SPECIAL MEETING OF THE PARKERS PPRAIRIE CITY COUNCIL
WEDNESDAY, JANUARY 15, 2020
2:30 PM

MEETING MINUTES

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

City Staff and Other Representatives in Attendance: Clerk-Treasurer Beth Wussow, City Attorney Tom Jacobson, Maintenance Supervisor John Potratz, Maintenance Workers Jeff Arnold and Aaron Asleson, and International Union of Operating Engineers Local 70 Representative Dave Eiynck.

2:30 pm Pledge of Allegiance and Call to Order.

2:35 pm Council Reviewed the City's final counter-proposal from the Union Negotiation Meeting on December 19, 2019:

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 (Union had already withdrawn its proposal for this item – regarding the deletion of the "Fair Share" language)
5. (Union was still undecided on this item – regarding the agreement on compensation time usage and overtime calculation with holidays)
6. (Union was still undecided on this item – regarding the request to increase personal paid days from one to two)
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 (Union had already withdrawn its proposal for this item)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. (Donation to fund the Training and Education Center is Crosby, Texas)
10. Agreed upon. (Retroactivity)
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.

2:40 pm The Council, Union employees, and Representative Dave Eiynck came together to discuss the written contract items. Points of consideration included the following:

- Eiynck pointed out that Union would like to utilize the No-Strike-No-Clause language as written in the Minnesota State Statute.
- Regarding Over Time and Comp Time, Eiynck proposed renewing the Memorandum of Understanding document instead of incorporating it into the contract itself.
- Wages and insurance were agreed upon (wages 3.0% first year, and 3.0% the second year). Insurance benefit would increase by 4.3% the first year, with a contract re-opener on the item for the second year.
- With regard to Uniform, the Uniform allowance would remain the same, but City would provide required uniform items (i.e. items with City logo, or items that in some way identify the individual as a City employee.) at City's expense, which would be required to be returned in the event of termination of employment.

2:50 pm Council Moves into Closed Session. ***Motion was made by Bates*** to close the meeting for the purpose of conducting contract negotiations under the authority of Minnesota Statute 13D.03, Subdivision 1(b). The motion was seconded Froemming, and carried unanimously, after which the meeting was then closed. Remaining in the closed meeting were the Council, Clerk-Treasurer Wussow, and Attorney Jacobson. During the closed session, the Council continued its discussion on the undecided items of the contract.

3:05 pm Reopen the Meeting. ***Motion was made by Bates*** to reopen the meeting to the public. The motion was seconded by Larson, and carried unanimously.

Council discussed with Eiynck the final points of the contract.

- Eiynck verified that with regard to uniform, that all of the required uniforms would be paid for by the City, and as new uniforms were needed, the City would replace those at the City's cost.
- The City was agreeable to renewing the Memorandum of Understanding on use of Comp Time for one year, and would be subject for re-opener for the second year of the contract, and Eiynck then reported that the Union would be agreeable to the same.
- Eiynck stated that the Union would withdraw items number 5 (regarding calculation of overtime with holidays), and number 6 (increase personal days from one day per year to two days per year)

With the items agreed upon, Eiynck stated he would re-write the contract and make an effort to send the finished document to the City and to the Attorney so that it may be considered at the Tuesday, January 21 regular Council meeting.

3:21 pm Council Moves to Closed Session to discuss a grievance brought forth by Union employees. ***Motion was made by Bates*** to close the meeting under Minnesota Statute 13D.05, subdivision 3(b) for attorney-client privileged discussions. The motion was seconded by Larson, and carried unanimously. The meeting was then closed. Remaining in the closed meeting was were the Councilmembers, Attorney Jacobson, and Clerk-Treasurer Wussow. The session was not recorded due to attorney-client privileged discussions.

4:02 pm Reopen the Meeting. ***Motion was made by Larson*** to reopen the meeting. The motion was seconded by Froemming, and carried with unanimous consent.

Council's Response to Grievance. ***Motion was made by Larson*** to deny the grievance and to authorize the Mayor to review relevant time records and payroll history, which may impact the decision, and to direct the Mayor to reply in writing to John Potratz, the Council's decision on the matter. The motion was seconded by Froemming. In favor were Larson, Froemming, Bates, and Birkholz. Opposed was Woodworth. The motion carried.

