

City of Long Prairie
7:00 P.M., Monday September 18th, 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 Monday September 18th, 2023. Mayor Jodi Dixon called the meeting to order with the following present by phone or at City Hall: Council members, Jim Kreemer, Clint Krueger, David Wright, and City Administrator Ted Gray. Council member Gripne was absent. Others present Police Chief Ryan Hanson, Kent Louwagie, Fire Chief Dan Laumeyer, Amanda Hinson, Officer Trevor Larson, Public Works Director Chad Bosl, Audra Zastrow, Dick Smith, April Weller, Jessica Cook, Darla John, John Chase, Crystal Fritzler, Officer Rodger Lower, Officer Joseph Rivera, Dan Johnson, Joseph and Linda Bless.

Council member Wright motioned Kreemer seconded to approve the consent agenda:

- (a) Approve Agenda for September 18th, 2023 with the addition of new business item number 4: Review Police Officer Vacation Payout Request.**
- (b) Approve Council Meeting Minutes from September 5th, 2023**
- (c) Approve Bills from August-September 14th 2023**

Motion carried unanimously.

(Public Comment)

Dan Johnson addressed the City Council regarding the purchase agreement that was approved at the September 5th Council meeting. Administrator Gray provided an estimated timeline for the meetings on the conditional uses associated with this purchase agreement and a proposed apartment development in the Industrial Park.

Audra Zastrow addressed the City Council regarding her request for the Hotcakes Hustle fun run planned for Saturday September 30th. The time of the event would be from 8:30 am to noon. Audra had met with Police Chief Ryan Hanson and Administrator Gray on the proposed routes. Hanson and Gray approved of the routes and the State of Minnesota approved the crossings on Highway 287.

Council member Kreemer motioned Krueger seconded to approve the request for the fun run to be held on September 30th and the provided routes. Motion carried unanimously.

Darla John addressed the City Council requesting that a police officer be near the stoplight around 5:00 to 5:30 pm to monitor the crossing by the Highway 71 stoplight as more students are crossing at that time due to after school activities. Chief Hanson took notes and will work to have an officer, when possible, at that location during the school days.

Amanda Hinson addressed the council by reading a note expressing concerns with the lack of action against R-Way and ordinance enforcement.

(Public Hearing)

At 7:11 pm Mayor Dixon opened the public hearing regarding the approval of the updated ATV ordinance. The city had not received any written concerns regarding this update. Dick Smith addressed the council with concerns with individuals not being able to use their ATVs on city streets to make short trips to local businesses. As discussion continued, Police Chief Hanson expressed concerns with ticketing of these violations and asked for the ordinance to be tabled until an administrative ticketing process could be created.

Council member Kreemer motioned Dixon seconded to table the approval of this ordinance update until an administrative ticketing process can be established. Motion carried unanimously.

The public hearing was closed at 7:19 am.

Jessica Cook and April Weller presented to the City Council the Financial Management Plan. The plan is used for multi-year fiscal planning for all tax supported funds. It integrates the existing debt, capital improvements schedule, future debt, tax base growth, and future operation expenses. By completing this plan, the goal is to maintain a stable tax rate, as well as maintain a city general fund balance of 45% of the next year's budgeted General Fund Expenditures. The projected levy increase for 2024 is 7.03%, with that the tax base has increased for the City of Long Prairie by 25.8%. The projected tax impact for the 7.03% levy increase would be \$9.00 decrease for a median value home (\$162,219). The presentation concluded with the review of the City's capital funding schedules for the public works, police, and fire departments.

The council reviewed the preliminary tax levy resolution for 2024.

Mayor Dixon motioned Wright seconded to approve resolution 23-09-18-19 adopting the preliminary 2023 tax levy, collectible in the year 2024. Motion carried unanimously.

**RESOLUTION #23-09-18-19
ADOPTING THE PRELIMINARY 2023 TAX LEVY, COLLECTIBLE
IN THE YEAR 2024**

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 2024 upon the taxable property in the City of Long Prairie for the following purposes:

Levy Purpose	
General Fund	\$624,600
2016A G.O. Bond	\$120,945
2018B G.O. Bond	\$168,202
2022A G.O. Bond	\$ 26,169
2022B G.O. Bond	\$ 30,730
2022C G.O. Bond	<u>\$158,275</u>
Total	\$1,128,921

Theodore Gray
City Administrator/Clerk

Jodi Dixon
Mayor

(Old Business)

Administrator Gray presented to the City Council bonding options for the proposed Main City Lift Station Project. Through discussion, the council agreed the 15-year PFA bond would be financially beneficial for this project. The City Council reviewed the following bids for the project.

C&L Excavating, INC.	St. Joseph, MN	\$2,270,000
Geislinger & Sons	Watkins, MN	\$2,594,000
RL Larson Excavating, INC.	St. Cloud, MN	\$2,860,000
Tom's Backhoe Service, INC.	Brainerd, MN	\$2,999,000

Council member Kreemer motioned Krueger seconded to accept the bid of \$2,270,000 from C&L Excavating, INC. to complete the City's Main Lift Station Improvement Project and to pursue the PFA 15-year Bond for funding. Motion carried unanimously.

(Council Reports)

Public Works: Clint Krueger presented the council with the Public Works report. The daily water/wastewater rounds and samples are going fine. The city received a letter from the department of health with the results of the lead and copper sampling that was done on the city's water distribution system. The city is in compliance with the department of health standards. Public works have been busy with flushing and pumping hydrants, winterizing sprinklers and ball field bathrooms. In the next few weeks, we will continue pumping and flushing hydrants, cleaning sewers, and maintenance on plow trucks and winter equipment.

EDA: Council member Wright reported on the upcoming EDA meeting and the discussion of the business appreciate breakfast.

Public Safety: Council member Wright reported on the Police and Fire Departments. The Police Department had 155 calls over the last 2 weeks. The Fire Department has hose testing this week. On September 29th they will be participating in the homecoming parade. On September 30th they will assist with the Hotcakes Hustle. The department has upcoming grain bin safety training.

Liquor Store: Council member Kremer reported on the Liquor Store's fundraiser for the Fire Department which ended on September 14th, final donation numbers will be provided at an upcoming meeting.

Administration: Administrator Gray addressed the council regarding the complaints of odor throughout the city the last few weeks. The city has contacted MPCA and created a plan for monitoring this odor and to locate the source.

Kent Louwagie from Bolton and Menk provided the council with a road project update. The city is continuing to work through the pavement issues from last year. They have sprayed the weeds

and areas that will need to be reseeded on the County 38 portion of the project, which includes the city streets on and around 3rd Ave SW. The intention is to start the reseeding on September 25th. In the next week the contractor will continue to complete the work by the Lumber Yard on 1st Ave SW and the storm water infrastructure replacement in the alley off of 1st Ave S.

(New Business)

Administrator Gray presented to the City Council a memo regarding the revocation process of a conditional use permit per request and discussion from the September 5th Council Meeting. The process would be similar to that of a request for a conditional use permit. The city staff would review the facts, determine if the conditions are substantially or not substantially met. If they are not substantially met the process will lead to notification to the property owner of hearing to review the conditions. The hearings would occur to hear the facts and findings and a determination would be made by Planning and Zoning and then the City Council to confirm or deny the revocation.

Administrator Gray presented to the city council a resolution to call for a public hearing for a TIF District for the 4th Street Apartments request. Along with this was a schedule of events and TIF run report showing the projected revenue earned on this TIF District. This district would be a 9-year, workforce housing district, similar to the 2nd Ave Apartments. The district is estimated to annually gross \$90,217. Of these funds the developer would need \$200,000 to complete improvements on the property, the excess would be retained by the city to pursue other development needs, such as a single-family housing development.

Council member Wright motioned Kreemer seconded to approve Resolution 23-09-18-20 Calling for Public Hearing for TIF District 1-17. Motion carried unanimously.

RESOLUTION 23-09-18-20

CALLING FOR A PUBLIC HEARING ON APPROVAL OF A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR MASTER DEVELOPMENT DISTRICT NO. 1 AND A TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-17: 4TH STREET SW APARTMENTS (A "WORKFORCE" ECONOMIC DEVELOPMENT DISTRICT)

BE IT RESOLVED by the City Council (the "Council") of the City of Long Prairie, Minnesota (the "City"), as follows:

- 1. Tax Increment Financing Plan.** The City has previously adopted a development program and development district under Minnesota Statutes, Sections 469.124 to 469.133, designated as the Development Program (the "Development Program") for Master Development District No. 1 (the "Development District"), and now desires to modify the Development Program (the "Modification") and establish a Tax Increment Financing Plan, as described in Minnesota Statutes, 469.175, Subdivision 1 (the "TIF Plan"; together with the Modification, the "Program and Plan"), establishing a "workforce" economic development district, as defined in Minnesota

Statutes, Section 469.174, Subdivision 12, designated as Tax Increment Financing District No. 1-17: 4th Street SW Apartments (“TIF District No. 17”) within the Development District.

2. **Public Hearing.** This Council will hold a public hearing at 7:00 p.m. on November 6, 2023 at City Hall, on the City’s proposed Program and Plan and the establishment of TIF District No. 17.
3. **Notice of Public Hearing, Copies of Documents for Inspection.**
 - (a) The City staff is authorized and directed to work with Ehlers & Associates, Inc. to prepare the Program and Plan and to provide the information required by Minnesota Statutes, Section 469.175 Subdivision 2 to the appropriate taxing jurisdictions, including Todd County (the “County”) and Independent School District No. 2753 (Long Prairie-Grey Eagle), Minnesota (the “School District”).
 - (b) The City Clerk is authorized and directed to:
 - i. cause notice of such public hearing in substantially the form of **Exhibit A** attached hereto to be published in the official newspaper of the City, not less than 10 days nor more than 30 days prior to the date of the hearing;
 - ii. place printed copies of the Program and Plan on file in the City Administrator / Clerk’s office at City Hall; and.
 - iii. provide the proposed TIF Plan and the information on the fiscal and economic implications of the plan to the County auditor and the clerk of the School District board at least 30 days before the public hearing.

Upon vote being taken thereon, the following voted in favor thereof:

Jodi Dixon, David Wright, Jim Kreemer, and Clint Krueger

and the following voted against the same:

Lilah Gripne (Absent)

whereupon the resolution was declared duly passed and adopted.

Ted Gray
City Administrator/Clerk

Jodi Dixon
Mayor

The council discussed potential work session dates to hear a proposal to update the City’s Comprehensive Plan. The council would call for a work session for Monday, September 25th at 5:30 pm.

The city council reviewed a request from the Police Department regarding officer's vacation. Due to the department being understaffed throughout most of 2023, vacation time was not able to be taken and per city policy only 80 hours can roll over into the next year. The department is requesting a payout of their access vacation down to the 80-hour rollover limit. This would be paid out over the next several pay periods until the end of the year. The officers that have the access vacation will continue to try and use vacation if the schedule allows it. The city council appreciate the request and the work that officers had done during this last year.

Mayor Dixon motioned Krueger seconded to approve the police officers request to pay out excess vacation down to the 80-hour rollover limit per policy over the next pay periods until December 31st, 2023. Motion carried unanimously.

There being no further business, motioned by Wright seconded by Kreemer to adjourn the meeting at 8:24 p.m.

Ted Gray, City Administrator

Jodi Dixon, Mayor