

**Sandstone City Council Meeting Minutes  
March 20, 2019**

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

**ROLL CALL:** Kester, Spartz, Devlin, Franklin (arrived at 7:30) and Palmer  
Members absent: None

Staff present: Administrator George and Recording Secretary Nelson

Others present: Mary Joe McQuiston, Fire Chief Andy Spartz, Firefighter Chaz Mann, Sheriff's Deputy Boston Gilderman, and Family Pathways CEO Lisa Mears

**PLEDGE OF ALLEGIANCE:**

Council, guests and staff recite pledge of allegiance.

**ADDITIONS OR CORRECTIONS TO THE AGENDA**

**Motion Palmer, second Devlin to approve the agenda with the following changes: moving John Wright Building to follow the Administrator's report, and moving the Sheriff and Fire Department reports to follow Petitions and Complaints. Motion carried 4-0.**

**PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:** There have been complaints about storm sewers backing up due to the frost. There were frozen water services on Main, 1st and 7<sup>th</sup> St. Another complaint was received regarding potholes on Oriole St. The County noted concern regarding the Slama property because of a great deal of tires and other refuse. There were questions regarding residents working on vehicles in the street and also parking vehicles in front of homes.

**PUBLIC HEARINGS / PRESENTATIONS:**

Lisa Mears, Chief Executive Officer – Family Pathways

Lisa Mears gave a presentation to the Council about Family Pathways and the various programs they offer. She went over the reach of Family Pathways in western Wisconsin and east central Minnesota, approximately 4300 square miles. They provide healthy food access and choices, domestic and sexual assault programs, and youth development programs. There is also a highly successful program for batterers called Step Up. Family Pathways has the only emergency shelter for women and children between Duluth, St. Cloud and the North metro for assault victims. People can call the crises line (211) to get help. They have 8 food shelves and 22 mobile food distribution sites (which are usually located at low-income senior citizen apartments). There are support services for aging adults and their care givers. There are school based back-pack programs and supplemental summer food programs for children. Another program Family Pathways is involved in is supervised visitation to keep children who are estranged from one or more of their family members connected with their family. At the moment, they have contracts with Isanti and Chisago counties and would like to expand this service to other counties. Mears went on to speak about the thrift stores which provide 55% of the organizational operating revenue for Family Pathways. Over half of company employees work at the stores. There are over 1000 individuals who volunteer with Family Pathways. The March Food & Fund drive is going on now. Mears handed out invitations to the Barn Bash (an informal gala) which is May 16<sup>th</sup>. The website is FamilyPathways.org. The telephone number to reach Family Pathways is 651-674-8040.

**CONSENT AGENDA:**

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

- **February 20, 2019 Regular Council Meeting Minutes;**
- **Old School Arts Center – Contract for Services;**

- **Recording Secretary Kara Nelson – Increase in Payment for Services;**
- **Creation of Fund 485 – Rock Redevelopment;**
- **Resolution No. 20190320-01 – Loan Application to MN PFA for Drinking Water Revolving Fund; and**
- **Resolution No. 20190320-02 – Supporting Transportation Funding Package.**

**Motion carried 4-0.**

**NEW BUSINESS:**

Old School Arts Center – Applications for 5 Temporary Liquor Licenses

Mary Jo McQuiston spoke to the Council. She handed out the coloring book which was created by local artists and represents businesses in the area; it is being used as a fundraiser. The coloring books can be purchased at Cheri’s Flower Basket and OSAC for \$5.00. In January, a new board member suggested that they add pop-up art shows to their events, which they have now done at Blue Taco and Northview Bank. Another one will be set up at Crazy Mary’s in Finlayson. OSAC hosted the theater group Ten Thousand Things. They have had a President’s Stew, will be having Art in the Park, three art openings, three poetry prose readings, three concerts and are planning a couple more pop up art shows. McQuiston thanked the Council for their continued support.