Discussion of Department Staffing. Wussow gave an overview of the three interviews for the Deputy-City Clerk position that took place on Wednesday, January 8. The selection committee consisted of Wussow, Froemming, Bates, and Deputy-City Clerk Viola Dorn. Wussow reported that the committee's recommendation for the position was Sheila Schilling. With the recent resignation submitted by Brittany McCallson, Council considered whether it would be possible to combine the Deputy-City Clerk position with the Event Center office manager into one full-time position. Council discussed how the full time position may affect the 2020 City budget if the two part-time positions were combined. It was decided that the Council would discuss the item further at the regular meeting on Tuesday, January 21.

Clerk-Treasurer Wussow excused herself from the meeting, and Council then further discussed the needs of Event Center and Aquatic Center staffing. Council also discussed some challenges with the current administrative set-up, and questioned whether adding some responsibilities to the Clerk-Treasurer's position description might have a positive effect on the overall operations of the City and dealing with situations with department personnel. It was agreed that this item would be discussed further in a later meeting.

Wussow then re-joined the meeting and requested Council direction in advertising for staff. ***Motion was made by Bates*** to direct Beth to advertise for Event Center Staff: Event Leads, Support Staff, and Custodial help. The advertising for Aquatic Center staff would be tabled for the time. The motion was seconded by Birkholz, and carried with unanimous consent. It was also agreed that Wussow would reach out to Sheila Schilling to discuss the possibility of a full-time position and to invite her to attend the Council Meeting on January 21.

Adjourn. ***Motion was made by Larson*** to adjourn the meeting. The motion was seconded by Woodworth, and carried unanimously. The meeting adjourned at 5:45 pm.

Respectfully Submitted,

Beth Wussow
Clerk-Treasurer

Attest:

Kevin Birkholz
Mayor

PARKERS PRAIRIE CITY COUNCIL
REGULAR MEETING - TUESDAY, JANUARY 21, 2020
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.

Other Representatives Present: City Attorney Tom Jacobson, City Engineer Jeremy Anderson, Fire Chief David Lahman, and Parkers Prairie Independent Representative Tom Myers.

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

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

Consent Agenda. Items on the Consent Agenda were:

- Approval to sponsor Household Hazardous Waste Collection Day on Friday August 14, 2020
- Approval of 2020 Pay Equity Compliance Report
- Regular Meeting + TNT Public Hearing Meeting Minutes from December 16, 2019
- Special Meeting (Union Negotiation) Minutes from December 19, 2019
- Resolution #2020-01: Granting Entity Authorization
- Resolution #2020-02: Granting Banking Transaction Authority
- Resolution #2020-03: Appointing Responsible Authority & Assigning Duties
- Resolution #2020-04: Authorizing Automated/EFT Bank Payments
- Resolution #2020-05: Granting Credit Card Authority
- Resolution #2020-06: Stating Annual Designations
- Resolution #2020-07: Authorizing Change of Signature Authority on Account
- Approval of 2020 Township Fire Contract Standby Fees
- Approval of Final Pay Application to Central Specialties for 2019 Street/Utility Improvements
- Accept Resignation of Brit McCallson, Event Center Manager, Effective January 31, 2020
- Approve 2020 Local Board of Review & Equalization Meeting – April 21 from 1:00 to 2:00 pm
- Approval of Parkers Prairie Lions Club Smelt Fry Raffle (Gambling Permit Request)
- Approval of Parkers Prairie Lions Club Fall Fest Raffle (Gambling Permit Request)

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

Parkers Prairie School Proposed Additions. Jeremy Anderson reported that he had been contacted by the school district to look into the setback requirements for the proposed new additions to the high school and elementary school. Construction on proposed additions was slated June of 2020. Anderson discussed the zoning classifications and City Ordinances that may impact the ability to obtain construction permits. As Design Tree Engineering had been approached to assist with certain aspects of the project, Anderson disclosed that there may be a possible conflict of interest, to which Council stated it had no immediate objections.

