

City of Long Prairie
7:00 P.M., Monday, March 30th, 2020

The Long Prairie City Council met in a Special Session by phone at City Hall, 7:00 pm, on Monday, March 30th, 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 Mechels seconded to approve the council minutes from March 2nd, 2020.

Roll Call Vote:

Yes: Rasmussen, Mechels, Gripne, Wright, Dixon

No: 0

Council member Rasmussen motioned Mechels seconded to approve the February-March Bills.

Roll Call Vote:

Yes: Rasmussen, Mechels, Gripne, Wright, Dixon

No: 0

(New Business)

Administrator Gray presented to the council on how the City of Long Prairie was handling the current COVID-19 outbreak. Administrator Gray discussed with the council some of the options on the Emergency Paid Sick Leave Act (EPSLA) and how it could affect the city employees. The City Hall and other city buildings have been closed to the general public until further notice. The Council and EDA will continue to have their regular scheduled meetings, but they will be conducted with limited people present at the meetings and through a conference call system. All the departments will continue normal hours but will be taking precautions. Council member Mechels asked what would happen if one of the City employees would contract COVID-19 and have to be quarantined? The city office staff, would have to work on remote access. For the Deputy Clerks, the main day to day issues is the payroll for all staff and the handling of the water and sewer bills. These tasks would have to be rearranged between the City Administrator and the Deputy Clerks. Administrator Gray will report back to the council with a tentative plan to handle this type of situation.

Kent Louwagie from Bolton and Menk presented to the council a memo regarding the close out of the 2016 Road Improvement Project. There was an issue that came up during the project with dewatering. The contractor, RL Larson hired a subcontractor, Blake Drilling to handle dewatering on 1st St S, passed Rosen Fields. They originally were sending the water into Lake Charlotte, which raised concerns with several residents around the lake. After a month of sitting idle, the contractor moved the dewatering to Venewitz Creek, which allowed for the project to continue. The contractor is asking for an additional \$40,000.00 from the City of Long Prairie to help cover a portion of a \$67,533.00 invoice that was presented to them from Blake Drilling. Council member Wright asked why they did not move it in the first place to Venewitz Creek? The contractor was unaware of the possibility to use the creek and was worried about raising the water levels, but after further research of Venewitz Creek, they were able to dump water on the other side of what appeared to be a man-made dam. Council member Mechels asked if the

possibility of dewatering was mentioned in the request for proposal for this project? There was a portion of the bid that did state that the contractor would have to handle all dewatering for this project. Mechels stated that the contractor would then be liable for this payment. The council agreed and did not accept the proposed offer from RL Larson. Kent did explain that there was still around \$2,600.00 in retainage fees for services completed that is still owed. Kent will draft a final pay request to paid to the contract to close out the 2016 Road Improvements Project.

Administrator Gray reviewed a memo that was presented to the council regarding the Airport Master Plan Proposal. The City of Long Prairie along with Todd County had completed an additional runway extension in 2019. With this addition complete would we like to extend or do any other projects at our airport; a new master plan would need to be completed. Silas Parmar from Bolton & Menk was on the phone and explained the ultimate goal for an airport of our size is to get to 4,000 feet. The master plan would assist in laying out future project options. The last Master plan was from 2005. Once City Council approved this request for qualifications for a consultant to write this master plan it would take up to 18-24 months to complete due to the scope of the project.

**RESOLUTION #20-03-30-02
REQUEST FOR
QUALIFICATIONS (RFQ)
AIRPORT MASTER PLAN
Long Prairie Municipal Airport –
Todd Field
Long Prairie, MN**

The City of Long Prairie, MN is seeking proposals from qualified firms to provide planning services in the development of an Airport Master Plan and Airport Layout Plan for the Long Prairie Municipal Airport – Todd Field. All work is required to comply with FAA requirements and regulations.

The City last completed a major planning study for the Airport in 2005. Since that time the Airport has made numerous improvements and the FAA has revised their planning policies. The Master Plan study will focus on the following areas: Runway 16/34 length evaluation, crosswind runway development, building area development, environmental overview, and financial plan.

GENERAL SCOPE OF SERVICES:

The Consultant will follow the guidance in FAA AC 150/5070-6B “Airport Master Plans” in the preparation of the Airport Master Plan. Elements of content for inclusion will be, at a minimum:

- **Airport Geographic Information System (AGIS) Survey**
- **Public Involvement Program**
- **Existing Conditions**
- **Environmental Considerations**
- **Aviation Forecasts**

- **Facility Requirements**
- **Alternatives Development and Evaluation**
- **RPZ Memo Alternatives Analysis (if applicable)**
- **Airport Layout Plan (ALP) Drawing Set**
- **Facilities Implementation Plan**
- **Financial Feasibility Analysis**
- **Exhibit A Property Map**

SUBMITTAL REQUIREMENTS:

Submittals may be no more than 10 pages in length, excluding the cover letter and dividers, and shall include, but are not limited to, the following:

1. **Key personnel's professional qualifications and experience in airport planning and their role anticipated for the proposed project, their knowledge of FAA regulations, policies, and procedures.**
2. **Qualifications and experience of sub-consultants under consideration to be engaged by the consultant.**
3. **A list of all current airport planning projects, as well as any that have been completed in the last three years. List the project manager you assigned to each project.**
4. **Capability to perform all or most aspects of the project and recent experience in airport master planning projects.**
5. **Understanding of the project's potential challenges and the sponsor's special concerns.**
6. **Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.**
7. **A list of references with contact information.**

ADDITIONAL INFORMATION:

No cost or fee schedules may be submitted with your proposal. Consultants will be selected based on their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants will be evaluated, and the best-qualified consultant selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

SELECTION PROCESS AND CRITERIA:

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects."

CONSULTANTS WILL BE SELECTED BASED ON THE FOLLOWING CRITERIA:

1. **Qualifications of the Project Manager and Project Team.**
2. **Recent experience in airport projects, including special project areas (e.g., airport master planning, airport layout plans, airport obstruction surveys).**

3. Demonstrated understanding of the project's potential problems and the airport owner's special concerns.
4. Demonstrated all necessary professional engineering, architectural, surveying, planning and project management services related to performing and meeting the requirements as specified in AC 150/5300-16, AC 150/5300-17, and AC 150/5300-18.
5. Familiarity with Federal, State and Local conditions, codes, ordinances, laws, and regulations.

The selection committee will review the proposals and rank the firms based upon the selection criteria. They City may select directly from the proposals or develop a short-list and conduct interviews.

SUBMITTALS:

Interested firms should submit five (5) printed copies and one (1) pdf copy of their proposals to the address below, no later than 3:00 p.m. on Wednesday, April 15, 2020

Primary Contact: Ted Gray, City Administrator
City of Long Prairie
615 Lake Street South
Long Prairie, MN 56347
320-732-2167
tgray@cityoflongprairie.com

City Administrator/Clerk

Mayor

Council member Rasmussen motioned Gripne seconded to approve resolution 20-03-30-02 approving the request for qualifications for an airport master plan.

Roll Call Vote:

Yes: Rasmussen, Wright, Dixon, Gripne, Mechels

No: 0

The council discussed Resolution 20-03-30-01, to raise the dog license fees from \$6.00 to \$10.00. Council member Gripne mentioned that we should review the penalty rates for not having a license as well. Administrator Gray will review this and bring back a resolution to increase those rates appropriately.

Resolution #20-03-30-01

RESOLUTION TO INCREASE THE CITY OF LONG PRAIRIE'S DOG LICENSE FEE

WHEREAS, the City of Long Prairie is to increase the dog license fee by resolution according to the Animals Section of the City Code, 12.102 – 2b, Licenses Required.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LONG PRAIRIE, MINNESOTA THAT: the City Council of City of Long Prairie acknowledges the increase of the dog license fee from \$6.00 per year to \$10.00 a year to run concurrent with the dog's rabies vaccinations.

Adopted this 30th, day of March, 2020, by the City Council of the City of Long Prairie.

ATTEST:

Ted Gray
City Administrator/Clerk

Jodi Dixon
Mayor

Council member Wright motioned Mechels seconded to approve the resolution 20-03-30-02 raising the dog license fees from \$6.00 to \$10.00.

Roll Call Vote:

Yes: Wright, Rasmussen, Gripne, Mechels, Dixon

No: 0

Council member Wright motioned Dixon seconded to approve the Transient Merchant Permit for Valley View Bakery for April 4th, 2020.

Roll Call Vote:

Yes: Gripne, Rasmussen, Mechels, Wright, Dixon

No: 0

Council member Gripne motioned Mechels seconded to approve the Lawful Gambling Permit for Todd County Council on Aging for August 14th, 2020.

Roll Call Vote:

Yes: Wright, Dixon, Rasmussen, Gripne, Mechels

No: 0

The council discussed two EDA positions that need to be filled. Two of the candidates were available on the phone Teresa Sorenson and Terri Jo Peery. Mayor Dixon asked a question to Teresa on the time that she would be able to commit to the EDA, Teresa responded that she does serve on four separate boards and committees at this time. Teresa stated that her experience on these separate boards and committees could make her an asset on the EDA. Council member Gripne asked Terri Jo about her banking history. Terri Jo gave brief history of her time at Stearns bank, she worked closely with customers as a Client Relations Representative. She is currently working as a Tax Support Specialist for Asfled Tax Service and Account Manager for Compass Media. Council member Rasmussen stated he had reached out to two members of the community who work at financial institutions, Marcus Berscheid and Denita Wisniewski. Both declined to apply due to conflicts and time available to be a full participant on the commission. Rasmussen continued to state that the EDA always had at least one person on the EDA with a financial background. Administrator Gray mentioned that Bob Klick had expressed interest in applying to be on the EDA. Council Member Gripne commented that Bob had been on the EDA in the past and had helped with the expansion of the industrial park and Incubator Building. Teresa

Sorenson questioned the council on what specific financial background qualifications does one need to be on the EDA? She continued to state she can handle and understand budgeting and has done so on her other committees. Council member Rasmussen questioned if she has handled large sums of money as in finances for businesses? Teresa commented back that it is not all about finances, her experiences, personal contacts, and work ethic can be a positive for this commission. Administrator Gray asked if the council had additional questions? Mayor Dixon asked how long do we keep the application process open? The process to select these positions seems to be taking long a time.

Council Member Rasmussen motioned Gripne seconded to postpone a decision for the EDA positions until the April 6th meeting.

Terri Jo asked if there is any additional information the council would like to see to from Teresa and herself to show their qualifications. Terri Jo mentioned she has several different items that show her experience level with organizations like the Hockey Association, in which she played a crucial role in managing the funds for that association. The council would appreciate that additional information.

Roll Call Vote to postpone the decision for the EDA positions until April 6th meeting.

Yes: Wright, Dixon, Gripne, Rasmussen, Mechels

No: 0

Mayor Dixon had received some questions regarding the animal ordinance and if there was a way to have more than two dogs. Is it possible for them to have an additional pet if they have a double lot? Council member Gripne had received several calls regarding the possible pet increase, those citizens where against the increase. Administrator Gray mentioned that some people may be able to handle more than two pets, but by changing the ordinance to allow for an additional pet may cause more issues. There were additional questions raised about the number of pets one household could have. Was it two total pets or was it two dogs and two cats? Administrator Gray will do additional research and report back to the council.

(Council Reports)

Public Works: Administrator Gray mentioned that public works was handling all day to day activities as normal. Dan Warner and Chris Haasser had been coming in early to do sweeping. The public works staff has been implementing social distancing practices.

Public Safety: Council member Wright gave a report for the Police Department. The 2016 Police Squad has been repaired from damage that occurred in December. Amiee Sebesta has started as a part time officer. The officers have written 24 violations for abandoned vehicles on properties in town, along with other violations for garbage in yards. The department has been practicing social distancing as best they can. They are taking inventory on all PPE items.

Council member Wright gave a report for the Fire Department. Due to COVID-19 the department has cancelled all trainings and meetings for the month of April. When responding to medicals they are only taking 4 members to the call to limit the exposure in case the person they are assisting has the virus. The department has replaced two cell phones that have been used to

gather direction to fire calls and medical assists with tablets. These tablets are in place and are connected to the Todd County dispatch. A reminder that burning restrictions were put in place on March 24th.

Liquor Store: Council member Rasmussen gave a report on the Liquor Store. The liquor store has been very busy the past few weeks, sales have been up. The liquor store is doing their best to keep everything clean and sanitized to allow for public safety.

Library: Council member Gripne gave a report on the Library. The Library was closed on March 16th.

Census: Council member Gripne gave an update on the Census. The Census is not off to a good start due to the COVID-19 outbreak. Our community, as well as Todd County has not had a large response yet to the Census. The community has applied for a grant that would greatly assist in advertising for the Census. Council member Wright asked if there were any members of our Hispanic community involved yet? We do not have someone from that community at this time, but we are looking.

Community Concern: Mayor Dixon gave a report on the community concerns. Most of the concerns are revolved around the COVID-19 virus. The school started distance learning on March 30th. Mayor Dixon has reached to around 100 of her seniors who are members or have attending Senior Center events to check on their wellbeing. A majority of the seniors are in good spirits and are practicing social distancing.

Administrator Report: Administrator Gray gave a report regarding the day to day activities at City Hall. The City Hall was closed to the public starting March 18th. Administrator Gray is still working on other items not related to COVID-19, such as the 2021 Road Projects. Kent Louwagie from Bolton & Menk inquired on the council's interest to have preliminary survey work completed for this project. The council would like to see a description of the work to be completed for the next council meeting.

Council member Dixon motioned and Mechels seconded to adjourn the meeting at 8:26 pm. Motion unanimously carried.

Ted Gray
City Administrator/Clerk

Jodi Dixon
Mayor