

SANDSTONE CITY COUNCIL
WEDNESDAY – JUNE 6, 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. Carl Nordquist - 2017 Audited Financial Statements (pg. 3)
7. Consent Agenda:
 - a. Approval of Regular City Council Meeting Minutes: May 2, 2018 (pgs. 4-13)
 - b. Approval of Hiring Larry Volk – Streets & Parks Summer Helper (pg. 14)
 - c. Approval of Special Event Permit – Sandstone Flower & Garden Club (pgs. 15-19)
 - d. Approval of Service Contract for Rental Inspection Services (pgs. 20-25)
8. Old & Continuing Business: None
9. New Business
 - a. July Council Meeting Date (pg. 26)
 - b. Resignation of Streets & Park Supervisor John Mikrot (pg. 27)
 - c. Flea Market & Farmer’s Market (pgs. 28-33)
 - d. Local Board of Appeal and Equalization Resolution (pgs. 34-36)
10. Reports
 - a. Sheriff’s Deputy Report
 - b. Fire Department Report
 - c. Library Report – May, 2018 (pg. 37)
 - d. Park & Rec Commission Meeting – May 11, 2018 (pgs. 39-42)
 - i. Kettle River Watershed Mural Project (pg. 38)
 - e. EDA Meeting – May 23, 2018 (pgs. 43-46)
 - f. PeopleService Report – April, 2018 (pgs. 47-54)
 - i. MN Dept of Health Source Water Protection Grant (pg. 55)
 - g. Financial Reports
 - i. Cash Balance, Revenue & Expenditure Report – April, 2018 (pg. 56)
 - ii. A/P Clerk Claims – May, 2018 (pgs. 57-69)
11. Written Notices and Communications
 - a. Thank You Note – Matt & Deb Ludwig (pg. 70)
12. Administrator’s Report
13. Adjourn

UPCOMING MEETINGS

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

June 12 6:00 – 8:00 p.m. – Arts in the Park – Train Park

June 13 Noon – Sandstone Area Chamber of Commerce Lunch

June 13 7:00 p.m. – Planning Commission Meeting

June 18 10:30 a.m. – NLX / TAC

June 19 6:00 – 8:00 p.m. – Arts in the Park – Train Park

June 26 6:00 – 8:00 p.m. – Arts in the Park – Train Park

June 27 10:00 a.m. – NLX Alliance

June 27 6:00 p.m. – EDA Meeting

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: Carl Nordquist – 2017 Audited Financial Statements

BACKGROUND: Carl Nordquist will be present to review the 2017 Audited Financial Statements with the Council.

ATTACHMENTS Draft 2017 Audited Financial Statements – *provided separately*

STAFF RECOMMENDATION: Review and discuss

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

Sandstone City Council Meeting Minutes
May 2, 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: Greg Anderson - SEH, Nick Eberhardt - Sandstone Fire Department, Sam Seibert – Cybert PC, Rose Spencer – Sandstone Area Chamber of Commerce Director, Thomas Landowski, Dale Eiffler and Tami Eiffler – American Septic Service

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

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

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

Dale Eiffler was present to speak to the Council about putting in a bid for portable toilets for the upcoming summer season. When he contacted the Administrator, she let him know that the City was not taking bids; the City was using Paul's Portables as they had in the past. It was a \$300 expense and for such small expenditures the City is not required to go through the bidding process. One of the Council Members suggested that the portable toilet provider be added to the items that are appointed for the year.

A general comment was received by City staff about the bathroom in Robinson park being disgusting. There was someone doing vehicle donuts on Airport Rd. The crew was sent to regrade the road. There was a garage being torn down and burnt in a backyard in the city (without a permit) – DNR and PCA have been involved. Staff received a couple of complaints about yards being in disarray. The ordinances regarding yards applies to back yards as well. There has been positive feedback on the newsletter. On cleanup day, items are to be put on the boulevard by the street by 9:00 a.m.

PUBLIC HEARING / PRESENTATIONS:

Sam Seibert – Security Cameras

Meetings have been ongoing between City staff, the Sheriff's Department and Sam Seibert of Cybert PC regarding the placement of security cameras throughout town. So that new power would not have to be run, the placement was geared to poles that already have 110V. Seibert reported on his proposal which includes 13 cameras and a support network with the cost totaling \$27,329.15. He went through the thought process behind each camera placement and how each would help with identifying those involved in theft and vandalism. Because MN Power only allows for FCC qualified telecommunications providers to use their poles, the City may need to install their own poles. The poles can be purchased from and set up by MN Power. Staff is following up with MN Power on the estimated cost.

One Council Member asked about purchasing and installing all the cameras at once versus if they could add some at a later time. It would depend on which ones were removed from the relay. The cameras will be in motion-detect mode during which once motion is detected, it back records a minute. This lessens the amount of storage space that is needed for the system. An alternative would be putting two

master antennae on the water tower but that would leave half the system susceptible to an outage versus single cameras and it would cost more.

The City could reach out to businesses to see if they are willing to “sponsor” a camera to help pay for the system. The plans include a live stream viewing station at the Sheriff’s Dispatch office. With multiple viewing stations, more bandwidth is required. Seibert has reached out to SEI (a FCC qualified telecommunication provider) to inquire as to their intersession on behalf of the City to use the MN Power poles. If the City puts up their own poles, they would have control of where on the poles the cameras are mounted; some of the MN Power poles already have quite a bit of equipment on them. The City would also be free to add more equipment to them. Seibert believes that the poles will cost about \$300 installed. The funds to pay for this project would come from the City’s reserves.

No decision was made at this point as Seibert and Staff will work with MN Power to get an idea of what it would cost to purchase and install City-owned poles.

CONSENT AGENDA:

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

- **Approval of Regular Meeting Minutes from April 4, 2018**
- **Revised Job Description for the Finance Director**
- **2018-2019 Liquor License Renewals for Rich’s Bar, The Gas Light, Sandstone Area Golf Course and the Sandstone Lanes**
- **Application for Temporary Liquor License for OSAC**
- **Special Event Permit from Tracy Lutheran Church**
- **LMCIT Liability Coverage Waiver Form**

Motion carried 5-0.

OLD & CONTINUING BUSINESS:

Sandstone Area Chamber of Commerce – Hinckley Visitors Guide

It was reported in the Chamber meeting that the City was sent a bill for its half of the ad in the Hinckley Visitors Guide. The Administrator found that the City Council approved contributing up to \$600 towards the 2017 Hinckley Visitor’s Guide but has not been approached for the 2018 Guide which has already been produced. Rose Spencer, Executive Director of the Sandstone Area Chamber of Commerce, was present. She showed the Council the two-page ad. Last year, the costs were split with the City. Spencer asked that the cost be split in half again – the City’s portion would be \$615.00. When asked, Spencer informed the Council that the businesses that are advertised each paid \$100, lowering the total cost of the ad. One of the Council Members noted that it would be nice if more of the City’s events were included in the schedule. Next year’s publication is to be finalized by October, 2018.

Motion Devlin, second Spartz to pay half of the actual costs (\$365) of the ad in the Hinckley Visitors Guide with the caveat that next year, more input is provided by the City. Motion carried 5-0.

River Bluff Street Reconstruction Project

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 as far back as 2012.

Bid opening occurred on April 10. Four bids were received, as follows:

MPJ Enterprises	\$447,976.40
Kuechle Underground Inc.	\$465,161.67
Casper Construction Inc.	\$514,900.00
Ulland Brothers Inc.	\$597,723.70
Engineer's Estimate	\$487,086.00

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>Available Fund Balance</u>
Streets 1	86,572.65	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

The couple that were at the Council meeting when this was discussed last would like to talk to the construction company regarding their fence.

The project cannot be started until after June 5 and must have the first blacktop lift complete by the last week in August. Once the contract is awarded, SEH Engineer Anderson will set up a pre-construction meeting, followed by an open house with the property owners.

Motion Devlin, second Franklin to award the contract to MPJ Enterprises for the River Bluff Street Reconstruction Project in the amount of \$447,976.40 to be paid for with available money from each respective fund. Motion carried 5-0.

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 that 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), 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.

One of the Council Members suggested that the Fire Department be brought into construction meetings especially when the fire hydrants are affected and there may be access concerns.

Motion Devlin, second Palmer to approve the agreement with SEH for overseeing the River Bluff Street Project for a total compensation not to exceed \$34,500. Motion carried 5-0.

NEW BUSINESS:

Fire Hall/City Hall – Building Improvements

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/NO2 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.

Design, Bidding and Construction Administration			
Engineer	City Hall	Fire Hall	Total
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

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).

The Administrator did attempt to get companies to bid on replacing the boiler at City Hall; however, three different companies refused, stating that the City will have to have engineered plans and specifications.

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.).

The Council asked about the heating and cooling systems in the City Hall building, which are completely separate. The Library has in-floor heat which comes from the main boiler system. The current method of use of the boiler is to turn it on and off depending on the warmth of the rooms in the building. Said warmth varies widely throughout the building. A new system will allow individual zone control. The Council discussed the last couple of years' heating bills.

After much discussion, Motion Franklin, second Devlin to approve moving forward with the proposal from LHB to begin designing both projects. Motion carried 5-0.

REPORTS:

Fire Department

Fire Department Relief Association

Council Members received a copy of the April 1, 2018 Sandstone Fire Relief Association fund balance. Correction of the date for Special Fund: should be 1-Jan-18 and 1-April-18, rather than 1-Jan-17 and 1-Oct-17. Mayor Spartz, also the Treasurer of the Relief Association, reported that the amended 1099 forms going back three years were received today. The tax returns were mailed in today and the Association is expecting \$11,000 back which will go back into the Relief Funds.

Fire Department Purchases

Staff met with Fire Chief Spartz, Assistant Fire Captain 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. The springs do not work which makes it very difficult to raise them. 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.

Motion Palmer, second Spartz to approve the purchase of turn out gear, the overhead garage doors and the Tanker/Chassis upgrade as well as hiring a grant writer to work on a FEMA grant application. Motion carried 5-0.

Captain Eberhardt reported that there are currently 18 active members on the Fire Department. As far as calls this past month, there were a couple of grass fires, a fire at the MN Power building, multiple vehicle fires, a mutual aid building fire in Askov, a carbon monoxide incident, a wild land fire, a motor vehicle accident at Highway 61 and Groningen, and a motor vehicle accident on I-35 where the individual had to be extricated. A DNR burning permit is required for anything bigger than 3'x3' (campfire) and at the moment these are also not allowed.

Planning Commission Meeting – March 14, 2018

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.

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.

The Planning Commission held the Public Hearing on April 11th, 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.

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.

Motion Franklin, second Devlin to 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. Motion carried 5-0.

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. A core team has been assembled: Steve Palmer, Val Palmer, Kathy George, Pete Spartz, Tim Franklin, Brandon Devlin, Cassie Gaede, Reese Frederickson, Randy Riley, Kris LaBounty, Pastor Kim Sturtz. The next training will be 7 hours on June 2nd.

Other Planning Commission Updates

The Planning Commission continues to work on updating the zoning code. The Historic Downtown District was the focus of the April meeting. One of the Council Members questioned the placement of a small engine repair shop in a residential district. He also questioned allowing Air B&B's. These comments will be relayed back to the Planning Commission. As long as the language is being updated, a Council Member noted that there is mention of a TV/Radio repair shop – wording that is somewhat outdated. Council Members were encouraged to follow along with what is being done in the Planning Commission and continue to express their opinions. A joint Planning Commission / City Council meeting will be held once the draft Zoning Code has been completed.

Park & Rec Commission Meeting – April 13, 2018

The Commission members participated in a brain-storming session. Each member was asked to identify their top 5 priorities for all City Parks and their top 5 priorities for Robinson Park. Discussion will continue at the next meeting.

Spring cleanup for the parks took place last week. The turn-out at Robinson Park was very good, with about 15 participants. About 20 Girl Scouts and leaders worked on Angle, Train, and Johnson Parks.

Arts in the Park will be on Tuesdays in June. The food, music and events are being lined up.

EDA Meeting – April 25, 2018

The EDA received the first quarter report on the Wild River Townhomes and Senior Apartment properties from Lorien Mueller, Senior Director of Property Management with Great Lakes Management Company. Occupancy in the Senior Apartments was 98%. It was 87% in the Townhomes due to some evictions. Overall, operating expenses were over budget at this time due to various reasons. Capital projects for this year include lighting upgrades in the townhomes and parking lot repairs at the Senior Apartments.

The EDA learned that One Roof Community Housing has decided not to include Sandstone in their application for funding this year. They had originally planned to develop 4 new homes in town; however, they have determined that it would be difficult for them to successfully develop new homes and price them at a level that would differentiate them from the rest of the market. One Roof is willing to explore possibilities for the 2019 grant round.

The EDA considered a Community Economic Development Loan Application from Mike Reilly, who would like to purchase the Kettle River Laundromat on a contract for deed from Phil and Lucy Kester. The loan was denied at this time because a local financial institution is not involved and some other loan guidelines were not met. Reilly was encouraged to reapply once he addresses these items.

