

Sandstone City Council Meeting Minutes
May 20, 2020

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

ROLL CALL: Gaede, Spartz, Palmer and Riley

Members absent: Kester

Staff present: Administrator George, Recording Secretary Nelson

Others present: Alanea White with the Pine County Courier, Julena Rahier, Shannon Sweeney with David Drown Associates, Dave Chasson with the Park & Rec Commission

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

Motion Palmer, second Gaede to approve the agenda with the addition of Resolution 20200520-06 regarding Aaron Peterson Trucking, LLC and moving the closed meeting to the end. Motion carried 4-0.

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

PUBLIC HEARING/ PRESENTATIONS:

Resolution 20200520-01 Adopting Assessment for Unpaid Charges

Motion Riley, second Spartz to open the public hearing at 6:06 p.m. Motion carried 4-0.

The proposed assessment is for unpaid charges the City incurred to clean up parcel 45.5459.000. The property owner has been billed. Payment has not been received. The property owner was then sent a notice regarding the assessment hearing. Mayor Spartz called for any comments from the public. No comments were offered.

Motion Spartz, second Riley to close the public hearing at 6:07 p.m. Motion carried 4-0.

Motion Spartz, second Gaede to approve Resolution 20200520-01 Adopting the Assessment for Unpaid Charges \$280.51 for property cleanup on parcel 45.5459.000. Motion carried 4-0.

CONSENT AGENDA:

Motion Palmer, second Riley to approve the Consent Agenda as follows:

1. **April 15, 2020 Regular Meeting Minutes**
2. **April 21, 2020 Board of Appeal & Equalization Meeting Minutes**
3. **April 22, 2020 Special Council Meeting Minutes**
4. **May 12, 2020 Special Council Meeting Minutes**
5. **Liquor License Renewals for Rich's Bar (on-sale, off-sale, and Sunday), Sandstone Area Golf Course (on-sale and Sunday), and Sandstone Lanes (3.2 on-sale) subject to license payment, background check, and proper insurance. Motion carried 4-0.**

NEW BUSINESS:

City Council Vacancy

Resolution 20200520-02 Declaring Vacancy - Sadly, on April 20th, Council Member Phil Kester passed away. He was serving a 4-year term, which expires in December, 2020. Administrator George explained that the Council must pass a resolution declaring the vacancy.

Motion Gaede, second Palmer to approve Resolution 20200520-02 Declaring a Vacancy in the Sandstone City Council with the passing of Phil Kester. Motion carried 4-0.

Appointment/Oath of Office - Julena Rahier

Since less than 2 years remain in the term, a special election is not needed. The Council can appoint a person to fill the vacancy until December 2020.

In August, 2019, when two vacancies presented themselves, the City advertised for interested candidates. Five people submitted the City Council Candidate Questionnaire. Interviews of those five candidates were held at that time and two of those, Gaede and Riley, were appointed to fill the vacancies. Being faced with another vacancy, the Council determined to hold interviews of the three that were not appointed last fall, if they expressed interest. All three were contacted and expressed interest.

On May 12th, the Council held interviews for Oliver Dykstra, Stacey Horton, and Julena Rahier. After the interviews, Council discussed each candidate. A vote was held and Julena Rahier was selected to fill the vacancy. Administrator George administered the Oath of Office to Rahier.

Mayor's Appointments

Mayor Spartz noted that Phil Kester also served as Deputy Mayor and was on the Personnel and Negotiations Committees. He would like to move Council Member Gaede into those positions. He further stated that he would like to have Julena Rahier replace Council Member Gaede on the Rental Appeals Board.

Motion Spartz, second Palmer to appoint Gaede as Deputy Mayor, and also to serve on the Personnel and Negotiations Committees; and further to appoint Rahier to the Rental Appeals Board. Motion carried 5-0.

Auditing Services

Finance Officer Newey has been working on the 2019 Financial Statements with Carl Nordquist, the City's auditor with the firm Althoff & Nordquist, for several months. Typically, in April or May the Council would receive a report on the audit. However, on April 30th, the City received a letter from Althoff & Nordquist indicating they will no longer be able provide auditing services.

