

**SANDSTONE CITY COUNCIL**  
**WEDNESDAY – FEBRUARY 21, 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. Special Item of Business: None
8. Consent Agenda:
  - a. Approval of Special City Council Meeting Minutes: February 7, 2018 (pg. 3)
  - b. Approval of Regular City Council Meeting Minutes: February 7, 2018 (pgs. 4-9)
9. Old & Continuing Business:
  - a. Sandstone History and Art Center Building Assessment – Write Off (pg. 10)
10. New Business
  - a. Old School Arts Center – Service Agreement (pgs. 11-13)
11. Reports
  - a. Fire Department Report
  - b. Park & Rec Commission Meeting – February 9, 2018 (pgs. 16-19)
    1. Special Event Permit Application – Peter Fest (pgs. 14-15)
  - c. Planning Commission Meeting – February 14, 2018 (pgs. 20-21)
  - d. PeopleService Report – January, 2018 (pgs. 22-28)
    1. Wellhead Protection Plan (pg. 29)
  - e. Financial Reports
    1. Cash Balance, Revenue & Expenditure Report – January, 2018 (pg. 30)
    2. Vendor Approval Summary Report – February 7, 2018 (Paid Claims) (pg. 31)
    3. A/P Clerk Claims – February 8, 2018 – February 21, 2018 (Unpaid Claims) (pgs. 32-36)
12. Written Notices and Communications
  - a. County Attorney Reese Frederickson – 2017 Prosecution Services Provided (pgs. 37-39)
  - b. NPDES Permit Review from Flaherty & Hood dated February 13, 2018 (pgs. 40-43)
13. Administrator’s Report
14. Adjourn

## UPCOMING MEETINGS

February 19	CITY HALL CLOSED – Presidents’ Day
February 20	4:30 p.m. – Library Board
February 21	2:00 p.m. – NLX Technical Advisory Committee Meeting - Duluth
February 21	6:00 p.m. – City Council Meeting
February 22	2:00 p.m. - 8:00 p.m. – SCDP Appointments
February 23	10:00 a.m. – GPS 45:93 Meeting – North Branch
February 27	6:30 p.m. – Hospital District Meeting
February 28	10:00 a.m. – NLX Alliance Meeting
February 28	6:00 p.m. – EDA Meeting
February 28	7:00 p.m. – Annual Meeting with Townships – Fire Hall
March 1	9:30 a.m. – Pine Housing Initiative (PHI) – Pine City
March 1	10:30 a.m. – East Central Housing Organization (ECHO) – Pine City
March 1	3:30 – 6:00 p.m. - Whole Community Long-Term Recovery from Disaster Workshop
March 7	6:00 p.m. – City Council Meeting
March 9	8:00 a.m. – Park & Rec Commission Meeting
March 12	3:00 p.m. – Sandstone History and Art Center (SHAAC) Meeting
March 14	Greater MN Cities Coalition Legislative Day on the Hill
March 14	12:00 p.m. – Sandstone Area Chamber of Commerce Lunch
March 14	7:00 p.m. – Planning Commission Meeting
March 19	10:30 a.m. – NLX Technical Advisory Committee Meeting
March 21	9:00 a.m. – Old Highway 61 Meeting
March 23	10:00 a.m. – GPS 45:93 Meeting
March 27	6:30 p.m. – Hospital District Meeting
March 28	10:00 a.m. – NLX Alliance Meeting
March 28	6:00 p.m. – EDA Meeting

**SANDSTONE CITY COUNCIL  
SPECIAL MEETING - WORK SESSION  
February 7, 2018, 5:00 p.m.**

**CALL TO ORDER:** 5:00 p.m.

**ROLL CALL:** Spartz, Palmer, Franklin, Kester, Devlin (arrived at 5:50 p.m.)

Members absent: None

Staff present: Administrator George

**SPECIAL ITEMS OF BUSINESS:**

City Administrator 6-Month Performance Evaluation

The Council conducted a 6-month performance evaluation of the City Administrator. In preparation for the work session, each Council Member was given a performance evaluation packet to fill out. Prior to the work session, Mayor Spartz and Council Member Kester met to compile all of the input received from the Council Members into one performance evaluation packet. The Council met as a whole at 5:00 p.m. to discuss the overall evaluation.

The Council then met with Administrator George at 5:30 p.m. to review the evaluation. George received an overall rating of exceeds expectations. Goals were discussed for the next six-month period, to include the Rental Inspection Program, Economic Development, the John Wright Building, and reduce property taxes.

**ADJOURN**

The meeting was adjourned at 5:55 p.m.

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Peter Spartz, Mayor

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Kathy George, Administrator

**Sandstone City Council Meeting Minutes  
February 7, 2018**

**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: Ardie Johnson and Deputy Joe Workman

**PLEDGE OF ALLEGIANCE:**

Council, guests and staff recite pledge of allegiance.

**ADDITIONS OR CORRECTIONS TO THE AGENDA:**

**Motion Spartz, second Palmer to approve the agenda with the addition of council meeting dates under new business. Motion carried 5-0.**

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

**PUBLIC HEARING:** None

**SPECIAL ITEMS OF BUSINESS:** Deputy Workman reported on the month of January with 6 alarm calls, 5 disturbance calls, 12 suspicious activity calls, 3 shoplifting events all at Family Dollar and 38 vehicles tagged for snow removal. Last month the council asked about Family Dollar's delivery truck parking in the middle of the street. The driver has been asked to pull on the south side of the building when unloading; however, people are still complaining. Deputy Workman has recovered some of the checks that were stolen from the utility bill deposit box broken into in October. No arrests have been made as of yet.

**CONSENT AGENDA:**

**Motion Devlin, second Kester to approve the following Consent Agenda items: Approval of Meeting Minutes: January 17, 2018, Motion carried 5-0.**

**OLD & CONTINUING BUSINESS:**

Sandstone History and Art Center Update

The Council had previously agreed to continue the relationship with the Sandstone History and Art Center, allowing them to operate in the City-owned building located at 402 Main Avenue through May 2018. The City has been exploring the possibility of acquiring the old, old school building (The Rock). If this effort moves forward, the SHAAC is a potential tenant, along with the Sandstone Library, however this would not take place this year. The Council considered the agreement made with the History Center in context of the possibility of the old school building.

Ardie Johnson reported to the Council regarding the ongoing efforts of the History Center. Last year the visitor count was close to 200. During Quarry Days it was very crowded during which Veterans were featured. The people that came enjoyed visiting. Last year they were open May through October, 10 a.m. - 1 p.m. on Friday and Saturday. People who come with visitors to the prison appreciate something to do during the visit. The Center purchased twenty-one \$10 gift certificates and delivered plates of cookies around town to those businesses/entities who didn't have gift certificates to show appreciation.

The gift certificates were given out at the Quarry Christmas open house, which was well attended. Fred Keller did a music display in the afternoon and Dorothy Dybvig demonstrated lefsa making.

Some of the current projects include: new carpeting in February; Lee Dybvig is working on a better display for tools from the quarry. Donations were received in memory of Muriel Langseth, the board is considering an appropriate use of the funds. They are always looking for new members and volunteers (membership is tax deductible). Johnson would like to record people on video telling their stories about the quarry and produce a DVD that can be shown at the Center. They are planning a garden club exhibit in May.

**Motion Palmer, second Spartz to continue the council's support of the Sandstone History & Art Center's use of the building and paying the gas and electric bills through December, 2018, to be reviewed again in January 2019. Motion carried 5-0.**

#### Resolution 20180207-01 Certifying Charges at 309 Park Avenue

The City received a Petition and Waiver Agreement from Gleeta Friesendahl, property owner of 309 Park Avenue, where the water lines had been inoperable since 2014, and there were 2 trees in the yard that had fallen and 1 tree that was getting ready to fall. The Friesendahl's requested the City's assistance to address these problems. The City agreed to construct the project and assess the charges to their property taxes. The project was completed by Double W Tree Service, Drilling Electric, and Drilling Plumbing & Heating.

The total amount expended by the City was \$5,665. Donations in the amount of \$1,377 were received from the Sandstone Lions, Quarry Lions, and various individuals to help offset the cost to the Friesendahl's, bringing the total amount to be assessed to \$4,288. The proposed term of the assessment is 10 years, at 6.5% interest (which is 2% over Prime).

**Motion Devlin, second Franklin to approve Resolution 20180207-01 allowing for \$4,288.00 to be assessed to the property taxes of 309 Park Avenue with a term of 10 years, at 6.5% interest (which is 2% over Prime). Motion carried 5-0.**

#### **NEW BUSINESS:**

##### Agreement for Prosecution Services for 2018

The City received a proposed prosecution contract for 2018 from County Attorney Reese Frederickson. The Agreement provides prosecution services for cases that occur within the jurisdiction of the City for \$10,000. These are the same terms and costs that were in place for 2017.

Mr. Frederickson has asked if the City is interested in executing a 2-year contract – for both 2018 and 2019 – at the same rate of \$10,000 per year. It was brought up that a prosecution per incident might be more cost effective than paying the \$10,000 for a year. Other members brought up a previous year that the numbers were figured and there was a definite cost savings to the yearly contract. The Administrator offered to get the figures together for the Council to look at.

**Motion Franklin, second Palmer to approve a 2-year contract for \$10,000 per year. Motion carried 4-1 with Devlin dissenting.**

### BCA Master Joint Powers Agreement and Court Amendment

The City was notified by the MN Bureau of Criminal Apprehension (BCA) that the current Master Joint Powers Agreement (JPA) is expiring, along with the current Court Data Services Subscriber Amendment.

The JPA allows the City's Prosecution Attorney and Law Enforcement personnel to access the MN Criminal Justice Data Communications Network (CJDN) and those systems and tools which are authorized by law. The JPA allows the City to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the City to pay the costs for the network connection. It is a five year agreement. There are no charges for these services.

**Motion Palmer, second Devlin to approve the BCA Master Joint Powers Agreement and Court Amendment as presented. Motion carried 5-0.**

### City Administrator 6-month Evaluation

Just prior to this meeting, the Council met with the City Administrator to complete her 6-month Evaluation. She is doing an excellent job with an overall rating of "exceeds expectations". The Council looks forward to continuing to work with her.

### City Council Meeting Dates

Council Members have been discussing the possibility of holding Council Meetings once a month, rather than twice a month. It was proposed that for the months of March through October, the Council only meet on the first Wednesday of the month. Special Council Meetings can be called if necessary.

**Motion Spartz, second Palmer to approve meeting only on the first Wednesday of the month during the months of March through October in 2018. Motion carried 5-0.**

## **REPORTS:**

### **Fire Department**

#### Appoint New Firefighters

The Fire Department conducted interviews for applicants Tyler Hansen and Josh Kester. They recommend the City Council appoint both Hansen as Kester as firefighters, pending the results of the background checks and physical exams. There was another application picked up today.

**Motion Palmer, second Franklin to appoint Tyler Hansen and Josh Kester to the Sandstone Fire Department pending the results of the background checks and physical exams. Motion carried 5-0.**

#### Fire Relief Association Meeting Update

The Relief Association meet on January 22<sup>nd</sup>. The December 2017 financial reports were reviewed. The total value of assets at year-end is \$274,557.09. The Relief Association approved payment to the Treasurer of \$3,000 per year. They also held the election of officers: Haugen, Vice President; Degerstrom, Secretary. The contract with Recording Secretary Nelson was continued for the year.

#### 2018 Fire Formula

The Administrator reviewed the spreadsheets that make up the 2018 Fire Formula. They are the same as

past years; however, she added a reimbursement from the Equipment Reserve Fund for various equipment purchases made throughout the year. This is similar to the existing practice of off-setting the expenses of building repairs and maintenance with reimbursement from the Building Reserve Fund.

The Council reviewed the comparison of township fees – 2017 to 2018. The biggest fluctuation is caused by man hours. The City's 2018 amount decreased by \$1,683.87. Some townships increased, others decreased. The full packet will be mailed out to township clerks and supervisors. The Administrator suggested the annual meeting with the townships take place at the fire hall.

In March the townships are adopting their yearly budget for 2019. If the City changes how the fire formula is calculated by establishing the Fire Department budget for 2019 now, the townships would have what they need to vote on the upcoming budget versus voting in March for the year that's two months along. The Administrator proposes to provide this information to the townships now for discussion.

There were questions regarding man hours – because the City is adding more firefighters, will it mean that more will be charged? Devlin explained that it completely depends on how many people show up and how long it takes to contain the fire. Manhours for DNR fires or medical calls are not included in the formula calculations. Meeting hours and training time is also not in the formula.

With the 2019 proposed budget, any reimbursement the City receives for fire calls will help to build up the fund balance.

The consensus was to have the fire formula meeting on February 28<sup>th</sup> at 7:00 p.m., after the EDA meeting, and to meet at the fire hall.

### **Library Report**

The library reported on the programs that began in January – Hot Reads for Cold Nights and Coffee with a Master Gardener. Their two books clubs gathered in January, the Friends met and had their annual planning meeting. There were 1,381 visitors in January and staff answered 257 reference questions.

### **EDA Meeting – January 24, 2018**

The EDA received a report from Great Lakes Management on the Wild River Senior Apartments and the Wild River Townhomes. The EDA decided to host a business breakfast, inviting all business owners in the City. The EDA had set the date for Wednesday, April 4<sup>th</sup>; however, the Administrator reported to the Council that Congressman Nolan is not available April 4<sup>th</sup>. There is a strong possibility that he will be available April 5<sup>th</sup>, so she would like to change the date to April 5<sup>th</sup> and then also hold the ribbon cutting ceremony for the Business Park afterwards. Council Members agreed to change the date to April 5<sup>th</sup>.

Tomorrow the Mayor and Administrator will attend the International Economic Development Conference in Mora.

### **PeopleService Report – December 2017**

### **Building Inspection Report – December 15, 2017 through January 15, 2018**

The Building Official attended continuing education classes, he replied to 3 e-mails from property owners with questions, he received 5 calls from people with building code questions, he updated the database for the new year, and he worked on the state surcharge report.

## **Financial Reports**

The Council reviewed the Vendor Approval Summary Report – January 18, 2018 (Paid Claims) and the A/P Clerk Claims – January 18, 2018 through February 7, 2018 (Unpaid Claims).

**Motion Palmer, second Spartz, to approve the Financial Reports reports. Motion passed 5-0.**  
**Motion Devlin, second Franklin to pay claims. Motion passed 5-0.**

## **WRITTEN NOTICES AND COMMUNICATIONS:**

### NLX Letter dated January 24, 2018

Informing the City that they have a place on the Technical Advisory Committee.

### NLX Letter dated January 29, 2018

The City received a thank you letter from the NLX Alliance for the monetary contribution.

### Whole Community Long-Term Recovery from Disaster Workshops

The Initiative Foundation sent a description of a workshop they are offering: Whole Community Long-Term Recovery from Disaster. There's no cost for eligible communities and there are two dates available, one held in Onamia and one in Brainerd. The Administrator and Council Member Palmer plan to attend the one in Onamia.

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

### Hockey Rink

- Maintenance Worker Paul Peters has been working on the rink, diligently.

### Small Cities Development Program (SCDP)

- 12 homeowners have come forward; 6 are fully qualified; 5 are working to get qualified; 1 has been denied due to income
- February 22<sup>nd</sup>, 2:00-8:00 p.m. – 3<sup>rd</sup> date set for appointments with homeowners
- 33 letters (2<sup>nd</sup> letter) have been sent regarding the 2/22 appointments
- 1 business has qualified – Ace Hardware (new roof, insulation, windows)
- Applications have been sent to Lenny Bonander, Tim Franklin, Rose Spencer, Sprouts

### 2018 Governor's Deer Opener

- Meeting will be scheduled for community Chambers, etc.

### East Central Housing Organization (ECHO) Meeting – February 1<sup>st</sup>

- A presentation was given on the Federal Home Loan Bank Programs

### MN DOT's FY2022 TH23 Mill & Overlay Project

- Bike Trail update

### MN DOT's FY2021 TH123 Mill & Overlay Project Meeting – January 18<sup>th</sup>

- In contact w/SEH re utilities, other City projects
- Assignment: determine where crosswalks need to be

### NLX Meeting – January 24<sup>th</sup>

- Updated brochures were provided
- FONSI – approval has been stalled due to the Government shutdown
- Technical Advisory Committee (TAC) meeting February 21<sup>st</sup>

### Pine County Local Government Officials Meeting – January 30<sup>th</sup>

- Mayor and Administrator attended
- Presentation by Sheriff Jeff Nelson
- Presentation by County Attorney Reese Frederickson

EDA Business Breakfast

- Would Thursday, April 5<sup>th</sup>, be acceptable
- Congressman Nolan may be able to attend on April 5<sup>th</sup>
- Ribbon cutting and tour for Industrial Park could be done afterwards

**Motion Kester, second Spartz to move the breakfast to Thursday, April 5. Motion carried 5-0.**

Board of Appeals Meeting – April 19<sup>th</sup>

- Open Book
- Training for future meetings?

Rental Inspections

- Setting up meeting with Deputy Clerk/Utility Billing Jackson and inspector
- Pine City hiring – potential partnership

2018 Election – there are 4 seats coming up for election

- Mayor – 2-year term
- 1 Council Member – 2-year term
- 2 Council Members – 4-year terms
- The Administrator encouraged Council Members to run again

Review Upcoming Meetings

**ADJOURN**

**Motion Franklin, second Kester to adjourn at 7:04 p.m. Motion carried 5-0.**

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Peter Spartz, Mayor

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Kathy George, Administrator

**CITY OF SANDSTONE**  
**Memorandum**

**TO:** City Council  
**FROM:** Kathy George, City Administrator  
**DATE:** February 21, 2018  
**SUBJECT:** Sandstone History and Art Center Building Assessment

**BACKGROUND:** In October, 2016, the City contracted with LHB to conduct an assessment of the building located at 402 Main Street, currently occupied by the Sandstone History Center. The total expense was \$5,400.

Steve Brown had agreed to pay \$2,000 towards that expense. Several attempts have been made to contact Steve Brown, invoices have been sent (via e-mail), with no response.

In October, 2017, staff asked the City Council to consider discontinuing efforts to collect from Mr. Brown. Council had directed staff to obtain updated contact information and continue trying. Since that time, staff received an address in Red Wing, MN for Mr. Brown. A letter was sent to that address; but it was returned with a forwarding address of Vicksburg, MS. The letter was then forwarded to Vicksburg, MS on November 6, 2017. No response has been received.

**ATTACHMENTS** None

**STAFF RECOMMENDATION:** Discontinue efforts to collect \$2,000 from Steve Brown

**ACTION REQUIRED:** Motion \_\_\_\_\_, second \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Other \_\_\_\_\_

**CITY OF SANDSTONE**  
**Memorandum**

**TO:** Mayor and City Council  
**FROM:** Kathy George, City Administrator  
**DATE:** February 21, 2018  
**SUBJECT:** Old School Arts Center – Service Agreement

**BACKGROUND:** The City received a proposed Service Agreement from the Old School Arts Center which covers the period January 1, 2018 through December 31, 2018. In consideration for the Agreement, OSAC is asking for \$1,000.

OSAC President Fran Levings plans to attend the Council meeting and provide an update on OSAC activities.

The Park & Rec budget does allow for the support.

**ATTACHMENTS** Letter from Fran Levings dated February 15, 2018  
Proposed Purchase of Service Agreement document

**STAFF**  
**RECOMMENDATION:** Review and Approve

**ACTION REQUIRED:** Motion \_\_\_\_\_, second \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Other \_\_\_\_\_

February 15, 2018

Kathy George  
Administrator  
City of Sandstone  
Sandstone, MN 55072

Dear Ms. George:

Enclosed is a Contract for Services that the Old School Arts Center would like to enter into with the City of Sandstone. We have had a Contract for Services for the past 5 years and are so very grateful for the city's support of not only our little non-profit, but also for their support of the arts in the area.

I would like to attend the ~~March~~ <sup>Feb</sup> 21<sup>st</sup> meeting of the City Council to discuss the Contract and answer any questions. We are once again respectfully requesting a donation of \$1000.00.

Please let me know if the 21<sup>st</sup> works for you. My email address is:  
[franlevings@gmail.com](mailto:franlevings@gmail.com) Phone # 320-242-3933.

Thanks for any consideration that you and the Council give to our request.

Sincerely,



Fran Levings, President

CITY OF SANDSTONE  
PURCHASE OF SERVICE AGREEMENT  
FOR THE YEAR JANUARY 1, 2018- DECEMBER 31, 2018

This agreement is made between the Old School Arts Center, herein after referred to as the "Contractor" and the City of Sandstone, herein after referred to as the "City".

1. Services to be provided by the Contractor:

- A venue for any and all artists, not only in the City of Sandstone, but also in Pine County and extending areas, to exhibit their art for public viewing and/or for sale.
- A venue for performing artists to present programs, both educational and entertaining, for the citizens of Sandstone, Pine County and the area.
- A venue for specialty clubs to meet and enjoy their craft, i.e. the Sandstone Garden Club.
- A venue for group meeting and social gatherings.
- A venue for artist to give presentations and demonstrations on their art.
- A venue for art classes of all media.
- A venue for the residents of Sandstone and the surrounding area to not only view and appreciate the work of its citizens, but also to socialize with other people in the gallery.
- All of the above venues will continue to attract people to the City of Sandstone where they will support local merchants.

2. Terms and Amount

In consideration of this agreement, the city of Sandstone agrees to pay \$1,000.00 (or the agreed upon amount of \$ \_\_\_\_\_ on or about the date of April 15, 2017 , to the Contractor for services provided.

3. Conditions of the Parties obligations:

- The Contractor agrees to notify the City in writing within 30 days in the event of any major changes in services.
- Either party may cancel this agreement in writing within 30 days notice.

4. Mutual Consideration:

The Contractor and the City agree to the terms of this agreement by the signatures below.

