

**City of Long Prairie  
Council meeting  
7:00 P.M., Thursday, September 6, 2018**

The Long Prairie City Council met in regular session at City Hall, 7:00 p.m., Thursday, September 6, 2018. Mayor Don Rasmussen called the meeting to order with the following present: Council members Tony Towle, Lilah Gripne, Devin Hines and City Administrator Brenda Thomes. Randy Mechels was not in attendance.

**Councilor Gripne motioned Towle seconded to approve following addition to the agenda:**

- Quilt raffle for the Christie House

**Motion carried.**

**Councilor Hine motioned Towle seconded to approve the council minutes of August 20, 2018. Motion carried.**

Council received a request from Marta Chavez and Jose Rosario Paramo to construct a new garage in the same location as their old garage. The size is a 24 24 which is 576 square feet. This is one square foot over the allowable for their impervious coverage. Marta completed the variance request to the city and the public hearing was held on August 27th. Planning and Zoning Commission visited with Marta and came up with the conclusion; and the recommendation from Planning and Zoning to the City Council is to approve the variance permit for Marta and Jose with the following conditions:

- The west property line must be maintained with a 5 foot setback from the eve of the new constructed garage to the property line
- The rear property line must also be maintained with a 5 foot setback from the eve of the newly constructed garage to the property line
- The property owner will also pour a new concrete slab for the new garage

**Councilor Towle motioned Hines seconded to approve the variance permit for Marta Chavez and Jose Rosario Paramo according to the Planning and Zoning's recommendations. Motion carried.**

Kent Louwagie addressed the city with the following items:

- The flashers on T.H. 287 and 2<sup>nd</sup> Street South and 1<sup>st</sup> Street South - At the last council meeting, there was approval to do a set of flashers and these flashers come as a pair. We've set them tentatively for the 2<sup>nd</sup> Street South location but the discussion was whether or not the council wants to have an additional set of flashers at the 1<sup>st</sup> Street South location. After discussion with City Engineer Kent Louwagie, council decided that we will go forward with the flashers at the 2<sup>nd</sup> Street South location.
- DNR Water Supply Plan – this is a scope from Paul Saffert. Minnesota State Statute requires all public water supply systems serving more than 1,000 people, must have a water supply plan approved by the DNR. The plans must be updated and submitted to the DNR for approval every ten year. This requirement, in placed since the 1990s, is designed to encourage communities to deal proactively with providing sustainable drinking water for citizens business, and industry. To meet this requirement, the DNR is requiring that a Water Supply Plan for the City of Long Prairie be completed by October 15, 2018. The DNR has develop a standard template for Water Supply Plans and instructions for completion of the Plan. The scope of work will include completing the plan template as required to gain approval of the plan from the DNR. Part 2 and Part 3 will require a meeting between Bolton & Menk and appropriate City staff to assist in developing procedures and conservation measures that meet the City's goals and expectations.

Specific tasks required to complete the plan are as follows:

- Project kick-off meeting
- Collection of data
- Evaluation of data to complete the requirements to the plan
- Completion of the Water Supply Plan Template
  - Part 1 – Water Supply System Description and Evaluation
  - Part 2 – Emergency Planning and Response Procedures
  - Part 3 – Water Conservation Plan

The cost of this project is not to exceed \$15,000.

**Councilor Rasmussen motioned Gripne seconded to approve Bolton & Menk to do the Water Supply Plan and not to exceed the \$15,000 for the plan. Motion carried.**

- Council discussed the water meters – In order for the city to move forward with the water meter project, Kent is asking to extend the deadline from September 12<sup>th</sup> to September 26<sup>th</sup>.

**Councilor Rasmussen motioned Gripne seconded to extend the bid date for an additional two weeks. It will come to council on October 1, 2018. Motion carried.**

**Councilor Gripne motioned Towle seconded to approve Mayor Rasmussen and Administration Thomes to proceed with completing the Grant Agreement Approval Application. Motion carried.**

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

**Resolution #18-09-07:01  
RESOLUTION ACKNOWLEDGING DONATIONS**

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

<b>Donor</b>	<b>Amount</b>	<b>Purpose</b>
MN National Bank	\$150.00	Senior Center Donation

**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 August.

**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 4th day of September, 2018, 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.**

Jim Kreemer gave the council an overview of MEDCOMPASS to come in and do testing and exams by a certified technician utilizing the State of Minnesota's Pulmonary Function and Medical testing

instrumentation. The exams are evaluated and certified by the physician. MEDCOMPASS will come in and do a basic physical exam for all the firefighters for the amount of \$65.00.

**Councilor Gripne motioned Towle seconded to approve MEDCOMPASS to come in and do the physical exam program for the City of Long Prairie for our fire department with using the basic physical plan in the amount of \$65.00. The City will still have new hires going to CentraCare for the first physical. Motion carried.**

Administrator Thomes reviewed the 2019 tax levy budget which will be brought to council on September 17<sup>th</sup>. The items for the 2019 budget to consider is as follows:

- The generator for the city hall, fire department, and public works complex
- Increase the street improvement fund from \$55,000 to \$80,000 towards the overlays for 2019
- City council to contribute \$4,000 to the Christie House
- Todd County Annual Enviro-fest \$200
- Hilltop Regional Kitchen \$3,324
- Civic Systems a module for Animal Licenses \$5,400
- EDA new employee – increase the amount going to the EDA \$56,470
- New 2019 Chev Tahoe for police department \$50,000

The tax levy for the preliminary 2018 tax levy collectible in 2019 will roughly be about a total of \$736,439. This was just a brief overview. There were no motions made on this.

**Councilor Gripne motioned Rasmussen seconded to approve the raffle for the Christie House and Todd County Historical Society. Motion carried.**

Fire Chief Jim Kreemer noted the following:

- Bud Otte is now officially a full time member of the fire department
- They picked up truck #144 – the light bar was replaced and as they were there picking it up, the airbrakes went out so they did that at the same time
- They are looking at applications as they are still one short for the department

Devin Hines noted the following:

- A furnace vent was installed at the library
- Still looking for part-time employees at the liquor store

Councilor Gripne noted the following:

- Planning and Zoning just completed the variance for Chavez
- The next EDA meeting will be September 16th

Mayor Rasmussen noted the following:

- Airport – the Lions will be sponsoring a Fly-in breakfast on September 15<sup>th</sup>
- Bjerga Feed – Joe Krueger asked council if we would like to pursue other options with the Bjerga Feed store other than just assessing it their taxes

**Councilor Gripne motioned Towle seconded to work with Joe Krueger pursuing other options other than just if the city has to tear down the building to recoup some of our costs. Motion carried.**

Administrator Thomes noted the following:

- Administrator Thomes will be attending a meeting in Fergus Falls with the League of MN Cities on October 3rd

**Councilor Gripne motioned Towle seconded to adjourn the meeting at 7:50 p.m. Motion carried.**

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Brenda Thomes  
City Administrator/Clerk

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Don Rasmussen  
Mayor