One of the Council Members asked for a clarification regarding the terms “private lender” and “local financial institution”. Both terms are used in the guidelines, which the EDA has directed Staff to work on updating/clarifying.

PeopleService Report – April 2018

There was a sewer backup at 209 Minnesota Street due to buildup of grease/solids in manhole #127. The blockage was cleared. Lift Station #3 was plugged with rags/wipes again. Check ball valves were replaced in Lift Station #2. Eight water meters were installed.

Library Report – April 2018

Librarian Jeanne Coffey reported that 69 kids attended four story time sessions. The two book clubs had 18 participants. 1,275 patrons visited the Library and 285 reference questions were answered. In addition, the library sponsored a Teddy Roosevelt interpreter who had the council meeting room packed to the point that people had to be turned away who could not stand for the hour long presentation.

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report for March and the A/P Clerk Claims – April 4, 2018 through May 2, 2018.

Motion Palmer, second Spartz to approve the financial reports and pay claims. Motion passed 5-0.

WRITTEN NOTICES AND COMMUNICATIONS:

A letter of thanks from the Old School Arts Center (OSAC) was received for the annual contract and the coloring book contribution from the Fire Department.

It was noted that no one has stepped forward to spearhead Quarry Days as of yet. Mayor Spartz thanked the Council for sending him to the Mayor's Conference in Perham.

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

Follow Up Items from April 4 Council Meeting

Auto Value – Mora delivers; the City will stock up on items when they are on sale

Water Sample Analysis – 408 Park Ave; all levels are normal

Tax-Forfeited Land Sale – 3 properties have been requested, asking for an expedited process

Spring Newsletter

Came out on Saturday – lots of positive comments have been received

New Copy Machine

The Copy machine has been upgraded and the City is saving about \$20/month

Street Department Matters

Sweeper repairs were necessary to replace a leaking pump = \$6,716.05

Summer worker Larry Vork is returning for the season

The crew has been busy picking up trash, grading alleys and gravel roads, patching potholes, worked on a frozen culvert (Washington), fixed a sink at City Hall, checked the auto door opener for the Library, removed a dead deer in the park and repaired a washout at a storm drain (8th & Park)

Rags in Sewer

Problems continue at the Quarry Place lift station

Staff will be talking with Essentia and Golden Horizons regarding permanent solutions

Inspection Services

The City is contracting with Richard Droting directly as our Building Official; rather than contracting through Pine City

Pine City held interviews for a Safety Officer (Rental Inspector), an offer has been made, waiting for a decision

Lights in Alleys

Staff continues to work with MN Power to add 2 lights in the downtown area:

Behind 318 Main Ave (Arlen Kranz) – MN Power is redoing the existing pole and adding a street light on a 14-foot mast arm

Still exploring options for the next block north, as it is complicated

Small Cities Development Program Update

Owner-occupied homeowner projects – inspections have been requested on 5, bids are being taken on 2, final paperwork is being completed on 2; 4 applicants have been denied for various reasons; Staff is looking into the possibility of extending the target area

Commercial projects – final paperwork is being completed on 1, eligibility is being determined on 1; the Administrator plans to personally deliver applications to commercial businesses in the target area

Board of Appeal and Equalization Meeting – April 19

Mayor Spartz and the Administrator attended – no Sandstone property owners attended

Consider taking the meeting back to the Council level – on June's agenda

Bridging Divides Workshop – April 26

Conflict Resolution Strategies

The Administrator will be gone until next Thursday, attending the Minnesota City/County Managers Association (MCMA) Conference and the Housing Institute.

ADJOURN

Motion Kester, second Spartz to adjourn at 8:04 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: Approval of Hiring Larry Volk – Streets & Parks Summer Helper

BACKGROUND: The City advertised for the Streets & Parks Summer Helper position. Larry Volk is the only applicant. Volk has been serving the City in this capacity each year since 2012. He is a very good worker and has proven to be very reliable.

ATTACHMENTS None

STAFF RECOMMENDATION: Approve Hiring Larry Volk for the temporary position of Streets & Parks Summer Helper effective May 2, 2018, at the hourly rate of \$13.00 (Volk has been paid \$12.31/hour for the past several years).

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

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: Special Event Permit Application – Sandstone Flower & Garden Club

BACKGROUND: The City received a Special Event Permit Application from Karen Carlson on behalf of the Sandstone Flower & Garden Club. They are planning their annual flower sale, which typically takes place in Train Park.

ATTACHMENT(S) Special Event Permit Application & Indemnity Agreement

STAFF Review and approve
RECOMMENDATION

Special Event Permit Application

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

APPLICANT AND SPONSERING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: Sandstone Flower + Garden Club
APPLICANT NAME (CONTACT): Karen R. Carlson
ADDRESS: P.O. Box 77 430 Division St.
DAYTIME PH: (320) 245-2946 CELL: (320) 630-5433 EMAIL: carkr@hatmail.com

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) Flower sale - proceeds go to Flower Club

EVENT TITLE: Sandstone Flower and Garden Club Sale

ACTIVITIES TO TAKE PLACE AT EVENT: Flower and Baked goods sale

EVENT DATE(S): Saturday, June 9 PROPOSED LOCATION: Bingo Shelter

NUMBER OF EVENT STAFF: 15+ IS FOOD OR ALCOHOL BEING SERVED?

ESTIMATED ATTENDANCE: 402 HOURS OF EVENT: 9 am AM/PM TO noon AM/PM

SET UP TIME: 7 AM/PM TO 9 AM/PM TAKE DOWN: Noon AM/PM TO 2 AM/PM

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

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

Karen R. Carlson May 29, 2018
Applicant's Signature Date City Administrator

I am requesting a waiver of the insurance requirement as insurance coverage is impossible to obtain because this is not an organized group so it is unable to obtain insurance.

Laren D. Coulson May 29, 2018
Applicant's Signature Date

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").

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)*].

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 *[insert time of special event]* on *[insert date of special event]*, and terminates at *[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 _____ day of _____, 20__.

CITY OF SANDSTONE

By: _____
Its: Mayor

And _____
Its: City Administrator

EVENT HOST

By: Karen R. Carlson
Its: _____

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: Approval of Service Contract for Rental Inspection Services

BACKGROUND: The City had contracted with Todd Sandell for rental inspection services. Sandell submitted his resignation in March, 2018. The City has been working with Pine City, as they had just begun the process of hiring a Safety Inspector. They had planned to hire someone for 20 hours a month. Since we were in need of assistance, they decided to increase the hours to 30 hours a month.

Interviews were held on April 23rd. I was able to participate in the interview process. An offer was made to the top choice and accepted. The individual (Andrew Ludke) has now started working in Pine City, being trained in by Fire Marshall Dave Hill. Dave and Andrew plan to meet with me and Leaha on Thursday afternoon to get started.

Pine City Administrator Ken Cammilleri has prepared a Service Contract, which is similar to the contract we had with them for Building Inspector services.

ATTACHMENTS Service Contract for Rental Inspection Services

STAFF

RECOMMENDATION: Recommend approval of the Service Contract as presented.

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

**Service Contract for Rental Inspection Services between
the City of Pine City, Minnesota and the City of Sandstone, Minnesota**

This service contract (the “Agreement”) is made and entered into this _____ day of _____, 20____, between the City of Pine City, Minnesota (Pine City), and the City of Sandstone, Minnesota (Sandstone), (collectively, the “Parties.”)

WHEREAS, Sandstone has adopted the International Property Maintenance Code and seeks to obtain assistance with the implementation and inspection process for compliance with their rental inspection ordinance; and

WHEREAS, Sandstone is authorized and empowered to provide for various types of inspections to ensure the public health, safety and welfare of its citizens; and

WHEREAS, Sandstone has investigated the facts and determined that it is in the best interests of the city and its citizens to contract with a third party for administration of their rental inspection program; and

WHEREAS, the City of Pine City has the desire and capacity to provide for the administration of rental inspection program for the City of Sandstone; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the Parties agree as follows:

1. Term. The term of this Agreement shall be for two years from _____, 2018 through December 31, 2019. The Parties may renew this Agreement for desired time durations by requesting to amend this Agreement any time prior to the expiration of the current term in writing to the other Party and the requested duration of the new Agreement must be approved by both parties. The Parties may also terminate this Agreement at any time, upon submitting in writing the intent to terminate this agreement 60 days prior to the requested termination date as evidenced by an identical resolution of the city council of each city.

2. Scope of Services. Pine City shall assist through the provision of the Safety Inspector for receiving and issuing rental licenses, including the upkeep and maintenance of open license files, on behalf of Sandstone at the Sandstone municipal offices. Sandstone shall be responsible for receiving the license applications and collecting any applicable fees. Sandstone shall keep such records in accordance with its record retention policy.

3. Control and Employment Status. Pine City shall have control over the employment matters in which services are performed under this Agreement. However, Sandstone shall have supervisory power over the safety inspector for services performed for Sandstone. The safety inspector shall report to the Administrative Supervisor in Sandstone for all duties and services performed on behalf of Sandstone. Any employees assigned by Pine City to perform obligations under this Agreement shall remain the exclusive employees of Pine City for all purposes, including but not limited to wages, salary and employee benefits. Such Pine City personnel shall not be entitled to any compensation, rights or benefits of any kind from Sandstone, including, without limitation, insurance benefits, sick and vacation leave, workers’ compensation benefits, unemployment compensation, disability, severance pay, or retirement

benefits. All Pine City employees providing services to Sandstone pursuant to this Agreement shall be certified as a in accordance with applicable laws and regulations. Services shall be in compliance with local, state and federal laws, rules and regulations. Pine City represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement.

4. Fees and Billing.

A. Fees. Sandstone shall pay Pine City for the services performed pursuant to this Agreement in the amount listed in the fee schedule in Appendix A which is attached hereto and incorporated in this Agreement. Prior to September 15th of each year, the Cities will meet and discuss the proposed fees for the upcoming year and discuss the allocated/contracted hours to each city which will be set as for the next year.

B. Billing. Sandstone shall remit payment in full to Pine City within thirty (30) days of Pine City's submission of an invoice for the Rental Inspector's services. In the event this Agreement is terminated, Pine City shall send a final invoice within fifteen (15) days of the termination date for any outstanding amounts and Sandstone shall remit payment for the final invoice within thirty (30) days after its receipt, if needed.

5. Insurance & Liability.

A. Insurance. Pine City agrees to provide the following insurance coverage: (1) commercial general liability (or its equivalent) with a minimum liability limit of \$1,200,000 per occurrence; and (2) automobile liability, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,200,000 per occurrence. Said liability coverage shall be through the League of Minnesota Cities Insurance Trust (LMCIT) using standard LMCIT liability coverage forms or from another reputable insurance company authorized to do business in Minnesota. Pine City agrees to name Sandstone as an additional insured. Pine City agrees to carry workers' compensation insurance as required by state law.

B. Liability of Pine City. Pine City agrees to defend and indemnify Sandstone, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of Pine City's performance or failure to perform its duties under this Agreement, except as set forth in subsection C below.

C. Liability of Sandstone. Pine City, however, shall not be required to defend and indemnify Sandstone for claims or damages caused by or resulting from Sandstone's sole negligence. Sandstone agrees to defend and indemnify Pine City and its employees, officers, volunteers and agents, for any claims related to the interpretation of or challenges to the validity of Sandstone's ordinances.

6. General Provisions.

A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

B. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties with the exception of Appendix A which may be amended as provided in Section 4 of this Agreement.

C. Audit. The books, records, documents, and accounting procedures of Pine City relevant to this Agreement are subject to examination by Sandstone and either the legislative or State Auditor as appropriate, pursuant to Minnesota Statutes.

D. Notice. Any notice, statement or other written documents required to be given under this Agreement shall be considered served and received if delivered personally to the city, or if deposited in the U.S. First Class mail, postage prepaid, as follows:

i. Notice to Pine City:

City Administrator
City of Pine City, Minnesota
315 Main Street S, Suite 100
Pine City, MN 55063

ii. Notice to Sandstone:

City Administrator
City of Sandstone, Minnesota
119 4th Street PO Box 641
Sandstone, MN 55072

E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

F. Captions. Section headings contained in this Agreement are included for convenience only and form no part of the Agreement between the Parties.

G. Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

H. Counterparts. This agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

I. Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the Parties, by action of their respective city councils, caused this Agreement to be approved on the dates below.

City of Pine City, Minnesota

The City Council of Pine City, Minnesota duly approved this Agreement on the ____ day of _____, 20____.

City of Pine City, Minnesota

By: _____
Its Mayor

And: _____
Its City Administrator

City of Sandstone, Minnesota

The City Council of Sandstone, Minnesota duly approved this Agreement on the ____ day of _____, 20____.

City of Sandstone, Minnesota

By: _____
Its Mayor

And: _____
Its City Administrator

Appendix A

Fee Schedule & Annual Meeting

Annually, in July of each year preceding the expiration of this agreement, there will be a joint meeting between the Cities to review and discuss the utilization of hours by cities for safety inspection services and it will be determined if any changes need to be made in allocation of service provision under this contract. Also, at this meeting the proposed fee schedule will be discussed for the future year's services.

