

LONGVILLE CITY COUNCIL  
MEETING MINUTES - UNAPPROVED  
Wednesday, February 19, 2020

Acting Mayor Nathan Tabaka called the Regular Scheduled Meeting of the month to order on Wednesday, February 19, 2020 at 4:00 p.m.

Pledge of Allegiance

PRESENT: Acting Mayor: Nathan Tabaka, Council Members: Phyllis Eck, Neil Tobiason and Greg Gilsrud. City Clerk: Christina Herheim. Deputy City Clerk: Dianne Larson. Employees: Sara Putnam, Nancy Raines and Dean Murray. Citizens: Steve Shallbetter, Carol Johnson and Eric Alger representing Cass County Sheriff's Office.

ABSENT: Mayor, Jocko Kline

1. M/S/P: Eck/Gilsrud to approve agenda of Wednesday, February 19, 2020
2. M/S/P: Gilsrud/Tobiason to approve Regular City Council Meeting Minutes of Wednesday, January 15, 2020.
3. New Business: None
4. Licenses and Permits: None
5. Old Business: None
6. Citizens addressing the council:
  - a. Carol Johnson representing the Longville Community Foundation addressed the council regarding the need to find a new location for the Longville Community Clean Up Day scheduled for June 27, 2020. Johnson shared the success of the previous events, and what a benefit it is to the City of Longville and surrounding communities. Johnson presented 2 options for possible alternative locations, #1 preference being the airport, and #2 at the shop/sewer ponds. Shallbetter will present the request to the FAA for approval and advise Johnson and Clerk Herheim of their decision. The decision on location was tabled waiting for FAA approval.
7. Engineer's report.
8. Commissioner's Reports:
  - a. Kline
    - i. Police: Officer Alger shared the monthly report and noted that everything has been relatively slow; the Council had no issues.
    - ii. Ballfield – no report
    - iii. Park
      1. M/S/P: Gilsrud/Eck to approve liquor permit for pavilion rental on 6/27/20.
      2. M/S/P: Eck/Tobiason to approve request to waive fee for pavilion rental for Bike Around Woman on 5/16/20.
  - b. Eck
    - i. Library
      1. A memo from the Library requesting specific maintenance requests was shared. Maintenance Supervisor Murray is addressing the requests.
      2. Winners of the prize pack drawings for Fortify Your Thinker questions so far have been Fay Yochum, Tom Kulji and Anastasia Miller. Questions come out each Tuesday through March.

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3. Libraries have been designated as questionnaire assistance centers for people to take their 2020 Census coming up this March. Library staff will be trained to answer basic questions regarding the census.
4. Free 2020 calendars are available at the library.
5. Tax forms can be printed at the library.
6. Historical experience with Arn Kind / MN in the Vietnam War program will be held Thursday, 2/20 at 11:00 at the library.

ii. Liquor

1. Docksider: reported by Manager Putnam:
  - a. The new cooler was installed; contractors did a great job, everything went smoothly
  - b. Working on moving office to the back room, and coolers to the former office area, with a plexi-glass wall that lets light in but cannot be seen through from the outside.
  - c. M/S/P: Eck/Tobiason to approve research into costs for new laptop computers for Docksider & LLBS.
  - d. Working on getting prices for replacement and additional security cameras.
2. LLBS: reported by Manager Raines:
  - a. January sales were up over last year.
  - b. The new sign will be installed by the end of March.
  - c. A new open/closed sign will be ordered (existing is broken)
  - d. Managers Raines and Putnam proposed using a new employee progress report for performance appraisal purposes that will be more appropriate to their businesses.

c. Tobiason

i. Airport – reported by Steve Shallbetter

1. **Fuel on hand** – Approximately 6685 gallons on hand, price is still \$3.85/gallon. The last fuel purchase was 8213 gallons at the end of December.
2. **Maintenance** – Nothing new to report.
3. **MnDOT State Grants** – Shallbetter received a phone call in early February from MnDOT advising him that we needed to make changes to the airport wind direction indicator because it is not visible from both ends of the runway, and that the cut-off date for submitting grant requests for SFY 2020 is February 15, 2020. Shallbetter submitted grant requests for the wind direction indicator, for fuel system upgrades and a tracked skid steer as follows: (may or may not be approved; presented to council for future action). Shallbetter believes the airport fund is sufficient to cover the costs.

	State (75%)	Airport (25%)	Total
Wind Direction Indicator (est)	\$22,500	\$7,500	\$30,000
Fuel System Upgrades (est)	\$18,750	\$6,250	\$25,000
Skid Steer (actual)	\$69,067	\$23,023	\$92,090

4. **Airport Sculpture** – Scott Stuart would like to place a metal sculpture at the airport, Shallbetter shared an example of what Stuart is proposing. The sculpture would be between 15 and 20 feet long. The airport advisory board is in favor of the idea provided it can be placed without any airspace or roadway right-of-way issues. The

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Council agreed that Stuart may proceed with research and present a proposal to the council for their approval. The City will not be responsible for maintenance of the sculpture.

- d. Tabaka
  - i. Sewer: Maintenance Supervisor Murray will be starting the process to become certified and attending classes. Chuck Ratz has been training Murray.
  - ii. Land Use: Cass County new Maintenance and Ambulance Building has connected to City Sewer, and is making payments.
- e. Gilsrud
  - i. Streets: M/S/P: Gilsrud/Eck to approve County to update handicap accessible sidewalks to be in compliance at a cost to the City of \$15-\$20K.
  - ii. Cemetery: Maintenance Supervisor Murray has arranged for Sentence to Serve to assist with spring clean-up at the Cemetery to be completed before Memorial Day.

9. Clerk's Report

- a. Clerk Herheim shared a thank you letter from the Initiative Foundation for our donation.
- b. M/S/P: Eck/Gilsrud to approve attorney John Licke to review and provide suggested changes to the Employee Personnel Manual. Clerk Herheim will ask Licke to provide feedback on Random Drug Testing Policy.
- c. M/S/P: Tobiason/Eck to approve donation to Winter Fireworks at the same amount as last year.
- d. The Council declined the need for business cards for Council members.

10. Employee relations

- a. M/S/P: Gilsrud/Eck to approve release of Tiffany Nutter.
- b. M/S/P: Gilsrud/Eck to approve vacation request of Clerk, Herheim.

11. Administration and Financial

- a. M/S/P: Gilsrud/Tobiason to approve Payroll, Payroll liabilities and claims from check #69169-69255 in the amount of \$175,466.66 Debit Card amount of \$3,331.88 totaling \$178,798.54

Attest to:

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Nathan Tabaka  
Acting Mayor

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Christina Herheim  
City Clerk/Treasurer