PARKERS PRAIRIE CITY COUNCIL
REGULAR MEETING
MONDAY, MARCH 17, 2025 – 7:00 pm

MEETING MINUTES

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

Others in Attendance: City Administrator Beth Wussow, Police Chief Joey Rud, City Attorney Tom Jacobson (via interactive technology), City Engineer Jeremy Anderson, and Parkers Prairie Independent Managing Editor Jen Marquardt (via interactive technology).

7:00 pm Pledge of Allegiance and Call to Order

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

Consent Agenda.

- Resolution #2025-12 - Accepting donation of a bench from "the Mesker Family" and approving bench placement in the downtown area.
- Meeting Minutes from February 18, 2025 (Regular Meeting)

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

Public Works. Engineer Anderson provided an update on the Sunset/Lake/Lift station project. Wussow opened proposals for lease of farmland. The two parcels totaled approximately 84 acres of irrigated land and 33 acres of dry land. The previous ten-year lease, which expired March 16, 2025, was for $130 per irrigated acre and $30 for dry. Five proposals had been received before the deadline. The highest proposal received was for $300 per irrigated acre, and $130 per dry acre, for a yearly total of $29,490. ***Motion was made by Cornish*** to award the five-year lease agreement to R&M Farms (Robert and McKenzie Christensen). The motion was seconded by Bates and carried unanimously. Wussow mentioned that one of the previous renters, when submitting a proposal for the new lease, handed City staff an invoice for field work he had completed in the fall of 2024, and informed the staff that the bill would "go away" if he was awarded the new lease. The City Council stated that, as the renter knew the lease would expire on March 16, 2025, the City would not be paying the invoice.

Police Department. Chief Rud reported that he was still working with the school's DARE and youth firearms safety training. The Department was still looking for part-time officers.

Recap of Regular Economic Development Authority Meeting from March 11, 2025. Wussow stated that the EDA members had reviewed the City's proposed Business Subsidy Policy and Criteria in anticipation of requests from developers looking to set up TIF districts for proposed housing projects. The EDA had voted to recommend to the City Council the approval of the new Policy.

Housing Development Update. Wussow informed the Council that she and Financial Consultant Jason Murray had been working with two developers on two different proposed housing developments: one west of the hotel consisting of an apartment complex, and one in an area currently zoned industrial, where the developer proposed construction of up to 15 townhomes (30 housing units). Both projects hinged upon several factors, including land acquisition, zoning approval, and creation of TIF districts. Wussow stated she would continue to work with Murray, Attorney Jacobson, and the developers on their respective proposals, and to address zoning issues.

Revised City Business Subsidy and Tax Abatement Policies and Criteria. Wussow briefly discussed the Business Subsidy Policy that was adopted by the City Council in 2014. Since its adoption, many things had changed: programs referenced in the document were defunct and laws had been updated. To consider any requests for tax abatement, tax increment financing (TIF) districts, or revolving loan funds, the City's Business Subsidy Policies needed to be brought up to date. To adopt the new Policies, the City Council would need to hold a public hearing to provide the public with an opportunity to speak on the matter. ***Motion was made by Mathues***, and seconded by Cornish, to approve Resolution #2025-11; a Resolution calling a public hearing on the proposed adoption of business subsidy criteria. The motion carried unanimously. The public hearing was scheduled for April 21, 2025. One of the steps in creation of a TIF district also called for a public hearing. ***Motion was made by Cornish,*** and seconded by Bates, to approve Resolution #2025-10; a Resolution "calling a public hearing on the creation of Municipal Development District no. 2, a development program relating thereto, the establishment of Tax Increment Financing District no. 2-1 therein and the adoption of a Tax Increment Financing Plan relating thereto." The motion carried unanimously. The public hearing was scheduled for May 19, 2025.

Utility Assessments on Tax Forfeited Parcels. Wussow reported she had received a call from a resident inquiring about the utility assessment on one of the parcels up for auction in the Oakwood Estates Addition. The question was whether the City would consider a payment schedule on the assessments if the caller purchased a parcel. Six tax forfeited parcels had been placed up for public auction sale, which had opened March 17th at 7:00 am. The auction would remain open for at least 45 days. The State had set a minimum bid on each parcel, which would be paid in addition to the special utility assessment assigned to each. The Council decided there would be no "payment schedule" permitted.

Parkers Prairie Pickleball Project. The Parkers Prairie Pickleball Committee had developed a plan for a pickleball complex, which would include three pickleball courts, three beanbag/cornhole lanes with permanent cement beanbag boards, and four cement picnic tables with chess and backgammon game inlays on the tabletops. The recommended location was the east side of the City Park, where the sand volleyball court was. The Committee would be fundraising through a "City Park Fund" set up through West Central Initiative. ***Motion was made by Cornish*** to approve of the Pickleball Court Project. The motion was seconded by Bates and carried unanimously.

Aquatic Center Fees for 2025. Wussow presented the following list of recommended fees for the 2025 season:

- Swimmers of all ages (single day pass): $ 7.00
- Spectator only – non-swimmer day pass: $ 1.00
- Single person season pass: $ 75.00
- Family season pass (up to four members: $200.00
- Each additional family member added to family pass: $ 25.00
- Day pass when pool closes early for swimming lessons: $ 5.00
- Panther Kids Club season pass (during supervised PKC hours): $ 30.00

Motion was made by Cornish to accept the 2025 pool fee schedule as presented. The motion was seconded by Birkholz and carried unanimously.

Severance Agreement for John Potratz. Council considered a severance agreement for Potratz's retirement, effective April 1, 2024. While John's health insurance coverage would cease, the City would continue to pay the premium for single coverage for John's wife through October 2025. ***Motion was made by Bates*** to approve the severance agreement. The motion was seconded by Cornish and carried unanimously. The Council made a point of congratulating John on his retirement and expressed gratitude for his 32 years and 4 months of service to the City.

Local Board of Appeal and Equalization Meeting. The Council was reminded of the LBAE public meeting scheduled for April 22, 2025, at 1:00 pm. A quorum of the Council stated they would be able to attend.

Disbursements. The following disbursements were presented for Council consideration:

Payments in February 2025

- ACH Payments # 3133e through # 3141e (General Checking Account)
- Written Checks # 38035 through # 38076 (General Checking Account)

Payments in March 2025

- Written Checks # 38077 through # 38101 (General Checking Account)

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

Adjourn. ***Motion was made by Mathues*** to adjourn. The motion was seconded by Cornish and carried with unanimous consent. The meeting adjourned at 8:20 pm.

Respectfully Submitted,

Beth Wussow
City Administrator

Attest:

Kevin Birkholz
Mayor