

**CITY OF PARKERS PRAIRIE  
REGULAR CITY COUNCIL MEETING  
MONDAY, APRIL 20, 2020 7:00 PM**

**MEETING MINUTES**

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

**City Staff and Other Representatives Present:** Clerk-Treasurer Beth Wussow, Police Chief Chris Barton, Maintenance Supervisor John Potratz (via phone), City Attorney Tom Jacobson (via video), City Auditor Bonnie Schwieger CPA (via video), and Parkers Prairie Independent Editor Jen Marquardt.

- Please note that all votes during the meeting were cast by roll call due to Councilmember participation using video equipment.

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

**Meeting Agenda:** *Motion was made by Bates* to accept the meeting agenda as amended. The motion was seconded by Woodworth, and carried with unanimous consent.

**Consent Agenda.** Items on the Consent Agenda were:

- Approval of Regular Council Meeting Minutes from March 16, 2020
- Approval of Emergency Council Meeting Minutes from March 17, 2020
- Approval of Special Council Meeting Minutes from March 31, 2020
- Resolution #2020-09; Accepting Donations to the City
- Acknowledgement of Medical Trust Fund Financial Statement & Payment of \$2,951.58 to Ambulance
- Acknowledgement of Memo from Canadian Pacific RE: Construction of PTC Infrastructure
- Resolution #2020-10; Enter as Member of MN Water Agency Response Network (MnWARN)
- Approval of Town Hall Pizzeria Economic Development Loan Final Payoff
- Approval of Urbank Lions Raffle Request (date moved from April 18, 2020 to November 22, 2020)

*Motion was made by Larson* to approve the Consent Agenda as amended. The motion was seconded by Bates, and carried with unanimous consent.

**Request by Verizon Wireless for Antenna Installation on City Water Tower.** Council directed Wussow to look into contract details and potential revenue for the City.

**Property at 609 South Otter Avenue.** A purchase agreement was received for the City-owned lot for the amount of \$7,500. *Motion was made by Woodworth* to close the meeting pursuant to Minnesota Statute 13D.05 Subd.3c (3), for the purpose of considering the offer. The motion was seconded by Bates, and carried unanimously. The meeting was closed to the public at 7:10 pm.

**Summary of Closed Session:** Council considered the purchase agreement and offer of \$7,500 for 609 South Otter Ave. *Motion was made by Bates* to reopen the meeting. The motion was seconded by Woodworth, and carried unanimously. The meeting reopened to the public at 7:20 pm. *Motion was made by Bates* to accept the purchase agreement for the property of 609 South Otter for \$7,500 with the changes suggested by the City Attorney. The motion was seconded by Larson. In favor were Bates, Larson, and Birkholz. Opposed was Woodworth. Froemming was unavailable for the vote. The motion carried.

**Plow Blade for City Alleys.** John Potratz requested Council approval to purchase a Plow Blade for \$16,000. *Motion was made by Bates* to approve the purchase of the plow blade. The motion was seconded by Woodworth. In favor were Bates, Woodworth, Larson, and Birkholz. None were opposed. Froemming unavailable for vote. The motion carried.

**City Alley Improvements.** Potratz stated that a resident had requested that his alley be maintained to allow for vehicle access to a shed. He stated that once a sod alley is plowed, it would need to be properly maintained. Potratz estimated the cost to improve the alley with gravel was around \$2,000. **Motion was made by Woodworth** to make the alley improvements. The motion was seconded by Bates. In favor were Woodworth, Bates, and Birkholz. Opposed was Larson. Froemming was unavailable for vote. The motion carried.

**Paving of West Oak Street.** With the Elementary School addition and associated road work, Potratz requested Council consideration to work with the same paving company used by the school to overlay the remainder of West Oak Street. Potratz opined that paving the entire street would minimize premature breakage due to pavement "patching" made necessary by the School's project. Council directed Potratz to gather more information on specific costs of the paving, and report back to the Council at the regular meeting in May.

**Rising Water Levels on Lake Adley.** The increase in water level had reportedly made Lake Adley Park impassable, and the fishing pier access, boat launch area, and picnic tables were under water. The rising water was also having an effect on the north side of the lake where maintenance staff access the sewer system clean-out. While access was still possible during the summer season, the rising lake level and current topography threatened to make winter access a challenge. Potratz presented an estimate from JJ's Co. Excavating to remove some old infrastructure, raise the grade of the site by six feet, and dress the shoreline to prevent erosion. The estimate for the work was \$15,000 to \$19,000. **Motion was made by Woodworth** to approve the work on the north side of Lake Adley. The motion was seconded by Birkholz, and carried unanimously. Council also gave its blessing for Potratz to research possible grant funding opportunities to improve Lake Adley Park.

