

**PARKERS PRAIRIE CITY COUNCIL
REGULAR MEETING
MONDAY, OCTOBER 19, 2020 7:00 PM**



MEETING AGENDA

- Pledge of Allegiance and Call to Order
- Additions or Corrections to the Meeting Agenda
- Consent Agenda
 - Approval of Minutes from Regular Council Meeting on September 21, 2020
 - Approval of Minutes from Special Council Meeting on September 24, 2020
 - Approval of Minutes from Special Council Meeting on October 6, 2020
 - Approval of OTC Winter Maintenance Agreement (to purchase sand/salt materials)
 - Appoint Election Judge Val Revering for November 3rd General Election
 - Appoint Election Judge Heather Odden-Larson for November 3rd General Election
- City Parks & Maintenance
 - City Engineering Report – Jeremy Anderson
 - Maintenance Shop Roof Repairs – John Potratz
 - City Boulevard Ordinance
 - Lake Adley Park Expansion Options
 - Ice Skating Rink Options
 - Maintenance Worker Hiring Recommendation
- Fire Department
 - Monthly Report – Fire Chief Dave Lahman
 - Results of FD Employee Retirement Benefit Level Cost Analysis
- Police Department
 - Monthly Report – Police Chief Joey Rud
 - Police Officer Hiring Recommendation
- City Administration – Beth Wussow
 - Consideration of Changes to City Council Pay Rate
 - Consideration of Changes to 2021 Fee Schedule
 - Discussion of Event Center Cash Flow Analysis & Rate Comparison
 - Discussion of Curbside Garbage/Recycling Day
 - Consideration to Purchase Additional Holiday Lighting – “Snowflakes”
 - Otter Tail Lakes Country Community Collaborative Membership 2021
 - COVID CARES Funding Update
 - Plans for Response to Rising COVID Numbers
 - City Hall Chairs For Sale! (revisit)
 - Information on PEIP Health Insurance Rates for 2021
 - Set Meeting Date to Canvass the November 3 General Election
- Disbursements
- Adjourn



Council Reminders:

- REMEMBER TO VOTE ON NOVEMBER 3 (or earlier via absentee voting)
- The City Offices will be CLOSED November 11 in observance of Veteran's Day
- Canvass Election November 12-13, 2020 (schedule meeting)
- Local 70 Union Negotiation with Council on Thursday, November 19th at 2:00 pm
- The City Offices will be CLOSED November 26 & 27 for the Thanksgiving Holiday



**CITY OF PARKERS PRAIRIE
REGULAR CITY COUNCIL MEETING
MONDAY, SEPTEMBER 21, 2020**

MEETING MINUTES

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

Others Present: City Administrator Beth Wussow, Police Chief Joey Rud, Fire Chief David Lahman, Parkers Prairie Community Ambulance Director Michelle Moske and members of the Ambulance Joint Powers Board, and Grandstay Hotel Representative Dave Bunde. *The following attended the meeting via teleconference:* City Attorney Tom Jacobson, City Engineer Jeremy Anderson, St. Williams Living Center Administrator Tim Kelly, and Parkers Prairie Independent Editor Jen Marquardt.

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 unanimously.

Consent Agenda. Items on the Consent Agenda were:

- Meeting minutes for special City Council meeting on August 12, 2020
- Meeting minutes for regular City Council meeting on August 17, 2020
- Meeting minutes for special City Council meeting on August 18, 2020
- Meeting minutes for special City Council meeting on September 2, 2020
- Resolution #2020-14; a Resolution to set the *preliminary* 2021 tax levy at \$616,367
- Safe Routes to School Pay Application #2 for the amount of \$14,587.25

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

Discussion with Parkers Prairie Community Ambulance Joint Powers Board. Ambulance Director Michelle Moske reported that, of the 205 calls in 2019, approximately 36-percent of the ambulance calls were to St. Williams Living Center, 30-percent of the calls were to other locations within the City limits, and the remaining 34-percent to townships and other areas. 11 of the 205 calls were mutual aid to Alexandria. Discussion centered on exploring alternative means of supporting the ambulance service other than providing City employees for weekday ambulance calls. Ambulance Board member Mike Lage stated that, while the City was under no contractual obligation to provide a daytime staff member, it would cost approximately \$20,000 to hire an additional part-time day call EMT. Ambulance Board members stated that the biggest challenges facing the Ambulance service were financial challenges like insurance, and finding qualified staff. Administrator Wussow reported that the City was experiencing similar issues as the City searched for a new maintenance staff member with EMT qualifications. Asked if St. Williams Living Center would consider providing a staff member for some calls, Administrator Tim Kelly voiced the same concerns about the availability of his staff members, as it would be unlikely that a staff member would be able to leave the facility during his/her shift to assist with Ambulance calls. Moske stated that the EMT requirement of the City-provided employee could be downgraded to a First Responder level if it would help with attracting new candidates for the City position. All parties involved agreed that the Ambulance was a vital service to the community, and all wanted to see the service continue to be successful for many years to come. Council stated it would be beneficial to research what other Cities do to support their ambulance services. *Motion was made by Birkholz* to create a committee with Linda Bates and Tony Woodworth to form a City/Ambulance Joint Powers discussion group. The motion was seconded by Larson, and carried with unanimous consent.

Resurfacing of West Oak Street. Engineer Jeremy Anderson provided an update on the Elementary School's addition project. Upon completion of the exterior brickwork, the work on the curb and gutter could begin, followed by the street resurfacing.

City Maintenance Staffing. The City had received 14 applications for the Maintenance Worker/Weekday EMT/CPO position. Council set a special meeting for Thursday, September 24, 2020 at 6:00 pm to review the applications and select those to be called for interviews. Wussow stated she would post/mail notice for the September 24th meeting directly after the conclusion of the regular meeting in order to meet the three day posting requirement.

Extending the Boundaries of Lake Adley Park. With the Lake Adley water level rising each year, Councilmember Froemming inquired about the possibility of moving the tree line back in order to create more usable park space. Council members each agreed to take the time to view the area prior to the October meeting, at which time the item would again be discussed.

Skating Rink. 2016 was the last year that the City sponsored an ice skating rink. With the previous location no longer available, Council considered possibilities for a new location. It was determined that the City would contact School Superintendent Dean Yocum to explore possibilities for a new skating rink. The item would be placed on the October meeting agenda.

City-Wide Curbside Recycling. Councilmember Froemming noted that many other communities offered a curbside garbage/recycling collection day, and questioned if this type of service could be made available in Parkers Prairie. City staff would research similar programs offered in other communities, and the item would be revisited at the October meeting.

City Boulevard Ordinance. Council considered creating a City Ordinance to address, among other things, trees in the City right-of-way areas. Attorney Tom Jacobson was asked to provide a sample Ordinance prior to the October Council meeting.

City Maintenance Shop Roof. Council examined a picture of the maintenance shop roof, which had recently shown signs of instability and leakage. Maintenance staff, of the opinion that the roof damage was likely the result of excessive snow buildup, had discussed the building's condition with the City's insurance agent. Immediate "temporary" repairs would buy some time until additional rafters could be installed to strengthen the roof's structure. Council requested to see a detailed proposal of the longer-term repairs before the work is performed. **Motion was made by Bates** to authorize the immediate repairs on the maintenance shop. The motion was seconded by Larson, and carried unanimously.

Freightliner Fire Truck Payment. The first payment of \$7,406 was made in May 2020. Chief Lahman reported that the Fire Department had been very conservative with its use of budgeted funds in 2020 and requested the Council's consideration to make an extra truck payment prior to the end of the year. The duration of the loan was ten years, and the fire department hoped to pay off the loan early. Council recommended waiting until November to ensure that enough budgeted funds were remaining at that time. **Motion was made by Larson** to permit the Fire Department to make an extra payment of \$7,406 on the Freightliner truck out of the "401" fund in November. The motion was seconded by Froemming. In favor were Larson, Froemming, Bates, and Birkholz. Woodworth, being the Assistant Fire Chief, abstained from vote. The motion carried.

Request for Benefit Level Change Cost Analysis for the Volunteer Firefighter Retirement Plan. Chief Lahman requested Council consideration to authorize the analysis from PERA from the current level of \$1,500 per year to \$1,600 per year. PERA required the request to come from the City, and one analysis per year was allowed. The Council authorized Wussow to initiate the Benefit Level Cost Analysis for the \$1,600 level.

Police Department Updates. Chief Rud reported that the new Police squad computer had not yet been ordered, as the I.T. department was still in the process of testing the new units. The plan was to use COVID CARES Act funds to pay for the computers. Rud stated that he had seen an improvement in the parking situation around the elementary school construction zone. The school district had once again entered into a Security Agreement with the Police Department. Reporting on the search for a new full-time Police Officer, Rud stated that he had received four applications to date, and was hoping to receive a few more before the deadline set for Friday, September 25. When asked about who would serve on the selection committee, Rud stated that he would like to have two Police Chiefs, the City Administrator, the City Council liaison to the Police Department, a Deputy Sheriff, and a local business owner, and that he was hoping to conduct interviews in the first two weeks of October. Rud then requested Council consideration to hire Cody Vail for a part-time Officer. Vail had experience working with two other police agencies and volunteered with the Parkers Prairie Community Ambulance as an EMT. **Motion was made by Woodworth** to hire Cody Vail as a part-time Police Officer at pay grade 8 step 1 (\$19.50 per hour), pending successful outcome of the background check and psychological exam. The motion was seconded by Froemming, and carried unanimously.

Grandstay Hotel/Prairie Event Center Advertising. David Bunde, representing the Grandstay Hotel, requested Council consideration for the City to once again participate in a direct-mailing advertising effort in hopes to generate more interest in Event Center bookings and hotel stays. Bunde recommended waiting on the advertising until after the November 3 election. **Motion was made by Bates** to be a co-sponsor with the hotel for advertising for the Event Center with an expenditure of up to \$1,500. The motion was seconded by Froemming, and carried unanimously.

COVID CARES Expenditures. Wussow provided an update on COVID-related expenditures in the categories of Personal Protective Equipment, Public Health, Improving Telework, Administration, Improving Distance Learning, and "Other." Expenditures as of September 15 totaled \$28,364.82 of the \$77,148 provided to the City. Additional planned purchases included charcoal filters for Fire Department masks (approximately \$1,000), an industrial dryer for the Fire Department to aid in the timely cleaning and drying of turnout gear (approximately \$4,300), four Police squad computers (\$3,000-\$4,000 each), and additional cameras along the south side of the City Hall to cover the Police Department/fire doors along Soo Street to record custody exchanges and other activities (approximately \$500). With the remaining \$25,000+ funds, Wussow requested Council consideration for the purchase of an additional pickup truck for the maintenance department. The department had two trucks, and with three full-time maintenance staff members, two employees were made to ride together making social distancing impossible. Wussow stated that she had discussed the idea with the City auditor to ensure that the expenditure would meet the requirements of the CARES fund. The auditor's opinion had been that the expenditure would likely meet the requirements, but it was advisable to wait until a little closer to the deadline, as new information was continually being introduced on the subject. Council stated that the reasoning behind the purchase made sense, and that the item could once again be considered at the October meeting once Wussow had an opportunity to once again check in with the City auditor.

Otter Tail County Small Business Relief and Recovery Fund. Wussow briefly discussed the grant available through Otter Tail County, and stated that she had delivered information on the grant to each business in Parkers Prairie. The Grant offered funding up to \$10,000 per business if the business could demonstrate they had experienced at least a 10% loss in revenue during the period of March 1 through August 31. The deadline to apply for the grant was September 30, 2020.

Sale of Old City Hall Chairs. New chairs, which had the ability to be cleaned and sanitized, had been purchased using COVID CARES Act funds, and the old upholstered chairs, were to be placed for sale. **Motion was made by Woodworth** to sell the chairs for \$10.00 each. The motion was seconded by Birkholz. In favor were Woodworth, Birkholz, Froemming, and Bates. Opposed was Larson. The motion carried.

Credit/Reimbursement of Intoxicating Liquor License Fees Paid in 2020. A written request had been received from Nate Reed, owner of the Parkers Last Stop Bar and Liquor Store, for a credit or reimbursement of liquor license fees for the period of time that their on-sale business was required to remain closed by the Governor's Executive Order. The Executive Order, due to the COVID-19 pandemic, caused some establishments to remain closed March through May, resulting in much lost revenue. Council decided to credit 25-percent of the business' on-sale intoxicating liquor license fees paid for 2020 toward their 2021 liquor license fees. Council opined that, to be fair to the remaining on-sale liquor businesses, all three would offered the 25% credit. Motion was made by Froemming to provide a credit toward 2021 on-sale Liquor License Fees of \$350 to Parker's Last Stop, \$350 to The Doghouse Bar & Grill, and \$75 to Thousand Lakes Brewery. The motion was seconded by Larson, and carried unanimously.

City Council Pay. Mayor Birkholz questioned whether it was time to consider an increase in Council salary in hopes of attracting new people to serve on future Councils. Current Council salary was \$100 per month (\$1,200 per year) and \$15.00 per special meeting. Councilmembers could also be paid \$10.00 per hour for "out of town" meetings. It was decided that the item would be revisited at the October meeting.

Prairie Event Center Cash Flow Analysis Proposal. City Auditors, Brad and Bonnie of Abdo Eick & Meyers, had provided the Council with a proposal to conduct a Cash Flow Analysis for the Prairie Event Center. As of December 31, 2019, the Event Center owed the General Fund \$342,056. The 2020 City budget included a transfer of \$50,000 to the Event Center to help cover annual operating expenses. The \$2,500 proposal included a cash flow projection for 2020-2029 and analysis of rate structure to cover operating costs, pay back the General Fund, and to help build cash reserves. Council opined that it would be prudent to first try to conduct the Cash Flow Analysis in-house with City staff. Woodworth volunteered to assist with the analysis.

Disbursements. The following disbursements were presented for Council consideration:

Disbursements in August 2020

- ACH Checks #2718e through #2723e (general checking account)
- Written Checks #35252 through #35305 (general checking account)

Disbursements in September 2020

- Written Checks #35306 through 35360 (general checking account)

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 the motion carried with unanimous consent. The meeting adjourned at 9:52 pm.

Respectfully Submitted,

Attest:



Beth Wussow
City Administrator

Kevin Birkholz
Mayor

**PARKERS PRAIRIE CITY COUNCIL
SPECIAL MEETING
THURSDAY, SEPTEMBER 24, 2020
6:00 pm**

MEETING MINUTES

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

City Staff Members in Attendance: City Administrator Beth Wussow and Maintenance Supervisor John Potratz.

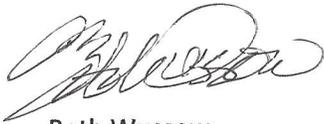
6:00 pm Pledge of Allegiance and Call to Order.

Discussion: Those in attendance discussed the 14 applications received for the Maintenance Worker/Weekday EMT/CPO position, comparing each applicant's experience, education, and skill set relating to the duties listed in the job description. Out of the 14 applicants, six were identified as candidates for interview.

A meeting date was set to hold the interviews on Tuesday, October 6, beginning at 5:00 pm.

Adjourn. Motion was made by Woodworth to adjourn the meeting. The motion was seconded by Birkholz, and carried unanimously. The meeting adjourned at 6:25 pm.

Respectfully Submitted,



Beth Wussow
City Administrator

Attest:

Kevin Birkholz
Mayor

**PARKERS PRAIRIE CITY COUNCIL
SPECIAL MEETING
TUESDAY, OCTOBER 6, 2020
5:00 pm**

MEETING MINUTES

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

City Staff Members in Attendance: City Administrator Beth Wussow and Maintenance Supervisor John Potratz.

5:00 pm Pledge of Allegiance and Call to Order.

Dean Yocum, Parkers Prairie School District Superintendent. Yocum shared some of the school's learning models that may become necessary due to the COVID Pandemic. A rise in positive COVID cases in Douglas and Otter Tail counties increased the chance of schools needing to incorporate more of a "hybrid" model of learning in an effort to decrease class sizes. The use of alternative sites like local churches and the Prairie Event Center were being considered for temporary classroom settings. Council expressed interest in helping the school district, especially as Event Center bookings were down. Wussow stated that a possible conflict would be certain Fridays when set-up for weddings or other events would need to take place. Yocum ensured the Council that previously-scheduled Event Center business would take priority, and on those days the school could implement the distance-learning plan. Yocum also stated that the school's staff could take an active role in cleaning the facility after use.

Motion was made by Larson to rent out the Prairie Event Center weekly, as the school needs it, for \$300 per week, and the school would then do the cleaning of the facilities used. The motion was seconded by Woodworth, and carried unanimously. In further discussion, it was noted that the discounted rental rate was specifically due to response to the COVID pandemic situation, and that future (non-COVID-related) rentals would not be discounted. Council directed Wussow to modify the regular Prairie Event Center rental agreement to reflect the approved changes for the Parkers Prairie Schools.

Interviews for the Maintenance Worker/Daytime EMT/CPO Position. Council and City staff present conducted interviews with six applicants. The Council members took turns reading from a prepared list of interview questions during each 30-minute interview. Wussow offered to call employee references, and to place the Maintenance staffing item on the October regular meeting agenda, when a formal decision on the position could be made.

Adjourn. Motion was made by Woodworth to adjourn the meeting. The motion was seconded by Larson, and carried unanimously. The meeting adjourned at 8:45 pm.

Respectfully Submitted,

Attest:


Beth Wussow
City Administrator

Kevin Birkholz
Mayor

RESOLUTION #2020-15

WINTER MAINTENANCE AGREEMENT

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

CITY/TOWNSHIP Parkers Prairie (City)

TYPE OF REQUEST SALT/SAND MATERIALS

APPROX. QUANT. _____

APPROX. COST * \$34.75 Per Cubic Yard or \$24.80 Per Ton

SALT/SAND TO BE HAULED BY City of Parkers Prairie Maintenance Staff
City/Township/Contractor

SALT/SAND TO BE LOADED BY COUNTY PERSONNEL ONLY

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted this 19th day of October, 2020.

City or Township Official

Comments:

* Reflects \$0.75 increase over 2019-2020 Season.

October 2, 2020

City of Parkers Prairie
102 North Otter Avenue
Parkers Prairie, MN 56361

Regarding: Otter Tail County – CSAH 95 Reconstruction
Project No. S.P. 056-646-009
Parkers Prairie, MN

Dear Sir or Madam,

Otter Tail County is proposing to reconstruct 1,100 feet or 0.21 miles of CSAH 46 in the City of Parkers Prairie from its intersection with TH29 to the east past the railroad at-grade crossing as shown on the attached project location map. The reconstruction is not anticipated to have any significant changes to the horizontal or vertical location of the existing road.

The proposed improvements consist of grading, storm sewer, aggregate base, concrete curb & gutter, concrete sidewalk, bituminous pavement, pavement marking, turf establishment and erosion control. Construction of the improvements is anticipated to occur in the summer of 2020

The highway reconstruction will occur within existing right-of-ways. This land consists primarily of existing roadway, sidewalks and boulevards. All work will be contained within public property to avoid impacts to adjacent properties.

Concurrently with this project, Otter Tail County is also proposing the reconstruction of a portion of CSAH 95. The sequencing of this project would be done as to not have adverse effects on other projects.

To ensure that all social, economic and environmental affects have been considered in the development of this project, we are soliciting your views and comments. We are interested in any comments your agency may be able to provide to us concerning the items listed below or any other information that you feel may be helpful:

- Comments on overall project.
- Location of any property owned or that you have an interest in.
- Any future improvements that you have proposed for the area.
- Any permits that may be required for the project.

- Comments concerning the project's affect on the environment, archaeological or historical items in the area.

We would appreciate any responses be forwarded to our office by October 31, 2020. If you need any further information or wish to discuss the project, please contact Jeremy Anderson with Design Tree Engineering at (320) 762-1290 or via email at jea@dte-ls.com. Comments may be mailed to Design Tree Engineering, 120 17th Avenue W, Alexandria, MN 56308.

