

**City of Long Prairie**  
**7:00 P.M., Monday, December 2, 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 December 2, 2024. Mayor David Wright called the meeting to order with Council members Jim Kreemer, JoAnn Schroeder, Lilah Gripne and City Administrator/Clerk Candace Bruder present. Absent: Council Member Clint Krueger. Also, present Chief of Police Ryan Hanson, Officers Melissa Morazan and Trevor Larson. Members of the public present: Larry Schroeder, Reta Dahlen, Danniela Chavez Rodriquez, Fire Chief Dan Laumeyer.

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

- a. Approve Agenda for December 2, 2024.**
- b. Approve Special Meeting Minutes for November 15, 2024**
- c. Approve Meeting Minutes for November 18, 2024**
- d. Approve Donation Resolution for November 2024**

**Resolution #24-12-02-32**  
**RESOLUTION ACKNOWLEDGING DONATIONS**

**WHEREAS,** the City of Long Prairie has received the following donations during the month of November 2024 for the following purposes:

<b>Donor</b>	<b>Amount</b>	<b>Purpose</b>
American Legion Post # 12	\$1000.00	Pickleball courts
American Legion Post # 12	\$100.00	Vet Programs
LP Women's Literary Club	\$100.00	Library Fund

**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 November 2024.

**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 2nd 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  
Acting Mayor

Mayor David Wright opened the public hearing at 7:02 p.m. for Truth and Taxation; then due to IT issues it was postponed until after council reports and was seconded by Gripne, the hearing was closed at 7:04 p.m.

Jessica Cook from Ehlers Financial presented to the council the Truth and Taxation information regarding the 2025 Tax Levy.

Mayor David Wright re-opened the public hearing at 7:19 p.m. for Truth and Taxation, there being no comments or discussion, the hearing was closed at 7:34p.m.

**Council member Wright motioned and it was seconded by Council member Gripne to approve Resolution 24-12-02-33, Tax Levy for year 2025 in the amount of \$1,185,215; unanimously approved.**

**RESOLUTION #24-12-02-33  
ADOPTING THE FINAL 2024 TAX LEVY, COLLECTIBLE  
IN THE YEAR 2025**

**Be it resolved by the City Council of the City of Long Prairie, County of Todd, Minnesota, that the following presents the final tax levy collectible in 2025 upon the taxable property in the City of Long Prairie for the following purposes:**

<b>Levy Purpose</b>	
<b>General Fund</b>	<b>\$686,149</b>
<b>2016A G.O. Bond</b>	<b>\$117,795</b>
<b>2018B G.O. Bond</b>	<b>\$167,542</b>
<b>2022A G.O. Bond</b>	<b>\$ 26,169</b>
<b>2022B G.O. Bond</b>	<b>\$ 30,730</b>
<b>2022C G.O. Bond</b>	<b><u>\$156,830</u></b>
<b>Total</b>	<b>\$1,185,215</b>

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**Candace Bruder**  
**City Administrator/Clerk**

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**David Wright**  
**Mayor**

**Council Reports**

Public Works: Council member Wright provided a report in Krueger's absence, that the daily water/ wastewater rounds and samples are going fine, Christmas decorations are up, snow removal, sweeping sidewalks, and sanding intersections. The Central Avenue clock has been reinstalled and is working properly. They are also working on shop projects and equipment maintenance at the wastewater treatment plant.

Planning & Zoning: Council member Kreemer informed the council that they had meet last Tuesday and are working on the Cannabis Ordinance. They would like to follow the model from Staples that the lawyer had suggested us to use and to hopefully have it ready by January. Discussion was held on enacting Rental Ordinance, and they would like to have it in place by spring as well.

Police Department and Fire Department: Council member Kreemer provided an update on LPPD over the last 14 days the PD had 167 calls for service averaging 12 calls per day. The tuition reimbursement/job retention incentive program documentation is being prepared by the lawyer currently. Status on posting the two possible opening Police positions in the next year. PD assisted in the bright lights parade on November 29<sup>th</sup>, and this week they will be conducting the annual night-time and adverse weather shoot on Tuesday, December 3<sup>rd</sup>. The radar showed up as well. Fire Chief Laumeyer addressed the council on some projects. This past year they set a record with 154 calls and had an attic fire this past weekend. The used grass rig is here and waiting for a few graphic items to be done in January. The compressor system for their SCBA was installed last week as well and was used after the last fire. They are currently looking for three quotes on air packs, which can be paid for with the FEMA grant. There was a discussion on selling the old packs. Also, a new rescue truck has been ordered.

Liquor Store / Parks & Rec: Council member Schroeder informed Council that everything is good at the liquor store.

Library/Health and Wellness: Council member Gripne gave a report that wellness has not meet and nothing is going on at the library. The Riverside Park project will be addressed later.

