

REGULAR MEETING OF THE PARKERS PRAIRIE CITY COUNCIL

MONDAY, OCTOBER 17, 2022 – 7:00 PM

MEETING MINUTES

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

City Staff and Other Representatives in Attendance: City Administrator Beth Wussow, Chief of Police Joey Rud, City Attorney Tom Jacobson (via interactive technology), Fall Festival Committee Chair Kristie Kies, Parkers Last Stop Bar Owners Nate & Toni Reed, and Parkers Prairie Independent Editor Jen Marquardt.

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

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

Consent Agenda. Items on the consent agenda were:

- Resolution #2022-20; Accepting Donations to the City
- Resolution #2022-21; Approving State of MN Joint Powers Agreement - Police Dept. & Attorney
- September 19, 2022 Regular Council Meeting Minutes
- Resolution #2022-24; Otter Tail County Winter Maintenance Agreement (Salt & Sand Materials)
- Approval to Hire Stephen Brunson, PEC Event Lead, Pay Grade 5 Step 1
- Charitable Gambling (Bingo) Request – Parkers Prairie Community Ambulance – November 20, 2022

Motion was made by Woodworth to approve the consent agenda. The motion was seconded by Larson and carried unanimously.

Resolution #2022-26; accepting donations to the City. *Motion was made by Larson* to accept Resolution #2022-26. The motion was seconded by Cornish and carried with unanimous consent.

Public Works. Wussow reported that she had met with John and a few representatives from MNDOT about replacing the two non-working pumps at the north side storm sewer lift station. City Engineer Jeremy Anderson had submitted an engineer's opinion and cost estimate to MNDOT, and MNDOT had agreed to pay 62% of the project up front and permit the City to take the lead on the project. Wussow recommended using the Small Cities Assistance Program Funds of \$29,606 to fund the majority of the City's portion of the project.

Fire Department. Fire Chief Tony Woodworth reported that the Emergency Medical Responder (EMR) training had concluded with 8 members of the Parkers Prairie Fire Department completing the course.

Police Department.

- Police Chief Joey Rud informed the Council that he had recently completed a P.O.S.T. audit and passed. Due to the excellent level of the department's training and recordkeeping, the department would not need to be audited for five years. Wussow presented Rud with a certificate of achievement from the P.O.S.T. board.
- Rud reported that his order for a new squad vehicle, like hundreds of other vehicle orders, had been cancelled by Ford. Council directed Rud to obtain estimates for other vehicles for the Council to consider at the November meeting.
- Officer Weltin and Chief Rud had attended a School Shooter Profile Training, and Rud had also attended an AED training course to be eligible to receive free new AEDs for the police squad vehicles.

Fall Festival 2022 Review. Kristie Kies reviewed the highlights of the 2022 Fall Festival, which included the bull riding event, tractor pulls, petting zoo, car show, parade, many food & craft vendors, bean bag tournaments, volleyball tournaments, medallion hunts, music, fireworks, burnout contest, and much more. Kies was preparing for the 2023 Fall Festival, which would be the City's 50th annual Fall Fest. One recommendation Kies had would be for the City to eventually upgrade the park's electrical system, which tended to short out when excessive current was drawn by vendors.

Resolution #2022-25; Support of Otter Tail County Scenic Byway East Loop. The OTC Scenic Byway tour highlighted a route throughout central Otter Tail County, where tourists could visit cities listed along the route and see historical sites or featured attractions unique to those cities. The current route left the eastern portion of the county underserved. The cities of Parkers Prairie and Henning supported the addition of the "east loop," which would add their cities to the map. The City's only investment would be a site-marker sign board, which would feature the history and highlights of Parkers Prairie. Council opined that the Convention and Tourism Bureau may be willing to provide funds to cover the cost of the sign board. **Motion was made by Cornish** to approve Resolution #2022-25. The motion was seconded by Larson and carried unanimously.

Nate & Toni Reed – Proposal for Prairie Event Center. Nate Reed informed Council that, after hearing that A'BriTin had presented a proposal for catering and managing events, that he (Reed) would also be interested in submitting a proposal to do the same. Parkers Last Stop would develop a list of "preferred food caterers" for customers to choose from. Reed's staff would handle advertising, booking, set-up, managing, and clean-up for catered events, in addition to planning community events such as concerts or comedy shows. Council directed Wussow to work with Cornish, Bates, and Reed on a proposal for the Council to consider at the November meeting.

