

**City of Long Prairie**  
**7:00 P.M., Monday, November 18, 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 November 18, 2024. Mayor David Wright called the meeting to order with Council members Jim Kreemer, JoAnn Schroeder, Clint Krueger, Lilah Gripne and City Administrator/Clerk Candace Bruder present. Also, present Chief of Police Ryan Hanson, Officer Trevor Larson, Fire Chief Dan Laumeyer.

**Council member Kreemer motioned, and it was seconded by Krueger to approve the consent calendar:**

- a. Approve Agenda for November 18, 2024 with the addition of a New Business Item regarding a Resolution about an internal loan for the Walk in Walk Around Fire Truck as Item #5.**
- b. Approve Meeting Minutes from November 4, 2024**
- c. Bills through October 16<sup>th</sup>-November 15<sup>th</sup>, 2024**

**Council Reports**

**Public Works/Airport:** Council member Krueger updated the council about a meeting with the airport commission on raising the hanger rate and the addition of a new hanger unit. Also, lights that had been damaged by a lightning strike have been replaced on the airport runway. The daily water/ wastewater rounds and samples are going fine, public works have been busy with sweeping, picking up leaves, and patching holes. The central avenue clock has been repainted and they will be working on installing the new components. The sidewalk in front of Echo Water has been removed and replaced with tar. Christmas decorations will be put up this week, plowing snow as needed, and some equipment maintenance at the wastewater treatment plant.

**Planning & Zoning:** Council member Kreemer informed the council that a meeting will be held on November 26<sup>th</sup>.

**Police Department and Fire Department:** Council member Kreemer provided an update on LPPD over the last 14 days the PD had 179 (calls for service) averaging 13 per day. All three squads are now outfitted with LensLock video cameras, and the new/used radars from MN State Patrol. Discussion on raising fees related to ordinance violations. On 11-12-24 Chief Hanson and FD Chief Laumeyer attended a Central MN Emergency Operations Preparedness training in Browerville hosted by the Initiative Foundation. Chief Hanson also attended Region 5 Chiefs and Sheriffs networking and informational training at Sourcewell in Staples on 11-13-24. Ordinance fees were discussed and that more research needs to go into raising the fees to stay current.

**Liquor Store / Parks & Rec:** Council member Schroeder informed Council that everything is good at the liquor store. Food trucks licensing was discussed, and it was noted that more research with other cities fee scale on how to structure. It was noted to maybe switch to a 6-month fee,

compliance checks and color-coding licenses for easy reference for police officers to know what kind of license.

Library/Health and Wellness: Council member Gripne updated council on the upcoming events at the library.

Admin, EDA, Tourism and Community Concern: Mayor Wright gave his report that the EDA will meet November 20<sup>th</sup>. Compliant was mentioned on 720 1<sup>st</sup> S South and the status.

Engineers Report: City Engineer Kent Louwagie gave an update on Riverside Park and the bid package that was given out to 5 contractors to have back to him by November 22<sup>nd</sup>. A notice of decision from Todd County SWCD was given to the council regarding Riverside Park Restoration.

### **New Business**

Discussion on the payment that it is for materials on hand and the procurement of those items for the lift station project.

**Motion was made by Council member Gripne to Approve Pay Application No. 1 for the Long Prairie Main Lift Station Improvement Project in the amount of \$392,143.11 to C&L Excavating, it was seconded by Council member Kreemer; unanimously approved.**

Discussion that this is almost the final payment for CSAH 56 and CSAH 38 Road Project except for about \$100,000 that will be due at the final completion of this project in 2025.

**Motion was made by Council member Gripne to Approve Pay Application No. 19 for CSAH 56 and CSAH 38 Road Project in the amount of \$464,305.95 to C&L Excavating, it was seconded by Council member Krueger; unanimously approved.**

Review of 2025 health insurance premiums per employee and adding dental to our employee package. After so much turnover this past year offering a more lucrative benefit package may be a great way to obtain and retain employees and that is why it was built into the budget for 2025. There were three options proposed to the council for medical cost share between the employees and the city. There were two options for dental coverage presented. Costs for premiums for employees will be spread among 26 payroll periods in a year for family coverage policies. The meeting will be held with employees at the end of the week.

