

City of Long Prairie
7:00 P.M., Monday, October 7, 2024
City Council Meeting Held in Person & Via-Teleconference

The Long Prairie City Council met in person and by phone at City Hall at 7:00 pm, on Monday October 7, 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. Also present was Chief of Police Ryan Hanson; members of the public present: Larry Schroeder, Trevor Larson, Jeremy Sovich, Justin Connor, Stan Mensen, Otis Ostendorf, Brian Newville, Roger Lowe, Renee Kreemer, Jody Bebault, Cathy Swanson, Luan Thomas-Brunckhorst, Tracilee Churlik, Teresa, Dan Laumeyer, Alicia Lopez, Esmeralda, Fernando and Bob Byers.

Council member Schroeder motioned, and it was seconded by Gripne to approve the consent calendar:

- a. Approve Agenda for October 7, 2024 that currently has eleven items with the addition of three New Business Items; Item #12 regarding the review of the Cops Hiring Grant, Item #13 reviewing the purchase of a Bauer Legacy Compressor for the Fire Department, Item #14 review the purchase of a used forestry truck to replace the current grass rig.**
- b. Approve Meeting Minutes from September 16, 2024**

Council member Schroeder motioned to approve the consent agenda with the additional agenda items, it was seconded by Council member Gripne; unanimously approved.

Public Comment

Justin Connor informed city council of nuisance property located at 720 1st Street South, as well as violating a plethora of city ordinances (pictures given to council of the nuisance property).

Trevor Larson, the Union Stuart for the City of Long Prairie Police Department, spoke regarding 2023 contract negotiations, where they (Police Union & City Council) discussed new ways to encourage new officers to apply for the city. Discussions were had at these work sessions regarding retention programs and longevity pay for current officers. Questions on these negotiations were raised on how they were settled, and the council directed the City Administrator/Clerk to investigate this and locate where the paperwork went regarding this issue.

Stan Mensen asked why the city had sent so many police officers to a school board meeting and who authorized it, and who should pay for these costs. Other questions were brought up regarding the police department.

Renee Kreemer informed the council of a property at 905 1st Ave SE that has trash sitting on the curb and the issues that can happen from allowing citizens to leave their trash on the street. It was stated that there needs to be an ordinance to stop this and to make citizens more accountable.

Jody Bebault complained about the state of Long Prairie becoming unacceptable and that there needs to be more enforcement of ordinances. Especially on the limit of vehicles in yards and current license tabs. Mayor Wright challenges the Police Department to enforce these ordinances since we have Chapter 11 at our disposal. It was also noted that this is a rental issue, and the City doesn't have a rental ordinance, but it is currently being worked on.

Council Reports

Public Works: Council member Krueger provided a report that the daily water/ wastewater rounds and samples are going fine, public works has been busy with cutting trees and cleaning up brush at the frisbee golf course, flushing and pumping hydrants, and winterizing park and ball field bathrooms. They have placed topsoil around the pickle ball court and the grass has been seeded, the nets have not arrived yet, but it was noted they should arrive that week. In the next few weeks public works will continue flushing and pumping hydrants, picking up leaves, and maintenance on snow removal equipment.

Planning & Zoning: Council member Kreemer stated it is coming up on the agenda.

Police Department and Fire Department: Council member Kreemer provided an update on the Police and Fire Department. Police have had 273 calls for service in the last 21 days, averaging 13 calls per day. LPPD received a \$125,000.00 COPS Hiring grant which is on the agenda. Officer Puff completed his SFST (Standardized Field Sobriety Testing) training. Officer Morazan has been here for a year as of Oct 1st. LPPD has completed initial Lens Lock body camera training, and some are now using the new body cameras. Chief Hanson was requested by LPGE School Staff and School Board members to be present for the special School Board meeting on 10-3-24. Three other Officers arrived and ensured that the meeting and pre-reported protest was peaceful. There was no serious incident during the meeting or protest.

Liquor Store / Parks & Rec: Council Member Schroeder informed Council that everything at the Liquor Store is going well. Park & Rec-the biggest thing is a project at Riverside Park and Kent the City Engineer will update the council during his report.

Library: Council member Gripne gave a report that a Wellness Meeting is scheduled to meet on Friday, October 11th, and on Thursday, October 10th from 2-3pm the Library Book Club will be meeting in the library meeting room. A different book is reviewed each month and interest in registration is limited to ten. E-Books Minnesota features content from our state's independent publishers and is available to our library card holders. On Thursday, November 7th from 4 to 5pm, Read The Classics Book Club will be meeting to discuss Cannery Row; registration is required, and ten seats are available.

