

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

May 26, 2020

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, May 26, 2020 at City Hall. Present were Mayor Etzler, City Council Members Case, Johnson, Miles, Murray and Theurer. Toepper was absent. Also present were City Administrator Nelsen, Economic Development Director Radermacher, City Clerk Archer and other interested parties.

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

Motion by Miles and second by Theurer to approve the consent calendar consisting of minutes from City Council Meeting on May 12, 2020 and payment of bills. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Motion passed.

<u>List of Bills</u>	<u>May 26, 2020</u>
Amazon Business	84.63
Anderson Brothers	300.00
AW Research	510.40
Bolton & Menk	9,554.50
Border States Electric	131.96
Brown, Krueger & Vancura	450.00
CCP Industries	228.10
Central Building Supply	1,401.78
Central McGowan	1,717.28
CTC	1,129.50
DGR Engineering	7,801.50
F.I.R.E.	550.00
Fleet Services	1,451.10
Hillyard	140.55
JT Services	670.02
Locators & Supplies	501.23
MacQueen Equipment	555.00
Marco Technologies	48.18
Maria de Jose	315.00
Mielke Oil Company	436.12
Minnesota Energy	1,794.34
Nyhus Chevrolet/Buick	55.33
Rahn's Oil & Propane	1,486.89
Sourcewell	480.00
Staples Ace Hardware	10,320.00
Staples Express	314.95
Staples Eye Clinic	141.58
Stuart Irby Electric	258.78
Todd County Auditor-Treasurer	150.00
USI	26.99
Vessco	507.16
Wex Bank	16.00
Widseth Smith Nolting & Assoc.	5,110.00
<b>TOTAL</b>	<b>48,638.87</b>

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

May 26, 2020

<u>List of Bills</u>	<u>May 26, 2020</u>
Tony Evans	43.29
Josiah Furhman	231.00
Lacey Aguirre	1,154.01
Christopher Moench	82.00
Kevin Robben	1,211.26
<b>TOTAL</b>	<b>2,721.56</b>

City Administrator Nelsen reviewed the Front Street vacation request.

Motion by Miles and second by Johnson to approve Ordinance 529 street vacation of Front Street adjacent to parcel 38-0052200. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator provided an overview of the amendment to on sale liquor license approval that will allow bars to serve customers outside in response to Governor Walz Stay Safe phase one reopening order. Economic Development Director Radermacher met with each establishment to develop an outdoor seating plan. Since Local Legends does not have any contiguous outside space except for sidewalks, that portion is contingent on approval from MNDOT and Todd County for use of sidewalks on 4<sup>th</sup> ST NE and Highway 10.

Motion by Murray and second by Theurer to adopt Resolution 1802 amending on sale liquor license approval to include contiguous outdoor space pursuant to maps as attached. Case, Etzler, Johnson, Murray and Theurer voted yes. Miles voted no. Motion passed.

City Administrator Nelsen stated that Resolution 1803 is to approve all liquor licenses for 2020-21. It includes the same provision for contiguous outdoor sales until indoor sales are allowed at 100%.

Motion by Theurer and second by Johnson to adopt Resolution 1803 liquor license. Case, Etzler, Johnson, Murray and Theurer voted yes. Miles voted no. Motion passed.

City Administrator Nelsen explained the modifications in the AFSCME labor agreement for 2020-21.

Motion by Theurer and second by Miles to approve the AFSME labor agreement for 2020-21. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator Nelsen stated one of the airport runway lights continues to be an issue so the REIL project was moved forward to this year for completion. Parsons Electric LLC is the low bidder. FAA is funding 100% of the project.

Motion by Miles and second by Case to award the bid to Parsons Electric LLC in the amount of \$46,775. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Motion passed.

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

May 26, 2020

City Administrator Nelsen stated that FAA is allocating \$30,000 to the municipal airport for maintenance and operations from the CARES Act. The spending guidelines are the same as the annual maintenance and operations grant.

Motion by Case and second by Murray to authorize City Administrator Nelsen to execute CARES act grant in the amount of \$30,000. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator Nelsen stated there will be a drive in high school graduation with one vehicle allowed per graduate. The graduation will be broadcast on the radio. The cars will come in on 3<sup>rd</sup> Street. Chief Birkholtz has reviewed the plan is staff recommends approval.

Motion by Murray and second by Johnson to approve the closures as presented on the map. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator Nelsen stated that special inspections are required as part of the construction of the wastewater treatment plant. Braun Intertec provided a not to exceed quote of \$152,349 to perform these independent inspections.

Councilmember Theurer asked if the amount was additional or included in the original budget. City Administrator Nelsen stated the budget amount included for independent testing in the financing was \$125,000.

Councilmember Johnson asked if there would be any additional costs such as this. City Administrator Nelsen stated that only if change orders are required based on unforeseen conditions.

Motion by Theurer and second Johnson by to approve the proposal from Braun Intertec Corporation for testing services during construction of wastewater treatment plant. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator Nelsen distributed the draft COVID-19 preparedness plan for the City of Staples. He asked Council to review and provide any comments to him. He is planning on opening City Hall on June 1<sup>st</sup> with a limit of one person at a time in the lobby area.

Councilmember Theurer asked if the plan includes opening the rooms to community meetings. City Administrator Nelsen stated that until the ten person rule is lifted he would not be open to that.

Economic Development Director Radermacher is working with Public Works Director Grabe to add outdoor seating for businesses to allow outdoor waiting.

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

**May 26, 2020**

The seasonal campground is open and the electric sites will be open to self-contained units only.

There was a letter drafted to respond to Council's concerns at the last meeting regarding business being allowed to open, but the Governors announcement addressed most of what was in the letter.

Councilmember Johnson asked about the status of parks. City Administrator Nelsen stated pavilions are still closed due to 10 person limit. The softball and baseball leagues are not going forward.

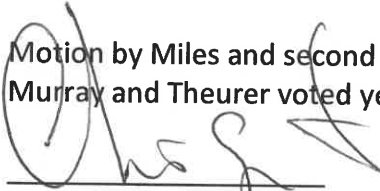
Councilmember Johnson asked if more garbage cans and dog stations can be placed on the trails since more people are using this amenity.

Councilmember Case asked if staff has made plans regarding complaints for social distancing infractions. The role of local law enforcement will be education. Specific response is based on the Police Officers discretion. Generally, the owner of the establishment will be contacted via phone to avoid the potential for confrontation.

Mary Ives, Timberlake Hotel and Timbers Restaurant, stated she is concerned that many businesses are not going to make it. This is the worst downturn her family has been through. She requested for a credit for the liquor license fee during the time the business had to be closed. Mayor Etzler responded the Council has considered this at the last two meetings, but is waiting to see when the final opening date is to determine the potential amount of the credit.

City Administrator Nelsen updated the Council on ongoing projects.

Motion by Miles and second by Murray to adjourn at 8:02 p.m. Case, Etzler, Johnson, Miles, Murray and Theurer voted yes. None voted no. Motion passed.

  
Chris Etzler, Mayor

  
Diane Archer, City Clerk