**Street Name Signs.** At the March Council meeting, Potratz had presented an estimate for replacement and installation of street name signs in the City. Potratz reported that a total of 85 signs and posts would be required to place the signs throughout the City but, for budgeting purposes, proposed replacing only 35 in 2020. The 35 signs would cover Highway 29 (Otter Avenue), Soo, Sunset, McCornell, and Douglas streets. The remaining signs could then be replaced over the next two years. **Motion was made by Woodworth** to replace the 35 signs this year. The motion was seconded by Larson, and carried unanimously.

**Maintenance Staff Spring & Summer Uniforms.** Wussow presented a t-shirt style and zip-up hooded jacket for Council consideration. Council approved of the uniform.

**Water Certification Training for Aaron Asleson.** When questioned what training was available for Asleson, Potratz reported that following the one-year anniversary of the start of his employment, Asleson was able to attend trainings and take the water-certification test. Council expressed its support for the certification training.

**2019 City Audit Recap.** Bonnie Schwieger CPA of Abdo Eick & Meyers presented the audited financial report for 2019. **Motion was made by Bates** for accept the 2019 City Audit. The motion was seconded by Froemming, and carried with unanimous consent.

**Properties at 1010 & 1015 South Acorn Lane.** Council considered the possibility of selling of the two lots, newly acquired by the City. **Motion was made by Birkholz** to have Real Estate Agent Lon Saude place the two lots up for sale; 1010 South Acorn to be listed at \$7,500, and 1015 South Acorn to be listed at \$5,000. The motion was seconded by Froemming, and carried with unanimous consent.

**2020 Aquatic Center Operations.** Wussow reported that she was closely monitoring what the 2020 operating plans were for four other municipally-owned pools due to the COVID-19 outbreak. All four other cities were waiting on Governor Walz's next announcement on opening businesses following the outbreak. The decision on whether or not to open the Aquatic Center for the 2020 season was tabled until the May 18<sup>th</sup> Council meeting.

**City of Parkers Prairie/Otter Tail County Housing Tax Rebate.** At the regular meeting in March Amy Baldwin, Otter Tail County Community Development Director, presented the County's tax rebate incentive, which allowed for up to 5 years/\$5,000 rebate on the County's portion of real estate taxes in an effort to increase new housing constructions. Additionally, Baldwin presented the City of New York Mills' similar tax rebate incentive. Council expressed interest in offering the same incentive for the City of Parkers Prairie, and requested that the City's Attorneys review the document. Attorney Mike Donahue provided a revised draft of the document for Council's consideration. **Motion was made by Bates** to participate in the City of Parkers Prairie Property Tax Rebate Program. The motion was seconded by Woodworth, and carried unanimously.

**City Administrator Position.** At the regular meeting in March, Council directed Attorney Jacobson to draft an Ordinance to create the City Administrator position. **Motion was made by Froemming** to approve the first reading of Ordinance #2020-11, an Ordinance creating a City Administrator position. The motion was seconded by Bates, and carried with unanimous consent.

**Banking Authority.** The Council ordained that the following designations be established regarding banking authorities:

- **Authority to make payments** (sign checks): Clerk-Treasurer Wussow, Deputy Clerks Vi Dorn and Sheila Schilling, and Mayor Birkholz.
- **Authority to make deposits** (receipts): Clerk-Treasurer Wussow, and Deputy Clerks Vi Dorn and Sheila Schilling.
- **Authority to make ACH debits** (for receipt of utility payments): Clerk-Treasurer Wussow, and Deputy Clerks Vi Dorn and Sheila Schilling.
- **Authority to make ACH payments** (such as payroll, tax, PERA payments): Clerk-Treasurer Wussow, and Deputy Clerks Vi Dorn and Sheila Schilling.
- **Authority to make transfers of funds from one account to another**, with Council approval: Clerk-Treasurer Wussow, and Deputy Clerks Vi Dorn and Sheila Schilling.
- **Ability to receive deposit receipts with account balances** listed on the receipt: Clerk-Treasurer Wussow, and Deputy Clerks Vi Dorn and Sheila Schilling.
- **Authority to make changes in signature authority on accounts**, with prior Council approval: Clerk-Treasurer Wussow and Mayor Birkholz.
- **Signor on Certificates of Deposit (CDs)**: Clerk-Treasurer Wussow, Mayor Birkholz, and Councilmember Froemming.
- **Opening and closing accounts**, with prior Council approval: Clerk-Treasurer Wussow.

