

SANDSTONE CITY COUNCIL
WEDNESDAY – NOVEMBER 7, 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. Consent Agenda:
 - a. Approve Regular City Council Meeting Minutes: October 3, 2018 (pgs. 3-8)
 - b. Approve City Administrator Position Description (pgs. 9-11)
7. Reports
 - a. Sheriff's Deputy Report (pgs. 12-20)
 - b. Fire Department Report – October, 2018 (pg. 21)
 - i. Fire Department Relief Association – October 22, 2018 (pgs. 22-23)
 - c. Library Report – October, 2018 (pg. 24)
 - d. Sandstone History and Art Center – October 1, 2018 Meeting (pg. 25)
 - e. Planning Commission Meeting – October 10, 2018 (pgs. 26-33)
 - i. Ordinance 20181107-01 Adding Section 525 to Chapter V, Heliport Overlay Zoning District (pgs. 34-44)
 - ii. Ordinance 20181107-02 Approving Summary Publication (pg. 45)
 - f. Park & Rec Commission Meeting – October 12, 2018 (pgs. 46-48)
 - g. Rental Inspection Report – October, 2018 (pg. 49)
 - h. Building Inspection Report – October, 2018 *will be provided*
 - i. PeopleService Report – September, 2018 (pgs. 50-60)
 - j. Financial Reports
 - i. Cash Balance, Revenue & Expenditure Report – September, 2018 (pg. 61)
 - ii. A/P Clerk Claims – October, 2018 (pgs. 62-71)
8. Public Hearings / Presentations:
 - i. Resolution 20181107-01 Adopting Assessment for Unpaid Charges (pgs. 72-74)
 - ii. Resolution 20181107-02 Adopting Assessment for Unpaid Utility Bills (pgs. 75-78)
9. Old & Continuing Business:
 - i. Ordinance 20181107-03 Replacing Section 946 and Amending Section 945.11 of Chapter IX, Bow and Arrow Hunts; Deer Reduction (pgs. 79-83)
 - ii. Ordinance 20181107-04 Approving Summary Publication (pg. 84)
 - iii. Resolution 20181107-03 Establishing Orderly Annexation Agreement (pgs. 85-92)
 - iv. Security Cameras – Update (pgs. 93-94)
 - v. River Bluff Project – Update *will be provided*
10. New Business
 - a. Canvas November 6, 2018 Election Results (pg. 95)
 - b. Pine Habilitation & Support Employment, Inc. (PHASE) Request for Conduit Financing (pgs. 96-103)
11. Written Notices and Communications
 - i. Letter from MN Pollution Control Agency – Pre-Public Notice Draft regarding City's NPDES/SDS Permit (pg. 104)
 - ii. City's Response to MN Pollution Control Agency Pre-Public Notice letter (pgs. 105-110)
12. Streets & Parks Supervisor's Report *will be provided*
13. Administrator's Report *will be provided*
14. Adjourn

UPCOMING MEETINGS

November 6	ELECTION DAY
November 7	10:00 a.m. – MN DOT re Highway 123 Project
November 7	2:00 p.m. – Union Negotiations
November 7	6:00 p.m. – Council Meeting
November 9	8:00 a.m. – Park & Rec Commission Meeting
November 14	12:00 p.m. – Sandstone Area Chamber of Commerce
November 14	7:00 p.m. – Planning Commission Meeting
November 22-23	HOLIDAY – Thanksgiving
November 27	6:30 p.m. – North Pine Area Hospital District Meeting
November 28	10:00 a.m. – NLX Alliance
November 28	6:00 p.m. – EDA
December 5	6:00 p.m. – Council Meeting

**Sandstone City Council Meeting Minutes
October 3, 2018**

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Kester, Franklin, Spartz and Devlin

Members absent: Palmer

Staff present: Administrator George and Recording Secretary Nelson

Others present: Oliver Dykstra

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

Motion Devlin, second Franklin to approve the agenda with the addition of a request to move the City's Morgan Stanley Government account to RBC Wealth Management banking. Motion carried 4-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

There was a question as to why the Quarry Days banners are still up. There were some calls regarding barking dogs and a neighbor building a garage not addressing storm water issues. There was a call asking for the flags to be at half-staff.

SPECIAL ITEMS OF BUSINESS:

CONSENT AGENDA:

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

- **Approval of Regular Meeting Minutes from September 5, 2018**
- **Temporary Liquor License issued to the City for Oktoberfest.**

Motion carried 4-0.

REPORTS:

Sheriff's Deputy Report

The Sheriff's Deputy reports were included in the packet for the Council.

Fire Department

The Administrator reviewed the calls the Fire Department received during the month.

Fire Department Relief Association – September 6, 2018 meeting minutes were provided.

The Relief Association discussed the necessary paperwork to enable ratification of its by-laws as well as a retirement payout that will need to begin soon.

Library Report

The Library had 1,529 patrons and answered 385 reference questions during the month of September.

The nature photographer Steve Manuum did a Nature Photography workshop for 42 people who came from as far away as Princeton, Rush City and Pine City. Anna Reyenfores, a special story teller from Sweden, kicked off the regular Story Time season with the story of the Three Bill Groats Gruff in song and dance to 51 children. The Library staff and volunteers are getting ready for the Friends of the Library silent auction on October 25.

Sandstone History and Art Center – Annual Meeting

Those attending the annual meeting discussed accomplishments of 2018 and what they would like to achieve going forward. The Flower and Garden Club has been their focus for the past year. They replaced the carpeting and there were carpentry projects that have helped display and store items more effectively. They will be closing down for the year in October but are planning on having the Christmas Open House as they have done in the past. There is a water leak around the skylight in the roof and efforts are being made to find someone who can repair it.

Planning Commission Meeting – September 12, 2018

Ordinance 20181003-01 Amending Chapter V, Section 517 Regarding Towers and Antennas

Ordinance 20181003-02 Approving Summary Publication

During the process of updating the City's Zoning Code, Commissioners started looking at Section 517 regarding the regulations of towers and antennas. They asked the City Attorney to look into revisions and updates to this Section. The proposed amendments have been posted on the City's bulletin board and also on the City's website in accordance with Minnesota Statutes 415.19. This is a recent law change that requires cities to post the text of any new or amended ordinances at least 10 days before a final vote by the Council. The Planning Commission has reviewed the amendments and recommends the City Council adopt them.

Motion Devlin, second Kester to approve Ordinance 20181003-01 amending Section 517 regarding Towers and Antennas and Ordinance 20181003-02 approving the summary publication. Motion carried 4-0.

Park & Rec Commission Meeting – September 14, 2018

The Legacy Grant Application was submitted. The Commission has been considering how to improve Pine Avenue. The timber harvest has been completed and the City should receive about \$19,100. That money will go to the Park Fund and may possibly be used to improve/maintain Pine Avenue. There is a large rusty turbine from the dam along the road that the Council would like to have disposed of.

Banning State Park Youth Hunt

Banning State Park is planning their annual Youth Hunt event for October 27th and 28th. Park Manager Payne explained that they have six hunters signed up. Each will be paired with a licensed adult. They each provide the coordinates for where their stands will be. The hunters do not roam around the area, but hunt from their designated stands. The hunt takes place on the east side of Kettle River, a portion of which is located within City limits. Payne is asking the City to waive ordinances 935.05 (firearms) and 945 (use of firearms) to allow for this event. The Park & Rec Commission recommends approval of the request.

Motion Devlin, second Franklin to approve waiving ordinances 935.05 and 945 and allowing for the Youth Hunt at Banning State Park on October 27 and 28. Motion carried 4-0.

Special Event Permit Application – Voyageurs Area Council - BCA

The City received a Special Event Permit Application from the Voyageurs Area Council of the Boy Scouts of America. They plan to hold a Family Fun Day in Robinson Park on October 13th. They

estimate 50 attendees. Activities include archery, BB Guns, crafts, picnic, and field games. Typically, these requests would go to the Park & Rec Commission first; however, the request came in after the last Park meeting.

Motion Franklin, second Devlin to approve the Voyageurs Area Council special event permit to hold a Family Fun Day in Robinson Park on October 13th 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;**
- **Safety Lanes are set up so that people cannot wander down range of the shooting;**
- **The Sheriff's Department should be made aware of the event.**

Motion carried 4-0.

Rental Inspection Report – September

There are 149 parcel IDs on the 2019 mailing list. There are 44 parcels that have been inspected to date and 14 were not in compliance. Letters have gone out and should be back by October 8. There was a discussion regarding why the 2019 fees are due in October 2018. If a property owner refuses to register their property, they will be in violation of the ordinance and will be issued a citation. One thing on the September report is the formation of a 5-member Building Appeals Board per ordinance Section 440.21. Previously the City approved two people to serve on the Board; a tenant and a landlord. Council Member Palmer is on the board; therefore, two additional members are needed.

Motion Kester, second Franklin to appoint Devlin and Administrator George to the Building Appeals Board. Motion passed 4-0.

Building Inspection Report – September

The building department has issued 11 permits during the third quarter making a total of 22 permits to date. The total construction value for all building permits issued this year is \$3,166,474.35. The total building permit fees collected to date is \$26,932.05.

PeopleService Report – August 2018

During the month, they jetted over 4,000 feet of sewer main. They are cleaning between one quarter and one third of the city every year.

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report and the A/P Clerk Claims – September, 2018.

Motion Franklin, second Devlin to approve the financial reports and pay claims. Motion passed 4-0.

PUBLIC HEARING: None

OLD & CONTINUING BUSINESS: None

NEW BUSINESS:

Mayor's Term

The Mayor and Administrator have been discussing the length of the Mayor's term. It is a 2-year term but the Council Members have 4-year terms. In checking with other cities of all sizes, staff has found that 40 of them have 4-year terms for Mayor and 15 have 2-year terms. Several of these are considering changing to 4-year terms.

One of the reasons for changing to a 4-year term would be to provide more stability to the Council. It also would require the same commitment for someone who wanted to run for Mayor as for someone who wanted to run for Council.

If the City Council is interested in making this change, staff could prepare the proper ordinance for consideration at the November 7th Council Meeting. If the change is made, the current Mayoral term of 2-years would not change until the 2020 election cycle. Council Members stated support, but would like to take some time to see what property owners might think.

Motion Kester, second Devlin to consider changing the Major's term from a 2 to a 4-year term in January. Motion carried 4-0.

Ordinance No. 20181003-03 Repealing and Amending Chapter IX, Section 946, Amending Section 945.11 Regarding Bow and Arrow Hunts: Deer Reduction

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

The City Attorney made revisions to Chapter 946 (Bow and Arrow Hunts; Deer Reduction) as requested. An amendment to Chapter 945 (Use of Firearms), Section 945.11, was also required. Council Members questioned the setbacks that were included in the revised ordinance. One of the Council Members suggested a perusal of the DNR guidelines.

Motion Devlin, second Spartz to table the discussion regarding Bow and Arrow Hunts/Deer Reduction until more information can be acquired. Motion carried 4-0.

Ordinance No. 20181003-05 Rescinding Chapter IX, Section 935: Gun Control

While the Administrator was looking at ordinances regarding hunting, she also looked at 935 (Gun Control). She questioned whether or not the City needs to have this Ordinance in its Code. After checking with the City Attorney, the Administrator was informed that the Minnesota Statutes regarding carrying and transporting of firearms effectively negate City Ordinance Sections 935.05-935-09 and 934.03.

Motion Devlin, second Franklin to approve Ordinance No. 20181003-05 rescinding Chapter IX, Section 935: Gun Control. Motion carried 4-0.

Ordinance No. 20181003-06 Rescinding Chapter IX, Section 940: Civil Disorder

The Administrator also reviewed Section 940: Civil Disorder. In reviewing this section, she questioned whether or not it was relevant and thought perhaps it should be repealed. In checking with the City

Attorney, she was told that Section 940 is on par with codes in other cities; however, these were larger cities such as Los Angeles and Chicago). The Attorney noted the option of adopting a more comprehensive emergency management plan.

Motion Spartz, second Devlin to approve Ordinance No. 20181003-06 Rescinding Chapter IX, Section 940: Civil Disorder. Motion carried 4-0.

Charging for Fire Calls

Mayor Spartz asked for this item to be placed on the Agenda for discussion. Previously, the Council discussed the practice of charging for Fire Calls on I-35 and had indicated a desire to discuss it further in the future. There was discussion regarding the fairness of billing those people whose auto incident may seem minor. The current position is that the City bills for every fire call except for medical assist, mutual aid and the first false alarm call. The Council requested the Administrator gather information from other communities as to their billing practices. Devlin and Oliver Dykstra volunteered to meet with the Administrator to discuss billing for fire calls as well. Devlin would also like one additional firefighter to be involved.

Moving Morgan Stanley Government Account

The City has been with Morgan Stanley Financial Institution for 15 years. Morgan Stanley has decided to exit the government entity business and will no longer be able to service the City's account. The City's financial advisor has moved to RBC Wealth Management. RBC Wealth Management is a primary reporting dealer in US Government Securities to the Federal Reserve. The City will be working with the same personal contacts that it has for the past 15 years. Finance Officer Newey recommends switching to RBC Wealth Management.

Motion Franklin, second Kester to approve moving the City's Morgan Stanley account to RBC Wealth Management. Motion carried 4-0.

WRITTEN NOTICES AND COMMUNICATIONS:

The quarterly Local Government Officials Meeting is on October 30th at the Pine County Courthouse. East Central Energy is hosting a Regional Economic Development meeting on October 31st in Braham.

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

- Dronen Case Update
A settlement has been reached
- Tax-Forfeited Properties
Asbestos testing was conducted; reports have been received
Getting quote for removing the asbestos
Four trees were removed from 329 Minnesota Ave for \$1,500
- MN Power – Meeting scheduled for October 6 at 10:00 a.m. to discuss the security camera project
- Water Main Loop Project
Estimated project cost is \$977,140
Scored in "fundable range" on the MN Dept. of Health Drinking Water Revolving Loan Fund (DWRWF) Intended Use Plan (IUP)
Need to apply for a loan by June 30, 2019

- Johnson Park
Pavilion is being repaired
- Small Cities Development Program (SCDP)
Residential Target Area has been expanded, 82 letters have been sent out
October 11 – Nine Appointments have been made
Commercial Target Area cannot be expanded
- Fire Hall Repairs
Met with engineers from LHB on September 25
Planning to place insulation for the office/kitchen area on the outside of the building
Looking at options for the exterior siding/façade
Concrete block repair and re-coating the surface planned for the exterior of apparatus bay
The Administrator showed the Council **very** preliminary plans that LHB presented
- Municipal Clerks Advanced Academy – September 20-21
Capital Improvement Planning
Asset Inventory
Financing Options/Mechanisms
- Community Service Officer Concept
Initial meeting held September 17
Meeting with Sheriff Nelson and County Attorney Frederickson set for October 16
- Soup Kitchen/Community Meal
Moving forward by creating a Non-Profit Corporation
The Administrator volunteered to serve as Treasurer
- Oktoberfest – October 6 – Train Park
11 a.m. – 5 p.m.
Lots of fun activities
Plan to attend – invite friends
- Craige Hiler
Started Monday as the Streets & Parks Supervisor and is working out great.

ADJOURN

Motion Franklin, second Kester to adjourn at 7:28 p.m. Motion carried 4-0.

Peter Spartz, Mayor

Kathy George, Administrator

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: City Administrator Position Description

BACKGROUND: There is no record of the Council actually approving the City Administrator Position Description

ATTACHMENT(S) City Administrator Position Description

STAFF Review and approve
RECOMMENDATION

**City of Sandstone
Position Description**

**POSITION CLASSIFICATION TITLE: City Administrator
Exempt**

DEPARTMENT: Administration

ACCOUNTABLE TO: City Council

APPROVED BY CITY COUNCIL:

General Statement of Duties: To serve as the Chief Administrative Officer of the City with authority and responsibility to plan and direct the administration of City functions to ensure efficient municipal services and development in line with objectives and general guidelines established by the City Council.

Supervises the municipal office, administration of all departments placed within his or her jurisdiction which includes: city clerk responsibilities, treasurer, parks and recreation, building inspections, rental inspections, public works, fire department, community development, and cemetery. Responsible for coordinating the City activities with the city attorney, city engineer, planner and Pine County Sheriff's Department. Works in an advisory capacity with the commissions and committees. Operates with considerable discretion in normal administrative functions and in implementing policies of the Council. Responsible for effective recommendations in areas of policies, staffing, expenditures, etc., where Council action is required.

Examples of Principal Duties:

1. Direct and control all municipal operations.
 - a. Works closely with subordinate managers to plan and coordinate their functions.
 - b. Follows up to ensure effective service to the public and efficient conduct of all municipal affairs within overall City objectives.
2. Develop and ensure effective utilization of administrative planning, budgeting and control procedures.
 - a. Utilizes input from department managers to develop plans.
 - b. Prepares annual budgets for Council decisions.
 - c. Controls expenditures within approved budgetary guidelines. Includes ensuring proper control of all purchasing functions.
3. Develop and maintain an effective organization.
 - a. Evaluates operations and makes or recommends changes in organization structure to best achieve city objectives.
 - b. Participates in the selection of all employees, ensures proper employee utilization and motivation, reviews employee performance, recommends salary treatment and determines replacement needs.
4. Ensure effective management and utilization of all physical assets.
 - a. Plans for replacement or upgrading of equipment and other assets as appropriate.
 - b. Directs efficient use and proper care of all existing assets.
5. Ensure effective management of financial assets.
 - a. Oversees all fund management and investment activities.
 - b. Ensures effective accounting practices to properly control financial assets and provide accurate information for financial planning.
 - c. Develops plans to meet current and future financial needs.

6. Provide effective support to the City Council.
 - a. Performs all functions of a City Clerk under the Plan A form of municipal government.
 - b. Serves as chief administrative officer of the City.
 - c. Prepares agendas and other supporting documentation for all Council meetings, relieves the Council of other administrative work and implements Council decisions.
 - d. Provides reports, recommendations and advice as appropriate to keep the Council fully informed and assist its policy making role.

7. Ensure proper public relations.
 - a. Ensures that public services are efficiently provided and that all complaints are effectively handled.
 - b. Directs communication activities to keep the public informed of City plans and operations.
 - c. Represents the City in local, regional and state meetings and functions as delegated by the Council.

8. Keep abreast of developments in municipal operations.
 - a. Research improved methods for possible use in Sandstone.
 - b. Cooperate with other governmental units and municipalities on matters of mutual interest.
 - c. Assist and coordinate with various City commissions as appropriate.

9. Perform other duties as delegated by the Council or as necessary to effectively manage City affairs and achieve Council objectives.

Experience and Training: Post secondary degree, preferably in public or business administration. M.A. desirable. Three years experience in city administration as an assistant manager of a city or county. Favorable record of sound management practices and supervisory experience. Good planning, analytical and administrative abilities. Ability to effectively handle contacts with City Council and commissions, department heads, employees and the general public.

