

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

April 28, 2020

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:04 pm on Tuesday, April 28, 2020 via Zoom meeting. The meeting was conducted via Zoom due to the COVID-19 pandemic. 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, Police Chief Birkholtz and City Clerk Archer. All votes were conducted via voice roll call.

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

Motion by Murray and second by Case to approve the consent calendar including the City Council Minutes from April 14, 2020 and payment of bills. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

| <u>List of Bills</u> | <u>April 28, 2020</u> |
|--|-----------------------|
| 3M (energy rebate) | 418.48 |
| Amazon Business | 53.98 |
| Aqua-Pure Inc. | 7,080.00 |
| Auto Value | 242.90 |
| Avenu | 1,794.45 |
| AW Research | 276.40 |
| Bolton & Menk | 793.00 |
| CDW Government | 307.56 |
| Central Building Supply | 257.42 |
| DGR Engineering | 3,673.50 |
| Dougherty Funding | 13,531.82 |
| Evoqua Water Technologies | 3,366.00 |
| Fire Safety U.S.A. | 785.00 |
| Fleet Services | 1,499.47 |
| H & R Electric of Staples | 975.29 |
| Hillyard | 10.80 |
| Holden Electric | 454.58 |
| Jerel Nelsen | 189.75 |
| Joel Lingenfelter | 21.63 |
| JT Services | 1,207.97 |
| Long Prairie Chamber of Commerce | 1,250.00 |
| Marco | 433.20 |
| Maria de Jose | 593.25 |
| Minnesota Energy | 2,842.81 |
| Minnesota Petroleum Services | 4,962.75 |
| Service Master Clean | 107.38 |
| Shred-It | 142.23 |
| Staples Express | 251.09 |
| Staples Fire Department Relief Association | 1,840.00 |
| Staples World | 41.00 |
| Wex Bank | 49.10 |
| Widseth Smith Nolting & Associates Inc. | 6,120.75 |
| TOTAL | 55,573.56 |

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|----------------------|-----------------------|
| Tony Evans | 346.32 |
| Bren Davis | 200.00 |
| Lacey Aguirre | 1,145.94 |
| Kevin Robben | 1,080.10 |
| TOTAL | 2,772.36 |

City Administrator Nelsen stated the City received a request from Mark Bounds at Local Legends to provide a credit or refund for the period of time liquor was not able to be sold. The discussion applies to all the liquor license holders. However, there are businesses with different scenarios. All the bars were closed on March 16th and food to go bars and restaurants with a current liquor license were able to sell beer and wine to go with food effective April 17th. The current stay at home order is set to expire at midnight on May 3rd.

Motion by Case and second by Miles to table the liquor license credit request until the next Council meeting. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Motion by Case and second by Johnson to approve a thirty day payment extension in tourism tax for all entities and to let them know it is a one time approval due to Coronavirus pandemic. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator Nelsen stated the Council has already updated the Utility Ordinance to change the utility billing due date from the 10th to the 15th and needs to update the Resolution with the same verbiage.

Motion by Miles and second by Theurer to approve Resolution 1800 utility billing, collection and disconnect. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

City Administrator updated the Council on COVID-19 actions. The Public Works crew is back to full time. Parks have been open, but the playgrounds are closed. Dinosaur Park is locked by Lakewood Health System. Seasonal sites at Dower will be open, but daily sites cannot be open. Opening the public restrooms is not determined at this time. The Governor issued an Executive Order to stay at home that is effective until May 4th. We expect an update in the next day or two to see what will remain closed.

It is unknown if summer events will continue as scheduled.

City Administrator Nelsen asked for some flexibility in continuing to close City Hall based on the Governor's message later this week.

Councilmember Theurer stated we need to be flexible. She has not had one complaint about City Hall being closed.

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Councilmember Miles trusts the City Administrator Nelsen to take the appropriate action.

Mayor Etzler agrees and knows that City Administrator Nelsen will consult with County and State experts before making a decision.

Councilmember Case asked if this would be the time to address the security risk at the front counter by installing bullet proof glass and a speaker system. He thinks it has been an issue from the time the building was constructed.

City Administrator Nelsen stated he did have a plexiglass barrier built, but will check on the cost to implement the bullet proof glass and speaker system.

Councilmember Johnson stated that June fest in Motley was cancelled.

Motion by Miles and second by Murray to adjourn at 7:39 p.m. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Carried.

Approved:

Attest:



Chris Etzler
Mayor



Diane Archer
City Clerk