

**Sandstone City Council Meeting Minutes  
January 17, 2018**

**CALL TO ORDER:** 6:00 p.m.

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

Members absent: none

Staff present: Administrator George and Recording Secretary Nelson

Others present: Greg Anderson, SEH; Nick Eberhardt, Sandstone Fire Department; Melissa & Randy Springer and Craig Thorvig

**PLEDGE OF ALLEGIANCE:**

Council, guests and staff recite pledge of allegiance.

**ADDITIONS OR CORRECTIONS TO THE AGENDA**

**Motion Palmer, second Franklin to approve the agenda with moving of the Fire Department report to the beginning of the agenda and adding 8(b)(iv) Income Reuse Plan. Motion carried 5-0.**

**PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:**

One of the council members asked if it was necessary to look at snow removal from downtown sidewalks. The Administrator stated that the issue has been resolved.

**PUBLIC HEARING:** none

**SPECIAL ITEMS OF BUSINESS:**

River Bluff Project – Neighborhood Meeting (7:00 p.m.)

The purpose of this meeting was to talk to the neighborhood early in the design phase to find out if there are things that the residents would like to have included in the design and to answer residents' questions. Greg Anderson with SEH went over the design and the stages of the project. It would encompass replacing the sanitary sewer from a manhole that's down in the woods along the highway, come up the alley north of 4<sup>th</sup>, and continue up from 4<sup>th</sup> and River Bluff to 5<sup>th</sup>. All of the clay sewer will be replaced with PVC sewer and concrete manholes would be installed. The service lines will be replaced from the street to the right of way. The water main in 4<sup>th</sup> and River Bluff will be replaced with new 6" pipe. When the water main is replaced, the services will be replaced as well – fire hydrants and the valves on each end. New curbs and gutter will be installed.

The Mayor asked about the possibility of narrowing the road – right now the streets is 35 ft. Parking is often done off street and it could be difficult to make turns for large vehicles such as buses. One of the residents has a day care and worries about the parents picking up and dropping off the children. The standard width of a residential street is 32 ft. Driveway cuts could be done as part of the project.

The Administrator explained the policy regarding assessments. Maintenance items would not be assessed; new and improvement items would be and because this project is a maintenance issue, the costs would not be assessed to residents. One of the residents asked about the alley that washes out after heavy rains. Anderson explained that could be part of the project. The Administrator asked about the grade of the alleys. One option is to create an inverted crown so that the water runs to the center. It's harder to plow during the winter and paving the alleys could be considered an improvement; therefore, assessments may be considered.

The time span of the project would probably be a couple of months. The neighborhood would be on temporary water supply for about a month. The water is tested before being run to the homes and there is no usage restriction on it. Parking on the street would not be possible for a week while the driveways are done. The construction schedule could be aligned to the school schedule so that the school buses won't be a problem. Accessibility to homes will be a problem during the day while the work is being done in the roadway– the contractors can work around the day care schedule but taking a stroller over the gravel will be very difficult. One of the residents asked if it would be possible to arrange temporary parking up at the apartment parking lot. The city doesn't own that property.

There was discussion regarding what happens if the contractor finds a non-compliant water or sewer line. There were questions regarding catch basins and about drainage going into the woods. If residents are wanting to have their driveways paved, they can contact the paving contractor during the project. The homeowners discussed right of way, fencing and landscaping with Anderson. SEH can come out in the spring and put up flags to indicate where the digging will take place. Anything within five feet of the curb is likely to be dug up.

SEH will be back at the second meeting in February once easement issues, street width and impacts are resolved and the project can go out for bid after that. The Administrator and Anderson discussed the three top projects on the City's list (water plant, tower line and hospital line) and how they might be scheduled. The water main looping projects will have to wait on funding. It was noted that the US Army Corps of Engineers 569 program is not available this year. The City is preparing to move the projects from the Public Facilities Authority's Project Priority List to the Intended Use Plan. Depending on how the projects score, some low interest loan funding may be available.

#### **CONSENT AGENDA:**

The requirements of the Small Cities Development Program require the City to adopt several new policies.

#### **Motion Franklin, second Palmer to approve the following Consent Agenda items:**

**Approval of Meeting Minutes: January 3, 2018,**

**Small Cities Development Program Policies:**

**Prohibition of Excessive Force Policy,**

**Certification for a Drug-Free Workplace,**

**Small Cities Development Program – Income Reuse Plan 2017, and**

**Residential Anti-Displacement and Relocation Assistance Plan. Motion carried 5-0.**

#### **OLD & CONTINUING BUSINESS: None**

#### **NEW BUSINESS:**

City Ordinance 20180117-01 rescinding City Code Section 1320 – Driver's Licenses and Registration of Motor Vehicles – The Administrator stated that registration of Motor Vehicles and Driver's License Requirements are administered by the State and enforced by law enforcement officers. This section of Code is unnecessary.

**Motion Kester, second Spartz to approve Ordinance 20180117-01 rescinding City Code Section 1320 – Driver's Licenses and Registration of Motor Vehicles. Motion carried 5-0.**

City Ordinance 20180117-02 rescinding City Code Section 911.03, Subd 2 – Dog Registration Required - During discussions about the Fee Schedule, consensus of the Council was to discontinue issuing dog licenses. The city code was originally aimed at making sure that animals had their rabies vaccinations.

**Motion Palmer, second Spartz to approve Ordinance 20180117-02 rescinding City Code Section 911.03, subd 2 – Dog Registration Required. Motion carried 5-0.**

City Ordinance 2018117-03 rescinding City Code Section 1160.13 – Contributions to City (Gambling) - During discussions about the Fee Schedule, consensus of the Council was to no longer require ten cents of each dollar of profits from lawful gambling conducted within the City be pledged and annually contributed to the City for use in lawful purposes.

**Motion Palmer, second Spartz to approve Ordinance 20180117-03 rescinding City Code Section 1160.13. Motion carried 5-0.**

City Ordinance 20180117-04 rescinding City Code Sections 305.31, 305.33, 305.35, 305.37 - During discussions about annual appointments to various boards and commissions, consensus of the Council was to eliminate the following boards or commissions:

- 305.31 – Community Development Advisory Commission
- 305.33 – Kettle River Center Advisory Board
- 305.35 – Golf Course Advisory Board
- 305.37 – Community Festival Advisory Committee

**Motion Kester, second Spartz to approve Ordinance 20180117-04 rescinding city Code Sections 305.31, 305.33, 305.35 and 305.37. Motion carried 5-0.**

#### **REPORTS:**

Fire Department – Firefighter Nick Eberhardt attended the Council Meeting to provide a report on this month's activities. The Department had one car fire in a Township that was in the ditch and it was successfully extinguished. A training company, Fire, Inc., will come in on a monthly basis to conduct required training. This will allow for a greater variety of topics to be covered. A training burn is scheduled for March 10<sup>th</sup>.

There were questions regarding the ATV that was procured last year, whether it had it been used. Eberhardt stated that they did use it when they had a missing child and it was helpful. It is on a one-year lease but it usually gets traded in at between 3-6 months. The company is already leasing out 4 and they have a limit of 5, so it may take longer to trade out to a newer model.

The hockey rink was brought up by the Mayor. Firefighters and community volunteers worked on spreading out the liner and flooding the rink on December 30. When the liner was being unrolled, a 12' gash was discovered. They proceeded with flooding the rink, using flex tape to close up the gash. Blue Lake Plastics was contacted; however, they claim that the installers caused the problem. Firefighters went to flood it again on January 8 and found that someone had been skating on the rink and they tore the liner by the gate; therefore, the firefighters did not attempt to flood. Now, the snow that came yesterday will have to be cleared off the rink before any more flooding can occur.

Eberhardt plans to attend the 2<sup>nd</sup> Council Meeting each month to report on the Fire Department. Council

Members expressed their appreciation for the monthly reports.

