

LONGVILLE CITY COUNCIL
MEETING MINUTES UNAPPROVED
Wednesday, January 17, 2024

Mayor Jocko Kline called the regular scheduled meeting of the month to order on Wednesday, January 17, 2024 at 4:00 p.m.

Pledge of Allegiance

PRESENT: Mayor: Jocko Kline, Council Members: Phyllis Eck, Greg Gilsrud, Neil Tobiason and Nathan Tabaka. City Clerk: Christina Herheim. Deputy City Clerk: Mary Olson. Employees: Sara Putnam, Nancy Raines and Dean Murray. Citizens: Steve Shallbetter, Carl Pedersen, Andrea Richard, Wade Schultz from Cass County Sheriffs Office, Terry Likens, Laura Fontaine and Dan Breese.

1. M/S/P: Tabaka/Eck to approve agenda for Wednesday, January 17, 2024
2. M/S/P: Gilsrud/Tobiason to approve Regular City Council Meeting Minutes of December 20, 2023.
3. New Business:
 - a. M/S/P: Tabaka/Eck to approve Resolution #11724 Accepting Donations from the following:
 - \$100.00 for the Pickle Ball Courts from Mike & Kathy Newton.
 - \$500.00 for the Longville Skating Rink from the Longville Lions.
 - \$ 25.00 for the Stuart Park Handicap Project from Kit Arnquist.
 - \$20,977.82 for the Longville Skating Rink from Northland Family Center.
 - \$50.00 for the Stuart Park Handicap Project from Rudolph Moravek
 - b. M/S/P: Gilsrud/Tobiason to approve City of Longville 2024 Fee Schedule with no changes.
 - c. M/S/P: Tabaka/Eck to approve the following appointments for 2024:
 - i. City Attorney: Andy Shaw
 - ii. Auditor: Miller McDonald
 - iii. City Engineer: as needed
 - iv. Depository: First National Bank
 - v. Official Newspaper: Pine Cone Press Citizen
 - vi. Civil Defense Director: Neil Tobiason
 - vii. Official Meeting Day and Time: Third Wednesday of each month at 4:00 p.m.
 - viii. Sergeant at Arms: Neil Tobiason
 - ix. Acting Mayor: Nathan Tabaka
 - d. Commissioner Appointments:
 - i. Police Department: Jocko Kline
 - ii. Liquor Operations: Greg Gilsrud
 - iii. Streets: Greg Gilsrud
 - iv. Library: Neil Tobiason/Phyllis Eck
 - v. Cemetery: Phyllis Eck
 - vi. Airport: Neil Tobiason
 - vii. Sewer: Nathan Tabaka
 - viii. Ballfield/Community Park: Jocko Kline
 - ix. Planning and Zoning: Nathan Tabaka

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4. Licenses and Permits:
 - a. M/S/P: Tabaka/Tobiason to approve Applications and Permits for a 1 Day Temporary On-Sale Liquor License for the Longville Fire Department for the following scheduled event dates: February 3, 2024, March 9, 2024, April 6, 2024 and July 27, 2024.
5. Old Business: None
6. Citizens addressing the Council:
 - a. Andrea Richards, Executive Director – LAFS/Tossed and Found presented to the Council request to blacktop and widen Pond Lane on the south side of Frankies (old Dennis Funeral Home). The reason for the request is to make the traffic into the back parking lot and donation area one way. Deliveries, donations, and EE/Volunteers would use Pond Lane to the east of the funeral home to enter the back parking lot/donation drop off area. The exit would be between the Tossed and Found/Food Shelf. This would make the traffic flow more organized. Signage (nothing permanent) would be used to instruct where to enter. Council will address this project Fall of 2024 to budget for 2025.
 - b. Carl Pedersen from the DNR addressed the Council regarding a conceptual and early design phase for a project on the Boy River, which will address fish passage and stream stability problems. Minnesota DNR to apply for various funding programs. The projected start time for this project would be Fall of 2025.

Engineer's report: None

7. Commissioner's Reports:
 - a. Kline
 - i. Police: Wade Shultz, CCSO of the Cass County Sheriff's office addressed the Council. Activity is slow. Received and addressed concerns of speeding coming into Longville. State patrols are also enforcing speed limits. The council had no additional concerns.
 - ii. Ballfield: No report
 - iii. Park: Ice Skating Rink is open.
 - b. Eck
 - i. Library
 1. Adult Winter Reading 2024 Program January 2, 2024 through February 29, 2024. Sign up at the Library at krls.beanstack.org or on the beanstack app. Receive a free pen. Get your paper reading log or log online at krls.beanstack.org or the beanstack tracker app. Read 10 books for your choice of drinkware (1 per patron). Completed reading logs are eligible to enter a drawing. Three hoodies, three book bags and a grand prize completion drawing gift basket will be given away.
 2. Next Regional Library meeting is scheduled for January 18, 2024.
 3. M/S/P: Eck/Tabaka motion made to approve Stephanie Aaserude to be a new member on the Library Board.
 - iv. Cemetery: No report
 - c. Tobiason
 - i. Airport: Approximately 2837 gallons of fuel on hand. The selling price is \$5.05 per gallon.
Steve Shallbetter reported:
 - a. Maintenance: Nothing at this time to report.

