

Sandstone City Council Meeting Minutes
November 7, 2018

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Kester, Franklin, Spartz, Palmer and Devlin

Members absent: None

Staff present: Administrator George and Recording Secretary Nelson

Others present: Deputy Boston Gilderman, Tim Schmutzer, Mike Orn, Mike Steffen, Alex Leger, Kariann Darkow, Bernard Murray

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

River Bluff Project Update was removed from the Agenda. Motion Franklin, second Palmer to approve the agenda. Motion carried 5-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

Staff received the following complaints: an alley behind Pine Ave. needs resurfacing – the pavement was cut into and has never been replaced, the contractor has been notified; there was a person living under the bridge, Banning State Park was notified; have been calls regarding potholes and rough gravel, the crew has been out grading; a request for a crosswalk between Harvest School and Chris' grocery store was received; a property on Court Ave, staff is following up.

CONSENT AGENDA:

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

- **Approve Regular City Council Meeting Minutes: October 3, 2018**
- **Approve City Administrator Position Description**

Motion carried 5-0.

REPORTS:

Sheriff's Deputy Report

The Sheriff's Deputy activity reports for October were included in the packet for the Council as well as an update on the Sandstone contract deputy who is now Deputy Boston Gilderman. The sergeant covering Sandstone is Patrick Ellstrom. Deputy Gilderman introduced himself to the council. He stated that he has been working in Sandstone for 5 days and has made 5 arrests. Council Members noted that snowmobiles are an issue on Lion's Hill during the winter months. Robinson Park is also a concern.

Fire Department

The Administrator reviewed the calls the Fire Department received during the month of October. She also mentioned the training that has been taking place and the planned burning of two of the tax forfeited buildings that the City purchased.

Fire Department Relief Association – October 22, 2018 meeting minutes were provided. The quarterly treasurer's report discussed the 2% funds having been received and the IRS not applying the overage the association has paid to its 2018 taxes. They also finalized the retirement benefits for George Castonguay.

Library Report

The Library had 1,326 patrons and answered 299 reference questions during the month of October. Author Dean Hovey spoke to a group at the Library about his new book, Family Trees: A Pine County Mystery. Two book clubs are meeting at the Library and a children's program as well. Librarian Coffey attended the MLA conference in St. Cloud which she gleaned new ideas from. The annual Silent Auction was a success.

Sandstone History and Art Center – October 1, 2018

Christmas at SHAAC date was decided upon – December 15. The Board is planning to do more videos about notable locations around Sandstone.

Planning Commission Meeting – October 10, 2018

The Planning Commission continued their work on updating the City's Zoning Ordinance, focusing on the Prospective Interchange Development District.

The Planning Commission held a public hearing in reference to the heliport ordinance. It was clarified that the City does not have extraterritorial zoning authority because Sandstone Township has their own comprehensive zoning ordinance. The Planning Commission recommends the City Council adopt the proposed Heliport Ordinance.

Ordinance 20181107-01 Adding Section 525 to Chapter V, Heliport Overlay Zoning District

Council Members discussed the application of the ordinance, flight patterns and who would be responsible for removing obstructions in order to come into compliance with the ordinance. Assurances were made that the ordinance would only pertain to area within the Sandstone City limits. The hospital district was asked to provide a map showing exactly what areas are affected. Council Members also discussed what land would need to be attended to. The City does not have to adopt the ordinance but the hospital has asked the City to adopt the ordinance for insurance purposes and in order to protect their investment.

Motion Franklin, second Palmer to approve Ordinance 20181107-01 Adding Section 525 to Chapter V, Heliport Overlay Zoning District. Motion carried 4-1 with Devlin dissenting.

Ordinance 20181107-02 Approving Summary Publication of Ordinance 20181107-01

Motion Spartz, second Palmer to approve Ordinance 20181107-02 – summary publication of ordinance 20181107-01. Motion carried 4-1 with Devlin dissenting.

Park & Rec Commission Meeting – October 12, 2018

Commission Members discussed and then went out to see the old metal dam piece that the City Council had asked to be disposed of. The Park and Rec Commission decided to let it remain in place. The building on the property was also looked at and windows were covered.

