

City of Long Prairie
7:00 P.M., Wednesday, November 12th, 2025
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 Wednesday November 12th, 2025. Mayor Jim Kreemer called the meeting to order with Present Council Members Clint Krueger, Gabrier Perez, Lilah Gripne, and JoAnn Schroeder. Also, present: City Administrator/Clerk Candace Bruder, Chief of Police Ryan Hanson, Police Officer Trevor Larson, Fire Chief Dan Laumeyer and Planning and Zoning Administrator Steve Jones. Members of the public present: Daniella Chavez, Reta Dahlen, Jeff Sauer, Naomi Walrath.

Council Member Gripne motioned to approve the consent calendar as listed below with the following additions to the Agenda Item #12 Review the LIRP Local Road Improvement Program Grant, Item #13 Discussion on the Small Cities Housing Grant and #14 Approval of the Fire Department By-Law Changes; motion was seconded by Council Member Krueger. Unanimously approved.

- (a) Approve Agenda for November 12th, 2025**
- (b) Approve Meeting Minutes for October 22nd, 2025**

Public Comments

Naomi Walrath states that she just came to see if any money had been received for restoration to the Senior Center, she noted it is on the agenda and this addresses her question. She also wanted to acknowledge on behalf of the board members and volunteers that they can continue to operate the Senior Center through 2026. Any improvements that can be made would be really helpful. She also stated that the building looks much better since the Public Works made some improvements and cleaned up the outside. She requested that with the grant funds she would like to see the roof repaired, insulation, and a broken window. Between the Administrator and staff at the senior center a plan will need to be implemented to make the best use of these funds.

Council Reports

Public Works: Council Member Krueger informed the council that the last few weeks Public Works has been busy picking up leaves at the city parks, sweeping streets, removing docks, and maintenance on snow removal equipment. Ball field and park restrooms have been winterized for the season and will be closed. The next few weeks they will be removing all flags, and banners, from the highways, and the downtown area. They will be putting up Christmas decorations as well to be ready for the Bright Lights Parade after Thanksgiving.

Planning & Zoning: Mayor Kreemer informed the council that Planning & Zoning had a meeting and discussions on those items will be talked about on the agenda during today's city council meeting.

Police Department and Fire Department: Mayor Kreemer provided an update that over the past two weeks of 10/22/25 through 11/12/25 the LPPD had 249 calls with an average of 17.79 per day. This includes: 5 with suspicious activity, 105 traffic related, 7 juvenile, 7 medicals, 7 disturbance-domestic-assaults, 96 assists, and ordinance specific are: 7 animal-related, 3 noise-related and 3 garbage-related, 9 vehicle ordinance-related complaints. The chief notes that November 30th is Officer Larson's official last day, with the 26th being his last working day. Trevor will be working a day shift on the 26th of November from 8:00 am - 4:00 pm. The city will have cake and ice cream in the Council Chambers starting at noon. Officer Goedert is now in the 3rd phase of training, meaning he is in his own squad. Officer Daniel Steuck will be starting his FTO training next week on November 17th. On November 3rd Chief Hanson along with Officers Morazan and Harden gave a presentation to the LPGE school staff for an active threat response. On November 12th the LPPD received a care package from a subject in Pennsylvania after they were able to perform a welfare check at her request on a family member. All was well and the subject was very happy with the prompt response from our officers. As for the Fire Department, over the past couple of weeks CentraCare put together and held a debriefing for the UTV accident that occurred. There was mandatory annual equipment and truck inventory for the firehall as well. Both Kim & Angie have completed their Firefighter One, Firefighter Two and Hazmat training courses. They are working to get the grass wildfire into their contract along with Wadena and the Little Falls Forestry Services.

Administration Report: City Administrator Candace Bruder informed the council that there have been continued discussions and meetings with the Business of Child Care to narrow down the parameters of this endeavor. Beyond that the Small Cities Surveys are coming along well, and they are still available online, in the office and have been highly promoted to the community. The total community response was nearly 110 completed applications. The teamsters union negotiation for the Public Works was held on Monday October 27th. Negotiations went well and an agreement was reached, and the details will be discussed at the work session on November 19th. On October 28th there was meeting with representatives from the EDA, Chamber, Council and office staff to clarify the current EDA contract with Luan. This will be discussed more at the work session as well. We are working on the changes and amendments to the budget for 2026 along with Ehlers Financial on the CIP Plan for the future of Long Prairie. They will also be presenting to the council at the November 26th meeting. On October 30th we also held our annual insurance renewal meeting with all the staff to update them on insurance increases. The current water bill that was just mailed out has a notice on the back to the citizens in regard to the service connection fee in 2026 and it has other important notices and reminders. The police department has passed the POST review with the State of MN. Discussions were had with Long Prairie Leader specifically regarding contract pricing for ads for the Liquor Store and for meeting minutes for 2026. Lastly, the requirements from MN Rural Water to receive a grant have been completed at this time and funds should be coming soon.

Liquor Store Park & Recreation: Council Member Schroeder informed the council that for parks they the Riverside Grant and it has a time frame. The liquor store has been very busy, due to an influx of hunters in the area. This month has remained rather steady otherwise. It was mentioned there was potential for CBD sales to come to a halt through legislation.

EDA, Library/Health and Wellness: Council Member Gripne informed the council that on November 14th at 11 am there will be a Grand Opening of the Mapleton Child Care House, which is located at 304 2nd Ave NE Mapleton, MN. There will be a meet up place to ride the bus to the site of Mapleton Community Center. Our next EDA meeting will be on December 17th. As for the Library, on Thursday November 13th they will be having the next meeting of the Thursday Afternoon Book Club at 2 pm. Discussion of "Liberty" by Garrison Keillor will be held.

Tourism and Community Concern: Council Member Perez informed the council that for tourism there is no update at this time. As for the senior center, the Sourcewell grant was accepted for \$40,000 and the city needs to contribute up to \$10,000 additional to the updates for the facility. Council Member Perez spoke about potentially having contractors that may donate some of their time. He wanted to investigate that as an option along with potentially having council donate some of their time to help with any of the projects if applicable.

Engineer Report: Mayor Jim Kreemer let Council know that City Engineer Kent Louwagie was unable to attend the meeting and had no updates for this meeting and an item will be addressed as item #12 on the agenda.

New Business

Council Member Krueger motioned to approve Pay Application No. 1 to Hy-Tec Construction in the amount of \$12,255 for the work completed for the 200 x 40 Airport Hangar Project which will be completed in 2026: motion seconded by Council Member Gripne. Unanimously Approved.

CITY OF LONG PRAIRIE

COUNTY OF TODD, STATE OF MINNESOTA

RESOLUTION NO. 25-11-12-36

RESOLUTION APPROVING AIRPORT MAINTENANCE AND OPERATIONS GRANT AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

It is resolved by the LONG PRAIRIE CITY COUNCIL as follows:
[GRANTEE NAME]

- That it has applied for and been awarded an Airport Maintenance and Operations Grant Agreement by the Minnesota Department of Transportation, Agreement Number 1060334 ("Agreement");
- That it hereby agrees to the terms and conditions of the Grant Agreement; and
- That the proper signing officers are hereby authorized to execute the above-referenced Grant Agreement and any amendments thereto on behalf of the CITY OF LONG PRAIRIE.

[CITY/COUNTY/TOWNSHIP]

Adopted by the **LONG PRAIRIE CITY COUNCIL** on this 12TH day of **NOVEMBER, 2025.**
[GRANTEE NAME]

By: _____

Print Name: Candace Bruder _____

Title/Date: City Administrator/Clerk _____

ATTESTATION: (*different authorized signor than above*)

By: _____

Print Name: _____

Title/Date: _____

Council Member Krueger motioned to approved Resolution No. 25-11-12-36 a Resolution approving Airport Maintenance and Operation Grant Agreement with the MN Department of Transportation for Grant Agreement No. 1060334; motion seconded by Council Member Schroeder. Unanimously Approved.

CITY OF LONG PRAIRIE

COUNTY OF TODD, STATE OF MINNESOTA

RESOLUTION NO. 25-11-12-37

PERA POLICE OFFICER BLANKET DECLARATION

WHEREAS, Minnesota Statutes 353.64, Subdivision 2, permits the governing body of a governmental subdivision to declare that a position is that of a police officer and that the person who holds said position on a part-time basis is to be covered by the Police and Fire retirement plan if the following employment duties and qualification requirements are met.

