

Sandstone City Council Meeting Minutes
April 15, 2020

CALL TO ORDER: 6:00 p.m. This meeting took place via Zoom video conferencing.

ROLL CALL: Kester, Gaede, Spartz, Riley

Members absent: Palmer

Staff present: Administrator George, Recording Secretary Nelson

Others present: Alanea White with the Pine County Courier, Fire Chief Andy Spartz

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

Motion Gaede, second Spartz to approve the agenda with the addition of the Engineer's Report.

Motion carried 4-0.

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

PUBLIC HEARING/ PRESENTATIONS: None

CONSENT AGENDA:

Motion Riley, second Kester to approve the Regular Meeting Minutes from March 18, 2020. Motion carried 4-0.

OLD & CONTINUING BUSINESS:

COVID-19 Response

Proclamation No. 20200415-01 Declaring a Local Emergency

On March 13, 2020, Governor Tim Walz issued Emergency Executive Order 20-01 declaring an emergency to address the COVID-19 pandemic in Minnesota. Generally, the Governor's Executive Order triggered activation of city emergency management plans and enabled cities to exercise emergency powers. The applicable statute, Minnesota Statutes Section 12.29, says only the Mayor can make the declaration, it's good for 3 days, and can only be extended by the council. The initial declaration could be made jointly by the Mayor and the Council and, in that case, it would not need to be extended within 3 days.

It is still not clear as to whether or not the City should declare a local emergency. But, with the fluidity of the situation, it is not a bad idea to take this step now and does not cause any problems to do so. And, it indicates that the City is working under an emergency plan. There was a question regarding the ability of businesses to access special loan funds – they are already able to do so.

Motion Spartz, second Riley to approve Proclamation No. 20200415-01 Declaring a Local Emergency. Motion carried 4-0.

Meetings by Telephone and Other Electronic Means

Declaring an emergency, whether done by the Governor or also by the City, does not authorize meetings to be conducted by telephone. That is a separate issue requiring somewhat different determinations. The necessary determinations can be made by the "presiding officer, chief legal counsel, or chief administrative officer." Such a determination would apply to any subsidiary City board, commission, or committee such as the Planning Commission. The proposed declaration would allow the public to attend meetings at City Hall and listen-in

there, or they could call in on the phone number provided.

Telephone and video (Zoom) meetings have become the preferred method in order to continue the business of the City and allow participants to maintain proper social distancing and adhere to Governor Walz' Stay at Home order, which has now been extended to May 4th. There was a question regarding who would need to be at City Hall and administer the meeting. Either the City Administrator or a Council Member would be in attendance.

Motion Gaede, second Riley to support Mayor Spartz' Statement and Determination Regarding Conducting Meetings by Telephone or Other Electronic Means. Motion carried 4-0.

Ordinance No. 20200415-1: City Code 117 – Administrative Citations

The Rental Appeals Board recommended that the City Council consider adopting an Administrative Citations ordinance. If adopted, Administrative Citations can be used as an alternative method of enforcing the City Code (not just the Rental Ordinance). The DRAFT City Code 117 was presented for discussion purposes at the March 18th Council Meeting. Some changes have been made based on comments received from the City Attorney. A notice was posted on the City Bulletin Board, as required.

This ordinance would allow the City to take action without involving the Sheriff or Court system. The process would be: the resident would receive a notice in the mail explaining the violation and giving them time to make corrections. If the corrections are not made, the administrative citation is given (a second citation within a year would mean a fine of 1 ½ the original). There is an appeal process. At any time, the Court route is available. The fine can be put on the resident's taxes if not paid. There was a question and discussion regarding how citations would be administered. Consensus of the Council is that administrative citations be administered through the City Administrator's office so that proper tracking can take place.

Motion Spartz, second Kester to approve Ordinance No. 20200415-01: City Code 117 – Administrative Citations, and further to approve Ordinance No. 20200415-02: Summary Publication of Ordinance No. 20200415-01. Motion carried 4-0.

John Wright Building Update

The City has been working with the LMCIT insurance adjuster, ServiceMaster Restore, the Day Care Center representatives, an architect, the Building Inspector, Lundberg's Plumbing & Heating and the sprinkler contractor regarding the flood repair and other remodeling work needed to get the building up and running. The building will be shared by the Streets & Parks Department and the Day Care Center, with space available for other community uses.

Concentrating on just the Day Care / community space portion of the building, Administrator George provide an update of the costs that are known at this time. ServiceMaster is preparing to start working, hopefully within the next week or so.

