

**City of Long Prairie**  
**7:00 P.M., Monday April 18<sup>th</sup>, 2022**  
**City Council Meeting Held Via-Teleconference**

The Long Prairie City Council met by phone at City Hall, 7:00 pm, on Monday April 18<sup>th</sup>, 2022, Mayor Dixon called the meeting to order with the following present by phone or at City Hall: Council members, Bob Klick, Lilah Gripne, Dattrick Mitchell, David Wright, and City Administrator Ted Gray. Others present Fire Chief Dan Laumeyer, Officer Trevor Larson, Officer Ryan Hanson, Public Works Director Chad Bosl, Kent Louwagie, Daiv Freeman, Pat Schultz, Brad Thelen, Elaine Kingston, Jim Kingston, Brad Kircher, Bruce Oftedahl, Mary Peterson, Daniel Claseman, Haley Claseman, Don Schmidt, Becky Meis, Sara Meis, Scott Thomas, Gloria Geisenhof, Joseph Claseman, Brent Lenz, Jim Kreemer, Teresa Sorenson, Joyce Rosenow, Lila Rosenow, Barb Morish, Darrel Weston, Pat Kreemer, and Loren Fellbaum.

**Council member Klick motioned Wright seconded to approve the consent agenda:**

- (a) Approve Agenda for April 18<sup>th</sup>, 2022 – With Additions to New Business, item 6: Amos Yoder – Transient Merchant Permit; item 7: Novedades Bronco – 3.2 Liquor License Off Sale Permit**
- (b) Approve Council Meeting Minutes from March 21<sup>st</sup>, 2022**
- (c) Approve Council Meeting Minutes from April 4<sup>th</sup>, 2022**
- (d) Approve Bills for March – April 2022**

**Motion carried unanimously.**

At 7:02 p.m. Mayor Dixon called a public hearing for CSAH 56 & CSAH 38 Assessment Hearing. City Engineer Kent Louwagie from Bolton & Menk presented to the council and the residents present the improvement project. The presentation included the project scope in which the construction will be completed and the details regarding the infrastructure updates for water, sanitary sewer, storm sewer, and the roads. Kent concluded the presentation by discussing the project costs and the associated assessments to this project, which included the portions of the city's assessment policy, calculations of the assessments, and assessment adjustments.

After the presentation Administrator Gray addressed the group and opened the comment section of the meeting. Administrator Gray followed the list of names from individuals who had signed up to speak at the assessment hearing.

Brad Kircher had no comments. Dan Claseman asked for clarification on the postponement of the assessments, the cost of the postponement, and if the city had intentions of annexing in his property. The assessments would be postponed until the city would annex in the property; at this time the city does not intend to proceed with any annexation. The cost of the postponed assessments would be covered with the general fund cash or tax levy until the properties would be annexed into the city limits. Mr. Claseman asked regarding the assessment calculation on his property. Kent reviewed the slide and explained the assessment calculation. Mr. Claseman's final question addressed his concerns with the marquee, entrance to his property. Mr. Claseman requested it not be disturbed during construction, Mr. Claseman also requested some form of agreement regarding this and for the postponed assessment. The council was in understanding that the marquee would not be disturbed and would be willing to work on form a of agreement

regarding this. Don Schmidt questioned the cost for the frontage of his property in comparison to Long Prairie Packings costs. Sarah Meis questioned the replacement of the water and sewer lines in front of her home and if they would be replaced. They would be replaced, and the city would discuss with the contractor to confirm if they would be willing to install new individual services or would the property need to coordinate that service replacement. Becky Meis had no comments. Scott Thomas had no comments. Gloria Gesienhof had no comments. Joseph Claseman had no comments. Pat Schultz asked several questions, the first was to Public Works Director Chad Bosl, regarding sewer back ups on Riverside Drive. Bosl responded that the city worked through one to two backups last year and in the area around County 38, they responded to three in the past year. Mr. Schultz asked County Engineer Loren Fellbaum regarding the County's funding of the project and if it could be postponed. Mr. Fellbaum responded that funding could be available at a later date, but it would be in the best interest to move forward with the project. Mr. Schultz has several additional questions, regarding the televising of sewer lines on Riverside Dr, curb and gutter being installed on portions of Riverside Drive, if MPCA was contacted regarding the storm water runoff, the size of the water and sewer mains being installed, and if these items are wants verses needs. Administrator Gray explained that the project was designed and approved to match all state standards for road construction. This would mean that the design of the curb and gutter, and contacting of MPCA regarding the storm water run off was approved through proper authorities. Regarding the upsize in the water and sewer mains. The mains are upsized to a 12-inch water main and 10-inch sewer main. This is designed to meet the demands in that area and prepare for future development concerns. The city has agreements with Long Prairie Packing regarding the cost to upsize the watermain. Lilah Rosenow questioned individual service hook up to their home and if during the project would be a good time to have it installed. Administrator Gray stated that it would be discussed with the contractor to confirm if they would be willing to complete individual installations to property owners and that it may be a good time to consider having the individual service in stalled. Darrel Weston comment that his concerns would be with the financial strain of the assessment, especially for those on a fixed income. It would not be the right time for these assessments to be applied. Discussion was had on the deferred assessment policy update in relation to his concerns about individuals on fixed income due to age and disability. Pat Kreemer questions how the city can assess for a parcel that is not in city limits. Kent explained the city's assessment policy and that parcels can be assessed that are not in city limits and would be set for postponement. The city can not require a payment on the parcel not in city limits until it is annexed into the city. There were no further comments from residents.

Council member Wright had a question regarding the 3<sup>rd</sup> Ave Bridge. Administrator Gray responded that it was believed to have been constructed in the WPA Era, but could not confirm if there was any historical significance.

After no further comments or question, Mayor Dixon closed the public hearing at 8:00 p.m.

The council reviewed four resolutions for consideration regarding the approval of the assessments, project bids, bond sales, and bond sale public hearing.

**Council member Klick motioned Mitchell seconded to approve Resolution 22-04-18-10 Adopting Assessment Role. Motion carried unanimously.**

**Resolution 22-04-18-10  
Resolution Adopting Assessment**

**WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the CSAH 56 and CSAH 38 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 2nd 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 2nd Avenue SW to 3rd Avenue SW**
  - 3rd Street SW: From 2nd Avenue SW to 4th Avenue SW**
  - 4th Street SW: From 1st Avenue SW to 3rd Avenue SW**
  - 5th Street SW: From 2nd Avenue SW to 4th Avenue SW**
  - 6th Street SW: From 2nd Avenue SW to 4th Avenue SW**
- by reconstructing the streets and utilities.**

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

- 1. Such proposed assessment a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.**
- 2. Such assessment shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January 2023, and shall bear interest at the rate of 2.95 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2022. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.**
- 3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.**
- 4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.**

Adopted by the council this 18<sup>th</sup> day of April 2022.

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Jodi Dixon, Mayor

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Ted Gray, City Administrator

Council member Wright motioned Klick seconded to approve Resolution 22-04-18-11 Accepting bids. Motion carried unanimously.

**Resolution 22-04-18-11  
Resolution Accepting Bid**

WHEREAS, pursuant to an advertisement for bids for the CSAH 56 and CSAH 38 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 2nd 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 2nd Avenue SW to 3rd Avenue SW
- 3rd Street SW: From 2nd Avenue SW to 4th Avenue SW
- 4th Street SW: From 1st Avenue SW to 3rd Avenue SW
- 5th Street SW: From 2nd Avenue SW to 4th Avenue SW
- 6th Street SW: From 2nd Avenue SW to 4th Avenue SW

by reconstructing the streets and utilities, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

1	C & L Excavating, Inc.	St. Joseph, MN	\$11,629,747.50
2	RL Larson Excavating	St. Cloud, MN	\$11,817,762.55
3	R & R Excavating, Inc.	Hutchinson, MN	\$12,540,176.06
4	Sellin Brothers, Inc.	Hawley, MN	\$13,824,557.50
5	Crow River Construction	New London, MN	\$15,775,884.30

AND WHEREAS, it appears that C & L Excavating, Inc. of St. Joseph, MN is the lowest responsible bidder,

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

1. The scope of the project shall be reduced as described in Change Order 1, to be approved concurrently with the contract.

