

LONGVILLE CITY COUNCIL
MEETING MINUTES - UNAPPROVED
Wednesday, March 20, 2019

Mayor Jocko Kline called the Regular Scheduled Meeting of the month to order on Wednesday, March 20, 2019 at 4:00 p.m.

Pledge of Allegiance

PRESENT: Mayor: Jocko Kline, Council Members: Phyllis Eck, Neil Tobiason, Nathan Tabaka and Greg Gilsrud. City Clerk: Christina Herheim. Deputy City Clerk: Dianne Larson. Employees: Nancy Raines, Sara Putnam, and Jesse Osburnsen. Citizens: Paul Harwig and Officer Seth Robison from Cass County Sheriff's office. Guest presenters: Scott Saehr, Sourcewell and Chris Arenz, Gordian.

ABSENT:

1. M/S/P: Tabaka/Eck to approve agenda of Wednesday, March 20, 2019
2. M/S/P: Eck/Gilsrud to approve Regular City Council Meeting Minutes of February 20, 2019 with correction: Library interviewing for lead of Kitchigami Regional Library.
3. New Business:
 - a. M/S/P: Gilsrud/Tobiason to appoint Nathan Tabaka as Land Use Commissioner
4. Licenses and Permits:
 - a. A Land Use Permit Request from Jay Riffle was shared with the council.
5. Old Business: None
6. Citizens addressing the council: None
7. Engineer's report: None
8. Commissioner's Reports:
 - a. Kline
 - i. Police
 1. Law Enforcement Contract for 2019 and Cass County Sheriff's office report was shared with the council
 2. Officer Robison reported that speeding tickets have been issued, and police presence is slowing down logging trucks. No other issues.
 - ii. Ballfield: no report
 - iii. Park
 1. A park board meeting will be scheduled this spring.
 - b. Eck
 - i. Library
 1. Eck is planning to attend the Regional Library meeting on 3/21/19
 2. The Longville library will be hosting a genealogy program with Rick Crume at 11:00 a.m. on 3/21/19
 3. Library carpets were cleaned on 3/11/19
 4. Over 136 new items have been added to the library collection since the 1st of the year. This includes books on CD, adult regular & large print, DVDs and children's materials.
 5. Current magazines are available for free in the used book room at the library. Current magazine donations are accepted.

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6. Eck reported that Osburnsen worked on what he could at this time.
7. Eck inquired if the Library Board is limited to the number of members. The Council reported there is no limit. Anita Harwig & Mary Donham will be appointed to the Library Board.

ii. Liquor

1. Docksider Renovation:
 - a. Representatives from Sourcewell and Gordian presented how these organizations have resources available to government entities and non-profit organizations to help in various ways, at no cost to the city/non-profit organization. This includes, but is not limited to assisting with contractors for the Docksider renovation.
 - b. The City Council is evaluating the benefits of partnering with Sourcewell and Gordian.
 - c. Clerk Herheim will be contacting 3 contractors to set up a date and time for each of them to interview with the City Council.
2. Managers of the Docksider & LLBS will be creating a performance evaluation document specific to the customer service positions at these establishments to be used for next year's performance reviews.
3. Docksider, LLBS and Lions are planning a Paws & Claws event at the Docksider for May 4, 2019.
4. LLBS:
 - a. Evaluations went well
 - b. Sales a little down in February
5. Docksider:
 - a. The Chili cook-off went well, with 17 entries
 - a. High NRG Entertainment's Organized Chaos event on March 2nd went well.
 - b. Docksider sales were slightly up in February
 - c. The VFW will be sponsoring a Vietnam Veteran's Day event at the Docksider on 3/29/2019. All veterans are welcome.
 - d. Manager Putnam provided a comparison report of City-owned Liquor Sales and Profit to the council.
 - e. M/S/P: Tobiason/Eck to approve and pay for costs associated for Manager Putnam to attend the MMBA conference. A report will be provided to the council following the conference.

c. Tobiason

i. Airport

1. Fuel on Hand: Approximately 6814 gallons of fuel on hand at \$3.60/gal.
2. Maintenance: The fuel dispenser has been repaired
3. 2019 Projects:
 - a. As part of our Phase 2 obstruction removal we need to have access to the federal land on the south end of the airport and the state land on the north end of the airport, it is questionable that we will be able to work through this process this year. If we are unable to gain access this year then Phase 2 will be pushed back into CY* 2020.

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- b. The FAA has advised us that due to funding requirements they probably would not support a fuel project this year.
 - c. It is likely there will be no new projects for CY 2019.
 - 4. Hangar #1: The historical review has been started, it will likely be 4 weeks or so before we receive any preliminary report. Once their study is complete, we'll be ready to submit the CatEx to the FAA for the environmental approval to remove the hangar
 - 5. Possible non-compliance: Nothing new to report
 - 6. Recommendation from the Airport Advisor Board to appoint Eli Zenner to the board. If appointed, there will remain one seat still open.
M/S/P: Tobiason/Eck to appoint Eli Zenner to the Airport Advisory Board.
 - 7. Airport Advisory Board Meeting; Scheduled for April 9, 2019 at 3:00 p.m.
 - d. Tabaka
 - i. Sewer
 - 1. Osburnsen reported that everything is working well, no issues.
 - 2. 3 lift stations will be cleaned this spring
 - 3. MPCA awarded Chuck Ratz for excellence in City Sewer Operations.
 - e. Gilsrud
 - i. Streets
 - 1. 4 speed warning signs have been received. Gilsrud will advise the County who will install the signs. A permit is needed from the State of Minnesota. Gilsrud will arrange.
 - ii. Cemetery: no report
- 9. Clerk's Report
 - a. Clerk Herheim presented a proposal from JP Concrete for construction of a fire-proof block enclosure for important City documents which must be kept on file. Mayor Kline and Osburnsen will check into an alternative option of a steel storage room.
 - b. Most employee evaluations have been completed
- 10. Employee relations: None
- 11. Administration and Financial
 - a. M/S/P: Gilsrud/Eck to approve Payroll, Payroll liabilities and claims from check #68311-68376 in the amount of \$203,890.66.

M/S/P: Tabaka/Gilsrud to adjourn meeting at 5:32 p.m.

Attest to:

Jocko Kline
Mayor

Christina Herheim
City Clerk/Treasurer

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