

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

June 26, 2018

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, June 26, 2018 at City Hall. Present were Mayor Etzler, City Council Members Miles, Murray, Theurer and Johnson. Councilmembers Case and Fisher were absent. Also present were City Administrator Nelsen, Economic Development Director Radermacher, Police Chief Birkholtz, Public Works Director Bendorf, Parks and Recreation Director Jasmer, City Clerk Archer and other interested parties.

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

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

<u>List of Bills</u>	<u>June 26, 2018</u>
All State	1,957.28
American DataBank	59.90
AT&T	922.81
AW Research	215.00
B&B Commercial Coating	9,600.00
Bieniek's Abatement Service	2,450.00
Border States Electric	158.34
Central Building Supply	1,268.98
Central McGowan	1,741.26
City of Minneapolis	156.60
Core & Main	155.55
CTC	999.34
Dean's Tire Service	50.00
Diane Archer (reimbursement)	95.91
F.I.R.E.	2,350.00
Fleet Services	1,410.50
Grainger	503.08
Hawkins	1,432.08
Hillyard	335.33
Ideal Construction	5,419.42
Irby Electric	1,816.37
Ives Family LLC	12,884.99
J & J Solutions, LLC	100.00
John's Lawn Care	630.00
JT Services	748.59
Kennedy & Graven	5,201.60
Lakewood Health System	39.00
Locator's & Supplies	57.42
MacQueen Equipment	1,392.00
Magney Construction	25,027.87
Marco	38.87
Marco Technologies LLC	355.71
Maria de Jose	670.00
Minnesota Energy	1,070.05
Minnesota Resort & Campground Association	414.00
Mitch's Fuel Service	1,325.00
MN Independent Petroleum Service	170.45

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MN Public Facilities Authority	82,069.40
MN Rural Water Association	250.00
Moss & Barnett	274.00
Northwestern Transit, Inc.	700.00
Office Depot	40.77
Pemberton Law	52.00
Pitney Bowes	507.00
Quill	182.81
Sadusky Renovations	502.20
Service Professionals	312.47
Sourcewell	775.00
Sportsmans Plumbing & Heating	83.00
Staples Express	633.72
Staples Precision Metalcraft	270.00
TDS	74.69
Timbers Restaurant	228.69
Todd County Auditor/Treasurer	3,093.46
United States Treasury	162.52
USA BlueBook	344.80
Wex	1,411.14
TOTAL	175,190.97
Josiah Fuhrman	294.50
Blake Petrich	700.05
Jason Anderson	89.22
John Cole (Severance)	14,621.68
Matthew Doss	220.00
Carter Lapoint	781.00
Kris Ryan	1,092.00
Larry Sheldon	759.00
Doug Vukelich	847.00
Lacey Aguirre	1,026.38
Jackson Berg	657.16
Natasha Brings	271.15
Kari Erickson	125.00
Alicia Goltz	228.44
Dominic Hamann	223.25
Jenessa Iverson	654.48
Dylan Jasmer	678.50
Kevin Robben	1,109.95
Brenda Roth	33.25
Nancy Roth	51.07
Trevor Rudenick	169.93
Lili Schneider	727.19
Debbie Strassburg	294.50
Sara VanDenheuvel	616.33
Alyssa Vanderhoof	114.00
Emily Veronen	480.19
Emily Warner	172.00
TOTAL	27,037.22

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Charles Mayer from Mayer, Porter & Nelson, Ltd. presented the audit report for the 2017 financial statements. It was moved by Theurer and seconded by Miles to accept the 2017 audit report and 2017 financial statement. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Miles and seconded by Theurer to adopt Resolution 1724 calling for Public Hearing on reassessment of underground utilities and street due to tax forfeiture at 521 5th ST SE. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Ashley Kaisershot, ASLA, Planning & Zoning Specialist at Sourcewell, reviewed the process that led to the updated 2018 Comprehensive Plan. The year-long process involved a 13 member Steering Committee that held 8 meetings and 2 community hearings. The Steering Committee reviewed the results of two community surveys that resulted in 230 responses to provide the framework for the themes and input to the elements. Ms. Kaisershot noted there was a 30 day review period for the draft document and changes were made based on feedback from stakeholders. The Planning and Zoning Commission held a public hearing on June 16th and recommends approval of the 2018 Comprehensive Plan.

Councilmember Theurer noted the document should be widely disseminated within the City and suggested City Staff have a table set up at future Community picnics and events.

Councilmember Johnson requested there be implementation tracking and periodic reviews of implementation status.

It was moved by Theurer and seconded by Johnson to approve the 2018 Comprehensive Plan. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Economic Development Director Radermacher reviewed the purpose of the Safe Routes to School Plan. It was moved by Theurer and seconded by Murray to approve the Safe Routes to School Plan. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Miles and seconded by Murray to close the 600 block of Iowa Avenue on August 7th from 3 to 8 p.m. for National Night Out Activities. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Miles and seconded by Murray to adopt Ordinance 519 – Amending City Code Section 5.04, Subd. f.(1) Variances. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Theurer and seconded by Johnson to adopt Resolution 1726 On Sale and Off Sale Liquor Licenses for Local Legends. Etzler, Johnson, Murray and Theurer voted yes. Miles voted no. Carried.

It was moved by Theurer and seconded by Miles to award the 2018 pavement/overlay quote to Knife River in the amount of \$55,500. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen reviewed the minutes of the Planning and Zoning Commission meeting of June 16, 2018.

City Administrator Nelsen reviewed the minutes of the Airport Advisory Board meeting of June 12, 2018 and noted the Board recommends approval of an Architect/Engineer Agreement for the Multi-Aircraft Storage Hanger with Short Elliot Hendrickson Inc. in the amount of \$40,400.

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It was moved by Theurer and seconded by Murray to approve the Architect/Engineer Agreement with Short Elliot Hendrickson, Inc for a Multi-Aircraft Storage Hanger in an amount not to exceed \$40,400. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Under open forum Councilmember Johnson requested an article be written to explain how sidewalks are developed and maintained.

City Administrator Nelsen updated the Council on various projects.

It was moved by Miles and seconded by Murray to adjourn the meeting at 7:59 p.m. Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Approved:

Attest:



Chris Etzler
Mayor



Diane Archer
City Clerk