

REGULAR MEETING OF THE PARKERS PRAIRIE CITY COUNCIL

TUESDAY, FEBRUARY 21, 2023 – 7:00 PM

MEETING MINUTES

Council Members in Attendance: Mayor Kevin Birkholz, Council Members Linda Martinson Bates, Tony Woodworth, Cody Mathues, and Glenn Cornish (via interactive technology).

City Staff and Other Representatives in Attendance: City Administrator Beth Wussow, Chief of Police Joey Rud, City Attorney Tom Jacobson (via interactive technology), Parkers Prairie Independent Editor Jen Marquardt (via interactive technology), Parkers Prairie Lions representative Tom Myers, Parkers Prairie Sportsmen representative Dirk Bergquist, and Parker's Last Stop Bar & Liquor Store owners Nate and Toni Reed.

Note: In accordance with Minn. Statute § 13D.02, adequate notice had been provided of Council Member Cornish's intent to participate in the meeting via interactive technology. Council actions during the meeting were taken by roll call vote.

7:00 Pledge of Allegiance and Call to Order.

Meeting Agenda. Mayor Birkholz requested that the Lion's application for a charitable gambling permit to raffle cash and rifles be considered separately from the consent agenda. **Motion was made by Woodworth** to approve the meeting agenda as amended. The motion was seconded by Bates and carried unanimously.

Consent Agenda. Items on the consent agenda were:

- Meeting minutes – 1/17/2023 regular City Council meeting
- Meeting minutes – 1/25/2023 special City Council meeting
- Resolution #2023-10 – accepting donations to the City
- Parkers Prairie Lions - charitable gambling raffle request - golf cart - drawing to be held 8/24/2023

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

Parkers Prairie Lions Charitable Gambling (raffle) Request. Mayor Birkholz asked Attorney Jacobson if the City could be held liable for damages in the event of misuse of a rifle that was obtained from a raffle. Jacobson replied that it would be "highly unlikely" that the City could be held responsible. **Motion was made by Mathues** to approve the Lion's permit request for the raffle of to be held on June 6, 2023. The motion was seconded by Woodworth. In favor were Mathues, Woodworth, and Birkholz. Opposed were Bates and Cornish. The motion carried. Lions representative Tom Myers stated "just so you guys all know, those firearms are legal U.S. firearms.... there should be no question on those, ever, in this country when we have a constitution.... just so you guys know how I feel."

Public Works Department. Wussow reported that the maintenance staff was dealing with the recent snowfall and would like to remind residents of the winter parking restrictions on City streets.

Police Department. Chief Rud stated the City's information technology (IT) specialist recommended replacing the Department's office computer following several software-compatibility issues.

Fire Department. Chief Woodworth reported only one mutual aid call in the past month. The DNR had been reimbursed the sum of \$2,500 for the sale of the DNR's pickup truck two years prior.

Agenda Request: Dirk Bergquist requested Council's blessing to place a fishing pier on the north side of Lake Adley, in memory of Richard Bergquist and Jerry Freudenberg. Donated funds would be used, and the DNR would be involved in planning and approval of the project. Council requested more information on the pier's design and placement before further considering the matter.

Prairie Event Center Lease Agreement. Nate and Toni Reed reviewed the draft lease agreement prepared by Attorney Jacobson. Items of discussion included:

- Clarification of lessor's and lessee's responsibilities regarding cleaning, daily maintenance, the preventative maintenance program, utilities including phone and internet, and licensing with the Department of Health.
- Use of Event Center website.
- Consumption and storage of alcohol on premises pursuant with City Code § 110.04(B).
- City's responsibility to upgrade and maintain the video surveillance system.
- Liquor liability and public liability insurance amount requirements.
- Fee/compensation calculation.

Council authorized Jacobson to make the agreed-upon changes to the document prior to consideration at an upcoming meeting. A special meeting was called for Monday, February 27, 2023 at 5:00 pm for consideration of the revised lease agreement. Notification for the meeting would include Cornish's intent to again participate in the meeting via interactive technology.

First Reading of Ordinance #2023-01; an Ordinance Amending City Code § 110, Relating to Liquor Licensing. Current City Code prohibited the issuance of a liquor license for a premises within 500 feet of any school or place of worship. The amendment would reduce the minimum distance to 300 feet. **Motion was made by Birkholz** to approve the first reading of Ordinance #2023-01. The motion was seconded by Cornish and carried unanimously. The second reading/public hearing was set to take place at the regular meeting on April 17, 2023.

Otter Tail County Moratorium on Sale of THC Edibles. Effective February 1, 2023 Otter Tail County placed a "pause" on the sale of THC edibles for a period of up to 12 months. Jacobson and Wussow both advised Council to wait with the adoption of the City's own ordinance regulating manufacture and sale of edible THC products until more information was received from Otter Tail County or the State of Minnesota.

Resolution #2023-09; a Resolution Amending the 2023 City Budget. Changes in the City's property insurance resulted in a reduction in premiums. Council had directed Wussow to make recommended modifications to the budget accordingly. **Motion was made by Cornish** to approve Resolution #2023-09. The motion was seconded by Bates and carried unanimously.

Water/Sewer Utility Accounts Paperless Billing and Payments. Wussow stated that the office staff had checked into software upgrades to enable customers to receive paperless billing and to pay their monthly utility invoices online. Council expressed interest in offering these services to customers.

2023 Aquatic Center Staffing. Wussow reported that 11 employees from the previous year planned to return for the 2023 season. The previous year's supervisor, who had relocated to another community, did not plan on returning. Wussow recommended promoting two senior staff members into the supervisor positions. **Motion was made by Woodworth** to promote Laura Hagel and Kiley Peterson to Pool Supervisors at pay grade 5 step 3. The motion was seconded by Bates and carried unanimously.

Disbursements. The following disbursements were presented for Council consideration:

Payments in January 2023

- ACH Payments #2912e through #2917e (General Checking Account)
- Written Checks #36803 through #36851 (General Checking Account)
- Cashier's Check #66108, funded from "401" Fire Dept Equipment Savings Account
 - Written to Minnesota DNR for reimbursement of proceeds from DNR pickup truck

Payments in February 2023

- Written Checks #36852 through #36899 (General Checking Account)

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

Additional Comments/Questions: Mayor Birkholz asked Attorney Jacobson about the best way to handle an individual who disrupts meeting proceedings without first being recognized by the presiding officer. Jacobson suggested resurrecting the Mayor's statement at the beginning of a Council meeting reminding people that the meeting is not a forum for public expression. If a disruption occurs, the Mayor could let the individual make his statement then, as diplomatically as possible, remind the individual that the meeting is not a public forum, and that he needs to remain quiet. If he does not remain quiet, he will be out of order and will be asked to leave.

Adjourn. *Motion was made by Woodworth* to adjourn the meeting. The motion was seconded by Bates and carried unanimously. The meeting adjourned at 8:40 pm.

Respectfully Submitted,

Attest:



Beth Wussow
City Administrator



Kevin Birkholz
Mayor

**PARKERS PRAIRIE CITY COUNCIL
SPECIAL MEETING - PRAIRIE EVENT CENTER LEASE AGREEMENT
MONDAY, FEBRUARY 27, 2023 – 5:00 PM**

MEETING MINUTES

Council Members in Attendance: Mayor Kevin Birkholz, Council Members Linda Martinson Bates, Tony Woodworth, Cody Mathues, and Glenn Cornish (via interactive technology).

Others in Attendance: City Administrator Beth Wussow (via interactive technology), City Attorney Tom Jacobson (via interactive technology), Parkers Prairie Independent Editor Jen Marquardt (via interactive technology), and Parker's Last Stop Bar & Liquor Store owners Nate and Toni Reed.

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7:00 Pledge of Allegiance and Call to Order.

Discussion: Council and the Reeds reviewed the changes made to the agreement by Attorney Jacobson since the Council's consideration on February 21st. A few additional changes were made.

Council Action: *Motion was made by Cornish* to accept the agreement with the additional changes per Council's discussion, with the Agreement to commence on March 15, 2023. The motion was seconded by Woodworth. In favor were Cornish, Woodworth, Bates, and Mathues. Opposed was Birkholz. The motion carried.

Adjourn. *Motion was made by Woodworth* to adjourn the meeting. The motion was seconded by Mathues and carried unanimously. The meeting adjourned at 5:40 pm.

Respectfully Submitted,



Beth Wussow
City Administrator

Attest:



Kevin Birkholz
Mayor