2. Resolution #2015-92 Approve a Temporary On-Sale 3.2 Beer License for the Shell Prairie Fair Association in the City of Park Rapids.
- 6.3. Approve the Purchase in the Amount of \$1,374.12 from Diamond Mowers for Repair Parts for the Airport Mowers, Units 67 & 68.
- 6.4. Resolution #2015-93 Appointing Thomas G. Petschl to Serve on the Library Board for the City of Park Rapids.
- 6.5. UTILITY BILLING: *Issue was Referred to Staff on April 28<sup>th</sup>, 2015, New Recommendation:* Approve Request for a Credit of \$135.69 for the Sewer Portion of the 2015 First Quarter Utility Billing for Dean and Joyce Walsh at 609 Third Street West, PID #32.55.03900.
- 6.6. Resolution #2015-94 Authorizing Proper City Officials to Execute the Taxiway A and General Aviation Apron Pavement Rehabilitation Design Engineering Pursuant to the Professional Services Agreement by and between TKDA and the City of Park Rapids.
- 6.7. Resolution #2015-95 Authorizing Proper City Officials to Execute the Airport Master Plan Update Pursuant to the Professional Services Agreement by and between TKDA and the City of Park Rapids.
- 6.8. Approve Pay Request in the Amount of \$685,967.07 for C&L Excavating for Construction Services for the Riverside Area-Phase One Improvement Project.

**END OF CONSENT AGENDA**

**7. COMMENTS FROM CITIZENS:** Nancy Newman stated my comments pertain to Council action from last week when you changed the parade route. I live at 619 Main Avenue North. As I citizen I'm voicing my opinion that I'm disappointed with the changing

of the parade route for the Fourth of July. For years this has gone very well. It has originated on Monico Lane. We have had generations of family that have been in wheelchairs and walkers that have been able to come. We've had people up and down the street on both sides that are handing out pop, water, and food. It seems like to say that the Chamber wanted to change it, I can understand a whole lot of reasons. This is going to disrupt a whole lot of people including the fifty people from my family.

Utke stated I think you've hit the nail on the head. It's the Chamber that brought it to us. You read a lot of the discussion. Some of us were still in favor of the old route. It was the Chamber's option to bring it to us to set the route. I hear you. Have you talked to the Chamber? Newman stated not yet. Utke stated they do run the parade. They come to us to approve the route. Newman stated I feel that the people doing it understand the repercussions. We have people lining up on the streets with their lawn chairs at 10:00 a.m. They're very used to this and very comfortable with it. There hasn't been anyone getting hurt or any accidents. I would hope that next year you would consider changing it back. Utke stated I would encourage you to talk with the Chamber. They are the ones that are going to bring us a route to approve. You and your neighbors should voice your opinions. There are probably going to be some others that are going to like it coming past their houses now. Get your input in and see what they think. Newman stated we had people coming from Alaska, and now they're not coming.

Dick Rutherford stated I think it might be the Chamber that brought it to you, but you run the city. The Chamber doesn't run the city. This is affecting a whole bunch of people, hundreds of people, than just the Chamber people. We should be considering this as a Council. It might upset the Chamber, but just remember, who pays the bills? The Chamber isn't paying the bills. The people are paying the bills, and you sitting here, are elected to run the city. I think we made a big mistake. I know that Terry Eilers might not agree with me, but we've been coming down Main Street for seventy years. Drive on Second Street West and see how narrow that street is and then tell me that some little kid isn't going to run out there and get hurt. Just put that on your shoulders.

Randall stated that's not even close to fair to put that on our shoulders. We approved a route that the Chamber provided to us. I drive on North Main every day on my way to work. I'm actually more supportive now than I was last time about changing the route because of the dips at each intersection. I think people could trip. If we're going to change it for one year, it will be paved, and it will be nice and smooth for next year, and then we can go back to it next year. But every day when I drive it and I go over those dips and I think we'd be increasing the risk of people getting hurt if we had people walking up and down that street during the parade. I take offense that you're trying to put something on our shoulders for anyone getting hurt. I think the Chamber actually thought about it and used their best judgement and changed the route to avoid people getting hurt this year.

