

**City of Long Prairie**  
**7:00 P.M., Tuesday February 18<sup>th</sup>, 2020**

The Long Prairie City Council met in session at City Hall, 7:00 pm, Tuesday February 18<sup>th</sup>, 2020. 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 Rasmussen motioned Mechels seconded to approve the council minutes from February 3<sup>rd</sup>, 2020. Motion unanimously carried.**

**Council member Wright motioned Gripne seconded to approve bills for January through February. Motion unanimously carried.**

(Appointments)

Melissa Birch presented to the council on the Green Steps program. Melissa is a part of the Clean Energy Research Team (CERT). Their goal is to connect with communities to find clean options in regards to energy use. They work with local governments, schools, and small businesses. The Green Steps program is a free program for any local government entity to sign up for. They have around 130 cities already enrolled in the program. By being in the program, the City of Long Prairie would have access to resources such as: assistance programs, peer learning programs, and programs that could lead to cost savings for best practices in clean energy. CERTS has created 29 best practices for cities to follow and are implemented in step program. Some of these best practices is to look at buildings, lighting, transportation, land use, renewable energy, and environmental management for efficiencies. The step process to implement this Green Steps program would start with the council approving a resolution stating the intent to start the program, that would be step 1. Step 2, the City of Long Prairie would have to implement 4-8 best practices. Step 3 would be to add an additional 6 best practices. Once the practices are implanted, Step 4 would be to measure the success of those best practices. Then Step 5 would be to show improvement, which would lead to recognition across the state and other communities. The documentation of these steps are fairly simple and easy to complete. The Green Steps team would assist the City with any questions or would be willing to team up with a separate commission, EDA and Chamber of Commerce. Melissa is the Region Coordinator for our area and would work with the City of Long Prairie, along with her staff or interns. The City of Long Prairie could look to approve an internship to assist in the completion of the Green Step process, several other cities have used that option. Melissa commented that the City of Long Prairie has a good start due to a the participation in a free energy audit completed by Minnesota Power. Melissa thanked the council and would be in touch with Administrator Gray if there were any follow up questions.

(New Business)

Fire Chief Dan Laumeier presented to the council on the purchase of new pagers and radios for the Fire Department to the council. Fire Chief Laumeier explained that in 2009 Todd County received a FEMA Grant to purchase all new radios, pagers, and other electrical equipment related to public safety. This was due to the requirements created to change all radio equipment to the 800-megahertz platform. At this time the age of the portable radios and pagers has started to cause issues for the department. The Fire Department is looking to replace 30 pagers and 3

radios. The total cost of this purchase would be \$23,129.69. The department could receive a rebate of \$75.00 per pager on trade in, which could be up to \$2,250.00. The department has also received \$4,050.00 which would go to the purchase of the pagers. The total cost for the 30 pagers and 3 radios would be \$19,079.69. Fire Chief Laumeier stated that they would work with Administrator Gray on adding these costs to their capital purchases and set up a plan to replace the other radios in the next few years.

**Council member Gripne motioned Mechels seconded to approve the purchase of 30 pagers and 3 radios at the price of \$19,079.69. Motion carried unanimously**

**Council member Rasmussen motioned Mechels seconded to approve the increase in dog licenses from \$6.00 to \$10.00. Motion carried unanimously.**

The council discussed the cities insurance consultant for the year 2020. Administrator Gray mentioned that they had used Advantage One insurance for last 5 years and would not mind staying with them for one more year. Previously the City of Long Prairie had been on a rotation between several insurance agencies in town. Present was Kristy Simonson from MN National Agency and she addressed the council regarding the services she could provide the City of Long Prairie. Kristy has had experience working with other cities, as well as experience in the insurance industry. The council will review the Kristy's credentials and decide at the meeting on March 2<sup>nd</sup>.

Kent Louwagie from Bolton and Menk presented to the council on the upcoming 2021 Road Improvement Projects with Todd County. Kent went over the preliminary engineering report, which showed in detail the road projects, the city sewer, water, and storm sewer improvements, and potential improvements for a water loop on County 56/Riverside Drive and box culverts on County Road 38/2<sup>nd</sup> Ave SW. Council member Gripne asked about the annexation and the assessments that could possibly take place along County 56/Riverside Drive. Administrator Gray and Kent explained that there is a possibility to do the improvements outside of the city's jurisdiction. With consent of the township and that they will eventually be annexed into the city, the city may postpone an assessment on that property as long as proper notice has been given. Administrator Gray explained the water loop that is proposed on County 56/Riverside Dr. This loop is in the preliminary plans to assist with the potential for future expansion and growth along Highway 71 north. After this discussion, the council reviewed with Kent the cost of these proposed projects. The estimated costs would be \$9,809,382.43, \$1,777,613.25 would be the counties share, and \$8,031,769.18 would be the cities share. Administrator Gray is currently working with the financial advisors at Ehlers on how the repayment of this project would be split out between the tax levy, assessments, water, and sewer rates, as well as other financial options. Kent presented a resolution to the council to proceed with the receiving of a feasibility report and call for hearing on improvements.

