

REGULAR MEETING OF THE PARKERS PRAIRIE CITY COUNCIL
MONDAY, SEPTEMBER 19, 2022 – 7:00 PM
MEETING MINUTES

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

City Staff and Other Representatives In Attendance: City Administrator Beth Wussow, Public Works Supervisor John Potratz, Chief of Police Joey Rud, Parkers Prairie Independent Editor Jen Marquardt, Fergus Falls Chapter of the National Society of the Daughters of the American Revolution representatives Julie Kirscht and Julie Roering, Immanuel Lutheran Church Representatives Pastor Kirk Lee and Chad DeBoer, and A'BriTin Catering & Hospitality Owner Seth Brittain.

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

Meeting Agenda. Motion was made by Bates to approve the meeting agenda. The motion was seconded by Cornish and carried unanimously.

Consent Agenda. Items on the Consent Agenda were:

- Meeting Minutes from August 15th, 2022 – Regular Council Meeting
- Meeting Minutes from August 25, 2022 – Special Council Meeting/Budget Workshop
- Resolution #2022-17; Adoption of Otter Tail County Multi-Hazard Mitigation Plan

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

Presentation of Excellence in Historic Preservation Award. Representatives of the Fergus Falls Chapter of the National Society of the Daughters of the American Revolution Julie Kirscht and Julie Roering presented the Mayor and Council with the Excellence in Historic Preservation Award for the improvements made to the "End of the Trail" Monument located in Memorial Park.

Public Works Department. Potratz reported that the water tower had received routine interior cleaning, a service performed by Liquid Engineering Corporation. The public works and City office teams were taking part in a two-day training on the upgraded Beacon utility software. Potratz informed the Council that, regarding the street vacation request on the agenda for later in the meeting, there were no live water or sewer utilities underneath the portion of street in question.

Police Department. Chief Rud reported that September was off to a busy start with school back in session. The Homecoming parade route permit had been received from MNDOT.

Fire Department. Chief Tony Woodworth requested the Council's consideration to increase the firefighter's P.E.R.A. benefit level from \$1,700 per year to \$1,800 per year, beginning January 1, 2023. Council reviewed the latest report from P.E.R.A (dated September 7, 2022) detailing the fund assets, liabilities, and funding ratio for the \$1,800 benefit level.

Motion was made by Bates to approve Resolution #2022-18, a Resolution opting to increase the benefit level for firefighters vested in the statewide volunteer firefighter plan. The motion was seconded by Cornish. In favor were Bates, Cornish, Larson, and Birkholz. Council Member Woodworth abstained from vote. The motion carried.

A'BriTin Catering & Hospitality Proposal for Prairie Event Center. Seth Brittain, owner of A'BriTin Catering & Hospitality, discussed his proposal for partnering with the Prairie Event Center as the exclusive food and beverage caterer for large events (100 or more guests). For A'BriTin catered events, the catering team would handle every aspect of event management from the planning process to staffing the event.

(A'BriTin continued) Brittain proposed a commission to the City of 75% of the rental fees. 15% of the rental fees would go toward advertising. The City would still be free to use the Event Center to accommodate meetings of civic clubs, senior dining, and other community events during the week. Brittain's goal was to book larger events on Fridays and Saturdays of each week, with Friday as the more "budget friendly" day. The City would be responsible for paying for cleaning and set-up of the facility between events; a cost that could be passed on to the consumer. The City would be responsible for operating expenses, improvements made to the facility, and cost of maintenance and repairs. Brittain requested a 10-year agreement. Council directed Wussow to work with Bates, Cornish, and Brittain on developing the agreement.

Changes to Current Prairie Event Center Event Packages and Services. *Motion was made by Larson* to approve the recommended changes to event packages and services, as presented in the September 19th Council Packet.

Recommendations included the following (for City-managed events):

1. Linens available (and included in wedding packages): White tablecloths for round tables. White tablecloths and skirting for rectangular tables. Black tablecloths and skirting for all food service tables. Black napkins provided in a knotted fold only.
2. All dishes, silverware, and bussing service to be provided by the food caterer.
3. Event Center would still be able to offer glassware if not provided by caterer.
4. Salt and pepper shakers would be provided at the end of the buffet line, if not provided by the caterer.
5. All events to be concluded by 11:00 pm, with all food, decorations, and other items out by 12:00 am.
6. Liquor "last call" would be 10:45 pm.
7. The doors would be opened no earlier than 2 hours prior to the dinner service. Cake, flowers, DJ, and all other deliveries/set-up would need to occur within this 2-hour time and/or during the agreed-upon set-up time (for instance, the City offered 4 hours set-up time – between the hours of 8:00 am and 3:00 pm – on the Friday before a Saturday wedding). Availability would change if weddings were scheduled on both Friday AND Saturday.
8. The Event Center would still provide a coffee station and a water station for self-service as requested.

Larson's motion was seconded by Bates and carried unanimously.

Request for Street Vacation by Immanuel Lutheran Church. Pastor Kirk Lee and Chad DeBoer requested Council's consideration for vacation of a portion of South 3rd Avenue beginning at the connection to East Main Street and ending at the connection to East Lake Street. The portion of street was lined by church property on the east and west sides. The Church planned to pave the parking lot on both sides, as well as the section of street (currently gravel) if it was vacated. Wussow stated she had received the completed application for street vacation but needed an official legal description of the area to be vacated before letters to property owners within 350-feet could be prepared. Council gave a preliminary nod to the request, but the vacation would still need to proceed through all the required steps, including a public hearing. Lee and DeBoer stated they would ask a surveyor to prepare the legal description.

Second Reading of Ordinance #2022-02; an interim Ordinance temporarily prohibiting the sale, manufacture, and distribution of products containing tetrahydrocannabinol (THC). Council had approved the first reading of the Ordinance on August 15, 2022. The Ordinance would put a moratorium on products containing THC until 12-months from its effective date (publication date of September 22, 2022). Motion was made by Bates approving the second reading of Ordinance #2022-02. The motion was seconded by Cornish and carried unanimously.

Resolution #2022-19; a Resolution adopting the preliminary (proposed) 2023 tax levy. Resolution #2022-19 stated the following:

- Proposed General Fund Budget Total: \$1,182,414.00
- Projected Local Government Aid: \$307,058.00
- Projected Miscellaneous Revenues: \$156,336.00
- Preliminary 2023 Tax Levy: \$719,020.00

(Resolution #2022-19 continued) The preliminary 2023 tax levy amount represented an increase of \$82,639.00 over 2022, or 13.0%. **Motion was made by Woodworth** to approve Resolution #2022-19. The motion was seconded by Larson and carried unanimously.

Disbursements. The following disbursements were presented for Council consideration:

Payments in August 2022

- ACH Checks # 2880e through # 2886e (General Checking Account)
- Written Checks # 36530 through # 36586 (General Checking Account)
- Voided Check # 36537 (printer error)

Payments in September 2022

- Written Checks # 36588 through # 36636 (General Checking Account)
- Voided Checks # 36587 and # 36589 (printer error)

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

Adjourn. **Motion was made by Cornish** to adjourn the meeting. The motion was seconded by Larson and carried unanimously. The meeting adjourned at 8:48 pm.

Respectfully submitted,

Attest:



Beth Wussow
City Administrator



Kevin Birkholz
Mayor