

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
SEPTEMBER 8, 2015, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The September 8th, 2015 Regular Meeting of the Park Rapids City Council was called to order at 6:07 p.m. by Acting Mayor Paul Utke, and everyone present recited the Pledge of Allegiance.

2. ROLL CALL: Present: Acting Mayor Paul Utke, Councilmembers Ryan Leckner, Rod Nordberg, and Erika Randall. Absent: Mayor Pat Mikesh. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Public Works Superintendent Scott Burlingame, Planner Ryan Mathisrud, Public Facilities Superintendent Chris Fieldsend, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Firefighters Terry Long and Mike Ridlon. Others Present: Nancy Newman, Sue Tomte, Cynthia Jones, 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: #6.11. Resolution Approving Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Hubbard First Response and Rescue.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-August 25, 2015: A motion was made by Nordberg, seconded by Leckner, and unanimously carried to approve the August 25th, 2015 City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepays: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$223,689.15, and the prepaids in the amount of \$74,365.62, for a total of \$298,054.77.

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

- 6.1. **Approve Transient Merchant License for Kelly Trumpold d.b.a. Farley's Family Restaurant for August 28th to the 29th, 2015, to Sell Food at Linda's Recycled Goods at 807 First Street West.**
- 6.2. **Approve Low Quote in the Amount of \$11,175.00 from Minnesota Valley Irrigation to Repair an Irrigator Wastewater Pump.**
- 6.3. **Approve Purchase in the Amount of \$51,070.69 from Swanston Equipment for a Toolcat 5600 with Snowblower and Sweeper Attachments.**
- 6.4. **Approve Purchase in the Amount of \$1,604.10 from Kris Engineering for a Cutting Edge for the Snow Plowing Equipment.**
- 6.5. **Approve Proposal in the Amount of \$28,690.00 from Leading Edge Mechanical for Repair of the Public Works Shop Area Humidity Control.**
- 6.6. **Approve Proposal in the Amount of \$93,604.00 from Hammer Construction for Repair of Water Damage to the Public Works/Safety Building.**
- 6.7. **Approve Quote in the Amount of \$15,000.00 from Howard's Driveway to Repair and Pave Various Street Within the City.**
- 6.8. **Approve Pay Request #4 in the Amount of \$95,735.40 for C&L Excavating for Work Completed for the Riverside Area-Phase One/North Main Avenue/Mill Road Project.**
- 6.9. **Approve Change Order No. 1 and the Final Pay Request in the Amount of \$104,665.05 for Ferguson Water Works for the Water Meter Replacement Project.**
- 6.10. **Authorize Staff to Enter into a New Copier Lease with North Country Business Products for the Police Department.**
- 6.11. **Resolution #2015-135 Approving Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Hubbard First Response and Rescue.**

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: Cynthia Jones, from the Downtown Business Association, stated we sent a letter to the editor of the newspaper, which appeared in Saturday's paper. We'd like to thank the city for all their help with our summer activities.

We had a very, very good summer thanks to the police chief. He and his staff kept us safe. The chief has said he has now become a tour guide for the City of Park Rapids. We had a lot of people from out of town attend the Second Street events. The summary of the Bite showed we had people here from five different countries, twenty-five different states, and thirty-five cities within Minnesota. We have been on Main Street for the past fourteen years, since 2001. Ten years ago, if someone would have said we would be blocking Second Street every Thursday night for ten weeks, sold beer and had a concert, we'd have said you are probably nuts. A man from Wadena said, geographically, Park Rapids is smaller than Wadena, but your Main Street is thriving. We're not doing anything in Wadena, and I'm not sure the administration really cares. That was a testament on how we have learned to work together. In 2009 it was a little rough when we decided to redo the infrastructure on Main, but the grumblings don't exist anymore. We had a good summer in terms of people. That doesn't always translate into a lot of buyers. But the buyers were good. Our restaurants were full the entire summer. If you tried to get into a restaurant on Thursday nights or the weekends, you probably had a little bit of a wait.

Jones stated for the Fall you will see some changes. Jingle Bells is dead. We're running a new promotion with the Enterprise and DeLaHunt Broadcasting. The businesses will still support the money giveaway. You will be seeing information on that. Nicole Lalum is going to package all of our holiday events, much like Detroit Lakes does. I think we are calling it the Heartland Holiday Fest. Everything that we do will be packaged into this to promote Park Rapids. The Downtown Businesses really support and like this town. We have twenty-five businesses that pledge a \$1,000.00 of profits. Those are businesses that also belong to the Chamber. We buy the flowers with your help. We do Second Street Stage, advertising, and the Bite, to promote the city. We are thankful for your support and for the help that you give us. Thank you. You'll see a lot of new things in the Fall.

8. PLANNING:

8.1. Approve Change Order No. 2 for the Riverside Area-Phase One, North Main Avenue, and Mill Road Utility & Street Improvement Project: Mathisrud stated this is a change order for the Riverside Area and North Main Project. We are recommending three minor changes in response to comments and for some things that we noticed during the project. Number one is striping for bike lanes on North Main Avenue. This was discussed prior to the final plans for the project, but got forgotten and not inserted into the plans. Number two is striping to delineate the roadway adjacent to the Heartland Trail at Red Bridge Park. Staff had received a number of comments over the summer that there are issues of people parking on the Heartland Trail where it's been paved. We're requesting striping of the roadway there and also some bike symbols. Number three is we've received complaints from the Great Northern Restaurant of people veering off into their parking lot and using it as a roadway. Staff is recommending striping Gilbert Avenue to delineate that roadbed and make it clear where city right of way is. Staff is recommending approving the change order for \$14,331.00.

