

**CITY OF PARK RAPIDS  
CITY COUNCIL MEETING  
January 12, 2016, 6:00 PM  
Park Rapids Public Library-Lower Level  
Park Rapids, Minnesota**

**1. CALL TO ORDER:** The January 12<sup>th</sup>, 2016, Regular Meeting of the Park Rapids City Council was called to order at 6:05 p.m. by Mayor Pat Mikesh, and everyone present recited the Pledge of Allegiance.

**2. ROLL CALL:** Present: Mayor Pat Mikesh, Councilmembers Ryan Leckner, Rod Nordberg, Erika Randall, and Paul Utke. Absent: None. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Public Works Superintendent Scott Burlingame, Planner Ryan Mathisrud, Public Facilities Superintendent Chris Fieldsend, Police Chief Terry Eilers, Liquor Store Manager Scott Olson, Assistant Fire Chief Terry Long, and Clerk Margie Vik. Others Present: Bill Pirkel and Rachel Miller from MN DOT-Bemidji, Dick Rutherford, Nancy Newman, David Collins, Chris Raiman from Kuepers Inc., and Kevin Cederstrom from the Enterprise.

**3. APPROVAL OF AGENDA:** A motion was made by Nordberg, seconded by Utke, and unanimously carried to approve the agenda with the following addition to the Consent Agenda: #6.28. Resolution to Authorize the Execution of the United States Department of Administration Public Buildings Service Lease Amendment No. 6 to Lease No. GS-27-057.

**4. APPROVAL OF MINUTES:**

**4.1. City Council Special Meeting Minutes-December 8, 2015:** A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the December 8<sup>th</sup>, 2015, City Council Special Meeting minutes as presented.

**4.2. City Council Regular Meeting Minutes-December 8, 2015:** A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the December 8<sup>th</sup>, 2015, City Council Regular Meeting minutes as presented.

**5. FINANCE:**

**5.1. Payables & Prepaids:** A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the payables in the amount of \$59,031.68, and the prepaids in the amount of \$406,549.07, for a total of \$465,580.75.

**6. CONSENT AGENDA:** Nordberg removed Item #6.20. from the consent agenda. A motion was made by Nordberg, seconded by Utke, and unanimously carried to approve the following consent agenda items:

- 6.1. Resolution #2016-01 Setting City Council Meetings on the Second and Fourth Tuesday of Each Month in the Year 2016.
- 6.2. Resolution #2016-02 Setting Guidelines for the City of Park Rapids Municipal Election in 2016.
- 6.3. Resolution #2016-03 Appointing Paul Utke as Acting Mayor for the Year 2016.
- 6.4. Resolution #2016-04 Designating Official Newspaper for the Year 2016 for the City of Park Rapids.
- 6.5. Resolution #2016-05 Designating Authorized Signatures for the Year 2016 for the City of Park Rapids.
- 6.6. Resolution #2016-06 Designating Official Depositories for the Year 2016 for the City of Park Rapids.
- 6.7. Resolution #2016-07 Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for Year 2016.
- 6.8. Resolution #2016-08 Authorizing Proper City Officials to Execute the Paperwork Associated with the Fire Contracts for the City of Park Rapids.
- 6.9. Approve Plumber's Permits to Work in the City of Park Rapids in 2016 for Climate Makers Inc., Peterson Sheet Metal Inc., Northern Pines Plumbing & Heating LLC, Lindow Plumbing Inc., Superior Mechanical, Tim Ulvin Plumbing Inc., and Ackerman Plumbing & Heating LLC.
- 6.10. Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2016 for Backhoe Pete, Thelen's Excavating & Septic, and Elsner Well Drilling Inc.
- 6.11. Resolution #2016-09 Re-Appointing Dan Dyre to Serve on the Airport Commission for the City of Park Rapids.
- 6.12. Resolution #2016-10 Re-Appointing Donald Douglas to Serve on the Airport Commission for the City of Park Rapids.

