

**Sandstone City Council Meeting Minutes
August 1, 2018**

CALL TO ORDER: 6:07 p.m.

ROLL CALL: Kester, Franklin, Spartz, and Palmer

Members absent: Devlin

Staff present: Administrator George

Others present: None

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

The following were given as additions to the Agenda:

Consent Agenda Additions:

Cemetery Deed: Armand & Katherine Charbonneau

Application for Temporary Liquor License – OSAC – September 21

Application for Temporary Liquor License – MN Climbers Association – September 15-16

Old & Continuing Business Additions:

River Bluff Street Reconstruction – Pay Request

Lundorff Drive Extension – Final Pay Request

Fire Department Report Additions:

Reinstate Firefighter Jeff Gaede

Resignation of George Castonguay

Motion Palmer, second Franklin to approve the Agenda with the additions. Motion carried 4-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

Since the July Council Meeting, staff received the following complaints: a camper is making a mess past the Kettle River bridge (matter referred to Banning staff); there is an RV in someone's yard that is hooked up to electricity and possibly water with people coming and going (staff is following up); a resident has a large chicken coop structure with bright flood lights, etc. (staff is following up); resident is unsatisfied with work done by a local contractor (staff is following up with the contractor); someone is driving around town in a golf cart and is causing safety concerns (Council Member Palmer may know who to contact regarding this person).

PUBLIC HEARING / PRESENTATIONS: None

CONSENT AGENDA:

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

- **Approval of Regular City Council Meeting Minutes: July 10, 2018**
- **Application for Temporary Liquor License – Old School Arts Center – September 8**
- **Application for Temporary Liquor License – OSAC – September 21**

- **Application for Temporary Liquor License – MN Climbers Association – September 15-16**
- **Cemetery Deed: Armand & Katherine Charbonneau**

Motion carried 4-0.

OLD & CONTINUING BUSINESS:

River Bluff Street Reconstruction – Pay Request

The City received an Application for Payment No. 2 for the River Bluff Street Reconstruction project from MPJ Enterprises in the amount of \$125,980.83. SEH Engineer Greg Anderson reported that this represents 45% of the work completed and material on hand, with 5% held for retainage. The Council was also provided with an updated schedule from the contractor:

- Watermain and sanitary mains are completed.
- Week of July 30th: Finish storm sewer and start sanitary sewer and water services after the watermain passes bacteria tests.
- Week of August 6th: Finish services and complete subgrade prep for class 5 placement.
- Week of August 13th: Finish class 5 placement and install curb and driveway aprons.
- Week of August 20th: Pave bituminous base and complete behind curb restoration (driveway connections and turf).
- Week of August 27th: Pave wear bituminous.

Motion by Palmer, second by Spartz, to approve Payment No. 2 for the River Bluff Street Reconstruction project from MPJ Enterprises in the amount of \$125,980.83. Motion carried 4-0.

Lundorff Drive Extension – Final Pay Request

The City received Application for Payment No. 9 (Final) for the Lundorff Drive Extension project from RL Larson Excavating in the amount of \$109,993.93. SEH Engineer Greg Anderson reported that this represents 100% completion of the work. The 1-year warranty period will commence with the final payment. To ensure that any needed corrections are addressed during this warranty period, a final inspection of the project will be made prior to warranty expiration and the findings will be reported to the City. Also provided were the Consent of the Surety to Final Payment, Lien Waivers, and Withholding Affidavit for Contractors and Subcontractors. With this final payment, Administrator George stated that staff will be able to finalize the special assessment process on the project, submit for final reimbursement from the Federal EDA, and close out the Federal EDA grant.

Motion Kester, second Franklin, to approve Payment No. 9 (Final) for the Lundorff Drive Extension project from RL Larson Excavating in the amount of \$109,993.93. Motion carried 4-0.

NEW BUSINESS:

Midwest Properties of Sandstone, LLC – Stormwater Maintenance Agreement

The City has a Development Agreement with Midwest Properties of Sandstone regarding the Golden Horizons Assisted Living Facility. Paragraph 20 of the Agreement states:

The Developer shall be responsible for maintaining the storm water pond during the construction and after completion. The Developer shall provide the City with a stormwater maintenance agreement in a form satisfactory to the City Attorney that evidences that the Developer will continue to be responsible for maintaining the storm water pond in the future.