The unveiling of the Kettle River Watershed Mural took place during the Oktoberfest activities on October 6th in Train Park. The event went well and there was good participation from various groups; such as the Sandstone Lions and the Sandstone Garden Club.

The shelter in Johnson Park was repaired by Rod Zacharias. Pine Avenue, the stage and camping statistics at Robinson Park, the train park kiosk, timber harvest on the KREEC site and the Climbers Fest were also discussed. The stage has been removed. Council Members had questions about the KREEC program.

Rental Inspection Report – October, 2018

45 properties have been inspected to date. 16 are within compliance. 29 have correction orders. A total of \$4,675 has been collected to date for 2019 registration fees. 7 property owners are appealing. Currently Section 440.15 of City Code requires inspection reports with correction orders to be sent certified mail to the owner and posted on the property. This is not being done at the moment. The Inspector is asking the Appeals Board to look at that. There are five properties that have egress/structural concerns and have been reported to the City Building Official. The Housing Appeals Board will meet for the first time on Wednesday, November 21.

Building Inspection Report – October, 2018

The Building Official has processed 6 building/maintenance permits and 2 right-of-way permits.

PeopleService Report – September, 2018

Alex Leger introduced himself. He has taken over for Craige Hiler, who is now the City’s Streets & Parks Supervisor. The conduit and electrical lines from the upper building water treatment plant in Robinson Park to the well house should be finished tomorrow. Leger is researching a sanitary sewer line on Highway 123 that no one knows where it goes. There appear to be 3-7 connections on this line.

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report for September and the A/P Clerk Claims for October, 2018. **Motion Palmer, second Franklin to approve the report and pay claims. Motion passed 5-0.**

PUBLIC HEARINGS / PRESENTATIONS:

Resolution 20181107-01 Adopting Assessment for Unpaid Charges

Motion Spartz, second Devlin to open the public hearing regarding unpaid city services at 6:23 p.m. Motion carried 5-0.

The following properties are proposed to be assessed for unpaid city services:

Parcel ID	Property Description	City Service	Total
45.5225.000	Sect-9 Twp-42 R-20 Gunns 1st Add Lot-6 Block-1	Lawn Mowing	\$237.50
45.5358.000	Sect-10 Twp-42 R-20 Townsite of Sandstone Quarries Lot-4 Block-17	Lawn Mowing	\$147.50
45.5358.000	Sect-10 Twp-42 R-20 Townsite of Sandstone Quarries Lot-4 Block-17	Property Securing	\$118.95
45.0110.001	Sect-16 Twp-42 R-20 5.00 AC That part of NW 1/4 of SW 1/4 & SW 1/4 of SW ¼ desc as foll: Com at NW corner of SW ¼ of SW 1/4; Thence N...	Gas Leak	\$765.00

Notice has been published in the *Pine County Press*. It was explained that the lawn mowing charges could be for one or two occurrences.

Motion Franklin, second Devlin to close the public hearing regarding unpaid city services at 6:34 p.m. Motion carried 5-0

Motion Devlin, second Franklin to approve Resolution 20181107-01 adopting assessments for unpaid charges. Motion passed 5-0.

Resolution 20181107-02 Adopting Assessment for Unpaid Utility Bills

Motion Franklin, second Palmer to open the public hearing regarding unpaid utility bills at 6:35 p.m. Motion carried 5-0.

The Administrator stated that for a small town, that the total amount to be assessed of \$7,175.28 is not bad.

Motion Devlin, second Spartz to close the public hearing at 6:40 p.m. Motion carried 5-0.

Motion Devlin, second Palmer to approve Resolution 20181107-02 adopting assessments for unpaid utility charges. Motion passed 5-0.

Later in the evening, at approximately 7:00 p.m., Bernard Murray and Kariann Darkow addressed the Council about 422 Court Avenue North. Murray stated that he bought the house in September and that the past due bill is from the previous owner. They received the letter regarding the assessment hearing, but have not talked to City Staff.

Motion Spartz, second Franklin to remove this assessment from the list and directing Murray to further discuss the matter with City Staff. Motion carried 5-0.

The Administrator then asked Murray about the debris in the yard, as the City has received many complaints. Murray and Darkow stated that it will be cleaned up by the end of the weekend – November 11, 2018.

OLD & CONTINUING BUSINESS:

Ordinance 20181107-03 Replacing Section 946 and Amending Section 945.11 of Chapter IX, Bow and Arrow Hunts; Deer Reduction

The City Council has been discussing the Deer Reduction Program that was established in 2002. In previous meetings, Council Members decided that they are in favor of making some amendments to City Code to eliminate the Deer Reduction Program and allow bow and arrow hunting on private property of 10 acres or more with the owner's permission.

The City Attorney made revisions to Chapter 946 (Bow and Arrow Hunts; Deer Reduction) as requested. An amendment to Chapter 945 (Use of Firearms), Section 945.11, was also required. At the October Council meeting, members questioned the setbacks from streets/roadways, buildings/dwellings, residential or commercial structures, and schools. They asked Staff to follow up with the City Attorney on the proposed setbacks.

Response received from City Attorney:

Those setbacks were taken from a model ordinance (Plymouth and Rice Lake) regarding the same issue. We included them for reference, but if the City has a different idea on the setbacks that it would like to use, it can certainly change them as it sees fit.

Staff then checked to see what the DNR has in their regulations. The Administrator then made some changes to the proposed ordinance based on these findings.

Motion Devlin, second Franklin to approve Ordinance 20181107-03 Replacing Section 946 and Amending Section 945.11 of Chapter IX, Bow and Arrow Hunts; Deer Reduction, and further approving Ordinance 20181107-04 Summary Publication of such. Motion carried 5-0.

Resolution 20181107-03 Establishing Orderly Annexation Agreement

In August, 2017, parcel 30.0503.000 was on the County's tax-forfeited parcel list. Staff contacted the County

about the City acquiring the parcel in order to regulate the zoning. This led to further discussion about several “sliver” parcels that are adjacent to the new Business Park and are located in the Township. They are referred to as “sliver” parcels because they are narrow strips of land that are in between the Business Park and I-35. The three that would be appropriate for annexation are 30.0503.00 adjacent to Skunk Creek Properties’ parcel, 30.0516.000 adjacent to EDA-owned parcels and 30.0516.001 also adjacent to North Pine Area Hospital District parcel. Several meetings and discussions have taken place with Sandstone Township. The Township approved the Orderly Annexation Agreement at their November 1st meeting.

Motion Franklin, second Devlin to approve Resolution 20181107-03 Establishing Orderly Annexation Agreement. Motion carried 5-0.

Security Cameras – Update

Previously, the City Council received a presentation and quote from Sam Seibert, Cybert PC, to install 13 cameras in town, which requires 10 relay locations as well. Seibert quoted the work at a total cost of \$27,329.15. Minnesota Power will not allow the cameras and equipment to be placed on their existing poles. They are willing to install new poles for the city at an estimated cost ranging from \$46,000 to \$115,000. This would bring the total project cost to anywhere from \$76,000 to \$145,000. At the October Council Meeting, Council Members asked for a meeting with Minnesota Power representatives.

A meeting took place on October 9th and was attended by Mayor Spartz, Council Member Devlin, City Administrator George, Sam Seibert (Cybert PC), Arik Forsman and Jodi Corrow (Minnesota Power). Several topics were discussed in addition to the Security Camera matter. Arik Forsman provided a follow-up e-mail that explained Minnesota Power’s security camera monthly rate charge, the new pad-mounted substation, the lighting issues on Lundorff Dr. and Hwy 23 and their contact for solar questions. The Council wanted to put on public record their disappointment with Minnesota Power in not wanting to partner with communities to providing for public safety.

The Administrator suggested another meeting of the sub-committee to discuss the cost analysis and possible alternatives.

NEW BUSINESS:

Canvass November 6, 2018 Election Results

The City Council serves as the canvassing board for City elections. The Council must meet to canvass the returns and declare the results within three to 10 days after a general election. With the election taking place on November 6, the canvassing board must meet between November 9th and November 16th.

Motion Spartz, second Kester to hold the canvassing board meeting on November 9th at 9:30 a.m. Motion carried 5-0.

Pine Habilitation & Support Employment, Inc. (PHASE) Request for Conduit Financing

The City has been contacted by PHASE to request conduit financing. Mike Steffen from Northview Bank attended the Council meeting to formally make the request. Tim Schmutzer from PHASE explained that the improvements will involve installing better insulation in the ceiling and replacing the HVAC system. A public hearing is required before making a decision on this matter.

