

City of Long Prairie
7:00 P.M., Monday, April 20th, 2020
City Council Meeting Held Via-Teleconference

The Long Prairie City Council met by phone at City Hall, 7:00 pm, on Monday, April 6th, 2020. Mayor Jodi Dixon called the meeting to order with the following present by phone: Council members, Lilah Gripne, Don Rasmussen, David Wright, and City Administrator/Clerk Ted Gray. Randy Mechels was absent.

Council member Dixon motioned Wright seconded to approve the consent agenda items:

- (a) Approve Agenda for April 20th, 2020**
- (b) Approve council minutes from April 6th, 2020 – with correction to the minutes in regarding Resolution 20-04-06-04 Donations**
- (c) Approve Bills March-April 16th**

Roll Call Vote:

Yes: Wright, Rasmussen, Gripne, Dixon

No: 0

Motion carried unanimously.

(Old Business)

The council reviewed the liquor license for the Red Lounge. Administrator Gray explained that the addresses were correct on the liquor license.

Council member Gripne motioned Rasmussen seconded to approve the liquor license for The Red Lounge.

Roll Call Vote:

Yes: Gripne, Rasmussen, Wright, Dixon

No: 0

Motion carried unanimously.

(New Business)

Kent Louwagie from Bolton & Menk presented to the council the cost estimates for surveying the 2021 Road Improvement Projects. The total cost for surveying and design would be \$784,500.00. Of that cost \$141,600.00 for the county and \$642,900.00 for the city. The cost split for surveying the roads that are shared by the county and city are estimated to be \$14,000.00 for the county and \$64,000.00 for the city. Administrator Gray explained that it would be in the best interest of the city to at least complete improvements to the road's that are being paired with the county for cost saving purposes. Administrator Gray also explained the pay back of these surveying costs. Currently, the funds come from our improvement fund and are reimbursed with bond proceeds during the project. The city would be paying the costs up front prior to the project.

Council member Rasmussen motioned Wright seconded to approve the preliminary survey to be completed for County Road 38 / 2nd Ave SW and County 56 / Riverside Drive.

Roll Call Vote:

Yes: Gripne, Wright, Rasmussen, Dixon

No: 0

Motion carried unanimously.

The council reviewed the potential seal coating project areas and did not express any concerns about the project.

The council reviewed Request for Qualifications to complete the Airport Master Plan for Todd Field. Council Member Rasmussen, who represents the airport for City Council, commented on the master plan and the recommendation from the Airport Commission to accept the application for Bolton & Menk to prepare our airport master plan.

Council member Wright motioned Gripne seconded to approve Resolution 20-04-20-06 authorizing Bolton & Menk to complete and submit an Airport Master Plan on behalf of the City of Long Prairie, MN

Roll Call Vote:

Yes: Wright, Rasmussen, Gripne, Dixon

No: 0

Motion carried unanimously.

The council reviewed the proposed contract from the Long Prairie Area Chamber of Commerce to the Long Prairie Economic Development Authority. The Long Prairie Economic Development Authority had accepted the contract at their April 15th meeting and is now being presented to the City Council for ratification. Council member Rasmussen commented that he would like to see the Long Prairie EDA get back to the old ways of doing business. Rasmussen spoke to the history of the Long Prairie EDA and what they had done for the City of Long Prairie. Mayor Dixon asked LuAnn Brunkhorst, Long Prairie Area Chamber of Commerce Director, who would be provided services for the Long Prairie EDA to speak regarding the contract. Mrs. Brunkhorst stated she was approached in 2019 to take on some additional roles for the Long Prairie EDA and a contract was created between the two entities. Her main tasks were to attend meetings, take minutes, create the agenda, answer phone calls and forward messages to the City or Todd County Economic Development. Recently she has taken on tasks to help create a new website for the Long Prairie EDA and with the City of Long Prairie. Also, her tasks for the Long Prairie EDA have grown in the past year, along with her work with Rick Utech, Todd County Economic Development Executive Director. She stated this contract can be adjusted on a year to year basis and eventually if the City can provide funding for a full-time person, that would be the best solution. Administrator Gray confirmed Mrs. Brunkhorst work and dedication to the website. Mayor Dixon commented that this contract and this position would be a way for the City of Long Prairie to keep moving forward and grow as community.

Council member Wright motioned Gripne seconded to approve to ratify The Contract for Community Development Services between the Long Prairie Economic Development Authority and the Long Prairie Area Chamber of Commerce.

Roll Call Vote:

Yes: Wright, Rasmussen, Gripne, Dixon

No: 0

Motion carried unanimously.

Administrator Gray explained the memo regarding the temporary fences question. The council discussed the memo and asked if this item should be brought to Planning and Zoning first for discussion. It was agreed upon that it should be sent to Planning and Zoning for review and would be discussed by them at the April 27th Planning and Zoning meeting.

Administrator Gray provided an answer to the council's question regarding the number of pets to be allowed by residents in the City of Long Prairie. The number of pets will remain at two pets per household, following the kennel provision in the City of Long Prairie Ordinances. Council member Gripne commented that raising the limit on pets will cause more issues.

The council discussed the possibility of a City-Wide Clean-up Day. There was discussion regarding possibly having public works assist in the collection of some of the items. Concerns were brought up regarding the cost of the disposal of various items. Administrator Gray was going to check with the transfer station. Council member Gripne mentioned that to dispose of refrigerators and freezers, there may be additional licensing needed to remove and dispose of those items. There was mention of an old flyer from a previous City-Wide Cleanup Day, Administrator Gray will try to locate that flyer and additional information for the council to review at the May 4th meeting.

(Council Reports)

Public Works: Public Works Director Chad Bosl stated, two Public Works employees have continued to come in early to do street sweeping and also working on repairing the bathroom stalls at Lake Charlotte. The Public Works hung up additional signs regarding the city parks and that they will continue to remain open

Public Safety: Council member Wright gave a report for the Police Department. The Police Department has been working with the school on a potential graduation ceremony to take place at the football field for the 2020 graduates. Their services may be needed to provide an escort to the graduating seniors as they are working on potential parade route after the ceremony.

Council member Wright gave a report for the Fire Department. As of April 20th, there are no fire fighters that are on the recommended 14-day quarantine.

Liquor Store: Administrator Gray mentioned that the liquor store had added protective guards for the cashiers.

Planning & Zoning: Council member Gripne gave a report regarding an upcoming meeting. There will be a planning and zoning meeting starting at 8:30 am on Monday April 27th to take place at the site for the 2nd Ave apartment complex. They will also be adding the temporary fences questions to their agenda.

Library: Council member Gripne gave a report on the Library. The library is continuing to allow books to be checked out by pick-up only continuing next Tuesday and Thursday.

Concern for Elders: Mayor Dixon commented, they are working to make masks and any masks that are meant to be donated should contact Todd County at 732-4500.

Community: Mayor Dixon commented that Prairie Days for 2020 has been cancelled due to COVID-19. Mayor Dixon will also start the practice of uploading the agenda to her Facebook page for public comment and questions.

Census: Council member Gripne spoke about the 2020 Census. They did receive a \$5,000.00 grant for advertising purposes. This will hopefully help to increase the number of responses. The last day to report to the Census has been pushed back due to COVID-19, there is currently no official end date at this time.

Council member Dixon motioned, and Rasmussen seconded to adjourn the meeting at 8:42 pm. Motion unanimously carried.

Ted Gray
City Administrator/Clerk

Jodi Dixon
Mayor