Sandstone shall pay Pine City in accordance to the following hourly fees for services performed under this Agreement:

Hourly Rate for Rental Inspector Services (2018)	\$42.00
Hourly Rate for Rental Inspector Services (2019)	\$42.50

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: July Council Meeting Date

BACKGROUND: The regularly scheduled July Council meeting date falls on July 4th.

ATTACHMENTS None

STAFF RECOMMENDATION: Set alternate date for July Council meeting

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

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: Resignation of Streets & Parks Supervisor John Mikrot

BACKGROUND: Streets & Parks Supervisor Mikrot submitted his resignation effective June 1, 2018

ATTACHMENT(S) Resignation Letter

STAFF RECOMMENDATION Schedule a Personnel Committee meeting to discuss options / possibilities.



JOB _____
JOB NO. _____
CALCULATED BY _____ DATE _____
CHECKED BY _____ DATE _____

As of June 1st 2018
I, John B. Mikrot Sr. will
terminate my employment with
the City of Sandstone

John B. Mikrot Sr.
5-25-2018

Accepted by City Administrator Kathy George
on May 25, 2018. This letter of resignation will
be included in the Agenda of the June 6, 2018
council meeting.

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: Flea Market & Farmer's Market

BACKGROUND: The City received a Special Event Permit Application from Charlie Armstrong to hold a Flea Market in the dirt lot by the Fire Hall.

The City has been contacted by Cheryl Jones regarding the Farmers Market – Special Event Permit forms should be coming.

The City has a line-item budget in the Park Fund of \$750 for the Farmers Market. I'm told that this covers advertising and toilets for the summer.

I am not aware of funds being budgeted for the Flea Market. Apparently, there has been one by the can collection area in the past.

ATTACHMENT(S) Special Event Permit Application – Flea Market

STAFF Review and discuss.
RECOMMENDATION

Special Event Permit Application

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

APPLICANT AND SPONSERING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: NA
APPLICANT NAME (CONTACT): Charlie Armstrong
ADDRESS: P.O. Box 405 Sandstone MN 55072
DAYTIME PH: (320) 245-2793 CELL (320) 630-4844 EMAIL:

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
X OTHER (Specify) Flea Market

EVENT TITLE: Flea Market

ACTIVITIES TO TAKE PLACE AT EVENT: Selling

EVENT DATE(S): Saturdays June 16-17, 2018 PROPOSED LOCATION: Fireball dirt lot

NUMBER OF EVENT STAFF: 1 IS FOOD OR ALCOHOL BEING SERVED? No

ESTIMATED ATTENDANCE: ? HOURS OF EVENT: 9am-2pm AM/PM TO ? AM/PM

SET UP TIME: 8am-? AM/PM TO ? AM/PM TAKE DOWN: 5pm-? AM/PM TO ? AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (if Applicable): \$ 0

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

Applicant's Signature: [Signature] Date: 5-31-18 City Administrator

I am requesting a waiver of the insurance requirement as insurance coverage is impossible to obtain because this is not an organized group so it is unable to obtain insurance.



Applicant's Signature

5-31-18
Date

SPECIAL EVENT INDEMNIFICATION AGREEMENT

THIS INDEMNIFICATION AGREEMENT (“Agreement”) is made as of 5-31, 2018, by and between the CITY OF SANDSTONE, a Minnesota municipal corporation (“City”) and [*insert name of event host(s)*] (“Event Host”).

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)*].

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 *[insert time of special event]* on *[insert date of special event]*, and terminates at *[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 _____ day of _____, 20__.

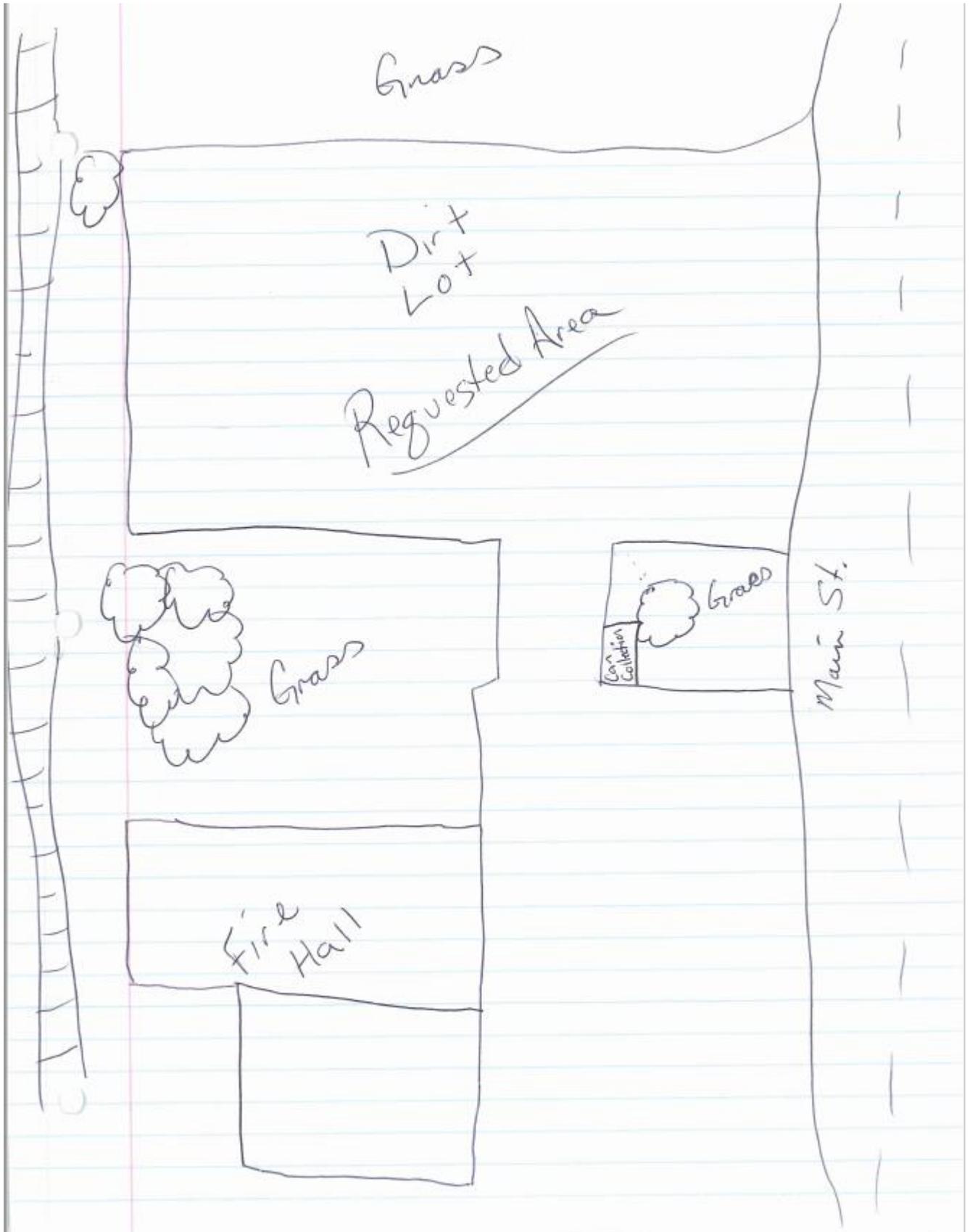
CITY OF SANDSTONE

By: _____
 Its: Mayor

And _____
 Its: City Administrator

EVENT HOST

By: _____
 Its: _____



CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: Local Board of Appeal and Equalization Resolution

BACKGROUND: At some point in the recent past, the City Council decided NOT to hold the annual Local Board of Review meeting and, instead, had the County Assessor's office hold the "Open Book" meeting.

I would like to discuss this with the Council and would ask for consideration to take the meeting back to the City Council.

ATTACHMENT(S) Memo from Kelly Schroeder, Pine County Assessor
Proposed Resolution 20180606-01

STAFF Review and discuss
RECOMMENDATION



OFFICE OF
PINE COUNTY ASSESSOR

Pine County Courthouse, 635 Northridge Dr NW #260, Pine City, MN
320-591-1634 1-800-450-7463 Ext. 1634 Fax: 320-591-1640

MEMO

To: Pine County Townships and Cities
From: Kelly Schroeder, Pine County Assessor
Date: October 10, 2017
Re: Local Board of Appeal and Equalization

It is that time of year again when we will want to start planning for the 2018 Local Board of Review. Did you know that your jurisdiction does not have to hold a Local Board of Review? There are actually 21 jurisdictions in Pine County that have chosen not to. They utilize the "Open Book" option for the board of review that would allow our office to directly handle any appeals of values or classifications. Some of the "pros" to this option are:

- 1.) More time for the taxpayer to appeal; they can appeal right up until the County Board of Appeal and Equalization in June. Currently, once the Local meeting adjourns it is too late for any appeals. There are a lot of times that folks don't look at their statements until the 1st half taxes are due in May, much too late.
- 2.) We like to think we and the local assessors are "experts" when it comes to valuation and classification and do everything we can to provide a fair and equitable resolution for all when issues arise.
- 3.) No need for your board members to be trained once every 4 years
- 4.) No need to keep track of who is trained and who is not or what you are going to do if you lose your trained member in the March elections, etc.
- 5.) Reduced overall cost to the township or city. There is no need to hold a meeting, thus no need to pay per diems or mileage for a meeting.

Some other tidbits of information about this option: We do hold actual meetings that taxpayers can attend if they choose. This year we held one meeting in Rutledge and one meeting in Pine City that were both open for approximately 2 hours, much like an "open house". This allows taxpayers to have a specific date, time and location to appeal if they like that method, but are not "out of luck" if they miss the meeting as they are with the traditional meetings. If you would like to switch your board of review to "Open Book," the board/council just needs to pass a resolution.

If you would like to continue holding your own Board of Review meeting I do support that option also, as it does give the taxpayer the chance to present their case to someone besides our office before the County Board of Appeal and allows the local review of the work done by the assessor.

CITY OF SANDSTONE
Resolution
Local Board Powers to be Reinstated

Resolution No. 20180606-01

A RESOLUTION OF THE CITY OF SANDSTONE, MINNESOTA, TO ESTABLISH A LOCAL BOARD OF APPEAL AND EQUALIZATION PURSUANT TO MINNESOTA STATUTE 274.014, SUBD. 3, PARAGRAPH C.

Whereas, the City of Sandstone is authorized to serve as the local board of appeal and equalization pursuant to Minnesota Statute 274.01; and

Whereas, the City of Sandstone's powers to act as the local board of appeal and equalization were transferred to the County of Pine pursuant to Minnesota Statute 274.014, Subd. 3, paragraph a; and

Whereas, said Statute provides for the reinstatement of the governing body of the town to serve as the local board of appeal and equalization by resolution of said town board and upon proof of compliance with Minnesota Statute 274.014, Subd. 2.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Sandstone to establish the City Council as the local board of appeal and equalization pursuant to the above-referenced statutes.

Passed and adopted by the City Council of the City of Sandstone this 6th day of June, 2018.

Peter Spartz, Mayor

Kathy George, City Administrator

Sandstone Public Library

May 2018

May is always the slowest month at our libraries but even so we saw about 1,400 patrons and answered about 300 reference questions.

Our weekly story time was very popular with 70 kids attending the four that we had. One of the books clubs continues with an average of ten participants which is good for the summer months.

We had issues with the air conditioning system and as I write we still have 3 buckets out in the office area. Hopefully the problem has been found and we will be back to normal. Also we have a problem with the lights in the library that Drilling electric is trying to solve. They are on stand-by for us.

Lastly, the Summer Reading Program began on the last day of the month. We look forward to this each year as the kids come back to the library to enjoy their time off with a good book.

Jeanne Coffey, Branch Librarian
East Central Regional Library (ECRL)
Sandstone Public Library
119 North Fourth Street
P.O. Box 599
Sandstone, MN 55072
Phone: 320-245-2270
[http:// www.ecrlib.org](http://www.ecrlib.org) jcoffey@ecrlib.org

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: Kettle River Watershed Mural Project

BACKGROUND: The City received a grant from East Central Regional Arts Council for \$7,000 towards the Kettle River Watershed Mural Project. The grant requires a \$4,500 cash match. Previously, the Park & Rec Commission agreed to contribute \$2,250 towards the project and directed staff to contact the Sandstone Lions, the Quarry Lions, and the Sandstone Chamber to see if they were interested in each contributing \$750 for the remaining \$2,250 needed.

The Sandstone Lions voted to contribute \$750. The Quarry Lions and the Sandstone Chamber both declined to participate, leaving a shortfall of \$1,500.

ATTACHMENT(S) None

STAFF RECOMMENDATION The Park & Rec Commission recommends the City increase their contribution to a total of \$3,750 for the project. These funds would come from the Capital Improvement Fund (401) – Small Park Projects line item.

