

**Sandstone City Council Meeting Minutes
January 2, 2019**

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Kester, Franklin, Spartz, Palmer and Devlin

Members absent: None

Staff present: Administrator George and Recording Secretary Nelson

Others present: Andy Spartz, Fire Chief, Nick Eberhardt - Sandstone Fire Department, Deputy Boston Gilderman – Pine County Sheriff’s Department, and Tom Miller with Fire Safety USA.

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

Motion Devlin, second Franklin to approve the agenda with the addition of MN DOT TH123 Project under Old Business. Motion carried 5-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

The staff received calls about a vehicle without wheels being parked between houses. The deputies have contacted the owners several times and letters have gone out. There was a vehicle in a parking lot on blocks, which has now been removed. The Credit Union notified the City regarding the light that illuminates the business park sign; staff has redirected the light. After a month, the deputies can issue citations now that the City’s ordinances have been loaded into the County’s new system. There have been calls about dogs being outside in the extreme cold – letters have gone out to the owners. The downtown sidewalks have been difficult to navigate after the snow plow and sweeper goes by. However, positive comments were also received about plowing after the recent snowfalls.

ADMINISTER OATH OF OFFICE:

Administrator George administered the Oath of Office to newly elected council members Spartz (Mayor), Devlin, Palmer, and Franklin.

PUBLIC HEARING: None

CONSENT AGENDA:

Motion Franklin, second Devlin to approve the following Consent Agenda items:

- a) **Approval of Meeting Minutes from December 5, 2018;**
- b) **Adopt Resolution 20190102-01 – Designate official polling place as the Community Worship Center at 114 Minnesota Street for 2019 elections;**
- c) **Adopt Resolution 20190102-02 – Designate official depositories as Members Cooperative Credit Union, Northview Bank, and RBC Capital Markets, LLC, for 2019;**
- d) **Designate City Attorney as Sarah Sonsalla, Kennedy & Graven for 2019;**
- e) **Designate the City Engineer on a project-by-project basis for 2019;**
- f) **Designate City Council meeting dates for 2019 being Jan 2, Feb 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, and December 18, (a change to the 3rd Wednesday of the month); and**
- g) **Designate Richard Drotning as Building Official to administer Building Code.**

Motion carried 5-0.

Motion Devlin, second Palmer, to designate the official newspaper as the *Pine County Courier*, for 2019. Motion carried 4-0; Franklin recused himself noting a conflict of interest.

OLD & CONTINUING BUSINESS:

MnDOT TH123 Project

There seems to be an existing alley entrance between Washington and Division Street. MnDOT will be changing the typical section to add curb and gutter, and sidewalk. They want to know if the City is interested in keeping the alley access at this location. It was noted that the current location of the access is actually north of the platted alley on that block, and what appears to be the alley access is on private property. Council Members noted that there used to be a mobile home on the lot, which has since been removed.

Motion Palmer, second Franklin to inform MnDOT that a curb cut is not necessary in this area. Motion carried 5-0.

MN DOT also asked for clarification regarding access to Chris' Foods. MN DOT's project will include adding sidewalk from Phase to Old Military Road (passing in front of Chris' Foods). Council Members agreed that there are no current plans to add sidewalk sections on Minnesota or Ashley.

Administrator George also reported that MN DOT is taking the Council's comments about widening the shoulders between Old Military Rd. and Casey's Convenience Store under consideration.

NEW BUSINESS:

Appoint or Affirm Board, Commission, Committee Members for 2019. The following positions are up for re-appointment:

- (1) Randy Riley, Rene Stadin, and Cassie Gaede to the Planning Commission
- (2) Phillip Kester as Deputy Mayor
- (3) Matt Anderson to the EDA
- (4) Dave Barsness and Karry White to the Park & Rec Commission
- (5) Kathy George to the Fire Department Relief Association

It was noted that the renter representative on the Rental Appeals Board has moved out of town; therefore, another renter is needed.

Motion Franklin, second Devlin to approve the appointments. Motion carried 5-0.

Consider Resolution 20190102-03 – Adopt 2019 Fee Schedule

Administrator George would like to hold off on making any changes to the fire call fees due to some other changes that will be presented to Township representatives at the Feb 4 meeting regarding the 2020 Fire Formula. There was a great deal of discussion regarding fire fees.

The City did away with licensing animals and it does not have the facilities to keep animals; however, the impound fees will remain on the Fee Schedule. Council asked for more information on the Flammable liquid storage fee. It was acknowledged that Special Event Permits are required but there is no fee.

Motion Devlin, second Franklin to approve the 2019 Fee Schedule as presented. Motion carried 5-0. However, Council Members would like to discuss the fire call fees at the March meeting.

Consider Ordinance 20190102-01, Establishing a 4-Year Term for Mayor

The Council has been discussing the length of the Mayor's term. Currently, it is a 2-year term; however, the Council Members have a 4-year term. In checking with other cities of all sizes, it was found that 40 of them had 4-year terms and 15 had 2-year terms. Several of these are considering changing to 4-year terms. One reason for changing to a 4-year term is to provide more stability on the Council. It also would require the same commitment for someone who wanted to run for Mayor as for someone who wanted to run for Council. At the December Council Meeting, staff was directed to bring a proposed Ordinance to the January Council Meeting.

Motion Palmer, second Franklin to approve Ordinance 20190102-01 Establishing a 4-Year term for Mayor commencing with the 2020 election. Motion carried 5-0.

REPORTS:

Sheriff's Deputy Report

Deputy Gilderman explained the difficulty in giving out citations to problem houses with the new County computer system. He stated that they have been keeping busy and went over some of the occurrences in the City. In the last 4 months, they have had 8 open warrants. That is down to two in the city. Twenty-seven parking warning tickets were given out before the snow storm. That helped staff with fewer cars parked on the streets when they were plowing. This week is Ice-Fest at Robinson Park which will bring about 200 people who will need overflow parking. The Council asked about various issues around town. The barricades on the north railroad crossing don't seem to be working correctly.

Fire Department – December, 2018

The Department had 6 calls during the month of December: 2 medical assists, 1 false alarm, 1 cancelled en route, 1 building fire, and 1 motor vehicle accident with injuries. They also conducted 1 training session on Incident Command. The Department is planning a training burn at 1114 Birch Ave on Saturday, January 26th.

Fire Chief Andy Spartz talked to the Council about acquiring a newer (used) Fire Engine. They would like to trade their 1996 Freightliner Engine truck for a 1992 Freightliner 65' Ladder truck, along with a cash payment of \$7,500. The Department will also incur costs of \$2,000 to upgrade emergency lighting and badging, \$285 for fire pump testing/certification, and \$575 for ladder testing/certification. Once the vehicle is acquired, the only additional maintenance cost is the annual ladder testing/certification cost. The Department will lose about 700 gallons of water tank capacity. The money to pay for the engine will come from the equipment fund.

The 1992 is a little older than the current 1996 truck, but the ladder is the main attribute that the fire department would be gaining. Currently, the closest ladder trucks are in Pine City and Moose Lake. This 1992 truck would give the Fire Department the capability to reach the third story of a building, which is questionable with the department's ground ladders. There are no rules for the backup fire engine as far as age goes. Spartz explained that it is difficult to assign a value to these vehicles as they are specialized and no two are exactly alike. But, for the Council's information, he stated that similar 1996 vehicles are on-line for \$35,000 - \$45,000. Similar 1992 ladder trucks are on-line for \$65,000 - \$110,000.

The complication in the acquisition is that the Fire Hall's doors are a few inches too short. The Streets & Parks Department Supervisor is in favor of exchanging space as their garage door is high enough. This would allow some of the Street Dept equipment to be stored in town. There is also an overhead water supply pipe in the Fire Hall that is 2" too low to allow the engine inside. Renovations to the building might

solve these problems. Administrator George will relay this information to the architects who are currently working on plans and specifications for improvements to the Fire Hall.

