

LONGVILLE CITY COUNCIL
MEETING MINUTES - UNAPPROVED
March 21, 2018

Mayor Jocko Kline called the Regular Scheduled Meeting of the month to order on Wednesday, March 21, 2018 at 4:00 p.m.

Pledge of Allegiance

PRESENT: Mayor: Jocko Kline, Council Members: Neil Tobiason and Jim Workman, Nathan Tabaka, and Phyllis Eck. City Clerk: Christina Herheim. Employees: Sara Putnam, Nancy Raines and Jesse Osburnsen. Citizens: Sara Felton, Melissa Fritz, Stuart Fritz, Anita Harwig, Toni Sausman, Lisa Garbe, Linda Sigtenhorst, Steven Shallbetter, Don Charpentier, Carol Charpentier, James Kelley, Tal Hess, Rich Hess, Dawn Gilsrud, Greg Gilsrud, Melanie Mix, Sara Kopca Bryan Welk and Seth Robison Cass County Sheriff's office.

ABSENT: Deputy City Clerk: Dianne Larson

1. M/S/P: Tabaka/ Workman to adopt agenda of Regular City Council Meeting of March 21, 2018.
2. M/S/P: Workman/Tobiason to approve regular City Council Meeting Minutes of February 21, 2018
3. New Business:
 - a. Phyllis Eck took the oath of office.
 - b. M/S/P: Tabaka/Tobiason to amend commissioner assignments to assign Kline as Park, Ballfield and Police Commissioner and for Eck to be Library and Liquor Commissioner.
4. Licenses and Permits:
 - a. Melissa and Stuart Fritz were present to discuss their liquor license request. They plan to have an art building to host small events and parties with the ability to serve fine wines and specialty beer. The Council was not in a position to approve the license request at this time. The City plans to consult with attorney regarding ordinance changes and updates. The current remaining liquor license was placed on hold in 2009 and will need to be released by the City in order for this request to be processed.
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. Law Enforcement Contract Hours Report, and Incident Report were provided to the council.
 - ii. Park
 1. Mayor Kline shared that there will be more park projects ahead but waiting for the park board to return from winter destinations to hold the first meeting of the season
 - b. Eck
 - i. Library – Eck attended Library Board Meeting in Pine River on March 15, 2018, and got introduced to the new position and updated on the upcoming projects.

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- ii. Eck met with Manager Putnam and plan to review anything necessary to get each other updated and move forward with anything needed to get on the same page.
 - iii. Manager Putnam stated that bingo will be put on hold until it is feasible to manage. The chamber will still hold the bingo license and the Docksider is still willing to host. However, nothing can move forward because of the lack of volunteers willing to run bingo, as so many volunteers are burned out and need a break. Putnam noted that in the past people had stepped forward to help out but that interest dies off after a few months and then a few individuals are left struggling to fill the gaps in the schedule. Putnam and the Chamber are looking for something else to that may require less man power and time that can take its place.
 - iv. M/S/P: Workman/ Tabaka to approve Ted Raines to strip and wax the floors at the Docksider.
 - v. LLBS: Manager Raines reported that the shelving is still in the works and Naylor is trying to make it right for all of the hassle.
 - vi. Manager Raines noted that the City should address in our City ordinance the need to have a rule regulating additional off-sale license being issued. Right now the City is protected by State law, however if that should ever change, we should have something in place to protect the City.
 - vii. Manager Raines attended a Chamber meeting to address any issues and keep a good rapport.
- c. Tobiason
- i. M/S/P: Tobiason/Workman to approve engineer agreement with SEH for obstruction removal project at airport.
 - ii. Council gave permission to hold the annual pancake breakfast fly-in in August.
 - iii. Airport prepared by Steve Schallbetter
 - 1. **Fuel on hand** – Approximately 4520 gallons on hand. Price is unchanged at \$3.74 per gallon.
 - 2. **Obstruction on private property** – Nothing new to report
 - 3. **Maintenance** - no known issues
 - 4. **2018 Projects** – Based on input from the FAA and MnDOT, 2018 projects as shown on our CIP are: Primary surface obstruction removal, Obstruction Grading, and Crack Sealing. The total cost to the airport fun would be \$16,250. This money comes from revenue created by the airport.
- d. Tabaka
- i. Sewer – Reported by Osburnsen: All is going well, no issues. Telemetry for main lift station is almost complete.
- e. Workman
- i. Streets: Things look as good as can be this time of year. Discussion was had to talk about the paving of Hardy Ln because of its increased usage.
 - ii. Cemetery – as expected for this time of year.
9. Clerk's Report
- a. M/S/P Eck/Tobiason to approve the closure of the streets for turtle races on Wednesdays.
 - b. M/S/P Tobiason/Eck to approve healthcare decision day proclamation for April 16, 2018.

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- c. M/S/P Workman/Tobiason to approve moving forward with the closed boat ramp revamp project and to consult with an engineer to figure out a plan and costs.
- d. M/S/P Tabaka/Eck to approve 2018 IRS mileage reimbursement rate of \$0.545

10. Employee relations

- a. Performance reviews were completed for supervisors and the Council was presented with a pay rate increase schedule based on performance. Much discussion was had as to what rate was appropriate. The decision was made to table the idea until next month for more thinking and research to take place prior to making a decision. Any increases are to be retroactive back to March.
- b. A new employee performance appraisal was presented to the Council along with a pay rate schedule to accompany those results. The Council wanted to table the packet until next month to provide for time to review.

11. Administration and Financial

- a. M/S/P: Tabaka/Workman to approve Payroll, Payroll liabilities and claims from check # 67393-67465 in the amount of \$110,604.68 and Debit Card amount of \$182.19 totaling \$110,786.87.

M/S/P: Tabaka/Workman to adjourn meeting at 5:30 p.m.

Attest to:

Jocko Kline
Mayor

Christina Herheim
City Clerk/Treasurer