PARK AND RECREATION COMMISSION
MEETING MINUTES
Friday, May 11, 2018

Members present: Dave Barsness, Dorothy Dybvig, Eric Sturtz, Tony Vavricka, Karry White

Members absent: Mary Franklin, David Chasson; Council Liaison Tim Franklin

Staff Present: Administrator Kathy George

Guests: None

Call to Order

Chair Barsness called the meeting to order at 8:10 a.m.

Agenda

Special Event Permit and Train Park Kiosk were given as additions to the Agenda. **Motion White, second Sturtz, to approve the agenda with the additions. Motion passed 5-0.**

Minutes

Motion Sturtz, second White, to approve the minutes of the April 13, 2018 meeting as presented. Motion passed 5-0.

New Business

- A. Robinson Park Toilets – Administrator George reported that she received a proposal from George Castonguay, Paul’s Portables, to provide regular maintenance at the vault toilets in Robinson Park. Castonguay also maintains vault toilets for the DNR and has all of the necessary equipment. The proposal includes cleaning the skylights, mounting hand sanitizers and filling them with solution; adding 10 gallons of bio blue chemical; spray wash walls, floor, and toilets; squeegee floors; add stickers and signs about trash; spray disinfectant; spray deodorizer & air freshener into screen windows; change trash bags weekly; change toilet paper position and add additional holders; monitor the depth of the tank (to determine if there is a leak). Castonguay would provide these services for \$85/week.

George reported that she felt the proposal was very reasonable and wanted to implement the program as soon as possible. So, she directed Castonguay to start the week of May 1st. Commissioners noted that they have already received positive comments about the changes.

- B. Special Event Permit – Trinity Lutheran Church – 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; therefore, it was placed on the May 2nd City Council agenda for approval with the following conditions:

- **Fires are only allowed in fire pits, as follows:**
 - **1 existing fire ring across from the bathroom by the picnic pavilion**
 - **3 existing fire rings in the camping areas**
- **Cutting of trees for firewood is not allowed;**

- **Designate an area for vehicle parking, with signage;**
- **Portage only to camp sites – no vehicles;**
- **The Sheriff’s Department should be made aware of the event.**

The City Council approved the request. Administrator George just wanted to keep the Park & Recreation Commission members informed.

C. Train Park Kiosk – One of the priorities that was noted at last month’s brainstorming session was informational kiosks. Commissioners had stated that perhaps something can be done at the kiosk in Train Park. Administrator George contacted Craig Saari, Colors by Craig. He informed her that he could design weather proof posters for each of the panels at a cost of about \$50/each. George asked for a couple of Commissioners who would be willing to meet with her and Saari to design the panels. Commissioners Barsness and Sturtz offered to help. A meeting will be set up in the near future.

Continuing Business

A. Brainstorming Session Follow up – Commissioners reviewed and discussed the results of last month’s brainstorming session:

(3) Develop Big Spring Falls Area	(5) Acquire Angle Park from BNSF
(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	(1) Develop Community Park System Plan
(1) Cavity Trail to access town	(2) Arts in the Park event
(1) Tennis courts / Volleyball	(1) RV Park
(4) Information kiosks	(2) Public Art / Murals
(1) Mini golf / driving range / laser tag / paintball area / disc golf course	

Robinson Park	
(8) Current Legacy Grant Application/Project	(2) Small Playground area at Robinson Park
(3) Robinson / Banning Connection	(1) Continuous path from old quarry to new dam
(1) Art Walk Bridge over River	(1) Camper cabins at Robinson
(1) Trail markings to park	(2) Develop historic dam overlook site
(2) Replace / Improve Stage	(1) Surf Park
(2) Improve River access	(1) Drinking Water
(2) Remove dam	(2) Historical interpretation info at Robinson
(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)

<p>(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)</p>	<p>(1) Lower Robinson – North (trails, interpretation, river access/portage, picnic shelter, boardwalk)</p> <p>Yellow highlighted items are included in the current Legacy Grant Application.</p>
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The following was discussed:

- The County is planning to add the Munger Trail connecting segment to an upcoming 2019 project.
 - Arts in the Park is proceeding on Tuesdays in June. Commissioners Vavricka and White have been working with Administrator George on the details. They hope to have the bands and the feature events lined up by the end of the day today so that promotion/advertising can begin.
 - The mural project is proceeding as planned, with the community paint portion scheduled for August 3-5.
 - Commissioners were in favor of pursuing options regarding dissolving Angle Park and relocating the skatepark, perhaps adding a basketball court at the new location. It was suggested to contact the School District about the lots they still own by The Rock. Administrator George will follow up on the possibilities.
 - Although a playground area downtown only received 2 votes, George reported that there is interest in the community to develop one. She will reach out to those interested to see if they are willing to fundraise and work on a design and location for the new park.
 - Although the Group Camp Site at Robinson Park did not receive any votes, George stated that it is becoming a necessity with the number of requests for group camping the City has been receiving. Commissioners Vavricka and Barsness agreed to meet further with George to identify a desired location that could be designated for group camping.
 - Commissioners were given a packet from Candace Amberg, WSB, for the upcoming Legacy Grant application concerning Robinson Park. All were asked to review it and provide any thoughts/comments at the June meeting.
- B. Spring Clean Up – April 28th at Robinson Park – about 14 people were on hand; Alana Tyson had about 20 girl scouts and leaders out and about at Train Park, Angle Park, and Johnson Park. James Loveridge with the Minnesota Climbers Association is planning another clean-up day at Robinson Park on Saturday, May 19th.
- C. Arts in the Park – Tuesdays in June. Duties were divided up between Vavricka, White, and George.
- Line up artists – *Commissioner Vavricka has 3 scheduled; he will secure the 4th band soon so that White can begin advertising.*
 - Line up food vendors – *Administrator George reported that the American Legion plan to offer brats, hotdogs, fries and beverages; the Dairy Association will offer ice cream.*
 - Line up presentations/featured items – *Administrator George reported that the programs will be: Kettle River Watershed Mural Project, Hardwater Sports, The Tree House, and (hopefully) the Audubon Society which still needs to be confirmed.*
 - Promotion / Advertising – *Commissioner White is working on this and needs the final details from Vavricka and George.*

- Restroom facilities – *Administrator George has contacted Paul’s Portables.*

George reported that she is securing the required music licenses. Two organizations are involved – BMI (which is \$349/year) and ASCAP (which is \$348/year). She is also having the large banner modified to read “Tuesdays” instead of “Wednesdays”.

- D. Kettle River Watershed Mural Project – the Quarry Lions, Sandstone Lions, and Sandstone Area Chamber of Commerce were all asked if they would consider participating in the project (\$750 each). The Sandstone Lions have contributed \$750. The Chamber and Quarry Lions have declined to participate, leaving a \$1,500 shortfall for the project. The grant from East Central Regional Arts Council has been approved for \$7,000.

Previously, the Commission had agreed to contribute \$2,250 towards the project. George asked if they would be willing to recommend the City contribution be \$3,750. She stated that the money can come from the Capital Improvement Fund (401) – Small Park Projects line item. Commissioners were comfortable with this.

- E. Angle Park – As noted previously, Commissioners are discussing the possibilities of dissolving Angle Park. This would involve relocating the skatepark and possibly also adding a basketball court to the new location. The hockey rink would be dismantled; perhaps the hockey boards can be sold to another community/interested party.
- F. Gin Pole – Streets and Park Supervisor Mikrot will start getting quotes – *Mikrot was not available at the meeting; therefore, no update was received.*
- G. Stage at Robinson Park – Chair Barsness, Commissioner Vavricka and Administrator George will set up a time to meet with Mike Johnson about the possibility of replacing the stage with large sandstone boulders.
- H. Robinson Park Camping Registrations – There were 9 registrations for 9 nights of camping in April.

Other

Inspection forms for Robinson Park and Johnson Park were turned in.

The Commission reviewed a performance report from Google for April regarding Robinson Park. 11,565 people found Robinson Park on Google; 125 asked for directions; 40 visited the website; 5 called City Hall; and one comment was made: “Nice trails, beautiful and right on the Kettle River.”

Adjournment

Motion White, second Vavricka to adjourn the meeting at 8:55 a.m.

Respectfully submitted,
Kathy George, City Administrator

City of Sandstone
EDA Meeting Minutes
May 23, 2018

CALL TO ORDER: 6:02 p.m.

ROLL CALL: Kester, Spartz, Devlin and LaBounty

Members absent: Warner, Franklin and Palmer

Staff present: Administrator George and Recording Secretary Nelson

Others present: Scott Knudson with Community Partners Research

APPROVE AGENDA

Motion Devlin, second Spartz to approve the agenda as presented. Motion carried 4-0.

APPROVE MINUTES

Motion Spartz, second LaBounty to approve April 25, 2018 meeting minutes. Motion carried 4-0.

PUBLIC HEARINGS / PRESENTATIONS:

Scott Knudson - Housing Study

Scott Knudson with Community Partners Research presented a DRAFT of the Sandstone Housing Study to the EDA. This is an analysis of the overall housing needs of the City of Sandstone. Knudson went over the list of individual sections and talked about the demographic data which looks at population, aging and household data and trends. There is an explanation in the report on where some of this data is drawn from – the Minnesota State Demographer’s Office and the American Community Survey from the census bureau which is self-reporting.

The Summary of Findings and Recommendations included the following points:

- Home Ownership Recommendations
 - The demographic pattern is conducive to building 1 to 2 moderate to higher priced single family houses annually.
 - There is a potential demand for 1 to 2 affordable new construction houses annually.
 - Promote affordable existing home ownership options. The median home value for an existing single family house in the community is at or slightly above \$100,000. A number of the older single family buildings have transitioned into rental units over the years in Sandstone. If there is a chance to bring some of these back to owner occupied, this would benefit the City.
 - Create home ownership incentives. It can be difficult for communities to do but the creation of homeownership incentives using available resources results in higher home ownership but it can be hard to maintain. The most successful homeownership incentives out there require the communities to invest \$10,000 - \$15,000 into each home that is built through fee waivers on city charges for sewer or water, building permits, or cash incentives for those using local contractors, and property tax abatements.
 - Monitor the residential lot inventory. Sandstone would benefit from additional single family lots and better building lots.
 - Findings on Community Land Trust use in Sandstone. There is information on the Community Land Trust model. They work best in communities where the high home values are rising rapidly and the cost of land is high.
- Rental Housing Recommendations
 - Develop 26-32 market rate town house-style rental units. The rental housing recommendations are for smaller town house-style rental units and moderate rent apartment-style units. These appeal to senior citizens and empty nesters that are looking to moving from owning an older single

- family home to rental but still want some of the amenities of a single family home such as a garage, laundry facilities and private entrances.
 - Develop 10-12 units of apartment-style market rate moderate rent housing. This would be less expensive than those with garages and such.
 - Develop subsidized rental housing as resources allow. This would probably be maintaining and preserving the units Sandstone already has. One way Sandstone could develop would be to bring in more rent assisted vouchers.
 - Explore options for moderate rent income-restricted housing development. Seek out state incentives for moderate rent income-restricted housing development such as Work Force Housing and Low Income Housing Tax Credit. Sandstone may have difficulty in competing for those programs in comparison with Hinckley because of the jobs that are there.
 - Monitor specialized senior housing needs; especially, the higher services housing such as the assisted living memory care. There will be growth in the senior citizen population in the coming years.
 - Promote the development of senior housing with light services for more independent individuals.
- **Housing Rehabilitation and Preservation**
 - Continue to promote owner-occupied housing rehabilitation programs such as the Small Cities Development Program that Sandstone is involved with presently.
 - Promote rental housing rehabilitation programs – which is not as easy to do as the owner occupied.
 - Continue to utilize the rental licensing requirement to monitor the size of the inventory. With the higher rate of rental units in Sandstone, it helps to track the quality of the rental units.
 - Consider the development of a purchase/rehabilitation/resale program. The City could lose some money on the units but it's a way of preserving the older homes and prevent them from transitioning into rental units.
 - Continue with demolition and clearance activities.
 - Continue to promote downtown/commercial rehabilitation – this is general advice.

EDA members asked for elaboration on table 30 – “Commuting Times for Sandstone Residents.” The data is from self-responded surveys. There was a question regarding the median existing home values in Sandstone and the surrounding towns. All this data is from the American Community Survey. Median year for home construction in Sandstone is 1950. For rental units, it is 1979. Housing unit availability and household growth are linked. The City does not have an excess of housing. There is not a lot of vacancy in rental units or single family homes. For the City to add population, there are going to have to be places for people to live. A new idea is a tax abatement for purchasing a rental home, converting it to a single family dwelling. 40-50% of taxes go to the city. Other tax jurisdictions could be approached to participate. Waseca and Gainesville have started tax abatement for building single family homes.

The City needs to identify the priorities and figure out how it can assist. There are ways to set up revolving funds such as the Small Cities Development Program monies that will eventually be repaid to the City. This could be used for a Purchase Rehab Program. There was a question about the difference in the graphs on page 39 and 40. The first compares the total tax rates between the cities. The second is the cities' portion.

