

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

February 11, 2020

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 PM. on Tuesday, February 11, 2020 at City Hall. Present were Mayor Etzler, City Council Members Case, Johnson, Miles, Murray and Theurer. Councilmember Toepper was absent. Also present were City Administrator Nelsen, Parks and Recreation Director Jasmer, Public Works Director Grabe, Fire Chief Braith, City Clerk Archer and other interested parties.

Motion by Theurer and second by Miles to approve the Council agenda as presented with addition of annual fire report. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Motion by Case and second by Miles to approve consent calendar consisting of Council meeting minutes of January 28th, 2020 and payment of bills as presented. Mayor Etzler abstained from payment of bills. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

<u>List of Bills</u>	<u>February 11, 2020</u>
A Bit of Tack	150.00
Amazon Business	176.35
Aqua-Pure Inc.	3,540.00
Arvig	374.48
AT&T	638.91
Auto Value Staples	310.89
AW Research	120.60
Border States	1,070.55
Brown, Kruger & Vancura	2,338.50
CDW Government	263.93
Central McGowan	1,361.16
City of Little Falls	2,277.00
Core & Main	200.00
Diane Archer (reimbursement)	7.75
E & J Press	57.00
Erik Hart	4,950.00
Ernie's	7.74
Fastenal Company	162.18
F.I.R.E.	650.00
First International	5,838.97
Further	141.60
Gary's Diesel	1,966.78
Giza Plumbing & Heating	25.00
Gopher State One Call	1.35
H & R Electric of Staples LLC	625.26
Hawkins	1,941.22
Hillyard	364.58
Hollco	860.45
Hubbard County Sheriff's Office	300.00
Ideal Construction LLC	2,652.50
Jim's Red Wing Mobile Shoes, LLC	750.00

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Little Falls Machine, Inc.	690.70
Long Prairie Sanitation	939.45
Marco	179.41
Maria de Jose	404.25
McGold Inc	42.00
Minnesota Dept. of Natural Resources	647.59
Minnesota Energy	3,133.04
Minnesota Government Finance Officers Assoc	70.00
Minnesota Petroleum Service	109.00
Minnesota Recreation and Park Association	300.00
Minnesota South Central Investigators Coalition	250.00
Motion Industries	759.43
Napa Auto Parts	216.10
Nyhus Chevrolet/Buick	254.20
Perham Linen	26.63
PHB Excavating, LLC	2,550.00
Rahn's Oil & Propane	1,654.25
Reese Plumbing, Heating & Air Conditioning	112.50
Sandy Becker	4.50
Scott's Southtown & Towing	168.00
SEH, Inc.	7,870.00
Sourcewell	480.00
Staples Ace Hardware	208.39
Staples Express	499.23
Staples Fire Dept. Relief Association	780.00
Staples True Value	879.69
Staples Veterinary Clinic	60.00
Staples Water & Light	18,849.29
Staples World	848.16
Stuart Irby Electric	700.47
Todd Wadena Electric	1,924.70
Tower Pizza	60.23
TransUnion Risk & Alternative	50.00
USA BlueBook	93.95
Verizon	236.08
Wex Bank	1,246.87
<b>Election Judge Training/ Reimbursement</b>	
Diane Archer	20.70
Leone Rowan	32.85
<b>TOTAL</b>	<b>81,476.41</b>
Jason Anderson	450.90
Tony Evans	389.61
Bruce Grondahl	619.29
Joel Lingenfelter	420.88
Clyde Mertens	497.88
Steve Statema	513.89
Jesse Umland	450.90

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Ron Case	510.00
Chris Goff	545.61
Jeremy Pape	520.98
Ryan Walwick	278.12
Bren Davis	230.00
Josiah Fuhrman	178.50
Andrew Krey	710.00
Lacey Aguirre	1,226.64
Jackson Berg	156.38
Adriana Dickey	288.25
Devon Isenberg	601.13
Dylan Jasmer	145.50
Libby O’Neil	100.91
Kevin Robben	1,080.10
Nancy Roth	28.13
Ava Schneider	93.21
<b>TOTAL</b>	<b>10,036.81</b>

City Administrator Nelsen stated there was a federal law change increasing the age to purchase tobacco from 18 to 21. Federal law supersedes the State and local law; however, the City Code could be changed to reflect the Federal law. He requests Council input on changing Code Section 20 – Sale of Tobacco and Tobacco-related devices.

