

SANDSTONE CITY COUNCIL  
WEDNESDAY – MAY 2, 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)*
6. Public Hearing / Presentations:
  - a. Sam Cybert – Security Cameras (pgs. 3-4)
7. Consent Agenda:
  - a. Approval of Regular City Council Meeting Minutes: April 4, 2018 (pgs. 5-10)
  - b. Approval of Revised Job Description – Finance Director (pgs. 11-12)
  - c. 2018-2019 Liquor License Renewals (pg. 13)
  - d. Application for Temporary Liquor License – OSAC (pg. 14)
  - e. Special Event Permit – Tracy Lutheran Church (pgs. 15-18)
  - f. LMCIT Liability Coverage – Waiver Form (pgs. 19-20)
8. Old & Continuing Business:
  - a. Sandstone Area Chamber of Commerce – Hinckley Visitors Guide (pgs. 21-23)
  - b. River Bluff Street Reconstruction Project
    - i. Award Bid (pgs. 24-25)
    - ii. SEH Agreement for Construction Observation, Administration, and Staking (pgs. 26-28)
9. New Business
  - a. Fire Hall / City Hall – Building Improvements (pgs. 29-33)
10. Reports
  - a. Fire Department Report
    - i. Fire Department Relief Association (pg. 34)
    - ii. Fire Department Purchases (pg. 35)
  - b. Planning Commission Meeting – April 11, 2018 (pgs. 36-41)
    - i. Conditional Use Permit – Pine County Government Center (pgs. 42-46)
    - ii. Whole Community Disaster Planning (pgs. 47-50)
  - c. Park & Rec Commission Meeting – April 13, 2018 (pgs. 51-55)
  - d. EDA Meeting – April 25, 2018 (pgs. 56-59)
  - e. PeopleService Report – March, 2018 (pgs. 60-66)
  - f. Library Report – April, 2018 *will be provided at meeting*
  - g. Financial Reports
    - i. Cash Balance, Revenue & Expenditure Report – March, 2018 (pg. 67)
    - ii. A/P Clerk Claims – April 4, 2018 – May 2, 2018 (pgs. 68-75)
11. Written Notices and Communications
  - a. Letter from Old School Arts Center (OSAC) (pg. 76)
12. Administrator’s Report
13. Adjourn

## UPCOMING MEETINGS

April 28 9:00 a.m. – Noon – Clean up at Robinson Park

May 2 6:00 p.m. – City Council Meeting

May 3 9:30 a.m. – Pine Housing Initiative Meeting

May 3 10:30 a.m. – East Central Housing Organization (ECHO) Meeting

May 3 7:00 p.m. – Sandstone Township Meeting (re annexation)

May 3 – 4 Municipal City/County Managers Association Conference (MCMA)

May 5 Paddle Fest

May 8 – 9 Housing Institute – Detroit Lakes

May 9 12:00 p.m. – Sandstone Area Chamber of Commerce Meeting

May 9 7:00 p.m. – Planning Commission Meeting

May 11 8:00 a.m. – Park & Rec Commission Meeting

May 18 10:00 a.m. – GPS 45:93 Meeting – Sandstone is Hosting

May 21 10:30 a.m. – NLX Technical Advisory Committee Meeting

May 22 6:30 p.m. – Hospital District Meeting

May 23 10:00 a.m. – NLX Alliance Meeting

May 23 6:00 p.m. – EDA Meeting

May 23 – 25 Business Retention & Expansion (BR&E) Workshop

May 28 CITY HALL CLOSED – Memorial Day Holiday

May 29 6:00 p.m. – Pine County Local Government Officials Meeting

June 2 All day – Long Term Disaster Recovery Workshop

June 5 6:00 – 8:00 p.m. – Arts in the Park – Train Park

June 6 6:00 p.m. – City Council Meeting

June 7 9:30 a.m. – Pine County Housing Initiative Meeting

June 7 10:30 a.m. – East Central Housing Organization (ECHO) Meeting

June 8 8:00 a.m. – Park & Rec Commission Meeting

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

**TO:** City Council  
**FROM:** Kathy George, City Administrator  
**DATE:** May 2, 2018  
**SUBJECT:** Sam Cybert – Security Cameras

**BACKGROUND:** Several meetings have been taking place with Sam of Cybert PC regarding the possibility of placing security cameras throughout town. Mayor Spartz, Council Member Franklin, Deputy Clerk Jackson, and myself have been involved in the meetings. Input was also gathered from the Pine County Sheriff and Deputies.

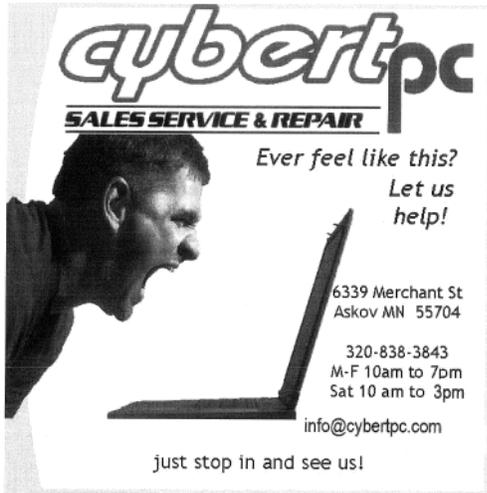
Sam is planning to attend the Council Meeting and give a presentation of his proposal, which entails the installation of 13 cameras in various locations along with the appropriate support network. The total cost at this point is \$23,399.15.

However, the current proposal assumes that the City will be able to use existing power poles. Minnesota Power has informed the City that they only allow FCC qualified telecommunications providers to use their poles. They stated that the City can install our own poles (that we purchase from MN Power) and attach our facilities to them. Sam is working on a map to submit to MN Power so that we can get an estimated cost.

**ATTACHMENTS** Proposal from Cybert PC

**STAFF RECOMMENDATION:** Review and discuss at this point

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



16ch NVR h.264 6TB hard drive up to 5mp cameras \$1099.99

6tb add-on Surveillance drive \$299.99

13 - 4mp CCTV camera 2.7-12mm IR motorized zoom \$439.99 each total \$5419.87

22 - 5port POE switch gigabit \$79.99 each total \$1759.78

22 - 14x11x5 Weatherproof Rainproof Tamper Resistant NEMA Enclosure \$69.99 each total \$1539.78

45 - Ubiquiti air max outdoor Nano station ac 5ghz \$3899.99

Outdoor cat5e waterproof bulk cable with cat5e ends \$189.99

27" led ultra HD Surveillance monitor \$269.99

Cyber Power UPS 600va \$99.99

22 - 125va 75watt small ups \$59.99 each total \$1319.78

\$15,899.15

Installation labor and setup and training \$7500.00

Approximately 14days worth of CCTV storage with 15 cameras recording on average of 18 hours per day

Total \$ 23,399.15 plus tax

**Sandstone City Council Meeting Minutes**  
**April 4, 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: Craige Hiler, PeopleService

**PLEDGE OF ALLEGIANCE:**

Council, guests and staff recited pledge of allegiance.

**ADDITIONS OR CORRECTIONS TO THE AGENDA:**

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

**PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:**

There were comments about the time delay in clearing the sidewalks after a recent snowfall. There was dialogue regarding whether the streets or the sidewalks should be cleared first. It may be necessary to hire an on-call person to come in when necessary.

The Chamber of Commerce has yet to get someone to oversee the Quarry Days Festival. Does the Council want the City to take on that role? There was discussion regarding how many hours it can take. The advantage would be that there would be consistency from year to year. The Administrator pointed out that the first year, learning the ropes, is the difficult part. After that, it's tweaking things to be better each year. She stated that the whole staff pitch in, if the Council decided to take over the event. Council Members pointed out the difficulty in finding volunteers and it is usually the same people who end up doing it year after year. There is the possibility that the festival won't take place if someone does not step forward. The consensus was to wait another month to see if the Chamber is able to find someone. If they do not, the Council can revisit the subject.

The Administrator reviewed the log of complaints received from residents for the past month. A new property owner complained about water drainage issues; complaints were received regarding holes in the road on Jay street, Hwy 23 and Oriole St. There were complaints about a house in disrepair and about sidewalks not being plowed during the last few snowfalls. There was a concern about water quality and orange film on towels. Craige Hiler, with PeopleService, has been talking with this resident and didn't see any evidence of the orange film, only the caulk between the shower pieces turning yellow. However, he is planning to have a water sample tested.

**PUBLIC HEARING:** None

**CONSENT AGENDA:**

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

**(1) Approval of Regular Meeting Minutes from March 7, 2018**

**(2) Revised Deputy Clerk/Utility Billing, Deputy Clerk, and Streets and Park Supervisor Job Descriptions.**

**Motion carried 5-0.**

## **OLD & CONTINUING BUSINESS:**

### MN Department of Public Safety – Termination of Lease; Drivers Exam Station

Last month, the Council received a letter from the MN Dept of Public Safety notifying them that the lease for use of the Council meeting room will be terminated on April 30, 2018. They are moving the Drivers Exam Station to Moose Lake “in order to serve more Minnesotans”. Council asked the Administrator to follow up and see if there is anything the City can do to change their mind.

The Administrator spoke with Josh Sipola, DVS Manager for Region 9. He stated that they already have a lease with Moose Lake and they will not be changing their mind. Last year, they re-mapped all 10 regions and are making adjustments based on population density. He also noted that they cannot offer CDL tests here in Sandstone; however, they will be able to offer them in Moose Lake. The written tests are not offered in Hinckley and are very limited in Pine City which will leave this area underserved.

## **NEW BUSINESS:**

### Pine County Tax-Forfeited Land Sale

The City received notification from Pine County of the proposed tax-forfeited land sale that will occur this year. There are 8 properties on the list that are in the City of Sandstone:

329 Minnesota Street  
Vacant lot at the corner of Minnesota St & Palisade Ave  
1114 Birch Avenue  
313 Park Avenue  
310 Park Avenue  
605 Park Avenue  
The Old Creamery Site  
A sliver of land along Birch Avenue

The City can request the acquisition of any of these properties for certain and specific purposes, including a discounted purchase to correct blight issues. The City must respond within 60 days if interested in acquiring any of these parcels. The property would be pulled from the list for a 6-month period to allow County Board review and, if approved, for the acquisition to take place.

The Administrator spoke with Greg Beck of the Pine County Land Department about 605 Park Avenue. This property is, in her opinion, the worst of the bunch and definitely needs to be demolished. Beck said that the City could possibly acquire it for \$1 so that the structures can be demolished and clear the blight, preparing the lot for a new home. Neighbors have been complaining about this parcel for a number of years.

Council Members discussed two additional parcels that they would like to see acquired so that the structures can be demolished: 329 Minnesota Street and 1114 Birch Avenue. The Council is mostly concerned that these properties will be purchased and turned into rental property as is.

**Motion Kester, second Spartz to have the Administrator check on acquiring three properties – 329 Minnesota, 1114 Birch Avenue, and 605 Park Avenue for clearing of blight. Motion carried 5-0.**

### Upcoming Training Opportunities

There are several training opportunities that would be beneficial for staff and Council to attend:  
MN Mayor’s Association Conference – April 27-28; in Perham; First time attendee \$90 (plus lodging).  
Spartz is interested in attending.

MN Municipal Clerk’s Institute – April 30 – May 4; in St. Cloud; \$445 – however, a \$300 scholarship has

been received, bringing the registration down to \$145 (plus lodging). The Administrator would like Deputy Clerk / Utility Billing Jackson to attend.

Municipal City/County Managers Association (MCMA) – May 2 – 4; in Nisswa; \$400 (plus lodging)  
The Administrator would like to attend.

League of MN Cities (LMC) Annual Conference – June 20-22; in St. Cloud; \$400 regular attendee; \$150 first-time attendee (plus lodging). Devlin is interested in attending.

**Motion Kester, second Franklin to approve staff and Council Members attendance at the aforementioned trainings. Motion carried 5-0.**

Old School Arts Center (OSAC) – Application for Temporary Liquor License

The City received an Application for a Temporary Liquor License from Fran Levings, President of the Old School Arts Center. They are planning an Art Opening event that will take place on May 18<sup>th</sup> at OSAC.

**Motion Franklin, second Kester to approve the Temporary Liquor License for the Art Opening on May 18<sup>th</sup> at OSAC. Motion carried 5-0.**

**REPORTS:**

Fire Department

The Department responded to a motor vehicle accident on Tuesday and had a good turnout of firefighters.

There was a delivery of fire hose that came in before normal working hours. The driver required the City provide a fork lift to unload the hose. Staff contacted Lambert's Lumber and they helped to unload the hose at the Fire Hall.

Park & Rec Commission Meeting – March 9, 2018

**Special Event Permit Application – Rapids Riders Whitewater Canoe and Kayak Club**

The City received a Special Event Permit Application from Derek Grisbeck on behalf of the Rapids Riders Whitewater Canoe and Kayak Club. They are planning a Rapids Riders Canoe U event for June 1-3 and would like to camp at Robinson Park. They anticipate having 15 event staff and 50 attendees. They plan to rent two portable toilets.

The Park & Rec Commission recommends approval of the application 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.

It was brought up that this is quite a few people using the park and it looks like it might be a commercial use. The Administrator will provide them with the Commercial Use form if they are charging money for the attendees. The Council discussed going over the fees for camping the next time the fee schedule is updated.

**Motion Palmer, second Devlin to approve the Special Event Permit from Rapids Riders Whitewater Canoe and Kayak Club, with the Administrator to follow up on the commercial use question. Motion carried 5-0.**

**Appoint New Commission Member – David Chasson**

With the resignation of Tesla Chester, the Park & Rec Commission has a vacant seat. Efforts were made to recruit a student from East Central or from Harvest Christian School; however, no students have come forward. David Chasson has been attending the meetings for the past two months and expressed interest in serving on the Commission. The Park & Rec Commission recommends the City Council appoint David Chasson to fill the vacant seat. He does not live in Sandstone but spends a great deal of time in Sandstone and is vested here.

**Motion Franklin, second Spartz to approve the appointment of David Chasson to the Park & Rec Commission. Motion carried 5-0.**

Planning Commission Meeting – March 14, 2018

**Accept Resignation of Commissioner Cassandra Linder**

The Planning Commission recommends the City Council approve the resignation of Cassandra Linder. Linder stated that she is unable to attend the meetings. **Motion Franklin, second Spartz to accept the resignation of Cassandra Linder. Motion carried 5-0.**

The Planning Commission continues working on updating the zoning ordinance. In March, they worked on the Traditional Residential District.

EDA Meeting – March 28, 2018

- Tom Reppe from the Dept of Ag was present to discuss the Skunk Creek sediment sample results.
- The EDA approved the tax increment revenue note for Golden Horizons Midwest Properties.
- Representatives from One Roof Community Housing will be coming to the next EDA meeting to discuss potential projects in Sandstone.
- Franklin is interested in attending the BR&E training course May 23-25, 2018.

PeopleService Report – February 2018

Craige Hiler of PeopleService was present to answer any questions Council Members may have about his monthly reports. The City contracts with PeopleService to operate the water and wastewater systems for the City. Council had specifically wondered why there was a spike in water usage last January. Hiler explained that if the water usage and waste water pumped out is fairly close then everything is okay. It's when there is a great deal more water used than waste pumped out that indicates there is a leak or some other odd usage. He explained that the water going down the street drains is separate (this is stormwater). He stated that Inflow & Infiltration can be a problem. This occurs when stormwater is getting into the sanitary sewer system, which is then unnecessarily pumped to the sewer ponds. There are some trouble spots in town where I&I is occurring. The upcoming River Bluff project will address one of these trouble spots. Hiler stated that he checks the water usage, hours run on the pumps, chemicals used etc. every morning. Hiler then reviewed his monthly report with the Council. There were questions regarding the meters being used in Sandstone and the need for new meters at some properties.

### Library Report

Librarian Jeanne Coffey reported that patrons are getting accustomed to the new hours; the new meeting times worked out better for the book clubs and by the end of the month the Story time was going strong. The Friends of the Library have been asked to develop a welcome-kit for newcomers to the City modeled after the old Welcome Wagon. Staff answered 282 reference questions by the time the report had been written and had 1,475 visitors in March.

### Building Inspection Report – March 15, 2018

Building Inspector Richard Drotning reported that he replied to email questions and phone calls regarding the proposed Pine County Government Center building and the proposed ambulance garage at Essentia Health Sandstone. He met with Mr. Bonander regarding reroofing 302 Main Avenue this spring. He also spoke with Mr. Allen regarding 501 Court Ave N; broken windows are to be boarded up by June 15<sup>th</sup>. The owner is also pursuing bids to reroof the building and address the pigeons.

### Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report for February, the Vendor Approval Summary Report – March 7, 2018 (Paid Claims) and the A/P Clerk Claims –March 8, 2018 through April 4, 2018. Mayor Spartz mentioned that the water rates were raised in previous years and that seems to have made a positive difference in the Water fund. There was a question regarding whether City staff is traveling to Mora to pick up auto parts and also whether cats are being trapped when complaints are received or on a constant basis. It is only when the City receives complaints. Staff will follow up on the auto parts question.

**Motion Devlin, second Palmer to approve reports and pay claims. Motion passed 5-0.**

### **WRITTEN NOTICES AND COMMUNICATIONS:**

The City submitted a letter to the MN Public Facilities Authority to request placement of upcoming water projects on the Drinking Water Revolving Loan Fund Intended Use Plan.

The City received an award letter from East Central Regional Arts Council for the Kettle River Watershed Mural. The project is now 75% funded. The Park Commission will probably cover the rest. It was noted that the Sandstone Area Chamber of Commerce and the Mille Lacs Band of Ojibwe paid for the initial design work.