Staff has worked with the Developer, SEH Engineer Greg Anderson, and City Attorney Sarah Sonsalla to draft a Stormwater Maintenance Agreement. The Agreement reiterates that the Owner (the Developer) is responsible for inspection and maintenance of the stormwater facilities on the property. It also allows for the City to perform maintenance if the Owner fails to do so, at the Owner's expense.

Motion by Palmer, second by Kester, to approve the Stormwater Maintenance Agreement with Midwest Properties of Sandstone, LLC as presented. Motion carried 4-0.

City Administrator Performance Evaluation

Mayor Spartz reported that the 1-year Performance Evaluation for Administrator George was conducted prior to tonight's Council Meeting. He stated that the Council is pleased with the way the City is moving forward. He thanked George for her continued efforts.

REPORTS:

Sheriff's Deputy Report

No report was received; however, Council Members were provided with the weekly lists of calls the Sheriff's Department responded to in Sandstone during the month of July. They noted that they really appreciate getting these lists.

Fire Department

Mayor Spartz reported that the Financial Statements for the year ended December 31, 2017 for the Fire Relief Association have been submitted to the City Administrator. He stated that the Relief Association received a "clean" audit.

The City received a request from former Firefighter Jeff Gaede to be reinstated into the Sandstone Fire Department as a volunteer firefighter. Gaede retired after 10 years and left with good standing. **Motion by Franklin, second by Spartz, to reinstate Jeff Gaede as a volunteer firefighter with the Sandstone Fire Department pending receipt of all appropriate paperwork. Motion carried 4-0.**

The City received a letter of resignation from the Sandstone Fire Department from Firefighter George Castonguay effective July 15th, 2018. Castonguay has been a volunteer firefighter with the Department since June, 2002. **Motion Kester, second Franklin, to accept the resignation of Firefighter George Castonguay with appreciation for his many years of service to the Sandstone Fire Department. Motion carried 4-0.**

Library Report

Council received both the June and July reports from Librarian Jeanne Coffey. The Summer Reading Program kicked off in June with special programs taking place all month. A Lego Club was started. A Harry Potter Party was held. The Migration game was played with Naturalists from St. Croix State Park. There were 1,853 visitors and 255 questions answered during the month of June.

Summer Reading continued through July. Lego Club continued to meet. Participants made Cornhusk dolls with representatives of the Mille Lacs Indian Museum. Kids have been learning how to say "hello" in several languages. They also identified flags from other countries. There were 1,546 visitors and 242 reference questions answered during the month of July.

Planning Commission Meeting – July 11, 2018

The Planning Commission approved an extension of time to consider a Heliport Ordinance for Essentia Health. The extension is now in place through November 25, 2018.

The Planning Commission continues to work on updating the Zoning Ordinance, discussing the Highway Business District at the July meeting. Once the Planning Commission is finished with the updates, a joint meeting will be held with the City Council to discuss the various changes. Then public hearings will be held so that community members, residents, and property owners can provide input.

Park & Rec Commission Meeting – July 13, 2018

The following updates were provided:

- The Softball Field has been named “Eagle Field”.
- Plans for National Night Out on August 7th are underway.
- The Legacy Grant application for Robinson Park has been submitted.
- The Kettle River Watershed Mural project kicks off with the community paint in the park activities August 3rd, 4th, and 5th.
- A public forum was held on July 18th to discuss the future of Angle Park.

The Park & Rec Commission received a Special Event Permit from the Minnesota Climbers Association. They plan to hold their annual Sandstone Climbers Fest on Saturday, September 15th. They estimate 150-200 attendees. They would like to camp in the park Friday and Saturday nights. The Park & Rec 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.
- The City will provide 2 port-a-potties.

Motion by Franklin, second by Palmer, to approve the Special Event Permit for the MN Climbers Club to hold the annual Sandstone Climbers Fest in Robinson Park September 14th – 15th. Motion carried 4-0.

EDA Meeting – July 25, 2018

The following updates were provided:

- Lorien Mueller, Great Lakes Management, met with the EDA regarding the Wild River Senior Apartments and Wild River Townhomes 2nd quarter 2018 financials and proposed 2019 budget.
- A Certificate of Completion for the Gateway Clinic project was approved.
- The EDA agreed to serve the 30-day notice of default in conjunction with a 90-day notice of reverter rights on Area Youth Ministry & Co. regarding the former High School building (The Rock).
- A 1-year extension of the due diligence period for Sandstone Development, LLC was approved.
- The EDA accepted a quote from LHB for an ALTA Survey for the Business Park.
- A Business Retention & Expansion Workshop will take place at the Sandstone Area Golf Course on Friday, August 17th.

Personnel Committee Meetings

The City received 7 applications for the Streets & Parks Supervisor position. The Personnel Committee met on July 19th to review the applications and determined to interview all 7 candidates. Interviews were conducted on July 30th. The Personnel Committee would like to present 3 candidates to the City Council for interviews. **The Council set a Special Council Meeting for Monday, August 20th, from 5:00 – 7:00 p.m. to conduct the interviews.** Administrator George was directed to conduct the background investigations on all three candidates so that the Council can make an informed decision after the interviews.

PeopleService Report – June 2018

Operator Craig Hiler responded to a complaint regarding taste/odor of the water at 406 Park. He flushed the system and collected a sample and found no issues with the water. Hiler responded to 2 sewer backups; one was a private line issue (414 Court), the other required him to jet the sewer main to clear a root issue (210 Court). He also responded to 2 requests for sewer repairs; one was a private service repair (1715 Hwy 23 N), the other required replacement of a 25-foot section of sewer main due to heavy root infiltration from old disconnected and unsealed service connection (333 Mallard Place).

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report for June and the A/P Clerk Claims for the month of July, 2018. **Motion Palmer, second Kester to approve the financial reports and pay claims. Motion passed 4-0.**

WRITTEN NOTICES AND COMMUNICATIONS:

The Council received a TIF Summary and Management Letter from David Drown Associates.

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

Dronen Case Update

- ❖ Alternative Dispute Resolution (ADR) mediation is to be completed by September 4th
- ❖ Pre-Trial/Settlement Conference has been set for September 26th
- ❖ Trial has been set for November 29th

Tax-Forfeited Properties

- ❖ The City now owns the properties – staff is mowing, checking that all utilities are off
- ❖ Asbestos testing will be conducted
- ❖ Fire Chief will look at each property to determine if training burns are appropriate

Election Info

- ❖ Filing Period for City Council / Mayor is July 31 – August 14 @ 5:00 p.m.
- ❖ Primary Election is August 14
- ❖ General Election is November 6
- ❖ Campaign signs can be posted from June 29 – November 16

Rental Inspection Update

- ❖ 14 inspections have been performed, starting with previously issued correction orders
- ❖ 2 properties completed the corrections & passed inspection on the 1st visit
- ❖ 2 properties have since made corrections based on re-inspection
- ❖ Contact is beginning with landlords who have not had inspections
- ❖ Landowners have been very cooperative and understanding of the program
 - ❖ *Council would like the inspector to have City of Sandstone business cards they also asked that the inspector attend a future Council Meeting.*

Small Cities Development Program Update

- ❖ 7 homeowners are proceeding with projects
- ❖ Ace Hardware – bids are out for approved work
- ❖ Phase and Sprouts are going through the inspection process

Business Retention & Expansion (BR&E) Workshop – August 17

- ❖ UofM Extension and Initiative Foundation
- ❖ Sandstone was selected to host from 18 eligible communities
- ❖ 10-20 people / business owners will be invited
- ❖ 3-5 businesses will be asked to host a “practice” BR&E Interview
- ❖ No cost to the City

East Central Regional Development Commission

- ❖ Regional Transportation Coordination Council (RTCC)
- ❖ Invited to be a member of the steering committee to establish an RTCC for Region 7E

2019 Budget Process – *The Council set a Work Session for Monday, August 20th, from 2:00 – 5:00 p.m.*

Upcoming Events

- ❖ Pine County Fair – Housing Booth: August 2nd 4:30-10:00 p.m. (Kathy);
August 3rd 4:30-10:00 p.m. (Leaha)
- ❖ Paint in the Park – August 3, 4, 5 from 10 a.m. – 6 p.m.
- ❖ National Night Out – August 7 from 6 – 8 p.m.
- ❖ Quarry Days – August 10, 11, 12

ADJOURN

Motion Franklin, second Kester to adjourn at 6:45 p.m. Motion carried 4-0.

Peter Spartz, Mayor

Kathy George, Administrator