

**City of Sandstone
Regular Meeting Minutes
February 21, 2018**

CALL TO ORDER: 6:00 p.m.

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

Members absent: None

Staff present: Administrator George and Recording Secretary Nelson

Others present: Fran Levings with OSAC and Nick Eberhart with the Fire Department

PLEDGE OF ALLEGIANCE: Council, guest and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

Motion Franklin, second Devlin to approve the agenda with the addition of Resolution 20180221-01 Supporting Bonding Funds for Parks and Trails, the League of Minnesota Cities Legislative Conference, and the appointment of Amanda Lekson as a firefighter. Motion carried 5-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS: The council discussed the recent snow event. Is the City plowing in a timely fashion? It seems that the businesses did not get plowed until later in the day. Getting the roads open is the primary objective. The plows can't get to the businesses unless the roads are open. There does seem to be some confusion with some staff as to their responsibilities and the maintenance department is one employee short for the winter. Lion's Hill still does not have an attendant. Staff will make sure there is signage to indicate that.

PUBLIC HEARING: None

SPECIAL ITEM OF BUSINESS: None

CONSENT AGENDA:

Motion Palmer, second Devlin to approve Special City Council Meeting Minutes for February 7, 2018 and the Regular City Council Meeting Minutes for February 7, 2018. Motion carried 5-0.

CONTINUING BUSINESS:

Sandstone History and Art Center Building Assessment – Write Off

In October, 2016, the City contracted with LHB to conduct an assessment of the building located at 402 Main Street, currently occupied by the Sandstone History Center. The total expense was \$5,400 of which Steve Brown agreed to pay \$2,000. In October 2017, staff asked the City Council to consider discontinuing efforts to collect from Mr. Brown. After a great deal of effort, the staff is still unable to locate him. Should this situation occur again, the money will be requested prior to the work being done.

Motion Palmer, second Devlin to discontinue efforts to collect \$2,000 from Steve Brown. Motion carried 5-0.

NEW BUSINESS:

Old School Arts Center – Service Agreement

The City received a proposed Service Agreement from the Old School Arts Center which covers the period January 1, 2018 through December 31, 2018. In consideration for the Agreement, OSAC is asking for \$1,000. The Park & Rec budget does allow for the support.

OSAC President Fran Levings reviewed plans for the next year. They are in their 7th year at the current location. A fundraiser will be done this year involving a coloring book and it will feature the City of Sandstone. OSAC is approaching other non-profits and businesses and asking them to contribute \$35.00 a piece to pay for the printing. They will be sold at OSAC, at Cheri's Flower Basket, and other area businesses. The administrator suggested a page having to do with the fire department.

Motion Devlin, second Palmer to approve the Service Agreement for the amount of \$1,000, plus \$35 to pay for the page in the fundraising coloring book for the OSAC. Motion carried 5-0.

Greater Minnesota Parks and Trails Resolution 20180221-01

The Greater Minnesota Parks and Trails organization has requested that municipal governments adopt a resolution that supports their request for bonding money for parks and trails. The Legislative session opened yesterday so they would like to get these out as soon as possible. The Legislative Citizens Commission of Minnesota Resources has recommended \$2,000,000 be allocated to the program. The Greater Minnesota Parks and Trail introduced a bill last year for \$2,500,000 for local trails and outdoor recreation. This would tie in with the City's request for funds to help renovate Robinson Park.

Motion Palmer, second Franklin to approve Resolution 20180221-01 supporting the Greater Minnesota Parks and Trails requesting bonding money for parks and trails. Motion carried 5-0.

League of Minnesota Cities

The LMC is holding a Legislative Conference for cities March 21-22 in St. Paul. It will be a good opportunity to be updated by the LMC on how city priorities are doing during the 2018 legislative session. The administrator will not be going to this one but would be happy to register any of the council members who would like to do so.

Motion Devlin, second Palmer to approve council members attendance at the LMC Legislative Conference, including a 1-night hotel stay. Motion carried 5-0.

REPORTS:

Fire Department Report

Firefighter Eberhart reported that there were several calls so far this year. There was a vehicle that ran off Old Wagon Wheel Road and caught fire. There was a bulldozer that had caught fire on top of a large wood chip pile. There was a camper fire that was on the ground by the time the firefighters got there. Two trainings took place since the last report; one on management and the other on gear. This year's training was outlined with the crew. They have been steadily working on keeping the fire hall cleaned up on work nights instead of doing all of the clean up after calls. New equipment purchase requests will be submitted to the council when all the details are worked out. The Mayor was contacted by another individual who may be interested in becoming a firefighter. The administrator asked about online fire reports. The upcoming meeting at the fire hall was discussed. Eberhart outlined what the presentation will entail. The council expressed their appreciation for the report.

Motion Franklin, second Devlin to appoint Amanda Lexon as a probationary firefighter upon completion of the physical exam and background check. Motion carried 5-0.

Park & Rec Commission Meeting – February 9, 2018

Special Event Permit Application – Peter Fest

The City received an application for a Special Event Permit. Ice Climber Peter Lenz is planning his annual Peter Fest event for February 23-25 at Robinson Park. He estimates 50 climbers and 10 campers will attend.

The Park & Rec Commission recommends approval of the request with the following conditions:

Fires are only allowed in fire pits, as follows:

- o 1 existing fire ring across from the bathroom by the picnic pavilion
- o 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.

The administrator has reached out to three different schools who have been using Robinson Park for their climbing programs. They are happy to comply with the requirement to obtain a permit for the Commercial Use of Robinson Park and pay the appropriate fee.