Sincerely,

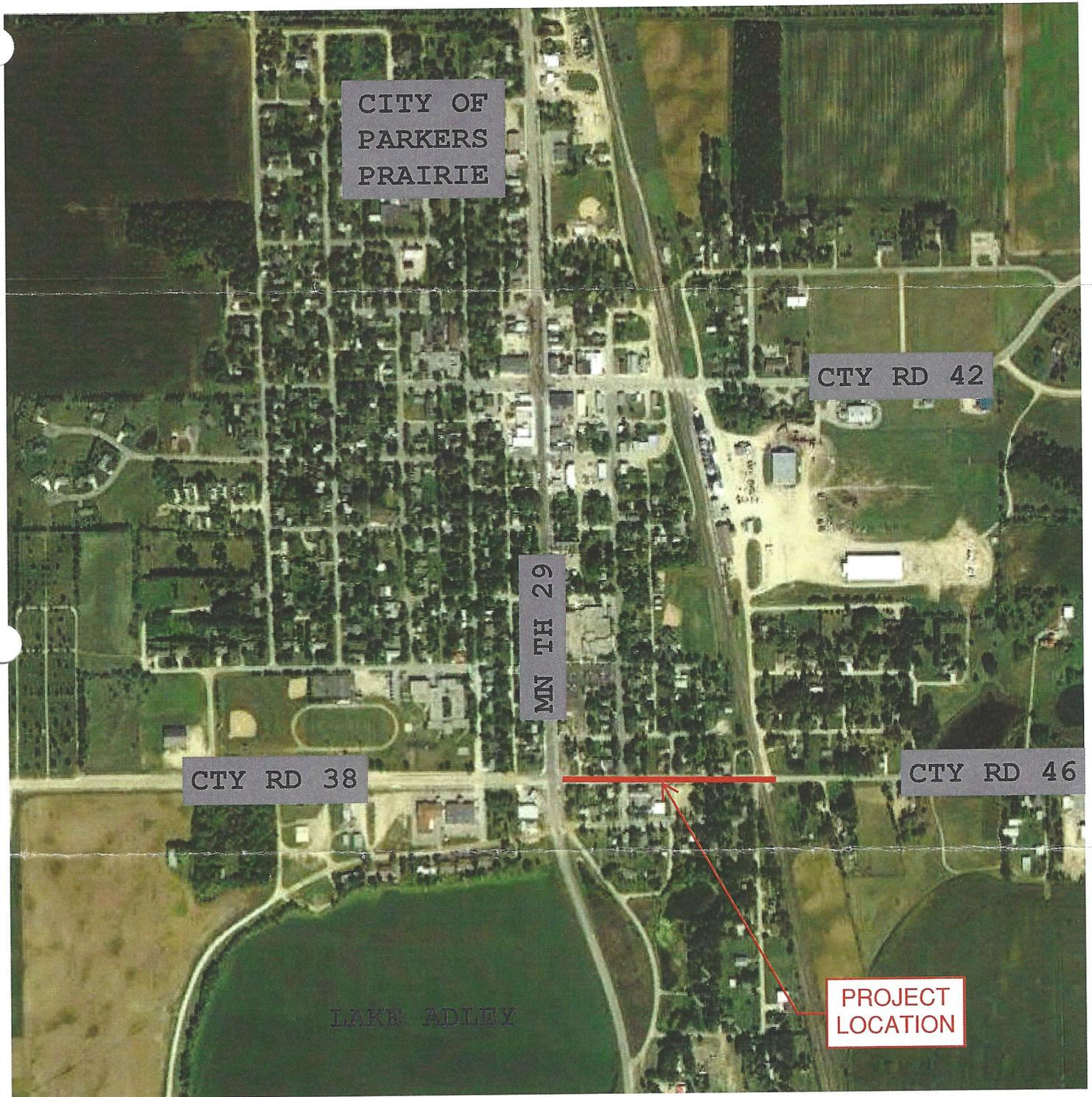
DESIGN TREE ENGINEERING, INCORPORATED

A handwritten signature in blue ink, appearing to read "Jeremy Anderson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jeremy E. Anderson, P.E., LEED AP

Enc: Project Location Map, USGS Map

CSAH 46 Project Location Map



October 2, 2020

City of Parkers Prairie
102 North Otter Avenue
Parkers Prairie, MN 56361

Regarding: Otter Tail County – CSAH 95 Reconstruction
Project No. S.P. 056-695-002
Parkers Prairie, MN

Dear Sir or Madam,

Otter Tail County is proposing to reconstruct 700 feet or 0.13 miles of CSAH 95 in the City of Parkers Prairie between TH29 and County Road 42 as shown on the attached project location map. The reconstruction is not anticipated to have any significant changes to the horizontal or vertical location of the existing road.

The proposed improvements consist of grading, aggregate base, concrete curb & gutter, concrete sidewalk, bituminous pavement, pavement marking, turf establishment and erosion control. Additionally, the project may include the replacement of storm sewer, sanitary sewer and water main in the project area. Construction of the improvements is anticipated to occur in the summer of 2020

The highway reconstruction will occur within existing right-of-ways. This land consists primarily of existing roadway, sidewalks and boulevards. All work will be contained within public property to avoid impacts to adjacent properties.

Concurrently with this project, Otter Tail County is also proposing the reconstruction of a portion of CSAH 46. The sequencing of this project would be done as to not have adverse effects on other projects.

To ensure that all social, economic and environmental affects have been considered in the development of this project, we are soliciting your views and comments. We are interested in any comments your agency may be able to provide to us concerning the items listed below or any other information that you feel may be helpful:

- Comments on overall project.
- Location of any property owned or that you have an interest in.
- Any future improvements that you have proposed for the area.

- Any permits that may be required for the project.
- Comments concerning the project's affect on the environment, archaeological or historical items in the area.

We would appreciate any responses be forwarded to our office by October 31, 2020. If you need any further information or wish to discuss the project, please contact Jeremy Anderson with Design Tree Engineering at (320) 762-1290 or via email at jea@dte-ls.com. Comments may be mailed to Design Tree Engineering, 120 17th Avenue W, Alexandria, MN 56308.

Sincerely,

DESIGN TREE ENGINEERING, INCORPORATED

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Jeremy E. Anderson, P.E., LEED AP

Enc: Project Location Map, USGS Map

CSAH 95 Project Location Map





Shircliff Construction, Inc.

Don Shircliff
 302 Revering St.
 Parkers Prairie MN 56361
 218-338-5338

Licensed and Bonded State No. BC385294

Date: 9/30/2020

Submitted To	Work To Be Performed At
Name City of Parkers Prairie Address City shop	Street City State MN
Telephone No 338-4115	

Builder agrees to provide all the material and to perform all the labor necessary for the completion of

Shore up interior ceiling to allow new roof to be put on
 Take off old steel and roof perlin, then install new trusses 4' on center with leaving existing trusses in, then new perlin and new steel, then re-insulate to R50 blown in.

