

FINAL
CITY OF STARBUCK, MINNESOTA
MINUTES OF REGULAR CITY COUNCIL MEETING

June 8, 2015

The City of Starbuck Regular City Council Meeting was held on Monday, June 8, 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, Gorder as well as City Clerk Andrew Langholz and City Treasurer Joan Kerkvliet; absent: None. Quorum is present.

CONSENT AGENDA

The Council discussed mileage reimbursement for Andrew Langholz and payments from Brang donations.

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

ANYONE BEFORE THE COUNCIL

Zach Anderson spoke to the Council on behalf of the Starbuck Area Chamber of Commerce. He stated that they are still looking for more floats for the parade during Heritage Days.

Wayne Norby mentioned the need to do some sprucing up for Heritage Days, specifically the hedges in the City Park.

Nick Koos from WSN addressed the lighting project at the Marina. He stated that the first step in the process would be conducting a soil investigation, which would help to determine the proper footings and depth needed for infrastructure improvements.

- **Motion - Gorder: Approve a soil investigation. Second - Razink. Motion carried.**

Nick Koos also stated that John Street still needs paving and that the Riley Brothers will be doing it as soon as possible.

PERSONNEL REPORTS

Mayor Swenson introduced the new City Clerk, Andrew Langholz.

Mayor Swenson gave an update of the SunShare town meeting he attended. There was discussion about having an informational meeting about the project, but not a council meeting. Mayor Swenson proposed signing non-binding letter of intent to show the City of Starbuck's interest in the project.

- **Motion - Gorder: Sign a non-binding letter of intent. Second - Jenson. Motion carried.**

Chief Johnsrud advised the Council that the SPD had 311 service calls in May. He highlighted some significant service calls including; a suspicious individual posing as an insurance agent and a rise in domestic calls. He stated that solicitors must contact the County which they are soliciting in order to get a permit. Chief Johnsrud also stated that Officers Adam Rinn and Elliott Draz have completed their probation period. The council was informed that there will be additional officers hired for Heritage Days.

- **Motion - Razink: Sign resolution that was in need of approval which designates Chief Johnsrud as the authorized person to supervise the Minnesota Toward Zero Death's (TZD) Grant. Second - Katzenmeyer. Motion carried.**

Lastly, Chief Johnsrud stated that he is putting together an ordinance on the use of golf carts and ATVs for the July council meeting.

Gary Giltner from PeopleServices presented about water tower cleaning and maintenance, stating that the lack of maintenance could have large repercussions. He fielded three quotes on tank inspection and cleanup.

Joan Kerkvliet the City Treasurer informed the council that the Cleanup Day had at least 113 vehicles that used the service and the City received praise for doing it. It was also noted that Cleanup Day helps with blight control and that the program is solely for residential use and not commercial use. The next item that was discussed pertained to the Contract for Deed/Felt Property. There was a brief discussion about utilizing a quit claim deed or requiring the family to come up with the proper documentation.

- **Motion - Katzenmeyer: Utilize the quit claim procedure for the Felt property. Second - Razink. Motion carried.**

The next item discussed was the potential purchase of a new podium for the Community Center.

- **Motion - Katzenmeyer: Purchase the proposed podium. Second - Razink. Motion carried.**

The next topic pertained to the State Demographic Center Report, if the City would like to dispute the findings it can do so by June, 24 2015.

Beach cleanup day is scheduled for June 9, 2015. It was briefly discussed if the beach should be opened earlier next year due to the amount of traffic that is already at the beach. No decision was made at this time.

Councilman Katzenmeyer began discussing the interviewing process. He outlined the protocol the personnel committee uses while conducting the process. Councilman Katzenmeyer stated that it isn't uncommon for institutions to reimburse the applicant for traveling expenses if they are applying for a managerial position, which the City Clerk position is. He also stated that expenses were not covered for the first round of interviews, but they typically are for the second and final round. After some discussion, Mayor Swenson stated that a work session will be necessary to create a new set of protocol.

