

**Sandstone City Council Meeting Minutes
February 7, 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: Ardie Johnson and Deputy Joe Workman

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

Motion Spartz, second Palmer to approve the agenda with the addition of council meeting dates under new business. Motion carried 5-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS: None

PUBLIC HEARING: None

SPECIAL ITEMS OF BUSINESS: Deputy Workman reported on the month of January with 6 alarm calls, 5 disturbance calls, 12 suspicious activity calls, 3 shoplifting events all at Family Dollar and 38 vehicles tagged for snow removal. Last month the council asked about Family Dollar's delivery truck parking in the middle of the street. The driver has been asked to pull on the south side of the building when unloading; however, people are still complaining. Deputy Workman has recovered some of the checks that were stolen from the utility bill deposit box broken into in October. No arrests have been made as of yet.

CONSENT AGENDA:

Motion Devlin, second Kester to approve the following Consent Agenda items: Approval of Meeting Minutes: January 17, 2018, Motion carried 5-0.

OLD & CONTINUING BUSINESS:

Sandstone History and Art Center Update

The Council had previously agreed to continue the relationship with the Sandstone History and Art Center, allowing them to operate in the City-owned building located at 402 Main Avenue through May 2018. The City has been exploring the possibility of acquiring the old, old school building (The Rock). If this effort moves forward, the SHAAC is a potential tenant, along with the Sandstone Library, however this would not take place this year. The Council considered the agreement made with the History Center in context of the possibility of the old school building.

Ardie Johnson reported to the Council regarding the ongoing efforts of the History Center. Last year the visitor count was close to 200. During Quarry Days it was very crowded during which Veterans were featured. The people that came enjoyed visiting. Last year they were open May through October, 10 a.m. - 1 p.m. on Friday and Saturday. People who come with visitors to the prison appreciate something to do during the visit. The Center purchased twenty-one \$10 gift certificates and delivered plates of cookies around town to those businesses/entities who didn't have gift certificates to show appreciation. The gift

certificates were given out at the Quarry Christmas open house, which was well attended. Fred Keller did a music display in the afternoon and Dorothy Dybvig demonstrated lefsa making.

Some of the current projects include: new carpeting in February; Lee Dybvig is working on a better display for tools from the quarry. Donations were received in memory of Muriel Langseth, the board is considering an appropriate use of the funds. They are always looking for new members and volunteers (membership is tax deductible). Johnson would like to record people on video telling their stories about the quarry and produce a DVD that can be shown at the Center. They are planning a garden club exhibit in May.

Motion Palmer, second Spartz to continue the council's support of the Sandstone History & Art Center's use of the building and paying the gas and electric bills through December, 2018, to be reviewed again in January 2019. Motion carried 5-0.

Resolution 20180207-01 Certifying Charges at 309 Park Avenue

The City received a Petition and Waiver Agreement from Gleeta Friesendahl, property owner of 309 Park Avenue, where the water lines had been inoperable since 2014, and there were 2 trees in the yard that had fallen and 1 tree that was getting ready to fall. The Friesendahl's requested the City's assistance to address these problems. The City agreed to construct the project and assess the charges to their property taxes. The project was completed by Double W Tree Service, Drilling Electric, and Drilling Plumbing & Heating.

The total amount expended by the City was \$5,665. Donations in the amount of \$1,377 were received from the Sandstone Lions, Quarry Lions, and various individuals to help offset the cost to the Friesendahl's, bringing the total amount to be assessed to \$4,288. The proposed term of the assessment is 10 years, at 6.5% interest (which is 2% over Prime).

Motion Devlin, second Franklin to approve Resolution 20180207-01 allowing for \$4,288.00 to be assessed to the property taxes of 309 Park Avenue with a term of 10 years, at 6.5% interest (which is 2% over Prime). Motion carried 5-0.

NEW BUSINESS:

Agreement for Prosecution Services for 2018

The City received a proposed prosecution contract for 2018 from County Attorney Reese Frederickson. The Agreement provides prosecution services for cases that occur within the jurisdiction of the City for \$10,000. These are the same terms and costs that were in place for 2017.

