

Long Prairie City Special Meeting
Long Prairie City Hall or Via-Teleconference
5:00 p.m. Wednesday April 24th, 2024

The Long Prairie City Council met in special session at City Hall, at 5:00 pm., Wednesday April 24th, 2024. Mayor David Wright called the meeting to order with the following present: Council members Jim Kreemer, Lilah Gripne, Clint Krueger, and JoAnn Schroeder. Also present were Ted Gray, Todd Hagen, City Attorney Joseph Krueger, Deb Laumeier, Candace Bruder, Amanda Hinson, and Dr. Tessia Melvin.

Council member Gripne motioned Kreemer seconded to approve the agenda as presented for the Special Council Meeting. Motion Carried Unanimously.

(New Business)

Interim City Administrator Ted Gray and Todd Hagen from Ehlers Financial presented to the City Council three proposals for financial services. The proposals include continued assistance with Financial Management Planning, an updated Sewer Cost of Service Study, and Tax Increment Financing Management, Reporting, and Annual Maintenance. Ehlers started assisting the city with financial management planning in 2020. They have assisted in creating a 10-year modifiable plan to assist the city in short-term and long-term budgeting and financial planning. The cost-of-service study for the city's sewer fund was last completed by Ehlers in 2019. This study reviewed all facets of the city's sewer infrastructure and funding, which includes the residential and industrial wastewater, budgeting, bonding, and long-term financial planning for the sewer fund. The last proposal would allow Ehlers to monitor the city's TIF districts and to assist in maximizing these financial districts for potential projects. The council discussed these three proposals. The proposals were individual brought forward in the following motions:

Council member Kreemer motioned seconded by Gripne to approve the proposal from Ehlers Financial to continue to complete Financial Management Planning for the City of Long Prairie, not to exceed a cost of \$17,100. Motion carried unanimously.

Council member Kreemer motioned seconded by Gripne to approve the proposal from Ehlers Financial to update the Sewer Cost of Service Study for the City of Long Prairie, not to exceed a cost of \$18,525. Motion carried unanimously.

Council member Krueger motioned seconded by Gripne to approve the proposal from Ehlers Financial to complete Tax Increment Financing District Reporting for City of Long Prairie, not to exceed a cost of \$2,280 per district. Motion carried unanimously.

Dr. Tessia Melvin from David Drown and Associates presented to the city council data and information related to the Market Analysis that was completed on the City Administration positions. The positions reviewed were the City Administrator/Clerk, Deputy Clerk, Utility Clerk, and Police Administrative Assistant. Tessia reviewed with the council the process that was completed, the reasons for the review of these positions and job descriptions, and the benchmark communities that the city could be compared to. Dr. Melvin presented potential position changes/updates to the current staffing. The council discussed the various positions and possible updates. Through discussion the council would like to have the Administrator/Clerk Positions filled to allow them to have input on the possible position changes and updates. No motions were made regarding this.

Council Gripne motion Kreemer seconded to adjourn the meeting at 6:31 pm. Motion carried unanimously.

Ted Gray
Interim City Administrator/Clerk

David Wright
Mayor