

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

March 24, 2020

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 pm on Tuesday, March 24, 2020 at City Hall. Present were Mayor Etzler, City Council Members Case, Johnson, Miles, Murray and Theurer. Also present were City Administrator Nelsen, Parks and Recreation Director Jasmer and City Clerk Archer.

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

Motion by Miles and second by Case to approve the consent calendar including the City Council Minutes from March 10, 2020 and payment of bills. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

<u>List of Bills</u>	<u>March 24, 2020</u>
Aldrich Rental	175.00
Amaril Uniform Company	498.75
Amazon Business	385.00
AT&T	638.91
AW Research	487.40
Border States	482.29
Brandon Brusewitz (reimbursements)	42.20
Breitenfedlt Group	30.00
Central Building Supply	121.52
Cole Yungbauer (reimbursements)	289.22
Core & Main	6,809.25
CTC	1,029.01
DGR Engineering	1,480.50
Diversified Inspections	1,652.40
Ferguson Enterprises	289.71
Fleet Services	1,402.73
Gary's Diesel Repair	1,315.45
Grand Forks Fire Equipment LLC	65.00
Graymont	4,580.81
Hach Company	576.98
Hawkins	2,000.72
Hillyard	1,167.69
Ideal Construction	1,052.00
Jeff Berg (mileage reimbursement)	234.03
John Deere Financial	17.18
JT Services	1,200.68
Lakewood Health System	472.00
League of Minnesota Cities Ins. Trust	793.00
Little Falls Machine, Inc.	117.00
Lutheran Social Services	77.50
Marco Technologies	98.43
Maria de Jose	430.50
Minnesota Energy	1,201.18
Minnesota Pollution Control Agency	130.00
Moss & Barnett	1,246.50

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Nyhus Chevrolet/ Buick	55.33
Office Depot	125.61
Pemberton Law	1,561.50
Russ Jordan	100.00
Sadusky Renovations	3,465.00
Scott Grabe (mileage reimbursement)	83.38
SCR Northern	692.77
Staples Express	175.09
Stuart Irby Electric	498.90
Todd County Auditor/ Treasurer	1,845.12
Tony Evans (reimbursement)	186.36
Wadena County Auditor/ Treasurer	4,996.00
Wex Bank	41.32
TOTAL	46,416.92
Joel Lingenfelter	105.22
Bren Davis	600.00
Josiah Fuhrman	378.00
Andrew Krey	330.00
Lacey Aguirre	1,210.50
Jackson Berg	81.38
Adriana Dickey	436.69
Devon Isenberg	369.56
Dylan Jasmer	404.75
Adam Oberlander	20.70
Libby O'Neil	172.66
Kevin Robben	1,080.10
Nancy Roth	14.06
Ava Schneider	158.23
TOTAL	5,361.85

City Administrator Nelsen stated Ordinance 527 is designed to limit the number of Level III predatory offenders living in proximity to one another.

Motion by Case and second by Miles to approve the first reading of Ordinance 527 to mitigate the concentration of Level III predatory offenders by requiring physical separation between their residences as intended by Minnesota Statute 224.052. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Motion by Miles second by Murray to approve the first reading of Ordinance 528 changing the due date for utility bills from the 10th to the 15th. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen presented the budget amendment requests. The requests are clean up items to adjust for unforeseen revenue and expenditures. The memo includes carryforward items not spent in 2019, but will be in 2020.

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Motion by Theurer and second by Johnson to approve the 2019 and 2020 budget amendments as presented below. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

2019 Budget Amendments Description	Account Number	Amount
Election Judge training – State Reimbursement	01.4141.3419	670
Election Judge training	01.4141.4215	670
Building Permit Fees revenue increase	01.4191.3211	28,900
Building Inspector expense increase	01.4191.4303	28,900
Airport Fuel revenue increase	01.4910.3800	12,462
Airport Fuel expenditure increase	01.4910.4480	12,462
Parks – Bike Rodeo Revenue	21.4501.3476	1,450
Parks – Supplies	21.4501.4215	1,450
Parks – Reimbursement for entry sign flowers	21.4501.3655	150
Parks – Supplies	21.4501.4215	150
Parks – Vandalism Claim	21.4501.3900	9,295
Parks – Vandalism Expenses	21.4501.4223	9,295
Sale of truck and sweeper	23.4330.3692	31,244
Purchase of truck	23.4330.4550	31,244
Street sweeper	23.4310.4552	(30,000)
Street sweeper	23.4330.4550	30,000
Street sweeper loan from Fund 59	23.4330.3920	13,000
Street sweeper loan from Fund 59	59.4600.4720	13,000
Street sweeper	23.4330.4550	13,000
Approved use of fund balance	23.0000.2540	26,495
Purchase of tax forfeit land	23.4330.4466	26,495
Streets – Capital Outlay	24.4310.4580	(12,500)
Streets – Repair and maintenance equipment	24.4310.4221	12,500
SEDA – Batch Block Opera House	26.4660.4436	(2,600)
SEDA – Batcher Block Opera House	26.4660.4303	2,600
2020 Budget Carryforward Description	Account Number	Amount
Vandalism Expenses	21.4501.4223	9,295
Child care grant	26.4660.4432	10,000
Regional Trail grant (remaining revenue from 2018)	23.4330.4456	4,137

City Administrator Nelsen reviewed the COVID-19 actions and updates taken since March 15, 2020. The Community Center closed on March 16th at 8 p.m. and other City buildings closed to the public starting March 19th. Planning is underway to work from home or rotate shifts. Several organizations are working on Economic Development grants and loans are in process to assist businesses that closed due to Governors Executive Order.

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Parks and Recreation Director Jasmer reviewed the Parks and Recreation Advisory Board minutes of March 10, 2020.

Motion by Miles and second by Murray to add Jennie Dolezal and Megan Haber to the Staples Parks and Recreation Advisory Board for a term of two years and nine months. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Motion by Theurer and second by Johnson to approve Resolution 1797 Authorizing application for 2020 Minnesota Department of Natural Resources Outdoor Recreation Grant. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Councilmember Johnson asked if the work at Dower Lake will impact the seasonal campers. Parks and Recreation Director responded that it should not.

Councilmember Johnson asked if there has been discussion to not open campgrounds due to COVID-19. Parks and Recreation Director stated the current direction is to not open until further notice.

Mayor Etzler and Councilmember Johnson provided an update regarding the Staples Chamber of Commerce with the split from the Staples-Motley Chamber of Commerce. Changes will be happening based on input from all the stakeholders. The current Board would like a seven person Board and they are currently at five.

City Administrator Nelsen informed the Council that three quotes were received for the roof project at the Community Center. The lowest quote was less than \$175,000 and is \$50,000 under the budget amount.

City Administrator Nelsen updated the Council on ongoing projects.

Motion by Miles and second by Murray to adjourn at 7:58 p.m. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Approved:



Chris Etzler
Mayor

Attest:



Diane Archer
City Clerk