The Fire Relief Association is planning their annual gathering. Current and past firefighters are invited for an evening of socializing and dining. This year, likely in July, the Fire Department would like to hold the event at the Fire Hall. The meal would be catered. They would like to make alcohol available. A liquor license is not required for a private party – not open to the general public. City Codes do not address alcohol on City-owned property. City Code 815.05 Subd 7 does prohibit liquor and beer in parks unless the Council issues a special permit.

The subject was raised on who would take a fire call if the fire department members were drinking alcohol. Devlin explaining that the local fire departments are on standby, backing each other up during functions such as this.

**Motion Franklin, second Spartz to approve the Relief Association having their annual gathering at the Fire Hall and making alcohol available. Motion carried 4-0 with Devlin abstaining because he is the President of the Sandstone Fire Relief Association.**

### **Library Report**

The Library had 1,189 visitors in December and hosted two book clubs and a story time for the kids each week. The Friends of the Library are planning activities for 2018. Staff received lots of “Thank you” Christmas goodies this past season.

### **Park & Rec Commission Meeting – January 12**

#### Commission Vacancy

With Tesla Chester resigning, the Commission is one member short. They are actively searching for a Junior or Senior High School student to fill the vacancy.

#### Special Event Permit for Boy Scout Troop 67

The boy scouts from Troop 67 are going to kayak the Kettle River June 8 – 10 and would like to camp at Robinson Park. The Commission recommended approval of the Special Event Permit for Boy Scout Troop 67 with the following conditions:

- Fires are only allowed in fire pits, as follows:
  - 1 existing fire ring across from the bathroom by the picnic pavilion
  - 3 existing fire rings in the camping areas
- Cutting of trees for firewood is not allowed;
- Designate an area for vehicle parking, with signage;
- Portage only to camp sites – no vehicles;
- The Sheriff’s Department should be made aware of the event.

**Motion Franklin, second Palmer to approve the Boy Scout Special Event Permit with the aforementioned conditions. Motion carried 5-0.**

Devlin asked about inspection forms for Robinson and Johnson parks. The staff put together monthly inspection forms for the parks and each commission member took responsibility for one.

#### Other Items:

The Park & Rec Commission is also:

- Considering areas for group camping at Robinson Park;

- Supportive of the Kettle River Mural Project possibly locating in Train Park;
- Not supportive of charging fees for commercial use of City Parks, other than Robinson Park, at this time;
- Working on a grant application for this year's Legacy Grant program for Robinson Park;
- Working with BNSF regarding the acquisition of the Angle Park property.

## **Planning Commission Meeting – January 10, 2018**

### Keeping of Chickens

The Planning Commission has been working on an ordinance that would allow the keeping of chickens in the Low-Density Residential District (R-1), Medium-Density Residential District (RM), and High-Density Residential District (R-2/RH) with certain limitations. One council member asked as to where the discussion started on raising chickens in the City. The Administrator was presented a situation in August 2017 regarding a homeowner raising chickens. Because there are many communities that allow the raising of chickens within their limits, the Administrator approached the Planning Commission for their help in determining what would be best for Sandstone. The Planning Commission took on the task of drafting an ordinance regulating the keeping of chickens and amending the City Codes that addressed definitions and farm animals. The ordinance will be enforced by City staff.

The Public Hearing notice was published in the December 28 and January 4 editions of the *Pine County Courier*. The Public Hearing was held on January 10. No comments from the public were offered. The Commissioners further discussed the draft ordinance and made a couple of changes. The Planning Commission recommends the City Council adopt:

- City Ordinance 20180117-05 adding City Code 911.14 – Keeping of Chickens
- City Ordinance 20180117-06 approving summary publication of City Code 911.14
- City Ordinance 20180117-07 amending City Code 911.01 – Definitions
- City Ordinance 20180117-08 amending City Code 911.07 – Farm Animals

**Motion Palmer, second Spartz to adopt ordinance 20180117-05, 20180117-06, 20180117-07 and 20180117-08. Motion carried 3-2 with Spartz and Devlin opposing.**

### Other Items:

The Planning Commission also:

- Closed the Public Hearing on the proposed Heliport Ordinance, taking no action at this time as the draft ordinance has not been presented;
- Decided to proceed with updating the City's Zoning Code without the aid of a consultant.

