

**CITY OF PARKERS PRAIRIE
REGULAR CITY COUNCIL MEETING
MONDAY, MAY 18, 2020 7:00 PM**

MEETING MINUTES

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

City Staff and other Representatives in Attendance: Clerk-Treasurer Beth Wussow, Police Chief Chris Barton, Maintenance worker Jeff Arnold, Parkers Prairie Lions Representatives Dave Bunde and Richard Bergquist, City Attorney Tom Jacobson (participating online), City Engineer Jeremy Anderson (participating online), Parkers Last Stop owners Nate & Toni Reed, and Parkers Prairie Independent Editor Jen Marquardt (participating online).

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

Meeting Agenda. *Motion was made by Larson* to accept the meeting agenda with additions. The motion was seconded by Froemming, and carried with unanimous consent.

Consent Agenda. The items included in the Consent Agenda were:

- Approval of Regular Council Meeting Minutes from April 20, 2020
- Approval of Special Council Meeting Minutes: April 21 Local Board of Appeal & Equalization
- Approval of MN Water Agency Response Network (MnWARN) Mutual Aid Agreement
- Approval of Ringnecks Forevermore Raffle Request for January 30, 2021
- Pay Estimate #1 for Paving of Alley (Park-Colfax Alley Improvements)

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

Repairs to Lift Station by Daniel's Food Equipment. Jeff Arnold detailed the repairs that were needed to the control panel, as many of the current parts were obsolete. Arnold presented quote #07483 from Minnesota Pump Works for the repairs. *Motion was made by Woodworth* to proceed with the Minnesota Pump Works repairs for \$16,111.00. The motion was seconded by Larson, and carried unanimously.

Paving of West Oak Street. Jeremy Anderson explained that portions of West Oak would be paved as part of the Elementary School addition project. City staff had questioned whether it would be beneficial to pave the remainder of the two blocks of West Oak from McCornell to Dayton, having the School District pay for their portion of the repairs, and the City picking up the remainder of the cost. *Motion was made by Larson* to authorize Jeremy Anderson to look for quotes to pave West Oak Street from McCornell to Dayton. The motion was seconded by Woodworth, and carried unanimously.

Street Name Signs. Two estimates were presented for signs, and one estimate was presented for installation. *Motion was made by Bates* to accept the quote from M&R Sign Company for \$3,478.72. The motion was seconded by Froemming, and carried unanimously. *Motion was made by Bates* to accept the quote from H&R Construction for the installation of the signs for \$5,925.00. The motion was seconded by Froemming, and carried with unanimous consent.

Safe Routes to School Project Updates. Jeremy Anderson reported that the pre-construction meeting took place on May 14. Construction was slated to begin on June 1 and, weather permitting, would conclude by July 1. Anderson stated that the City would likely see a savings on the project due to the elimination of the sidewalk on the east side of McCornell, across from the Elementary School. Conversation turned to four trees located on West Elm street, and whether or not those trees, which were located in the right-of-way, would need to be removed to make room for the new sidewalk. *Motion was made by Woodworth* to have the trees removed. The motion was seconded by Froemming, and carried unanimously.

Extension of Prairie Event Center Liquor Vendor Agreement. Due to the number of Event Center events cancelled from the COVID-19 situation, Nate and Toni Reed requested Council's consideration to extend the City's Liquor Vendor Agreement with Parkers Last Stop. The current contract was scheduled to terminate on January 31, 2021. **Motion was made by Larson** to extend the contract to January 31, 2022. The motion was seconded by Woodworth, and carried with unanimous consent. Following additional conversation with the Nate and Toni Reed, **motion was made by Larson** to rescind the former action. The motion was seconded by Woodworth, and carried unanimously. **Motion was then made by Larson** to extend the contract to January 31, 2023. The motion was seconded by Woodworth, and carried unanimously.

Municipal Identification Signs. Plans for two municipal signs (to be placed in the right-of-way of Highway 29 north and south of Parkers Prairie). All funding for the sign was to be provided by the Parkers Prairie Lions through a donation left by Gerald Freudenberg. **Motion was made by Woodworth** to approve the municipal signs. The motion was seconded by Larson, and carried unanimously.

Placement of Donated Memorial Bench. A bench, in memory of Mark Jahnke, was to be donated to the City, and the requested placement was adjacent to the softball field by the City Park. **Motion was made by Woodworth** to approve the placement of the Mark Jahnke bench. The motion was seconded by Bates, and carried with unanimous consent.

