

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
November 24, 2015, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The November 24th, 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, and Councilmembers Ryan Leckner and Erika Randall. Absent: Mayor Pat Mikesh and Councilmember Rod Nordberg. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Planner Ryan Mathisrud, Fire Chief Terry Long, Police Chief Terry Eilers, Public Works Superintendent Scott Burlingame, Liquor Store Manager Scott Olson, and Clerk Margie Vik. Others Present: Dick Rutherford, Sue Tomte, Nancy Newman, Perry Smith, and Kevin Cederstrom from the Enterprise.

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

Add to the Consent Agenda:

6.7. Approve to NOT Waive the Tort Limits for Liability Insurance with the League of Minnesota Cities.

6.8. Resolution Approving Return to Active Fire Fighter Status for Fire Chief Donn Hoffman.

Delete from General Business:

8.1. Organizational Study of the Park Rapids Police Department.

Add to General Business:

8.3. Water/Sewer Issue.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-November 10, 2015: A motion was made by Leckner, seconded by Randall, and unanimously carried to approve the November 10th, 2015, City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Utke, seconded by Leckner, and unanimously carried to approve the payables in the amount of \$22,050.07, and the prepaids in the amount of \$1,865,766.73, for a total of \$1,887,816.80.

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

- 6.1. Resolution #2015-157 Approving a Leave of Absence for City of Park Rapids Volunteer Fire Fighter Donn Hoffman.
- 6.2. Resolution #2015-158 Approving a Leave of Absence for City of Park Rapids Volunteer Fire Fighter Pat Mikesh.
- 6.3. Resolution #2015-159 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition.
- 6.4. Resolution #2015-160 Authorizing an Extension of the Waste Water Treatment Facility Operation and Maintenance Agreement by and between the City of Park Rapids and Lamb-Weston/RDO.
- 6.5. Approve the Cancellation of the Second City Council Meeting in December, Currently Scheduled for December 22nd, 2015.
- 6.6. Approve Flaherty & Hood to Conduct a Job Classification and Comprehensive Study at an Approximate Cost of \$7,000.00.
- 6.7. Approve to NOT Waive the Tort Limits for Liability Insurance with the League of Minnesota Cities.
- 6.8. Resolution #2015-161 Approving Return to Active Fire Fighter Status for Fire Chief Donn Hoffman.

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: There were no comments.

8. GENERAL BUSINESS:

8.1. Organizational Study of the Park Rapids Police Department: *Item removed from the agenda.*

8.2. 2016 Budget Discussion: Brumbaugh stated at the next Council meeting we will be holding your Truth in Taxation meeting. It's a lot easier for me if you have already decided what you want for your bottom line before we get to the meeting. At the last workshop we talked about a couple of items. What do you want to see? I did verify with the police chief that the \$23,400.00 for sure can come out of the 2016 budget because it's already budgeted in 2015. If you take that off that changes the total levy to an \$887,336.00 increase, or 3.68%. The general fund side alone is a 2.48% increase. That change should happen for sure. The other proposed change is if the Council wanted to budget \$30,000.00 for a police car. It would not be spent next year. It is meant to be set aside for future purchases. If you took that expense out of the 2016 budget, the increase to the entire levy would be \$57,336.00, or 2.31%.

McKinney stated the vehicle budget is presumed to be on a three year cycle. The Council discussed whether or not you wanted it to be longer. If you did, you could change the \$30,000.00 to a lower amount or you could take it out altogether. We need direction.

Utke stated the \$30,000.00 was basically to rebuild the fund. Randall stated also are we going to go on a three year cycle. How many miles can a car go? Fieldsend stated they can go up to 100,000 miles. Two of the police cars are getting to that point. There are three in the cycle now. One is a 2011 and one is a 2008. The other 2011 blew up. Randall stated so we had three terrible cars. We are well over a three year cycle on those three cars. Utke stated we have to add the two other cars, the investigator's and the chief's. We are talking about five cars total, rather than just the three street cars. Randall stated I agree that sometime we're going to have to replace the chief's car, and the investigator's probably sooner. Utke stated three years sounds like a really quick cycle. We should get more years out of them, but that was just a plan. Fieldsend stated that was for two cars, but with three cars it should actually go longer. Looking at the investigator's car, in three years he would be at 100,000 miles too. His car doesn't get as hard of duty. Utke stated it's a different type of use, not what the patrol officers do around town all of the time. This is more highway miles.