**Extension of Declaration of Emergency.** Due to the COVID-19 situation, Council passed Emergency Ordinance#2020-01 on March 17, 2020, which stated Council consent to a Mayoral Declaration of a Local Emergency. The Emergency Ordinance expired on April 16, 2020. **Motion was made by Bates** to extend the Emergency Ordinance until May 31, 2020, with acknowledgement that the Emergency Ordinance may be repealed earlier if needed. The motion was seconded by Froemming, and carried unanimously.

**Disbursements.** The following disbursements were presented for Council consideration:

**Disbursements in March 2020**

- ACH Checks # 2681e through #2687e (General Checking Account)
- Written Checks #34996 through #35048 (General Checking Account)

**Disbursements in April 2020**

- Written Checks #35049 through #35083

**Motion was made by Bates** to approve the disbursements. The motion was seconded by Froemming. In favor were Bates, Froemming, Larson, and Birkholz. Opposed was Woodworth. The motion carried.

**Adjourn.** **Motion was made by Bates** to approve the disbursements. The motion was seconded by Froemming, and carried with unanimous consent. The meeting adjourned at 9:35 pm.

Respectfully Submitted,



Beth Wussow, Clerk-Treasurer

Attest:



Kevin Birkholz, Mayor

**CITY OF PARKERS PRAIRIE  
SPECIAL CITY COUNCIL MEETING  
LOCAL BOARD OF APPEAL & EQUALIZATION  
TUESDAY, APRIL 21, 2020      1:00 to 2:00**

**MEETING MINUTES**

**Council Members in Attendance:** Mayor Kevin Birkholz, Council Members Tony Woodworth, Linda Martinson Bates, Greg Larson (via video), and Sandy Froemming (via phone). Mayor Birkholz was the member of the Council who had participated in the required training and was certified for the Board of Appeal & Equalization.

**From the Otter Tail County Assessor's Office** (participating by phone): Dawn Swisher, Larry Cote, and Dylan Hanson.

**City Staff in Attendance:** Clerk-Treasurer Beth Wussow.

**1:00 pm Pledge of Allegiance and Call to Order.**

**Opening Comments by Dawn Swisher.** Swisher discussed the procedure and purpose of the meeting, then presented sales data and new construction information for the City of Parkers Prairie and Otter Tail County.

**Appeal #1:** Don Tischer; 215 East Lake Street. Tischer stated that he did not agree with his property's valuation due to the deteriorating condition of the Lake Street and the condition of other homes surrounding his property. Swisher stated that road quality and condition of other homes was not a factor in determining his home's valuation, therefore Swisher recommended no change in the valuation. **Motion was made by Woodworth** to follow the Assessor's recommendation for no change in the valuation of Tischer's property. The motion was seconded by Birkholz. In favor: Woodworth, Bates, and Birkholz. Opposed: none. The motion carried.

**Appeal #2:** Dick Bergquist; Park Place Car Wash, located at 310 North Otter Avenue. Swisher reported that Bergquist had stated that the valuation of the car wash should be lowered due to the new car wash business that had opened down the street. Swisher stated that the opening of a competitive business in town was not something that could be considered when calculating the valuation of his property. However, Swisher did say that she visited the property, and was able to recommend lowering the valuation by \$2,787 after factoring in the type of car wash and type of heating source. **Motion was made by Bates** to lower the value by \$2,787 on recommendation of the Assessor. The motion was seconded by Woodworth. In favor: Bates, Woodworth, and Birkholz. Oppose: none. The motion carried.

**Appeal #3:** Iverdine Christiansen; 221 West Elm Street. Swisher reported that Christiansen disagreed with the overall valuation increase. Swisher explained that the increase percentage was in line with the overall increases throughout the City and recommended no change in the valuation. **Motion was made by Woodworth** to follow the Assessor's recommendation. The motion was seconded by Bates. In favor: Woodworth, Bates, and Birkholz. Opposed: none. The motion carried.

**Adjourn.** **Motion was made by Woodworth** to adjourn the meeting. The motion was seconded by Bates, and carried unanimously. The meeting adjourned at 2:00 pm.

Respectfully Submitted:

  
Beth Wussow, Clerk-Treasurer

Attest:

  
Kevin Birkholz, Mayor