- 6.13. **Resolution #2016-11 Re-Appointing LuAnn Hurd-Lof to Serve on the Park Rapids Arts and Culture Advisory Commission.**
- 6.14. **Resolution #2016-12 Re-Appointing Ruth Ann Campton to Serve on the Parks & Beautification Board for the City of Park Rapids.**
- 6.15. **Resolution #2016-13 Re-Appointing Steve Jones to Serve on the Urban Forestry Committee for the City of Park Rapids.**
- 6.16. **Resolution #2016-14 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Jeffrey Olesen.**
- 6.17. **Resolution #2016-15 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Roger Hunter.**
- 6.18. **Resolution #2016-16 Approve Wage Adjustment and Step Increase for Part Time Rapids Spirits Liquor Store Clerk Joyce Mikesh.**
- 6.19. **Resolution #2016-17 Approve Minnesota Lawful Gambling LG230 Application to Conduct Off-Site Gambling for the Park Rapids Hockey Association.**
- 6.20. *Removed from the consent agenda.*
- 6.21. **Approve Advertisement for the Current Open Committee Positions.**
- 6.22. **Resolution #2016-18 Authorizing Proper City Officials to Execute the Contract for Services for Building, Plumbing, and Rental Housing Inspections by and between Ronald E. Dick d.b.a. Municipal Inspections Company and the City of Park Rapids.**
- 6.23. **Approve Pay Request in the Amount of \$1,500.00 to Revize LLC for the 2016 Annual Subscription and Updates for the City's Website Hosting.**
- 6.24. **Resolution #2016-19 Re-Appointing Paul Dove to Serve on the Park Rapids Arts and Culture Advisory Commission.**
- 6.25. **Approve Pay Request in the Amount of \$67,238.00 to the League of Minnesota Cities for the 2016 Worker's Compensation Insurance.**

- 6.26. **Approve Pay Request in the Amount of \$115,490.81 to C&L Excavating for Construction Work on the Riverside Area-Phase One Project.**
- 6.27. **Resolution #2016-20 Authorizing Proper City Officials to Execute the Fourth Addendum to Independent Contractor Agreement by and between John F. McKinney Jr. and the City of Park Rapids.**
- 6.28. **Resolution #2016-21 Authorization to Execute United States Department of Administration Public Buildings Service Lease Amendment No. 6 to Lease No. GS-27-057.**

**END OF CONSENT AGENDA**

**6.20. Resolution Authorizing Proper City Officials to Execute the Service Agreement to Provide Public Transportation by and between Hubbard County and the City of Park Rapids:**

Nordberg stated this is continuing our support of the public transportation system in Park Rapids. I think it's a good investment for the city. Looking forward with our demographics changing to seniors who prefer not to or don't drive, we have this available. This is in addition to our 24 hour per day cab service. This is for five or six hours per day. This system has been transporting thousands of passengers over the last few years. They have been keeping their costs steady. You'll notice that 1/3<sup>rd</sup> of the riders are children, 1/3<sup>rd</sup> are senior, and the other 1/3<sup>rd</sup> are adults, other than seniors.

**A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve Resolution #2016-22 Authorizing Proper City Officials to Execute the Service Agreement to Provide Public Transportation by and between Hubbard County and the City of Park Rapids.**

**7. COMMENTS FROM CITIZENS:** There were no comments.

**8. PLANNING:**

**8.1. Resolution for the Fourth Amendment to the Joint Orderly Annexation between Henrietta Township and the City of Park Rapids:**

Mathisrud stated this is regarding the Henrietta/Park Rapids Joint Orderly Annexation Agreement. Staff received a request on August 25<sup>th</sup>, 2015, to amend the annexation agreement. We met with township officials and property owners from the north properties requesting to be removed from the agreement. Staff reviewed this request and are recommending not removing properties from annexation at this time. However, we are recommending an alternative.

Mathisrud stated in 2006 the city signed the Orderly Annexation Agreement with Henrietta Township. At that time, we agreed to annex a large area by 2017. We subsequently amended that agreement by doing different things. Ultimately in 2013 we

ended up doing a reduction in the amount of real estate that we're going to annex in the future. At that time we studied that extensively and agreed to keep the properties that are currently in the agreement in there. The reason for keeping the real estate in there is to maintain subdivision control over those parcels and control the quality and types of development that occurs in that area. The Kaywood Addition, the general area that this request refers to, has been seeing quite a bit of new housing being constructed. Although our construction rates have decreased, we've still seen a handful of houses being constructed in that neighborhood. There is development pressure going on there. We don't anticipate any new plats in there for the next ten years. So we're recommending extending the date for this section. But if at any time the developer wants to file a subdivision or otherwise develop that property they would be able to do that by going through the annexation process. It would be a happy median between the two.

Mathisrud stated our recommendation on this is to approve the execution of the attached agreement, subject to the applicant paying any incurred attorney's fees. He requested comments. Utke questioned all this is doing is to put on additional years? It was 2017 and we're going to go out to 2027? Mathisrud stated that is exactly what it is. It just changes the date on the annexation of those 160 acres. Nordberg stated we should clarify, you mentioned the Kaywood Addition, but that is a neighboring development. This is not a part of Kaywood. Mathisrud stated correct. This is an area adjacent to the Kaywood Addition. This is an area that will likely experience future development pressure for residential subdivisions.

