

LONG BEACH CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2022, 7:02 pm Central

MEMBERS PRESENT: Patia Jensen, Heather Kent, Gerald Rust
Mike Pfeiffer and Bill Mills absent.

GUESTS PRESENT: Grag Stang – On Phone

Pledge of Allegiance

Approval of Agenda: Motion by Patia Jensen, 2nd by Heather Kent to approve agenda with adjustments. Motion carried unanimously.

Morning Glory Gardens Update (MGG): Presented by Patia in place of Terry

1. Duane and Terry are ordering flowers towards the end of the month.
2. \$50 donation coming from McNally's

Annual Agenda Items:

1. Reviewed responsibilities of council management
 - a. Adding Heather Kent as the backup to Road Maintenance in place of Bill Mills.
 - b. Appointed Gerald as "Assistant Mayor" for 2022.

Motion by Patia Jensen, 2nd by Heather Kent to approve responsibilities as listed with adjustments. Motion carried unanimously.

2. Motion by Gerald Rust, 2nd by Heather Kent to keep Eagle Bank as the official depository for 2022. Motion carried unanimously.
3. Motion by Heather Kent, 2nd by Gerald to keep Pope County Tribune as the official newspaper for 2022. Motion carried unanimously.
4. Key Log updated – Patia will share with council members to get the register updated.
5. 2022 Council Roles – Question about contact information for Hometown Planning.
6. Motion by Patia Jensen, 2nd by Heather Kent to keep the City Council Meeting on the Second Monday of each Month at 7pm. Motion carried unanimously.

Approval of Minutes

1. Regular Minutes from December 13, 2021: Minutes were reviewed and approved with changes. Motion by Heather Kent, 2nd to approve by Gerald Rust. Motion carried unanimously.

DEPARTMENT REPORTS:

Planning and Zoning/Building Permits - Presented by Gerald Rust

1. Click link to view current Planning and Zoning permits and enforcements:
https://docs.google.com/spreadsheets/d/e/2PACX-1vTK-dHimuPS24uTzRF9_6P_mCoY1nCu8ZwYF3iO_a_I3klnsyhlPIgBI39O65VqTelxT86ZdyBUAJn/pubhtml?gid=2043718533&single=true
2. Comprehensive Plan:
 - a. In the Spring of 2021, the City Council discussed the updating of its Comprehensive Plan – last adopted in 2008. Hometown Planning provided a proposed general work plan for completing that update, with the Council indicating that it would like to spread the cost and timeline of that update over two years.
 - b. At the time, there seemed to be general agreement that the work to begin that process would begin in the Fall/Winter of 2021 with meetings of the Planning Commission and/or a citizen work group to begin reviewing each of the sections of the Plan for areas that are in need of updating.
 - c. Hometown Planning is seeking direction from the Council on the following questions:
 - i. Confirmation that the City wishes to engage in the updating of its Comprehensive Plan;
 - ii. Confirmation that the general work plan and timeline still acceptable to the City, or if not what edits are desired;
 - iii. Confirmation as to whether the meetings to seek input on each section of the Plan and where updates are desired should be done with the Planning Commission or a citizen work group;
 - iv. Direction/discussion as to when such meetings should be held (i.e. time of day/day of the week); and
 - v. Confirmation of the budget/hourly rate for work to be completed updating the Comprehensive Plan. My memory is that I had presented a rough estimate in the range of \$13-15,000 for work associated with the proposed work plan at the May or June meeting of the City Council, but that there was never formal confirmation of whether this budget was acceptable to the City and no formal agreements written up or reviewed. I am happy to present a more formal agreement if the Council wishes to proceed.

Motion by Gerald Rust to approve the May 12, 2021 summary of scope for updating the comprehensive plan for the City of Long beach as proposed by Hometown Planning. 2nd to approve by Heather Kent. Motion carried unanimously.

1. Discussion on involving community members in reviewing the comprehensive plan.
 - a. Would need good communication - potentially post in the Pope County Tribune and also on Facebook as well as our website about the meeting plans

to discuss the comprehensive plan and make it open and accessible to the public so they have an opportunity to be involved.