The council asked about table 26 – Rental Distribution – does that include subsidized housing? It should include all of the rental units but this survey was sent out to the individual households (tenants) so was self-reporting. 30% of the rental units in Sandstone are subsidized which is a larger percentage than other cities. There are also a large number of lower income renters looking for affordable housing.

NEW BUSINESS:

Sandstone Development, LLC – Request for Extension

The City Attorney was contacted by Tamera Diehm, Winthrop & Weinstine, the attorney who represents Sandstone Development, LLC. The due diligence period on the two Purchase Agreements for lots in the Business

Park expires on May 26th. The City had previously provided a 30-day extension which was allowed in the Purchase Agreements.

The Developer is now asking for an additional extension of 120-days, stating that they have experienced delays in performing testing and inspection due to the delayed spring. Staff countered with a 60-day extension and additional earnest money. The Developer has previously paid \$2,000 in earnest money (\$1,000 per lot), which is being held by the Title Company, in accordance with the two Purchase Agreements.

The Developer has agreed to the 60-day extension. They also agreed to pay additional earnest money. The amended Purchase Agreements include \$2,000 in earnest money for each parcel, changes the due diligence period to 210 days total (the original 90-day period + 60-day extension + this 60-day extension), and removes the provision that would allow another 60 days (which has already been used). This would put the public hearing in August.

The council discussed the fact that the contract stipulates that the earnest money, plus accrued interest, reverts back to Sandstone Development, LLC should they not purchase the lots.

Motion Devlin, second Spartz to approve the amendments to the purchase agreements which gives Sandstone Development, LLC an additional 60-day extension and increases the earnest money to \$2000 per lot on the stipulation that the clause that the earnest money will be returned if the purchase does not occur be removed. Motion carried 4-0.

Midwest Properties of Sandstone, LLC – Subordination Agreement

The City was contacted by Kent Marthaler, Principal of Midwest Properties of Sandstone, LLC (developer of the Golden Horizons Assisted Living property). Marthaler is refinancing his construction loan (currently with Minnwest Bank) with permanent financing through First Bank & Trust. This will require changes in most of the documents the City has with the Developer. Staff requested \$2,500 in escrow funds from Marthaler to pay for the City's costs associated with these changes. The \$2,500 has been received by the City.

The council asked about the City's finance terms being changed by this and the answer was no. What is being subordinated is the \$92,647 Promissory Note for the land purchase. If the property changes hands, the promissory note comes due.

Motion LaBounty, second Spartz to approve Resolution No. EDA 20180523-01 approving subordination agreement with Midwest Properties of Sandstone, LLC. Motion carried 4-0.

EDA Member Resignation/Vacancy

It has come to the City's attention that EDA Member Brian Warner is resigning from the EDA due to his busy schedule and lack of time. EDA Member Spartz spoke to Warner today and he did indicate that he needed to resign.

The Administrator has a database from the business breakfast. She will send out information to those who attended to see if anyone is interested in the open position.

Motion Devlin, second Spartz to accept Brian Warner's resignation from the Sandstone EDA. Motion carried 4-0.

CONTINUING BUSINESS:

Various Updates

- Sandstone hosted the GPS 45:93 meeting on Friday, May 18th, at the Sandstone Area Golf Course. Jeff Rossate, Director of Business Development with DEED, was present. GPS members were taking him on

tours of industrial parks along the I-35 corridor, including the Sandstone Business Park. They are looking for feedback from Rossate regarding how best to market the region for new and/or expanding development.

- Staff is continuing to 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.
- Fiber – 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 we are pursuing others as well. Deputy Clerk Jackson is working on the shovel-ready process and this is part of that as well.
- SEH is working on the rail layout plan. A conceptual design has been created and shared with BNSF for review and comments. More work is needed, based on the comments received. SEH is working to address BNSF comments. The rail spur would be built and owned by BNSF but funded by the City.
- NLX – The Alliance is working on a strategic planning process to help transition from planning and environmental work for the project to lobbying for support and funds. Letters of support were distributed from the North Pine Area Hospital District. The Administrator will not be able to attend the meeting next week.
- Opportunity Zones – The City received word this past Friday that the U.S. Treasury approved all 128 low-income census tracts that Minnesota had recommended, including Sandstone, 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.
- The MN Department of Ag and Terracon are currently coordinating the Spring 2018 remediation activities at the former Kettle River Company Creosote Plant site located at 202 Highway 23 South. Clean Harbors, the remediation contractor, has indicated they plan to start on Wednesday, May 30th. The work will continue through the middle to end of June, 2018.
- Solsmart is an effort by the US department of energy to get communities shovel-ready to accept solar. If the City expressed an interest as being designated a solar friendly city, technical assistance would be available such as looking at ordinances. It doesn't cost the City money but will take staff time. The Administrator will investigate it.
- The EDA has received a loan application on the 61 Motel. They are working with Northview Bank and possibly bringing in entrepreneur funds. The buyers are hoping to close by July 1. A special meeting may be need to be called, depending on timing of the application/financing.

ADJOURN

Motion Devlin, second LaBounty to adjourn at 7:18 p.m. Motion carried 4-0.

Phillip Kester, Chair

Kathy George, Executive Director

Date: May 8, 2018

To: City of Sandstone

From: Craige Hiler, Operator

O & M Report: April 2018

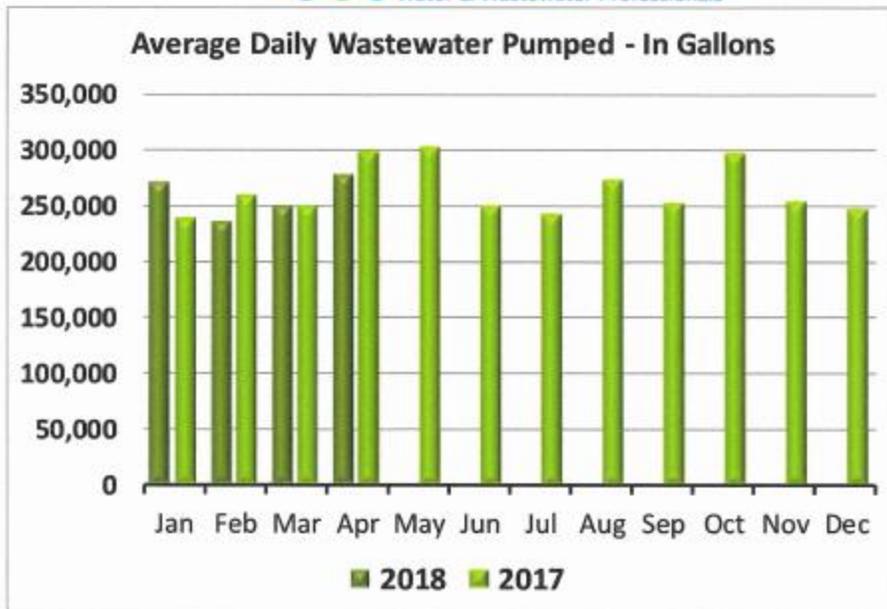
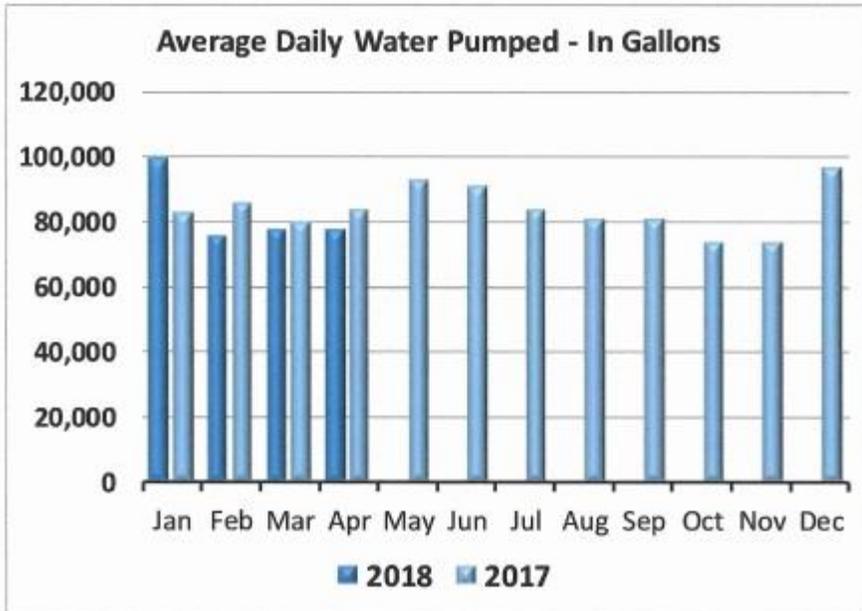
Water Operation & Maintenance

- The city pumped 2.347 million gal. at an avg. of 78,000 gal. per day. The daily max. was 106,000 gal. (4/11/18). The daily min. was 50,000 gal. (4/8/18).
- Deep Well #2 out-put. (Free Flowing) was 4.008 million gal. at an avg. of 134,000 gal. per day.
- (0) Water off.
- (2) Water on. 722 Angle Ave. (4/24/18) owner request. 409 4th St. (4/27/18) owner request.
- (1) Curb Stop lowered to grade 328 1st St. (4/23/18).
- (2) Meters Installed. 716 Angle Ave. (4/25/18) new radio read meter. 409 4th St. (4/27/18) replaced body only / freeze break.
- (1) Water quality issue. 408 Park Ave. (4/2/18) Sampled / Tested (4/4/18) provided printed report to home owner.
- Old decommissioned back-up pump & piping removed from water treatment plant (4/11/18).
- Deep Well #2 Pump & Back-Up Generator are exercised / inspected 2 X per month. Filter at WTP is back-washed every 3 weeks or as needed.
- All Locates / Work Orders / Meter Reads / Samples & Analysis were completed when required.

Wastewater Operation & Maintenance

- There was 8.346 million gal. pumped to the ponds at an avg. of 278,000 gal. per day. The city pumped 3.305 million gal. at an avg. of 110,000 gal. per day. FCI pumped 5.066 million gal. at an avg. of 169,000 gal. per day.
- As of (4/27/18) pond depths were #1 / #2 (7' 4") #3 (2' 3") with 21.540 million gal. discharged.
- (0) Sewer back-ups.
- (2) Lift station issues. L.S. #3 pulled pumps plugged with rags / wipes (4/18 & 23/18) photos provided to city hall. L.S. #2 pump #1 locked up / burnt out (4/10/18) ordered new pump. Installed new pump (4/23/18).

- (2) Manhole repairs. #168A - #168B located on Aspen Court. Found large amount of ground water leaking through seams in concrete causing issues at L.S. #2 (4/10/18). Repairs made by Thul Specialty Contracting (4/17/18) see photos provided.
- Back-Up Generator at WWP is exercised / inspected 2 X per month.
- All Locates / Work Orders / Samples & Analysis were completed when required.



Water		April-18	March-18	April-17
	Units			
Average Daily Pumped	gallons	78,000	78,000	84,000
Total Monthly Pumped	gallons	2,347,000	2,409,000	2,225,000
Deep Well Pumped	gallons	4,008,000	4,139,000	3,951,000
Artesian Well Pumped	gallons	NO METER	NO METER	NO METER
Wastewater				
CBOD				
CBOD Influent Quarterly	mg/L	N / A	301	N / A
CBOD Effluent	mg/L	5.9	N / A	0.8
CBOD Effluent Permit Limit	mg/L	25.0	25.0	25.0
CBOD Effluent Loading	kg/day	76	N / A	9
CBOD Effluent Loading Permit Limit	kg/day	271	271	271
TSS				
TSS Influent Quarterly	mg/L	N / A	194	N / A
TSS Effluent	mg/L	10.0	N / A	3.0
TSS Effluent Permit Limit	mg/L	45.0	45.0	45.0
TSS Effluent Loading	kg/day	129	N / A	33
TSS Effluent Loading Permit Limit	kg/day	488	488	488
Phosphorus				
Phos Influent Quarterly	mg/L	N / A	7.39	N / A
Phos Effluent	mg/L	6.90	N / A	0.79
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Loading	kg/day	87.00	N / A	8.60
Phos Effluent Loading Permit Limit	kg/day	monitor only	monitor only	monitor only
Nitrogen Ammonia				
NA Effluent	mg/L	N / A	N / A	N / A
NA Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Fecal Coliform				
Fecal Effluent	mi	< 1	N / A	2
Fecal Effluent Permit Limit	mi	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	8.60	N / A	5.40
DO Effluent Minimum Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	3,007,000	0	2,667,000
Total Monthly	gallons	21,540,000	0	18,668,000
Influent Flow				
Average Daily	gallons	278,000	250,000	300,000
Total Monthly	gallons	8,346,000	7,746,000	9,008,000
City Contributed Total	gallons	3,305,000	2,504,000	4,048,000
City Average Daily	gallons	110,000	81,000	135,000
FCI Contributed Total	gallons	5,066,000	5,254,000	4,960,000
FCI Average Daily	gallons	169,000	169,000	165,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	Inches	0.00	0.00	4.33
Cell #1	Feet/inches	7' 4" 4/27/18	6' 6" 3/28/18	6' 10" 4/24/17
Cell #2	Feet/inches	7' 4" 4/27/18	6' 6" 3/28/18	6' 10" 4/24/17
Cell #3	Feet/inches	2' 3" 4/27/18	5' 10" 3/28/18	2' 3" 4/24/17



Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$9,950.00	\$3,251.00	33%	33%
Total	\$9,950.00	\$3,251.00	33%	33%

ASPEN, COURT
LIFT STATION #2

MANHOLE # 108 B



MANHOLE # 108 A



GROUND WATER INFILTRATION

Completed Work Order General Report

WO#	29619.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-A	Alarms							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	1. Test alarm function and verify communications equipment can reach emergency contact person for each well house, WW Plant at your project. 2. Inspect control floats and clean if necessary at each WW Plant.								
Notes	all alarms are in proper working order								
WO#	29620.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-EXT	Fire Extinguisher(s)							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check extinguishers at WWTP, WTP and vehicles.								
Notes	completed the above task								
WO#	29621.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-GD	Gas Detector							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	1. Inspect entire unit. 2. Calibrate Unit.								
Notes									
WO#	29622.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-GEN	Generator							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
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								

Completed Work Order General Report

5/3/2018
Page 2 of 3

WO#	29623.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Created 4/2/2018</p> <p style="text-align: right;">Printed 4/2/2018</p> <p style="text-align: right;">Scheduled 4/1/2018</p> <p style="text-align: right;">Delinquent 5/1/2018</p> <p style="text-align: right;">Completed 4/16/2018</p> </div>		
Equipment	5067-LS-1	Lift Station #1							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 								
Notes	lift station is in proper working order								
WO#	29624.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Created 4/2/2018</p> <p style="text-align: right;">Printed 4/2/2018</p> <p style="text-align: right;">Scheduled 4/1/2018</p> <p style="text-align: right;">Delinquent 5/1/2018</p> <p style="text-align: right;">Completed 4/16/2018</p> </div>		
Equipment	5067-LS-2	Lift Station #2							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 								
Notes									
WO#	29625.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Created 4/2/2018</p> <p style="text-align: right;">Printed 4/2/2018</p> <p style="text-align: right;">Scheduled 4/1/2018</p> <p style="text-align: right;">Delinquent 5/1/2018</p> <p style="text-align: right;">Completed 4/16/2018</p> </div>		
Equipment	5067-LS-3	Lift Station #3							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 								
Notes	Lift station is in proper working order previous meter reading were incorrect recovered correct reading from SCADA after new hard drive was installed								
WO#	29797.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Created 4/2/2018</p> <p style="text-align: right;">Printed 4/2/2018</p> <p style="text-align: right;">Scheduled 4/1/2018</p> <p style="text-align: right;">Delinquent 5/1/2018</p> <p style="text-align: right;">Completed 4/9/2018</p> </div>		
Equipment	6067-DHD	Dehumidifier							
Location	6067 Sandstone Water								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Inspect and check filter. Verify proper operation.								
Notes	unit is off line at this time								

WO#	29798.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	6067-EWS	Eye Wash Station							
Location	6067 Sandstone Water								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Inspect eyewash and shower for proper operation.								
Notes	unit is in proper working order								
WO#	29799.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	6067-GEN	Generator							
Location	6067 Sandstone Water								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	<ol style="list-style-type: none"> 1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week. 								
Notes	inspected/tested under load								
Report Totals			Downtime Hours	0					
								Part Cost	\$0.00
								Labor Cost	\$0.00
								Vendor Cost	\$0.00
								Equip/Tool Cost	\$0.00
								Total Cost	\$0.00

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: June 6, 2018
SUBJECT: MN Dept of Health Source Water Protection Grant

BACKGROUND: The City received a quote to add a meter package to Well #1 for \$22,160 from Total Control Systems, Inc. We also received a quote from MPJ Enterprises for the necessary dirt work and piping for \$11,675. The total project cost is \$33,835. This work is necessary as part of the Wellhead Protection Plan.

The City submitted a grant application to the MN Dept of Health, Source Water Protection Grant program. The grant was approved for the maximum amount of \$10,000. This brings the City's portion of the project cost down to \$23,835.

ATTACHMENT(S) None

STAFF Accept the Grant

RECOMMENDATION Approve the expense of \$23,835 to be paid from Fund 601 – Water Fund

CASH BALANCE, REVENUE & EXPENDITURE REPORT
April 2018

	<u>4/30/2018</u>	<u>4/30/2018</u>	<u>4/30/2018</u>	<u>4/30/2018</u>
<u>General Operating Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund	\$ 36,634	\$ 264,108	\$ 1,047,968	\$ -
Fire Department Fund	\$ 264,375	\$ 36,306	\$ (32,045)	\$ -
EDA CED Loan Fund	\$ -	\$ -	\$ 186,637	\$ -
EDA Wild River Repair & Replace	\$ 5,219	\$ -	\$ 19,931	\$ 120,000
EDA	\$ 169	\$ 10,411	\$ 61,911	\$ 125,000
EDA Wild River Reserve	\$ 2,359	\$ 36,589	\$ 187,814	\$ -
Cemetery Perpetual Care	\$ 300	\$ -	\$ 97,047	\$ 23,833
PFA Water GO Bond	\$ 26,012	\$ 528	\$ 29,622	\$ -
GO Refunding Bond 2009A	\$ 904	\$ 51,778	\$ 12,515	\$ -
GO Bond 2009B	\$ 654	\$ 26,219	\$ 44,536	\$ -
2012A Refinance \$405,000	\$ 770	\$ 47,145	\$ 53,225	\$ -
Capital Projects Fund	\$ 5,077	\$ 338,679	\$ 617,027	\$ -
TIF KC Companies	\$ -	\$ (2,138)	\$ (3,005)	\$ -
Tax Abatement - KR Townhomes	\$ 1,083	\$ -	\$ (70)	\$ -
Tax Abatement - Gateway	\$ -	\$ -	\$ (28)	\$ -
Medical and Business Park	\$ -	\$ 1,946	\$ (672,241)	\$ -
EDA Public Works Grant	\$ -	\$ 207,387	\$ (671,998)	\$ -
Water Fund	\$ 80,839	\$ 109,903	\$ 160,740	\$ -
Sewer Fund	\$ 124,013	\$ 56,375	\$ 224,300	\$ -
Storm Water Fund	\$ 13,206	\$ 3,645	\$ 178,862	\$ -

	<u>4/30/2018</u>	<u>4/30/2018</u>	<u>4/30/2018</u>	<u>4/30/2018</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	\$ -	\$ -	\$ 99,554	\$ -
Fire Equipment	\$ -	\$ -	\$ 192,363	\$ -
Fire Capital & Building	\$ -	\$ -	\$ 67,732	\$ -
Capital & Building	\$ -	\$ -	\$ 40,026	\$ -
Capital Public Works	\$ -	\$ -	\$ 15,952	\$ -
Equipment Public Works	\$ -	\$ -	\$ 45,836	\$ -
Sewer Rodder	\$ -	\$ -	\$ 42,444	\$ -
Water Equipment	\$ -	\$ -	\$ 207,791	\$ -
Water Capital & Building	\$ -	\$ -	\$ 25,385	\$ -
Sewer Equipment	\$ -	\$ -	\$ 106,818	\$ 2,578,368
Sewer Capital & Building	\$ -	\$ -	\$ 118,467	\$ -
AYM RESTRICTED CASH			\$ 112,136	\$ -

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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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City of Sandstone

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

AMERICAN SEPTIC SERVICE	ROBINSON PARK RESTROOMS PUMP	31607	05/18/2018	
			05/18/2018	
49501 SWEEP LANE	A0030		05/18/2018	0.00
HINCKLEY	NVB	56983	05/18/2018	0.00
MN 55037	7652			320.00

GL Number	Description	Invoice Amount	Amount Relieved	
101-25-520-000-4300	Professional Services	320.00	0.00	

Check No.	56983	Total:	320.00
Total for	AMERICAN SEPTIC SERVICE		320.00

ASCAP	ANNUAL MUSIC LICENSE	31603	05/18/2018	
			05/18/2018	
PO BOX 331608	A0075		05/18/2018	0.00
NASHVILLE	NVB	56984	05/18/2018	0.00
TN 37203-7515	05152018			348.00

GL Number	Description	Invoice Amount	Amount Relieved	
101-25-520-000-4750	Sandstone Community Events	348.00	0.00	

Check No.	56984	Total:	348.00
Total for	ASCAP		348.00

AUTO VALUE MORA	SHOP SUPPLIES	31617	05/18/2018	
			05/18/2018	
824 FOREST AVE EAST	A0047		05/18/2018	0.00
MORA	NVB	56985	05/18/2018	0.00
MN 55051	16199044			63.48

GL Number	Description	Invoice Amount	Amount Relieved	
101-20-300-000-4220	Repair & Maintenance Supplies	63.48	0.00	

Check No.	56985	Total:	63.48
Total for	AUTO VALUE MORA		63.48

CAROLE BERSIN	1/4 DEP ON WATERSHED MURAL	31626	05/15/2018	
			05/18/2018	
50036 WATRIN RD	B0061		05/15/2018	0.00
SANDSTONE	NVB	56981	05/15/2018	0.00
MN 55072	PMT 1			1,750.00

GL Number	Description	Invoice Amount	Amount Relieved	
101-25-520-000-4300	Professional Services	1,750.00	0.00	

Check No.	56981	Total:	1,750.00 H
Total for	CAROLE BERSIN		1,750.00

BMI	ANNUAL LIC FOR MUSIC	31602	05/18/2018	
			05/18/2018	
10 MUSIC SQUARE E	B0068		05/18/2018	0.00
NASHVILLE	NVB	56986	05/18/2018	0.00
TN 37203	05152018			349.00

GL Number	Description	Invoice Amount	Amount Relieved	
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
101-25-520-000-4750	Sandstone Community Events	349.00	0.00	

Check No.	56986	Total:	349.00
Total for	BMI		349.00

GL Number	Description	Invoice Amount	Amount Relieved	
101-10-130-000-4321	Telephone	16.85	0.00	
101-10-130-000-4321	Telephone	8.68	0.00	
101-20-300-000-4321	Telephone	4.26	0.00	
201-15-220-000-4321	Telephone	3.99	0.00	
601-60-911-000-4321	Telephone	10.73	0.00	

Check No.	56987	Total:	44.51
Total for	CENTURYLINK		44.51

GL Number	Description	Invoice Amount	Amount Relieved	
101-10-111-000-4210	General Operating Supplies	3.49	0.00	
101-20-300-000-4210	General Operating Supplies	12.86	0.00	
101-25-520-000-4750	Sandstone Community Events	25.57	0.00	
228-50-540-000-4499	Miscellaneous	19.89	0.00	
228-50-540-000-4499	Miscellaneous	23.74	0.00	

Check No.	56988	Total:	85.55
Total for	CHRIS' FOOD CENTER		85.55

GL Number	Description	Invoice Amount	Amount Relieved	
101-10-194-000-4383	Gas Utilities	369.43	0.00	
201-15-220-000-4383	Gas Utilities	377.48	0.00	

Check No.	56989	Total:	746.91
Total for	CONSTELLATION NEWENERGY		746.91

GL Number	Description	Invoice Amount	Amount Relieved	
101-10-194-000-4383	Gas Utilities	369.43	0.00	
201-15-220-000-4383	Gas Utilities	377.48	0.00	

Check No.	56989	Total:	746.91
Total for	CONSTELLATION NEWENERGY		746.91

GL Number	Description	Invoice Amount	Amount Relieved	
101-10-194-000-4383	Gas Utilities	369.43	0.00	
201-15-220-000-4383	Gas Utilities	377.48	0.00	

Check No.	56989	Total:	746.91
Total for	CONSTELLATION NEWENERGY		746.91

GL Number	Description	Invoice Amount	Amount Relieved	
101-10-194-000-4383	Gas Utilities	369.43	0.00	
201-15-220-000-4383	Gas Utilities	377.48	0.00	

Check No.	56989	Total:	746.91
Total for	CONSTELLATION NEWENERGY		746.91

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved	
101-20-300-000-4212	Motor Fuels	55.50	0.00	
		Check No. 56990	Total:	55.50
		Total for	DO NOT USE	55.50

FIRE INSTRUCTION RESCUE EDUCAT	TRAINING- AUTO EXTRICATION	31583	05/18/2018	
			05/18/2018	
36015 ECHO DRIVE	F0036		05/18/2018	0.00
CROSSLAKE	NVB	56991	05/18/2018	0.00
MN 56442	3280			550.00
GL Number	Description	Invoice Amount	Amount Relieved	
201-15-220-000-4207	Training & Instructional	550.00	0.00	
		Check No. 56991	Total:	550.00
		Total for	FIRE INSTRUCTION RESCUE EDU	550.00

