

LONGVILLE CITY COUNCIL  
MEETING MINUTES UNAPPROVED  
Wednesday, January 18, 2023

Mayor Jocko Kline called the Regular Scheduled Meeting of the month to order on Wednesday, January 18, 2023 at 4:00 p.m.

Pledge of Allegiance

PRESENT: Mayor: Jocko Kline, Council Members: Phyllis Eck and Greg Gilsrud. City Clerk: Christina Herheim. Deputy City Clerk: Mary Olson. Employees: Sara Putnam, Nancy Raines and Dean Murray. Citizens: Steve Shallbetter and Tia Vanderheyden.  
Council Members absent: Neil Tobiason and Nathan Tabaka

1. M/S/P: Gilsrud/Eck to approve agenda for Wednesday, January 18, 2023
2. M/S/P: Eck/Gilsrud to approve Regular City Council Meeting Minutes of December 21, 2022.
3. New Business:
  - a. M/S/P: Gilsrud/Eck to approve Resolution #11823 Accepting Donation of \$100.00 for the Park from Mike & Kathy Newton.
  - b. M/S/P: Gilsrud/Eck to approve City of Longville 2023 Fee Schedule with no changes.
  - c. M/S/P: Gilsrud/Eck to approve the following appointments for 2023:
    - 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: 3<sup>rd</sup> 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 alternative 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
4. Licenses and Permits:
  - a. M/S/P: Eck/Gilsrud to approve Application for Gambling Permit for Northern Cass Ducks Unlimited event date scheduled for February 16, 2023.

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- b. M/S/P: Eck/Gilsrud approve Applications and Permits for a 1-day to 4-day Temporary On-Sale Liquor License for the Longville Volunteer Fire Department for the following scheduled event dates: February 4, 2023, March 11, 2023 and July 29, 2023.
  - c. M/S/P: Eck/Gilsrud approve Application for Gambling Permit for Longville Volunteer Fire Department for the following scheduled event on March 11, 2023.
5. Old Business: None
  6. Citizens addressing the council: None
  7. Engineer's report: None
  8. Commissioner's Reports:
    - a. Kline
      - i. Police: No report
      - ii. Ballfield: No report
      - iii. Park: Ice Skating Rink is open.
    - b. Eck
      - i. Library
        1. Adult Winter Reading 2023 Program January 1, 2023 through February 28, 2023. Sign up at the Library at [krls.beanstack.org](http://krls.beanstack.org) or on the beanstack app. Receive a free pen. Get your paper reading log or log online at [krls.beanstack.org](http://krls.beanstack.org) or the beachstack tracker app. Read 10 books for your choice of drinkware (1 per patron). Completed reading logs are eligible to enter a drawing. Three hoodies and three book bags will be given away. 1500 Miles to Warmth game available in the Library only and lasts through March 31, 2023.
        2. Labor negotiations for contracts at Kitchigami Regional Library continue.
        3. Phil Blot presented updated changes to the Library addition. Construction contracts to be reviewed by Attorney. The addition to the Library is scheduled to begin this Spring, 2023 with construction being done by CoBuilt Construction Services.
        4. Next Regional Library meeting is scheduled for January 19, 2023.
      - iv. Cemetery: No report
      - v. Liquor:
        4. LLBS: Everything is going well. No new news to report.
        5. Docksider: Manager Putnam reported:
          - a. There were a lot of snowmobilers patronizing the Docksider in the month of December.
          - b. The Docksider has scheduled the comedian from December 1, 2022 to perform again on Friday, February 3, 2023.
          - c. A volunteer musician has provided music at the Docksider for tips from time to time. Manager Putnam is working on providing additional entertainment and scheduling events during the coming summer months on the Docksider deck.
          - d. Everything is going well.
    - c. Tobiason
      - i. Airport:
        1. M/S/P: Gilsrud/Eck approve Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition
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2. Approximately 5884 gallons on hand. The selling price is \$5.22 per gallon.
3. Steve Shallbetter reported:
  - a. Maintenance: The snow blower needs a new impellor, one of the hitch pins came loose and tried to go through the impellor causing it to bend and bind up. The impellor cost is \$800.00. The Maintenance Department will be doing the repair on the snow blower.
  - b. Received notice from the FAA their plans to fly the Runway 31 Approach sometime between March 1, 2023 and April 15, 2023. Shallbetter stated that this is to see if we can get back our night approach.
  - c. Received a 2023 Pre-Application Letter from the FAA advising of six tasks that need to be completed to move forward with the 2023 projects. Short Elliott Hendrickson, Inc. (SEH) will be at the airport on Tuesday, January 24, 2023 to discuss the 2023 projects.

d. Tabaka

- i. Sewer – reported by Murray:
  1. Renewing and completing permits for the Sewer Ponds.
- ii. Land Use – Nothing to report

e. Gilsrud

- i. Streets – Murray reported that snow plowing is going well.

9. Clerk's Report

- i. City Audit is scheduled for the second week in February, 2023.
- ii. Ideas for plans for the Chamber Information Building was discussed. Council Member Gilsrud will bring this up at the Chamber meeting on Thursday, January 19, 2023.

10. Employee relations

- iii. M/S/P: Eck/Gilsrud Approve vacation request for Dean Murray.  
Approve vacation request for Austin Likens.  
Approve vacation request for Christina Herheim.
- iv. M/S/P: Gilsrud/Eck Accept Tina Vanderheyden resignation  
M/S/P: Gilsrud/Eck Denied request to receive unused accrued vacation.  
The City of Longville's Employee Personal Policy states as follows: Employees who leave the employ of the City in good standing by retirement or resignation (written resignation notice to Supervisor, at least (10) working days before leaving), will receive pay for 100% of unused accrued vacation.

. Closed Meeting – Employee Benefit Negotiations 4:45 p.m.

- vi. Open Meeting back at 5:32 p.m.  
M/S/P: Eck/Gilsrud to approve the following:
  - \* Hire full-time employee for the Docksider
  - \* Hire full-time employee for the Longville Bottle Shop
  - \* 100% Insurance benefit for full-time employees
  - \* No marijuana drug testing for employment
  - \* Part-time employees to receive benefits
  - \* Hiring for Liquor employees to be approved by the designated Commissioner
  - \* Accept Jacob Yochum resignation

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11. Administration and Financial:

- a. M/S/P: Gilsrud/Eck to approve Payroll, Payroll liabilities and claims from check #71892-71955 in the amount of \$181,532.87 Debit Card amount of \$1,800.98 totaling \$183,333.85.

M/S/P: Eck/Gilsrud to adjourn meeting at 5:38 p.m.

Attest to:

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Jocko Kline  
Mayor

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Christina Herheim  
City Clerk/Treasurer