COMMITTEE REPORTS

Wayne Norby of the Planning Commission presented three items. First, he stated that Mike Swartz was requesting a water/sewer hookup on his property. However, more details were needed to make an informed decision and the Planning Commission decided to take no action until more detail was given. The second topic pertained to the construction of a modular home proposed by Dan Lang. The City of Starbuck has an ordinance that requires a 4/12 pitch roof while the State building code only requires 3/12 pitch. Mr. Norby stated that we are legally allowed to enforce our code, and the Planning Commission is waiting to hear back from Dan Lang. The final item brought forth by Mr. Norby pertained to rezoning the Southwest portion of Starbuck. He stated that the Planning Commission has decided to table the discussion for another month.

The Streets and Parks Committee stated that patches have been made outside of Peddler Dan's and Petro Plus. Councilman Razink said the City was offered a grant from GRA to pay for all except \$500 to put a defibrillator in Hobo Park. Mayor Swenson believed it would be a good idea.

- **Motion - Gorder: Starbuck to front \$500 for the defibrillator in Hobo Park. Second - Jenson. Motion carried.**

Councilman Jenson stated that the City was testing three types of loaders to replace the current one which is 20 years old. In the meantime he is getting quotes on the trade value of our current loader. The City is determining the hourly operating costs for each loader.

Brang and a private donation have contributed \$5,000 towards reshingling the shelters at the City Park.

- **Motion - Gorder: Authorize City to pay \$1,000 towards shelter roof repairs in City Park. Second - Razink. Motion carried.**

City Treasurer Kerkvliet stated that the DNR has not scheduled their review of the airport yet. The airport lighting project would not begin until at least July 13, 2015.

NEW BUSINESS

A brief discussion was held about a possible donation to the Minnewaska Lake Association. The Councilmen referred to the amount donated last year as a reference, which was \$500.

- **Motion - Katzenmeyer: The City to make \$500 donation to the Minnewaska Lake Association. Second - Razink. Motion carried.**

Dick Dreher requested that a taskforce be made in order to find new potential locations for the RV Park. He is recommending the City's portion of the taskforce to have two members from the Council and one member from the Planning Commission. Pros and cons were discussed about having a City owned RV Park.

- **Motion - Katzenmeyer: Create a taskforce that includes Councilman Razink and City Clerk Andrew Langholz. Second - Jenson. Motion Carried.**

Wayne Norby presented on the Dollar General's request to rezone the interested area to Highway Business and vacate the road/easement that runs through the property. City Treasurer Joan Kerkvliet stated that she is still waiting to hear back from the City Attorney to determine if the access through the property is a dedicated street or an easement. Discussion revolving around Pope Street, along the East side of the parcel came into question. It was stated that the road is privately owned and should not be considered part of the deal with the Dollar General.

- **Motion - Gorder: Hold a public meeting to consider rezoning and vacating the public right of way for parcel number 27-0598-002 at the July 13, 2015 City Council meeting. Second - Katzenmeyer. Motion carried.**
- **Motion - Razink: Close the meeting at 8:52 pm to discuss personnel issues. Second - Katzenmeyer. Motion carried.**

Council meeting re-opened at 9:29 pm.

- **Motion - Gorder: Accept the negotiated salary of Andrew Langholz and Joan Kerkvliet which is \$42,500 and \$45,000 respectively, both containing a 1% increase effective January 1, 2016 and a 2% increase on July 1, 2016. Second - Razink. Motion approved by Councilmen Razink, Katzenmeyer and Gorder. Opposed by Councilman Jenson. Motion carried.**
- **Motion - Jenson: Hire a Deputy Clerk with a pay range of \$35,000-38,000 with 25% of the funding coming from the Police Department. Second - Gorder. Motion carried.**
- **Motion - Gorder: Starbuck to advertise for a Water/Wastewater Supervisor with the proper licenses. Second - Razink. Motion carried.**
- **Motion - Razink: Adjourn the meeting at 9:46 pm. Second - Gorder. Motion carried.**

Respectfully Submitted

Andrew Langholz