**A motion was made by Leckner, seconded by Nordberg, to approve Resolution #2016-23 The Fourth Amendment to Joint Resolution for Orderly Annexation-1288, In the Matter of the Joint Resolution of the City of Park Rapids and the Town of Henrietta Designating Certain Areas as in Need of Orderly Annexation Pursuant to Minnesota Statutes, Section 414.0325.**

**Discussion:** Nordberg stated I think it's a good resolution. I wish we would have had this option on the previous changes on this agreement. McKinney stated the township board has been very helpful on this.

**The vote was called.**

**The motion carried unanimously.**

**8.2. First Reading-Ordinance Rezoning Land to R-2 in the City of Park Rapids PID #32.44.01900:** Mathisrud stated this is a comprehensive plan revision and zoning district boundary amendment. This is to rezone 110 Grove Avenue South, consisting of approximately .26 acres, rezoning from B-1, highway business district, to R-2, single, two-family, and townhouse district. Rose Rooney is the applicant and she has requested a revision to our comp plan and to rezone her property at 110 Grove Avenue. Back in 2003 she had requested this property be rezoned from R-2 to B-1, and now she is requesting that it go back from B-1 to R-2. Back at that time she planned on developing that property as a mini-storage. She cleaned up the property but never followed through with the mini-storage business. Now she is intending to construct a single family home in that location.

Mathisrud stated this particular property lies at the transition between a residential and commercial district. It is currently surrounded on three sides by single family homes. It is in an appropriate location for single family housing. It is originally platted as a residential district and those uses fit in there pretty well.

Mathisrud stated the Planning Commission reviewed this on December 21<sup>st</sup>, 2015. All utilities are available. It's surrounded by residential on three sides. We received no comments at the public hearing. The Planning Commission is recommending approval based on the findings of fact.

**A motion was made by Utke, seconded by Leckner, and unanimously carried to acknowledge the First Reading of the Ordinance Rezoning Land to R-2 in the City of Park Rapids, PID #32.44.01900.**

**8.3. Resolution Approving a Conditional Use Permit to Construct a 29-Unit Apartment Building in the R-3 Zoning District at 1104 Pleasant Avenue South, Part of PID #32.26.05000:**

Mathisrud stated this conditional use permit request is from Kuepers Inc. to construct a 29-unit apartment building with 24 garages on property that was platted and known as McGrane Fourth Addition. It's located at 1104 Pleasant Avenue in an R-3, Medium Density Residential District. This request stems from the fact that it exceeds density that is permitted in that district. We allow apartment buildings that exceed twelve units with a conditional use permit. The developer completed a similar project back in 2013. It is directly to the south of this proposed development. This project has several minor changes from the first phase of the development. The City Council reviewed the TIF request for this development on October 27<sup>th</sup>, 2015. We approved the platting for this on November 10<sup>th</sup>, 2015. This will represent the final City Council approval of the project.

Mathisrud stated they will have 29 residential units, 24 garage units. It's broken up into three buildings, so three pods of garages. Included in the site plan are three bicycle racks, by the first phase, by the tot lot/playground facility. There is some dumpster screening provided to the north to make that blend in well. There are upgraded patios and decks with this development. It is different than the previous phase. There is an elevator provided with this phase. That caters to an aging demographic. There is landscaping provided with this. It shows thirty trees and seventy-two shrubs in the site plan. There will be a lot of landscaping provided so it will look really nice. There is on site storm water retention noted. But we have not received a storm water improvement plan yet. I spoke with the developer today and they are working on that and do plan to provide one. The colors and architecture will be similar to the previous phase. The developer's investment in this project will be about \$2.7 million.

Mathisrud stated we held the public hearing at the Planning Commission meeting on December 21<sup>st</sup>, 2015. We didn't receive any comments at that time. The Planning Commission did vote unanimously to forward a recommendation to approve this CUP, with the condition that the applicant provide a storm water retention area to handle storm water runoff and that complete specifications be provided prior to issuing the building permit.

McKinney stated this developer has been an excellent provider with compliance issues. Nordberg stated I congratulate the developer for doing the first part so efficiently. It was occupied on time, and in keeping it occupied.

**A motion was made by Leckner, seconded by Nordberg, and unanimously carried to approve Resolution #2016-24 Approving a Conditional Use Permit to**

**Construct a 29-Unit Apartment Building in the R-3 Zoning District at 1104 Pleasant Avenue South, Part of PID #32.26.05000.**

**8.4. TH 71/CSAH 15 Intersection Upgrade Project Meeting:** Mathisrud stated this is an update on a meeting regarding the Trunk Highway 71 and CSAH 15 intersection. Last week staff met with MN DOT and the Hubbard County Engineers to discuss the results of a study of that intersection. Both MN DOT and Hubbard County are responsible for those two rights of ways, and maintenance of the facilities at that location. Between 2005 and 2014 there have been fifteen crashes at that location. Many of them resulted in injuries and property damage. Due to the volume of accidents there a safety analysis was conducted by MN DOT. What they found was that the number of crashes at that location were 66% higher than the state average, and the severity was 56% higher. So there is something going on in that intersection. The study has shown that they need to improve that intersection in a way that will reduce the overall crashes and the severity of injuries.