Newey has been scrambling to find an auditor to do our audit, on short notice. She has been calling several firms and received a proposal from Abdo Eick & Meyers, which is a highly reputable firm. Bergan KDB has also provided a proposal with a lower bid and Newey would like to proceed with their firm.

	<u>2019 Audit</u>	<u>2020 Audit</u>	<u>2021 Audit</u>
Abdo, Eick & Meyers	22,775	23,450	24,125
Bergan KDB	19,900	20,490	21,100

Newey also contacted the State and received an extension of time for the City to complete the audit. The audit is due June 30th; however, the State will extend the deadline to September 30th.

Motion Palmer, second Riley to accept the proposal for auditing services for the 2019, 2020, and 2021 audits from Bergan KDB for \$19,900, \$20,490, and \$21,100, respectively. Motion carried 5-0.

Assessment for Improvements: 118 Division Street

The City has an opportunity to leverage \$47,500 from various grant programs to make needed repairs to the house at 118 Division Street. The City's involvement would be to contribute \$19,500 to the project, for a total project cost of \$67,000, and assess the \$19,500 against the property, with the property owner paying off the assessment over a number of years.

Improvements include soffit and fascia, windows and doors, electrical, floor repair (joists and beams), floor covering, cellar door, interior wall and ceiling repair, interior doors, bathroom repairs, foundation and exterior wall repairs.

\$13,000 would come from the Small Cities Development Program funds, \$27,000 would come from Minnesota Housing Finance Agency, and \$7,500 would come from the Live Well at Home program. Administrator George stated that all other funding options have been exhausted. The City's commitment to assess the \$19,500 would leverage the funds from these other programs. Because of the extreme state of disrepair in the house, these other agencies will not commit their funds unless all of the funding is in place. The current owner took possession of the property in 2019.

Special Assessments are charged interest at the rate of 2% over prime. The current prime interest rate is 3.25%. The Special Assessment interest rate would be 5.25%. Spread out over 20 years, the annual assessment would be \$1,598.07.

A question came from the council as to where the money would come from in the budget and if the other monies were grants or loans. George answered that the money would come from the City's general fund reserve, as there is no budget set-aside for expenses like this. She stated that the other funds are forgivable loans; they become grants after a certain amount of time.

Motion Riley, second Gaede to approve contributing \$19,500 to the 118 Division Street home improvement project and assessing this amount onto the property taxes. Motion carried 5-0.

Banners for Downtown Light Poles

With new Christmas lights on the way, Administrator George reported that staff would also like to order new banners for the Downtown Light Poles. Deputy Clerk Alana Tyson provided information on a design and pricing. Each proposal consists of 20 banners each in 4 different designs – Quarry Days, Fall, Winter, and Spring (total of 80 banners).

The price for vinyl banners is \$6,788.00. The price for upgraded digital fabric is \$8,148.00. Both proposals include the bracket system and carry a three-year warranty.

Council Members asked if there was a way to personalize the banners to Sandstone. Concern was stated that Quarry Days might not be held in the future. George will follow up on personalization.

Motion Spartz, second Palmer to approve the purchase of new digital fabric banners for the light poles for an amount not to exceed \$10,000. Motion carried 5-0.

Resolution 20200520-06 Aaron Peterson Trucking

Administrator George reported that the EDA recently sold a lot in the Business Park to Aaron Peterson Trucking. The purchase involves the newly adopted Land Write Down program, which allows the City to place special assessments on the property in case the buyer defaults in any way. Since the City has special assessment authority, not the EDA, the City needs to adopt a resolution determining sufficiency of petition pursuant to petition by 100% of petitioners of affected property.

Motion Palmer, second Gaede to approve Resolution 20200520-06 regarding the Petition and Waiver Agreement signed by Aaron Peterson Trucking. Motion carried 5-0.

OLD & CONTINUING BUSINESS:

2020 Street & Utility Reconstruction Project

The City Council held a Special Council meeting on April 22nd to consider bids received for the 2020 Street

Improvement Project. The low bid was from A-1 Excavating, Inc. for \$1,572,914.47.

Previously, the City Council had determined to issue bonds in the amount of \$2,000,000 to pay for the project. The project scope, as bid, included the following:

1. Minnesota Street from Grant Avenue to Pine Avenue (curb, gutter, bituminous paving, restoration of driveways with concrete aprons, turf restorations, and storm sewer at Pine; additionally, storm water on Minnesota would be directed to Pine).
2. Court Avenue from 3rd Street to Minnesota Street, excluding Division to 1st, (replacing the existing storm sewer, new curb, gutter, bituminous paving and driveway aprons).
3. 5th Street from Commercial Avenue to Park Avenue (spot repair of curb & gutter, street paving).
4. Commercial Avenue between 3rd Street and 5th Street (new pavement with spot curb repair).
5. 6th Avenue between Court Avenue and the water tower (new pavement with spot curb repair).
6. Pine Avenue south of 3rd Street to Division (street reconstruction, curb, gutter, sanitary sewer, storm sewer).

Since the project came in under budget, staff was directed to work with the engineer to add additional work. Staff proposed adding the following:

1. 1st Street between Grant and Pine (new pavement, curb & gutter) estimated cost \$123,000
2. Division Street between Pine and Palisade (new pavement – street does not have curb or gutter) estimated cost \$61,500
3. Lions Hill (new paved parking area) estimated cost \$15,000
4. Washington Street from the nursing home to Pine (new pavement, curb, gutter) estimated cost \$158,000

According to Administrator George, if the additional work were added, the costs would breakdown as follows:

Original projects	\$1,572,914.47
Additional projects	357,500.00
Engineering	83,700.00
(will increase with added projects)	
<u>Total Project</u>	<u>\$2,014,114.47</u>
Plus, contingency (5%)	96,520.72
Total with contingency	\$2,110,635.19
Bond Fees/Expenses	79,859.58
<u>Total with Bond Expenses</u>	<u>\$2,190,494.77</u>

Shannon Sweeney, David Drown Associates, has prepared information regarding the bond/financing package. He attended the meeting and went through his information. His total project cost is \$2,307,494.78, higher than what George showed because he included the \$58,500 that the City already paid SEH for work up to the bidding process. Additionally, part of the borrowing costs is capitalized interest (\$33,614), which is optional. Sweeney presented two schedules, paying the debt off over a 20-year term. One includes borrowing the entire amount including the engineering cost that have already been incurred giving a general annual debt service payment of \$155,000. The other schedule shows borrowing a flat \$2,000,000 which would bring the general annual debt service payment down to \$135,000. In addition to debt service, the storm sewer fund would contribute \$16,000 per year towards the payment and the sanitary sewer fund would contribute approximately \$10,000.

The City currently budgets \$180,000 per year for street projects. There is about \$250,000 in reserves for street overlay projects. Sweeney noted that, because of past practice, the property owners should not see a significant increase on their property taxes.

Sweeney also explained how method of sale of bonds has changed since the inception of Covid-19. He stated that the bond market has been fluctuating and that the City will need to act quickly to secure the best interest rates. He recommended that the Council consider adopting a “triggering resolution” to approve the issuance of bonds by negotiation, authorizing the Mayor and City Administrator to sign a bond purchase agreement or term sheet if a target interest rate can be achieved. The Council would then ratify the action at the following meeting. Shannon suggest utilization of a placement agent instead of an underwriter.

The council voiced concern regarding going over the initial agreement to bond for \$2,000,000. Perhaps only some of the additional projects could be done to dial back the costs. George pointed out that the City would not need to put the capitalized interest into the bond costs; they could put money in escrow. She and Sweeney could work to refine the numbers to be ready for the public hearing next month.

Motion Spartz, second Riley to approve Resolution 20200520-03 Calling for a Public Hearing Regarding Tax Abatement in Connection with Certain Public Projects. Motion carried 5-0.

Motion Palmer, second Gaede to approve Resolution 20200520-04 Approving the Issuance of GO Tax Abatement and Utility Revenue Bonds in the amount of \$2,000,000. Motion carried 5-0.

Jay Street

survey the two parcels (45.5576.001 and 45.5577.000) and locate the buildings.

The Council held a public hearing to consider vacating a portion of Jay Street where the building of Jan & Gary’s restaurant is located, owned by Jan & Gary Koland. During discussions, the City expressed interest in acquiring an easement for roadway purposes on an adjoining property, also owned by the Kolands. The property owner and the City agreed to split the cost of the survey, which has now been completed.