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

#### EDA Business Breakfast

- April 5, 2018 – 7:00 – 9:00 a.m. at Grace Lutheran Church

#### Lundorff Drive Ribbon Cutting

- April 5, 2018 11:00 a.m. – Meet at Members Co-Op Credit Union

#### Spring Clean Up

- Mondays in May – there may be conflicts with trash collection vehicles
- Something different each Monday – metal/appliances; tires; household items (couches, mattresses, etc.)
- Out on curb by 9:00 a.m.

- Street Crew & PHASE will pickup
- Anderson Recycling will take metal/appliances (no charge) and tires (charged by the ton); household items will be taken to the dump
- A notice will be placed in the paper and it will be in the newsletter
- Girl Scouts are planning to do park cleanup on Saturday, April 28

#### Library Ceiling

- Adding support to suspended ceilings
- Replace damaged panels in conference room
- Degerstrom Construction - \$2,560

#### Maurena Griffin – CED Loan

- Withdrew her application

#### GPS 45:93

- The next meeting is April 27<sup>th</sup> in Sandstone at the Golf Course, 10:00 a.m. – noon with lunch optional
- Great opportunity to check it out

#### NLX – March 28, 2018

- Strategic Planning to help the Alliance make the transition from planning to lobbying for funding. The Administrator is working on getting Sandstone’s story to the legislature.

#### **ADJOURN**

**Motion Franklin, second Spartz to adjourn at 7:40 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:** May 2, 2018  
**SUBJECT:** Approval of Revised Job Description – Finance Officer

**BACKGROUND:** A Performance Evaluation was recently completed for the Finance Officer.  
  
Part of the evaluation process is updating the job description. The employee was asked for input.

**ATTACHMENTS** Revised Job Description for Finance Officer

**STAFF RECOMMENDATION:** Approve Revised Job Description as presented

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

## City of Sandstone Position Description

**POSITION CLASSIFICATION TITLE: Finance Officer**

Non-exempt – full time position

**DEPARTMENT: Administration**

**ACCOUNTABLE TO: City Administrator**

**APPROVED BY CITY COUNCIL: May 04, 2005; amended 12/7/05, 1/18/06, 2/5/07, 4/11/18**

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**General Statement of Duties:** Performs administrative and accounting duties related to the management of finances and accounting according to GAAP & GASB.

**Examples of Principal Duties:**

1. Coordinates with Deputy Clerk/Utility Billing on monitoring utility accounts; provides customer service responses to customer inquiries when Deputy Clerk/Utility Billing is not available; reviews payroll reports and submissions.
2. Prepares mandated State, Federal and other financial reports including sales and use tax reports.
3. Prepares financial records for annual audit and coordinates annual audit with auditors.
4. Writes and prepares Management Discussion & Analysis (MD&A) and audit/financial reports in conjunction with auditors.
5. Prepares and manages investment portfolio and cash management plans with City Administrator oversight.
6. Prepares and maintains general and enterprise fixed asset accounting records including depreciation.
7. Data entry – codes, posts and reconciles accounts payable, cash receipts, general ledger.
8. Reviews accounts payable presented for Council approval, reviews coding and prepares checks.
9. Allocates tax settlements, special assessments and investment earnings to the proper funds.
10. Assists with preparation of such items as the Fire Formula, City insurance application and annual budget; prepares or assists with preparation of other reports such as Tax Increment Financing, grants, etc.
11. Maintains financial software.
12. Provides research and assistance to Administrator, City Council and EDA.
13. Prepares financial reports for Council packet; attends Council, Staff, Committee & Commission meetings as requested.
14. Complies with health and safety policies and continuing education for accounting practices according to GAAP and GASB.
15. Other financial and organizational duties as may be assigned.

**Experience and Training:** Minimum two-year accounting degree; four-year degree desirable with experience working in governmental organization. Experience in accounting, bookkeeping or related field and familiarity with accounting software packages. Ability to organize work effectively and to maintain confidential information. Ability to communicate with Council and Commission members, other employees and the general public with tact and effectiveness.

CITY OF SANDSTONE  
INTER OFFICE MEMO

**TO: City Council**  
**FROM: Alana Tyson, Deputy Clerk**  
**DATE: May 2, 2018**  
**SUBJECT: 2018-2019 Liquor License Renewals**

**INTRODUCTION:** The City Council is asked to consider the approval of the following Liquor License Renewals;

- on sale liquor, off sale liquor and Sunday liquor license to Richard E. Thoennes at Rich's Bar;
- on sale liquor, off sale liquor and Sunday liquor license to Kettle River Hospitality, Inc, dba The Gas Light;
- on sale liquor and Sunday liquor to Sandstone Area Golf Course LLC, dba Sandstone Area Golf Course; and
- 3.2 on sale to Dan Lang, dba Sandstone Lanes.

All subject to license payment, Sheriff background check and proper insurance.

**BACKGROUND:** None of the applicants have delinquent taxes; Upon Council approval, the Pine County Sheriff's Department will be notified to do the background investigations. These applications will be mailed to Minnesota Alcohol and Gambling Enforcement for final approval.

**STAFF RECOMMENDATION:**

Approve 2018-2019 Liquor License Renewals contingent on receipt of all applicable license fees, background checks, and proper insurance documentation.

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

**TO: Mayor and City Council**  
**FROM: Kathy George, City Administrator**  
**DATE: May 2, 2018**  
**SUBJECT: Old School Arts Center (OSAC) Temporary Liquor License**

**BACKGROUND:** Fran Levings contacted staff on April 23<sup>rd</sup>, stating that she will submit an application for a Temporary Liquor License for a concert that will take place on June 22<sup>nd</sup> at OSAC. Fran will provide the forms on Wednesday, May 2<sup>nd</sup>.

**ATTACHMENT(S)** None

**STAFF RECOMMENDATION** Review and approve pending receipt of all required documents and fees

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

**TO: Mayor and City Council**  
**FROM: Kathy George, City Administrator**  
**DATE: May 2, 2018**  
**SUBJECT: Special Event Permit Application – Tracy Lutheran Church**

**BACKGROUND:** The City received a Special Event Permit Application from Amy Munson on behalf of Tracy Lutheran Church (Tracy, MN). They are planning a youth mission trip billed as “Tracy Lutheran Mystery Trip” and plan to camp at Robinson Park June 24-26. They anticipate having 8 adults and 31 kids.

The request was received after the last Park & Rec Commission meeting; however, staff has reviewed the request and recommends approval of the application 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.**

**ATTACHMENT(S)** Special Event Permit Application & Indemnity Agreement

**STAFF RECOMMENDATION** Review and approve with the noted conditions

### 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: Tracy Lutheran Church  
 APPLICANT NAME (CONTACT): Amy Munson  
 ADDRESS: 64 Rowland St. Tracy MN. 56175  
 DAYTIME PH: <sup>church</sup> (507) 629-3503 CELL (218) 255-0303 EMAIL: munson@iw.net

*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) Youth Mission Trip

EVENT TITLE: Tracy Lutheran Mystery Trip (to tour your fine city)

ACTIVITIES TO TAKE PLACE AT EVENT: Tent Camping overnight 2 Nights-Sunday + Mon

EVENT DATE(S): June 24 - Jun 26<sup>th</sup> PROPOSED LOCATION: Park by the water

NUMBER OF EVENT STAFF: <sup>(we)</sup> 39/8 <sup>(Am)</sup> adults IS FOOD OR ALCOHOL BEING SERVED? Food

ESTIMATED ATTENDANCE: 39 HOURS OF EVENT: June 24<sup>th</sup> 5:00 AM/PM TO June 26 10:00 AM/PM

SET UP TIME: 5 AM/PM TO \_\_\_\_\_ AM/PM TAKE DOWN: 10 AM/PM TO \_\_\_\_\_ AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ Let me know

Please attach the following:

- Map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing
- Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities
- Any fire prevention and emergency medical service plans
- Any security plans
- 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

Amy Munson June 17 18  
 Applicant's Signature                      Date

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

SPECIAL EVENT INDEMNIFICATION AGREEMENT

THIS INDEMNIFICATION AGREEMENT ("Agreement") is made as of \_\_\_\_\_, 20\_\_\_\_, by and between the CITY OF SANDSTONE, a Minnesota municipal corporation ("City") and [insert name of event host(s)] ("Event Host").

*Amy Munson, Tracy Lutheran Youth Director*  
RECITALS

A. The Event Host intends to conduct a [insert description of the special event] ("Special Event") at [insert name and address of special event location] on [insert special event date(s)].

*Sandstone Park, By water*

*June 24th @ 5PM -  
June 26th @ 10 AM*

AGREEMENT

1. The Event Host agrees to conduct the Special Event in accordance with applicable government regulations and utilize usual and customary safety procedures.

**2. Indemnification and Insurance.**

(a) The Event Host agrees that it will at all times defend, protect, indemnify, and hold harmless the City and its agents, officials, servants, contractors and employees from and against any and all claims for damages and other remedies, including but not limited to, costs and attorneys' fees, arising from or by reason of the conduct of the Special Event. Nothing in this Agreement is to be construed as a waiver by the City of any immunities, defenses, or other limitations on liability to which the City is entitled to by law, including, but not limited to, the maximum monetary limits on liability established by Minnesota Statutes, Chapter 466.

(b) The Event Host, at his/her/its sole cost and expense agrees that it will maintain in full force and effect during the term of this Agreement liability insurance in the minimum amounts stated in the City's Special Events Ordinance. A certificate of insurance evidencing compliance with the Special Events Ordinance must be provided to the City by the Event Host prior to the Special Event. The City must be named as an additional insured on the insurance policy, and the policy must contain a stipulation that the Club's insurer will provide ten (10) days' prior written notice of cancellation of such insurance to the City. The insurance shall be carried by a solvent and responsible insurance company that is licensed to do business in the State of Minnesota.

**3. Miscellaneous Provisions.**

(a) Any titles of the several Paragraphs of the Agreement are inserted for convenience of reference only and are to be disregarded in construing or interpreting any of its provisions.

(b) Any notice, demand, or other communication under this Agreement by either party to the other will be sufficiently given or delivered if it is dispatched by registered or

certified mail, postage prepaid, return receipt requested, or delivered personally; and

- (i) in the case of the Event Host, is addressed to or delivered personally to [insert name and address of Event Host]; and
- (ii) in the case of the City, is addressed to or delivered personally to the City Administrator at City of Sandstone, 119 Fourth Street, Sandstone, MN 55072

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this paragraph.

(c) This Agreement may be executed in any number of counterparts, each of which will constitute one and the same instrument.

(d) This Agreement constitutes the entire agreement between the Event Host and the City and supersedes any other written or oral agreements between the parties. This Agreement can be modified only in a writing signed by the parties.

(e) The Agreement is effective at <sup>Spring (Camping out)</sup> [insert time of special event] on <sup>Jun 24<sup>th</sup></sup> [insert date of special event], and terminates at <sup>10 am on Jun 26<sup>th</sup></sup> [insert time and date of termination of special event].

(f) Except as specifically set forth herein, nothing in this Agreement is to be construed to exempt the Event Host from or waive the application of any federal, state, or local law, rule, or regulation.

IN WITNESS WHEREOF, the Event Host and the City have, by their duly-authorized representatives, executed this Agreement this 24<sup>th</sup> day of June, 2018.

**CITY OF SANDSTONE**

By: \_\_\_\_\_  
Its: Mayor

And \_\_\_\_\_  
Its: City Administrator

**EVENT HOST**

By: Amy Munson  
Its: \_\_\_\_\_

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

**TO: Mayor and City Council**  
**FROM: Kathy George, City Administrator**  
**DATE: May 2, 2018**  
**SUBJECT: LMCIT Liability Coverage – Waiver Form**

**BACKGROUND:** Each year, the League of MN Cities Insurance Trust asks the Council to decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

If the City DOES NOT waive the statutory tort liability limits, a claimant could only recover up to the tort limit of \$500,000 for a single occurrence / \$1,500,000 all claimants for a single occurrence.

If the City DOES waive the statutory tort liability limits, you have the option of purchasing additional coverage.

- If the City DOES purchase additional coverage, a claimant could potentially recover an amount up to the limit of that additional coverage;
- If the City DOES NOT purchase additional coverage, a claimant could potentially recover up to \$2,000,000 for a single occurrence.

**ATTACHMENTS** Waiver Form

**STAFF**

**RECOMMENDATION:** Recommend the City DOES NOT waive the municipal tort liability limits established by State Statutes.

**ACTION REQUIRED:** Motion \_\_\_\_\_, second \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Other \_\_\_\_\_



## LIABILITY COVERAGE – WAIVER FORM

**LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)**

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- o *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- o *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- o *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

\_\_\_\_\_  
LMCIT Member Name

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

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

**TO:** City Council  
**FROM:** Kathy George, City Administrator  
**DATE:** May 2, 2018  
**SUBJECT:** Sandstone Area Chamber of Commerce – Hinckley Visitors Guide

**BACKGROUND:** While attending a Chamber meeting, it was reported that the City was sent a bill for our half of the ad in the Hinckley Visitors Guide. Upon returning to City Hall, I checked with staff and found that the City Council approved contributing up to \$600 towards the 2017 Hinckley Visitor’s Guide. We have not been approached for the 2018 Guide, which has already been produced.

Chamber Director Rose Spencer will attend the meeting to discuss the matter.

**ATTACHMENTS** Sandstone layout for the 2018 Visitor’s Guide

**STAFF RECOMMENDATION:** Review and discuss

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



# SANDSTONE

GPS: 46-078589 N  
092-528059 W

## Schedule of Events

### February 10

Dinner at the Lake,  
Audubon Center of the  
North Woods

### February 16-19

President's Day Weekend  
Winter Family Weekend,  
Audubon Center of the  
North Woods

### March 18

Maple Syrup Day,  
Audubon Center of the  
North Woods

### April 14

Dinner at the Lake,  
Audubon Center of the  
North Woods

### May TBD

Paddle Fest

### May 4-6

Women's Wellness &  
Adventure Weekend,  
Audubon Center of the  
North Woods

### June 16

Dinner at the Lake,  
Audubon Center of the  
North Woods

### June 24-28

Rock Ropes, & Rafts Summer Camp,  
Audubon Center of the  
North Woods

### July 8-13

Ways of Wildlife Summer Camp,  
Audubon Center of the  
North Woods

### July 15

City-wide Garage Sales

### July 22-27

Outdoor Explorations  
Summer Camp,  
Audubon Center of the  
North Woods

### August 10-11

Quarry Days Celebration

### August 15

Rally for the Cure Tournament

### October 5-7

Women's Wellness &  
Adventure Weekend,  
Audubon Center of the  
North Woods

### December TBD

Ice Fest

### December 29

Dinner at the Lake,  
Audubon Center of the  
North Woods

Conveniently located halfway between Minneapolis and Duluth, Sandstone invites you to come explore our quarry waterways and experience our beauty and relaxed atmosphere.

Ashkooaning is Ojibwe for "At the quarrying place" and the name given to Sandstone, due to the quarry located at the edge of the city. Steeped in history and natural wonders, Sandstone is a year-round destination for hikers, ice climbers, kayakers and outdoor enthusiasts of all kinds.



Carving a path through layers of sandstone, the Wild and Scenic designated Kettle River has shaped the area's landscape for thousands of years. The river set the stage for the town to be built up around a quarry that now serves as a spectacular rock and ice climbing destination in Robinson Park. The river also offers some of the best whitewater paddling in the Midwest, as well as plenty of quiet stretches for those who prefer to fish and relax. Five minutes north, Banning State Park offers camping, hiking and

cross-country ski trails. Five minutes west, the Willard Munger State Trail is ideal for bicycling and snowmobiling. The Audubon Center of the Northwoods specializes in environmental education programs and offers lodging and a retreat center.

Forgot to bring some of the basics? Local merchants have all the necessities, from groceries to grills to hardware supplies, along with unique gifts and excellent dining options, all served up with a healthy portion of "Minnesota nice."



**Sandstone Area  
Chamber of Commerce**

PO Box 23  
Sandstone, MN 55072  
[www.sandstonechamber.org](http://www.sandstonechamber.org)

**SANDSTONE  
AREA  
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[www.hinckleymn.com](http://www.hinckleymn.com) • Hinckley Convention & Visitors Bureau • 1-800-952-4282

11 MILES NORTH OF HINCKLEY



# Sandstone

Something for Everyone



- March 31 Easter Egg Hunt
- May 2018 TBD Kettle River Paddle Fest
- July 14 City Wide Garage Sale
- August 10-11 Quarry Days
- Dec 2018 TBD Ice Fest



- » Banning State Park
- » Wild and Scenic Kettle River
- » Robinson Park
- » Willard Munger Trail
- » Unique Shopping and Dining Destinations
- » 9 Hole Public Golf Course
- » Outdoor Recreation
- » Bowling Center
- » New Medical Campus



Sandstone Area Chamber of Commerce  
 PO Box 23  
 Sandstone, MN 55072  
[www.sandstonechamber.org](http://www.sandstonechamber.org)

City of Sandstone Website • [www.sandstone.govoffice.com](http://www.sandstone.govoffice.com)



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

**TO: Mayor and City Council**  
**FROM: Kathy George, City Administrator**  
**DATE: May 2, 2018**  
**SUBJECT: River Bluff Street Reconstruction Project – Award Bid**

**BACKGROUND:** In 2016, the City worked with SEH to conduct an area Inflow & Infiltration study. Two areas were involved: (1) north and west of the lift station serving Park and River Bluff Avenues and (2) Pine Avenue south of TH 123. They were able to capture two rain events during the study period and concluded that a spike occurred which was equal to 8 times the normal flow from the Park and River Bluff areas. Staff had reported having sanitary sewer and water main concerns with this area. After reviewing televising logs for sanitary sewer, several root and joint issues were revealed, along with a few protruding taps and two segments of main with sections of missing pipe. The City Council had determined that this project was a high priority.

