

PARKERS PRAIRIE CITY COUNCIL
MONDAY, DECEMBER 16, 2019, 7:00 PM
REGULAR MEETING + TRUTH IN TAXATION PUBLIC HEARING

MEETING MINUTES

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

City Staff and Other Representatives in Attendance: Clerk-Treasurer Beth Wussow, Maintenance Supervisor John Potratz, Police Chief Chris Barton, City Attorney Tom Jacobson, City Engineer Jeremy Anderson, Fire Chief Dave Lahman, PPF Representative Scott Hoffman, St. William's Living Center Administrator Tim Kelly, and Parkers Prairie Independent Editor Jen Marquardt.

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

7:02 pm. Truth in Taxation Meeting/Public Hearing. *Motion was made by Woodworth* to recess the regular meeting and open the Public Hearing. The motion was seconded by Bates, and carried unanimously. Mayor Birkholz opened the floor for any comments from the public. Hearing no comments, *motion was made by Woodworth* to close the Public Hearing. The motion was seconded by Larson, and carried unanimously. The Public Hearing was closed at 7:06 pm.

Additions or Corrections to the Meeting Agenda. *Motion was made by Bates* to accept the agenda as amended. The motion was seconded by Froemming, and carried with unanimous consent.

Consent Agenda. Items on the Consent Agenda were:

- Approval of Council pay for Second Half of 2019
- Approval of Meeting Minutes from 11/18/2019 6:00 Special Meeting
- Approval of Meeting Minutes from 11/18/2019 7:00 Regular Meeting
- Urbank Lions Off-Site Gambling Request for April 18, 2020

Motion was made by Larson to accept the Consent Agenda as modified. The motion was seconded by Froemming, and carried unanimously.

Parkers Prairie Fire Department. Chief Lahman provided Department information which included 2 fire calls in November, a heater installed in the new pumper/tanker truck, and purchase of turnout gear for the new firefighters. Lahman reported that the Bull Ride Committee had purchased some new radios for the fire department, making it possible to provide each firefighter with a radio. Lahman emphasized the importance of budgeting for the replacement of older, non-serviceable radios in the future. Lahman then requested Council consideration of a 3.0% increase in township fire service agreements in 2020, citing examples of increased costs in equipment, safety gear, and training. *Motion was made by Larson* to set the increase to townships at 3.0% as presented. The motion was seconded by Bates. In favor were Larson, Bates, Froemming, and Birkholz. Woodworth, a member of the Fire Department, abstained from vote. The motion carried.

Parkers Prairie Fire Department Relief Association. Scott Hoffman provided Council with a benefit analysis report, prepared by PERA, which indicated a strong fund balance. The current annual benefit level for retiring firefighters was \$1,300 per year of service. Hoffman requested Council consideration of an increase to \$1,500 per year, beginning January 1, 2020, as no additional cost would be incurred by the City at this time, based on the analysis provided by PERA. *Motion was made by Bates* to increase the Fire Department's PERA benefit level from \$1,300 to \$1,500. The motion was seconded by Larson. In favor were Bates, Larson, Froemming, and Birkholz. Woodworth abstained from vote. The motion carried. Resolution #2019-28 (a Resolution approving the benefit level increase from \$1,300 to \$1,500) was presented to the Council. *Motion was made by Bates* to accept Resolution #2019-28. The motion was seconded by Larson. In favor were Bates, Larson, Froemming, and Birkholz. Woodworth again abstained from vote. The motion carried.

City Maintenance. John Potratz reported that a leaking valve and pipe in the pump house needed repair and estimated the cost at \$6,900. Discussion then turned to issues with vehicles parked on streets during snow days which presented a challenge to the snow removal crew. Police Chief Barton reviewed the current ordinance and provided samples of ordinances from other cities to help address the problem. Council agreed to update the City Ordinance Chapter 3 (Streets) to state the following:

“All City streets, City parking lots, County and State Highways within the City are deemed no parking areas from November 1st through April 1st, between the hours of 2:00 am to 6:00 am.”

Additionally, to address enforcement of the Ordinance, the following language would be included:

“The Police Department is responsible for parking restriction enforcement. All fines are payable to the Parkers Prairie City Clerk’s office. The fine for violation of this ordinance is \$35.00. Parking fines double if not paid within 48 hours. Vehicles not removed within 24 hours of receiving a citation will be towed at the owner’s expense.”

Council declared the reading of the new Ordinance to be the “first reading,” and that the “second reading” would take place at the regular January meeting. ***Motion was made by Froemming*** to accept the first reading of the draft Street Parking Ordinance. The motion was seconded by Birkholz, and carried unanimously.

Project Updates: Street/Utility/Sidewalks. Engineer Jeremy Anderson stated that he was waiting for the final pay estimate from Central Specialties on the 2019 Utility and Street Improvement project. Addressing the funding for the Safe Routes to School project, Clerk-Treasurer Wussow reported that total grant funding available for the project was \$308,182.00. As the lowest bid came from Central Specialties at \$349,653.06, the funding gap was \$41,471.06. Anderson stated that, with the expected change orders previously discussed, the City would be closer to the total funding goal. With that information, ***motion was made by Larson*** to accept the Central Specialties bid on the Safe Routes to School project as presented. The motion was seconded by Froemming, and carried with unanimous consent.

Ordinance #2019-05: Rezoning Certain Lots within Lakeview Addition (Three parcels in Block 4 – Rezone from R-1 to R-2). The Public Hearing on the rezone had taken place on October 21, and the “first reading” of the proposed Ordinance was held on November 18. ***Motion was made by Larson*** to accept Ordinance #2019-05. The motion was seconded by Woodworth, and carried unanimously.

Conditional Use Permit for St. William’s Living Center. The C.U.P. would permit construction of one or more multi-family dwellings, each containing up to 4 units on the same three parcels identified in the rezone request. The Public Hearing on the C.U.P. request was held on November 18. ***Motion was made by Woodworth*** to accept the Conditional Use Permit for St. William’s Living Center. The motion was seconded by Froemming, and carried unanimously.

Resolution #2019-26: Accepting a Donation of Land. The Resolution and Quit Claim Deed, prepared by City Attorney Mike Cass, approving the donation of land at 1010 and 1015 South Acorn Lane (parcels #75000990545000 and #75000990544000) from RBA Investments, was presented. ***Motion was made by Bates*** to accept Resolution #2019-26. The motion was seconded by Froemming, and carried unanimously.

Resolution #2019-27: Adoption of the 2020 Budget and Tax Levy. Budget workshops in August and September produced a preliminary General Fund budget of \$991,521.00 and a preliminary tax levy of \$598,405.00 (increase of \$18,267.00 over 2019, or a 3.15% increase). Council had expressed interest in working to lower the levy increase, but Wussow reported that the City’s 2020 property and liability insurance premium through the League of Minnesota Cities Insurance Trust (LMCIT) had increased 16.5% over 2019. Taking this information into account, ***motion was made by Larson*** to accept the General Fund Budget and Levy at the 3.15% increase, as presented. The motion was seconded by Froemming, and carried unanimously.

Employee Personnel Policy Updates. Several changes to the Policy had been recommended at the November meeting. These included clarification of use of accumulated Compensation Time, meal expense allowance during employee travel, and clarification of yearly holiday benefits. The updated draft was presented in the December Council meeting agenda packet for Council consideration. **Motion was made by Froemming** to accept the Personnel Policy updates and changes. The motion was seconded by Bates, and carried with unanimous consent.

Deputy City Clerk Position Applicants. Wussow reported receiving 13 applicants to fill the position opening, and questioned the Council on how it wished to proceed with the selection process. It was decided that application pre-screening and initial interviews would be handled by an ad hoc committee, to which several of the Council volunteered. **Motion was made by Birkholz** to set an ad hoc committee, consisting of Councilmembers Froemming and Bates, Clerk-Treasurer Wussow, and Deputy Clerk Viola Dorn, to begin the interview process. The motion was seconded by Larson, and carried unanimously.

Shared Use of City Hall Meeting/Training Room Facilities. Recent overlaps in booking of the City Hall rooms lead to the suggestion by Bates to use Google Calendar to reserve the training and meeting rooms. Advance reservations made by Ambulance, Fire, and other groups would eliminate misunderstandings between people or organizations wishing to use the City Hall facilities. Council and all present parties agreed with this approach.

Miscellaneous Business. Mayor Birkholz stated he had recently met with the Lake Region Energy Utility Rate Commission to discuss natural gas usage in Parkers Prairie. Now that the natural gas utility had been in the City for over a year, the Commission recommended that customers consider utilizing the "budget" plan for making payments. Birkholz reported that no immediate rate changes were being considered by the Commission. Clerk-Treasurer Wussow reported difficulties with internet and email in the past month due to internet and software provider "updates," causing missed emails, invoices, and correspondence, and many hours of computer "down" time. These issues had reportedly been resolved.

Disbursements. The following disbursements were presented for Council consideration:

Disbursements in November 2019

- ACH Payments #2650e through #2655e
- Written Checks #34772 through #34830
- Voided Check #34403, written to D-D EMS training in May of 2019. Check was returned to us uncashed (past expiration date). This check was voided, and re-issued with Check #34824.

Disbursements in December 2019

- Written Checks #34831 through #34871

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

Adjourn. Motion was made by Birkholz to adjourn the meeting. The motion was seconded by Larson, and carried unanimously. The meeting adjourned at 9:10 pm.

Respectfully Submitted,

Attest:



Beth Wussow
Clerk-Treasurer



Kevin Birkholz
Mayor

**PARKERS PRAIRIE CITY COUNCIL
SPECIAL MEETING, UNION NEGOTIATIONS
THURSDAY, DECEMBER 19, 2019, 10:00 AM
MEETING MINUTES**

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

Other Representatives Present: Clerk-Treasurer Beth Wussow, Maintenance Supervisor John Potratz, Maintenance workers Jeff Arnold and Aaron Asleson, Chief of Police Chris Barton, City Attorney Tom Jacobson, and International Union of Operating Engineers Local 70 Representative Dave Eiyneck.

10:00 am Pledge of Allegiance and Call to Order.

Local 70 Union Proposal. The following was presented by Dave Eiyneck:

1. A two (2)-year term.
2. A six-percent increase in wages each year of the agreement. (6.0% + 6.0%)
3. A ten-percent increase to the City-paid portion of health insurance premiums for both Single and Family rates each year of the agreement. (10.0% + 10.0%)
4. Under Article 4: Delete "Fair Share" language from the contract.
5. Under Article 7: A change in language to allow for ALL compensated hours (vs. only hours scheduled and worked) in excess of 40 hours per week be paid at the rate of time-and-one-half times the regular rate of pay.
6. An increase from one (1) personal day to two (2) personal days.
7. An increase in clothing annual allowance from \$350 to \$400.
8. Employer contribution of \$.05 per hour, for all hours worked, to assist Local 70 in funding the International Union of Operating Engineers Training and Education Center in Crosby, Texas.
9. Retroactivity to all agreed to economic proposals.
10. Local 70 reserves the right to change, modify, delete from or add to its original proposal.

10:15 a.m. Move to Closed Session. *Motion was made by Birkholz* to close the meeting for the purpose of conducting employee contract negotiations, under the State Statute 13D.03, Subdivision 1(b). The motion was seconded by Larson, and carried unanimously.

Summary of Discussion held in Closed Session. Council considered the Union's proposal as presented, along with 2019-2020 health insurance premiums. At 11:30 a.m. *motion was made by Larson* to return the meeting to open session. The motion was seconded by Froemming, and carried unanimously. A short recess of the open meeting was then called by Mayor Birkholz.

11:40 a.m. Presentation of the City's Counter-Proposal:

1. The City was agreeable to a two (2)-year term.
2. A two-percent increase in wages each year of the agreement. (2.0% + 2.0%)
3. The City proposed an increase the monthly City-paid portion of health insurance premium for Single and Family rates to \$723.64 and \$1,709.48, respectively (which represented a 4.3% increase in benefit; the actual increase of the insurance premiums for 2020).
4. The City was not agreeable to strike "Fair Share" language from Article 4.
5. The City was not agreeable to the proposed change, and further proposed a decrease in the Compensation Time accrual maximum (as addressed in the Memo of Understanding) to 40 hours instead of 80 hours.
6. The City was not agreeable to increasing the personal days to two (2).
7. The City proposed a clothing allowance of \$600 for the first year, and \$300 for the second year, with the stipulation that uniforms would be pre-approved so that the City could incorporate more uniformity among City staff working in the community.
8. The City was not agreeable to contributing toward the training center in Texas.
9. The City was agreeable to retroactivity.

Additionally, the City requested that a “No-Strike, No Lockout” clause be added to the agreement, as well as language clarifying City’s compliance with the Affordable Health Care Act. At 11:50 a.m. Mayor Birkholz recessed the meeting.

Union Response the City’s Counter-Proposal:

2. A wage increase to 5.25% for each of the two years of the agreement (5.25% + 5.25%).
3. A 7.0% increase in City-paid portion of health insurance for each of the two years (7.0% + 7.0%).
4. Union withdraws proposal for item #4 (“fair share” language).
5. Use of *holidays* to be included in Compensation Time calculation.
6. (Union did not respond to City’s counter-proposal for item #6).
7. Uniform allowance set at \$380 per year.
8. Union withdraws proposal for item #8.

Additionally, the Union was agreeable to adding a “No Strike, No Lockout” clause, if contract language could be agreed upon.

