

**City of Long Prairie  
7:00 P.M., Monday, July 6<sup>th</sup>, 2020  
City Council Meeting Held Via-Teleconference**

The Long Prairie City Council met by phone at City Hall, 7:00 pm, on Monday, July 6<sup>th</sup>, 2020. Mayor Jodi Dixon called the meeting to order with the following present by phone: 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 consent agenda items:**

- (a) **Approve Agenda for July 6<sup>th</sup>, 2020**
- (b) **Approve Minutes for June 15<sup>th</sup>, 2020**
- (c) **Approve Minutes from May 18<sup>th</sup> Work Session**
- (d) **Approve Donations Resolution 20-07-06-01**

**Resolution #20-07-06-01  
RESOLUTION ACKNOWLEDGING DONATIONS**

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

<b>Donor</b>	<b>Amount</b>	<b>Purpose</b>
<b>Dee Gjerstad</b>	<b>\$100.00</b>	<b>Donation to Police Dept</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 June.**

**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 6<sup>th</sup> day of July 2020, by the City Council of the City of Long Prairie.**

**ATTEST:**

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

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

**Roll Call Vote: Yes: Mechels, Rasmussen, Gripne, Wright, Dixon No: 0, Motion carried unanimously.**

(Appointments)

Ryan Schmidt from Schlenner, Wenner, & Co. presented the council the 2019 audit financial statements. Ryan reviewed the City of Long Prairie's financials and discussed corrective action for the audit findings. Council member Wright asked about adopting a policy to set a minimum

unassigned fund balance to be maintained with the General Fund? This was discussed and Administrator Gray will be putting together a formal document to approve this policy change.

(New Business)

A Public Hearing was held at 7:33 p.m. to adopt ordinance 20-07-06-01, an ordinance regulating Mobile Food Units within the City of Long Prairie. There was no one present that had concerns regarding the ordinance and Administrator Gray did not receive any written comments. The Public Hearing was closed at 7:34 p.m.

**Council member Gripne motioned Dixon seconded to approve adoption of ordinance 20-07-06-01 regarding Mobile Food Unit's into Chapter 14 of the Long Prairie City Code**

**Roll Call Vote: Yes: Wright, Rasmussen, Mechels, Gripne, Dixon. No: 0. Motion carried unanimously.**

**ORDINANCE NO. 20-07-06-01**

**AN ORDINANCE REGULATING MOBILE FOOD UNITS WITHIN THE CITY OF LONG PRAIRIE, MINNESOTA**

**THE CITY COUNCIL OF THE CITY OF LONG PRAIRIE, MINNESOTA DOES ORDAIN:**

**Chapter 14 of the Long Prairie City Code is hereby amended as follows:**

**HAWKERS, PEDDLERS, TRANSIENT MERCHANTS, SOLICITORS AND MOBILE FOOD UNITS**

*The following is added to 14.201:*

- (4) "Mobile Food Unit" means a food and beverage service establishment that is a vehicle mounted unit, such as:**
  - a. Motorized or trailer, operating no more than twenty-one (21) days annually at any one place with the approval of the regulatory authority as defined in Minnesota Rules, part 4626.0020, subpart 70; and a self-contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.**
  - b. Operated in conjunction with a permanent business licensed under Chapter 157 or Chapter 128A of the Minnesota State Statutes at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location; and a self-contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.**
  - c. Food Cart: A food and beverage service establishment that is a non-motorized vehicle self-propelled by the operator.**

- d. **Ice Cream Truck: A motor vehicle utilized as the point of retail sales of pre-wrapped or prepackaged ice cream, frozen yogurt, frozen custard, flavored frozen water, or similar frozen dessert products.**

*14.202 is amended as follows:*

**14.202 License Required.**

- (1) **No transient merchant, hawker, peddler, solicitor or mobile food unit shall sell or offer for sale any merchandise or attempt to do any business in the city without having obtained a city license from the city council to do so.**
- (2) **Mobile Food Units (MFUs). Mobile food units (MFUs) are required to meet the additional following standards:**
  - a. **MFU licenses issued by the City require approval from the City Clerk. Licenses are issued on an event basis, and permit MFUs to operate at up to four locations in the community during the course of the year, not to exceed twenty-one (21) days per location.**
  - b. **MFUs must be licensed by the Minnesota Health Department and must adhere to State regulations contained in Food Code Chapter 4626. Evidence of the State license must be provided to the City as part of the local license application.**
  - c. **With the exception of MFUs serving special events for public, institutional, or non-profit uses, located at parks, schools, or churches sites in residential zoning districts, MFUs operations are limited to the business and industrial districts. Ice cream truck vendors may operate in all zoning districts.**
  - d. **MFUs must be located on private property, and the applicant must provide written consent from the property owner. However, MFUs may be located in a public park with approval from the City, and ice cream trucks are allowed to operate within the public right-of-way in residential districts.**
  - e. **Private properties may host MFUs for eighty-four (84) days of the calendar year, non-consecutively, and no single MFU shall operate at the site for more than twenty-one (21) days at a time.**
  - f. **MFU sites shall be kept in a neat and orderly manner, and shall adhere to the following site and operational requirements:**
    - 1. **Trash and/or recycling collection and cleanup must be provided.**

2. MFUs must provide independent power supply which is screened from view. Generators are permitted.
  3. MFUs may not maintain or use outside sound amplifying equipment, televisions, or other similar visual entertainment devices, or noisemakers such as bells, horns, or whistles. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.
  4. MFUs cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
  5. MFUs shall be located on an asphalt or concrete surface. The City may waive the MFU site surfacing requirements when the license is approved for operation within a park.
  6. MFUs may not be located within one hundred (100) feet of existing restaurants or coffee shops, as measured from the MFU to the entrance of a food service building.
  7. MFUs must close during adverse weather conditions when shelter is not provided.
  8. MFUs are not permitted to operate between the hours of ten o'clock (10:00) P.M. and eight o'clock (8:00) A.M.
- g. Ice cream truck vendors are required to undergo a criminal background check prior to operating in the community, at the cost of the applicant.
  - h. If MFU sites are found to be in non-compliance with any conditions as provided in Sections 14.101 – 14.214 of the Ordinance, the City reserves the right to revoke the MFU transient merchant license.

*The following is added to 14.210:*

- (3) Mobile Food Unit fee - \$25.00 per day or \$500.00 for 1 year.

The City Council hereby authorizes summary publication of this ordinance.

This ordinance shall be in full force and effective from and after its passage and approval, as provided by law.

Date Approved \_\_\_\_\_

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**Ted Gray**  
**City Administrator**

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**Jodi Dixon**  
**Mayor**

**Council member Wright motioned Gripne seconded to approve Pay Request #11 for Wastewater Treatment Facility Improvements in the amount of \$631,048.18 payable to Rice Lake Construction Group.**

**Roll Call Vote: Yes: Rasmussen, Mechels, Gripne, Wright, Dixon. No: 0. Motion carried unanimously.**

The council discussed the approval of the COVID-19 Preparedness Plan for the City of Long Prairie. Council member Gripne asked how the city is taking care of its employees if one would contract COVID-19 and would have to be quarantined for a period of time. The City will follow the guidance of the Family Medical Leave Act (FMLA), Families First Coronavirus Response Act and Emergency Family and Medical Leave Expansion Act to assist employees.

**Council member Gripne motioned Mechels seconded to approve the COVID-19 Preparedness Plan for the City of Long Prairie.**

**Roll Call Vote: Yes: Mechels, Gripne, Wright, Rasmussen, Dixon. No: 0. Motion carried unanimously.**

**Council member Gripne motioned Dixon seconded to approve the Oath of Commissioner of Housing and Redevelopment Authority of Long Prairie Minnesota for Dennis Kaneski.**

**Roll Call Vote: Yes: Gripne, Wright, Mechels, Rasmussen, Dixon. No: 0. Motion carried unanimously**

**Council member Rasmussen motioned Dixon seconded to approve the Petition Resolution 20-07-06-02 to allow for a public hearing to vacate a utility easement.**