- Shore up \$2,500.00
- Steel off \$2,600.00
- Perlin off, new trusses in and perlin on \$15,000.00
- New steel Material \$4,800.00
- New steel Labor \$2,800.00
- Material – trusses \$9,200.00
- Material – lumber \$3,500.00
- Vacuum out insulation \$4,000.00
- New insulation in \$4,500.00
- Dumpster Allowance \$2,000.00

Cancel

THIS IS ONE ESTIMATE FOR THE ROOF REPAIRS ON THE MAINTENANCE BUILDING. INSURANCE CLAIM WAS MADE FOR THE DAMAGE. I CONTACTED THE CLAIMS ADJUSTER ON OCTOBER 13TH AND WAS INFORMED THAT AN OPINION HAS NOT YET BEEN ISSUED REGARDING THE CLAIM. WE WILL KEEP YOU INFORMED AS ADDITIONAL INFORMATION BECOMES AVAILABLE. THANK YOU. *Bob*

All material is guaranteed to be as specifies, and the work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of **\$50,900.00**

Builder is not responsible for delays in completion of the work due to weather, strikes, war, shortage or delay in getting materials, delays in subcontractors, government regulations, court actions and any other cause beyond builder's control. Any alterations or deviations from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance upon above work. Workmans Compensation and Public Liability on above work will be taken out by Shircliff Construction. You will be responsible for losses not covered by Shircliff Construction, Inc insurance. If you fail to pay the Builder any payments due under this Contract the builder may stop work without further notice. You will be liable to Builder for all payments and Builders costs due up to the time work is stopped. The Builder will only restart work after you have paid all the money due to Builder and the Builder is satisfied that you have the ability to pay for the remaining work. All amounts past due will be charged a Finance Charge at a rate of 1.5% per month on the unpaid balance. Thank you for the opportunity to bid on your project. Please remember that it is MN state law to hire a license contractor. The Pre-Lien Notice required to be given by MN State Law is attached. Minnesota Statue Chapter 327A Housing; Statutory Warranties. Note- This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL ENTERS YOU INTO A CONTRACT WITH SHIRCLIFF CONSTRUCTION INC.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specifies. Payment will be made within 10 days of billing date.

Builder *[Signature]* Owner _____
 Date 10-5-2020 Owner _____

LAKE ADLEY EXPANSION

October 15, 2020



Member of the Council,

At the September meeting the Council discussed the possibility of increasing the “usable” space at Lake Adley Park. One option may be to push the tree line back. Hopefully Council has had the opportunity to visit the area to view the topography of the area.



FD. Benefit Level Cost Analysis

Public Employees Retirement Association of Minnesota
 60 Empire Drive, Suite 200
 St. Paul, MN 55103-2088
 Phone: 651-296-7460 or 1-800-652-9026
 Website: www.mnpera.org



September 23, 2020

PERA ID 6820-01

Governing Body and Fire Chief
 Parkers Prairie VFD

ppcity@midwestinfo.com; davidlahman6@gmail.com

We received your request for a cost analysis to estimate the cost of increasing the benefit level in the Statewide Volunteer Firefighter Plan administered by PERA. Based on current information, we have developed this spreadsheet and a cost analysis for the benefit levels you requested. The results are shown below.

A. Benefit Level (per year of service):	\$ 1,600	\$ 1,700
B. Projected Present Assets 12/31/2020 [Attached]	546,951	546,951
C. Accrued Liability 12/31/2020 [Attached]	557,241	590,090
D. Surplus/ (Deficit) [B-C]	(10,291)	(43,139)
E. Funding Ratio at 12/31/2020 [B/C]	98%	93%
F. Accrued Liability 12/31/2021 [Attached]	599,372	634,864
G. Financial Requirement: Increase in Liability [F -C]	42,131	44,775
H. Financial Requirement: PERA Fees [\$30/member]	1,020	1,020
I. Financial Requirement: 1/10th of Deficit/(Surplus, if 3rd yr) [D/10]	1,029	4,314
J. Financial Requirement: Total [G+H+I]	44,180	50,108
K. Reductions to Financial Requirement:		
Projected Fire State Aid [2020 Amount @1.035]	17,295	17,295
Investment Earnings [6% on Projected Present Assets]	32,817	32,817
L. Estimated Required Contribution [J-K]	None	None

Please note that these are estimates only. The figures shown above on Line L are estimates of required contributions that would be due on December 31, 2021 and beyond at the given benefit levels.

The estimate calculations were based on member information that was available at the time of preparing the analysis. Please review the membership data and make any corrections to that data. If you return that to me, I will prepare an updated cost estimate for you to review.

If you have any questions, please do not hesitate to contact me by phone (651-201-2666) or by email at sharyn.north@mnpera.org.

Sincerely,

Sharyn North

Sharyn North
 Principal Accounting Officer, PERA

COUNCIL PAY



October 15, 2020

Members of the Council,

At the Council meeting in September the Council considered the possibility of raising the Mayor/Council pay prior to the beginning of the next term (January 1, 2021). The item was tabled until the October meeting. The table below provides of comparison of a few other cities' Mayor and Council pay.

CITY	REGULAR	SPECIAL MEETING	OTHER
Parkers Prairie (Mayor)	100/month	\$15	
Parkers Prairie (Council)	100/month	\$15	
Miltona (Mayor)	\$2,350/year	\$100	
Miltona (Council)	\$1,750/year	\$100	
Osakis (Mayor)	\$100 per meeting	\$100	+\$225 salary per month for Mayor
Osakis (Council)	\$100 per meeting	\$100	
Carlos (Mayor)	200/month	\$80	
Carlos (Council)	100/month	\$80	
Motley (Mayor)	220/month	\$25	
Motley (Council)	180/month	\$25	
New York Mills (Mayor)	200/month	\$100	+Quarterly stipend of \$200
New York Mills (Council)	125/month	\$62.50	+Quarterly stipend of \$125
Motley (Mayor)	220/month	\$25	
Motley (Council)	180/month	\$25	
Wadena (Mayor)	\$516.67/month	n/a	
Wadena (Council)	\$450/month	n/a	
Garfield (Mayor)	\$80 per meeting	\$80	+Annual compensation of \$700
Garfield (Council)	\$80 per meeting	\$80	+Annual compensation of \$450
Battle Lake (Mayor)	\$150 per meeting	\$40	1/2day mtg = \$50, Full day mtg = \$100
Battle Lake (Council)	\$100 per meeting	\$40	1/2day mtg = \$50, Full day mtg = \$100
Underwood (Mayor)	\$120 per month	n/a	
Underwood (Council)	\$80 per month	n/a	
Staples (Mayor)	\$370 per month	\$25	
Staples (Council)	\$315 per month	\$25	
Eagle Bend (Mayor)	\$65 per meeting	\$65 per meeting	+Annual compensation of \$1,000
Eagle Bend (Council)	\$65 per meeting	\$65 per meeting	+Annual compensation of \$750

CITY FEE SCHEDULE



October 15, 2020

Members of the Council,

At the September meeting the Council approved the utility rate increases for January 1, 2021. On the following page is the City's fee schedule. Each year, prior to the end of October, I send liquor and tobacco license renewal forms to our local businesses. Before I send out the forms this year, I would like to provide the Council with an opportunity to review the Fee Schedule and make any changes it feels is necessary, with a focus on the liquor and tobacco license fees. Please note that the off-sale intoxicating liquor license fee is set at \$240, which is the state-allowed maximum. At the last regular meeting, the Council authorized for following credits to our on-sale liquor establishments (which will be subtracted from the regular licensing fees set by the Council):

- Parkers Last Stop = \$350
- The Doghouse Bar and Grill = \$350
- Thousand Lakes Brewery = \$75

Letters to the above mentioned businesses were sent out on September 22, informing the owners of the Council's decision.

Thank you for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read "Beth Wussow". The signature is fluid and cursive.