Improvements to the Rifle Range. Council reviewed pictures of the current condition of the rifle range. Police Chief Barton requested Council consideration of updates to the range, which included a 15'x 30' cement pad, lean-to shelter, and shooting tables with bench-style seats. Barton estimated the total cost of the renovations to be between \$3,500 and \$4,000, and stated that some of the funding may come from the Parkers Prairie Sportsmen's Club. **Motion was made by Froemming** to approve the rifle range improvements, with an expenditure cap of \$4,500.00, and funding to come from the Parks and Recreation (225) fund. The motion was seconded by Bates, and carried unanimously.

Pool Operations for 2020. Wussow discussed the issues with planning for pool operations for the upcoming season, including the current COVID-19 guidelines set by Governor Walz (currently allowing only 10 people to congregate together, encouraging social distancing, and businesses required to have specific COVID-19 response plans in place to operate), the cancellation of lifeguard/swimming lesson instructor certification classes in March and April, and the amount of planning that takes place for a normal season. Council weighed the desire to provide a healthy activity for the community's residents, desire to support local businesses with increased visitor traffic, and the reality of the current COVID-19 guidelines. After much consideration, motion was made by Birkholz to close the pool for the 2020 season. The motion was seconded by Bates. In discussion, Birkholz stated that if the Governor made an announcement in the next two weeks that allows for groups of at least 100 people to gather, that Birkholz would call for a special meeting of the Council to reconsider the decision. Returning to the motion, Mayor Birkholz call for the vote, which then carried unanimously.

Second Reading of Ordinance #2020-11; Creating a City Administrator Position. The first reading of the Ordinance had taken place on April 20. Motion was made by Bates to pass the second reading of Ordinance #2020-11. The motion was seconded by Froemming, and carried unanimously. The City Administrator Job Description was presented. Council decided it needed further time to review the new document, so the job description was placed on the June regular Council meeting agenda.

First Reading of Ordinance #2020-12; An Ordinance Approving the Newly-Codified City Code of Ordinances. Motion was made by Woodworth to pass the First Reading of Ordinance #2020-12. The motion was seconded by Larson, and carried unanimously. A Public Hearing on the Ordinance was set for June 15, 2020 at 7:00 pm, after which the Second Reading may be considered by the Council.

Declaration Supporting Local Business. Council considered the Declaration, which was prepared in response to Governor Walz's guidelines of requiring certain businesses to remain closed during the COVID-19 pandemic. While each Council member voiced support for local businesses, the document itself was met with mixed responses from the Council. Some members expressed a hesitancy to commit to approving the Declaration due to some of the specific demands listed in its

content. Larson stated that he would be more comfortable writing his own letter to the Governor to express his own opinion about the timeline for permitting businesses to open, a statement to which Bates and Froemming agreed. **Motion was made by Woodworth** to approve the Declaration supporting local business. The motion was seconded by Birkholz. In favor were Woodworth and Birkholz. Opposed were Bates, Froemming, and Larson. The motion failed.

Reopening City Offices. Wussow stated that she would prefer to have the City office reopened to better serve the public, and briefly discussed her plan for continued measures to encourage social distancing. The Council expressed approval and agreed to reopen the City office for regular business hours.

City Staff Responding to Ambulance Calls. In the beginning weeks of the COVID-19 pandemic the Council designated maintenance worker Aaron Asleson to be the primary responder for all daytime ambulance calls. With the easing of some restrictions, Council stated its approval to permit all three daytime maintenance workers to respond to ambulance calls.

Disbursements. The following disbursements were presented for Council consideration:

Disbursements in April 2020

- ACH Checks # 2688e through #2694e (General Checking Account)
- Written Checks #35049 through #35089 (General Checking Account)

Disbursements in May 2020

- Written Checks #35090 through #35131 (General Checking Account)

Motion was made by Bates to approve the disbursements. The motion was seconded by Woodworth, and carried unanimously.

Adjourn. **Motion was made by Bates** to adjourn the meeting. The motion was seconded by Larson, and carried with unanimous consent. The meeting adjourned at 9:32 pm.

Respectfully Submitted,

Attest:



Beth Wussow
Clerk-Treasurer



Kevin Birkholz
Mayor