

**City of Long Prairie**  
**7:00 P.M., Monday October 17<sup>th</sup>, 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 Monday October 17<sup>th</sup>, 2022. Mayor Dixon called the meeting to order with the following present by phone or at City Hall: Council members, Lilah Gripne, David Wright, Datrik Mitchell, Bob Klick and City Administrator Ted Gray. Others present Police Chief Ryan Hanson, Officer Trevor Larson, Fire Chief Dan Laumeyer, Kent Louwagie, Daiv Freeman, and Clint Kreuger.

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

- (a) Approve Agenda for October 17th, 2022**
- (b) Approve Council Meeting Minutes from October 3rd, 2022**
- (c) Approve Bills for September-October**

**Motion carried unanimously.**

(Public Hearing)

Mayor Dixon opened the Public Hearing for Ordinance #22-10-17-01 the creation of a storm water utility fund by amending and adding the ordinance to Chapter 6 of the Long Prairie City Code. Administrator Gray presented the ordinance to the City Council. Gray reviewed with the council the reasoning for the creation of storm water utility fund, which is to pay for current debt and to collect funds for future storm water repairs and costs. The fee schedule presented is based on an average lot size for each type of property. For example, a residential storm water fee will differ from a small commercial fee. After discussion and no further questions Mayor Dixon closed the public hearing at 7:08 p.m.

**Council member Klick motioned Gripne seconded to approve ordinance 22-10-17-01 to create a Storm Water Utility Amending Chapter 6 of the Long Prairie City Code.**

**Roll Call Vote: Yes: Gripne, Mitchell, Wright, Klick, Dixon; No: 0**

**Motion Carried Unanimously.**

**ORDINANCE NO. 22-10-17-01**

**AN ADDITION TO CHAPTER 6 OF THE LONG PRAIRIE CITY CODE**

**THE CITY COUNCIL OF THE CITY OF LONG PRAIRIE DOES ORDAIN:**

**SECTION I**

**Chapter 6 is amended by adding the following:**

**STORM SEWER SYSTEM**

**6.501. City Storm Sewer System. The city shall construct, operate, and maintain a storm sewer system for the drainage of excessive accumulations of surface water and for the drainage of excessive subsurface water for the benefit of the residents of the city.**

**6.502. Under Control of Public Works Director.** The Public Works Director shall have general charge and supervision of the operation and maintenance of the storm sewer system.

**Storm Water Drainage Utility.**

**6.503. Establishment.** Pursuant to Minnesota Statutes, Section 444.075, the City establishes a Storm Water Drainage Utility, and authorizes the imposition of just and reasonable charges for the use and availability of storm drainage facilities. The Storm Water Drainage Utility operations shall be a part of the Public Works Department.

**6.504. Findings and Determination.** In the exercise of its governmental authority and in order to promote the public health, safety, convenience and general welfare, the City has constructed, operated and maintained a storm water drainage system. This Ordinance is adopted in the further exercise of such authority and for the same purposes. The system, as constructed heretofore, has been financed and paid for through the imposition of special assessments and ad valorem taxes. It is necessary and desirable to provide an additional method of recovering some or all of the future costs of improving, establishing, enlarging, replacing, repairing, maintaining and operating the system through the imposition of charges as provided in this ordinance. In imposing charges, it is necessary to establish a methodology that undertakes to make charges just and equitable. Taking into account the status of completion of the system, past methods of recovering system costs, the topography of the City and other relevant factors, it is determined to be just and equitable to assign responsibility for some or all of the future costs of improving, establishing, enlarging, replacing, repairing, maintaining and operating the system on the basis of the expected storm water runoff from the various parcels of land within the City during a standard rainfall event.

**6.505. Storm Drainage Utility Fund.** There is hereby created a Storm Water Drainage Utility Fund into which all charges, when collected, and all monies received from the sale of any related facilities or equipment or any byproducts shall be placed. Such monies shall be used first to pay the normal, reasonable and current costs of operating and maintaining the facilities.

**6.506. Definitions.**

A. **Utility Factor.** The utility factor is defined by the type of land use of the parcel.

B. **Storm Water Utility Fee.** The Storm Water Utility Fee is defined as the annual charge developed for each parcel of land. The City Administrator will review the fee every three years or sooner and make a recommendation to the City Council regarding the adjustment of fees. Fee adjustment recommendations shall be based on the projected revenue required to fund the activities described in Subdivision C. of this section. The City Council may set the fee periodically by resolution.

C. **Monthly Utility Revenue.** The utility revenue is the estimated monthly expenditures for planning and inventories, capital expenditures, personnel and equipment

and operation of the Storm Water Utility, in accordance with established City of Long Prairie policy.

**6.507. Storm Water Utility Factors.** The Storm Water Utility fee shall be determined by the type of parcel being billed. Within the City there exists the following types of parcels:

**Agriculture**

**Residential (up to three units, i.e., triplex)**

**Small Commercial (.75 acres or less)**

**Large Commercial (over .75 acres)**

**Small Multi-Family (1 acre or less)**

**Large Multi-Family (over 1 acre)**

**Institutional**

**Small Industrial (4 acres or less)**

**Large Industrial (over 4 acres)**

**Manufactured Home Parks**

**Residential parcels shall be assessed on a per parcel basis.**

**6.508. Other Land Uses.** Other land uses not listed in the foregoing section shall be classified by the City Administrator by assigning them to classes most nearly like the listed uses, from the standpoint of runoff volume for the standard rainfall event. An appeal of such classifications from the determination of the City Administrator may be made to the City Council.

**6.509. Exemptions.** The following land uses are exempt from the storm water management fee:

**A. Public Road Right-of-Way**

**B. Lakes**

**C. Wetlands**

**D. Agricultural**

**6.510. Payment of Fee.** Storm Water Utility Fees shall be billed every month with water and sanitary sewer bills. The fee shall be due and payable on the same terms as water and sanitary sewer utility bills. Any prepayment or overpayment of charges shall be retained by the City of Long Prairie and applied against subsequent fees.

**6.511. Penalty for Late Payment.** Each billing for Storm Water Utility fees not paid when due shall incur a penalty charge of ten percent (10 percent) of the amount past due.

**6.512. Establishment of Tax Lien. Any past due storm water drainage charges will be certified to the County Auditor for collection with real estate taxes against the property served by the utility established in this ordinance for collection as other taxes are collected in the following year pursuant to MS Section 444.075, Subd. 3 and the Long Prairie City Code. In addition, the City may have the right to bring a civil action or take other legal remedies to collect unpaid charges.**

## Section II

**This ordinance becomes effective from and after its passage and publication.**

**PASSED by the City Council of the City of Long Prairie this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

**APPROVED BY:**

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**Jodi Dixon, Mayor**

**ATTEST:**

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**Ted Gray, City Clerk**

Mayor Dixon opened Public Hearing at 7:09 p.m. for Ordinance 22-10-17-02 establishment of City Council compensation. Administrator Gray presented the ordinance to the council to review. Gray explained the reasoning to review the increase for council compensation and that the compensation would not go into effect until the next elected council is in office, January 1<sup>st</sup>, 2023. After discussion asked the council asked Administrator Gray to complete research of neighboring cities to confirm the rate increase is comparable to other cities of our size. Mayor Dixon closed the public hearing at 7:14 p.m.

**Council member Klick motioned Grippe seconded to table the discussion and approval of the council compensation until the November 7<sup>th</sup> council meeting. Motion carried unanimously.**

(Council Reports)

Public Works: Council member Mitchell reported on the Public Works Department. The daily water and wastewater round and samples are going fine. Public works has been busy with sweeping, picking up leaves, and equipment maintenance. In the next few weeks, we will continue working on sweeping, picking up leaves in the parks and equipment maintenance.

Public Safety: Council member Wright reported for the Fire and Police Departments. The Police Department had 107 incidents reported in the last two weeks. Officer Otterer presented a class on bike safety on October 4<sup>th</sup> at the school. On October 5<sup>th</sup> Officer Rakow attended AED Training and brought back the AED equipment for the department. Chief Hanson preformed robbery

training at Magnify Financial on October 11<sup>th</sup>. This week was Fire Prevention Week and there have been several tours provided to our local schools of the Fire Hall.

EDA: Council member Wright reported that the EDA has a meeting scheduled for October 19<sup>th</sup>, they will receive an update on the Childcare Center project and a recap of the business appreciation breakfast.

Liquor Store: Council member Klick presented the monthly liquor store report for September. The liquor store is continuing to look into options for new flooring.

Planning & Zoning: Council member Gripne reported that there will be Planning and Zoning meeting on October 20<sup>th</sup> to discuss the creation of a Rental Housing Ordinance.

Wellness: Council member Gripne would like to express gratitude from the City to Magnify Financial for assisting in the City Wide Clean up.

Community Concerns: Mayor Dixon reported on the Lions Eye Camera presentation that was held last Thursday. The Wednesday foot clinic is on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month, an appointment should be made ahead of time.

Administration: Administrator Gray reported on the upcoming Emergency Management meeting on Thursday October 27<sup>th</sup>.

Road Project Updated: City Engineer Kent Louwagie presented to the council a road project update. They will be working on Wednesday through Friday of this week to complete all the paving in the road project area. Once complete they will work on putting in black dirt and start grass seeding. They are working completing the new lift station installation located in the Riverside Drive portion of the project.

There was discussion regarding the care of the concrete side walks and curbs during the upcoming winter. For the first-year certain de-icing products should be used instead of salt. Per that discussion the council asked that a formal notification be mailed to each resident regarding the care of the sidewalks and other concrete on their property.

(New Business)

Administrator Gray presented to the council the quotes to purchase playground equipment. The request would be to purchase 3 sets of playground equipment. 2 sets to be replace the current equipment at Lions Lake Charlotte Park and one for Circle Park. One of the sets for Lions Lake Charlotte Park would be for ages 2-5 years and the other for 6-12 years of age. From the two quotes, the Minnesota / Wisconsin Playground Quote would be for \$174,030.62. This includes a price reduction in equipment of \$84,308.00 and installation of \$53,978.00. The second quote was from Weber Equipment and the cost would be \$189,273.00, this includes a \$71,230.00 discount in equipment. For this purchase the city would be using loss revenue generated from the American Rescue Plan Funds.

The council also discussed other updates to Lake Charlotte park area for parking and beach house maintenance.

**Council member Gripne motioned Dixon seconded to approve the purchase of playground equipment and installation costs from Minnesota / Wisconsin Playground for Lake Charlotte Park and Circle Park in the amount of \$174,030.62. Motion carried unanimously.**

**There being no further business, motion by Klick seconded by Wright to adjourn the meeting at 7:40 p.m.**

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Ted Gray, City Administrator

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Jodi Dixon, Mayor