BY \_\_\_\_\_  
City Representative

Title \_\_\_\_\_

Date \_\_\_\_\_

BY \_\_\_\_\_  
OSAC Representative

Title \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF SANDSTONE**  
**Memorandum**

**TO:** City Council  
**FROM:** Kathy George, City Administrator  
**DATE:** February 21, 2018  
**SUBJECT:** Special Event Permit Application – Peter Fest

**BACKGROUND:** The City received an application for a Special Event Permit. Ice Climber Peter Lenz is planning his annual Peter Fest event for February 23-25 at Robinson Park. He estimates 50 climbers and 10 campers.

The Park & Rec Commission recommends approval of the request with the following conditions:

- Fires are only allowed in fire pits, as follows:
  - 1 existing fire ring across from the bathroom by the picnic pavilion
  - 3 existing fire rings in the camping areas
- Cutting of trees for firewood is not allowed;
- Designate an area for vehicle parking, with signage;
- Portage only to camp sites – no vehicles;
- The Sheriff’s Department should be made aware of the event.

**ATTACHMENTS** Special Event Permit Application

**STAFF RECOMMENDATION:** Review and approve the Special Event Permit with the noted conditions.

**ACTION REQUIRED:** Motion \_\_\_\_\_, second \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Other \_\_\_\_\_

### Special Event Permit Application

119 4<sup>th</sup> Street PO Box 641 Sandstone, MN 55072 (320) 245-5241 Fax (320) 245-5502

**APPLICANT AND SPONSERING ORGANIZATION INFORMATION**

NAME OF ORGANIZATION: Peter Fest

APPLICANT NAME (CONTACT): Peter Lenz

ADDRESS: 11286 Osage St NW

DAYTIME PH: ( 763 )754-0725 CELL ( 763 )754-0725 EMAIL: lenz0017@umn.edu

*Any change in the above information, please notify City Hall immediately.*

**SPECIAL EVENT INFORMATION**

Type of Event:

- CONCERT/SHOW     PARADE     FAIR/CARNIVAL     FESTIVAL     RALLY
- PARTY     FILMING OF MOVIE/VIDEO/SHOW     RACE     MOTORCADE
- RUN/WALK     STREET DANCE     BIKE-A-THON     ATHLETIC EVENT
- OTHER (Specify) Group camping

EVENT TITLE: Peter Feat Seven

ACTIVITIES TO TAKE PLACE AT EVENT: group camping

EVENT DATE(S): February 23, 24, 25 PROPOSED LOCATION: Robinson Park

NUMBER OF EVENT STAFF: 1 (me!) IS FOOD OR ALCOHOL BEING SERVED? NO -attendees may bring.

ESTIMATED ATTENDANCE: 50 climbers, ~10 campers HOURS OF EVENT: 9 AM/PM TO 5 AM/PM

SET UP TIME: 9am AM/PM TO 5pm AM/PM TAKE DOWN: 9am AM/PM TO 5pm AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ \_\_\_\_\_

Please attach the following:

n/a Map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing

n/a Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities

n/a Any fire prevention and emergency medical service plans

n/a Any security plans

n/a If event is planned within a residential area in which a street is to be closed, attach a list of signatures from all properties whose vehicular access to their properties will be affected consenting to the street closure

  
**Applicant's Signature**

25Jan18  
**Date**

\_\_\_\_\_  
**City Administrator**

## PARK AND RECREATION COMMISSION

### MEETING MINUTES

Friday, February 9, 2018

**Members present:** Dave Barsness, Karry White, Mary Franklin, Tony Vavricka, Eric Sturtz; Council Liaison Tim Franklin

**Members absent:** Dorothy Dybvig

**Staff Present:** Administrator Kathy George, Streets & Parks Supervisor John Mikrot

**Guests:** David Chasson

#### Call to Order

Chair Barsness called the meeting to order at 8:04 a.m.

#### Agenda

**Motion White, second Sturtz, to approve the agenda as presented. Motion passed 5-0.**

#### Minutes

**Motion White, second Franklin, to approve the minutes of the January 12, 2018 meeting as presented. Motion passed 5-0.**

#### New Business

- A. Special Event Permit – Peter Fest – The City received a Special Event Permit Application from Peter Lenz for his annual Peter Fest event on February 23-25. Lenz estimates about 50 climbers and 10 campers. Barsness noted that Lenz would like contact information for portable toilets; George will follow up with Lenz.

**After discussion, motion by Barsness, second by Vavricka, to recommend the City Council approve the Special Event Permit for Peter Fest with the following conditions:**

- **Fires are only allowed in fire pits, as follows:**
  - 1 existing fire ring across from the bathroom by the picnic pavilion
  - 3 existing fire rings in the camping areas
- **Cutting of trees for firewood is not allowed;**
- **Designate an area for vehicle parking, with signage;**
- **Portage only to camp sites – no vehicles;**
- **The Sheriff's Department should be made aware of the event.**

**Motion passed 5-0.**

- B. Kettle River Watershed Mural Project - Funding – Local artist Carole Bersin and Administrator George met to review possible locations for the mural. They looked at the west wall of the Kettle River Graphics building, the north wall of Arlen Kranz Ford, areas around Phase, Angle Park, and Train Park. George recommends the home of the mural be in Train Park because it will be owned by the City and will be easier to monitor and protect if it is in a City Park. She stated that it could be placed south of the pavilion, parallel to the train tracks. Lee Dybvig has agreed to build a frame structure to house the mural panels. After discussion, **motion by White, second by Sturtz, to approve the location at Train Park after checking with BNSF and utility companies. Motion passed 5-0.**

George stated that a grant application has been submitted for funding from the East Central Regional Arts Council. The total project budget is \$16,000. The grant request is for \$7,000. In-kind contributions total \$4,500. A funding source is needed for the remaining \$4,500 in cash, if the grant is awarded. Suggestions were made to ask the Sandstone Area Chamber, the Sandstone Lions, and the Quarry Lions for assistance. **Motion by Vavricka, second by White, to approve \$2,250 from the City's Park Fund, and directing George to contact others for possible donations. Motion passed 5-0.**

C. Upcoming Events – The Commission discussed Spring Clean Up and Arts in the Park:

Spring Clean Up – The Park Fund budget allows \$500 for Spring Clean Up. It was decided to set Saturday, April 28<sup>th</sup>, as the date for the event. George/City Staff will check with Anderson Recycling, the Evangelical Free Church, Harvest Christian School, Girl Scouts, Venture Crew – all past participants of the event. Tim Franklin stated that the Sandstone Lions will help wherever needed. George will also check with the County about the possibility of taking household items and how that could be facilitated. This item will remain on the agenda as details firm up.

Arts in the Park – In the past, this event has been held on Wednesdays. There was discussion about holding it on a different night because most City meetings are also held on Wednesday nights. George will check with Hinckley and Pine City to see when their events are held. Commissioners discussed bands, food vendors, etc. The Park Fund budget allows \$2,000 for this event. Once the dates have been chosen, more details will be worked out.

### **Continuing Business**

A. Legacy Grant Review – Candace Amberg (WSB) provided 3 options to consider for the upcoming Legacy Grant application.

Option #1 includes a trail connection from Upper to Lower Robinson and implements the Kettle River Trail starting by the existing shelter and going north since the existing parking lot by the launch is in the way. This option keeps the existing restroom, shelter and boat launch and then has parking lot improvements starting from the existing shelter going north to create the turnaround and improved parking.

Option #2 focuses more on improvements to Upper Robinson with the camping activities and connecting it to Lower Robinson. Improvements in Upper Robinson include a restroom and shower facility for the camping activities. This option also adds in the Kettle River Trail in Lower Robinson starting from the existing shelter and going north and leaves the existing restroom, shelter and boat launch in. It does not alter the lower parking areas.

Option #3 is similar to previous considerations. It includes focusing on Lower Robinson with the full Kettle River Trail which runs the entire length of the park and would include full reconstruction and improvements to the parking per the master plan to provide room for the Kettle River Trail. Since this removes the existing shelter, a new shelter is included along with a new restroom facility. It would be a new type of vault restroom and you can add heat to use it year-round which would be great for winter activities. It is a flush type of facility, so it will be just like a regular restroom and does not have an odor.

After much discussion, consensus was reached, and Option 3 was chosen. Vavricka stated concern for the dam, stating that it is dangerous the way it is and he is afraid someone will be hurt or even killed. He stated that he brought this up before; however, it isn't addressed in any of the options. George stated that perhaps because the dam is in the river, it would be appropriate for the City to meet with the DNR about it and pursue options through that avenue. Since the City will be meeting with the DNR about a group camping area, this could also be discussed.

- B. Commission Member Vacancy – Cassie Gaede at East Central and Sarah Swanson with Harvest Christian have been contacted about the vacancy to see if a Junior or Senior is interested. No takers yet. David Chasson was invited to today's meeting, as he may be interested in filling the vacancy.
- C. Group Camping Area – The DNR has been contacted; waiting to see which representative is the most appropriate to work with us. As mentioned previously, the dangers of the dam will also be discussed with the DNR.
- D. Angle Park – No news.
- E. Hockey Rink Update – Maintenance Worker Paul Peters has been working diligently to flood the rink. He has had some setbacks along the way; such as, frozen hydrants. But he has really been working hard at it.
- F. Gin Pole – Quotes will be obtained in the Spring.
- G. Stage at Robinson Park – Quotes will be obtained in the Spring.
- H. Robinson Park Camping Registrations – No registrations in January.
- I. Robinson Park Toilets – Staff has been checking into options for maintenance of the toilets. Staff at Banning State Park shared information regarding the type of odor neutralizer they use, the supplier and cost. The minimum quantities required are much more than the City would need; however, Commissioners felt that the 5-gallon pail minimum order of 11 for \$738.10 would be worth the cost if it helps to eliminate the odors. City staff is checking to see if Banning staff would be willing to sell the City some to try it out. Banning pumps their toilets when they are full; the City pumps them twice a year. Banning's toilets are vented with large PVC pipes that extend from the tank up through the building and outside; the City's has a large galvanized pipe extending through. Banning has found some success with odor by keeping the tank water level higher than the solids; City staff will give this a try. Banning uses stick-on air fresheners that are replaced every 2 weeks; City staff can give this a try, too. Mikrot mentioned that there are floor drains in each stall that could be a source of odor, too. He will cover them up and see if that makes a difference as well.

Vavricka stated that it would be nice to have some sort of screen structure that could be used for changing clothes. People come to kayak the rapids and, afterwards, they prefer to change into dry clothes before getting back in their cars to leave. He will investigate options and bring information back to the Commission.

## **Other**

George followed up with Al Wiberg of Midwest Mountain Guides, Brian Karban with the University of MN – Twin Cities Climbing Program, and Lucas Kramer with the University of MN – Duluth Climbing Program to let them know about the City’s permit requirement and fee structure for the commercial use of Robinson Park. They all enthusiastically agreed to fill out the forms and submit the fee. They stated that they appreciate the use of Robinson Park and want to participate in any way and are glad that the City is regulating the use. The permit requirement has been added to the City’s website on the Robinson Park page.

Vavricka stated that some communities have been able to create a surfing feature in their parks; such as in Charles City Iowa. He thinks this would be a viable option for Robinson Park. Franklin noted that she saw one in Germany, too.