Kathy George, City Administrator

Peter Spartz, Mayor

Dated: _____

E-mail received from Sheriff Nelson on October 29, 2018:

Ms. George, I am updating you on the primary Sandstone contract deputy, he is Boston Gilderman and I am including him on this email so you have his information. The new schedule takes effect today (10-29-18). Deputy Gilderman should be stopping at the council meetings as his schedule allows. Also, the Sgt. for the area is Patrick Ellstrom, he will also be stopping by to introduce himself as well. If you have any concerns about the day to day information flow please feel free to contact them, if you have other concerns please let me know. Thanks Jeff



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PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on October 1, 2018

CFS Date/Time	CFS #	Description	Street Name
09/23/18 03:30	PI180922752	medical	DIVISION ST
09/23/18 06:24	PI180922757	Traffic Stop	MAIN AVE S
09/23/18 08:30	PI180922763	Medical Transport	COURT AVE
09/23/18 12:33	PI180922774	Check Welfare	GRANT AVE S
09/23/18 18:37	PI180922812	Public Assist	STATE HWY 23 N
09/23/18 19:38	PI180922814	Notification	OLD MILITARY RD S
09/23/18 19:42	PI180922815	Call Back	MINNESOTA ST
09/23/18 21:03	PI180922819	medical	COMMERCIAL AVE N
09/24/18 16:51	PI180922863	Juvenile Trouble	ANGLE AVE
09/24/18 21:26	PI180922881	Medical Transport	COURT AVE S
09/24/18 22:59	PI180922884	Lift Assist	COMMERCIAL AVE
09/25/18 09:50	LK180916643	Traffic Stop	7TH AVE
09/25/18 10:33	PI180922910	Animal Disturbance	MINNESOTA ST
09/25/18 11:16	LK180916648	Traffic Stop	7TH AVE
09/25/18 11:48	PI180922911	Disturbance	LUNDORFF DR
09/25/18 12:10	PI180922913	Suspicious Activity	MAIN AVE N
09/25/18 12:15	PI180922914	Paper Service	1ST ST
09/25/18 13:39	PI180922918	Public Assist	COURT AVE S
09/26/18 11:26	PI180922976	Public Assist	LUNDORFF DR
09/26/18 11:36	PI180922977	Property Lost/Found	COMMERCIAL AVE N
09/26/18 12:18	PI180922980	Animal Disturbance	COMMERCIAL AVE N
09/26/18 12:18	PI180922981	Assist Other Agency	PRISON RD
09/26/18 13:23	PI180922987	Informational	COURT AVE N
09/26/18 18:19	PI180923013	Detail	ORIOLE ST E
09/26/18 19:08	PI180923016	Paper Service	1ST ST
09/26/18 20:48	PI180923025	Runaway	JAY ST
09/27/18 10:47	CA180927112	Traffic Stop	HWY 23
09/27/18 13:25	PI180923062	MVA Property Damage	HWY 23 N
09/27/18 20:23	PI180923087	Order Violation	STATE HWY 23 S
09/27/18 20:44	PI180923089	Assist Other Agency	MAIN AVE S
09/28/18 08:01	PI180923102	Assist Other Agency	ORIOLE ST E
09/28/18 16:42	PI180923140	Call Back	ORIOLE ST E
09/28/18 18:50	PI180923146	Paper Service	5TH ST
09/28/18 19:15	PI180923151	Traffic complaint	DIVISION ST
09/29/18 16:16	PI180923199	Assist Other Agency	LARK ST
09/29/18 23:44	PI180923218	Security Alarm	STATE HWY 23 S

Total Records: 36



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on October 8, 2018

CFS Date/Time	CFS #	Description	Street Name
09/30/18 17:52	PI180923266	Juvenile Trouble	MINNESOTA ST
09/30/18 19:44	PI180923274	Crim Sex Conduct	JAY ST
09/30/18 19:47	PI180923275	Medical Transport	LUNDORFF DR
10/01/18 00:43	PI181023289	Suspicious Activity	ORIOLE ST E
10/01/18 11:51	PI181023311	Search Warrant	ORIOLE ST E
10/01/18 11:54	PI181023312	Search Warrant	ORIOLE ST E
10/01/18 11:55	PI181023313	Search Warrant	ORIOLE ST E
10/01/18 16:32	PI181023326	Suspicious Activity	MINNESOTA ST
10/01/18 17:36	PI181023330	Suspicious Activity	ORIOLE ST E
10/01/18 17:43	PI181023332	Customer Trouble	MINNESOTA ST
10/01/18 20:26	PI181023339	Check Residence	MINNESOTA ST
10/02/18 06:53	PI181023353	Suspicious Activity	MINNESOTA ST
10/02/18 13:47	PI181023371	medical	LUNDORFF DR
10/02/18 16:05	PI181023378	Suspicious Activity	LUNDORFF DR
10/02/18 18:04	PI181023386	Assist Other Agency	OLD WAGON RD
10/03/18 00:01	PI181023406	Security Alarm	MAIN AVE N
10/03/18 16:22	PI181023455	Property Lost/Found	HWY 23 N
10/03/18 17:26	PI181023458	Follow Up	EISENHOWER ST
10/03/18 18:18	PI181023460	Disturbance	MINNESOTA ST
10/03/18 18:55	PI181023462	Paper Service	GROUSE ST
10/03/18 19:44	PI181023466	Vehicle Theft	ORIOLE ST E
10/03/18 20:44	PI181023476	Traffic Stop	STATE HWY 123
10/04/18 10:34	PI181023510	medical	LUNDORFF DR
10/04/18 11:21	PI181023516	Security Alarm	LUNDORFF DR
10/04/18 16:11	PI181023544	Informational	
10/04/18 18:31	PI181023549	Follow Up	LUNDORFF DR
10/04/18 21:33	PI181023563	Traffic Stop	HWY 23 N
10/05/18 10:11	PI181023586	Harrassment	COURT AVE N
10/05/18 21:24	PI181023629	Follow Up	
10/06/18 00:23	PI181023634	Check Business	OLD WAGON RD
10/06/18 11:00	PI181023651	Security Alarm	LUNDORFF DR
10/06/18 11:48	PI181023652	medical	DIVISION ST
10/06/18 18:53	PI181023685	medical	OLD MILITARY RD S
10/06/18 19:06	PI181023688	Traffic Stop	STATE HWY 23 S
10/06/18 20:41	PI181023695	medical	COMMERCIAL AVE
10/06/18 21:24	PI181023696	Traffic Stop	STATE HWY 23 N

Total Records: 36



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sandstone by zone

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CFS Date/Time	CFS #	Description	Street Name
10/07/18 00:16	PI181023704	Unknown Trouble	ASPEN CT
10/07/18 01:08	PI181023707	Disturbance	OLD MILITARY RD
10/07/18 01:42	PI181023709	Disturbance	OLD MILITARY RD S
10/07/18 17:17	PI181023739	Theft	STATE HWY 23 N
10/07/18 21:04	PI181023756	medical	MINNESOTA ST
10/07/18 21:52	PI181023759	Theft	QUARRY PL
10/08/18 07:41	PI181023770	Assist Other Agency	ORIOLE ST E
10/08/18 10:23	PI181023775	Sound of Shots	OLD WAGON RD
10/08/18 10:24	PI181023776	Burglary	COURT AVE N
10/08/18 17:32	PI181023796	Theft	COMMERCIAL AVE N
10/08/18 21:08	PI181023802	Shoplifting	MAIN AVE N
10/08/18 02:31	PI181023806	Disturbance	1ST ST
10/08/18 03:08	PI181023808	Hospice Death	LUNDORFF DR
10/08/18 03:17	PI181023809	Lift Assist	COMMERCIAL AVE N
10/08/18 07:18	PI181023815	Detail	STATE HWY 23 N
10/08/18 08:12	PI181023817	Follow Up	COMMERCIAL AVE
10/08/18 08:18	PI181023820	medical	LUNDORFF DR
10/08/18 13:51	PI181023838	Property Lost/Found	LUNDORFF DR
10/08/18 16:06	PI181023842	Vehicle Theft	ORIOLE ST E
10/08/18 21:42	PI181023865	Traffic Stop	COMMERCIAL AVE N
10/08/18 22:10	PI181023866	Security Alarm	LUNDORFF DR
10/10/18 05:50	PI181023879	Lift Assist	COMMERCIAL AVE
10/10/18 13:00	PI181023899	Public Assist	COMMERCIAL AVE N
10/10/18 14:10	PI181023902	Paper Service	5TH ST
10/10/18 18:31	PI181023917	Intoxicated Person	1ST ST
10/10/18 23:26	PI181023929	Security Alarm	ORIOLE ST E
10/11/18 08:26	PI181023938	Paper Service	5TH ST
10/11/18 10:10	PI181023945	medical	DIVISION ST
10/11/18 15:25	PI181023967	Hospice Death	LUNDORFF DR
10/11/18 17:41	PI181023979	Juvenile Trouble	OLD MILITARY RD S
10/11/18 18:29	PI181023983	Hold Up Alarm	LUNDORFF DR
10/11/18 19:25	PI181023987	Suspicious Activity	4TH ST
10/12/18 05:05	PI181024003	Found Drug	QUARRY PL
10/12/18 08:57	PI181024010	Paper Service	PRISON RD
10/12/18 10:22	PI181024018	medical	COURT AVE S
10/12/18 11:10	PI181024021	Security Alarm	LUNDORFF DR
10/12/18 11:39	PI181024024	Animal Disturbance	PARK AVE
10/12/18 13:51	PI181024031	Attemp Pickup	8TH AVE
10/12/18 18:07	PI181024050	Disturbance	MINNESOTA ST
10/12/18 18:48	PI181024055	Suspicious Activity	LARK ST

CFS Date/Time	CFS #	Description	Street Name
10/12/18 19:01	PI181024057	Suspicious Activity	COURT AVE S
10/12/18 20:03	PI181024061	Traffic complaint	MAIN AVE N
10/12/18 22:26	PI181024070	Loud Music Complaint	COMMERCIAL AVE N
10/13/18 01:13	PI181024077	Suspicious Activity	STATE HWY 23 N
10/13/18 18:21	PI181024105	Juvenile Trouble	OLD MILITARY RD S
10/13/18 21:12	PI181024112	Lift Assist	COMMERCIAL AVE N

Total Records: 46



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on October 22, 2018

CFS Date/Time	CFS #	Description	Street Name
10/14/18 08:39	PI181024130	Animal Disturbance	PARK AVE
10/14/18 10:10	PI181024138	Suspicious Activity	1ST ST
10/14/18 10:38	PI181024137	medical	LUNDORFF DR
10/14/18 15:33	PI181024158	Disturbance	7TH ST
10/14/18 16:54	PI181024163	Disturbance	STATE HWY 123
10/14/18 17:21	PI181024164	Miscellaneous Law Call	STATE HWY 23 N
10/14/18 18:52	PI181024169	Animal Disturbance	5TH ST
10/14/18 19:21	PI181024171	Check Welfare	MINNESOTA ST
10/14/18 19:29	PI181024172	Theft	STATE HWY 123
10/15/18 07:33	PI181024194	Driveoffs	QUARRY PL
10/15/18 07:58	PI181024195	Animal Check Welfare	ORIOLE ST E
10/15/18 10:04	PI181024208	Disturbance	OLD MILITARY RD S
10/15/18 11:31	PI181024214	Repeat Offender	DIVISION ST
10/15/18 12:57	PI181024227	Unknown Trouble	OLD MILITARY RD S
10/15/18 13:08	PI181024231	Check Welfare	PINE AVE S
10/15/18 14:49	PI181024246	Medical Transport	COURT AVE S
10/15/18 15:52	PI181024257	Security Alarm	LUNDORFF DR
10/15/18 16:55	PI181024261	Burglary	MAIN AVE N
10/15/18 17:18	PI181024262	Security Alarm	LUNDORFF DR
10/15/18 17:55	PI181024267	Disturbance	COURT AVE S
10/15/18 17:56	PI181024268	Medical Transport	LUNDORFF DR
10/15/18 20:11	PI181024279	Follow Up	STATE HWY 23 S
10/16/18 01:24	PI181024289	Animal Disturbance	PARK AVE
10/16/18 08:58	PI181024300	Traffic Stop	STATE HWY 23
10/16/18 09:54	PI181024304	Detail	5TH ST
10/16/18 15:15	PI181024322	Paper Service	
10/16/18 16:13	PI181024327	Traffic Stop	MAIN AVE N
10/16/18 16:22	PI181024329	Follow Up	STATE HWY 23 N
10/16/18 18:24	PI181024338	Drug Incident	MAIN AVE S
10/16/18 20:54	PI181024344	Animal Disturbance	STATE HWY 123
10/16/18 23:06	PI181024350	Burglary	COURT AVE N
10/17/18 09:02	PI181024359	Call Back	LARK ST
10/17/18 13:56	PI181024385	Vehicle Prowl	HWY 23 N
10/17/18 16:29	PI181024401	Repeat Offender	MINNESOTA ST
10/17/18 17:41	PI181024407	Attempt Pickup	MAIN AVE N
10/17/18 17:46	PI181024408	Animal Bite	8TH ST
10/17/18 18:20	PI181024411	Shoplifting	MAIN AVE S
10/17/18 18:23	PI181024412	Parking Problem	1ST ST
10/17/18 19:03	PI181024417	Paper Service	STATE HWY 23 S
10/17/18 19:56	PI181024428	Property Lost/Found	MINNESOTA ST

CFS Date/Time	CFS #	Description	Street Name
10/17/18 20:42	PI181024433	Paper Service	1ST ST
10/18/18 08:47	PI181024451	Detail	ORIOLE ST E
10/18/18 14:04	PI181024471	Informational	STATE HWY 123
10/18/18 14:19	PI181024475	Informational	OLD MILITARY RD S
10/18/18 17:05	PI181024481	Informational	OLD WAGON RD
10/18/18 18:24	PI181024488	Paper Service	1ST ST
10/18/18 19:30	PI181024493	Traffic Stop	OLD MILITARY RD S
10/18/18 19:46	PI181024495	Paper Service	OLD MILITARY RD S
10/18/18 21:27	PI181024497	Attemp Pickup	LINCOLN AVE
10/19/18 07:23	PI181024512	Follow Up	LUNDORFF DR
10/19/18 09:09	PI181024516	Follow Up	COURT AVE N
10/19/18 13:25	PI181024534	Fraud/Scam/ID	MAIN AVE N
10/19/18 17:02	PI181024552	Suspicious Activity	OLD WAGON RD
10/19/18 19:06	PI181024562	Public Assist	MINNESOTA ST
10/19/18 21:17	PI181024572	Security Alarm	COUNTY HWY 61
10/20/18 03:01	PI181024579	Security Alarm	COUNTY HWY 61
10/20/18 03:47	PI181024580	Security Alarm	COUNTY HWY 61
10/20/18 05:06	PI181024583	medical	DIVISION ST
10/20/18 08:08	PI181024589	medical	LUNDORFF DR
10/20/18 12:43	PI181024598	Miscellaneous Law Call	OLD WAGON RD
10/20/18 14:56	PI181024604	Assault	STATE HWY 23 S
10/20/18 17:36	PI181024614	Informational	ORIOLE ST E
10/20/18 20:15	PI181024631	Paper Service	1ST ST
10/20/18 20:24	PI181024633	Paper Service	OLD MILITARY RD
10/20/18 21:45	PI181024642	medical	COURT AVE S

Total Records: 65



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on October 29, 2018

CFS Date/Time	CFS #	Description	Street Name
10/21/18 00:17	PI181024646	Attemp Pickup	GRANT AVE
10/21/18 06:28	PI181024654	Animal Disturbance	PARK AVE
10/21/18 11:56	PI181024670	Suspicious Activity	PINE AVE N
10/21/18 12:10	PI181024671	medical	COURT AVE S
10/21/18 12:43	PI181024675	Call Back	ORIOLE ST E
10/21/18 17:34	CA181029684	Juvenile Trouble	8TH ST
10/21/18 22:22	PI181024706	Order Violation	COURT AVE N
10/21/18 23:25	PI181024709	medical	LUNDORFF DR
10/22/18 02:59	PI181024715	Animal Disturbance	PARK AVE
10/22/18 08:16	PI181024721	Informational	ORIOLE ST E
10/22/18 09:33	PI181024730	Propery Lost/Found	QUARRY PL
10/22/18 11:53	PI181024741	Unwanted Person	MAIN AVE S
10/22/18 15:40	PI181024755	Animal Disturbance	2ND ST
10/22/18 16:33	PI181024760	Informational	ORIOLE ST E
10/22/18 17:50	PI181024765	Damage to Property	RIVER BLUFF AVE
10/23/18 14:03	PI181024813	Detail	STATE HWY 23 N
10/23/18 14:31	PI181024817	Medical Transport	LUNDORFF DR
10/23/18 18:47	PI181024835	Fraud/Scam/ID	1ST ST
10/23/18 21:22	PI181024847	Gas Leak In/Out	OLD MILITARY RD S
10/24/18 06:50	PI181024854	Suspicious Activity	PRISON RD
10/24/18 08:35	PI181024857	Detail	MAIN AVE N
10/24/18 08:36	PI181024858	Assist Other Agency	MINNESOTA ST
10/24/18 12:38	PI181024880	Detail	ORIOLE ST E
10/24/18 14:23	PI181024888	Informational	OLD MILITARY RD S
10/24/18 18:39	PI181024911	Traffic Stop	STATE HWY 23
10/24/18 19:13	PI181024912	medical	COURT AVE S
10/24/18 19:23	PI181024913	Juvenile Trouble	OLD MILITARY RD S
10/25/18 05:08	PI181024934	Detail	ORIOLE ST E
10/25/18 13:10	PI181024957	Animal Disturbance	COURT AVE S
10/25/18 17:58	PI181024973	Traffic Stop	OLD MILITARY RD
10/25/18 19:13	PI181024979	Runaway	JAY ST
10/25/18 23:51	PI181024989	Loud Music Complaint	1ST ST
10/26/18 09:23	PI181025003	Paper Service	PRISON RD
10/26/18 12:53	PI181025014	Garbage Call	EISENHOWER ST
10/26/18 15:35	PI181025027	Traffic complaint	STATE HWY 123 W
10/26/18 17:25	PI181025035	Public Assist	OLD MILITARY RD S
10/26/18 17:40	PI181025036	Disturbance	OLD MILITARY RD S
10/26/18 22:00	PI181025059	Attemp Pickup	COURT AVE S
10/26/18 22:08	PI181025060	Traffic Stop	JEFFERSON ST
10/27/18 00:08	PI181025062	Fraud/Scam/ID	HWY 23 N

CFS Date/Time	CFS #	Description	Street Name
10/27/18 20:49	P1181025140	Paper Service	COURT AVE S
10/27/18 21:31	P1181025145	Call Back	COURT AVE N
10/27/18 21:44	P1181025148	medical	DIVISION ST

Total Records: 43

October Fire Department Report:

Elite mnfirereport

City Activity

Basic Incident Alarm Date Time (FD1.26)	Basic Incident Type (FD1.21)	Basic Incident Full Address	Basic Aid Given Or Received (FD1.22)	Basic Incident Zone/District Number (FD1.32)	Basic Type Of Alarm (FD1.50)
10/04/2018 11:59:00	Building fire	22671 Friesland Road	None	Dell Grove	
10/05/2018 19:40:00	Assist police or other governmental agency	187 I-35 Freeway South	None	Auto	
10/11/2018 11:01:00	Medical assist, assist EMS crew	51090 Dupis Road	None	Ambulance	
10/11/2018 14:10:00	Medical assist, assist EMS crew	19895 Groningen Road	None	Ambulance	
10/23/2018 01:40:29	Dispatched and cancelled en route	191 North 35 Highway	None	Auto	
10/23/2018 10:35:10	Medical assist, assist EMS crew	55996 Williams Ln	Other aid given		
10/23/2018 21:40:00	Gas leak (natural gas or LPG)	401 Old Military Road North	None	City	All Call Sign

Report Filters

Basic Incident Alarm Date Time (Fd1.26): is between '10/01/2018' and '10/31/2018'

Description

Activity report for the city

Sandstone Fire Relief Meeting Minutes
Regular Meeting
October 22, 2018

CALL TO ORDER: 9:02 p.m.

ROLL CALL: Devlin, M Johnson, Haugen, Degerstrom, Apple and Mayor Spartz
Members absent: City Administrator Kathy George, T. Breffle, and Chief Spartz
Staff present: Bookkeeper Pete Spartz and Recording Secretary Nelson
Others present: Amanda Lekson - firefighter

TREASURER'S REPORT:

Quarterly Report

The 2% funds (\$24,000) from the state has been received. The current balance is less than it was January due to market fluctuations. SEI investments is the company that was managing the association's money and had the questions about taxes. It would good to meet with Mr. Galor or whomever you want to counsel with and discuss which company you might want to use for future investments. A letter was received from the IRS indicating that the overage that the association has paid cannot be applied to the 2018 taxes. A return letter was sent asking them to apply to the next year's taxes or cut a check. The state board showed a profit for the first three months but that has all but disappeared with the current market.

Motion Apple, second Degerstrom to accept treasurer's report. Motion carried 6-0.

BILLS AND COMMUNICATIONS:

The bookkeeping and recording secretary need to be paid.

Volunteer Firefighter's insurance – annual renewal form is \$7.00/person. It is \$4.00 to apply. Devlin went

over the 14 people on the list after removing George Castonquay and added three bringing the total bill to \$131.00

Motion Haugen, second Degerstrom to pay bills out of the general fund. Motion carried 6-0.

UNFINISHED BUSINESS:

George Castonguay retirement

George was with the fire department for 16 years which meant he was invested at 84% bringing his retirement amount to \$23,520.

Motion Johnson, second Degerstrom to pay \$23,520 in retirement benefits.

Motion Johnson, second Degerstrom to pay \$1000 supplementary benefit to George Castonguay. This money will be reimbursed by the state. Motion carried 6-0.

REPORT OF COMMITTEES: none

NEW BUSINESS: none

MISCELLANEOUS: none

ADJOURN

Motion Apple, second Haugen to adjourn at 9:16 p.m. Motion carried 6-0.

Brandon Devlin, President

Ross Degerstrom, Secretary

October 2018

Sandstone Public Library

We started the month with a visit from author Dean Hovey who spoke to a small group about his newest book.

I attended the MLA conference in St. Cloud and came back with many ideas for our Friends group as well as some good advice regarding advocacy for our library. Some great summer reading ideas also came back with me.

We still have two active book clubs meeting at the library and story time is going strong. We had 45 kids participating in the 4 story times held during the month.

We ended the month with the Friends annual Silent Auction which, as always, was a lot of work but a huge success for the Friends.

The library had 1326 patrons and answered 299 reference questions.

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

Sandstone History and Art Center
Monday, October 1, 2018

Meeting called to order by Chairman Ken Johnson

Pledge

Board members attending: Al and Cheri Holm, Ken & Ardie Johnson, Irene Sandell

Minutes of Sept. 10 annual meeting approved on motion by Cheri, 2nd by Ardie

Treasurers' report presented by treasurer Cheri Holm.. Check book balance remained the same as Sept., as transfer of treasurers completed after first of the month. Check book balance \$2388.36 and savings account \$4907.06. Several new members joined in Sept. Plus sales and donations received so we will see the checking account increase next bank statement. Suggestion was made that we do a daily report on activity for that day including sales, donations, memberships as well as comment about visitors. Motion made and carried Irene and Ardie

Old Business

Membership

Irene will prepare a membership update for the next meeting

Report on monthly activity - daily register be kept by volunteer working open hours. Ken will supply a notebook for this.

Alanea had the computer at home - She will work on hooking up the printer.

Furnace cleaning-- Al will take care of this

There will a box provided for items to be donated to SHAAC as well as the forms to be filled out on the item/items and terms as to whether the center deems they are of historic significance to the center.