Consideration of Event Center Proposal from A'BriTin Hospitality. Council had received a proposal at the September meeting from Seth Brittain, owner of A'BriTin, for management of Prairie Event Center operations (for catered events). Brittain had met with Cornish, Bates, and Wussow in September to develop the first draft of a written agreement for Council to consider at the October meeting. Council received the draft agreement and directed Attorney Jacobson to review the document and provide feedback at the November meeting.

Resolution #2022-22; a Resolution setting a public hearing on a proposed vacation of a public street pursuant to Minn. Stat. §412.851. The request from Immanuel Lutheran Church involved the portion of 3rd Avenue between the Church parcel and the Church's gravel parking lot. The Resolution called for the public hearing to take place on November 21, 2022 at 7:00 pm. **Motion was made by Woodworth** to approve Resolution #2022-22. The motion was seconded by Larson and carried unanimously.

LMCIT Liability Coverage Waiver Form for 2023. **Motion was made by Birkholz** to "NOT WAIVE" the monetary limits on municipal tort liability established by Minn. Stat. §466.04. The motion was seconded by Cornish and carried unanimously.

Employee Health Insurance Benefit for 2023. PEIP health insurance premiums for 2023 increased 5.0% over 2022. Wussow presented a proposal from the Union employees in which both the employee and employer would assume a 5.0% increase over their respective premium payments of 2022. For 2023 monthly single coverage the City would pay \$860.08, and the employee would pay \$51.64. For 2023 monthly family coverage the City would pay \$2,059.62, and the employee would pay \$374.37. **Motion was made by Woodworth** to accept the Union's proposal as presented. The motion was seconded by Larson and carried unanimously. **Motion was made by Larson** to, as by precedent, extend the insurance benefit to all other employees who receive the insurance benefit. The motion was seconded by Cornish and carried with unanimous consent.

Meeting Set to Canvass Results of the November 8, 2022 General Election. Council agreed upon the meeting date of Thursday, November 17th at 5:00 pm.

Lakes Country Magazine 2023 Membership. **Motion was made by Woodworth** to participate in the magazine for 2023 at the "belly slider" level for \$1,000. The motion was seconded by Birkholz and carried unanimously.

Review of City's Fee Schedule for 2023. Wussow recommended an increase in fees for zoning requests to \$300, which included conditional use permits, rezoning, street/alley vacations, and variance requests. The reason for the increase was to reflect the cost of staff time, publishing, and postage more accurately. **Motion was made by Cornish** to approve the recommended increase in zoning fees. The motion was seconded by Larson and carried unanimously.

Utility Rates for 2023. Following review of the 2023 preliminary water and sewer budgets, the City Engineer had recommended an increase of \$5.00 in base rates for both the water and sewer utilities. The increase would set the water base rate at \$40.00, and the sanitary sewer base rate at \$38.00. Additionally, the usage fee would be increased to \$4.00 per 1,000 gallons for each utility. **Motion was made by Larson** to increase the water and sewer base rates by \$5.00 each, and the "per 1,000" usage fee to \$4.00 for each utility. The motion was seconded by Woodworth and carried unanimously.

Lakes Region Arts Council Grants. Wussow stated she had been working on grants to cover 100% of the cost of sculptural bike racks for the downtown and parks areas. The bike racks would be created by local Minnesota artists. One grant was for up to \$10,000, and the second was for up to \$8,000. **Motion was made by Cornish** to state Council's support for Beth in applying for the grants. The motion was seconded by Larson and carried unanimously.

Disbursements. The following disbursements were presented for Council consideration:

Payments in September 2022

- ACH Payments # 2888e through # 2893e (General Checking Account)
- Written Checks # 36588 through # 36647 (General Checking Account)
- Voided Checks # 36587 and # 36589 (printer jam)
- Voided Checks # 36638, # 36640, #36641, #36642, #36643 (printer jam)

Payments in October 2022

- Written Checks # 36648 through # 36687 (General Checking Account)
- Voided Check # 36650 (printed incorrectly)

Motion was made by Woodworth 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 Woodworth and carried unanimously.

Respectfully Submitted,



Beth Wussow
City Administrator

Attest:



Kevin Birkholz
Mayor