**2. Contingent on PFA funding, the mayor and clerk are hereby authorized and directed to enter into the attached contract with C & L Excavating, Inc. of St. Joseph, MN in the name of the city of Long Prairie for 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 2nd 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 2nd Avenue SW to 3rd Avenue SW**
- **3rd Street SW: From 2nd Avenue SW to 4th Avenue SW**
- **4th Street SW: From 1st Avenue SW to 3rd Avenue SW**
- **5th Street SW: From 2nd Avenue SW to 4th Avenue SW**
- **6th Street SW: From 2nd Avenue SW to 4th Avenue SW**

**by reconstructing the streets and utilities, according to the plans and specifications therefor approved by the city council and on file in the office of the city clerk.**

**3. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.**

**Adopted by the city council this 18<sup>th</sup> day of April, 2022.**

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**Jodi Dixon, Mayor**

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**Ted Gray, City Administrator**

Todd Hagen from Ehlers Financial discussed the bonds associated with the road project. One bond would issued at Market Rate and two would be issued through PFA, one for the water and the second for sanitary sewer costs.

**Council member Klick motioned Gripne seconded to approve Resolution 22-04-18-12 Authorizing Ehlers to Proceed with Bond Sale. Motion carried unanimously.**

**Resolution No. 22-04-18-12**

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

**Resolution Providing for the Sale of  
\$3,615,000 General Obligation Bonds, Series 2022C**

**A. WHEREAS, the City Council of the City of Long Prairie, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$3,615,000 General Obligation Bonds, Series 2022C (the "Bonds"), to finance the construction of the street**

and storm sewer portion of the City's 2022 Improvement Project; and to current refund the City's outstanding General Obligation Improvement Bonds, Series 2010A and the 2006A improvement portion of the General Obligation Refunding Bonds, Series 2012A to extend maturities to better match the sources available for payment; and

B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Long Prairie, Minnesota, as follows:

1. **Authorization; Findings.** The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. **Meeting; Proposal Opening.** The City Council shall meet at 7:00 p.m. on June 6, 2022, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. **Official Statement.** In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 18<sup>th</sup> day of April, 2022.

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City Administrator

Council member Klick motioned Dixon seconded to approve Resolution 22-04-18-13 Calling for Street Reconstruction Bond Plan Hearing for May 2<sup>nd</sup>, 2022. Motion carried unanimously.

CITY OF LONG PRAIRIE  
COUNTY OF TODD  
STATE OF MINNESOTA  
RESOLUTION NO. 22-04-18-13

**RESOLUTION CALLING PUBLIC HEARING ON  
THE INTENSION TO ISSUE GENERAL OBLIGATION STREET  
RECONSTRUCTION PLAN BONDS AND THE PROPOSAL TO  
ADOPT A STREET RECONSTRUCTION PLAN THEREFOR**

**A. WHEREAS, pursuant to Minnesota Statutes, Section 475.58, Subdivision 3b the City of Long Prairie, Minnesota (the “City”) may issue bonds to finance capital expenditures under its street reconstruction plan over a period of five years (the “Plan”) without an election provided that, among other things, prior to issuing the bonds the City adopts the Plan after a public hearing thereon and publishes a notice of its intention to issue the bonds and the date and time of a hearing to obtain public comment on the matter; and**

**B. WHEREAS, the City Council will hold a public hearing on its intention to issue general obligation street reconstruction plan bonds in one or more series from time to time (the “Bonds”) and to adopt the Plan therefor pursuant thereto on May 2, 2022; and**

**NOW, THEREFOR, BE IT RESOLVED by the City Council of the City of Long Prairie, Minnesota, that the City Council hereby calls for a public hearing on its intent to issue the Bonds and to adopt the Plan therefor, such hearing to be held on the date and time set forth in Exhibit A attached hereto. The City Council is hereby directed to cause the notice to be published at least 10 but not more than 28 days before the hearing in the official newspaper of the City or a newspaper of general circulation in the City.**

**Member \_\_\_\_\_ moved for the adoption of the foregoing resolution. The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:**

**and the following voted the same:**

**whereupon said resolution was declared duly passed and adopted.**

**Dated this 18<sup>th</sup> day of April, 2022.**

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**City Administrator**

(Council Reports)

Public Works: Council member Mitchell reported that the public works is continuing to work on various shop projects, equipment maintenance, and starting to sweep streets. They will continue the next few weeks street sweeping, starting patching holes, and getting parks ready for use.