Vavricka also suggested the City consider placing large boulders throughout town. These boulders are large enough for people to climb on and they become a tourist attraction. He stated that several could be placed at strategic locations throughout town. Each boulder costs about \$3,000.

## **Adjournment**

**Motion White, second Vavricka to adjourn the meeting at 9:40 a.m.**

Respectfully submitted,  
Kathy George, City Administrator

**CITY OF SANDSTONE  
PLANNING COMMISSION  
February 14, 2018**

**CALL TO ORDER**

Members present: Rene Stadin, Steve Palmer, Andrew Spartz, Randy Riley  
Members absent: Cassie Gaede, Cassandra Linder, Reese Frederickson  
Staff present: Administrator Kathy George  
Others: None

Chair Riley called the meeting to order at 7:00 p.m.

**AGENDA – Motion Spartz, second Palmer, to approve the Agenda as presented. Motion passed 4-0.**

**MINUTES – Motion Palmer, second Stadin, to approve the minutes from the January 10, 2018 Regular Planning Commission Meeting. Motion passed 4-0.**

**PUBLIC HEARINGS:** None

**OLD & CONTINUING BUSINESS:**

- A. Zoning Ordinance Update – The Planning Commission began the first steps in updating the City’s Zoning Ordinance, now that the Comprehensive Plan has been updated. Each Commissioner was provided with a copy of *Building Better Neighborhoods*, a publication on creating affordable homes and livable communities that was put out by the Greater Minnesota Housing Fund. Administrator George suggested that it is a helpful resource to consider as zoning districts are defined and standards are established.

Each Commissioner was provided with a copy of the current City Zoning Ordinance. There are 14 zoning districts currently established. George noted that there are differences between the districts listed in the Zoning Ordinance and the districts that are displayed on the current Zoning Map. For example, the Ordinance defines (R-1) Low-Density Residential District and (RV) Recreational Vehicle District; however, there are no such districts depicted on the Zoning Map. The Zoning Map displays (P) Large Lot Rural, (RM) Medium Density Residential, and (IG) General Industrial; however, these are not included in the Zoning Ordinance.

Each Commissioner was provided with a copy of the newly updated Comprehensive Plan. George stated that the Zoning Ordinance stems from the Comprehensive Plan as State Statute states that the Zoning Ordinance is intended for the purpose of carrying out the policies and goals of the land use plan. Because of this, the City has the ability to deny applications for land uses that are not in line with the Comprehensive Plan. George stated that the Comprehensive Plan and Future Land Use map can always be amended if some type of development presents itself and the City wants to allow the particular use; however, if it is something that the City is not supportive of and it does not fall within the uses established in the Comprehensive Plan and Future Land Use map, the City can deny the application.

The Future Land Use map, the City’s current Zoning Map, and a blank parcel map were displayed on the wall for ease of reference and discussion. The Commission then reviewed each

of the land use designations displayed on the Future Land Use map, along with the description of each: Traditional Residential, Highway Mixed Use, Historic Downtown Business, Suburban Residential, Prospective Interchange Development, Professional/Light Industrial Business Park, Industrial, and Public Recreation & Open Space.

Commissioners were asked to consider the Zoning Districts and decide what they like or don't like about each one. After discussion, Commissioners were comfortable with the Future Land Use map with one exception – they would like the Anderson Recycling property to be included in the adjacent Industrial zoning district, rather than Highway Mixed Use. They did not want to hinder the current operation or future expansion of the business by designating it Highway Mixed Use. Otherwise, consensus was to use the Future Land Use map zoning designations for the updated Zoning Ordinance.

For the next meeting, Commissioners were asked to review the 14 zoning districts in the City's current Zoning Ordinance, noting what they like or don't like or anything they would like to further discuss or explore regarding any of them.

**NEW BUSINESS:**

- A. Meeting Date / Time – Commissioner Palmer asked for discussion about the meeting time, which is 7:00 p.m. He stated that other City meetings start at 6:00 p.m. and he wondered why the Planning Commission meetings don't start until 7:00 p.m. Commissioner Spartz and Chair Riley both stated that often times they do not get off of work until 7:00 p.m. and it would be difficult for them to attend a 6:00 p.m. meeting. No further action was taken.

**OTHER:** None

**ADJOURN: Motion Spartz, second Riley, to adjourn. Motion passed 4-0. Time 8:10 p.m.**

Respectfully Submitted,  
Kathy George, City Administrator



Date: February 8, 2018

To: City of Sandstone

From: Craig Hiler, Operator

O & M Report: January 2018

### **Water Operation & Maintenance**

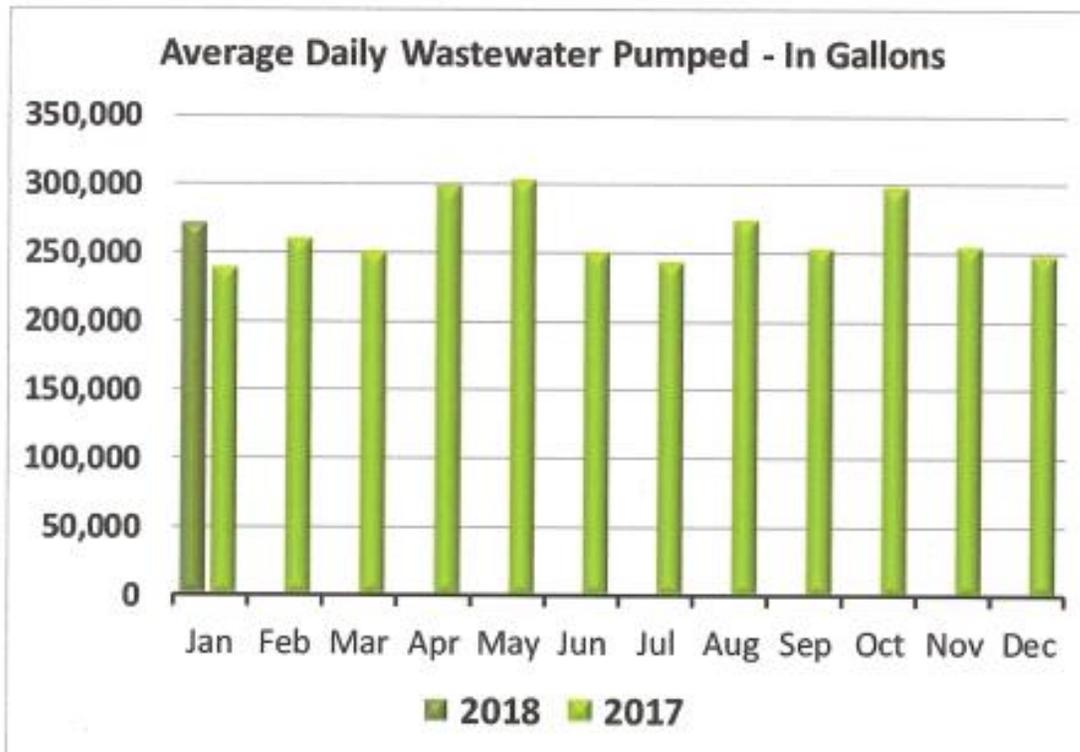
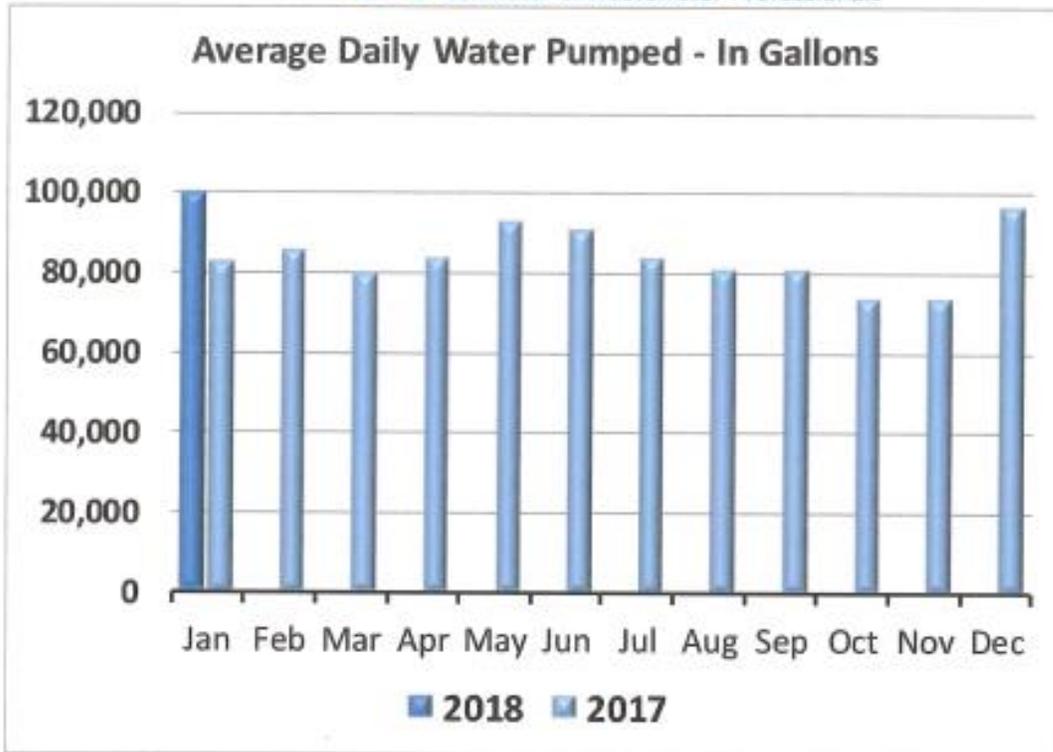
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- The city pumped 3.108 million gal. at the avg. of 100,000 gal. per day. The daily max. was 154,000 gal. ( 1/2/18 ). The daily min. was 57,000 gal. ( 1/28/18 ).
- Deep Well #2 out-put ( Free Flowing ) was 4.166 million gal. at an avg. of 134,000 gal. per day.
- ( 0 ) Water Off.
- ( 1 ) Water On. 302 Division St. ( 1/23/18 ) owner request.
- ( 1 ) Meter Install. 217 1<sup>st</sup> St. ( 1/2/18 ) freeze break / old ERT.
- ( 1 ) Leak. 338 Division St. ( 1/26/18 ) leak in house / plumber repaired.
- 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**

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- There was 8.390 million gal. pumped to the ponds at an avg. 271,000 gal. per day. The city pumped 3.181 million gal. at an avg. of 103,000 per day. FCI pumped 5.210 million gal. at an avg. of 168,000 gal. per day.
- As of ( 1/31/18 ) pond depths were #1 / #2 ( 5' 4" ) #3 ( 5' 8" ) with no discharge.
- ( 0 ) Sewer Back-Ups.
- Back-Up Generator installation at Lift Station #3 was completed with temporary gas line and start up ( 1/17-18/ ). Work done by Federated Co-Op and Midwest Electric & Generator Co.
- Back-Up Generator at WWP exercised / inspected 2 X per month.
- All Locates / Work Orders / Samples & Analysis were completed when required.



