

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

October 13, 2020

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, October 13, 2020 at City Hall. Present were Mayor Etzler, City Council Members Case, Johnson, Murray and Theurer. Council Members Miles and Toepper were absent. Also present were City Administrator Nelsen, Public Works Director Grabe, Economic Development Director Radermacher, City Clerk Archer and other interested parties.

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

Motion by Theurer and second by Case to approve the consent calendar consisting of minutes from the City Council Meeting on September 22 and payment of bills as presented. Mayor Etzler abstained from payment of bills. Case, Etzler, Johnson, Murray and Theurer voted yes. None voted no. Motion passed.

<u>List of Bills</u>	<u>October 13, 2020</u>
American Water Works Association	334.00
Arvig	335.72
AW Research	2,114.40
BCA	270.00
Bermel's Shoes & Boots	150.00
Brown, Krueger & Vancura	1,970.00
CCH Inc.	1,470.88
CCP Industries	208.78
CDW Government	6,131.36
Central Building Supply	47.38
Central McGowan	1,529.13
Colliers Funding	13,531.82
Columbia Books, Inc.	298.28
Compass Minerals	9,879.25
Core & Main	46.02
CTC	1,057.86
Dept. of Human Services	61.01
Emergency Apparatus Maintenance	5,773.91
Emmett Anderson	48.00
EMP Industries	68.28
Ernie's	25.58
First International Bank (visa)	6,438.07
Generator Power Systems	2,905.00
Giza Plumbing	21,921.00
Goodin Company	5.52
Gopher State	55.35
H&R Electric	121.74
Hach	634.87
Hawkins	3,713.97
Hillyard	636.32
Hollco	591.41
Ideal Construction	2,340.00
John's Lawn Care	300.00

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October 13, 2020

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JT Services	2,099.94
LEAP (grant)	3,200.00
Linescaping Linestripping	1,063.00
Locators & Supplies	31.53
Long Prairie Sanitation	1,708.48
MacQueen Equipment	248.82
Marco	471.63
Maria de Jose	357.00
Mc Gold Inc.	24.00
Mid-American Research	159.99
Mielke Oil Co.	288.60
Minnesota Energy	679.90
MMUA	2,804.00
MN Dept. of Health	2,829.00
MN Dept. of Labor & Industry	968.93
Napa Auto Parts	165.20
Nardini Fire	1,392.76
Perham Linen	17.29
Pike Plumbing and Heating	291.00
Pitney Bowes	507.00
Quill	241.33
Resco	17,311.60
Sadusky Renovations	19,537.33
Signal Perfection	22,592.95
Sourcewell	480.00
Southside Mini Mart	77.50
Stantec	1,185.00
Staples Ace Hardware	749.13
Staples Area Men's Chorus (grant)	3,295.00
Staples Area Women's Chorus (grant)	3,504.00
Staples Express	251.78
Staples Fire Dept. Relief Association	41,075.99
Staples Motley Chamber of Commerce (grant)	5,000.00
Staples Motley School District (energy rebate)	1,976.92
Staples True Value	402.05
Staples Veterinary Clinic	135.00
Staples Water & Light	11,392.31
Staples World	915.10
STEP (grant)	5,000.00
Stuart Irby Electric	3,189.04
Todd County Auditor/ Treasurer	2,945.02
Todd Wadena Electric	2,347.34
Tower Pizza	117.67
TransUnion Risk	100.00
Tricia Jasmer (reimbursement)	175.00
United States Treasury	231.06
Verizon	1,117.23
West Central Telephone	87.92

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Wex Bank	1,012.79
<i>Wex Bank Paid 10/9/20 Ck# 52130</i>	<i>16.00</i>
<b>TOTAL</b>	<b>250,785.04</b>
Steve Gaugert	82.50
Ron Case	474.45
Chris Goff	622.23
Jeremy Pape	455.10
Ryan Walwick	259.87
Andrew Krey	445.00
Blake Petrich	168.00
Fire Department	3,072.00
Lacey Aguirre	1,811.72
Amanda Carter	130.00
Adriana Dickey	351.00
Devon Isenberg	656.94
Christopher Moench	141.88
Adam Oberlander	149.06
Libby O'Neil	31.50
Kevin Robben	1,712.30
Aften Robinson	75.00
Ava Schneider	31.05
<b>TOTAL</b>	<b>10,669.60</b>

Elizabeth Wefel, Senior Attorney/Lobbyist, Flaherty & Hood, P.A. presented information for the Coalition of Greater Cities. There are currently 102 member Cities. She said that COVID-19 drastically changed the expectations for the 2020 Legislative session. The anticipated State surplus of \$1.5 billion became a \$2.4 billion deficit and the bonding bill is still tied up. The top goals for 2021 will be a bonding bill if one is not passed before year end and ensuring that local government aid is paid on time and in full.