1. The position requires a license by the Minnesota peace officer standards and training board and the employee is so licensed;
2. The primary (over 50%) duty of the position is to enforce the general criminal laws of the state;
3. The position charges the employee with the prevention and detection of crime;
4. The position gives this employee the full power of arrest, and

5. The position is assigned to a designated police or sheriff's department.

THEREFORE, BE IT RESOLVED that the Long Prairie City Council hereby declares that the position of Part-Time Law Enforcement Officer in the City of Long Prairie satisfies all of the requirements listed above and declares its desire to provide all future employees holding said part-time law enforcement position with coverage under the Police and Fire plan; AND

BE IT FURTHER RESOLVED that this governmental unit will provide a copy of this resolution to PERA each time it provides Police and Fire membership to a person who is hired to said part-time position and will indicate the name of the employee eligible for such coverage.

STATE OF MINNESOTA COUNTY OF TODD

I, Candace Bruder, clerk of the City of Long Prairie, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 12th day of November 2025; the original of which is on file in this office. I further certify that members voted in favor of this resolution and that 5 members were present and voting.

Signed: _____ Date: _____

Mayor Kreemer motioned to approved Resolution 25-11-12-37 PERA Police Officer Resolution Blanket Declaration for Part-Time Law Enforcement Officers for the City of Long Prairie; motion seconded by Council Member Gripne. Unanimously Approved.

**CITY OF LONG PRAIRIE
COUNTY OF TODD, STATE OF MINNESOTA**

RESOLUTION NO. 25-11-12-38

**A RESOLUTION ADOPTING FINDINGS OF FACT AND CONSIDERATION OF
CONDITIONS OF APPROVAL OF A CUP FOR ST. MARY OF MT. CARMEL
CHURCH, PIN NUMBERS 36-4009500, 36-4002400, 36-4002500 and 36-4002600**

WHEREAS, at the Long Prairie Planning Commission on the 28th day of October 2025 the Long Prairie Planning Commission held a Public Hearing and reviewed a Conditional Use Permit application on behalf of St. Mary of Mt Carmel Church for 409 Central Avenue, Long Prairie MN.

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 demolish, renovate, and expand existing church and institutional facilities within the R-1 zoning district of the City of Long Prairie, Todd County, Minnesota.

Parcel Numbers: 36-4009500, 36-4002400, 36-4002500 and 36-4002600

Address: 409 Central Avenue, Long Prairie, MN 56347

And,

FINDINGS OF FACT:

- 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, create a nuisance or environmental issue, or unduly stress utilities and other services.

CONDITIONS OF APPROVAL:

- 1) Consider a condition that the final parking plan must be approved by the City.
- 2) Consider a Condition that if additional signage, fencing or other improvements are added to the project, that the applicant will be required to apply for a permit.
- 3) Consider a Condition if further construction is done on the site that changes the size, use, or scope of the project, that a revised CUP may be required, unless the City Engineer and city staff find that the modifications to be of similar size and scope of the approved plan and do not require an expanded CUP.
- 4) Consider a Condition that the property owner is responsible for the proper sizing of the water and sewer lines, and if updates are required, at the cost of the applicant.
- 5) Accessibility: Construct accessible routes and entrances per MN Accessibility Code/ADA and provide approved plans.
- 6) Building & Fire Code: Full compliance with the Minnesota State Building Code and Fire Code; Fire Marshall/Building Official approvals required; sprinklers and alarms/egress as determined.
- 7) Construction Management: Protect public sidewalks, alley, streets and adjacent properties; repair any damage to public improvements.
- 8) Operational Standards; Comply with city noise, nuisance and property maintenance codes; maintain contact information to the city.
- 9) Compliance Verification: City staff may require as-builts and third-party letters (e.g. fire alarm, sprinkler commissioning, building inspection, plumbing and electrical inspections) before a Certificate of Occupancy (CO) is issued by the building official.
- 10) Applicant will provide the correct legal description to the city for use in the recording document and combine all four tax parcels into one parcel with the county.
- 11) A detailed drainage and storm water plan shall be submitted to the City for review and approval. The drainage and storm water plan must be approved by the City Engineer and City staff prior to the issuance of any building permit or commencement of site work.

12) 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.

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 authorizes the above-named applicant to demolish, renovate, and expand the existing church and institutional facilities within the R-1 zoning district in the City of Long Prairie, at 409 Central Avenue, Long Prairie, MN, PIN Numbers 36-4009500, 36-4002400, 36-4002500 and 36-4002600, as allowed per the Long Prairie Zoning Code, and 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 12th day of November 2025.

James Kreemer, Mayor

Attested:

Candace Bruder, City Administrator/Clerk

Council Member Krueger motioned to approve Resolution 25-11-12-38 a Resolution adopting finding of fact and consideration of conditions of Approval of a CUP for St. Mary of Mt. Carmel Church, PIN Numbers 36-4009500, 36-4002400, 36-4002500 and 36-4002600; motion seconded by Council Member Schroeder. Unanimously Approved.

Council Member Krueger motioned to approve the application for a Lot Combination for St. Mary of Mt. Carmel Church for Parcel Numbers 36-4009500, 36-4002400, 36-4002500 and 36-4002600 into one parcel number which will be assigned by Todd County: motion seconded by Council Member Gripne. Unanimously Approved.

Council Member Krueger motioned to approve the application for a Lot Combination for Lopez Holdings FF LLC for Parcel Numbers 36-0112400 and 36-0112401 into one parcel number which will be assigned by Todd County: motion seconded by Council Member Gripne. Unanimously Approved.

**CITY OF LONG PRAIRIE
COUNTY OF TODD, STATE OF MINNESOTA**

RESOLUTION NO. 25-11-12-39

**A RESOLUTION ADOPTING FINDINGS OF FACT AND CONSIDERATION OF
CONDITIONS OF APPROVAL FOR RAFAEL DE LA CRUZ, PIN NUMBERS
36-0032100 AND 36-0023200**

WHEREAS, at the Long Prairie Planning Commission on the 28th day of October 2025 the Long Prairie Planning Commission held a Public Hearing and reviewed a Conditional Use Permit application on behalf of Rafel De La Cruz for 250 Central Avenue, Long Prairie MN,

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 6 residential units and 2 commercial units in an existing commercial structure within the C-1 zoning district of the City of Long Prairie, Todd County, Minnesota

Parcel Numbers: 36-0032100 and 36-0023200

Address: 250 Central Avenue, Long Prairie, MN 56347

And,

FINDINGS OF FACT:

- 2) 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, create a nuisance or environmental issue, or unduly stress utilities and other services.

CONDITIONS OF APPROVAL:

- 1) Consider a condition that at least fifteen (15) parking spaces must be accounted for in the plans (with one being a handicap space), before a building permit is issued, this parking plan must be approved in advance by the Planning Commission.
- 2) Consider a Condition that if additional signage, fencing or other improvements are added to the project, that the applicant will be required to apply for a permit,
- 3) Consider a Condition on if further construction is done on the site that changes the size, use, or scope of the project, that a revised CUP may be required, unless the City Engineer and city staff find that the modifications to be of similar size and scope of the approved plan and do not require an expanded CUP.

- 4) Consider a Condition that all waste must be secured in an enclosed dumpster or carts adequate for 6 residential and 2 commercial units, and this plan must be approved by the Planning Commission before a building permit is issued.
- 5) Consider a Condition that the property owner must ensure that a properly sized water service line must be added to the property, at cost to the property owner; alternatively, provide documentation that the existing water service line is sufficiently sized for the proposed construction (apartments and sprinkler system.)
- 6) Consider a Condition that the sanitary sewer service line is to be televised by the applicant and reviewed by city engineer, building official, and city staff to ensure proper condition and sizing of the sanitary sewer service line and that if necessary sanitary sewer service lines have clean outs added to the sanitary sewer service lines as necessary to comply with building codes. The City Engineer and Building Official will be required to sign off on each of these design issues prior to a permit being issued.
- 7) Accessibility: Construct accessible routes and entrances per MN Accessibility Code/ADA and provide approved plans.
- 8) Building & Fire Code: Full compliance with the Minnesota state Building Code and Fire Code; Fire Marshall/Building Official approvals required; sprinklers and alarms/egress as determined.
- 9) Construction Management: Protect public sidewalks, alley, streets and adjacent properties; repair any damage to public improvements.
- 10) Operational Standards; Comply with city noise, nuisance and property maintenance codes; maintain a property manager with contact information provided to the city.
- 11) Compliance Verification: City staff may require as-builts and third-party letters (e.g. fire alarm, sprinkler commissioning, building inspection, plumbing and electrical inspections) before a Certificate of Occupancy (CO) is issued by the building official.
- 12) Addressing/Unit IDs: Coordinate final addressing and unit numbering with the city/fire department/post office.
- 13) Applicant will provide the correct legal description to the city for use in the recording document and combine both tax parcels into one parcel with the county.
- 14) 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.