DVD player: Ardie and Ken have purchased the player and will bring it in by the weekend. Cheri to issue check to reimburse the Johnsons

New Business

Oct Fest this coming Saturday Oct 6 we will be open 10-5

Coffee cider and cookies will be served by Ardie and Irene

Ad was placed in the Pine County Courier

Art Olstead (Creator of the Quarry DVD) will be a guest speaker at 10:30. He will be available to answer questions as to how he can convert slides photos, 8mm etc into dvd's. Also discuss the next dvd project being planned by SHAAC. Lumbering, village of Sandstone Early days, and the early festivals of the area. Need the input of all you members

Christmas at SHAAC was discussed. Decision made to follow last years event. Date set for Dec 15. Final plans can be made at Dec. 3rd. Meeting. Cheri will contact Park and Rec Board to see if the plan a tree lighting event. She also will contact Chamber and Ben Franklin to see if they have any plans. Perhaps we can coordinate a Village Christmas event as in olden days.

SHAAC will again purchase gift certificates from local merchants to give as prizes to those attending A Village Christmas Event and being gifts of cookies to those businesses that haven't gift certificates available. We hope to have Dorothy Dybvig doing lefsa demos and sales and Steve and Laura McCaughan to provide Christmas Carols.

SHAAC closes for the season after

Next meeting Nov. 5 4:00 at the Center

**CITY OF SANDSTONE
PLANNING COMMISSION
October 10, 2018**

CALL TO ORDER

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

ROLL CALL

Members present: Steve Palmer, Andrew Spartz, Rene Stadin, Randy Riley, Cassie Gaede
Members absent: Reese Frederickson
Staff present: Administrator Kathy George
Others: Jamie & Beth Pugh, Ailene Croup, Jon Dorau, Michael Hedrix

AGENDA – Motion Spartz, second Palmer, to approve the Agenda as presented. Motion passed 5-0.

MINUTES – Motion Palmer, second Gaede, to approve the minutes from the September 12, 2018 Planning Commission Meeting. Motion passed 5-0.

PUBLIC HEARINGS:

- A. Heliport Ordinance - The City received an Application for Zoning District Amendment from Essentia Health Sandstone on September 27, 2017. Essentia would like the City to adopt a Heliport Ordinance. The Planning Commission held a Public Hearing on December 13, 2017; however, the draft ordinance was not provided. The Public Hearing was continued to January 10, 2018. The draft ordinance still was not ready. Therefore, the Planning Commission closed the Public Hearing with no further action on the request at that time.

Due to the 60-day rule, several extension requests were made along the way. The current extension requires the City to take action on the Zoning District Amendment by November 25, 2018, unless another extension is approved.

A DRAFT ordinance has now been provided. The Public Hearing notice was placed in the Pine County Courier and was posted on the City's bulletin board. No comments from the public have been received.

Administrator George explained that earlier versions of the draft stated that the City has exercised extraterritorial zoning authority, pursuant to Minnesota Statutes Section 462.357 and City Code 515.03, which extend the application of the City's zoning regulations into Sandstone Township and that this authority shall apply to the Heliport Ordinance. However, she explained, in further review and discussions with the City Attorney, it was clarified that Sandstone Township does have their own comprehensive zoning ordinance; therefore, the City cannot exercise extraterritorial zoning authority. The draft ordinance was then changed to state that the provisions of the Heliport Ordinance regulate only the real property located within the City's territorial limits. George explained that the affected properties in the City include the lot owned by the Hospital District (where the hospital building is located) and the lot directly north which is owned by the City's Economic Development Authority. All other properties affected by the various safety zones are located in Sandstone Township.

Motion by Spartz, second by Palmer, to open the Public Hearing. Motion passed 5-0.

Township resident Jamie Pugh asked for clarification regarding what constitutes an Airport Hazard. Administrator George read the definition from Minnesota Statutes 360.013, subd. 40: *Airport Hazard means any structure, object of natural growth, or use of land, which obstructs the air space required for the flight of aircraft in landing or taking off at any airport or restricted landing area or is otherwise hazardous to such landing or taking off.*

Sandstone Town Clerk Ailene Croup stated that there is also language in the draft ordinance about regulating lighting. Administrator George confirmed that Section 525.07, subd. 2(a) addresses interference with operations of radio or electronic facilities, lights, glare, visibility, etc.

Croup then questioned whether or not Sandstone Township would be held to the requirements of the proposed Heliport Ordinance. It was explained that the proposed ordinance only applies to property located within the City of Sandstone. Croup stated concern because the Township has not been approached and did not know anything about the proposed ordinance. It was noted that it was only recently clarified that the City does not have extraterritorial zoning authority in Sandstone Township and that this information has been provided to Essentia personnel who were advised to contact Sandstone Town Chair Keith Carlson. It was further noted that neither the City nor the Township are required to adopt a Heliport Ordinance. The City is considering the ordinance at the request of Essentia. Essentia's interest is in protecting the heliport from obstructions that may block their Approach/Departure Surfaces and Transitional Surfaces.

Mr. and Mrs. Pugh expressed concern with the restrictions because they live in the housing development that is located behind Quality Home and Sport. It was explained that their housing development is located in the Township and, therefore, the City's Heliport Ordinance would not affect their property. It was also noted that the Arrival/Departure Surface increases from the ground at the heliport on an 8:1 slope, 8 feet horizontal to 1 foot vertical. By the time the surface reaches the Interstate, it is already over 80 feet in the air.

Township Supervisor Jon Dorau questioned the flight patterns that are depicted on the map that was provided with the draft ordinance. Essentia Health Sandstone Administrator Michael Hedrix stated that the architects drafted the plans to Federal Aviation Administration (FAA) standards. He noted that helicopters come in from all different directions due to weather factors. Commissioner Spartz stated that the flight pattern is intended to define a corridor, rather than a radius.

With no further comments offered, **motion by Spartz, second by Gaede, to close the Public Hearing. Motion passed 5-0.**

Commissioners discussed whose responsibility it would be to keep the designated safety zones clear from trees, etc. It was explained that it would be the landowner's responsibility to remove obstructions in order to come into compliance with the ordinance. The City would be responsible for enforcing the ordinance. Again, it was noted, the ordinance will only apply to properties located within the Sandstone City limits.

Motion by Palmer, second by Gaede, to recommend the City Council adopt the proposed Heliport Ordinance as presented. Motion passed 5-0.

OLD & CONTINUING BUSINESS:

- A. Zoning Ordinance Update – The Planning Commission discussed the Prospective Interchange Development District, which is explained in the Comprehensive Plan as follows:

This district is located at the I-35 and MN Highway 23 intersection which is the principle gateway to the community. Currently the district contains vacant parcels that are visible and easily accessible from I-35. Appropriate uses in this district will allow for businesses that cater to the traveling public. Examples of appropriate uses include restaurants, gas stations, general dry goods, larger department stores, grocery, pharmacy and drug stores, hotels or motels or other uses that have a need for a larger square footage, more parking or outdoor storage and display than the downtown commercial area.

Any new development should be harmonious with surrounding land uses, including the medical and business park. As a community entry point with high visibility from the freeway, design standards for new development will promote an appealing aesthetic appropriate for a gateway area. Design standards will address appropriate look and scale of signage, paving, landscaping requirements, and building architectural standards that ensure quality of materials and expectations for highly visible facades. Given the potential for high traffic in this area and its proximity to the medical and business park campus, development in this district should plan for interconnectivity and safety for all modes of transportation, including motorized vehicles, bicycles and pedestrians.

When development occurs in this district, it should be designed with a character that is unique to Sandstone and different from other interchanges along the I-35 corridor. Development in this district should, through welcoming and appealing design, encourage visitors to come further into the community.

This District takes the place of the Interchange Business District (B-5) in the current City Code:

515.20. Interchange business district (B-5). Subdivision 1. Purpose. This district is established to manage development of the I-35/Highway 23 Freeway Interchange. This area is unique within the city, and demands management specific to the problems and opportunities that are present. Uses within this district are intended to serve the traveling public, the city and region entering this district by using all forms of transit on roads and trails through this Interchange.

Subd. 2. Permitted uses.

- a) On and off sale liquor establishments.
- b) Eating establishments including restaurants, cafes, supper clubs.
- c) General retail space with a minimum square footage of 10,000 square feet.
Commissioners questioned the minimum of 10,000 square feet. They thought this could be too large. They acknowledged the desire to guide businesses with smaller footprints to either the Historic Downtown District or the Highway Mixed Use District. However, they asked staff to do some research and bring this item back for discussion.
- d) Professional office space with a minimum square footage of 10,000 square feet.

e) **Gas Station and/or convenience stores *was added by the Commission***

Subd. 3. Interim uses. The following uses may be permitted upon the issuance of an interim use permit.

- a) Seasonal produce stands.
- b) Entertainment/recreational facilities including go-kart tracks, water parks, miniature golf courses, amusement parks and concert facilities. In addition to those conditions and submissions required by the zoning code for interim uses, applicants for this type of use are required to submit the following information for approval by the city:
 - i) An annual calendar of events for the facility (must be submitted and approved on an annual basis).
 - ii) A schedule of days and hours of operation of the facility (must be submitted for approval upon initial application and upon making any changes).
 - iii) Curfew limitations and exceptions to the curfew limitation.
 - iv) An operations plan which addresses security, sanitation, trash removal, noise, crowd control and traffic. The operations plan must include a cost breakdown of all operations as well as an explanation of how these items will be financed.
 - v) Plans for any special events (must be submitted for approval at least thirty (30) days prior to the special event).
 - vi) Landscaping and screening plans.
 - vii) Mitigation plans for noise and parking.
 - viii) ~~Proof of insurance (must be submitted upon initial application and upon making any changes).~~ *This provision was eliminated by the Commission.*
 - viii) A listing of specific other activities that would be allowed in conjunction with the entertainment or recreational activity, including but not limited to special rules for on-site RV and tent camping, fireworks, etc.
- c) ~~Adult establishments as defined, permitted and regulated by Section 1165.03 of the city code.~~ *This use was eliminated as Adult Establishments are allowed in the Highway Mixed Use District.*

Subd. 4. Conditional uses. The following uses may be permitted upon the issuance of a conditional use permit.

- a) Recreational vehicle and equipment sales.
- b) Motorcycle sales and repair.
- c) New and used car sales.
- d) Hotels and motels.
- e) **RV Park *added by the Commission***
- f) **Cold Storage Facilities *added by the Commission***
- g) **Truck Stop *added by Commission***
- h) Essential services.

Subd. 5. Performance standards. (Amended Ord. 2011-04)

- a) Minimum lot size: With the exception of a lot that is being exclusively used for essential services, a lot in the **B-5 Prospective Interchange Development** district must have a width of not less than 100 feet, and must contain an area of not less than 15,000 square feet.
- b) ~~Front yard requirement: With the exception of a lot that is being exclusively used for essential services, a conditional use must have a front yard having a depth of not less than thirty-five (35) feet. *Eliminated by Commission.*~~
- c) Other setback requirements: With the exception of structures on a lot that is being exclusively used for essential services, structures must be a minimum ten (10) feet distance from any side yard, rear yard, or alley. ~~Corner lots must have two (2) front yards (with the exception of lots being used exclusively for essential services). *Eliminated by Commission.*~~
- d) Lot Access. With the exception of a lot that is being exclusively used for essential services, access to a lot must be from an approved frontage or secondary street.
- e) Minimum transitional yard requirements: With the exception of a lot that is being exclusively used for essential services, ~~for each front, side or rear yard in any B-5 district abutting, or abutting except for an intervening alley, a residential district, there must be provided a front, side or rear yard equal in size to the minimum front, side or rear yard required in the residential district.~~

Replaced with the following language: for each front, side or rear yard in any Prospective Interchange Development District abutting, or abutting except for an intervening alley, a residential district, there must be provided heavily landscaped screening of 80%. Percentages shall be determined by amount of structure that can be seen during leaf-on conditions.
- f) ~~Maximum ground coverage: With the exception of a lot that is being exclusively used for essential services, the sum total of the ground area covered by all structures in any B-5 district including accessory structures, constituting a permitted or conditional use shall not exceed 75% of the lot. *Eliminated by Commission with the intent of ensuring that stormwater issues are addressed.*~~
- g) Stormwater / Drainage: A Stormwater Management Plan must be presented and approved in accordance with City Code Section 430. *Added by Commission.*
- h) Other requirements: Prior to issuance of any building permit or other approvals for property in the **B-5 Prospective Interchange Development** district, the applicant shall submit to the city: ~~1) evidence of ownership of the property or purchase agreement or enforceable option on the property;~~ **2) a preliminary building and site development plan; and 3) a written impact analysis that evaluates the following factors:**
 - i) The proposed 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;
 - ii) The proposed use will be sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing residences will not depreciate in value and development of vacant residential land will not be deterred;
 - iii) The proposed structure and the site will have an overall appearance that will not have an

- adverse effect upon adjacent residential properties;
- iv) The proposed use will be consistent with the purposes of the city's zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use;
- v) The proposed use will not conflict with the comprehensive plan;
- vi) The proposed use will not cause traffic hazards or congestion;
- vii) Adequate utilities, access roads, drainage, and necessary facilities for the proposed use are or will be provided; and
- viii) The height, size and location of all buildings on the site meet the requirements of the building and zoning codes.

Subd. 6. ~~Architectural standards.~~ All new commercial structures in the B-5 district shall conform to the following architectural standards:

- ~~a) The overall architectural character of the structure shall have a consistent architectural expression on all sides of the building that are visible from the highway or other vehicular routes. Buildings shall be visually compatible with their surroundings. "Green" architecture that uses sustainable concepts like recycled materials, pervious pavements, zero VOC paints and other materials, zero utilization of ozone-depleting chemicals, zero PVC based products, energy conserving appliances, day lighting, and renewable energy from wind, solar, biomass and ground water heat pumps is encouraged.~~
- ~~b) Exterior building materials shall be subject to planning commission approval and the following:

 - ~~i) Commercial structures must provide a cohesive architectural appearance reflecting their functional purpose and must be composed primarily of Class I, Class II, or Class III materials and not more than 50% of the exterior of the building shall consist of Class IV materials. Class I, Class II, Class III and Class IV materials are defined as follows:

 - ~~1) Class I materials consist of brick, natural stone (or similar appearing, high quality manufactured stone), glass curtain walls, copper or other comparable or superior materials.~~
 - ~~2) Class II materials consist of specialty concrete block such as burnished, textured or rock face, pre-cast textured concrete panels, masonry stucco or other comparable or superior materials.~~
 - ~~3) Class III materials consist of exterior insulation and finish system (EIFS), opaque panels, ornamental metal such as commercial grade metal wall and roof panels (24 gauge or better), natural wood, fiber-cement siding or other comparable or superior materials.~~
 - ~~4) Class IV materials consist of smooth concrete block, scored concrete block, smooth concrete tilt-up panels, glazed block, glass block, or other comparable or superior materials.~~~~
 - ~~ii) Building designs shall provide visual interest, variation in detailing, and eliminate long wall sections without windows.~~
 - ~~iii) Exposed roof materials shall be similar to, or the architectural equivalent of a high quality asphalt shingle (300# or better), wood shingle, standing seam metal roof or~~~~

better.

- ~~iv) — Garish or bright accent colors for awnings, trim, banding, walls, entries or any portion of the building shall be minimized, but in no case shall such coloring exceed 5% of each wall area.~~
- ~~v) — Pre-engineered post-frame structures with agricultural grade metal wall and roof panels, commonly called “pole barns” are not allowed in the B-5 district.~~
- ~~vi) — Parking must be pedestrian-oriented and relate to the scale and materials of the structures. **Parking will be covered in the separate Parking Code.**~~
- ~~vii) — Parking areas of ten (10) or more spaces shall be designed so as to include adequate tree cover to reinforce the pedestrian-scale character of the B-5 district. Refer to appendix A for recommended tree species.~~
- ~~viii) — One free-standing sign identifying the commercial uses of each tenant from the major access road will be permitted. Secondary signage shall be pedestrian scale and oriented toward the parking lots on the site and shall be subject to the requirements and restrictions set forth in section 415, Signs. **Signage will be covered in the separate Sign Code.**~~

Eliminated by Commission.

Subd. 6. Other standards and requirements.

- ~~a) — **Landscaping requirements.** All new developments in the B-5 district shall meet the following landscaping requirements. Unless otherwise noted, the landscaping requirements apply to all quadrants, as defined by the zoning map.~~
 - ~~i) — Vegetative buffers of trees, shrubs and herbaceous understory shall be planted or preserved in buffer zones of a sufficient width from the edge of any new commercial development (as determined by the planning commission) so as to mitigate noise and air pollution emitted from the property. Such vegetative buffers, where newly planted, shall consist predominantly of hardy indigenous or native species. Refer to appendix A for recommended species. When feasible, the applicant shall preserve existing large trees on the property. The vegetative buffers shall strive to meet the following goals in the following quadrants in the B-5 district:~~
 - ~~1) — **Quadrant A:** Maximize visibility from the freeway of the property with a buffer of shrubs and herbaceous understory. Screen the adjacent industrial and other properties from the property with existing and new trees, shrubs and herbaceous understory.~~
 - ~~2) — **Quadrant B:** Maintain forested appearance within quadrant by maintaining existing trees when feasible. Screen the adjacent properties from the property with existing and new trees, shrubs and herbaceous understory.~~
 - ~~3) — **Quadrant C:** Maximize the property’s long distance views toward Skunk Creek with prairie and wetland plantings. Maintain visual break between Skunk Creek and future development to the south with a thick buffer of existing and new trees.~~

- 4) ~~Quadrant D: Maximize visibility from the freeway of the property with prairie plantings. Maintain a visual break between the property and future development to the north and west with a thick buffer of existing and new trees.~~
- b) ~~Drainage: Special care shall be taken in handling storm water from the site in order to protect groundwater.~~
- c) Septic Systems: Individual septic systems for each building are not permitted.
- f) ~~Access: Roads constructed to serve primarily as access to parking areas for the property shall not be shared with adjacent residential neighborhoods.~~

Eliminated by Commission. Septic Systems will fall under Performance Standards.

NEW BUSINESS: None

OTHER: None

ADJOURN: Motion Spartz, second Gaede, to adjourn. Motion passed 5-0. Time 8:25 p.m.

Respectfully Submitted,
Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: Ordinance 20181107-01 Adding Section 525 to Chapter V, Heliport Overlay Zoning District

BACKGROUND: The City received an Application for Zoning District Amendment from Essentia Health Sandstone on September 27, 2017. They would like the City to adopt a Heliport Ordinance. The Planning Commission held a Public Hearing on December 13, 2017; however, the draft ordinance was not provided. The Public Hearing was continued to January 10, 2018. The draft ordinance still was not ready. Therefore, the Planning Commission closed the Public Hearing with no further action on the request at that time.

Due to the 60-day rule, several extension requests were made along the way. The current extension runs through November 25, 2018.

A DRAFT ordinance has now been provided. The Planning Commission held a Public Hearing on October 10, 2018, after notice was placed in the *Pine County Courier* and was posted on the City's bulletin board.

Since the time that the Planning Commission approved the proposed ordinance, MN DOT – Aeronautics had a chance to review the draft and provided some comments. Based on their comments, some changes have been made to the draft. According to the City Attorney, the changes are considered minor revisions. Changes are highlighted in red in the attached ordinance.

ATTACHMENT(S) Proposed Ordinance 20181107-01
Proposed Ordinance 20181107-02 Approving Summary Publication

STAFF The Planning Commission recommends approval of the Heliport

RECOMMENDATION Overlay Zoning District.

**AN ORDINANCE ADDING A NEW SECTION 525
TO CHAPTER V OF THE SANDSTONE CITY CODE
REGARDING A HELIPORT OVERLAY ZONING DISTRICT**

THE CITY COUNCIL OF THE CITY OF SANDSTONE, MINNESOTA ORDAINS:

Section 1. Sandstone City Code, Chapter V is hereby amended by adding the new Section 525 as follows:

Section 525 – Heliport Overlay District

525.01. Authority, findings and purpose. Subdivision 1. Statutory authorization. The legislature of the State of Minnesota has, in Minnesota Statutes, section 360.063, delegated the responsibility to local government units to adopt zoning regulations for airport hazard areas within their territorial limits, which include heliports. The provisions of this section regulate only the real property located within the city's territorial limits.

Subd. 2. Findings of fact.

- a) Airport hazards, as defined in Minnesota Statutes, section 360.013, subd. 40, endanger the lives and property of users of the Pine Medical Center Heliport and property or occupants of land in its vicinity; and also if of the obstructive type, have the effect of reducing the size of the area available for the landing, takeoff, and maneuvering of aircraft, thus tending to destroy or impair the utility and safety of said heliport.
- b) The creation or establishment of an airport hazard is a public nuisance and an injury to the region served by the Pine Medical Center Heliport.
- c) For the protection of the public health, safety, order, convenience, prosperity, and general welfare, and for the promotion of the most appropriate use of land, it is necessary to prevent the creation or establishment of airport hazards.
- d) The prevention of these airport hazards should be accomplished, to the extent legally possible, by the exercise of the police power without compensation.
- e) The prevention of the creation or establishment of airport hazards, and the elimination, removal, alteration, mitigation, or marking and lighting of existing airport hazards are public purposes for which political subdivisions may raise and expend public funds.
- f) The Pine Medical Center Heliport is an essential facility that serves an important public transportation role and provides a public good.

Subd. 3. Statement of purpose. It is the purpose of this section to promote the public health, safety, and general welfare and to minimize airport hazards by the provisions contained herein.

525.03. Definitions. Subdivision 1. Purpose. For the purpose of this section, the terms defined in this subsection have the meanings given to them.

Subd. 2. Airport hazard. Airport hazard shall have the meaning prescribed in Minnesota Statutes, section 360.013, subd. 40, as may be amended from time to time.

Subd. 3. Approach/departure path. The flight track helicopters follow when landing at or departing from a heliport. The approach/departure paths may be straight or curved.

