

City of Long Prairie
7:00 P.M., Tuesday September 6th, 2022
City Council Meeting Held in Person & Via-Teleconference

The Long Prairie City Council met in person and by phone at City Hall, 7:00 pm, on Tuesday September 6th, 2022, Acting Mayor David Wright called the meeting to order with the following present by phone or at City Hall: Council members, Bob Klick, Lilah Gripne, Datrik Mitchell, and City Administrator Ted Gray. Others present Police Chief Ryan Hanson, Officer Trevor Larson, Fire Chief Dan Laumeyer, Kent Louwagie, Daiv Freeman, Ryan Schmidt.

Council member Gripne motioned Klick seconded to approve the consent agenda:

- (a) **Approve Agenda for September 6th, 2022**
- (b) **Approve Council Meeting Minutes from August 15th, 2022**
- (c) **Approve Work Session Minutes from August 29th, 2022**
- (d) **Approve Special Meeting Minutes from August 31st, 2022**
- (e) **Approve Donation Resolution 22-09-06-32**

Motion carried unanimously.

Resolution #22-09-06-32
RESOLUTION ACKNOWLEDGING DONATIONS

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

NNO Dunk Booth	\$110.00	NNO Donations
Mid Central National Bank	\$100.00	NNO Donations
Food From NNO	\$712.00	NNO Donations
Burger King	Ice	NNO Donations
LP Oil	\$100/00	DARE
Chavez Market	\$50.00	DARE
Hillig Auto	\$250.00	DARE
Magnifi Financial	\$100.00	DARE
Central Bi	\$100.00	DARE
Coborn's	\$100.00	DARE
MN National Bank	\$100.00	DARE
LP Sanitation	\$100.00	DARE

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 August.

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 6th day of September 2022, by the City Council of the City of Long Prairie.
ATTEST:

Theodore Gray
City Administrator/Clerk

David Wright
Acting Mayor

(Presentations)

Ryan Schmidt from Schlenner Wenner and Co. presented to the City Council the 2021 Audit. Ryan explained the need and reasoning for the audit. He addressed the audit findings which included a purchase violation of not receiving the necessary number of quotes, FDIC limits for exposed collateral, and summary financial information not being published according to state standards. Ryan presented a high-level view of the city's funds, which included the general fund, liquor, water, and sewer funds. Council member Wright asked what issues could arise from the audit findings. Ryan explained at this time there is no penalty for the violation, but could lead to one if the findings continue to happen.

(Council Reports)

Public Works: Council member Mitchell reported that the daily water/ wastewater rounds, and samples are going fine. Public works has been busy patching, mowing, and painting. In the next few weeks, we will be working on hydrant repairs, flushing, and pumping hydrants, along with continued patching and equipment maintenance.

EDA: Council member Wright reported that there will be an EDA meeting on Wednesday September 21st, 2022.

Public Safety: Council member Wright reported for the Fire and Police Departments. The Police Department handled 328 incidents in the last two weeks. Chief Hanson worked with Trinity Care Centre on threat responses. Kellen Pulliam has been added as a part-time officer. Officer Rakow and Officer Otterer are attending EVAC training on September 8th. Fire Department has had a total of 118 calls for the year.

Airport: Administrator Gray provided a brief update on the Airport. The city is still working with FAA to complete a grant close out of the runway extension project. Once complete the airport commission can move forward with the master plan it had been working on.

Health & Wellness: Council member Gripne reported that Health and Wellness will be meeting on Friday September 9th.

Planning & Zoning: Council member Gripne reported on the conditional use and variance hearing for 150 Central Ave.

Library: Council member Gripne reported two upcoming legacy events being held at the Library on September 16th and September 30th.

Administration: Administrator Gray provided an update on a potential park grant that maybe available for the city.

Kent Louwagie provided the Council an update on the road project. The base layer of paving is complete on 2nd Ave and several side streets. The water and sewer mains are installed on 3rd Ave

and they are working on installing individual services. At this time everything is on schedule with the road project.

There was discussion regarding adding an additional half of block of sidewalk on the Northside of 2nd Ave between 4th and 5th Street. The estimated cost is \$6,000.00 to complete this work.

Council member Klick motioned Gripne seconded to approve the installation of sidewalk on the North side of 2nd Ave between 4th and 5th Street for the estimated cost of \$6,000.00 Motion carried unanimously.

Kent reviewed the pay application number 4 in the amount of \$1,875,526.38 with the Council for work completed on the road project to date.

Council member Klick motioned Gripne seconded to approve Pay Application #4 in the amount of \$1,875,526.38 payable to C&L Excavating, INC. Motion carried unanimously.

(New Business)

The City Council reviewed and discussed the 2023 Preliminary Budget. Administrator Gray explained the overall budget for 2023. The city did see and increase in the tax levy requested; this was due to increased expenses. However, the levy request may decrease upon review and approval of the previously discussed storm water ordinance. Administrator Gray reviewed other purchases, such as the Rescue Truck for the Fire Department, New Police Vehicle, and several public works items. This also included larger project to replace the city's main lift station and maintenance/repainting of the water tower in 2023. To close out the budget presentation Administrator Gray presented a memo from Jessica Cook with Ehlers Financial on the Financial Management Plan used for budgeting purposes.

Council member Klick motioned Mitchell seconded to approve Resolution 22-09-06-33 Adopting the Preliminary Tax Levy and setting the Truth and Taxation Hearing for Monday December 5th, 2022, at 7:00 pm. Motion carried unanimously.

**RESOLUTION #22-09-06-33
ADOPTING THE PRELIMINARY 2022 TAX LEVY, COLLECTIBLE
IN THE YEAR 2023**

Be it resolved by the City Council of the City of Long Prairie, County of Todd, Minnesota, that the following presents the final tax levy collectible in 2023 upon the taxable property in the City of Long Prairie for the following purposes:

Levy Purpose

General Fund	\$576,768
2016A G.O. Bond	\$118,740
2018B G.O. Bond	\$159,705
2022A PFA Bond	\$ 32,548
2022B PFA Bond	\$ 37,756
2022C (2010 Refunding)	\$ 76,000

2022C (2012A Refunding)	\$ 14,700
2022C (Storm Water)	\$108,250
2022C G.O. Bond	\$ 38,588
Total	\$1,163,056

Theodore Gray
City Administrator/Clerk

David Wright
Acting Mayor

Council member Gripne motioned Klick seconded to approve HACH Annual Service Quote in the amount of \$11,904.00. Motion carried unanimously.

Council member Wright motioned Gripne seconded to approve Central Square Quote (to upgrade LETG) in the amount of \$22,631.48. Motion carried unanimously.

Council member Gripne motioned Mitchell seconded to approve Invoice for Braun Intertec in the amount of \$6,244.50. Motion carried unanimously.

Council member Gripne motioned Klick seconded to approve Resolution 22-09-06-34 PERA Police Officer Declaration for Kellen Pulliam. Motion carried unanimously.

**RESOLUTION # 22-09-06-34
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 Kellen Troy Pulliam, 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 6th day of September 2022; the original of which is on file in this office. I further certify that 4 members voted in favor of this resolution and that 4 members were present and voting.

Signed: _____

Date: _____

**Theodore Gray
City Administrator/Clerk**

The Council reviewed and discussed Planning and Zonings decision on a Conditional Use Permit and Variance request for 150 Central Ave to add apartments to the upstairs area and one in the rear of the building.

Council member Wright motioned Klick seconded to approve the conditional use permit for 150 Central Ave with conditions that all building, electrical, and fire codes are applied. Water and sewer must be able to handle the extra residents. 7 apartments upstairs and ADA compliant apartment in the back of the building downstairs. Licensed contractors are used, and all building codes are followed. Motion carried unanimously.

Council member Klick motioned Gripne seconded to approve the variance for less parking than the city code requires. There will be 8 parking spaces in the back with 2 being handicap accessible if needed for the ADA unit. Motion carried unanimously.

Administrator Gray discussed with the City Council the creation of policy committee to review current city policies. Mayor Dixon had expressed prior interest in being involved with this committee. Council member Gripne would also be a part of this committee. Administrator Gray will work with Mayor Dixon and Council member Gripne on these updates and more information will be provided to the council at a later date.

There being no further business, motion by Klick seconded by Gripne to adjourn the meeting at 8:13 p.m.

Ted Gray, City Administrator

David Wright, Acting Mayor