Bid opening occurred on April 10<sup>th</sup>. 4 bids were received. See attached letter from Greg Anderson, SEH.

As you will see, the low bid was received from MPJ Enterprises in the amount of \$447,976.40. The project involves street, storm sewer, sanitary sewer and water main. The project breaks down as follows:

	<u>Construction</u>	<u>%</u>	<u>Fund Balance</u>
Streets	186,572.65	41.7	270,232
Sanitary Sewer	108,534.95	24.2	329,633
Water main	118,471.70	26.4	234,722
Storm sewer	34,397.10	7.7	176,564

**ATTACHMENT(S)** Letter from SEH Engineer Greg Anderson

**STAFF RECOMMENDATION** Award contract to MPJ Enterprises in the amount of \$447,976.40, to be paid for with available funds from each respective fund.



Building a Better World  
for All of Us®

April 10, 2018

RE: Sandstone, MN  
River Bluff Street Reconstruction  
SEH No. SANST 143708

Kathy George, City Administrator  
City of Sandstone  
119 4th Street  
Sandstone, MN 55072

On Tuesday, April 10, 2018, at 10:00 a.m., four (4) bids were received for the above-referenced project. The bids ranged from a high of \$597,723.70 to a low of \$447,976.40. The low bid was submitted by MPJ Enterprises, of Sandstone, MN.

	Contractor	Total Bid
1	MPJ Enterprises	\$447,976.40
2	Kuechle Underground Inc.	\$465,161.67
3	Casper Construction Inc.	\$514,900.00
4	Ulland Brothers, Inc.	\$597,723.70
	Engineer's Estimate	\$487,086.00

In reliance on our experience with MPJ Enterprises and/or materials and information provided by the contractor, we have determined that they have a sufficient understanding of the project and equipment to perform the construction for which it bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, we recommend the project be awarded to MPJ Enterprises in the amount of \$447,976.40, which compares favorably with the engineer's estimate shown above.

Once the contract is awarded, we will set up a pre-construction meeting with the contractor, city and private utilities. That will likely occur in mid May. As we discussed with the council previously, a public/resident open house will be held after the pre-construction meeting but before construction takes place to provide residents with the contractor's schedule, contact information during construction and answer any construction related questions the residents may have.

We have also broken out the contractor's bid into the project components. The table below shows the construction costs related to each project component:

- Streets..... \$186,572.65
- Sanitary sewer ..... \$108,534.95
- Water main..... \$118,471.70
- Storm sewer..... \$34,397.10

Sincerely,

Greg Anderson, PE  
Project Manager  
ah

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

**TO: Mayor and City Council**  
**FROM: Kathy George, City Administrator**  
**DATE: May 2, 2018**  
**SUBJECT: River Bluff Street Reconstruction Project – SEH Agreement for Construction Observation, Administration, and Staking**

**BACKGROUND:** Engineer Greg Anderson has submitted a proposal for construction observation, construction administration, and staking services for the River Bluff Street Reconstruction project. Construction Observation and Administration are proposed for \$28,000. Construction staking is proposed for \$6,400. Work will be billed on an hourly basis plus cost of reimbursable expenses, not to exceed \$34,400 without prior authorization.

The City previously approved a proposal with SEH for this project. The scope of this work included a feasibility report, final design, preparation of construction documents, and bidding services for a total compensation not to exceed \$34,500. The task of Feasibility Report, budgeted for \$8,200, was not performed since it was determined that the project would not be assessed to the property owners. As of the April billing for this work (through March 31<sup>st</sup>), the City has paid SEH a total of \$26,300 (\$34,500 less the \$8,200 for a Feasibility Report). There should be no further billings on this portion of the project.

**ATTACHMENT(S)** Proposal for Construction Observation, Administration, and Staking

**STAFF RECOMMENDATION** Review and discuss.



Building a Better World  
for All of Us®

April 25, 2018

RE: City of Sandstone, Minnesota  
River Bluff Avenue and 4th Street  
Reconstruction  
SEH No. SANST 143708 14.00

Ms. Kathy George  
City Administrator  
City of Sandstone  
119 4th Street  
Sandstone, MN 55072

Dear Ms. George:

Thank you for the opportunity to submit this proposal for providing engineering services related to the street and utility improvements in River Bluff Avenue and 4th Street. This letter serves as our understanding of the project scope and schedule. Our scope of work includes the construction observation, construction administration and field staking services.

#### **PROJECT BACKGROUND**

This project was designed and bid over the past winter and spring. The low bidder is MJB Enterprises. It is anticipated that the contract will be awarded to MJB Enterprises by the City Council at their regular meeting on Wednesday, May 2<sup>nd</sup>. The project will include a full reconstruction of the streets, sanitary sewer, water main, and storm sewer on the project streets. Construction is anticipated to begin in early June.

The work program for providing engineering services is generally described as follows:

#### **SCOPE OF WORK**

1. Provide construction administration and construction staking as needed during the construction of the improvements.
2. Provide daily on-site construction observation services during the construction of the improvements. The construction schedule is currently estimated to take approximately 8-10 weeks. We have estimated the on-site observation time at 200 hours. The on-site observation will be billed on an hourly basis and may be impacted by forces beyond our control, such as the weather, contractor's schedule and how efficiently he prosecutes his work. We will provide the City updates on the project's progress and how the observation budget estimate is tracking.
3. Coordinate material testing services with an outside consultant. The City will be invoiced for these services by the testing consultant directly.
4. Prepare "as-built", construction drawings of the improvements in hard copy and electronic AutoCAD format.

#### **SCHEDULE**

As stated above construction is anticipated to begin in early June. A pre-construction conference as well as a neighborhood meeting with the residents will be scheduled once the project is awarded.

Ms. Kathy George  
April 25, 2018  
Page 2

If there are delays in the Project that are beyond our control, the City agrees to grant additional time and compensation to complete the services.

**COMPENSATION**

Compensation for the services identified in the scope of work will be made on an hourly basis plus cost of reimbursable expenses. Total compensation will not exceed \$34,400 without prior authorization. The estimated breakdown of the task budgets is generally described below:

Task	Budget
Construction Observation and Administration	\$28,000
Construction Staking	\$6,400
<b>Total Compensation</b>	<b>\$34,400</b>

**REMARKS**

You agree to furnish us with full information as to your requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing information and data that we will need to perform our services.

We will also furnish such Additional Services as you may request or as required.

This Letter Proposal represents the entire understanding between The City of Sandstone (The Owner) and Short Elliott Hendrickson Inc. (The Consultant) in respect of the Project outlined above. If it satisfactorily sets forth your understanding of our Agreement, please sign the attached Agreement and return it to me.

SEH appreciates the opportunity to serve the City of Sandstone. We look forward to working with the City to complete this upcoming project. Please contact me directly at 651.490.2172 should you questions or requests for additional information.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Greg Anderson, PE  
City Engineer

ah  
s:\pf\saans\143708\1-gen\14-con\river bluff construction services ltr 2018 4 025.docx

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018

CITY OF SANDSTONE, MINNESOTA

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**TO: Mayor and City Council**  
**FROM: Kathy George, City Administrator**  
**DATE: May 2, 2018**  
**SUBJECT: Fire Hall / City Hall – Building Improvements**

**BACKGROUND:** Staff has been looking into building concerns at the Fire Hall and at City Hall, with the thought of realizing some cost benefits if the two buildings are addressed at the same time. Proposals were sought from four different firms for design, bidding, and construction administration for the following scope of work:

Fire Hall: replace damaged exterior building materials and mitigate interior humidity issues, including:

- Replace exterior windows and man doors
- Selective exterior masonry repair and tuck-pointing
- Replace exterior masonry wall paint finishes
- Add wall furring and insulation to the interior face of exterior walls in office area
- Add new makeup air system and dehumidification units for the apparatus bay
- Add CO/NO<sub>2</sub> gas detection system for apparatus bay
- Add condensing unit to existing forced air furnace serving the office portion of the building

City Hall: provide more efficient and controllable HVAC system, including:

- Replace existing hot water boilers with high-efficiency units
- Replace existing fin-tube radiators and piping to provide units properly sized for each room and 3-way valves to provide individual control
- Add motorized dampers in existing ductwork to allow each room to control quantity of condition (cooled) air being delivered
- Replace HVAC controls systems
- Restore building walls, ceiling, and floor finishes after improvements are complete

All 4 companies sent representatives to City Hall and the Fire Hall and staff reviewed both buildings / projects with each representative. Each company was also asked for a preliminary estimate for the construction/implementation of each project. For City Hall, estimates range from \$207,000 to \$395,000. For the Fire Hall, estimates range from \$120,000 to \$224,000.

Proposals were received as follows:

<b>Engineer</b>	<b>City Hall</b>	<b>Fire Hall</b>	<b>Total</b>
LHB	31,603	17,905	49,508
SEH	52,400	19,800	64,500
Karges			58,800
Siemens	Incompatible	Incompatible	Incompatible

Staff has also looked into options for financing the projects. MN Rural Water Association works through the GO Bonding authority to offer a MIDI Loan Program. Benefits of going this route include quick turnaround, flexible prepayment options, low issuance costs (no underwriter, paying agent, or rating agency), with payments similar to an A-rated bond issue. Payments on a 10-year loan would be approximately:

City Hall - \$315,000 loan - \$38,600 annual payment  
 Fire Hall - \$210,000 loan - \$25,700 annual payment

Staff would like to move ahead with the design of these projects, working with LHB. In order to take advantage of any cost savings that could be realized by undertaking the projects at the same time – same bid package, one contractor – it is not possible for the actual work to occur in 2018. More likely, the design details could be worked out in 2018 with the project bid in early 2019 for 2019 construction/implementation. Costs for each building can be kept separate, since the funding would come from different funds.

For the design services, the expense for the Fire Hall could come from the Fire Cap & Bldg Reserve Cash line item (current balance of \$67,712); the City Hall expense could come from the General Fund Cap & Bldg City Reserve Cash line item (current balance of \$99,497).

Staff has recently been told that the backup generator at the Fire Hall needs to be replaced. The expense of a generator could be anywhere from \$75,000 to \$125,000. Staff would like to have a qualified and experienced technician look at the generator and provide more detailed information. A decision can be made at that time regarding how best to proceed with the generator (fix it, replace it, more exact cost estimate, add it to this Fire Hall project, handle it separately, etc.).

ATTACHMENT(S)

Proposal from LHB

STAFF  
 RECOMMENDATION

Accept proposal from LHB; move ahead with design for the Fire Hall and the City Hall projects.



PERFORMANCE  
DRIVEN DESIGN.  
LHBcorp.com

March 29, 2018

Kathy George  
City of Sandstone  
119 Fourth Street  
PO Box 641  
Sandstone, Minnesota 55072-0641

## **SANDSTONE CITY HALL AND FIRE HALL REPAIRS AND IMPROVEMENTS PROPOSAL FOR SERVICES**

Dear Kathy,

LHB is pleased to propose the following services to the City of Sandstone:

### **PROJECT UNDERSTANDING**

#### **City Hall:**

The Owner is experiencing poor distribution of heat; some rooms are too hot while others are too cold. There is a very basic building controls system and the boilers appear to be at the end of their useful life. There is some cooling via a roof top unit. Individual control of heat and cooling to leased office spaces in the building is requested.

#### **Fire Hall:**

The Owner is experiencing concrete masonry wall unit problems of cracking, joint failure, and paint failure as well as rusting hollow metal doors, frames, and windows. The interior is subject to high humidity in the warmer months of the year. The exterior walls have been insulated in the apparatus bay, but not in the office support area.

### **SCOPE OF SERVICES**

#### **City Hall:**

LHB will prepare Construction Documents (Drawings and specification) for competitive bidding to achieve the objectives of individual room control of heating and cooling:

- Replacing the existing hot water boilers with high-efficiency units;
- Replacing fin-tube radiators and piping to provide units properly sized for each room and 3-way valves to provide individual control at each unit;
- Adding motorized dampers in existing ductwork to allow each room to control quantity of condition (cooled) air being delivered;
- Replacing HVAC control systems;
- Restoring walls, ceiling and floor finishes after improvements are complete.

**Fire Hall:**

LHB will prepare Construction Documents (Drawings and specification) to achieve the objectives of humidity control, gas detection, office support area exterior wall insulation, exterior window and door replacement and masonry repair:

- Replacing exterior windows and man doors;
- Some exterior masonry repair and tuck-pointing;
- Replacing exterior masonry wall paint finishes;
- Adding wall furring and insulation to interior face of exterior walls in the office area;
- Adding a new makeup air system and dehumidification units for the apparatus bay;
- Adding a CO/NO2 gas detection system for the apparatus bay;
- Adding a condensing unit to the existing forced air furnace serving the office portion of the building.

Understanding that this is the current thought regarding repairs and improvements, LHB will review the objectives and offer solutions based upon our professional opinion and recommendations.

**ASSUMPTIONS**

- Existing drawings of the Fire Hall and City Hall will be provided.
- No investigation of hazardous materials is proposed nor included in this fee. Any review or investigation of hazardous materials will be by Owner.
- The two projects will be one contract and bid together.
- Construction Administration site visits will be four (4) in total.
- Bidding documents will be made available digitally to Contractors.

**PROPOSED FEE**

Compensation for the services described in this proposal shall be for a stipulated sum of Forty-Nine Thousand Five-Hundred Eight Dollars (\$49,508) including reimbursable expenses.

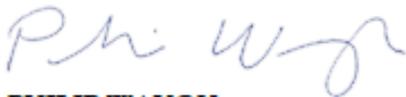
**TERMS AND CONDITIONS**

We look forward to assisting you with improving working conditions in both buildings. If we have misunderstood any of your project requirements, we can modify our proposal at your direction. Upon your approval of this proposal, LHB will prepare an agreement consistent with the terms and conditions of this proposal letter.

We have attached a description of LHB, Mike and Phil's resumes, and a few examples of our related experience.

Please contact Philip Waugh at 612-752-6927 with any questions.

LHB



PHILIP WAUGH  
PROJECT MANAGER



MICHAEL A. FISCHER  
PRINCIPAL

c: LHB File # 180189

Attachments: Reimbursable Expenses dated March 26, 2018  
Firm Description, Resumes, Project Examples



## REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to compensation for the Engineer/Architect services and include expenses incurred by LHB employees and consultants directly related to the Project. Items include, but are not limited to:

Travel-Automobile:	Current IRS Rate
Meals & Lodging:	Cost
Fee Paid for Regulatory Review and Approvals:	Cost
Postage & Handling:	Cost
Copies:	\$0.15 each face
Regular Bond Plots	\$2.00 each
Color Plots	\$10.00 each
Construction Documents for Construction:	Cost
Renderings and Models:	Cost
Excess Project Insurance (if requested by Owner):	Cost
Global Positioning System (GPS)	\$150/day
Total Station	\$46/day
Underground Utility Locator	\$25/day

The reimbursable expenses are current as of the date of issue shown below. Rates are subject to adjustment for market conditions without specific notification.

**Sandstone Fire Relief Fund  
April 1, 2018**

			1-Jan-18 Balance	1-Apr-18 Balance
<b>General Fund</b>				
	Savings	Northview 30000954	\$0.03	\$0.03
	Checking	Northview 1048743	\$5,883.28	\$5,844.01
	Savings	MCCU 202352 A	\$8.25	\$8.25
	<b>Total</b>		<u>\$5,891.56</u>	<u>\$5,852.29</u>
<b>Special Fund</b>			1-Jan-17	1-Oct-17
	Checking	Northview 90000664	\$30,805.24	\$12,292.25
	Certificates	Northview	\$22,419.71	\$22,419.71
	Portfolio	SEI 11586	\$168,502.86	\$181,534.75
	Certificates	MCCU 202352 N	\$26,217.53	\$26,320.35
	State Board		\$12,490.20	\$12,385.92
			<u>\$260,435.54</u>	<u>\$254,952.98</u>
<b>Total</b>			<b>\$266,327.10</b>	<b>\$260,805.27</b>
	<b>Tax refund</b>		<b>\$ 7,929.99</b>	<b>\$7,929.99</b>
	<b>State Matching</b>			
<b>Total Value</b>			<u><b>\$274,257.09</b></u>	<u><b>\$268,735.26</b></u>

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

**TO: Mayor and City Council**  
**FROM: Kathy George, City Administrator**  
**DATE: May 2, 2018**  
**SUBJECT: Fire Department Purchases**

**BACKGROUND:** Staff met with Fire Chief Spartz, Assistant Fire Chief Degerstrom, and Fire Captain Eberhardt to discuss the needs of the Fire Department. The following items are being presented for purchase in 2018:

(3) sets of turn out gear	\$ 9,000
(4) overhead garage doors	\$12,000
Tanker / Chassis upgrade	\$30,000

The Department plans to purchase 3 sets of turn out gear each year as they work to replace obsolete gear. This expense would come from the Fire Equipment Reserve Cash line item (current balance \$192,313.98).

Last year, the Department replaced one overhead door; however, the remaining 4 need to be replaced. This expense would come from the Fire Cap & Bldg Reserve Cash line item (current balance of \$67,712 - \$17,905 *Fire Hall design previously discussed* = 49,807).