Subd. 4. Final approach and takeoff area (FATO). The area surrounding the touchdown and liftoff area (TLOF) over which the pilot completes the final phase of the approach to a hover or a landing and from which the pilot initiates takeoff. The FATO elevation is the lowest elevation of the edge of the TLOF.

Subd. 5. Height. For the purpose of determining the height limits in all zones set forth in this section and shown on the zoning map, the datum shall be mean sea level elevation unless otherwise specified.

Subd. 6. Heliport. The Pine Medical Center Heliport, located at 705 Lunderff Drive in the City of Sandstone.

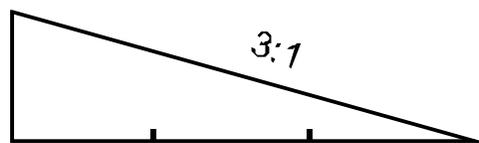
Subd. 7. Heliport elevation. The established elevation of the lowest point on the usable landing area, which elevation is established to be 1,086.50 feet above mean sea level.

Subd. 8. Landing position. An area, normally located in the center of an elongated TLOF, on which the helicopter lands.

Subd. 9. Nonconforming use. Any pre-existing structure, tree, natural growth, or land use which is inconsistent with the provisions of this section or an amendment hereto.

Subd. 10. Person. An individual, firm, partnership, corporation, company, association, joint stock association, or body politic, and includes a trustee, receiver, assignee, administrator, executor, guardian, or other representative.

Subd. 11. Slope. An incline from the horizontal expressed in an arithmetic ratio of horizontal magnitude to vertical magnitude (see example below depicting a 3:1 slope).



Slope = 3:1 = 3 feet horizontal to 1 foot vertical

Subd. 12. Structure. An object constructed or installed by man, including, but without limitations, buildings, towers, smokestacks, earth formations, and overhead transmission lines.

Subd. 13. Touchdown and liftoff area (TLOF). A load-bearing, generally paved area, normally centered in the FATO, on which the helicopter lands and/or takes off.

Subd. 14. Traverse ways. For the purpose of determining height limits as set forth in this section, traverse ways shall be increased in height by 17 feet for interstate highways; 15 feet for all other public roadways; 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for private roads; 23 feet for railroads; and for waterways and all other traverse ways not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it.

Subd. 15. Tree. Any object of natural growth.

Subd. 16. Zoning administrator. The person charged with the enforcement of this section.

525.05. Air space obstruction zoning. Subdivision 1. Air space zones. In order to carry out the purpose of this section, as set forth above, the following air space zones are hereby established and defined as follows:

- a) Primary zone. All that land which lies directly under an imaginary primary surface that coincides in size and shape with the designated FATO. The elevation of any point on the primary surface is the same as the elevation of the lowest point on the TLOF.
- b) Approach zone. All that land which lies directly under an imaginary approach surface. The approach surface may be defined by a single magnetic direction from the center of the heliport or as an arc from the center of the heliport. The inner edge of the approach surface starts at the elevation of the primary surface, at the end of the primary surface and extends a distance equal to half of the FATO width on either side of the defining direction or arc. The approach surface inclines upward at a slope of 8:1 and expands uniformly to a width of 250 feet either side of the defining direction or arc at a distance 4,000 feet from the primary surface. The approach surface may be curved and if curved the curve may not start until 300 feet from the primary surface and the minimum turning radius must be at least 886 feet.
- c) Transitional zone. All that land which lies directly under an imaginary surface extending upward and outward at right angles to the approach zone direction or arc centerline and centerline extended at a slope of 2:1 from the sides of the primary surfaces and from the sides of the approach surfaces for 250 feet from the edge of the primary surface and 250 feet from the defining direction or arc.
- ~~d) Lateral extension zones. All that land which lies directly under an imaginary surface starting from the point where the approach/departure path meets the primary surface, extending upward at the same slope as the approach/departure path and expanding uniformly outward to be 100 feet wide at 2,000 feet from the primary surface. Lateral extensions may be used to mitigate obstructions in transitional zones.~~

Subd. 2. Height restrictions. Except as otherwise provided in this section, and except as necessary and incidental to heliport operations, no structure or tree shall be constructed, altered, maintained, or allowed to grow in any air space zone created in subsection 525.05, subd. 1 so as to project above any of the imaginary air space surfaces described in said subsection 525.05, subd. 1.

Where an area is covered by more than one height limitation, the more restrictive limitation shall prevail.

~~Subd. 3. Boundary limitations. The air space obstruction height zoning restrictions set forth in this section shall apply for a distance not to exceed one mile beyond the perimeter of the heliport boundary.~~

525.07. Land use safety zoning. Subdivision 1. Safety zone boundaries. In order to carry out the purpose of this section, to restrict those uses which may be hazardous to the operational safety of aircraft operating to and from the Pine Medical Center Heliport, there are hereby created and established the following land use safety zones:

- a) Ground impact area. All land within an area that extends 280 feet from the center of the heliport in all directions.
- b) Inner approach area. All land in that portion of the approach zone, and transitional zone, ~~and lateral extension zone,~~ where they are utilized, between 280 feet from the center of the heliport to 1,000 feet from the center of the heliport.
- c) Outer area. All land within 4,100 feet of the center of the Heliport that is not included in the other two areas.

Subd. 2. Use restrictions.

- a) General. Subject at all times to the height restrictions set forth in subsection 525.05, subd. 2, no use shall be made of any land in any of the safety zones defined by this subsection which creates or causes interference with the operations of radio or electronic facilities on the heliport or with radio or electronic communications between the heliport and aircraft, make it difficult for pilots to distinguish between heliport lights and other lights, results in glare in the eyes of pilots using the heliport, impairs visibility in the vicinity of the heliport, or otherwise endangers the landing, taking off, or maneuvering of aircraft.
- b) Ground impact area. Subject at all times to the height restrictions set forth in subsection 525.05, subd. 2 and to the general restrictions contained in subsection 525.07, subd. 2(a), areas designated as ground impact areas shall be able to be cleared of vehicle and pedestrian traffic. No construction or planting may occur within this zone without evaluation of the impact to the heliport surfaces and helicopter operations.
- c) Inner approach area. Subject at all times to the height restrictions set forth in subsection 525.05, subd. 2 and to the general restrictions contained in subsection 525.07, subd. 2(a), no construction or planting may occur in areas designated as inner approach areas without evaluation of the impact to the heliport surfaces and helicopter operations.
- d) Outer area. Subject at all times to the height restrictions set forth in subsection 525.05, subd. 2 and to the general restrictions contained in subsection 525.07, subd. 2(a), no construction or planting may occur in areas designated as outer areas without evaluation of the impact to the heliport surfaces and helicopter operations.

~~Subd. 3. Boundary limitations. The land use zoning restrictions set forth in this section shall apply for a distance not to exceed one mile beyond the perimeter of the heliport boundary.~~

525.09. Heliport map. The several zones established by this section are shown on the Pine Medical Center Heliport Zoning Map, attached hereto and made part hereof, which map, together with such amendments thereto as may from time to time be made, and all notations, references, elevations, data, zone boundaries, and other information thereon, shall be and the same is hereby adopted as part of this section.

525.11. Nonconforming uses. The regulations prescribed by this section shall not be construed to require the removal, lowering, or other changes or alteration of any structure or tree not conforming to the regulations as of the effective date of the ordinance establishing this section, or otherwise interfere with the continuance of any nonconforming use. Nothing herein contained shall require any change in the construction, alteration, or intended use of any structure, the construction or alteration of which was begun prior to the effective date of the ordinance establishing this section, and is diligently prosecuted and completed within two years thereof.

525.13. Permits. Subdivision 1. Future uses. No material change shall be made in the use of land and no structure shall be erected, altered, or otherwise established in any zone created by this section without obtaining a permit from the zoning administrator. Each application for a permit shall indicate the purpose for which the permit is desired, with sufficient particularity to permit it to conform to the regulations of this section. If such determination is in the affirmative, the permit shall be granted.

Subd. 2. Exception. A permit shall not be required under subdivision 1 for a tree or structure of less than 75 feet of vertical height above the ground in the outer area except when such tree or structure, because of terrain, land contour, or topographic features, would extend the height or land use limit prescribed for the respective zone. Nothing contained in this exception shall be construed as permitting or intending to permit any construction, alteration, or growth of any structure or tree in excess of any of the height limitations or land use limitations established by this section.

Subd. 3. Existing uses. No existing use or structure shall be replaced, substantially altered or repaired, or rebuilt within any zone established by this section without a permit authorizing such replacement, change, or repair. No permit shall be granted that would allow the establishment or creation of an airport hazard or permit a nonconforming use, structure, or tree to become a greater hazard to air navigation than it was on the effective date of the ordinance establishing this section or any amendments thereto, or than it is when the application for a permit is made. Except as indicated, all applications for such a permit shall be granted.

Subd. 4. Nonconforming uses abandoned or destroyed. Whenever the zoning administrator determines that a nonconforming structure or tree has been abandoned or is more than 80% destroyed, no permit shall be granted that would allow such structure or tree to exceed the limitations imposed by this section. Whether application is made for a permit under this subsection or not, the zoning administrator may order the owner of the abandoned or partially destroyed nonconforming structure, at the owner's sole expense, to lower, remove, reconstruct, or equip the same in the manner necessary to conform to the provisions of this section. In the event the owner of the nonconforming structure shall neglect or refuse to comply with such order for ten days after receipt of written notice of such order, the zoning administrator may, by appropriate legal action, proceed to have the abandoned or partially destroyed nonconforming structure lowered, removed, reconstructed, or equipped and assess the cost

and expense thereof against the land on which the structure is or was located. Unless such an assessment is paid within ninety days from the service of notice thereof on the owner of the land, the sum shall bear interest at the rate of eight percent per annum from the date the cost and expense is incurred until paid, and shall be collected in the same manner as are general taxes.

525.15. Variances. Requests for variances from the literal provisions of this section shall be handled in accordance with the city's variance procedure, as contained in section 515.35, subd. 7, as may be amended from time to time.

525.17. Hazardous marking and lighting. Subdivision 1. Nonconforming uses. The owner of any nonconforming structure or tree is hereby required to permit the installation, operation, and maintenance thereon of such markers and lights as shall be deemed necessary by the zoning administrator, to indicate to the operators of aircraft in the vicinity of the heliport the presence of such airport hazards. Such markers and lights shall be installed, operated, and maintained at the expense of the owner of the Pine Medical Center Heliport.

Subd. 2. Permits and variances. Any permit or variance deemed advisable to effectuate the purpose of this section and be reasonable in the circumstances, and otherwise granted by the zoning administrator or the city, shall require the owner of the structure or tree in question, at the owner's sole expense, to install, operate, and maintain thereon such markers and lights as may be necessary to indicate to pilots the presence of an airport hazard.

525.19. Appeals. Subdivision 1. Board of adjustments and appeals. Any person aggrieved, or any taxpayer affected by any decision of the zoning administrator made in the administration of this section may appeal to the city's board of adjustments and appeals.

Subd. 2. Timing. All appeals hereunder must be commenced within 30 days of the zoning administrator's decision, by filing with the zoning administrator a notice of appeal specifying the grounds thereof. The zoning administrator shall forthwith transmit to the Board of Adjustment all the papers constituting the record upon which the action appealed from was taken. In addition, any person aggrieved, or any taxpayer affected by any decisions of the zoning administrator made in his administration of this section who desires to appeal such decision shall submit an application for a variance, by certified mail, to the members of the Board of Adjustment.

Subd. 3. Proceedings stayed. An appeal shall stay all proceedings in furtherance of the action appealed from, unless the zoning administrator certifies to the board, after the notice of appeal has been filed with it, that by reason of the facts stated in the certificate a stay would, in the zoning administrator's opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed except by order of the board on notice to the zoning administrator and on due cause shown.

Subd. 4. Hearing. The board shall fix a reasonable time for hearing appeals, give public notice and due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing, any party may appear in person, by agent, or by attorney.

Subd. 5. Decision. The board shall, in writing and in conformity with the provisions of this section, reverse or affirm, in whole or in part, or modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination, as may be appropriate under the circumstances, and to that end shall have all the powers of the zoning administrator.

525.21. Conflicts. Where there exists a conflict between any of the regulations or limitations prescribed in this section and any other zoning regulations applicable to the same area, whether the conflict is with respect to the height of structures or trees, the use of land, or any other matter, the more stringent limitation or regulation shall govern and prevail.

525.23. Penalty. Every person who shall construct, establish, substantially change, alter or repair any existing structure or use, or permit the growth of any tree without having complied with the provision of this section or who, having been granted a permit or variance under the provisions of this section, shall construct, establish, substantially change or substantially alter or repair any existing growth or structure or permit the growth of any tree, except as permitted by such permit or variance, shall be guilty of a misdemeanor and shall be punished by a fine of not more than \$1,000 or imprisonment for not more than 90 days or by both. Each day a violation continues to exist shall constitute a separate offense.

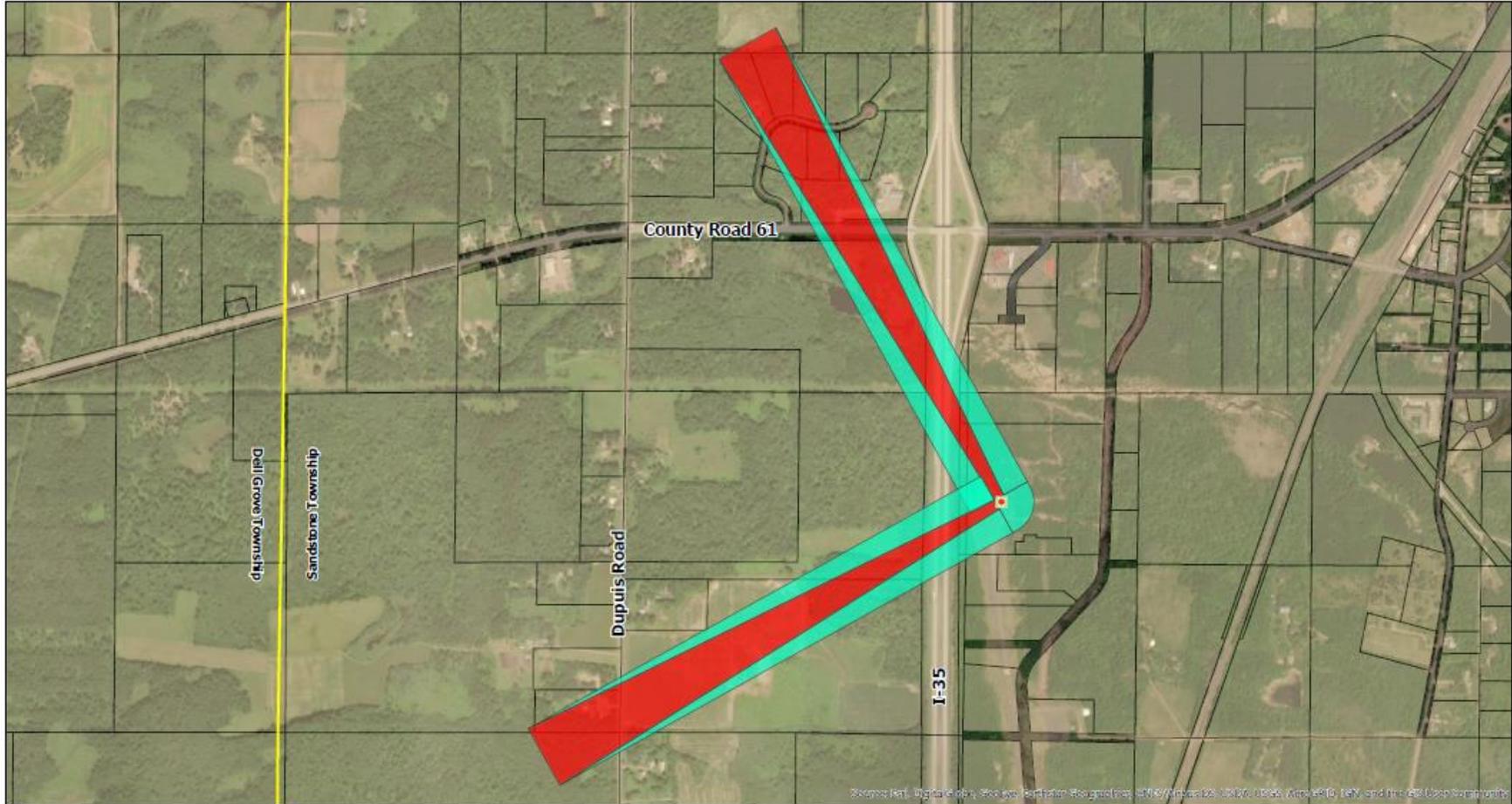
525.25. Severability. Should any provision of this section be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the section as a whole or any part thereof other than the parts so declared to be unconstitutional or invalid.

Section 2. This ordinance is effective upon its passage and publication.

Peter Spartz, Mayor

Attest:

Kathy George, City Administrator



Legend

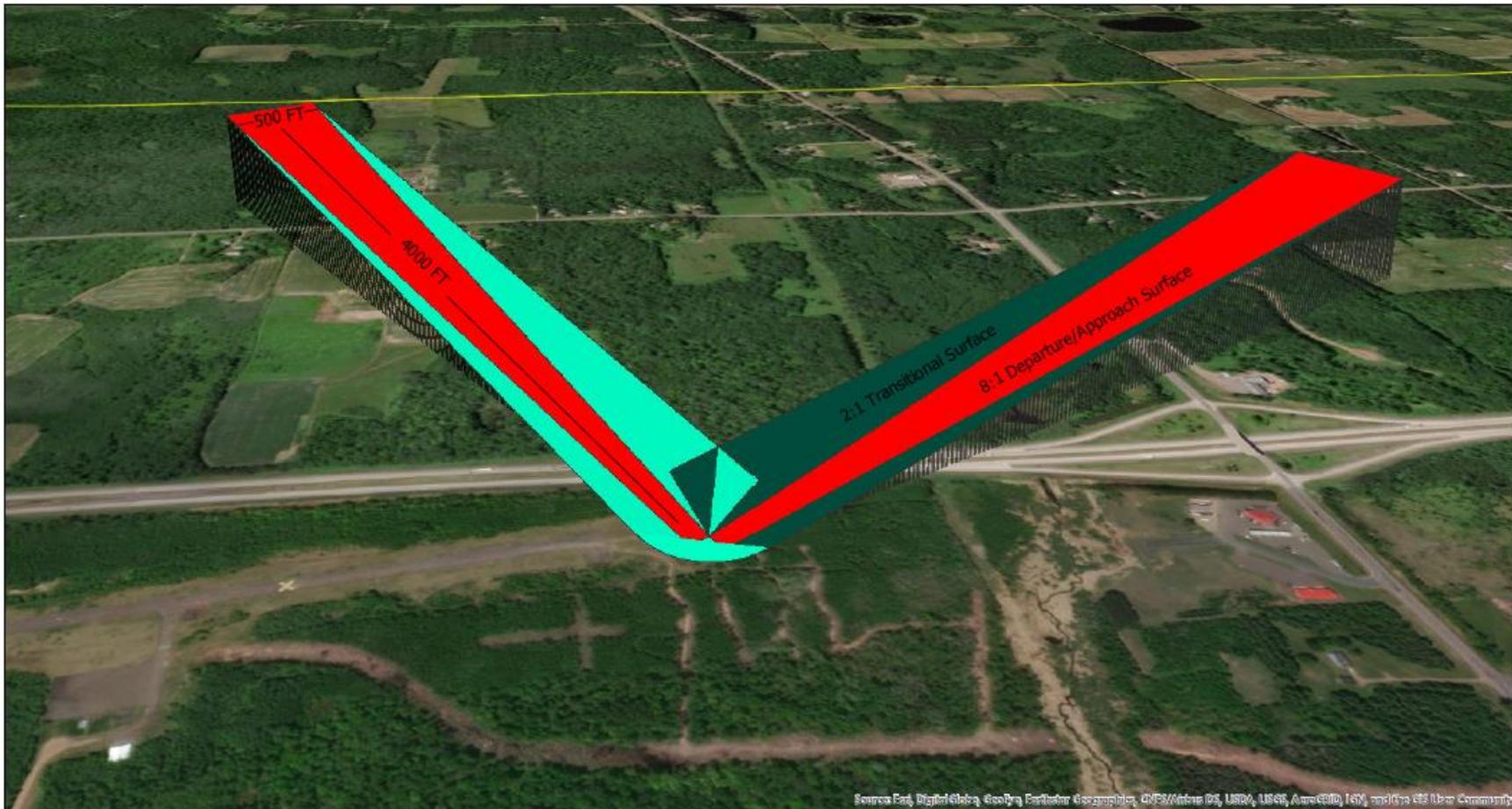
- Touchdown and liftoff area (TLOF)
- 8:1 Approach/Departure Surface
- Final approach and take off (FATO)
- Parcel Lines
- 2:1 Transitional Surface
- Sandstone Township Boundary

Prepared By:



0 500 1,000 2,000 Feet





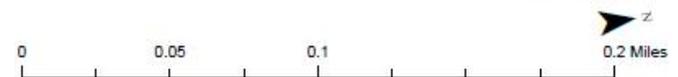
Legend

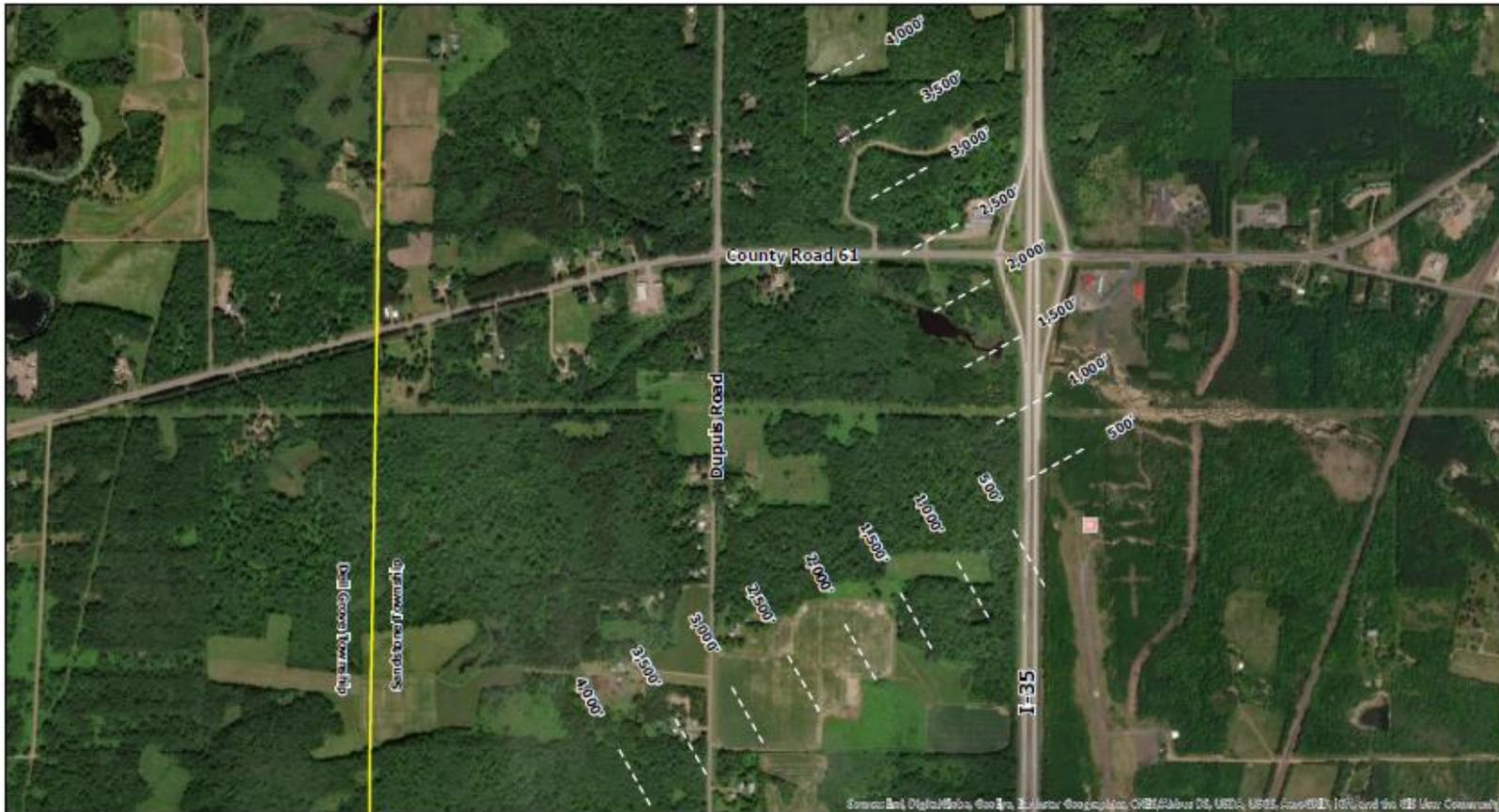
- Sandstone
- 8:1 Approach/Departure Surface
- 2:1 Transitional Surface

Helipad Elevation: 1099.2

Prepared By:

RS&H





Legend

- Touchdown and liftoff area (TLOF)
- Final approach and take off (FATO)
- 2:1 Transitional Surface (Outer Edge 1,587' MSL)
- 8:1 Approach/Departure Surface
- Parcel Lines
- Sandstone Township Boundary

Distance from Helipad	Approach Surface Elevation (MSL)
0'	1,087
500'	1,150
1,000'	1,212
1,500'	1,275
2,000'	1,337
2,500'	1,400
3,000'	1,462
3,500'	1,525
4,000'	1,587

0 500 1,000 2,000 Feet



Prepared By:



CITY OF SANDSTONE, MINNESOTA

ORDINANCE NO. 20181107-02

(Summary Publication)

THE CITY COUNCIL OF THE CITY OF SANDSTONE ORDAINS:

Section 1. The City has duly adopted Ordinance No. 20181107-02 entitled

AN ORDINANCE

ADDING A NEW SECTION 525 TO CHAPTER V OF THE SANDSTONE CITY CODE
REGARDING A HELIPORT OVERLAY ZONING DISTRICT

Section 2. The City Council has reviewed the following summary of the ordinance and approved its publication in accordance with Minnesota Statutes Section 412.191, subdivision 4.

Section 3. Summary of Ordinance No. 20181107-01

The Ordinance creates a new Section 525 of City Code which establishes a Heliport Overlay Zoning District. This Section regulates airport hazard areas within the City of Sandstone.

Section 4. Copies available. The complete text of the Ordinance is available for inspection at the office of the City Administrator. A copy of the Ordinance is also posted at the Sandstone Public Library, 117 Fourth Street, Sandstone, Minnesota.

Section 5. Ordinance No. 20181107-02 is effective upon the day following publication of this Summary.

Adopted by the Sandstone City Council this 7th day of November, 2018.

Peter Spartz, Mayor

ATTEST:

Kathy George, City Administrator

Published in the Pine County Courier November 15, 2018.

PARK AND RECREATION COMMISSION
MEETING MINUTES
Friday, October 12, 2018

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

Members absent: David Chasson

Staff Present: Administrator Kathy George

Guests: None

Call to Order

Chair Barsness called the meeting to order at 8:08 a.m.

Agenda

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

Minutes

Motion White, second Dybvig, to approve the minutes of the September 14, 2018 meeting as presented. Motion passed 6-0.

New Business

- A. KREEC – Metal Pieces – At the October 3rd City Council meeting, Council Members discussed the metal/old dam structure that is currently being stored by the old building on the KREEC property. They wondered if it could be disposed of, perhaps sold for scrap.

Park Commissioners discussed the structure. Some Commissioners were unfamiliar with it; therefore, it was decided that once the Park Commission meeting was over, everyone would go out to the KREEC property and take a look.

While out at the site, some Commissioners explained that the dam structure was removed from the Kettle River and was placed at KREEC to be used as an environmental display, with signage explaining what it is. Future plans for the property include creating trails for hiking and ATVs. It would also be nice to use the building – perhaps offering it for camping or retreats. These are ideas to be explored in the future. At this time Commissioners felt that the structure should remain in place. It's not hurting anything and, in the future, they may want to have signage made and have it on display.

While there, Commissioners noticed that the door on the building is not secure and that a couple of windows are broken, allowing access inside the building. Staff will follow up and secure the building.

Continuing Business

- A. Legacy Grant Application – Robinson Park – Nothing new to report, just waiting to hear if the City's grant request would be funded.

- B. Kettle River Watershed Mural Project – The unveiling took place Saturday, October 6th as part of the Oktoberfest activities. The Sandstone Lions Club served beer, brats and hot dogs. The American Legion served popcorn. The Garden Club served apple slices with homemade caramel sauce and peanuts. David Chasson served hot apple cider. Pumpkin carving was a hit. Decorations were set up for photo opportunities. Kids games were coordinated by Carole Bersin and Julie Domogalla, with assistance/participation from The Tree House. There were 5 crafters set up. Music was provided by Nathan Fraser and Todd Eckart. Many people gathered for the mural ribbon cutting.

Overall, it was a really fun day. If it had been a little warmer, with the sun shining through, more people would have participated. Those that did come seemed to really enjoy themselves.

The Lions talked about doing Oktoberfest again next year. Todd Eckart has been booked. It was suggested that next year perhaps some activities could take place at Robinson Park as well.

- C. Johnson Park – Local handyman Rod Zacharias provided a quote to repair the shelter for a total of \$2,442.36, which includes all necessary materials and equipment rental. Zacharias has started the work and found that the ground is full of rocks/boulders, making it very difficult to dig footings. So, he is renting some different equipment to help get the job done.
- D. Pine Avenue – Big Spring Falls – After last month’s meeting, Banning Park Manager Clarissa Payne and Administrator George went out to look at Pine Avenue – the City portion of the road. The road is in a little better condition because the loggers did some work on it in order to complete the timber harvest. However, it is in need of repair. George met with Streets & Parks Supervisor Craige Hiler and City Engineer/Inspector Steve Rose to discuss options. Steve and Craige will work together to come up with a plan and cost estimates.
- E. Stage at Robinson Park – With the River Bluff project nearing completion, Johnson will be contacted again to work on this project.
- F. Train Park Kiosk – Work continues for designs of the following:
1. City Parks
 2. Robinson Park
 3. Directory of Businesses in town
 4. Directory of non-profits and service organizations in town
 5. Quarry Days
 6. History of Sandstone
- G. Timber Harvest – Administrator George reported that loggers have been in town for the past few weeks and have now finished. They harvested trees on the KREEC site and on a portion of the Business Park property. The original estimate was in the amount of

\$19,100. The exact amount is unknown, but the contractor is completing their paperwork and will send a check soon.

Some Commissioners expressed shock and frustration with the amount of trees that were cut. Some areas were clear-cut and do not look very appealing for tourists and visitors. Commissioner White felt that the City's Tree Ordinance should have been followed. Commissioners asked for copies of the Forest Management Plan. They also agreed to look at the areas after the meeting ends today.

- H. Robinson Park Camping Statistics – There were 10 registrations in September, with 13 days of camping recorded.

It was noted that Ice Fest will take place the first weekend in January.

Other – The Commission received a report on the Climbers Fest, which took place September 14-16, from James Loveridge with the Minnesota Climbers Association. Turnout was less than expected (65-70) due to rain on Friday. They raised about \$800 for their organization and everyone had a great time. Loveridge wrote, “We want to thank the City of Sandstone for embracing climbers as a user group and allowing us to have our events in your city & park. You have a truly unique and under-appreciated resource there in Robinson park!”

Adjournment

Motion White, second Franklin, to adjourn the meeting at 8:40 a.m. and head out to view the KREEC site and the timber harvest areas. Motion passed 6-0.

Respectfully submitted,
Kathy George, City Administrator

Program Details

- 149 Parcel ID's on 2019 Mailing list
- 45 Parcels inspected to date
- 16 Parcels within compliance via inspections
- 29 Parcels in with correction orders
- \$4675 2019 Fees collected to date

- 2019 Registration Forms have slowly been coming in. Staff will be sending a reminder letter in the coming weeks.
- Inspection of Sandstone EDA properties occurred October 9th - 11th & went well.

Open Items Requiring Council/Appeals Board Input

- 7 properties from 2019 registrations have been sent to Housing Appeals Board for a ruling
- Section 440.15 - Currently requires inspection reports with correction orders be sent certified mail to owner & posted on the property. To date the city agents have not been following this process on issued correction orders. With email being so prevalent & often the preferred method of communication for most owners it may be best to revise/remove section to avoid a future contradiction.
- 5 properties have presented egress/structural concerns & reports have be presented to the city Building Official for input/action (properties are included in packet for board review/input)



City of Sandstone

Rental inspection Program Update 11/07/18



Date: October 22, 2018

To: City of Sandstone

From: Alex Leger, Operator

O & M Report: September 2018

Water Operation & Maintenance

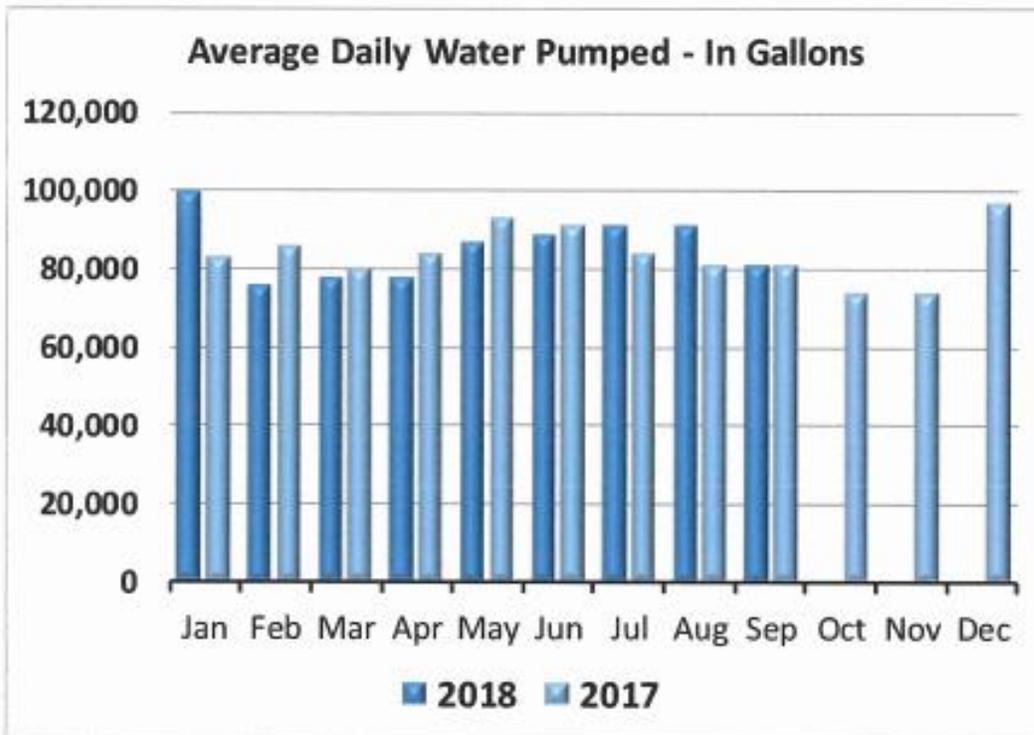
- The city pumped 2.424 million gal. at an avg. of 132,000 gal. per day. The daily max was 114,000 gallons in a day. (9/12/18)
- Deep Well #2 out-put (Free Flowing) was 3.738 million gal. at an avg. of 125,000 gal. per day.
- (0) Water Off
- (1) Water On. #13 Commercial Ave. (9/4/18)
- (3) Meter Replacement. 1610 Hwy # 23 North. 130 Oriole Street, 202 Main Street. Replaced none working meter.
- Deep Well #2 pump & back-up generator are exercised/inspected 2x 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.
- Completed a Flow test on (9/5/18) at 1602 Hwy # 23 North to be sure of the water line pipe size.
- Order a new water meter tester to test meter for accuracy (9/19/18).
- Put new Cabinets and shelving in at the WTP.
- Hawkins delivered chemicals to WTP on (9/20/18).
- Fixed water leak at the old Credit Union on (9/25/18).
- Fixed water leak at 225 Jay St. #15 (9/27/18).
- Renner was out for well inspections on (9/27/18).

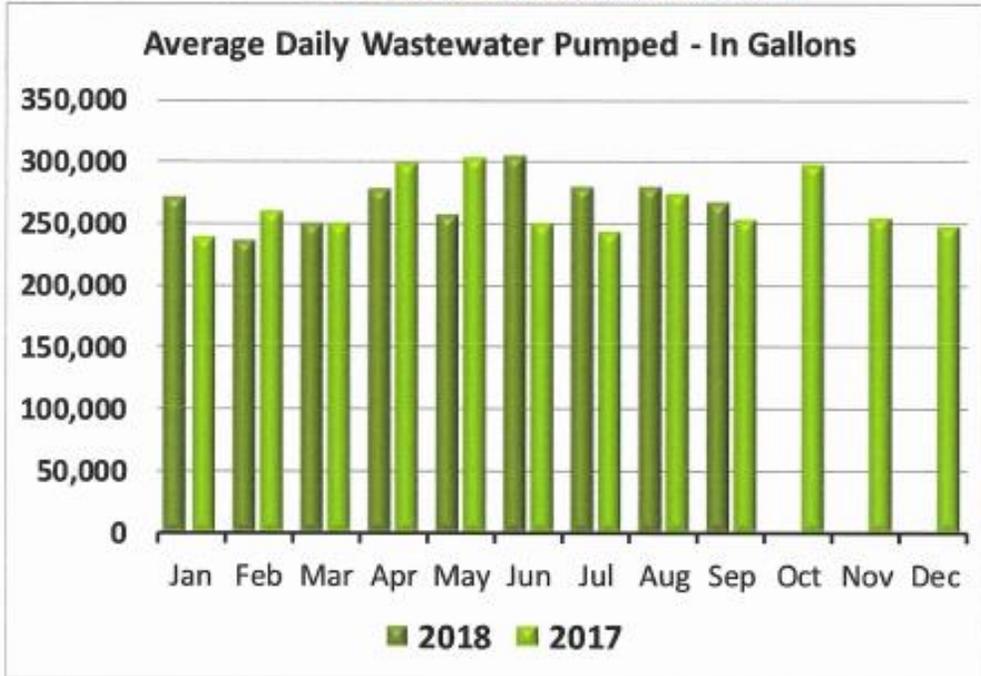
Wastewater Operation & Maintenance

- There was 8.011 million gal. pumped to the ponds at an avg. of 267,000 gal. per day. The city pumped 3.288 million gal. at an avg. of 110,000 gal. per day. FCI pumped 4.723 million gal. per day.



- As of (9/27/18) pond depths were #1 (7'5") #2 (3'6") #3 (7'5") at the end of a discharge on pond #2.
- Met with Deutschlander Fencing at Lift Station #9 to get details on the fence getting put up.
- Back-up Generator at WWTP was exercised / inspected 2 x per month.
- Sewer service repair at 301 Park Ave.
- Completed all tasks given by the city office.





Water		September-18	August-18	September-17
	Units			
Average Daily Pumped	gallons	81,000	91,000	81,000
Total Monthly Pumped	gallons	2,424,000	2,814,000	2,437,000
Deep Well Pumped	gallons	3,738,000	3,968,000	4,128,000
Artesian Well Pumped	gallons	NO METER	NO METER	NO METER
Wastewater				
CBOD				
CBOD Influent Quarterly	mg/L	240	N / A	180
CBOD Effluent	mg/L	1.2	N / A	N / A
CBOD Effluent Permit Limit	mg/L	25.0	25.0	25.0
CBOD Effluent Loading	kg/day	9	N/A	0
CBOD Effluent Loading Permit Limit	kg/day	271	271	271
TSS				
TSS Influent Quarterly	mg/L	240	N / A	143
TSS Effluent	mg/L	7.0	N / A	N / A
TSS Effluent Permit Limit	mg/L	45.0	45.0	45.0
TSS Effluent Loading	kg/day	55	N / A	0
TSS Effluent Loading Permit Limit	kg/day	488	488	488
Phosphorus				
Phos Influent Quarterly	mg/L	6.60	N / A	6.93
Phos Effluent	mg/L	5.80	N / A	N / A
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Loading	kg/day	43.00	N/A	0.00
Phos Effluent Loading Permit Limit	kg/day	monitor only	monitor only	monitor only
Nitrogen Ammonia				
NA Effluent	mg/L	8.7	N / A	N / A
NA Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Fecal Coliform				
Fecal Effluent	ml	11	N / A	N / A
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	4.00	N / A	N / A
DO Effluent Minimum Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	2,188,000	0	0
Total Monthly	gallons	15,318,000	0	0
Influent Flow				
Average Daily	gallons	267,000	280,000	253,000
Total Monthly	gallons	8,011,000	8,679,000	7,596,000
City Contributed Total	gallons	3,289,000	3,747,000	2,797,000
City Average Daily	gallons	110,000	121,000	93,000
FCI Contributed Total	gallons	4,722,000	4,934,000	4,770,000
FCI Average Daily	gallons	157,000	159,000	157,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	Inches	3.60	7.22	3.14
Cell #1	Feet/inches	7' 5" 9/27/18	6' 1" 8/29/18	5' 8" 9/28/17
Cell #2	Feet/inches	3' 6" 9/27/18	6' 0" 8/29/18	5' 8" 9/28/17
Cell #3	Feet/inches	7' 5" 9/27/18	7' 5" 8/29/18	5' 11" 9/28/17



Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$9,950.00	\$6,679.00	67%	75%
Total	\$9,950.00	\$6,679.00	67%	75%

