

SANDSTONE CITY COUNCIL

WEDNESDAY – JANUARY 3, 2018

6:00 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Additions or Corrections to the Agenda
5. Petitions or Complaints by Residents and/or Council members
(Comments from Visitors must be informational in nature and not exceed (5) minutes per person. The City Council generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. It is unacceptable for any speaker to slander or engage in character assassination at a public City Council meeting.)
6. Public Hearing: None
7. Consent Agenda:
 - a. Approval of Meeting Minutes: December 20, 2017 (pgs. 3-7)
 - b. Adopt Resolution 20180103-01 – Designate official polling place (pg. 8)
 - c. Adopt Resolution 20180103-02 – Designate official depositories (pg. 9)
 - d. Designate official newspaper (pg. 10)
 - e. Designate City Council meeting dates for 2018 (pg. 11)
 - f. Designate City pound (pg. 12)
 - g. Designate Building Official to administer Building Code (pg. 13)
 - h. Appoint Administrator as GPS 45:93, NLX, ECHO, and Old Hwy. 61 representative (pg. 14)
8. Old & Continuing Business: None
9. New Business
 - a. Appoint or Affirm Board, Commission, Committee Members for 2018 (pgs. 15-22)
 - b. Consider Resolution 20180103-03 – Adopt 2018 Fee Schedule (pgs. 23-30)
 - c. Northern Lights Express Alliance – Request for Participation (pgs. 31-33)
 - d. Proposed Staff Changes (pgs. 34-35)
 - e. Consider Ordinance 20180103-01, Rescinding City Code 620 – Steam Baths; Public Restrooms (pgs. 36-39)
10. Reports
 - a. EDA Meeting – December 27, 2017 (pgs. 40-45)
 1. Appoint Kris LaBounty to EDA
 - b. PeopleService, Inc. – November Report (pgs. 46-54)
 1. 2018 Contract (pgs. 55-56)
 - c. Financial Reports
 1. Vendor Approval Summary Report – December 20, 2017 (Paid Claims) (pg. 57)
 2. A/P Clerk Claims – December 21, 2017 – January 3, 2018 (Unpaid Claims) (pgs. 58-62)
11. Written Notices and Communications
 - a. Pine County local government meeting invitation (pg. 63)
12. Administrator's Report
13. Adjourn

UPCOMING MEETINGS

- January 2 10:00 a.m. – County Board Meeting (re NLX)
- January 3 6:00 p.m. – City Council Meeting
- January 4 9:30 a.m. – Pine County Housing Initiative Meeting
- January 4 10:30 a.m. – East Central Housing Organization (ECHO) Meeting
- January 5-7 Ice Fest – Robinson Park
- January 8 4:00 p.m. – Sandstone History and Art Center (SHAAC) Meeting
- January 9-10 Housing Institute – Detroit Lakes
- January 10 12:00 p.m. – Sandstone Area Chamber of Commerce (SACC) Meeting
- January 10 7:00 p.m. – Planning Commission Meeting
- January 11 10:45 a.m. – Community Relations Board - FCI
- January 11 2:00 – 8:00 p.m. – Small Cities Development Program (SCDP) Application Assistance
- January 12 8:00 a.m. – Park & Rec Commission Meeting
- January 12 12:00 p.m. – East Central Regional Development Commission (ECRDC) Administrator’s Meeting
- January 15 CITY HALL CLOSED – MARTIN LUTHER KING JR DAY
- January 17 9:00 a.m. – Old Highway 61 Meeting
- January 17 6:00 p.m. – City Council Meeting
- January 22 10:30 a.m. – NLX / Technical Advisory Committee (TAC)
- January 23 6:30 p.m. – Hospital District Meeting
- January 24 10:00 a.m. – Northern Lights Express (NLX) Advisory Commission Meeting
- January 24 6:00 p.m. – EDA Meeting
- January 26 10:00 a.m. – GPS 45:93 Meeting
- January 30 6:00 p.m. – Pine County Local Government Officials Meeting

**Sandstone City Council Meeting Minutes
December 20, 2017**

CALL TO ORDER: 6:00 p.m.

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

Members absent: none

Staff present: Administrator George and Recording Secretary Nelson

Others present: none

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Motion Devlin, second Palmer, to approve the agenda with the additions of Resolution 20171220-05 Accepting Donations and Resolution 20171220-06 Certifying Charges for Sanitary Sewer Service Connection. Motion carried 5-0.

SPECIAL ITEMS OF BUSINESS: none

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

The streetlight at the corner of 123 & Pine is out. The street sign at 1st and Court has been rotated. The stop sign at Minnesota and Main St has been turned. The streetlight at the corner of Lark and Birch light is out. The Administrator will follow up on these items.

PUBLIC HEARING: none

CONSENT AGENDA:

Motion Franklin, second Palmer, to accept the November 15, 2017 Special Council Meeting minutes, the December 6, 2017 Regular Council Meeting minutes, and a cemetery deed for Dean & Edith Maserk. Motion carried 5-0.

OLD & CONTINUING BUSINESS:

2018 Final City Budget and Levy

The Council approved the 2018 Preliminary Budget & Levy on September 20, 2017. The annual Truth in Taxation meeting was held on December 6, 2017. The Administrator proposed the final 2018 City Levy, which represents a 1% increase over the 2017 City Levy, as follows:

General Fund	977,210
Special Revenue Funds	
Perpetual Care	800
Fire Department	197,693
Debt Service Funds	
Debt Service	91,550
EDA Shortfall Levy	100,000
Enterprise Funds	
Water Fund	256,650
Sewer Fund	287,900
Stormwater Fund	38,200

Capital Funds	
Capital Projects	438,572
Total Operating Budget	2,388,575

Motion Franklin, second Palmer, to approve Resolution 20171220-01 adopting the final 2018 budget as proposed. Motion carried 5-0.

With the approval of the 2018 budget, the following levy is proposed for taxes payable 2018:

Total General Fund Levy	-0-
Capital Improvements	340,062
Debt Service Levy	191,550
Offset from General Fund Excess	<u>(57,304)</u>
Final Tax Levy for Taxes Payable 2018	474,308

Motion Palmer, second Franklin, to approve Resolution 20171220-02 adopting the final 2018 levy as proposed. Motion carried 5-0.

2018 Final EDA Budget and Levy

The Council approved the 2018 Preliminary EDA Budget & Levy on September 20, 2017. The annual Truth in Taxation meeting was held on December 6, 2017. The Administrator proposed the final 2018 EDA budget:

EDA Expenditures	35,120
Enterprise Funds	
Wild River Operating Reserves	80,000
Wild River Replacement Reserves	<u>20,000</u>
Total Operating Budget	135,120

Motion Franklin, second Devlin, to approve Resolution 20171220-03 adopting the final 2018 EDA budget as proposed. Motion carried 5-0.

With the approval of the 2018 EDA budget, the EDA levy is proposed to be set at \$9,000, which reflects no increase from the 2017 EDA Levy.

Motion Devlin, second Palmer, to approve Resolution 20171220-04 adopting the final 2018 EDA levy as proposed. Motion carried 5-0.

NEW BUSINESS:

City Code 1135 – Cigarettes

City Code 1135 requires the City to license establishments that sell tobacco products and allows for the collection of fees. During discussions regarding the City’s Fee Schedule at a recent Council work session, the consensus of the Council was for the City NOT to license these establishments as Pine County already does. This makes City Code 1135 irrelevant and no longer necessary.

Motion Devlin, second Palmer to approve Ordinance 20171220-01 which rescinds City Code 1135. Motion carried 5-0.

LMC Leadership Conference for Experienced Elected Officials

The annual Conference for Experienced Elected Officials is coming up January 26-27. The venue is the Minneapolis Marriott Northwest in Brooklyn Park. The registration fee is \$225 and does not include lodging.

Motion Palmer, second Devlin, to approve Council Members attendance at the LMC Leadership Conference for Experienced Elected Officials, including one night of lodging and mileage. Motion carried 5-0.

Resolution 20171220-05 - Accepting Donations

The City of Sandstone has received donations from the Sandstone Lions, Quarry Lions, and individuals to help defray the cost of repairing plumbing and removal of trees at 309 Park Ave.

Motion Devlin, second Franklin, to adopt Resolution 20171220-05 - accepting the donations received to assist paying for the repair of waterlines and removing trees at 309 Park Avenue. Motion carried 5-0.

Resolution 20171220-06 – Certifying Charges for Sanitary Sewer Service Connection

Ryan Brown, owner of Brown’s Beans, requested the certification of charges for sanitary sewer service connection at his property located at 701 Highway 23 North. The total charge is \$1,952.00.

Motion Franklin, second Devlin, to adopt Resolution 20171220-06 certifying charges for Brown’s Beans sewer connection which is payable over a period of five years at 6.5% interest. Motion carried 5-0.

REPORTS:

Park & Rec Commission – December 8, 2017 Meeting

Special Event Permit – Ice Fest January 5-7, 2018

The MN Climbers Association is planning their annual Ice Fest at Robinson Park on January 5-7, 2018. The Park & Rec Commission reviewed the request and 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
 - 1 fire area by the climbing wall
- 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.

The council discussed the cost of providing the toilets and the possibility of sharing the cost with the Climbers Association next year.

Motion Palmer, second Spartz, to approve the special event permit application for Ice Fest 2018 with the stated conditions. Motion carried 5-0.

The Administrator gave details about discussions the Park & Rec Commission had about the timber sale at the KREEC site. They also discussed the Legacy grant and what projects at Robinson Park to concentrate on. The Commission will be discussing the possibility of creating group camping sites at Robinson Park. They are also looking into the possibility of advertising on a billboard along north-bound I-35 to promote ice climbing at Robinson Park.

Planning Commission – December 13, 2017 Meeting
Comprehensive Plan

The changes made to the Comprehensive Plan by the City Council were brought back to the Planning Commission which approved them with the deletion of the sentence “Developments in this district will be required in both their initial development and ongoing operations to incorporate practices which are protective of the area’s natural resources.” This sentence was included in the paragraph that describes the Professional/Light Industrial Business Park. The Commission did not want to discourage industrial development and there are regulations in place elsewhere to protect the environment. The council discussed the wording that mentions medical service.

Motion Spartz, second Palmer, to adopt the Comprehensive Plan with the deletion of the noted sentence. Motion carried 5-0.

The Administrator reviewed the rest of the Planning Commission meeting minutes with the Council. The plan was to continue the heliport ordinance public hearing but it was not available as the City’s attorneys are having trouble communicating with MNDOT. They recommended that the City continue the public hearing into January. The ordinance will probably be drafted without MNDOT’s involvement. The subject came up regarding how the heliport pad was decommissioned at the former hospital. The response received was not encouraging. The Administrator will try again in the spring. This did make it clear that a clause should be included in the new agreement that prevents this from happening again.

Residents owning chickens were discussed. The next step for the chicken ordinance is to have a public hearing in January.

Building Department Report

Building Official Richard Drotning submitted a report outlining activity from November 15 through December 15, 2017. The report was very much appreciated.

Financial Reports

The Administrator had the financial report rearranged to make it easier to read. One of the council members inquired about investments of the cities’ monies; specifically, regarding the infrastructure improvements to the industrial park. Staff is waiting for the projects to conclude so that a final tally can be put together and they can determine how much the special assessments will be.

Motion Palmer, second Spartz, to accept the Financial Reports and to pay A/P Clerk Claims. Motion carried 5-0.

WRITTEN NOTICES AND COMMUNICATIONS: none

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

Assistant Deputy Clerk

Tesla Chester, assistant deputy clerk, is resigning. Her last day is Friday, Dec 29, 2017. December 30th @ Finlayson Muni; 6:00-8:00 p.m. will be a going away party.

Changes in Office – The Administrator would like to reorganize duties of office personnel and absorb the work that the position was responsible for. She will bring a proposal to the Council for approval.

Timber Harvest

Additional harvestable property was identified at the junction of Airport Rd and Old Military Rd. The Administrator authorized the forester to include it in his project.

Small Cities Development Program (SCDP)

One commercial application has been approved (Ace Hardware).

January 11th, 2:00-7:00 p.m. – Appointment Day for Homeowners to come in and apply.

47 Letters went today to all the owner-occupied residential homeowners in the target area. After the first of the year, the staff will begin making phone calls if residents do not respond to the letters.

Orderly Annexation

Sandstone Township has agreed to work with the City on annexing 3 parcels: 30.0503.000, 30.0516.001, and 30.0516.000. The City Attorney is working on the documents.

Phosphorus Limits

A letter was sent to FCI asking them to evaluate the products they use that contain phosphorus in an effort to reduce the phosphorus that goes into the sewage treatment ponds. FCI staff are working on it.

Dronen vs City of Sandstone

The trial in this matter was supposed to have taken place this fall but the Scheduling Order has been amended. Deadlines were all extended through August 2018. A trial date will be set closer to August.

LRIP Grant

The MNDOT Grant for Lunderoff Drive. The Administrator is working on final payment requests, hoping to receive the funds by year-end.

2018 Fee Schedule

The Administrator is working on updating the Fee Schedule as discussed at a Council work session. She plans to bring it to the January 3rd meeting for approval.

City Hall Roof

The roof repairs are finishing up. The interior work is finished. The carpet has been installed. The DMV should start moving back up tomorrow.

Lights in Alleys

MN Power is checking to see if lights can be added to existing poles or if new poles are needed in order to add lights in two downtown alleys. Either way, there will be no charge to the City.

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

ADJOURN

Motion Devlin, second Kester, to adjourn at 6:59 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator

RESOLUTION NO. 20180103-01

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;
and

WHEREAS, Minn. Stat. § 204B.16 requires the governing body of each municipality to designate its local polling place for elections annually; and

WHEREAS, the City has used Community Worship Center at 114 Minnesota Street for elections since 2014,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SANDSTONE, MINNESOTA:

That the City of Sandstone, in compliance with the terms and provisions of Minnesota Statutes Section 204B.16, the polling location for the City of Sandstone is hereby established at the Community Worship Center at 114 Minnesota Street for 2019 elections.

Adopted by the Council this 3rd day of January 2018.

Peter Spartz
Mayor

Attested:

Kathy George, City Administrator

**CITY OF SANDSTONE, MINNESOTA
RESOLUTION NO. 20180103-02
A RESOLUTION SELECTING
MEMBERS COOPERATIVE CREDIT UNION
AND NORTHVIEW BANK
AS THE OFFICIAL DEPOSITORIES OF THE CITY OF SANDSTONE FOR 2018**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANDSTONE that Members Cooperative Credit Union and Northview Bank are hereby designated as depositories for the funds of the City of Sandstone (the City) as required by MN Statute 118.A.

This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the above named financial institutions.

All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the City with the above named financial institutions prior to the adoption of this resolution are hereby ratified, approved and confirmed.

Any and all prior resolutions adopted by the City Council of the City and certified to the above named financial institutions as governing the operation of the City's accounts are in full force and effect, unless supplemented or modified by this authorization.

The City agrees to the terms and conditions of any account agreement, properly opened by any authorized representatives of the City, and authorizes the above named financial institutions, at any time, to charge the City for all checks, drafts and other orders, for the payment of money, that are drawn on the financial institutions, regardless of by whom or by what means the facsimile signatures may have been affixed so long as they resemble the facsimile signature specimens on record.

ADOPTED by the Sandstone City Council this 3rd day of January, 2018.

Peter Spartz, Mayor

Attest:

Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Designate Official Newspaper for 2018

BACKGROUND: The City Council is advised to designate an official newspaper for 2018. The official newspaper is used for publications and notices as required by Minnesota Statutes.

The Pine County Courier has served as the City of Sandstone's official newspaper for many years.

ATTACHMENTS None

STAFF RECOMMENDATION: Designate the Pine County Courier as the official newspaper of the City of Sandstone for 2018.

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

**CITY OF SANDSTONE
Memorandum**

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Approve 2018 City Council Meeting Dates

BACKGROUND: The City Council is advised to set official meeting dates for 2018. The Sandstone City Council meets on the 1st and 3rd Wednesdays each month, at 6:00 p.m.

ATTACHMENTS List of exact dates for 2018

STAFF RECOMMENDATION: Approve the City Council meeting dates for 2018

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

**2018 MEETING DATES
SANDSTONE CITY COUNCIL**

January 3	May 2	September 5
January 17	May 16	September 19
February 7	June 6	October 3
February 21	June 20	October 17
March 7	July 4	November 7
March 21	July 18	November 21
April 4	August 1	December 5
April 18	August 15	December 19

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Designate City Pound for 2018

BACKGROUND: The City Council is advised to designate an official City Pound for 2018.

In the past, the City has designated the kennel area at the City Shop, 54366 County Highway 61, as the official City Pound.

ATTACHMENTS None

STAFF RECOMMENDATION: Designate the kennel area at the City Shop, 54366 County Highway 61, as the official City Pound.

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Designate Building Official for 2018

BACKGROUND: MN Stat 16B.65 requires each municipality to designate a building official who is responsible for the enforcement of the building code within its jurisdiction.

The City currently contracts for building official services through the City of Pine City for services of Richard Drotning.

ATTACHMENTS None

STAFF RECOMMENDATION: Designate Richard Drotning, certification number BO02970, as the City's Building Official.

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Appoint Administrator as Representative for 2018

BACKGROUND: The City Administrator serves as the City representative on several boards and commissions; such as, GPS 45:93, NLX, ECHO, Old Highway 61

ATTACHMENTS None

STAFF RECOMMENDATION: Appoint the City Administrator as the City and/or EDA representative on the above-mentioned boards and committees.

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Appoint/Affirm Board, Commission & Committee Members

BACKGROUND: The City has established various Boards, Commissions and Committees to assist with carrying out the goals of the City Council.

Each year, the City Council appoints or reappoints members whose terms have expired. Throughout the year, appointments are made as vacancies occur as well. This is also a good time to evaluate the various boards, commissions and committees and make changes as deemed appropriate.

There is a vacancy on the Park & Rec Commission which will be discussed at the January 12th Park & Rec meeting.

ATTACHMENTS List of current members on various Boards, Commissions & Committees

STAFF RECOMMENDATION:

- (1) Reappoint Andrew Spartz to the Planning Commission
- (2) Reappoint Phillip Kester as Deputy Mayor
- (3) Discuss the need for the following Committees:
 - * Development Committee
 - Community Development Advisory Commission
 - * Kettle River Center Advisory Board
 - * Golf Course Advisory Board
 - * Community Festival Advisory Commission
 - * Fee Committee
 - * Intergovernmental Committee
 - * Rail Committee
 - * Wild River
 - * Loan
- (4) Affirm remaining members/positions

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

CITY COUNCIL

Meetings: 1st & 3rd Wednesdays – 6:00 p.m.
5 Members; 2-year terms

<p><u>Mayor:</u></p> <p>Peter Spartz 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p> <p><u>Committees:</u> Finance, Intergovernmental, Fee, Personnel, Fire & Rescue, Negotiation; <u>Council Liaison:</u> Planning Commission, Library Board</p>	<p><u>Deputy Mayor:</u></p> <p>Phillip Kester 328 – 1st Street Sandstone, MN 55072 320-245-2528 phillipk@sandstonemn.com</p> <p>Elected in 2016; Term expires 2020</p> <p><u>Committees:</u> Rail, Personnel</p>
<p><u>Council Member:</u></p> <p>Val Palmer 209 Court Avenue S Sandstone, MN 55072 320-216-7007 valeriep@sandstonemn.com vpalmer20240@gmail.com</p> <p>Elected in 2016; Term expires 2018</p> <p><u>Committees:</u> Finance, Rail, Development, Rental Appeal Board</p>	<p><u>Council Member:</u></p> <p>Brandon Devlin <i>[private – do not give out]</i> Sandstone, MN 55072 brandond@sandstonemn.com</p> <p>Appointed in 2017; Term expires 2018</p> <p><u>Committees:</u> Fire & Rescue, Negotiation</p>
<p><u>Council Member:</u></p> <p>Tim Franklin 1317 Birch Avenue Sandstone, MN 55072 H: 320-245-0126 W: 320-245-2368 C: 320-279-3400 timothyf@sandstonemn.com mnflyer@pinenet.com</p> <p>Elected in 2016; Term expires 2018</p> <p><u>Committees:</u> Intergovernmental, Fee, Development, East Central Regional Development Commission (ECRDC) <u>Council Liaison:</u> Park & Rec Advisory Commission</p>	<p><u>Recording Secretary:</u></p> <p>Kara Nelson kbitznelson@frontier.com</p> <p><u>Staff:</u></p> <p>City Administrator Kathy George administrator@sandstonemn.com Personal Cell: 218-839-2297 Work Cell: 612-865-8910</p>

ECONOMIC DEVELOPMENT AUTHORITY (EDA)

Meetings: 4th Wednesday – 6:00 p.m.

7 Members: 5 Council Members (terms coincide with City Council terms),

2 at-large Members (staggering 2-year terms)

<p><u>President:</u></p> <p>Phillip Kester 328 – 1st Street Sandstone, MN 55072 320-245-2528 phillipk@sandstonemn.com</p> <p>Elected in 2016; Term expires in 2020</p>	<p><u>EDA Member - Treasurer:</u></p> <p>Peter Spartz <u>Committee:</u> Wild River 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p>
<p><u>EDA Member – Vice President:</u></p> <p>Val Palmer <u>Committee:</u> Wild River 209 Court Avenue S Sandstone, MN 55072 320-216-7007 valeriep@sandstonemn.com vpalmer20240@gmail.com</p> <p>Elected in 2016; Term expires 2018</p>	<p><u>EDA Member:</u></p> <p>Brandon Devlin <i>[private – do not give out]</i> Sandstone, MN 55072 brandond@sandstonemn.com</p> <p>Appointed in 2017; Term expires 2018</p>
<p><u>EDA Member:</u></p> <p>Tim Franklin <u>Committee:</u> Loan 1317 Birch Avenue Sandstone, MN 55072 H: 320-245-0126 W: 320-245-2368 C: 320-279-3400 timothyf@sandstonemn.com mnflyer@pinenet.com</p> <p>Elected in 2016; Term expires 2018</p>	<p><u>EDA Member:</u></p> <p>Brian Warner <u>Committee:</u> Loan 48666 Wildlife Road Sandstone, MN 55072 320-279-3219 warnerbrian06@gmail.com</p> <p>Appointed in 2015; Term expires 2018</p>
<p><u>EDA Member:</u></p> <p>Kris LaBounty Members Co-Op Credit Union 245-3488 Kristin.labounty@membersccu.org</p> <p>Appointed 12-27-2018; Term expires 2020</p>	<p><u>Recording Secretary:</u> Kara Nelson kbitznelson@frontier.com</p> <p><u>Executive Director:</u> City Administrator Kathy George administrator@sandstonemn.com</p>

PLANNING COMMISSION

Meetings: 2nd Wednesday – 7:00 p.m.

7 Members; 3-year terms

<p><u>Chair:</u></p> <p>Randy Riley PO Box 624 Sandstone, MN 55072 245-5522 rjiriley@scicable.com</p> <p>Term expires: 2018</p>	<p><u>Vice-Chair:</u></p> <p>Rene Stadin 421 – 5th Street Sandstone, MN 55072 245-2805 rstadin@scicable.com</p> <p>Term expires: 2018</p>
<p><u>Commissioner:</u></p> <p>Reese Frederickson 217 Park Avenue Sandstone, MN 55072 320-216-5860 reese.frederickson@gmail.com</p> <p>Term expires: 2019</p>	<p><u>Commissioner:</u></p> <p>Andrew Spartz 434 – 1st Street Sandstone, MN 55072 245-2371 320-282-5822 aspartz@scicable.com</p> <p>Term expires: 2017</p>
<p><u>Commissioner:</u></p> <p>Steve Palmer 209 Court Avenue South Sandstone, MN 55072 320-216-7007 landofpoint@hotmail.com</p> <p>Appointed in 2017; Term expires 2020</p>	<p><u>Commissioner:</u></p> <p>Cassie Gaede 131 Washington Street Sandstone, MN 55072 245-6987 218-343-1159 cgaede@eastcentral.k12.mn.us</p> <p>Appointed in 2015; Term expires 2018</p>
<p><u>Commissioner:</u></p> <p>Cassandra Linder 410 Court Avenue North Sandstone, MN 55072 218-382-0141 cassiemaxlin@gmail.com</p> <p>Term expires 2019</p>	<p><u>Council Liaison:</u></p> <p>Peter Spartz 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p>

PARK & REC ADVISORY COMMISSION

Meetings: 2nd Friday – 8:00 a.m.

7 Members; 3-year terms

<p>Chair: Term expires 2018</p> <p>Dave Barsness 325 Minnesota Street Sandstone, MN 55072 245-2383 C: 763-807-6990 dkbarsne@scicable.com</p>	<p>Commissioner: Term expires 2019</p> <p>Dorothy Dybvig PO Box 392 Sandstone, MN 55072 245-2903 2dybvigs@scicable.com</p>
<p>Commissioner: Term expires 2019</p> <p>Mary Franklin 1317 Birch Avenue Sandstone, MN 55072 245-0126 franklin@scicable.com</p>	<p>Commissioner: Term expires 2018</p> <p>Karry White 328 Lark Street Sandstone, MN 55072 245-0446 daddywarbuckstothree@hotmail.com</p>
<p>Commissioner: Appointed in 2017 Term expires 2020</p> <p>Tony Vavricka 105 – 1st Street Sandstone, MN 55072 651-302-1774 tonyvavricka@gmail.com</p>	<p>Commissioner: Appointed in 2017 Term expires 2020</p> <p>Eric Sturtz 414 Washington Street Sandstone, MN 55072 612-226-7699 ecsturtz@gmail.com</p>
<p>Commissioner:</p> <p>VACANCY</p>	<p>Council Liaison: Elected in 2016 Term expires 2018</p> <p>Tim Franklin 1317 Birch Avenue Sandstone, MN 55072 H: 320-245-0126 W: 320-245-2368 C: 320-279-3400 timothyf@sandstonemn.com mnflyer@pinenet.com</p>
<p>Staff:</p> <p>City Administrator Kathy George administrator@sandstonemn.com</p> <p>Streets & Park Supervisor John Mikrot</p>	

MISCELLANEOUS COMMITTEES

<p><u>Development Committee:</u></p> <p>Val Palmer 209 Court Avenue S Sandstone, MN 55072 320-216-7007 valeriep@sandstonemn.com vpalmer20240@gmail.com</p> <p>Elected in 2016; Term expires 2018</p> <p>Tim Franklin 1317 Birch Avenue Sandstone, MN 55072 H: 320-245-0126 W: 320-245-2368 C: 320-279-3400 timothyf@sandstonemn.com mnflyer@pinenet.com</p> <p>Elected in 2016; Term expires 2018</p>	<p><u>Fee Committee:</u></p> <p>Tim Franklin 1317 Birch Avenue Sandstone, MN 55072 H: 320-245-0126 W: 320-245-2368 C: 320-279-3400 timothyf@sandstonemn.com mnflyer@pinenet.com</p> <p>Elected in 2016; Term expires 2018</p> <p>Peter Spartz 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p>
<p><u>Finance Committee:</u></p> <p>Val Palmer 209 Court Avenue S Sandstone, MN 55072 320-216-7007 valeriep@sandstonemn.com vpalmer20240@gmail.com</p> <p>Elected in 2016; Term expires 2018</p> <p>Peter Spartz 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p>	<p><u>Fire Department:</u></p> <p>Andy Spartz – Fire Chief 434 – 1st Street Sandstone, MN 55072 245-2371 320-282-5822 aspartz@scicable.com</p> <p>Ross Degerstrom – Assistant Fire Chief 320-279-0353 Rdeterstrom86@gmail.com</p> <p>Brandon Devlin – Captain <i>[private – do not give out]</i> Sandstone, MN 55072 brandond@sandstonemn.com</p>

<p><u>Fire & Rescue Committee:</u></p> <p>Peter Spartz 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p> <p>Brandon Devlin <i>[private – do not give out]</i> Sandstone, MN 55072 brandond@sandstonemn.com</p> <p>Appointed in 2017; Term expires 2018</p>	<p><u>Intergovernmental Committee:</u></p> <p>Tim Franklin 1317 Birch Avenue Sandstone, MN 55072 H: 320-245-0126 W: 320-245-2368 C: 320-279-3400 timothyf@sandstonemn.com mnflyer@pinenet.com</p> <p>Elected in 2016; Term expires 2018</p> <p>Peter Spartz 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p>
<p><u>Negotiation Committee:</u></p> <p>Peter Spartz 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p> <p>Brandon Devlin <i>[private – do not give out]</i> Sandstone, MN 55072 brandond@sandstonemn.com</p> <p>Appointed in 2017; Term expires 2018</p>	<p><u>Personnel Committee:</u></p> <p>Peter Spartz 434 – 1st Street Sandstone, MN 55072 320-245-2371 peters@sandstonemn.com peter.spartz@yahoo.com</p> <p>Appointed in 2017; Term expires 2018</p> <p>Phillip Kester 328 – 1st Street Sandstone, MN 55072 320-245-2528 phillipk@sandstonemn.com</p> <p>Elected in 2016; Term expires in 2020</p>

<p><u>Rail Committee:</u></p> <p>Phillip Kester 328 – 1st Street Sandstone, MN 55072 320-245-2528 phillipk@sandstonemn.com</p> <p>Elected in 2016; Term expires in 2020</p> <p>Val Palmer 209 Court Avenue S Sandstone, MN 55072 320-216-7007 valeriep@sandstonemn.com vpalmer20240@gmail.com</p> <p>Elected in 2016; Term expires 2018</p>	<p><u>Rental Appeal Board:</u></p> <p>Val Palmer 209 Court Avenue S Sandstone, MN 55072 320-216-7007 valeriep@sandstonemn.com vpalmer20240@gmail.com</p> <p>Elected in 2016; Term expires 2018</p>
--	--

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Consider Resolution 20180103-03 – Adopt 2018 Fee Schedule

BACKGROUND: The Council held a work session to review the City’s Fee Schedule. Staff has been working on various revisions.

ATTACHMENTS Proposed 2018 Fee Schedule – *NOTE: Green Text indicates items that were added to the Fee Schedule that are currently in City ordinances; Red Text indicates proposed changes*

Some of the proposed changes that are considered “major” include:

- (1) Elimination of registering dogs
- (2) Having one fee for Sign Permits
- (3) Establishing a required Escrow amount for building and development projects

Most of the other proposed changes are merely housekeeping items or things we already do but didn’t have them listed on the Fee Schedule

STAFF RECOMMENDATION: (1) Review and Discuss;
(2) Refrain from changing the fees for Fire Calls/Traffic Control/Extrication/Security until after further discussions with Townships and the Fire Department;
(3) Adopt the 2018 Fee Schedule; OR
(4) Schedule a work session to further review the document.

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

Green = in ordinance; added to fee schedule
 Red = proposed changes

PROPOSED 2018 CHANGES

**CITY OF SANDSTONE
 2017 FEE SCHEDULE**

Approved: 01/04/17

Type of Service	FEE
Administrative	
Assessment Notice-Unpaid City Services- at time mailed	15.00 each notice
Copies - per page (b/w, legal or letter, one-sided; <5 no charge)	0.25
Copies - multiple (b/w, legal or letter, one-sided; <5 no charge)	0.15
Data Practices requests	per policy
Copy - Audit	15.00 plus postage
Copy - Budget	9.00 plus postage
Copy - Code book	125.00 plus postage
Copy - Planning & Land Use Code (500)	10.00 plus postage
City map	actual cost
Plat map, etc.	Engineer's Cost
Fax - per page - send or receive	1.00
Filing fee for public office	2.00
Non-sufficient fund check (NSF)	max allowed by state
Meeting agenda copy - per year & mailing	20.00
Meeting minutes copy - per year & mailing	25.00
Special Assessment Search	40.00
907.01 Repeat Nuisance Service Calls	350 1st 500 2nd
Lions Hill open/closure - after hours	10.00
Community Room Rental	20/1.5 hours + 10/add'l hour
City Attorney	actual cost
City Engineer	actual cost
Clerk/Zoning Administrator	40.00/hour
Administrative Fee (special service charges - mowing, snow removal, etc.)	
1160.13 Gambling	10% of profits
Alcohol	
3.2 Beer off-sale Review	20.00
3.2 Beer on-sale Review	110.00
Liquor - Wine on sale (1st time/renewal)	550/200
Liquor license (Sunday) review	125.00
Liquor off-sale license review	125.00
Liquor on-sale license review	1600.00
Temporary	25.00
Outside Patio (initial/renewal)	100/50
815.13 Liquor/Beer in Park - Special Permit	Council approval
	plus Temporary Permit fee

Green = in ordinance; added to fee schedule
 Red = proposed changes

Animal

	Dog Registration	3.00	\$1 discount w/vaccination	eliminate
	Dog Registration - neutered/spayed	2.00	\$1 discount w/vaccination	eliminate
	Dog impound - daily housing charge	10.00		
	Dog impound fee - 1st offense	25.00		
	Dog impound fee - 1st offense and not licensed	25.00	+2 time-reg fee	
	Dog impound fee - 2nd offense	50.00		
	Dog impound fee - 3rd offense	75.00		
	Dog - Certified warnings, beginning 2nd warning	15.00		
	Chickens - Keeping of			25.00
911.05	Non-Domestic Animal Event Permit			no charge
911.05	Educational Non-Domestic Animal Event Permit			no charge
945.07	Permit to Destroy an Animal			no charge

Building

	Moving permit	15.00		
	Building Permit		1997 UBC Rate adopted 5-20-09	
	\$1 to \$500 valuation	23.50		
	\$501 to \$2,000	23.50/1st 500 + 3.05/100		
	\$2,001 to \$25,000	69.25/1st 2000 + 14/1000		
	\$25,001 to \$50,000	391.25/1st 25000 + 10.10/1000		
	\$50,001 to \$100,000	643.75/1st 50000 + 7/1000		
	\$100,001 to \$500,000	993.75/1st 100000 + 5.60/1000		
	\$500,001 to \$1,000,000	3223.75/1st 500000 + 4.75/1000		
	\$1,000,001 and up	5608.75/1st 1000000 + 3.65/1000		
	Add'l Plan/Site review (changes, additions, revisions)	47.00		
	Plan Review			
	Residential		50% of permit fee	
	Commercial		65% of permit fee	
	After the fact fee for permitted structures			
	Escrow			double the required permit fee
	Curb-Cut permit	60.00		100 - 10,000 depending on project
	Demolition permit-garage	25.00		
	Demolition permit-house	60.00		
	Driveway Permit			25.00 + escrow
	Fence permit	10.00		
	House movers license	100 + 500 deposit		
	Maintenance Permit	40.00		
	Occupancy Inspection	0.00		
	Rental License Application Fee	25/year		
440.09	Reinstatement Fee (if suspended)			25.00
440.09	Sidewalk, Curb or Gutter Permit			25.00
800.09/19	policy			

Green = in ordinance; added to fee schedule
 Red = proposed changes

~~Street excavation~~
 517.37 Tower/antenna ~~annual inspection fee~~ Permit fee

~~4000.00~~
 50.00

Cemetery

520.33 Perpetual care - 1 grave space
 520.33 Property - 1 grave space
 520.33 Locate fee (monuments/burial)
 520.33 Cremains (opening/closing)
 Grave opening/closing (traditional)

350.00
 100.00
 100.00
 150.00

family pays contractor directly

Development

Annexation/Detachment processing request
 Business Subsidy Agreement Application
 Business Subsidy/Tax Increment/Abatement - Public Hearing
 Developer Agreement processing
 Environmental Audit Worksheet Review
 Environmental Impact Rev.
 Public Improvement Petition review

100.00
 250.00 plus staff/consultant time
 75.00
 500.00 plus staff/legal time
 staff/consultant time
 50.00

plus escrow - determined by staff

plus escrow - determined by staff

~~Street Opening - Water/sewer~~

715.21 Water Connection Permit
 715.57 Water Meter fee
 715.57 Water Meter Test fee
 710.09 Building Sewer Permit
 710.09 Sewer Service Connection License (annual)
 710.15 Sewer access charge (SAC) - per Equivalent Residential Connection (ERC)
 715.81 Water access charge (WAC) - per Equivalent Residential Connection (ERC)
 725.03 Trunk Sanitary Sewer Area Fee
 725.03 Trunk Watermain Area Fee
 CED Loan Application
 510.03 Park Dedication Fees
 Residential
 Commercial/Industrial

25.00
 50.00
 25.00 if within 2%
 25.00
 25.00 plus \$1,000 bond
 1,500.00
 1,500.00

700.00
 550.00
 1925/acre
 2420/acre
 100.00
 10% or \$400 per dwelling unit
 5% or \$400 per acre

Fire

Fire Call - home or business (min. 1 hour)
 \$250/hr @ additional hr +cost of chemicals
 Fire Call - Auto
 Fire Call - False Alarm

750
 450
 0
 350
 650

Discuss with Townships?

Green = in ordinance; added to fee schedule
 Red = proposed changes

Traffic control/vehicle assistance	450	
Extraction & technical rescue - per 1/2 hr	500	
Emergency Page - institutional - min 1 hr		Determined by fire formula
Security after call per hours (after first hr)	380 min/hr	
\$350/hr per rig & \$15 per fireman (2) per hour	min/ 1 hr	

715.83 Fire Hydrant Service Charge (annual)	0.00
715.71 Fire Hydrant Permit	Rental: 30.00/month
905.25 Permit to Clean Commercial Cooking Ventilation Systems	0.00
905.29 Fire Alarm Systems - <i>Notify Fire Department</i>	0.00

Franchise

Cable Television Franchise fee	5%
Electric Franchise or Natural Gas Franchise fee	

Permits - Land Disturbance

Land Disturbance permit - minor (25-2000 cubic yards or 1-3' deep)	50.00
Land Disturbance permit - major (2000 cy or more; 1 acre or more; 3' deep or more)	500.00
(\$350 refundable if no engineering review needed)	
Storm Water Management Plan	
Application fee	100.00
Deposit	1500.00 In addition to application
Letter of credit	Based on project construction items

Permits/Licenses (misc)

905.06 Flammable liquid storage permit	5.00
Tree trimming & removal permit/license fee	30.00
Solid waste collection license review	40.00
Peddlers/Transient Merchants/Solicitors	25.00
Junk Dealer's license	250.00 Annual
945.03 Target/Trap Shooting License (annual)	25.00
805.07 Courtesy Bench License (annual)	0.00
900.19 Special Event Permit	25.00
615 Lodging License (annual)	25.00
620 Public Steam Bath/Heat Bathing Room/Reducing, Relaxation, or bathing facility	recommend rescind ordinance
625 Public Swimming Pools (annual)	25.00
905.13 Burning Permit	0.00

Right of Way

835.17 Annual Registration	30.00 50% discount if paid in January
835.17 Utility Permit	40.00 plus surety bond
835.17 Overhead Facilities Permit	40.00 plus surety bond

Green = in ordinance; added to fee schedule
 Red = proposed changes

710.11 Surcharge for non-compliance with clear water discharge requirements 25.00/month
 715.53 Late Payment Fee ordinance states 10% of amount past due
 715.55 Certification Fee (Admin) 8% of amount certified to taxes
 715.49 Automatic Building Sprinkler System - direct connection to main (annual) 100.00
 720.07 Stormwater Utility User Fee
 720.07 Storm Sewer Connection Fee
 12% of balance
 see 720.09 and City Policy based on the development

Zoning & Planning

Conditional Use Review 225.00
 515.35 Interim Use Permit 225.00
 515.12/13 Home Occupation requires Interim Use Permit or Conditional Use Permit
 505.13 Lot Split Review 100.00
 505.35 Sketch Plat Review 225.00 plus staff/consultant time
 505.35/15.35 Variance 100.00 plus staff/consultant time
 505.35 Appeals
 505.35 Ordinance Amendment 250.00 plus staff/consultant time
 505.35 Vacation of street/alley/easement 225.00
 505.17/35 Preliminary Plat Review 500.00 plus staff/consultant time
 Preliminary Plat - deposit 2000.00
 505.19/35 Final Plat Review 500.00 plus acceptable security; plus staff/consultant time
 Final Plat - deposit 2000.00 +\$10/parcel
 PUD application 200.00
 1185.09 Adult Establishment License 1500.00 plus investigation fee
 530.19 Flood Plain Permit
 515.35 Use and Occupancy Permit / Zoning Compliance Form

Sign-Ordinance-Amendment 450.00
 Sign-Ordinance-Variance 450.00
 Sign-permit-installers-license 50.00
 Sign-Review 25.00
 Sign-portable 5.00
 Sign-bench 2.00
 Sign-directional 0.00
 Sign-free-standing 25.00
 Sign-identification-(no-fee-in-R-4/R-2) 2.00
 Sign-monument 2.00
 Sign-Off-Premise 400.00
 Sign-On-Premise 40.00
 Sign-Projecting 75.00
 Sign-roof 75.00
 Sign-temporary 0.00

Green = in ordinance; added to fee schedule
Red = proposed changes

~~Sign, wall~~
415.13 Sign Permit

~~2.00~~

25.00

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Northern Lights Express Alliance – Request for Participation

BACKGROUND: The City has been involved with the Northern Lights Express (NLX) Alliance for a number of years. In 2017, the City included \$1,500 for the NLX in the EDA budget. This line item is also included in the 2018 EDA budget.

The City received a letter from the Alliance requesting our financial support. In exchange for the \$1,500 amount, we would earn a voting position on the Alliance’s Technical Advisory Committee. This committee meets monthly and advises the Alliance Board on specific issues, working on various projects and tasks as assigned by the Board.

ATTACHMENTS Letter from Alliance Chair Elissa Hansen dated December 18, 2017

STAFF RECOMMENDATION: Approve the request and remit the \$1,500 from the 2017 EDA budget.

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____



RECEIVED DEC 22 2017

December 18, 2017

The Honorable Peter Spartz
Mayor of Sandstone
Sandstone City Hall
119 4th Street, PO Box 641
Sandstone, MN 55072

Ms. Kathy George
City Administrator
Sandstone City Hall
119 4th Street, PO Box 641
Sandstone, MN 55072

Dear Northern Lights Express Supporters,

Sandstone has been a strong and valued supporter of the Northern Lights Express project since its inception and has participated in every major accomplishment to date. The Joint Powers Alliance thanks Sandstone for being one of NLX's strongest proponents.

This next year will see the project's approval by the Federal Railroad Administration of its Finding of No Significant Impact (FONSI) following our TIER II Environmental Review and a strong push to grow support for intercity passenger rail between Minneapolis and Duluth.

As we pursue a \$10 million TIGER grant for signal and crossing improvements along the existing BNSF line and the inclusion of the Minnesota Department of Transportation Passenger Rail projects in the Governor's 2018 bonding bill, we will need the commitment of all entities within the corridor.

This is a request for financial support. The City of Sandstone is considering an investment in the future of passenger rail service between Minneapolis and Duluth of \$1,500. That money would be used to further the goals of the NLX Alliance. Your financial participation would earn Sandstone a voting position on the JPA's Technical Advisory Committee. The Committee meets monthly and advises the full group on specific issues and takes direction from the Board for projects and tasks.

Minneapolis-Duluth/Superior Passenger Rail Alliance

Administrative Agency: St. Louis & Lake Counties Regional Railroad Authority
Executive Director Bob Manzoline, 111 Station 44 Road, Eveleth, MN 55734
Phone: (218) 744-1388 * Toll free: (877) 637-2241

NLX Alliance uses St. Louis County as its fiscal agent and is audited annually by the MN State Auditor's Office.

Our theme in the New Year is *NLX Now!* It communicates that the technical side of our work is nearly completed and we must now start the groundswell of support that we know is there and will be directed to move this important project to completion.

If you have any questions or suggestions, please contact Bob Manzoline, NLX Alliance executive director, at 218-744-2653. Thank you for your continued support!



Elissa Hansen
Joint Powers Alliance Chair

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Proposed Staff Changes

BACKGROUND: Assistant Deputy Clerk Tesla Chester has resigned her position. Her last day is Friday, December 29th.

The main duties of the Assistant Deputy Clerk include processing the mail, filing, answering the phone, accounts receivable/accounts payable, Fire Formula billing, Rental Inspection documentation.

ATTACHMENTS Resignation Letter from Tesla Chester

STAFF RECOMMENDATION: I propose the following:

- (1) Eliminate the Assistant Deputy Clerk position
- (2) Change the Utility Billing position to Deputy Clerk / Utility Billing
- (3) Increase the base pay of the Deputy Clerk and Deputy Clerk / Utility Billing positions to \$22.00/hour
 - * The current base pay for the Deputy Clerk is \$20.72/hour
 - * The current base pay for the Utility Billing Clerk is \$17.54/hour
- (4) Eliminate the “Tech Hours” in the budget
- (5) The Assistant Deputy Clerk duties would be absorbed by the two Deputy Clerks
- (6) Move the Deputy Clerk / Utility Billing desk to the front office
- (7) The two Deputy Clerks would work in tandem – covering for each other, backing each other up, cross training on their respective duties

The effect of this change increases the 2018 payroll expense by \$1,201; however, I am comfortable with that increase and feel that there is some “wobble room” in the budget. Therefore, I don’t anticipate coming in over budget for payroll in 2018.

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

Kathy George
City of Sandstone
119 Fourth St
Sandstone, MN 55072

Dear Ms. George,

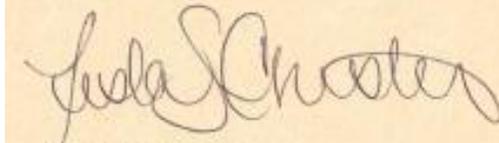
Please accept this letter of resignation from the City Of Sandstone as Assistant Deputy Clerk. My last day of employment will be December 29, 2017.

I will also be terminating my Contract as Animal Control Officer and Parks & Recreation Commission member effective on the same date.

Thank you so much for the opportunity to serve Sandstone. I have worked alongside some excellent colleagues, and have had so many opportunities to grow and develop in my career field and as a person. I appreciate all of the support and effort I have received here through the Council, community, and city staff.

I will never forget my time at Sandstone City Hall and will use the skills gained through my life. I look forward to following the development that all of you work so hard towards.

All the best,



Tesla S Chester

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: Consider Ordinance 20180103-01 Rescinding City Code 620 Steam Baths; Public Restrooms

BACKGROUND: I came across this ordinance while reviewing the Fee Schedule. These items are covered by State Building Code. This ordinance is no longer relevant.

ATTACHMENTS City Code 620 – Steam Baths; Public Restrooms
Proposed Ordinance 20180103-01 Rescinding City Code 620

STAFF RECOMMENDATION: Adopt Ordinance 20180103-01 Rescinding City Code 620

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

Section 620 - Steam baths; public restrooms

620.01. Definitions. Subdivision 1. For purposes of this section, the terms defined in this subdivision have the meanings given them.

Subd. 2. "Steam bath" or "heat bathing room" means a room used by the public for the purpose of bathing, reducing, or relaxation utilizing steam or hot air as a cleaning, reducing or relaxing agent.

Subd. 3. "Approved" means acceptable to the health authority following the determination as to conformance with established public health practices and standards.

620.03. Restrooms required. Public buildings must be provided with adequate and conveniently located public restroom facilities for each sex.

620.05. Construction requirements. Subdivision 1. Construction. Public steam baths, heat bathing rooms, restrooms and bathrooms must be constructed of materials which are impervious to moisture and bacteria, mold, or fungal growth. The floor to wall and wall to wall joints must be constructed to provide a sanitary cove with a minimum radius of one inch. Each public steam bath, heat bathing room, reducing or relaxation establishment must be provided with adequate and conveniently located showers and toilet facilities for each sex. Shower rooms and fixtures must be of sanitary design and easy to clean as set forth in this subsection.

Subd. 2. Ventilation. Public restrooms must be provided with mechanical ventilation with at least two cubic feet per minute per square foot of floor area of exhaust ventilation. A minimum of at least 15 foot candles of illumination must be provided on all surfaces. A hand washing sink equipped with hot and cold running water under pressure, hand cleaning compound and sanitary towel dispensers must be provided. The doors of toilet rooms must be self-closing.

Subd. 3. Sanitation. Other equipment or appurtenances used in connection with the public steam baths, heating rooms, reducing or relaxation establishments, restrooms and bathrooms will be of sanitary design and construction that permits frequent and thorough cleansing and sanitizing.

Subd. 4. Materials. The floors, walls and ceilings of rooms other than the steam bath, heat bathing room, shower rooms, bathroom, or toilet room used in conjunction with providing the above services, or in toilet rooms above the point of moisture or difficult maintenance, must be of materials and construction which are reasonably cleanable.

620.07. Plumbing, gas and electrical installation. Each steam bath or heat bathing room, rest room, or bathroom must be equipped with at least one floor drain installed in accordance with chapter IV of this code and as approved by the health authority. All other plumbing, gas and electrical installations and equipment must conform with chapter IV of this code. Gas heating equipment producing hot air or steam for the steam bath or heat bathing room must be so designed as to have the combustion chamber completely sealed and vented to the outside or else located outside of the steam bath or heat bathing room.

620.09. Maintenance of facilities. Floors, walls, ceilings, water closets, lavatories, urinals, benches, tables, and other such equipment and appurtenances must be maintained in good repair and in a clean and sanitary condition at all times. Sanitary hand cleansing compounds, sanitary towels and toilet tissue must be provided at all times in toilet rooms or bathrooms. Adequate and approved refuse receptacles must be provided and emptied and cleaned as required.

620.11. Health and disease control. Subdivision 1. Disease. A person affected with a disease in a communicable form, or while a carrier of such disease, or while affected with boils, infected wounds, sores, or an acute respiratory infection, may not work in or use the services of any public steam bathing rooms, heat bathing room, bathroom, reducing or relaxation establishment in any capacity in which there is a likelihood of such person contaminating surfaces with pathogenic organisms, or transmitting disease to other individuals; and no person known or suspected of being affected with any such disease or condition must be employed or permitted in such an area or capacity.

Subd. 2. Personal cleanliness. Employees must wear clean outer garments, maintain a high degree of personal cleanliness, and conform to approved hygienic practices while on duty. They must wash their hands thoroughly in an approved hand washing facility before starting work and as often as may be necessary to remove soil and contamination.

Subd. 3. Linens. Linens must be clean and laundered, handled and stored in an approved manner.

620.13. Submission of plans and specifications. Persons who construct, extensively remodel, or convert buildings or facilities for use as a public steam bath, heat bathing room, reducing or relaxation establishment, bathroom or restroom must conform and comply in their construction, erection, or alterations with the requirements of this ordinance. Plans and specifications for such construction, remodeling or alteration which show layout arrangements, plumbing, construction materials, and location, size and type of equipment and facilities must be filed by the owner, in the office of the health authority. The city will not issue a building permit for any such construction, remodeling, or alteration until such permits have been approved by the health authority.

620.15. License required. It is unlawful to operate a public steam bath, heat bathing room, reducing, relaxation, or bathing facility, or engage in the business of operating any of these types of enterprises unless a license for the current year has been obtained therefor pursuant to this section from the city clerk. License fees are set by appendix II. The license must be conspicuously displayed at all times in the licensed establishment.

**CITY OF SANDSTONE
COUNTY OF PINE
STATE OF MINNESOTA**

ORDINANCE NO. 20180103-01

**AN ORDINANCE RESCINDING
CITY CODE SECTION 620 – STEAM BATHS; PUBLIC RESTROOMS**

SECTION 1. Chapter 6: Public Health, Section 620 – Steam Baths; Public Restrooms, of the Sandstone City Code of Ordinances is hereby rescinded.

SECTION 2. Effective Date. This Ordinance shall be effective immediately upon its passage and publication in the official newspaper of the City of Sandstone.

SECTION 3. Adoption Date. This Ordinance No. 20180103-01 was adopted on this 3rd day of January, 2018, by a vote of ___ Ayes and ___ Nays.

Peter Spartz, Mayor

ATTEST:

Kathy George, City Clerk/Administrator

This Ordinance No. 20180103-01 was published in the *Pine County Courier* on the _____ day of _____, 2018.

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, Administrator
DATE: January 3, 2018
SUBJECT: EDA Membership

BACKGROUND: There is one vacant seat on the EDA. EDA Members had expressed interest in having the seat filled by someone in the banking industry. Bill Loew from Northview Bank had expressed interest; however, he is not able to attend evening meetings. Bill thought that Chad Johnsen would also not be able to attend evening meetings.

Kris LaBounty of Members Co-operative Credit Union has expressed interest in serving on the EDA.

The EDA recommends the City Council appoint Kris LaBounty to fill the vacant seat.

ATTACHMENTS None

STAFF RECOMMENDATION: Appoint Kris LaBounty to fill the vacant seat on the EDA.

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

CITY OF SANDSTONE
EDA MEETING
Wednesday, December 27, 2017

CALL TO ORDER: 6:00 p.m.

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

Members absent: Warner

Staff present: Administrator George and Recording Secretary Nelson

Others present: Kris LaBounty, Scott Sannes

APPROVE AGENDA

Motion Devlin, second Palmer to approve the agenda as presented. Motion carried 5-0.

APPROVE MINUTES

Motion Palmer, second Franklin to approve the October 25, 2017 meeting minutes. Motion carried 5-0.

PUBLIC HEARING: None

NEW BUSINESS:

EDA Membership

There is one vacant seat on the EDA. EDA Members had expressed interest in having the seat filled by someone in the banking industry. Kris LaBounty of Members Co-Operative Credit Union has expressed interest in serving. **Motion Franklin, second Spartz, to recommend the City Council appoint LaBounty to the EDA. Motion carried 5-0.**

Sandstone Development LLC Purchase Agreements

The Administrator reported that Sandstone Development LLC is proposing to purchase two lots at the Industrial Park:

Lot 2, Block 1, Grant Knowles Addition

Purchase Price: \$69,312.23

Assessment for Gas Utility: \$6,350.75 due at closing

Assessment for public infrastructure: maximum of \$31,382.00 to
be paid over a 25 year period, with interest

SAC/WAC due with building permit

Lot 1, Block 2, Grant Knowles Addition

Purchase Price: \$158,069.52

Assessment for Gas Utility: \$14,433.53 due at closing

Assessment for public infrastructure: maximum of \$71,568.00 to
be paid over a 25 year period, with interest

SAC/WAC due with building permit

It is not known at this point what the development plans are for these parcels. If the EDA approves the purchase agreements, a 90-day due diligence period starts. During this 90-day period, the developer has the authority to access the property and conduct various tests (soil, wetland, etc.) that they feel are necessary.

Within 30 days after the 90-day due diligence period, the EDA must hold a public hearing on the proposed sale. At this point, the developer will have a better idea of their plans and should be able to inform the EDA of more details.

The Purchase Agreements include a restrictive covenant that the buyer proposes to improve the property consistent with plans presented to the City before the expiration of the 90-day due diligence period and must commence construction within 18 months of the closing date.

If all goes well, closing will take place within 60 days after the 90-day due diligence period.

The EDA's approval of the purchase agreements is conditioned upon the sale of the property after the EDA holds the public hearing and finds the sale to be in the public interest.

Either party can cancel the purchase agreements at any time during this period – up until the closing.

Scott Sannes with SEH stated that he represents the developer. His background includes working with private sector developers. He explained that the 90-day due diligence period provides the developer with access to the property so that environmental work, planning and engineering can begin. By signing the Purchase Agreements, the developer is assured that they will be able to proceed with their project, assuming that they receive all required approvals along the way.

Sannes was asked if there would be a conflict of interest with Sannes of SEH representing the developer and SEH also being the City's engineer. Sannes stated that infrastructure standards are what they are and wetland rules follow Federal law. Therefore, he doesn't anticipate any conflict of interest and thinks that they will work together quite well. Sannes was then asked if the winter months will pose any difficulty for the developer to conduct the due diligence work. Sannes stated that he doesn't anticipate any difficulty. The property has already undergone a wetland delineation process, which is helpful.

Motion by Franklin, second by Devlin, to adopt Resolution 20171227-01 and 20171227-02 approving the Purchase Agreements as presented. Motion passed 5-0.

2018 MN Governor's Deer Hunting Opener

The "Hinckley Area" is hosting the 2018 Minnesota Governor's Deer Hunting Opener. The Administrator asked if the EDA would like to create a Task Force to look into options for attracting visitors to Sandstone during this event. Franklin and Devlin volunteered to serve on the Task Force. It was suggested perhaps Dave Barsness would also be willing to serve. Administrator George will follow up. The Task Force will report back to the EDA as progress is made.

Proposed Housing Study

The Administrator presented the EDA with a proposal for a Housing Study for Sandstone from Community Partners Research. The cost of the study is \$10,900. Administrator George stated that the study will identify rental housing development needs, examine single family housing issues including lot development needs, identify rehab and preservation of existing housing, provide a good inventory of what housing currently exists, and will address any unique housing situations that may exist in the City. The finished product will include findings and recommendations specific to Sandstone.

George stated that a proposal was also requested from Maxfield Research, Inc., which is the firm that did the 2014-2015 Regional Housing Study sponsored by MN Housing Finance Agency; however, they did not submit a proposal. George stated that she has worked with Community Partners Research before

and finds their work to be very thorough, and their fee to be reasonable. She stated that the expense can come from the EDA budget – Fund 228, Professional Services.

Motion by Franklin, second by Palmer, to accept the proposal for a Housing Study from Community Partners Research, Inc. for the amount of \$10,900. Motion passed 5-0.

EDA Business Breakfast

The Administrator asked if the EDA is interested in hosting an EDA Business Breakfast. She stated that all business owners would be invited and the City could update them on relevant things – planned projects, programs available, etc. She stated that it could be a helpful tool to bridge the gap between the City and business owners, creating more of a partnership to work together to address issues/needs. Council Members expressed interest and thought it would be beneficial; perhaps in March or April. Possible locations were discussed, including the Golf Course and perhaps FCI. **Motion by Palmer, second by Devlin, to approve an EDA Business Breakfast. Motion passed 5-0.**

CONTINUING BUSINESS:

Various Updates

The following updates were provided:

Childcare

- Administrator George attended the Coalition of Greater Minnesota Cities (CGMC) Conference. Daycare was one of the main topics covered at the conference. There is a significant daycare shortage in rural communities. In our area (Central Minnesota), the shortfall is estimated to be 49%. Some of the conclusions of the discussion included:
 - Childcare centers don't happen on their own – partnerships among providers, businesses, nonprofits, local government and religious organizations can offer creative solutions.
 - Helping rural providers keep costs down, whether through scholarships for training or increases in Child Care Assistance Program (CCAP).
 - Aligning with school districts could help give providers the resources to care for children with special needs.
 - First Children's Finance is a non-profit organization that provides loans and business-development assistance to high-quality child care businesses serving low- and moderate-income families. They would be a great resource to reach out to as we try to define the situation here in Sandstone and identify solutions.
- The Administrator suggested perhaps holding a summit would be helpful – community members at large and current day care providers could be invited; specifically, to find out what the barriers are and work together to address them.

Northern Lights Express (NLX)

- On December 6th, Administrator George, Karl Schuetler of The Northspan Group, Mayor Spartz, and Council Member Kester met with Frank Lotterle, Project Manager in MN DOT's Passenger Rail Office. Lotterle showed that a facility in Sandstone is included in the EA document that is currently under review. A Finding of No Significant Impact (FONSI) is expected in mid-January. This will put the NLX in a "ready" status – ready to receive funds if and when they become available. NLX is also in discussions with Amtrak to run the line. The proposed facility has two possible locations – Sandstone or Duluth.

- It was determined that a local marketing effort is needed. Lotterele said it would be helpful to get some local letters of support and then share them with legislators and decision makers. Schuettler is working on some Sandstone-specific NLX marketing materials.
- The marketing piece will highlight the economic development potential for Sandstone and the region if the facility were constructed here, and how the facility would create greater buy-in in Pine County and make NLX a project that supports the whole corridor, not just the Twin Cities and Duluth.
- George, Lotterele, Spartz and Kester plan to attend the January 2nd County Board meeting to update them and let them know that Sandstone is still very much a viable option for a facility. This message needs to get out so that we can generate local support.

Ford Dealership

- Karl Schuettler and Randy Lasky from The Northspan Group reached out to a prospective buyer of Arlen Krantz Ford to learn about interactions with Ford to date and assess the chances of keeping the dealership in Sandstone.
 - The prospective buyer has no intention of moving the dealership.
 - Northspan researched dealer agreements with Ford and examples of other Ford dealerships to explore the city's options for retaining the dealership.
 - In general, there is little the community can do to influence the location of the dealership in the event of a sale. Ford retains the right to revoke or place conditions upon dealership status in the event of a sale of the majority of the existing operation. While a strong cash flow and new investments such as a modern facility in the business park could certainly help Sandstone's case, the ultimate decision rests with Ford and they are unlikely to make any guarantees.
 - The prospective buyer will continue to explore options and Northspan will monitor the situation.

Other Business Leads and Activities

- George and Schuettler have looked into several Community Venture Network (CVN) opportunities brought forward through GPS 45:93 and Robert Musgrove of the Pine County EDA. For a variety of reasons, we have chosen not to recruit any of these businesses directly, but will continue to stay in tune to upcoming opportunities.
- Schuettler did some background research on Sandstone Development LLC, the prospective buyer of two lots in the business park.
- Schuettler researched the potential for the construction of a curling facility in Sandstone and provided information on club formation, other facilities in small Minnesota towns, a recent large curling center development in Chaska, and the potential of portable curling rinks.

OTHER: The Administrator reported that Mr. Bonander is meeting with his attorney tomorrow (Thursday) to review his project. Bonander is also pursuing funds through the PACE (Property Assessed Clean Energy Financing) program and through the City's Small Cities Development Program.

ADJOURN

Motion Franklin, second Devlin to adjourn at 6:50 p.m. Motion carried 5-0.

Phillip Kester, President

Kathy George, Executive Director



Date: December 18, 2017

To: City of Sandstone

From: Craige Hiler, Operator

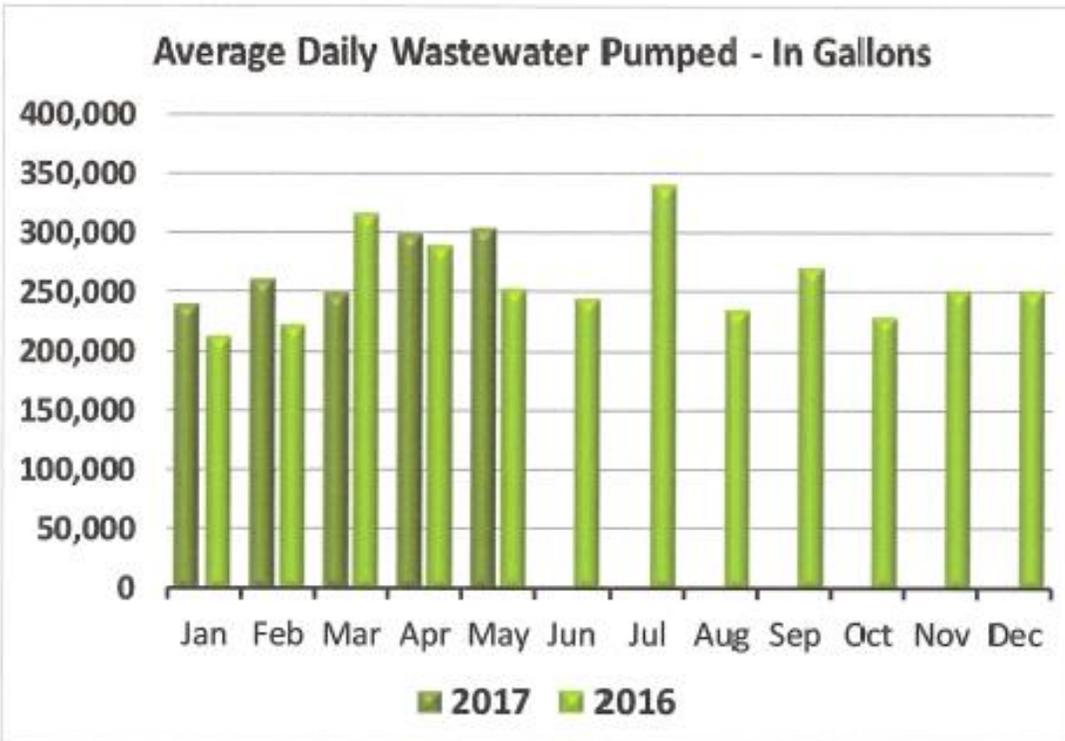
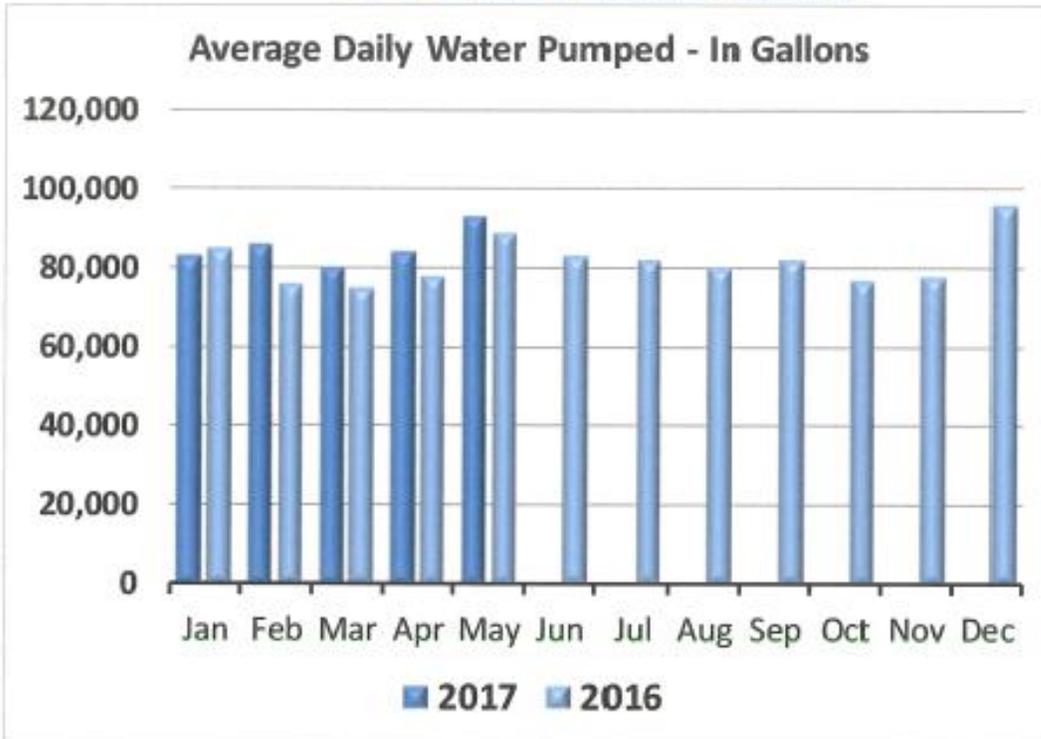
O & M Report: November, 2017

Water Operation & Maintenance

- The city pumped 2.215 million gal. at an avg. of 74,000 gal. per day. The daily max. was 117,000 gal. (11/27/17). The daily min was 43,000 gal. (11/12/17).
 - Deep Well #2 out-put (Free Flowing) was 4.023 gal. at an avg. of 134,000 gal. per day.
 - (5) Water Off. 214 Division St. (11/1/17) vacant. 510 Old Military Rd. (11/7/17) seasonal. 222 Court Ave. (11/8/17) vacant. 205 Division St. / 706 Commercial Ave. (11/29/17) non-pay.
 - (4) Water On. 309 Park Ave. (11/7/17) plumbing repaired. 422 Court Ave. (11/15/17) received payment. 618 Angle Ave. (11/16/17) owner request. 222 Court Ave. (11/17/17) new owner.
 - (1) New meter installed. 309 Park Ave. (11/7/17) plumbing repaired.
 - (1) Water Leak. 1321 Hwy #23 Nth. (11/8/17) valve under house repaired by owner.
 - (2) Curb Stop Repairs. 222 Court Ave. (11/20/17) replaced 12 inch extention & cap. 405 1st St. (11/29/17) replaced cap and lowered to grade.
 - (1) Repair at WTP. Replaced 6 inch 90 degree main elbow before flow meter because of leak (11/15/17) details & pictures available upon request.
 - Deep Well #2 Pump & Back-Up Generator are exercised / inspected 2 X per month. Filter at WTP is back-washed every 3 weeks or as needed.
 - All Locates / Work Orders / Meter Reads / Samples & Analysis were completed when required.
-
-

Wastewater Operation & Maintenance

- There was 7.638 million gal. pumped to the ponds at an avg. of 255,000 gal. per day. The city pumped 2.787 million gal. at an avg. of 92,000 gal. per day. FCI pumped 4.851 million gal. at an avg. of 162,000 gal. per day.
- As of (11/30/17) pond depths were # 1 (4' 0") #2 (3' 11") #3 (5' 8") with a 7 day discharge of 18.668 million gal. at an avg. of 2.669 million gal. per day.
- (3) Sewer Back-Ups. 607 Park Ave. (11/13/17) private line issue. 701 Hwy. #23 Nth. (11/29/17) private line issue. Grouse / Spring St. (11/30/17) private line issue.
- Back-Up Generator at WWP is exercised & inspected 2 X per month.
- All Locates / Work Orders / Samples & Analysis were completed when required.



Water		October-17	September-17	October-16
	Units			
Average Daily Pumped	gallons	74,000	81,000	77,000
Total Monthly Pumped	gallons	2,304,000	2,437,000	2,259,000
Deep Well Pumped	gallons	4,159,000	4,128,000	4,040,000
Artesian Well Pumped	gallons	NO METER	NO METER	NO METER
Wastewater				
CBOD				
CBOD Influent Quarterly	mg/L	N / A	180	N / A
CBOD Effluent	mg/L	3.3	N / A	0.7
CBOD Effluent Permit Limit	mg/L	25.0	25.0	25.0
CBOD Effluent Loading	kg/day	39	0	9
CBOD Effluent Loading Permit Limit	kg/day	271	271	271
TSS				
TSS Influent Quarterly	mg/L	N / A	143	N / A
TSS Effluent	mg/L	8.0	N / A	3.0
TSS Effluent Permit Limit	mg/L	45.0	45.0	45.0
TSS Effluent Loading	kg/day	95	0	42
TSS Effluent Loading Permit Limit	kg/day	488	488	488
Phosphorus				
Phos Influent Quarterly	mg/L	N / A	6.93	N / A
Phos Effluent	mg/L	5.00	N / A	2.70
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Loading	kg/day	60.00	0.00	37.00
Phos Effluent Loading Permit Limit	kg/day	monitor only	monitor only	monitor only
Nitrogen Ammonia				
NA Effluent	mg/L	N / A	N / A	4.2
NA Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Fecal Coliform				
Fecal Effluent	ml	8	N / A	1
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	4.60	N / A	5.20
DO Effluent Minimum Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	2,573,000	0	3,350,000
Total Monthly	gallons	20,583,000	0	26,802,000
Influent Flow				
Average Daily	gallons	299,000	253,000	229,000
Total Monthly	gallons	9,269,000	7,596,000	7,097,000
City Contributed Total	gallons	4,091,000	2,797,000	2,259,000
City Average Daily	gallons	132,000	93,000	73,000
FCI Contributed Total	gallons	5,179,000	4,770,000	4,868,000
FCI Average Daily	gallons	167,000	157,000	157,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	Inches	5.48	3.14	0.00
Cell #1	Feet/inches	4' 5" 10/23/17	5' 8" 9/28/17	5' 6" 10/26/16
Cell #2	Feet/inches	3' 4" 10/23/17	5' 8" 9/28/17	5' 6" 10/26/16
Cell #3	Feet/inches	5' 9" 10/23/10	5' 11" 9/28/17	5' 0" 10/26/16

Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$9,736.00	\$3,892.00	40%	83%
Total	\$9,736.00	\$3,892.00	40%	83%

Sandstone, MN

Nov-17

Water Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
			Total <u> </u> \$0

Water System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
11/1 - 11/31	Venders (1)	Misc. Invoices Under \$50 (1)	\$48
			Total <u> </u> \$48

Wastewater Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
11/1 - 11/31	Venders (1)	Misc. Invoices Under \$50 (1)	\$36
			Total <u> </u> \$36

Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
			Total <u> </u> \$0

Total Expenditures

Water Plant Maintenance	\$0
Water System Maintenance	\$48
WW Plant Maintenance	\$36
WW System Maintenance	\$0
Total For This Month	<u> </u> \$84
Total Maintenance Dollars Spent Year-to-Date (January 1, 2017 to End of This Report Month)	\$3,976
Annual Maintenance Budget (Jan. 1, 2017 - Dec. 31, 2017)	\$9,736
Percent Maintenance Budget Spent Year-to-Date	41%

WO#	28697.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	11/1/2017
Equipment	6067-GEN			Generator			Printed	
Location	6067 Sandstone Water						Scheduled	11/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	12/1/2017
							Completed	11/16/2017
Instructions	1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week.							
Notes	Inspected and tested under load							

WO#	28696.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	11/1/2017
Equipment	6067-EWS			Eye Wash Station			Printed	
Location	6067 Sandstone Water						Scheduled	11/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	12/1/2017
							Completed	11/30/2017
Instructions	Inspect eyewash and shower for proper operation.							
Notes	unit is in proper working order							

WO#	28695.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	11/1/2017
Equipment	6067-DHD			Dehumidifier			Printed	
Location	6067 Sandstone Water						Scheduled	11/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	12/1/2017
							Completed	11/7/2017
Instructions	Inspect and check filter. Verify proper operation.							
Notes	alarms work communication equipment works level indicator works floats clean Overline cleaned LS last week Amp draw not authorized (480 volts) witnessed good operation cycle overall condition okay							

WO#	27991.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	5067-ROD			Rodder			Printed	9/5/2017
Location	5067 Sandstone Wastewater						Scheduled	9/1/2017
Task	Annual Annual Preventative Maintenance(P07)						Delinquent	10/31/2017
							Completed	11/10/2017
Instructions	Grease rodder and change oil.							
Notes	unit was not used last 12 months no maintenance needed							

WO#	28511.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube						
Equipment	5067-LS-3	Location	Lift Station #3						
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.								
Notes	LS is in proper working order								
WO#	28510.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube						
Equipment	5067-LS-2	Location	Lift Station #2						
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.								
Notes	LS is in proper working order								
WO#	28509.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube						
Equipment	5067-LS-1	Location	Lift Station #1						
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.								
Notes	Lift station is in proper working order no hour readings waiting for hard drive replacement for scada computer								
WO#	28508.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube						
Equipment	5067-LPUM-3	Location	Lift Pump #3						
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check, change and clean seal filters.								
Notes	changed/cleaned seal filter								

WO#	28507.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		Created 11/1/2017		
Equipment	5067-LPUM-2	Lift Pump #2		Printed					
Location	5067 Sandstone Wastewater		Scheduled 11/1/2017						
Task	MPM Monthly Preventative Maintenance(P07)		Delinquent 12/1/2017						
Instructions		Completed 11/10/2017							
Notes		Check, change and clean seal filters.							

WO#	28506.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		Created 11/1/2017		
Equipment	5067-LPUM-1	Lift Pump #1		Printed					
Location	5067 Sandstone Wastewater		Scheduled 11/1/2017						
Task	MPM Monthly Preventative Maintenance(P07)		Delinquent 12/1/2017						
Instructions		Completed 11/10/2017							
Notes		Check, change and clean seal filters. completed above task							

WO#	28505.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		Created 11/1/2017		
Equipment	5067-GEN	Generator		Printed					
Location	5067 Sandstone Wastewater		Scheduled 11/1/2017						
Task	MPM Monthly Preventative Maintenance(P07)		Delinquent 12/1/2017						
Instructions		Completed 11/16/2017							
Notes		<ol style="list-style-type: none"> 1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week. inspected and tested under load							

WO#	28504.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		Created 11/1/2017		
Equipment	5067-GD	Gas Detector		Printed					
Location	5067 Sandstone Wastewater		Scheduled 11/1/2017						
Task	MPM Monthly Preventative Maintenance(P07)		Delinquent 12/1/2017						
Instructions		Completed 11/30/2017							
Notes		<ol style="list-style-type: none"> 1. Inspect entire unit. 2. Calibrate Unit. unit is in proper working order							

WO#	28503.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube			Created	11/1/2017
Equipment	5067-EXT	Fire Extinguisher(s)						Printed	
Location	5067 Sandstone Wastewater						Scheduled		11/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent		12/1/2017
Instructions									
Notes		Check extinguishers at WWTP, WTP and vehicles. completed above task							
WO#	28502.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube			Created	11/1/2017
Equipment	5067-A	Alarms						Printed	
Location	5067 Sandstone Wastewater						Scheduled		11/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent		12/1/2017
Instructions		1. Test alarm function and verify communications equipment can reach emergency contact person for each well house, WW Plant at your project. 2. Inspect control floats and clean if necessary at each WW Plant.							
Notes		all alarms are in proper working order							
Report Totals			Downtime Hours	0				Part Cost	\$0.00
								Labor Cost	\$0.00
								Vendor Cost	\$0.00
								Equip/Tool Cost	\$0.00
								Total Cost	\$0.00

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: January 3, 2018
SUBJECT: PeopleService, Inc. 2018 Contract

BACKGROUND: The City has an Operations and Maintenance Agreement with PeopleService, Inc. for the Sewer and Water systems. In accordance with our contract, the maintenance/repair expenditure amount and monthly compensation are to be adjusted each year, January 1st, based on the change in the Consumer Price Index for All Urban Consumers.

Effective January 1, 2018, the following changes will occur:

- (1) Increase the annual maintenance/repair expenditure amount from \$9,736 to \$9,950 (a 2.2% increase) – this amount is included in the overall contract price, it merely sets aside this amount for maintenance/repair expenditures. If the operator exceeds this amount, the City has to reimburse PeopleService. Any unused monies will be refunded to the City.
- (2) Increase the monthly compensation from \$9,581 to \$9,792 (a 2.2% increase). This equates to an annual amount of \$117,504, plus meter reads which are currently at \$6,258.24, for a total of \$123,762.24. The 2018 budget allows for a total of \$129,650.

I've asked Mr. Meyer to provide this information in September from now on so that we can better prepare our budget.

ATTACHMENTS Letter from Chad Meyer, President of PeopleService, Inc. November 7, 2017

STAFF RECOMMENDATION: Authorize the Mayor to sign the acknowledgement

ACTION REQUIRED: Motion _____, second _____
Approved _____ Denied _____ Other _____

November 7, 2017

Pete Spartz
Mayor ~~Carl Steffen~~
City of Sandstone
119 4th Street
Sandstone, Minnesota 55072-0641

RECEIVED DEC 21 2017

Dear Mayor Steffen,

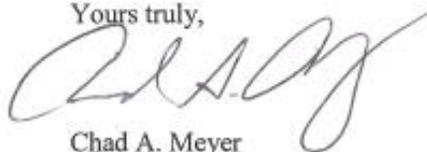
Pursuant Paragraphs 1.3 and 4.2 of the Operations and Maintenance Agreement dated January 31, 2014 between the City of Sandstone, Minnesota and PeopleService, Inc., the maximum annual maintenance/repair (non-capital) expenditure amount and monthly compensation the City of Sandstone, Minnesota pays for our services are to be adjusted each January 1st. This adjustment is to be based on the change in the Consumer Price Index for All Urban Consumers (CPI-U) between September of 2016 and September of 2017.

The change to the CPI-U was a positive 2.2%. Thus, effective January 1, 2018, the City of Sandstone's maximum annual maintenance/repair (non-capital) expenditure amount will be increased from \$9,736 to \$9,950 and the monthly compensation will be increased from \$9,581 to \$9,792.

PeopleService would appreciate your signing this letter in the space provided below, and returning a copy to our Arlington office. By doing so, you acknowledge receipt of this letter and the adjustment and increase in accordance with the Operations and Maintenance Agreement. Please note that the CPI adjustment will be billed beginning with the effective date even if we do not receive a signed copy of this letter.

If you have any questions, please don't hesitate to contact either Paul Christensen, our Region Manager for your area, or myself.

Yours truly,



Chad A. Meyer
President

Acknowledged:
CITY OF SANDSTONE, MINNESOTA

By: _____
Mayor

Dated: _____

Vendor Approval Summary Report

COUNCIL APPROVED 12/20/17

Date: 12/21/2017

Time: 9:54 am

Page: 1

City of Sandstone

Vendor Name	Vendor Number	Check Amount	Hand Check Amount
AMERICAN SEPTIC SERVICE	A0030	330.00	0.00
TESLA CHESTER	A0069	150.00	0.00
BEN FRANKLIN	B0007	34.95	0.00
CHRIS' FOOD CENTER	C0004	64.19	0.00
CONSTELLATION NEWENERGY	C0054	849.49	0.00
EARL F ANDERSEN	E0001	140.54	0.00
JOSETTE ERICKSON	E0041	22.00	0.00
GOPHER STATE ONE-CALL	G0002	12.15	0.00
KATHY GEORGE	G0056	53.60	0.00
DORIS E HELM	H0003	0.00	525.00
CITY OF HINCKLEY	H0013	90.00	0.00
HARDRIVES INC	H0053	2,664.75	0.00
HINCKLEY INK	H0055	58.50	0.00
HERTZ FURNITURE	H0063	1,230.00	0.00
I.U.O.E. LOCAL 49 H & W FUND	I0002	7,175.00	0.00
KETTLE RIVER GRAFIX	K0001	98.35	0.00
KENNEDY & GRAVEN	K0002	3,521.95	0.00
KETTLE RIVER TOWNHOMES LTD.	K0006	2,687.65	0.00
LIBRARY JOURNAL	L0004	104.99	0.00
MATT'S SANITATION INC.	M0001	482.04	0.00
MINNESOTA POWER	M0002	3,593.36	0.00
MN ENERGY RESOURCES CORP	M0076	767.08	0.00
METRO SALES	M0113	467.34	0.00
MIDWEST ELECTRIC & GENERATOR	M0127	0.00	14,500.00
MN ENVIRONMENTAL SCIENCE BOARD	M0128	209.24	0.00
LOIS NEWEY	N0015	9.63	0.00
NORTHERN BUSINESS PRODUCTS,INC	N0043	49.99	0.00
OFFICE DEPOT	O0010	67.73	0.00
PHASE	P0004	6,376.50	0.00
PINE COUNTY COURIER	P0007	314.96	0.00
POSTMASTER	P0010	169.32	0.00
PINE COUNTY RECORDER	P0019	46.00	0.00
CENTURYLINK	Q0004	50.36	0.00
QUILL	Q0006	41.67	0.00
CITY OF SANDSTONE	S0002	1,985.69	0.00
SANDSTONE ACE HARDWARE	S0010	162.78	0.00
SANDSTONE PETRO PLUS	S0021	849.69	0.00
SERVICEMASTER CLEAN	S0105	836.62	0.00
PINE COUNTY TREASURER-AUDITOR	T0001	9,820.41	0.00
TEMPLE DISPLAY LTD	T0266	195.80	0.00
NORTHVIEW BANK	V0002	310.24	0.00
Grand Total:		46,094.56	15,025.00

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 1/3/18

Date: 12/29/2017
Time: 2:11 pm
Page: 1

City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Fund: 101 General Fund							
Dept: 00-000 Balance Sheet Accto							
101-00-000-000-2010	Vouchers Pa GREAT LAKES MANAGEMEN	2017	INSURANCE DIVIDEND	0	01/03/2017	12/29/2017	2,094.00
							2,094.00
							Total Dept. Balance Sheet Accounts: 2,094.00
Dept: 07-000 Miscellaneous Reve							
101-07-000-000-3626	Park rent SANDSTONE PETRO PLUS	12018	CAMPING REGISTRATION	0	01/03/2018	12/29/2017	3.00
							3.00
							Total Dept. Miscellaneous Revenue: 3.00
Dept: 10-130 Executive							
101-10-130-000-4210	General Ope OFFICE DEPOT	989648335001	SUPPLIES	0	01/03/2018	12/29/2017	81.06
							81.06
101-10-130-000-4300	Professional ADT	12017	SECURITY SYSTEM	0	01/03/2018	12/29/2017	73.85
							73.85
101-10-130-000-4321	Telephone AT&T MOBILITY CENTURYLINK	12018	ADMIN CELL	0	01/03/2018	12/29/2017	77.31
		12018	PHONE BILL	0	01/03/2018	12/29/2017	250.90
							328.21
101-10-130-000-4351	Notices & Pl PINE COUNTY TREASURER	12018	TRUTH IN TAXATION	0	01/03/2018	12/29/2017	109.59
							109.59
101-10-130-000-4404	Machiner & I DELL MARKETING L.P.	10211571824	DELL LAPTOP	0	01/03/2017	12/29/2017	1,436.38
							1,436.38
							Total Dept. Executive: 2,029.09
Dept: 10-140 City Clerk - Election							
101-10-140-000-4210	General Ope SANDSTONE ACE HARDWAI	12018	GEN OP SUPPLIES	0	01/03/2018	12/29/2017	1.99
							1.99
							Total Dept. City Clerk - Elections: 1.99
Dept: 10-150 Financial Administr							
101-10-150-000-4210	General Ope OFFICE DEPOT	989648335001	SUPPLIES	0	01/03/2018	12/29/2017	34.99
							34.99
							Total Dept. Financial Administration: 34.99
Dept: 10-191 Planning and Zoning							
101-10-191-000-4300	Professional WSB & ASSOCIATES	3003-030-17	COMP PLAN	0	01/03/2018	12/29/2017	1,298.75
							1,298.75
							Total Dept. Planning and Zoning: 1,298.75
Dept: 10-194 Buildings & Ground							
101-10-194-000-4220	Repair & Ma SANDSTONE ACE HARDWAI	12018	GEN OP SUPPLIES	0	01/03/2018	12/29/2017	65.31
							65.31

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 1/3/18

Date: 12/29/2017
Time: 2:11 pm
Page: 2

City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
101-10-194-000-4300	Professional T-N-T CLEANING	12/14/17	CITY HALL CLEANING	56657	01/03/2018	12/22/2017	845.50
							845.50
						Total Dept. Buildings & Grounds:	910.81
Dept: 10-195 Economic Developn							
101-10-195-000-4300	Professional NORTHSPAN	6088	ECON DEV	0	01/03/2018	12/29/2017	330.00
							330.00
						Total Dept. Economic Development:	330.00
Dept: 15-205 Safety							
101-15-205-000-4820	Safety Comr LEAGUE OF MINNESOTA CIT	266624	REGIONAL SAFETY TRAINING	0	01/03/2018	12/29/2017	1,000.00
							1,000.00
						Total Dept. Safety:	1,000.00
Dept: 15-220 Fire							
101-15-220-000-4210	General Ope MUNICIPAL EMERGENCY SE	1186477	BOOTS	0	01/03/2018	12/29/2017	39.14
							39.14
101-15-220-000-4300	Professional RICHARDSON/CARRIE//	22	FIRE HALL CLEANING	0	01/03/2018	12/29/2017	300.00
							300.00
101-15-220-000-4321	Telephone CENTURYLINK	12018	PHONE BILL	0	01/03/2018	12/29/2017	51.56
							51.56
101-15-220-000-4499	Miscellaneous MED COMPASS	32642	SCBA MED EXAM	0	01/03/2017	12/29/2017	735.00
							735.00
101-15-220-000-4580	Equipment DEPUTY REGISTRAR DEPUTY REGISTRAR	122017 122017	VEHICLE TABS VEHICLE TABS	0 0	01/03/2017 01/03/2017	12/29/2017 12/29/2017	16.00 16.00
							32.00
						Total Dept. Fire:	1,157.70
Dept: 20-300 Public Works Admir							
101-20-300-000-4210	General Ope SANDSTONE ACE HARDWAI	12018	GEN OP SUPPLIES	0	01/03/2018	12/29/2017	24.74
							24.74
101-20-300-000-4220	Repair & Ma SANDSTONE ACE HARDWAI	12018	GEN OP SUPPLIES	0	01/03/2018	12/29/2017	2.70
							2.70
101-20-300-000-4300	Professional DRILLING PLUMBING & HEA	12142017	FRIESEDAHL WATER LINE JC	0	01/03/2018	12/29/2017	4,300.00
							4,300.00
101-20-300-000-4321	Telephone CENTURYLINK	12018	PHONE BILL	0	01/03/2018	12/29/2017	51.56
							51.56
101-20-300-000-4381	Electric Utilit MINNESOTA POWER MINNESOTA POWER	12018 12018	ELECTRIC UTILITY ELECTRIC UTILITY	0 0	01/03/2018 01/03/2018	12/29/2017 12/29/2017	15.56 232.36

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 1/3/18

Date: 12/29/2017
Time: 2:11 pm
Page: 3

City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							247.92
101-20-300-000-4404	Machiner & I						
	SANDSTONE ACE HARDWAI	12018	GEN OP SUPPLIES	0	01/03/2018	12/29/2017	6.54
	SANDSTONE NAPA	12018	MIRROR/FILTER	0	01/03/2018	12/29/2017	38.48
							45.02
101-20-300-000-4580	Equipment						
	DEPUTY REGISTRAR	122017	VEHICLE TABS	0	01/03/2017	12/29/2017	16.00
	DEPUTY REGISTRAR	122017	VEHICLE TABS	0	01/03/2017	12/29/2017	16.00
	DEPUTY REGISTRAR	122017	VEHICLE TABS	0	01/03/2017	12/29/2017	16.00
	DEPUTY REGISTRAR	122017	VEHICLE TABS	0	01/03/2017	12/29/2017	16.00
	DEPUTY REGISTRAR	122017	VEHICLE TABS	0	01/03/2017	12/29/2017	16.00
	DEPUTY REGISTRAR	122017	VEHICLE TABS	0	01/03/2017	12/29/2017	16.00
							96.00
							nl Dept. Public Works Administration: 4,767.94
Dept: 25-520 Parks Maintenance							
101-25-520-000-4210	General Ope						
	SANDSTONE ACE HARDWAI	12018	GEN OP SUPPLIES	0	01/03/2018	12/29/2017	27.90
							27.90
							Total Dept. Parks Maintenance: 27.90
Dept: 25-550 Library							
101-25-550-000-4210	General Ope						
	DEMCO, INC.	6276718	PLUSHIES/NOTES/STICKERS	0	01/03/2017	12/29/2017	278.42
							278.42
101-25-550-000-4570	Furniture & f						
	SANDSTONE ACE HARDWAI	12018	GEN OP SUPPLIES	0	01/03/2018	12/29/2017	49.97
							49.97
							Total Dept. Library: 328.39
Dept: 49-210 Non-Departmental E							
101-49-210-000-4300	Professional						
	NELSON/KARA//	012018	MINUTES	0	01/03/2018	12/29/2017	120.00
							120.00
101-49-210-000-4385	Storm Water						
	SANDSTONE/CITY OF//	122017-2	STORM WATER	0	01/03/2018	12/29/2017	214.24
							214.24
101-49-210-000-4760	Sandstone h						
	MINNESOTA POWER	12018	ELECTRIC UTILITY	0	01/03/2018	12/29/2017	35.07
							35.07
							nl Dept. Non-Departmental Expenses: 369.31
							Total Fund General Fund: 14,353.87
Fund: 401 Capital Projects Fund							
Dept: 40-450 Capital Account							
401-40-450-000-4531	Street Overl:						
	SHORT ELLIOTT HENDRICK:	342859	RVR BLUFF/LUNDRFF/WTR MI	0	01/03/2018	12/29/2017	3,378.62
							3,378.62
							Total Dept. Capital Account: 3,378.62
							ind Capital Projects Fund: 3,378.62
Fund: 406 TIF KC Companies							

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 1/3/18

Date: 12/29/2017
Time: 2:11 pm
Page: 4

City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Dept: 40-465 KC COMPANY							
406-40-465-000-4305	Administrativ KENNEDY & GRAVEN	122017	KC TIF	0	01/03/2018	12/29/2017	144.00
							144.00
							Total Dept. KC COMPANY: 144.00
							Fund TIF KC Companies: 144.00
Fund: 601 Water Fund							
Dept: 60-911 Water Production/Di							
601-60-911-000-4210	General Ope KETTLE RIVER GRAFIX OFFICE DEPOT	49069	ZFOLDS/CARDS	0	01/03/2018	12/29/2017	81.26
		989648335001	SUPPLIES	0	01/03/2018	12/29/2017	7.59
							88.85
601-60-911-000-4300	Professional PEOPLESERVICE, INC. PEOPLESERVICE, INC.	29773	CONTRACT	0	01/03/2018	12/29/2017	225.00
		29773	CONTRACT	0	01/03/2018	12/29/2017	4,896.00
							5,121.00
601-60-911-000-4381	Electric Utilit MINNESOTA POWER	12018	ELECTRIC UTILITY	0	01/03/2018	12/29/2017	800.24
							800.24
601-60-911-000-4401	Building Rep SANDSTONE ACE HARDWAI	12018	GEN OP SUPPLIES	0	01/03/2018	12/29/2017	21.98
							21.98
601-60-911-000-4404	Machiner & E SHORT ELLIOTT HENDRICK; SHORT ELLIOTT HENDRICK; SHORT ELLIOTT HENDRICK;	342859 342859 342859	RVR BLUFF/LUNDRFF/WTR MI RVR BLUFF/LUNDRFF/WTR MI RVR BLUFF/LUNDRFF/WTR MI	0 0 0	01/03/2018 01/03/2018 01/03/2018	12/29/2017 12/29/2017 12/29/2017	2,699.43 978.09 5,306.75
							8,984.28
601-60-911-000-4499	Miscellaneous RAILROAD MANAGEMENT C	362697	LICENSE FEES	0	01/03/2017	12/29/2017	107.00
							107.00
							Dept. Water Production/Distribution: 15,123.35
							Total Fund Water Fund: 15,123.35
Fund: 602 Sewer Fund							
Dept: 50-950 Sewer Services							
602-50-950-000-4210	General Ope KETTLE RIVER GRAFIX OFFICE DEPOT	49069	ZFOLDS/CARDS	0	01/03/2018	12/29/2017	81.26
		989648335001	SUPPLIES	0	01/03/2018	12/29/2017	7.60
							88.86
602-50-950-000-4300	Professional PEOPLESERVICE, INC. PEOPLESERVICE, INC.	29773	CONTRACT	0	01/03/2018	12/29/2017	296.52
		29773	CONTRACT	0	01/03/2018	12/29/2017	4,896.00
							5,192.52
602-50-950-000-4381	Electric Utilit EAST CENTRAL ENERGY MINNESOTA POWER	12018	WSTWTR PLANT POWER	0	01/03/2018	12/29/2017	45.69
		12018	ELECTRIC UTILITY	0	01/03/2018	12/29/2017	619.28
							664.97
602-50-950-000-4499	Miscellaneous RAILROAD MANAGEMENT C	362697	LICENSE FEES	0	01/03/2017	12/29/2017	107.01
							107.01

FROM: David J. Minke, County Administrator 
DATE: December 18, 2017
RE: January 30, 2018 Pine County Local Government Officials Meeting

The Pine County Board of Commissioners invites you and your board members to a Pine County Local Government Officials Meeting – January 30, 2018 at 6:00 p.m. in the Jury Assembly Room, Pine County Courthouse, 635 Northridge Drive NW, Pine City.

Pine County Sheriff Jeff Nelson and Pine County Attorney Reese Frederickson will be speaking on public safety.

Please RSVP attendance to Debbie Gray at 320-591-1623 / 800-450-7463 ext. 1623, or email to Deborah.Gray@co.pine.mn.us. Also, if you would like future meeting notifications provided via email, please provide your email address to Debbie.

Thank you, and I look forward to seeing you.