

**PARKERS PRAIRIE CITY COUNCIL
MONDAY, NOVEMBER 18, 2019
SPECIAL MEETING, 6:00 PM**

MEETING MINUTES

Council Members in Attendance: Mayor Kevin Birkholz, Council Members Greg Larson, Linda Martinson Bates, and Sandy Froemming. Council Member Tony Woodworth was absent.

City Staff and Other Representatives in Attendance: Clerk-Treasurer Beth Wussow, Event Center Manager Brit McCallson, Nate & Toni Reed of Parker's Last Stop Bar & Liquor Store, Cammie Rassat of Raaper's Eatery & Ale, David Vankirk of the Doghouse Bar & Grill, and Tom Myers of the Parkers Prairie Independent.

6:00 pm Pledge of Allegiance and Call to Order.

Presentations were made by owners of the three businesses who had submitted proposals to the City to be the exclusive liquor vendor for the Prairie Event Center for the contract period of February 1, 2020 through January 31, 2021. Clerk-Treasurer Wussow informed the Council that a Request for Proposals had been placed on the City website and mailed out to twelve individual businesses (with liquor catering permits) within an approximate 20-mile radius of Parkers Prairie.

Presentation of proposal from David Vankirk, owner of the Doghouse Bar & Grill. Vankirk provided the Council with a brief history of his business history and qualifications. Commission to the City would be 5% of the gross liquor sales. Council inquired about staffing and training, as well as beverage pricing.

Presentation of proposal from Cammie Rassat, owner of Raaper's Eatery & Ale. Rassat provided the Council with a brief history of her business history and qualifications, and discussed liquor operations at the Event Center since the beginning of their current contract. Commission to the City would be on a sliding scale (8%, 10%, or 13%), determined by the total gross liquor sales of each event. Council inquired about staffing and training, as well as beverage pricing.

Presentation of proposal from Nate & Toni Reed, owners of Parker's Last Stop Bar & Liquor Store. The Reeds provided the Council with a brief history of their business history and qualifications. Commission to the City would be 10% of the gross liquor sales. Council inquired about staffing and training, as well as beverage pricing.

Contract Award: Council's discussion on awarding the contract was scheduled as an agenda item of the regular Council meeting, which was held later that evening.

Adjourn. Motion was made by Bates to close the special meeting. The motion was seconded by Larson, and carried with unanimous consent. The meeting adjourned at 6:25 pm.

Respectfully Submitted,



Beth Wussow
Clerk-Treasurer

Attest:



Kevin Birkholz
Mayor

**PARKERS PRAIRIE CITY COUNCIL
MONDAY, NOVEMBER 18, 2019
REGULAR MEETING, 7:00 PM**

MEETING MINUTES

Council Members in Attendance: Mayor Kevin Birkholz, Council Members Linda Martinson Bates, Greg Larson, and Sandy Froemming. Tony Woodworth was absent.

City Staff and Other Representatives in Attendance: Clerk-Treasurer Beth Wussow, Prairie Event Center Manager Brit McCallson, City Engineer Jeremy Anderson, City Attorney Tom Jacobson, St. William's Living Center Administrator Tim Kelly, Thousand Lakes Brewery Owner Matt Harren, and Parkers Prairie Independent representative Tom Myers.

7:00 pm Pledge of Allegiance and Call to Order.

Additions or Corrections to the Meeting Agenda. *Motion was made by Bates* to approve the meeting agenda. The motion was seconded by Larson, and carried unanimously.

Public Hearing: St. William's Living Center Conditional Use Permit. *Motion was made by Froemming* to recess the regular Council meeting and open the public hearing. The motion was seconded by Bates and carried unanimously. Tim Kelly spoke and briefly on how the proposed multi-unit housing would be a benefit to the Parkers Prairie community, including providing more housing opportunities for senior housing and increased tax base to the City. Hearing no additional comments from the public, Mayor Birkholz called for a motion to close the public hearing. *Motion was made by Bates* to close the public hearing. The motion was seconded by Froemming, and carried unanimously.

Public Hearing: New Liquor License for Thousand Lakes Brewing Company. *Motion was made by Larson* to open the public hearing. There were no public comments expressed either in favor or opposed of the issuance of the new liquor license. *Motion was made by Larson* to close the public hearing and resume the recessed regular Council meeting. The motion was seconded by Bates, and carried with unanimous consent.

Consent Agenda. Items on the Consent Agenda were:

- Meeting Minutes from Special Meeting on October 21 held at 6:00 pm
- Meeting Minutes from Regular Meeting on October 21 held at 7:00 pm
- Resolution #2019-24: Designation of Polling Place for 2020
- Resolution #2019-25: Granting Raffle License to Parkers Prairie Sportsmen (for 12/19 raffle)
- Certification of Unpaid Utility Bills to OTC Auditor (payable on 2020 taxes)
- 2020 LMCIT Liability Coverage Waiver Form
- City Hall Office Holiday Hours

Motion was made by Froemming to approve the Consent Agenda. The motion was seconded by Bates, and carried unanimously.

City Maintenance & Engineering.

- Jeremy Anderson discussed the **finalization of the 2019 Street and Utility improvements**, and stated there were a few items left on the "punch list" to be completed. A final invoice would be presented for approval at the December 16 meeting.
- Anderson presented the **bid tabulation for the Safe Routes to School project**. Three bids were received and opened on October 23: Sellin Brothers at \$426,187.00, Kuechle Underground at \$412,480.40, and Central Specialties at \$349,653.06. The original engineer's estimate was \$271,803.73. Council requested Wussow to research available funding through the Safe Routes to School grants prior to awarding the bid. It was decided that the item would be revisited at the December 16th meeting.
- **Bids for 1995 Chevy** pick-up City maintenance vehicle with Boss V-plow. Two sealed bids were received: Hindershot's bid at \$1,425, and McKane's bid at \$2,500. *Motion was made by Bates* to award the sale of the 1995 Chevy truck with plow to Jesse McKane for \$2,500. The motion was seconded by Larson, and carried unanimously.

Prairie Event Center Updates. McCallson reported on operations, staffing, and upcoming events including Bingo nights, wedding leads, Prairie Christmas, and the bridal fair.

Prairie Event Center Liquor Vendor Contract. Three proposals had been received, and owners of all three had given brief presentations at the special Council meeting held earlier in the evening. Council weighed and contrasted the benefits of using each of the liquor caterers, including experience, staffing, availability, and compensation to the City. Froemming relayed comments she had heard regarding the benefits of supporting a "local business." **Motion was made by Froemming** to use Parker's Last Stop for the liquor vendor for the contract period of February 1, 2020 to January 31, 2021. The motion was seconded by Larson. In favor were Froemming, Larson, and Bates. Opposed was Birkholz. The motion carried.

Planning Commission. Motion was made by Birkholz to recess the regular meeting to open the meeting of the Planning Commission. The motion was seconded by Larson, and carried unanimously. Two items were briefly discussed: the Conditional Use Permit for St. William's Living Center, and Ordinance #2019-05 to rezone a portion of Block 4 for St. William's Living Center. Attorney Jacobson stated that action regarding these items could be taken outside of the Planning Commission mode, so Council took no action at the time. **Motion was made by Larson** to close the Planning Commission meeting and resume the regular Council meeting. The motion was seconded by Froemming, and carried unanimously.

First Reading of Ordinance #2019-05: an Ordinance to rezone three parcels in Block 4 from R-1 (single family residential) to R-2 (medium density residential). **Motion was made by Larson** to accept the first reading of Ordinance #2019-05. The motion was seconded by Froemming, and carried with unanimous consent. The second reading of the Ordinance would be placed on the December 16th meeting agenda.

Consideration of SWLC Conditional Use Permit Request. Council expressed their willingness to approve the C.U.P., however the final approval would be conditional upon the completion of the rezone. Since the C.U.P. application was received by the City on October 10, and the 60-day deadline would come before the December 16th Council meeting, **motion was made by Larson** for the Council to make a 60-day extension on the C.U.P. decision. The motion was seconded by Froemming, and carried unanimously. It was noted that the Council could take action on the C.U.P. at any time before the extension period is up, and that the item would be placed on the December 16th meeting agenda.

New Liquor License: Thousand Lakes Brewing Company. Motion was made by Bates to approve the new liquor license request for Thousand Lakes Brewery. The motion was seconded by Larson, and carried unanimously.

Liquor and Tobacco License Renewals for 2020. Motion was made by Larson to waive the public hearings for the liquor license renewals. The motion was seconded by Bates, and carried unanimously. The following liquor and tobacco license renewals were presented for Council consideration:

- Sammy's One Stop: Tobacco Products
- Sammy's Liquor: Off-Sale Liquor
- Cozy Cup Café: On-Sale Non-Intoxicating Liquors, On-Sale Beer & Wine, Consumption & Display (set-ups)
- The Doghouse (Spring Lake Enterprises): Combo On-Off-Sale Intoxicating Liquor license, Sunday Liquor
- Parker's Last Stop: Combo On-Off-Sale Intoxicating Liquor license, Sunday Liquor
- Dick's Standard/Gappa Oil: Tobacco Products
- Dollar General Store #16616: Tobacco Products

Motion was made by Larson to accept the 2020 liquor and tobacco license renewals. The motion was seconded by Bates, and carried with unanimous consent.

Updates to the new City Personnel Policy. Following the approval of the document at the October 21 meeting, Wussow requested Council consideration of the following changes:

- The Mayor (or acting Mayor) be listed as the individual to approve employee usage of compensation time
- Re-wording of Article 2, Section 5 "F" to clarify the calculation for payout of compensation time
- Article 2, Section 11: delete item "C" regarding meal reimbursement for out-of-town travel
- Change Article 4, Section 6 to permit employees to take 11 out of 12 holidays PLUS 4 hours of vacation on Christmas Eve. These items had been approved previously by Council, but not clarified in the Policy document.

Council directed Attorney Jacobson to make the changes and to present the updated document on December 16th.

Part-Time Deputy-City Clerk Position Opening. Since the posting of the job opening on October 22, five applications had been received. Hoping to increase the pool of applicants for Council to consider, ***motion was made by Larson*** to direct the City Clerk to re-advertise for the Deputy Clerk position. The motion was seconded by Froemming, and carried unanimously.

Properties at 1010 and 1015 South Acorn Lane in Parkers Prairie. Wussow informed the Council that she had researched the lots located just south of the Dollar General store. At a meeting on July 6, 2015, a representative from RBA Investments – Overland Group had mentioned the possibility of turning those two lots back over to the City, as they were not used in the planning of the Dollar General store. When recently contacted, a representative from RBA Investments confirmed that they were still interested in donating the two lots to the City, and suggested that the transaction be handled with a quit-claim deed. When Council expressed interest in acquiring the properties, ***motion was made by Birkholz*** to direct the City Attorney to draft the quit-claim deed for consideration at the December 16th meeting. The motion was seconded by Larson, and carried unanimously.

Finalization of the 2020 City Budget and Tax Levy. With the Truth in Taxation Public Hearing scheduled for December 16th, and final levy amounts due to Otter Tail County by December 30th, Wussow asked Council if they wanted a special meeting to finalize the budget. The preliminary levy had been set in September at a 3.15% increase. Council opined that it was close enough to the final number that minor adjustments could be made if necessary at the December meeting following the public hearing.

Disbursements. The following disbursements were presented for Council consideration:

OCTOBER 2019

- ACH Checks #241E through #2649E
- Written Checks #34714 through #34771

NOVEMBER 2019

- Written Checks #34772 through #34821

Motion was made by Larson to approve the disbursements as presented. The motion was seconded by Froemming, and carried unanimously.

Adjourn. ***Motion was made by Larson*** to adjourn the meeting. The motion was seconded by Froemming, and carried with unanimous consent. The meeting adjourned at 8:40 pm.

Respectfully Submitted,



Beth Wussow
Clerk-Treasurer

Attest:



Kevin Birkholz
Mayor