

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

July 24, 2018

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, July 24, 2018 at City Hall. Present were Mayor Etzler, City Council Members Case, Fisher, Johnson, Miles, Murray and Theurer. Also present were City Administrator Nelsen, 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 Case to approve the agenda as presented. 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 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>July 24, 2018</u>
American Door Works	245.30
AT&T	922.78
AW Research	1,033.70
Border States Electric	246.52
Brown, Krueger & Vancura	1,750.00
BSN Sports	103.30
Burrows Auto Body	389.65
CDW Government	411.68
Charter	69.98
Clyde Mertens (eyeglass reimbursement)	80.00
Conduent	1,842.00
Core Health & Fitness	3,463.63
Core & Main	1,328.24
Creative Forms & Concepts	3,512.10
CTC	992.33
Diane Archer (mileage reimbursement)	158.49
ESS Brothers and Sons, Inc.	1,821.00
Fleet Services	1,365.00
Gary's Diesel	1,432.24
Giza Plumbing & Heating	219.54
Grainger	29.25
Hawkins	4,117.84
Herzog Roofing	467.13
Hillyard	1,071.72
Holden Electric	4,972.23
Ideal Construction	1,225.00
Joel Quance	360.00
John Deere Financial	53.44
John's Lawn Care	860.00
Line Electric	114.29
Maria de Jose	335.00
Mid-American Research Chemical	152.31
Midwest Security & Fire	89.00
Minnesota Energy	156.18
Minnesota Government Finance Officers Assoc	210.00
MMUA	1,740.00
Northdale Oil, Inc.	30,155.86

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Quill	48.88
Sourcewell formerly NJPA	2,030.00
Staples Express	582.66
Staples Precision Metalcraft	75.00
Steve Statema (eyeglass reimbursement)	80.00
SwedeBro	14,000.00
TDS	54.33
Wex Bank- Fire Dept.	38.70
Ziegler	487.94
TOTAL	84,894.24
Josiah Fuhrman	228.00
Josh Pesta	484.65
Blake Petrich	655.18
Landyn Saewert	190.00
Jason Anderson	379.19
Delevan Cole	340.24
Joel Lingenfelter	374.72
Jesse Umland	275.47
Matthew Doss	528.00
Carter Lapoint	748.00
Kris Ryan	560.00
Larry Sheldon	770.00
Doug Vukelich	869.00
Lacey Aguirre	981.75
Jackson Berg	269.73
Toni Brings	445.05
Kari Erickson	220.24
Alicia Goltz	131.69
Dominic Hamann	328.40
Jenessa Iverson	397.36
Dylan Jasmer	679.75
Adam Oberlander	376.60
Kevin Robben	1,124.00
Nancy Roth	26.88
Trevor Rudenick	110.37
Lili Schneider	255.05
Debbie Strassburg	285.00
Sara VanDenheuvel	329.32
Emily Veronen	433.58
TOTAL	12,797.22

A public hearing was called to consider reassessment to parcel 38-0090200 at 521 5th St SE in the amount of \$1,939.88 for nine years at 4.5%. Mr. David Horn was present to request the assessments be waived due to the financial burden of preparing the home for use. He encountered a blocked water line and more debris than anticipated.

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It was moved by Case and seconded by Fisher to approve Resolution 1727 adopting reassessment to parcel 38-009200. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

A public hearing was called to take comments on the Wastewater Treatment Facility Plan Amendment 2. Mr. Paul Saffert, Principal Environmental Engineer at Bolton & Menk, Inc. presented information regarding the plan and what the process is. The recommendation is to proceed with design, financing and construction of a new Wastewater Treatment Facility.

Mr. Bruce Drone was present and requested what the estimated user fee will be. Mr. Saffert responded the fee, without grant funding, would be about \$55 and with grant funding the increase would be about \$6 per month.

Council member Theurer asked where the new plant would be located. Mr. Saffert responded close to the existing plant where the brush pile is.

Council member Fisher asked if partnering would improve the chances for grant funding and if the same staffing would be needed after Facility is completed. Mr. Saffert responded partnering would improve the chance for grant funding; however, the added cost due to the distance of any partners would offset the improvement. He also stated the staffing level would need to be reviewed due to changes in operations.

Mayor Etzler asked what the changes would be in operating costs. Public Works Director Bendorf responded there might be a slight increase and Mr. Saffert stated there may be some cost reductions for maintenance in the first few years.

It was moved by Theurer and seconded by Murray to approve Resolution 1728 adopting the Wastewater Treatment Facility Plan Amendment 2 and authorize submission to the Minnesota Pollution Control Agency. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Miles and seconded by Murray to approve Resolution 1729 authorizing the City of Staples to submit a point source implementation grant application to the Minnesota Public Facilities Authority (PFA) and to authorize City officials to execute a grant agreement on behalf of the City of Staples for the Wastewater Treatment Facility Improvements project. 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 contract with Bolton and Menk, Inc. in an amount not to exceed \$525,000 for engineering services to design and bid the Wastewater Treatment Facility. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Case and seconded by Fisher to approve a tobacco license for Casey's General Store for the remainder of 2018. Case, Etzler, Fisher, Murray and Theurer voted yes. Johnson and Miles voted no. Carried.

It was moved by Theurer and seconded by Miles to not waive the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Miles and seconded by Murray to approve Resolution 1730 calling for public hearing on proposed assessments for the non-payment of delinquent utility bills. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Council discussion occurred regarding changing the Council meeting start time to 5:30 p.m. from 7:00 p.m. No motion was made.

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It was moved by Miles and seconded by Johnson to set a public hearing to consider the 2019 to 2023 Capital Improvement Plan on August 14th at 8:05 p.m. Case, Etzler, Fisher, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

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

Parks and Recreation Director Jasmer reviewed the minutes of the Parks and Recreation Advisory Board meeting of June 24, 2018.


City Administrator Nelsen reviewed the minutes of the Charter Commission meeting of July 11, 2018. The next meeting is scheduled for July 17, 2019.

Mr. Michael Kedrowski addressed the Council under open forum to suggest additional discussion occur regarding the funding for types of sport events in the community. He thinks there is a disparity and has done research that he would like to present. Mayor Etzler suggested he discuss with the Parks and Recreation Advisory Board first.

City Administrator Nelsen updated the Council on various projects.


It was moved by Miles and seconded by Murray to adjourn the meeting at 8:01 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