12:30 p.m. Move to Closed Session. *Motion was made by Larson* to close the meeting for the purpose of conducting employee contract negotiations, under the State Statute 13D.03, Subdivision 1(b). The motion was seconded by Bates, and carried unanimously.

Summary of Discussion held in Closed Session. Council considered the Union’s Counter proposal as presented. At 12:55 p.m. *motion was made by Larson* to return the meeting to open session. The motion was seconded by Bates, and carried unanimously. A short recess of the open meeting was then called by Mayor Birkholz.

12:55 p.m. Presentation of the City’s Second Counter-Proposal:

1. A two (2)-year contract term with the exception of an insurance re-opener clause after the first year.
2. A 2.5-percent increase in wages each year of the agreement. (2.5% + 2.5%)
3. No change from the City’s previous proposal (4.3% increase in health insurance benefit to cover the premium increase).

Item 5. No change from the City’s previous proposal (a proposed a decrease in the Compensation Time accrual maximum to 40 hours instead of 80 hours).

6. No change from the City’s previous proposal (City *not* agreeable to adding an additional paid personal day).
7. Uniform allowance set at \$380 per year, but uniform requirements shall be dictated by the City.

1:00 p.m. A recess of the meeting was called by Mayor Birkholz.

1:30 p.m. The Meeting was Re-opened for the Union’s Response to the City’s Second Counter-Proposal:

2. A wage increase of 4.5-percent for each of the two years of the agreement (4.5% + 4.5%).
3. Union was agreeable to the 4.3% increase in year one, as proposed by the City, with a re-opener clause on the health insurance item for year two.
5. A Compensation Time accrual maximum set at 60 hours, and the Department Head would have approval over the usage of Compensation Time of the employees in his department.
6. (the item of the added additional personal day was not discussed in the Union’s counter proposal this time)
7. Union would be willing to leave the uniform allowance at \$350, and proposed that the City would provide, at the City’s expense, any additional “required” uniform items (i.e. City logo shirts, jackets, coats).

1:40 p.m. Move to Closed Session. *Motion was made by Birkholz* to close the meeting for the purpose of conducting employee contract negotiations, under the State Statute 13D.03, Subdivision 1(b). The motion was seconded by Woodworth, and carried unanimously.

Summary of Discussion held in Closed Session. Council considered the Union’s Counter proposal as presented, with focus on the few items not yet agreed upon. At 2:00 p.m. *motion was made by Froemming* to return the meeting to open session. The motion was seconded by Birkholz, and carried unanimously.

2:00 p.m. Presentation of the City's Third Counter-Proposal:

1. A two (2)-year contract term with the exception of an insurance re-opener clause after the first year.
2. A 3.0-percent increase in wages each year of the agreement. (3.0% + 3.0%)
3. The City would be agreeable to the 4.3% increase in health insurance benefit to cover the premium increase, and the re-opener clause on the health insurance item for the second year of the agreement.
5. No change from the City's previous counter-proposal (a proposed a decrease in the Compensation Time accrual Maximum to 40 hours instead of 80 hours).
6. No change from the City's previous proposal (City *not* agreeable to adding an additional paid personal day).
7. Uniform allowance would remain at \$350 per year, but a clause shall be added to the agreement that states that the City reserves the right to provide, at its expense, uniforms that must be worn while on duty.

2:05 p.m. A recess of the meeting was called by Mayor Birkholz.

2:10 p.m. The meeting was Re-opened for the Union's Response to the City's Third Counter-Proposal:

1. Agreeable to the two (2)-year contract term with the exception of an insurance re-opener clause after the first year.
2. Agreeable to a 3.0-percent increase in wages each year of the agreement. (3.0% + 3.0%).
3. Agreeable to the 4.3% increase in year one, as proposed by the City, with a re-opener clause on the health insurance item for year two.
4. (Union had already withdrawn its proposal for this item)
5. (Union was still undecided on this item)
6. (Union was still undecided on this item)
7. Union was agreeable to the \$350/year uniform allowance with the clause proposed by the City.
8. (Union had already withdrawn its proposal for this item)
9. Agreed upon.
10. Agreed upon.
11. The Union was agreeable to adding a No Strike/No Lockout clause to the agreement, assuming the language could be agreed upon by both parties.

Union requested time to consider the undecided items, and an additional meeting was set for January 15, 2019 at 2:30 p.m.

Adjourn. Motion was made by Froemming to adjourn the meeting. The motion was seconded by Bates, and carried with unanimous consent. The meeting adjourned at 2:20 pm.

Respectfully Submitted,



Beth Wussow
Clerk-Treasurer

Attest:



Kevin Birkholz
Mayor