

**City of Long Prairie**  
**7:00 P.M., Tuesday January 3<sup>rd</sup>, 2023**  
**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 Tuesday January 3<sup>rd</sup>, 2023, Mayor Dixon called the meeting to order with the following present by phone or at City Hall: Council members, David Wright, Jim Kreemer, Lilah Gripne, Clint Kreuger and City Administrator Ted Gray. Others present Police Chief Ryan Hanson, Fire Chief Dan Laumeyer, Kent Louwagie, Officer Trevor Larson, Public Works Director Chad Bosl, Wade Dixon, and Amanda Hinson.

Administrator Gray swore in Mayor Jodi Dixon, and Council Members Clint Kreuger and Jim Kreemer.

**Council member Gripne motioned Wright seconded to approve the consent agenda:**

- (a) **Approve Agenda for January 3<sup>rd</sup>, 2023**
- (b) **Approve Work Session Minutes from December 15<sup>th</sup>, 2022**
- (c) **Approve Truth & Taxation Minutes from December 15<sup>th</sup>, 2022**
- (d) **Approve Council Meeting Minutes from December 19<sup>th</sup>, 2022**

**Motion carried unanimously.**

(New Business)

Mayor Dixon presented to the council the mayor appointments for 2023.

**Mayor Appointments**

**Public Works, Airport, and Park & Recreation:** Clint Kreuger

**Public Safety, EDA:** David Wright

**Health & Wellness, Library:** Lilah Gripne

**Planning & Zoning, Liquor Store:** Jim Kreemer

**Administration, Community Concern for Youth & Elders, Tourism:** Jodi Dixon

**Acting Mayor:** David Wright

**Official Paper:** Long Prairie Leader

**Financial Institutions:** American Heritage National Bank, Minnesota National Bank, Mid-Central Savings & Loan, Central Minnesota Credit Union and other financially sound institutions which are in compliance with Minnesota Statutes governing city depositories as official depositories for the city for 2023.

**Auditors:** Schlenner Wenner & Co.

**Law Firm:** Quinlivan & Hughes, P.A.

**Insurance Agent:** Advantage One Insurance

**Council member Wright motioned Kreemer seconded to approve the mayor appointments for 2023. Motion carried unanimously.**

**Mayor Dixon motioned Wright seconded to approve the 2023 Tentative meeting dates and times with a change to move the July 3<sup>rd</sup> and July 17<sup>th</sup> meeting dates to July 10<sup>th</sup> and July 24<sup>th</sup>. Motion carried unanimously.**

**Mayor Dixon motioned Gripne seconded to approve Pay Request #8 for in the amount of \$31,623.32 to C&L Excavating. Motion carried unanimously.**

The council reviewed and discussed a memo presented by City Engineer Kent Louwagie from Bolton & Menk on proposed water tower maintenance and rehabilitation. Presented were two options for maintenance. Option one would be an exterior power wash and spot repair with estimated cost of \$35,000. This repair would last an estimated 3 years. Option two would remove and replace coating systems and make structural improvements at an estimated cost of \$700,000. To complete option two, the water tower would need to be shut down for roughly a month and the city would need to make arrangements to continue uninterrupted water service. The next step in this process would be to prepare bid documents for either option and create a financial presentation on how the project would be paid for.

**Mayor Dixon motioned Gripne seconded to proceed with the preparation of bid documents and budgets for option two for the consideration by the city council. Motion carried unanimously.**

The council reviewed and discussed the 2023 Fee Schedule.

**Council member Wright motioned Gripne seconded to approve resolution 23-01-03-01 establishing the fee schedule. Motion carried unanimously.**

**CITY OF LONG PRAIRIE  
RESOLUTION # 23-01-03-01**

**RESOLUTION ESTABLISHING FEE SCHEDULE**

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONG PRAIRIE, MN:**

**Fees shall be hereby established. In the event of a conflict between this schedule and the City Code, the fee schedule shall prevail.**

**ADMINISTRATIVE FEES:**

Copies	\$ .25 per page – 8 ½ x 11 (1 <sup>st</sup> 10 are Free)
NSF's, Closed Accounts, Stop Pays	\$35.00 per check
Special Assessment Search	\$25.00 per hour
Data Request	\$50.00 per hour after 1 <sup>st</sup> hour
GIS Search	\$35.00 per hour
Notary Public	\$1.00 (State Law)
Mileage Reimbursement	rate set by the IRS
Maps	\$1.00 11 X 17 Black & White
	\$3.00 11 x 17 Color
Room Rentals –Council Chambers	\$-0- Governmental/school
	\$50.00 Non-profit with food/beverage \$25 extra
	\$100.00 Half Day with food/beverage \$25 extra
	\$150.00 All day with food/beverage \$25 extra

Park Shelter Rentals	\$50.00 Shelter #1 – beach, Shelter #2 – S. end of park) \$80.00 Shelter #3 – Lion’s shelter
Softball Complex	\$150.00 for 1 day plus \$100 returnable deposit if cleaned up \$300.00 for 2 days plus \$150 returnable deposit if cleaned up

**POLICE SERVICES**

Department Accident Reports	\$10.00
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**FIRE SERVICES**

Rural Fires	\$500.00/hour
False Alarm	\$200.00 per incident
Fire Suppression Foam	Cost to replace
Damaged Hoses	Cost to replace

**BUILDING PERMIT FEES: Includes permit fee, plan check fee, and State surcharge.**

**Homes & Other Construction**

Building Permit	See Chapter 15 of the Long Prairie City Code
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**Roofing Construction**

Re-roofing or Shingling Permit	\$30.00 – Residential houses Fee schedule – Commercial and industrial buildings
Failure to Obtain Building Permit	A sum equal to two times the building permit fee applicable to the project

**CONSTRUCTION FEES:**

Demolition	\$50.00
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**LAND USE FEES:**

Preliminary Plat	\$200.00
Final Plat	\$200.00
Variance	\$300.00
Rezone	\$300.00
Road/alley Vacation	\$300.00
Conditional Use Permit	\$300.00
Annexation	\$200.00

**UTILITIES:**

**Water**

Meters – New Construction	Actual cost of the meter plus \$20.00
Meters – Replacement	No charge (providing replacement is not the fault of the owner)
Connection	\$300.00
Disconnect/Reconnect for Delinquent account	\$50.00 / \$50.00
Unmetered Bulk Water	\$20.00 for less than 1,000 gallons \$10.00 for each additional 1,000 gallons

**Sewer**

Connection	\$300.00
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**LICENSE & PERMIT FEES:**

**Alcoholic Beverages**

*Set by State*

**Non-Intoxicating, Off-Sale**

**\$100.00**

**Non-Intoxicating, On-Sale**

**\$100.00**

**Intoxicating, On-Sale**

**\$1,500.00**

**Club Intoxicating, On-Sale**

**\$300.00 - under 200 members**

**\$500.00 - 201 to 500 members**

**\$650.00 - 501 to 1,000 members**

**Wine**

**\$200.00**

**Temporary On-Sale**

**\$ 50.00**

**Sunday Liquor License**

**\$200.00**

**Animals**

**Dog License**

**\$10.00**

**Dog Impound**

**\$40.00 1<sup>st</sup> offense plus cost of impoundment**

**\$70.00 2<sup>nd</sup> offense plus cost of impoundment**

**\$100.00 3<sup>rd</sup> offense plus cost of impoundment**

**Peddlers & Solicitors**

**Solicitation Permit**

**\$50.00**

**Transient Merchant**

**\$150.00**

**Peddler**

**\$150.00**

**Hawker**

**\$150.00**

**Mobile Food Unit**

**\$25.00 per day**

**Mobile Food Unit**

**\$500.00 per year**

**Pool Halls & Bowling Alleys**

**Pool Hall**

**\$10.00 for each table**

**PUBLIC WORKS FEES:**

**Equipment with Operator**

**Motor Grader**

**\$140/hour**

**Loader**

**\$140/hour**

**Truck – Plow, Dump**

**\$140/hour**

**Sweeper**

**\$140/hour**

**Sewer Jetter/vacuum**

**\$180/hour**

**Mower – Tractor**

**\$120/hour**

**Mower – Push**

**\$120/hour**

**Bobcat**

**\$120/hour**

**Sanding**

**\$100/hour plus sanding materials at \$50/yd**

**Water Tank - Fair Demo Derby**

**\$90/hour**

**F450 #7**

**\$90/hour**

**Equipment Without Operator**

**Vibrator Roller**

**\$60/hour**

<b>Compressor w/air hammer</b>	<b>\$70/hour</b>
<b>Pump (Centrifugal or Diaphragm)</b>	<b>\$50/hour</b>
<b>Blacktop Patching</b>	<b>market rate plus 10%</b>
<b>Labor Rate</b>	<b>\$100/hour</b>
<b>Overtime Labor Rate</b>	<b>\$150/hour</b>

**ADOPTED this 3<sup>rd</sup>, day of January 2023**

**ATTEST:**

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**Ted Gray**  
**City Administrator/Clerk**

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**Jodi Dixon**  
**Mayor**

**Council member Kreemer motioned Wright seconded to approve the legal services contract with Quinlivan and Hughes P.A. for 2023 Motion carried unanimously.**

**Mayor Dixon motioned Kreemer seconded to approve the EDA membership application for Amber Ellerson. Motion carried unanimously.**

The council reviewed a proposal for a part-time ice rink maintenance employee. At this time the council did not approve the creation of this position but discussed options for current staff to assist in the cleaning and maintenance of the rink.

Administrator Gray reviewed with the council a new orientation packet and provided upcoming training opportunities for the council to possibly attend.

(Council Reports)

Public Works: Public Works Director Chad Bosl presented to the council a report on the Public Works Department. The daily water, wastewater rounds, and samples are going fine. Public works has been busy plowing, blowing, and shoveling snow. In the next few weeks, we will continue to plow snow as needed, and also be working out at the airport removing snow around lights and buildings. The council discussed the sidewalk removal ordinance and options to continue to efficiently enforce that ordinance.

EDA: Council member Wright reported on the EDA activities. The next meeting for the EDA will be on Wednesday, January 18<sup>th</sup> at 4:30 p.m.

Public Safety: Council member Wright reported for the Fire and Police Departments. The Police Department had a total of 4248 ICRs for 2022, this 377 more than 2021. The Fire Department will be holding their annual township meeting on Wednesday February 1<sup>st</sup> at 7:30 pm.

Liquor Store: Administrator Gray reported that the Liquor Store is continuing to review options to update the flooring.

Library: Council member Gripne reported on upcoming Library activities. The winter reading program started on January 2<sup>nd</sup> and will end on February 28<sup>th</sup>.

Administration: Administrator Gray provided an update on the year end processes and reports that will be handled by city staff over the next few weeks.

**There being no further business, motion by Kreemer seconded by Gripne to adjourn the meeting at 7:18 p.m.**

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Ted Gray, City Administrator

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Jodi Dixon, Mayor