GENERAL REPAIR SERVICE	GRINDER PUMP- SEWER	31598	05/18/2018	
			05/18/2018	
3535 INTERNATIONAL DR	G0055		05/18/2018	0.00
VADNAIS HEIGHTS	NVB	56992	05/18/2018	0.00
MN 55110	66331			2,008.02
GL Number	Description	Invoice Amount	Amount Relieved	
602-50-950-000-4580	Equipment	2,008.02	0.00	
		Check No. 56992	Total:	2,008.02
		Total for	GENERAL REPAIR SERVICE	2,008.02

I.U.O.E. LOCAL 49 H & W FUND	H&W PREMIUM JUNE	31624	05/18/2018	
			05/18/2018	
PO BOX 313	I0002		05/18/2018	0.00
MINNEAPOLIS	NVB	56993	05/18/2018	0.00
MN 55440-0313	05022018			7,602.00
GL Number	Description	Invoice Amount	Amount Relieved	
101-10-130-000-4131	Health Insurance	2,338.70	0.00	
101-10-150-000-4131	Health Insurance	1,010.80	0.00	
101-10-194-000-4131	Health Insurance	434.00	0.00	
101-20-300-000-4131	Health Insurance	2,046.00	0.00	
201-15-220-000-4131	Health Insurance	132.10	0.00	
601-60-911-000-4131	Health Insurance	727.30	0.00	
602-50-950-000-4131	Health Insurance	727.30	0.00	
603-50-951-000-4131	Health Insurance	186.00	0.00	
		Check No. 56993	Total:	7,602.00
		Total for	I.U.O.E. LOCAL 49 H & W FUND	7,602.00

LEAHA JACKSON	TRAINING/MEETING/TRAVEL	31582	05/18/2018	
			05/18/2018	
334 1ST ST	J0021		05/18/2018	0.00
SANDSTONE	NVB	56994	05/18/2018	0.00
MN 55072	05152018			321.19

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
101-10-130-000-4331	Travel Expenses	218.64	0.00
101-10-130-000-4438	Meetings & Luncheons	102.55	0.00

Check No.	56994	Total:	321.19
Total for	LEAHA JACKSON		321.19

KETTLE RIVER GRAFIX	ROBINSON PARK CAMPING REG FORM	31609	05/18/2018	
			05/18/2018	
P O BOX 559	K0001		05/18/2018	0.00
SANDSTONE	NVB	56995	05/18/2018	0.00
MN 55704	49424			10.00

GL Number	Description	Invoice Amount	Amount Relieved
101-25-520-000-4210	General Operating Supplies	10.00	0.00

KETTLE RIVER GRAFIX	PARK & REC NAME PLT- CHASSON	31610	05/18/2018	
			05/18/2018	
P O BOX 559	K0001		05/18/2018	0.00
SANDSTONE	NVB	56995	05/18/2018	0.00
MN 55704	49369			17.64

GL Number	Description	Invoice Amount	Amount Relieved
101-25-520-000-4210	General Operating Supplies	17.64	0.00

KETTLE RIVER GRAFIX	Z FOLD W/S SHUT OFF LTRS & ENV	31611	05/18/2018	
			05/18/2018	
P O BOX 559	K0001		05/18/2018	0.00
SANDSTONE	NVB	56995	05/18/2018	0.00
MN 55704	49334			16.50

GL Number	Description	Invoice Amount	Amount Relieved
601-60-911-000-4210	General Operating Supplies	8.25	0.00
602-50-950-000-4210	General Operating Supplies	8.25	0.00

KETTLE RIVER GRAFIX	SPRING NEWLETTER	31612	05/18/2018	
			05/18/2018	
P O BOX 559	K0001		05/18/2018	0.00
SANDSTONE	NVB	56995	05/18/2018	0.00
MN 55704	49403			482.60

GL Number	Description	Invoice Amount	Amount Relieved
101-10-130-000-4499	Miscellaneous	482.60	0.00

Check No.	56995	Total:	526.74
Total for	KETTLE RIVER GRAFIX		526.74

LAMPERTS	PARK TABLE, CH REPAIR	31622	05/18/2018	
			05/18/2018	
P O BOX 587	L0001		05/18/2018	0.00
SANDSTONE	NVB	56996	05/18/2018	0.00
MN 55072	36235268, 36236033			24.99

GL Number	Description	Invoice Amount	Amount Relieved
101-10-194-000-4401	Building Repair & Maintenance	8.31	0.00
101-25-520-000-4404	Machinery & Equipment R & M	16.68	0.00

Check No.	56996	Total:	24.99
Total for	LAMPERTS		24.99

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
MACQUEEN EQUIPMENT, INC.	SWEEPER DIAGNOSTIC	31595	05/18/2018	
			05/18/2018	
1125 7TH ST E	M0037		05/18/2018	0.00
ST PAUL	NVB	56997	05/18/2018	0.00
MN 55106	W02440			1,298.69
GL Number	Description	Invoice Amount	Amount Relieved	
101-20-300-000-4404	Machiner & Equipment R & M	1,298.69	0.00	

Check No.	56997	Total:	1,298.69
Total for	MACQUEEN EQUIPMENT, INC.		1,298.69

MATT'S SANITATION INC.	GARBAGE SERVICE- APRIL	31616	05/18/2018	
MATTHEW BLOOM			05/18/2018	
PO BOX 368	M0001		05/18/2018	0.00
HINCKLEY	NVB	56998	05/18/2018	0.00
MN 55037	04302018			241.02
GL Number	Description	Invoice Amount	Amount Relieved	
101-10-194-000-4384	Refuse Disposal	58.50	0.00	
101-20-300-000-4384	Refuse Disposal	152.10	0.00	
201-15-220-000-4384	Refuse Disposal	30.42	0.00	

Check No.	56998	Total:	241.02
Total for	MATT'S SANITATION INC.		241.02

MCFOA	ANNUAL MEMBERSHIP	31623	05/18/2018	
MARTY BODE, MCFOA TREASURER			05/18/2018	
CITY OF ROCKVILLE	M0032		05/18/2018	0.00
ROCKVILLE	NVB	56999	05/18/2018	0.00
MN 56369	2018/19 MEMBERSHIPS			185.00
GL Number	Description	Invoice Amount	Amount Relieved	
101-10-130-000-4433	Dues and Subscriptions	185.00	0.00	

Check No.	56999	Total:	185.00
Total for	MCFOA		185.00

MEDTOX LABORATORIES INC	FIRE DEPT EMP SCREENING	31628	05/18/2018	
			05/17/2018	
PO BOX 8107	M0059		05/18/2018	0.00
BURLINGTON	NVB	57000	05/18/2018	0.00
NC 27216-8107	04201840020			42.11
GL Number	Description	Invoice Amount	Amount Relieved	
201-15-220-000-4499	Miscellaneous	42.11	0.00	

Check No.	57000	Total:	42.11
Total for	MEDTOX LABORATORIES INC		42.11

METRO SALES	COPIER CHGS APR	31594	05/18/2018	
			05/18/2018	
ATT: ACCOUNTS RECEIVABLE	M0113		05/18/2018	0.00
MINNEAPOLIS	NVB	57001	05/18/2018	0.00
MN 55423-4637	INV1071955, INV1068691			348.25

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
101-10-130-000-4210	General Operating Supplies	348.25	0.00

Check No.	57001	Total:	348.25
Total for	METRO SALES		348.25

JOHN MIKROT	ARAMARK ORDER	31581	05/18/2018	
23964 CO RD 41	M0084		05/18/2018	0.00
WILLOW RIVER	NVB	57002	05/18/2018	0.00
MN 55795	05152018			358.80

GL Number	Description	Invoice Amount	Amount Relieved
101-20-300-000-4499	Miscellaneous	358.80	0.00

Check No.	57002	Total:	358.80
Total for	JOHN MIKROT		358.80

MINNESOTA CITY-COUNTY MGMT	MEMBERSHIP DUES 2018/19	31597	05/18/2018	
MCMA SECRETARIAT LMC			05/18/2018	
145 UNIVERSITY AVE WEST	M0126		05/18/2018	0.00
ST PAUL	NVB	57003	05/18/2018	0.00
MN 55103-2044	05142018			100.00

GL Number	Description	Invoice Amount	Amount Relieved
101-10-130-000-4433	Dues and Subscriptions	100.00	0.00

Check No.	57003	Total:	100.00
Total for	MINNESOTA CITY-COUNTY MGMT		100.00

MINNESOTA POWER	ELECTRIC UTILITY APR	31593	05/18/2018	
P O BOX 1001	M0002		05/18/2018	0.00
DULUTH	NVB	57004	05/18/2018	0.00
MN 55806-1001	04262018B			3,180.32

GL Number	Description	Invoice Amount	Amount Relieved
101-10-194-000-4381	Electric Utilities	577.82	0.00
101-20-346-000-4381	Electric Utilities	2,296.64	0.00
101-25-520-000-4381	Electric Utilities	87.87	0.00
201-15-220-000-4381	Electric Utilities	218.19	0.00

MINNESOTA POWER	ELECTRIC UTILITY LUNDORFF DR	31632	05/18/2018	
P O BOX 1001	M0002		05/18/2018	0.00
DULUTH	NVB	57004	05/18/2018	0.00
MN 55806-1001	05142018			15.63

GL Number	Description	Invoice Amount	Amount Relieved
101-20-346-000-4381	Electric Utilities	15.63	0.00

Check No.	57004	Total:	3,195.95
Total for	MINNESOTA POWER		3,195.95

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
MN DEPT OF LABOR & INDUSTRY	ELEVATOR ANNUAL/ SHOP PRESSURE	31613	05/15/2018	
MN DEPT OF LABOR & INDUSTRY			05/18/2018	
FINANCIAL SERVICES OFFICE	M0047		05/15/2018	0.00
ST PAUL	NVB	57005	05/18/2018	0.00
MN 55164-0219	ABR0187721, ALR00835871			120.00

GL Number	Description	Invoice Amount	Amount Relieved
101-10-194-000-4404	Machiner & Equipment R & M	100.00	0.00
101-20-300-000-4404	Machiner & Equipment R & M	20.00	0.00

Check No.	57005	Total:	120.00
Total for	MN DEPT OF LABOR & INDUSTRY		120.00

MN ENERGY RESOURCES CORP	GAS SERVICE MAY	31592	05/18/2018	
			05/18/2018	
PO BOX 3140	M0076		05/18/2018	0.00
MILWAUKEE	NVB	57006	05/18/2018	0.00
WI 53201-3140	05032018			708.49

GL Number	Description	Invoice Amount	Amount Relieved
101-25-520-000-4383	Gas Utilities	62.60	0.00
101-25-520-000-4760	Sandstone History Center	137.46	0.00
601-60-911-000-4383	Gas Utilities	353.39	0.00
602-50-950-000-4383	Gas Utilities	155.04	0.00

Check No.	57006	Total:	708.49
Total for	MN ENERGY RESOURCES CORP		708.49

MPJ ENTERPRISES, LLC	WWTP SEWAGE REPAIR	31585	05/18/2018	
			05/18/2018	
PO BOX 684	M0035		05/18/2018	0.00
SANDSTONE	NVB	57007	05/18/2018	0.00
MN 55072	21589			1,988.00

GL Number	Description	Invoice Amount	Amount Relieved
802-50-950-000-4401	Building Repair & Maintenance	1,988.00	0.00

MPJ ENTERPRISES, LLC	SNOWPLOWING & REMOVAL 4/16	31618	05/18/2018	
			05/18/2018	
PO BOX 684	M0035		05/18/2018	0.00
SANDSTONE	NVB	57007	05/18/2018	0.00
MN 55072	21570			787.50

GL Number	Description	Invoice Amount	Amount Relieved
101-20-300-000-4312	Snow Removal	787.50	0.00

Check No.	57007	Total:	2,775.50
Total for	MPJ ENTERPRISES, LLC		2,775.50

MUNICIPAL EMERGENCY SERVICES	FIRE DEPT-GLOBE PANTS & COAT	31599	05/18/2018	
			05/18/2018	
DEPOSITORY ACCOUNT	M0030		05/18/2018	0.00
CHICAGO	NVB	57008	05/18/2018	0.00
IL 60675	IN1213356			1,580.00

GL Number	Description	Invoice Amount	Amount Relieved
201-15-220-000-4560	Non-Capital Equipment	1,580.00	0.00

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State/Province	Zip/Postal	Invoice Number		Check Amount
MUNICIPAL EMERGENCY SERVICES	FIRE DEPT FOAM	31600	05/18/2018	
			05/18/2018	
DEPOSITORY ACCOUNT	M0030		05/18/2018	0.00
CHICAGO	NVB	57008	05/18/2018	0.00
IL 60675	IN1207085			262.50

GL Number	Description	Invoice Amount	Amount Relieved	
201-15-220-000-4210	General Operating Supplies	262.50	0.00	
MUNICIPAL EMERGENCY SERVICES	FIRE DEPT- 6" LEATHER FRONT	31601	05/18/2018	
			05/18/2018	
DEPOSITORY ACCOUNT	M0030		05/18/2018	0.00
CHICAGO	NVB	57008	05/18/2018	0.00
IL 60675	IN1222704			385.97

