

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

January 14, 2020

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 PM. on Tuesday, January 14, 2020 at City Hall. Present were Mayor Etzler, City Council Members Case, Johnson, Miles, Theurer and Toepper. Councilmember Murray was absent. Also present were City Administrator Nelsen, Economic Development Director Radermacher, Public Works Director Grabe, Police Chief Birkholtz, Parks and Recreation Director Jasmer, City Clerk Archer and other interested parties.

Motion by Miles and second by Theurer to approve agenda as presented. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Miles and second by Theurer to approve consent calendar consisting of minutes from December 30, 2019 and payment of bills as presented. Mayor Etzler abstained from payment of bills. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

<u>List of Bills</u>	<u>January 14, 2020</u>
Amazon	881.94
Arvig	378.98
AT&T	640.60
Avenu Insights & Analytics	1,794.45
AW Research	341.40
Barb Donahue (Election Judge Training)	59.75
Bolton & Menk	10,000.00
Brown & Krueger	1,800.00
City of Minneapolis	121.50
Coalition of Greater MN Cities (CGMC)	6,485.00
Core & Main	2,350.00
Creative Forms	34.94
CTC	1,023.05
DDA Human Resources	6,500.00
Diane Archer	208.35
Dougherty Funding LLC	13,531.82
Emergency Automotive Technologies Inc.	245.32
Everstrong Constructions Inc.	156,755.72
Ferguson Waterworks	594.32
First International Bank/ Visa	6,319.12
Gopher State One Call	1.35
Grand Forks Fire Equipment LLC	99.50
Greater Minnesota Parks & Trails (GMPT)	150.00
Hawkins	3,676.93
Hillyard	1,385.99
Holden Electric	1,482.83
Hollco	592.12
Ideal Construction	1,365.00
Law Enforcement Technology	5,727.16

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Lawson Products	310.47
Marco Technologies LLC	50.25
McGold Inc.	24.00
Midwest Security & Fire	335.88
Minnesota Dept of Labor & Industry	2,169.95
Minnesota Energy	3,237.10
Minnesota Petroleum Service	350.80
Minnesota Pump Works	540.00
Minnesota Public Authority	1,884.85
Minnesota UI Fund	144.02
MN Comm Assoc of Real Estate/Realtors	300.00
MN State Fire Department Association	290.00
Napa Auto Parts	322.79
NCL of Wisconsin LLC	679.85
Northern Consulting Actuaries	1,100.00
Nyhus Chevrolet/ Buick	439.16
Otter Tail County	1,050.00
Perham Linen	26.63
Quill	458.25
Reese Plumbing, Heating & Air Conditioning	197.50
Sadusky Renovations	27,007.55
SEH	15,740.00
Shred It	142.85
Sourcewell	480.00
Staples Ace Hardware	468.90
Staples Express	808.01
Staples True Value	71.43
Staples Veterinary Clinic	414.00
Surplus Services	470.00
Tech Sales Co.	1,000.00
Todd County Health & Human Services	1,089.00
Todd County Recorder	46.00
Todd Wadena Community Corrections	3,970.00
Todd Wadena Electric Coop	1,909.56
TransUnion	100.00
US Bank	1,000.00
Verizon Wireless	236.08
Wex Bank	1,203.77
Ziegler Inc.	39.80
TOTAL	294,655.59
Tony Evans	719.48
Steve Gaugert	79.06
Bruce Grondahl	606.06

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Joel Lingenfelter	192.00
Clyde Mertens	636.18
Steve Statema	342.56
Ron Case	503.70
Chris Goff	287.84
Jeremy Pape	623.46
Ryan Walwick	370.58
Josiah Fuhrman	1,071.00
Andrew Krey	1,630.00
Staples Fire Department	6,117.90
Lacey Aguirre	1,363.83
Jack Benson	40.00
Jackson Berg	60.38
Adriana Dickey	378.49
Devon Isenberg	811.25
Jenessa Iverson	137.63
Dylan Jasmer	35.88
Kay Meter	15.75
Libby O’Neil	175.60
Kevin Robben	1,651.01
Nancy Roth	42.19
Trevor Rudenick	471.26
Ava Schneider	103.89
TOTAL	18,466.98

Motion by Case and second by Theurer to designate the Staples World as the official newspaper. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Theurer and second by Johnson to approve Resolution No. 1790 designating official depositories. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Miles and second by Toepper to appoint members to boards, commissions and offices as follows. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Commission/Board/Office	Appointment	Term Length
Public Works	Al Kolling	3 years
Airport Board	Kent Nordell	4 years
Planning and Zoning	Terry Guelker	3 years
Planning and Zoning	Thomas Toepper	3 years
Planning and Zoning	Doug Case	3 years

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Planning and Zoning	Phil Lindaman	3 years
Parks and Recreation	John Jewison	3 years
Parks and Recreation	Ron Murray	3 years
Board of Adjustment	Roy Miles	1 year
Board of Adjustment	Bruce Drone	1 year
Board of Adjustment	Brian Niemann	1 year
Community Corrections	Ron Murray	1 year
President Pro Tem	Roy Miles	1 year

Motion by Miles and second by Theurer to recommend the Todd County District Judge appoints Brenda Halverson and Jim Hofer to the Charter Commission. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Case and second by Toepper to approve appointment of Mayor and City Administrator to the Staples Firefighter's Relief Association Board of Trustees. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Case and second by Johnson to approve Resolution No. 1791 designating Scott Grabe as the representative for Missouri River Energy Services (MRES). Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Case and second by Theurer to approve Resolution No. 1792 designating Scott Grabe as the representative for Western Minnesota Municipal Power Agency (WMMPA). Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

City Administrator Nelsen stated the State requires the authority for wetland conservation be officially delegated. Previously, it was accomplished with a verbal agreement with either Todd or Wadena County. The resolution authorizes Todd County to be the administrator.

Motion by Theurer and second by Toepper to approve Resolution No. 1793 regarding the administration of the Minnesota Wetland Conversation Act. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

City Administrator Nelsen stated that staff worked with Municode this past year to complete the recodification of the Staples City Code. The recodification includes adding all ordinances that are relevant to the code passed between March, 2011 and October, 2019; arranged the code in a new order with the Charter up front; updates statute references; eliminates Boards and positions that are no longer active; changes position titles where appropriate; and removes specific fees to make them subject to ongoing Council approval.

Motion by Miles and second by Johnson to approve first reading of Ordinance 524 adopting recodification. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

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City Administrator Nelsen stated the issue of massage business licenses was brought up at a prior meeting. Information from the League of Minnesota Cities and a sample code are included for Council's information. Staff is not recommending licensure.

Councilmember Case stated he is not in favor of additional regulation or taxing. If there is law being broken, the Police would handle it.

Councilmember Johnson stated that she was looking at potential licensing for confirmation that the masseur has the necessary skills.

Mayor Etzler stated if the State doesn't have anything in place and we don't appear to have any issues, the City should not regulate.

Councilmember Theurer asked where we would start in determining the requirements. Until the Police Chief has a concern, she would not support.

Councilmember Toepper stated that since we are a smaller community, we would notice a business that was not operating appropriately.

Chief Birkholtz stated the information she received on massage establishments focuses on a certain type of massage business. The City does not currently have an issue.

Consensus was determined to not pursue regulation, but to be aware of potential issues.

City Administrator Nelsen reviewed the minutes from Planning and Zoning Commission meeting on January 2, 2020.

Public Works Director Grabe reviewed the minutes of Public Works Commission meeting on January 7, 2020.

Motion by Theurer and second by Toepper to approve contract with Missouri River Energy Services (MRES) and Western Area Power Administration (WAPA). Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

City Administrator Nelsen reviewed several projects.

Councilmember Case asked what the status is with the rental housing inspections.

City Administrator Nelsen responded that staff met with Mr. Sadusky and Mr. Miller last week. Mr. Miller completed 55 inspections, 43 passed and 12 failed. He will be starting to inspect two days a week instead of one day to complete the first round of inspections faster. He is focusing on the single family homes and will then begin the apartment complexes. Staff sent about 30 properties to the City Attorney for follow up action due to non-compliance with licensing application.

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Motion by Miles and second by Toepper to adjourn at 7:40 p.m. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Approved:



Chris Etzler
Mayor

Attest:



Diane Archer
City Clerk