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- b. EMV Card Reader: Fuel Masters have furnished a list of tasks to complete before implementation, Shallbetter will meet with the City Clerk to discuss.
- c. Zoning Ordinance Project: The Joint Airport Zoning Board (JAZB) met on January 9, 2024. The first public meeting will take place in March 2024.
- d. PAPI Light Obstruction Clearing: A notice of BID Solicitation will be printed in the Pine Cone Press the week of January 22, 2024; with BID openings on February 6, 2024.
- e. 2024 Projects: The following is a summary of the upcoming projects:

Airfield Crack Seal: The project consists of sealing and repairing existing cracks and joints on Runway 13/31, taxiway, taxilanes and general aviation apron at the Longville Municipal Airport.

Estimated total cost \$117,000 – Airport share is \$5,850.

Beacon Replacement: The project consists of the replacement of the existing beacon as the current beacon. It is anticipated the beacon replacement construction will take up to 12 calendar days to complete.

Estimated total cost \$148,500 – Airport share is \$7,425.

Runway 31 Turn Around and PAPI Replacement: The runway turn around project will require the Precision Approach Path Indicator (PAPI) relocation to be moved. In addition to the turn around, the PAPI relocation project includes installing a new two-box PAPI system in a new location.

Estimated total cost \$554,000 – Airport share is \$27,270.

Total 2024 projects cost - \$805,000. Airport share is \$40,250. City of Longville has \$873,177 of funds available from the FAA program and the Infrastructure Bill Funding. The project schedule will be designed from January 2024 through March, 2024. At which time the projects will be bid. The bids will then be tabulated for the award recommendation at the March 20, 2024 City Council meeting. The FAA and MnDOT Aeronautics grant applications will be prepared for submittal by the April 11, 2024 grant application due date. Construction will occur in July or August, 2024.

d. Tabaka

- i. Sewer – Nothing to report.
- ii. Land Use – Nothing to report.

e. Gilsrud

- i. Streets: Murray reported that roads are fixed.
- ii. M/S/P: Eck/Gilsrud approve Change Order form from Lake Days Construction, LLC – Adding air conditioning to the Tourist Information Booth. Estimate includes a heating element, so the system allows for heat. Estimate for additional work: \$9,421.

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- v. Liquor: LLBS: Manager Raines reported everything is going well. Matt Bliss was scheduled to visit the Longville Lakes Bottle Shop on January 17, 2024, to discuss proposed changes to legislation. However, he was unable to come and rescheduled for a later date in January.
- iii. Docksider: Manager Putnam reported that there have been issues with the furnace. Parts have been ordered for repair, just waiting on delivery. Things have been going well just quiet. Scheduling entertainment in the next couple of months to bring in patrons.

8. Clerk's Report

- a. Audit will be in February by Miller McDonald.
- b. M/S/P: Tabaka/Gilsrud approve to move scheduled City Council meeting on Wednesday, June 19, 2024 at 4:00 pm to Wednesday, June 12, 2024 at 4:00 pm. This change is due to the Juneteenth Holiday falling on Wednesday, June 19, 2024.
- c. M/S/P: Gilsrud/Eck to table discussion regarding Arvig estimate for wi-fi at the new Information Booth.

9. Employee Relations

- a. M/S/P: Gilsrud/Eck to approve attending the Minnesota Licensed Beverage Association and Minnesota Municipal Beverage Association training for Nancy Raines and Sara Putnam held in February.
- b. M/S/P: Tabaka/Gilsrud approve Terry Likens vacation.

11. Administration and Financial:

- c. M/S/P: Gilsrud/Tabaka to approve Payroll, Payroll liabilities and claims from check #72752-72796 and 72815-72840 in the amount of \$219,929.83 Debit Card amount of \$339.86 totaling \$220,269.69. This is the amended/corrected claims list from the November meeting.
- d. M/S/P: Gilsrud/Eck to approve Payroll, Payroll liabilities and claims from check #72797-72814 and 72841-72888 in the amount of \$249,127.10 Debit Card amount of \$1,609.54 totaling \$250,736.64.

M/S/P: Tabaka/Gilsrud to adjourn meeting at 4:45 p.m.

Attest to:

Jocko Kline
Mayor

Christina Herheim
City Clerk/Treasurer

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