Admin, EDA, Tourism and Community Concern: Mayor Wright gave his report that the EDA, Luan Brunkhorst and Melissa Wyman will be attending some meetings regarding the childcare pod system and the city's southwest industrial lots. There were 55 attendees at the manufacturer's breakfast and Central Bi was the presenter. Status on the downtown revitalization grant: 19 of the 28 projects are complete. New main street renderings are being investigated with the city engineers as well as grant funding. The EDA is looking for commissioners and it has been advertised. No tourism news.

### **New Business**

Discussion on the proposal to move the current Payroll Date from Wednesdays to Fridays. The payroll cycle would remain the same. One of the many reasons for this change involves holidays landing on Mondays. It gives staff more time to go through the timecards, to make sure there are no errors and time to analysis employees vacation, personal, and sick time requests. This would give more flexibility to the deputy clerk to use vacation time that would occur on a payroll week or if there was an unforeseen sick day. It would also help alleviate some stress on payroll weeks.

**Council member Kreemer motioned to approve moving payroll deposit date from Wednesdays to Fridays starting January 1<sup>st</sup> to make it easier for the Deputy Clerk seconded by Council member Gripne; unanimously approved.**

Discussion was held on moving the meeting dates from Mondays for 2025, it is proposed to the second and fourth Wednesdays of the month. It would help alleviate staff and council conflicts with personal events. Discussions have been held with Quinlivan and Hughes, Bolton and Menk and department heads about the change. The only date that would need to be moved is for Christmas.

**Motion was made by Council member Schroeder to approve moving the council meeting dates to the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month, it was seconded by Council member Kreemer; unanimously approved.**

Discussions were made about Mrs. Katrina Scheve, the new Deputy Clerk, and how she has shown interest in learning new tasks with enthusiasm and has taken on the role. The council had set a 6-month probationary period from her hire date on June 3, 2024.

**Motion was made by Council member Schroeder to take Katrina Scheve off her 6-month probation period, and she has earned her 40 hours of vacation and permanent employment status, it was seconded by Council member Gripne; unanimously approved.**

Discussions were held about Mrs. Candace Bruder, the new City Administrator/Clerk, and that the council would like to have an employee review before removing her from probation, extending probation, or re-evaluating the position based on performance. The council had set a 6-month probationary period from her hire date of June 10, 2024. A suggestion was made to form a committee to have this review as soon as possible.

**Motion was made by Council member Wright to create a committee of Council Member Schroeder and Mayor Elect Kreemer to have an employee review with Candace by this Friday, it was seconded by Council member Gripne; unanimously approved.**

Discussion on the proposal from Bolton and Menk to move forward with working on the proposed plan to create a 200 x 40 multi bay hangar at the Todd County Airport. The city's share of this proposal is \$1,050 and the county is \$750. The estimated cost of the total project is 1.3 million and the FAA would cover 95% of that cost. The estimated cost of this project to the city would only be about \$20,000 to add this new hangar to the airport.

**Motion was made by Council member Kreemer to move forward with the proposal from Bolton and Menk to do the bidding process for the 200 x 40 Multi Bay Hangar it was seconded by Council member Schroeder; unanimously approved.**

Discussion was held on the airport hangar rental rate that was approved at the Airport Commission Meeting on November 18<sup>th</sup>. Research on other hangar rental rates from the surrounding areas was discussed with the commission and a decision was made from that meeting to move it from \$80 to \$100 a month and they continue to pay their electric bill. It was noted to also move the new proposed 200 x 40 hangars to \$140 a month based on square footage.

**Motion was made by Council member Kreemer to Approve the Hangar Rental Rate from \$80 to \$100 a month as of January 1, 2025, and to approve \$140 hangar rental rate for the new proposed hangars if project is approved, it was seconded by Council member Gripne; unanimously approved.**

City Engineer Louwagie informed the council of the bid to install a new stand-by generator to take the tower offline if there is a power outage in the system. It would also be a backup during the lift station project, and it would be available if a major catastrophe happened. Only two contractors submitted bids.

**Motion was made by Council member Schroeder to approve the bid from ARC Electric for \$221,300 for the generator at the Water Treatment Facility, it was seconded by Council member Gripne; unanimously approved.**

City Engineer Louwagie informed the council of the submitted bids for the Riverside Park Project Improvements. There have been two contractors with submitted bids and they will have to follow bidding laws and prevailing wages per the grant requirements. If the weather allows, the selected contractor would be willing to start working on this project immediately.

**Motion was made by Council member Schroeder to approve the bid from Jeff Leyk for \$39,505 to complete the specified improvements at Riverside Park, it was seconded by Council member Gripne; unanimously approved.**

**There being no further business, Council member Kreemer motioned to adjourn the meeting, which was seconded by Gripne; unanimously approved - meeting adjourned at 8:23 p.m.**

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Candace Bruder, City Administrator/Clerk

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David Wright, Mayor