

**PARKERS PRAIRIE CITY COUNCIL
REGULAR MEETING
MONDAY, MAY 15, 2023 – 7:00 PM**



MEETING AGENDA

- Pledge of Allegiance and Call to Order
- Opening comments by Mayor Birkholz
- Additions or Corrections to the Meeting Agenda
- Consent Agenda
 - Regular City Council Meeting Minutes from April 17, 2023
 - Special City Council Meeting Minutes from April 18, 2023 (Local Board of Appeal & Equalization)
 - Approval to Hire Kailey Hinrichs, Aquatic Center Concessions Attendant, Pay Grade 1 Step Minimum
 - Resolution #2023-13 – Resolution Accepting Donations to the City
- Public Works Department
- Police Department
- Fire Department
- Agenda Request: Rebecca Petersen - West Central Initiative's Annual Visit
- City Administration
 - Resolution #2023-12 – Authorizing Administrative Citations
 - Special City Council Workshop Session – Tuesday, May 23, 2023, at 4:30 pm
 - Aquatic Center Updates
- Disbursements
- Additional Comments by City Council, Staff, Attorney
- Adjourn



REGULAR MEETING OF THE PARKERS PRAIRIE CITY COUNCIL MONDAY, MAY 15, 2023 – 7:00 PM

MEETING MINUTES

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

City Staff and Other Representatives in Attendance: City Administrator Beth Wussow, Police Chief Joey Rud, City Attorney Tom Jacobson (via interactive technology), Parkers Prairie Independent Editor Jen Marquardt (via interactive technology), Otter Tail County District 3 Commissioner Kurt Mortenson, and West Central Initiative Representative Rebecca Petersen.

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

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

Consent Agenda

- Regular City Council Meeting Minutes from April 17, 2023
- Special City Council Meeting Minutes from April 18, 2023 (Local Board of Appeal & Equalization)
- Approval to Hire Kailey Hinrichs, Aquatic Center Concessions Attendant, Pay Grade 1 Step Minimum
- Resolution #2023-13 – Resolution Accepting Donations to the City

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

Public Works Department. Wussow reported that she had met with Mayor Birkholz, Public Works Supervisor John Potratz, City Engineer Jeremy Anderson, and Financial Consultant Jason Murray to discuss the feasibility of a 2024 street/utility improvement project. Mayor Birkholz called a special Council meeting/workshop for May 23 for Council and staff to continue the discussion with Anderson and Murray. Wussow informed the Council she had submitted a second grant application to the MN Department of Health to cover up to \$10,000 of the cost of the wellhouse generator.

Police Department. Chief Rud stated the new squad pickup had been outfitted with graphics and would soon have the other equipment installed. Rud and other officers had attended Active Shooter Training with a couple members of the Fire and Ambulance staff. The Police Department will be participating in a mock car crash "Operation Graduation" on May 19th as a joint effort with the Fire and Ambulance Departments.

Fire Department. Fire Chief Woodworth reported that he had received a couple firefighter applications. The Department had responded to two grass fires in April. The search for a new pumper-tanker truck continues.

Rebecca Petersen – West Central Initiative. Ms. Petersen thanked the City Council for its continued support of, and involvement in, WCI. She provided some information on WCI community involvement initiatives and discussed upcoming opportunities.

Ordinance Violations. Wussow informed Council that she, along with Chief Rud, were addressing several Ordinance violations, including on one property on South Otter Avenue. Wussow asked Attorney Jacobson what the City's next steps could be in case of non-compliance with the order to clean up the property. The process detailed in City Ordinance §91.09 would be followed to enforce the clean-up order.

Resolution #2023-12; a Resolution Authorizing Administrative Citations. *Motion was made by Woodworth* to approve Resolution #2023-12. The motion was seconded by Cornish and carried unanimously. *Motion was made by Cornish* to approve the Second Reading of the amended City Code Chapter 11. The motion was seconded by Woodworth and carried unanimously. Wussow was directed to publish Chapter 11 in its entirety.

Aquatic Center Update. Wussow reported that preparations for the season were moving along as planned. The pool was being cleaned and filled. Lifeguard training and certification would take place the following week. Wussow had a staff of 21 people ready for the season.

Disbursements. The following disbursements were presented for Council consideration:

Payments in April 2023

- ACH Payments # 2930e through # 2935e (General Checking Account)
- Written Checks # 36951 through # 36990 (General Checking Account)

Payments in May 2023

- Written Checks # 36991 through # 37034 (General Checking Account)

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

Adjourn. *Motion was made by Woodworth* to adjourn the meeting. The motion was seconded by Cornish and carried with unanimous consent. The meeting adjourned at 8:00 pm.

Respectfully Submitted,

Attest:



Beth Wussow
City Administrator



Kevin Birkholz
Mayor

**CITY COUNCIL WORKSHOP / SPECIAL MEETING OF THE PARKERS PRAIRIE CITY COUNCIL
TUESDAY, MAY 23, 2023 – 4:30 PM**

MEETING MINUTES

City Council Members in Attendance: Mayor Kevin Birkholz, Council Members Linda Martinson Bates, Tony Woodworth, Glenn Cornish, and Cody Mathues.

Others in Attendance: City Administrator Beth Wussow, City Engineer Jeremy Anderson from Design Tree Engineering, and Financial Advisor Jason Murray from David Drown Associates.

4:30 pm Pledge of Allegiance and Call to Order.

Discussion: Anderson discussed some of the priorities for street/utility improvements, which included a new main sanitary sewer lift station, Lake Street, and Sunset Avenue. To qualify for Rural Development project funding, utility user rates would need to meet a threshold of \$70 - \$80 per month per household, per utility.

Murray, having reviewed the City's latest audit and debt schedules, stated that, historically, a lot of street work had been paid for as part of water/sewer utility improvements. The City could take the approach in which street improvement cost would be covered by taxes. A couple items that would hurt the City's ability to secure financing were the loans from the General Fund to cover various projects, and the large amount borrowed from the General Fund to cover ongoing Prairie Event Center expenses, which contributed to no cash reserves available in case an emergency situation should arise. The City would likely need to continue raising the tax levy amount *and* raise utility rates to boost set-aside funds that would be used to build cash reserves and save for upcoming debt service payments. It was recommended for the City to plan for at least an 8% increase in the tax levy for 2024.

Anderson pointed out that, for the \$55,000 the taxpayers currently pay to support the Event Center in one year, the City could reclaim and rebuild twelve blocks of street.

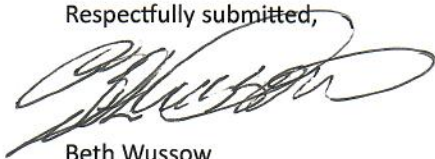
With the preliminary budget and levy due to the County in September, it was decided that the Council would meet with Anderson and Murray again in August, as part of the budgeting cycle, to finalize the plans for the 2024 street/utility improvements. At that time, information would be available about 2024 Local Government Aid amounts.

Anderson stated that the project timeline could be as follows:

- Advertise for bids the first of January 2024.
- Open bids in late January, followed by an award recommendation to Council.
- Construction in April 2024.
- First bond payment in February 2025.

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

Respectfully submitted,



Beth Wussow
City Administrator

Attest:



Kevin Birkholz
Mayor