

APPROVED
CITY OF STARBUCK, MINNESOTA
MINUTES OF REGULAR CITY COUNCIL MEETING
February 9, 2015

The City of Starbuck Regular City Council Meeting was held on Monday, February 9, 2015 at 6:30 pm at the Starbuck Community Center located at 307 E 5th Street in Starbuck, MN.

Meeting called to order by Mayor Swenson. Pledge of Allegiance recited. Roll call. Present: Mayor Swenson; Councilmen: Katzenmeyer, Jenson, Razink and Clerk Andrea Swenson; absent: Councilman Gorder. Quorum is present.

CONSENT AGENDA

On a motion by Councilman Katzenmeyer, second by Councilman Razink, Council approved the agenda as presented. Motion carried.

On a motion by Councilman Katzenmeyer, second by Councilman Razink, Council approved claims for payment in the amount of \$68,971.55. Motion carried. Councilman Katzenmeyer asked Nick Koos of Widseth, Smith & Nolting (WSN) to set up a meeting with Larry VanHout of WSN to discuss their billing practices and total project costs on a couple of projects. Mr. Koos will get the message to Mr. VanHout

On a motion by Councilman Razink, second by Councilman Jenson, Council approved the January 12, 2015 council meeting minutes with change of “shifted” to “shipped” in the last sentence on the first page. Motion carried.

ANYONE BEFORE THE COUNCIL

Tom Beuckens was present on behalf of the Starbuck Area Chamber of Commerce. Mr. Beuckens reported that the Chamber’s Annual dinner meeting was a great success with 139 people served. Mayor Swenson attended the last SACC meeting and made an appeal for the Chamber to designate a liaison to the Council’s Economic Development Committee.

Larry VanHout of WSN was unable to attend meeting. Nick Koos attended on behalf of WSN. Mr. Koos presented the Council with two alternatives to remedy the storm water drainage and erosion on Moore Street. One alternative would be to dig roadside ditches and use culverts to drain the runoff. The other alternative, installing storm sewers, was the recommended choice but would be more expensive. After some discussion, including the suggestion of blacktopping with curb and gutter for the effected portion of Moore Street, the Council requested that WSN provide the Council with some cost estimates to go with the alternatives for discussion at the next Council Meeting. Mr. Koos was asked to coordinate the training on the new generators and to include Mike Erickson in training also.

Sheila Krosey principal partner from Bolton & Menk appeared before the Council to update us on the initial objectives of updating the Airport Layout Plan or ALP and replacing the runway lighting. An Environmental Evaluation is being completed to determine the potential of extending the airport runway to 3400 feet which is required to obtain a non-precision instrument (GPS) approach which the MN Aeronautics Board asked about. Outlet Creek and wetlands surrounding the airport are classified as water of state importance and the DNR would not permit any impact to these areas. An alternative was analyzed which by rotating the runway slightly clockwise to minimize wetland impact and avoid impact to Outlet Creek. The DNR suggested that the City request an Ordinary High Water (OHW) study, funded and completed by the DNR to confirm the wetland area is a Public Water. The request for a study would delay completion of the ALP by 2 to 6 months. If determined **not** to be a Public Water, jurisdiction would shift to the US Army Corp of Engineers and the Minnesota Board of Water and Soil Conservation (BWSR) who have indicated they would issue a permit if their sequencing process is followed. In addition a discussion was held regarding the wisdom of proceeding with the runway lighting project if the possibility of rotating the runway existed. Bolton & Menk said that the OHW study does not impact the runway lighting project. Sheila indicated that the lights could be moved if runway rotated and extended. Council approved the initiation of the OHW study and moving forward.

PERSONNEL REPORTS

Mayor Swenson had nothing to report at this time.

Chief Johnsrud advised the Council that lock-down training for Glacial Hills Elementary and the Minnewaska Home were partially completed and the rest scheduled. Chief and some officers visited with Minnewaska Day Treatment students and played a basketball game with the kids. The Crime-free Multi-housing program has been initiated and mandatory training is being scheduled for landlords. Chief Johnsrud reported that the SPD had 254 calls for service in January. He highlighted some of the significant calls for service. He presented and explained graphs for Total Calls for Service, Traffic Offences, Animal Complaints, Public & Agency Assists, Domestic/Disturbance/Missing Persons/Underage Drinking, Suspicious Persons/Drug Related Calls; Burglary/Theft/Criminal Damage comparing 2013 to 2014 statistics. The number of calls is generally up in almost all cases; sometimes dramatically. The total number of calls has almost doubled since 2009 indicating the need to support the increase in our police force to keep our community and its citizens safe. The statistics and graphs were much appreciated by the Council. After his presentation Chief Johnsrud performed the swearing in of new full-time officer Elliot Draz whose family was in attendance. Council congratulated Officer Draz and welcomed him to the Police Department.

Gary Giltner of People Services presented his report. The #4 well water flow was tested by Don's Well & Pumping on January 20th and found to way below normal. It could be due to the pump and/or the motor which date from about 1978 and the motor was changed out in 1992.

Don's had given estimates for replacing just the pump and for replacing both the motor and pump (\$1,800 more). The good news is that the well was drilled in 1978 and there is still water there to be pumped. After some discussion a motion was made by Councilman Razink that both the motor and pump be replaced at an estimated cost of \$4,810, second by Jenson. Motion carried unanimously. Warranty info to be given to Clerk Swenson as soon as possible. Work could begin fairly quickly.

Mr. Giltner reported that the computer program that compiles data at the treatment plant has not been tabulating properly since years-end. Attempts to restore the data haven't been successful. Data being entered manually. The computer and software will be looked at again today and the Council will be informed of the results.