Completed Work Order General Report

10/3/2018
Page 1 of 4

WO#	30862.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tbody> <tr> <td>Created</td> <td>9/4/2018</td> </tr> <tr> <td>Printed</td> <td>9/4/2018</td> </tr> <tr> <td>Scheduled</td> <td>9/1/2018</td> </tr> <tr> <td>Delinquent</td> <td>10/1/2018</td> </tr> <tr> <td>Completed</td> <td>9/12/2018</td> </tr> </tbody> </table>			Created	9/4/2018	Printed	9/4/2018	Scheduled	9/1/2018	Delinquent	10/1/2018	Completed	9/12/2018
Created	9/4/2018																		
Printed	9/4/2018																		
Scheduled	9/1/2018																		
Delinquent	10/1/2018																		
Completed	9/12/2018																		
Equipment	5067-A	Alarms																	
Location	5067 Sandstone Wastewater																		
Task	MPM Monthly Preventative Maintenance(P07)																		
Instructions	<p>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. alarms are in working order</p>																		
Notes	alarms are in working order																		
WO#	30863.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tbody> <tr> <td>Created</td> <td>9/4/2018</td> </tr> <tr> <td>Printed</td> <td>9/4/2018</td> </tr> <tr> <td>Scheduled</td> <td>9/1/2018</td> </tr> <tr> <td>Delinquent</td> <td>10/1/2018</td> </tr> <tr> <td>Completed</td> <td>9/12/2018</td> </tr> </tbody> </table>			Created	9/4/2018	Printed	9/4/2018	Scheduled	9/1/2018	Delinquent	10/1/2018	Completed	9/12/2018
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Scheduled	9/1/2018																		
Delinquent	10/1/2018																		
Completed	9/12/2018																		
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#	30864.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tbody> <tr> <td>Created</td> <td>9/4/2018</td> </tr> <tr> <td>Printed</td> <td>9/4/2018</td> </tr> <tr> <td>Scheduled</td> <td>9/1/2018</td> </tr> <tr> <td>Delinquent</td> <td>10/1/2018</td> </tr> <tr> <td>Completed</td> <td>9/13/2018</td> </tr> </tbody> </table>			Created	9/4/2018	Printed	9/4/2018	Scheduled	9/1/2018	Delinquent	10/1/2018	Completed	9/13/2018
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Scheduled	9/1/2018																		
Delinquent	10/1/2018																		
Completed	9/13/2018																		
Equipment	5067-GD	Gas Detector																	
Location	5067 Sandstone Wastewater																		
Task	MPM Monthly Preventative Maintenance(P07)																		
Instructions	<p>1. Inspect entire unit. 2. Calibrate Unit.</p>																		
Notes																			
WO#	30865.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tbody> <tr> <td>Created</td> <td>9/4/2018</td> </tr> <tr> <td>Printed</td> <td>9/4/2018</td> </tr> <tr> <td>Scheduled</td> <td>9/1/2018</td> </tr> <tr> <td>Delinquent</td> <td>10/1/2018</td> </tr> <tr> <td>Completed</td> <td>9/12/2018</td> </tr> </tbody> </table>			Created	9/4/2018	Printed	9/4/2018	Scheduled	9/1/2018	Delinquent	10/1/2018	Completed	9/12/2018
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Scheduled	9/1/2018																		
Delinquent	10/1/2018																		
Completed	9/12/2018																		
Equipment	5067-GEN	Generator																	
Location	5067 Sandstone Wastewater																		
Task	MPM Monthly Preventative Maintenance(P07)																		
Instructions	<p>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.</p>																		
Notes																			

Completed Work Order General Report

10/3/2018
Page 2 of 4

WO#	30866.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-LPUM-1	Lift Pump #1							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check, change and clean seal filters.								
Notes	check, changed and cleaned seal filters								
WO#	30867.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-LPUM-2	Lift Pump #2							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check, change and clean seal filters.								
Notes	checked, changed and cleaned seal filters								
WO#	30868.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-LPUM-3	Lift Pump #3							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check, change and clean seal filters.								
Notes	checked, changed and cleaned seal filters								
WO#	30869.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-LS-1	Lift Station #1							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.								
Notes	lift station is in proper working order								

Completed Work Order General Report

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WO#	30870.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00	
Create Reason	Triggered by Calendar		Created By		vkube			Created	9/4/2018	
Equipment	5067-LS-2	Lift Station #2						Printed	9/4/2018	
Location	5067 Sandstone Wastewater								Scheduled	9/1/2018
Task	MPM Monthly Preventative Maintenance							Delinquent	10/1/2018	
								Completed	9/14/2018	
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.									
Notes	lift station is in proper working order									
WO#	30871.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00	
Create Reason	Triggered by Calendar		Created By		vkube			Created	9/4/2018	
Equipment	5067-LS-3	Lift Station #3						Printed	9/4/2018	
Location	5067 Sandstone Wastewater								Scheduled	9/1/2018
Task	MPM Monthly Preventative Maintenance							Delinquent	10/1/2018	
								Completed	9/14/2018	
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.									
Notes	LS is in proper working order									
WO#	30872.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00	
Create Reason	Triggered by Calendar		Created By		vkube			Created	9/4/2018	
Equipment	5067-ROD	Rodder						Printed	9/4/2018	
Location	5067 Sandstone Wastewater								Scheduled	9/1/2018
Task	Annual Annual Preventative Maintenance(P07)							Delinquent	10/31/2018	
								Completed	9/12/2018	
Instructions	Grease rodder and change oil.									
Notes	not in service at this time									
WO#	30873.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00	
Create Reason	Triggered by Calendar		Created By		vkube			Created	9/4/2018	
Equipment	5067-SUM-PUM	Sump Pump						Printed	9/4/2018	
Location	5067 Sandstone Wastewater								Scheduled	9/1/2018
Task	BI-ANNUAL PREVENTIVE MAINTENANCE							Delinquent	10/1/2018	
								Completed	9/12/2018	
Instructions	1. Check pump for corrosion & wear. 2. Check float switches & alarms. 3. Change oil, if needed.									
Notes	unit is in proper working order									

Completed Work Order General Report

10/3/2018
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WO#	31089.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	6067-DHD	Dehumidifier							
Location	6067 Sandstone Water								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Inspect and check filter. Verify proper operation. unit is in proper working order								
Notes	unit is in proper working order								

Created	9/4/2018
Printed	9/4/2018
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/12/2018

WO#	31090.01	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. unit is in proper working order								
Notes	unit is in proper working order								

Created	9/4/2018
Printed	9/4/2018
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/12/2018

WO#	31091.01	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								

Created	9/4/2018
Printed	9/4/2018
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/13/2018

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

Sandstone, MN

Aug-18

Water Plant Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
07/31/18	ltron	Software maintenance on meter - cost not in contract	\$498
8/1-8/31	Venders (1)	Misc. Invoices under \$50 (1)	\$11
Total			\$509

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

Wastewater Plant Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
8/1-8/31	Venders (1)	Misc. Invoices under \$50 (1)	\$11
Total			\$11

Wastewater System Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
8/1-8/31	Venders (2)	Misc. Invoices under \$50 (2)	\$44
Total			\$44

<u>Total Expenditures</u>	
Water Plant Maintenance	\$509
Water System Maintenance	\$0
W/W Plant Maintenance	\$11
W/W System Maintenance	\$44
Total For This Month	\$565

Total Maintenance Dollars Spent Year-to-Date
(January 1, 2018 to End of This Report Month) **\$5,542**

Annual Maintenance Budget
(Jan. 1, 2018 - Dec. 31, 2018) **\$9,950**

Percent Maintenance Budget Spent Year-to-Date **56%**

Sandstone, MN

Sep-18

Water Plant Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
9/1-9/31	Venders (1)	Misc. Invoices under \$50 (1)	\$4
Total			\$4

Water System Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
09/11/18	Richard Axtell	Hydrant flush box, defuser screens, paint	\$100
09/21/18	Ideal Service, Inc.	Service on VFD's	\$416
09/24/18	USA BlueB00k	Hydrant adapters	\$139
9/1-9/31	Venders (1)	Misc. Invoices under \$50 (1)	
Total			\$659

Wastewater Plant Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
09/22/18	Family Dollar	Cleaning supplies, degreaser and oil	\$81
Total			\$81

Wastewater System Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
09/12/18	Sandstone Ace Hardware	Hose and cart	\$118
09/24/18	A & A Septic Service LLC	Vactor Service	\$225
9/1-9/31	Venders (1)	Misc. Invoices under \$50 (4)	\$49
Total			\$392

	<u>Total Expenditures</u>		<u>Total For</u>
This Month	\$1,137	Water Plant Maintenance	\$4
		Total Water System Maintenance	\$659
Maintenance Dollars Spent Year-to-Date	\$6,679	WIW Plant Maintenance	\$81
	(January 1, End of This Month)	WIW System Maintenance	\$392 2018 to Report
		Annual Maintenance Budget (Jan. 1, 2018 - Dec. 31, 2018)	\$9,950
	Percent Maintenance Budget Spent Year-to-Date		

CASH BALANCE, REVENUE & EXPENDITURE REPORT
September 2018

	<u>9/30/2018</u>	<u>9/30/2018</u>	<u>9/30/2018</u>	<u>9/30/2018</u>
<u>General Operating Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
101 General Fund	\$ 650,921	\$ 884,507	\$ 1,270,219	\$ -
201 Fire Department Fund	\$ 225,310	\$ 101,723	\$ (73,369)	\$ -
226 EDA CED Loan Fund	\$ 1,312	\$ 572	\$ 167,478	\$ -
227 EDA Wild River Repair & Replace	\$ 23,708	\$ -	\$ 34,158	\$ 124,263
228 EDA	\$ 62,943	\$ 88,738	\$ 42,096	\$ 129,263
231 EDA Wild River Reserve	\$ 46,906	\$ 58,543	\$ 210,408	\$ -
230 Cemetery Perpetual Care	\$ 2,351	\$ -	\$ 99,003	\$ 23,928
315 PFA Water GO Bond	\$ 26,044	\$ 26,055	\$ 4,126	\$ -
322 GO Refunding Bond 2009A	\$ 35,948	\$ 57,318	\$ 42,019	\$ -
323 GO Bond 2009B	\$ 13,504	\$ 27,031	\$ 56,574	\$ -
325 2012A Refinance \$405,000	\$ 26,232	\$ 48,953	\$ 76,879	\$ -
401 Capital Projects Fund	\$ 380,341	\$ 358,185	\$ 583,840	\$ -
406 TIF KC Companies	\$ 2,998	\$ 552	\$ (2,697)	\$ -
410 Tax Abatement - KR Townhomes	\$ 2,987	\$ 2,617	\$ 301	\$ -
411 Tax Abatement - Gateway	\$ 13,119	\$ 12,141	\$ 978	\$ -
421 Medical and Business Park	\$ -	\$ 1,946	\$ (672,241)	\$ -
422 EDA Public Works Grant	\$ -	\$ 317,381	\$ (781,992)	\$ -
601 Water Fund	\$ 186,358	\$ 303,855	\$ 42,045	\$ -
602 Sewer Fund	\$ 282,670	\$ 222,369	\$ 131,134	\$ -
603 Storm Water Fund	\$ 33,003	\$ 45,801	\$ 155,469	\$ -

	<u>9/30/2018</u>	<u>9/30/2018</u>	<u>9/30/2018</u>	<u>9/30/2018</u>
<u>Reserve Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
1005 General Fund Restricted	\$ -	\$ -	\$ 51,245	\$ -
1002 Fire Equipment	\$ -	\$ -	\$ 191,614	\$ -
1007 Fire Capital & Building	\$ -	\$ -	\$ 77,286	\$ -
101-1006 Capital & Building R&R	\$ -	\$ -	\$ 10,626	\$ -
1008 Capital & Building	\$ -	\$ -	\$ 167,001	\$ -
1009 Capital Public Works	\$ -	\$ -	\$ 15,986	\$ -
1004 Equipment Public Works	\$ -	\$ -	\$ 60,950	\$ -
1003 Sewer Rodder	\$ -	\$ -	\$ 42,533	\$ -
1001 Water Equipment	\$ -	\$ -	\$ 235,260	\$ -
1006 Water Capital & Building	\$ -	\$ -	\$ 29,886	\$ -
1001 Sewer Equipment	\$ -	\$ -	\$ 149,398	\$ 2,607,105
1006 Sewer Capital & Building	\$ -	\$ -	\$ 150,428	\$ -
AYM RESTRICTED CASH			\$ 112,136	\$ -

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

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Fund: 101 General Fund							
Dept: 10-111 Mayor and Council							
101-10-111-000-4300	Professional : NELSON/KARA//	09302018	RECORDING SECRETARY SEP	57427	10/11/2018	10/12/2018	80.00
							80.00
101-10-111-000-4437	Schools & Cc NORTHVIEW BANK	10/04/18	LUNCHEON, MAP HOLDERS, B	57429	10/12/2018	10/12/2018	60.00
							60.00
Total Dept. Mayor and Council:							140.00
Dept: 10-130 Executive							
101-10-130-000-4131	Health Insura I.U.O.E. LOCAL 49 H & W FU	10042018	NOVEMBER H&W PREMIUMS	57413	10/11/2018	10/12/2018	2,338.70
							2,338.70
101-10-130-000-4152	Unemployme MINNESOTA UI FUND	10/09/18	3RD QTR UNEMPLOYMENT	57424	10/09/2018	10/12/2018	1,345.77
							1,345.77
101-10-130-000-4210	General Ope CHRIS' FOOD CENTER	10032018	CITY HALL SUPPLIES	57406	10/11/2018	10/12/2018	2.14
	KETTLE RIVER GRAFIX	49774	Screened logo paper	57460	10/31/2018	10/31/2018	10.00
	KETTLE RIVER GRAFIX	49758	Z fold rental registration let	57460	10/31/2018	10/31/2018	16.00
	METRO SALES	INV1179303	COPIER SERVICES- SEPTEMB	57422	10/11/2018	10/12/2018	330.31
	NORTHERN BUSINESS PROI	341942-0	GARBAGE BGS, PAPER TWL, C	57428	10/11/2018	10/12/2018	76.98
	NORTHVIEW BANK	10/04/18	LUNCHEON, MAP HOLDERS, B	57429	10/12/2018	10/12/2018	9.95
	OFFICE DEPOT	217123122001	ENVELOPES	57472	10/31/2018	10/31/2018	7.23
	OFFICE DEPOT	217102386001	PINTER INK	57472	10/31/2018	10/31/2018	34.22
	PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	3.78
	QUILL	1410517	GEN OFFICE SUPPLIES	57436	10/11/2018	10/12/2018	22.27
	QUILL	1520118	PAPER	57436	10/11/2018	10/12/2018	59.98
	SANDSTONE ACE HARDWAF	10252018	Mural, cleaning supplies, flag	57478	10/31/2018	10/31/2018	25.99
							598.85
101-10-130-000-4300	Professional ADT	10182018	Security System- Nov	57443	10/31/2018	10/31/2018	73.85
	NORTHVIEW BANK	10/04/18	LUNCHEON, MAP HOLDERS, B	57429	10/12/2018	10/12/2018	41.95
							115.80
101-10-130-000-4321	Telephone						
	AT&T MOBILITY	287269955139X10182018	Cell phone- admin & S&P	57444	10/31/2018	10/31/2018	101.67
	CENTURYLINK	1451199521	LONG DISTANCE CHARGES	57404	09/23/2018	10/12/2018	9.39
	CENTURYLINK	1451199521	LONG DISTANCE CHARGES	57404	09/23/2018	10/12/2018	20.92
	CENTURYLINK	1453530936	Long distance charges	57447	10/31/2018	10/31/2018	10.22
	CENTURYLINK	1453530936	Long distance charges	57447	10/31/2018	10/31/2018	27.64
	CENTURYLINK	10132018	Phone services	57446	10/31/2018	10/31/2018	257.06
							426.90
101-10-130-000-4351	Notices & Pu						
	PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	68.44
	PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	108.89
	PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	37.60
	PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	37.60
	PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	53.40
							305.93
101-10-130-000-4404	Machiner & E						
	GOVOFFICE LLC	43729	Multi-Year 3 of 3 website	57458	10/31/2018	10/31/2018	2,085.00
	LEAGUE OF MINNESOTA CIT	283141	ADOBE ANNUAL PMT KG & LJ	57463	10/31/2018	10/31/2018	129.00
	LEAGUE OF MINNESOTA CIT	283362	ADOBE ANNUALAT	57464	10/31/2018	10/31/2018	52.00

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							2,266.00
						Total Dept. Executive:	7,397.95
Dept: 10-150 Financial Administr:							
101-10-150-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	10042018	NOVEMBER H&W PREMIUMS	57413	10/11/2018	10/12/2018	1,010.60
							1,010.60
						Total Dept. Financial Administration:	1,010.60
Dept: 10-160 City Attorney							
101-10-160-000-4300	Professional KENNEDY & GRAVEN	144899	CITY CODE 517	57414	10/11/2018	10/12/2018	399.00
	KENNEDY & GRAVEN	145168	The rock	57459	10/31/2018	10/31/2018	225.00
	KENNEDY & GRAVEN	145167	Helliport/hunting/britton/towr	57459	10/31/2018	10/31/2018	635.40
	PINE COUNTY ATTORNEY	10152018	PROSECUTION SERVES 2ND	57432	10/11/2018	10/12/2018	5,000.00
							6,259.40
						Total Dept. City Attorney:	6,259.40
Dept: 10-191 Planning and Zonin							
101-10-191-000-4300	Professional KENNEDY & GRAVEN	145167	Helliport/hunting/britton/towr	57459	10/31/2018	10/31/2018	70.00
	KENNEDY & GRAVEN	145167	Helliport/hunting/britton/towr	57459	10/31/2018	10/31/2018	483.00
							553.00
101-10-191-000-4351	Notices & Pu PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	171.16
	PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	35.50
							206.66
						Total Dept. Planning and Zoning:	759.66
Dept: 10-193 City Engineer							
101-10-193-000-4300	Professional SHORT ELLIOTT HENDRICK	357524	Street Map	57480	10/31/2018	10/31/2018	98.83
							98.83
						Total Dept. City Engineer:	98.83
Dept: 10-194 Buildings & Ground							
101-10-194-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	10042018	NOVEMBER H&W PREMIUMS	57413	10/11/2018	10/12/2018	124.00
							124.00
101-10-194-000-4220	Repair & Mai NORTHERN BUSINESS PROI	341942-0	GARBAGE BGS, PAPER TWL, C	57428	10/11/2018	10/12/2018	129.97
	SANDSTONE ACE HARDWAF	10252018	Mural, cleaning supplies, flag	57478	10/31/2018	10/31/2018	296.76
							426.73
101-10-194-000-4300	Professional DOUBLE W TREE SERVICE	10022018	TREE REMOVAL 329 MINNESO	57407	10/11/2018	10/12/2018	1,500.00
	PHASE	40145	MOWING SERVICES- SEPTEMI	57431	10/11/2018	10/12/2018	676.71
	T-N-T CLEANING	10172018	City hall cleaning services	57481	10/31/2018	10/31/2018	890.00
							3,066.71
101-10-194-000-4381	Electric Utiliti MINNESOTA POWER	09212018	ELECTRIC UTILITY/ STREET LI	57423	10/11/2018	10/12/2018	749.37
							749.37
101-10-194-000-4382	Water Utilitie SANDSTONE/CITY OF//	10/12/18	WATER BILLS	57441	10/12/2018	10/12/2018	16.58
	SANDSTONE/CITY OF//	10/12/18	WATER BILLS	57441	10/12/2018	10/12/2018	62.48

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							79.06
101-10-194-000-4383	Gas Utilities CONSTELLATION NEWENER	2429404, 2429389	Gas utility	57448	10/31/2018	10/31/2018	78.96
							78.96
101-10-194-000-4384	Refuse Dispc MATT'S SANITATION INC.	09302018	GARBAGE SERVICES SEPTEMBER	57420	10/11/2018	10/12/2018	58.50
							58.50
101-10-194-000-4401	Building Rep RANDY'S-MILLER'S ROOFIN	10292018	Shop facia repair	57476	10/31/2018	10/31/2018	180.00
	RANDY'S-MILLER'S ROOFIN	10192018	History center- Roof Hatch/sky	57476	10/31/2018	10/31/2018	200.00
							380.00
101-10-194-000-4404	Machiner & E MEI TOTAL ELEVATOR SOLU	10/01/18	ANNUAL ELEVATOR MAINT CO	57421	10/01/2018	10/12/2018	726.32
							726.32
							Total Dept. Buildings & Grounds: 5,689.65
Dept: 15-210 Law Enforcement							
101-15-210-000-4300	Professional PINE COUNTY TREASURER-	10302018	Police Contract- November	57475	10/31/2018	10/31/2018	11,024.00
							11,024.00
							Total Dept. Law Enforcement: 11,024.00
Dept: 15-240 Building Inspection:							
101-15-240-000-4300	Professional DROTNING/RICHARD//	2018-0042	BUILDING INSP SERVICES- SE	57408	10/11/2018	10/12/2018	1,595.00
							1,595.00
101-15-240-000-4433	Dues and Su MN DEPT OF LABOR & INDU	09302018	QTRLY BLDNG PERMIT SURCH	57425	10/11/2018	10/12/2018	1,201.77
							1,201.77
							Total Dept. Building Inspections: 2,796.77
Dept: 20-300 Public Works Admin							
101-20-300-000-4131	Health Insura I.U.O.E. LOCAL 49 H & W FUI	10042018	NOVEMBER H&W PREMIUMS	57413	10/11/2018	10/12/2018	2,356.00
							2,356.00
101-20-300-000-4207	Training & In CENTRAL PENSION FUND	09302018	APPRENTISHIP FUND- SEPTEMBER	57403	10/11/2018	10/12/2018	40.00
	CENTRAL PENSION FUND	10312018	Apprentiship fund- Oct hours	57445	10/31/2018	10/31/2018	40.00
							80.00
101-20-300-000-4210	General Ope AUTO VALUE MORA	16212962, 16212346	FILTERS/GREASE GUN HOSE	57402	10/11/2018	10/12/2018	32.29
	DELL MARKETING L.P.	10272041290	Shop- Dell Latitude, screen,do	57449	10/31/2018	10/31/2018	279.47
	DELL MARKETING L.P.	10272041290	Shop- Dell Latitude, screen,do	57449	10/31/2018	10/31/2018	1,242.59
	OFFICE DEPOT	214635026001	S & P PRINTER	57472	10/31/2018	10/31/2018	329.99
	OFFICE DEPOT	217102386002	Cabinet frame	57472	10/31/2018	10/31/2018	29.69
	SANDSTONE ACE HARDWAF	10252018	Mural, cleaning supplies, flag	57478	10/31/2018	10/31/2018	311.46
	SANDSTONE NAPA	09272018	SHOP SUPPLIES, GREASE HO	57439	10/11/2018	10/12/2018	104.99
	SANDSTONE NAPA	10252018	OIL,FILTERS,SHOP DRY, CLAM	57479	10/31/2018	10/31/2018	18.98
							2,349.46
101-20-300-000-4212	Motor Fuels SANDSTONE PETRO PLUS	10012018C	SEPTEMBER FUEL CHARGES	57440	10/11/2018	10/12/2018	499.71
							499.71