The Department is working to replace the 1999 Freightliner FL70 Tanker. They have an opportunity to purchase a chassis from surplus property for \$5,000. It will need to be stretched, painted, and have lights added, bringing the total cost to \$30,000. It will take another \$50,000 to complete the project, which they hope to do in the year 2020. This expense would come from the Fire Equipment Reserve Cash line item (current balance \$192,313.98).

The Department is also working to replace the 1996 Freightliner Pumper truck, possibly with a ladder truck. They plan to hire a consultant to submit a FEMA grant application. They would also like to submit a FEMA grant application to purchase 13 air packs and 30 composite tanks.

**STAFF RECOMMENDATION** Approve purchase of (3) sets of turn out gear, (4) overhead garage doors, and upgrade of tanker/chassis as noted above.

Approve hiring a grant writer to work on FEMA grant applications as stated.

**CITY OF SANDSTONE  
PLANNING COMMISSION  
April 11, 2018**

**CALL TO ORDER**

Members present: Steve Palmer, Andrew Spartz, Randy Riley, Cassie Gaede, Reese Frederickson, Rene Stadin  
Members absent: None  
Staff present: Council Liaison Peter Spartz, Administrator Kathy George  
Others: County Commissioner Matt Ludwig, County Engineer Mark LeBrun

Chair Riley called the meeting to order at 7:05 p.m.

**AGENDA – Motion Palmer, second Gaede, to approve the Agenda as presented. Motion passed 6-0.**

**MINUTES – Motion Palmer, second Spartz, to approve the minutes from the March 14, 2018 Regular Planning Commission Meeting. Motion passed 6-0.**

**PUBLIC HEARINGS:**

- A. Conditional Use Permit – Pine County Government Center - The City received an application for a Conditional Use Permit (CUP) from Pine County for the construction of a new 12,000 square foot office building on their site, 1610 State Highway 23 North. The property is currently zoned Large Lot Rural. The Future Land Use Map shows it's proposed zoning to be Industrial. Neither wetlands nor floodplains are of concern.

Required setbacks: Front 40'; Rear 30'; Side 15'

Public administrative facilities are allowed in the Large Lot Rural District with a CUP. Administrator George stated that although this property has been used for public administrative facilities, there had never been a CUP process.

A notice of the Public Hearing was published in the 3/22, 3/29 and 4/5 editions of the *Pine County Courier*. The notice was also mailed to all property owners located within 350 feet of the subject property. No comments from the public have been received.

Building Inspector Richard Drotning has reviewed the application and accompanying documents and made the following observations:

- (1) *Parcels 45.0056.000 and 45.5530.000 need to be combined to meet property line setback distance for zoning, building, and Fire codes.*
- (2) *Exterior lighting is needed on the building and for the parking lot.*

City Engineer Greg Anderson reviewed the application and accompanying documents and made the following comments:

*We've taken a look at the plans for the new county building. It appears that most of the site will be utilizing an already impervious area (a building used to be on this site and the new parking lots largely already exist). Therefore, there is only a small amount of new impervious surface being created and it doesn't meet the threshold for treatment per MPCA. It also appears that most of the site drains to other areas of county owned land and doesn't impact other parcels.*

*We would recommend the site utilize silt fence and biorolls installed to control runoff during construction.*

*We would agree with the County Engineer's site drainage and runoff assessment in their CUP application letter dated 3/15/18.*

Chair Riley opened the Public Hearing and asked for comments from the public. County Engineer LeBrun stated that the County has been discussing various buildings for many years, looking to improve safety, functionality, and efficiency. He stated that this site has been used by the County since 1959 as a Public Works maintenance facility, with the later addition of office space. LeBrun stated that the County has never received any complaints from neighbors. There are approximately 50 employees on the property. The proposed new building will house the Health & Human Services staff and the Veterans Services staff. The existing building will house the Soil and Water Conservation District, the Land Department, and the Sheriff's Department who are currently located in the John Wright Building, which will likely be offered for sale. If it doesn't sell, the County may try to repurpose it. LeBrun stated that mold issues have been dealt with, but the building did not function well due to changes in requirements for confidentiality, safety, privacy, etc.

LeBrun stated that the County has looked at other sites for the placement of the proposed building; however, the proposed location is the best option. He stated that Sandstone is centrally-located in the County and is one of the bigger cities. The building and the employees will be an asset to the community. The County plans to better organize the existing uses on the property. The new building will have a brick exterior with some glass portions and can be used as a backup emergency operations center. The building will be sprinkled. There will be sidewalk and lighting all around the building. There will be a meeting room that can seat up to 100 people. The County's Planning Commission will meet there on a monthly basis. The County Board will hold one meeting there each month as well.

Parking was discussed. This has been a problem in the past, with not enough parking available to accommodate large meetings. LeBrun stated that employees will park on the east side of the new building. The County is working with MN DOT on the possibility of adding another entrance onto the property, which could mean that the Sheriff vehicles would park on the north side of the existing HHS building. There are currently 50 parking spots on the property. When this project is finished, there will be 79 parking spots.

LeBrun stated that the County plans to start advertising for bids next week, with bid opening on May 15<sup>th</sup>. He realizes that the Planning Commission's recommendation will go to the Council at their May 2<sup>nd</sup> meeting for final action. With no further comments offered from the public, **motion by Spartz, second by Palmer, to close the Public Hearing. Motion passed 6-0.**

Commissioners made the following findings:

1. The use **will not** create an excessive burden on existing parks, schools, streets and other public facilities that serve or are proposed to serve the area.
2. The use **is** sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not depreciate in value and there will be no deterrence to development of vacant land.
3. The structure and site appearance **will not** have an adverse effect upon adjacent residential properties.
4. The use **is**, in the opinion of the Planning Commission, reasonably related to the overall needs of the city and to the existing land use.
5. The use **is** consistent with the purposes of the zoning ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.
6. The use **is not** in conflict with the comprehensive plan.
7. The use **will not** cause traffic hazards or congestion.
8. Adequate utilities, access roads, drainage, and necessary facilities **are** being provided.

Commissioners stated that the proposed building will be a nice addition to the property. Commissioner Frederickson stated that he is abstaining from the discussion because, as the County Attorney, he represents the County on all legal matters.

**Motion Spartz, second Palmer, to recommend the City Council approve the Conditional Use Permit for Pine County to construct a new 12,000 square foot building at 1610 State Highway 23 North with the following conditions:**

- (a) **Lots 45.0056.000 and 45.5530.000 must be combined; and**
- (b) **There must be adequate exterior lighting on the building and for the parking lot.**

**Motion passed 5-0 with Frederickson abstaining.** This recommendation will be taken to the May 2<sup>nd</sup> Council Meeting for final action.

#### **OLD & CONTINUING BUSINESS:**

- A. Zoning Ordinance Update – Last month, the Planning Commission discussed the Traditional Residential District. There were a couple of follow up items:
  - (1) Commissioners had decided to add Air B&B's and Small Engine & Related Equipment Repair as Interim Uses in this District. Staff is researching appropriate language and will bring that back to the Commission for review.
  - (2) Commissioners questioned the minimum residential living space for duplex housing units, which is currently 1,300 sf. The concern was that each unit's living space would only be 650 sf. Preference was stated to be closer to the 900 sf minimum for single family residences.

Staff looked at the minimum required in some other communities:

Pine City just has one requirement for all dwellings: they must be at least 18 feet wide and at least 30 feet long, for a total sf of 540.

Hinckley has a minimum of 860 for a 3-bedroom; 720 for a 2-bedroom; and 600 for a 1-bedroom.

Lindstrom has a minimum of 840 per dwelling unit.

Underwood has a minimum floor area of 900 sf for all single and two-family dwellings.

Staff recommends the Planning Commission consider: “Minimum residential living space for single family and two-family residences: 900 square feet”. Commissioners agreed but added “900 square feet **per unit**”.

The Planning Commission reviewed and discussed the Historic Downtown District, which is defined in the Comprehensive Plan as follows:

*The downtown core district provides an area which encourages the historic patterns of development and buildings of the downtown. Recognizable features of this area include zero-lot line development and single-story retail, as well as historic architectural design and iconic landmarks and businesses. The presence of Train Park and the railroad as well as “the Rock” (old school) building all add to the sense of place in the downtown district. Preservation of the historic buildings is encouraged with similar and compatible design elements to be used for infill in the district. This core area is envisioned as a traditional main street business corridor with some mixed-use as the need for higher density residential evolves. Uses in this District should maintain the traditional feel of this central commercial area; and should encourage visibility of historic features while also allowing for redevelopment or rehabilitation of vacant and underutilized sites. Residential apartments should be encouraged above the first-floor businesses.*

This District takes the place of CBD Central Business District (B-1) in the current City Code:

515.19. Central business district (B-1). Subdivision 1. Purpose. This district is designed as a specialized district directed to serve pedestrians in a compact central area of the city. This district allows high-density shopping and business stressing the pedestrian and interaction of people and businesses rather than being heavily oriented toward the use of the automobile.

Current Permitted uses.

a) Commercial businesses offering goods or services to the public, including:

- Retail establishments such as groceries, bakery, department stores, hardware stores, drugs, clothing, and furniture stores
- Personal services such as laundry, barber, shoe repair and photography studios
- Eating establishments including restaurants, cafes, supper clubs
- Professional services such as medical, dental, chiropractors, architects, and attorney offices
- Repair services such as jewelry, radio, and television repair shops
- Banks, finance, insurance, and real estate services
- Entertainment and amusement services such as theatres, bowling alleys, art galleries, and similar uses

- b) Public and non-profit owned buildings such as post offices, government buildings and similar uses.
- c) Private clubs.
- d) Parking lots, garages, bus depots. **Commissioners determined to move “Parking lots” and “garages” under Current Accessory Uses; and to move “bus depots” under Current Conditional Uses.**
- e) Essential services.
- f) Lumber yards. **Commissioners decided to remove “Lumber yards” from the Historic Downtown District.**
- g) On and off sale liquor establishments.

Current Accessory uses.

- a) Unheated buildings and structures for a use accessory to the principal use but such use or structure may not exceed 30% of the gross floor space of the principal use.
- b) Off-street parking as regulated by this section but not including semi-trailer trucks. **Commissioners would like to see “storage pods” allowed on a temporary, time-limited basis. Staff will research appropriate language and bring it back for discussion.**
- c) Off-street loading.
- d) Signs subject to regulations in section 415.

Current Conditional uses.

- a) Apartments provided they are located above the first floor.
- b) Auto sales and services, auto repair excluding auto body shops. **Commissioners determined that these uses are more appropriate for the Highway Mixed Use District.**
- c) Light industry, such as printing, that requires direct contact with the public. **Commissioners determined that these uses are not appropriate for the Historic Downtown District.**
- d) Wholesaling. **Commissioners determined that this use is not appropriate for the Historic Downtown District.**
- e) Towers for amateur radio operators and towers/antenna on churches, governmental buildings and schools (see section 517). **Commissioners questioned whether this is necessary, since these are regulated by City Code 517. Staff will do some research and report back to the Commission.**
- f) Adult establishments (see section 1165). **Commissioners determined that this use is not appropriate for the Historic Downtown District.**

**Additional uses discussed include day care centers, churches, and pawn shops. Day care centers**

can be appropriate, depending on the property. They could be considered under Conditional Uses. It is thought that churches have to be allowed; staff will research this further and report back to the Commission. Pawn shops are an appropriate use in the Historic Downtown District. Many communities have adopted additional regulations for pawn shops; staff will bring this information back to the Commission as well.

Current Performance standards.

- a) Minimum lot size: No requirement
- b) Front, side and rear yard requirements: A permitted or conditional use including accessory uses in the B-1 District must have a rear yard of not less than ten (10) feet when such use is abutting any alley, or ten (10) feet on any side facing an alley, which yard may be used only for access to the use or for landscaping purposes.

Commissioners discussed where the logical divide would be between the Historic Downtown District and the Highway Mixed Use District. Specifically, whether the west side of Main Street / Highway 23 should be Historic Downtown District or Highway Mixed Use District. Commissioners and Staff will take a closer look at this area between now and the next Planning Commission meeting. The Highway Mixed Use District will be discussed in more detail at the next meeting as well.

#### **NEW BUSINESS:**

- A. Whole Community Disaster Planning – Administrator George reported that she, Commissioner Steve Palmer, and Council Member Val Palmer recently attended a Whole Community Long-Term Recovery from Disaster Workshop offered by the Initiative Foundation. The purpose of the workshop was to prepare local community leaders to lead their communities through long-term recovery from disasters, both natural and manmade. Long-term recovery is the term used to describe the efforts that need to occur after all the emergency response people have left the disaster area.

This workshop was basically an introduction to the concept. The next step is for the community to set up a core team of 6-10 key individuals who will go through training together. Some more likely disasters for this area include tornadoes or storms with high winds, that type of thing. There is no cost for the training.

The initial team orientation training is 7 hours and can be conducted on a Saturday. However, it must occur prior to June 30<sup>th</sup>. The Administrator suggested the Planning Commission would make a good core group to take advantage of this opportunity, pulling in perhaps Council Members Devlin and Franklin, and EDA Member LaBounty. Commissioner Palmer suggested a chaplain also be on the team. Commissioners Palmer, Gaede, Riley and Frederickson all expressed interest in participating. Separate correspondence will be sent out to each person in an attempt to schedule a date for the training that will work for most.

**OTHER:** None

**ADJOURN: Motion Spartz, second Gaede, to adjourn. Motion passed 6-0. Time 8:45 p.m.**

Respectfully Submitted,

Kathy George, City Administrator

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

**TO: Mayor and City Council**  
**FROM: Kathy George, City Administrator**  
**DATE: May 2, 2018**  
**SUBJECT: Conditional Use Permit – Pine County Government Center**

**BACKGROUND:** The City received an application for a Conditional Use Permit (CUP) from Pine County for the construction of a new 12,000 square foot office building on their site, 1610 State Highway 23 North. The property is currently zoned Large Lot Rural. The Future Land Use Map shows its proposed zoning to be Industrial. Neither wetlands nor floodplains are of concern.

Required setbacks: Front 40'; Rear 30'; Side 15'

Public administrative facilities are allowed in the Large Lot Rural District with a CUP. Although this property has been used for public administrative facilities, there had never been a CUP process.

A notice of the Public Hearing was published in the 3/22, 3/29 and 4/5 editions of the *Pine County Courier*. The notice was also mailed to all property owners located within 350 feet of the subject property. No comments from the public have been received.

Building Inspector Richard Drotning has reviewed the application and accompanying documents and made the following observations:

- (1) Parcels 45.0056.000 and 45.5530.000 need to be combined to meet property line setback distance for zoning, building, and Fire codes.
- (2) Exterior lighting is needed on the building and for the parking lot.

City Engineer Greg Anderson reviewed the application and accompanying documents and made the following comments:

*We've taken a look at the plans for the new county building. It appears that most of the site will be utilizing an already impervious area (a building used to be on this site and the*

*new parking lots largely already exist). Therefore, there is only a small amount of new impervious surface being created and it doesn't not meet the threshold for treatment per MPCA. It also appears that most of the site drains to other areas of county owned land and doesn't impact other parcels.*

*We would recommend the site utilize silt fence and biorolls installed to control runoff during construction.*

*We would agree with the County Engineer's site drainage and runoff assessment in their CUP application letter dated 3/15/18.*

The Planning Commission held the Public Hearing on April 11<sup>th</sup>, Commissioners made the following findings:

1. The use **will not** create an excessive burden on existing parks, schools, streets and other public facilities that serve or are proposed to serve the area.
2. The use **is** sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not depreciate in value and there will be no deterrence to development of vacant land.
3. The structure and site appearance **will not** have an adverse effect upon adjacent residential properties.
4. The use **is**, in the opinion of the Planning Commission, reasonably related to the overall needs of the city and to the existing land use.
5. The use **is** consistent with the purposes of the zoning ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.
6. The use **is not** in conflict with the comprehensive plan.
7. The use **will not** cause traffic hazards or congestion.
8. Adequate utilities, access roads, drainage, and necessary facilities **are** being provided.

ATTACHMENT(S)

Proposed Conditional Use Permit

STAFF  
RECOMMENDATION

**The Planning recommends the City Council approve the Conditional Use Permit for Pine County to construct a new 12,000 square foot building at 1610 State Highway 23 North based on the stated findings, with the following conditions:**

- (a) Lots 45.0056.000 and 45.5530.000 must be combined; and**
- (b) There must be adequate exterior lighting on the building and for the parking lot.**

(Reserved for Recording Data)

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CITY OF SANDSTONE  
PINE COUNTY, MINNESOTA

## CONDITIONAL USE PERMIT

1. **PERMIT.** Subject to the terms and conditions set forth herein, the City of Sandstone grants a conditional use permit to allow the following: Construction of a 12,000 square foot office building.
2. **GRANTEE:** Pine County, 635 Northridge Dr NW, Suite 240, Pine City, Minnesota 55063.
3. **PROPERTY.** The conditional use permit is for the following described property in the City of Sandstone, Pine County Minnesota,  
  
**Parcel ID # 45.0056.000 – See EXHIBIT A.**
4. **CONDITIONS.** The conditional use permit is issued subject to the following conditions:
  - a. **Parcels 45.0045.000 and 45.5530.000 must be combined to meet property line setback distance for zoning, building, and Fire codes; and**
  - b. **Exterior lighting is needed on the building and for the parking lot.**
5. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation of the terms of this permit.
6. **LAPSE.** If within one year of the issuance of this conditional use permit the allowed construction has not been completed, this permit shall lapse.