Mathisrud stated they reviewed several intersection control devices, including stoplights. The intersection control device that they are looking at that offered the greatest safety benefit is by putting in a single lane roundabout. They found that on average they reduced accidents by 39%, injuries by 76%, and fatal crashes by 89%. This is a far greater reduction than turn signals and other intersection control devices. You'll notice that across the country roundabouts are becoming increasingly popular. They are particularly useful at intersections where roads come together where the alignment is different than right angles. They are shown to be a safer alternative. They are often initially met with concern by the public. It's one of those things that people need to get familiar with. As people get used to them their benefits are quickly realized and accepted by communities.

Mathisrud stated the intent of my report today is to bring light to this proposal and to get the community conversation started in that respect. MN DOT and Hubbard County maintain the rights of way in this intersection so they are the ones putting together this proposal. They may need to purchase additional right of way from the city. MN DOT is here to answer any questions you have about roundabouts. Some questions that I've heard so far are can trucks get around them, can snowplows clear them, do they cause traffic jams. I will hand it off to MN DOT at this point to answer questions the Council might have on this proposal. They do intend to have a public meeting in early February to talk more about this.

Bill Pirkl stated I work in the traffic department in Bemidji for MN DOT. We have long looked at the intersection for safety and operational benefits. Since the early 2000's we have been looking at a traffic signal. There are federal thresholds for volumes and this intersection isn't getting any closer to meeting those thresholds. In fact it's taken a step back. So it's difficult to talk about a traffic signal. A traffic signal assigns right of way. They will allow the side road to clear out, and in this case it's County 15 and Industrial Park Road. But they are not seen as a safety tool. As a matter of fact, crashes will go up once you install a traffic signal, since they typically do. In a rural nature like this, the severity tends to be rather high. MN DOT hired a consultant to perform a study called an intersection control evaluation. It reviews the questions like, what do we need to do? Do we stay with stop signs? Do we put in turn lanes? Do we install traffic signals? Interchanges? The full gamut. The study looks at safety and delay. That's how we measure

delays to the traveling public is by how long do you sit on that side road. If we put in a traffic signal will we be holding up the main lane of traffic? We look at all of those factors and right now the study is pointing to a roundabout as the most economical benefit to cost ratio.

Pirkl stated I've heard from a few citizens in the area that own businesses that have called and said roundabouts just don't work. The one suggestion I would throw out is, as Council, if you have concerns from your constituents call the City of Thief River Falls. They put in the first roundabout in the northwest part of the state. They are now asking MN DOT to hold off on a signal and to reevaluate to put in a roundabout instead. They think the world of it. They have a railroad track that runs right through the middle of town. When the railroad comes through all of the traffic tries to funnel down to one end of the town around the train. They have an underpass road, called Greenwood. This roundabout all of a sudden sees not only the normal daily traffic but when a train is coming it picks up additional traffic, and it does not fail. It's not on a MN DOT system. It's on a county road and a city road. MN DOT really has no roll in that, it's just a testament to them saying we don't want you to put in anymore traffic signals. We time them to run coordinated and it hasn't gone so well up there. They're asking for no more signals, and to consider roundabouts. You can hear it from us, the traffic officials, but maybe hearing it from another community of your size that would be a different take on it.

Pirkl stated Hubbard County is a stakeholder. They own two legs of the road. We're looking to see if we can get them some safety dollars. A traffic signal cannot be installed using safety dollars. However, a roundabout, not only is seen as an operational benefit, but as a safety benefit, so federal safety dollars can and may be available for this project. If we do some dramatic changes to the intersection, whether it's a roundabout or a traffic signal, they also decided that we better look at the remaining segment of highway up to Eighth Street. That's the last segment that remains. We have the parallel frontage roads. We do have some safety concerns where it comes out on County Road 15. We heard from both Scott Burlingame and Dave Olsonawski that regardless of what scenario we come up with we should be closing that frontage road at the church. There's a safety issue there. We're looking at studying from the Industrial Park Road up to Eighth Street as well with this. The hope for construction is 2018. We certainly want to be very transparent with this. Especially if the final recommendation from the study points to a roundabout, and it's looking like it will, we want to get out to the public and answer any questions and concerns they have. We took a proactive approach in Thief River Falls. We borrowed them a map of a roundabout that you can walk through to get a feel for how they perform.

