

**City of Long Prairie  
7:00 P.M., Monday December 16<sup>th</sup>, 2019**

The Long Prairie City Council met in session at City Hall, 7:00 p.m., Monday, December 16<sup>th</sup>, 2019. Mayor Jodi Dixon called the meeting to order with the following present: Council members, Lilah Gripne, Don Rasmussen, David Wright, Randy Mechels and City Administrator/Clerk Ted Gray.

**Council member Wright motioned Gripne seconded to approve the council minutes from December 2<sup>nd</sup>, 2019. Motion unanimously carried.**

**Council member Gripne motioned Dixon seconded to approve Resolution 19-12-16-03 approving donations. Motion unanimously carried.**

**Resolution #19-12-16-03  
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>
<b>Dennis Breitenfeldt</b>	<b>\$230.00</b>	<b>LP Fire Dept</b>
<b>LP Lions</b>	<b>\$2,000.00</b>	<b>LP Fire Dept Pagers</b>

**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 16<sup>th</sup> day of December 2019, by the City Council of the City of Long Prairie.**

**ATTEST:**

\_\_\_\_\_  
**Theodore Gray**  
**City Administrator/Clerk**

\_\_\_\_\_  
**Jodi Dixon**  
**Mayor**

**Council member Rasmussen motioned Dixon seconded to approve bills for November to December 13th. Motion unanimously carried.**

(Appointments)

Skip Dusesneau from DW Jones Incorporated and Todd Hagen from Ehlers presented to the council regarding a 37 Unit apartment complex, the MHFA (Minnesota Housing Finance Authority) grant to be applied for, and the Workforce TIF District/Abatement process. Mr. Dusesneau discussed the grant process, DW Jones Incorporated applies for the grant with the City of Long Prairie. DW Jones Incorporated will provide their required financial information for the MHFA grant that is being applied for. The application is due by January 10<sup>th</sup>, 2019 and the notification of the award will be known sometime in February. Mr. Hagen explained the Workforce TIF District and Tax Abatement process. The TIF district would be for 9 years and the Tax Abatement for 5 years. The resolution that is presented to the council for approval, which was provided to the School District and will be provided to Todd County is for preliminary purposes for DW Jones Incorporated to start the application process. Mr. Hagen laid out what a TIF District would look like, the tax revenue would be captured at the time of the purchase of the 5.5 acres. The developer would not pay taxes on the finished constructed apartment complex until 14 years of TIF and Abatement have been completed. Mr. Hagen laid out a schedule of events for next steps in this process. Mr. Dusesneau stated that in January or February we would hold a Public Hearing regarding the new TIF District. Once approved then they would be coming to Planning and Zoning for a conditional use permit. Council member Mechels asked if the City could look at overlaying a stretch of 2<sup>nd</sup> Ave that connects to HWY 27, and also asked about Sewer and Water capacity for apartment complex like this. A resolution is presented to the council for preliminary approval the 2<sup>nd</sup> Ave Apartment complex.

**Council member Gripne motioned Rasmussen seconded to approve Resolution 19-12-16-06 consenting to the process for Creation of an Economic Development (Workforce Housing) TIF District and Tax Abatement Program.**

**CITY OF LONG PRAIRIE  
TODD COUNTY  
STATE OF MINNESOTA**

**Council member Gripne introduced the following resolution and moved its adoption:**

**RESOLUTION NO. 19-12-16-06**

**RESOLUTION CONSENTING TO THE PROCESS FOR THE CREATION OF AN ECONOMIC DEVELOPMENT (WORKFORCE HOUSING) TAX INCREMENT FINANCING DISTRICT AND TAX ABATEMENT PROGRAM IN SUPPORT OF THE PROPOSED 37-UNIT MULTIFAMILY RENTAL HOUSING PROJECT.**

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

**WHEREAS, the City is a municipal corporation and a political subdivision duly organized and existing under the Constitution and laws of the State of Minnesota; and**

**WHEREAS, pursuant to the Constitution and laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.174 through 469.1799, as amended, the City is authorized to use tax increment financing to carry out the public purposes described therein and contemplated thereby; and**

**WHEREAS, pursuant to the Constitution and laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, the City is authorized to use tax abatement financing after the tax increment financing has expired to further carry out the public purposes described therein and contemplated thereby; and**