GL Number	Description	Invoice Amount	Amount Relieved
201-15-220-000-4210	General Operating Supplies	385.97	0.00

Check No.	57008	Total:	2,228.47
Total for	MUNICIPAL EMERGENCY SERVIC		2,228.47

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State/Province	Zip/Postal	Invoice Number		Check Amount
NORTHSPAN	NLX, EDA BREAKFAST, RAIL SPUR, RIBBON CUTTING LUNDORFF	31634	05/18/2018	
			05/18/2018	
221 WEST FIRST STREET	N0017		05/18/2018	0.00
DULUTH	NVB	57009	05/18/2018	0.00
MN 55802	6258			954.50

GL Number	Description	Invoice Amount	Amount Relieved
228-50-540-000-4300	Professional Services	954.50	0.00

Check No.	57009	Total:	954.50
Total for	NORTHSPAN		954.50

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province	Zip/Postal	Invoice Number		Check Amount
NORTHVIEW BANK	TRAINING/VACUM/USPS/UNIFORM	31590	05/18/2018	
			05/18/2018	
PO BOX 257	V0002		05/18/2018	0.00
FINLAYSON	NVB	57010	05/18/2018	0.00
MN 55735	05042018			1,882.24

GL Number	Description	Invoice Amount	Amount Relieved
101-10-111-000-4331	Travel Expenses	91.00	0.00
101-10-130-000-4210	General Operating Supplies	712.90	0.00
101-10-130-000-4300	Professional Services	34.45	0.00
101-10-130-000-4300	Professional Services	9.95	0.00
101-10-130-000-4322	Postage	712.90	0.00
101-10-130-000-4322	Postage	174.08	0.00
101-10-194-000-4220	Repair & Maintenance Supplies	11.98	0.00
101-20-300-000-4499	Miscellaneous	134.98	0.00

Check No.	57010	Total:	1,882.24
Total for	NORTHVIEW BANK		1,882.24

Vendor Name	Invoice Description1	Ref No.	Discount Date	
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
PEOPLESERVICE, INC.	JUNE CONTRACT	31633	05/18/2018	
			05/18/2018	
ATTN ACCOUNTS RECEIVABLE	P0002		05/18/2018	0.00
OMAHA	NVB	57011	05/18/2018	0.00
NE 68102-1758	30884			10,313.60

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
601-60-911-000-4300	Professional Services	4,896.00	0.00
601-60-911-000-4300	Professional Services	225.00	0.00
602-50-950-000-4300	Professional Services	4,896.00	0.00
602-50-950-000-4300	Professional Services	296.60	0.00

Check No.	57011	Total:	10,313.60
Total for	PEOPLESERVICE, INC.		10,313.60

PINE COUNTY RECORDER	COND USE PERMIT- 45.0056.000	31606	05/18/2018	
			05/18/2018	
635 NORTHRIDGE DR NW	P0019		05/18/2018	0.00
PINE CITY	NVB	57012	05/18/2018	0.00
MN 55063	05142018			46.00

GL Number	Description	Invoice Amount	Amount Relieved
101-10-191-000-4351	Notices & Publications	46.00	0.00

Check No.	57012	Total:	46.00
Total for	PINE COUNTY RECORDER		46.00

POSTMASTER	WATER/SEWER BILLING CARDS	31608	05/18/2018	
			05/18/2018	
	P0010		05/18/2018	0.00
SANDSTONE	NVB	57013	05/18/2018	0.00
MN 55072	05142018			252.00

GL Number	Description	Invoice Amount	Amount Relieved
601-60-911-000-4322	Postage	35.00	0.00
601-60-911-000-4322	Postage	84.63	0.00
602-50-950-000-4322	Postage	35.00	0.00
602-50-950-000-4322	Postage	84.63	0.00
603-50-951-000-4322	Postage	12.74	0.00

Check No.	57013	Total:	252.00
Total for	POSTMASTER		252.00

PRAIRIE RESTORATIONS INC	RAIN GARDEN SDM 2018 SPRING MO	31635	05/18/2018	
			05/18/2018	
	P0063		05/18/2018	0.00
	NVB	57014	05/18/2018	0.00
	11435			200.00

GL Number	Description	Invoice Amount	Amount Relieved
101-25-520-000-4544	Undesignated Capital Projects	200.00	0.00

Check No.	57014	Total:	200.00
Total for	PRAIRIE RESTORATIONS INC		200.00

QUARRY COUNTRY STORE LLC	ROBINSON PARK CLEAN UP	31619	05/18/2018	
			05/18/2018	
ATTN: ACCOUNTS RECEIVABLE	Q0010		05/18/2018	0.00
SANDSTONE	NVB	57015	05/18/2018	0.00
MN 55072	42918			48.05

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
101-25-520-000-4750	Sandstone Community Events	48.05	0.00

Check No.	57015	Total:	48.05
Total for	QUARRY COUNTRY STORE LLC		48.05

RANDY'S-MILLER'S ROOFING & SID	SEWER TREATMENT PLNT ROOF	31604	05/18/2018	
14389 BIRCHWOOD TR	R0048		05/18/2018	0.00
PINE CITY	NVB	57016	05/18/2018	0.00
MN 55063	1117 S PINE 05072018			4,770.00

GL Number	Description	Invoice Amount	Amount Relieved
602-00-000-000-1006	Cap & Bldg R&R - Res Cash	4,770.00	0.00

RANDY'S-MILLER'S ROOFING & SID	WATER TREATMENT PLNT ROOF	31605	05/18/2018	
14389 BIRCHWOOD TR	R0048		05/18/2018	0.00
PINE CITY	NVB	57016	05/18/2018	0.00
MN 55063	ROBINSON PARK 05072018			6,569.00

GL Number	Description	Invoice Amount	Amount Relieved
601-00-000-000-1006	Cap & Bldg R&R - Res Cash	6,569.00	0.00

Check No.	57016	Total:	11,339.00
Total for	RANDY'S-MILLER'S ROOFING & SI		11,339.00

CARRIE RICHARDSON	FIRE HALL CLEANING- APR	31615	05/18/2018	
PO BOX 381	R0039		05/18/2018	0.00
SANDSTONE	NVB	57017	05/18/2018	0.00
MN 55072	27			300.00

GL Number	Description	Invoice Amount	Amount Relieved
201-15-220-000-4300	Professional Services	300.00	0.00

Check No.	57017	Total:	300.00
Total for	CARRIE RICHARDSON		300.00

SANDSTONE ACE HARDWARE	R&M SUPPLIES/ GEN OP SUPPLIES	31586	05/18/2018	
P O BOX 590	S0010		05/18/2018	0.00
SANDSTONE	NVB	57018	05/18/2018	0.00
MN 55072	04252018			213.33

GL Number	Description	Invoice Amount	Amount Relieved
101-10-194-000-4220	Repair & Maintenance Supplies	73.43	0.00
101-10-194-000-4401	Building Repair & Maintenance	14.97	0.00
101-20-300-000-4210	General Operating Supplies	5.59	0.00
101-20-300-000-4220	Repair & Maintenance Supplies	19.96	0.00
101-25-520-000-4210	General Operating Supplies	3.98	0.00
201-15-220-000-4210	General Operating Supplies	95.40	0.00

Check No.	57018	Total:	213.33
Total for	SANDSTONE ACE HARDWARE		213.33

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State/Province	Zip/Postal	Invoice Number		Check Amount
SANDSTONE AREA GOLF COURSE LLC	GPS 45:93 MEETING HOSTING	31627	05/17/2018	
			05/17/2018	
PO BOX 717	S0076		05/17/2018	0.00
SANDSTONE	NVB	56982	05/17/2018	0.00
MN 55072	05152018			205.00
GL Number	Description	Invoice Amount	Amount Relieved	
228-50-540-000-4499	Miscellaneous	205.00	0.00	

Check No. 56982 Total: 205.00 H
Total for SANDSTONE AREA GOLF COURS 205.00

SANDSTONE NAPA	F-450 HITCH PIN	31621	05/18/2018	
			05/18/2018	
1102 HIGHWAY 23 NORTH	S0049		05/18/2018	0.00
SANDSTONE	NVB	57019	05/18/2018	0.00
MN 55072	485399			5.69
GL Number	Description	Invoice Amount	Amount Relieved	
101-20-300-000-4220	Repair & Maintenance Supplies	5.69	0.00	

Check No. 57019 Total: 5.69
Total for SANDSTONE NAPA 5.69

SANDSTONE PETRO PLUS	FD APRIL FUEL/VEHICLE SUPPLIES	31587	05/18/2018	
			05/18/2018	
325 QUARRY PLACE	S0021		05/18/2018	0.00
SANDSTONE	NVB	57020	05/18/2018	0.00
MN 55072	05012018FD			161.78

GL Number	Description	Invoice Amount	Amount Relieved	
201-15-220-000-4210	General Operating Supplies	8.97	0.00	
201-15-220-000-4212	Motor Fuels	152.81	0.00	

SANDSTONE PETRO PLUS	GEN APR FUEL	31588	05/18/2018	
			05/18/2018	
325 QUARRY PLACE	S0021		05/18/2018	0.00
SANDSTONE	NVB	57020	05/18/2018	0.00
MN 55072	05012018GEN			374.60

GL Number	Description	Invoice Amount	Amount Relieved	
101-20-300-000-4212	Motor Fuels	374.60	0.00	

SANDSTONE PETRO PLUS	CAMPING REGISTRATION	31620	05/18/2018	
			05/18/2018	
325 QUARRY PLACE	S0021		05/18/2018	0.00
SANDSTONE	NVB	57020	05/18/2018	0.00
MN 55072	05022018			10.00

GL Number	Description	Invoice Amount	Amount Relieved	
101-07-000-000-3626	Park fees	10.00	0.00	

Check No. 57020 Total: 546.38
Total for SANDSTONE PETRO PLUS 546.38

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CITY OF SANDSTONE	WATER SEWER UTILITY APR	31596	05/18/2018	
			05/18/2018	
119 FOURTH STREET	S0002		05/18/2018	0.00
SANDSTONE	NVB	57021	05/18/2018	0.00
MN 55072	05142018			171.70

GL Number	Description	Invoice Amount	Amount Relieved
101-10-194-000-4382	Water Utilities	70.52	0.00
201-15-220-000-4382	Water Utilities	58.78	0.00
602-50-950-000-4386	Sewer water bill	42.40	0.00

Check No.	57021	Total:	171.70
Total for	CITY OF SANDSTONE		171.70

SHORT ELLIOTT HENDRICKSON CORP	RAIL ACCESS PLAN	31631	05/18/2018	
			05/17/2018	
NW 6262	S0014		05/18/2018	0.00
MINNEAPOLIS	NVB	57022	05/18/2018	0.00
MN 55485-6262	350410			2,721.00

GL Number	Description	Invoice Amount	Amount Relieved
228-50-540-000-4300	Professional Services	2,721.00	0.00

SHORT ELLIOTT HENDRICKSON CORP	2ND WATER MAIN TO TOWER	31625	05/18/2018	
			05/18/2018	
NW 6262	S0014		05/18/2018	0.00
MINNEAPOLIS	NVB	57022	05/18/2018	0.00
MN 55485-6262	349931			757.34

GL Number	Description	Invoice Amount	Amount Relieved
601-60-911-670-4583	Water Capital Outlay	757.34	0.00

Check No.	57022	Total:	3,478.34
Total for	SHORT ELLIOTT HENDRICKSON C		3,478.34

PETER SPARTZ	ANNUAL MAYORS CONF- TRAVEL	31614	05/18/2018	
			05/18/2018	
434 FIRST STREET	S0089		05/18/2018	0.00
SANDSTONE	NVB	57023	05/18/2018	0.00
MN 55072	05142018			166.77

GL Number	Description	Invoice Amount	Amount Relieved
101-10-111-000-4331	Travel Expenses	166.77	0.00

Check No.	57023	Total:	166.77
Total for	PETER SPARTZ		166.77

T-N-T CLEANING	CITY HALL CLEANING 4/15-5/14	31630	05/18/2018	
			05/17/2018	
	T0026		05/18/2018	0.00
WILLOW RIVER	NVB	57024	05/18/2018	0.00
MN 55795	05142018			845.50

GL Number	Description	Invoice Amount	Amount Relieved
101-10-194-000-4300	Professional Services	845.50	0.00

Check No.	57024	Total:	845.50
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State/Province	Zip/Postal	Invoice Number		Check Amount

Total for	T-N-T CLEANING	845.50
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Total Invoices: 55

Grand Total:	57,366.27
Less Credit Memos:	0.00
Net Total:	57,366.27
Less Hand Check Total:	1,955.00
Outstanding Invoice Total:	55,411.27

To the Hard Workers of the City of
Sandstone,

Thank you for your wonderful ideas to
make Sandstone a Better Community!
The clean up days were a great idea.
Thank you for your hard work and
the quick action of picking up a couple
items we informed you about.

Thank you, Matt & Deb Ludwig