

LONGVILLE CITY COUNCIL  
MEETING MINUTES - UNAPPROVED  
Wednesday, September 18, 2019

Mayor Jocko Kline called the Regular Scheduled Meeting of the month to order on Wednesday, September 18, 2019 at 4:01 p.m.

Pledge of Allegiance

PRESENT: Mayor: Jocko Kline, Council Members: Phyllis Eck, Neil Tobiason and Greg Gilsrud, Nathan Tabaka. City Clerk: Christina Herheim. Deputy City Clerk: Dianne Larson. Employees: Sara Putnam, Nancy Raines and Jesse Osburnsen. Citizens: Paul Harwig and Bryan Welk from Cass County Sheriff's office.

ABSENT: N/A

1. M/S/P: Tabaka/Eck to approve agenda of Wednesday, September 18, 2019 with addition of Paul Harwig/citizens addressing the council.
2. M/S/P: Gilsrud/Eck to approve Regular City Council Meeting Minutes of August 21, 2019
3. M/S/P: Gilsrud/Tobiason to approve Special City Council Budget Meeting Minutes of September 4, 2019.
4. New Business: None
5. Licenses and Permits:
  - a. M/S/P: Eck/Tobiason to approve Longville Foundation Gambling Permit & waive the fee.
6. Old Business: None
7. Citizens addressing the council: Paul Harwig representing Lions.
  - a. M/S/P: Eck/Tobiason to approve occasional posting of signs advertising Lions events (when all banner locations are full) on the Longville Population sign at the edge of town provided it is approved by the State and the County.
8. Engineer's report: None
9. Commissioner's Reports:
  - a. Kline
    - i. Police: Officer Bryan Welk reported there have been no issues. Reports were provided to the council.
    - ii. Ballfield
    - iii. Park: Mayor Kline reported that the park board is working on expansion of the parking lot and getting estimates. Citizen Harwig reported that the Lions will be straightening the backboards.
  - b. Eck
    - i. Library
      1. On Thursday, 9/12, the library sunroom was filled as husband & wife authors Jill & Deane Johnson presented a slide program along with their book "Little MN WWII".
      2. Patron's choice of bookmarks were designed by Hayden & Avery Wulff as part of the children's summer reading program. These bookmarks were printed and are available as a free bookmark for patrons.

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3. Children's life jackets (infant to youth sizes) continued to circulate this summer.
  4. 2 batches of rocks have been polished in the rock tumbler with one more batch planned by fall for kids bringing in rocks.
  5. Library computers were busy from May-August with 350 users.
  6. The Regional Director has retired and new Director will be working to introduce new programs.
  7. Eck attending regional meeting in Pine River on 9/19.
- ii. Liquor
1. Docksider:
    - a. Mayor Kline has advised Nor-Son that the renovation project at the Docksider will not move forward.
    - b. Putnam reported that she is getting a bid from Naylor refrigeration for replacement of the cooler. The existing cooler will need to be dismantled, and any asbestos issues addressed. Putnam will contact local contractors to get estimates, and contact Evergreen to get estimates on electrical.
    - c. The Docksider needs a new microwave.
  2. LLBS
    - a. Raines presented a report of meeting with MMBA and their suggestions.
    - b. M/S/P: Eck/Tabaka permission granted to Manager Raines to visit Bagley to see their new store and view blueprints for ideas; with pay and mileage reimbursement.
    - c. M/S/P: Eck/Gilsrud to approve purchase of a new sign for LLBS at a cost of no more than \$4K.
    - d. Raines provided monthly comparison of 2018/2019 gross sales, merchandise purchases and net profit.
- c. Tobiason
- i. Airport – reported by President, Paul Harwig:
    1. Fuel on hand: 7415; 6511 gallons purchased week of Sept 9<sup>th</sup>. Price is \$3.85/gallon
    2. Maintenance: Landwehr to start next week.
    3. State FY 2020 Capital Improvement Plan – grant requests are due 10/15/2019. Advisor board passed a motion to adjust and submit CIP as presented:

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2020 State FY CIP Updated as shown below

State Fiscal Year 2020					
Action	Project	FAA Funding	State Funding	Local Funding	Total
no change	Brush cutter		75,000	25,000	100,000
no change	Fuel Pump / Electric Hose Reel / Card Reader		18,750	6,250	25,000
no change	Obstruction Removal Phase 2	135,000	7,500	7,500	150,000
added	Land Acquisition	22,500	1,250	1,250	25,000

2021 State FY CIP Updated as shown below

State Fiscal Year 2021					
Action	Project	FAA Funding	State Funding	Local Funding	Total
no change	Environmental Assessment Hangar Expansion	135,000	7,500	7,500	150,000
no change	Fuel Pump / Electric Hose Reel / Card Reader		18,750	6,250	25,000
no change	Runway crack sealing	90,000	5,000	5,000	100,000
added	Run-up area runway 31	450,000	25,000	25,000	500,000
moved 2022	GAT Building Design				-
dropped	Jet A fuel system				-

4. M/S/P: Gilsrud/Eck to approve grant requests for 2020
5. The next Airport Advisory Board Meeting is scheduled for 4/14/2020

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- d. Tabaka
  - i. Sewer
    - 1. Tabaka & Osburnsen reported that the manhole in the alley was plugged again at significant cost to the City. A final warning notice will be sent to users on that line advising them if it happens again, they will be assessed for the cost.
    - 2. Nothing back yet from Northern Engineering on new sewer project.
  - ii. Land Use
    - 1. Greg, Sue, Randy & Sheila Frank: Approved one load of beach sand on shoreline; no fee.
    - 2. Longville Area Food Shelf: Approved addition of detached garage for Tossed and Found in lieu of current sheds. Eck will ensure they are aware it cannot be placed over sewer lines.
- e. Gilsrud
  - i. Streets: Gilsrud provided report on costs for portable restrooms to be placed at edge of Dockside parking lot.
  - ii. Cemetery: Water line has been dug for cemetery.

10. Clerk's Report

- a. Clerk Herheim met with representative from USDA (Tyler Ray) to perform Security Inspection/Compliance Review. His recommendations were shared with the council.
- b. At Ray's suggestion, Clerk Herheim, and Deputy Clerk Larson, created a Limited English Proficiency Language Access Plan and presented the document to the council.  
M/S/P: Tobiason/Gilsrud to approve the LEP/LAP
- c. Past due sewer notices will be sent out; unpaid balances to be certified to the County will be presented at the October meeting.
- d. M/S/P: Gilsrud/Neil to approve minimum wage increase to \$10, with equal increases to all employees.

11. Employee relations: None

12. Administration and Financial

- a. M/S/P: Gilsrud/Tobiason to approve Payroll, Payroll liabilities and claims from check #68785 – 68857 in the amount of \$205,324.68 Debit Card amount of \$84.94 totaling \$205,409.62.

M/S/P: Tabaka/Tobiason to adjourn meeting at 4:58 p.m.

Attest to:

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Jocko Kline  
Mayor

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Christina Herheim  
City Clerk/Treasurer

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