Motion Franklin, second Devlin to approve the Special Event Permit Application for Peter Fest with the stipulations suggested by the Park & Rec Commission:

Fires are only allowed in fire pits, as follows:

- o 1 existing fire ring across from the bathroom by the picnic pavilion
- o 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 carried 5-0.

The Park Commission also:

- agreed to cover half of the local match (\$2,250) that's needed if the City is successful on the grant application with East Central Regional Arts Council for the Kettle River Watershed Mural project. The City will be looking for others who might be willing to help;
- scheduled Spring Clean Up for April 28;
- discussed Arts in the Parks; perhaps changing the day from Wednesday;
- discussed the Legacy Grant application – there has been a lot of discussion regarding priorities and option 3 has been decided on which is similar to what was applied for last year. The application deadline is in June.
- is working on designating a group camping area due to the number of groups that are applying for camping permits.

Planning Commission Meeting – February 14, 2018

The City is off to a great start in rewriting the zoning ordinance. The administrator went over the displayed maps and lowering of the zoning districts from 14 to 8. This allows the commission to hone in and make decisions on how they want to regulate the land use in each district.

PeopleService Report – January 2018

Wellhead Protection Plan

The City received notification from the MN Department of Health that we need to start working on a Wellhead Protection Plan. The purpose of the plan is to identify and prevent contaminants from entering wells used by public water supply systems. Creation of the plan is broken down into two parts – (1) delineating the drinking water supply management area and assessing well and aquifer vulnerability and (2) creating the plan to manage the drinking water supply management area.

For systems serving 3,300 people or less, the MDH hydrologist will write Part 1 of the plan. This process will take about a year to complete and would ordinarily cost somewhere near \$60,000 if the City were to pay for it. A consultant will need to be hired to write Part 2 of the plan, at an estimated cost of \$8,000 - \$12,000 depending on what is determined during Part 1. There may be grant funds available to address some of the issues that might be discovered during the process.

At this point, the City needs to designate a Wellhead Protection Plan Manager. Staff would also like to designate a Co-Manager. The administrator suggested that Deputy Clerk Jackson be appointed as manager and PeopleService contractor Hiler be appointed as co-manager.

The administrator reported that there is another grant source available now (applications due within the next 30 days) that could pay up to 50% (\$10,000 maximum) for adding a meter and sampling tap to Well No. 2. This is a project that the City has been considering and quotes were previously received. Hiler will get an updated quote for this work and the MDH staff will help write the grant application. It might make sense to move this project up if the City can take advantage of the grant dollars.

Motion Devlin, second Franklin to appoint Deputy Clerk Jackson as Wellhead Protection Plan Manager and PeopleService contractor Hiler as co-manager. Motion carried 5-0.

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report, the Vendor Approval Summary Report – February 7, 2018 (Paid Claims), and the A/P Clerk Claims – February 8, 2018 through February 21, 2018 (Unpaid Claims).

Motion Franklin, second Palmer, to approve the Financial Reports and pay claims. Motion passed 5-0.

WRITTEN NOTICES AND COMMUNICATIONS:

The administrator contacted the county attorney and asked for a report of prosecution services received in 2017. The response indicated that there were at least 64 cases the County Attorney's office handled on behalf of the City, representing petty, misdemeanor and gross misdemeanor cases. The County Attorney's office has jurisdiction for felony cases; therefore, the City's contract does not need to cover them. Many additional traffic cases were also handled, where the person paid the ticket before going to court. Clearly, the \$10,000 annual amount the City pays for County Attorney services is a savings to the City.

The City received a letter from Flaherty & Hood attorney Daniel Marx regarding their review of the City's NPDES Permit specifically regarding proposed phosphorus limits.

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

Small Cities Development Program (SCDP)

- February 22, 2:00-8:00 P.M. – 3 homeowners are scheduled

Fire Formula – Meeting with Townships

- Wednesday, February 28th, 7:00 p.m. at the Fire Hall
- February 22, - Administrator available to meet with Supervisors

2018 Governor's Deer Opener Meeting – February 13

- Pine City – Hinckley – Sandstone Working together to capture tourists
- Shopping Coupons from each community culmination in a Bingo event
- Next Meeting – March 16

International Economic Development Conference in Mora – February 8

- Mayor Spartz and the administrator attended
- Minnesota Trade Office
- Panel of Mora Business Owners who export products and one from Sweden

Pine County Housing Plan – February 9

- Community and Economic Development Associates (CEDA)
- Develop project feasibility and phasing plan – housing needs, opportunities, challenges County-wide

Sandstone Area Chamber of Commerce Meeting – February 14, 2018

- Reported on various City initiatives

NLX Technical Advisory Committee Meeting – February 21

- FONSI – has been signed (Finding of no significant impact). They are preparing to go to Washington D.C., and have applied for TIGER Grant funds to help pay for upgrading 11 railroad crossings. There are additional grants they are looking at as well

Library Board Meeting – February 20

- Hours have been changed – 2 hours have been cut per week; schedule has been changed by the East Central Regional Library Board. This is the first major change of hours that has taken place in quite some time. The ECRL Board decided the scheduling without the input of the Sandstone Library staff. The change of hours will be posted online. The new schedule will be reviewed after a year.

City Hall Boiler/Fire Hall Systems

- Meeting with engineers to get a variety of proposals

ADJOURN

Motion Franklin, second Devlin to adjourn at 6:48 p.m. Motion carried 5-0.

Pete Spartz, Mayor

Kathy George, Administrator