

City of Long Prairie  
Council meeting  
7:00 P.M., Tuesday, January 3, 2017

The Long Prairie City Council met in regular session at City Hall, 7:00 p.m., Tuesday, January 3, 2017. Mayor Don Rasmussen called the meeting to order with the following present: Council members Devin Hines, Tony Towle, Lilah Gripne, Randy Mechels and City Administrator/Clerk Brenda Thomes.

The swearing in of new council members was completed before the meeting started.

**Councilor Gripne motioned Hines seconded the adoption of the new item, Schlenner Wenner & Company scope of audit of financial statement is added to the agenda. Motion carried.**

**Councilor Towle motioned Gripne seconded to approve the council minutes of December 19th and the additional claims for 2016. Motion carried.**

**City Council of Long Prairie, Minnesota, that the following appointments are effective for the calendar year 2017:**

- **Regular Meeting Dates as:** First Monday and Third Monday of each month.  
Note: Should Council not hold meetings on those dates, alternative date will be the following Tuesday.
- **Official Check Signers:** Don Rasmussen and Brenda Thomes

**Councilor Gripne motioned Mechels seconded to approve all the following banks as our depositories:**

- **Official Depository is designated as:** (American Heritage National Bank, Minnesota National Bank, Mid-Central Savings & Loan, Central Minnesota Credit Union and other financially sound institutions which are in compliance with Minnesota Statutes governing city depositories as official depositories)
- **Official Newspaper is designated as:** Long Prairie Leader

**Councilor Towle motioned Hines seconded to designate the Long Prairie Leader as the City's official newspaper. Motion carried.**

- **Mileage Reimbursement Rate set as:** Current IRS Rate
- **Appointment of Acting Mayor:** Lilah Gripne

**Councilor Towle motioned Mechels seconded to appoint Lilah Gripne as acting Mayor. Motion carried.**

- **City Auditor:** Schlenner Wenner & Co.

**Councilor Gripne motioned Hines seconded to approve Schlenner Wenner & Company as City Auditor. Motion carried.**

- **City Attorney** – Peters and Churchwell – Civil until 1/31/17 and new Attorney 2/1/17  
Brown and Krueger will do our Civil Attorney work

**Councilor Gripne motioned Mechels seconded to approve Peters and Churchwell as city attorney until 1/31/17; and as of 2/1/17 Brown and Krueger for civil work. Motion carried.**

Brown and Krueger will continue with the current rate of Peters and Churchwell which is \$1,300 per month.

- **City Attorney** – Brown & Krueger – Criminal

**Councilor Hines motioned Gripne seconded to approve Brown & Krueger as attorneys for criminal work. Motion carried.**

Brown and Krueger contract year will be for \$19,000 or \$1,583.33 per month.

- **Weed Inspector** – Mayor Rasmussen

#### **Mayor Committee Appointments**

- **Public Works - Council Member Randy Mechels**
- **Public Safety - Council Member Tony Towle**
- **Liquor Store, Health & Library, Park & Rec, - Council Member Devin Hines**
- **Planning & Zoning, & EDA - Council Member Lilah Gripne**
- **Adm., Comm. Concern for Youth, Tourism, and Airport – Mayor Rasmussen**

Randy Mechels will also be taking care of the broadband.

**Councilor Towle motioned Gripne seconded to approve the Mayoral appointments as stated. Motion carried.**

**Councilor Towle motioned Gripne seconded to approve the license renewal for Martin Montanez DBA Novedades Bronco. Motion Carried.**

Council was notified of cleanup along T.H. 71 and T.H. 27 through the month of January by MnDOT.

**Administrator Thomes brought additional information relating to the Todd County Realty sign. The 4x5 sign for Mathiason Chiropractic which is 20 square feet is an unpermitted sign. They also have a sign for All Star that's just in the window that is unpermitted. The city will be sending them a letter. Council is aware of the information. They have seen the photos that Administrator Thomes has provided for them. A letter will be going out the week of January 3<sup>rd</sup>.**

**Councilor Gripne motioned Mechels seconded to go ahead with sending that letter out. Motion carried.**

**Councilor Towle motioned Gripne seconded to approve the following resolution establishing procedures relating to compliance with reimbursement bond regulations under the internal revenue code:**

**RESOLUTION NO. 17-1-03 - 01**

**RESOLUTION ESTABLISHING PROCEDURES  
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

BE IT RESOLVED by the City Council (the "Council") of the City of Long Prairie, Minnesota (the "City"), as follows:

**1. Recitals.**

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

**2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Administrator to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:**

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any

other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

**3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.**

**4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.**

Adopted this \_\_\_\_ day of January, 2017, by the City Council.