EXHIBIT A  
LEGAL DESCRIPTION

Combined legal description for former PID# 45.5529.000, PID# 45.0056.000 and PID# 45.5530.000  
April 16, 2018  
Drafted by Robin T. Mathews, Pine County Surveyor

All that part of Southwest quarter of the Northwest quarter of Section 10, Township 42 North, Range 20 West, of the Fourth Principal Meridian, Pine County Minnesota which lies to the East of the East line of formerly platted Lots 10, 11 and 12 of Block 38 Supplement To Sandstone Quarries of the records of the Office of the County Recorder, County of Pine. And which lies to the North of the North line of Tract 4 Registered Land Survey No. 2 of the records of the Office of the Registrar of Titles, County of Pine. And which lies to the West of the following described line "A":

Line "A" description: Beginning at the Northeast corner of Tract 4 Registered Land Survey No. 2 of the records of the Office of the Registrar of Titles, County of Pine, thence North, parallel with the West line of Lot "L" and parallel with the West line of said Southwest quarter of the Northwest quarter of Section 10, 150 feet to the North line of said Southwest quarter of the Northwest quarter of Section 10 and there said Line "A" terminates.

And

All that part of said Southwest quarter of the Northwest quarter of Section 10 which lies to the North of the South line of the lands described in Instrument Number 216095, Deed Book 105, Pages 549, of the Office of the County Recorder, County of Pine.

And

All that part of the South half of the Northwest quarter of the Northwest quarter of Section 10, Township 42 North, Range 20 West, of the Fourth Principal Meridian, Pine County Minnesota which lies to the South and which lies to the East of the lands described in Document Number 194916, Deed Book 131, Pages 295 and 296, of the Office of the County Recorder, County of Pine. And which lies to the South of the lands described in Instrument Number 145534, Deed Book 91, Page 18, of the Office of the County Recorder, County of Pine. And which lies East of the easterly right of way line of Minnesota State Trunk Highway Number 23.

And

All that part of Southwest quarter of the Northwest quarter of Section 10, Township 42 North, Range 20 West, of the Fourth Principal Meridian, Pine County Minnesota described as follows:  
That part of Lot "L" Supplement To Sandstone Quarries according to the plat thereof of the records of the Office of the County Recorder, County of Pine, said part of Lot "L" being formerly Lot 10, Lot 11 and Lot 12 of Block 38 Supplement To Sandstone Quarries and said part of Lot "L" also being formerly Lot 1, Lot 2 and Lot 3 of Block 39 Supplement To Sandstone Quarries and said part of Lot "L" also being vacated Elm Street Supplement To Sandstone Quarries adjacent to these formerly platted lots.

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

**TO:** City Council  
**FROM:** Kathy George, City Administrator  
**DATE:** May 2, 2018  
**SUBJECT:** Whole Community Disaster Planning

**BACKGROUND:** Planning Commissioner Steve Palmer, Council Member Val Palmer, and I attended a Whole Community Long-Term Recovery from Disaster Workshop offered by the Initiative Foundation. The purpose of the workshop was to prepare local community leaders to lead their communities through long-term recovery from disasters, both natural and manmade. Long-term recovery is the term used to describe the efforts that need to occur after all the emergency response people have left the disaster area.

This workshop was basically an introduction to the concept. The next step is for our community to set up a core team of 6-10 key individuals that will go through training together so that we are all better prepared should a disaster occur. Some more likely disasters for our area include tornadoes or storms with high winds, that type of thing. There is no cost for the training.

The initial team orientation training is 7 hours and can be conducted on a Saturday. However, it must occur prior to June 30<sup>th</sup>. **It has been determined that June 2<sup>nd</sup> will work for most participants.**

The core group includes: Steve Palmer, Val Palmer, Kathy George, Pete Spartz, Tim Franklin, Brandon Devlin, Cassie Gaede, Reese Frederickson, Randy Riley, Kris LaBounty, Pastor Kim Sturtz

**ATTACHMENTS:** Info re Phase 2 Opportunity  
Draft Agenda for the training day

**STAFF RECOMMENDATION:** Information only – the training day will be posted as a meeting since the majority of Council Members and Planning Commission Members will be present.



**Whole Community Long-Term Disaster Recovery Team Phase 2**  
**Updated 2/20/18**

**Desired Outcomes for the Program:**

- Establish a core group of 6-10 key organizations (individuals) that will gain a basic understanding of the Disaster Recovery Process and have the knowledge and resources in hand to be able to quickly expand to a full Whole Community Long-Term Disaster Recovery Team if a disaster happens.
- This group would be connected with the local Emergency Manager and at a minimum practice annually as part of a disaster response drill, turning their attention past the immediate disaster response addressed by others to the long-term recovery issues that would follow.

**Suggested Participants:**

1. Local Human services Non-Profit
2. Emergency Management
3. Health Care with an emphasis on mental/emotional health
4. Faith Community
5. Chamber or Business sector
6. Local or regional Community Foundation
7. Civic Clubs
8. School District
9. Higher education (if present in area)
10. Local financial Institutions
11. Local elected or appointed official

**Estimated time commitment for participants:**

- 7 hours initial team orientation
- 4 hours annual meeting and exercise to maintain

**Resources to be utilized for the training process:**

- MNVOAD Long Term Recovery Manual
- Whole Community Long-Term Recovery Worksheet
- Materials from Minnesota Homeland Security and Emergency Management
- Lessons Learned manual from Wadena Tornado Long Term Recovery Team
- Plans and Staff From Emergency Management
- Staff and Funds from the Initiative Foundation
- Initiative Foundation PPREP Disaster Workbook, Regional Resource section.
- Knowledge and experience of participating Organizations/Individuals

**Draft Training Agenda**

**8:00 am – 3:00 pm**

8:00 Welcome and Introductions

8:15 Desired Outcomes for the day

- Gain an understanding of likely Disasters
- Understand the Critical Incident Management process
- Understand Long Term Recovery Team Functions
- Adopt Mission Statement and Bylaws
- Review and Add to Recovery Resources
- Practice likely Disaster Scenarios
- Understand steps to maintain readiness

8:25 Why this work is important

8:35 What kind of Disasters are most likely in your area?

8:50 Overview of the Critical Incident Management process

9:10 Disasters and Long Term Recovery Overview

9:20 Break

9:30 Overview of major functions of a Long Term Recovery Team

- Donation Management
- Case Management/Coordination
- Fiscal management
- Volunteer management
- Crisis Counseling (Victims and Caregivers)
- Emotional/Spiritual Care
- Public Information/Education
- Construction/reconstruction Management

10:30 Long Term Recovery Team Mission statement review and adoption

11:00 Overview of Long Term Recovery Resources

- Federal
- State
- MNVOAD

11:30 Identifying Vulnerable Populations in your area

12:00 Lunch

#### Agenda (Continued)

12:45 Asset Mapping Exercise to identify local assets

1:30 Disaster response exercise

2:45 Discussion of next steps

- Annual review, participate in exercise with emphasis on recovery
- Maintaining the Long Term Recovery Team framework
- Set annual meeting date

3:00 Adjourn

**For more information or to arrange for a Whole Community Long-Term Recovery Team training contact:**

Dan Frank  
Program Manager for Disaster Preparedness  
Initiative Foundation  
Little Falls, MN 56345  
[Danfrank1952@gmail.com](mailto:Danfrank1952@gmail.com)  
218-820-1094



**PARK AND RECREATION COMMISSION**  
**MEETING MINUTES**  
Friday, April 13, 2018

**Members present:** Dave Barsness, Dorothy Dybvig, Mary Franklin, Tony Vavricka, Karry White, David Chasson; Council Liaison Tim Franklin

**Members absent:** Eric Sturtz

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

**Guests:** None

**Call to Order**

Chair Barsness called the meeting to order at 8:05 a.m.

**Agenda**

**Motion Franklin, second White, to approve the agenda as presented. Motion passed 6-0.**

**Minutes**

**Motion White, second Vavricka, to approve the minutes of the March 9, 2018 meeting as presented. Motion passed 6-0.**

**New Business**

- A. Brainstorming Session – Administrator George introduced the agenda item, stating that in recent years, various projects have been proposed or discussed concerning Parks and Recreation events/activities for the City of Sandstone. It would be helpful to hold a brainstorming session to prioritize these projects.

For review, George referred to City Code 305.21 which states as follows:

*The Park and Recreation Advisory Commission is established to promote the systematic, comprehensive development of park facilities and recreational activities necessary for the physical, mental, emotional, and moral health and well-being of the residents of the City.*

The duties of the Commission are stated as follows:

*The Park and Recreation Advisory Commission advises and makes recommendations to the City Council in matters pertaining to park and recreation programs in the City.*

George presented a list of ideas/proposals that have come up, incorporating things mentioned in past meeting minutes, the Roadmap to the Future (2016) document, the newly revised Comprehensive Plan (2017), Robinson Park Master Plan (2016), and Thriving Communities materials. She invited Commissioners to remove items or add items that she may have missed, stating that the end result of the discussion would be for each Commissioner to choose their top 5 priorities. The data would then be consolidated and discussion could be focused on the items that received the most “votes”.

Commissioner Vavricka handed out the following lists for review and information:

### 2018 Robinson Park Redevelopment Goals

- Goal 1: Provide a safe park for local families and visitors.
- Goal 2: Expand and develop the recreation opportunities for all ages.
- Goal 3: Develop and improve pedestrian connections between Robinson Park and the community.
- Goal 4: Make upgrades to meet the needs of existing and future population of Sandstone, MN.

### Existing Conditions Summary (for Robinson Park)

- Purpose
  - Identify needs and document changes
    - Update recommendations
    - Implementation strategy, projects and funding
  - Direction and Design Concept for Park and Waterfront
- Condition Assessment
  - Dangerous remnants of dam need removal
  - No pedestrian access to Robinson Park
  - No access to drinking water
  - Public restrooms in need of improvements/redesign
  - Riverbank stabilization
  - Boat access above dam eroded and in need of redesign
  - Boat access below dam eroded, redesign needed for safe river access
  - Inadequate parking at Big Spring Falls
  - No in town signage directing visitors to Sandstone's parks

### Community Concerns (for Robinson Park)

Park safety for visitors

Cost of Robinson Park Improvement Plan

Level of maintenance required for plan

“Safe access connecting the town to Robinson Park for bikes and pedestrians would be a huge improvement.”

“Removing the old dam should have been done years ago, it's a very dangerous place.”

“The bathrooms are disgusting.”

“It's very dangerous, we've always told our kids to never swim there.”

“Public water access above and below the dam rapids need repairs.”

Commissioners reviewed the following lists and each Commissioner was asked to choose 5 items from the top list and 5 items from the Robinson Park list that they considered to be priorities. Votes were tallied and are noted in **red font**:

Billboard on northbound I-35	Outdoor Exercise Equipment <ul style="list-style-type: none"> <li>• Angle Park</li> <li>• Hospital/Medical Campus</li> </ul>
(3) Develop Big Spring Falls Area	Develop trails at KREEC
(2) Signage to Parks	(3) Climbing Boulders in town
(4) Bike Trails – improve/maintain connection to Munger Trail	(3) Enhance Train Park – Town Square
(1) Pedestrian Connections	(3) Community Center
(2) Playground area downtown	Concession/Vendor Building at Train Park
Purchase shade sail	Seating at Softball Fields
(1) Cavitory Trail to access town	Horseback riding outdoor adventure park
(1) Tennis courts / Volleyball	(1) RV Park
(4) Information kiosks	Biking Event
Art camp / Art park	(2) Public Art / Murals
(1) Mini golf / driving range / laser tag / paintball area / disc golf course	
(2) Arts in the Park event	(1) Develop Community Park System Plan
(5) Acquire Angle Park from BNSF	Community Wellness Program

<b>Robinson Park</b>	
(8) Current Legacy Grant Application/Project	(2) Small Playground area at Robinson Park
(3) Robinson / Banning Connection	Group Camp Site at Robinson Park
(1) Art Walk Bridge over River	Fishing Pier at Robinson
(1) Trail markings to park	Old Wagon Wheel Road – bridge as pedestrian / hike / snow / ski crossing to east side
(1) Continuous path from old quarry to new dam	Snow caves
(1) Camper cabins at Robinson	Electricity for climbing walls
(2) Develop historic dam overlook site	Add more park shelters at Robinson
More site amenities at Robinson	Educational signage at Robinson
(2) Historical interpretation info at Robinson	Trails from/to town
(3) Upper Robinson (parking, playground, trails, camp sites, restrooms, picnic shelter)	(4) Lower Robinson – South (vault restroom, overlooks, trail system, interpretation, picnic shelter, parking, pedestrian bridge, signage, bank stabilization)
(4) Lower Robinson – Central (trails, restroom, overlooks, interpretation, picnic shelter, parking, signage, bank stabilization, youth play/instruction, river access/portage, dam overlook, plaza, guy derrick display, gathering area)	(1) Lower Robinson – North (trails, interpretation, river access/portage, picnic shelter, boardwalk)
(2) Replace / Improve Stage	(1) Surf Park
(2) Improve River access	(1) Drinking Water
(2) Remove dam	

After the tally, Commissioners discussed various items:

- The Legacy Grant application likely overlaps some of the features described in Upper Robinson and Lower Robinson (Central, North and South); Staff will review this in more detail so that the Commission can better prioritize projects for Robinson Park.
- The County is planning to add the Munger Trail connecting segment to an upcoming 2019 project; the City will have a financial obligation but it should be feasible.
- The current information panels on the kiosk at Train Park could be utilized more to include a map of town, local businesses to visit, and the park system/features.
- Developing KREEC should be a low priority for now, since the State is doing environmental assessment/clean up from the old creosote plant.
- Perhaps the Commission could consider, or discuss, the option of dissolving Angle Park.
  - The City is currently paying BNSF an annual lease, which was \$2,214 in 2017 and will increase 3% each year.
  - The hockey rink has been very difficult to maintain and there doesn't seem to be much demand. Perhaps more focus could be put on the Lions Hill skating rink.
  - Perhaps the skatepark could be relocated.
  - Perhaps the warming house could be repurposed and used as a concession building at Train Park.

Discussion will continue at the next Park & Rec Commission meeting.

### **Continuing Business**

- A. Spring Clean Up – April 28<sup>th</sup> at Robinson Park; Alana Tyson will also have girl scouts out and about at Train Park, Angle Park, and Johnson Park. There was discussion about getting a chipper; however, it was decided to wait until after the event to see how much brush is gathered. The City will provide pizza and water.
- B. Arts in the Park – Tuesdays in June. Commissioners discussed dividing up the duties.
- Line up artists – *Commissioner Vavricka will work on this*
  - Line up food vendors
  - Line up presentations/featured items – *Administrator George will work on this*
  - Promotion / Advertising – *Commissioner White will work on this*
  - Restroom facilities – *Administrator George will work on this*
- Vavricka, White and George will meet separately to work out the details.
- C. Kettle River Watershed Mural Project – the Quarry Lions, Sandstone Lions, and Sandstone Area Chamber of Commerce have all been asked if they would consider participating in the project (\$750 each). The Sandstone Lions have contributed \$750. The Chamber has declined to participate. We are still waiting to see if the Quarry Lions will participate. As of now, there is a \$1,500 shortfall for the project. The grant from East Central Regional Arts Council has been approved for \$7,000.

- D. Angle Park – No news. There was discussion about the BNSF lease, which is an indefinite term lease from March through February each year. The lease can be terminated with 30 days written notice; but first all of the City’s improvements must be removed.
- E. Gin Pole – Streets and Park Supervisor Mikrot will start getting quotes.
- F. Stage at Robinson Park – Last month, Chair Barsness suggested we think about replacing the stage with large sandstone boulders. Mike Johnson has the large boulders that were removed from the new hospital site. He is willing to meet with us to take a look at them and see if they will work.
- G. Robinson Park Camping Registrations – There were no registrations in March.

**Other**

Chair Barsness turned in an inspection form for Robinson Park.

The City received a letter from Pine County Soil & Water Conservation District introducing new forester Paul Swanson and offer his services for forestry planning needs. Administrator George will contact him about helping to identify and map the significant trees in the Business Park so that interested developers will be aware of the City’s requirements.

The City also received a quote for a Management Contract covering the City’s rain garden by the car wash at Chris’ Food Center. For \$500, Prairie Restorations, Inc. will take care of the spring dormant mow and vegetation management.

**Adjournment**

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

Respectfully submitted,  
Kathy George, City Administrator

**City of Sandstone**  
**EDA Meeting Minutes**  
**April 25, 2018**

**CALL TO ORDER:** 6:02 p.m.

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

Members absent: Warner

Staff present: Administrator George and Recording Secretary Nelson

Others present: Lorien Mueller & Jodi Isaacson with Great Lakes Management Company, Mike Reilly

**APPROVE AGENDA**

**Motion LaBounty, second Franklin to approve the agenda as presented. Motion carried 6-0.**

**APPROVE MINUTES**

**Motion Palmer, second Spartz to approve the March 28, 2018 meeting minutes. Motion carried 6-0.**

**PUBLIC HEARINGS / PRESENTATIONS:**

Lorien Mueller – Wild River Properties

Lorien Mueller, Senior Director of Property Management with Great Lakes Management Company, came to review the first quarter reports pertaining to the City’s housing properties – Wild River Townhomes and Wild River Senior Apartments. This covers the period of January through March. The rent income is slightly below budget. Effective revenue is right on budget. Overall expenses are over budget, for the first time in five years. General Administrative expenses are on budget. However, the Insurance and Real Estate tax line item is over budget because the Security and Fire Safety line item falls under this category. There was a \$4,400 expense that actually occurred in a previous year – the vendor delayed submitting the bill. The Salary Expense is slightly over budget which includes contract maintenance expense which had additional expense due to a water loss event. Utility expenses are close to budget due to the cold weather. Repairs and maintenance is over budget. The replacement HVAC units which were a \$12,000 expense, were in this category. Overall, operating expenses are over budget. Mueller raised the question of whether the EDA wants HVAC units categorized as an operating expense or as a capital item.

A marketing report was submitted. Tours have picked up. For those calls that did not end up with occupancy, several people wanted apartments that accepted pets, some needed something subsidized and some wanted an apartment that was a different size than what was available.

Occupancy rates:	<u>2017</u>	<u>First Quarter 2018</u>
Senior Apts	97%	98%
Townhomes	94%	87% (due to evictions)

EDA Members asked about particulars regarding eviction procedures. The capital projects for 2018 include lighting upgrades in the townhomes and parking repairs at the senior building. The lilac bushes that were cut down will be cleaned up soon.

**Motion Franklin, second Spartz to accept the Wild River Properties report. Motion carried 6-0.**

## Cliff Knettel – One Roof Community Housing

Cliff Knettel, Deputy Director of One Roof Community Housing, was planning to be present to explain the community land trust concept and the desire to work with Sandstone to develop 4 new homes in town. However, Executive Director George reported, after doing some marketing research on Sandstone and the surrounding communities, Knettel doesn't think that a land trust model is what the City needs or that One Roof can successfully develop new homes and price them at a level that would differentiate them from the rest of the market. In an e-mail, Knettel stated that house prices in Sandstone seem to already be priced affordably. Therefore, Knettel is not planning to include Sandstone in his 2018 application for funding. He is willing to continue to work with Sandstone and explore possibilities for the 2019 grant application. George responded to the email, asking if the tax forfeited lots the City is pursuing would be of interest. No response has been received as of tonight's meeting.

## **NEW BUSINESS:**

### Community Economic Development Loan Application – Mike Reilly

EDA President Phillip Kester recused himself from this discussion and vote because he is the owner of the property that is involved in this Agenda item.

The EDA received an application from Mike Reilly for a Community Economic Development Loan. Reilly would like to purchase the Kettle River Laundromat on a contract for deed from Phil and Lucy Kester. Reilly plans to purchase the property from the owner for \$225,000, to be financed as follows:

\$190,000 on a contract for deed from the owners  
\$15,000 personal equity  
\$20,000 CED Loan  
    \$15,000 to help with down payment  
    \$5,000 to purchase bill changer and ATM machine

The EDA Loan Committee met on April 24<sup>th</sup> to discuss the application and found the following:

- The purpose of the CED Loan Fund is to assist with new and expanding businesses.
  - This project is not a new business; nor is it an expanding business.
- The CED Loan Fund is intended to provide gap financing to supplement the primary financing provided by a local financial institution and other economic development lenders.
  - The primary financing is in the form of a contract for deed; not a local financial institution or other economic development lenders.
- According to the Loan Guidelines, Applicants must be prepared to:
  - Provide a minimum of 10% personal equity – this would be \$22,500; the Applicant is proposing \$15,000
  - 50% of the funding is to be through a private lender; a contract for deed does not meet this requirement.
- Applicants must demonstrate:
  - The project will improve the appearance of any existing structures; no improvements are proposed.
  - The project will provide additional tax base to the City or County; no additional tax base will be created.

Based on these findings, the EDA Loan Committee recommends the CED Loan Application of Mike Reilly

be denied. EDA Members discussed with Reilly what can be done to help the application be accepted. Reilly thanked the EDA and has plans to meet the criteria and reapply.

**Motion Franklin, second LaBounty to deny the application while encouraging Mr. Reilly to reapply. Motion carried 5-0.**

#### EDA Member Resignation/Vacancy

It has come to the City's attention that EDA Member Brian Warner has a busy schedule and may not have time for the meetings. Spartz will talk with him and clarify. Members discussed possibly having the meetings during the day.

#### **CONTINUING BUSINESS:**

Various Updates – Executive Director George provided the following updates:

- Maurena Griffin withdrew her application for a Community Economic Development Loan.
- Staff is working with the City Attorney on a Certificate of Completion for the Gateway Clinic project. The Contract for Private Development was never recorded for this project. It needs to be recorded before a Certification of Completion can be recorded.
- The EDA Business Breakfast took place on April 5. About 35 people attended. Positive comments were received regarding the presentations and information provided. Applications for the Small Cities Development Block Grant program were provided, along with the Community Economic Development Loan program and the Downtown Design program. Participants were asked for input on areas where they could use some assistance. The following responses were received:

- (6) Technology Improvements/Updates
- (4) Marketing
- (3) Recruiting Employees
- Keeping Employees
- Training Employees
- Exporting Products
- (1) Expanding Footprint
- (3) Social Media
- (2) Local Policies

Other comments: “Great meeting & information”, “Love the City camera project!, Excellent session – Thank you!” and “Business Incubator at Old Hospital/Nursing Home”.

As a next step, the City could host some “brown bag” lunch training sessions in response to the topics mentioned, starting with Technology and Marketing.

- The Ribbon Cutting for Lunderoff Drive was also held on April 5. A good crowd turned out for the event.
- Fiber optics– Staff is looking into options / costs to extend fiber throughout the Business Park. Right now, it stops at the hospital. One quote has been received, but others are being pursued. EDA

Members discussed who has paid for the fiber that reaches the hospital and the benefits/costs of running it to the other lots. There was also discussion about whether or not fiber is available to the downtown business district.

- SEH is working on the rail layout plan. A conceptual design has been created and shared with BNSF for review and comments. The plan is still in the preliminary stages. There was a conference call made yesterday between SEH Engineers Greg Anderson and Josh Cotter who are working on the design, Justin Pearson from BNSF and Executive Director George in which the benefits were weighed against out-costing the lots. BNSF will send the conceptual design plan through their channels and get back with the City as to their thoughts. Isanti built a spur and they are now looking for industry. Sioux Falls spent quite a bit of money and they had industry come in almost immediately. BNSF suggested getting to know the industries in the vicinity (primarily trucking companies) to determine the level of interest/need.
- NLX – Karl Schuettler of The Northspan Group has prepared a list of MN House and Senate members who are on committees that make transportation finance-related decisions. He also included all legislators who are within the NLX corridor. He is now working on putting together a letter/packet of information that the City can start sharing with these legislators – telling our story and making our case for why the maintenance facility should be located in Sandstone as opposed to Duluth. It is not known when money will be available to move forward with the NLX project. It is important, however, that the City start telling its story so that when the money is available, the legislators are geared towards putting the maintenance facility in Sandstone.

The NLX Alliance met earlier today and is planning to work with The Northspan Group on a strategic planning process as they transition from focusing on planning the NLX rail to fundraising.

- Opportunity Zones – The City received word last week that Sandstone was included in the Governor’s Recommendation to the U.S. Treasury for Opportunity Zone designation. Once approved by the U.S. Treasury, projects in Opportunity Zones will be eligible for funding through Opportunity Funds, which are an investment vehicle that is set up as either a partnership or corporation for investing in eligible property and utilizes the investor’s gains from a prior investment for funding the Opportunity Fund. Guidance is being developed by the Treasury Department and the IRS and should be available later this year. Pine City and Hinckley were also included.
- Staff met with an individual who is possibly interested in developing a day care center in town. At this point, the individual was just inquiring about zoning and processes.
- Liz Templin, Extension Educator/Community Economics with the UofM Extension was at a recent ECRDC meeting. She shared information regarding Inflow/Outflow Counts of Primary Jobs in Sandstone - based on 2015 data. The data shows, basically, that 793 people come in to Sandstone to work, 617 leave Sandstone for work, and 82 live and work in Sandstone.

## **ADJOURN**

**Motion Franklin, second Devlin to adjourn at 6:52 p.m. Motion carried 5-0.**

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Phillip Kester, Chair

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Kathy George, Executive Director



Date: April 10, 2018

To: City of Sandstone

From: Craige Hiler, Operator

O & M Report: March 2018

### **Water Operation & Maintenance**

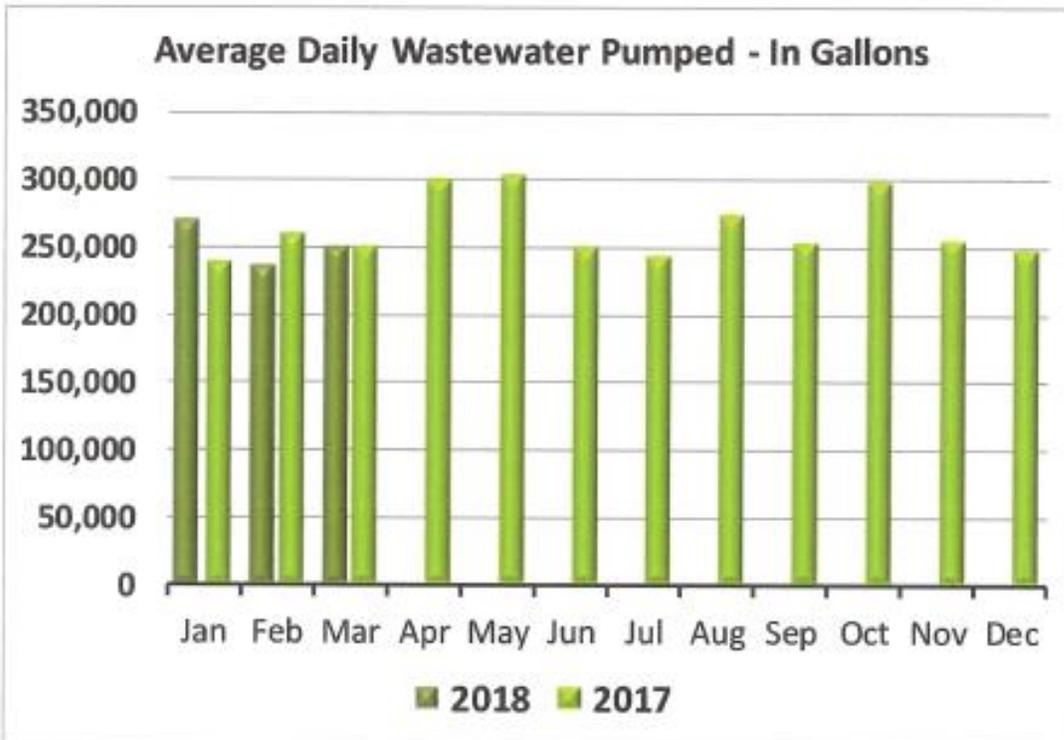
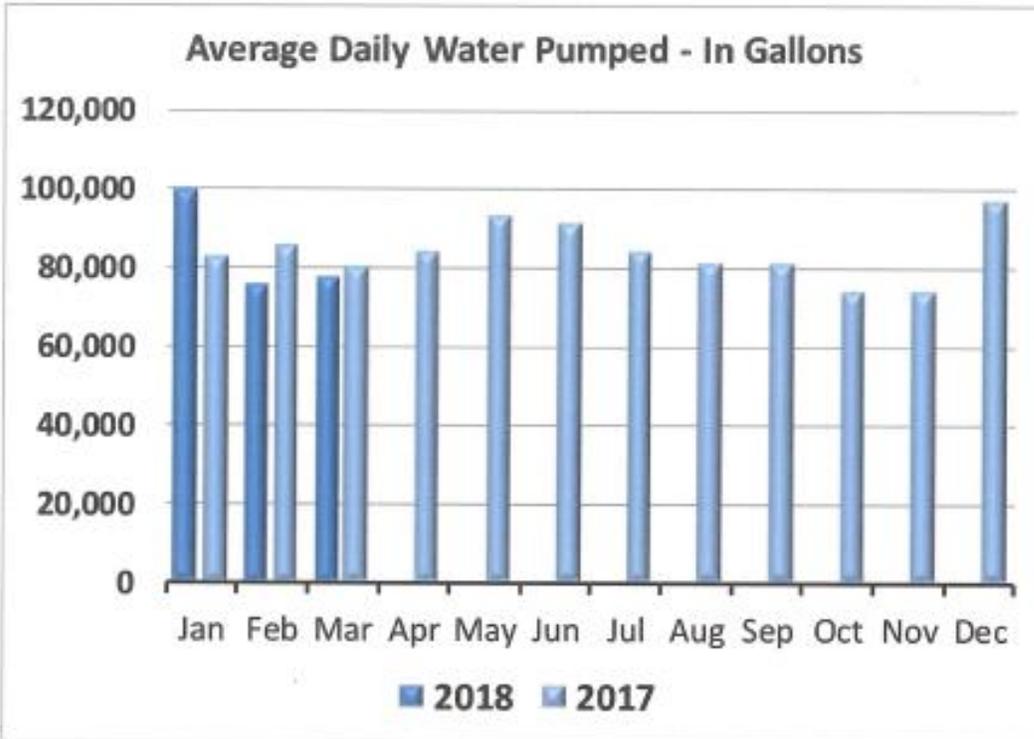
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- The city pumped 2.409 million gal. at an avg. of 78,000 gal. per day. The daily max. was 118,000 gal. ( 3/1/18 ). The daily min. was 45,000 gal. ( 3/24/18 ).
- Deep well #2 out-put ( Free Flowing ) was 4.139 million gal. at an avg. of 133,000 gal. per day.
- ( 0 ) Water off.
- ( 2 ) Water on. 216 Park Ave. ( 3/12/18 ) new owner. 510 Old Military Rd. ( 3/21/18 ) seasonal.
- ( 8 ) Meters Installed. 216 Park Ave. ( 3/12/18 ). 406 Hwy. #23 South ( replace faulty meter ) 301 Hwy #23 South #9 ( New radio read meter ) 201 1<sup>st</sup> St. ( New radio read meter ) 214 Grant Ave. (replace faulty meter) 3/13/18. 714 Spring St. ( replace faulty meter ) 3/14/18. 205 Court Ave. (New radio read meter) 3/21/18. 301 Hwy #23 South #10 ( New radio read meter ) 3/24/18.
- Deep Well #2 Pump & Back-Up Generator are exercised / inspected 2 X per month. Filter at WTP is back-washed every three 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 7.746 million gallons pumped to the ponds at an avg. of 250,000 gal. per day. The city pumped 2.504 million gal. at an avg. of 81,000 gal. per day. FCI pumped 5.254 million gal. at an avg. of 169,000 gal. per day.
- As of ( 3/28/18 ) Pond depths were #1 / #2 ( 6' 6" ) #3 ( 5'10" ) with no discharge.
- ( 1 ) Sewer Back-Up. 209 Minnesota St. ( Grease / solids build up in manhole #127 ) cleared blockage and returned flow 3/26/18.
- ( 2 ) Lift station issues. L.S. #3 pumps plugged with rags / wipes ( 3/8 & 3/19 ). L.S. #2 replaced check ball valves ( 3/21/18 ).
- Back-Up Generator at WWP is exercised / inspected 2 X per month.
- All Locates / Work Orders / Samples & Analysis were completed when required.



Water		March-18	February-18	March-17
	<b>Units</b>			
Average Daily Pumped	gallons	78,000	76,000	80,000
Total Monthly Pumped	gallons	2,409,000	2,140,000	2,494,000
Deep Well Pumped	gallons	4,139,000	3,756,000	4,040,000
Artesian Well Pumped	gallons	NO METER	NO METER	NO METER
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent Quarterly	mg/L	301	N / A	290
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	194	N / A	140
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	7.39	N / A	6.41
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 Coliform</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	250,000	236,000	250,000
Total Monthly	gallons	7,746,000	6,626,000	7,761,000
City Contributed Total	gallons	2,504,000	2,026,000	2,751,000
City Average Daily	gallons	81,000	72,000	89,000
FCI Contributed Total	gallons	5,254,000	4,598,000	4,948,000
FCI Average Daily	gallons	169,000	164,000	160,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	Inches	0.00	0.00	0.57
Cell #1	Feet/inches	6' 6" 3/28/18	5' 10" 2/28/18	6' 3" 3/31/17
Cell #2	Feet/inches	6' 6" 3/28/18	5' 10" 2/28/18	6' 3" 3/31/17
Cell #3	Feet/inches	5' 10" 3/28/18	5' 8" 2/28/18	5' 6" 3/31/17

<b>WO#</b>	29377.01	<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)								

<b>Created</b>	3/1/2018
<b>Printed</b>	
<b>Scheduled</b>	3/1/2018
<b>Delinquent</b>	3/31/2018
<b>Completed</b>	3/28/2018

**Instructions**

1. Inspect entire unit.
2. Calibrate Unit.

**Notes**

completed above task

<b>WO#</b>	29378.01	<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)								

<b>Created</b>	3/1/2018
<b>Printed</b>	
<b>Scheduled</b>	3/1/2018
<b>Delinquent</b>	3/31/2018
<b>Completed</b>	3/8/2018

**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>	29379.01	<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)								

<b>Created</b>	3/1/2018
<b>Printed</b>	
<b>Scheduled</b>	3/1/2018
<b>Delinquent</b>	3/31/2018
<b>Completed</b>	3/8/2018

**Instructions**

Check, change and clean seal filters.

**Notes**

cleaned/changed seal filter

<b>WO#</b>	29380.01	<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-2	Lift Pump #2							
<b>Location</b>	5067 Sandstone Wastewater								
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)								

<b>Created</b>	3/1/2018
<b>Printed</b>	
<b>Scheduled</b>	3/1/2018
<b>Delinquent</b>	3/31/2018
<b>Completed</b>	3/8/2018

**Instructions**

Check, change and clean seal filters.

**Notes**

<b>WO#</b> 29381.01	<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> 3/1/2018
<b>Equipment</b>	5067-LPUM-3	Lift Pump #3		<b>Printed</b>
<b>Location</b>	5067 Sandstone Wastewater			<b>Scheduled</b> 3/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)			<b>Delinquent</b> 3/31/2018
<b>Instructions</b>	Check, change and clean seal filters.			<b>Completed</b> 3/8/2018
<b>Notes</b>	cleaned/changed seal filter			

<b>WO#</b> 29382.01	<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> 3/1/2018
<b>Equipment</b>	5067-LS-1	Lift Station #1		<b>Printed</b>
<b>Location</b>	5067 Sandstone Wastewater			<b>Scheduled</b> 3/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance			<b>Delinquent</b> 3/31/2018
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>			<b>Completed</b> 3/12/2018
<b>Notes</b>	Lift Station is in proper working order at this time			

<b>WO#</b> 29383.01	<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> 3/1/2018
<b>Equipment</b>	5067-LS-2	Lift Station #2		<b>Printed</b>
<b>Location</b>	5067 Sandstone Wastewater			<b>Scheduled</b> 3/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance			<b>Delinquent</b> 3/31/2018
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>			<b>Completed</b> 3/12/2018
<b>Notes</b>	General repair services diagnosed run time/start issues is result of check ball/valves not working ordered parts will schedule repairs when parts received.			

<b>WO#</b> 29384.01	<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> 3/1/2018
<b>Equipment</b>	5067-LS-3	Lift Station #3		<b>Printed</b>
<b>Location</b>	5067 Sandstone Wastewater			<b>Scheduled</b> 3/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance			<b>Delinquent</b> 3/31/2018
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>			<b>Completed</b> 3/12/2018
<b>Notes</b>	General Repair pulled pumps 3/08/18 plugged with rags Lift station is in proper working order			

<b>WO#</b>	29579.01	<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>	3/1/2018
<b>Equipment</b>	6067-GEN			Generator				<b>Printed</b>	
<b>Location</b>	6067 Sandstone Water							<b>Scheduled</b>	3/1/2018
<b>Task</b>	MPM Monthly Preventative Maintenance(P07)								
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Check oil &amp; water levels.</li> <li>2. Check for leaks.</li> <li>3. Check condition of hoses.</li> <li>4. Check battery cells, add distilled water if needed.</li> <li>5. Run unit under load every other week.</li> </ol>								
<b>Notes</b>	inspected/tested under load								
<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

<b>Water Plant Maintenance Expenditures</b>			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
			Total <u>\$0</u>

<b>Water System Maintenance Expenditures</b>			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
			Total <u>\$0</u>

<b>Wastewater Plant Maintenance Expenditures</b>			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/1-3/31	Venders (1)	Misc. Invoices under \$50 (1)	\$30
			Total <u>\$30</u>

<b>Wastewater System Maintenance Expenditures</b>			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
03/31/18	PeopleService, Inc.	Use of boom truck to pull #1 pump at hospital	\$60
			Total <u>\$60</u>

<b><u>Total Expenditures</u></b>	
Water Plant Maintenance	\$0
Water System Maintenance	\$0
W/W Plant Maintenance	\$30
W/W System Maintenance	\$60
Total For This Month	<u>\$90</u>
<b>Total Maintenance Dollars Spent Year-to-Date</b> (January 1, 2018 to End of This Report Month)	<b>\$2,603</b>
<b>Annual Maintenance Budget</b> (Jan. 1, 2018 - Dec. 31, 2018)	<b>\$9,950</b>
<b>Percent Maintenance Budget Spent Year-to-Date</b>	<b>26%</b>

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

	<u>3/31/2018</u>	<u>3/31/2018</u>	<u>3/31/2018</u>	<u>3/31/2018</u>
<u>General Operating Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund	\$ 32,379	\$ 210,027	\$ 1,097,845	\$ -
Fire Department Fund	\$ 263,146	\$ 29,102	\$ (26,000)	\$ -
EDA CED Loan Fund	\$ -	\$ -	\$ 186,437	\$ -
EDA Wild River Repair & Replace	\$ 3,913	\$ -	\$ 18,626	\$ 120,000
EDA	\$ 169	\$ 8,635	\$ 63,688	\$ 125,000
EDA Wild River Reserve	\$ 2,359	\$ 36,589	\$ 187,814	\$ -
Cemetery Perpetual Care	\$ 178	\$ -	\$ 97,018	\$ 23,739
PFA Water GO Bond	\$ 26,003	\$ 528	\$ 29,613	\$ -
GO Refunding Bond 2009A	\$ 901	\$ 51,778	\$ 12,512	\$ -
GO Bond 2009B	\$ 595	\$ 26,219	\$ 44,477	\$ -
2012A Refinance \$405,000	\$ 755	\$ 47,145	\$ 53,210	\$ -
Capital Projects Fund	\$ 5,035	\$ 335,040	\$ 620,666	\$ -
TIF KC Companies	\$ -	\$ 105	\$ (5,248)	\$ -
Tax Abatement	\$ 1,083	\$ -	\$ (70)	\$ -
Medical and Business Park	\$ -	\$ -	\$ (670,295)	\$ -
EDA Public Works Grant	\$ -	\$ 207,387	\$ (671,998)	\$ -
Water Fund	\$ 59,820	\$ 95,922	\$ 153,522	\$ -
Sewer Fund	\$ 94,842	\$ 45,160	\$ 211,280	\$ -
Storm Water Fund	\$ 10,759	\$ 2,780	\$ 176,415	\$ -

	<u>3/31/2018</u>	<u>3/31/2018</u>	<u>3/31/2018</u>	<u>3/31/2018</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	\$ -	\$ -	\$ 99,525	\$ -
Fire Equipment	\$ -	\$ -	\$ 192,314	\$ -
Fire Capital & Building	\$ -	\$ -	\$ 67,712	\$ -
Capital & Building	\$ -	\$ -	\$ 40,015	\$ -
Capital Public Works	\$ -	\$ -	\$ 15,948	\$ -
Equipment Public Works	\$ -	\$ -	\$ 45,822	\$ -
Sewer Rodder	\$ -	\$ -	\$ 42,431	\$ -
Water Equipment	\$ -	\$ -	\$ 207,730	\$ -
Water Capital & Building	\$ -	\$ -	\$ 25,377	\$ -
Sewer Equipment	\$ -	\$ -	\$ 103,334	\$ 2,578,368
Sewer Capital & Building	\$ -	\$ -	\$ 118,432	\$ -
<b>AYM RESTRICTED CASH</b>			\$ 112,136	\$ -

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

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<b>Fund: 101 General Fund</b>							
<b>Dept: 10-111 Mayor and Council</b>							
101-10-111-000-4437	Schools & Ct LEAGUE OF MINNESOTA CIT	270897	MN MAYOR ANNUAL CONF	56938	04/13/2018	04/13/2018	90.00
							<b>90.00</b>
<b>Total Dept. Mayor and Council:</b>							<b>90.00</b>
<b>Dept: 10-130 Executive</b>							
101-10-130-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	04/05/2018	H&W PREMIUMS MAY	56936	04/13/2018	04/13/2018	2,338.70
							<b>2,338.70</b>
101-10-130-000-4210	General Ope CHRIS' FOOD CENTER KETTLE RIVER GRAFIX METRO SALES NORTHVIEW BANK OFFICE DEPOT QUILL	03312018 CH 49316 INV1045827 04042018 122722317001 6416227	GEN OP SUPPL/SALT BLDG INSP NOTICES COPIER SERVICE MARCH MISC OFF SUP/MOZY/TRAININ ENVELOPES, BATTERY BACK I GEN OFFICE SUPPLIES	56924 56937 56942 56950 56972 56976	04/13/2018 04/13/2018 04/13/2018 04/13/2018 04/27/2018 04/27/2018	04/13/2018 04/13/2018 04/13/2018 04/13/2018 04/27/2018 04/27/2018	3.19 34.46 358.99 17.29 80.48 195.77
							<b>690.18</b>
101-10-130-000-4300	Professional ADT NELSON/KARA/ NORTHVIEW BANK	04182018 04272018 04042018	MONTHLY SERV CHG MAY REC SECRETARY- APRIL MISC OFF SUP/MOZY/TRAININ	56961 56970 56950	04/27/2018 04/27/2018 04/13/2018	04/27/2018 04/27/2018 04/13/2018	73.85 80.00 34.45
							<b>188.30</b>
101-10-130-000-4321	Telephone AT&T MOBILITY CENTURYLINK CENTURYLINK CENTURYLINK	287269955139X04182018 03232018 03232018 04132018	ADMIN CELL PHONE PHONE SERV MARCH PHONE SERV MARCH PHONE SERVICE MARCH	56962 56923 56923 56963	04/27/2018 04/13/2018 04/13/2018 04/27/2018	04/27/2018 04/13/2018 04/13/2018 04/27/2018	77.85 8.97 14.50 250.70
							<b>352.02</b>
101-10-130-000-4322	Postage CASH	03292018	POSTAGE TIF NOTE	56922	04/13/2018	04/13/2018	24.70
							<b>24.70</b>
101-10-130-000-4331	Travel Exper MIKROT/JOHN/ NORTHVIEW BANK	04052018 04042018	TRAINING MILEAG MISC OFF SUP/MOZY/TRAININ	56943 56950	04/13/2018 04/13/2018	04/13/2018 04/13/2018	75.85 141.90
							<b>217.75</b>
101-10-130-000-4351	Notices & Pl PINE COUNTY COURIER PINE COUNTY COURIER PINE COUNTY COURIER	03292018 03292018 04262018	MIN/PUB HEARING/NOTICE OF MIN/PUB HEARING/NOTICE OF MINUTES, CCR, EMPLAD	56951 56951 56974	04/13/2018 04/13/2018 04/27/2018	04/13/2018 04/13/2018 04/27/2018	187.50 178.24 69.94
							<b>435.68</b>
101-10-130-000-4352	Advertising PINE COUNTY COURIER	04262018	MINUTES, CCR, EMPLAD	56974	04/27/2018	04/27/2018	75.00
							<b>75.00</b>
101-10-130-000-4404	Machiner & E REVELATION NETWORK MN	5046	firewall	56977	04/27/2018	04/27/2018	300.00
							<b>300.00</b>
101-10-130-000-4433	Dues and Su GOVERNMENT FINANCE OF SANDSTONE CHAMBER OF I	#0190166- 03272018 04102018	MEMBERSHIP DUES 2018 MEMBERSHIP	56934 56954	04/13/2018 04/13/2018	04/13/2018 04/13/2018	160.00 75.00
							<b>235.00</b>
101-10-130-000-4437	Schools & Ct						

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	NORTHVIEW BANK	04042018	MISC OFF SUP/MOZY/TRAININ	58950	04/13/2018	04/13/2018	145.00
							<b>145.00</b>
101-10-130-000-4499	Miscellaneous PINE COUNTY COURIER	04262018	MINUTES, CCR, EMPL AD	58974	04/27/2018	04/27/2018	309.39
							<b>309.39</b>
						<b>Total Dept. Executive:</b>	<b>5,311.72</b>
<b>Dept: 10-150 Financial Administr:</b>							
101-10-150-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	04/05/2018	H&W PREMIUMS MAY	58936	04/13/2018	04/13/2018	1,010.60
							<b>1,010.60</b>
						<b>Total Dept. Financial Administration:</b>	<b>1,010.60</b>
<b>Dept: 10-160 City Attorney</b>							
101-10-160-000-4300	Professional KENNEDY & GRAVEN	03312018- SA340	CODE/HELIPORT/PERSNL/ABA	58967	04/27/2018	04/27/2018	35.00
	KENNEDY & GRAVEN	03312018- SA340	CODE/HELIPORT/PERSNL/ABA	58967	04/27/2018	04/27/2018	42.25
							<b>77.25</b>
						<b>Total Dept. City Attorney:</b>	<b>77.25</b>
<b>Dept: 10-191 Planning and Zoning</b>							
101-10-191-000-4300	Professional KENNEDY & GRAVEN	03312018- SA340	CODE/HELIPORT/PERSNL/ABA	58967	04/27/2018	04/27/2018	28.00
							<b>28.00</b>
101-10-191-000-4351	Notices & Pu PINE COUNTY COURIER	03292018	MIN/PUB HEARING/NOTICE OF	58951	04/13/2018	04/13/2018	142.14
							<b>142.14</b>
						<b>Total Dept. Planning and Zoning:</b>	<b>170.14</b>
<b>Dept: 10-193 City Engineer</b>							
101-10-193-000-4300	Professional SHORT ELLIOTT HENDRICKS	348517	MN DOT TH 123 PROJ	58978	04/27/2018	04/27/2018	97.28
							<b>97.28</b>
						<b>Total Dept. City Engineer:</b>	<b>97.28</b>
<b>Dept: 10-194 Buildings &amp; Ground</b>							
101-10-194-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	04/05/2018	H&W PREMIUMS MAY	58936	04/13/2018	04/13/2018	434.00
							<b>434.00</b>
101-10-194-000-4220	Repair & Mai NORTHERN BUSINESS PROI	283587-0	GEN OP SUPPLIES	58949	04/13/2018	04/13/2018	79.98
	NORTHVIEW BANK	04042018	MISC OFF SUP/MOZY/TRAININ	58950	04/13/2018	04/13/2018	33.81
	NORTHVIEW BANK	04042018	MISC OFF SUP/MOZY/TRAININ	58950	04/13/2018	04/13/2018	47.99
							<b>161.78</b>
101-10-194-000-4300	Professional T-N-T CLEANING	04132018	CLEANING SERVICES CITY HA	58958	04/13/2018	04/13/2018	979.00
							<b>979.00</b>
101-10-194-000-4381	Electric Utiliti MINNESOTA POWER	03292018	POWER UTILITY	58944	04/13/2018	04/13/2018	555.61
							<b>555.61</b>
101-10-194-000-4382	Water Utilitie SANDSTONE/CITY OF//	03/31/2018	MAR 18 USAGE	58956	04/13/2018	04/13/2018	68.51
							<b>68.51</b>

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101-10-194-000-4383	Gas Utilities CONSTELLATION NEWENER	2285995, 2285991	MARCH GAS UTILITY	58925	04/13/2018	04/13/2018	425.27
							<u>425.27</u>
101-10-194-000-4384	Refuse Dispr MATT'S SANITATION INC.	032018	GARBAGE SERVICE	58940	04/13/2018	04/13/2018	58.50
							<u>58.50</u>
101-10-194-000-4401	Building Rep DIANNE & JACK'S FIRE EXT, DRILLING ELECTRIC LLC	8335-34, 8335-35 04102018	FIRE EXT SERVICE FIRE H GEN&EXT LIGT, CITY H	58928 58964	04/13/2018 04/27/2018	04/13/2018 04/27/2018	26.66 68.00
							<u>94.66</u>
						<b>Total Dept. Buildings &amp; Grounds:</b>	<b>2,777.33</b>
<b>Dept: 15-210 Law Enforcement</b>							
101-15-210-000-4300	Professional PINE COUNTY TREASURER-	52018	MAY POLICE SERVICE CONTR	58975	04/27/2018	04/27/2018	11,024.00
							<u>11,024.00</u>
						<b>Total Dept. Law Enforcement:</b>	<b>11,024.00</b>
<b>Dept: 15-220 Fire</b>							
101-15-220-000-4384	Refuse Dispr MATT'S SANITATION INC.	032018	GARBAGE SERVICE	58940	04/13/2018	04/13/2018	30.42
							<u>30.42</u>
						<b>Total Dept. Fire:</b>	<b>30.42</b>
<b>Dept: 20-300 Public Works Admin</b>							
101-20-300-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUJ	04/05/2018	H&W PREMIUMS MAY	58936	04/13/2018	04/13/2018	2,046.00
							<u>2,046.00</u>
101-20-300-000-4152	Unemploymt MINNESOTA UI FUND	03312018	1ST QTR 18 ACT 7989213	58945	04/13/2018	04/13/2018	2,011.00
							<u>2,011.00</u>
101-20-300-000-4212	Motor Fuels SANDSTONE PETRO PLUS	04022018 S&P	MARCH FUEL S&P	58955	04/13/2018	04/13/2018	781.05
							<u>781.05</u>
101-20-300-000-4224	Street Opera CHRIS' FOOD CENTER	03312018 CH	GEN OP SUPPL/SALT	58924	04/13/2018	04/13/2018	32.16
							<u>32.16</u>
101-20-300-000-4312	Snow Remov MPJ ENTERPRISES, LLC	21514	SNOW REMOVAL	58947	04/13/2018	04/13/2018	1,640.00
							<u>1,640.00</u>
101-20-300-000-4321	Telephone CENTURYLINK CENTURYLINK	03232018 04132018	PHONE SERV MARCH PHONE SERVICE MARCH	58923 58963	04/13/2018 04/27/2018	04/13/2018 04/27/2018	6.53 51.52
							<u>58.05</u>
101-20-300-000-4381	Electric Utiliti MINNESOTA POWER	04262018	POWER UTILITY	58968	04/27/2018	04/27/2018	224.27
							<u>224.27</u>
101-20-300-000-4383	Gas Utilities FEDERATED CO-OP	170106379	PROPANE- SHOP	58929	04/13/2018	04/13/2018	666.72
							<u>666.72</u>
101-20-300-000-4384	Refuse Dispr MATT'S SANITATION INC.	032018	GARBAGE SERVICE	58940	04/13/2018	04/13/2018	152.10