Financial Reports

Gerald led a review of Financials: Reports were reviewed. Motion by Heather Kent and 2nd to approve by Patia Jensen claims list with additions of \$122 to Patia Jensen – reimbursement for payment to Post Office for P.O. Box. Motion carried unanimously.

City of Glenwood owes us \$542 for FY2021 (True Up). Gerald Rust to follow up with Curt Ogdahl about that.

Sewer – Presented by Greg Stang (over phone)

Reports:

- Had a callout on Christmas Eve on Deer Lane. Brandon was there first and ended up having extra troubles because he broke off the outlet flange, so this callout went from being a simple pump change out to needing someone to go down in the tank. Greg showed up at about 11:15pm and assisted Brandon going down. By 1:00am the new pump was put in and up and running.
- We currently have no new spare pumps in stock. New ones are ordered and should be in by the 14th. As time allows, Dennis will be trying to bench fix several pumps that were taken out, so we have some sort of backup. Greg to check on any pumps that possibly could be rebuilt that we have on hand.
- The meter readings for N. Lakeshore Dr. 41,441,088 and the flows for Hwy 28 was 42,480,084 with a return flow of 2,367,925.
- Bugs have been added this week to Captains, Minnewaska House, Main lift station, Golf Course, End of 247th Street, and end of Pelican Lake Rd. Due to very minimal flow this time of year, it was decided to not put bugs in at Pelican Resort.
- The new odor logger was put in the lift station on 12-16-21. We will try to have info downloaded off the unit for council to review before the council meeting. From the odors in the station yet when it was installed and when it was checked on 1-4-22, I am a little concerned of high numbers.
- Dennis is not taking back his old job and a job offer was made to someone else, so we can give an update at next month's meeting.

Clerks Report

1. Debit Card – New card should be coming in mail. Should be here tomorrow.
2. Patia to check with Joe from Lowry State Bank about coverage for clerk. Waiting to hear back.
3. Liquor License: All three locations, Captains, Golf Course and Minnewaska House have

been properly filed.

4. Need to find a time with Mike to look through contents and take inventory of Safety Deposit box at Eagle Bank. Time TBD
5. Gerald checked with Stephanie Rust about sending out changes to mail-in ballot voting information to all our voters in Long Beach – Pope County will be sending out the letters to inform the voters.
6. Audit planning day coming up – Patia to sign engagement letter and bank confirmation letter.
7. Patia to check with Mike and Curt about 1099s for our independent contractors.
 - a. Brad Vanzee
 - b. Might Oaks
 - c. Andy's Snow Plowing
 - d. Green Envy
 - e. Nolan Rasmussen
 - f. Creative Curbing

Old Business

1. Email Box Policy. Patia & Mike meeting pending
2. Easement at Wye (On hold) – Need to adjust legal address, sent to LandTeam to update - Mike directed Nygard to move forward based on Council decision - No survey outfit will take up without MN DoT first
3. Paving estimates: Got information from Brian on Count Rd 24, rough estimate would be \$12,000 to do Dero and Mike to contact vendor for estimate. Mike to get from Riley & Central Specialties--pending reschedule, also checking on crack seal - Brian Geise on vendor, ask about roadwork bonding
4. Mike to check on getting in place (continuing bond) check with Pope County
5. Water Cleaning Station for DNR Landing on Minnewaska – Question about location and questions about solar vs. electric. Heather is still working through the steps with the DNR.
6. Cost Sharing letter to MAHS & new agreement - Mike is going to connect with Rankin.
7. CTAS Reserve Account October Meeting to address (Tabled until change over to Quick Books accounting system.)
 - a. 10,000 to Roads Reserve?
 - b. 20,000 to Building Reserve?
 - c. 5,000 to Bridge Reserve?
 - d. 5,000 to Tree Reserve?
8. SOPs – Mike to create a template document that all council members can use to document their recurring duties/staff duties.

New Business

1. Nothing

Next regular meeting will be Monday, February 14, 2022 @ 7pm - In person

Adjournment

1. Motion to adjourn by Heather Kent, 2nd Patia Jensen. Motion carried unanimously.
 - a. Meeting adjourned at 9:18 pm.

Prepared by Patia Jensen, City Clerk/Treasurer.