

City of Long Prairie
7:00 P.M., Monday, August 5th, 2024
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 August 5th, 2024. Mayor David Wright called the meeting to order with Council members Jim Kreemer, JoAnn Schroeder, Lilah Gripne, Clint Krueger and City Administrator/Clerk Candace Bruder present. Police Chief Ryan Hanson, Officer Trevor Larson, City Engineer Kent Louwagie, Chris Haasser, Larry Schroeder, Jason Brown (LP Leader), Dan Laumeyer, Steve Jones (Sourcewell), Darla John, Jen Steinmetz, Brad Schmidt, and Jon Chase.

Council member Gripne motioned seconded by Schroeder to approve the consent calendar:

- a. Approve Agenda for August 5th, 2024, with the addition of New Business Item regarding the addition of three peddler licenses and add as Item #10.**
- b. Approve Meeting Minutes for July 15th, 2024, with the correction to the minutes under health and library that the survey will be available in both English and Spanish and will be added to the City's Website. Kreemer also made a correction on page two pertaining to the Fire Department compensation they must be on the fire call to be paid. They cannot be paid just to be on roll call.**
- c. Approve Donation Resolution for June and July 2024**

Resolution #24-08-05-22
RESOLUTION ACKNOWLEDGING DONATIONS

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

Donor	Amount	Purpose
Lake Beauty Bible Camp	\$1,000.00	Outdoor Rink
Long Prairie Lions	\$2,000.00	Prairie Days
MN National Bank	\$50.00	NNO
Magnifi FCU	\$100.00	NNO
Jeff Berg Financial	\$100.00	NNO
American Family Insurance	\$100.00	NNO
American Legion Post 12	\$500.00	NNO

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 June & July.

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 5th, day of August 2024 by the City Council of the City of Long Prairie.

ATTEST:

Candace Bruder
City Administrator/Clerk

David Wright
Mayor

(Public Comment)

Darla John discussed all her concerns with Planning Zonings decision to deny her variance decision on July 30th, 2024.

Due to the public comments from the Darla John; Mayor Wright directed the council to move to new business item number one, Planning and Zoning Variance Decision from July 30th, 2024. Wright discussed that it was denied based on the setback. They discussed moving it back to meet these setbacks, but it isn't feasible. Kreemer reiterated why they partnered with Sourcewell to find these issues to follow our ordinances.

Council member Kreemer motioned, seconded by Schroeder to deny the variance request based on Ordinance 16.250 that all setbacks must be maintained and to review the planning and zoning packet and to refund Darla John for the variance fee in the amount of \$300 and the building permit fee to be refunded as well provided a receipt. Motion carried. All Ayes

(Council Reports)

Public Works: Council Member Krueger presented the council public works report. The daily water/ wastewater rounds and samples are going fine, Public Works has been busy crack filling, and patching, the sealcoat area the crack filling is complete, and the crack filling machine has been sent back. Public works has also been busy with painting crosswalks, parking stalls, and yellow no parking areas. Last week there was a lightning strike at the airport. There was 50 to 60 percent of the runway lights and pappy lights burnt out, along with underground wiring burnt off, most of the lights have been repaired and ARC Electric will be working on the underground wire repair this week. In the next few weeks we will continue painting, patching and mowing as needed.

Planning & Zoning: Council member Kreemer said we already discussed P/Z

Public Safety: Council member Kreemer provided an update on the Police and Fire Departments. Police reported from July 15-August 4th there were 329 calls for service, that is 15.6 calls per day. Officer Puff will be going to defensive driving and pit classes at the St. Cloud driving school on Tuesday, August 6th. The Police Department is hosting National Night Out on Tuesday, August 6th at the Lake Charlotte Lions Park and they will be attending the Todd County Health and Humans Service Night out at the Movies at the Long Drive In on Wednesday, August 7th. The new squad is here and has graphics and is just waiting to be outfitted. Fire Department update that they had a few fire fighters attend training on arson and a house burning training just west of Eagle Bend. A new pumper was installed on tanker #143. They will be

attending National Night Out, then on Wednesday they have their physicals and on Thursday August 8th they have their Annual Chicken and Sweet Corn Feed.

