

**Sandstone City Council Meeting Minutes
November 1, 2017**

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Kester, Franklin, Spartz and Palmer

Members absent: Devlin

Staff present: Administrator George and Recording Secretary Nelson

Others present: Deputy Workman from Pine County Sheriff's office

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Motion Franklin, second Palmer to approve the agenda with the addition of 11C - EDA Bylaws and 10F - Snowplowing Request. Motion carried 4-0.

SPECIAL ITEMS OF BUSINESS:

Deputy Workman reported on the criminal activity from this past month and encouraged everyone to be diligent in locking up autos, sheds, garages, etc. As the weather cools and people spend less time outside, criminals use this opportunity to look for items outside that are easy to steal.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

Franklin asked about lighting for the hospital sign. The administrator has investigated and the only quick solution seems to be lighting on the ground pointed at the sign itself. She will look further into options. The Chamber Halloween party at the Fire Hall last night was a great success. Over 250 children received goody bags and fire hats.

PUBLIC HEARING: None

CONSENT AGENDA:

Motion Franklin, second Palmer to approve the minutes of the October 18, 2017 regular meeting and the minutes of the October 23, 2017 special council work session. Motion carried 4-0.

OLD & CONTINUING BUSINESS:

Right-of-Way Ordinance Amendment

This year, the State Legislature expanded the scope of entities authorized to use public rights-of-way, paving the way for providers utilizing "small cell" technology to locate within the ROW. The City is authorized to enact certain limitations and procedural safeguards on these uses. The City Attorney has prepared an ordinance amendment that incorporates the statutory changes into the City's existing ROW ordinance. The changes ensure that the City will exercise its full authority to regulate uses of its ROW. There is a new 10-day notification requirement before the Council can adopt the ordinance. The required information was posted at City Hall on October 19, 2017.

Motion Palmer, second Kester to approve Ordinance No. 20171101-01 Amending Chapter VIII, Section 835 of the Sandstone City Code Regarding Right-of-Way Management Related to Small Cells; and further to approve Ordinance No. 20171101-02 allowing for summary publication of the ordinance. Motion carried 4-0.

NEW BUSINESS:

Old Military Road/Airport Road Project

The fourth and final payment request was received by the City for the Old Military Road and Airport Road Improvements. Once the project is closed out and accepted by the City, the one-year warranty begins. The council questioned whether a change order had been approved, since the final price was \$9,871.17 more than the contract price. The administrator will investigate and report back.

Motion Franklin, second Palmer to approve the payment of \$84,135.34 to MPJ Enterprises LLC which includes 100% of the work for Old Military Road and Airport Road; and further closing out the project contingent on staff discovering if the change order was approved by the city council. Motion carried 4-0.

Agreement for Law Enforcement Services

An agreement has been reached between the City and the Sheriff's office for services covering 2018-2020. The City Attorney has reviewed the Agreement and made various changes which were previously reviewed by the Council at a work session. The contract allows for law enforcement services 10 hours per day, five days per week. In 2018, the City will pay the County \$132,288.00 for these services. In 2019, the City will pay \$138,892.00. In 2020, the City will pay \$145,834.00.

Motion Spartz, second Palmer to approve the Agreement for Law Enforcement Services from the Pine County Sheriff's office for years 2018 through 2020 as presented. Motion carried 4-0.

Pine County Historical Society Request

The City received a funding request from the Pine County Historical Society. The City has contributed \$1,500 each year since 2012. The Council discussed the changing focus for the City as the City is supporting the Sandstone History and Art Center and the fact that the Pine County Historical Society is a County organization.

Motion Spartz, second Kester to support the Pine County Historical Society in the amounts of \$1,500 in 2018, \$1,000 in 2019, \$500 in 2020, and \$0 in 2021, with the ability to revisit the subject at any time. Motion carried 4-0. The Administrator will send a letter to the Pine County Historical Society explaining the change.

Public Works Building Lease Purchase Debt

The City entered a Lease Purchase arrangement in 2011 for the purchase of the Public Works building. The original debt amount was \$340,000. The interest rate is 4.309% and the Council has discussed paying the debt off because of the high interest rate. Annual payments have been approximately \$31,000. The current principal balance is \$220,000. The remaining interest cost would be \$44,412.50 if the City continued to pay on schedule. The money to pay off the debt would come from the general fund which has more than enough.