Beth Wussow

City of Parkers Prairie Fee Schedule

Effective Date: **1/1/2021**

CHARGES FOR SERVICE				
Assessment Search	Title search-written request only	\$	35.00	
Copies	Letter size 8 x 11 one side	\$	0.25	
	Legal size 8 x 14 one side	\$	0.30	
Copy of Ordinances	Cost per page/per side	\$	0.25	
Fax	Outgoing-per page	\$	1.00	
	Incoming-per page	\$	1.00	
Election Filing Fee		\$	2.00	
Notary Fee		\$	1.00	
NSF Checks	Bad checks	\$	30.00	
LIQUOR LICENSES				
3.2 Off-sale Beer (Non-Intoxicating)	January 1 - December 31	\$	25.00	
3.2 On-sale Beer (Non-Intoxicating)	January 1 - December 31	\$	65.00	
Intoxicating On-Sale Beer	January 1 - December 31	\$	100.00	
Intoxicating On-Sale Beer & Wine Only	January 1 - December 31	\$	150.00	
"Full Liquor" On-Sale License	January 1 - December 31	\$	1,200.00	
Sunday On-Sale Liquor	January 1 - December 31	\$	200.00	
Off-Sale Intoxicating Liquor License	January 1 - December 31	\$	240.00	
Brewer Taproom License	January 1 - December 31	\$	100.00	
Small Brewer Off-Sale License	January 1 - December 31	\$	100.00	
Temporary Off-Premise Intox. Liquor (Festival)	1-4 Days - approval of Council Required (fee is per whole event)	\$	100.00	
Temporary 1-4 Day 3.2 Beer Only	1-4 Days - approval of Council Required (fee is per whole event)	\$	50.00	
Set-Ups (Consumption & Display License)	January 1 - December 31	\$	150.00	
MISCELLANEOUS LICENSES/PERMITS/TICKETS				
Animal License	Spayed/Neutered Dog - 2 Year License	\$	10.00	
	Non Spayed/Neutered Dog - 2-Year License	\$	10.00	
	Spayed/Neutered Cat - 2-Year License	\$	10.00	
	Non Spayed/Neutered Cat - 2-Year License	\$	10.00	
Backyard Chickens (maximum 5 birds)	1-Year License	\$	20.00	
Cigarette License	January 1 - December 31	\$	25.00	
Parking Tickets	Fines double if not paid within 48 hours	\$	35.00	
FIRE DEPARTMENT CHARGES				
Fire Department Calls	Fire Calls - First hour	\$	500.00	
	Each additional hour	\$	250.00	
	TOTAL is not to exceed:	\$	1,000.00	
PUBLIC WORKS SERVICES				
Services/City Personnel	Mowing-or snow removal due to ordinance violation (per person per hour)	\$	100.00	
	Large jobs-hired contractor		Actual Cost	
ZONING				
Conditional Use Permit	Publishing and posting	\$	200.00	
Rezoning	Publishing and posting	\$	200.00	
Street/Alley Vacating	Publishing and posting	\$	200.00	
Variance	Publishing and posting	\$	200.00	
BUILDING (permit fees double if not obtained prior to building)				
Dwellings	Per 100 Sq.Ft. of Living Space	\$	10.00	Per 100 Sq. Ft.
Residential Garage/Storage Buildings	Each (no permit needed for structure smaller than 18 Sq.Ft.)	\$	30.00	
Decks & Fences	Each (no permit needed for structure smaller than 18 Sq.Ft.)	\$	30.00	
Commercial / Industrial Buildings	Per 100 Sq.Ft. of Floor Space	\$	12.00	Per 100 Sq. Ft.
Sign Permit	Each	\$	30.00	
UTILITIES				
Bulk Water	Per 1,000 gallons	\$	10.00	
Late Fee	Based on current charges on bill		10%	
Water	Reconnect Fee = \$50 PLUS actual cost of City staff labor	\$	50.00	Plus labor
After hours/weekend service call		\$	100.00	
Water Meters	New meter	\$	200.00	
SAC-Tap Sewer Connection	Each connection to main	\$	600.00	
WAC-Tap Water Connection	Each connection to main - includes residential water meter	\$	800.00	
Utility Rates Effective 1/1/2021			WATER	SEWER
BASE METER RATE		\$	30.00	\$ 30.00
Usage Rate	Per 1,000 gallons	\$	3.00	\$ 3.00

***All Fees are subject to change per City Council direction.

PRAIRIE EVENT CENTER CASH FLOW ANALYSIS AND RATE COMPARISON



October 15, 2020

Members of the Council,

You will recall that, at the September meeting, we discussed looking into a Cash Flow Analysis for the Prairie Event Center. We took the time to compare profit & loss reports, audit reports, along with the following financial information organized by Auditor Bonnie Schwieger:

	Actual				Estimate				
	2016	2017	2018	2019	2020	2021	2022	2023	2024
Revenues									
Rent Charges	60,981	50,246	34,177	50,164	34,177	34,177	34,177	34,177	34,177
Other Revenue	3,358	3,002	12,199	5,718	6,069	6,069	6,069	6,069	6,069
Bar Sales	44,594	56,726	10,730	-	-	-	-	-	-
Transfer In	-	-	4,000	-	50,000	50,000	50,000	50,000	50,000
Total Revenues	108,933	109,974	61,106	55,882	90,246	90,246	90,246	90,246	90,246
Costs									
Payroll	65,841	59,522	72,060	59,025	59,025	59,025	59,025	59,025	59,025
Operating	90,386	92,959	96,874	74,123	75,605	77,118	78,660	80,233	81,838
Bar Costs	10,041	12,980	3,012	-	-	-	-	-	-
Debt payments	16,500	16,500	16,500	-	-	-	-	-	-
Capital	-	475	1,245	388	-	-	-	-	-
Total Costs	182,768	182,436	189,491	133,536	134,630	136,143	137,685	139,258	140,863
Net Change	(73,835)	(72,462)	(128,385)	(77,654)	(44,384)	(45,896)	(47,439)	(49,012)	(50,617)
Ending Cash Balance	-	-	-	(98,724)	(143,108)	(189,005)	(236,443)	(285,455)	(336,072)
Ending Loan Balance	(152,165)	(243,016)	(342,056)	(342,056)	(342,056)	(342,056)	(342,056)	(342,056)	(342,056)
TOTAL OWED TO GENERAL FUND	(152,165)	(243,016)	(342,056)	(440,780)	(485,164)	(531,061)	(578,499)	(627,511)	(678,128)

I would like to show my appreciation to Tony Woodworth for his assistance in reviewing the information, and to Sheila Schilling for conducting a thorough market study comparison of other event venues. To help illustrate our findings, please consider the following case in point:

17-hour rental of the ballroom is priced at \$1,200. This does NOT include linens, table skirting, dishes, water, coffee, screen, projector, microphone, kitchen use or other amenities.

