PARKERS PRAIRIE CITY COUNCIL
SPECIAL MEETING / 2024 BUDGET WORKSHOP
WEDNESDAY, AUGUST 9, 2023 6:00 PM

MEETING MINUTES

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

City Staff and Other Representatives in Attendance: City Administrator Beth Wussow, Chief of Police Joey Rud, Public Works Supervisor John Potratz, and Managing Editor of the Parkers Prairie Independent Jen Marquardt.

6:00 pm Pledge of Allegiance and Call to Order.

Economic Development Authority. Birkholz and Cornish discussed the successes of other communities with Economic Development Authorities, and how one might likewise benefit the Parkers Prairie Community. ***Motion was made by Cornish*** to move forward with developing an Economic Development Authority in Parkers Prairie. The motion was seconded by Woodworth and carried unanimously. It was recommended to place the EDA item on the special City Council meeting and budget workshop called for Tuesday, August 29, 2023, at 5:00 pm.

2024 Budget Workshop. Wussow stated that most of the department heads had participated in pre-budget meetings. Reviewing the budget first draft, Wussow highlighted the following items:

- Local Government Aid was set to increase 10.9% over 2023, which represented an increase of $33,429.
- The City would receive $44,240 in Public Safety Aid Funds (on December 26, 2023) and recommended splitting the funding between the Police and Fire Departments.
- The City would receive a total of $33,950 in Small Cities Assistance Funds, which could be used for street improvements, reconstruction, or related equipment. Public Works needed a newer pay loader.
- The previously agreed-upon Cost-of-Living Allowance was 3.0% increase over 2023.
- LMCIT recommended an increase in property insurance of 8-12%, and a 10% increase was used for the preliminary budget.
- LMCIT recommended 3-8% increase in Worker's Compensation premiums, and an 8% increase was used for the preliminary budget.
- 2024 Health Insurance rates were not available, so a 5% increase in benefits paid by the employer were used for the preliminary budget.
- $10,000 budgeted toward a Wage & Compensation Study (an item discussed the previous year).
- Ambulance assessment of $33,600 for 2024.
- $55,000 transfer from General Fund to the Prairie Event Center Fund to support operation of the facility.
- Losses from the Prairie Event Center from previous years, and the possibility of budgeting funds to begin paying those funds back to the General Fund.
- $10,000 toward Economic Development, which some funds could be used for the start-up of an EDA.
- Budgeting $20,000 in the Streets department toward the next street improvement project.
- Budgeting $30,000 in the Water department toward the next utility improvement project.
- Budgeting $20,000 in the Sewer department toward the next utility improvement project.

Consensus among Council members was to try to direct additional funding to streets for repairs and maintenance.

Adjourn. ***Motion was made by Woodworth*** to adjourn the meeting. The motion was seconded by Cornish and carried unanimously. The meeting adjourned at 7:57 pm.

Respectfully Submitted,

Beth Wussow
City Administrator

Attest:

Kevin Birkholz
Mayor

REGULAR MEETING OF THE PARKERS PRAIRIE CITY COUNCIL
MONDAY, AUGUST 21, 2023 – 7:00 PM

Council Members in Attendance: Mayor Kevin Birkholz, Council Members Tony Woodworth, Glenn Cornish, and Cody Mathues. 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), and Parkers Prairie Independent Managing Editor Jen Marquardt.

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

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

Public Hearing: **Conditions at 411 S. Dayton Avenue**. Property owners Brent and Norah Looker were not in attendance, so Council proceeded to address the hazardous conditions, which included smoke and fire damage from the November 25, 2022 fire, broken windows, collapsed roof, collapsed main floor, an unprotected opening to the basement, and other unsecured access to the dwelling. A letter sent on May 16, 2023, requesting cleanup of the property, had not resulted in actions to secure or cleanup the dwelling or yard. ***Motion was made by Mathues*** to declare 411 S. Dayton Avenue a hazardous property, and to provide 30 days to either tear down the home or have it repaired and returned to a livable condition. The motion was seconded by Woodworth and carried unanimously. The public hearing closed at 7:19 pm. Council then authorized staff to send written order to Brent & Norah Looker, allowing 48 hours to secure the property or, pursuant to City Code § 91.09(D), the City would take action to secure the structure and otherwise abate the conditions that pose an immediate and serious hazard to human life and safety (the cost borne by the property owners).

Public Hearing: Proposed Ordinance #2023-04; an Interim Ordinance Temporarily Prohibiting the Operation of a Cannabis Business in the City of Parkers Prairie. Birkholz asked for any comments from the public regarding Ordinance #2023-04, and hearing none, closed the public hearing at 7:20 pm.

Consent Agenda.

- Meeting Minutes from July 17, 2023 (regular meeting)
- Meeting Minutes from August 8, 2023 (special meeting/hearing)
- Meeting Minutes from August 9, 2023 (special meeting/workshop)
- Resolution #2023-17 – to accept donations to the City

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

Police Department. Chief Rud briefly discussed the 2023-2024 School Security Contract, which reflected a 3.0% increase in the annual fee. Wussow presented Rud with an "Excellence in Online Training" award from Lexipol.

Second Readings of Ordinances #2023-02, #2023-03, #2023-04 (Cannabis)

- ***Motion was made by Cornish***, and seconded by Woodworth, to approve City Ordinance #2023-02; an Ordinance amending City Code Title 9, Section 91.02 relating to nuisances. The motion carried unanimously.
- ***Motion was made by Woodworth***, and seconded by Cornish, to approve City Ordinance #2023-03; an Ordinance creating City Code Chapter 131, prohibiting the use of cannabis in public places. The motion carried unanimously.
- ***Motion was made by Woodworth***, and seconded by Birkholz, to approve City Ordinance #2023-04; an interim ordinance temporarily prohibiting the operation of a cannabis business in the City of Parkers Prairie. The motion carried unanimously.

2024 Budget Workshop. A second budget workshop date was set for Tuesday, August 29, 2023, at 5:00 pm, where Jason Murray (David Drown Associates), and City Engineer Jeremy Anderson (Design Tree Engineering) would be invited to attend to discuss funding for the next street/utility improvement project.

Economic Development Authority. To continue moving ahead with the formation of the Parkers Prairie Area Economic Development Authority, the item was added to the meeting agenda for August 29, 2023.

Disbursements. The following were presented for Council consideration:

Payments in July 2023

- ACH Payments # 2953e through # 2961e (General Checking Account)
- Written Checks # 37098 through # 37153 (General Checking Account)

Payments in August 2023

- Written Checks # 37154 through # 37204 (General Checking Account)

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

Adjourn. ***Motion was made by Woodworth***, and seconded by Mathues, to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 7:50 pm.

Respectfully Submitted,

Beth Wussow
City Administrator

Attest:

Kevin Birkholz
Mayor

SPECIAL MEETING OF THE PARKERS PRAIRIE CITY COUNCIL
TUESDAY, AUGUST 29, 2023 – 5:00 PM

MEETING MINUTES

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

City Staff and Other Representatives in Attendance: City Administrator Beth Wussow, Police Chief Joey Rud, City Attorney Tom Jacobson (via interactive technology), Jason Murray (David Drown Associates), and Parkers Prairie Independent Managing Editor Jen Marquardt.

5:00 pm Pledge of Allegiance and Call to Order.

Establishing the Parkers Prairie Economic Development Authority. Council reviewed the Enabling Resolution (Resolution #2023-20). Prior to consideration of the Resolution, a public hearing would need to take place, preceded by two publications of notice for the public hearing. ***Motion was made by Birkholz*** to set a public hearing on the enabling resolution and bylaws of the Economic Development Authority for September 18, 2023, at 7:00 pm. The motion was seconded by Cornish and carried unanimously. As the required public hearing need not include the bylaws (which would later be adopted by the Economic Development Authority members), ***motion was made by Birkholz*** to remove the "bylaws" from the previous motion. The motion was seconded by Cornish and carried unanimously. Council directed Wussow to prepare the required notice to be published on September 7th and 14th.

2024 Street/Utility Improvement Project. Jason Murray provided an overview of an earlier meeting with City Engineer Jeremy Anderson, Birkholz, and Wussow, at which funding for the next project (preliminarily scheduled for 2024) was discussed.

- Lake Street (street and utility improvements): funding from 50% water fund, 50% sewer fund.
- Sunset Street (street and utility improvements): funding from 40% water fund, 20% sewer fund, 40% streets (general fund).
- Replacement of main sewer lift station: 100% from sewer fund.

Murray and Anderson recommended budgeting set-aside funds for the project in 2024, as the first bond payment would be due in February of 2025. Recommended amounts were $25,000 from the water fund, $35,000 from the sewer fund, and $30,000 from streets (general fund). To ensure water and sewer revenues were adequate to support the bond payments, Anderson had recommended a $5.00 per month increase in base rates for both water and sewer in 2024, and again in 2025. When asked about USDA grant funds, Murray stated that the threshold of $80 per utility per household per month would have to be met; a figure that was based on the current median household income of Parkers Prairie. Wussow reported that Anderson planned to attend the September 18th regular Council meeting to further discuss utility rates and the 2024 project.

Additional Discussion on the 2024 Budget. Wussow stated she had made the changes suggested by the Council during the previous budget workshop. Based on the recommendations of Murray and Anderson, Council directed Wussow to reallocate funds to better serve the funding requirements of the 2024 project, increasing the proposed levy amount to $782,177 (an increase of $64,190 over 2023, or 8.94%). The budgets would next be discussed at the September 18th meeting.

Adjourn. ***Motion was made by Bates***, and seconded by Mathues, to adjourn the meeting. The motion carried unanimously, adjourning the meeting at 6:45 pm.

Respectfully Submitted,

Beth Wussow
City Administrator

Attest:

Kevin Birkholz
Mayor