**Resolution #20-07-06-01**  
**A Resolution Setting A Public Hearing on a Vacation**

**THE CITY COUNCIL OF THE CITY OF LONG PRAIRIE, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:**

**WHEREAS, the City Council pursuant to Minnesota Statute 412.851 desires to consider the vacation of the utility easements located along the westerly line of Lot 1, Block 3, the easterly line of Outlot B, the easterly line of Lot 8 and the westerly line of Lot 9, Block 2 in the plat of Whispering Prairie, in the City of Long Prairie.**

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LONG**

**PRAIRIE, MINNESOTA:**

- 1. The council will consider the vacation of such utility easements and a public hearing shall be held on such proposed vacation on the 3<sup>rd</sup> day of August 2020, before the city council in the city hall at 7:00 p.m.**
- 2. The City Administrator/Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.**

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**Theodore Gray**  
**City Administrator/Clerk**

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**Jodi Dixon**  
**Mayor**

**Roll Call Vote: Yes: Rasmussen, Gripne, Dixon. No: 0. Abstain: Wright, Mechels. Motion carried unanimously**

The council discussed the notice of retirement from Deputy Clerk Deb Blake and the new job description for the Utility Clerk.

**Council member Rasmussen motioned Dixon seconded to accept the notice of retirement for Deputy Clerk Deb Blake for September 30<sup>th</sup>, 2020.**

**Roll Call Vote: Yes: Wright, Rasmussen, Mechels, Gripne, Dixon. No: 0. Motion carried unanimously**

In review of the job description for the Utility Clerk, Mayor Dixon asked to add in the preferred section of the job description language to encourage bi-lingual candidates.

**Council member Gripne motioned Mechels seconded to the job description for the Utility Clerk Position with the addition of the language regarding being bi-lingual to the preferred section of the job description.**

**Roll Call Vote: Yes: Wright, Rasmussen, Mechels, Gripne, Dixon**

**No: 0**

**Motion carried unanimously**

(Public Comment)

Jim Kreemer addressed the council regarding the cleanliness of a neighbor's property. One of the neighboring properties did load up the couch, but another property was not fully cleaned up. Administrator Gray will check in on the status of the second property that has not been cleaned up.

(Council Reports)

Public Works: Council member Mechels gave a report on Public Works department. The wastewater plant project is moving along this week, we will be bypassing the plant to the city EQ pond. Rice Lake will be tying in existing piping to the new part of the treatment plant. Public

works has been mowing parks and ball fields and will be sweeping up the granite from the seal coating project this week.

Police Safety: Council member Wright gave a report on the Police and Fire Departments. The police department received a \$125,000.00 to be used for a school resource officer. The department handled 365 incidents in June. The fire department has had 61 calls through June 30<sup>th</sup>. The department is planning a sweet corn & chicken drive thru meal in August.

EDA: Council member Gripne stated the EDA will have a regular meeting June 17<sup>th</sup>.

Library: Council member Gripne gave a report on the Library. The library will be open on a limited basis for public access. The public can still pick up books curbside and the returned items quarantined.

Concern for Community: Mayor Dixon addressed the council on the creation of a Welcoming Committee. The committee includes Dawn Espe, Lu Thomas-Brunkhorst, Jodi Dixon, Rick Utech, and Nicole Bjerke. The committee will be looking at ways to ensure that Long Prairie is a welcoming community as well as ways to grow the community. This group is paired with Region 5 and comes with a small grant to go towards materials or research for the committee to use.

Administrator Report: Administrator Gray gave a report that he budget for 2021 has been started. The new website from Golden Shovel launched over the weekend, this was considered a soft launch. The seal coating was completed on June 22<sup>nd</sup>. City Hall will be open to the public starting on July 7<sup>th</sup>, we encourage residents to continue to use the drop boxes for all utility payments. The city will be receiving funds through the CARES Act. Administrator Gray will be completing research on how the funds can be used.

**Council member Mechels motioned and Wright seconded to adjourn the meeting at 8:10 pm. Motion unanimously carried.**

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Ted Gray  
City Administrator/Clerk

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Jodi Dixon  
Mayor