

LONGVILLE CITY COUNCIL
MEETING MINUTES - UNAPPROVED
February 21, 2018

Mayor Jocko Kline called the Regular Scheduled Meeting of the month to order on Wednesday, February 21, 2018 at 4:01 p.m.

Pledge of Allegiance

PRESENT: Mayor: Jocko Kline, Council Members: Neil Tobiason and Jim Workman. City Clerk: Christina Herheim. Deputy City Clerk: Dianne Larson. Employees: Sara Putnam, Nancy Raines and Jesse Osburnsen. Citizens: Bryan Welk and Seth Robison Cass County Sheriff's office.

ABSENT: Nathan Tabaka

1. M/S/P: Workman/Tobiason to adopt agenda of Regular City Council Meeting of February 21, 2018.
2. M/S/P: Workman/Tobiason to approve City Council Special Meeting Minutes of January 16, 2018 and Regular City Council Meeting Minutes of January 17, 2018.
3. New Business:
 - a. M/S/P: Tobiason/Workman to approve Ferrell Gas Lease for 1 year: 8/1/2018-7/31/2019 at same rate.
4. Licenses and Permits:
 - a. M/S/P: Tobiason/Workman to approve Gambling Permit Request from St. Edwards Catholic Church, and waive the fee and waiting period.
5. Old Business: None
6. Citizens addressing the council: None
7. Engineer's report: None
8. Commissioner's Reports:
 - a. Kline
 - i. Police: Officer Bryan Welk addressed the council; all is going well. A Offense Summary Report for 2017 was provided in addition to Law Enforcement Contract Hours Report, and Incident Report.
 - ii. Liquor
 1. Mayor Kline shared that LLBS Manager Raines has requested a raise. Mayor Kline and Clerk/Treasurer Herheim are putting together a system to award pay increases based on performance-based appraisals. Increases will be based on percentages appropriate to overall performance ratings. Kline/Herheim expect to present suggestions for this system at the next council meeting. Mayor Kline suggested that the request for increase by Manager Raines be tabled until the system is approved, and all employees will be awarded appropriate increases based on performance.
 2. Docksider: Putnam reported that business has been picking up. Good business coming in with snowmobilers. Chili cook-off will be March 3, and Paint Party on 3/10. Putnam will be scheduling performance appraisals for Docksider staff mid-end of March. Tobiason will participate in the reviews.

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3. M/S/P: Tobiason/Workman to approve and pay any costs associated for Putnam and Raines to attend MMBA Conference at Arrowwood Conference Center in Alexandria 4/28-5/1/2018.
4. LLBS: Reported by Manager Raines:
 - a. The beer cave expansion has allowed for 11 more pallets to be placed in the beer cave which can hold over 1,000 cases of beer in the summer. This will help reduce the amount of staff needed to keep the beer cave stocked over the summer months.
 - b. The shelving for the rail cooler was sent in wrong so the project has taken longer than the few days that was planned. Naylor Refrigeration states that the new shelving was shipped last Thursday and when it arrives, will send workers to install them.
 - c. Both projects are funded from profits made by the bottle shop as there has been some confusion on where Bottle Shop as well as Docksider projects funds come from. As stated by MN law, liquor operations cannot use money from the general fund to do any projects without a vote by its citizens.
 - d. Putnam and Raines will be working on policies and procedures before the next council meeting for doing inventory counts and variance reporting, as well as procedure manuals for manager duties as suggested by the auditor.
 - e. Sales are slightly up for the year, but profits are down due to the amount of inventory purchased in January. Cost for products is expected to rise; additional inventory was purchased to keep prices down as long as possible to remain competitive.
- b. Vacant
 - i. Library – Tobiason attended Library Board Meeting in Pine City on January 18, 2018, and will pass information received on to new city council member.
 - ii. Ballfield
 - iii. Tennis Park
- c. Tobiason
 - i. Airport prepared by Steve Schallbetter
 1. **Fuel on hand** – Approximately 4890 gallons on hand. Price is unchanged at \$3.74 per gallon.
 2. **Obstruction on private property** – Shallbetter wrote the family of the property owner and advised them the matter is on hold and that he will contact them in March.
 3. **Maintenance** - no known issues
 4. **Newest Hangar** – Hangar #35 is now almost complete, the cement and asphalt work still needs to be completed.
- d. Tabaka
 - i. Sewer – Reported by Osburnsen: All is going well, no issues. Telemetry for main lift station will be operation by the end of March.

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- ii. M/S/P: Tobiason/Workman to approve and pay to renew 3-year waste water operator license for Chuck Ratz.
 - e. Workman
 - i. Streets: Good job Jesse in keeping streets plowed. Airport looks good as well.
 - ii. Cemetery – as expected for this time of year.
 - 9. Clerk's Report
 - a. M/S/P Workman/Tobiason to approve \$100 donation request from Longville Lakes Chamber of Commerce to help support winter fireworks.
 - b. Donation Request from Cass County Historical Society declined.
 - c. Donation Request from Northland Area Family Service Center declined. Our support is in the form of paying the operating costs associated with the Skating Rink (i.e., electricity, heat, security, etc.)
 - 10. Employee relations
 - a. M/S/P Tobiason/Workman to appoint Phyllis Eck to fill vacant City Council member position. Eck will be sworn in at next council meeting.
 - b. M/S/P Workman/Tobiason to approve vacation request for Clerk Herheim.
 - c. M/S/P Workman/Tobiason to approve hire of part-time/seasonal employee, Angela Zwart for LLBS.
 - 11. Administration and Financial
 - a. M/S/P: Workman/Tobiason to approve Payroll, Payroll liabilities and claims from check # 67392 in the amount of \$154,682.47 Debit Card amount of \$233.03 totaling \$154,915.50.
- M/S/P: Workman/Tobiason to adjourn meeting at 4:55 p.m.

Attest to:

Jocko Kline
Mayor

Christina Herheim
City Clerk/Treasurer