Water		January-18	December-17	January-17
	<b>Units</b>			
Average Daily Pumped	gallons	100,000	97,000	83,000
Total Monthly Pumped	gallons	3,108,000	2,999,000	2,587,000
Deep Well Pumped	gallons	4,166,000	4,150,000	4,238,000
Artesian Well Pumped	gallons	NO METER	NO METER	NO METER
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent Quarterly	mg/L	N / A	77	N / A
CBOD Effluent	mg/L	N / A	N / A	N / A
CBOD Effluent Permit Limit	mg/L	25.0	25.0	25.0
CBOD Effluent Loading	kg/day	N / A	N / A	N / A
CBOD Effluent Loading Permit Limit	kg/day	271	271	271
<b>TSS</b>				
TSS Influent Quarterly	mg/L	N / A	68	N / A
TSS Effluent	mg/L	N / A	N / A	N / A
TSS Effluent Permit Limit	mg/L	45.0	45.0	45.0
TSS Effluent Loading	kg/day	N / A	N / A	N / A
TSS Effluent Loading Permit Limit	kg/day	488	488	488
<b>Phosphorus</b>				
Phos Influent Quarterly	mg/L	N / A	2.05	N / A
Phos Effluent	mg/L	N / A	N / A	N / A
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Loading	kg/day	N / A	N / A	N / A
Phos Effluent Loading Permit Limit	kg/day	monitor only	monitor only	monitor only
<b>Nitrogen Ammonia</b>				
NA Effluent	mg/L	N / A	N / A	N / A
NA Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
<b>Fecal Colliform</b>				
Fecal Effluent	ml	N / A	N / A	N / A
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
<b>Dissolved Oxygen</b>				
DO Effluent	mg/L	N / A	N / A	N / A
DO Effluent Minimum Permit Limit	mg/L	monitor only	monitor only	monitor only
<b>Effluent Flow</b>				
Average Daily	gallons	0	0	0
Total Monthly	gallons	0	0	0
<b>Influent Flow</b>				
Average Daily	gallons	271,000	248,000	240,000
Total Monthly	gallons	8,390,000	7,700,000	7,458,000
City Contributed Total	gallons	3,181,000	2,638,000	2,471,000
City Average Daily	gallons	103,000	85,000	80,000
FCI Contributed Total	gallons	5,210,000	5,063,000	4,987,000
FCI Average Daily	gallons	168,000	163,000	161,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	Inches	0.00	0.87	1.08
Cell #1	Feet/inches	5' 4" 1/31/18	4' 6" 12/27/17	4' 8" 1/25/17
Cell #2	Feet/inches	5' 4" 1/31/18	4' 6" 12/27/17	4' 8" 1/25/17
Cell #3	Feet/inches	5' 10" 1/31/18	5' 8" 12/27/17	5' 3" 1/25/17

**Water & Wastewater Professionals**

<b>Contract True-Ups - Current Contract Year</b>				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$9,950.00	\$1,377.00	14%	8%
Total	\$9,950.00	\$1,377.00	100%	8%

<b>WO#</b>	29142.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00
<b>Create Reason</b>	Triggered by Calendar			<b>Created By</b>	vkube			<b>Created</b>	1/2/2018
<b>Equipment</b>	6067-GEN				Generator			<b>Printed</b>	
<b>Location</b>	6067 Sandstone Water							<b>Scheduled</b>	1/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)							<b>Delinquent</b>	1/31/2018
								<b>Completed</b>	1/22/2018
<b>Instructions</b>	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.								
<b>Notes</b>	inspected/tested under load								
<b>WO#</b>	29141.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00
<b>Create Reason</b>	Triggered by Calendar			<b>Created By</b>	vkube			<b>Created</b>	1/2/2018
<b>Equipment</b>	6067-EWS				Eye Wash Station			<b>Printed</b>	
<b>Location</b>	6067 Sandstone Water							<b>Scheduled</b>	1/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)							<b>Delinquent</b>	1/31/2018
								<b>Completed</b>	1/11/2018
<b>Instructions</b>	Inspect eyewash and shower for proper operation.								
<b>Notes</b>	unit is in proper working order								
<b>WO#</b>	29140.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00
<b>Create Reason</b>	Triggered by Calendar			<b>Created By</b>	vkube			<b>Created</b>	1/2/2018
<b>Equipment</b>	6067-DHD				Dehumidifier			<b>Printed</b>	
<b>Location</b>	6067 Sandstone Water							<b>Scheduled</b>	1/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)							<b>Delinquent</b>	1/31/2018
								<b>Completed</b>	1/11/2018
<b>Instructions</b>	Inspect and check filter. Verify proper operation.								
<b>Notes</b>	unit is offline for the winter								
<b>WO#</b>	28943.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00
<b>Create Reason</b>	Triggered by Calendar			<b>Created By</b>	vkube			<b>Created</b>	1/2/2018
<b>Equipment</b>	5067-LS-3				Lift Station #3			<b>Printed</b>	
<b>Location</b>	5067 Sandstone Wastewater							<b>Scheduled</b>	1/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance							<b>Delinquent</b>	1/31/2018
								<b>Completed</b>	1/30/2018
<b>Instructions</b>	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.								
<b>Notes</b>	lift station is in proper working order new back up generator on line as of 01/18/18								

<b>WO#</b> 28942.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> vkube		<b>Created</b> 1/2/2018  <b>Printed</b> <b>Scheduled</b> 1/1/2018  <b>Delinquent</b> 1/31/2018 <b>Completed</b> 1/30/2018
<b>Equipment</b>	5067-LS-2	Lift Station #2		
<b>Location</b>	5067 Sandstone Wastewater			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	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.			
<b>Notes</b>	lift station is in proper working order			

<b>WO#</b> 28941.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> vkube		<b>Created</b> 1/2/2018  <b>Printed</b> <b>Scheduled</b> 1/1/2018  <b>Delinquent</b> 1/31/2018 <b>Completed</b> 1/30/2018
<b>Equipment</b>	5067-LS-1	Lift Station #1		
<b>Location</b>	5067 Sandstone Wastewater			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	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.			
<b>Notes</b>	Lift station is in proper working order			

<b>WO#</b> 28940.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> vkube		<b>Created</b> 1/2/2018  <b>Printed</b> <b>Scheduled</b> 1/1/2018  <b>Delinquent</b> 1/31/2018 <b>Completed</b> 1/22/2018
<b>Equipment</b>	5067-LPUM-3	Lift Pump #3		
<b>Location</b>	5067 Sandstone Wastewater			
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)			
<b>Instructions</b>	Check, change and clean seal filters.			
<b>Notes</b>	cleaned/changed seal filter			

<b>WO#</b> 28939.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> vkube		<b>Created</b> 1/2/2018  <b>Printed</b> <b>Scheduled</b> 1/1/2018  <b>Delinquent</b> 1/31/2018 <b>Completed</b> 1/22/2018
<b>Equipment</b>	5067-LPUM-2	Lift Pump #2		
<b>Location</b>	5067 Sandstone Wastewater			
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)			
<b>Instructions</b>	Check, change and clean seal filters.			
<b>Notes</b>	cleaned and changed seal filter			

<b>WO#</b>	28938.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00										
<b>Create Reason</b>	Triggered by Calendar		<b>Created By</b>		vkube														
<b>Equipment</b>	5067-LPUM-1	Lift Pump #1																	
<b>Location</b>	5067 Sandstone Wastewater																		
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)																		
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<b>Printed</b>																			
<b>Scheduled</b>	1/1/2018																		
<b>Delinquent</b>	1/31/2018																		
<b>Completed</b>	1/22/2018																		

**Instructions**  
Check, change and clean seal filters.  
**Notes**  
changed/cleaned seal filter

<b>WO#</b>	28937.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00										
<b>Create Reason</b>	Triggered by Calendar		<b>Created By</b>		vkube														
<b>Equipment</b>	5067-GEN	Generator																	
<b>Location</b>	5067 Sandstone Wastewater																		
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)																		
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<b>Printed</b>																			
<b>Scheduled</b>	1/1/2018																		
<b>Delinquent</b>	1/31/2018																		
<b>Completed</b>	1/22/2018																		

**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/tested under load

<b>WO#</b>	28936.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00										
<b>Create Reason</b>	Triggered by Calendar		<b>Created By</b>		vkube														
<b>Equipment</b>	5067-GD	Gas Detector																	
<b>Location</b>	5067 Sandstone Wastewater																		
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)																		
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<b>Printed</b>																			
<b>Scheduled</b>	1/1/2018																		
<b>Delinquent</b>	1/31/2018																		
<b>Completed</b>	1/30/2018																		

**Instructions**  
1. Inspect entire unit.  
2. Calibrate Unit.  
**Notes**  
waiting to receive new calibration gas

<b>WO#</b>	28935.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00										
<b>Create Reason</b>	Triggered by Calendar		<b>Created By</b>		vkube														
<b>Equipment</b>	5067-EXT	Fire Extinguisher(s)																	
<b>Location</b>	5067 Sandstone Wastewater																		
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)																		
<table border="1" style="width: 100%;"> <tr> <td><b>Created</b></td> <td>1/2/2018</td> </tr> <tr> <td><b>Printed</b></td> <td></td> </tr> <tr> <td><b>Scheduled</b></td> <td>1/1/2018</td> </tr> <tr> <td><b>Delinquent</b></td> <td>1/31/2018</td> </tr> <tr> <td><b>Completed</b></td> <td>1/11/2018</td> </tr> </table>										<b>Created</b>	1/2/2018	<b>Printed</b>		<b>Scheduled</b>	1/1/2018	<b>Delinquent</b>	1/31/2018	<b>Completed</b>	1/11/2018
<b>Created</b>	1/2/2018																		
<b>Printed</b>																			
<b>Scheduled</b>	1/1/2018																		
<b>Delinquent</b>	1/31/2018																		
<b>Completed</b>	1/11/2018																		

**Instructions**  
Check extinguishers at WWTP, WTP and vehicles.  
**Notes**  
completed the above task

<b>WO#</b>	28934.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00
<b>Create Reason</b>	Triggered by Calendar		<b>Created By</b>		vkube				
<b>Equipment</b>	5067-EXT	Fire Extinguisher(s)							
<b>Location</b>	5067 Sandstone Wastewater								
<b>Task</b>	AI Annual Inspection(P07)								
<b>Instructions</b>	1. Check all extinguishers at WWTP, WTP & in vehicles. 2. Contact outside vendor for inspection.								
<b>Notes</b>	called Carlson Extinguisher Co. Waiting for appt.								
<b>WO#</b>	28933.01	<b>Type</b>	Scheduled	<b>Priority</b>	5	<b>Downtime Hours</b>		<b>Total Cost</b>	\$0.00
<b>Create Reason</b>	Triggered by Calendar		<b>Created By</b>		vkube				
<b>Equipment</b>	5067-A	Alarms							
<b>Location</b>	5067 Sandstone Wastewater								
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)								
<b>Instructions</b>	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.								
<b>Notes</b>	all alarms are in proper working order								
<b>Report Totals</b>			<b>Downtime Hours</b>	0				<b>Part Cost</b>	\$0.00
								<b>Labor Cost</b>	\$0.00
								<b>Vendor Cost</b>	\$0.00
								<b>Equip/Tool Cost</b>	\$0.00
								<b>Total Cost</b>	\$0.00

**CITY OF SANDSTONE**  
**Memorandum**

**TO:** Mayor and City Council  
**FROM:** Kathy George, City Administrator  
**DATE:** February 21, 2018  
**SUBJECT:** Wellhead Protection Plan

**BACKGROUND:** The City received notification from the MN Dept of Health that we need to start working on a Wellhead Protection Plan. The purpose of the plan is to identify and prevent contaminants from entering wells used by public water supply systems. Creation of the plan is broken down to two parts – (1) delineating the drinking water supply management area and assessing well and aquifer vulnerability and (2) creating the plan to manage the drinking water supply management area.

