

**CITY OF STARBUCK
REGULAR CITY COUNCIL MEETING
MARCH 14, 2022
6:30 P.M.**

Mayor: Gary Swenson
Councilors: Steve Gorder
Chris Taffe
Mary Baukol
Jill Hansen

City Clerk/Treasurer: Joan Kerkvliet
Police Chief: Mitch Johnsrud

MINUTES – Approved 4/11/22

PUBLIC HEARINGS

None

I. CALL THE MEETING TO ORDER

1. Call to order & Pledge of Allegiance - Meeting was called to order by Mayor Swenson at 6:32pm.
2. Roll Call - Swenson, Taffe, Hansen and Baukol Present. Gorder – Absent.

II. CONSENT AGENDA

3. Approve Agenda
4. Approve Claims for Payment
5. Approve minutes from previous meeting(s)
 - a) Council Meeting – February 14, 2022
 - b) Public Hearing – Feb. 14, 2022 Amendment to Ord. 31.03-City Council Salaries

Motion by Taffe; second by Baukol to approve the consent agenda as presented.

Motion carried (4-0).

III. ANYONE BEFORE COUNCIL

6. Kari Steinbeisser – Conway, Deuth & Schmiesing
 - a) 2021 Audit – City of Starbuck

Ms. Steinbeisser presented each council member with the financial statements, management letter and power point presentation for the 2021 audit. Ms. Steinbeisser reminded the council that the city uses cash basis accounting and proceeded to give a summary of the audit. The recommendation is for the General Fund to have reserves to cover five months of expenses. When adjusted for grant money not spent, the city’s General Fund has ten months of expenses in reserve. The Water and Sewer Funds are both in a strong cash position and able to cover costs and debt payments. Hobo Park increased its cash balance by \$38k over 2021. The city needs to be make sure all deposits are fully covered as Eagle Bank had the city underfunded by \$6k. We also need to get contractors IC-134 forms before last payments are made on projects. Ms. Steinbeisser said the audit had gone smoothly and the council thanked her for the presentation.
7. Larry Van Hout/Nick Koos – Widseth
 - a) 2020 Road Project

Mr. Van Hout has talked to MnDOT about the large crack across the new road by the Nutcracker Café. It will need to be repaired in the spring. There was also heaving

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in the sidewalk by Pedler Dan's and the sidewalk needed to be ground down so the front door would open. MnDot is deciding what to do about this issue. MnDot does not plan to address the pavement cracking at Casey's. Widseth will review the MnDot invoices regarding contaminated soil removal to see if we were charged and, if so, do we want to apply for a possible rebate from the state.

- b) Comprehensive Plan
Resolution to accept the plan to be passed later in the meeting.

8. Jen Haugen/Patti Erickson

- a) Install a Volleyball Net with Designated Area to Play at Hobo Park
Ms. Haugen and Ms. Erickson asked the council to approve the installation of a new 30' x 60' sand volleyball court at Hobo Park where the old slide now stands. They would do the work needed to get the court ready as well as donate the equipment. They felt this would be a great benefit for the kids, as well as families, camping at the park. The council decided they would like to look at the proposed area for the volleyball court in April before giving their final approval.

9. Diane Kittleson

- a) Waive Fee for using Community Center once a Month for a Caregivers Support Group. This would be through Western Prairie Human Services (formerly Pope County Human Services).
Ms. Kittleson would like to establish a caregiver's support group, funded by Western Prairie Human Services, that would meet once a month. She would also like to establish respite care sometime in the future. The council felt this was a beneficial program and open to the public and they would waive the community center fee. It was suggested the airport might also be a good place to meet, and Ms. Kittleson will take a look at the facility once she is closer to scheduling meetings.
Motion by Baukol; second by Taffe to approve using city meeting facilities at no cost for a once-a-month caregivers meeting. **Motion carried (3-0)**

10. Elvis Blazevic

- a) Road and Water/Sewer Concerns
Did not attend meeting.

IV. PERSONNEL REPORTS

11. Mayor

- a)
- b)

12. Police

Chief Johnsrud informed the council there had been 139 calls for service in February. He told the council he would like to purchase a third squad car to try and cut down on repair costs from the squads constantly running and assure the department was not short a squad car. This request will be discussed further at a later date. Chief Johnsrud also noted that two tasers are not working and the repair

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cost would come close to paying for a new taser. He will get costs for two new tasers. The department was also informed that the FBI is issuing a new encryption mandate that would require new radios for all public safety personnel. This would be a significant cost and they are working with the county to get more details on this.

13. Water/Sewer
 - a) Randy Peterson, Sewer/Water Superintendent, informed the council that the frames and floats are ready for construction of new docks for the marina. He has ordered lumber to complete the docks from Tru Lumber for \$6,405.82, \$600 cheaper than Hilltop Lumber.
14. Fire Department
 - a) Chief Noyes also addressed the council about the coming need for new radio's due to new FBI encryption.
15. City Clerk/Treasurer
 - a)
 - b)

V. COMMITTEE REPORTS

16. Planning Commission
 - a) There was no Planning & Zoning meeting in March as there was not a quorum.
17. Airport Committee
18. Streets and Parks
19. Community Center

VI. OLD BUSINESS

- 20.
- 21.

VII. NEW BUSINESS

22. Approve Resolution #2022-004 – Adopt the City of Starbuck's First Comprehensive Plan. **Motion by Taffe; second by Hansen** to approve adopting the City of Starbuck's first Comprehensive Plan. **Motion carried (3-0)**
23. Approve Resolution #2022-005 – Reestablish Precincts and Polling Places Due to Redistricting. **Motion by Taffe; second by Hansen** to approve reestablish precincts and polling places due to redistricting. **Motion carried (3-0)**
24. Amend Section 111.31-F of Alcoholic Beverage Ordinance-Approve Public Hearing in April. **Motion by Swenson; second by Taffe** to have a public hearing in April for changes to ordinance 111.31-F. This will also be taken to Planning and Zoning for their recommendation. **Motion carried (4-0)**
25. Approve Record of Decision – Starbuck Marina Project

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Motion by Taffe; second by Hansen to approve the Record of Decision for the new Starbuck Marina Project. **Motion carried (3-0)**

26. Approve Resolution #2022-06 – Adopting Record of Decision, Response to Comments, & Decision on the EAW for Starbuck Marina Project.

Motion by Taffe; second by Hansen to approve Resolution #2022-06 Adopting Record of Decision, Response to Comments, & Decision on the EAW for Starbuck Marina Project, making a finding of no potential or significant environmental effects; a Negative Declaration and that preparation of an Environmental Impact Statement is not required. **Motion carried (3-0)**

27. Request to Waive the Community Center Fee for a Youth Firearms Class in May.

Motion by Taffe; second by Baukol to waive the Community Center fee for a Youth Firearms Class to be held in May 2022 by Lorne Sievers and the DNR. **Motion carried (3-0)**.

28. Extend the Local Emergency Declaration for COVID-19 through April 30, 2022.

Motion by Taffe; second by Baukol to approve extending the Local Emergency Declaration for COVID-19 through April 30, 2022. **Motion carried (3-0)**.

29.

30.

31.

VIII. CLOSED MEETING

32.

- IX. ADJOURNMENT - Motion by Baukol** to adjourn_meeting at 7:40pm. **Motion carried (3-0)**

Submitted by,
Joan Kerkvliet
City Clerk/Treasurer