Rachel Miller, the MN DOT project manager, stated we're hoping by the end of February that the study will be complete and the preferred alternative will be decided then, From there will decide if we pursue what's recommended in the study or if we'll go in a different direction.

Utke questioned will the study take into consideration the results of the public meetings? Pirkl answered that's correct. Utke stated personally this is the worst thing I've ever heard of. I go through that intersection at a minimum of four times a day. The last thing I want to see is a roundabout. I hate them.

Pirkl questioned what is your concern? Utke stated they are scattered around the state. I run into them now and again. They are inefficient. Maintenance would be horrible. I see all these extra-long trucks going south on Highway 71. They cannot make it through a

single lane roundabout without running over the center of it. You cannot maneuver it. The only thing I can agree with is you probably reduce the head on collisions. But, to me, sideswipes have got to go right through the roof. I watch people go through them and they don't maneuver very well. I'd rather have four way stop signs there. Pirkl stated don't say that. Utke stated stoplights would be the very best. Pirkl stated never say safety and stoplights in the same sentence. Utke stated you have to light up more of the area, but I can't agree with you. I'm only one person. Pirkl stated I think it's a fear of double roundabout. Utke stated I've driven through a lot of them. I just haven't found anything good about them, and particularly a single lane. Pirkl stated actually multi-lane like Woodbury, they went crazy building multi-lane roundabout and they're downsizing them to single lane. Multi-lane roundabouts are not catching on in the US.

Utke questioned what do the snowplow drivers say about them? The way they are all scarred up after they have been in service for a while. They've got to be a nightmare. Now a days they're pouring a lot of salt out there to eliminate the blade work. Pirkl stated anything with curb and gutter is a challenge in town. Basically, when MN DOT plows around them, they get in the circle and just keep driving around and push it out further and further. Your concern about crashes going up, the crash type is the sideswipe. That's a glancing blow rather than a high angle. Yes, there are sideswipe crashes, but they're still not as high as with a signal.

Utke stated the crashes from 2005 to 2014, are those from minor to major? How do you rate those? I'm sure the number is a lot higher than that. I can count a handful in a year. It seems like there a number of crashes that happen at that intersection. Terry Long stated that's one of the intersections that we've responded to. Eilers stated if you are thinking about putting stoplights out there, most of the major crashes out there are from passing on the right. That's 90% of your crashes there. Utke stated I go through there four times a day. It happens all of the time. Eilers stated if you had a stoplight there it would be the same thing. It's not eliminated. I think a roundabout is the way to do it there. I think they are the best things they have ever come up with.

Randall stated I think there are going to be lots of people with the opinion like Utke. They're unique and it's new, and humans don't like change. The bottom line is if safety is what we are striving to accomplish, then that's what needs to happen. Pirkl stated one other thing to consider is this is the gateway to the community. When you go through that roundabout you're going to be going fifteen to twenty miles per hour. That's has now set the tone as you come into town. A traffic signal with a green light won't slow them down. Utke stated Friday night when we have all the campers and boats coming from the south will be backed up to Straight River. Randall stated if there was a stoplight it would not be any better. Pirkl stated talk to Detroit Lakes. Your engineer, Jon Olson, goes through that roundabout every day. He said it did not back up one time during WeFest. That's 50,000 people. Randall stated I like the idea that you're slowing down. You're not slamming on the brakes from 60 to 40. They are already slowing down.

McKinney questioned if this goes through as a roundabout, how do you handle traffic during construction? That's a major entry into our community. Will you have a way for traffic on Highway 71 come through town or will it be diverted by a major detour? Pirkl stated that is an excellent question. I cannot answer that 100% at this time. I have heard of roundabouts being constructed under traffic. We will do everything in our power because

we know what Park Rapids is like in the summer as far as volumes, which is our only time to build something like this. We'll do everything in our power to try to keep it open.

McKinney stated one of my concerns is neither of those roads that meet at that intersection are under our jurisdiction. So we have nothing to say about them. Pirkl stated we want you on board. Nordberg stated you have my wife's support. She said on a dark Wednesday night she was going south on Highway 71 and there was a dark vehicle with no taillights making a left turn waiting for oncoming traffic. She missed it by less than inches. She swerved so hard she nearly went into the ditch trying to miss it. It was a last minute viewing under the dark conditions. Utke stated that brings up a good point. When you go into some towns, a half mile out you have full street lights. It's a totally different surrounding versus in this case its dark out there. If that room was all lit up with lights, it could easily be done. That would help out with the safety factor a lot without spending a lot of money. A roundabout is the most expensive option. If we're talking safety I'd rather invest in streetlights. Pirkl stated that is right. Lighting is probably your highest bang for your buck as far as safety to benefit. But that's not going to help passing on the right or getting across the road. It's a traffic calming measure to try to get those speeds down. It's an excellent point. Lighting is a great thing. We try to pawn lighting expenses off to either the county or the city. The upfront costs are high, but the continued maintenance is minimal.