Utke stated there would have been some striping in the budget already on North Main, but we're adding some additional work because we're going to be separating the bike lanes and the Heartland Trail. Mathisrud stated this would all fit into our normal

budget for this project. This is not going to be above and beyond what's in the budget. Utke questioned so this is just approving a different design. Mathisrud stated we'll just clarify that, but because it's above and beyond what has been bid for the project.

Randall questioned what was the plan originally for the trail behind Rocky's? Mathisrud stated originally the trail had a section of grass planned, but the grass didn't take in that location. Earlier this year we filled it in with the cement. As a result of that it doesn't clearly delineate the trail. As a driver you tend to see that it all looks like roadbed. With the stop sign there it further encourages people to drive on or park in that location. We just want to clear that up and make it more separated between pedestrian and vehicle drivers.

Utke stated I see on the drawing you have outlines of bicycles, so that's what you'll put along the trail so people realize it's a bike trail. Mathisrud stated hopefully it will add more clarity to that. We had a grand opening for the trail earlier this year and there was a garage sale that coincided with that. The most visible thing that day were the cars parked on the Heartland Trail. Randall stated I have to say that Mr. Rutherford was right. He expressed his concern a long time ago that this was all going to look the same. I don't think these little bike symbols are going to fix our problem. I think we're going to have to look at something else like maybe some posts along there. I think it was a very poor design. Sue Tomte stated especially in the wintertime because there's snow cover and you can't see. Rutherford stated if you put posts there then snowplowing would become a problem. Randall stated I'm not saying that's the best solution. I'm saying this was a poor design and we recognize that we need to do something and hopefully this will address it in the summer, but I think we're going to continue to run into issues. Burlingame stated initially there was supposed to be a five foot green space between there and it didn't turn out that way. With the additional concrete it turned into a larger street. Randall stated it looks silly now. Utke stated we can try the striping, and then we can always drill holes in it and put down pipes for the summer, and then pull them for winter. Burlingame stated there are options. Paint is the cheapest option.

Nordberg stated Apex mentions a survey for Gilbert Avenue in this letter. Is that something they are going to provide? Mathisrud stated Apex subs that out to a local surveying firm. Nordberg questioned is the cost included in the budget? Mathisrud stated yes. This change order should not increase our overall project budget. Nordberg questioned and the striping on Gilbert is expected to be enough there? If striping doesn't solve the problem on Beach Road is it going to solve the problem on Gilbert? Mathisrud stated we have had discussions with the Great Northern property owner on doing a full reconstruct with the street. They looked favorable on that as well. But this may solve the issue. Either way we need to have it surveyed prior to doing either work. Utke questioned is this a result of having to use that this summer as a detour route? It's always been the same it's just that we've put more emphasis on it with the reconstruction. Burlingame stated it's the result of the sale of a bank and the erection of a sign.

Rutherford questioned are they going to fix the drain system there before they spend money striping it? Right now when it rains the water is all the way to the Great Northern door. Burlingame stated they have bags in the storm drains right now because grass hasn't been established yet so they have to plug those drains. We also have it on the future CIP to fix that storm water problem in the future. Mathisrud stated we sealed all the drains for the construction.

A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve Change Order No. 2 for the Riverside Area-Phase One, North Main Avenue, and Mill Road Utility & Street Improvement Project.

9. GENERAL BUSINESS:

9.1. Resolution Adopting Preliminary General Fund Budget for the Year 2016 for the City of Park Rapids: Utke stated this reflects the information that we reviewed during the workshop. At this point we approve a preliminary budget. Then we have until December to reduce it but we cannot increase it. This sets the ceiling with what we've looked at. **A motion was made by Randall, seconded by Leckner, and unanimously carried to approve Resolution #2015-136 Adopting Preliminary General Fund Budget for the Year 2016 for the City of Park Rapids.**

9.2. Resolution Adopting Proposed Property Tax Levy for Tax Year Payable 2016: McKinney stated \$1,786,629.00 is the general fund budget that you just approved. The other numbers on the resolution are your debt service for your existing bond issues, plus the \$4,500.00 for tax abatement. The total tax levy is \$2,481,266.00. **A motion was made by Leckner, seconded by Randall, and unanimously carried to approve Resolution #2015-137 Adopting Proposed Property Tax Levy for Tax Year Payable 2016.**

10. CITY ADMINISTRATOR UPDATE: McKinney stated the fire chief has been granted a six month administrative leave at his request. Terry Long, one of the assistant chiefs, has taken the responsibility of running the department. Mike Ridlon is the other assistant chief and he is also here. That was put in motion two weeks ago. We are working as intended.

11. DEPARTMENT HEAD UPDATES: Mathisrud stated in August we had \$300,000.00 in new building permits issued. This year so far, we are a little low on permit activity, but I expect that to catch up a bit towards the end of the year. We might come in just lower than last year with total permits issued.

Fieldsend stated there were a couple of things on the consent agenda for the public works building. Since they are now approved we can go ahead. We should be back in the building by the end of October.

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

13. COMMENTS FROM COUNCIL: There were no comments.

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

[seal]

Acting Mayor Paul Utke

ATTEST:

Margie M. Vik
City Clerk