### **Financial Reports**

The Council reviewed the Cash Balance, Revenue & Expenditure Report for December, the Vendor Approval Summary Report – January 3, 2018 (Paid Claims), the A/P Clerk Claims – January 4, 2018 through January 17, 2018, and the Morgan Stanley Account Statement for December.

**Motion Devlin, second Franklin, to approve payment of claims as presented. Motion passed 5-0.**

### **WRITTEN NOTICES AND COMMUNICATIONS:**

A thank you note from Eagles Teens in Action (ETA) for letting them use the sledding hill.

The council members have been invited to ECRDC – Region 7E Legislative Round Table on Broadband Internet on Monday February 5, 2018 at 7 p.m. in Mora.

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

**Small Cities Development Program (SCDP)**

On January 11<sup>th</sup>, appointments were held with six homeowners; four qualified immediately, two others have some additional work they will need to be done to qualify. On January 25<sup>th</sup>, appointments are set up with seven additional homeowners. One business qualified which was Ace Hardware.

**2018 Governor's Deer Opener**

The Administrator has reached out to Hinckley Convention & Visitors Bureau. Tim, from the Bureau, met with Councilor Franklin to discuss what they have planned thus far. Their plan is to encourage visitors to shop local by rewarding them with discounted show tickets if they purchase items from two of the local communities before the event.

**Highway 123 – FY2021 Project**

Meeting is January 18 at 11:00 a.m. Topics will include a sidewalk to Chris' Foods and Cost Participation. The council members discussed the bike trails, how they will be affected and what the City is responsible for.

**East Central Housing Organization (ECHO) Meeting – January 4<sup>th</sup>**

Small group attended; discussion about various housing efforts in the region. Cloquet had a small cities grant and they turned the money back.

**Sandstone History & Art Center Meeting – January 8**

The group has been doing some rearranging inside the building and are investing about \$1,700 in new carpeting. With discussions on reviving The Rock, can they assume to remain in the building for now? The council will discuss this at the next meeting.

**Housing Institute – January 9-10**

Councilor Palmer, Deputy Clerk Jackson and Administrator George attended in Detroit Lakes. They met with funders - MN Housing Finance Agency, Greater MN Housing Fund, USDA Rural Development, DEED and Federal Home Loan Bank. They did a concept paper and pitched the Revive the Rock idea and there were many people who were excited about it. They learned about a Capacity Building Fund, which is a grant of up to \$40,000 with no match that could pay for the city to hire someone to investigate what worked and what didn't work in other communities that have redeveloped historical buildings. A council member inquired as to whether there has been any more discussion with Jack Allen. He did stop by City Hall while the Administrator was out; she will follow up.

**FCI Community Relations Board Meeting – January 11**

It was a good time to meet the new warden. The Administrator shared information regarding phosphorus limits for the treatment plant and various housing initiatives.

**ECRDC Administrator's Lunch Meeting – January 12**

This is a quarterly meeting. They reviewed LocationOne Information System (LOIS) – an online user friendly system to publish the availability of commercial buildings. They also received presentations from MN PFA and DEED Workforce Strategy.

**Old Highway 61 Meeting – January 17**

Working on marketing strategies – brochure, website, newsletter, etc.

**Performance Review Due – 6 months**

Set date and procedure. Some council members felt the forms were a little awkward. The Mayor has tweaked them and will share those with the Council. February 7<sup>th</sup> was set as the date for the review, with the Personnel Committee meeting from 4:00 – 5:00 to consolidate the input received from each Councilor. The full Council will meet from 5:00 – 5:30 to review the information. The Performance Review with the Administrator will then take place from 5:30 – 6:00, before the regular council meeting.

**ADJOURN**

**Motion Kester, second Franklin to adjourn at 7:44 p.m. Motion carried 5-0.**

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Peter Spartz, Mayor

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Kathy George, Administrator