Koland had expressed his willingness to grant the City an easement over the south twenty (20) feet of lot 45.5576.001. A proposed easement is offered for Council consideration. There were questions regarding the shape of the property that will be vacated and whether the City was going to be responsible for the bridge that lay in the City's easement. It was noted that the City will not own the easement area, the Kolands will retain ownership, along with the bridge.

Motion Palmer, second Riley to approve Resolution 20200520-05 Approving Vacation of a Portion of Jay Street. Motion carried 5-0.

Motion Palmer, second Spartz to approve the Proposed Easement on Jay Street for the south twenty (20) feet of Lots 19-22, Block 1, First Subdivision of Sandstone Quarries. Motion carried 5-0.

City Hall Boiler Project - Pay Application No. 7 (Roof Top Unit)

Although the majority of the City Hall Boiler project has been complete, it was discovered that one of the Roof Top Units (RTU) needs to be replaced. This work was added to the Boiler project contract with Lundberg Plumbing and Heating as a change order. The cost of the RTU project is \$35,272.14.

The RTU has now been installed and the contractor has submitted Pay Application No. 7 in the amount of \$34,566.70. After this payment is made, \$6,278.67 will remain to be held as retainage until the Boiler project is 100% complete. There is still some work to be done to remove the chimney on top of the roof.

Motion Gaede, second Riley to approve Pay Application No. 7 for Lundberg Plumbing & Heating in the amount of \$34,566.70 for the City Hall Roof Top Unit. Motion carried 5-0.

REPORTS:

Sheriff's Deputy Report – April, 2020

Council Members reviewed the list of calls received by the Sheriff's Department for the month of April, a total of 314 calls. This is quite a bit more than last year, even while considering that there are some calls for March and May on the list.

Contract Renewal: 2021 through 2023

The City contracts with the Sheriff's Department for additional law enforcement services. The current contract is for 5 days a week/10 hours a day. The Sheriff's Department is funded largely by the property taxes paid by all property owners in the county. The Sheriff is proposing a 3% increase for the same coverage in the years 2021, 2022, and 2023. He also provided the cost of increasing the number of days per week, as follows:

	5 days/10 hours	7 days/10 hours	7 days/12 hours	7 days/16 hours
2020	145,834			
2021	150,202	210,861	253,033	337,377
2022	154,700	217,175	260,610	347,480
2023	159,354	223,709	268,450	357,934

The Council discussed the potential of having a Deputy in town seven days a week. Mayor Spartz pointed out the need to have a Deputy attend Council meetings to answer questions. There were questions regarding the response time when the Deputy is "on duty" in Sandstone or not. George offered to have the Pine County Sheriff attend the next Council meeting to answer questions.

The Council would like to know how many days/hours the other area communities contract with the Sheriff's Department. That information was not readily available. The Council would like to know how the community feels about the service and whether they would want more coverage.

Another option is a Community Service Officer that would serve only the City of Sandstone and would report directly to the City Council. There is already money set aside in the budget for that position. George offered to discuss this as part of an upcoming budget work session. Others noted that they would rather discuss the CSO concept separately, not at the budget work session. George will send out a position description of the Community Service Officer to everyone on the Council for consideration, since there has been quite a turnover in Council Members.

Motion Riley, second Gaede to approve the Contract with the Pine County Sheriff's Department for additional law enforcement services of 5 days a week/10 hours a day at the rate of \$150,202 in 2021, \$154,700 in 2022, and \$159,354 in 2023. Motion carried 5-0.

Fire Department – April, 2020

Fire Chief Spartz' reported that there were nine calls for the month - 5 brush/grass fires, 2 medical assists, 1 good intent call, and 1 building fire. Training, with distancing, resumed on May 1st.

Library Report – April, 2020

Librarian Coffey reported that on Wednesdays and Fridays they are doing curbside pick-up. There is a full complement of virtual services for both children and adults. Library cards can be obtained online.

EDA Meetings – April 22, 2020 and May 13, 2020

At the April 22nd meeting, all the documents were completed for the land purchase from Rostamkhani. That purchase closed on May 4. Covid-19 Emergency Relief Loans were granted to the Sandstone Area Golf Course and Jan & Gary's Country Dining. The EDA discussed the Small Business Development Center and bringing them to Sandstone a couple days a week. There was a closed session regarding properties that the EDA was

ready to sell.

At the May 13th meeting, a Covid-19 Emergency Relief Loan was approved for Amy's Country Cafe.

Park & Rec Commission Meetings – April 15, 2020, April 16, 2020 and May 8, 2020

The Commission met via Zoom on April 15th and April 16th to interview a total of six firms for architect and engineering services for the Phase 1 Robinson Park Legacy Grant project.

At the May 8th meeting, the Commission suggested that the City approve a Service Contract with the Sandstone Flower and Garden Club. They determined to start charging \$30.00 per night for the group camp sites in Robinson Park. They plan to plant some trees in Train Park. They reviewed proposals for firms to conduct a Cultural Landscape Report for Robinson Park. They supported Commissioner Chasson's proposal to develop trails and boardwalks through the KREEC site.

Architect / Engineer

The City issued a Request for Proposals for an Architect / Engineer to work with the City on the plans and specifications for the Phase 1 Robinson Park Improvement Project. Six proposals were received as follows:

Anderson Engineering	130,000
Architectural Resources Inc	87,000
LHB	106,500
SRF	150,250
TKDA	175,480
WSB	161,800

The Park Commission conducted interviews of all six firms on April 15th & 16th via Zoom Video Conferencing. The recommendation is to accept the proposal from LHB for \$106,500.

Motion Spartz, second Gaede to accept the proposal from LHB for Architect/Engineer services for the Phase 1 Robinson Park Improvement Project. Motion carried 5-0.

Cultural Landscape Report

The City issued a Request for Proposals for a Cultural Landscape Report, which is required for the Phase 1 Robinson Park project due to the historic quarry artifacts. Three proposals were received as follows:

106 Group	91,450
LHB	89,000
Quinn Evans	99,595

The plan is to submit a request for a grant from the Minnesota Historical Society, with a 10% local match. The recommendation is to accept the proposal from LHB for \$89,000.

Motion Palmer, second Riley to accept the proposal from LHB for the Cultural Landscape Report for Robinson Park, which is required for the Phase 1 project. Motion carried 5-0

KREEC Property Recommendation

Park Commissioner Dave Chasson attended the meeting to discuss plans for the development of the KREEC property. He is working with others to clear trails for hiking and skiing. Eventually, there could be camping as well. He stated that his focus is on non-motorized uses. There were questions regarding access to Old Wagon Bridge Rd. Making the KREEC site a City Park would automatically ban motorized vehicles. The the portion

of the property located on the west side of Old Military Road, about 17 acres, is not part of the Park plan and could be sold, according to Chasson. The funds could be used to develop the remaining portion. The question came up regarding the use of that 17 acre parcel as parking. The Council discussed the motorized vehicle aspect. Funding was discussed in relation to other types of parks; playgrounds, for example. Mayor Spartz asked if the Park & Rec Commission could take on finding out what the public would like in a recreation area. The question was asked as to whether designating the KREEC property as a city park would prevent the City from moving in a different direction in the future. Chasson asked if the other City parks are locked into their particular designation. Council Members did not think so.

Motion Gaede, second Riley to approve designating the KREEC site as a City Park and authorizing the Park & Rec Commission to look into developing it for non-motorized uses within the budget. Motion carried 5-0.

Robinson Park Legacy Grant Application #2

Although the legislature did not pass the bonding bill, the Greater Minnesota Regional Parks and Trails Commission has money in reserves. They are recommending the Phase 1 project for funding. The GMRPTC did not include funding for the following items in the Phase 1 project, but strongly suggested the City apply for another grant for these items:

Vault Restrooms	150,000
Picnic Shelter & Tables	80,000
Concrete Shelter Plaza	40,000

Applications are being accepted now until July 31. Administrator George presented a Memorandum Agreement, which is a requirement of the grant application process.

Motion Spartz, second Riley to approve the Memorandum Agreement for the Robinson Park Legacy Grant #2 Application. Motion carried 5-0.

Service Agreement with Sandstone Flower and Garden Club

The Park Commission recommends the City enter into an annual service contract with the Sandstone Flower and Garden Club for \$500. The Club takes care of the gardens in front of the Post Office and Evangelical Free Church, along with the Veterans' Memorial gardens. They also plant and maintain all of the barrels that are placed in the downtown area.

Motion Palmer, second Gaede to approve a Service Agreement with the Sandstone Flower and Garden Club for \$500.00. Motion carried 5-0.

Planning Commission Report - May 13, 2020

Variance Request & Conditional Use Permit for 106 Lark Street

The City received an application for a Conditional Use Permit (CUP) from Walter Klosner. He would like to convert a two-family dwelling into a three-family dwelling at 106 Lark Street, which is zoned R-1, Low Density Residential. Klosner has a purchase agreement with property owner Jacob Kruse that is contingent on converting the property into a tri-plex. Three and four family dwelling units are allowed in the Low Density Residential District with a CUP.

City Code does require a minimum parcel size of 9,000 square feet for two-family dwellings, and a minimum of 11,000 square feet for three and four family dwellings. The lot is 6,250 square feet and is, therefore, currently a nonconforming use. A nonconforming use may not be enlarged, but may be continued at the size and in the manner of operation existing on the effective date of the City Code. Therefore, in order to proceed, a variance would also be required.

The Planning Commission held the public hearing on May 13th. Klosner was present to explain his project. No comments from the public were received.

The Planning Commission recommends the Variance request be denied for the following reasons:

- (1) Unique circumstances DO NOT apply to the property which is a typical platted lot of 50' wide by 125' deep – the same as the other lots on the block;
- (2) The variance, if granted, WILL alter the essential character of the neighborhood, which is single-family residential; and
- (3) Granting the variance is NOT in harmony with the general purpose and intent of City Code and consistent with the comprehensive plan.

The Planning Commission further recommends the CUP be denied for the following reasons:

- (1) The use would increase congestion in the neighborhood in the area of the street and parking.
- (2) The use is not reasonably related to the overall needs of the City and the existing land use due to the size of the lot.
- (3) The use is in conflict with the comprehensive plan, as this property is zoned single-family residential and the size of the lot is not sufficient for the proposed use.

Motion Spartz, second Gaede to deny the Variance request and the Conditional Use Permit for 106 Lark Street in accordance with the Planning Commission's Findings of Facts. Motion 5-0.

Building Inspection Report – April, 2020

Three building permits and two maintenance permits were issued in April. Two new Right-of-Way permits were also issued. Currently, there are 5 on-going building projects, 4 maintenance projects, and 3 right-of-way projects.

Streets & Parks Supervisor Report – April, 2020

Recommend Hiring of Streets & Parks Summer Helper

The City budgets for a Streets & Parks Summer Helper. This person conducts grounds keeping and maintenance of parks, open space, streets, public buildings and related facilities and is responsible for operating and maintaining a variety of grounds keeping equipment including, mowers, weed trimmers and related equipment. This person also monitors the compost site on Wednesdays and Saturdays. Hours worked are generally 31 hours per week for \$13 per hour. This is a temporary part-time position.

The City advertised for the position and received 7 applications. Streets & Parks Supervisor Hiler and Administrator George conducted interviews on Monday, May 18th. They recommend Kain Furey be hired for the position.

Motion Gaede, second Riley to hire Kain Furey as Streets & Parks Summer Helper for \$13.00 per hour. Motion carried 5-0.

PeopleService Report – April, 2020

The report was provided for Council review.

Financial Reports

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

Motion Palmer, second Spartz to approve the Cash Balance, Revenue & Expenditure Report and the A/P Clerk Claims for April in the total amount of \$361,605.39. Motion carried 5-0.

WRITTEN NOTICES AND COMMUNICATIONS:

2019 Drinking Water Report

The Council received a copy of the 2019 Drinking Water Report. A summary was also published in the *Pine County Courier*. The levels of contaminants in the City water continue to be well below the maximum allowed.

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

Public Surplus Auction

- ❖ Several items have recently been sold, are currently listed for sale, or will be listed soon:
 - 20 Interior doors from the John Wright Building **SOLD for 248.54**
 - 1 display/trophy case from the John Wright Building **no bids – has been disposed of**
 - 1 large desk from the City Clerk’s office **no bids – has been disposed of**
 - 2007 Toro Groundmaster mower **HOLD – did not reach minimum**
 - 2013 Cub Cadet Z-force mower **SOLD for \$1,550**
 - 1999 Ford F-450 Dump Truck w/plow & salt/sand spreader **HOLD – did not reach minimum**
 - Cubicle Partitions from the John Wright Building **SOLD for \$13.50**
 - Misc desks from John Wright Building **SOLD for \$3.00**
- ❖ Upcoming items that will be placed for sale
 - White Council tables (Fire Dept decided not to keep them)
 - 1973 International Fire Truck
 - White Chevy Fire Dept Rescue Truck

John Wright Building

- ❖ Demolition of the Street Shop side will cost \$39,500
- ❖ Mechanical costs are unknown – a budget is expected soon from Lundberg Plumbing
- ❖ Cost of new overhead doors on the Street Shop side is unknown
- ❖ Parking / access costs are currently unknown

Known Costs to date – May 20, 2020	
Day Care Side	161,491.64
Kitchen/Gym	21,616.62
Street Shop	56,750.00
Overall (both sides)	94,231.00
TOTAL TO DATE	334,089.26
<i>Less insurance</i>	<i>68,154.83</i>
TOTAL EXPENDED	265,934.43

- ❖ Met with Everyone’s Table regarding their use of the kitchen/gym spaces; they are willing to help raise funds for tables/chairs and kitchen items
- ❖ Working on DRAFT Lease Agreements for Everyone’s Table and the Day Care Center, along with a policy and procedures for general use of the kitchen/gym

Community Garden

- ❖ Everyone’s Table members are looking into the possibility of creating a Community Garden
- ❖ They like the newly-acquired Rostamkhani property on the corner of 7th and Commercial
- ❖ They are writing grants for funding and will continue the conversation with the City as details unfold

Fire Hall

- ❖ Accepted quote of \$2,500 to prep and paint the canopy brackets
- ❖ Plan to go through an RFP process for the monument/digital display sign
- ❖ Accepted quote of \$3,895 for exterior wall sign

- ❖ Getting quotes for a new generator – current generator is shot

Library

- ❖ Accepted quote of \$3,100 to replace the steel door by the alley (Children's area)

Painting

- ❖ Clerk's Office - done
- ❖ Hallway is done, except for main entrance
- ❖ Council Meeting Room - done
- ❖ Flashing on the outside of the City Hall building – done for \$1,330

Street Department Equipment

- ❖ Accepted quote of \$35,092 for a STEPP Oil Jacketed Kettle 125 Gallon propane crack sealer

331 Minnesota Street – Fire & Explosion Escrow Account

- ❖ Homeowner's insurance company has been contacted
- ❖ They will withhold 25% of the insurance proceeds and send the City notice
- ❖ The homeowner is actively in the process of getting bids to demolish/clean up the lot and plans to rebuild

Wellhead Protection Plan

- ❖ Hired consultant Marilyn Bayerl for \$10,628 to put together Part II of the plan
- ❖ First meeting was held May 7th; next meeting is scheduled for May 21st

Pay Equity Report

- ❖ Received notice that the City has met the compliance requirements

COVID-19 Preparedness Plan

- ❖ Putting the finishing touches on a plan to re-open the City Hall office
- ❖ Requirements include additional posters, hand sanitizer, tissues, waste cans, masks, gloves, disinfectant, and a screen for the Deputy Clerk's office window
- ❖ Once all these steps are taken, we will be able to open the office to the public

Performance Reviews – Office Staff

- ❖ Annual Performance Reviews have been completed for Deputy Clerk Alana Tyson and Deputy Clerk / Utility Billing Leah Jackson
- ❖ Finance Officer Lois Newey's review will take place Thursday morning

The council discussed the City Administrator George's evaluation and how it was done in the past. They agreed to continue in the same manner. The review generally takes place in July.

Motion Riley, second Spartz to close the meeting in accordance with Minnesota Statutes 13D.05, subdivision 3(c) at 9:06 p.m. to review confidential appraisal data and to determine the asking price for real property to be sold by the City. Motion carried 5-0. The following parcels were discussed: 45.0021.000 (former compost site) and 30.0512.003 (current Street Department site).

Motion Palmer, second Gaede to reopen the closed meeting at 9:20 p.m. Motion carried 5-0.

ADJOURN

Motion Gaede, second Riley to adjourn at 9:20 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator