

**City of Long Prairie  
Council meeting  
7:00 P.M., Monday, May 21, 2018**

The Long Prairie City Council met in regular session at City Hall, 7:00 p.m., Monday, May 21, 2018. Mayor Don Rasmussen called the meeting to order with the following present: Council members Tony Towle, Devin Hines, Lilah Gripne, Randy Mechels and Deputy Clerk Deb Blake.

**Councilor Gripne motioned Towle seconded to approve the agenda as presented. Motion carried.**

**Councilor Gripne motioned Hines seconded to approve the council minutes of May 7<sup>th</sup> and the May bills. Motion carried.**

Kent Louwagie of Bolton & Menk gave the following update:

- City hall - landscaping will be wrapped up in the next 2 weeks
- 2016 project – area by the ballfields are being worked on
- Seeding – touchup seeding could be complete by June 4<sup>th</sup>
- Airport – June 13<sup>th</sup> bid opening on the extension with construction possibly to begin in the fall
- EDA – ad for bids July 12<sup>th</sup> for Wastewater Treatment Plant
- Central Bi – ammonia levels are high, may have to limit flows
- LP Packing – diverting from Pond #1 and blending with pond #6
- Pollution Control Agency – grant approval for final plans & specs for the Wastewater Treatment Facility
- Water Supply Plan – Bolton & Menk, Inc. proposes to provide engineering services for completion of the DNR Water Supply Plan for a not-to-exceed fee of \$15,000. Final completion of plan for submittal prior to October 15, 2018.

**Councilor Gripne motioned Mechels seconded to table the Water Supply Plan until Administrator Thomes returns. Motion carried.**

City Council has approved the Housing rehab Grant for \$15,000 for Cody and Sarah Nelson to construct 2 4-Plex Townhomes located at 111 1<sup>st</sup> Avenue South and 113 1<sup>st</sup> Avenue South. Cody has come back to the city to ask for an additional \$15,000 for a total of \$30,000 in Housing Rehab Grant Funds. This would use most all of the funds. Cody has also asked to extend the TIF District to 13 years instead of 10 years.

**Councilor Gripne motioned Towle seconded to extend the TIF District from 10 to 13 years for Cody and Sarah Nelson. Motion carried.**

**Councilor Towle motioned Gripne seconded to approve \$30,000 in Housing Rehab Grant funds for Cody and Sarah Nelson. Motion carried.**

Council discussed the sale of the empty lot next to the VFW property from Todd County to Cody Nelson. The Resolution authorizing the sale was not done in accordance with Minnesota Statute §373.01. However, Minnesota Statute §465.035 allows a County to transfer real estate to another governmental entity such as the City without having to go through the process in Statute §373.01. In turn, the City can then authorize the sale of the land for a public use such as housing development, to Mr. Nelson by simply passing a resolution and without any public bid requirements. As a result, Mr. Nelson could have full title to the property by next week.

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

**CITY OF LONG PRAIRIE RESOLUTION #18-05-21:06**

**RESOLUTION AUTHORIZING THE PURCHASE AND SALE OF REAL**

## PROPERTY LOCATED IN LONG PRAIRIE

WHEREAS, the City of Long Prairie has been approached by Cody Nelson who is attempting to develop the former VFW property and an adjacent lot owned by Todd County into two 4-plex housing units; and

WHEREAS, the City of Long Prairie is in need of this type of housing; and

WHEREAS, this type of housing project will serve a public use; and

WHEREAS, the City is authorized to purchase the property from Todd County pursuant to Minnesota Statute §465.035; and

WHEREAS, the County has offered to sell the property to the City of Long Prairie for Sixteen Thousand and no/100 Dollars (\$16,000.00); and

WHEREAS, the City has received a Purchase Agreement from Cody Nelson to purchase the property from the City of Long Prairie for Sixteen Thousand and no/100 Dollars (\$16,000.00); and

WHEREAS, structuring this transaction will expedite the transfer of the property from Todd County to Cody Nelson; and

WHEREAS, without the expedition of the project, the project may not happen; and

WHEREAS, the property describe herein is adjacent to the Former VFW building; and

WHEREAS, the former VFW building has sat vacant since last year and will continue to deteriorate and cause harm to the neighborhood if the building is not demolished; and

WHEREAS, as part of the development of the 4-plexes, Cody Nelson will demolish the VFW building.

NOW THEREFORE, be it resolved that:

1. The City is authorized to purchase the property legally described as follows, to-wit:  
  
The West 25 feet of Lot 2, Block 1, Tweed's Fourth Addition to the Village of Long Prairie, and Lot 3, Block 1, Tweed's Fourth Addition to the Village of Long Prairie, EXCEPT the West One (1) foot. According to the plat thereof on file and of record at the County Recorder's Office, in and for said Todd County, MN;  
  
From Todd County pursuant to Minnesota Statute §465.035.
2. The City Council authorized Don Rasmussen and Brenda Thomes to execute any and all documents to effectuate the purchase of the property described herein from Todd County.
3. That the purchase of the property described herein will serve a public use in providing additional quality housing for the residents of Long Prairie that is greatly needed.
4. If this project does not move forward it is likely that the VFW property will remain vacant, unused and will continue to deteriorate, which will result in harm to the neighborhood.
5. The proposed Purchase Agreement between the City of Long Prairie and Cody Nelson is hereby approved.

6. Don Rasmussen and Brenda Thomes are authorized to execute any and all documents related to the Purchase Agreement and any and all documents necessary to complete this sale and transaction of the property between the City of Long Prairie and Cody Nelson.

ADOPTED by the City on this \_\_\_\_\_ day of May, 2018.

CITY OF LONG PRAIRIE

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

\_\_\_\_\_  
Brenda Thomes, City Administrator

**Motion carried.**

Council discussed the need for the City and the Nelsons to sign a Waiver of Conflict as Brown, Krueger & Vancura represent both parties in this transaction. If the deal goes through as planned and there is no conflict, then there is no harm to either party. In the interest of time and in the interest of the shared goal of providing this development to the city, the City Attorney is asking the Council and the Nelsons to sign a Waiver of Conflict.

**Mayor Rasmussen motioned Gripne seconded to approve the Consent to Representation Despite Conflicts. Motion carried.**

**Councilor Gripne motioned Hines seconded to approve the following resolutions:**

**Resolution No. 12-5-21:02**

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$7,465,000 General Obligation Sewer and Water Revenue Bonds, Series 2018A**

- A. WHEREAS, the City Council of the City of Long Prairie, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$7,465,000 General Obligation Sewer and Water Revenue Bonds, Series 2018A (the "Bonds"), to finance with Federal grant receipts, the construction of the public portion of the 2018 Wastewater Treatment Improvements and all of the 2018 Water Meter Replacements in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Long Prairie, Minnesota, as follows:

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on June 18, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of May, 2018.

\_\_\_\_\_  
City Administrator/Clerk

**Resolution No. 12-5-21:03**

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Authorizing the City to Enter into a Credit Enhancement Program Agreement with the Minnesota Public Facilities Authority**

- A. WHEREAS, the City Council of the City of Long Prairie, Minnesota (the "City") proposes to issue its General Obligation Sewer and Water Revenue Bonds (the "Bonds"), the proceeds of which will be used to finance the costs of construction, improvement or rehabilitation of water, sanitary sewer, and storm sewer facilities; and
- B. WHEREAS, the City Council hereby determines it is in the best interests of the City to apply to the Minnesota Public Facilities Authority (the "Authority") for credit enhancement of the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Long Prairie, Minnesota, as follows:

- 1. Approval of the Authority's Credit Enhancement Program Agreement. The Authority's Credit Enhancement Program Agreement (the "Agreement") is hereby approved, the same being before the City Council and made a part of this resolution by reference.
- 2. Authorization to Sign Agreement and Related Forms. The Mayor and the City Administrator/Clerk are authorized to sign the Agreement on the City's behalf and to execute any other related forms prescribed by the Authority with respect to the Agreement.
- 3. Agreement to Comply with Minnesota Statutes, Section 446A.086. The City is entering into the Agreement with the Authority pursuant to Minnesota Statutes, Section 446A.086 (the "Act") and the City hereby agrees to comply with and be bound by the provisions of the Act.
- 4. Submission of the Agreement. The Mayor and City Administrator/Clerk are hereby authorized to submit, on the City's behalf, the Agreement to the Authority, together with the nonrefundable application fee in the amount of \$500.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of May, 2018.

---

City Administrator/Clerk

**Roll call: Yes; Mechels, Hines, Towle, Gripne, and Rasmussen. Motion carried.**

**Councilor Gripne motioned Towle seconded to approve the following resolutions:**

**Resolution No. 18-5-21:04**

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$5,405,000 Taxable General Obligation Sewer Revenue Bonds, Series 2018B**

- A. WHEREAS, the City Council of the City of Long Prairie, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$5,405,000 Taxable General Obligation Sewer Revenue Bonds, Series 2018B (the "Bonds"), to finance with Federal grant receipts, the construction of the private portion of the 2018 Wastewater Treatment Improvements in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Long Prairie, Minnesota, as follows:

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on June 18, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of May, 2018.

