

**City of Long Prairie**  
**7:00 P.M., Monday, December 16, 2024**  
**City Council Meeting Held in Person & Via-Teleconference**

The Long Prairie City Council met in person and by phone at City Hall, 7:01 pm, on Monday December 16, 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 Chief of Police Ryan Hanson, Officer Trevor Larson and Fire Chief Dan Laumeyer. Members of the public present: Chris Haasser.

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

- a. Approve Agenda for December 16, 2024 with the addition of a New Business Item regarding Resolution 24-12-16-37 for the Authorization to execute Minnesota Department of Transportation Grant Agreement for Airport Improvement, excluding land acquisition No. 1058689.**
- b. Approve Meeting Minutes from December 2, 2024**
- c. Approve Bills from November 15<sup>th</sup> through December 12<sup>th</sup>.**

**Council Reports**

**Public Works:** Council member Krueger informed the council that the daily water/wastewater rounds and samples are going fine, they have been busy with cleaning up trees and some brush at frisbee golf park, some snow removal, sweeping sidewalks, and sanding intersections. The next few weeks they will be plowing snow as needed, shop projects, and some equipment maintenance at the wastewater treatment plant. It was noted that the city has saved a lot of money on salt expenses in 2024 with the low snowfall.

**Planning & Zoning:** Council member Kreemer informed the council that the next meeting is tomorrow night on December 17, 2024, at 4:30p.m.

**Police Department and Fire Department:** Council member Kreemer provided an update on LPPD over the last 14 days the PD had 184 calls for service averaging 13 calls per day. Status on the posting of a 7<sup>th</sup> position referencing the grant. The 2021 squad went down last week with transfer case issues – should be back in service sometime this week. Chief Hanson attended the funeral services held on December 7<sup>th</sup> in Red Lake, Minnesota, to show respect for fallen officer Jesse Branch, who lost his life in the line of duty. Fire Chief Laumeyer addressed the council and has a quote from Alex Air Apparatus for the air packs that the FEMA Grant awarded, and this quote also includes 13 voice amplified masks.

**Liquor Store / Parks & Rec:** Council member Schroeder informed Council that work has progressed at Riverside Park and they have moved some debris and trees. Council member Schroeder also informed council that she is still working on getting vendor names for possible vendor night at Lake Charlotte this summer. At the Liquor Store they are going to start

organizing the building and storage shed and disposing of items. This will take place on Wednesdays with Council member Schroeder assisting. Discussion was held on hiring a cleaning lady to help with maintaining the liquor store if store manager requests.

Library/Health and Wellness: Council member Gripne informed council that the library is undertaking a year end campaign to raise funds. The donations are divided into library collections (55%), programming (25%) and communications (20%). December is Short Story Writing Month; submit a story between December 1<sup>st</sup> and December 31<sup>st</sup> on a form provided at our local library. Read the Classics Book Club meets next on Thursday, January 2, 2025, from 4pm to 5pm at the library. This club is for adults and teens. Maximum of ten participants, with some openings for newbies to this club. Thursday afternoon book club meets on January 9<sup>th</sup> at 2 pm. This group is for adults and is currently full.

Admin, EDA, Tourism and Community Concern: In reference to community concerns, Mayor Wright informed the council that the tarp is down, and water is in the outdoor skating rink; and that the Fire Chief Dan Laumeyer hauled the water to the rink. A discussion was held on the rusty water after the rink was filled and the council was informed that something may have broken loose somewhere in the waterline or there was a water hammer issue, and it has cleared up now. The next EDA meeting is on December 18<sup>th</sup> at 4:30 pm.

Engineers Report: City Engineer Kent Louwagie informed the council that he had a meeting this morning regarding Riverside Park with Chad Bosl and Jeff Leyk to discuss the remaining work that needs to be done and what the expectations are for the contractor Mr. Leyk.

### **Old Business**

Council members Kreemer and Schroeder informed the council that they met with Candace Bruder last Friday and had a discussion with her about her work and noted that she is doing a good job. There was a lot of positive feedback from the citizens on the job she is doing, and they like the interactions. Council member Schroeder informed council that she has heard a lot of positive feedback on all three individuals at City Hall.

**A motion was made by Council member Kreemer to approve the rate increase to Step 3 and the agreed upon vacation days as of January 1, 2025, and to continue with the next 6-month probation period until June 10, 2025, for City Administrator Candace Bruder, it was seconded by Council member Gripne; unanimously approved.**

Discussion was held on the drafted police bonus and incentive program that the attorney has drafted for the council to amend to their specifications. Council member Kreemer informed the council that this issue was discussed in 2023 and was never brought forward because of budgetary issues. Discussion was held on where to take this payment from, and it was suggested to take it from Capital Outlay. It was suggested to also have a discussion with the Auditors on where to take these funds from. Some of the council feels that they owe it to the officers as they have been told about this bonus program but was never officially implemented. The drafted resolution was discussed with some changes for the lawyer's office to make before an official adoption of this program.

**A motion was made by Mayor Wright to approve changing the DRAFTED Retention Bonus for future approval with said changes, to state that it is a \$2,500 bonus upon 1 year completion and then an additional \$2,500 per year for the next 3 years for a total of \$10,000 as a one-time incentive. The dates for the resolution cover anyone hired from April 1, 2023, to December 31, 2024, it was seconded by Council member Schroeder; it was then amended by Kreemer to transfer the funds from the 2025 Police Capital Fund and then, in the future, will be a budgeted item and it was seconded by Gripne, unanimously approved.**

### **New Business**

The total 2025 budget was presented to the council for their approval, and it is the data that was used to create the levy for 2025. The council was informed that department heads have been given budget information and that in the future those department heads should be managing their own budgets.

**A motion was made by Council member Schroeder to approve the 2025 Budget, it was seconded by Council member Gripne; unanimously approved.**

Discussion was held on the 5-year COSS rate study that was completed by Ehlers Financial to increase our sewer rates. This information was presented at an earlier work session in detail.

### **Resolution #24-12-16-34**

### **RESOLUTION TO INCREASE THE CITY OF LONG PRAIRIE'S SEWER RATES**

**WHEREAS**, the City of Long Prairie may increase the sanitary sewer rates by resolution according to the Utilities Section of the City Code, 6.280, Sewer Rates

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LONG PRAIRIE, MINNESOTA THAT:** the City Council of the City of Long Prairie establishes the following sanitary sewer rates effective January 1, 2025:

- \$22.93 – Customer Charge Per Month
- \$40.09 – Customer Charge Per Month for Sewer Only User
- \$2.86 – Volumetric Rate Per 1000 Gal
- \$0.28 – BOD Penalty Charge Per Pound
- \$0.21 – TSS Penalty Charge Per Pound
- \$10.93 – P Penalty Charge Per Pound
- \$2.36 – N Penalty Charge Per Pound

Industrial user's base charges are set out in their service agreements with the City of Long Prairie.

Adopted this 16<sup>th</sup> day of December 2024, by the City Council of the City of Long Prairie.

ATTEST:

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Candace Bruder  
City Administrator/Clerk

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David Wright  
Mayor

**A motion was made by Council member Gripne to approve Resolution 24-12-16-34 to Increase the City of Long Prairies Sewer Rates, it was seconded by Council member Kreemer; unanimously approved.**

**Resolution #24-12-16-35  
RESOLUTION TO INCREASE THE CITY OF LONG PRAIRIE'S WATER RATES**

**WHEREAS**, the City of Long Prairie is to increase the water rates by resolution according to the Utilities Section of the City Code, 6.127, Water Rates.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LONG PRAIRIE, MINNESOTA THAT:** the City Council of the City of Long Prairie establishes the following water rates effective January 1, 2025 for the increase of the water base rate by 5%, from \$19.11/month to \$20.07/month and the water user rate by 0.76%, from \$.0025314/gallons to \$.0025506/gallon.

Adopted this 16<sup>th</sup>, day of December 2024, by the City Council of the City of Long Prairie.

ATTEST:

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Candace Bruder  
City Administrator/Clerk

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David Wright  
Mayor

**A motion was made by Mayor Wright to approve Resolution 24-12-16-35 to Increase the City of Long Prairies Water Rates, it was seconded by Council member Gripne; unanimously approved.**

The council was offered 11 color/ design options for the water tower redesign. It was suggested to use a color on the bottom of the bowl and to use the new city logo. The current design has been on the water tower for over 20 years. It was noted to add LED lighting on the bottom.

**A motion was made by Mayor Wright to table the decision on the water tower color and re-design, it was seconded by Council member Kreemer; unanimously approved.**

Discussion on the reason for this presented resolution is that it is a safety net in case the city will have to use PFA funds to recoup the costs to treat the potential contaminated groundwater for the lift station project. This would be a way to get funding for this potential cost if it should occur.

**CITY OF LONG PRAIRIE (TODD COUNTY), MINNESOTA**

**RESOLUTION NO. 24-12-16-36**

**DECLARING THE OFFICIAL INTENT OF CITY OF LONG PRAIRIE TO REIMBURSE  
CERTAIN EXPENDITURES FROM THE PROCEEDS  
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

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

1. The City proposes to undertake **additional costs to replace the main lift station for the sanitary sewer utility in the City due to contaminated groundwater that may be encountered during construction. This could result in additional costs currently estimated at \$500,000 to \$1,000,000** (the “Project”).

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of **\$1,000,000**. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying,

bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council of City of Long Prairie this \_\_\_\_ day of \_\_\_\_, 2024.

CITY OF LONG PRAIRIE, MINNESOTA

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**A motion was made by Council member Kreemer to approve Resolution 24-12-16-36 to Declare the Official Intent of the City of Long Prairie to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City, it was seconded by Council member Gripne; unanimously approved.**

Discussion on the incubator lease agreement with Kidco Farms (MN Fresh) for Bay 4. It was noted that the lease per square foot is increasing and certain fees pertaining to the building will now be paid for by the renter. It was also noted that Kidco Farms must restore the walls that were taken down when they rented the whole building.

**A motion was made by Council member Gripne to approve the updated Incubator Lease Agreement for Bay 4 with Kidco Farms Processing Inc. as written, it was seconded by Council member Krueger; unanimously approved.**

Discussion on the incubator lease agreement with Charles Kloos “Prairie View Diesel Repair” for Bay 1 and 2. It was noted that the lease per square foot is increasing, and it will increase again in 2026 and certain fees pertaining to the building will now be paid for by the renter. They are hoping to one day build a building in one of the open lots in the industrial park in the future.

**A motion was made by Council member Kreemer to approve the Incubator Lease Agreement for Bays 1 and 2 starting on January 1, 2025, with Charles Kloos, it was seconded by Council member Krueger; unanimously approved.**

**A motion was made by Council member Krueger to approve the 2025 Legal Services Contract with Quinlivan & Hughes, P.A. motioned seconded by Gripne; unanimously approved.**

**A motion was made by Mayor Wright to approve the 2025 Partner Sponsorship for \$7,500 with Todd County Development Corporation, motioned seconded by Krueger; unanimously approved.**

**A motion was made by Council member Gripne to approve the following Cigarette Licenses for Northern Star Coop, Casey’s General Store #1795, Holiday Station (pending payment and paperwork), Riverside Liquor, Coborn’s, Family Dollar, Dollar General, Viva Tobacco (pending proof of insurance), motioned seconded by Kreemer; unanimously approved.**

**A motion was made by Council member Kreemer to approve the following Beer 3.2 Off Sale Licenses for Holiday Station (pending payment and paperwork), Coborn’s, Family Dollar and Mi Pueblito Market, motioned seconded by Kreemer; unanimously approved.**

**A motion was made by Mayor Wright to approve the following General Corporation Licenses for Irish’s, American Legion and Penny Barber (pending payment and paperwork), motioned seconded by Gripne; unanimously approved.**

**A motion was made by Council member Krueger to approve the following Intoxicating Liquor Licenses for Irish’s, Mi Pueblito Market, Chavez Event Center, Edita’s Bar and Grill (pending proof of insurance), Viva Bar LLC, motioned seconded by Kreemer; unanimously approved.**

**A motion was made by Mayor Wright to approve the following Sunday Liquor Licenses for Irish’s, Mi Pueblito Market, Chavez Event Center, Edita’s Bar and Grill (pending proof of insurance), Viva Bar LLC and American Legion; motioned seconded by Gripne; unanimously approved.**

**A motion was made by Mayor Wright to approve the Club License for the American Legion; motioned seconded by Gripne, unanimously approved.**

**A motion was made by Mayor Wright to approve the presented Delinquent Garbage (Refuse) to the 2025 taxes motioned seconded by Kreemer; unanimously approved.**

**A motion was made by Mayor Wright to approve the presented Delinquent Water/Sewer Bills to the 2025 taxes motioned seconded by Gripne; unanimously approved.**

**A motion was made by Mayor Wright to approve the presented Delinquent Mowing Bill and any other Miscellaneous Assessments to the 2025 taxes motioned seconded by Krueger; unanimously approved.**

Discussion on the following resolution to receive reimbursement from a grant through the State of MN for the Clear Zone Acquisition Plan.

**RESOLUTION 24-12-16-37**

**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. 1058689,**

**"Grant Agreement for Airport Improvement Excluding Land Acquisition," for**

**State Project No. A7701-37 at the Long Prairie Municipal Airport is accepted.**

**2. That the Candace Bruder and David Wright are**

**(City Administrator/Clerk)**

**(Mayor)**

**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**

**(Name of the Recipient)**

**at an authorized meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ ,  
20**



as shown by the minutes of the meeting in my possession.

Signature: \_\_\_\_\_

(Clerk or Equivalent)

\_\_\_\_\_  
CORPORATE SEAL /OR/ NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**A motion was made by Council member Gripne motioned to approve Resolution 24-12-16-37 to Authorization to Execute MN Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition No. 1058689 motioned seconded by Krueger; unanimously approved.**

**There being no further business, Council member Kreemer motioned to adjourn the meeting, which was seconded by Schroeder; unanimously approved - meeting adjourned at 8:48 p.m.**

\_\_\_\_\_  
Candace Bruder, City Administrator/Clerk

\_\_\_\_\_  
David Wright, Mayor