OSAC is getting ready for the season and is presenting applications for 5 temporary liquor licenses for the following dates/events:

- May 17 – Art Opening
- July 26 – Art Opening
- August 17 - Concert
- September 20 – Art Opening
- October 11 – Open Mic

**Motion Palmer, second Devlin to approve the temporary liquor licenses as requested. Motion carried 4-0.**

Streets & Parks Supervisor

Craige Hiler started in the position of Streets & Parks Supervisor on October 1<sup>st</sup>. His 6-month probation period is up on March 31<sup>st</sup>. Administrator George stated that she is very pleased with his performance. She did his performance review on Tuesday, March 19<sup>th</sup>. Part of the performance review process includes a review of the position description. George stated that she and Hiler reviewed the position description and she is proposing some additional language, as follows:

- 14. Undertake or affectively recommend the following for subordinate employees: hire, transfer, suspend, promote, discharge, assign, reward, discipline, direct, and adjust grievances.*

George explained that this addition is proposed because it appropriately represents what is required of the Streets & Parks Supervisor. She also provided a detailed explanation for each of the areas, stating that the Supervisor would affectively recommend hiring, transferring, suspending, promoting and discharging subordinates, with the Council making the final determination. And the Supervisor would undertake assigning, rewarding, disciplining, directing, and adjusting grievances for subordinates.

**Motion Palmer, second Devlin to acknowledge satisfactory completion of the probationary period and consider Hiler a “regular employee”, to approve proposed changes to the Job Description as**

**presented, and to approve a pay raise of \$.50 per hour in accordance with the Union Contract. Motion carried 4-0.**

## **REPORTS:**

### Sheriff's Deputy Report – February 2019

The Council was provided with the weekly activity reports from the Sheriff. Deputy Gilderman reported that with the warmer weather, the activity is picking up. There is a person living on the outskirts of Robinson Park. He's actually in Banning State Park, the DNR has been notified. There were some issues at Sandy Pines Apartments. The problem with shop lifting at Family Dollar seems to have tapered off. There have been reports about a tent on or near the climbing wall in Robinson Park.

### Fire Department Report – February, 2019

Chaz Mann was introduced by Chief Spartz. He has recently been promoted to Captain and he has agreed to serve as the public relations person. Spartz reported that training has been taken up by getting familiar with the new ladder truck, which has been delivered and is being stored in the public works building. Chief Spartz will be installing a network weather station on the radio tower in front of the Fire Station. It comes with a URL where people can log on and get up-to-date weather information. New officers have been elected. The house that is going to be burned on Park was used by the Sheriff's Department for SWAT practice earlier today. There are two people who are interested in having their structures burned – they are both out on Duxbury Rd. The Department responded to 6 calls during February: 2 building fires, 2 medical assists, 1 hazardous condition, and 1 chimney/flue fire.

### Approve New Firefighter: Nicole Ericson

Assistant Chief Ross Degerstrom submitted a written report, informing the Council that an interview has been conducted for the position of firefighter for the Sandstone Fire Department with applicant Nicole Ericson. He is requesting approval by the Sandstone City Council to hire Ericson for the position of probationary firefighter.

**Motion Devlin, second Palmer to approve the hiring of Nicole Ericson as a probationary firefighter. Motion carried 4-0.**

### Library Report – February, 2019

Librarian Coffee submitted a written report, stating that story time in February had few participants, probably due to the weather. Both book clubs met and they hosted a legacy program which focused on the history of pop music. Coffee thanked her volunteers Katie Cundiff and Becky Gaede and mentioned the study regarding The Rock that Kathryn Stower did. Coffee is excited that part of the Rock might be used for the new library.

### EDA Meetings – February 27, 2019 and March 6, 2019

Highlights from the recent EDA meetings include: Wild River financial reports, the EDA set the Business Breakfast for April 11<sup>th</sup>, mobile food units are being discussed, and Wayne Eller from Habitat for Humanity gave a presentation.

### Park & Rec Commission Meeting – March 8, 2019

Cheryl Jones represented the Sandstone Farmer's Market and spoke to the suggestion of moving the market to the Credit Union's previous business location. She would rather stay on Main Street for visibility reasons. The placement of business signs was discussed. A more permanent porta potty in Train Park was discussed and prices are being explored. There were over 120 people at the City Skate & Slide function on

Lions Hill, everyone seemed to have fun. The Commission is looking at repairs that are needed on the chalet. The Administrator reported that the furnace was replaced.

Special Event Permit Application – Hubbard County 4-H. The City received an application from the Hubbard County 4-H for group camping at Robinson Park on August 2<sup>nd</sup> – 3<sup>rd</sup> for their 4-H Ambassador Mystery Trip. They estimate 4 to 5 staff, along with 20-25 campers in attendance. The Park Commission recommends approval 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 Palmer, second Spartz to approve the special event permit for Hubbard County 4-H. Motion carried 4-0.**

2020 Park Fund – Fund Balance. The Park Fund is part of the General Fund. Each year, expenses are tracked for the Park Fund. At the end of the year, any unspent funds are rolled into the overall fund balance for the General Fund. Administrator George stated that she would like to allocate the unspent funds specifically for Park purposes. The easiest way to do this is to allocate the unspent amount to Restricted Cash and earmark it for Park Fund Balance. Currently, the City has Restricted Cash allocated for the Tree Fund (1,704.23), KREEC (41,555.31), Legacy Grant (35,500), Munger Trail (135.82) and Benefits (12,928.23). Finance Officer Newey keeps track of these and George has been adding them to the budget worksheets so that everyone can keep track. For 2018 year-end, George stated that the unspent Park Fund amount is \$11,971.

**Motion Devlin, second Spartz to deny the request to have the year-end left over money from the Park Fund ear-marked as Park Fund Balance.** Devlin stated that he was not comfortable with this proposal. **Mayor Spartz called for a vote on the motion. Spartz, Palmer, Kester, nay; Devlin, aye. Motion failed 1-3.**

**Motion Spartz, second Palmer to allocate the year-end unspent Park Fund budgeted amount to Restricted Cash and earmark it for Park Fund Balance. Motion carried 4-0.**

Planning Commission Meeting – March 13, 2019

The Planning Commission met jointly with the City Council to continue working on the zoning ordinance.

Small Cities Development Program Update

Six owner-occupied residential projects have been completed. Three have had inspections but the loans haven't been closed out yet. There are eight projects in the works. These eight will likely use up the current program fund balance of \$200,000. There are three commercial projects ongoing, which will use up the allocated funds. Council members noted the advantages of the program for the City and hopes that if the City applies for the program again, rental properties will be included.

#### Rental Inspection Report – February, 2019

Andrew Luedtke submitted his report which includes 27 first time inspections. Ten property owners have been sent letters with outstanding orders. Twenty-nine properties have been sent non-compliance letters – these are those who have not registered for 2019 licenses. Council members requested a running tally on how many properties are still not in compliance.

#### Building Inspection Report – February, 2019

Richard Drotning submitted his report. There was one building permit issued with three open. It was noted that Sandstone Health Center has received a demolition permit and will be tearing down the old hospital portion of the building. They will be applying for a conditional use permit and a variance; all property owners located within 350 feet of the property will be notified of the public hearing.

#### Streets & Parks Supervisor Report – February, 2019

Craige Hiler submitted his report. The Department was busy with a lot of snow removal. There was work that had to be done on the flashing on the City Hall chimney and staff is getting a bid on removing the chimney altogether. Staff continues to work on cleaning up the shop. Councilor Devlin stated that he has seen a positive different in the shop.

#### PeopleService Report – February, 2019

Alex Leger submitted his report. There was a sample taken of the City's water which passed at the new County Government Center building. Administrator George and Leger met with Rural Water regarding the Pond Optimization Program, which will help the City with the phosphorus issue in the sewer pond. There was a sewer backup on Jay and one on Court. Both turned out to be personal lines. Leger is working to identify where one sewer line goes as part of the State's Highway 123 project. Leger had reported last month that there is a manhole that was crumbling and causing a lot of Inflow & Infiltration problems. He has now determined that it is under warranty so it is being patched. There was a sewer line break on Hwy 123 – the line was crushed under a driveway – Mike Johnson was able to repair it. Leger reported that a heater at the waste water plant has been sticking; there is an expensive part that needs to be replaced by a plumber. Leger is getting quotes.

#### Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report for February, 2019 and the A/P Clerk Claims for February, 2019.

**Motion Palmer, second Spartz to accept the Cash Balance, Revenue & Expenditure Report for February and to pay A/P Clerk Claims for February. Motion carried 4-0.**

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

The City received a Thank You letter from Pine County Historical Society for the \$1,000 contribution.

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

#### **Lions Hill Furnace Replacement**

- People smelled gas outside the building on several occasions
- MN Energy Resources found that the furnace was not burning natural gas properly – they shut down the furnace
- D&E Heating inspected, found the furnace needed to be replaced, did the job for \$2,195

### **MN Rural Water Association Infrastructure Financing Update – March 6<sup>th</sup>**

- Various grants and loans were discussed
- PFA Credit Enhancement Program – City can bond using lower rates through PFA program

### **MN DOT TH123 Project Meeting – March 7<sup>th</sup>**

- Pete Spartz, Phil Kester, Craige Hiler, Kathy George met with Project Engineer Dough Kerfeld
- Public Forum planned for late spring/early summer which will be widely publicized
- Alex Leger following up to televise sewer line on 123 between Court & Park
- Planning for construction in 2021

### **NPDES Permit – Phosphorus Limits – Phone Conference March 12<sup>th</sup>**

- Selected for Pond Optimization Study through MN Rural Water Association and the University of Minnesota
- Will request more time from MPCA; need to revise 5-year plan

### **Quarry Days Meeting – March 12<sup>th</sup>**

- Jodi, Cassie & Rose heading the planning efforts
- Many ideas- need volunteers/ helpers
- There is another meeting planned for April 16<sup>th</sup> at 6:00 p.m.

### **Water Projects Meeting – March 14<sup>th</sup>**

- Tim Franklin, Pete Spartz, Leaha Jackson, Kathy George, Jeff Ledin (SEH), Steve Rose (SEH), Alex Leger, Craige Hiler, Paul Petersen (PeopleService)
- Water Loop – 3 options are being explored – will be brought to City Council in the future
- Well Upgrades – concerns with changing water quality discussed – getting various samples
- Second Line to Water Tower – reviewing options
- Generator which is on top on the building is diesel – rolling into project –SEH to figure out appropriate size, etc.

### **Pine County Tax Forfeited Land Sale**

- 45-0140-202 “sliver” parcel adjacent to Skunk Creek Properties parcel

### **City Hall/Fire Hall Building Projects**

- Projects are being advertised for bids
- Bids are due April 11<sup>th</sup>
- Will come to Council April 17<sup>th</sup>
- The roof on the City building is leaking; it has been patched but may need more work – this is not part of the roof that was replaced last year
- The pedestrian door on the Library is rusted and water is pouring in – quotes are coming in to replace it
- The 2018 audit is underway

**Motion Devlin, second Kester to go into a closed meeting. Motion carried 5-0.** Councilor Franklin arrived at this time.

### **OLD & CONTINUING BUSINESS:**

### John Wright Building

The City has been considering the possibility of purchasing the John Wright Building from the County. Pete Spartz, Brandon Devlin, Craig Hiler and Administrator George toured the building, looked at the plans, and considered the possibilities. An email was received from the County - they knew that the City was interested - and asked for a proposal from the City by April 30. The lot next to the building is also available. There are a great deal of advantages with the building, one of which being the Streets & Parks Department being moved back into town. Most of the committee agreed that procuring the building would be a good idea. It could be used for a community center, child care, art lessons, and other community uses.

The Council went into closed session to consider making an offer to the County. Consensus was gained from the Council. Administrator George will relay the offer to County Administrator David Minke.

**Motion Franklin, second Spartz to re-open the meeting. Motion carried 5-0.**

### **ADJOURN**

**Motion Franklin, second Spartz to adjourn at 7:55 p.m. Motion carried 5-0.**

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Peter Spartz, Mayor

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Kathy George, Administrator