Nordberg stated #87 is nicely lit. Pirkl stated that was a joint project with Hubbard County. They applied for the safety dollars to put in the left turn lanes. We constructed it but Hubbard County secured the funding for the left hand lanes and the lighting. We like to put up lighting at rural intersections. It's called destination lighting, so you know something is coming up.

Mikesh stated I agree with Utke. I've been through them before too pulling a trailer with a truck. I think more or less it's because it's a change. I understand the concept, but I don't like them. If we have to do something, MN DOT is going to do what they are going to do, regardless. Pirkl stated not necessarily. We are looking for some buy in on this one because it's new, it's a change. This will be built to handle an eighteen wheeler. We try to keep the footprint as small as possible for purchase price of the land. We make the center mountable for the large trucks. They have to drive over the middle.

Rutherford stated the one on #59 going south from Detroit Lakes, you take a semi with a trailer behind, they cannot make it around that without taking down the signs. I've seen it happen. It's a waste of money. All it is is job security for the highway department. Pirkl stated if I didn't do anything that's job security for me because I can keep studying it. If you're an eighteen wheeler pulling a trailer that's an oversized load. Economically we have to find some point to what we design to. Rutherford stated I don't know if they're oversized but they are long. UPS and FedEx both pull double bottoms, and they hate them. I think that one is awfully small. I can't agree with them.

Rutherford stated maybe you should put a speed limit sign out by the airport to slow them down. Pirkl stated I can put up any sign I want but unless it's adhered to it won't matter. Everyone knows you can't pass on the right but 90% of the crashes are passing on the right. Signs do nothing. The bigger problem is if I put up a 40 miles per hour sign by the airport I might get 5% that adhere to that, and 95% aren't. Now I have people going 60 and 40, and now I have a problem. Rutherford stated but then the police can stay busy.

Randall stated it's hard enough to keep people at 40, but now look how long they'd have to stay at 40.

McKinney questioned on land acquisition and closure of the frontage road on the northwest corner, is that acquisition a responsibility of the project or the city. PirkI stated MN DOT will take that lead. We're going to work with all of the landowners. Right now the intersection sits at a slight skew. That's another beautiful thing about roundabouts, you can take skew out of a road. We've talked about shifting it to the southeast. We could do that with a roundabout.

Mikesh stated I'm curious to see what you get back for feedback. You'll probably not get a very good response. Randall stated I guarantee the majority of the people who are going to have a comment have never been on a roundabout. That's going to be the fun part. There's going to be a lot of complaining from people who have never been on one. Mikesh stated they're going to see it and they're going to freeze. PirkI stated we had a joint meeting with MN DOT and the City of Thief River. I asked them what does the public say about roundabouts now that you are the trendsetters. I was told the public works director who was pushing it was the most hated man in the community, and now he's on a pedestal. That's the best testament that I can give you.

McKinney stated it's important to remind everyone its fine to talk about familiarity or lack of it in the community but keep in mind that you have US Highway 71 bringing people in that are only in this community because they are on their way someplace else. Familiarity factors are skewed by that. PirkI stated that's why we went out and counted the intersection on the Fourth of July weekend we'd probably have a traffic signal out there five years ago. But if we count on January 4<sup>th</sup> we're not even close. We try to find that mid-point. We have some sensors in the road north of town on 71 that record the traffic volumes and we try to find an average. We know how much the volumes change.

## **9. GENERAL BUSINESS:**

**9.1. Resolution in Support of Increasing Local Government Aid in the 2016 Legislative Session:** Nordberg stated we did this a couple of years ago. Local government aid is a percentage of our annual budget. It's been cut. It's slightly more than 50% of what it was in 2002 even though our costs have gone up. Some people think it was intended for fire, police, streets. Our money received has gone down. It's one of the few ways in which the city can relieve local taxpayers from paying all of the costs of that infrastructure because it's spread across the state. **A motion was made by Nordberg, seconded by Mikesh, to approve Resolution #2016-25 Support of Increasing Local Government Aid in the 2016 Legislative Session.**

**Discussion:** Utke stated I was not in favor of this the last time. I realize LGA is important. I would rather approach it differently. We could contact these people directly. I read all of this stuff from the Coalition. I don't like the resolution, that's why I've never been a fan of it. We've had increases in the past couple of years. LGA needs to be reworked from St. Paul's side of things. We can't control what they do.

