

APPROVED

CITY OF STARBUCK, MINNESOTA

MINUTES OF SPECIAL CITY COUNCIL MEETING

Thursday, September 24, 2015

The City of Starbuck Special City Council Meeting was held on Thursday, September 24, 2015 at 4:00 p.m. at the Starbuck Community Center located at 307 E 5th Street in Starbuck, MN.

Meeting called to order by Mayor Swenson. Roll call. Present: Mayor Swenson; Council members: Katzenmeyer, Razink, and Swensrud as well as City Clerk Andrew Langholz were present at the beginning of the meeting, councilman Gorder arrived at 4:40 pm; absent: none. Quorum is present.

CONSENT AGENDA

- **Motion - Katzenmeyer: Approve the Consent Agenda as amended. Second - Razink. Motion carried.**

NEW BUSINESS

Extensive discussion was held about setting the preliminary budget and levy, which needed to be finalized by the end of September. City Treasurer, Joan Kerkvliet stated that this pertained strictly to the General Fund, and that the preliminary levy can be lowered after it is set but cannot be raised.

It was stated that one bond will increase by 2% each year until it is paid off and a levy would need to be imposed to cover that amount. Joan Kerkvliet said that a good rule of thumb is to have between four and six months of operating expenses on hand in case of an emergency and we are currently sitting slightly below the four month amount.

One bond that is being paid off revolves around the community center. Mayor Swenson said that we have been receiving a donation from Hanson Communication each year, as a show of support to the community and the council said they have been very generous with their donations and we greatly appreciate their contribution.

Joan Kerkvliet explained that at the end of 2014 the sewer fund ran a negative balance and that type of fund must be able to sustain itself, which means the council may also need to consider adjusting the water and sewer rates.

Joan Kerkvliet stated that taxes have been the same for the previous three years with the final levy set at \$588,178. The proposed levy for 2016 is provided in the table below.

Levy Purpose		Levy Amount
Net Tax Capacity Based Levies		
General Fund		\$454,228
G.O. Refunding Improv Bonds 2011		\$136,000
G.O. C.I.P Crossover Rfnd Bonds 2012		\$38,000
G.O. Improvement Bonds 2013		\$7,004
Total Certified Levy		\$635,232

- **Motion - Katzenmeyer: Set the preliminary levy to increase 8% with the intention to reduce it. Second - Razink. Motion carried**

The Starbuck City Council set a date for the Truth & Taxation hearing for December 14, 2015 at 7:00 p.m.

The Council discussed road maintenance for city streets and quotes that were received from Barga and Riley Bros. The Council stated that they would like to wait on seal coating until next year, but they would like to go ahead with replay, crack repair, and bituminous street repairs yet this fall.

- **Motion - Razink: Approve crack repair and replay from Barga. Second - Gorder. Motion carried.**
- **Motion - Gorder: Repair sites 1-7 with the exception of #3. Second - Razink. Motion carried.**

A brief discussion was held regarding the purchase of a new pay loader to replace the 20 year old one we currently have.

- **Motion - Razink: Purchase Case loader and discuss financing. Second - Gorder. Motion carried.**

Discussion was held on the proposed zoning changes. The Council decided that they would approve all of the changes except the northern portion of the city, where they would like to keep that land RF residential farmland.

- **Motion - Gorder: Approve southern part of zoning map and recommend to the planning & zoning commission that we keep the northern section RF residential farmland. Second - Katzenmeyer. Motion carried.**

The next topic the Council discussed was the willingness to sell parcel #27-0619-000. It was stated that it wasn't clear why the City was unwilling to part with the property previously.

- **Motion - Katzenmeyer: The Council is willing to entertain offers for parcel #27-0619-000 behind Minnewaska Marine. Second - Gorder. Motion carried.**

A brief discussion was held pertaining to our petty cash fund in the office. Joan Kerkvliet stated that we have very little cash on hand, but would be willing to set up a more rigid set of procedures for the petty cash fund.

PERSONNEL DISCUSSION

- **Motion - Gorder: Close the special meeting at 5:26 p.m. to discuss personnel matters. Second - Razink. Motion carried.**

The council reopened the special meeting at 5:33 pm.

- **Motion - Razink: Approve letter of agreement for Randy Peterson. Second - Gorder. Motion carried.**
- **Motion - Gorder: Approve letter of agreement for Mike Erickson. Second - Razink. Motion carried.**

ADJOURN

- **Motion - Razink: Adjourn the meeting at 5:40 pm. Second - Swensrud. Motion carried.**

Respectfully Submitted,

Andrew Langholz

City Clerk