

# MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

February 27, 2018

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, February 27, 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, City Clerk Archer and other interested parties.

City Administrator Nelsen requested item 13 on the agenda be amended to add approval of a temporary liquor permit for Sacred Heart Area School on May 5, 2018. It was moved by Miles and seconded by Theurer to approve the agenda as presented with the amendment. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Miles and seconded by Theurer 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 27, 2018</u>
Automatic Systems	14,886.00
AT&T	951.35
AW Research	943.40
Bachmann Electric (energy rebate)	156.00
Bolton & Menk	232.50
Dinn Bros., Inc.	69.50
Emergency Response Solutions	380.90
Fastenal	41.72
Fleet Services	1,410.50
Gary's Diesel	1,467.44
Giza Plumbing & Heating	166.99
Grainger	156.74
Greater MN Parks & Trails	150.00
Holden Electric	415.65
Initiative Foundation	1,000.00
Irby Electric	406.84
JT Services	4,133.94
KEEPRS	65.03
Lakes Area Lock & Door	642.50
League of MN Cities	20.00
Leap	14,619.30
Marco	378.12
Maria de Jose	615.00
Minnesota Energy Resources	4,922.22
Minnesota Rec & Park Association	100.00
Mitch's Fuel Service	2,136.25
Nardini Fire Equipment	40.98
NIHCA	399.00
NJPA	1,580.00
Paul Drake Tree Service	300.00
Pemberton, Sorlie, Rufer & Kershner	41.00
Quill	22.28

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Rachel Johnson (mileage reimbursement)	137.34
RecSupply	1,269.13
Service Professionals	517.20
Sportsman's Plumbing	70.00
Staples High Rise (energy rebate)	4,490.00
Staples Water & Light	15,145.01
T & R Electric	34,148.70
Timberlake Lodge	2,127.00
Vessco	23.28
Visa	1,810.56
Wayne's Electric	75.00
<b>TOTAL</b>	<b>112,664.37</b>
Josiah Fuhrman	209.00
Josh Pesta	771.85
Blake Petrich	924.43
Jacob Weishair	394.90
Joel Lingenfelter	187.32
Lacey Aguirre	863.63
Jackson Berg	99.75
Natasha Brings	30.15
James Burke	73.13
Dominic Hamann	173.38
Dylan Jasmer	435.00
Brayden Losh	40.38
Tim Mikish	370.50
Adam Oberlander	28.50
Trevor Rudenick	110.12
Mary Rychner	95.00
Lilian Schneider	137.63
Alyssa Vanderhoof	99.75
Emily Veronen	62.73
<b>TOTAL</b>	<b>5,107.15</b>

Mayor Etzler opened the Public Hearing to consider property tax abatement request for Staples Multi-Family LLC. The application was withdrawn and the public hearing was closed without comment.

It was moved by Miles and seconded by Johnson to adopt Resolution 1705 Setting Date of April 24<sup>th</sup> for Public Hearing to Consider Establishing Tax Increment Financing District 1-9: Staples Multi-Family LLC. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Theurer and seconded by Miles to authorize preparation of a tax increment financing plan for District 1-9: Staples Multi-Family LLC. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

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Fire Chief Scott Braith updated the Council on Volunteer Fire activity for the prior calendar year. There were 73 total calls including 7 mutual aid calls. Thirty one of the total calls were within the Townships served. Fire Chief Braith recommended the 2018 Fire Officers be Scott Braith, Fire Chief; Scott Yungbauer, 1<sup>st</sup> Assistant; Darren Holst, 2<sup>nd</sup> Assistant; Jeremy Reeck, 3<sup>rd</sup> Assistant; Wayne Storry, Safety Officer. It was moved by Miles and seconded by Murray to appoint recommended Fire Officers for 2018.

Seth Dokken and Dominic Gagnon provided a site plan and elevation for the proposed 6,000 square foot office complex. The target completion date is September 1, 2018. City Administrator Nelsen explained the land for the project is owned by the City and is located between the Veterans Memorial Park and the Water Treatment plant south of Highway 10. It was moved by Case and seconded by Theurer to adopt Resolution 1706 Setting Date of April 24<sup>th</sup> for Public Hearing to Consider Establishing Tax Increment Financing District 1-10: office complex. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Theurer and seconded by Case to authorize preparation of a tax increment financing plan for District 1-10: office complex. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Murray and seconded by Johnson to approve the purchase agreement with Dokken Real Estate, L.L.C and G Enterprises, L.L.C. for the sale of property at 38-4014300. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Theurer and seconded by Murray to approve the first reading of Ordinance 517 for sale of parcel 38-4014300. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Theurer and seconded by Johnson to approve purchase agreement with Lakes Area Habitat for Humanity for sale of property at 705 Oak Avenue (Lots 9 and 10, Block 8, Forest Park Addition). Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen stated Todd County requested approval to sell two tax forfeit parcels at auction. He recommends parcel 38-0043400 (Lots 1 & 2, Block 10 of Drake & Bartraw Addition) be authorized for auction and that parcel 38-0081900 (Donovan's Addition) be purchased by the City. Parcel 38-0081900 is a nuisance property and may not be fit for habitation. It was moved by Theurer and seconded by Miles to authorize County auction of parcel 38-0043400 and explore City purchase of parcel 38-0081900. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Case and seconded by Johnson to approve request of Sacred Heart Catholic Church to conduct bingo on March 25, 2018 and request of Sacred Heart Area School to receive a temporary liquor permit for their annual fundraiser on May 5, 2018. Case, Etzler, Fisher, Johnson and Theurer vote yes. Miles and Murray voted no. Carried.

City Administrator Nelsen reviewed the minutes of the Planning and Zoning Commission.

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Parks and Recreation Director Jasmer reviewed the minutes of the Parks and Recreation Board. The Parks and Recreation Board unanimously recommended Council grant the Staples Amateur Baseball Association a special event permit for a fee of \$750 for each event to allow camping at Pine Grove Park on June 2-3 as a trial and on June 23-24 if no issues occur at the first event. Al Kolling and Jason Bachman distributed the proposed rules and stated a representative of the Staples Amateur Baseball Association would be present all weekend to monitor compliance. Mary Jane Kobliska, 1015 Pine Grove Road, spoke in opposition to the request for camping. She stated that it will set a precedence and others will want to camp there. She is also concerned about fire and noise. Council discussed the issues and will consider approval of the permit at the March 13, 2018 meeting.

Councilmember Johnson asked if the local businesses that are open 24 hours a day know how to contact the on duty Police Officer. Police Chief Birkholtz responded affirmatively.

City Administrator Nelsen updated the Council on the next Community Center planning meeting.

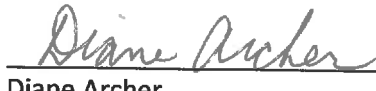
It was moved by Miles and seconded by Murray to adjourn the meeting at 8:15 p.m. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Approved:



Chris Etzler  
Mayor

Attest:



Diane Archer  
City Clerk