**The vote was called.**

**The motion carried unanimously.**

**9.2. Police Department Kitchen:** Eilers stated during our fix up at the police department we talked about fixing up the kitchen. We did have a locker room area right off of our patrol room area. We moved our lockers upstairs prior to the remodeling. We would like to turn that into a full kitchen area. We've never had a place to actually cook a meal. With the officers working 24 hour shifts, it's very hard for them to find a place in the evening to have a meal while on duty. A lot of them like to bring food in and cook it. They get tired of pizzas and fast foods in the microwave. I've talked with Fieldsend throughout the remodeling stages and looked at different ideas. I've looked at Home Depot and Menards and checked prices for cabinetry. I think we can put this together for \$5,000.00. We do have some budgeted money and we have some donations that we certainly can use to accomplish this. If we can go ahead, I'd like to check with the stores to verify prices.

McKinney questioned you're agreed to \$5,000.00, but you realize the budget is \$3,500.00? Eilers stated I understand. That's why we'll use donations so we can add to it.

Randall stated I understand there was never a budget for a kitchen separately. Fieldsend stated there is a \$3,500.00 in this year's budget. McKinney stated we put the electrical and sheetrock in. Randall questioned is this an accurate representation? How many cabinets are you looking at building? Fieldsend stated the \$3,500.00 came directly from Eilers. Eilers stated that's the quote I have. Its twelve feet on the longest wall, and eight feet on the shortest wall. Randall stated it's nice you have the space to do it but I think its more cabinets than people have in their homes. Eilers stated no it's not.

Randall questioned how long do the guys have for lunch? Isn't it like a half hour? How long can they take to make something? I've never heard of anyone having an oven. Does the sheriff's office have an oven? Eilers stated yes. McKinney questioned what do they have at the other end of the building in public works? Fieldsend stated a refrigerator, an oven, and a microwave. Mikesh questioned can't you use any of those? Eilers stated yes we did and then things got moved.

Utke stated I like the idea of a kitchen. Was there a comfort level of what is adequate and what is excessive? If there's so much stuff it's harder to maintain. Eilers stated what we're talking about for counter space is about ten feet long. The room is eight by twelve. Utke stated eight by twelve isn't a very large room. This drawing makes it look bigger than it is. Leckner stated when I saw the \$5,000.00 to me its good luck trying to put it together for that price. It's got to be a small space. There isn't much there for \$5,000.00.

Randall stated we're talking about a refrigerator that needs to be the smallest there is. You don't need the giant one. It's where people keep their lunch and some stuff in the freezer. Maybe I just came from a county that didn't think that providing a breakroom to the employees was important. Mikesh questioned when public works put theirs in didn't that come out of the employees pockets? Burlingame stated we bought the refrigerator, stove, and microwave ourselves.

Eilers stated the \$3,500.00 is for the cabinets. For the other stuff, I'll go out and get donations for. I already got donations for putting computers in our cars. I get go out and get donations to buy a refrigerator. Nordberg stated they are working 24 hours a day, all night shifts, and as they point out there's not a whole lot open until morning. Randall I'm all in favor of providing a refrigerator, microwave, and a sink to wash dishes. I think that it

seems like a little much. If that's already budgeted and the rest will be covered, but I do not appreciate the tone about the computers in the squad cars that we didn't budget for. In no way, shape or form did we require the police to go out and get donations for those computers. Eilers stated the computers were bought with donations. Randall stated I said in no way, shape, or form did we require the policemen to go out and get those was my comment, thank you.

McKinney stated when we did the refurbishing of the building it was brought about for other reasons. This was already considered by the Council so we had accommodated the location. The part about putting those in is what you are doing. There was a room that was changed for this set up. That was part of the budget. Fieldsend stated there's nothing in that room right now. Leckner questioned is there plumbing in there? Fieldsend stated there was plumbing on one side of the wall. Randall stated if you're preparing food, you'll need a sink.

McKinney stated the request from the chief is to authorize \$5,000.00, \$3,500.00 of which will come out of our budget. He would come up with the additional funds. **A motion was made by Utke, seconded by Nordberg, and unanimously carried to approve the expense of \$3,500.00 for kitchen cabinets for the public safety building, with any expense that exceeds the allotted amount to come from other outside sources.**

**9.3. Resolution Appointing Councilmembers to Various City Committees, Boards, and Commissions:** McKinney stated back when Konshok resigned there was a discussion about the reassignment of committee positions. We need to know what you want to do for 2016.

The Council decided to make no changes in the current appointments, and to adopt the resolution with no changes from October 2015.