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Donald Rasmussen - Mayor  
City of Long Prairie, Minnesota

## **EXHIBIT A**

### Declaration of Official Intent

The undersigned, being the duly appointed and acting City Administrator of the City of Long Prairie, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

Projects associated within the year 2017

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$ to be determined is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

**Date: January 3, 2017**

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City Administrator/Clerk  
City of Long Prairie, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Administrator of the City of Long Prairie, Minnesota, hereby certifies the following:

The foregoing is a true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular or special meeting of the Council held on January 3, 2017. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Towle moved the adoption of the Resolution, which motion was seconded by Council Member Gripne. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Administrator of the City of Long Prairie, Minnesota, this 3<sup>rd</sup> day of January, 2017.

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City Administrator/Clerk  
City of Long Prairie, Minnesota

**Motioned Carried.**

**Councilor Gripne motioned Towle seconded to approve the following resolution for investment of city funds:**

**RESOLUTION #17-01-03-02**  
**RESOLUTION FOR INVESTMENT OF CITY FUNDS**

RESOLVED, that the City Council of the City of Long Prairie authorizes the City Administrator/Clerk and/or the Mayor to invest funds according to the City's investment policy in a Financial Institution which would then be designated as a depository for the funds of the City, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: any **one** (1) of the following named officers or employees of this City ("Agents"), whose actual signatures are shown below:

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Brenda M. Thomes  
City Administrator/Clerk

Donald E. Rasmussen  
Mayor

and that the Financial Institution shall be and is authorized to honor and pay the same

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this City for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the City may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolution now stands of record on the books of the City; that they are in full force and effect and have not been modified in any manner whatsoever.

Passed by the city council this \_\_\_<sup>th</sup> day of January, 2017.

CERTIFIED TO AND ATTESTED BY:

\_\_\_\_\_  
Brenda M. Thomes  
City Administrator/Clerk

\_\_\_\_\_  
Don Rasmussen  
Mayor

**Motion carried.**

Both resolutions are yearly resolutions.

Mayor Rasmussen appointed new EDA member Heather Luebesmier to the EDA. She has been to two EDA meetings and she's very enthusiastic about helping our economic development.

**Councilor Gripne motioned Hines seconded the appointment of Heather Luebesmier to the EDA. Motion carried.**

**Councilor Gripne motioned Towle seconded to approve the following resolution acknowledging donations:**

**Resolution #17-01-03-04  
RESOLUTION ACKNOWLEDGING DONATIONS**

**WHEREAS**, the City of Long Prairie has received the following donations during the month(s) of December, for the following purposes:

<b>Donor</b>	<b>Amount</b>	<b>Purpose</b>
Central Bi Products	\$2,000.00	Long Prairie Fire Dept

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LONG PRAIRIE, MINNESOTA THAT:** the City Council of the City of Long Prairie acknowledges and accepts the donations received the month of December.

**BE IT FURTHER RESOLVED THAT:** the City Council of the City of Long Prairie expresses its thanks and appreciation for the donations to all Donor(s) listed.

Adopted this 2<sup>nd</sup> day of January, 2017, by the City Council of the City of Long Prairie.

ATTEST:

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Brenda Thomes  
City Administrator/Clerk

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Don Rasmussen  
Mayor

**Motion carried.**

**Councilor Gripne motioned Towle seconded to approve the following resolution to include board members under the city’s workers’ compensation coverage:**

RESOLUTION # 17-01-03 – 03  
RESOLUTION TO INCLUDE BOARD MEMBERS UNDER THE  
CITY’S WORKERS’ COMPENSATION COVERAGE

**WEREAS,** the Long Prairie City Council wishes to provide workers’ compensation coverage to various board members serving on behalf of the city.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LONG PRAIRIE, MINNESOTA THAT:** Pursuant to Minnesota Statutes 176.011, subd. 9, clause 6 – the Minnesota Workers’ Compensation Act – the members of the following boards, commissions, and committees are to be included in the city’s workers’ compensation coverage:

- Members of the city council
- Members of the Planning and Zoning Commission
- Members of the Park Board
- Members of the Airport Commission
- Members of the Economic Development Authority

Adopted this \_\_\_\_ day of January, 2017, by the City Council of the City of Long Prairie.

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Brenda Thomes  
City Administrator/Clerk

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Donald Rasmussen  
Mayor



**Motion carried.**

**Councilor Towle motioned Hines seconded to approve the scope of audit of the financial statement with Schlenner Wenner & Company. Motion carried.**

Councilor Gripne noted EDA will be having their next meeting January 19th

Police Chief Kevin Langer noted that there were 290 ICR's which was a total of 4,008 ICR's was for the year. A final report will be at the next council meeting.

Council asked Brenda Thomes to do some research in regards to the sweeper for the city. Administrator Thomes will bring back some information on the sweeper.

Councilor Hines did talk to Dan a little bit and Dan noted that they were finishing fixing up the plow truck and have that back up and going.

**Councilor Towle motioned Gripne seconded to adjourn at 7:33. Motion carried.**

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Brenda Thomes  
City Administrator/Clerk

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Don Rasmussen  
Mayor