**Motion was made by Council member Schroeder to approve 100% cost coverage for single policy coverage on an employee and 90% cost coverage on family policy coverage for health insurance premiums and it was approved to add Dental Insurance Plan Delta Pathfinder #3 at the proposed cost share, it was seconded by Council member Krueger; unanimously approved.**

Review options for funding additional office staff and police staff. A memo was presented from Ehlers' Financial explaining how we could pay for the additional staff. Based on the past 6 months the front office staff have been working very hard to try to make sure that deadlines are met to keep the flow of the city consistent. Conversations with current staff on a few potential

ideas on what kind of staff position would be helpful for the city. With the Planning and Zoning Commission wanting to create a rental ordinance, additional staff personnel will be necessary to deal with that and they could take on building permits to ease the burden on the current staff. Also, this person could be an assistant to the administrator for Human Resource issues as well and possibly take over payroll and help conduct more annual employee reviews. Another benefit of having an additional staff member is to cut costs on the annual audit and to have better checks and balances in place. Another benefit of creating an additional staff position could help us assist in finding more grant funding that could offset the costs of this position.

**Motion was made by Council member Kreemer to research a part-time office position and how it would be titled, wages and creating a job description, it was seconded by Council member Gripne; unanimously approved.**

## **CITY OF LONG PRAIRIE, MINNESOTA**

### **RESOLUTION NO. 24-11-18-31**

#### **APPROVING THE TERMS OF AN INTERNAL LOAN IN CONNECTION WITH PURCHASE OF WALK IN WALK AROUND RESCUE FIRE TRUCK**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONG PRAIRIE, MINNESOTA ("CITY") AS FOLLOWS:**

##### **Section 1.     Background.**

1.01.   The City determined a need to incur certain costs in connection with the purchase of a walk-in walk around rescue fire truck.

1.02.   The City has determined to finance half of the Project on a temporary basis from the Liquor Fund(s) (collectively, the "Fund"), which fund is administered by the City and has a balance that is legally available for such purposes.

1.03.   The City intends to reimburse the Fund for the Project from future tax levies or other available City funds in accordance with the terms of this resolution (which terms are referred to collectively as the ("Internal Loan").

##### **Section 2.     Terms of Internal Loan.**

2.01.   The City shall repay to the Fund the principal amount of funds advanced for Project not to exceed \$261,452.50, together with interest on the principal amount advanced, accruing from the date of each initial expenditure or advance, at the rate of interest specified by the Clerk (which rate shall be generally comparable to the greater of the average rate of earnings on investment of City funds or the average rate on general obligation bonds of the City).

2.02. Principal and interest ("Payments") shall be paid semi-annually on each August 1 and February 1 ("Payment Dates"), commencing on the first Payment Date after receipt of the first tax levy proceeds after disbursements from the Fund and continuing through the date the principal and accrued interest of the Internal Loan is paid in full.

2.03. The principal sum and all accrued interest payable under this Internal Loan are pre-payable in whole or in part at any time by the City without premium or penalty.

2.04. This resolution is evidence of an internal borrowing by the City and shall not be deemed to constitute a general obligation of the City or any political subdivision thereof. Neither the City, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this Internal Loan or other costs, and neither the full faith and credit nor the taxing power of the City or any political subdivision thereof is pledged to the payment of the principal of or interest on this Internal Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Internal Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.05. The City may amend the terms of this Internal Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

2.06. The City Council declares its official intent to reimburse itself for the costs of the Project from the proceeds of tax-exempt bonds.

Section 3. Effective Date. This resolution is effective upon the date of its approval.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
**Motion was made by Council member Kreemer to approve Resolution 24-11-18-31 for an Intergovernmental Loan for \$261,452.50 from the Municipal Liquor Fund to the Capital Equipment-Fire Fund to be repaid in full as stated amount, it was seconded by Council member Gripne; it was seconded by Schroeder; unanimously approved.**

**There being no further business, Council member Gripne motioned to adjourn the meeting, which was seconded by Kreemer; unanimously approved - meeting adjourned at 8:10 p.m.**

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Candace Bruder, City Administrator/Clerk

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David Wright, Mayor