

LONGVILLE CITY COUNCIL
MEETING MINUTES UNAPPROVED
Wednesday, October 18, 2023

Acting Mayor Nathan Tabaka called the Regular Scheduled Meeting of the month to order on Wednesday, October 18, 2023 at 4:00 p.m.

Pledge of Allegiance

PRESENT: Acting Mayor Nathan Tabaka, Council Members: Greg Gilsrud, Phyllis Eck, and Neil Tobiason.
City Clerk: Christina Herheim, Deputy City Clerk: Mary Olson. Employees: Dean Murray, Sara Putnam, Nancy Raines.
Citizens: Steve Shallbetter, Bob Helling, Craig Anderson, Brian Buhmann, Director Health, Human and Veterans Services – Cass County, Kathy Nevins, Nurse Practitioner Essentia Health-Cass County Absent: Mayor Jocko Kline

1. M/S/P: Gilsrud/Tobiason to approve agenda for October 18, 2023.
2. M/S/P: Tobiason/Eck to approve Regular City Council Meeting Minutes from Wednesday, September 20, 2023.
3. New Business: No new business
5. Licenses and Permits: No new applications.
6. Old Business: No old business to discuss.
7. Citizens Addressing the Council:
 - a. Brian Buhmann, Director of Health, Human and Veterans Services and Kathy Nevins, Nurse Practitioner Essentia Health – Cass County addressed the City Council regarding the opioid epidemic. Mr. Buhmann and Ms. Nevins would like feedback on what issues are being seen or reported that are affecting Longville and surrounding communities. Any feedback regarding this epidemic would help them to determine how best to utilize the funds received from the Opioid Settlement in Cass County.
7. Engineer's report: Nothing to report.
8. Commissioner's Reports:
 - a. Kline
 - i. Police: No one from the Cass County Sheriff's office was present. No report given.
 - ii. Ballfield: The Ballfield is closed for the season.
 - iii. Park: M/S/P: Gilsrud/Eck approved the updated/revised Park Committee Mission and By-Laws that were presented by Craig Anderson from the Park Committee.
 - d. Eck
 - iv. Cemetery
 1. Fall clean-up will be completed.
 - c. Eck/Tobiason
 - v. Library
 1. Fundraising is being coordinated for the completion of the Library gathering room, the completion of the woodwork, and the circular desk for the reception area. A Letter of Request for the additional \$1,800 for the completion of the bookshelves will be submitted to the Regional Library Committee. No monthly Regional Library meeting will be held this month.
 - d. Tobiason
 - vi. Airport:
 1. Approximately 5568 gallons on hand. The selling price is \$5.25 per gallon.
 2. Steve Shallbetter reported:
 - a) Maintenance: There is nothing to report at this time.

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- b) Zoning Ordinance Project – Kevin at MnDOT still has not replied to Short Elliott Hendrickson, Incorporated. (SEH) with his comments. SEH is now planning to hold the first public meeting in mid-November, 2023.
- c) Grant Transfer from Tower – M/S/P: Tobiason/Eck approved Tower airport transferring back to Longville the \$100,000.00 they borrowed. This should be received in early November, 2023.
- d) **AIRPORT CLOSED: The Airport will be closed for flight operations Thursday, October 19, 2023 from 11:00 am. until 2:00 pm.** Short Elliott Hendrickson, Incorporated will perform drone flights to survey the Airport. Aircrafts will still be able to take-off and land, but will need to obtain prior permission.

e. Gilsrud

iv. Liquor:

- 1. LLBS: Manager Raines reported that business is slowing down. The Bottle Shop has an ad in the local paper for part-time help. Informed Council the Bottle Shop and the Docksider received an award from the Minnesota Municipal Beverage Association for recognition of the fundraiser they were involved in for the Longville Fire Department. Parking lot has been completed.
- 2. Docksider: M/S/P: Gilsrud/Eck approved a motion to remove a patron from the Docksider for 30 days for disorderly conduct. A Code of Conduct Letter will be mailed via Regular mail and Certified mail. Continuing to explore entertainment to bring to the Docksider. Parking lot has been completed.

v. Streets – Grading one last time before ground freezing.

f. Tabaka

- 1. Sewer – Nothing to report.
- 2. Land Use – Nothing to report.

9. Clerk's Report –

- a. Overdue sewer letter/notices were mailed out via Regular mail and Certified mail.
- b. M/S/P: Gilsrud/Tobison to approve a \$50.00 donation to the Longville Area Community Choir.

10. Employee relations.

- a. M/S/P: Eck/Gilsrud to approve vacation request for Sara Putnam.
- b. M/S/P: Gilsrud/Eck to approve vacation request for Christina Herheim.
- c. Closed meeting to discuss pay scale 4:43 pm.
- d. Continued regular scheduled meeting at 4:57 pm
- e. M/S/P: Tobiason/Gilsrud to approve raising the starting wage for the Bottle Shop to \$15.00 an hour.
- f. M/S/P: Tobiason/Eck to approve giving Samantha Koehn a \$2 an hour raise and making her the assistant manager at the Bottle Shop.
- g. M/S/P: Gilsrud/Tobison to approve \$2 an hour raise for Mary Olson.

11. Administration and Financial:

- a. M/S/P: Gilsrud/Eck approve Payroll, Payroll liabilities and claims from check #72601 – 72668 in the amount of \$217,446.76 Debit Card amount of \$580.49 totaling \$218,027.25.

M/S/P: Gilsrud/Eck to adjourn meeting at 5:04 p.m.

Attest to:

Jocko Kline
Mayor

Christina Herheim
City Clerk/Treasurer

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