## **8. GENERAL BUSINESS:**

**8.1. Resolution Approving Appointment for Matthew Stein to Full Time Probationary Police Officer for the City of Park Rapids:** Eilers stated I received twenty-five applications. I interviewed six of them. Mr. Stein has worked for me in the past and did

a very good job. He wished to come back to a full time position, so I offered him the job pending approval from the City Council.

Utke questioned was his previous employment under part time conditions? Eilers answered yes. He started working part time. He left to take a full time job in another town. He came back and started working part time for us and the county. He was working as a part time employee for about six months. He reapplied for the full time position. I understand what he does and how he does it, so that made my decision easier. Also, he already has the uniforms and badges, which allows the city to save some money.

**A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve Resolution #2015-96 Approving Appointment for Matthew Stein to Full Time Probationary Police Officer for the City of Park Rapids.**

**Discussion:** Nordberg stated twenty-five applicants is a good sign. Eilers stated it was. In June a lot of them just got out of school. They're waiting for their licensure. Those people are eligible to be licensed, but not licensed yet. I got very few that were already police officers somewhere else. Nordberg stated I noted your comment that some of them are potential part time employees for the future. Eilers answered yes. We had four local officers that are working part time for the county. We'll need one or two of those for part time fill-ins. During the interviews I asked them if they weren't to get the job would they be willing to do that. Nordberg stated thanks for looking ahead on that.

**9. CITY ADMINISTRATOR UPDATE:** McKinney stated we have several irons in the fire. The armory project has been in the que waiting. Several things are going on that are now ready to go. We have a proposal from an appraiser that if accepted by the committee would put the appraisal value in our hands by August. I'm not sure the status of the description work that has to be put together of what he is to appraise. That still needs to be negotiated with the different parties. We are not going to get the part of the building that has the Mexican restaurant in it because of the fact that it's a federally tax-exempt bond issue that's paying for the grant. We can't do that. The developer will be back in town this week. Tomorrow at 1:00 p.m. there is a meeting of the sub-committee of that group to go through the pro forma, the business plan.

McKinney stated as you will recall they submitted a business plan for our consideration last winter. You asked us to get some verification of that. We arranged through the HRDC in Bemidji to get a well-known person that does that sort of work. We met with him. He agreed to take the position. There is no cost because we are a member of the HRDC. He's meeting with that task force tomorrow. They will be going through that phase of what is it going to cost to run it, how much are they going to make, all their assumptions will be challenged by him. That was another leg on the stool so to speak.

McKinney stated the legal work is dependent on what comes out of those two phases. We had a conference call today with the law firm that we are using to help put together the particulars on how to divide the building so that it will work. Then we'll come back to you for a workshop to discuss the various aspects of what the city's responsibilities are. Up until now I've been instructed to stay out of the mix as much as I could, which I appreciated. But I think it's time too, if we are going to accept this responsibility before all the work is completed we need to get our till in the water and figure out what the city will

accept how it will be used. I suspect a workshop would be the way to start. We have two Councilmembers that are part of the board already so they will be able to give us more informed input. The pace of activity will increase in the next month or so.

McKinney stated we have implemented the new uniform program with our public works employees. They have uniforms that are provided in part in lieu of the clothing allowance that they used to get. They are now wearing uniforms that have their name and logo on the shirt. They're all the same color. They have jackets and hats. They get eleven uniforms made for them. They're laundered and replaced on a weekly basis. I think the guys look great. It's been good for everybody.

McKinney stated staff has photo Ids now. We'll have some for the Council later. We want everyone to know they are dealing with a public official when they come into city hall. For those that don't wear uniforms, we needed some way to be identified. This is all new within the last couple of weeks. It was part of our labor negotiations. Staff was very helpful in getting this done.

