

City of Long Prairie
7:00 P.M., Monday May 6th, 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 May 20th, 2024. Mayor David Wright called the meeting to order with Council members Jim Kreemer, Clint Krueger, JoAnn Schroeder, and Lilah Gripne present. Others present, City Attorney Joseph Krueger, Police Chief Ryan Hanson, Fire Chief Dan Laumeyer, Amanda Hinson, Officer Trevor Larson, Kent Louwagie, Public Works Director Chad Bosl, Greg Graves, John and Galdis Schultz, Sandra Thompson, Chriss Haasser, Candace Zimmerman, Ben Freiler, Charlie Reichert, and Chris Amundson.

Council member Gripne motioned Kreemer seconded to approve the consent calendar:

- (a) Approve Agenda for May 6th, 2024.**
- (b) Approve Meeting Minutes for April 1st, 2024, with corrections to approval related to the CDL training costs.**
- (c) Approve Donation Resolutions 24-05-06-12.**

Resolution #24-05-06-12
RESOLUTION ACKNOWLEDGING DONATIONS

WHEREAS, the City of Long Prairie has received the following donations during the month(s) of April for the following purposes:

Donor	Amount	Purpose
Browerville Sportsman	\$2,000.00	Fire Department
Riverside Liquor	\$250.00	Welcome Guide
River of Life Church	\$250.00	Welcome Guide
LPCC	\$250.00	Welcome Guide
East West Realty	\$500.00	Welcome Guide
Home-Town Title	\$250.00	Welcome Guide
MN National Agency	\$250.00	Welcome Guide
Prairie Ridge Inn	\$250.00	Welcome Guide
LP Chamber Orchestra	\$250.00	Welcome Guide
Jeff and Nancy Berg	\$500.00	Concert in the Park

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 April.

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 6th day of May 2024 by the City Council of the City of Long Prairie.

ATTEST:

Theodore Gray
Interim City Administrator/Clerk

David Wright
Mayor

(Public Hearing)

At 7:03 pm Mayor David Wright opened the Public Hearing on Vacation of a Street & Alley upon petition received from the American Lutheran Church. City hall did not receive any written comments for this Public Hearing. Questions were raised by John Schultz regarding the vacation of the alley. It was explained that the alley way to be vacated was running east and west through the American Lutheran Church property, it was not the alley that runs along the West side of the church's property. Once this was explained there were no additional comments or concerns. The public hearing was closed at 7:11 pm.

Council member Gripne motioned seconded by Krueger to approve Resolution 24-05-06-13 Vacation of Alley located in Block 2, Lawin's First Addition, City of Long Prairie, County of Todd, State of Minnesota. Motion carried.

RESOLUTION NO. #24-05-06-13
A RESOLUTION VACATING STREET AND ALLEY EASEMENTS UPON PETITION
OF A MAJORITY OF ABUTTING LANDOWNERS.

WHEREAS, a petition signed by the majority of property owners abutting an alley in Block 2, Lawin's First Addition in the City of Long Prairie was received by the City Clerk on the 26th day of March, 2024; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate the alley in Block 2, Lawin's First Addition, City of Long Prairie, County of Todd, State of Minnesota legally described as:

Commencing at the SW corner of Lot 7, thence South 20 feet to the NW corner of Lot 8, thence East and along the northerly boundaries of lots 8,1,2, and 3 a distance of 264 feet to the NE corner of lot 3, thence North 20 feet to the SE corner of Lot 4, thence West along the southerly boundaries of lots 4,5,6, and 7, a distance of 264 feet to the point of beginning.

WHEREAS, the City Administrator/Clerk reviewed and examined the signatures on said petition and determined that such signatures constituted a majority of the landowners abutting upon the utility easements to be vacated; and

WHEREAS, a public hearing to consider the vacation of such street and alleys was held on the 6th day of May 2024, before the City Council in the City Hall located at 615 Lake Street S at 7:00 p.m. after due published and posted notice had been given all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because of potential development of these lots

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

That such petition for vacation is hereby granted and the utility easements described as follows is hereby vacated:

Commencing at the SW corner of Lot 7, thence South 20 feet to the NW corner of Lot 8, thence East and along the northerly boundaries of lots 8,1,2, and 3 a distance of 264 feet to the NE corner of lot 3, thence North 20 feet to the SE corner of Lot 4, thence West along the southerly boundaries of lots 4,5,6, and 7, a distance of 264 feet to the point of beginning.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator/Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution and file notice of the vacation as required by law.