Cost to set-up for the event: approx 5 hours at \$15 per person = \$75
 Cost to manage the event (have one staff member on hand) = \$255 (double this amount if two people are needed)
 Cost to clean up after the event: approx 5 hours at \$15 per person = \$75
 Cost of restroom cleaning/additional cleaning: 3 hours at \$15 per person = \$45
 Administrative costs at the City: approx 1-2 hours = \$30
 Cost of cleaning supplies, paper supplies, operating supplies = approx \$20
 Cost of utilities = (varies) \$75
Total so far: \$575 to \$830 (labor costs will be higher if additional staff are needed).
 Please note that the above amount does not factor in other business costs such as property & liability insurance, worker's comp insurance, facility licensing fees, advertising, and building maintenance & improvements.

While it may seem like the easy solution is to raise prices to cover the operating costs, if we look at the market study we actually see that our pricing is (for the most part) in line with what others are charging. It would be all too easy to over-charge, therefore "pricing ourselves out of business." The competitively-priced venues seem to have one thing in common: They can rent their rooms for less because they make up for it by serving their own food and liquor.

Regardless of the direction the Council decides to take with regard to the Event Center, it is important to keep considering it when preparing the City budget. The General Fund has been, and will continue to support the operations of the Event Center. In the interest of transparency to our taxpayers, our General Fund budgets should reflect that.

Thank you,

Beth Wussow

From: Stephanie <Stephanie@alexrubbish.com>
Sent: Friday, October 2, 2020 11:02 AM
To: ppcity@midwestinfo.com
Subject: Rolloff Information

Hey Beth,

Here's a little more information on pricing!

Parkers Prairie clean up days options:

Standard pull charge roll off \$150.00

Donated pull charge roll off discount per Shaynen - \$50.00 = **\$100.00 per pull charge** (a pull charge is when we come to remove the container away from the residence/facility).

Basic transfer garbage = \$150.00 a ton (will need to be weighed)

TV's = \$30.00 each

Mattresses = \$25 each

Furniture = \$15 per item (table, chair, end table, etc.)

Electronics = \$.032 a pound (will need to be weighed)

Refrigerators = \$15.00 each

Microwaves = \$5 each

Tire = \$5 each

Steel/metal appliances or items = No charge

So you guys would let us know how many rollofs your thinking. For instance, The City of Brandon did 3. One for garbage/junk – one for appliances/furniture – one for electronics.

The one that is filled with junk/garbage/throw away items, does have to go to the scale to be weighed by the pound. If you choose to do one for electronics, we do have to weigh that one as well, as we have to dispose of those differently.

Typically we've found that it works best to have a volunteer or some people there that day help direct people which rolloff to place items in, and keep a tally of the items being dropped off... (ex: how many mattresses, microwaves, tires, etc.)

Here the link to our website that covers the sizes/dimensions of our rollofs: <http://alexrubbish.com/index.php/roll-off/>

If I can be of any other assistance, please let me know! Have a great weekend!



Stephanie Sanvik
Alex Rubbish & Recycling
Start Seeing Red!
T. 320.763.4712



DISPLAYSALES

Holiday Lighting "Snowflakes"

QUOTE

Display Sales

10925 Nesbitt Avenue S
Bloomington, MN 55437
P: 800-328-6195
F: 952-885-0099
www.displaysales.com

ESTIMATE QO-028550-2
DATE 9/22/2020
EXPIRATION DATE 11/10/2020
CUSTOMER ID 124919

Ship Beth Wussow
To: Parkers Prairie City Hall
102 N Otter Ave
Parkers Prairie, MN 56361

Bill Beth Wussow
To: City of Parkers Prairie
PO Box 70
Parkers Prairie, MN 56361

PREPARED BY		JOB	PAYMENT TERMS		REQUEST DELIVERY DATE
Lori Lundeen		Beth Wussow	Net 20		9/22/2020
QUANTITY	DESCRIPTION	UNIT PRICE			AMOUNT
4	6' White Line Diamond Lace Snowflake Each Includes: 72 LED Cool White Light Bar Bulbs One (1) - Black Pole Plate Two (2) - 40" Black Adjustable Straps	434.00			1,736.00
SUBTOTAL					1,736.00
SHIPPING & HANDLING					170.00
SALES TAX					0.00
TOTAL					1,906.00

Financing available.

To accept this quotation, sign here and return.

Thank you for your business.

OTTER TAIL LAKES COUNTRY COMMUNITY COLLABORATIVE MEMBERSHIP PACKAGES



FEATURES

Custom Community Stories

Newsletters

City Profile on Website

Magazine Featured Section

Community Festival Promotion

Events on OTLC & Explore MN Tourism Calendars

"What's Happening" Facebook Post

Website Ad Recommendations

Community Video

Community Blog

CLAM DIGGER
(LIMIT 12)
\$3,000

2

2



TAIL SLAPPER
(LIMIT 12)
\$2,000

1

1



BELLY SLIDER
(LIMIT 12)
\$1,000

1

1



SMALL BUSINESS RELIEF GRANT

Grant available to businesses and organizations impacted by COVID-19. Actual amount will be calculated based on funds available. Deadline: September 30, 2020

ottertailcountymn.us/cares

OTTERTAILLAKESCOUNTRY.COM

JOIN TODAY!

Contact **Marie Noplos**, Marketing & Membership Director
Mobile 218-770-8208 • Toll Free 1-800-423-4571
marketing@ottertailcountry.com

OTTER TAIL LAKES COUNTRY COMMUNITY COLLABORATIVE ADVERTISING OPPORTUNITIES



Business Name: City of Parkers Prairie
 Contact Name: Beth Wasson
 Address: 102 N. Otter Ave.
 City: Parkers Prairie, MN Zip: 56361
 Phone: 218-338-4115 Email: ppcity@midwestinfo.com
 Website: parkersprairie.net

This insertion order represents confirmation of the agreement between Agency/Advertiser and Otter Tail Lakes Country Association. Full payment will be due on or before December 1, 2020.

Authorized by: _____ Title: _____
 Signature: _____ Date: _____

MEMBERSHIP

I would like:

- Clam Digger
- Tail Slapper
- Belly Slider

Membership: \$ _____

ADVERTISING

I would like this size ad in the

2021 OTLC Magazine:

- Inside Front Cover
- 2 Page Spread
- Full Page
- 1/2 Page
- 1/4 Page - Vertical
- 1/4 Page - Horizontal
- 1/6 Page - Vertical
- 1/6 Page - Horizontal
- Same Ad as 2020

Ad Investment: \$ _____

TOTAL: \$ _____

Print & Digital Magazine	Clam Digger	Tail Slapper	Belly Slider	Width	Height
Discounted Advertising	25%	15%	5%		
2 Page Spread \$4,000*	\$3,000	\$3,400	\$3,800	16.75"	10.875"
Inside Front Cover \$3,000*	\$2,250	\$2,550	\$2,850	8.375"	10.875"
Full Page \$2,000*	\$1,500	\$1,700	\$1,900	8.275"	10.875"
1/2 Page \$1,000*	\$750	\$850	\$950	7.785"	5"
1/4 Page - Vertical \$585*	\$439	\$497	\$556	3.8125"	5"
1/4 Page - Horizontal \$585*	\$439	\$497	\$556	2.45"	5"
1/6 Page - Vertical \$400*	\$300	\$340	\$380	2.45"	5"
1/6 Page - Horizontal \$400*	\$300	\$340	\$380	7.875"	1.6"