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101-20-300-000-4220	Repair & Mai						
	AUTO VALUE MORA	16212962, 16212346	FILTERS/GREASE GUN HOSE	57402	10/11/2018	10/12/2018	123.06
	QUALITY HOME AND SPORT	53045	TUNE UP KIT	57435	07/27/2018	10/12/2018	16.99
	SANDSTONE ACE HARDWAF	10252018	Mural, cleaning supplies, flag	57478	10/31/2018	10/31/2018	205.27
	SANDSTONE NAPA	09272018	SHOP SUPPLIES, GREASE HO	57439	10/11/2018	10/12/2018	230.84
	SANDSTONE NAPA	10252018	OIL,FILTERS,SHOP DRY, CLAM	57479	10/31/2018	10/31/2018	25.98
	SANDSTONE NAPA	10252018	OIL,FILTERS,SHOP DRY, CLAM	57479	10/31/2018	10/31/2018	18.58
	SANDSTONE NAPA	10252018	OIL,FILTERS,SHOP DRY, CLAM	57479	10/31/2018	10/31/2018	9.76
	SANDSTONE NAPA	10252018	OIL,FILTERS,SHOP DRY, CLAM	57479	10/31/2018	10/31/2018	139.98
	SANDSTONE NAPA	10252018	OIL,FILTERS,SHOP DRY, CLAM	57479	10/31/2018	10/31/2018	123.67
							894.13
101-20-300-000-4224	Street Opera						
	KONRAD MATERIAL SALES I	1253675	ASPHALT MIX- SPRING/FALL M	57416	10/11/2018	10/12/2018	837.20
	KONRAD MATERIAL SALES I	1253661	ASPHALT PATCH-SPRING/FALL	57416	10/11/2018	10/12/2018	837.20
	SANDSTONE ACE HARDWAF	10252018	Mural, cleaning supplies, flag	57478	10/31/2018	10/31/2018	18.98
							1,693.38
101-20-300-000-4300	Professional						
	GATEWAY FAMILY HEALTH C	09252018	Pre-employment physical-C H	57455	10/31/2018	10/31/2018	135.00
	MEDTOX LABORATORIES IN	09201840020	Pre-employment test	57465	10/31/2018	10/31/2018	42.11
							177.11
101-20-300-000-4321	Telephone						
	AT&T MOBILITY	287269955139X10182018	Cell phone- admin & S&P	57444	10/31/2018	10/31/2018	-150.00
	AT&T MOBILITY	287269955139X10182018	Cell phone- admin & S&P	57444	10/31/2018	10/31/2018	109.70
	CENTURYLINK	1451199521	LONG DISTANCE CHARGES	57404	09/23/2018	10/12/2018	5.18
	CENTURYLINK	1453530936	Long distance charges	57447	10/31/2018	10/31/2018	4.68
	CENTURYLINK	10132018	Phone services	57446	10/31/2018	10/31/2018	79.86
							49.42
101-20-300-000-4381	Electric Utiliti						
	MINNESOTA POWER	09212018	ELECTRIC UTILITY/ STREET LI	57423	10/11/2018	10/12/2018	147.92
	MINNESOTA POWER	10192018	Electric Utility/ Street Light	57467	10/31/2018	10/31/2018	174.47
							322.39
101-20-300-000-4384	Refuse Dispc						
	EAST SIDE OIL COMPANIES,	R76634	Oil Filter Recycle	57453	10/31/2018	10/31/2018	16.50
	MATT'S SANITATION INC.	09302018	GARBAGE SERVICES SEPTEMBER	57420	10/11/2018	10/12/2018	152.10
							168.60
101-20-300-000-4404	Machiner & E						
	GLENS TIRE	10242018	'86 Ford Dump wheel change	57457	10/31/2018	10/31/2018	156.50
	KURT'S STATION	10152018	'99 Chevy tire repair	57462	10/31/2018	10/31/2018	9.50
	SANDSTONE NAPA	10252018	OIL,FILTERS,SHOP DRY, CLAM	57479	10/31/2018	10/31/2018	17.49
							183.49
101-20-300-000-4499	Miscellaneous						
	GOPHER STATE ONE CALL	8090708	LOCATE SERVICES-SEPTEMBER	57412	10/11/2018	10/12/2018	39.15
							39.15
							al Dept. Public Works Administration: 8,812.84
Dept: 20-346 Street Lighting							
101-20-346-000-4381	Electric Utiliti						
	MINNESOTA POWER	09212018	ELECTRIC UTILITY/ STREET LI	57423	10/11/2018	10/12/2018	2,364.37
							2,364.37
							Total Dept. Street Lighting: 2,364.37
Dept: 25-520 Parks Maintenance							
101-25-520-000-4210	General Ope						
	NORTHVIEW BANK	10/04/18	LUNCHEON, MAP HOLDERS, B	57429	10/12/2018	10/12/2018	38.57

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							38.57
101-25-520-000-4300	Professional PAUL'S PORTABLES	09302018	PORTA POTTY- PARKS SEPT/ (57430	10/11/2018	10/12/2018	340.00
	PAUL'S PORTABLES	09302018	PORTA POTTY- PARKS SEPT/ (57430	10/11/2018	10/12/2018	304.00
							644.00
101-25-520-000-4381	Electric Utiliti MINNESOTA POWER	09212018	ELECTRIC UTILITY/ STREET LI	57423	10/11/2018	10/12/2018	75.06
							75.06
101-25-520-000-4383	Gas Utilities MN ENERGY RESOURCES C	10032018	GAS UTILITY	57426	10/11/2018	10/12/2018	31.36
							31.36
101-25-520-000-4401	Building Rep SANDSTONE ACE HARDWAF	10252018	Mural, cleaning supplies, flag	57478	10/31/2018	10/31/2018	19.98
							19.98
101-25-520-000-4403	Improvement EAST CENTRAL SOLID WAS'	746429	Robinson Park- Band stage remc	57452	10/31/2018	10/31/2018	143.48
	EAST CENTRAL SOLID WAS'	746440	Robinson Park- Band stage remc	57452	10/31/2018	10/31/2018	93.32
							236.80
101-25-520-000-4544	Undesignate LAMPERTS	09/30/18	ROB PK BENCHES, TRAIN PK I	57418	09/30/2018	10/12/2018	220.09
							220.09
101-25-520-000-4750	Sandstone C CHER'S FLOWER BASKET	92692	MURAL	57405	10/11/2018	10/12/2018	10.27
	LAMPERTS	09/30/18	ROB PK BENCHES, TRAIN PK I	57418	09/30/2018	10/12/2018	64.00
	PAUL'S PORTABLES	09302018	PORTA POTTY- PARKS SEPT/ (57430	10/11/2018	10/12/2018	220.00
	PAUL'S PORTABLES	09302018	PORTA POTTY- PARKS SEPT/ (57430	10/11/2018	10/12/2018	152.00
	PINE COUNTY COURIER	3015	OKTOBERFEST ADVERTISING	57433	10/11/2018	10/12/2018	405.00
	SANDSTONE ACE HARDWAF	10252018	Mural, cleaning supplies, flag	57478	10/31/2018	10/31/2018	20.48
							871.75
101-25-520-000-4760	Sandstone H MINNESOTA POWER	09212018	ELECTRIC UTILITY/ STREET LI	57423	10/11/2018	10/12/2018	23.66
	MINNESOTA POWER	10192018	Electric Utility/ Street Light	57467	10/31/2018	10/31/2018	23.66
	MN ENERGY RESOURCES C	10032018	GAS UTILITY	57426	10/11/2018	10/12/2018	32.87
							80.21
101-25-520-000-4831	Farmer Mark PAUL'S PORTABLES	09302018	PORTA POTTY- PARKS SEPT/ (57430	10/11/2018	10/12/2018	300.00
							300.00
							Total Dept. Parks Maintenance: 2,517.82
Dept: 25-550 Library							
101-25-550-000-4210	General Ope EAST CENTRAL REGIONAL L	2018-43	PERIODICALS	57410	10/11/2018	10/12/2018	500.02
	KNITSCENE	10302018	Library Subsc renewal 2yr	57461	10/31/2018	10/31/2018	44.99
							545.01
							Total Dept. Library: 545.01
Dept: 35-000 Cemetery							
101-35-000-000-4212	Motor Fuels SANDSTONE PETRO PLUS	10012018C	SEPTEMBER FUEL CHARGES	57440	10/11/2018	10/12/2018	217.60
							217.60
101-35-000-000-4300	Professional PHASE	40145	MOWING SERVICES- SEPTEMI	57431	10/11/2018	10/12/2018	689.85

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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							689.85
							<u>907.45</u>
							Total Fund General Fund: 50,324.35
Fund: 201 Fire Protection							
Dept: 15-220 Fire							
201-15-220-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	10042018	NOVEMBER H&W PREMIUMS	57413	10/11/2018	10/12/2018	132.10
							<u>132.10</u>
201-15-220-000-4207	Training & In: FIRE INSTRUCTION RESCUE	3556	Ventilation refresher training	57454	10/31/2018	10/31/2018	550.00
							<u>550.00</u>
201-15-220-000-4210	General Ope CHRIS' FOOD CENTER SANDSTONE ACE HARDWAF	10032018F 10252018	FIRE DEPARTMENT GENERAL Mural, cleaning supplies, flag	57406 57478	10/11/2018 10/31/2018	10/12/2018 10/31/2018	12.53 41.96
							<u>54.49</u>
201-15-220-000-4212	Motor Fuels SANDSTONE PETRO PLUS	10012018F	SEPTEMBER FUEL CHARGES	57440	10/11/2018	10/12/2018	133.26
							<u>133.26</u>
201-15-220-000-4300	Professional RICHARDSON/CARRIE//	33	Fire hall cleaing services	57477	10/31/2018	10/31/2018	300.00
							<u>300.00</u>
201-15-220-000-4321	Telephone CENTURYLINK CENTURYLINK CENTURYLINK	1451199521 1453530936 10132018	LONG DISTANCE CHARGES Long distance charges Phone services	57404 57447 57446	09/23/2018 10/31/2018 10/31/2018	10/12/2018 10/31/2018 10/31/2018	3.99 3.99 51.73
							<u>59.71</u>
201-15-220-000-4381	Electric Utiliti MINNESOTA POWER	09212018	ELECTRIC UTILITY// STREET LI	57423	10/11/2018	10/12/2018	168.85
							<u>168.85</u>
201-15-220-000-4382	Water Utilitie SANDSTONE/CITY OF//	10/12/18	WATER BILLS	57441	10/12/2018	10/12/2018	58.78
							<u>58.78</u>
201-15-220-000-4383	Gas Utilities CONSTELLATION NEWENER	2429404, 2429389	Gas utility	57448	10/31/2018	10/31/2018	59.81
							<u>59.81</u>
201-15-220-000-4384	Refuse Dispc MATT'S SANITATION INC.	09302018	GARBAGE SERVICES SEPTEMBER	57420	10/11/2018	10/12/2018	30.42
							<u>30.42</u>
201-15-220-000-4404	Machiner & E ARLEN KRANTZ FORD INC KIRVIDA FIRE	12443 7417	REPAIRS 2000 F350 SOLENOID REPL- 96 FREIGHTI	57401 57415	10/11/2018 10/11/2018	10/12/2018 10/12/2018	1,054.68 387.38
							<u>1,442.06</u>
201-15-220-000-4433	Dues and Su MN STATE FIRE DEPT ASSO	10172018	2019 MSFDA Dues	57470	10/31/2018	10/31/2018	187.00
							<u>187.00</u>
201-15-220-000-4442	Refunds & R SANDSTONE FIRE RELIEF A	10032018	FIRE RELIEF ASSN- STATE AID	57438	10/11/2018	10/12/2018	24,689.76
							<u>24,689.76</u>

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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Total Dept. Fire:							27,866.24
Total Fund Fire Protection:							27,866.24
Fund: 228 Economic Development							
Dept: 50-540 Economic Development							
228-50-540-000-4300 Professional							
	KENNEDY & GRAVEN	144700	ALTA/ SALE TO SANDSTONE D	57414	10/11/2018	10/12/2018	37.50
	KENNEDY & GRAVEN	144700	ALTA/ SALE TO SANDSTONE D	57414	10/11/2018	10/12/2018	37.50
	KENNEDY & GRAVEN	144756	KENYI & SONS CED LOAN	57414	10/11/2018	10/12/2018	47.50
	KENNEDY & GRAVEN	145167	Helliport/hunting/britton/towr	57459	10/31/2018	10/31/2018	75.00
	LABOUNTY/KRIS//	09302018	EDA MEMBER STIPEND- 3RD C	57417	10/11/2018	10/12/2018	50.00
	SHORT ELLIOTT HENDRICK!	357695	Rail layout plan	57480	10/31/2018	10/31/2018	113.75
							361.25
228-50-540-000-4351	Notices & Pu PINE COUNTY COURIER	10252018	Ord, minutes, notices, receipt	57474	10/31/2018	10/31/2018	49.94
							49.94
228-50-540-000-4352	Advertising MN DEPT OF EMPLOY & ECC	1025208	Shovel Ready Application Fee	57468	10/31/2018	10/31/2018	2,101.00
							2,101.00
228-50-540-000-4499	Miscellaneous NORTHVIEW BANK	10/04/18	LUNCHEON, MAP HOLDERS, B	57429	10/12/2018	10/12/2018	53.58
	NORTHVIEW BANK	10/04/18	LUNCHEON, MAP HOLDERS, B	57429	10/12/2018	10/12/2018	12.75
							66.33
Total Dept. Economic Development:							2,578.52
ic Development Authority:							2,578.52
Fund: 401 Capital Projects Fund							
Dept: 40-450 Capital Account							
401-40-450-000-4542	Park Project: ZACHARIAS/RODNEY//	10192018	JOHNSON PARK SHELTER REF	57245	10/19/2018	10/19/2018	959.24
							959.24
401-40-450-000-4544	Undesignated A-1 ABATEMENT	000087	313 Park Ave - asbestos abat	57442	10/31/2018	10/31/2018	7,517.30
	A-1 ABATEMENT	000086	310 Park Ave - asbestos abat	57442	10/31/2018	10/31/2018	2,727.50
	A-1 ABATEMENT	000089	1114 Birch Ave - asbestos abat	57442	10/31/2018	10/31/2018	3,172.00
	A-1 ABATEMENT	000088	329 Minnesota St - asbestos ab	57442	10/31/2018	10/31/2018	2,810.40
	A-1 ABATEMENT	000085	605 Park Ave - asbestos abat	57442	10/31/2018	10/31/2018	3,193.50
							19,420.70
Total Dept. Capital Account:							20,379.94
and Capital Projects Fund:							20,379.94
Fund: 424 SCDP Grant							
Dept: 46-000 SCDP Grant							
424-46-000-000-4852	Grant ABEL BUILDING AND REMO	000035	SMALL CITIES DEV GRANT	57400	10/11/2018	10/12/2018	0.00
	ABEL BUILDING AND REMO	000035	SMALL CITIES DEV GRANT	57400	10/11/2018	10/12/2018	25,000.00
							25,000.00
Total Dept. SCDP Grant:							25,000.00
Total Fund SCDP Grant:							25,000.00

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 601 Water Fund							
Dept: 60-911 Water Production/Di							
601-60-911-000-4131	Health Insura I.U.O.E. LOCAL 49 H & W FUI	10042018	NOVEMBER H&W PREMIUMS	57413	10/11/2018	10/12/2018	727.30
							727.30
601-60-911-000-4210	General Ope KETTLE RIVER GRAFIX	49803	Z fold water/sewer letters	57460	10/31/2018	10/31/2018	4.00
							4.00
601-60-911-000-4300	Professional KENNEDY & GRAVEN PEOPLESERVICE, INC. PEOPLESERVICE, INC.	145167 0031800 0031800	Helliport/hunting/britton/towr Contract November Contract November	57459 57473 57473	10/31/2018 10/31/2018 10/31/2018	10/31/2018 10/31/2018 10/31/2018	35.00 225.00 4,896.00
							5,156.00
601-60-911-000-4321	Telephone CENTURYLINK CENTURYLINK	1451199521 1453530936	LONG DISTANCE CHARGES Long distance charges	57404 57447	09/23/2018 10/31/2018	10/12/2018 10/31/2018	7.09 7.45
							14.54
601-60-911-000-4322	Postage POSTMASTER POSTMASTER	10112018 10112018	W/S CARDS POSTAGE W/S CARDS POSTAGE	57434 57434	10/11/2018 10/11/2018	10/12/2018 10/12/2018	79.65 15.50
							95.15
601-60-911-000-4381	Electric Utiliti MINNESOTA POWER MINNESOTA POWER	09212018 10192018	ELECTRIC UTILITY/ STREET LI Electric Utility/ Street Light	57423 57467	10/11/2018 10/31/2018	10/12/2018 10/31/2018	851.04 771.90
							1,622.94
601-60-911-000-4383	Gas Utilities MN ENERGY RESOURCES C	10032018	GAS UTILITY	57426	10/11/2018	10/12/2018	241.97
							241.97
601-60-911-000-4404	Machiner & E METERING & TECHNOLOGY	12688	Meter tester	57466	10/31/2018	10/31/2018	1,261.04
							1,261.04
601-60-911-000-4433	Dues and Su MN RURAL WATER ASSOCAT	10252018	Annual membership fee-Dec18-1	57469	10/31/2018	10/31/2018	250.00
							250.00
601-60-911-000-4499	Miscellaneous RAILROAD MANAGEMENT C	379044	SEWER & WATER PIPE CROSS	57437	09/27/2018	10/12/2018	235.40
							235.40
601-60-911-670-4583	Water Capita MPJ ENTERPRISES, LLC	21846	Well #1 /Water Treatment Plant	57471	10/31/2018	10/31/2018	11,675.00
							11,675.00
							Dept. Water Production/Distribution: 21,283.34
							Total Fund Water Fund: 21,283.34
Fund: 602 Sewer Fund							
Dept: 50-950 Sewer Services							
602-50-950-000-4131	Health Insura I.U.O.E. LOCAL 49 H & W FUI	10042018	NOVEMBER H&W PREMIUMS	57413	10/11/2018	10/12/2018	727.30
							727.30
602-50-950-000-4210	General Ope KETTLE RIVER GRAFIX	49803	Z fold water/sewer letters	57460	10/31/2018	10/31/2018	4.00

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							4.00
602-50-950-000-4300	Professional KENNEDY & GRAVEN PEOPLESERVICE, INC. PEOPLESERVICE, INC.	145167 0031800 0031800	Helliport/hunting/britton/towr Contract November Contract November	57459 57473 57473	10/31/2018 10/31/2018 10/31/2018	10/31/2018 10/31/2018 10/31/2018	35.00 297.18 4,896.00
							5,228.18
602-50-950-000-4322	Postage POSTMASTER POSTMASTER	10112018 10112018	W/S CARDS POSTAGE W/S CARDS POSTAGE	57434 57434	10/11/2018 10/11/2018	10/12/2018 10/12/2018	79.65 15.50
							95.15
602-50-950-000-4381	Electric Utiliti EAST CENTRAL ENERGY EAST CENTRAL ENERGY MINNESOTA POWER MINNESOTA POWER	09272018 10302018 09212018 10192018	ELECTRIC UTILITY-SEWER PO Electric utilit- Sewer ponds ELECTRIC UTILITY/ STREET LI Electric Utility/ Street Light	57409 57451 57423 57467	10/11/2018 10/31/2018 10/11/2018 10/31/2018	10/12/2018 10/31/2018 10/12/2018 10/31/2018	47.15 46.10 653.27 672.43
							1,418.95
602-50-950-000-4383	Gas Utilities MN ENERGY RESOURCES C	10032018	GAS UTILITY	57426	10/11/2018	10/12/2018	32.87
							32.87
602-50-950-000-4386	Sewer water SANDSTONE/CITY OF//	10/12/18	WATER BILLS	57441	10/12/2018	10/12/2018	42.40
							42.40
602-50-950-000-4403	Improvement DEUTSCHLANDER FENCING	1395	Lift Station #3 fencing	57450	10/31/2018	10/31/2018	4,833.46
							4,833.46
602-50-950-000-4404	Machiner & E GENERAL REPAIR SERVICE	67790	WWTP Pump repair	57456	10/31/2018	10/31/2018	4,094.97
							4,094.97
602-50-950-000-4433	Dues and Su RAILROAD MANAGEMENT C	379044	SEWER & WATER PIPE CROSS	57437	09/27/2018	10/12/2018	235.40
							235.40
602-50-950-166-4583	Sewer Capit: GENERAL REPAIR SERVICE GENERAL REPAIR SERVICE	67582 67581	RMV MUFFIN MNST/INS NEW C SMITH AND LOVELESS SEAL	57411 57411	10/11/2018 10/11/2018	10/12/2018 10/12/2018	19,548.18 1,800.00
							21,348.18
							Total Dept. Sewer Services: 38,060.86
							Total Fund Sewer Fund: 38,060.86
Fund: 603 STORM WATER							
Dept: 50-951 Storm Water Service							
603-50-951-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	10042018	NOVEMBER H&W PREMIUMS	57413	10/11/2018	10/12/2018	186.00
							186.00
603-50-951-000-4220	Repair & Mai LAND & CABIN LLC	796	15' X 30' CULVERT 1321 HWY 2	57419	10/11/2018	10/12/2018	448.20
							448.20
603-50-951-000-4322	Postage POSTMASTER POSTMASTER	10112018 10112018	W/S CARDS POSTAGE W/S CARDS POSTAGE	57434 57434	10/11/2018 10/11/2018	10/12/2018 10/12/2018	12.00 4.00
							16.00

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							Total Dept. Storm Water Services: 650.20
							otal Fund STORM WATER: 650.20
							Grand Total: 186,143.45
							October payroll: 16,065.58
							Total: 202,209.03

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: Public Hearing – Assessments for Unpaid Charges

BACKGROUND: Notice has been published in the *Pine County Press*.