Admin, EDA, Tourism and Community Concern: Mayor Wright commented on community concern, with the main one that was discussed at 720 1st Street South. EDA we have Luan discussing a child Care proposals and that is part of the New Business section.

Engineers Report: City Engineer Kent Louwagie gave an update on the new lift station project being delayed until spring based on electrical equipment delay and ground water pumping equipment issues, contamination treatment equipment, and freezing temperatures. The street improvement project is almost complete, and a fog seal is planned for next spring. Regarding this project the council needs to be aware that an administrative penalty to the City and the Contractor has been issued for alleged violations of environmental requirements, which relate to the construction of a storm water permit that was issued for the project. Additional discussions will be planned with the MPCA. This summer the city received \$141,000 grant from the DNR for improvements at Riverside Park. The improvement plans are to clean out the ponds, the ditches, preserve the two water control structures and the two bridges that exist in the park right now, install a couple of culverts to restore the flow through those ditches and through the site, some strategic tree removal, creating a parking space for up to ten vehicles, and restoring the roads out there with some crushed rocks surfacing or something similar. Since this is a grant, it was noted that some strict requirements are to be complied with, and that the city also needs to follow all State and Federal guidelines.

Old Business

None.

New Business

RESOLUTION NO. 24-10-7-28

A RESOLUTION ADOPTING FINDINGS OF FACT AND CONSIDERATION OF CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT APPLICATION OF LOPEZ HOLDINGS FF LLC (APPLICANT) AT 616 LAKE STREET S, LONG PRAIRIE, PIN 36-0112400 and 35-0112401

WHEREAS, at the Long Prairie City Council Meeting on the 7th day of October, 2024 the Long Prairie City Council reviewed a Conditional Use Permit application on behalf of Lopez Holdings FF LLC; and,

WHEREAS, in accordance with the provisions of the City of Long Prairie Zoning Ordinance and pursuant to the requirements of Chapter 462 of Minnesota Statutes the Conditional Use Permit would authorize the above named to construct a 4-Plex, (renovate a commercial building into 4 Residential Units) within the C-2 zoning district of the City of Long Prairie, Todd County, Minnesota

Parcel Numbers 36-0112400 and 36-0112401

Legal Description: Lot 3, Block 1, Oliver's First Addition and West ½ of Lot 4, Block 1, Oliver's First Addition

Address: 616 Lake Street South

And,

WHEREAS, the Planning Commission has considered the Applicant's request at a duly noticed Public Hearing which took place on September 24, 2024, and has recommended approval to the City Council; and

FINDINGS OF FACT:

The Planning Commission found that the application generally follows and is compatible with the Comprehensive Plan, Zoning and Land Use Requirements and that the conditional use does not appear to be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity and that the establishment of the conditional use does not appear to impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

CONDITIONS OF APPROVAL:

- 1) Consider a finding that the proposed use generally follows and is compatible with the Comprehensive Plan, Zoning and Land Use Requirements and that the, conditional use does not appear to be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity and that the establishment of the conditional use does not appear to impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area, with the following conditions:
- 2) At least two and one-half parking spots per units must be maintained over the life of the units, so at a minimum 10 spots.

- 3) Off-street required automobile parking space shall not be utilized for open storage or for the storage of vehicles which are inoperable or for sale or for rent.
- 4) Waste storage/pickup area must be screened from the residential properties to the East.
- 5) If further signage or fencing is needed, applicant will need to apply for a permit with the city. If construction is done on the site a building permit will be required.
- 6) Units must comply with the City Rental Code and the State Building Code.
- 7) Applicant is required to submit and complete a sewer and water line upgrade plan with the local building official and City Engineer to ensure that sewage exits the property properly and into the city mains and that there is sufficient water for the property for the additional residential units.
- 8) Each new residential unit must be provided a separate heat source with in-unit controls.
- 9) Revocation: A violation of any condition set forth in a conditional use permit shall be a violation of the permit and can cause termination of the permit, after proper notice. A conditional use permit shall become void one year after being granted by the city council unless made use of, or an extension is approved by the city.
- 10) The Driveway exiting onto 1st Street South will be closed.

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

The application to issue a Conditional Use Permit to allow Lopez Holdings FF LLC to operate a 4-Plex (4 residential units) at the property described as 616 Lake Street S., PIN 36-0112400, as allowed per the Long Prairie Zoning Code, is hereby approved, subject to the above listed conditions.

The City of Long Prairie staff is herewith directed to issue the appropriate permits pursuant to this Conditional Use Permit.

Passed by the City Council of Long Prairie, Minnesota this 7th day of October, 2024.