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							<b>152.10</b>
101-20-300-000-4401	Building Rep DIANNE & JACK'S FIRE EXT,	8335-34, 8335-35	FIRE EXT SERVICE	58926	04/13/2018	04/13/2018	120.17
							<b>120.17</b>
101-20-300-000-4404	Machiner & E G & D AUTO, INC. G & D AUTO, INC. ZARNOTH BRUSH WORKS, I	24685B 24702 189481	'99 F450 TURBO LABOR '99 F-450 TRANS COOLER DISP. GUTTER BROOM-SWEE	58932 58932 58980	04/13/2018 04/13/2018 04/27/2018	04/13/2018 04/13/2018 04/27/2018	300.00 181.41 245.00
							<b>726.41</b>
							<b>al Dept. Public Works Administration: 8,457.93</b>
<b>Dept: 20-346 Street Lighting</b>							
101-20-346-000-4381	Electric Utiliti MINNESOTA POWER MINNESOTA POWER	03292018 04172018	POWER UTILITY MARCH CHGS	58944 58988	04/13/2018 04/27/2018	04/13/2018 04/27/2018	2,327.94 15.60
							<b>2,343.54</b>
							<b>Total Dept. Street Lighting: 2,343.54</b>
<b>Dept: 25-520 Parks Maintenance</b>							
101-25-520-000-4210	General Ope MN DNR	865867	SOFTBALL FIELD SIGN-	58989	04/27/2018	04/27/2018	17.57
							<b>17.57</b>
101-25-520-000-4381	Electric Utiliti MINNESOTA POWER	03292018	POWER UTILITY	58944	04/13/2018	04/13/2018	155.41
							<b>155.41</b>
101-25-520-000-4383	Gas Utilities MN ENERGY RESOURCES C	04032018	GAS UTILITY	58946	04/13/2018	04/13/2018	72.02
							<b>72.02</b>
101-25-520-000-4750	Sandstone C PINE COUNTY COURIER	04262018	MINUTES, CCR, EMPL AD	58974	04/27/2018	04/27/2018	150.00
							<b>150.00</b>
101-25-520-000-4760	Sandstone H MN ENERGY RESOURCES C	04032018	GAS UTILITY	58946	04/13/2018	04/13/2018	147.96
							<b>147.96</b>
							<b>Total Dept. Parks Maintenance: 542.96</b>
<b>Dept: 49-210 Non-Departmental E</b>							
101-49-210-000-4760	Sandstone H MINNESOTA POWER	04262018	POWER UTILITY	58988	04/27/2018	04/27/2018	24.05
							<b>24.05</b>
							<b>al Dept. Non-Departmental Expenses: 24.05</b>
							<b>Total Fund General Fund: 31,957.22</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	04/05/2018	H&W PREMIUMS MAY	58936	04/13/2018	04/13/2018	132.10
							<b>132.10</b>
201-15-220-000-4207	Training & In FIRE INSTRUCTION RESCUE FIRE INSTRUCTION RESCUE	3175 3209	HAZMAT TRAINING 3/26 INC COMND/SCENE SIZE&SAF	58931 58931	04/13/2018 04/13/2018	04/13/2018 04/13/2018	550.00 550.00
							<b>1,100.00</b>

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201-15-220-000-4210	General Ope CHRIS' FOOD CENTER	03312018 FD	FD GEN OP SUPPLIES MARCH	56924	04/13/2018	04/13/2018	294.13
							<b>294.13</b>
201-15-220-000-4212	Motor Fuels SANDSTONE PETRO PLUS	04022018 FD	MARCH FD FUEL	56955	04/13/2018	04/13/2018	333.80
							<b>333.80</b>
201-15-220-000-4300	Professional GATEWAY FAMILY HEALTH C RICHARDSON/CARRIE// RICHARDSON/CARRIE//	03152018	FD PHYSICAL 25 FIRE HALL CLEANING- FEB 26 FIRE HALL CLEANING- MAR	56933 56953 56953	04/13/2018 04/13/2018 04/13/2018	04/13/2018 04/13/2018 04/13/2018	135.00 300.00 300.00
							<b>735.00</b>
201-15-220-000-4321	Telephone CENTURYLINK CENTURYLINK	03232018 04132018	PHONE SERV MARCH PHONE SERVICE MARCH	56923 56963	04/13/2018 04/27/2018	04/13/2018 04/27/2018	3.99 51.52
							<b>55.51</b>
201-15-220-000-4381	Electric Utiliti MINNESOTA POWER	03292018	POWER UTILITY	56944	04/13/2018	04/13/2018	195.54
							<b>195.54</b>
201-15-220-000-4382	Water Utilitie SANDSTONE/CITY OF//	03/31/2018	MAR 18 USAGE	56956	04/13/2018	04/13/2018	58.78
							<b>58.78</b>
201-15-220-000-4383	Gas Utilities CONSTELLATION NEWENER	2285995, 2285991	MARCH GAS UTILITY	56925	04/13/2018	04/13/2018	366.43
							<b>366.43</b>
201-15-220-000-4401	Building Rep DIANNE & JACK'S FIRE EXT, DRILLING ELECTRIC LLC	8335-34, 8335-35 04102018	FIRE EXT SERVICE FIRE H GEN&EXT LIGT, CITY H	56926 56964	04/13/2018 04/27/2018	04/13/2018 04/27/2018	139.42 559.00
							<b>698.42</b>
201-15-220-000-4404	Machiner & E DRILLING ELECTRIC LLC THE DIESEL SHOP THE DIESEL SHOP	04102018 1774 1773	FIRE H GEN&EXT LIGT, CITY H '04 FREIGHTLINER AXEL BRAK '97 FREIGHTLINER RPLAIR SV	56964 56959 56959	04/27/2018 04/13/2018 04/13/2018	04/27/2018 04/13/2018 04/13/2018	65.00 708.92 121.65
							<b>895.57</b>
201-15-220-000-4499	Miscellaneous BCA DRIVER AND VEHICLE SERV DRIVER AND VEHICLE SERV MEDTOX LABORATORIES IN	04112018 04112018 04122018 03201840020	BACKGROUND CK- FD DRIVING RECORD- FD DRIVING RECORD- FD FD SCREENING	56921 56927 56928 56941	04/13/2018 04/13/2018 04/13/2018 04/13/2018	04/13/2018 04/13/2018 04/13/2018 04/13/2018	15.00 10.50 10.50 126.33
							<b>162.33</b>
201-15-220-000-4560	Non-Capital MUNICIPAL EMERGENCY SE MUNICIPAL EMERGENCY SE	IN1313123 IN1215362	FD MATREX HOSE GAS DETECTOR	56948 56948	04/13/2018 04/13/2018	04/13/2018 04/13/2018	2,063.15 263.99
							<b>2,327.14</b>
						<b>Total Dept. Fire:</b>	<b>7,354.75</b>
						<b>Total Fund Fire Protection:</b>	<b>7,354.75</b>
<b>Fund: 228 Economic Developer</b>							
<b>Dept: 50-540 Economic Developn</b>							
228-50-540-000-4300	Professional KENNEDY & GRAVEN NORTHSPAN SHORT ELLIOTT HENDRICK:	03312018- SA370 6225 348572	SANDSTONE DEV LLC, KC TIF MARKETING, NLS, OPPORTUN RAIL ACCESS PLAN	56967 56971 56978	04/27/2018 04/27/2018 04/27/2018	04/27/2018 04/27/2018 04/27/2018	25.00 170.90 1,104.00

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							<b>1,299.90</b>
228-50-540-000-4351	Notices & Pu PINE COUNTY COURIER	03292018	MIN/PUB HEARING/NOTICE OF	56951	04/13/2018	04/13/2018	44.07
	PINE COUNTY COURIER	04262018	MINUTES, CCR, EMPLAD	56974	04/27/2018	04/27/2018	42.49
							<b>86.56</b>
228-50-540-000-4499	Miscellaneous GRACE EVANGELICAL LUTH	04092018	RENTAL OF ROOM EDA	56935	04/13/2018	04/13/2018	100.00
	LOEWLORII	04042018	EDA BREAKFAST CATERING	56939	04/13/2018	04/13/2018	290.00
							<b>390.00</b>
<b>Total Dept. Economic Development:</b>							<b>1,776.46</b>
<b>ic Development Authority:</b>							<b>1,776.46</b>
<b>Fund: 401 Capital Projects Fund</b>							
<b>Dept: 40-450 Capital Account</b>							
401-40-450-000-4531	Street Overl: FINANCE & COMMERCE, INC	10066225	RIVER BLUFF ST PROJECT	56930	04/13/2018	04/13/2018	275.48
	PINE COUNTY COURIER	03292018	MIN/PUB HEARING/NOTICE OF	56951	04/13/2018	04/13/2018	320.37
	SHORT ELLIOTT HENDRICK:	348556	RIVER BLUFF & 4TH ST	56978	04/27/2018	04/27/2018	3,042.92
							<b>3,638.77</b>
<b>Total Dept. Capital Account:</b>							<b>3,638.77</b>
<b>und Capital Projects Fund:</b>							<b>3,638.77</b>
<b>Fund: 406 TIF KC Companies</b>							
<b>Dept: 40-465 KC COMPANY</b>							
406-40-465-000-4305	Administrativ KENNEDY & GRAVEN	03312018- SA340	CODE/HELIPORT/PERSNL/ABA	56967	04/27/2018	04/27/2018	70.00
	KENNEDY & GRAVEN	03312018- SA340	CODE/HELIPORT/PERSNL/ABA	56967	04/27/2018	04/27/2018	28.00
	KENNEDY & GRAVEN	03312018- SA370	SANDSTONE DEV LLC, KC TIF	56967	04/27/2018	04/27/2018	37.50
	KENNEDY & GRAVEN	03312018	KC -TIF	56967	04/27/2018	04/27/2018	121.75
							<b>257.25</b>
<b>Total Dept. KC COMPANY:</b>							<b>257.25</b>
<b>Fund TIF KC Companies:</b>							<b>257.25</b>
<b>Fund: 411 GATEWAY TAX ABATEI</b>							
<b>Dept: 40-450 Capital Account</b>							
411-40-450-000-4305	Administrativ KENNEDY & GRAVEN	03312018- SA340	CODE/HELIPORT/PERSNL/ABA	56967	04/27/2018	04/27/2018	28.00
							<b>28.00</b>
<b>Total Dept. Capital Account:</b>							<b>28.00</b>
<b>ATEWAY TAX ABATEMENT:</b>							<b>28.00</b>
<b>Fund: 421 Medical and Business</b>							
<b>Dept: 40-484 OMR Airport Rd Upg</b>							
421-40-484-000-4300	Professional SHORT ELLIOTT HENDRICK:	333953	OLDM/AIRPORT	56957	04/13/2018	04/13/2018	1,946.09
							<b>1,946.09</b>
<b>Total Dept. OMR Airport Rd Upgrade:</b>							<b>1,946.09</b>
<b>l and Business Park Fund:</b>							<b>1,946.09</b>
<b>Fund: 601 Water Fund</b>							

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<b>Dept: 60-911 Water Production/Di</b>							
601-60-911-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	04/05/2018	H&W PREMIUMS MAY	56936	04/13/2018	04/13/2018	727.30
							<u>727.30</u>
601-60-911-000-4300	Professional PEOPLESERVICE, INC.	30698	MAY SERVICE CONTRACT	56973	04/27/2018	04/27/2018	225.00
	PEOPLESERVICE, INC.	30698	MAY SERVICE CONTRACT	56973	04/27/2018	04/27/2018	4,896.00
							<u>5,121.00</u>
601-60-911-000-4321	Telephone CENTURYLINK	03232018	PHONE SERV MARCH	56923	04/13/2018	04/13/2018	5.76
							<u>5.76</u>
601-60-911-000-4322	Postage POSTMASTER	04122018	W/S BILLING CARDS	56952	04/13/2018	04/13/2018	80.89
							<u>80.89</u>
601-60-911-000-4351	Notices & Pu KETTLE RIVER GRAFIX	49277	W/S SHUT OFF LTR FOLD	56937	04/13/2018	04/13/2018	4.00
	PINE COUNTY COURIER	04262018	MINUTES, CCR, EMPL AD	56974	04/27/2018	04/27/2018	900.15
							<u>904.15</u>
601-60-911-000-4381	Electric Utiliti MINNESOTA POWER	04262018	POWER UTILITY	56968	04/27/2018	04/27/2018	938.89
							<u>938.89</u>
601-60-911-000-4383	Gas Utilities MN ENERGY RESOURCES C	04032018	GAS UTILITY	56946	04/13/2018	04/13/2018	389.56
							<u>389.56</u>
601-60-911-000-4404	Machiner & E TOTAL CONTROL SYSTEMS,	8287	SCADA SERVICE	56960	04/13/2018	04/13/2018	528.35
	TOTAL CONTROL SYSTEMS,	8205	SCADA REBUILD/ INFLU PMP 1	56960	04/13/2018	04/13/2018	545.15
							<u>1,073.50</u>
601-60-911-000-4443	Admin Charg TYLER TECHNOLOGIES, INC	025-220021	ONLINE UTILITY ACCOUNT JUI	56979	04/27/2018	04/27/2018	420.72
							<u>420.72</u>
601-60-911-670-4583	Water Capita SHORT ELLIOTT HENDRICK!	348512	LUNDORFF N UTILITY EXT	56978	04/27/2018	04/27/2018	1,659.40
							<u>1,659.40</u>
							<u>11,321.17</u>
							<b>  Dept. Water Production/Distribution: 11,321.17</b>
							<b>Total Fund Water Fund: 11,321.17</b>
<b>Fund: 602 Sewer Fund</b>							
<b>Dept: 50-950 Sewer Services</b>							
602-50-950-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	04/05/2018	H&W PREMIUMS MAY	56936	04/13/2018	04/13/2018	727.30
							<u>727.30</u>
602-50-950-000-4300	Professional PEOPLESERVICE, INC.	30698	MAY SERVICE CONTRACT	56973	04/27/2018	04/27/2018	296.60
	PEOPLESERVICE, INC.	30698	MAY SERVICE CONTRACT	56973	04/27/2018	04/27/2018	4,896.00
	SHORT ELLIOTT HENDRICK!	299028	MPCA LTR	56957	04/13/2018	04/13/2018	18.72
							<u>5,211.32</u>
602-50-950-000-4322	Postage POSTMASTER	04122018	W/S BILLING CARDS	56952	04/13/2018	04/13/2018	80.89
							<u>80.89</u>

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602-50-950-000-4351	Notices & Pl KETTLE RIVER GRAFIX	49277	W/S SHUT OFF LTR FOLD	56937	04/13/2018	04/13/2018	4.00
							<u>4.00</u>
602-50-950-000-4381	Electric Utiliti EAST CENTRAL ENERGY MINNESOTA POWER	04122018 04262018	ELECTRIC UTILITY PONDS POWER UTILITY	56965 56968	04/27/2018 04/27/2018	04/27/2018 04/27/2018	48.73 702.02
							<u>750.75</u>
602-50-950-000-4383	Gas Utilities MN ENERGY RESOURCES C	04032018	GAS UTILITY	56946	04/13/2018	04/13/2018	151.59
							<u>151.59</u>
602-50-950-000-4388	Sewer water SANDSTONE/CITY OF//	03/31/2018	MAR 18 USAGE	56956	04/13/2018	04/13/2018	42.40
							<u>42.40</u>
602-50-950-000-4404	Machiner & E TOTAL CONTROL SYSTEMS, TOTAL CONTROL SYSTEMS,	8287 8205	SCADA SERVICE SCADA REBUILD/ INFLU PMP 1	56960 56960	04/13/2018 04/13/2018	04/13/2018 04/13/2018	528.35 953.05
							<u>1,481.40</u>
							<b>Total Dept. Sewer Services: 8,449.65</b>
							<b>Total Fund Sewer Fund: 8,449.65</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 FUJ	04/05/2018	H&W PREMIUMS MAY	56936	04/13/2018	04/13/2018	186.00
							<u>186.00</u>
603-50-951-000-4322	Postage POSTMASTER POSTMASTER	04122018 04122018	W/S BILLING CARDS W/S BILLING CARDS	56952 56952	04/13/2018 04/13/2018	04/13/2018 04/13/2018	12.18 35.00
							<u>47.18</u>
							<b>Total Dept. Storm Water Services: 233.18</b>
							<b>otal Fund STORM WATER: 233.18</b>
							<b>Grand Total: 66,962.54</b>



RECEIVED APR 05 2018

old school arts center

214 Eagle Dr., P.O. Box 535  
Sandstone, MN 55072  
320-216-7635  
Email: info@oldschoolartscenter.org

Dear *City of Sandstone*

On behalf of all of us at the Old School Arts Center, please accept our sincerest thanks for your contribution of \$ 1,035.<sup>00</sup>/<sub>21</sub>. We are extremely grateful for your generosity. In our mission to build and enrich the community through arts education, and performance, your contribution is critical.

Arts challenge personal growth and engage the soul. Worthy works of art don't call for notice, they call for thought. Our programs, which contributors like you make possible, allow individuals in all stages of their artistic development a chance to demand their best in a nurturing environment.

By contributing to the Old School Arts Center you can help us honor the place and role of creativity in our community. As a further Thank-You your business/civic club will be placed on our brochures.

Sincerely,

The Old School Arts Center Board

*Please consider this letter a receipt for your contribution of \$ 1,035.<sup>00</sup>/<sub>21</sub>. This confirms that no goods or services were received for this contribution, which is completely tax-deductible*

MISSION STATEMENT: The Old School Arts Center builds and enriches community through arts education, exhibition, and performance. It supports the efforts of local and regional artists and provides a venue for public events.

City Council Meeting Agenda – May 2, 2018

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