

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
JULY 28, 2015, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The July 28th, 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, Rod Nordberg, and Erika Randall. Absent: Mayor Pat Mikesh. Staff Present: Administrator John McKinney, Planner Ryan Mathisrud, Public Facilities Superintendent Chris Fieldsend, Liquor Store Manager Scott Olson, Police Chief Terry Eilers, Public Works Superintendent Scott Burlingame, Treasurer Angela Brumbaugh, and Clerk Margie Vik. Others Present: Dick Rutherford 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 addition: Item #9.2. Computers for Squad Cars.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-July 14, 2015: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the July 14th, 2015 City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Konshok, seconded by Randall, and unanimously carried to approve the payables in the amount of \$179,432.10, and the prepaids in the amount of \$310,185.86, for a total of \$489,617.96.

6. CONSENT AGENDA: Utke removed Item #6.13. A motion was made by Nordberg, seconded by Konshok, and unanimously carried to approve the following consent agenda items:

- 6.1. Resolution #2015-116 Approving Ordinance No. 555 and the Publication Summary for Adopting to the Park Rapids City Code

of Ordinances; of the City of Park Rapids, Chapter 153, Subsurface Sewage Treatment Systems, Sections 153.001 to 153.038.

- 6.2. **Ordinance No. 555 Adopting to the Park Rapids City Code of Ordinances; of the City of Park Rapids, Chapter 153, Subsurface Sewage Treatment Systems, Sections 153.001 to 153.038.**
- 6.3. **Ordinance No. 555 *Publication Summary* Adopting to the Park Rapids City Code of Ordinances; of the City of Park Rapids, Chapter 153, Subsurface Sewage Treatment Systems, Sections 153.001 to 153.038.**
- 6.4. **Resolution #2015-117 Approving Ordinance No. 556 Amending the City Code of Ordinances of the City of Park Rapids to Repeal Sections 50.27, 151.104, 151.130, 151.131, 151.132, 151.133.**
- 6.5. **Ordinance No. 556 Amending the City Code of Ordinances of the City of Park Rapids to Repeal Sections 50.27, 151.104, 151.130, 151.131, 151.132, 151.133.**
- 6.6. **Resolution #2015-118 Accepting and Approving the Final 2014 Audit Report for the City of Park Rapids.**
- 6.7. **Approve Backhoe Operator's License to Work in the City of Park Rapids in 2015 for L&B Excavating Inc.**
- 6.8. **Resolution #2015-119 Accepting Donations for the City of Park Rapids.**
- 6.9. **Resolution #2015-120 Approving Wage Adjustment and Step Increase for Full Time Planner Ryan Mathisrud.**
- 6.10. **Approve Pay Request in the Amount of \$628,283.36 for C&L Excavating for Construction Services for the Riverside Area Phase One Project.**
- 6.11. **Approve Contributing \$10,000.00 from the General Fund Budget to be Expended in 2016 towards the Resurfacing of the City Owned Tennis Courts at Depot Park.**
- 6.12. **Approve Pay Request in the Amount of \$20,000.00 to Hubbard County Regional Economic Development Commission for the Second Half of the 2015 Annual Investment.**
- 6.13. *Removed from the consent agenda.*

- 6.14. **Approve Pay Request in the Amount of \$1,591.50 to Braun Intertec for the Soil Testing and Evaluation of the Riverside Area Phase One Project.**
- 6.15. **Approve Pay Request in the Amount of \$65,295.89 to Apex Engineering Group for Professional Services for the Riverside Area Phase One Project.**

END OF CONSENT AGENDA

6.13. Approve the Purchase of a 2015 Vermeer Wood Chipper in the Amount of \$19,764.00 from RDO-Vermeer for the Public Works Department: Utke stated I talked with Burlingame and McKinney about this. I'd like more information on this, so I'd like to refer it to McKinney and staff to follow up on it and work through it for the extra information. I brought up the fact that we only had a few rentals over the past few years, but Burlingame explained the amount of trees that they do trim, cut, and haul out. I'd like to see the data to balance against the cost of maintenance. Nordberg stated I'm also curious about how much rent we have been paying. Utke stated public works have been manually cutting and hauling so they should have collected that data. McKinney stated we'll work on it.

7. COMMENTS FROM CITIZENS: There were no comments.

8. PLANNING:

8.1. Request for Proposals for Building Official/Rental Inspection

Services: Mathisrud stated our building official position is contracted. Our current building official is nearing the end of his contract, so in evaluating that program, staff would like to establish a pool of candidates to see who's out there. Building officials are licensed by the state so we would only be looking at those with valid credentials.