David Wright
Mayor

Attested:

Candace Bruder
City Administrator/Clerk

Discussion was had on this resolution, and it was noted that Planning and Zoning and Sourcewell have thoroughly gone through this and provided proper guidance.

Motion was made by Council member Kreemer to approve Resolution #24-10-7-28, it was seconded by Council member Krueger. Council member Gripne asked that the motion stipulate closing the driveway, so it does not go onto 1st Street South (condition# 10). Council member Kreemer rephrased his motion to include condition# 10, it was seconded by Council member Krueger; unanimously approved.

RESOLUTION NO. 24-10-7-29

A RESOLUTION ADOPTING FINDINGS OF FACT AND CONSIDERATION OF CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT APPLICATION OF ROSIE'S MISSION (APPLICANT) AND WILD MEN PROPERTIES LLC (OWNER) AT 529 LAKE STREET S, LONG PRAIRIE, PIN 36-0063700

WHEREAS, at the Long Prairie City Council Meeting on the 7th day of October, 2024 the Long Prairie City Council reviewed a Conditional Use Permit application on behalf of Rosie's Mission; and,

WHEREAS, in accordance with the provisions of the City of Long Prairie Zoning Ordinance and pursuant to the requirements of Chapter 462 of Minnesota Statutes the Conditional Use Permit would authorize the above named to: operate a Veterinary Clinic (Spay and Neuter Clinic) within the C-2 zoning district of the City of Long Prairie, Todd County, Minnesota
Parcel Number: 36-0063700
Legal Description: Lot 13, Block 2, Lee's Addition to the City of Long Prairie
Address: 529 Lake Street South

And,

WHEREAS, the Planning Commission has considered the Applicant's request at a duly noticed Public Hearing which took place on September 24, 2024, and has recommended approval to the City Council; and

FINDINGS OF FACT:

The Planning Commission found that the application generally follows and is compatible with the Comprehensive Plan, Zoning and Land Use Requirements and that the conditional use does not appear to be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity and that the establishment of the conditional use does not appear to impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

CONDITIONS OF APPROVAL:

- 1) After one year (September 1, 2025), the CUP will be reviewed for the possibility of adding additional screening along the residential properties to the North. This will be ascertained by staff after a review of possible complaints during the first year of operation. If no complaints are received it will be taken as evidence that no further screening is needed. If complaints are found this will be brought to the attention of the Planning Commission for review, and if needed, screening will be added after notice to the applicant.
- 2) The applicant is required to use and dispose of biohazardous, pathological, or regulated medical waste, including animal body parts, organs, tissues, surgical specimens, or bodily fluids, at properly regulated and approved sites, per local, State and Federal requirements.
- 3) If further signage or fencing is needed, applicant will apply for a permit with the city. If further construction is done on the site a building permit will be required.
- 4) Revocation: A violation of any condition set forth in a conditional use permit shall be a violation of the permit and automatically terminates the permit. A conditional use permit shall become void one year after being granted by the city council unless made use of.

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

The application to issue a Conditional Use Permit to allow Rosie's Mission to operate a Veterinary Clinic at the property described as 529 Lake Street S., PIN 36-0065700, as allowed per the Long Prairie Zoning Code, is hereby approved, subject to the above listed conditions.

The City of Long Prairie staff is herewith directed to issue the appropriate permits pursuant to this Conditional Use Permit.

Passed by the City Council of Long Prairie, Minnesota this 7th day of October, 2024.

David Wright
Mayor

Attested:

Candace Bruder
City Administrator/Clerk

Discussion was had on this resolution, and it was noted that Planning and Zoning and Sourcewell have thoroughly gone through this and provided proper guidance.

Motion was made by Council member Krueger to approve Resolution #24-10-7-29 it was seconded by Council member Gripne; unanimously approved.

A discussion was held that there is a desire to install a free library box at Harmony Park, and two more free libraries. The community gardens had one that was damaged and replaced. They would like to see one installed at Harmony Park, since a lot of people walk that way and sit on benches and then they could take a book out and read.

Motion was made by Council member Schroeder to allow a free library at Harmony Park, it was seconded by Council member Gripne, unanimous approval.

Discussion was held about the Community Garden and how it was originally established and how the chamber has taken over and that they had \$4,500 in their account. Then they had a break in one of the main pipes that depleted their funds to about \$500. They are struggling with issues regarding pipe breaks, gophers etc. They have a bill for repairs that they don't have funds to pay for and are asking for the city to assist with those costs in the amount of \$517.40. There are 76 gardens in total. This year there are 30 gardens and some of them have four lots. Discussion was held on other cost sharing issues with the community garden.