For systems serving 3,300 people or less, the MDH hydrologist will write Part 1 of the plan. This process will take about a year to complete. A consultant will need to be hired to write Part 2 of the plan, at an estimated cost of \$8,000 - \$12,000 depending on what is determined during Part 1. There may be grant funds available to address some of the issues that might be discovered during the process.

Leaha, Craige and I met with George Minerich, Planner with MDH and Gail Haglund, Hydrologist on February 15<sup>th</sup>. Gail will work on Part 1 of the plan.

At this point, the City needs to designate a Wellhead Protection Plan Manager. Staff would also like to designate a Co-Manager.

Mr. Minerich informed us that there is another grant source available now (applications due within the next 30 days) that could pay up to 50% (\$10,000 maximum) for adding a meter and sampling tap to Well No. 2. This is a project that the City has been considering and Craige had previously gotten a quote. Craige will get an updated quote for this work and Mr. Minerich will help write the grant application. It might make sense to move this project up if we can take advantage of the grant dollars.

**STAFF RECOMMENDATION** Appoint Leaha Jackson as the Wellhead Protection Plan Manager and Craige Hiller as the Co-Manager

**CASH BALANCE, REVENUE & EXPENDITURE REPORT**  
**January 2018**

	<u>1/31/2018</u>	<u>1/31/2018</u>	<u>1/31/2018</u>	<u>1/31/2018</u>
<u>General Operating Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund	\$ 24,212	\$ 52,837	\$ 1,238,290	\$ -
Fire Department Fund	\$ 350	\$ 966	\$ (616)	\$ -
EDA CED Loan Fund	\$ -	\$ -	\$ 186,087	\$ -
EDA Wild River Repair & Replace	\$ 1,304	\$ -	\$ 16,017	\$ 120,000
EDA	\$ 169	\$ 2,351	\$ 70,377	\$ 125,000
EDA Wild River Reserve	\$ 2,359	\$ 36,589	\$ 187,844	\$ -
Cemetery Perpetual Care	\$ 123	\$ -	\$ 96,964	\$ 23,739
PFA Water GO Bond	\$ 1	\$ 528	\$ 3,611	\$ -
GO Refunding Bond 2009A	\$ 894	\$ 51,778	\$ 13,652	\$ -
GO Bond 2009B	\$ 546	\$ 26,219	\$ 44,179	\$ -
2012A Refinance \$405,000	\$ 725	\$ 47,145	\$ 53,180	\$ -
Capital Projects Fund	\$ 4,954	\$ 307,862	\$ 647,844	\$ -
TIF KC Companies	\$ -	\$ -	\$ (5,143)	\$ -
Tax Abatement	\$ 1,083	\$ -	\$ 2,305	\$ -
Medical and Business Park	\$ -	\$ -	\$ (593,983)	\$ -
EDA Public Works Grant	\$ -	\$ -	\$ (779,426)	\$ -
Water Fund	\$ 20,390	\$ 10,321	\$ 200,074	\$ -
Sewer Fund	\$ 33,238	\$ 12,502	\$ 200,709	\$ -
Storm Water Fund	\$ 2,456	\$ 744	\$ 170,706	\$ -

	<u>1/31/2018</u>	<u>1/31/2018</u>	<u>1/31/2018</u>	<u>1/31/2018</u>
<u>Reserve Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund Restricted	\$ -	\$ -	\$ 51,245	\$ -
General Fund Reserve	\$ -	\$ -	\$ 99,469	\$ -
Fire Equipment	\$ -	\$ -	\$ 192,206	\$ -
Fire Capital & Building	\$ -	\$ -	\$ 67,676	\$ -
Capital & Building	\$ -	\$ -	\$ 39,992	\$ -
Capital Public Works	\$ -	\$ -	\$ 15,939	\$ -
Equipment Public Works	\$ -	\$ -	\$ 51,827	\$ -
Sewer Rodder	\$ -	\$ -	\$ 42,408	\$ -
Water Equipment	\$ -	\$ -	\$ 207,614	\$ -
Water Capital & Building	\$ -	\$ -	\$ 25,363	\$ -
Sewer Equipment	\$ -	\$ -	\$ 96,405	\$ 2,568,066
Sewer Capital & Building	\$ -	\$ -	\$ 117,468	\$ -
<b>AYM RESTRICTED CASH</b>			\$ 112,136	\$ -

\*\*\* January numbers do not include a balanced cash and is an estimate at this time.\*\*\*

## Vendor Approval Summary Report

COUNCIL APPROVED 02/07/18

Date: 02/08/2018  
Time: 9:54 am  
Page: 1

City of Sandstone

Vendor Name	Vendor Number	Check Amount	Hand Check Amount
AUTO VALUE MORA	A0047	196.32	0.00
AT&T MOBILITY	A0070	76.64	0.00
ADT	A0072	73.85	0.00
CHRIS' FOOD CENTER	C0004	15.54	0.00
CONSTELLATION NEWENERGY	C0054	1,093.48	0.00
CGMC	C0059	5,530.00	0.00
CARGILL, INCORPORATED	C0080	3,300.81	0.00
DRILLING PLUMBING & HEATING	D0011	222.18	0.00
DEGERSTROM CONSTRUCTION	D0061	6,720.00	0.00
DIVERSIFIED MEDIA DATA SERVICE	D0064	120.00	0.00
EAST CENTRAL ENERGY	E0003	50.88	0.00
GOPHER STATE ONE-CALL	G0002	50.00	0.00
GREATER MN PARKS & TRAILS	G0012	150.00	0.00
GENERAL REPAIR SERVICE	G0055	1,853.42	0.00
KETTLE RIVER GRAFIX	K0001	159.93	0.00
KENNEDY & GRAVEN	K0002	2,034.04	0.00
LAMPERTS	L0001	11.50	0.00
LEAGUE OF MINNESOTA CITIES	L0003	600.00	0.00
MINNESOTA POWER	M0002	2,581.71	0.00
MN STATE FIRE DEPT ASSOC'N	M0008	200.00	0.00
MPJ ENTERPRISES. LLC	M0035	200.00	0.00
MN DEPT OF LABOR & INDUSTRY	M0047	9.30	0.00
BCA	M0091	15.00	0.00
MN DNR ECO & WATER RESOURCES	M0107	144.89	0.00
MIDWEST ELECTRIC & GENERATOR	M0127	0.00	9,072.00
NORTHERN TECHNOLOGY INITIATIVE	N0011	850.00	0.00
KARA NELSON	N0038	80.00	0.00
NORTH SHORE COMPRESSOR	N0040	649.35	0.00
PEOPLESERVICE, INC.	P0002	10,313.60	0.00
PINE COUNTY COURIER	P0007	1,092.07	0.00
POSTMASTER	P0010	171.36	0.00
CENTURYLINK	Q0003	365.16	0.00
CENTURYLINK	Q0004	49.31	0.00
CITY OF SANDSTONE	S0002	157.21	0.00
SANDSTONE ACE HARDWARE	S0010	178.42	0.00
SANDSTONE PETRO PLUS	S0021	449.96	0.00
SANDSTONE NAPA	S0049	59.95	0.00
PINE COUNTY TREASURER-AUDITOR	T0001	11,024.00	0.00
ALANA TYSON	T0256	102.31	0.00
U S BANK	U0007	0.00	36,588.84
WSB & ASSOCIATES	W0011	169.50	0.00
<b>Grand Total:</b>		<b>51,121.69</b>	<b>45,660.84</b>

INVOICE APPROVAL LIST BY FUND REPORT  
COUNCIL 02/21/2018

Date: 02/15/2018  
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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
<b>Fund: 101 General Fund</b>							
<b>Dept: 10-130 Executive</b>							
101-10-130-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI		MARCH 2018 PREMIUM	0	02/21/2018	02/21/2018	2,338.70
							<b>2,338.70</b>
101-10-130-000-4210	General Ope METRO SALES	999824	COPIER SERVICES	0	02/21/2018	02/21/2018	309.31
	NORTHERN BUSINESS PRO	264646-0	PAPER	0	02/21/2018	02/21/2018	95.97
	NORTHERN BUSINESS PRO	267027-0	EVNVELOPES/TOILET PAPER	0	02/21/2018	02/21/2018	17.13
	NORTHVIEW BANK	02/04/2018	CLOTHING/GEN OP SUPPLIES	0	02/21/2018	02/21/2018	19.01
							<b>441.42</b>
101-10-130-000-4322	Postage CASH	02/14/2018	FIRE FORMULA - PETTY CASH	0	02/21/2018	02/21/2018	47.05
							<b>47.05</b>
101-10-130-000-4437	Schools & C LEAGUE OF MINNESOTA CIT	268666	SAFETY & LOSS	0	02/21/2018	02/21/2018	60.00
							<b>60.00</b>
							<b>Total Dept. Executive: 2,887.17</b>
<b>Dept: 10-150 Financial Administr</b>							
101-10-150-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI		MARCH 2018 PREMIUM	0	02/21/2018	02/21/2018	1,010.60
							<b>1,010.60</b>
							<b>Total Dept. Financial Administration: 1,010.60</b>
<b>Dept: 10-194 Buildings &amp; Ground</b>							
101-10-194-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI		MARCH 2018 PREMIUM	0	02/21/2018	02/21/2018	434.00
							<b>434.00</b>
101-10-194-000-4220	Repair & Ma NORTHERN BUSINESS PRO	267027-0	EVNVELOPES/TOILET PAPER	0	02/21/2018	02/21/2018	89.99
							<b>89.99</b>
101-10-194-000-4300	Professional T-N-T CLEANING	1/15/18-2/14/18	CLEANING SERVICE- CITY HA	0	02/21/2018	02/21/2018	979.00
							<b>979.00</b>
101-10-194-000-4381	Electric Utilit MINNESOTA POWER	02/01/2018	ELECTRIC, STREET LIGHTS	0	02/21/2018	02/21/2018	663.09
							<b>663.09</b>
101-10-194-000-4382	Water Utilitie SANDSTONE/CITY OF//	2/12/18	JANUARY W/S BILLING	0	02/21/2018	02/21/2018	66.50
							<b>66.50</b>
101-10-194-000-4383	Gas Utilities CONSTELLATION NEWENEF	22238174, 22238176	GAS UTILITIES CITY HALL/FD	0	02/21/2018	02/21/2018	743.42
							<b>743.42</b>
101-10-194-000-4384	Refuse Disp MATT'S SANITATION INC.	JANUARY 2018	JANUARY REFUSE SERVICE	0	02/21/2018	02/21/2018	58.50
							<b>58.50</b>
101-10-194-000-4404	Machiner & I MEI TOTAL ELEVATOR SOLU	739895	REPAIR ELEVATOR	0	02/21/2018	02/21/2018	416.00
							<b>416.00</b>
							<b>Total Dept. Buildings &amp; Grounds: 3,450.50</b>