McKinney stated vacating the back of city hall by the USDA has been traumatic. We gave them an indication a year ago that we would require that space for expansion. Their lease has expired. They prepared a lease that created their tenancy until the end of July of this year. In January, after Council action, we gave them official notice that we would not extend the lease that was expiring at the end of July. We have had nothing but turmoil with this. It turns out that there is some rental agency that works on behalf of the federal government that acquires space. Dave Collins has been helpful in identifying people that might be interested in renting space to them. If you want to be a potential landlord you have to complete a ninety-eight page document without any guarantee that you're going to get the deal. A lot of potential landlords say that don't have the time or expertise to do that.

McKinney stated I got a call from Washington DC. They informed me they were having trouble meeting our schedule and said they needed a little wiggle room, and that maybe they can be out by March of 2016. We'd like to get this resolved and we could work something out with them but they are totally dominant of what they want and they want to do it their way. They want a ten year lease and it's a net, net, net thing. You have to do maintenance, cleaning, everything. They provide specifications about the color of the window shades, paint, everything, and all that has to be completed and approved before they move in. So that's why they can't get out of our space. They don't know where they're going to go, they don't know what it's going to look like, and they need a little wiggle room. I point that out to you because you may get some calls.

McKinney stated I asked him what he expected to happen at the end of the lease. He said the lease just goes on, to which I replied, you don't have a lease. There is no automatic extension. I pointed out to them, that they prepared the document. There's nothing hidden in there. It's not our problem. They are done, and if they want to stay they need to give us a proposal and there would need to be an increase in rent. I want them to acknowledge the fact that the lease doesn't just go on under old terms, and I want an increase so there's pressure on them. Right now it's business as usual for them.

McKinney stated we had a fire truck transmission that blew up. Burlingame stated we brought the truck to Fargo to have some work done to it. It has electronic controls and it was shifting hard. They told us the transmission is no good. It had coolant in it. There are warranty issues. The truck is about four years old. There is a devise that is part of the equipment that is added later that has a malfunction in it that caused this to happen. That's

how the coolant got into the transmission. There was a recall on the coolers in 2012 for this exact reason. Spartan Chassis assembled it all, and they warranty everything except for the engine and the transmission, except they modified the transmission with this cooler. McKinney stated I have something to play with here.

**10. DEPARTMENT HEAD UPDATES:** Scott Burlingame stated the Riverside Project is progressing well. We're within two weeks of completing the underground. On Friday we could see asphalt. McKinney stated I'm getting positive feedback about the contractors from the residents. They have been well received by the people who have been disadvantaged by the project. My compliments to them.

Chris Fieldsend stated we finally got a contractor for the public works building. He's ready to give us a quote, but we need to create an RFP or work order. I have the architect coming to go over the building. There are some issues that were done incorrectly. They have identified the problem and now it's ready to be fixed. We're going to go through the plan and the building and then we'll come up with a work order.

Ryan Mathisrud stated the Planning Commission at their next meeting will review the draft of the proposed septic system ordinance. I'll bring that to the Council at the next meeting.

Terry Eilers stated with the addition of the new officer we'll be back at full staff. Nordberg questioned what's happening with the vehicle issues? Eilers stated parts have been taken from others cars to put together two working vehicles. The new cars are on order. McKinney stated the staff has been very accommodating of their temporary quarters.

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

**12. COMMENTS FROM COUNCIL:** Nordberg thanked all the people who are responsible for all the beautiful flowers along Highway 34 and Main Avenue.

**13. CLOSED SESSION:**

**A motion was made by Randall, seconded by Nordberg, and unanimously carried to close the regular meeting at 6:35 p.m., and to open a closed session.**

**13.1. Discussion Regarding Real Estate Transaction:** The Council discussed the possible purchase of the property at 100 Eighth Street East, and an addition to the fire station.

**A motion was made by Randall, seconded by Nordberg, and unanimously carried to close the closed session at 6:52 p.m., and to open the regular meeting.**

**14. ADJOURNMENT: A motion was made by Randall, seconded by Nordberg, and unanimously carried to adjourn the meeting at 6:53 p.m.**

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Acting Mayor Paul Utke

ATTEST:

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Margie M. Vik  
City Clerk