

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

November 27, 2018

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, November 27, 2018 at City Hall. Present were Mayor Etzler, City Council Members Case, Fisher, Johnson, Murray and Theurer. City Council Member Miles was absent. Also present were City Administrator Nelsen, Police Chief Birkholtz, Parks and Recreation Director Jasmer, Economic Development Director Radermacher, 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, Murray and Theurer voted yes. None voted no. Carried.

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

<u>List of Bills</u>	<u>November 27, 2018</u>
AT&T	924.79
AW Research	675.70
BNSF Railway Co.	800.00
Bolton & Menk	5,828.50
CDW Government	741.95
Central McGowan	1,638.96
CGMC	170.00
Conduent	1,850.62
Core & Main	1,734.00
CTC	991.61
DGR Engineering	993.00
Diane Archer (mileage reimbursement)	134.07
Ferguson Waterworks	217.58
Fleet Services	1,410.50
Gary's Diesel	1,720.25
Grainger	42.83
GovOffice	700.00
H&R Electric of Staples	100.42
Hillyard	461.70
Holden Electric	1,073.70
Ideal Construction	1,275.00
Ives Family	12,884.99
Jerel Nelsen (mileage reimbursement)	190.97
Knife River	700.00
Locators & Supplies	531.46
Marco	439.58
Maria de Jose	560.00
Mary Sperley (reimbursement)	74.00
Minnesota Energy	482.25
Moss & Barnett	975.00
North 30 Equipment Repair & Towing	65.53
Pemberton Law	402.00
Prairie View Apartments	13,736.41
Quill	185.74

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Sourcewell	630.00
Staples Square Apartments	3,667.10
Staples Townhomes	9,717.25
Stuart Irby	25.02
TDS	53.35
Todd County Health & Human Services	790.00
Visa (ACH Payment)	146.01
Wadena County Recorder	46.00
Wex Bank	37.80
TOTAL	69,825.64
Jason Anderson	89.22
Bruce Grondahl	257.10
Joel Lingenfelter	93.68
Josiah Fuhrman	285.00
Josh Pesta	89.75
Blake Petrich	610.30
Landyn Saewert	76.00
Jacob Weishair	430.80
Lacey Aguirre	997.50
Jack Benson	286.25
Jackson Berg	115.30
Dominic Hamann	152.95
Jorie Ihme	95.00
Josh Lombard	325.00
Kay Martin	86.85
Adam Oberlander	150.22
Kevin Robben	1,095.90
Nancy Roth	26.88
Trevor Rudenick	52.77
Lili Schneider	169.63
TOTAL	5,486.10

Great River Regional Library Services Coordinator Cathy Perish reported on usage and programs at the Staples Public Library during 2018 and goals for 2019.

It was moved by Murray and seconded by Johnson to approve Resolution 1748 increasing the Staples Fire Relief Association pension benefit from \$1,600 to \$1,700. Case, Etzler, Fisher, Johnson, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen reviewed the draft rental housing maintenance code and requested comments from the City Council before the code is presented by the Planning and Zoning Commission in a public meeting with rental housing property owners.

Councilmember Theurer asked if the new code would add a lot of work for Police. Police Chief Birkholtz responded it would not.

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Councilmember Murray asked if the statement was too vague regarding the notice of violations on p. 10 subd d. Perhaps the types of violations should be listed with more specific times for performance. He also asked about the meaning of a separate offense on p. 11 under violations subd h. City Administrator Nelsen responded that the time for performance will be based on severity and a separate offense occurs for each type of violation and for every day the violation continues after notification is made. Each can be charged as a separate offense.

Councilmember Theurer asked how the Building Official will be compensated. City Administrator Nelsen responded that fees will be charged for the licenses.

The Council recommended the Planning and Zoning Commission review the Council comments and schedule a public hearing to review the proposed Rental Housing Maintenance code.

City Administrator Nelsen reviewed the proposed fee changes.

It was moved by Theurer and seconded by Fisher to approve Resolution 1749 setting fees for 2019. Etzler, Fisher, Johnson, Murray and Theurer voted yes. Case abstained. Carried.

Councilmember Case stepped down to the podium and addressed the Council as an interested party. Doug Case stated that the fees for ground leases on privately owned hangers are too high. Mr. Case stated it is a benefit to the City to have the premises rented. The owner must pay property taxes and pay to maintain the hanger. He is requesting the fee be reduced. City Administrator stated the rate is consistent with other airports.

Mayor Etzler asked if the Airport Ground Lease rate had been changed in a while. City Administrator Nelsen stated it has been many years.

Councilmember Theurer asked if the increase could be phased in. City Administrator Nelsen stated it could be.

Mayor Etzler suggested that the ground lease amount start at \$120 per year for existing leases.

Councilmember Murray reminded the Council there was a motion on the floor. No amendments were made to the original motion.

City Administrator Nelsen reviewed the proposed changes in the utility rates. He noted the Public Works Commission did recommend approval of the rates as presented.

It was moved by Murray and seconded by Johnson to approve Resolution 1750 setting utility rates. Case, Etzler, Fisher, Johnson, Murray and Theurer voted yes. None voted no. Carried.

It was moved by Case and seconded by Murray to approve Legal Contracts with Kyra Ladd and Brown, Krueger & Vancura, P.A. Case, Etzler, Fisher, Johnson, Murray and Theurer voted yes. None voted no. Carried.

Councilmember Theurer would like a report from Kyra Ladd and from Brown, Krueger & Vancura, P.A. She would like to see what current trends are and what is anticipated for the future.

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City Administrator Nelsen reviewed the minutes of the Planning and Zoning Commission of November 19, 2018.

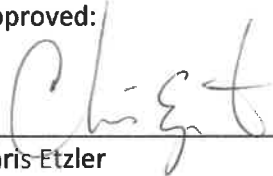
Parks and Recreation Director Jasmer reviewed the minutes of the Parks and Recreation Advisory Commission meeting of November 13, 2018.

No one spoke under open forum.

City Administrator Nelsen updated the Council on various projects.

It was moved by Murray and seconded by Theurer to adjourn the meeting at 8:05 p.m. Case, Etzler, Fisher, Johnson, Murray and Theurer voted yes. None voted no. Carried.

Approved:



Chris Etzler
Mayor

Attest:



Diane Archer
City Clerk