Motion was made by Council member Schroeder for the City to pay the Community Garden's repair bill of \$517.40, it was seconded by Council member Krueger. The motion was amended by Mayor Wright to approve the \$517.40 come out of the Park & Rec board which was seconded by Council member Krueger; motion carried with only 1 nay vote by Council member Kreemer.

Luan Thomas-Brunkhorst informed the Council that Long Prairie and Todd County are in dire need of daycare and there is a definite shortage. Trinity Learning Center is closing as of October 16th and they had 38 slots there. There is a Deed Grant available for \$600K. There is a pod system in Morris, Little Falls, Saint Gabriel, New Ulm, Sandstone and Hill, Minnesota as examples. These pod systems would be up to 72 slots of childcare depending on if they are licensed between 10 to 12 kids and would be 6 units. The building cost is \$1.2 million, and Deed Grant requires a match, whether it is in-kind donations or be donations/funding from businesses or County or from the City. A request is being made for the lots in the industrial park; parcel number 36-4016800 and 36-4016900 to build these 6-unit pod systems. A request to also have one the lots become a city park based on the requirements of having a city park within 1500 feet of the pod system. County Commissioner Bob Byers was there for some discussion and the timeline is going to be an obstacle since it is due by October 31, 2024.

Motion was made by Mayor Wright to table the Childcare Grant assistance until Council receives more information, understanding that this is time sensitive and may need to have a special meeting before the regularly scheduled meeting October 21st. It was seconded by Council member Kreemer; unanimously approved.

Police Administrative Assistant Hiring Committee Recommendation is for Deanna Polzin and a thorough background check has been completed and was satisfactory.

Motion was made by Council member Kreemer to hire Deanna Polzin at Step 1 at a rate of \$21.51 with a start date of October 21st, it was seconded by Council member Gripne; unanimous approval.

Public Works Hiring Committee Recommendation is for hiring David Strom and Brandon Karolus and a thorough background check has been completed on each hire and were satisfactory.

Motion was made by Council member Gripne to hire David Strom as the first hire at Step 2 at \$24.97 plus \$1.00 for C Wastewater License and \$1.50 for B Water License for a total wage of \$27.47, and have something so that we know he will be available within our 15 minute response time when he is on-call, and that we also hire Brandon Karolus at step 1 at \$23.72 and he was informed he must obtain his CDL license within 6 months or actively working on it on his own accord, both individuals start date is October 15th, it was seconded by Council member Krueger; unanimously approved.

Discussions were made about Mr. Joe Miller and how his skills and prior training in another city have been a true asset and that his bilingual skills are very helpful in the day-to-day operations of city hall and many good comments have been made about all the new staff at city hall.

Motion was made by Council member Gripne to take Joe Miller off his 90-day probation period and to move him to permanent employment status and to move him into Utilities Clerk Step 3 wage scale of \$24.00, it was seconded by Council member Schroeder; unanimously approved.

**RESOLUTION #24-10-7-27
AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

It is resolved by the City of Long Prairie as follows:

- 1. That the state of Minnesota Agreement No. 1058054, “Grant Agreement for Airport Improvement Excluding Land Acquisition,” for State Project No. A7701-C35 at the Long Prairie Municipal Airport is accepted.**
- 2. That the City Administrator and Mayor are authorized to execute this Agreement and any amendments on behalf of the City of Long Prairie.**

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF TODD

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the City of Long Prairie at an authorized meeting held on the 7th day of October, 2024 as shown by the minutes of the meeting in my possession.

Signature: _____

City Administrator/Clerk

Motion was made by Mayor Wright to approve Resolution #24-10-7-27 to authorize/to execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisitions, it was seconded by Council member Gripne; unanimously approved.

Discussion on Change Order #10 for CSAH 56 and CSAH 38 Road Project to repair an eroding drainage swale, located west of Riverside Drive, about 300-feet north of Fairview Avenue. The drainage swale crosses the north side of the Steve Laumeyer property, and it carries a significant amount of runoff from west of town to the Riverside Drive Road ditch and has eroded where it connects to the Riverside Drive Road ditch, causing sediment buildup and turf establishment issues in the Riverside Drive project area. This issue has been identified by MPCA as requiring correction. The Change Order would re-establish the swale in a straight line across the property and install a concrete block mat where the swale connects to the Riverside Drive ditch, which will prevent ongoing erosion. Kent Louwagie has had several conversations with the property owner regarding the issue. They are willing to allow the work to occur on their property but are unwilling to share in the cost. There is a need for a temporary construction easement from the property owner to complete the work. This Change Order would increase the contract amount by \$25,072.50, to be shared 56% by Todd County and 44% by the City. The County’s share would be \$13,992.60 and the City’s share would be \$11,079.90. This Change Order would also extend the final completion date of the project until July 1, 2025, which allows time for the fog seal to be completed next year. This also allows time to address any lingering turf establishment or

similar issues prior to closing the contract. Considering the sensitivity of this issue, we recommend the approval of Change Order 10.