Mr. Frederickson has asked if the City is interested in executing a 2-year contract – for both 2018 and 2019 – at the same rate of \$10,000 per year. It was brought up that a prosecution per incident might be more cost effective than paying the \$10,000 for a year. Other members brought up a previous year that the numbers were figured and there was a definite cost savings to the yearly contract. The Administrator offered to get the figures together for the Council to look at.

Motion Franklin, second Palmer to approve a 2-year contract for \$10,000 per year. Motion carried 4-1 with Devlin dissenting.

BCA Master Joint Powers Agreement and Court Amendment

The City was notified by the MN Bureau of Criminal Apprehension (BCA) that the current Master Joint Powers Agreement (JPA) is expiring, along with the current Court Data Services Subscriber Amendment. The JPA allows the City's Prosecution Attorney and Law Enforcement personnel to access the MN Criminal Justice Data Communications Network (CJDN) and those systems and tools which are authorized by law. The JPA allows the City to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the City to pay the costs for the network connection. It is a five year agreement. There are no charges for these services.

Motion Palmer, second Devlin to approve the BCA Master Joint Powers Agreement and Court Amendment as presented. Motion carried 5-0.

City Administrator 6-month Evaluation

Just prior to this meeting, the Council met with the City Administrator to complete her 6-month Evaluation. She is doing an excellent job with an overall rating of "exceeds expectations". The Council looks forward to continuing to work with her.

City Council Meeting Dates

Council Members have been discussing the possibility of holding Council Meetings once a month, rather than twice a month. It was proposed that for the months of March through October, the Council only meet on the first Wednesday of the month. Special Council Meetings can be called if necessary.

Motion Spartz, second Palmer to approve meeting only on the first Wednesday of the month during the months of March through October in 2018. Motion carried 5-0.

REPORTS:

Fire Department

Appoint New Firefighters

The Fire Department conducted interviews for applicants Tyler Hansen and Josh Kester. They recommend the City Council appoint both Hansen as Kester as firefighters, pending the results of the background checks and physical exams. There was another application picked up today.

Motion Palmer, second Franklin to appoint Tyler Hansen and Josh Kester to the Sandstone Fire Department pending the results of the background checks and physical exams. Motion carried 5-0.

Fire Relief Association Meeting Update

The Relief Association meet on January 22nd. The December 2017 financial reports were reviewed. The total value of assets at year-end is \$274,557.09. The Relief Association approved payment to the Treasurer of \$3,000 per year. They also held the election of officers: Haugen, Vice President; Degerstrom, Secretary. The contract with Recording Secretary Nelson was continued for the year.

2018 Fire Formula

The Administrator reviewed the spreadsheets that make up the 2018 Fire Formula. They are the same as past years; however, she added a reimbursement from the Equipment Reserve Fund for various equipment purchases made throughout the year. This is similar to the existing practice of off-setting the expenses of

building repairs and maintenance with reimbursement from the Building Reserve Fund.

The Council reviewed the comparison of township fees – 2017 to 2018. The biggest fluctuation is caused by man hours. The City's 2018 amount decreased by \$1,683.87. Some townships increased, others decreased. The full packet will be mailed out to township clerks and supervisors. The Administrator suggested the annual meeting with the townships take place at the fire hall.

In March the townships are adopting their yearly budget for 2019. If the City changes how the fire formula is calculated by establishing the Fire Department budget for 2019 now, the townships would have what they need to vote on the upcoming budget versus voting in March for the year that's two months along. The Administrator proposes to provide this information to the townships now for discussion.

There were questions regarding man hours – because the City is adding more firefighters, will it mean that more will be charged? Devlin explained that it completely depends on how many people show up and how long it takes to contain the fire. Manhours for DNR fires or medical calls are not included in the formula calculations. Meeting hours and training time is also not in the formula.

With the 2019 proposed budget, any reimbursement the City receives for fire calls will help to build up the fund balance.

The consensus was to have the fire formula meeting on February 28th at 7:00 p.m., after the EDA meeting, and to meet at the fire hall.

Library Report

The library reported on the programs that began in January – Hot Reads for Cold Nights and Coffee with a Master Gardener. Their two books clubs gathered in January, the Friends met and had their annual planning meeting. There were 1,381 visitors in January and staff answered 257 reference questions.

EDA Meeting – January 24, 2018

The EDA received a report from Great Lakes Management on the Wild River Senior Apartments and the Wild River Townhomes. The EDA decided to host a business breakfast, inviting all business owners in the City. The EDA had set the date for Wednesday, April 4th; however, the Administrator reported to the Council that Congressman Nolan is not available April 4th. There is a strong possibility that he will be available April 5th, so she would like to change the date to April 5th and then also hold the ribbon cutting ceremony for the Business Park afterwards. Council Members agreed to change the date to April 5th. Tomorrow the Mayor and Administrator will attend the International Economic Development Conference in Mora.

PeopleService Report – December 2017

Building Inspection Report – December 15, 2017 through January 15, 2018

The Building Official attended continuing education classes, he replied to 3 e-mails from property owners with questions, he received 5 calls from people with building code questions, he updated the database for the new year, and he worked on the state surcharge report.

Financial Reports

The Council reviewed the Vendor Approval Summary Report – January 18, 2018 (Paid Claims) and the A/P Clerk Claims – January 18, 2018 through February 7, 2018 (Unpaid Claims).

**Motion Palmer, second Spartz, to approve the Financial Reports reports. Motion passed 5-0.
Motion Devlin, second Franklin to pay claims. Motion passed 5-0.**

WRITTEN NOTICES AND COMMUNICATIONS:

NLX Letter dated January 24, 2018

Informing the City that they have a place on the Technical Advisory Committee.

NLX Letter dated January 29, 2018

The City received a thank you letter from the NLX Alliance for the monetary contribution.

Whole Community Long-Term Recovery from Disaster Workshops

The Initiative Foundation sent a description of a workshop they are offering: Whole Community Long-Term Recovery from Disaster. There's no cost for eligible communities and there are two dates available, one held in Onamia and one in Brainerd. The Administrator and Council Member Palmer plan to attend the one in Onamia.

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

Hockey Rink

- Maintenance Worker Paul Peters has been working on the rink, diligently.

Small Cities Development Program (SCDP)

- 12 homeowners have come forward; 6 are fully qualified; 5 are working to get qualified; 1 has been denied due to income
- February 22nd, 2:00-8:00 p.m. – 3rd date set for appointments with homeowners
- 33 letters (2nd letter) have been sent regarding the 2/22 appointments
- 1 business has qualified – Ace Hardware (new roof, insulation, windows)
- Applications have been sent to Lenny Bonander, Tim Franklin, Rose Spencer, Sprouts

2018 Governor's Deer Opener

- Meeting will be scheduled for community Chambers, etc.

East Central Housing Organization (ECHO) Meeting – February 1st

- A presentation was given on the Federal Home Loan Bank Programs

MN DOT's FY2022 TH23 Mill & Overlay Project

- Bike Trail update

MN DOT's FY2021 TH123 Mill & Overlay Project Meeting – January 18th

- In contact w/SEH re utilities, other City projects
- Assignment: determine where crosswalks need to be

NLX Meeting – January 24th

- Updated brochures were provided
- FONSI – approval has been stalled due to the Government shutdown
- Technical Advisory Committee (TAC) meeting February 21st

Pine County Local Government Officials Meeting – January 30th

- Mayor and Administrator attended
- Presentation by Sheriff Jeff Nelson
- Presentation by County Attorney Reese Frederickson

EDA Business Breakfast

- Would Thursday, April 5th, be acceptable
- Congressman Nolan may be able to attend on April 5th
- Ribbon cutting and tour for Industrial Park could be done afterwards

Motion Kester, second Spartz to move the breakfast to Thursday, April 5. Motion carried 5-0.

Board of Appeals Meeting – April 19th

- Open Book
- Training for future meetings?

Rental Inspections

- Setting up meeting with Deputy Clerk/Utility Billing Jackson and inspector
- Pine City hiring – potential partnership

2018 Election – there are 4 seats coming up for election

- Mayor – 2-year term
- 1 Council Member – 2-year term
- 2 Council Members – 4-year terms
- The Administrator encouraged Council Members to run again

Review Upcoming Meetings

ADJOURN

Motion Franklin, second Kester to adjourn at 7:04 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator