

**City of Long Prairie  
7:00 P.M., Monday, April 6<sup>th</sup>, 2020**

The Long Prairie City Council met by phone at City Hall, 7:00 pm, on Monday, April 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.

The Council discussed the consent agenda and moved two items, (d) Approve Pay Request #10 for Wastewater Treatment Facility Improvements in the amount of \$970,533.58 payable to Rice Lake Construction Group and (e) Approve Invoice #B207060 in the amount of \$919.00 payable to Braun Intertec to the New Business items.

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

- (a) Approve council minutes from March 30th, 2020**
- (b) Approve Resolution 20-04-06-04 – Approving Donations**
- (c) Approve Resolution 20-04-06-01 – PERA Police Officer Declaration**
- (f) Approve Addendum to the City of Long Prairie’s contract with Long Prairie Sanitation INC**
- (g) Approve that Theodore Gray – City Administrator Clerk and Jodi Dixon – Mayor to be added to all financial/banking accounts.**

**Roll Call Vote:**

**Yes: Wright, Mechels, Dixon, Gripne, Rasmussen**

**No: 0**

**Motion carried unanimously.**

**RESOLUTION # 20-04-06-01  
PERA POLICE OFFICER DECLARATION**

**WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of other; and**

**WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.**

**BE IT RESOLVED that the City Council of the City of Long Prairie hereby declares that the position titled Police Officer, currently held by Aimee Sebesta, meets all of the following Police and Fire membership requirements:**

- 1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;**

2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime'
4. Said position gives this employee full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

**BE IT FURTHER RESOLVED** that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

**STATE OF MINNESOTA**

**COUNTY OF TODD**

I, Theodore Gray, City Administrator/Clerk of the City of Long Prairie, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 6<sup>th</sup> day of April 2020; the original of which is on file in this office. I further certify that 5 members voted in favor of this resolution and that 5 members were present and voting.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Theodore Gray  
City Administrator/Clerk

**Resolution #20-04-06-04  
RESOLUTION ACKNOWLEDGING DONATIONS**

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

Donor	Amount	Purpose
MN Dark House	\$500.00	Fire Dept Pager 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 April.

**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 April 2020, by the City Council of the City of Long Prairie.

**ATTEST:**

\_\_\_\_\_  
Theodore Gray

\_\_\_\_\_  
Jodi Dixon

**City Administrator/Clerk****Mayor**

(New Business)

At 7:10 p.m. Mayor Dixon called for a public hearing for the proposed Tax Abatement and TIF District 1-16 for the 2<sup>nd</sup> Ave Apartment Complex. Todd Hagen from Ehlers addressed the council. Mr. Hagen gave a brief description and timeline of the past few months in regards to this project. He explained that the Tax Abatement and TIF District would be set up for 14 years, 9 years as a workforce TIF District and 5 years of Tax Abatement. The reason for the workforce TIF District and Tax Abatement is too allow for market rate housing to house workers for the City of Long Prairie and surrounding area's businesses. The revenue captured from this TIF District and Abatement will serve as the City, County, and School's local match for the developer, D.W. Jones Incorporated and the grant that they had applied for with Minnesota Housing Finance Agency. Skip Duchesneau spoke to the council regarding the grant, that they had been awarded \$1,338,000.00 for this project. The captured tax revenue to match the grant would be \$669,000.00. Without this match, they would not have received the grant. Kevin Fairchild from Long Prairie Packing spoke for the need of housing in Long Prairie. The businesses provide a lot for our committee and this apartment facility has been greatly needed to help house the workers. Council member Gripne asked about the upcoming Planning and Zoning meeting to review a Conditional Use Permit that D.W. Jones Incorporated has applied for. Administrator Gray mentioned that we would be looking to hold the meeting sometime near the end of April. Mr. Duchesneau went over a brief preliminary construction schedule if the Conditional Use Permit was approved. Council member Wright asked if they would look to use local contractors to do the work for this project. Mr. Duchesneau responded that the general contractor is Miller Contractors out of St. Cloud Minnesota. They do try to use as many local contractors as possible, but due to the size and regulations of the project, it does make hard to hire locally. Mr. Duchesneau does encourage local contractors to be involved with the project. After discussion, Mayor Dixon asked if there were any public or written comments in regards to proposed TIF and Tax Abatement? There were no additional public or written comments. Mayor Dixon closed the Public Hearing at 7:20 p.m.

**Council Member Wright motioned, and Dixon seconded to Resolution 20-04-06-02, relating to a Tax Abatement; Granting the Tax Abatement and Resolution 20-04-06-03 adopting a modification to the development program for Master Development District No. 1 and establishing Tax Increment Financing District NO. 1-16 therein and adopting a Tax Increment Financing Plan therefor.**

**Roll Call Vote:**

**Yes: Dixon, Gripne, Mechels, Rasmussen, Wright**

**No: 0**

**Motion carried unanimously**

**CERTIFICATION OF MINUTES RELATING TO A TAX ABATEMENT;  
GRANTING THE ABATEMENT**

**Issuer: City of Long Prairie, Minnesota**

**Governing Body: City Council**

**Kind, date, time and place of meeting:** A regular meeting held on April 6<sup>th</sup>, 2020, at 7:00 P.M. at the Long Prairie City Hall.

**Members present:**

**Members absent:**

**Documents Attached:**

**Minutes of said meeting (pages):**

**RESOLUTION NO. 20-04-06-02**

**RESOLUTION RELATING TO A TAX  
ABATEMENT; GRANTING THE ABATEMENT**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to hereinabove, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to the topic of this resolution; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on April 6<sup>th</sup>, 2020.

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City Administrator/Clerk

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Councilmember \_\_\_\_\_:

**RESOLUTION RELATING TO A TAX ABATEMENT;  
GRANTING THE ABATEMENT**

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

**Section 1. Authorization and Recitals.**

**1.01. The City, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the “Act”), is authorized to grant an abatement of the property taxes imposed by the City on a parcel of property, if certain conditions are met, through the adoption of a resolution specifying the terms of the abatement.**

**1.02. The City proposes to assist in financing construction by D.W. Jones, Inc. of a 37-unit apartment building in the City, which project is to be known as the 2nd Avenue Apartments, at 100% market-rate and no income restricted units (the “Project”).**

**1.03. Pursuant to the Act, on the date hereof, this Council conducted a public hearing on the desirability of granting an abatement of property taxes on certain properties expected to be benefited by the proposed Project, which properties include tax parcel number 36-0132800 (the “Property”). Notice of the public hearing was duly published as required by law in the Long Prairie Leader, the official newspaper of the City, on March 4, 2020, which date is no fewer than ten and no more than 30 days prior to the date hereof.**

**Section 2. Findings. On the basis of the information compiled by the City and elicited at the public hearing referred to in Section 1.03, it is hereby found, determined and declared:**

**2.01. The Project is in the public interest because it will increase or preserve the tax base of the City, provide employment opportunities in the City, and help provide access to services for residents of the City.**

**2.02. The City expects that the benefits of the proposed abatement are not less than the costs of the proposed abatement. The public benefits that the City expects to result from the abatement are the provision of improved internet access for the benefit of residents of the City.**

**2.03. The Property is not located in a tax increment financing district.**

**2.04. The granting of the proposed abatement will not cause the aggregate amount of abatements granted by the City under the Act in any year to exceed the greater of (i) ten percent (10.00%) of the City’s net tax capacity for the taxes payable year to which the abatement applies, or (ii) \$200,000.**

**2.05. It is in the best interests of the City to grant the tax abatement authorized in this Resolution.**

**2.06. Under Section 469.1813, Subdivision 9 of the Act, it is not necessary for the City to obtain the consent of any owner of the Property to grant an abatement.**

**Section 3. Granting of Tax Abatement.**

**3.01. A property tax abatement (the “Abatement”) is hereby granted in respect of property taxes levied by the City on the Property for five (5) years, subject to satisfaction of the conditions for such duration described in Section 469.1813, subdivision 6(b). The Abatement will reduce all of the taxes for the Property, and the total amount of the Abatement is estimated to be approximately \$139,321.**

3.02. The City shall retain the Abatement and apply it to payment of all or a portion of the costs of acquiring or constructing the Project or to the payment of bonds of the City issued to finance costs of acquiring or constructing the Project.

