

MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

December 8, 2020

The regular meeting of the Staples City Council was held via Zoom and was called to order by Mayor Etzler at 7:00 p.m. on Tuesday, December 8, 2020 at City Hall. Present were Mayor Etzler, City Council Members Case, Johnson, Miles, Murray, Theurer and Toepper. None were absent. Also present were City Administrator Nelsen, Councilmember elect John Jewison, Police Chief Birkholtz, Public Works Director Grabe, Economic Director Radermacher, Parks and Recreation Director Jasmer, City Clerk Archer and other interested parties.

All votes were taken via roll call.

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

Motion by Johnson and second by Case to approve the consent calendar consisting of minutes from the City Council Meeting on November 24 and payment of bills as presented. Mayor Etzler abstained from payment of bills. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

<u>List of Bills</u>	<u>December 8, 2020</u>
API Supply	2,800.00
AW Research	258.80
Arvig	339.72
Bolton & Menk	20,501.25
Border States Electric	62.70
Brown, Krueger & Vancura	1,824.00
Busker Concrete	4,625.00
CDW Government	874.45
Central Building Supply	3,880.63
DGR Engineering	494.50
Diane Archer (reimbursement)	41.75
Dinn Bros. Inc.	88.25
Emergency Automotive Technologies	2,179.09
EMP Industries	651.58
Ernie's	3.38
Gary's Diesel Repair, Inc.	56.87
Gopher State One Call	17.55
GovOffice	840.00
Grainger	442.75
Hawkins	1,131.18
Hillyard Hutchinson	805.44
Hollco, Inc.	282.84
Holst construction of staples, Inc.	6,175.00
Kyra Ladd	3,000.00
Lawson Products	557.20
Long Prairie Sanitation	1,304.96
Marco	367.16
Maria de Jose	415.25
Mc Gold, Inc.	24.00
Minnesota Chiefs of Police Association	305.00

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Minnesota Energy	1,949.24
Minnesota Petroleum Service	109.00
M-R Sign	307.00
Nyhus Chevrolet/Buick	151.11
SHI International Corp.	1,810.00
SCR Northern	2,452.50
Sourcewell	480.00
South Side Mini Mart	4.88
Staples True Value	62.28
Staples Veterinary Clinic	315.00
Staples World	34.13
Stuart Irby Electric	90.44
Todd County	849.00
Todd-Wadena Electric Cooperative	1,776.26
TransUnion	100.00
West Central Telephone Association	18.29
Wex Bank	16.00
TOTAL	\$64,875.43

Part Time and Overtime

Ron Case	646.20
Bren Davis	686.12
Chris Goff	603.89
Jeremy Pape	1,124.64
Delavan Cole	363.76
Bruce Grondahl	488.52
Clyde Mertens	513.00
Lacey Aguirre	968.40
Adriana Dickey	47.25
Devon Isenberg	64.06
Dylan Jasmer	123.75
Christopher Moench	55.00
Kevin Robben	732.93
TOTAL	6,417.52

Mayor Etzler called a public hearing to order for comments regarding the 2021 Budget and Property Tax Levy. No one was present to speak at the public hearing.

City Administrator Nelsen reviewed highlights of the 2021 budget. The proposed property tax levy will increase by 1.9%, but does not result in a property tax rate increase due to increases in market value.

Councilmember Theurer asked what portion of the 14.5% increase in health insurance is paid by employees. City Administrator Nelsen responded that single coverage is paid 100% by the City and family coverage is paid 75% by the City so any increase in the 25% is paid by employee.

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Councilmember Johnson asked if there were changes to the Community Center plans that were previously discussed. City Administrator Nelsen responded the plans have not changed and the Community Center will be fee based and the 24/7 access is ready to be implemented.

Motion by Theurer and second by Miles to adopt Resolution 1823 Property Tax Levy for 2021. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

Motion by Toepper and second by Theurer to approve the 2021 Budget as presented. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

Fund	Expenditures
General Fund	\$ 1,788,263
Parks and Recreation	561,507
Library	28,840
Permanent Improvement	290,500
Streets	357,213
Community Development	160,475
Airport Grants	100,000
Tarring	30,000
Community Center	342,487
Tax Increment Districts	310,000
Debt Service	703,853
Electric	3,365,625
Water	790,316
Wastewater	8,734,702
Wastewater Debt	<u>175,200</u>
Total	\$17,738,981

City Administrator Nelsen stated there is a slight increase in the 2021 legal services contract with Brown, Krueger & Vancura, P.A. Mr. Joseph Krueger stated the civil rates are increased for the first time in ten years and there is a 3% increase in the prosecution rate due to increase in cases. The prosecution cases increased by about 20% in 2020.

