# REGULAR MEETING OF THE PARKERS PRAIRIE CITY COUNCIL
# MONDAY, AUGUST 15, 2022 – 7:00 PM
# MEETING MINUTES

**Council Members in Attendance:** Mayor Kevin Birkholz, Council Members Greg Larson, Linda Martinson Bates, Tony Woodworth, and Glenn Cornish.

**City Staff and Other Representatives in Attendance:** City Administrator Beth Wussow, Chief of Police Joey Rud, Maintenance Supervisor John Potratz, City Attorney Tom Jacobson (via interactive technology), Parkers Prairie Independent Editor Jen Marquardt, and Lake Region Energy Services VP of Business Solutions Dylan Aafedt.

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

**Meeting Agenda**. ***Motion was made by Bates*** to approve the meeting agenda as presented. The motion was seconded by Woodworth and carried unanimously.

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

- Meeting Minutes from July 18, 2022 (regular meeting)
- Resolution #2022-16; Accepting Donations to the City
- Approval to Hire Byron Herdman to the Fire Department

***Motion was made by Cornish*** to approve the consent agenda. The motion was seconded by Bates and carried unanimously.

**City Maintenance & Engineering**.

- Potratz presented a quote from Minnesota Pump Works for improvements to the north storm sewer lift station. The quote was for $81,007. Previously MNDOT covered 62% of the cost of repairs, as the lift station serves State Highway 29. If MNDOT covered the same percentage in this case, the City's portion of the cost of repairs would be $30,700. Wussow reminded the Council that the City received $29,606 in Small Cities Assistance Program funds in 2021, which may be used for construction and maintenance of roads, environmental analysis, design, engineering, construction, or reconstruction. As failure of the storm sewer lift station would cause considerable flooding on the highway, Wussow opined that the project would likely qualify for use of the Small Cities Assistance funds. Council would need to specifically designate funds to be used on the project, and funds must be used by July of 2023. Council directed Wussow to add the item to the agenda of the August 25th budget workshop Council meeting.
- Potratz requested Council's consideration of needed improvements to South Otter Avenue ("Old Highway 29"). Portions of the road had been destroyed by burrowing muskrats and high-water levels, leading to unsafe road conditions, specifically for bicycle traffic. Repair of a 60-foot section of the road would include cleaning out the area (work to be performed by JJ's Company with an estimated cost of $5,000), and new tar installed (for an estimated cost of $5,500). Council acknowledged the importance of keeping the road accessible to adjacent homeowners and others who use the road. Funds would be used from the 2022 Contracted Services budget. ***Motion was made by Larson*** to authorize the repairs of "Old 29", with the expenditures capped at $11,500. The motion was seconded by Bates and carried unanimously.
- The request was made for the fire department to burn off the vegetation growth along the "Old Highway 29" roadside to aid in the trapping of muskrats.
- Council was informed that a section of South Douglas Avenue, previously dug up for replacement of a pipe, would be patched with new tar.

**Police Department.**

- Chief Rud presented the School District Security Agreement for the 2022-2023 school year. Rud reported that he spent a record amount of time and resources addressing social media issues during the past school year and did not expect that to change for 2023. Due to increased costs in labor and resources, both Rud and Wussow recommended an increase of 5.0% in Security Agreement fees for the upcoming year. ***Motion was made by Bates*** to approve the 5.0% increase in fees. The motion was seconded by Cornish and carried with unanimous consent.

**Fire Department.**

- Fire Chief Woodworth reported that an Emergency Medical Responder class for firefighters was scheduled to begin on August 22.
- Council commended the Fire Department for another outstanding Bull Riding event at the Fall Festival and for additional work assisting with the larger-than-expected tractor pull.

**Prairie Event Center.**

- Dylan Aafedt, from Lake Region Energy, discussed the benefits of converting from propane fuel to natural gas. Aafedt conservatively estimated a savings of $2,403 per year, and more realistically estimated a savings of $4,986 per year. While the cost of converting the HVAC units was approximately $2,100 (work to be performed by L&O Heating), Lake Region was willing to waive their $500 new customer fee. ***Motion was made by Larson*** to convert the Event Center to natural gas. The motion was seconded by Cornish. In favor of the motion were Larson, Cornish, Bates, and Birkholz. Opposed was Woodworth. The motion carried.
- Cornish informed the Council that he, Bates, and Wussow had met with Seth from A'BriTin Catering to discuss his recent lease proposal of the Event Center. While Seth requested time to re-work his proposal, Wussow stated that the meeting was informative and offered a new perspective from someone who was experienced in the catering business. The opinion of the event "packages" that the Event Center offered was that the City was giving away too much for too little price. They were informed that most venues do not provide dishes and bussing service, but instead expect the caterer to provide the amenities for food and beverage service. Most venues do not allow a full eight hours for decorating the day before a wedding, and most venues do not allow events to continue until midnight (most end at 11:00 pm). Council recommended implementing some of these changes to make events more cost effective for the Event Center and easier on the staff working the events (from set-up, through the event, and clean-up). Bates volunteered to meet with Deputy Clerk Sheila Schilling, who is involved with the planning of every event held, to review the rental contract to see if changes could be recommended.

**Parkers Prairie Aquatic Center.**

- Wussow reported that the last open day of the season would be Sunday, August 21. Wussow had researched other municipal pools around the state and found that, out of 8 other cities, 6 had either closed their pools for the season, were planning to close prior to August 21st, were only open weekends, or were not able to open at all due to staffing shortages. As attendance and staff availabilities tended to drop off the latter part of August, Wussow stated that the 21st was a reasonable time to close for the season.

**Consideration of Ordinance #2022-02: An Interim Ordinance Temporarily Prohibiting the Sale, Manufacture, and Distribution of Products Containing Tetrahydrocannabinol (THC).** Attorney Jacobson discussed the option of passing a moratorium on products containing THC until the Council could review more information and consider steps needed to regulate the sale, manufacture, and distribution of products containing THC. Considerations would include such things as licensing, zoning, land use regulations, and compliance checks. Ordinance #2022-02 would place a temporary hold on the sale of THC products for a period of up to 12 months. ***Motion was made by Larson*** to accept the First Reading of Ordinance #2022-02: An Interim Ordinance Temporarily Prohibiting the Sale, Manufacture, and Distribution of Products Containing Tetrahydrocannabinol (THC). The motion was seconded by Cornish and carried unanimously. The "second reading" of the Ordinance was scheduled for the September 19th meeting.

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

Payments in July 2022

- ACH Checks #2875e through #2879e (General Checking Account)
- Written Checks #36468 through #36529 (General Checking Account)

Payments in August 2022

- Written Checks #36530 through #36577 (General Checking Account)

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

**Adjourn.** ***Motion was made by Larson*** to adjourn the meeting. The motion was seconded by Cornish and carried unanimously. The meeting adjourned at 9:00pm.

Respectfully Submitted,

Beth Wussow
City Administrator

Attest:

Kevin Birkholz
Mayor

# SPECIAL MEETING OF THE PARKERS PRAIRIE CITY COUNCIL
# THURSDAY, AUGUST 25, 2022 – 4:00 PM
# 2023 BUDGET WORKSHOP

**Council Members in Attendance**: Mayor Kevin Birkholz, Council Members Greg Larson, Linda Martinson Bates, Tony Woodworth, and Glenn Cornish.

**City Staff and Other Representatives in Attendance**: City Administrator Beth Wussow, Chief of Police Joey Rud, Public Works Supervisor John Potratz, City Engineer Jeremy Anderson (via interactive technology), and Parkers Prairie Independent Editor Jen Marquardt.

**4:10 pm Pledge of Allegiance and Call to Order.**

**Discussion**: Individual department budgets were presented by Anderson, Potratz, Rud, and Wussow. Anderson focused specifically on water and sewer budgets and how rate increases were vital to keep up with rising costs. Using the latest census information, Rural Development would require household monthly utility rates to meet a threshold of $75.00 for water and $75.00 for sewer to be eligible for federal grant funding. Increased operating costs, paired with scheduled debt service payments, threatened to push the next street/utility project back an additional year.
Other ***preliminary budget*** items that were discussed included the following:

- If a wage & compensations study was initiated, the cost would be approximately $10,000.
- COLA increase of 4.0% factored into budget (3.0% increase was in the Union Agreement for 2023).
- A "bike path maintenance" line item was added under the streets department budget.
- A higher Ambulance assessment of $35,100 was factored into the budget (increase of $11,600 over 2021).
- Worker's Compensation premium increase of 18% was factored into each department budget.
- Property/Casualty/Liability premium increase of 10% was factored into each department budget.
- $3,400 for consulting on the new Wellhead Protection Plan for implementation in spring of 2024.
- $30,000 for permanent generator for the wellhouse (part of current Wellhead Protection Plan).
- $55,000 general fund transfer for support of operations to the Event Center (increase of $5,000 over 2021).
- Actual costs for insurance premiums (worker's compensation, property/casualty/liability) would not be available until February-March of 2023. The amount of increase in health insurance premiums would not be available until late September.
- There were no increases in P.E.R.A. benefits for 2023.
- The final payment on the 2016A (2006 water/sewer extension project) would be made in February 2023.

Council was encouraged to take time to consider all items discussed, and to reach out to department heads with questions they may have about their budgets, before any decisions on the 2023 *preliminary* budget and levy were made.

**Adjourn:** ***Motion was made by Woodworth*** to adjourn the meeting. The motion was seconded by Larson and carried unanimously. The meeting adjourned at 6:50 pm.

Respectfully Submitted,

Beth Wussow
City Administrator

Attest:

Kevin Birkholz
Mayor