Motion Franklin, second Palmer to pay the debt off by the end of this year. Motion carried 4-0.

Set Council Work Session

Staff would like to meet with Council to finalize the 2018 Budget & Levy and also to review the Fee Schedule.

Motion Spartz, second Franklin to set a work session to finalize the 2018 Budget & Levy and also to review the Fee Schedule on Monday, November 13, at 9:00 a.m. Motion carried 4-0.

Snow Plowing Request

Motion Franklin, second Palmer to plow the parking lot located at 405 Commercial Avenue North in exchange for the parking they provide for those who use the City Hall building. Motion carried 4-0.

REPORTS:

Fire Department Relief Association

The Mayor and Administrator attended the Relief Association meeting and reported that the Association is in comfortable financial status. The state aid money should come in this year. This will be the third year in a row that the City will not need to contribute into the Relief fund.

Council Work Session Follow Up – October 23rd Meeting

The Administrator has begun drafting a Special Assessment Policy.

Council Members and staff will meet with the Sheriff and Deputy regarding expectations.

A Midterm evaluation of the City Administrator's job performance has been scheduled for November 15th, 2017, at 5:00 p.m.

The Council is brainstorming ways to redevelop the former High School building ("The Rock").

The City Administrator is responsible to ensure that the snow removal process is effective.

EDA – October 25th Meeting

Representatives from Great Lakes Management reported on the Wild River Townhomes and Senior Apartments. Representatives from The Northspan Group were also present to discuss development priorities with the EDA members.

The EDA also approved the amended bylaws, changing the meeting date to the 4th Wednesday of every month at 6:00 p.m. **Motion Palmer, second Franklin to approve the amended Bylaws as presented. Motion carried 4-0.**

Financial Reports

One of the council members had a question on the cremation charge which actually refers to a grave opening.

Motion Palmer, second Franklin to accept and pay A/P Clerk Claims. Motion carried 4-0.

WRITTEN NOTICES AND COMMUNICATIONS: None

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

Wild River Townhomes and Senior Apartments

Clarified PILOT Payment – information that county had previously given the Administrator was incorrect. The revised numbers indicate that it is a better deal for the City to take part in the PILOT program. This is based on 2017 Valuations.

Rental Inspections

The inspector has been able to inspect 15 properties in August through October. Only one passed the first time. Most of the infractions are smoke and CO2 detectors. The council discussed the length of time that

the owners are given to come into compliance. The administrator will check the City's ordinance to discover the particulars on timing.

Digital Display Speed Signs

Permits were received from MN DOT. The posts that they are attached to are problematic. The administrator will communicate with MN DOT to solve this issue.

Correspondence re LGA Increase

There was a letter to the editor written by Representative Steve Drazkowski. The letter points out that funding to the Local Government Aid program has been increased this legislative year and that local governments should be lowering property taxes. A response has been drafted by the Coalition of Greater Minnesota Cities and published in the same newspapers correcting some of the assumptions made by Drazkowski.

Pine County Local Government Officials Meeting – October 24

The Mayor and administrator attended. There was a very good presentation on the aging population. They also received a comparison on tax levies. The Council discussed the City's tax rate in comparison with other nearby cities.

LMC Regional Meeting – October 26th

The administrator attended this meeting during which they discussed strategies for communicating change to the citizens. Legislative updates were provided – 2018 priorities include police training, supplemental budget, bonding bill and data practices.

River Bluff Project

The administrator suggested perhaps a neighborhood meeting could take place while the engineers are consulting and citizen input could be implemented into the plans and specifications.

City Newsletter

The council asked about a city newsletter and the administrator informed them that one is in the works. Her hope is to produce a newsletter in the Fall and in the Spring each year. The newsletter will be available online and through the mail.

GPS 45:93 Meeting – October 27th

It was at Nemadji in Bruno. Attendees received a tour of the facility.

Robinson Park Clean Up – October 28th

The weather was a factor as no one besides the a couple of the climbers showed up.

Congressman Nolan – November 1st

The Mayor and administrator met with Rick Olseen and discussed priorities and concerns.

CGMC Conference – November 16th – 17th

The administrator is planning to attend this conference in Alexandria.

The Administrator went over the upcoming meetings that the council might be interested in attending.

ADJOURN

Motion Franklin, second Kester to adjourn at 7:07 p.m. Motion carried 4-0.

Peter Spartz, Mayor

Kathy George, Administrator