**WHEREAS, a proposal has been made by D.W. Jones, Inc. (the “Developer”) to construct a 37-unit apartment building in the City, which project is to be known as the 2<sup>nd</sup> Avenue Apartments at 100% market-rate and no income restricted units (the “Project”); and**

**WHEREAS, the Developer will submit an application for the Project pursuant to the Minnesota Housing Finance Authority’s Workforce Housing Development Program in order to obtain grant funding of approximately \$1,358,000 that requires a local match of at least 50% of the funding request; and**

**WHEREAS, it is estimated that the tax increment and tax abatement generated from the proposed Project has a present value of approximately \$679,000 at 4.25% over a 14-year period with a 1% annual increase to the Project’s assessed value; and**

**WHEREAS, the Project would be located on land that is currently owned by Northern Star Cooperatives Services; and**

**WHEREAS, the Developer has submitted its development proposal to the City and the City is supportive to the process of creating an economic development (workforce housing) tax increment financing district in support of the Project; and**

**WHEREAS, the Developer has also submitted its development proposal to the City and the City is supportive to the process of creating a tax abatement program to begin after the tax increment financing district has expired in further consideration of the Project; and**

**WHEREAS, the City wishes to support the Project and directs staff to work with the Developer to take the steps necessary to create a tax increment financing district and tax abatement program for the Project.**

**NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Prairie that the City supports the Project, and pending final determination of project eligibility, required reviews, public input, notices and hearings, and without surrendering its legislative discretion, hereby authorizes staff to proceed with the steps required to establish a tax increment financing district and tax abatement program for the Project; and**

**BE IT FURTHER RESOLVED, that City staff, in connection with the activities required to be undertaken by the City, continue its analysis of the Project, negotiate the terms and conditions of a development contract with the Developer or an affiliate whose general partner is controlled by the Developer, and prepare a development plan, tax increment financing plan and tax abatement program for the Project, all subject to final determination of project eligibility, required reviews, public input notices and hearings.**

**This resolution shall be in full force and effect from and after its passage.**

**The motion for the adoption of the foregoing resolution was duly seconded by Council member Rasmussen, and upon a vote being taken thereon, the following voted in favor thereof: Council Members Gripne, Rasmussen, Wright, Mechels, and Mayor Dixon.**

**and the following voted against the same: 0**

**Dated: December 16, 2019**

Todd Hagen from Ehlers presented to the council in regards to a proposal for a Financial Management Plan & Debt Study. Mr. Hagen explained how this proposal came about. Through discussion with Administrator Gray on future road projects and other possible projects, Mr. Hagen suggested this Financial Management Plan may be very beneficial for the City of Long Prairie. The City would work with our Engineers, Bolton and Menk on current and future projects, Mr. Hagen at Ehlers would work on the financial side and a guide to paying for these projects. The Plan would also look at the fund accounts to help with future needs. Once the plan is complete the City will receive a copy for future use, the plan will cover a 10-year period. The cost of the study would be \$15,500.00. Council member Wright stated it would be roughly \$1,500.00 a year for the study. Mr. Hagen mentioned that it could also assist with future bond buy downs which would help the City Financially.

**Council member Gripne motioned Dixon seconded to approve the start of the Financial Management Plan and Debt Study and not to exceed the \$15,500.00 in cost. Motion Carried Unanimously.**

(New Business)

**Council member Rasmussen motioned Wright seconded to approve the Resolution 19-12-16-04 in support of a Minnesota Investment Fund Program. Motion Carried Unanimously.**

**RESOLUTION NO. 19-12-16-04  
CITY OF LONG PRAIRIE, MINNESOTA**

**Local Government Resolution in Support of a  
Minnesota Investment Fund Program Application**

**RESOLUTION REGARDING THE APPROVAL OF A MINNESOTA INVESTMENT  
FUND APPLICATION**

**IN CONNECTION WITH CITY OF LONG PRAIRIE FOR THE PROJECT ENTITLED  
ENTERPRISE-CP**

**WHEREAS, the City of Long Prairie Minnesota (the “City”), desires to assist Enterprise-CP which is proposing to purchase the LCS Communications Building in the City; and add additional equipment to expand business operations.**

**WHEREAS, the City of Long Prairie understands that Enterprise-CP through and with the support of the City of Long Prairie, wishes to apply or has applied to the Minnesota Department of Employment and Economic Development’s Minnesota Investment Fund Program for project financing; and,**

**WHEREAS, the City of Long Prairie held a City Council meeting on December 16<sup>th</sup>, 2019 to consider this matter.**