Councilmember Theurer said we should comply with the Federal law.

Councilmember Johnson concurred.

City Administrator Nelsen will prepare a draft Ordinance to update the relevant portions of City Code Sections 20 relating to tobacco sales.

City Administrator Nelsen discussed the proposed procurement policy that incorporates federal grant requirements and state law.

Councilmember Case asked if the policy provides more leeway for purchases without Council approval. City Administrator Nelsen stated it does not. The policy includes additional restrictions required by Federal grants.

Motion by Theurer and second by Johnson to approve the procurement policy as presented. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen presented information regarding the pawn shop tracking agreement with Business Watch International (U.S.) Inc (BWI). The agreement replaces the one with the City of Minneapolis because they sold their system to BWI.

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February 11, 2020

Motion by Theurer and second by Miles to accept the Memorandum of Understanding with Business Watch International (U.S.) Inc. for pawn shop transaction tracking. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Motion by Miles and second by Murray to approve the first reading of Ordinance 525 to remove the term "APS" from City Code Section 16-161 (b). Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen read the Minnesota Statute that prohibits a Council meeting during the same time as a Party Caucus. The Democratic Party is holding a caucus on February 25<sup>th</sup> at 6 p.m.

Motion by Miles and second by Case to set the next City Council meeting time at 4 p.m. on February 25, 2020. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Motion by Case and second by Johnson to approve the gambling permit and temporary liquor license for Sacred Heart Area School for an event on May 2, 2020. Case, Etzler, Johnson and Theurer voted yes. Miles and Murray voted no. Carried.

City Administrator Nelsen stated the Charter Commission volunteers are appointed by the District Judge who requests a Resolution be adopted that memorializes the request.

Motion by Theurer and second by Johnson to adopt Resolution 1795 appointment of Charter Commission volunteers. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen discussed the process for implementing a one half percent sales tax. The Legislature has to approve the request first, then a referendum is presented to the voters at the general election. The proposed Resolution provides an opportunity to pursue the one half percent sales tax, the Council is not tied into proceeding.

Motion by Murray and second by Johnson to adopt Resolution 1796 requesting Legislative approval for a referendum on Local Sales Tax. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen stated the LSS agreement is basically unchanged from the prior year agreement.

Councilmember Theurer asked about the possibility of this program moving to another site. City Administrator Nelsen stated that no plans are in place at this time.

Motion by Murray and second by Johnson approving the LSS site use agreement for 2020. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

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Presentation by Fire Chief Braith. The Officers for 2020 are in place. Three firefighters retired last year and four firefighters were hired last week. Seventy runs were made in 2019. The townships will meet on February 26<sup>th</sup> at 6 p.m. to discuss the 2020 Fire budget and invoices.

City Administrator Nelsen presented the Planning and Zoning Commission meeting minutes from February 6, 2020.

City Administrator Nelsen presented the Staples Economic Development Authority meeting minutes from January 28, 2020.

Public Works Director Grabe presented the Public Works Commission meeting minutes from February 2, 2020.

No one spoke under open forum.

City Administrator Nelsen reviewed the status of ongoing projects. He asked the Council's opinion regarding the purchase of a piece of property to the east of City Hall.

Councilmember Case asked if the home could be purchased and rented. City Administrator Nelsen did not know if that was a possibility as he has not visited the home.

Councilmember Murray asked if the parcel would be for an expansion of the library. City Administrator Nelsen stated that if the library were to expand, that would be the direction to go. Councilmember Murray will discuss this with the Friends of the Library regarding potential fundraising.

Councilmember Theurer stated that we should continue the dialogue.

Mayor Etzler asked about the timeline and stated it would be good to have control of this parcel along with other property along Highway 10. Mayor Etzler also supports renting the home if the property is in good shape.

Motion by Murray and second by Miles to adjourn at 7:47 p.m. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Approved:



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Chris Etzler  
Mayor

Attest:



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Diane Archer  
City Clerk