Councilmember Theurer asked if Mr. Krueger was involved in the unrest following the Minneapolis racial incident. Mr. Krueger responded their office was not involved in this issue, but did spend time on pipeline concerns.

Motion by Murray and second by Theurer to approve the 2021 legal services contract with Brown, Krueger & Vancura, P.A. in the amount of \$22,900 for prosecution services and \$125 per hour for civil matters. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

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Ms. Kyra Ladd stated there are no changes in her 2021 contract for prosecution services in Wadena County. Ms. Ladd complimented Chief Birkholtz and her team for their excellent work. The person and property crimes increased in 2020 and there was a decrease in traffic crimes. Court is 100% on line until February 1st and there have been other adjustments since March, 2020 due to COVID-19 restrictions and concern for safety of all persons involved in the process.

Motion by Miles and second by Theurer to approve the 2021 legal services contract with Kyra L. Ladd, Esquire in the amount of \$3,000. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

City Administrator Nelsen referred the Council to the information in agenda packet from the Staples Fire Relief Association that indicates with an increase from \$1,700 to \$1,900 their plan is still funded at about 101%.

Mr. Jef Cichos was available to answer questions.

Councilmember Theurer would like to see information on the status of the Staples Fire Relief Association on an annual basis. Mr. Cichos stated he would follow up on this request.

Motion by Theurer and second by Johnson to adopt Resolution 1826 approving increase in the Staples Fire Relief Association annual benefit amount from \$1,700 to \$1,900. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

City Administrator Nelsen stated no substantive changes are included in the 2021 part time and seasonal staff hourly rates.

Councilmember Johnson asked if the part time Police Officer rate is competitive. Police Chief Birkholtz responded it is currently difficult to find Police Officers, but the part time Officer rate is adequate.

Motion by Murray and second by Toepper to approve the 2021 part-time and seasonal staff wages. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

City Administrator Nelsen presented an overview of the proposed 2021 fee changes.

Councilmember Murray asked why there is a separate fee for 24/7 access. Parks and Recreation Director Jasmer responded that not all members want 24/7 access so it is more equitable to add a fee for the additional service rather than increase all membership fees.

Motion by Miles and second by Toepper to approve Resolution 1822 - 2021 fee schedule. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

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Councilmember Toepper asked if the name of Hollco, Inc. dba Super America should be changed to Speedway. City Clerk Archer stated she will make sure the license and minutes reflect the correct name.

Motion by Johnson and second by Toepper to approve 2021 Tobacco Licenses for Hollco, Inc dba Speedway #4763; Staple Food Corp dba Ernie's Liquor & Tobacco; Staples Express LLC dba Staples Bakery & Convenience; Staples Off-Sale Inc.; DG Retail LLC dba Dollar General; Jon's Foods Too, Inc. dba Jon's Family Foods; Family Dollar, Inc.; Myers & Myers dba Southside Mini Mart; Casey's General Store, Inc. Case, Etzler, Johnson, Murray, Theurer and Toepper voted yes. Miles voted no. Motion passed.

City Clerk Archer stated the application for pawnbroker license was not received and requested the Council table this item to the next Council meeting.

Motion by Murray and second by Theurer to table the approval of 2021 pawnbroker license to the next regular Council meeting. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

Motion by Murray and second by Johnson to approve the 2021 solid waste haulers licenses to G & T Sanitation; Long Prairie Sanitation; and Waste Management of Northern MN. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

Motion by Murray and second by Toepper to approve Resolution 1824 designating the polling location for 2021. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

City Administrator Nelsen stated the Charter franchise agreement expires in January, 2021 and despite working on the revised agreement throughout 2020, the negotiations continue. Staff is requesting an extension to complete negotiations of a revised agreement for the Council to consider.

Motion by Murray and second by Toepper to approve Resolution 1825 granting Spectrum Mid-America, LLC a Franchise extension to June 30, 2021. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.

Economic Development Director provided a review of the Staples Economic Development meeting on November 24, 2020.

Councilmember Johnson informed the Council and staff the Chamber of Commerce is sponsoring a Christmas lunch from 11 to 1 p.m. at Timbers Restaurant. There was a long line and some traffic congestion during the Thanksgiving lunch pickups so let her know if anything should be handled differently.

City Administrator Nelsen provided an update on COVID-19 impacts including the revision of the quarantine guidelines.

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City Administrator Nelsen provided a report on ongoing projects.

Motion by Miles and second by Theurer to and adjourn at 8:17 p.m. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Motion passed.



Chris Etzler, Mayor



Diane Archer, City Clerk