McKinney stated to deal with this, instead of \$30,000.00 you might reduce the amount. I'd like to encourage you to keep it in the budget so we don't forget that's the way you are going to fund this. Randall stated I think that we need to fund it so we're not in the position that we were this year, but I think \$30,000.00 is too much. To go from not saving anything to \$30,000.00, and having the cars that we do have they should last longer than three years. I understand there are a couple of other cars out there that we have to replace eventually. Utke questioned do you have a number in mind? Randall stated I don't, but I would start with \$15,000.00, and then see where we're at with the investigator's car since that's the next one that going to have to be replaced. We can change the amount next year.

Leckner questioned how much does a new car cost? Fieldsend stated about \$32,000.00, with the extras. Brumbaugh stated there are always extras. Even if we have the equipment we have to pay someone to install it. Randall stated if things go as planned,

the next one replaced will be the investigator's car. It would not be more money than these cars because it won't need all of the equipment, even if we got the exact same car it would be in that ballpark.

Utke stated we can remove the \$23,400.00 because that has already been taken care of. It's not needed. If we want to change the \$30,000.00, what number do we put in.

A motion was made by Randall, seconded by Leckner, and unanimously carried to approve the following changes to the 2016 proposed budget: removal of \$23,400.00 from the Capital Outlay-General: E100-10100-3670, and to reduce the amount of Capital Outlay-Vehicles: E100-10100-36710, from \$30,000.00 to \$15,000.00.

8.3. Water/Sewer Issue: Utke stated Perry Smith is here with us tonight. He brought this to me last week. He was late on his payment so according to policy staff disconnected his services. The disconnect notice just happened to be an older copy, which says the disconnect fee is \$50.00. Our ordinance was changed in December of 2013. The fee is supposed to be \$80.00. Staff collected what the ordinance says. They did their job. It's just that we got an old copy in the system. He brought it to our attention. This is what he was mailed. Rightfully, it's in print what we are going to charge to reconnect. Staff has to follow the ordinance and any exception to it has to come from Council.

Brumbaugh stated I can walk you through the process. When you get your bill you get twenty days to pay it. After the twenty days then a penalty notice is sent out. You get ten days on the penalty notice. After that you get a shut off notice and you get an additional ten days. Unfortunately, we didn't realize we had some old disconnection forms. The ones we have now say \$80.00. The old ones were in a different spot and they were used accidentally. We are now making new forms that don't have the dollar amount listed so we won't have this problem at all in the future. Typically, the people that get the disconnect notice have gotten more than one. Usually the same people get the same disconnect notices. We unfortunately used the wrong ones. These people have probably had disconnect notices in the past that had the right amount on them. That's the process that took place.

Randall questioned are you requesting a refund of \$30.00? McKinney stated we recommend that you give him a credit. **A motion was made by Randall, seconded by Leckner, and unanimously carried to issue Perry Smith, at 406 First Street West, a credit in the amount of \$30.00 on his water/sewer account.**

9. CITY ADMINISTRATOR UPDATE: McKinney stated we're getting ready for the end of the year. Staff has us in good shape for that. We're all set for snow removal. We even have a new piece of equipment for cleaning the sidewalks. The armory project is still in process. We'll have to have a workshop soon to deal with that. The developer said he was going to get everything done that he proposed by June, but to do that he would have to start by the first of the year. We are not at the point to ask the Council to do that. We are moving forward. We have some descriptions far clearer than the original approach and we are closer to being on the same page. We'll come back in a workshop format with that. We are closed this Friday. Utke stated we already have a workshop on December 8th and we canceled the second meeting in December. Would there need to do something on this in

December? McKinney stated I'll let you know. We could do it at the first meeting in January of 2016.

10. DEPARTMENT HEAD UPDATES: Eilers stated we are three-quarters moved back into the safety building. The phones and internet connection remain to be done. Everything is clean and looking good.

Burlingame stated we are also moving back into the public works side of the building. We are prepared and ready for snow.

Olson stated we're ready to serve the Thanksgiving customers. There will be a product sampling tomorrow afternoon.

Fieldsend stated the public works building is 99% done. There are some ceiling tiles and a few loose ends to finish, but it's ready to move back in. We'll get the trailer moved out by the end of the month.

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

12. COMMENTS FROM COUNCIL: Randall stated I'd like to thank Terry Long for stepping up to work for Hoffman while he was under his leave of absence. It looks like he's ready to come back here. We appreciate that you did that.

Utke stated the Christmas tree is up in the center of the street. They are hoping for a big crowd on Friday night for the tree lighting ceremony.

13. ADJOURNMENT: A motion was made by Randall, seconded by Leckner, and unanimously carried to adjourn the meeting at 6:25 p.m.

[seal]

Acting Mayor Paul Utke

ATTEST:

Margie M. Vik
City Clerk