Park & Recreation: Council member Mitchell reported that there will be a park board meeting on Monday April 25<sup>th</sup>.

EDA: Council member Wright reported at the EDA meeting to be held on Wednesday April 20<sup>th</sup> they will be discussing the Prairie Foods Building, there will be Child Care Center update and discussion on the replacement of the Vice Chair position.

Public Safety: Council member Wright reported that the Police department will now be able to place an order to purchase the new squad. The Fire Department received a \$500.00 Donation from the Browerville Sportsmen's Club. Dan Warner is retiring from the Fire Department after 24 years of service, the City Council expressed their gratitude for Dan's years of service. The Fire Department may need to assist, in coordination with MN Health Department with the Avian Flu concerns.

Planning & Zoning: Council member Gripne reported that there will be a meeting on Monday April 25<sup>th</sup> at 4:45 p.m.

Community Concerns: Mayor Dixon reported that the Senior Center is fundraising for improvements. Mayor Dixon reviewed the TCCAC's meeting.

Administration: Administrator Gray gave updates on upcoming personal leave and discussed the next steps in the 2021 audit preparation and completion.

(New Business)

**Council member Klick motioned Gripne seconded to Acknowledge Raffle for LPGE/Browerville Wolves Golf Team. Motion carried unanimously.**

Administrator Gray presented to the council the 2022 Seal Coating Bids that were opened on April 14<sup>th</sup>, 2022 at 11:00 a.m.

Allied Black Top:	\$66,985.00
Astech Corp:	\$70,114.60

**Mayor Dixon motioned Wright seconded to approve the Seal Coating Bid for Allied Black Top in the amount of \$66,985.00. Motion carried unanimously.**

**Council member Mitchell motioned Gripne seconded to Resolution 22-04-18-14 Approving Joint Powers Agreement regarding Internet Crimes Against Children Task Force. Motion carried unanimously.**

#### **RESOLUTION NO. 22-04-18-14**

#### **RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF LONG PRAIRIE ON BEHALF OF ITS POLICE DEPARTMENT REGARDING THE MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE (ICAC)**

**WHEREAS, the City of Long Prairie on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety,**



**Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.**

**NOW, THEREFORE, BE IT RESOLVED by the City Council of Long Prairie, Minnesota as follows:**

- 1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Long Prairie on behalf of its Police Department, are hereby approved. A Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.**
- 2. That the Police Officer, Ryan Hanson, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City’s connection to the systems and tools offered by the State.**
- 3. That Jodi Dixon, the Mayor for the City of Long Prairie, and Ted Gray, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.**

**Passed and Adopted by the Council on this \_\_\_\_\_ day of \_\_\_\_\_-, \_\_\_\_\_.**

**CITY OF LONG PRAIRIE**

\_\_\_\_\_  
**By: Jodi Dixon**  
**Its Mayor**

**ATTEST:** \_\_\_\_\_  
**By: Ted Gray**  
**Its City Clerk**

The council reviewed the proposal and grant request to purchase new radar speed signs for the police department.

**Council member Klick motioned Mitchell seconded to approve the funding and purchase of two new radar speeds signs for the police department. Motion carried unanimously.**

The council discussed the upcoming police interview process. The council would like to look at options to have another Police Chief or higher-ranking officer be involved in the interview process, preferably from a neighboring county or city. They also discussed options to have more community involvement, such as adding citizens to the hiring committee. Administrator Gray will research these options. The council members to serve on the hiring committee will be Mitchell and Gripne.

**Council member Klick motioned Dixon seconded to approve the transient merchant license for Amos and Martha Yoder, Valley Vue Bakery. Motion carried unanimously.**

**Mayor Dixon motioned Mitchell seconded to approve the 3.2% Off Sale Liquor License for Novedades Bronco Grocery Store. Yes Votes: Dixon, Mitchell, Wright, No Votes: Klick, Gripne. Motion Carried 3 to 2.**

**There being no further business, motion by Dixon seconded by Klick to adjourn the meeting at 8:39 p.m.**

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Ted Gray, City Administrator

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Jodi Dixon, Mayor