Motion Franklin, second Devlin to approve Resolution 20181107-04 calling for a public hearing on PHASE’s request for conduit financing to be held at the regular December City Council meeting. Motion carried 5-0.

WRITTEN NOTICES AND COMMUNICATIONS:

Letter from MN Pollution Control Agency – Pre-Public Notice Draft regarding City’s NPDES/SDS Permit

This is pre public notice regarding the NPDES/Disposal System permit that relates to the City’s sewer system. The difficulty lies in the phosphorus levels and the limits that are going to be in the new permit. Once the permit is issued, that is what the City will have to meet.

City’s Response to MN Pollution Control Agency Pre-Public Notice letter

The City joined MESERB and they have been looking into this matter for the City. They crafted the response for the City which was sent October 30, 2018 via email. The floating limit is a problem. The City has done some research regarding the difference between what leaves the plant and what actually enters the Kettle River and this is another point that must be worked out.

Streets & Parks Supervisor’s Report – October, 2018

A written report was provided by Streets & Parks Supervisor Craige Hiler. Council Members noted their appreciation for the information.

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

- Dronen Case Update - A settlement has been reached - \$50,000
- Tax-Forfeited Properties
 - Asbestos abatement is complete
 - Quotes are being obtained for demolition of 3 properties
 - Costs on these properties so far include the following:

Property	Description	Amount
605 Park Ave	Property Acquisition	14.73
	Asbestos Testing	625.00
	Abatement	<u>3,193.50</u>
		3,833.23
329 Minnesota St	Property Acquisition	14.73
	Asbestos Testing	600.00
	Abatement	<u>3,172.00</u>
	Tree Removal	4,950.13
1114 Birch Ave	Property Acquisition	14.74
	Asbestos Testing	600.00
	Abatement	<u>3,172.00</u>
		3,786.74
310 Park Ave	Property Acquisition	14.74
	Asbestos Testing	575.00
	Abatement	<u>2,727.50</u>
		3,317.24
313 Park Ave	Property Acquisition	14.74
	Asbestos Testing	575.00
	Abatement	7,517.30
	Dumpster	<u>885.49</u>
		8,992.53

- Warming House Attendant
 - Staff and the Administrator met with a potential candidate

- In the process of conducting a background check
- Local Government Officials Meeting – October 30
 - 4-H Extension
 - Master Gardeners
 - SNAP-Ed Education
- Housing Initiative
 - Met with Pine County HRA Board – pursuing options regarding expanded focus
- Small Cities Development Program (SCDP)
 - October 11 – Appointments were held with 10 applicants, more have called since then
 - Working on qualifications/paperwork
- Fire Hall/ City Hall Repairs
 - Met with Engineers from LHB on November 6
 - Working on plans and specifications
- History Center Building – Roof Leaks
 - Randy Miller Roofing did some caulking/patching for \$200
 - Skylight is in need of glass repair for \$780
 - Chimney – repair ranges from \$1,200-\$6,500
 - It was suggested by a mason that a tarp be wrapped around the chimney to slow the leaks and determine if that is, indeed, where the water is coming into the building; this has been done.
- MN DOT – Highway 123 Project (Construction Year 2021)
 - Mayor Spartz, Council Member Kester, Streets & Parks Supervisor Hiler, PeopleService employee Leger, City Engineer Greg Anderson and Administrator George met with the MN DOT Engineer today.
 - They are planning on adding some crosswalks, sidewalks and bumpouts. There are storm water issues at Grant, Pine and Court. The scope of the project includes narrowing two sections of Highway 123.
- Union Negotiations
 - First meeting took place earlier today. Mayor Spartz, Council Member Devlin and Administrator George serve as the Negotiating Committee.
 - A Council work session – closed meeting – was set for Tuesday, November 20th at 5 p.m.
- Nov 10-17 the Administrator will be out of town. The Planning Commission meeting will be canceled.
- The Rock – the attorney is working on the documents for the City to acquire the property.

ADJOURN

Motion Franklin, second Palmer to adjourn at 7:40 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator