

**City of Long Prairie
Council Meeting
5:00 P.M., Monday, January 6, 2014**

The Long Prairie City Council met in regular session at City Hall, 5:00 p.m., Monday, January 6, 2014. Mayor Don Rasmussen called the meeting to order with the following present: Council members Art Rowan, Tony Towle, Lilah Gripne, Bob Klick, and City Administrator/Clerk David Venekamp.

The council noted that the 7:00 p.m. meeting time had been changed to 5:00 p.m. due to the extreme cold.

Council member Klick motioned Gripne seconded to approve the council minutes of December 16, 2013. Motion unanimously carried.

Mayor Rasmussen made the following Mayoral appointments for 2014:

- Public Works – Council member Rowan
- Public Safety – Council member Towle
- Liquor Store, Recreation, EDA – Council member Gripne
- Planning and Zoning, Health and Library – Council member Klick
- Administration, Community Concern for Youth, Airport and Tourism – Mayor Rasmussen

Council member Klick motioned Rowan seconded to appoint Council member Gripne as the Acting Mayor who shall preside and perform duties in the absence of the Mayor. Motion unanimously carried.

Council member Klick motioned Gripne seconded to approve the following resolution for council appointments:

**RESOLUTION #14-01-06-01
RESOLUTION STATING ANNUAL DESIGNATIONS AND APPOINTMENTS**

WHEREAS, at the first council meeting certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following 2014 designations shall be made for the City of Long Prairie:

1. The official newspaper shall be The Long Prairie Leader.
2. The primary depositories shall be 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.
3. The City Attorney for civil work shall be the law firm of Peters and Churchwell at a fee of \$1,300/mo.

4. The City Attorney for criminal work shall be the law firm Brown and Krueger at a fee of \$15,500/yr. plus a maximum of 2 hours at a rate of \$120/hr for trial preparation and attendance at all criminal jury trials.
5. The City Auditor shall be the firm Bailey and Bacon at a fee of \$15,000.

Adopted by the City Council of the City of Long Prairie this the 6th day of January 2014.

David Venekamp
City Administrator

Don Rasmussen
Mayor

Motion unanimously carried.

The council had a public hearing on Ordinance #14-01-06-01 titled “An Ordinance Amending Chapter 3 Officers, Boards, Commission and Employees of the Long Prairie City Code”.

Council member Gripne motioned Klick seconded to table action on the ordinance until the next council meeting on Tuesday, January 21, 2014. Motion unanimously carried.

City Administrator/Clerk Venekamp stated the city has completed the sale of some of the city’s wastewater ponds to Long Prairie Packing. The funds for the purchase of those ponds have been held in escrow and once the documents are all approved, the escrow funds will be released. Venekamp suggested that the council set aside \$100,000 from the sale of the proceeds for industrial economic development within the city. The city’s EDA and council would need to develop a policy on the use of the funds.

Council member Rowan motioned Gripne seconded to start an economic development fund in the amount of \$100,000 to assist with industrial development. Roll call: Yes; Rowan, Towle, Gripne, Klick, Rasmussen. Motion unanimously carried.

Council member Towle motioned Klick seconded to approve a temporary on sale liquor license to St. Mary’s of Mt. Carmel Church for February 14, 2014 which is a wine and cheese event. Motion unanimously carried.

The city council reviewed a letter from DEED stating the city’s housing rehabilitation application was not grant eligible. The suggestion from the grant writer, Pettipiece and Associates, was to develop a more intensive survey of the areas for development should the council decide to submit another grant application next year.

The council indicated they had received a League of MN Cities Insurance Trust dividend in the amount of \$15,359. The dividend is part of a \$2 million savings on insurance premiums amongst cities in the insurance trust.

Jerry Vearrier had submitted a letter to the council asking for the council’s approval to put apartments on the main floor of the Westside Apartments that he owns (117 Central Avenue).

Jerry had previously attended a council meeting asking the council to allow the apartments however the council denied that request.

Council member Klick motioned Gripne seconded to, again, deny the request of allowing apartments to be on the main floor of commercial buildings in the downtown area as prohibited by the city's ordinance. Motion unanimously carried.

The council received a resignation letter from City Administrator/Clerk David Venekamp. Venekamp's resignation would be effective March 28, 2014.

Council member Rowan motioned Towle seconded to accept the resignation as presented. Motion unanimously carried.

The council discussed updating the job description for the City Administrator/Clerk and to set a salary range for the hiring of a new individual. The consensus of the council was to have Rowan, Gripne, and Venekamp develop the job description, the advertisement for employment, set a starting wage range and begin advertising to fill the position.

Fire Chief Jim Kreemer stated the department would be having their annual meeting on Wednesday night. The township meeting is scheduled for the 1st Wednesday in February. In the last week of January, the city will be hosting the Todd/Wadena Fire Fighters Association meeting at city hall.

Council member Gripne stated the American Legion had donated funds for school patrol equipment to the city.

Council member Klick stated the liquor store employees had completed the year-end inventory; however, they had problems with the equipment used to take the inventory. It was suggested that the liquor store manager obtain prices on new inventory equipment.

Council member Klick motioned Gripne seconded to adjourn. Motion unanimously carried. Meeting adjourned at 6:00 p.m.

David Venekamp
City Administrator/Clerk

Don Rasmussen
Mayor