Parks & Rec: Council member Schroeder said everything is going well at the Liquor Store. Parks and Recs discussion was had on a Grant that was received and approved at the end of June and a copy was given to the council and that a meeting needs to be set up with Rita, Candace, Kent and JoAnn to discuss how to proceed with this process. It was noted that we have two years to spend these funds.

Health & Library: Council member Gripne provided information that the Library has a safe food exhibit, and they are hosting some self-directed events in August for all ages during library hours. There is nothing to report in Health and Wellness and their next meeting is this Friday August 9th.

Admin, EDA, Tourism, Community Concerns: Mayor Wright reported that Tourism will be meeting at 9am on Wednesday August 7th to go over financials, budgeting and fundraising ideas. They will also be going over the drone footage for social media usage and working on their mission statement and financials for 2025. EDA met on July 17th and Ms. Wyman from the County was there with a daycare 6-unit pod system model and is looking into grants and city contributions and how to proceed based on a model from the town of Morris. Location was discussed to put it next to the new apartment building in the industrial park. Mayor Wright would also like to apologize to Chief Hanson for some discussions at the last meeting.

Engineers Report: City Engineer Kent Louwagie provided a road project update and that it is almost complete. They have finished most of the paving. The contractor will be working on paving/stripping and shouldering to match pavement edging and other punch list items. The contractor is planning on doing some spraying of weeds in August and overseeding in September. Kent reiterated to the council that all questions and issues from the public for the project be directed to him. Discussion was held on sand issues in certain areas of the project.

(New Business)

The council reviewed the administrative assistance position that was previously discussed to provide the council with more details on the budget, adjusted job description and job posting. Discussion was had on the budget for clarification to the council. Discussion was also had on the detailed list of job duties that are expected of this position. Discussion was had on how the assistant position has helped the officers to be able to be on the road more and to assist the chief and officers in office duties. This position assists the night shift out immensely and has proved to be very beneficial to all staff.

Council member Schroeder motioned, seconded by Kreemer to approve the police administrative assistant position to continue. Motion carried. All Ayes

Council member Gripne motioned, seconded by Schroeder to adopt the police administrative assistant job description and competencies. Motion carried. All Ayes.

Discussion was had on the BCA Software regarding the costs and if it is necessary, after much discussion it was determined that it is needed to meet the BCA requirements and is federally mandated by the state.

Council member Kreemer motioned, seconded by Gripne to approve BCA Software requirements proposal from XS consulting for \$26,448, it was then amended to only \$22,888 plus labor to be billed separate. Motion Carried. All Ayes

Council member Gripne motioned, seconded by Krueger to approve Resolution 24-08-05-23 Appointment of Election Judges. Motion Carried. All Ayes

RESOLUTION 24-08-05-23 APPOINTMENT OF ELECTION JUDGES

WHEREAS, Minnesota Statutes § 204B.21 allows the City of Long Prairie to appoint an election judges;

WHEREAS, Minnesota Statutes § 204B.19, subdivision 2 requires that an election judge (1) can read, write, and speak the English language, (2) is not the spouse, parent, child, or sibling of any election judge serving in the same precinct or any candidate of the election, (3) is not domiciled, either permanently or temporarily with any candidate at the election, or (4) is not a candidate in the election;

WHEREAS, the base number of required election judges for an election in Minnesota under Minnesota Statutes § 204B.22 has been determined to be a minimum of 4 Judges for the precinct of Long Prairie City;

WHEREAS, the city administrator/clerk recommends the appointment of 13 election judges due to the anticipated voter turnout, election judge availability, and necessity of maintaining party balance at all times during the day; and

WHEREAS, the following list of judges fulfills the requirements listed in Minnesota Statutes §204B.19, subdivision 2:

THEODORE GRAY, CANDACE BRUDER, TONY BORGEHIINCK, MARY BORGEHIINCK, LYNNETTE DRAGER, JANE KLEINSCHMIDT, JANE MITZEL, NANCY POTTER, JAN RUDA, JULIE SCHULTES, DEAN SCHULTES, WENDY VANRULER.

WHEREAS, under Minnesota Statutes § 204B.21, subdivision 2, a resolution is mandatory if the appointment of the election judge is within 25 days of the election in which the election judge will serve.

WHEREAS, August 13th, 2024 is the date of the election in which the election judge is to serve;

NOW, THEREFORE BE IT RESOLVED: the City Council of the City of Long Prairie hereby appoints the following election judges as eligible to serve in the Primary Election on August 13th, 2024 pending completion of their training and otherwise qualifying for the office:

BE IT FURTHER RESOLVED, Nancy Potter & Candace Bruder designated the Head Election Judge;

BE IT FURTHER RESOLVED, the City Council of the City of Long Prairie hereby authorizes the City Administrator/Clerk to add additional election judges as needed and allowed by Minnesota Statutes § 204B.21.

Passed this _____ day of _____, 20__.

The City of Long Prairie

Mayor David Wright

Attested by: _____
Candace Bruder City Administrator/Clerk

The council reviewed Ted's part-time employment status since he has accepted another position but will continue to help the city and is flexible. He has been assisting the city in the Water/Sewer Rate Study, 2023 Audit, Balancing, Budgeting and other administrative tasks.

Council member Wright motioned, seconded by Krueger to continue services with Ted until September 30th, 2024 as a part time employee at a rate of \$35 an hour and will continue to work on administrative tasks and to pay him out his requested vacation at his previous administrator rate of \$46.99 for 129 hours, which was his 2023 salary. We will revisit his employment status at the August 19th meeting. Motion Carried. All Ayes

Discuss the closing of the streets on September 8th, 2024, from 9am until 4:30pm for the Parish Festival and that the public works will assist in the placement of barricades. It was noted that St. Mary's is required to notify CentraCare of this street closure for ambulance services.

Council member Gripne motioned, seconded by Kreemer to approve the request by St. Mary's for the street closure on 1st Ave SE between 4th Street and Todd Street on September 8th, 2024, from 9am until 4:30pm for their parish festival, with a note that they must contact CentraCare about the closure. Motion Carried. All Ayes

The council discussed a request by Long Prairie Leader to continue to participate in the advertisement and posting of meeting minutes in the El Lider (Spanish Edition). Discussion was also held regarding articles that are currently being published that are more opinionated and not as factual based. Discussion on communication between the city and paper was held to create a more partner-based situation. Discussion on cost was also had and how the newspaper can work with the city to make this as cost-effective as possible.

Council member Krueger motioned, seconded by Gripne to approve the publishing of the meeting minutes in the El Lidor (Spanish Edition). Motion Carried. All Ayes

Discussion was held that this is the final pay request for the pavement maintenance project at the airport, ninety percent by FHA, five percent state, and only five percent locally shared between

the county and the cities responsibility is about \$5,000. Noted that this project came in below budget.

Council member Wright motioned, seconded by Gripne to approve Pay Request No. 2 for Airfield Pavement Maintenance in the amount of \$8,176.67. Motion carried. All Ayes

Council member Gripne motioned, seconded by Kreemer to approve Pay Application No. 17 for CSAH 38 & CSAH 56 Road Project in the amount of \$620,395.56 to C & L excavating for work completed through July 26th, 2024. Motion Carried. All Ayes

Discussion was held regarding the applications submitted for Legacy Restoration, Ashton McGee, and Apex Exteriors and how they should be classified. Discussion was held that they are called peddlers at a rate of \$150 for a year license. Discussion was held that they should have insurance, and a business license number provided to the city before a permit is issued. Discussion on protocol to make sure that all new peddlers need to submit the proper credentials and then it can be brought up at the next council meeting.

Council member Kreemer motioned, seconded by Gripne to approve Legacy Restoration, Ashton McGee and Apex Exteriors for a peddler's license as long they can prove they are bonded, licensed and insured. Motion Carried. All Ayes

Next meeting will be held on August 19th, 2024.

There being no further business, motioned by Kreemer, seconded by Krueger to adjourn the meeting at 9:02 p.m.

Candace Bruder, City Administrator/Clerk

David Wright, Mayor