City Administrator Nelsen explained the Minnesota Department of Transportation needs a Resolution adopted that allows Mayor and City Administrator to execute the grant agreement for the REIL project at the airport.

Motion by Murray and second by Johnson to adopt Resolution 1814 authorization to execute Minnesota Department of Transportation grant agreement for airport improvement excluding land acquisition. Case, Etzler, Johnson, Murray and Theurer voted yes. None voted no. Motion passed.

Economic Development Director Radermacher explained the process for non-profit grants under the requirements of the Coronavirus Aid, Relief and Economic Security (CARES) Act. The total number of recommended grantees is five with a total amount of \$19,999. There were six requests, but one was not eligible.

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

October 13, 2020

Motion by Murray and second by Theurer to approve Resolution 1815 allocating Coronavirus Aid, Relief and Economic Security (CARES) Act funds to non-profit entities. Case, Etzler, Johnson, Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator Nelsen stated the results from the General Election will not be available until after 9 a.m. on November 12<sup>th</sup> so the Canvassing meeting needs to be scheduled on either November 12<sup>th</sup> or November 13<sup>th</sup>. The regular Council meeting is scheduled for November 10<sup>th</sup> so the regular meeting could be rescheduled to combine the two meetings.

Motion by Murray and second by Theurer to reschedule the November 10<sup>th</sup> regular meeting to November 12<sup>th</sup> at 9 a.m. and set the Canvassing meeting for November 12<sup>th</sup> at 9 a.m. Case, Etzler, Johnson, Murray and Theurer voted yes. None voted no. Motion passed.

City Administrator Nelsen reviewed the request to set a public hearing on November 24, 2020 for proposed assessments due to non-payment of delinquent utility bills. This is the second set due to an increase in the volume of delinquent bills.

Motion by Theurer and second by Johnson to approve Resolution 1816 calling a public hearing on November 24, 2020 for proposed assessments due to non-payment of utility bills. Case, Etzler, Johnson, Murray and Theurer voted yes. None voted no. Motion passed.

Public Works Director Grabe reviewed the Public Works Commission minutes of October 6, 2020. He stated there is going to be a tour of the Wastewater Treatment Plant on Friday, October 16<sup>th</sup> at 8 a.m.

Economic Development Director Radermacher reviewed the Staples Economic Development Authority minutes of September 22, 2020.

City Administrator Nelsen reviewed the Planning and Zoning Commission minutes of October 1, 2020. Three issues were raised at this meeting that he would like Council direction on.

City Administrator Nelsen stated that Beck's Burger is interested in leasing the parking lot to the South of their building. The Planning and Zoning Commission recommends proceeding with this request.

Councilmember Murray stated the City should lease the parking lot for one year on a trial basis. The Mayor and other Councilmembers concurred.

City Administrator Nelsen received a request to ask if the City Code could be changed to allow recreational vehicles to reside in mobile home parks. The Planning and Zoning Commission said no.

Council consensus was to not allow recreation vehicles to reside in mobile home parks.

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**October 13, 2020**

City Administrator Nelsen stated the property manager at The Mill Townhomes asked what the parking regulations would be for the area of 12<sup>th</sup> and Michigan. The Planning and Zoning Commission proposed no parking be allowed due to the high traffic volume and narrow streets.

City Administrator Nelsen spoke to Deanna Hemmesch, Executive Director, Central MN Housing Partnership, Inc. and she requested that parking on street be allowed after snowfalls where there is a need to clear their parking lot.

City Administrator Nelsen stated another option would be to construct a shoulder to allow better on street parking access.

Councilmember Theurer does not want the City to pay any costs to add a shoulder to 12<sup>th</sup> and Michigan.

Councilmember Murray stated he understands the need for some consideration while The Mill Townhomes parking lots are plowed after a snowfall.


City Administrator Nelsen will present a Resolution to regulate parking in this area at a future Council meeting.

Councilmember Johnson stated the Chamber sign is out of operation temporarily. She also reminded the Council the Chamber will have trunk and treat or trick and treat on Friday, October 30<sup>th</sup> in the afternoon.

City Administrator Nelsen updated the Council on COVID-19 related matters. He stated the School District is changing to a hybrid model for grades 7 to 12 due to an increase in COVID-19 cases.

City Administrator Nelsen updated the Council on other projects.

Motion by Miles and second by Murray to adjourn at 8:48 p.m. Case, Etzler, Johnson, Murray and Theurer voted yes. None voted no. Motion passed.

  
Chris Etzler, Mayor

  
Diane Archer, City Clerk