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 construction of 6 residential units and 2 commercial units in an existing commercial structure within the C-1 zoning district of the City of Long Prairie, Todd County, Minnesota, at 250 Central Avenue, Long Prairie, MN, PIN

Numbers 36-0032100 and 36-0023200, 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 12th day of November 2025.

James Kreemer, Mayor

Attested:

Candace Bruder, City Administrator/Clerk

Council Member Krueger motioned to accept the withdrawal letter for Resolution 25-11-12-39 a Resolution adopting finding of fact and consideration of conditions of Approval of a CUP for Rafael De La Cruz, PIN Numbers 36-0032100 and 36-0023200. This CUP was officially passed at the Planning and Zoning meeting on October 28th, 2025, they have decided to NOT proceed with this CUP; motion seconded by Council Member Gripne. Unanimously Approved.

Letter of resignation was received from Officer Trevor Larson as of November 30th, this will be his last day of work and his last official day on duty is November 26th, and a party is being planned for him on that day as well by the police chief at city hall.

Council Member Gripne motioned to acknowledge and approve the Retirement of Officer Trevor Larson after 25 years of dedicated service to the City of Long Prairie. A thank you and acknowledgement for his years of service should be duly noted to the public; motion seconded by Mayor Kreemer. Unanimously Approved.

It was noted that City Administrator Bruder applied for this Sourcewell grant to assist with needed repairs that the Long Prairie Senior Center. The city was just made aware that they have received the grant and they will need to provide some matching funds to make the allotted improvements. This grant will help address concerns that the senior center has brought to the city council's attention.

Mayor Kreemer motioned to approve and acknowledge the acceptance of a grant for \$40,000 from Sourcewell along with the city's minimum contribution of \$10,000 to make improvements at the LP Senior Center to address their concerns with the building; motion seconded by Council Member Gripne. Unanimously Approved.

Discussion was held on these snow removal contracts and that in the fall of 2026 some council members would like to see the city go out for bids regarding these contracts.

Council Member Schroeder motioned to approve the contract with Chad Twardowski Excavating for 2025-2026 Snow Removal Services through May 30th, 2026: motion seconded by Mayor Kreemer. Roll Call Vote: Perez-No Kreemer-Yes Gripne-Yes Krueger-No and Schroeder-Yes. Motion Passed.

Council Member Gripne motioned to approve the contract with Ron Twardowski Trucking for 2025-2026 Snow Removal Services through May 30th, 2026: motion seconded by Mayor Kreemer. Roll Call Vote: Perez-No Kreemer-Yes Gripne-Yes Krueger-No Schroeder-Yes. Motion Passed.

Bolton & Menk proposed to help write a grant for 1st Street with a project cost of \$1.8 million and the grant request would be \$1.4 million with the city's share of about \$400,000. The 9th Street cost would be \$1.6 million with a grant request of \$1.3 million leaving the city share to be about \$300,000. This grant is a great opportunity for the city to make the improvements needed to these streets with some state funds. This is the second time the city has applied for funds for the 1st Street project from the State, that is why the cost is less than the 9th Street project.

Mayor Kreemer motioned to approve to authorize Bolton & Menk to proceed forward with the preparation and submittal of the 1st Street LIRP grant application in the amount of \$3,000 and to proceed forward with the preparation and submittal of the 9th Street LIRP grant application in the amount of \$7,000; motion seconded by Council Member Krueger. Unanimously Approved.

Conversation was had regarding the Small Cities Grant and the potential for the city contributing leverage funds towards these projects. This topic will be discussed during the work session on November 19th, there is no vote on what to do at this time.

Fire Chief Laumeyer brought a Fire Department Resolution to council that previously stated members must make 40% of the fire calls in a given year and failure to do so may result in a re-evaluation by the hiring committee; to that they must make at least 35% of the total fire, medical and weather spotting calls occurring between December 1 and November 30th of the following year.

Council Member Krueger motioned to approve the Fire Department Resolution to amend Article 8 Section 8 of the bylaws for the Long Prairie Fire Department Relief Association: motion seconded by Council Member Perez. Unanimously Approved.

There being no further business, Council Member Krueger motioned to adjourn the meeting, which was seconded by Mayor Kreemer; unanimously approved- meeting adjourned at 8:12 PM.