So far, George reported, repairs and modifications at this point total \$139,162.53. Of this amount, \$68,696.75 will be covered by the insurance company. Day Care extras/modifications are at \$13,573.30. The remaining \$56,892.48 (so far) are items that benefit more than just the Day Care and, therefore, would be the City's to cover. A security system still needs to be priced out for the Day Care, as well as creating a Teacher Bathroom, adding a sink to classroom 301, and adding gutters to the outside of the building. Parking lot work will also be needed. The EDA previously agreed to loan the Day Care Center \$18,100 for various upgrades that are necessary. The loan would be deferred and when the Day Care Center is able to start making lease payments, the lease payments will be used to pay back the EDA.

Regarding the Street Department side of the building, staff has been clearing out unwanted items, taking down cubicles and furniture, removing ceiling tiles, removing doors, and generally getting the space ready for remodeling. Plans from the architect should be available soon, which will be provided to Lundberg's Plumbing & Heating so that they can properly design the necessary mechanical work for both the Street Department side and the Day Care / Community side. A quote was received from the sprinkler company for \$66,825.00 for material, design, fabrication, installation and testing of the sprinkler system. An alternate addition of \$5,200.00 was quoted for demo of existing pipe in the Street Dept side of the building. George is having an appraisal completed on the current Streets & Parks Department building, hoping to offer that building for sale as soon as possible, which will help cover the remodeling costs. Council Members asked George to also arrange for a survey of the property.

Everyone's Table Board Members are looking for grants to help with the kitchen work (estimated at \$13,593.81). George asked the Council if they felt that it would be appropriate for Everyone's Table to offer their community meal at the John Wright Building, once it is ready. Each Council Member expressed their support for this, stating that it is their intention that part of the building be used for community uses. Discussion turned to other events; such as, reunions, graduation parties, etc. George will start working on some policies and procedures for these types of uses.

Motion Kester, second Spartz to order a survey of the John Wright building property. Motion carried 4-0.

NEW BUSINESS:

Stop Sign at Minnesota Street and Grant Avenue

With the street projects coming up, the question has been raised about the possibility of removing or moving the stop signs at Minnesota Street and Grant Avenue. This stop sign is positioned at the top of the hill on Minnesota and causes drivers to have to stop on the hill; which is often icy in the winter months.

Motion Riley, second Spartz to move the stop signs at the corner of Minnesota and Grant to have the drivers on Grant Ave stop instead of those on Minnesota. Motion carried 4-0.

REPORTS:

Sheriff's Deputy Report – March, 2020

Council Members reviewed the list of calls received by the Sheriff's Department for the month of March., a total of 184. Council Members would like a comparison chart so that they can determine if calls are up, down, or about the same from time to time.

Fire Department – March, 2020

Fire Chief Andy Spartz reported that the Department had four calls during March – one electrical fire at 109 Court Ave. South, a medical assist, mutual aid a building fire in Hinckley, and a brush fire. All the trainings have been canceled for April and probably May. A reminder - Monday 3-5 p.m., there will be a demonstration of the sign the City is considering for the Fire Hall.

Library Report – March, 2020

Librarian Jeanne Coffey provided a written report, stating all the cancelations that had to happen due to COVID-19 as well as the programs that are able to be conducted online. There are some of the 14 libraries in the East Central Region that are working on curbside pick-up but others are not allowing anyone inside the buildings, including the librarians.

Sandstone History and Art Center Update

Kristi Sellwood is working on gathering pictures and stories about by-gone days at the Rock. She is also working with Art Olstead and John Gaede digitizing artifacts. They are planning to apply for a grant for this project. They were hoping to open May 1st and 2nd for Paddle Fest weekend, but will probably be postponed now that the stay-at-home order has been extended to May 4th.

EDA Meetings – March 25, 2020 and April 1, 2020

During the March meeting, a tiered approach to the valuation of the business park lots was approved as well as approval of a land credit program to help with the development of the business park lots. The EDA also approved the settlement agreement for the lots that the Rock encroaches on, approved the COVID-19 Business Recovery Loan Program, approved the Purchase Agreement with Arron Peterson Trucking for a lot out at the industrial park, and postponed the EDA business breakfast.

During the special meeting on April 1, 2020, the EDA Loan Committee considered and approved three loan applications for COVID-19 funds: Cheri's Flower Basket, Anderson Recycling, and Sandstone Lanes. Another EDA Loan Committee meeting is set up at 1:00 p.m. on Friday to consider another loan application.

Park & Rec Commission Meeting – April 10, 2020

The Commission met via Zoom video conference and talked about the Robinson Park Legacy Grant Project. Six proposals for architect and engineering services were received. The Commission conducted interviews with three firms today and will interview the remaining three tomorrow. A recommendation will be submitted to the City Council for approval.

Regarding the KREEC site, Commissioner Chasson has been talking about clearing the trails that are there now to see if people will begin using them. A sub-committee is discussing how to use the site and what it would cost.

There were plans for Earth Day April 25 but plans are on hold for now. Art in the Park for Tuesdays in June is being planned. There are plans for National Night Out in August as well.

The Commission thought it would be a good idea to put signs up at the parks indicating the need for social distancing and to let the public know that the park structures are not sanitized every day. The signs have been made and installed.

Building Inspection Report – March, 2020

The Dollar General Building permit fee has been paid and work has begun to extend utilities to the building site. One building and two maintenance permits were issued in March. There are currently four on-going building projects, three maintenance, and three on-going Right of Way projects. Total building construction value in 2020 so far is \$5,651,316.00, mostly due to the Sandstone Health Care Center project and the Dollar General project.

Streets & Parks Supervisor Report – March, 2020

Snow was plowed and cleared as well as pothole patching. The equipment and vehicles receive maintenance and repairs as needed. The open window and door was secured on the Rock. All the steel trash cans were painted. New City logo decals have been placed on all equipment. The 1999 Ford F450 Toro Groundsmaster mower and the Cub Z-force S48 mower have been placed on the Public Surplus auction site for sale.

PeopleService Report – March, 2020

Lift Station #2 had a Grinder Pump Replacement at a cost of \$4,843.35.

The MN Dept of Health Sanitary Sewer Report for Sandstone Public Water System was received. Administration George discussed the notes made by the inspector. The deficiency noted was the location of the well for the public water being near a flood plain. This will be taken care by the water projects that are planned for this year. Chemicals need to be moved so that incompatible chemicals are not stored in the same area. George is working with the City Engineer on possible solutions to this concern.

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report and the A/P Clerk Claims – March, 2020.

Motion Kester, second Spartz to approve the Cash Balance, Revenue & Expenditure Report and pay claims in the total amount of \$237,531.97 for March. Motion carried 4-0.

Engineer's Report

Council Members reviewed the written report provided by the City Engineer. PeopleService staff is locating the manhole on 3rd St. for the TH 123 MN DOT project. The 2020 Street project is out for bids right now. Council will hold a Special Meeting at 5:30 on April 22nd to review the bids received. The nursing home's collapsed sewer pipe is being addressed with bids due by Friday. The permits are being acquired for the water loop project. The Dept. of Ag has given input regarding the possibility of creosote being found in the project area.

Motion Spartz, second Riley to approve all of the reports as submitted. Motion carried 4-0.

WRITTEN NOTICES AND COMMUNICATIONS: None

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

Property Taxes

- ❖ Pine County Board reduced the penalty on late property taxes
- ❖ If 1st ½ taxes are paid by June 30th, the penalty is 1%
- ❖ If paid by July 31st, the penalty is 2%
- ❖ After July 31st, the regular penalty applies, which ranges from 5% to 9% depending on property classification

Street Department – Summer Helper

- ❖ We will be advertising to fill this position in the coming weeks
- ❖ Applications are due by May 13th
- ❖ Hiler and George will interview candidates and recommend Council action at the May 13th Council Meeting

Public Surplus Auction

- ❖ We have several items currently listed for sale
 - 25 Interior doors from the John Wright Building
 - 1 display/trophy case from the John Wright Building
 - 1 large desk from the City Clerk's office
 - 2007 Toro Groundmaster mower
 - 2013 Cub Cadet Z-force mower

- 1999 Ford F-450 Dump Truck w/plow & salt/sand spreader

Utility Bills – Shut-off

- ❖ At the March meeting, Council agreed to waive the \$10 fee associated with the shut off letter and postpone utility shutoffs during the COVID-19 period (this was applied to the March mailings/deadline)
- ❖ Staff would like confirmation that this will also apply to the April mailings/deadline
- ❖ **Council agreed that the intent was to cover the COVID-19 period (which includes April).**

506 River Bluff Ave

- ❖ Collapsed sewer service line about 10 feet from the sewer main on 5th Street
- ❖ Repair occurred March 19th
- ❖ Staff and the City Engineer were on hand
- ❖ The City Engineer determined that this work falls under the one-year warranty
- ❖ When the bill for the work arrives, it will be forwarded to the contractor for payment

Local Board of Appeal & Equalization – April 21, 6:00 p.m.

- ❖ The meeting will be held remotely via teleconference
- ❖ Each member will call in to the phone number provided
- ❖ The phone number and access code have been included in our published notice and is posted on the bulletin board
- ❖ This is a Special City Council Meeting and does require a quorum of the Council

Painting

- ❖ Clerk's Office - done
- ❖ Hallway is underway
- ❖ Council Meeting Room is on the list
- ❖ Flashing on the outside of the City Hall building is also on the list

ADJOURN

Motion Kester, second Riley to adjourn at 7:30 p.m. Motion carried 4-0.

Peter Spartz, Mayor

Kathy George, Administrator