

City of Long Prairie
7:00 P.M., Monday May 20th, 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. Police Chief Ryan Hanson, Fire Chief Dan Laumeyer, Amanda Hinson, Officer Trevor Larson, Scott Thomas and Kent Louwagie.

The council reviewed the agenda and bills.

Council member Gripne motioned Kreemer seconded to approve the agenda and the bills for April 12th-May 17th, 2024, with the removal of the bill for library cleaning services. Motion Carried.

(Public Comment)

Amanda Hinson addressed the city council regarding concerns with the odors and smells from suspected industries Central Bi Products wastewater ponds.

(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, mowing grass, spraying weeds, and flushing hydrants. The flowers will be ready to be picked up on Thursday, May 23rd.

Planning & Zoning: Council member Kreemer provide an update on the upcoming Planning & Zoning meeting for May 28th.

Public Safety: Council member Kreemer provided a request from the Fire Department for approval to be involved in the Memorial Day and Prairie Days Parade, the upcoming Legion Freedom Riders event on June 1st. Calls of service for the police department totaled to 208 for the last two weeks. LPGE and St. Mary's schools will have their DARE graduation event on Thursday May 23rd. The council acknowledges the Fire Departments participation in the parades.

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

Health & Library: Council member Gripne provided update on upcoming Health & Library activities. On May, 30th from 10:00 am to 2:30 pm in Sartell at the Resource Training Center, program called "Powered by Connections" which is available for small government officials. The library has on Saturday June 8th a creative event to create a canvas bag project. Tuesday June 11th, there will be a presentation titled Remarkable Reptiles, from 10:00-11:30 am.

Admin: Mayor Wright presented the approval of Katie Scheve from the May 16th special meeting. The tentative hire date is June 3rd.

EDA: Mayor Wright commented on the flower baskets. No meeting was held for the EDA last week due to lack of quorum. Lu provided Mayor Wright with an update on the Downtown Revitalization Grants and Projects.

(New Business)

The city council reviewed and discussed the request to close 9th ST NE from 2nd Ave to 4th Ave NE from 11:00 am to 4:00 pm. Scott Thomas addressed questions from the City Council

Council member Gripne motioned seconded by Schroeder to approve the request to close 9th ST NE from 2nd Ave to 4th Ave NE from 11:00 am to 4:00 pm and to allow for the Fire Department to assist with Demolition Derby. Motion carried.

The council reviewed the Seal Coating Bids and recommendations. The council discussed with City Engineer Kent Louwagie the seal coating project and costs. Kent provided an explanation of the bids coming in higher than what was originally estimated. Due to the increased costs, the council considered just area 1 of the proposed project. Area 1 for seal coating would include the streets around 1st ST S from 6th Ave S North to 2nd Ave S.

Council member Kreemer motioned seconded by Krueger to accept the low bid from Allied Blacked top and proceed with Area 1 with costs being \$67,263.60. Motion carried.

The council discussed the donation request from the Community Concern for Youth Program. The council discussed the uses for which the donation funds would go towards.

Council member Gripne motioned seconded by Kreemer to approve resolution of sponsorship 24-05-20-15 for the Community Concern for Youth Program in the amount of \$3,459.00 for 2025. Motion carried.

RESOLUTION OF SPONSORSHIP 24-05-20-15

Resolution authorizing participation with the Community Concern for Youth Program with Todd-Wadena Community Corrections.

BE IT RESOLVED by the Long Prairie City Council that Todd County act as sponsoring unit of government for the project entitled Community Concern for Youth to be conducted by Todd-Wadena Community Corrections during the period from 01/01/25 through 12/31/25. Barb Becker, Chairperson, Todd County Board of Commissioners, is hereby authorized to execute such agreements and funding as are necessary to implement the project on behalf of the Long Prairie City Council.

BE IT RESOLVED that the Long Prairie City Council hereby agrees to contribute \$3,459.00 for the project entitled Todd-Wadena Community Concern for Youth during the period from 01/01/25 through 12/31/25, which is to be paid on 01/01/25.

It is understood that the Long Prairie-Grey Eagle School Board contributes \$4,042.00, and the Grey Eagle City Council contributes \$371.00, for a total community contribution of \$7,872.00.

I hereby certify that the above resolutions were adopted by the Long Prairie City Council on _____.

Signed:

Witnessed:

(Signature)

(Signature)

Mayor

Clerk-Administrator

(Title) (Date)

(Title) (Date)

The council discussed the cell phone policy amendment per discussion at the May 6th council meeting.

Council member Schroeder motioned seconded by Krueger to approve resolution 24-05-20-16 amending the cell phone policy as presented. Motion carries 4 to 1.

**CITY OF LONG PRAIRIE
RESOLUTION # 24-05-20-16
RESOLUTION AMENDING SECTION 25 OF THE CITY OF LONG PARIRIE
EMPLOYEE POLICY**

**WHEREAS, the City of Long Prairie has adopted an Employee Policy; and
WHEREAS, Section 25 currently addresses cellular phone use and limited
reimbursement; and**

WHEREAS, the City Council wishes to update Section 25.

NOW, THEREFORE, BE IT RESOLVED, by the City:

1. Section 25 of the Employee Policy is amended as follows:

25.1 CELLULAR PHONE USE AND REIMBURSMENT

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

Its use in no way limits the conduct of work of the employee or other employees. No personal profit is gained, or outside employment is served.

Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties. All personal calls/texting made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City's phone bill. Personal calls/texting will be made or received only when absolutely

necessary. Such calls/texting must not interfere with working operations and are to be completed as quickly as possible.

A supervisor may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor.

Public Works employees may be reimbursed for the city business related use of their cellular phones at the rate of \$50 per month. To qualify for reimbursement the Public Works employee must receive pre-approval from their supervisor, provide a copy of their most recent cellular phone bill and continue to provide a copy of their cellular phone bill once every six months.

The city business related use a of personal cellular phone may be considered public data under the Data Practices Act. City business related emails and text messages must be maintained consistent with the City's record keeping policy.

ADOPTED by the City on this 20th day of May 2024.

CITY OF LONG PRAIRIE

David Wright, Mayor

Ted Gray, Interim City Administrator

Council member Krueger motioned seconded by Kreemer to approve the temporary liquor license for the Todd County Ag Society for the Todd County Fair for June 26th through June 30th. Motion carried.

The beach supervisors presented where Katelyn Payne, Christine, Ruda, and Myra Buhl. The city will continue to accept applications for these positions. The supervisor will start the week of May 27th and the hours will be Thursday through Sunday, noon to 7:00 pm.

Council member Kreemer motioned seconded by Gripne to approve the beach supervisors for 2024, Katelyn Payne, Chritine Ruda, and Myra Buhl.

There being no further business, motioned by Krueger seconded by Kreemer to adjourn the meeting at 7:40 p.m.

Ted Gray, Interim City Administrator/Clerk

David Wright, Mayor