Motion Devlin, second Kester to approve the purchase of the 1992 Freightliner 65' Ladder Truck, the exchange of the 1996 Freightliner Engine truck, along with the payment of \$7,500 and the additional expenses of \$2,860 for testing and upgrades. Motion 5-0.

Library Report – December 2018

The library started off this year by doing an inventory, the last one having been ten years ago. The Library Book Club, Story time and the Friends of the Library all had Christmas parties during the month. The Friends sponsored the classical guitarist Samuel Hines who performed a holiday concert. There was a sweet story in the report about a young girl who missed seeing Santa Clause. When asked what she would have asked for, she replied “my own library card” which she did receive. The library served 1,075 patrons and answered 168 questions during the month of December.

Planning Commission Meeting – December 12, 2018

The Planning Commission continued their work on rewriting the zoning ordinance. Once all the districts have been gone through and redefined, it would be a good idea to have a joint meeting with the City Council.

Park & Rec Commission Meeting – December 14, 2018

The Watershed Mural Project's grant deadline was extended to June 30, 2019. The warming house attendant is working out well. She is happy to be there and loves the kids. The skating rink has been flooded. On the Park Commission, three members have formed a sub-committee to look at the KREEC site. Council Member Devlin asked about ATV usage in the future. He believes that it would be a great way to bring in 4-wheeler enthusiasts. The Administrator noted that the sub-committee is looking at a possible land swap with the DNR.

The Administrator reported that the Legacy Grant application was not approved. The biggest problem was the City's match which was only 5%. Originally, the City submitted the application with no match. For the subsequent application, the project was scaled back and the match was raised. The City received points for need, accessibility and all the things the plan is providing; however, the application would score better if the match were increased. The next application deadline is in July.

Veterans Memorial Agreement

The Veterans Memorial is located on City-owned property at Train Park. The local Veterans Memorial Committee maintains the memorial. Recently, the question of insurance came up. Specifically, who is responsible for insuring the memorial. After Finance Officer Lois Newey did some research and talked with the City's insurance agent, it was determined that the Veterans Memorial is covered under the City's current policy as Property in the Open.

This whole discussion brought up the question of whether or not there is a written agreement between the City and the Veterans group. There is not. So, staff created a proposed agreement for consideration. It was given to the Veteran Memorial Committee and the Park Commission. The Park Commission suggested it be approved pending the Veteran Memorial Committee's approval. The Veterans Memorial Committee has also approved the agreement.

The Administrator reviewed the document, stating that the City retains ownership of the park property, the City and the Vets Memorial Committee will meet as necessary to discuss capital improvements, the Vets Memorial Committee can use the property for conducting veteran or military service appreciation ceremonies, the property remains part of the City-owned public park, the City agrees to secure property insurance coverage, the Vets Committee oversees any and all costs associated with maintenance and improvements to the Memorial, the Vets Committee will furnish all flags/banners and will be responsible for conducting fund raising drives.

Motion Palmer, second Devlin to approve the Veteran’s Memorial Agreement which covers term of agreement, termination of agreement, ownership and use of premises, insurance, maintenance of memorial grounds and structures, supplies, donations and fundraisers, compliance with laws, representations and warranties, indemnification, force majeure, relationship of parties, notices, and several general items. Motion carried 5-0.

Rental Inspection Report – December, 2018

The Administrator reviewed the report including details about compliance issues. During December, one parcel was brought into compliance via re-inspection and two parcels had re-inspections with one or more correction orders remaining. Of the three properties who received certified letters last month, one has been brought into compliance one is listed for sale, and one will be forwarded to the County Attorney for a citation. The Rental Inspector is working with the Building Official to address concerns at five properties with egress/structural concerns. Sixty-six properties were sent second notices to register by 12/31/2018.

One Council Member asked about how much time is given to the owner to come into compliance if smoke detectors are not in working condition; the Administrator will follow up. It was noted that if a property is for sale and occupied, it still must be in compliance. A question was raised about a program that helps with the costs of demolition and redevelopment of a property.

Building Inspection Report

The City’s building inspector has been on vacation; therefore, no report was provided.

