

LONGVILLE CITY COUNCIL
MEETING MINUTES UNAPPROVED
Wednesday, March 18, 2020

Mayor Jocko Kline called the Regular Scheduled Meeting of the month to order on Wednesday, March 18, 2020 at 4:01 p.m.

Pledge of Allegiance

PRESENT: Mayor: Jocko Kline, Council Members: Nathan Tabaka, Phyllis Eck, Neil Tobiason and Greg Gilsrud. City Clerk: Christina Herheim. Deputy City Clerk: Dianne Larson. Employees: Sara Putnam, Nancy Raines and Dean Murray. Eric Alger representing Cass County Sheriff's office and Jon Roscoe representing Miller McDonald.

ABSENT: N/A

1. M/S/P: Tabaka/Eck to approve agenda of Wednesday, March 18, 2020.
2. M/S/P: Gilsrud/Eck to approve Special Meeting Minutes of Wednesday, February 19, 2020 3:00 p.m. and Regular City Council Meeting Minutes of Wednesday, February 19, 2020 4:00 p.m.
3. New Business:
 - a. The Auditor's report was presented to the council by Jon Roscoe representing Miller McDonald. Mr. Roscoe explained various documents included in the audit report. They were no questions from the council.
4. Licenses and Permits:
 - a. M/S/P: Gilsrud/Eck to approve temporary liquor permit for Stuart Park Pavilion rental on June 6, 2020.
5. Old Business: None
6. Citizens addressing the council: None
7. Engineer's report: None
8. Commissioner's Reports:
 - a. Kline
 - i. Police: The monthly report was provided to the council. Officer Alger shared that Cass County is going day-to-day with the current virus situation, and shared his regrets on how this is affecting local small businesses. Nothing to report at this time.
 - ii. Ballfield
 - iii. Park
 - b. Eck
 - i. Library
 1. In response to State and federal recommendations regarding COVID-19, all Kitchigami Regional Libraries system locations are closed beginning Wednesday March 18th until further notice. KRLS apologizes for any inconvenience this causes. Curbside material pick up is being looked into beginning possibly Tues 3/24/20.
 2. Deb Dillard and Ruth Edwards are the latest winners of the Fortify Your Thinker prize pack drawing. Patrons who complete their Snow Time to Read reading log by March 31st, will be able to pick up their prizes once the library is re-opened.
 3. Laura Mackenzie presented a very enjoyable wind powered music; the rich heritage of celtic music program at the library on 3/3/20.

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- ii. Liquor
 - 1. LLBS – Reported by Manager Raines
 - a. Business has been good
 - b. Plans for renovation are being prepared by ACE Hardware. Will need architect and civil engineer to draw up and approve plans. Council agreed for Manager Raines to proceed with the project.
 - c. M/S/P: Eck/Tabaka to approve purchase of laptop computers for Managers of Docksider & LLBS and for Maintenance Supervisor at a cost of \$570.00/each
 - 2. Docksider – Reported by Manager Putnam
 - a. Docksider closed the doors at 5:00 p.m. on Tuesday, March 17, 2020 with tentative plans to reopen when Governor Walz permits.
 - b. Manager Putnam is arranging for the tap lines to be cleaned and floors cleaned and waxed during the shut-down period.
 - c. Manager Putnam provided a quote for installation of a new security camera system. M/S/P: Tabaka/Tobiason to approve purchase of new camera system at a cost of \$4,350.00
- c. Tobiason
 - i. Airport: Report provided by Steve Shallbetter, presented by Clerk Herheim:
 - 1. **Fuel on hand** – Approximately 4741 gallons on hand, price is still \$3.85/gallon. It was discovered that credit card charges for fuel purchases were not being transmitted to our credit card processor, the reason for this is unknown. Syntech, the supplier of the system used at the airport was contacted and they have been helping us work through the problem. Thus far, the system batteries have been replaced, a computer motherboard has been replaced and the boards have been reseated. It is still not known if we will be able to recover the information for the charges that were not transmitted.
 - 2. **Maintenance** – Nothing new to report.
 - 3. **MnDOT State Grants** – MnDOT approved our grant request of \$92,090 for the Caterpillar skid steer, the airports cost for this equipment is \$23,023. The Airport Advisory Board recommends the purchase of the Caterpillar equipment per the quote presented to the City Council in February. M/S/P: Eck/Tobiason to approve purchase of Caterpillar equipment.
 - 4. M/S/P: Gilsrud/Tabaka to approve Resolution for the grant for 2020 Crack Seal Project.
- d. Tabaka
 - i. Sewer
 - 1. Chuck Ratz is being recognized with Wastewater Treatment Facility Operations Award.
 - 2. M/S/P: Tabaka/Gilsrud to approve sale of pontoon from the ponds.
 - 3. Maintenance Supervisor Murray reported an alarm the morning of March 18th. The issue was addressed.
 - 4. Murray reported he is arranging for Tri-State service, and will schedule Johnson Jet Line for cleaning.
 - ii. Land Use – None to report

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- e. Gilsrud
 - i. Streets
 - 1. Maintenance Supervisor Murray reported that the county will be resurfacing Co Rd 5 in the City Limits, and updating some handicapped access areas.
M/S/P: Gilsrud/Nate to approve updating our right of way, to include painting and striping at an approximate cost of \$20K.
 - ii. Cemetery: Nothing to report
9. Clerk's Report
- a. Clerk Herheim shared the Pandemic Planning Guidance for Cities provided to us by the League of Minnesota Cities. The City of Longville will operate on a day-by-day basis and make critical decisions as they become necessary.
 - b. Clerk Herheim provided the council with copies of Employee Handbook Policy Manual and recommended changes for the council to review.
10. Employee relations
- a. M/S/P: Eck/Tobiason to approve revised employee review format for employees of the Docksider and LLBS.
 - b. M/S/P: Eck/Tabaka to approve hire of part-time employee at the Docksider once the shut-down is over. Manager Putnam reported that Alicia will be back for the summer months as well.
 - c. M/S/P: Tabaka/Tobiason to approve Gravel Road Maintenance & Design training on April 28, 2020 for Maintenance Supervisor Murray.
 - d. M/S/P: Tabaka/Eck to approve Line Tracing Training on June 30, 2020 and Wastewater O&M Training (date TBD) for Maintenance Supervisor Murray.
11. Administration and Financial
- a. M/S/P: Gilsrud/Tabaka to approve Payroll, Payroll liabilities and claims from check #69256-69239 in the amount of \$167,201.37 Debit Card amount of \$523.46 totaling \$167,724.83.
- M/S/P:Tabaka/Gilsrud to adjourn meeting at 5:26 p.m.

Attest to:

Jocko Kline
Mayor

Christina Herheim
City Clerk/Treasurer