

**SPECIAL CITY COUNCIL MEETING
WEDNESDAY, FEBRUARY 5, 2020
6:00 PM**

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

City Staff Present: Clerk-Treasurer Beth Wussow.

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

Well House Water Leak Repairs. A quote from Municipal Service Co., Inc. was considered for the repair and replacement of several PVC pipes in the well house. **Motion was made by Bates** to accept the quote from Municipal Service Co. for \$13,920.00 for well house repairs. The motion was seconded by Woodworth, and carried with unanimous consent.

Event Center Staffing. Wussow gave a brief report on Event Center staffing, and discussed the differences between the responsibilities of an Event Lead, professional janitorial staff, and dishwashers/bussing staff. Wussow requested that Council consider higher hourly compensation to those select few who assume the additional responsibilities of an Event Lead. Council considered the current job market and challenges to finding and retaining responsible employees. Wussow also recommended Elizabeth (Betsy) Jasmer for an Event Lead position. **Motion was made by Froemming** to hire Elizabeth Jasmer for Event Lead starting at Pay Grade 5 Step 4 (\$15.21 per hour), and to also pay our other Event Leads and Janitorial Staff at Pay Grade 5 Step 4 (\$15.21 per hour). The motion was seconded by Bates, and carried unanimously.

Union Grievance. Since the grievance regarding the compensation for weekend/call-back hours worked was considered at a previous meeting, Birkholz and Wussow had researched records to identify examples of past practice. A memo from the City attorney on the matter was considered. **Motion was made by Woodworth** to accept the grievance and to pay out the "call-back" hours worked at the rate of one-and-one-half times the employees' regular rate of pay. The motion was seconded by Bates, and carried unanimously. Wussow clarified that one of the weekend days that the maintenance staff had worked was already paid at the overtime rate, as the staff already had in excess of 40 hours during that work week. Council unanimously agreed that the maintenance staff should not be receiving one-and-one-half times over the already one-and-one-half times their regular rate of pay.

Workshop on Codification of City Ordinances. Council reviewed the first draft of the Code of Ordinances prepared by American Legal Publishing Corporation. The draft was accompanied by a Legal and Editorial Research Report, which provided recommendations for changes to the document. Council discussed each point of the report and provided answers to the questions contained therein. Council will have the opportunity to review the final draft of the Code of Ordinances before officially adopting the new code.

Adjourn. Motion was made by Woodworth to adjourn the meeting. The motion was seconded by Froemming, and carried with unanimous consent. The meeting adjourned at 8:07 pm.

Respectfully Submitted,


Beth Wussow
Clerk-Treasurer

Attest:


Kevin Birkholz
Mayor

PARKERS PRAIRIE CITY COUNCIL
REGULAR MEETING – TUESDAY, FEBRUARY 18, 2020
7:00 PM
MEETING MINUTES

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

Others in Attendance: Clerk-Treasurer Beth Wussow, City Engineer Jeremy Anderson, City Attorney Tom Jacobson, ISD#547 Superintendent Dean Yocum, and Parkers Prairie Independent Editor Jen Marquardt.

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

Additions or Corrections to the Meeting Agenda. *Motion was made by Larson* to accept the meeting agenda as amended. The motion was seconded by Woodworth, and carried unanimously.

Consent Agenda. Items on the Consent Agenda were:

- Approval of Special Council Meeting Minutes from 1/15/2020
- Approval of Regular Council Meeting Minutes from 1/21/2020
- Approval of Special Council Meeting Minutes from 2/5/2020
- Acknowledgement of Increase in the Amount of Local Government Aid for 2020
- Approval to Add Sheila Schilling as a Signor to City Bank Accounts
- Approval of Pro-Sweep Proposal for 2020

The approval to accept a monetary donation to the City from Lake Region Energy, which was on the original Consent Agenda, was removed from the Consent Agenda as a 4/5 vote from Council would be required to accept the donation.

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

Two Variance Requests from ISD#547. Jeremy Anderson and Dean Yocum discussed with Council the timeline for the District's school addition projects. The full application and fee for the variance requests was received on February 3, and current City code required a Public Hearing to take place prior to consideration of the variances. To accommodate for the posting and publication deadlines, Council set the Public Hearing for the variance requests for Monday, March 16, 2020 at 7:00 pm.

Prairie Event Center and Aquatic Center. Wussow provided an update on the Event Center operations, including event bookings, staffing, and overall organizational improvements of the building and recordkeeping. Wussow then discussed her preparations for the upcoming pool season, then requested the Council's input on the 2020 Aquatic Center fee schedule. Council members briefly discussed feedback they had received regarding admissions rates for residents and non-residents. Ultimately, Council opined that it would be beneficial to engage some members of the public for further feedback on the topic, and the Fee Schedule discussion was tabled until the March 16th regular meeting.

Consideration of Purchase Agreement for Property at 609 South Otter Avenue. Council received an offer to purchase the City-Owned lot in the amount of \$5,000. *Motion was made by Larson* to close the meeting to discuss the counter offer to the Purchase Agreement for 609 South Otter Avenue, Parkers Prairie, Minnesota; closing the meeting pursuant to Minnesota Statute 13D.05 Subdivision 3c(1). The motion was seconded by Woodworth, and carried unanimously. The meeting was closed at 7:43 pm.

Summary of Closed Session. Council discussed the Purchase Agreement for 609 South Otter Avenue, and prepared to suggest a counter offer to the buyer.

Reopen Meeting. At 7:53 pm, ***motion was made by Larson*** to reopen the regular meeting. The motion was seconded by Birkholz, and carried with unanimous consent.

Counter Offer to Purchase Agreement for 609 South Otter Avenue. ***Motion was made by Birkholz*** to authorize Beth to extend the counter offer (for the sale of 609 South Otter Avenue) in the amount of \$12,500. The motion was seconded by Larson. In favor were Larson and Birkholz. Woodworth abstained from the vote, and the motion carried. Council then directed Wussow to work with Lon Saude to prepare the counter-offer to the Purchase Agreement.

Disbursements. The following disbursements were presented for Council consideration:

Disbursements in January 2020

- Written Checks #34881 through #34935 (General Checking Account)
- 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
- Check #1020 (DARE/Crime Prevention Checking Account)

Disbursements in February 2020

- Written Checks #34936 through #34987

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

Adjourn. ***Motion was made by Larson*** to adjourn the meeting. The motion was seconded by Woodworth, and carried unanimously. The meeting adjourned at 7:59 pm.

Respectfully Submitted,

Attest:



Beth Wussow
Clerk-Treasurer



Kevin Birkholz
Mayor