Passed by the City Council of Long Prairie, Minnesota on this 6th day of May 2024.

Mayor

Interim City Administrator/Clerk

(Presentations)

Candace Zimmerman from Region 5 provided the City Council with an update on the Comprehensive Planning process and budget, along with information on an energy and environmental grant. The city was awarded a grant to complete additional energy and environmental planning, the grant amount awarded was \$28,500. The funds would be used to cover current costs and potentially cover project implementation costs after the planning process is completed. Candace explained the next steps in this planning process on the energy and environmental planning will be added to the current comprehensive planning process.

Council member Krueger motioned seconded by Gripne to approve and accept the new comprehensive plan process to include the energy and environmental plan. Motion carried.

Greg Graves from the Long Prairie Lions presented to the city council a proposal to construct pickle ball courts at the Lake Charlotte Park. There were two proposed locations, the softball field or at the South end of the playground, near the fire pit and volleyball court. The estimated costs for the pickleball courts would be \$110,000 to \$115,000 for the construction. There would be four courts constructed but would be designed to add more if needed. The Long Prairie Lions, with the help of private donors would complete the project. The city would not be financially involved for the major portions of the project. If located at the South end of the playground the lions would ask that the city take care of sealing an old well in that area. The city would also need to budget around \$5,000 to \$6,000 for maintenance items, which would include removing and installing portable nets each year. There is additional costs for painting and crack sealing the courts, which the lions would consider assisting in funding those projects. Once the project is complete, the city would assist in grass seeding and providing appropriate fill around the courts. The location would need to be reviewed for water table concerns and other construction items.

The council did not make a decision on this topic, many members of the audience left the meeting to review the locations with Greg Graves and other Lions members.

(Council Reports)

Public Works: Council Member Krueger presented the council public works report. The daily water/wastewater rounds and samples are going fine. Public Works has been busy sweeping streets, patching holes, and opening parks and ball fields. In the next few weeks, they will continue to sweep streets, patching potholes, flushing hydrants and mowing grass.

Airport: Council member Krueger discussed the airport meeting that occurred on April 29th.

Planning & Zoning: Council member Kreemer provided an update on the Planning and Zoning meeting from April 23rd. Planning and Zoning is reviewing their current bylaws for updates.

Public Safety: Council member Kreemer presented the police department calls for service which was 212. Receiving quotes for squad and body camera updates. Several police squads will be in and out of service for repairs. Chief Hanson will be out of the office the week of May 6th.

Liquor Store: Council member Schroeder provided a Liquor Store report.

Health & Library: Council member Gripne has been attending diversity and inclusion meetings presented by the League of Minnesota Cities. The library is putting up story boards around Harmony Park starting May 12th, the story is Give a Mouse a Cookie.

Community Concern: Mayor Wright with department heads to review the emergency management manual and policy. Contacts and procedures are being updated.

EDA: Mayor Wright provided an update from the EDA meeting on April 17th. Lu attended a conference in Rochester that reviewed downtown/main street projects and ideas. Melissa Wiman was introduced as the new Todd County Economic Development Director. The EDA board reviewed the final banner proposal. The video banner will be in town the week of Prairie Days.

Tourism: Chris Amundson from the Tourism Commission provided an update on their first meeting which was held on Wednesday, May 1st. The goal for this group would be to meet on the first of the month.

(New Business)

Mayor Wright introduced the City Administrator/Clerk hiring process topic. The council had completed a second interview for Candace Bruder. The other candidate, Steven Jones, had withdrawn his application from consideration. The council discussed Candace's interview and her experience. The council reviewed potential probationary periods and how performance reviews could be completed if Candace was offered the position.

Council member Schroeder made a motion to hire Candace Bruder as the City Administrator/Clerk with evaluations completed within 90 days, 6 months and 1 year. Council member Kreemer seconded, but with additional discussion on current city staffing and positions. Candace has been serving as the City's utility clerk. There was continued discussion on the

probationary period and the need to form a committee to develop a compensation and benefits package.

Mayor Wright motioned seconded by Kreemer to hire Candace Bruder to be the City Administrator/Clerk with an amendment to Council member Schroeders motion to include a 1-year probationary period and form a committee with two council members to discuss a compensation and benefits package. Roll Call Vote: Yes: Gripne, Kreemer, Schroeder, Wright, No: Krueger. Motion carried 4-1.

The council discussed the applications for the Deputy Clerk position and reviewed the city's current staffing. The city had received four applications for the Deputy Clerk position. The city's current office staff includes Candace and Ted, however there are scheduling concerns towards the end of May and beginning of June. Candace has an upcoming vacation the first week of June and Ted will be out the end of May for paternity leave. Discussion was had on possible options. It was commented that retired Deputy Clerk Deb Laumeier could return to assist the city staff pending that there would be no issues with her PERA requirements. The council requested that city staff communicate if this option will be sufficient to have Deb Laumeier return. In regard to the Deputy Clerk applications, the following motion was made:

Council member Kreemer motioned seconded by Schroeder to interview the four applicants for the Deputy Clerk position in an open forum. Motion carried.

Mayor Wright motioned seconded by Kreemer to table the discussion and review of the updates to the City Administration positions until a later date. Motion carried.

The council reviewed and discussed an update to the city's cell phone usage policy. Currently public works uses their own person cell phones for work use. Mayor Wright recommends that a stipend be given to these staff members who use their personal funds for work purposes. The council members reviewed several policies from neighboring cities and agree that a stipend would be recommended. Council member Schroeder motioned and seconded by Krueger to reimburse city employees with a stipend in the amount of \$60 a month for cell phone usage. Additional discussion was had, stating that this was intended for public works employees, referencing similar to the structure that the City of Melrose has. Council member Schroeder and Krueger agreed to amend their motion.

Council member Schroeder motioned seconded by Krueger to approve update the city's cell phone policy to reimburse Public Works employees with a monthly stipend in the amount of \$50.00. Motion carried.

Members from the Long Prairie Lions returned to the City Council meeting after they completed a site review at Lake Charlotte Park for the proposed pickleball courts. It was agreed that the best location for the court would be on the South end of park on the South side of the historic fire pit.

Council member Schroeder motioned seconded by Krueger to approve of the Long Prairie Lions proposed project to construct four pickleball courts at the South end of the Lake Charlotte Park. Motion carried.

Council member Krueger motioned seconded by Gripne to approve the donation of \$1,500 to the Prairie Days event from any available fund. Motion carried.

Council member Gripne motioned seconded by Kreemer to approve the removal Deb Laumeyer and to add Candace Bruder to all City Financial Accounts. Motion carried.

Council member Kreemer motioned seconded by Gripne to acknowledge the Oath of Office for the HRA appointment of Phillip Gould. Motion carried.

Council member Kreemer motioned seconded by Gripne to a Resolution 24-05-06-14 approving Master Partnership with the MnDOT to assist and to perform repairs and updates to the stoplight. Motion carried.

**Resolution 24-05-06-14
Master Partnership Contract with the State of Minnesota**

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

- 1. That the City of Long Prairie enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the City Council.**
- 2. That the proper City of Long Prairie officers are authorized to execute such contract, and any amendments thereto.**
- 3. That the City Administrator/Clerk for the City of Long Prairie is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City of Long Prairie City Administrator/Clerk may execute such work order contracts on behalf of the City of Long Prairie without further approval by the City Council.**

Approved this 6th day of May 2024.

Attest:

By: _____

Title: _____

Date: _____

Council member Krueger motioned seconded by Gripne to approve the Bruan Intertec Invoice in the amount of \$2,564.56. Motion carried.

Council member Gripne motioned seconded by Kreemer to approve the Temporary Liquor License Request by the Long Prairie Lions for Prairie Days on June 8th. Motion carried.

The council continued discussion on the city staffing positions and job responsibilities. At this time Candace will be performing two jobs for the next month as the city continues to interview and hire for city administration positions. After discussion with Candace, Mayor Wright and Council member Kreemer are presenting a request to compensation Candance at rate of \$35.00 and provide 6-days of vacation.

Council member Kreemer motioned seconded by Wright to approve the compensation update for Candace Bruder to \$35.00 an hour to start this pay period, and to provide an additional six days of vacation for previous work rendered. Motion carried.

There being no further business, motioned by Gripne seconded by Kreemer to adjourn the meeting at 9:31 p.m.

Ted Gray, Interim City Administrator/Clerk

David Wright, Mayor