

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

August 25, 2020

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, August 25, 2020 at City Hall. Present were Mayor Etzler, City Council Members Miles, Murray and Theurer. Case, Johnson and Toepper were absent. Also present were City Administrator Nelsen, Public Works Director Grabe, Police Chief Birkholtz, City Clerk Archer and other interested parties.

Motion by Miles and second by Theurer to approve the agenda as presented. Etzler, 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 Meetings on August 11 and August 17, 2020 and payment of bills as presented. Etzler, Miles Murray and Theurer voted yes. None voted no. Motion passed.

<u>List of Bills</u>	<u>August 25, 2020</u>
Aldrich Rental	375.81
Amazon Business	280.73
Amaril Uniform Company	444.75
AM Conservation	1,888.83
AW Research	450.00
Braun Intertec	8,368.00
CCP Industries	369.21
CDW Government	11,921.32
Central McGowan	1,630.27
Core & Main	1,608.00
Creative Forms	830.33
CTC	1,071.28
DeZurik, Inc.	587.40
DGR Engineering	2,829.80
Ernie's	5.31
First International	4,495.52
Gary's Diesel	1,508.86
Giza Plumbing & Heating	27.81
H & R Electric of Staples	560.00
Hawkins	1,053.00
Hillyard	651.68
Hubbard Radio	498.00
Ideal Construction	41,578.56
Initiative Foundation	1,000.00
Jeff Berg (reimburse)	347.90
Joel Quance	1,012.50
Joel Ulring	4,000.00
John Deere Financial	331.06
JT Services	897.48
League of MN Cities	65,068.00
Maria de Jose	357.00
Marco	98.43
Minnesota Energy	694.57
Minnesota Secretary of State	120.00
Moss & Barnett	20.50

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Office Depot	548.54
Quill	446.12
Scott's Southtown	94.37
Sourcewell	480.00
Staples Express	170.02
Staples Water & Light	12,520.05
Timberlake Hotel	116.46
Tower Pizza	53.15
USA BlueBook	788.84
Verizon	484.89
Wex Bank	16.00
Ziegler	394.81
TOTAL	173,095.16

<u>Election Judges</u>	
Norah Anderson	110.00
Mary Brauch	112.75
Barb Donahue	96.25
Rita Gaugert	116.70
Judy Jenkins	110.00
Brenda Halvorson	99.00
Jean Hayenga	110.00
Mary Jo Hofer	110.00
Kay Jessop	110.00
Janet Kiley	93.50
Cindy Lindaman	129.10
Beverly Nelsen	110.00
Gloria Nokes	77.00
Virginia Rollins	228.00
Leone Rowan	99.00
Mary Lou Sapp	110.00
Charlene Sauer	99.00
TOTAL	1,920.30

<u>Part time and over time</u>	
Andrew Krey	250.00
Matthew Doss	292.50
Carter LaPointe	672.00
Larry Sheldon	852.00
Doug Vukelich	468.00
Norah Anderson	72.00
Lacey Aguirre	1,279.10
Jack Benson	148.63
Jackson Berg	107.63
Amanda Carter	127.50
Adriana Dickey	416.89
Devon Isenberg	612.50
Christopher Moench	539.25
Adam Oberlander	456.08

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Libby O'Neil	364.13
Kevin Robben	1,218.97
Aften Robinson	382.50
Ava Schneider	392.46
TOTAL	8,652.14

Mayor Etzler called a public hearing to order for consideration of assessments to property with unpaid utility bills. No one was present to speak. The public hearing was closed

Motion by Murray and second by Theurer to adopt Resolution 1810 certifying unpaid utility charges in Todd County. Etzler, Miles Murray and Theurer voted yes. None voted no. Motion passed.

Mayor Etzler called a public hearing to order for consideration of the 2021 to 2025 Capital Improvement Plan.

City Administrator Nelsen presented the 2021 to 2025 Capital Improvement Plan.

No one was present to speak. The public hearing was closed.

Councilmember Theurer suggested staff talk to Sourcewell regarding funding the Police department riot gear.

Motion by Miles and second by Theurer to adopt the 2021 to 2025 Capital Improvement Plan. Etzler, Miles Murray and Theurer voted yes. None voted no. Motion passed.

City Clerk Archer stated Todd County was distributing CARES Act funding to Cities and Townships for election expenses related to COVID-19. Purchases will be made for the General Election to provide a safe voting experience.

Motion by Theurer and second by Murray to adopt Resolution 1811 approving 2020 CARES act grant for elections from Todd County. Etzler, Miles Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator Nelsen explained the U.S. Department of Transportation needs Council authorization for the runway end identifier lights (REIL) and snow removal equipment grant project. The REIL project will be completed this year and the snow removal equipment may not be received until 2021.

Motion by Miles and second by Murray to adopt Resolution 1812 authorizing execution of U.S. Department of Transportation Grant Agreement for airport snow removal equipment and replace runway 14/32 runway end identifier lights excluding land. Etzler, Miles Murray and Theurer voted yes. None voted no. Motion passed.

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Motion by Murray and second by Theurer to approve gambling permit for Sacred Heart Catholic Church to conduct bingo and a raffle on October 25th, 2020. Etzler, Murray and Theurer voted yes. Miles voted no. Motion passed.

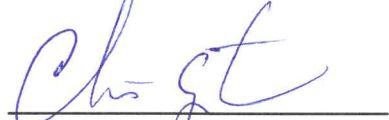
Chief Birkholtz introduced Police Officer Bren Davis. She started in June, 2020.


City Administrator Nelsen reviewed the proposed application and process for the COVID-19 Non-Profit Grant Relief Program. The CRF grant includes a budget of \$20,000 for these sub-grants. The applications are due on September 16, 2020 and will be reviewed by the Staples Economic Development Authority Finance Committee. The maximum grant is \$5,000.

Motion by Miles and second by Theurer to approve the application and process for the COVID-19 Non-Profit Grant Relief Program. Etzler, Miles Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator Nelsen updated the Council on COVID-19 related matters and various projects.

Motion by Miles and second by Murray to adjourn at 7:25 p.m. Etzler, Miles, Murray and Theurer voted yes. None voted no. Motion passed.


Chris Etzler, Mayor


Diane Archer, City Clerk