Giltner also advised the Council that pursuant to Council concern over the continuing high usage of electricity at the sewer plant, which has been consistent at \$3,800 to \$5,200 per month over the last two to four years, that the plants three oxygenating blower system (currently showing excessively high levels of oxygen but shutting down one blower makes it hard to regulate air to the three tanks) had been inspected and a joint sleeve over an 8" cast-iron pipe seemed to be leaking. They will try to replace sleeve. Also the blower motors which all run 24/7 were installed in 1961 and two of the three have been rebuilt over the years and may be drawing high amperage due to age. There are also several 90 degree turns in the air delivery system that would seem to be an original engineering problem. If stopping the air leaks doesn't make a significant difference other alternatives will have to be examined.

Previously neglected to approve the Public Hearing Minutes from January 12, 2015. On a motion by Councilman Katzenmeyer, second by Councilman Jenson, Council approved the Public Hearing Minutes of January 12, 2015. Motion carried unanimously.

Clerk Swenson advised the Council we have had a lot of calls about the new meters, the majority positive. Also that we had been invoiced for the new water meters that are already being received by the City which amounts to \$112,625.10 and will be installed in April. Customers have until the end of April to pay the improvement installation charge. Clerk Swenson requests permission to loan from the Storm Water fund and be used to temporarily pay for the meters and then paid back as current and future fees are collected. Motion by Councilman Katzenmeyer to make the loan to pay the Ferguson invoice and pay back as receipts come in, second by Councilman Razink. Motion carried unanimously.

Clerk Swenson informed the Council that business and schools that have larger water pipes and consequently larger meters (which cost substantially more) were only billed for the same \$91 improvement installation charge as residences. However, the Council decided to not go back at this point and charge more, but leave things as they are.

Cash Balance Statement presented. This will be in the Council's packet every month from now on. Discussion on left-over 2014 Brang Foundation grant money. Some is for Hobo Park, some

for the beach and some for the beach supervisor. Brang would like to be notified of how this money is proposed to be spent so they can approve any none grant spending. Clerk Swenson will give us a breakdown of amounts for each purpose.

Clerk starting to work on developing a Capital Improvement Plan (CIP). Has asked Chief of Police to start making a list of capital needs for the CIP.

Compared utility bills to property owners, lots of name changes on billing, so all ready for the new billing and meters.

City website is up and live.

Updating Code Book which hasn't been done in over a decade. Andrea must review council minutes going back to 2003 and compare to the ordinances before we can get them digitized and searchable on our website.

Clerks Conference March 17th – 20th. Clerk and Deputy Clerk both going. Backup arranged.

Complaints about the Community Center floor. Last job did not last too long. Councilman Katzenmeyer suggested that Clerk contact Glacial Hills School for recommendation to refinish floor. Clerk will work with Councilman Katzenmeyer on this.

Lights in the Community Room to be cleaned tomorrow.

The auditing firm has advised that we should not be paying for SACC membership. Councilman Razink volunteered to pay the \$75 membership for the City.

COMMITTEE REPORTS

Mayor Swenson provided Planning and Zoning Commission report. Planning and Zoning has recommended some changes for the Southeast quadrant of the City and is seeking Council approval. After some discussion, motion to accept the changes and schedule a public hearing for the next council meeting was made by Councilman Katzenmeyer, second by Councilman Razink. Motion carried unanimously.

Planning and Zoning is also planning on the development of a Comprehensive Plan that envisions what the city and its citizens would like to see in terms of future development. Planning and Zoning is seeking approval for funding of \$8 - \$10,000 over a two year period to hire a planner to help in the development and completion of this planning process. Funding could come the Other General Government Capital Outlay in the budget and also a Brang Foundation request for partial or matching funding. Motion by Councilman Katzenmeyer to approve up to \$8,000 from the Other General Government Capital Outlay account for the Comprehensive Plan development along with a grant request up to \$4,000 to the Gladys Brang Foundation for partial or matching funding for the same purpose, seconded by Councilman Jenson. Motion carried unanimously.

Planning and Zoning is also recommending to the Council that a new fence ordinance be approved. After discussion of the proposed ordinance a motion by Councilman Katzenmeyer to approve the first reading of the ordinance and to schedule a public hearing on the proposed ordinance at the next council meeting in March, second by Councilman Razink.

The Airport Committee had nothing further to report after the presentation by Bolton & Menk.

Streets and Parks Committee attended a meeting with MNDOT and West Central Initiative (WCI) on February 2, 2015. Councilman Jenson advised the Council on DOT's plans to resurface Highways 28, 29 and 114 through town in 2020 and they are seeking planning and input from the City regarding sidewalks, curbs & gutter, bump-outs, cross-walks (beach), lighting and underground infrastructure. They plan to come back in a couple of months to take a 4 – 5 hour walkthrough of the highways to hear our plans and discuss feasibility. At the meeting they also advised us to see what the city of Battle Lake did under this program and to talk to cities like Glenwood (2018 target date) to see how their planning process evolved. Requests for parks and trails are also due by this Fall for future funding.

CORRESPONDENCE

No discussion on correspondence.

OLD BUSINESS

The 2015 Fee Schedule for the City was presented to the Council for approval. No changes have been made since it was discussed at the January 2015 regular meeting. Motion by Councilman Razink to approve the 2015 Fee Schedule as presented, second by Councilman Jenson. Motion carried unanimously.

NEW BUSINESS

Council discussed changing the March 2015 regular council meeting from March 9th to March 10th because of councilman conflicts. After discussion of alternate dates Council agreed to make no change to the regular March 9, 2015 meeting date.

ADJOURNMENT

On motion by Councilman Razink, second by Councilman Jenson, the meeting was adjourned at 8:34 pm.

Respectfully Submitted,

Joan Kerkvliet