Streets & Parks Supervisor Report

The crew has been very busy with the recent snowfalls; therefore, no report was provided.

PeopleService Report – November 2018

The Administrator reviewed the report. Mike Johnson dug a trench (part of the well head protection plan) down by the treatment plant and also took out a hydrant on Park Ave (was part of the River Bluff project). There was a sewer backup on Old Military Road – a line collapsed. A septic hauler came in and man holes were pumped out so that basements could be cleared. Mike Johnson came out and repaired the line the next day. Council Member Palmer reported that she received a call about sewer problems on Jefferson. She advised the caller to call City Hall.

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report from November, 2018 and the A/P Clerk Claims for December, 2018.

Motion Devlin, second Palmer to approve the November financial reports and pay claims the December claims. Motion carried 5-0.

WRITTEN NOTICES AND COMMUNICATIONS:

League of MN Cities Insurance Trust – ADA Survey

Every year the League of Minnesota Cities Insurance Trust comes around to the cities and meets with staff. This year the focus was on ADA accessibility. Streets & Parks Supervisor Hiler, Finance Officer Newey, and Administrator George met with the representative. The recommendations were included in the council's packet. A facility use review will be done in May when the inside and outside of the buildings can be accessed, along with the parks.

ADMINISTRATOR'S REPORT: The Administrator reported on the following items.

Tax-Forfeited Properties

- Mike Johnson has finished the demolition of 605 Park, 329 Minnesota, and 313 Park; 5% retainage is being held until spring, when the ground can be leveled and covered with organic material for plant growth.
- The Fire Department plans to burn 1114 Birch on January 26th. No date has been set for 310 Park.
- No bids were received for the accessory structures at the Birch and/or the Park Ave properties.

Recent Calls for Bids

- Hockey Rink – no bids received, but there were some inquiries
- Unclaimed Property – bids are due Jan 4

River Bluff Project – Follow Up Meeting – December 12th

- Attendees included Mike & Matt Johnson, Greg Anderson (SEH), Steve Rose (SEH), Phil Kester, Pete Spartz, Kathy George, Craige Hiler, Alex Leger
- Mike Johnson is to submit data regarding rock excavation to SHE
- Mike Johnson is to submit class 5 load slips to SHE
- Mike Johnson to submit televising records/as-builts so that SEH can finalize quantities

MCCU Sewer Service Line

- Problem occurred in March and again in December
- SEH is reviewing data to determine if the problem is in the stub the City's contractor (RL Larson) laid – that project is still under warranty

SCDP – Infrastructure Funding (Water Loop Project)

- SEH submitted a pre-application for the Water Loop Project
- The City's project was determined to be "competitive" and, therefore, invited to submit a full application (due February 28)
- Staff is meeting with SEH on January 10th to work on the application
- This could result in a \$600,000 grant for the project

School Lots

- Staff has communicated with Andy Almos about acquiring the 4 lots next to The Rock
- Staff will attend the January 14th School Board Meeting

East Central Regional Transportation Coordinating Council

- Public Meeting – February 19, 4:00 p.m. at Sandstone City Hall. MnDOT is trying to get regions to come up with solutions to transportation challenges. A regional dispatch center is one of the ideas that has been put forward. The Council Members were invited to the meeting on February 19.

LMC Experienced Officials Leadership Conference

- Coming up in February

Pine County Local Government Officials Meeting

- January 29 at 6:00 p.m.

Managed IT Services

- Proposals received from Revnet (current provider) and CW Technology

- Cost is \$600/month
- Included in 2019 budget as an IT line item
- Would like to move forward with CW Technology

Council Chamber Furniture

- Quote to replace the tables: \$4,412.73
- 2018 budget allowed for expense of \$3,990.00
- 2017 budget had remaining funds of \$1,400.00
- The furniture that the Administrator is looking at is on wheels to facilitate reconfiguring.

Motion Kester, second Spartz to order the tables. Motion carried 5-0. Council Members would like the chairs replaced as well. The Administrator will get prices and bring the information to a future meeting.

ADJOURN

Motion Franklin, second Kester to adjourn at 8:14 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator