

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

MEETING MINUTES

City Council Members Present: Mayor Kevin Birkholz, Council members Sandy Froemming, Greg Larson, Linda Martinson Bates, and Tony Woodworth.

City Staff and other Representatives Present: Clerk-Treasurer Beth Wussow (joining by video), Maintenance Supervisor John Potratz, Police Officer Joey Rud, City Engineer Jeremy Anderson, City Attorney Tom Jacobson (joining by video), Parkers Prairie Independent Editor Jen Marquardt, and Parkers Prairie resident Tom Myers.

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

Consent Agenda. Items on the Consent Agenda were:

- Meeting Minutes from June 15, 2020 (Regular Meeting)
- Meeting Minutes from June 16, 2020 (Special Meeting)
- Hire Landon Wagner, Pool Staff, Part-Time, Pay Grade 1 Step Minimum
- Hire Kad Wehking, Pool Staff, Part-Time, Pay Grade 1 Step Minimum
- Appointment of Sandy Froemming as Election Judge at Previously Set Election Judge Pay
- Appointment of Glenn Cornish as Election Judge at Previously Set Election Judge Pay
- Appointment of Mary Cornish as Election Judge at Previously Set Election Judge Pay
- Safe Routes to School Pay Estimate #1 (once approved will be sent to OTC for payment)
- Esther Lutheran Church BINGO request for August 30, 2020

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

Resolution #2020-12. Council considered the Resolution to accept a monetary donation to the City from the Parkers Prairie Lions in the amount of \$19,242.00 to cover the amount of the Rose City Sign invoice for the purchase and installation of municipal signs. ***Motion was made by Froemming*** to approve Resolution #2020-12. The motion was seconded by Larson, and carried unanimously.

Rose City Sign Invoice #10097 for Municipal Signs. *Motion was made by Froemming* to approve the payment of invoice #10097. The motion was seconded by Larson, and carried with unanimous consent.

Safe Routes to School Project Update. Engineer Jeremy Anderson reported that the hydro-seeding along the new sidewalks had been completed, and sign replacement and painting were scheduled for the following week. Anderson estimated that, with the changes made early in the project, the project would come in approximately \$10,000 under the original budget. Clerk-Treasurer Wussow stated she had received a call from one resident inquiring about watering the newly-seeded areas, and whether residents would receive a discount on their water bill for watering. Council stated that they were not in favor of offering discounts on residents' water bills.

Reconstruction of County Roads 95 and 46 in 2021. Anderson reported that Otter Tail County was planning the reconstruction of portions of County Roads 95 and 46 the following year, then turning those streets back over the City, and opined that it would be a good opportunity to replace the underground water and sewer utility in those blocks. The storm sewer cost would be partially split based on the areas involved.

Resurfacing of Oak Street (from McCornell to Dayton). Anderson stated that he had received three estimates for the resurfacing of Oak Street. The estimates were from Ferguson Asphalt, Central Specialties, and Mark Lee, with the estimate from Ferguson coming in lowest at \$46,536.00. The school would be covering a portion of the cost due to the Elementary school addition and parking lot reconstruction. **Motion was made by Larson** to approve the Ferguson Asphalt estimate for \$46, 536.00 to pave Oak Street. The motion was seconded by Froemming, and carried unanimously.

Grass Seed on North Side of Lake Adley. Council considered an estimate from Complete Landscaping for the seeding of the newly-landscaped area on the north side of Lake Adley. The estimate included the seeding of approximately 12,000 square feet, and erosion control. **Motion was made by Larson** to approve the estimate from Complete Landscaping for the amount of \$4,980.00. The motion was seconded by Bates, and carried unanimously.

Brush/Compost Site Schedule. Council considered a request for either extended hours of operation for the City's brush site, or to leave the gates open on the weekends. Council opined that, due to some instances of abuse (garbage and other items left on site during unattended hours), the brush site schedule should be left as-is, and that the key could be checked out at the City Hall during regular office hours.

Progress of the Shooting Range Improvement Project. Police Officer Joey Rud reported that the site improvements were progressing well, with the concrete pad being poured earlier in the day. The area had been re-landscaped, garbage cleaned up, and old railroad ties removed.

Agenda Request: Tom Myers. Myers requested Council approval for a retaining wall to be constructed along the newly-constructed sidewalk along his property on McCornell Ave. The recent sidewalk work had left a slope at the edge of the property that Myers felt could be eliminated with the placement of a retaining wall. Myers stated that he planned to have the project completed by a professional landscaper. Council gave its approval for construction of the retaining wall.

Police Department Daytime Staffing. Due to a temporary shortage on the Police Department schedule, Officer Joey Rud expressed the need for additional daytime police coverage. The Otter Tail County Sheriff's office was assisting in responding to calls when a City officer was not available, but response times were understandably longer. Motion was made by Woodworth to add 32-40 hours to the weekly Police Department schedule. The motion was seconded by Larson, and carried with unanimous consent. The Council commended Officer Rud for taking on additional responsibilities in recent weeks.

Reimbursement of On-Sale Liquor License Fees. Due to the COVID-19 pandemic and mandatory closure of bars and restaurants during the months of March, April, and May, one business owner had previously requested that the Council consider reimbursing the on-sale liquor license fees paid to the City for those months. As other cities had considered similar plans, Council decided that, if a formal request for reimbursement was made by a local business owner, the Council would be willing to consider the request.

Further Development of COVID-19 Response Plans. An ad-hoc committee, consisting of Bates, Froemming, and Wussow, was set to work on establishing guidelines for employees to return to work after potentially being exposed to the COVID virus, or traveling to high-exposure areas.

Disbursements. The following disbursements were presented for Council consideration:

Disbursements in June 2020

- ACH Checks # 2702e through # 2710e (General Checking Account)
- Written Checks # 35138 through # 35185 (General Checking Account)
- Voided Check # 35097 (invoice had been paid by credit card)
- Voided Check # 35140 due to error in printing
- Voided Checks # 35081, # 35082, # 35083 due to error in printing

Disbursements in July 2020

- Written Checks # 35186 through # 35242 (General Checking Account)
- Payment of DMC Concrete invoice #1078 for the amount of \$3,369.00.
- Payment of Iverson Reuvers Condon invoice #14681 in the amount of \$12,624.00.

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

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

Respectfully Submitted:



Beth Wussow
City Administrator

Attest:



Kevin Birkholz
Mayor