#### **Resolution 20-02-18-04**

#### **Receiving Feasibility Report and Calling Hearing on Improvements**

**WHEREAS, pursuant to resolution of the council adopted December 2, 2019, a report has been prepared by Bolton & Menk, Inc. with reference to the proposed 2020 Improvement Project, the improvement of the following streets**

- **CSAH 56 (Riverside Drive): From the south intersection of TH 71 to the north intersection of TH 71**
- **1st Avenue SW: From 5th Street SW to TH 71**
- **CSAH 38 (2nd Avenue SW): From 6th Street SW to TH 71**
- **3rd Avenue SW: From 6th Street SW to TH 71**
- **1st Street SW: From 1st Avenue SW to 3rd Avenue SW**
- **2nd Street SW: From 1st Avenue SW to 3rd Avenue SW**
- **3rd Street SW: From 1st Avenue SW to 4th Avenue SW**
- **4th Street SW: From 1st Avenue SW to 3rd Avenue SW**
- **5th Street SW: From 1st Avenue SW to 4th Avenue SW**
- **6th Street SW: From 2nd Avenue SW to 4th Avenue SW**

**by reconstructing the streets and utilities, and this report was received by the council on February 18, 2020, and**

**WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.**

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

- 1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$9,809,382.43.**
- 2. A public hearing shall be held on such proposed improvement on the 6th day of April, 2020, in the council chambers of the city hall at 7:10 (p.m.) and the clerk shall give mailed and published notice of such hearing and improvement as required by law.**

**Adopted by the council this 18th day of February, 2020.**

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**Mayor**

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**City Administrator**

(Council Reports)

Public Works: Public Works Director Chad Bosl gave a report. The wastewater plant project is moving along, the crew is laying block for the new control building, and some indoor piping, along with some electrical work. Public works has been working on equipment in the shop, and some shelving at the liquor store. Tomorrow Long Prairie plumbing will be repairing a water leak in the fire hall. The water plant and wastewater plant daily rounds and samples have been going well.

Public Safety: Council member Wright gave a report for the Fire Department. The Fire Department is applying for a FEMA Grant to purchase a battery-operated extraction tool. If awarded, the amount would be \$3,881.00. Truck 140 is back in service, they had to replace an EGR value. The Fire Department will be sending a mystery reader to the elementary school. And the Department will escort the LPGE-Browerville Wolves Wrestling team out of town on Wednesday February 26<sup>th</sup>.

EDA: Administrator Gray gave a report on the upcoming EDA meeting scheduled for February 19<sup>th</sup>, 2020 at 4:30 pm. Administrator Gray had several discussions throughout the day with various resources, council members, and the League of MN Cities on topics related to the meeting. Such as adding and reviewing new members of the EDA, the resignation of an EDA member, and a proposed contract with the Long Prairie Area Chamber of Commerce. Administrator Gray recommended that this meeting be postponed until a later date to continue researching answers to some of these issues facing the EDA of Long Prairie.

Health & Wellness: The wellness committee met on Thursday February 13<sup>th</sup>; they discussed the united way food drop. The 2020 Census was also discussed, there will be no paper forms to fill out, the initial contact will be by postcard to either go out online to fill it out the census or contact someone with the Census.

Community Concern: Mayor Dixon met with Heather, the new community corrections and probation officer for the youth in the community. They discussed the issues that face the youth of Long Prairie.

Administrator Report: Administrator Gray has had discussions with Ehlers in regards to the City's Financial Management Plan. I reviewed and answered questions on several funds which include, the capital outlays, airport, fire, EDA, and Library and a few bonds. We discussed future projects such as the upcoming 2021 Road Project, along with possible other road improvement projects throughout the city. Chad, Kent, and I will get together in the near future to look into some of the target areas in town that need improvements. And lastly, we discussed future employment opportunities which included, the possibility of public works employee, a police officer, and EDA Director. As a disclaimer, all of these items will be built into the overall plan as suggestions and recommendations based and needs and costs, the City Council will be making the final decision on the makeup of these items. Also, Public Works Director Chad Bosl and I have finalized the roads that we are looking to Seal Coat in 2020, I am working on reinvesting a few CD's, and Mike Hartell from MNDot flew into our airport and now has the internet working.

**Council member Mechels motioned and Rasmussen seconded to adjourn the meeting at 9:00 pm. Motion unanimously carried.**

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Ted Gray  
City Administrator/Clerk

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Jodi Dixon  
Mayor