Nordberg questioned how would you get this list? Mathisrud stated in publishing this RFP locally, we would also do a direct notice to the folks that are on the state building officials list, and any other method that is suggested that would make sense for us.

A motion was made by Randall, seconded by Nordberg, and unanimously carried to authorize Planner Ryan Mathisrud to proceed with the Request for Proposals process to solicit for building official/rental inspector services.

9. GENERAL BUSINESS:

9.1. Resolution Awarding Library Needs Assessment Proposal to Library Strategies Consulting Group for the City of Park Rapids: Fieldsend stated the

Council took action earlier to solicit RFPs for the library needs assessment. We sent out to seven companies that were suggested by Kitchigami Library System. We received two back. Both of those companies are from the cities. After quite a bit of debate by the Library Board, they picked Library Strategies Consulting, because they have done fundraising and they work closely with the community and the needs that they will have in the future. If you accept this we will be putting together a steering committee to meet with these people and several groups in the city. McKinney stated this is a budgeted item at \$30,000.00.

Nordberg stated several members of the Library Board contacted the references. Both of the references that I spoke to were familiar with both companies and said we wouldn't go wrong with either company. I voted for this one, but it was a close call. The other company is very good in architecture and building, but I don't think we're there yet. This company does much preparation and analysis. There's an additional thing that didn't affect my vote, but there's a local connection. One of their principals is familiar with Park Rapids and has been here a number of times. I was very happy with this choice.

A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve Resolution #2015-121 Awarding Library Needs Assessment Proposal to Library Strategies Consulting Group for the City of Park Rapids.

9.2. Computers for Squad Cars: McKinney stated the action in accepting the donations in Item #6.8 generated sufficient money for us to go ahead and pay for some equipment that we need to put into the new squad cars. We ordered three. When they arrive, which we hope would be soon, we have a grant application which would fund the computers and other equipment. But it's part of the federal transportation bill, which is not moving very quickly out of Washington. We probably wouldn't get that until October at the earliest. But we'll have the squad cars in mid-August. We would like to take that donation money and acquire some of the computer equipment to get the police cars ready to go and not wait until October. It's money that was received by the police department as donations for equipment.

Utke questioned we still anticipate those grant funds later in the year which can flow into other needs. McKinney stated we have a list of items in the grant application that this will not satisfy. So when we get the grant we'll buy the rest of the equipment that was requested. We verified that taking this action won't jeopardize our grant application. Utke stated this allows the three squad cars to be equipped when they come to town in about three weeks. Does that mean when you take delivery of them? Eilers stated that's when they'll show up in town. Utke stated and it will take a little while to go through the prep process. McKinney stated we're hoping to have them on the street by September 1st.

A motion was made by Konshok, seconded by Randall, and unanimously carried to approve the purchase in the amount of \$14,163.54 for computer equipment for the three new squad cars using the Equipment Donation Fund #100-10100-47050.

10. CITY ADMINISTRATOR UPDATE: McKinney stated regarding the status of the armory, pursuant to Council action I have requested some assistance in the form of a task force to help us follow those guidelines that were in the letter from Kutak-Rock. That task force has met with the developer. We've made some progress. The appraisal is being

worked on. The field work will be done on Friday. Regarding the engineering survey, he has done the field work. We expect those results in mid-August. Those were two very critical things, plus we started to work through the want list versus the reality of the actual building and what we get and what we don't get to remain in compliance with the state guidelines. We are making progress. I'll be back to you when I know more.

11. DEPARTMENT HEAD UPDATES: Mathisrud stated I started doing some research on a point of sale ordinance. I should be able to bring you a report on that at the next Council meeting. We also had a Planning Commission meeting yesterday where we reviewed a rezoning application. That will come before you at your next meeting as well.

Burlingame stated the project is moving more slowly recently. The rain has had some impact for the sub-contractors. Hopefully it will get moving and we'll finish it up in the next couple of weeks. Konshok stated with the drainage issue on the north end of Riverside, a lot of the hydro-seeding has washed away. I don't know if they'll come back this fall to address that. McKinney questioned did we solve the problem of the blocked off drainage? Konshok stated it was better than it was, but then we had a big rain event after that then all the hydro-seeding washed up onto the sidewalk and down the drain. Burlingame stated it's better than it was. McKinney stated it would be nice to open up those storm drains. Burlingame stated until the grass is established they probably won't do that. Mathisrud stated it's a best management practice to close the inlets to try to prevent sediment from going into the river. Konshok stated I appreciate that but the side effect is my property gets flooded. The only issue is the hydro-seeding.

Eilers stated next Tuesday night, 5:00 p.m. to 7:00 p.m. is National Night Out at Heartland Park. We'll be there with other law enforcement, emergency medical, and the fire department. If you have time, stop by.

Scott Olson stated we had a vehicle strike our building. We have some repairs and painting left to do inside. The insurance company should pay for the expenses totaling approximately \$5,000.00. Fieldsend stated I want to thank Gartner-Johnson for coming quickly. They'll be done tomorrow.

Fieldsend stated the library needs assessment will be good. I'm glad it's moving forward so we can figure out what we're doing here. We will be doing two different parks this year. Lindquist Park is set for some new playground amenities and some benches. We're also trying to do a sidewalk to circle the nursing home so the residents can walk. We're also working on Depot Park. The tennis courts need to be resurfaced. We're looking at putting some trees in there and a soccer field, lighting, and a drinking fountain. We believe we are finally going to install the lion drinking fountain. For the public works building, we had an architect come in and they are doing the specs on fixing it. I think the number is going to be about \$150,000.00 to redo that building. They hope to be done with it by the end of this week. We've consulted our legal advisor on how we can bid this so we can do the bidding quicker to move this forward.

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

13. COMMENTS FROM COUNCIL:

13.1. Councilmember David Konshok Resignation: Konshok stated I am, with regrets, submitting my letter of resignation. I've got business interests here still and also in St. Cloud. My wife has taken a position with Central Care Health in St. Cloud. We are temporary empty nesters starting this month. Our son has graduated high school and is off to college in Montana. Our daughter, who is a high school junior will spend a year in Denmark starting next week. She'll come back for her senior year, and she's hoping it will be in Park Rapids. Due to spending a lot of time on the road, over 225,000 miles on one vehicle, we have made the decision to go ahead buy a second house in St. Cloud while still keeping our house in Park Rapids. I intend to still spend a lot of time here in Park Rapids to maintain our properties. I will never be far away from Park Rapids. My parents still live here. I, with regrets, will resign my position on the Council at this time. Someone else can jump on board and hopefully devote more time and effort to it than I've been able to lately.

Konshok stated I do want to thank the current Councilmembers as well as previous Councils. It's surprising how quickly you become the senior member on the Council. I was the young member on the Council when I joined. I was the only one who was not a current or former mayor and I dropped the average age on the Council by twenty years. That was a different time. A lot of great things have been done by the Councils, former as well as the current Council. I like to think that we may not be very flashy or glamorous, we don't make a lot of headlines for the newspaper, but we do get a lot of things done. Largely, we do that because we have excellent city staff to fall back on. I want to thank all of the department heads that have educated me and put up with my persistent and annoying questions at times, both new ones, Mathisrud, and older ones that have been around, Burlingame, Eilers, and Olson. Chris Fieldsend is quietly doing great things on the buildings. I want to thank him for working with the Parks Board. Brumbaugh, of course, like we said tonight it is amazing how closely that projected budget matches the actual budget, year in and year out. She does that mostly quietly. Of course, Vik does a fantastic job as clerk, including this resolution action. She keeps me in line, and educates us on how exactly we should do city business the proper way. Thanks to everybody for that. I wish you all the best.

Konshok stated this is not my first time resigning from the Council. It is a fact this will be my third time resigning. The first time in 2006 was to apply for the city administrator's position, which I did not get. It ate my humble pie and got re-elected to the Council. At that time, Pat Mikesh was appointed to the Council and subsequently elected to his own term, and then elected mayor. Then I went to Afghanistan, curtesy of the U.S. Military. That was more like a leave of absence, and that was when Nordberg came on. First as an appointee and then subsequently elected. I'm open for a three-pete. You'll get an appointee if that is what the Council chooses to do. Hopefully, that will be a permanent member. Good luck with that. Utke stated thank you for all you have put in and done with the Council. It is much appreciated.

McKinney stated we need an effective date. Vik stated the letter states the resignation date as July 28th, 2015. Konshok stated to keep it clean, I'll resign as of tonight.

A motion was made, with regrets, by Nordberg, seconded by Randall, and unanimously carried to approve Resolution #2015-122 Accepting the Resignation of Councilmember David W. Konshok.

Discussion: Nordberg stated as the youngster he did a good job of mentoring the old guy, namely me. He was very cordial. I had been a visitor and saw him taking action as a young guy when I was sitting out in the audience, it looked interesting.

Utke questioned regarding the process to replace Konshok, in the past we put an ad out to solicit candidates to apply, and then those applications are brought to the Council for review? Vik stated all the appropriate paperwork will be in the next Council packet. First you will have to declare a vacancy, and then you can advertise.

14. ADJOURNMENT: A motion was made by Randall, seconded by Nordberg, and unanimously carried to adjourn the meeting at 6:30 p.m.

[seal]

Acting Mayor Paul Utke

ATTEST:

Margie M. Vik
City Clerk