Second Reading of Amendment to Streets Ordinance: Snow Removal Parking Restrictions. Section 2 of Chapter 3 (Streets) had been amended to prohibit parking on streets from November 1 to April 1 between the hours of 2:00 am and 6:00 am to aid in the snow removal process. The change to Section 4 addressed enforcement of this policy. ***Motion was made by Froemming*** to accept the second reading of the Ordinance. The motion was seconded by Bates, and carried unanimously.

Parkers Prairie Fire Department. Chief Lahman presented Council with the 2020 firefighter's roster and committee list, then provided an overview of the fire call numbers for 2019, and explained the regular truck maintenance routines. The next bull ride event was scheduled for July 31, 2020. Lahman voiced concern over some fire hydrants that remain covered with snow and discussed placing markers on hydrants so that they may be more easily identified. Bates opined that a reminder placed in the newspaper may be helpful in encouraging residents to help keep hydrants clear, to which the rest of the Council, and Lahman, agreed.

Holiday Lighting. An estimate for on-sale holiday lighting was presented. The City had added four new "snowflake lights" each year for several years. Motion was made by Bates to table the item. The motion was seconded by Larson, and carried unanimously.

Department Staffing.

- **City Clerk-Treasurer**. Bates had been directed by the Council at a previous meeting to contact Paul Ness regarding information on expanding the Clerk-Treasurer's responsibilities or authorities. Bates presented Council with information sent to her from Ness. Council stated they wished to review the documents, and discuss the item further at a later time.
- **Event Center Custodial Staff**. ***Motion was made by Froemming*** to hire Sandy Newberg for the Event Center. The motion was seconded by Larson, and carried unanimously.
- **Deputy City-Clerk Position**. The recommendation of the selection committee was to hire Sheila Schilling. Council considered the possibility of staffing the position as full-time, and to include some of the Event Center management responsibilities, and whether benefits would be included. Birkholz questioned how funds would be budgeted for the position. Ultimately, Schilling stated that she would be more comfortable starting the position as part-time (around 30-32 hours per week). Motion was made by Froemming to hire Sheila Schilling for the Deputy City-Clerk/Event Center Coordinator position, part-time, at pay grade 7, step minimum ($17.45 per hour), to start as soon as possible. The motion was seconded by Bates, and carried with unanimous consent.
- **Clerk-Treasurer Vacation Request**. Council approved a vacation request for Wussow from July 6 through July 15, and possible overtime in the coming month due to the City audit, current lack of Event Center staffing, and required election training.

Council Workshop on Updated Code of Ordinances. Council chose Wednesday, February 5 at 6:00 pm for the special meeting/workshop.

Approval of Union Agreement. Jacobson reported that he had reviewed the contract and he felt it correctly reflected the verbal agreement reached during Union negotiation. ***Motion was made by Bates*** to approve the Union contract for the period of January 1, 2020 through December 31, 2021. The motion was seconded by Larson, and carried unanimously.

Consideration of Extension of Union Benefits to non-union employees. ***Motion was made by Larson***, as due to past practice, to extend the Union benefits to non-union employees. The motion was seconded by Froemming, and carried unanimously.

Disbursements. The following disbursements were presented for Council approval:

- Written Checks #34881 through #34927
- We have issued a "stop payment" on the following checks:
  - #34751 - Productive Alternatives – Written 10/16/2019 - $467.52
  - #34812 – Productive Alternatives – Written 11/19/2019 - $220.04
  - #34816 – Summit Companies – Written 11/19/2019 - $650.00
    - #34751 & #34812 were reissued along with the December invoice payment – Check #34919
    - Check #34816 was reissued with Check #34923

Motion was made by Bates to approve the disbursements. The motion was seconded by Froemming, and carried with unanimous consent.

Adjourn. ***Motion was made by Larson*** to adjourn the meeting. The motion was seconded by Froemming, and carried unanimously. The meeting adjourned at 8:30 pm.

Respectfully Submitted,

Beth Wussow
Clerk-Treasurer

Attest:

Kevin Birkholz
Mayor