*For all ad specifications contact Marie Noplos

DEADLINES

Payment:

December 1, 2020

Artwork:

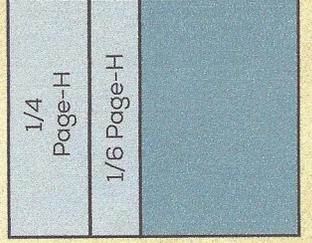
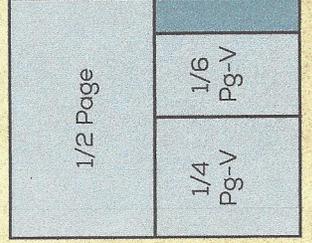
November 1, 2020

Ad Approval:

November 1, 2020

Publication:

January 2021





PARKERS PRAIRIE MINNESOTA

Activity Report

*Data Reflects January 1 - August 31, 2020

MAGAZINE
30,000+
 Printed

1,850 Distributed at MOA, EMT Travel Centers & Airports

523 Magazine Requests fulfilled by mail.

500+ Magazine Distribution Locations

WEBSITE
680+
 Pageviews

617 Unique Pageviews

Top Page Parkers Prairie Pool

All Pages for Parkers Prairie 360 Views

FACEBOOK
62,100+
 Reached

11 Posts

559 Engagements

48 Comments & Reactions

VIDEO
33,800+
 Viewed

412 Comments & Reactions

Top Viewed Community Video

2 Videos

ADDITIONAL PLATFORMS



Instagram



YouTube



Newsletter



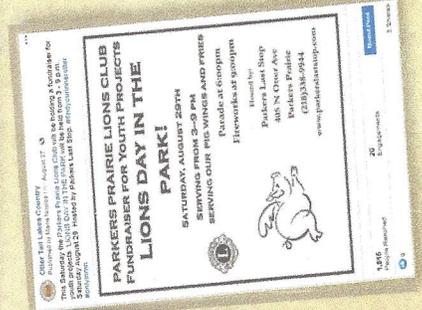
Twitter

OTTERTAILLAKESCOUNTRY.COM

BEYOND THE NUMBERS

In this day and age, our membership has to demonstrate value, and it does. As you can see, we are a data-driven organization. However, not all investments are measured by clicks, likes and impressions. We believe in a "rising tide lifts all boats" approach.

Each Otter Tail County community and business is an attraction, but collectively, we are a destination! By increasing our regional brand awareness, we all benefit. Of course, doing so relies on the collaboration and collective action of our area partners.



COVID CARES FUNDING UPDATE



October 15, 2020

Out of the **\$77,148.00** the City received in CARES funding on August 7th, the City has used **\$55,596.18** on expenditures in the following categories:

- Personal Protective Equipment (PPE) \$ 2,895.88
- Public Health \$ 5,644.79
- Improving Telework \$ 28,937.02
- Administration \$ 2,735.54
- Distance Learning \$ 4,919.50
- Other \$ 10,463.45

These **totals include** the following items (in addition to the expenditures detailed in the September 17th report to Council):

- A bottle-filling drinking fountain for City Hall (\$1,102.00)
- The order of 4 Police Squad Computers and mounts (\$12,214.00)
- The order of 2 additional PD Motorola radios (\$8,916.66)
- The order of the industrial dryer for the Fire Department (\$4,393.00)

The above totals do NOT include the following expenditures, which *we still have yet to purchase or be invoiced for*:

- Charcoal filters for the Fire Department masks (ordered, approximately \$1,000)
- Additional cameras along the south side of City Hall to cover the PD/FD doors along Soo Street
- 4 additional IPADS for department emergency personnel (ordered, approximately \$2,000)
- 5 hoods for fire fighter turnout gear (approximately \$500)
- Upgrade manual toilet flushers to automatic-sensor ones – if possible?

The remaining funds, which must be used by November 15th, equal approximately **\$17,000.00**. As discussed at the regular meeting in September, the Maintenance Department could make use of an additional pickup truck (F-150) so that the three maintenance workers would not need to share a vehicle unless absolutely necessary. With the confirmed number of COVID cases on the rise in our extended community, this makes the consideration of this expenditure all the more relevant. I did have the opportunity to reach out to our City auditors to see if any new information or opinions on capital purchases made with COVID funds had been issued. Bonnie reported that she had not received any. Bonnie did stress the importance of making sure the Council was in agreement that the purchase of a truck was necessary as a response to the COVID pandemic. ***At this time I would like to request Council's approval to purchase a pickup, to be used for the maintenance department, with the remaining CARES funding.***

Thank you for your consideration,

Beth Wussow

**PEIP HEALTH INSURANCE RATES
EFFECTIVE JANUARY 1, 2021**



October 15, 2020

Members of the Council,

The Union agreement, effective through December 31, 2020, includes a reopener clause for the renegotiation of health insurance benefits. Below is the information from PEIP on the insurance premiums which will go into effect on January 1, 2021.

PEIP PLAN	MONTHLY 2020 RATES	MONTHLY 2021 RATES	% INCREASE	CITY CURRENTLY PAYS (EMPLOYEE BENEFIT)	2021 EMPLOYEE OUT-OF-POCKET AT CURRENT EMPLOYEE BENEFIT
<i>Advantage High Option</i>					
Single	\$805.02	\$883.92	9.80%	\$723.64	\$160.28
Family	\$2,149.18	\$2,359.80	9.80%	\$1,709.48	\$650.32
<i>Advantage Value Option</i>					
Single	\$723.64	\$794.56	9.80%	\$723.64	\$70.92
Family	\$1,931.90	\$2,121.24	9.80%	\$1,709.48	\$411.76
<i>Advantage HSA Option</i>					
Single	\$562.92	\$618.10	9.80%	\$723.64	\$0.00
Family	\$1,502.74	\$1,650.02	9.80%	\$1,709.48	\$0.00



We have a special City Council meeting scheduled for Thursday, November 19th at 2:00 pm for negotiations on this item.

Respectfully,

Beth Wussow

**MEETING TO CANVASS
THE RESULTS OF THE
NOVEMBER 3, 2020
GENERAL ELECTION**



October 15, 2020

Members of the Council,

Following the General Election the City's governing body (City Council) is required to hold a meeting to canvass the election results. As the election will take place on Tuesday, November 3, this meeting must be held between the dates of November 6 and November 13. The special challenge this year is Absentee Ballot counting, which is handled at the County Offices in Fergus Falls. I asked Ottertail County Auditor/Treasurer Wayne Stein for his opinion on the matter, and his recommendation was to hold the meeting as close to the 13th as possible. The City Offices will be closed on November 11 for Veteran's Day. At this time, I would like to request the Council's consideration to schedule this meeting for either Thursday, November 12 or Friday, November 13. A quorum must be present, and this meeting will be noticed as a special meeting of the City Council.

Respectfully,

A handwritten signature in black ink, appearing to read "Beth Wussow". The signature is fluid and cursive.

Beth Wussow

ELECTIONS 2020