**A motion was made by Utke, seconded by Randall, to approve Resolution #2016-26 Appointing Councilmembers to Various City Committees, Boards, and Commissions.**

**Discussion:** Nordberg stated the appointment that the mayor has the privilege of appointing is to the Headwaters Regional Development Commission. It meets in Bemidji ten times a year. You previously appointed me, and I'll continue unless someone else wants it. Mikesh stated I'm happy for you to continue, it's yours.

**The vote was called.**

**The motion carried unanimously.**

**10. CITY ADMINISTRATOR UPDATE:** McKinney stated we wrapped up all of the crisis that we had in 2015, and are anxiously awaiting new ones in 2016. There has been some discussion by the Council of considering a different arrangement for the packet materials and using tablets. There is money in the budget that was put in there for that intention. We need to have a discussion of what is practical and desirable by you. We're suggesting that staff put together some option for you at a workshop on February 9<sup>th</sup>, 2016 at 5:00 p.m. We will present some of the things that have to be considered. We have examples that we can share with you like Itasca Mantrap, and the Cities of Walker and

Detroit Lakes. They are all different and they all have different expectations, some of which are being satisfied and some of which are not. We'll put some materials together, Fieldsend, with the help of Mathisrud, and I. This paperwork is utilized by others as well. It's highly unlikely that we'll eliminate paperwork, and you're probably not going to save any money by the time you take into account of buying the equipment and software. We'll get a presentation together and have a give and take with you, and then we can start formulating a package.

McKinney stated the tenant in the back of the building has secured a lease arrangement for their next location. By spring we will have that resolved, and then we'll discuss what we are going to do with that space. We have some money in the budget to look at it, but not enough to do anything.

McKinney stated regarding the armory project, we're going to have a request from PRDCD, which is the supposed tenant of the facility if we do that project where we take the grant money from the state and buy the building, they are the ones we have been assuming all along that will enter into agreements. We are trying to get all of this stuff pulled together so that we can have a workshop on that. We're a couple of weeks away from picking a date for that.

**11. DEPARTMENT HEAD UPDATES:** Burlingame stated part one of our Wellhead Plan has been approved by the Minnesota Department of Health. I'll be bringing that to you at the February 23<sup>rd</sup> meeting. It will be mostly informational.

Eilers stated we've finished up the yearend reports. It looks like this year our ICR volume has gone up by about 75% to 85%. Our traffic and all of our stuff has just gotten busier and busier. I'll have it put together in a couple of weeks. Utke questioned you'll bring that to us, and it will be broken done by traffics and domestics? Eilers stated the reports will be generated during the time that study will be done. We can break it down however you like. A lot of the increase is traffic related. The newer officers are more aggressive on traffic violations. We've already sent a couple of binders of information that was requested for the study. They will come up here in the middle of February and we'll go through the whole process.

Mathisrud stated I put in a request to study the Heartland Trail extension. We studied it and were left with a couple of questions. So we did not submit the application for that trail extension. The questions were the fact that I didn't get a warm feeling that we were going to get participation from the DNR on that. That was my main concern because we were looking at a 20% contribution from the city which I felt was a little bit high. In the future we'll be pursuing TAP funds as part of a larger project of reconstructing streets in that part of the city. That way we can maximize our dollars and also get those sidewalk extensions for other pedestrian facilities in the region.

Mathisrud stated we're continuing to work on our Septic System Point of Sale Ordinance. We'll be having a Planning Commission meeting in January to discuss the mechanics of how that's going to work. We've invited some representatives from the real estate community to attend that, and will provide their feedback into the ordinance. From there we'll bring it to a public hearing, and then to the Council for review.

Mathisrud stated we've been working with our airport consultant TKDA putting together the master plan. We have sent our surveys to the aviation community, primarily

the users of the airport. We did receive back a good response on what's needed at the airport and how it's currently being used. We'll be working with our task force in March to review the first steps of that plan.

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

**13. COMMENTS FROM COUNCIL:** Mikesh thanked everyone for all their hard work last year, the Council and the city staff employees. I hope everything goes smooth in 2016.

**14. CLOSED SESSION:**

**A motion was made by Utke, seconded by Randall, and unanimously carried to recess the regular meeting and to open a closed session at 7:18 p.m.**

**14.1. Closed Session for Discussion Regarding Real Estate**

**Transaction:** The Council discussed the purchase of property adjacent to a current city facility.

**A motion was made by Randall, seconded by Nordberg, and unanimously carried to close the closed session and to reconvene the regular meeting at 7:48 p.m.**

**15. ADJOURNMENT:** A motion was made by Utke, seconded by Leckner, and unanimously carried to adjourn the meeting at 7:49 p.m.

[seal]

\_\_\_\_\_  
Mayor Pat Mikesh

ATTEST:

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Margie M. Vik  
City Clerk