

**CITY OF PARKERS PRAIRIE  
REGULAR CITY COUNCIL MEETING  
MONDAY, JUNE 15, 2020 7:00 PM**

**MEETING MINUTES**

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

**City Staff and Other Representatives Present:** Clerk-Treasurer Beth Wussow, Maintenance Supervisor John Potratz, City Engineer Jeremy Anderson (participating remotely), City Attorney Tom Jacobson (participating remotely), and Parkers Prairie Independent Editor Jen Marquardt.

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

**7:01 pm. Public Hearing on Ordinance #2020-12:** An Ordinance enacting the City Code of Ordinances. **Motion was made by Bates** to recess the regular Council meeting and open the Public Hearing. The motion was seconded by Larson and carried unanimously. Mayor Birkholz requested any comments from the public regarding the proposed Ordinance. There were none. **Motion was made by Woodworth** to close the Public Hearing and return to the regular Council meeting. The motion was seconded by Froemming, and carried unanimously. The Public Hearing was closed at 7:03 pm.

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

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

- Approval of Council Pay for First Half of 2020
- Resolution #2020-11: Authorizing Limited Use Permit for Municipal Signs
- Approval of Meeting Minutes: Regular Council Meeting on May 18, 2020

**Motion was made by Froemming** to approve the Consent Agenda. The motion was seconded by Woodworth, and carried unanimously.

**Safe Routes to School Update:** Jeremy Anderson reported that Central Specialties was set to begin work on the Safe Routes to School project, and that he had coordinated with School Superintendent Yocum on the sidewalk placement that would work most effectively with school bus pick-up and drop-off areas. Change Order #1 was presented to the Council, which would eliminate a portion of the sidewalk on the east side of McCornell. The change order would present the City with an estimated savings of \$22,247. **Motion was made by Larson** to authorize Mayor Birkholz to sign the change order, contingent upon MNDOT approval of the change. The motion was seconded by Bates, and carried with unanimous consent.

**Purchase of Vermeer 5040 3-Point Disc Mower.** Council considered an estimate from Aldrich Tractor, in the amount of \$8,869, for the purchase of the new mower to be used for maintaining the property surrounding the sewer ponds. **Motion was made by Larson** to accept the purchase of the disc mower, with a cap on the expenditure set at \$9,000. The motion was seconded by Woodworth, and carried unanimously.

**Consideration of Parcel Split #75000500011000 (306 East Jackson Street).** Property owner Lizz Peterson discussed with Council her desire to construct an additional shed on her nearly 6-acre parcel of land. City Zoning Ordinance Section 5.014 permitted, in addition to the residence and the garage, only one accessory building per parcel. Peterson, in discussion with Council and City Attorney Jacobson, explored different options to accomplish the desired result. Challenges with applying for a variance included passing the "practical difficulties test," and splitting the parcel presented the challenge of accessibility to the "back lot" which would be created by the split. Additionally, the Zoning Ordinances stated that all parcels were required to have adequate frontage on the city street. Peterson ultimately decided that the best course of action would be remove the current accessory building to allow for the construction of the new building.

**Consideration of Aquatic Center and Event Center Operations under New COVID-19 Guidelines.** Council considered reopening of businesses with updated operating plans under the new State of Minnesota guidelines. At the Event Center, staff would be required to wear masks during events, and to promote social distancing by limiting total occupancy to 25% (138 people), by limiting the number of guests at each table, and by spacing tables 6-feet apart. For the Aquatic Center, Wussow stated that enough of the pool lifeguard and concessions staff had expressed interest in returning to work that she felt it would be possible to open the pool for the season. The 50% limited capacity guideline meant that maximum occupancy of the facility would be set at 125 people at one time. The challenge of meeting social distancing guidelines would make concession sales improbable. **Motion was made by Birkholz**, as per Mayoral approval, to open the pool as of July 1, following social distancing guidelines. The motion was seconded by Bates, and carried with unanimous consent.