**NOW, THEREFORE, BE IT RESOLVED that, after due consideration, the Mayor and City Council of the City of Long Prairie Minnesota, hereby express their approval of the Minnesota Investment Fund application from the City of Long Prairie to assist with this project.**

**Sworn and Executed Under My Hand this \_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_

**Mayor – Jodi Dixon**

**ATTEST:**

\_\_\_\_\_

**City Administrator – Ted Gray**

**Council member Gripne motioned Dixon seconded to approve the Resolution 19-12-16-05 to enter into MNDOT Maintenance Agreement for Routine Maintenance on the HWY 71 bridge. Motion Carried Unanimously**

**CITY OF LONG PRAIRIE**

**RESOLUTION #19-12-16-05**

**IT IS RESOLVED that the City of Long Prairie enter into MnDOT Agreement No. 1035789 with the State of Minnesota, Department of Transportation for the following purposes:**

**To provide for routine maintenance by the City at no cost to the State for sidewalks, trails, pedestrian facilities, and storm sewer upon, along, and adjacent to Trunk Highway No. 71, the limits of which are defined in said Agreement.**

**IT IS FURTHER RESOLVED that the Mayor and the City Administrator/Clerk are authorized to execute the Agreement and any amendments to the Agreement.**

**CERTIFICATION**

**I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Long Prairie at an authorized meeting held on the 16<sup>th</sup> day of December 2019, as shown by the minutes of the meeting in my possession.**

**Subscribed and sworn to me this** \_\_\_\_\_

**16<sup>th</sup> day of December 2019.**

\_\_\_\_\_  
**(Signature)**

**Notary Public** \_\_\_\_\_

\_\_\_\_\_  
**(Type or Print)**

**My Commission Expires** \_\_\_\_\_

\_\_\_\_\_  
**(Title)**

**Council member Gripne motioned Mechels seconded to approve Pay Request #6 for Wastewater Treatment Facility Improvements of \$1,055,412.48 payable to Rice Lake Construction Group. Motion Carried Unanimously.**

**Council member Rasmussen motioned Mechels seconded to approve the Invoice of \$3,922.00 from Braun Intertec for Construction and Materials Testing at the Wastewater Facility. Motion carried unanimously.**

**Council member Rasmussen motioned Wright seconded to approve the American Legion General Cooperation License for 2020. Motion carried unanimously.**

**Council member Gripne motioned Rasmussen seconded to approve the Oath of Commissioner of Housing and Redevelopment Author of Long Prairie Minnesota for Margaret Wold-Leverick. Motion carried unanimously.**

**Council member Gripne motioned Dixon seconded to approve the certification to Todd County for Delinquent Garbage, Water, and Sewer Assessments. Motion carried unanimously.**

**(Council Reports)**

**Public Works: Council Member Mechels read a report from Public Works Director Chad Bosl: Wastewater plant project is moving along still pouring some concrete, piping, and site work, along with moving snow. We will be working on cleaning up some piles in town, and around all the lights and hangers at the airport.**

Public Safety Police: Council member David Wright read a report from Police Chief Kevin Langer. Chief Langer mentioned that Officer Hanson completed his Field Officer Training. Also provided a map of town that he would like for the council to review to add no parking signs. The streets to be reviewed are 9<sup>th</sup> St Ne between HWY 27 and 2<sup>nd</sup> Ave NE.

Public Safety Fire: Fire Chief Jim Kreemer gave a report regarding the fire department. The newest member of the fire department completed his 2<sup>nd</sup> round of training. Three fire fighters are completing their first responders' course. On January 31<sup>st</sup> they will be holding a first responders' course here at City Hall.

Liquor Store: Liquor Store will be having an Audit on January 1<sup>st</sup>.

Library: The library will be holding a Census Day on April 18<sup>th</sup> where people can learn and participate in the Census.

EDA: EDA meeting to be held on December 19<sup>th</sup> at 5:15 pm. Two members have resigned from the EDA commission.

Community Concern for Youth/Senior Center: Mayor Dixon stated that Senior Center had a cooking class from the school use the kitchen, it went very well and is something we would like to continue to do.

**Council member Rasmussen motioned and Mechels seconded to adjourn the meeting at 8:35 pm. Motion unanimously carried.**

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Ted Gray  
City Administrator/Clerk

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Jodi Dixon  
Mayor