3.03. The Abatement may be modified or terminated at any time by the City Council in accordance with the Act.

Adopted this \_\_\_\_ day of April, 2020.

\_\_\_\_\_  
Jodi Dixon, Mayor

ATTEST: \_\_\_\_\_  
Ted Gray, City Administrator /Clerk

CITY OF LONG PRAIRIE  
TODD COUNTY  
STATE OF MINNESOTA

Councilmember \_\_\_\_\_ introduced the following resolution and Councilmember \_\_\_\_\_ moved its adoption:

RESOLUTION NO. 20-04-06-03

RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR MASTER DEVELOPMENT DISTRICT NO. 1 AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 1-16 THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR.

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

Recitals.

The Council of the City has heretofore established Master Development District No. 1 (the “Development District”) and adopted a Development Program therefor (the “Development Program”). It has been proposed by the City that the City adopt a Modification to the Development Program for the Development District (the “Development Program Modification”) and establish Tax Increment Financing District No. 1-16, an economic development “workforce housing” tax increment financing district (the “District”), therein and adopt a Tax Increment Financing Plan (the “TIF Plan”) therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the “Program and Plan”); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended, (the “Act”) all as reflected in the Program and Plan, and presented for the Council’s consideration.

The City has investigated the facts relating to the Program and Plan and has caused the Program and Plan to be prepared.

The City has performed all actions required by law to be performed prior to the establishment of the District and the adoption and approval of the proposed Program and Plan, including, but not limited to, notification of Todd County and Independent School District No. 2753 having taxing jurisdiction over the property to be included in the District, a review of and written comment on the Program and Plan by the City Planning and Zoning Commission, and the holding of a public hearing upon published notice as required by law. Additionally, the governing bodies of Todd County and Independent School District No. 2753 have each approved the Program and Plan by resolution.

Certain written reports (the “Reports”) relating to the Program and Plan and to the activities contemplated therein have heretofore been prepared by staff and consultants and submitted to the Council and/or made a part of the City files and proceedings on the Program and Plan. The Reports include data, information and/or substantiation constituting or relating to the basis for the other findings and determinations made in this resolution. The Council hereby confirms, ratifies and adopts the Reports, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein.

The City is not modifying the boundaries of Master Development District No. 1, but is however, modifying the Development Program therefor.

The proposed project to be developed in the District qualifies as a workforce housing project because increments from the District will be used exclusively to assist in the acquisition of property; construction of improvements; and provision of loans or subsidies, grants, interest rate subsidies, public infrastructure, and related financing costs for rental housing developments in the City.

**Findings for the Adoption and Approval of the Development Program Modification.**

The Council approves the Development Program Modification, and specifically finds that: (a) the land within the Development District would not be available for redevelopment without the financial aid to be sought under this Development Program; (b) the Development District will afford maximum opportunity, consistent with the needs of the City as a whole, for the development by private enterprise; and (c) that the Development District conforms to the general plan for the development of the City as a whole.

**Findings for the Establishment of Tax Increment Financing District No. 1-16.**

The Council hereby makes the following findings required by the Act:

the District is in the public interest and is an economic development  
“workforce housing” tax increment financing district under  
Section 469.174, Subd. 12 of the Act;

the city is located outside of the metropolitan area;

**the average vacancy rate for rental housing located in the City and in any statutory or home rule charter city located within 15 miles or less of the boundaries of the City has been three percent or less for at least the immediately preceding two-year period;**

**at least one business located in the City or within 15 miles of the City that employs a minimum of 20 full-time equivalent employees in aggregate has provided a written statement to the City indicating that the lack of available rental housing has impeded the ability of the business to recruit and hire employees;**

**The City and the development authority intend to use increments from the TIF for the development of rental housing to serve employees of businesses located in the City or surrounding area;**

**the proposed development would not occur solely through private investment within the reasonably foreseeable future,**

**the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the Plan;**

**the Program and Plan conform to the general plan for the development or redevelopment of the City as a whole; and**

**the Program and Plan will afford maximum opportunity consistent with the sound needs of the City as a whole, for the development or redevelopment of the District by private enterprise.**

**The Council further finds, declares, and determines that the City made the above findings stated in this Section and has set forth the reasons and supporting facts for each determination in writing, attached hereto as Exhibit A.**

**Public Purpose.**

**The adoption of the Program and Plan conforms in all respects to the requirements of the Act and will meet the statutory requirement of resulting in increased employment in the State and resulting in preservation and enhancement of the tax base of the State. For the reasons described in Exhibit A, the City believes these benefits directly derive from the tax increment assistance provided under the TIF Plan. A private developer will receive only the assistance needed to make this development financially feasible. As such, any private benefits received by a developer are incidental and do not outweigh the primary public benefits.**



**Approval and Adoption of the Program and Plan.**

The Program and Plan, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Administrator/Clerk.

The staff of the City, the City's advisors, and legal counsel are authorized and directed to proceed with the implementation of the Program and Plan and to negotiate, draft, prepare and present to this Council for its consideration all further plans, resolutions, documents and contracts necessary for this purpose.

The Auditor of Todd County is requested to certify the original net tax capacity of the District, as described in the Program and Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased; and the City is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within the District, for which building permits have been issued during the 18 months immediately preceding the adoption of this resolution.

The City Administrator/Clerk is further authorized and directed to file a copy of the Program and Plan with the Commissioner of the Minnesota Department of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes 469.175, Subd. 4a.

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

and the following voted against the same: \_\_\_\_\_

Dated: April 6<sup>th</sup>, 2020

ATTEST:

\_\_\_\_\_  
Mayor

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

The council discussed a Memo from Bolton & Menk regarding the 2021 Road Project preliminary surveying. Due to the delays caused by the COVID-19 outbreak, the open house and public hearing regarding this project has been cancelled and tentatively moved to May 4<sup>th</sup>. To avoid further delays with the project, Bolton & Menk would like to do surveying on the project areas in which the county and the city are sharing the costs. The council in the past has stated they would like to, at the minimum, repair and upgrade the streets that are paired with the county to save costs. The council would like to know what the cost of this surveying would be and where the funds would be coming from to pay the costs. Administrator Gray will do the research and report back to the council.

The council reviewed a new liquor license for The Red Lounge. Council member Gripne questioned why the address of 239 Central Ave, which is the business, was the same as the owner's home address. With this concern, this item will be tabled until the home address can be confirmed.

The council reviewed two new applications, along with previous application for new members to the EDA Commission. The two applications were for Robert Klick and Jamie Flan. Mayor Dixon presented a letter from Teressa Sorenson withdrawing her name from consideration. Mayor Dixon asked Mr. Klick about his financial background, he stated he had served on the EDA Commission prior and had served as treasurer on several other committees and boards. Mayor Dixon asked Mr. Flan about his career in real estate. Mr. Flan stated he does have his realtors license and has been in the industry for many years. Council member Rasmussen commented that these were both quality candidates and would help with the mixture of people on the commission. The council also reviewed Terri Jo Perry's application from the previous meeting, she has very extensive background serving on many committees and boards, as well as holding financial positions within those organizations. Council member Gripne commented on Mr. Klick's assistance in the growth of the industrial park and incubator building project. Council member Wright thanked all the applicants for being on the phone and submitting their applications.

**Council Member Wright motioned and Gripne seconded to appoint Robert Klick to become a member of the EDA Commission.**

**Roll Call Vote:**

**Yes: Wright, Mechels, Gripne, Rasmussen**

**No: Dixon**

**Motion carried 4 to 1**

**Mayor Dixon motioned and Wright seconded to appoint Terri Jo Peery to become a member of the EDA Commission.**

**Roll Call Vote:**

**Yes: Wright, Mechels, Rasmussen, Dixon**

**No: Gripne**

**Motion carried 4 to 1**

**Council member Rasmussen motioned Gripne seconded to approve the monthly rental agreement for the Cimline 230M2 HD Melter for \$5,695.00 per month.**

**Roll Call Vote:**

**Yes: Gripne, Rasmussen, Mechels, Wright, Dixon**

**No: 0**

**Motion carried unanimously**

**Council member Gripne motioned Rasmussen seconded to approve Pay Request #10 for Wastewater Treatment Facility Improvements in the amount of \$970,533.58 payable to Rice Lake Construction Group.**

**Roll Call Vote:**

**Yes: Wright, Dixon, Mechels, Rasmussen, Gripne**

**No: 0**

**Motion carried unanimously**

**Council member Gripne motioned Dixon seconded to approve the Invoice #B207060 in the amount of \$919.00 payable to Braun Intertec.**

**Roll Call Vote:**

**Yes: Dixon, Wright, Mechels, Rasmussen, Gripne**

**No: 0**

**Motion carried unanimously**

**Council member Rasmussen motioned Mechels seconded to approve Resolution 20-04-06-05 allowing Reta Dahlen to submit a grant on behalf of the City of Long Prairie, MN for improvement of Riverside Park.**

**Roll Call Vote:**

**Yes: Dixon, Mechels, Rasmussen, Gripne, Wright**

**No: 0**

**Motion carried unanimously**

**RESOLUTION NO. 20-04-06-05**

**WHEREAS, the City of Long Prairie desires to apply for a grant to improve Riverside Park; and**

**WHEREAS, Reta Dahlen is willing to write the grant; and**

**WHEREAS, The City Council wishes to authorize Reta Dahlen to write and submit a grant for the improvement of Riverside Park.**

**NOW, THEREFORE, BE IT RESOLVED, that:**

**1. Reta Dahlen is authorized to submit a grant on behalf of the City of Long Prairie, MN for the improvement of Riverside Park.**

**Adopted by the City Council of the City of Long Prairie, Minnesota on this 6<sup>th</sup>, day of April, 2020.**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**JODI DIXON, Mayor**

\_\_\_\_\_  
**TED GRAY, City Administrator**

The council discussed the possibility of closing the city parks due to the COVID-19 outbreak. Mayor Dixon stated that the city has placed warning signs at all the city's parks to notify residents of the potential risk for using the equipment. Council member Wright asked if the signs were written in English and Spanish. The signs were written in both languages. The council will continue to discuss issues related to COVID-19 and follow recommendations from the County, State and Federal levels.

(Council Reports)

Public Works: Council member Mechels read a report from Public Works Director Chad Bosl. The wastewater plant project is moving along. The crew is installing equipment in the pretreatment building, some indoor piping, along with some electrical work. Public works has been sweeping, patching holes, repainting our breakroom, and the daily water and wastewater samples. I have talked with Ted about opening parks, bathrooms, putting out garbage cans, and docks out.

Public Safety: Council member Wright gave a report for the Police Department. The department had 270 incidents in March. They had one report on small gathering in which they were able to educate the individuals on the risks of COVID-19.

Council member Wright gave a report for the Fire Department. The Fire Chief has been cleaning and wiping everything down after every use. The Long Prairie Rotary donated \$2,000.00 towards pagers. A retired fire fighter donated 3M masks to the department. The council would like to thank Pete Haugen for his donation of these masks.

Liquor Store: Council member Rasmussen gave a report on the Liquor Store. The liquor store has remained very busy during this time. They are doing their best to keep everything clean and sanitized.

Library: Council member Gripne gave a report on the Library. The Library will be allowing members to check out books starting April 14<sup>th</sup> and April 16<sup>th</sup>. They are set up for no contact with the general public and the doors will remain locked during the times they are there. Members are encouraged to call in to check out books and staff will deposit those books into their vehicles when they drive up. They are asking that you do not return books at this time.

Administrator Report: Administrator Gray gave a report regarding the day to day activities at City Hall. City Hall remains closed to the public. We have been preparing for the City's upcoming audit and trying to keep the projects moving by sending out notices and setting up conference calls.

**Council member Mechels motioned and Wright seconded to adjourn the meeting at 8:18 pm. Motion unanimously carried.**

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Ted Gray  
City Administrator/Clerk

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Jodi Dixon  
Mayor