---

City Administrator/Clerk

**Resolution No. 18-5-21:05**

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Authorizing the City to Enter into a Credit Enhancement Program Agreement with the Minnesota Public Facilities Authority**

- A. WHEREAS, the City Council of the City of Long Prairie, Minnesota (the "City") proposes to issue its Taxable General Obligation Sewer Revenue Bonds (the "Bonds"), the proceeds of which will be used to finance the costs of construction, improvement or rehabilitation of water, sanitary sewer, and storm sewer facilities; and
- B. WHEREAS, the City Council hereby determines it is in the best interests of the City to apply to the Minnesota Public Facilities Authority (the "Authority") for credit enhancement of the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Long Prairie, Minnesota, as follows:

1. Approval of the Authority's Credit Enhancement Program Agreement. The Authority's Credit Enhancement Program Agreement (the "Agreement") is hereby approved, the same being before the City Council and made a part of this resolution by reference.
2. Authorization to Sign Agreement and Related Forms. The Mayor and the City Administrator/Clerk are authorized to sign the Agreement on the City's behalf and to execute any other related forms prescribed by the Authority with respect to the Agreement.
3. Agreement to Comply with Minnesota Statutes, Section 446A.086. The City is entering into the Agreement with the Authority pursuant to Minnesota Statutes, Section 446A.086 (the "Act") and the City hereby agrees to comply with and be bound by the provisions of the Act.
4. Submission of the Agreement. The Mayor and City Administrator/Clerk are hereby authorized to submit, on the City's behalf, the Agreement to the Authority, together with the nonrefundable application fee in the amount of \$500.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of May, 2018.

---

City Administrator/Clerk

**Roll call: Yes; Towle, Gripne, Hines, Mechels, and Rasmussen. Motion carried.**

**Councilor Gripne motioned Towle seconded to approve the following resolution calling for a public hearing on June 18th:**

CITY OF LONG PRAIRIE  
TODD COUNTY  
STATE OF MINNESOTA

RESOLUTION NO. 18-5-21:07

**RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY COUNCIL ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR MASTER DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-13 THEREIN AND THE ADOPTION OF THE TAX INCREMENT FINANCING PLAN THEREFOR.**

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

Section 1. Public Hearing. This Council shall meet on June 18, 2018, at approximately 7:05 P.M., to hold a public hearing on the proposed modification to the Development Program for Master Development District No. 1 (the "Program"), and the proposed establishment of Tax Increment Financing District No. 1-13, (a housing district) and the proposed adoption of a Tax Increment Financing Plan (the "Plan") (together the "Program and Plan") therefor, all pursuant to and in accordance with *Minnesota Statutes*, Sections 469.124 to 469.133, and Sections 469.174 to 469.1794, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Program and Plan. City staff is authorized and directed to work with Ehlers to prepare the Program and Plan and to forward documents to the appropriate taxing jurisdictions including Todd County and Independent School District No. 2753. The City Administrator/Clerk is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to June 18, 2018, and to place a copy of the Program and Plan on file in the City Administrator/Clerk's office at City Hall and to make such copy available for inspection by the public.

Dated: May 21, 2018

Adopted:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator/Clerk

**Roll call: Yes; Hines, Towle, Gripne, Rasmussen, and Mechels. Motion carried.**

Council discussed proposals for a Rental Inspector for the City of Long Prairie:

- National Joint Powers Alliance – 2.5 hours per inspection @ \$50/hr

- Cities to Lakes Inspections Services (Scott Sadusky) - 1 hour per inspection @ \$50/hr

**Councilor Gripne motioned Towle seconded to approve Scott Sadusky with Cities to Lakes Inspection Services as the rental inspector for the city. Motion carried.**

**Councilor Mechels motioned Hines seconded to approve Gaylord Saetre to the Planning and Zoning Commission. Motion carried.**

Councilor Mechels noted the following:

- CTC is in town installing fiber and cut a gas line in the Prairie Lane neighborhood

Councilor Towle noted the following from Police Chief Kevin Langer:

- Police Department disposed of 100.8 lbs. of prescription drugs collected from 11/1/17 to 5/9/18 – drugs were taken to Pope Douglas Solid Waste
- Click It or Ticket It (Seat Belt Enforcement) starts on May 21 and will go through June 3rd
- Police will be having defensive tactics and firearms training on Wednesday, May 23rd
- Officer Lashinski and Officer Hanson will be attending training in St Cloud on May 29th and May 30 on street drugs
- Our in squad cameras need to be replaced – The 2015 does not work at all and the 2016 is blurry and going dead. We had a demonstration from WatchGuard on a new system and will have more information at the next council meeting after I get a chance to meet with Brenda
- Memorial Day parade will be on Monday

Fire Chief Jim Kreemer noted the following:

- The physicals for the firemen have been figured out with CentraCare
- The lighting on the fire hall has been installed

Councilor Gripne noted the following for Planning and Zoning:

- There will be a P & Z public hearing on May 29<sup>th</sup> – no quorum for the last meeting
- EDA meeting on May 24<sup>th</sup>

Mayor Rasmussen noted the following:

- Thursday night in the Park will be all Blue Grass Music
- Tourism will also be doing the Bald Eagle water show on June 17<sup>th</sup>
- Airport – Open bids for extension on June 13<sup>th</sup>
- FAA – request to move traffic pattern from 800 feet to 1000 feet

**Councilor Gripne motioned Mechels seconded to adjourn the meeting at 7:46 p.m. Motion carried.**

---

Brenda Thomes  
City Administrator/Clerk

---

Don Rasmussen  
Mayor