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
<b>Dept: 15-240 Building Inspection:</b>							
101-15-240-000-4300	Professional PINE CITY/CITY OF//	4569	BUILDING OFFICIAL SERVICE	0	02/21/2018	02/21/2018	3,046.95
							<u>3,046.95</u>
						<b>Total Dept. Building Inspections:</b>	<b>3,046.95</b>
<b>Dept: 20-300 Public Works Admin</b>							
101-20-300-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU		MARCH 2018 PREMIUM	0	02/21/2018	02/21/2018	2,046.00
							<u>2,046.00</u>
101-20-300-000-4383	Gas Utilities FEDERATED CO-OP	01/31/2018	GAS & INSTALLATION	0	02/21/2018	02/21/2018	703.82
							<u>703.82</u>
101-20-300-000-4384	Refuse Disp. MATT'S SANITATION INC.	JANUARY 2018	JANUARY REFUSE SERVICE	0	02/21/2018	02/21/2018	152.10
							<u>152.10</u>
101-20-300-000-4404	Machiner & I KIMBALL-MIDWEST	6123942	MISC. PARTS	0	02/21/2018	02/21/2018	159.47
							<u>159.47</u>
101-20-300-000-4499	Miscellaneous NORTHVIEW BANK	02/04/2018	CLOTHING/GEN OP SUPPLIES	0	02/21/2018	02/21/2018	215.19
							<u>215.19</u>
						<b>Total Dept. Public Works Administration:</b>	<b>3,276.58</b>
<b>Dept: 20-346 Street Lighting</b>							
101-20-346-000-4381	Electric Utilit MINNESOTA POWER	02/01/2018	ELECTRIC, STREET LIGHTS	0	02/21/2018	02/21/2018	2,529.00
							<u>2,529.00</u>
						<b>Total Dept. Street Lighting:</b>	<b>2,529.00</b>
<b>Dept: 25-520 Parks Maintenance</b>							
101-25-520-000-4381	Electric Utilit MINNESOTA POWER	02/01/2018	ELECTRIC, STREET LIGHTS	0	02/21/2018	02/21/2018	112.71
							<u>112.71</u>
101-25-520-000-4383	Gas Utilities MN ENERGY RESOURCES C	02/02/2018	GAS UTILITIES	0	02/21/2018	02/21/2018	108.40
							<u>108.40</u>
101-25-520-000-4760	Sandstone P MN ENERGY RESOURCES C	02/02/2018	GAS UTILITIES	0	02/21/2018	02/21/2018	250.33
							<u>250.33</u>
						<b>Total Dept. Parks Maintenance:</b>	<b>471.44</b>
						<b>Total Fund General Fund:</b>	<b>16,672.24</b>
<b>Fund: 201 Fire Protection</b>							
<b>Dept: 15-220 Fire</b>							
201-15-220-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU		MARCH 2018 PREMIUM	0	02/21/2018	02/21/2018	132.10
							<u>132.10</u>
201-15-220-000-4300	Professional RICHARDSON/CARRIE//	24	FIRE HALL CLEANING	0	02/21/2018	02/21/2018	300.00
							<u>300.00</u>

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
201-15-220-000-4381	Electric Utilit MINNESOTA POWER	02/01/2018	ELECTRIC, STREET LIGHTS	0	02/21/2018	02/21/2018	264.29
							<u>264.29</u>
201-15-220-000-4382	Water Utilitie SANDSTONE/CITY OF//	2/12/18	JANUARY W/S BILLING	0	02/21/2018	02/21/2018	58.78
							<u>58.78</u>
201-15-220-000-4383	Gas Utilities CONSTELLATION NEWENEF	22238174, 22238176	GAS UTILITIES CITY HALL/FD	0	02/21/2018	02/21/2018	759.12
							<u>759.12</u>
201-15-220-000-4384	Refuse Disp MATT'S SANITATION INC.	JANUARY 2018	JANUARY REFUSE SERVICE	0	02/21/2018	02/21/2018	30.42
							<u>30.42</u>
						<b>Total Dept. Fire:</b>	<b>1,544.71</b>
						<b>Total Fund Fire Protection:</b>	<b>1,544.71</b>
<b>Fund: 228 Economic Developmer</b>							
<b>Dept: 50-540 Economic Developn</b>							
228-50-540-000-4300	Professional NORTHSPAN	6153	EC DEV WORK/NLX	0	02/21/2018	02/21/2018	545.00
							<u>545.00</u>
228-50-540-000-4352	Advertising KETTLE RIVER GRAFIX	49188	SANDSTONE MAKE SENSE BF	0	02/21/2018	02/21/2018	300.00
							<u>300.00</u>
228-50-540-000-4499	Miscellaneous INITIATIVE FOUNDATION	9810	2018 SUPPORT	0	02/21/2018	02/21/2018	1,590.00
							<u>1,590.00</u>
						<b>Total Dept. Economic Development:</b>	<b>2,435.00</b>
						<b>ic Development Authority:</b>	<b>2,435.00</b>
<b>Fund: 401 Capital Projects Fund</b>							
<b>Dept: 40-451 Capital Equipment</b>							
401-40-451-000-4442	Refunds & R SERVICEMASTER CLEAN	130619	WTR MITIGATION-DMV/CIP/CH	0	02/21/2018	02/21/2018	8,673.51
							<u>8,673.51</u>
						<b>Total Dept. Capital Equipment:</b>	<b>8,673.51</b>
						<b>nd Capital Projects Fund:</b>	<b>8,673.51</b>
<b>Fund: 601 Water Fund</b>							
<b>Dept: 60-911 Water Production/Di</b>							
601-60-911-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI		MARCH 2018 PREMIUM	0	02/21/2018	02/21/2018	727.30
							<u>727.30</u>
601-60-911-000-4322	Postage POSTMASTER	02122018	BLUE CARDS/POST CARD	0	02/21/2018	02/21/2018	78.00
	POSTMASTER	02122018	BLUE CARDS/POST CARD	0	02/21/2018	02/21/2018	16.28
							<u>94.28</u>
601-60-911-000-4383	Gas Utilities MN ENERGY RESOURCES C	02/02/2018	GAS UTILITIES	0	02/21/2018	02/21/2018	445.47
							<u>445.47</u>

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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
<b>Dept. Water Production/Distribution:</b>							<b>1,267.05</b>
<b>Total Fund Water Fund:</b>							<b>1,267.05</b>
<b>Fund: 602 Sewer Fund</b>							
<b>Dept: 00-000 Balance Sheet Accto</b>							
602-00-000-000-1001	Equipment - FEDERATED CO-OP	01/31/2018	GAS & INSTALLATION	0	02/21/2018	02/21/2018	161.06
							<b>161.06</b>
<b>Total Dept. Balance Sheet Accounts:</b>							<b>161.06</b>
<b>Dept: 50-950 Sewer Services</b>							
602-50-950-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI		MARCH 2018 PREMIUM	0	02/21/2018	02/21/2018	727.30
							<b>727.30</b>
602-50-950-000-4322	Postage POSTMASTER	02122018	BLUE CARDS/POST CARD	0	02/21/2018	02/21/2018	78.00
	POSTMASTER	02122018	BLUE CARDS/POST CARD	0	02/21/2018	02/21/2018	16.27
							<b>94.27</b>
602-50-950-000-4383	Gas Utilities FEDERATED CO-OP	01/31/2018	GAS & INSTALLATION	0	02/21/2018	02/21/2018	500.09
	MN ENERGY RESOURCES C	02/02/2018	GAS UTILITIES	0	02/21/2018	02/21/2018	247.38
							<b>747.47</b>
602-50-950-000-4386	Sewer water SANDSTONE/CITY OF//	2/12/18	JANUARY W/3 BILLING	0	02/21/2018	02/21/2018	42.40
							<b>42.40</b>
<b>Total Dept. Sewer Services:</b>							<b>1,611.44</b>
<b>Total Fund Sewer Fund:</b>							<b>1,772.50</b>
<b>Fund: 603 STORM WATER</b>							
<b>Dept: 50-951 Storm Water Service</b>							
603-50-951-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI		MARCH 2018 PREMIUM	0	02/21/2018	02/21/2018	186.00
							<b>186.00</b>
603-50-951-000-4322	Postage POSTMASTER	02122018	BLUE CARDS/POST CARD	0	02/21/2018	02/21/2018	11.75
	POSTMASTER	02122018	BLUE CARDS/POST CARD	0	02/21/2018	02/21/2018	2.45
							<b>14.20</b>
<b>Total Dept. Storm Water Services:</b>							<b>200.20</b>
<b>Total Fund STORM WATER:</b>							<b>200.20</b>
<b>Grand Total:</b>							<b>32,565.21</b>

**INVOICE APPROVAL LIST BY FUND REPORT**  
 COUNCIL 02/21/2018

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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
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**Recap by Fund**

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	General Fund	16,672.24	0.00
201	Fire Protection	1,544.71	0.00
228	Economic Development Authority	2,435.00	0.00
401	Capital Projects Fund	8,673.51	0.00
601	Water Fund	1,267.05	0.00
602	Sewer Fund	1,772.50	0.00
603	STORM WATER	200.20	0.00
<b>Grand Total:</b>		<b>32,565.21</b>	<b>0.00</b>

Correspondence with County Attorney Reese Frederickson on Monday, February 12<sup>th</sup>:

Hi,

Here is a breakdown of the 64 in the system (as I noted before, there are more because court admin didn't code some of the city cases properly; next year's number will be more accurate now that they've discovered the issue):

- (16) Driving After Revocation; Driving After Suspension; No Proof of Insurance; Driving After Cancellation (all state misdemeanor driving offenses)
- (13) theft (state misdemeanor offenses)
- (7) DWIs (state misdemeanor or gross misd offenses)
- (4) Disorderly conduct (state misdemeanor offense)
- (4) Domestic assault (state misdemeanor and gross misdemeanor offenses)
- (3) trespass (state misd offense)
- (2) violations of a domestic abuse no contact order (state misdemeanor or gross misd offense)
- (2) drugs (state non-felony drug offenses – misdemeanor and gross misd)
- (2) violation of a harassment restraining order (state misd or gross offense)
- (1) Garage sale ordinance violation (City of Sandstone misdemeanor ordinance)
- (1) Zoning ordinance violation (City of Sandstone misdemeanor ordinance)
- (1) violation of an order for protection (state misdemeanor offense)
- (1) obstruction of legal process (state misdemeanor offense)
- (1) assault (state misd or gross offense)
- (1) false information to a peace officer (state misdemeanor offense)
- (1) criminal damage to property (state misd offense)
- (1) illegal Uturn (state petty)
- (1) dog ordinance violation (City of Sandstone misd ordinance)
- (1) animal cruelty (state misd. Offense)
- (1) illegal possession of fireworks (state misd offense).

These numbers represent the petty, misdemeanor and gross misdemeanor cases my office has received. I also counted only the top charge in cases for the list above (i.e. some cases have multiple charges). The list also does not include the felony cases because the city does not need a contract for those (my office has jurisdiction over all felonies in Pine County, no matter where they occur). The list also does not include the many traffic cases where a person pays the ticket before going to court.

Thanks,  
Reese

Reese Frederickson  
Pine County Attorney  
635 Northridge Dr. N.W., Suite 310  
Pine City, MN 55063  
320.591.1560

**From:** Kathy George [<mailto:administrator@sandstonemn.com>]  
**Sent:** Monday, February 12, 2018 2:34 PM  
**To:** Reese Frederickson <[Reese.Frederickson@co.pine.mn.us](mailto:Reese.Frederickson@co.pine.mn.us)>  
**Subject:** RE: Sandstone prosecution contract for 2018

Thanks, Reese. The Council was very supportive of keeping the arrangement. The one dissenting vote, I think, was merely because we didn't have any updated information about the services provided to us. That's why I asked for 2017 numbers. For the 64 cases we had in 2017, is there a breakdown of what type of cases they were – rather than just petty misdemeanors, misdemeanors, and gross misdemeanors? People outside of the system don't necessarily know what type of cases those are. I think that would help Council Members understand why we have the contract.

Kathy George  
City Administrator  
City of Sandstone  
119 – 4<sup>th</sup> Street, PO Box 641  
Sandstone, MN 55072  
320-245-5241

**From:** Reese Frederickson [<mailto:Reese.Frederickson@co.pine.mn.us>]  
**Sent:** Monday, February 12, 2018 12:16 PM  
**To:** Kathy George <[administrator@sandstonemn.com](mailto:administrator@sandstonemn.com)>  
**Subject:** RE: Sandstone prosecution contract for 2018

Hi Kathy,

I've attached a draft of a 2-year contract. The contract is for \$20,000 total (\$10,000 per year, which is the same price as the previous years).

I was disappointed to hear that there was a dissenting vote on the prosecution contract that appears to be based upon misinformation (i.e. an assertion that there was only one case prosecuted last year!). I thought I'd pass along the following background and information that may clear up any confusion.

In cities where the population is greater than 600, the city government is responsible for prosecuting all petty misdemeanors, misdemeanors and certain gross misdemeanors that happen within the city (Minn. Stat. sec. 484.87 subd. 3). This includes both state law and ordinances. For instance, if a person is arrested on a state domestic assault charge in the city, Sandstone is responsible for prosecuting that person, not the county. Cities can hire a prosecutor, contract with a private firm, or contract with the county attorney's office.

In 2017, we had 64 cases from Sandstone noted in our system. However, this figure is probably closer to 100 because court administration made a mistake and hasn't properly entered all the Sandstone cases (they are currently working to correct this which means the city will receive additional fee revenue in the near future). These cases were prosecuted for a flat fee of \$10,000.

In the past, the city hired a private law firm at \$90 an hour to prosecute cases. Here's what the city spent on private prosecution prior to contracting with the county:

2014: \$15,234.  
2013: \$11,750.  
2012: \$14,910  
2011: \$13,556  
2010: \$12,136.

In 2011 and 2012, the private firm prosecuted a total of 91 cases (about 45 per year). There were no figures available for 2014, 2013 and 2010.

So, with at least 64 cases in 2017 at \$10,000, the city is saving a lot of money (my guess is with the higher numbers the city is paying half of what it would spend with a private firm). Our rates are also less than other counties. Other county attorney's offices charge a much higher flat fee for similar sized cities and do not include the option of prosecuting local ordinances (which our contract includes as part of the flat fee). I've kept our fee as low as possible because I want to provide this service to Pine County cities (especially my home), it's a much better law enforcement strategy and my office has economies of scale so that I can pass along the savings.

Thanks,  
Reese

Reese Frederickson  
Pine County Attorney  
635 Northridge Dr. N.W., Suite 310  
Pine City, MN 55063  
320.591.1560

**From:** Kathy George [<mailto:administrator@sandstonemn.com>]  
**Sent:** Monday, February 12, 2018 9:57 AM  
**To:** Reese Frederickson <[Reese.Frederickson@co.pine.mn.us](mailto:Reese.Frederickson@co.pine.mn.us)>  
**Subject:** RE: Sandstone prosecution contract for 2018

Reese, the Council approved a 2-year agreement. Can you please send me the multi-year contract? Also, they would like to receive a report of prosecution services received for 2017, and every year going forward if possible.

Let me know if you have any questions. Thank you

Kathy George  
City Administrator  
City of Sandstone  
119 – 4<sup>th</sup> Street, PO Box 641  
Sandstone, MN 55072  
320-245-5241

Correspondence re NPDES Permit Review :

Kathy,

Please see the attached MESERB permit review for the City of Sandstone.

In short, we identified several issues of concern regarding the phosphorus limit MPCA proposes to include in the City's permit and recommendations about how the City should move forward.

We would be happy to set up a conference call with the City to discuss the attached comments and recommendations in greater detail.

This review was performed based on the City expressed intent to join MESERB and therefore there is no cost to City for the review and/or follow-up conference call assuming the City still intends to join and does join MESERB.

Please let me know if you have any questions regarding the letter and I will reach out to discuss setting up a conference call.

Thank you,

Daniel

Daniel Marx, Associate Attorney  
Flaherty & Hood, P.A.  
525 Park Street, Suite 470  
St. Paul, MN 55103  
Direct Dial: 651-259-1907  
Office: 651-225-8840  
[dmmarx@flaherty-hood.com](mailto:dmmarx@flaherty-hood.com)

February 13, 2018

VIA EMAIL ONLY

Kathy George  
City Administrator  
City of Sandstone  
119 4th St  
PO Box 641  
Sandstone, MN 55072

**Re: NPDES Permit Review for the City of Sandstone**

Dear Ms. George:

The City of Sandstone is in the process of joining the Minnesota Environmental Science and Economic Review Board (MESERB). One of the benefits of MESERB membership is that MESERB's technical and legal consultants, at Flaherty & Hood, P.A. and Hall & Associates, have contracted with MESERB to review municipal wastewater treatment facility NPDES permits at the time they come up for re-issuance. The City requested that we specifically examine and offer comments on the proposed new effluent limit requirements for total phosphorus.

**Comments Regarding Proposed Phosphorus Limit**

The City received a letter from MPCA on July 12, 2017 informing the City that MPCA intends to include a 529 kilogram per year phosphorus limit into the City's wastewater permit. The proposed limit is based on the EPA approved Lake St. Croix Total Maximum Daily Load (TMDL) study and Minnesota's Lake (phosphorus) Eutrophication Standards. The City has expressed concern that its current facility is not capable of complying with the proposed phosphorus limit and that it may be required to complete substantial and costly infrastructure upgrades to comply.

The following are our comments based on a preliminary review of the TMDL and other documents provided by the City:

- (1) The phosphorus limit (529 kg/yr, Jan – Dec, 12 month moving total) presumes that the phosphorus in the City's discharge reaches Lake St. Croix. However, the City's WWTF discharge flows through wetlands before reaching the Kettle River and later Lake St. Croix. If analyzed properly, we would expect a reduction in the phosphorus load as the flow passes through the wetlands. This potential reduction needs to be evaluated and any such loss of loading should be taken into consideration by MPCA. A more detailed analysis on this point could result in either a more flexible phosphorus limit or the elimination of the proposed phosphorus requirements.

We are in the process of assisting the City of Osakis (pond system) on a similar issue. The City of Osakis recently received a new more restrictive phosphorus limit. Osakis' discharge likewise travels through wetlands prior to reaching the lake of concern. We assisted Osakis develop and implement a data collection plan and then we evaluated the site-specific data collected. Through that analysis we have determined that the phosphorus limit proposed by MPCA was not necessary to protect the lake of concern. We are in negotiations with MPCA to either (1) remove the objected to limit or (2) to approve a phosphorus trading offset that would allow Osakis to comply with a modified (more flexible) limit without upgrading its pond system to a costly mechanical facility.

- (2) The proposed phosphorus limit for the City is expressed as a 12 month moving total. This conflicts with the targets established by the Lake St. Croix TMDL, which are expressed as May – September averages. Therefore, the permit limits should not be expressed as a Jan – Dec 12 month moving total. Further, as indicated above, the City should analyze its phosphorus loading to determine how much of the load reaches the Kettle River and Lake St. Croix during the May-September period. Only the phosphorus loading that actually makes it downstream should be subject to regulation.
- (3) The water residence time for Lake St. Croix is 49 days for the dry year condition and 20 days for the wet year condition. (TMDL at 4) In very wet years, when compliance with the proposed phosphorus limit is most difficult, the Lake St. Croix system may not behave as a lake. Under these conditions, the limits contained in the permit should not apply. The City should perform an evaluation of the wet weather conditions of Lake St. Croix during the period of concern for the TMDL (May-September). Depending upon the findings, the City may be eligible to receive permit language that would provide the City more flexibility during wet weather conditions.

### Recommendation

We recommend that the City perform the additional sampling and data analysis discussed above and initiate a negotiation process with MPCA to discuss: (1) removing and/or modifying the proposed phosphorus limit; (2) identifying alternative compliance mechanisms as discussed above. Further, we recommend the City begin analyzing the potential costs for the City to comply with the proposed phosphorus limit of 529 kg/yr. This cost information will assist the City in negotiations with MPCA.

### Next Steps

If the City fails to initiate a negotiation process with MPCA, MPCA will initiate the public process for permit re-issuance as follows:

- (1) **30 day pre-public notice period.** The MPCA is required by law to provide the City a copy of the draft NPDES permit and an opportunity to submit comments on the draft permit to MPCA at least 30 days prior to initiation of the public comment period.

- (2) **60 day public comment period.** Upon conclusion of the pre-public comment period, MPCA will initiate a 60 day public comment period. During the public comment period the City has the legal right to challenge the permit or any terms therein by filing a contested case petition. If the City fails to file a contested case petition during that period, MPCA will final issue the City's permit and the City will forfeit the right to challenge the permit (and phosphorus limit) through the administrative process.

If the City is interested in exploring its options to remove and/or modify the proposed phosphorus limit, or develop a more flexible cost-effective compliance strategy, it is in the City interest to initiate this process as soon as possible and prior to the commencement of the public process for permit re-issuance.

I hope that the above comments from MESERB are helpful. We would be happy to schedule a conference call with the City and its staff/consultants to discuss these comments and recommendations in greater detail.

To schedule that call or if you have any questions or concerns about these comments, please contact me at 651-259-1907 or at [dnmarx@flaherty-hood.com](mailto:dnmarx@flaherty-hood.com). Thank you for allowing us to assist you with this matter.

Very truly yours,

FLAHERTY & HOOD, P.A.



Daniel Marx, Environmental Attorney

cc: Mr. Craige Hiller  
John C. Hall, Hall & Associates