Motion was made by Council member Kreemer to accept Change Order No. 10 with the City's amount to be \$11,079.90 to fix the problem, it was seconded by Council member Gripne. After a discussion with City Engineer, Kent Louwagie, Council member Kreemer modified his motion to include the whole amount of the project \$25,072.50 with the County to pay 56% of the cost and the City to pay the other 44%, which was seconded by Council member Gripne; unanimously approved.

The City Engineer informed the Council that this is for payment for work completed through September 27, 2024 regarding the road project.

Motion was made by Council member Gripne to Approve Pay Application No. 18 for CSAH 56 and CSAH 38 Road Project in the amount of \$13,368.40 to C&L Excavating, it was seconded by Council member Schroeder; unanimously approved.

Proposal to review Highway 287 mill cost share for the flashing lights, and sidewalk extensions to the North and South at 4th Street. The project extends from TH 71 (Lake Street) to the curve just east of 9th Street. The project generally includes milling and overlaying the pavement, ADA improvements, sidewalk replacement from TH 71 to 6th Street, installing Rectangular Rapid Flashing Beacon (RRFB) crosswalk signs at 1st Street and 2nd Street, minor drainage improvements, and other miscellaneous related work. MnDOT anticipates they will open bids for this project in March 2025 with construction in 2025. MnDOT will pay the majority of the costs on this project, however the city will be required to pay for some of the work, currently estimated around \$80,000. The RRFB crosswalk signs are estimated at \$55,000. We investigated applying for a Safe Routes to School grant for the cost of these signs, but it appears the grant award announcements would be too late to apply to this project. Correspondence has happened with the LPGE school regarding a potential cost sharing arrangement on those signs (50-50 split).

Motion was made by Council member Schroeder to approve the cost-split for the RRFB for the Highway 287 mill overlay project with the LPGE School District in the amount of \$55,000 and to approve the proposed costs for the project, it was seconded by Council member Gripne; unanimously approved.

Cops Hiring Grant: Police Chief Ryan Hanson informed the Council that the city was awarded \$125,000 for a cop's hiring grant. The hiring salary for the seventh position has been worked in from his understanding, this position would cover part-time hours; it would take down some of the part-time hours and assist with vacation hours, it would also assist with replacing a current full-time officer who is set to retire in the next year. Approval needs to be sent in by the 31st of October. The city would have to keep that person for a fourth year. It would be three years coverage of \$125,000 total; so, the City would basically cover $\frac{1}{4}$ of the cost the first year, $\frac{1}{2}$ the cost the second year, $\frac{3}{4}$ the cost the third year; the fourth year would be entirely on the City. That spot could eventually disappear if the city sees fit that it is not needed. But with expected retirements, that position would be able to move into that spot without any issues.

Motion was made by Council member Kreemer to approve the Cop's Grant for \$125,000 over a three-year period, it was seconded by Council member Krueger; unanimously approve.

The Fire Department presented bids to replace the compressor unit, this has been known for many years that it was going to be needed to be replaced along with the SCBA. This has been in the capital outlay for 4 to 5 years, along with the \$180,000 SCBA that we did receive the FEMA grant for. The FEMA grant writer took off the compressor, stating it was not a higher priority. There were two bids for the compressor, one for \$38,045 from Alex Air and one from 3G Safety Supply in the amount of \$40,086.

Motion was made by Council member Gripne to accept the bid from Alex Air Apparatus for a compressor in the amount of \$38,045, it was seconded by Council member Kreemer; unanimously approved.

Fire Chief Laumeier informed Council that the old diesel unit 145 from about 1986 needs to be replaced and that the transmission is going out on that one. The DNR in Little Falls has two trucks currently available for purchase a 2013 with fewer miles and a 2015 with more miles and it costs \$2,000 more. The Fire Department would take the equipment off the 145 and put that into the new truck to save on cost.

Motion was made by Council member Krueger to purchase the 2013 GMC 3500 HD regular cab long bed 4 x 4, 6.6 liter Duramax Diesel for the price of \$13,200, it was seconded by Council member Schroeder; unanimously approved.

There being no further business, Council member Kreemer motioned to adjourn the meeting, which was seconded by Krueger; unanimously approved - meeting adjourned at 9:37 p.m. unanimously approved.

Candace Bruder, City Administrator/Clerk

David Wright, Mayor