**Consideration of Ordinance #2020-12; An Ordinance Enacting a Code of Ordinances for the City of Parkers Prairie Minnesota, Revising, Amending, Restating, Codifying, and Compiling Certain Existing General Ordinances of the City Dealing with the Subjects Embraced in the Code of Ordinances.** The City Code of Ordinances had been codified by American Legal Publishing. The first reading of Ordinance #2020-12 had taken place on May 18, and the public hearing had taken place at the beginning of the meeting. Following this "second reading," **motion was made by Bates** to accept Ordinance #2020-12. The motion was seconded by Froemming, and carried unanimously.

**Election Judge Pay.** After considering election judge pay from a neighboring community, **motion was made by Bates** to increase election judge pay to \$15.00 per hour for judges, and to \$17.00 per hour for head judges. The motion was seconded by Froemming, and carried unanimously.

**City Administrator Job Description.** At the May 18 regular meeting, the Council had passed the Ordinance creating the City Administrator position in the City. The job description had been drafted by HR Consultant Paul Ness, and had been reviewed by a committee of Birkholz, Bates, and Wussow. **Motion was made by Bates** to approve the City Administrator job description. The motion was seconded by Larson, and carried unanimously.

**City Administrator Appointed.** **Motion was made by Bates** to hire from within for the City Administrator position, and to fill the position with Beth Wussow. Job responsibilities effective August 1, and pay to remain at the current rate until the end of the fiscal year (December 31) so that the new wage may be accounted for in the new budget for 2021. The motion was seconded by Froemming, and carried with unanimous consent.

**Additional Comments.** Mayor Birkholz reported that the Fall Festival Committee was planning an event for Saturday, August 29, as the 2020 Fall Festival had been cancelled due to COVID-19 considerations.

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

**Disbursements in May 2020**

- ACH Checks # 2695e through # 2701e (General Checking Account)
- Written Checks # 35090 through # 35137 (General Checking Account)
- Voided Check # 35097 (written to Stoen's Hydrostatic) due to payment made by Credit Card.

**Disbursements in June 2020**

- Written Checks # 35138 through # 35176
- Voided Check # 35140 due to error in printing

**Motion was made by Larson** to approve the disbursements as presented. The motion was seconded by Birkholz, 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 8:54 pm.

Respectfully Submitted,



Beth Wussow  
Clerk-Treasurer

Attest:



Kevin Birkholz  
Mayor

**CITY OF PARKERS PRAIRIE  
SPECIAL CITY COUNCIL MEETING  
2021 BUDGET WORKSHOP  
TUESDAY, JUNE 16, 2020 3:00 PM**

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

**City Staff in Attendance:** Clerk-Treasurer Beth Wussow, and City Maintenance Supervisor John Potratz.

**3:00 pm Pledge of Allegiance and Call to Order.**

**Discussion.** Wussow discussed the various “unknowns” due to the challenges in 2020 such as COVID-19 pandemic, business closings, and related unemployment numbers. It would be difficult to predict what 2021 sales for the pool or Event Center may be, as so much of the 2020 year had been spent without business operations. Local Government Aid amounts were yet unknown, as well as increases to PERA, health insurance premiums, and Property & Liability and Workers’ Compensation Insurance premium increases. Those stated “unknowns” would certainly make budgeting for the 2021 a challenge.

Wage increases had previously been approved at 3% for 2020 and 2021, and the annual Fire Relief contribution was raised to \$15,000 in 2020.

Council opined that it would be helpful to track equipment with a Capital Equipment Plan to better prepare for the timely replacement of equipment in all City departments.

Council requested estimates on re-roofing shelters in City Park, and discussed increasing the “tree” budget by \$2,000 to help to address some of the needed upkeep and/or removal of dead trees.

Wussow stated that, as more information came in regarding projected revenues such as Local Government Aid, more definitive budget numbers would be presented to the Council. The next budget workshop meeting was scheduled for Tuesday, August 18<sup>th</sup> at 3:00 pm.

**Adjourn.** *Motion was made by Woodworth* to adjourn the meeting. The motion was seconded by Bates, and carried unanimously. The meeting was adjourned at 4:35 pm.

Respectfully submitted,



Beth Wussow  
Clerk-Treasurer

Attest:



Kevin Birkholz  
Mayor