

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

February 13, 2018

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, February 13, 2018 at City Hall. Present were Mayor Etzler, City Council Members Miles, Theurer, Case, Murray, Fisher and Johnson. Also present were City Administrator Nelsen, Parks and Recreation Director Jasmer, Economic Development Director Radermacher, Police Chief Melissa Birkholtz and City Clerk Archer.

It was moved by Miles and seconded by Theurer to approve the agenda as presented. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Miles and seconded by Fisher to approve the consent calendar items consisting of the minutes from the previous meeting and payment of the bills presented. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

<u>List of Bills</u>	<u>February 13, 2018</u>
3M (Energy Rebate)	399.97
Alex Air Apparatus	1,385.00
American Red Cross	108.00
Applied Concepts, Inc.	128.00
Aqua-Pure, Inc.	3,540.00
Arvig	892.76
Auto Value	144.70
AW Research	982.50
Axon Enterprises	838.00
Bolton & Menk	1,002.50
Border States Electric	309.84
Brown, Krueger & Vancura	3,047.50
CCP Industries	233.68
CDW Government	1,555.12
Charter Communications	254.01
City of Little Falls	2,183.00
City of Minneapolis	158.40
Conduent	1,771.16
Contact Radio	1,703.00
Core & Main	1,632.95
DCI Industries	409.63
Dougherty	13,531.82
Emergency Apparatus Maint	334.10
Evoqua	3,080.00
Fire Safety USA	270.00
First International (Visa)	2,184.79
Fleet Services	1,410.50
Gary's Diesel	1,365.41
Grainger	155.60
HACH	251.41
Hawkins	5,642.61
Hillyard	319.05
Hollco	556.97
Jerel Nelsen (mileage reimbursement)	199.45

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Joel Ullring	3,600.00
JT Services	754.14
KEEPRS, Inc.	86.99
Lakewood Health System	264.00
Lawson Products	388.52
Locators & Supplies	795.04
Long Prairie Sanitation	1,047.80
Marco	378.12
Maria de Jose	385.00
Martin-McAllister	500.00
Melissa Radermacher (mileage reimbursement)	79.57
Mertens Family Farms, LLC	650.00
MMUA	2,400.00
MN Dept. of Public Safety	325.00
MN DNR Waters	494.23
MN Energy	4,889.75
MN Fire Service Certification Board	140.00
MN Pump Works	7,545.37
Napa Auto Parts	33.34
NCL	161.77
Neil Meierhofer	450.00
Office Depot	139.49
People's Security Company, Inc.	395.88
Perham Linen	23.56
Quill	101.40
Railroad Management Co.	2,226.39
Scott's Southtown	220.23
Select Account	106.20
Service Professionals	123.93
Shred-It	121.49
South Side Mini Mart	36.50
Staples Ace Hardware	399.17
Staples Express	366.82
Staples True Value	265.43
Staples Veterinary Clinic	160.00
Staples Water & Light	18,984.56
Staples World	619.32
State Treasurer's Office	374.00
Steve Gaugert	15.00
TDS	53.30
Tech Sales	2,342.50
Todd County Aud/Treasurer	150.00
Todd County Attorney's Office	748.00
Todd County Sheriff's Office	253.00
Todd Soil & Water Conservation	115.43
Todd Wadena Electric	3,181.73

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Tower Pizza	126.05
US Bank	602,078.13
Verizon	236.08
Wayne's Electric	75.00
Wex	1,371.21
Ziegler	149,694.00
TOTAL	862,453.87
Ron Case	962.00
Chris Goff	364.00
Josiah Fuhrman	209.00
Jeremy Pape	82.80
Josh Pesta	197.45
Blake Petrich	1,391.13
Landyn Saewert	152.00
Ryan Walwick	1,295.65
Jacob Weishair	610.03
Jason Anderson	416.36
John Cole	416.36
Steve Gaugert	308.56
Bruce Grondahl	359.94
Joel Lingenfelter	437.08
Clyde Mertens	377.86
Lacey Aguirre	1,066.32
Jackson Berg	73.63
Natasha Brings	90.45
Dylan Jasmer	577.50
Brayden Losh	277.88
Kathryn Martin	152.00
Tim Mikish	567.63
Adam Oberlander	277.88
Nancy Roth	40.32
Trevor Rudenick	287.07
Mary Rychner	215.00
Lilian Schneider	304.05
Alyssa Vanderhoof	97.38
Emily Veronen	65.14
TOTAL	11,672.47

It was moved by Theurer and seconded by Miles to approve the following 2017 budget amendments. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

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Description	Account Number	Amount
Small Cities Assistance received for street maintenance	23.4330.3309	26,946
Repair/Maintenance Street Tarring	23.4310.4224	24,738
Repair/Maintenance Curb and Gutter	23.4310.4228	2,208
Fire Tanker Truck purchase budget in 2016, complete in 2017	23.fund balance	117,305
Fire Tanker Truck	23.4330.4447	117,305
Unanticipated Severance Pay	01.fund balance	27,605
Unanticipated Severance Pay	01.4100.4104	27,605
Police Aid	01.4210.3304	5,384
Police Salaries	01.4210.4111	5,384
Fire Donations	01.4220.3692	21,165
Washing Machine for Fire Department	01.4220.4580	8,793
Fire turn out gear	01.4220.4580	7,735
Labor on Fire Department truck	01.4220.4580	4,637
Federal and State Grant revenue	42.4910.3307	86,770
Airport paving	42.4910.4580	84,524
Airport paving engineering fee	42.4910.4303	2,246

2018 Budget Carryforwards

Description	Account Number	Amount
Seal Fire Hall Floor -2017	01.4220.4580	-13,125
Seal Fire Hall Floor -2018	01.4220.4580	13,125
Computer upgrades -2017	23.4310.4456	-5,884
Computer upgrades -2018	23.4310.4456	5,884
Sewer line maintenance -2017	64.4970.4225	-15,000
Sewer line maintenance -2018	64.4970.4225	15,000
Electric maintenance building -2017	61.4940.4223	-5,000
Electric maintenance building -2018	61.4940.4223	5,000


Economic Development Director Radermacher reviewed the minutes of the Staples Economic Development Commission.

Councilmember Johnson requested a team be assembled to submit a request to the NJPA Innovation Grant. Councilmembers Theurer, Murray and Johnson will meet with staff and develop a recommendation to the Council.

City Administrator Nelsen updated the Council on various projects and activities.


It was moved by Miles and seconded by Murray to adjourn the meeting at 7:30 p.m. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Approved:



 Chris Etzler
 Mayor

Attest:



 Diane Archer
 City Clerk