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

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

ATTACHMENTS Resolution 20181107-01 Adopting Assessment for Unpaid Charges

STAFF Open Public Hearing
RECOMMENDATION: Call for Comments from the Public
 Close Public Hearing
 Discuss
 Adopt Resolution 20181117-01

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

RESOLUTION 20181107-01
RESOLUTION ADOPTING ASSESSMENT FOR UNPAID CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessments for unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff,

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

Such proposed assessment for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the assessments against the lands named herein.

Such assessment shall be payable over a period of one year on or before the first Monday of January.

The owner of the property so assessed may, prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, to the City Clerk. Such payment must be made before November 30, 2018.

The Clerk shall forthwith transmit a certified copy of this assessment roll to the County Auditor to be extended on the property tax lists of the county and such assessment shall be collected and paid over in the same manner as property taxes.

Adopted by the Council this 7th day of November, 2018.

Mayor

City Administrator

**CITY OF SANDSTONE
RESOLUTION NO. 20181107-01
EXHIBIT 1**

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

(STATE OF MINNESOTA

COUNTY OF PINE)) ss. Authentication Certificate

I, the undersigned, being the duly qualified City clerk of the City of Sandstone, certify that the attached Resolution of the City Council adopting a certification for unpaid charges under the Public Utilities Ordinance, is a true copy of the original, of which is on file at the City of Sandstone.

Dated this 7th day of November, 2018

Seal

City Clerk/Administrator
City of Sandstone

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: Public Hearing – Assessments for Unpaid Utility Bills

BACKGROUND: Notice has been published in the *Pine County Press*.

See the Resolution for a list of properties that are to be assessed for unpaid utility bills.

ATTACHMENTS Resolution 20181107-02 Adopting Assessment for Unpaid Utility Bills

STAFF Open Public Hearing
RECOMMENDATION: Call for Comments from the Public
Close Public Hearing
Discuss
Adopt Resolution 20181107-02

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

RESOLUTION NO. 20181107-02

A RESOLUTION CERTIFYING UNPAID CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

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

Such proposed certification of unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein

Such certification shall be payable over a period of one year on or before the first Monday in January.

The owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property, with interest accrued to date of payment, to the City of Sandstone, except that no interest shall be charged if the entire certified amount is paid within thirty (30) days from the adoption of the resolution. The taxpayer may at any time thereafter, pay the County Auditor, the entire amount certified and remaining unpaid, with interest accrued.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified unpaid charges shall be collected and paid over in the same manner as property taxes

Passed by the City Council of Sandstone, Minnesota this 7th day of November, 2018.

Mayor

Attested:

City Clerk

**CITY OF SANDSTONE
RESOLUTION NO. 20181107-02
EXHIBIT 1**

Certification Listing	Parcel Description	Service	Amount
DICKEY/HILDEGARD//	455157000	City Utility	\$317.39
LOUZEK/KRISTIN//	455159000	City Utility	\$252.36
BARTHOLD/ANGELA//	455293000	City Utility	\$84.24
WEBER/SARA & PAUL//	455454000	City Utility	\$23.19
ZEBRASKY/KATRI//	455456000	City Utility	\$188.06
TAUER/CAT//	455463000	City Utility	\$267.14
RICHARSON/CARRIE//	455227000	City Utility	\$154.08
SCHAFFER/ASHLEY//	455285000	City Utility	\$289.98
LOUZEK/KRISTEN//	455335000	City Utility	\$112.50
MURRAY/BERNARD//	455366000	City Utility	\$221.72
ZIEGLER/JOSH/LAURA/	455049000	City Utility	\$25.33
BECK/WANDA//	450035001	City Utility	\$486.57
DAVIS/TIM//	455504000	City Utility	\$99.54
MONETTE/RACHAEL//	455497000	City Utility	\$192.93
ANDERSON/MATT//	450021001	City Utility	\$976.35
ANDERSON/RUDY & JACKIE	450101006	City Utility	\$165.97
HALE/ERICA//	455093000	City Utility	\$99.90
KRUSE/JACOB//	455221000	City Utility	\$631.20
HAYES/JOYCE//	455224000	City Utility	\$408.30
HAYES/JOYCE//	455225000	City Utility	\$21.06
VIAENE/TOM//	455247000	City Utility	\$81.55
BONANDER/LEONARD//	455310000	City Utility	\$38.28
KETTLE RIVER HOSPITALITY, INC	455316000	City Utility	\$441.99
KETTLE RIVER HOSPITALITY INC	455317000	City Utility	\$214.52
OLSON/ROBIN//	455058000	City Utility	\$49.06
BALUT/SCOTT & CHASTI//	455359000	City Utility	\$51.75
315 S 1ST ST LLC//	455358000	City Utility	\$45.49
LOUZEK/KRISTIN//	455422000	City Utility	\$62.06
MOLGAARD/NICOLE//	455347000	City Utility	\$364.11
FORFEIT///	450032000	City Utility	\$203.15
THOMAS/OLAF//	450048000	City Utility	\$36.13
WHITE/TAMMI//	450064001	City Utility	\$36.13
SLAMA/CHARLES H.//	450099000	City Utility	\$336.68
FORFEIT///	455107000	City Utility	\$36.13
FORFIET///	455131000	City Utility	\$29.85
FORFIET///	455176000	City Utility	\$238.44
BONANDER/LEONARD/J/	455307000	City Utility	\$22.77
CARMICLE/REED//	455601000	City Utility	\$36.13
BARTEL SR/JAMES//	455054000	City Utility	\$52.67
TOTAL			\$7394.70

(STATE OF MINNESOTA

COUNTY OF PINE)) ss. Authentication Certificate

I, the undersigned, being the duly qualified City clerk of the City of Sandstone, certify that the attached Resolution of the City Council adopting a(n) certification for unpaid charges under the Public Utilities Ordinance, is a true copy of the original, of which is on file at the City of Sandstone.

Dated this 7th day of November, 2018

Seal

City Clerk/Administrator
City of Sandstone

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: Ordinance No. 20181107-03 Repealing and Amending Chapter IX, Section 946; Amending Section 945.11 Regarding Bow and Arrow Hunts: Deer Reduction

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

The City Attorney has made revisions to Chapter 946 (Bow and Arrow Hunts; Deer Reduction) as requested. An amendment to Chapter 945 (Use of Firearms), Section 945.11, was also required.

At the October Council meeting, members questioned the setbacks from streets/roadways, buildings/dwellings, residential or commercial structures, and schools. They asked Staff to follow up with the City Attorney on the proposed setbacks.

Response received from City Attorney:

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

Staff then checked to see what the DNR has. Following is the only language/requirements found in the 2018 DNR Hunting & Trapping Regulations relating to this issue:

Shooting Near Roadways

No person may discharge a firearm or an arrow from a bow on or within the right-of-way of an improved public highway (including but not limited to federal, state, county, and township road ways) at a big game animal or a decoy of a big game animal that has been set out by a licensed peace officer.

National Forest Lands in Minnesota *continued from page 123*

- › Constructing, placing, or maintaining any kind of road, trail, structure or other improvement is prohibited. This includes the use or occupancy of a permanent stand, blind or OHV trail.
- › Storing or abandoning any personal property on national forest lands is prohibited.
- › Discharging a firearm within 150 yards of a residence, building, campsite, developed recreation site, or occupied area is not allowed on national forest land.

Staff has made some suggested changes (in red) to the ordinance that was previously presented to the Council.

ATTACHMENT(S)

Proposed Ordinance No. 20181107-03
Proposed Ordinance No. 20181107-04 Approving Summary
Publication

STAFF
RECOMMENDATION

Review, discuss, make changes (if desired), and approve

ORDINANCE NO. 20181107-03

AN ORDINANCE

AN ORDINANCE AMENDING THE SANDSTONE CITY CODE, REPEALING CHAPTER IX, SECTION 946, ADDING A NEW SECTION 946 AND AMENDING SECTION 945.11 OF THE SANDSTONE CITY CODE REGARDING BOW AND ARROW HUNTS: DEER REDUCTION

THE CITY COUNCIL OF THE CITY OF SANDSTONE, MINNESOTA ORDAINS:

Section 1. Sandstone City Code, Chapter IX, Section 946, relating to bow and arrow hunting and deer reduction program is hereby repealed in its entirety.

Section 2. Sandstone City Code is hereby amended to include a new Section 946 which shall read as follows:

Section 946 – Bow and Arrow Hunting of Deer

946.01. Bow hunting season. Persons may hunt deer by means of bow and arrow in the city during regular state bow and arrow hunting season if they hold a valid Minnesota bow and arrow hunting license and comply with this section.

946.03. Definitions. Subdivision 1. As used in this section, the terms defined in this subsection have the meanings given them.

Subd. 2. “Bow and arrow” means a bow and arrow drawn, held, or released either mechanically or manually including crossbows if authorized by Minnesota law.

Subd. 3. “Hunt” or “Hunting” means the chasing, pursuing, stalking, tracking, harvesting, or taking of deer while in the possession of a bow and arrow.

Subd. 4. “Hunter” means any individual engaged in the activity of hunting.

946.05. Land requirements. Hunting is only allowed in the city on private property with the permission of the property owner or on city-owned property with the permission of the city. No hunting shall take place on any property consisting of less than 10 contiguous, commonly-owned acres.

946.07. Permission. Each person desiring to hunt within the city shall first obtain written permission from the owner or owners of the property where the hunt is to take place granting approval and permission to hunt and discharge a bow and arrow. This permission is required to be carried on the hunter’s person at all times when hunting and shall include:

- a) Full name, date of birth, and address of the hunter;
- b) The name, address, and phone number of the owner(s) of property to be hunted;
- c) Address and description of property to be hunted (if different than above); and
- d) Any restrictions applicable to the hunter or property.

946.09. Restrictions. The following restrictions shall apply to all hunting conducted within the city:

- a) No bow and arrow shall be discharged ~~within 200 feet of any public street or private roadway;~~ on or within the right-of-way of an improved public highway (including but not limited to federal, state, county, city and township road ways).
- b) No bow and arrow shall be discharged within 250 feet of any dwelling or other building intended for human habitation or storing of animals without the property owner's consent;
- c) No bow and arrow shall be discharged within ~~300~~ 100 feet of any residential or commercial structure;
- d) No bow and arrow shall be discharged within ~~500~~ 250 feet of any property owned by a public school, charter school, or private school;
- e) No hunter shall attempt to take a deer that is beyond the effective range of the particular bow and arrow being discharged by the particular hunter;
- f) Each hunter shall repair or pay to repair any damage to the property of another arising from the hunter's conduct while hunting;
- f) No deer carcass or entrails shall be allowed to remain in open view to the public; carcass or entrails on private property shall be removed and disposed of by the hunter if so requested by the property owner;
- g) All hunting conducted pursuant to this section must otherwise comply with Minnesota state law and the rules of appropriate state agencies; and
- h) The city's bow hunting season shall run concurrent with the State of Minnesota's bow hunting season.

946.11. Exceptions. The following exceptions apply. Subdivision. 1. The provisions of this section shall not prohibit the use of any bow and arrow in the lawful defense of the person, property, family, or in enforcement of the laws of the city, state, or United States of America.

Subd. 2. The provisions of this section shall not prohibit the use of any bow and arrow for archery practice pursuant to section 945.11, subdivision 5 of the city code.

946.13. Penalty and enforcement. Any person found in violation of any provision of this section shall be guilty of a misdemeanor.

Section 3. Sandstone City Code, Chapter IX, Section 945.11 is amended by deleting the ~~stricken~~ material and adding the double-underlined material as follows:

Subd. 3. A bow and arrow, cross bow, or a similar device, when used ~~as part of a deer reduction program under section 946~~ pursuant to section 946 of the city code, is exempt from the provisions of this section.

Section 4. This ordinance is effective upon its passage and publication.

Adopted by the City Council this 7th day of November, 2018.

Peter Spartz, Mayor

Attest:

Kathy George, City Administrator

Published in the Pine County Courier November 15, 2018.

CITY OF SANDSTONE, MINNESOTA

ORDINANCE NO. 20181107-04

(Summary Publication)

THE CITY COUNCIL OF THE CITY OF SANDSTONE ORDAINS:

Section 1. The City has duly adopted Ordinance No. 20181107-03 entitled

AN ORDINANCE

AMENDING THE SANDSTONE CITY CODE, REPEALING CHAPTER IX, SECTION 946,
ADDING A NEW SECTION 946 AND AMENDING SECTION 945.11 OF THE
SANDSTONE CITY CODE REGARDING BOW AND ARROW HUNTS: DEER
REDUCTION

Section 2. The City Council has reviewed the following summary of the ordinance and approved its publication in accordance with Minnesota Statutes Section 412.191, subdivision 4.

Section 3. Summary of Ordinance No. 20181107-03

The Ordinance eliminates the Deer Reduction Program and allows hunting with bow and arrow in the City of Sandstone on private property or city-owned property with the property owner's permission. Property must consist of at least 10 contiguous, commonly-owned acres. The Ordinance includes restrictions, exceptions, penalty and enforcement language

Section 4. Copies available. The complete text of the Ordinance is available for inspection at the office of the City Administrator. A copy of the Ordinance is also posted at the Sandstone Public Library, 117 Fourth Street, Sandstone, Minnesota.

Section 5. Ordinance No. 20181107-04 is effective upon the day following publication of this Summary.

Adopted by the Sandstone City Council this 7th day of November, 2018.

Peter Spartz, Mayor

ATTEST:

Kathy George, City Administrator

Published in the Pine County Courier November 15, 2018.

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: Resolution 20181107-03 Establishing Orderly Annexation Agreement

BACKGROUND: In August, 2017, parcel 30.0503.000 was on the County’s tax-forfeited parcel list. Staff contacted the County about the City acquiring the parcel in order to regulate the zoning. The concern was that someone would acquire the parcel and put up a large billboard. The Township does not have an established sign ordinance. This led to further discussion about several “sliver” parcels that are adjacent to the new Business Park and they are located in the township. They are “sliver” parcels because they are narrow strips of land that are in between the Business Park and I-35.

The conversation then moved to annexation of 4 “sliver” parcels:

- 30.0503.000 adjacent to Skunk Creek Properties’ parcel
- 30.0516.000 adjacent to EDA owned parcel
- 30.0516.001 adjacent to North Pine Area Hospital District parcel
- 30.0527.000 adjacent to EDA owned parcels

It was then discovered that 30.0527.000 is actually part of a larger 92 acre parcel located on the west side of I-35. Therefore, 30.0527.000 was dropped from the conversation regarding annexation.

I originally attended the Town Board meeting on November 2, 2017 to discuss the City’s interest in annexing the 3 sliver parcels. At that meeting, the Town Board was not necessarily opposed to the idea but wanted time to think about it. Later, the Town Board expressed a desire for the City to finalize the detachment of the White / Petry parcels, and then they would approve the annexation of these 3 sliver parcels.

After several meetings and discussions, everyone is ready to proceed with the annexation. As required, the Township notice was published in the *Pine County Courier* on October 18, 2018 and October 25, 2018. The City notice was published in the *Pine County Courier* on October 25, 2018 and November 1, 2018. The City covered the cost of the Township’s notice.

The Township has asked that the following language be added to the Joint Resolution:

Sandstone Township Board asked the City of Sandstone to complete the requested detachment of the White and Petry properties before they would consider the orderly annexation request, by the City of Sandstone, of the 3.6 acres located next to I-35.

Staff then added: *The detachment of the White and Petry properties has now been completed.*

The Town Board approved the Joint Resolution at their meeting November 1st.

ATTACHMENT(S)

Joint Resolution for Orderly Annexation Agreement

STAFF
RECOMMENDATION

Adopt Resolution 20181107-03 Approving Orderly Annexation Agreement

**CITY OF SANDSTONE RESOLUTION NO. 20181107-03
SANDSTONE TOWNSHIP RESOLUTION NO. _____**

**JOINT RESOLUTION ESTABLISHING AN ORDERLY ANNEXATION
AGREEMENT BETWEEN THE CITY OF SANDSTONE
AND SANDSTONE TOWNSHIP PURSUANT
TO MINNESOTA STATUTES § 414.0325**

WHEREAS, the City of Sandstone (“City”) and Sandstone Township (“Town”), both located within Pine County, in the State of Minnesota, desire to accommodate growth in a cooperative, planned, and orderly fashion;

WHEREAS, the City and Town are in agreement as to the need for orderly annexation of the unincorporated land described below, and both believe it will be to their benefit and to the benefit of their respective residents; and

WHEREAS, Minnesota Statutes, section 414.0325 provides a procedure whereby the City and the Town may agree on a process of orderly annexation of a designated area; and

WHEREAS, the City and the Town are in agreement as to the procedures and process for orderly annexation of certain lands described below for the purpose of orderly, planned growth; and

WHEREAS, the Sandstone Town Board asked the City of Sandstone to complete the requested detachment of the White and Petry properties before they would consider the orderly annexation request, by the City of Sandstone, of the 3.66 acres located next to I-35; the detachment of the White and Petry properties has now been completed; and

WHEREAS, this joint resolution sets out the agreement (“Agreement”) between the City and the Town on all terms and conditions for the annexation of the property described within this document and the signatories hereto agree that no consideration by the Chief Administrative Law Judge of the Office of Administrative Hearings is necessary; and

WHEREAS, the City and the Town have published notice of their intent to include property in an annexation area as provided in this Agreement, pursuant to Minnesota Statutes, § 414.0325, subd. 1b; and

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Sandstone and the Town Board of Sandstone Township to enter into this Agreement to provide for the immediate orderly annexation of the property herein described into the City upon the following terms and conditions:

1. **Designated Area.** The unincorporated property designated for orderly annexation by this Agreement consists of the land shown on map attached hereto as Exhibit A and is legally described in the attached Exhibit B (“Property”).

2. **Immediate Annexation.** It is agreed that the Property shown on Exhibit A and legally described in Exhibit B be immediately annexed to the City. Upon its adoption by the City and Town, the City shall file this Agreement with the Chief Judge for processing and an order providing for the immediate annexation of the Property pursuant to its terms.
3. **Acreage/Population/Usage/Zoning.**
 - a. The Property consists of approximately 3.66 acres.
 - b. The population of the Property is currently zero.
 - c. The Property is owned by the following parties:
 - i. 30.0503.000 – this parcel is held by the County as a tax-forfeited parcel;
 - ii. 30.0516.001 – this parcel is owned by the North Pine Area Hospital District; and
 - iii. 30.0516.000 – this parcel is owned by the City of Sandstone.
 - d. The Property abuts the City’s western boundary line and is not included within any other municipality.
 - e. Upon annexation, the Property is to be zoned as follows:
 - i. 30.0503.000 – B-5 – Interchange Business District;
 - ii. 30.0516.001 – B-4 – Medical Business District; and
 - iii. 30.0516.000 – B-4 – Medical Business District.
4. **Jurisdiction.** Pursuant to Minnesota Statutes, section 414.0325, the Town and City, upon passage of this joint resolution, confer jurisdiction upon the Chief Administrative Law Judge so as to accomplish orderly annexation in accordance with the terms of this Agreement.
5. **Need.** The Property is currently undeveloped and represents the extension of property which is currently located in the City’s industrial park. The Property is anticipated to be combined with other property currently located within the City, which may be used for future development purposes. Annexation of the Property is in the best interests of the community as a whole.
6. **Tax Reimbursement, Debt and Assessments.** The Property is all currently tax-exempt property. Therefore, there are no tax reimbursements required to be made by the City to the Town. Further, no part of the Property is subject to any currently levied or proposed special assessment, and therefore, there is similarly no need for any reimbursement.
7. **Special Assessments, Debt, and Reimbursement for Public Improvements.** The City shall reimburse the Township for all unpaid amounts the Township assessed, levied, or otherwise placed against property, in addition to the regular assessment of property taxes, whether pursuant to a 429 special assessment project, 365A subordinate service district, a service charge being collected under Minnesota Statutes, section 366.012, or other amount lawfully imposed on the property prior to the effective date of the annexation of the property. The City shall also reimburse the Township for any portion of debt incurred by the Township prior to the annexation and that is attributable to the property annexed, but for which no special assessments are outstanding. The reimbursement of these

amounts shall occur in substantially equal payments over a period of not less than two or no more than eight years.

8. **Review and Comment.** The City and the Town agree that upon receipt of this Joint Resolution, as passed and adopted by each party, the Chief Administrative Law Judge may review and comment but shall, within 30 days, order the annexation in accordance with the terms of this Joint Resolution. The City and Town agree that no alteration of the stated boundaries of the orderly annexation area as shown and described in the attached exhibits is appropriate, that no consideration by the Chief Administrative Law Judge is necessary, and that all terms and conditions for annexation are provided for in this Agreement.
9. **Binding Contract.** Pursuant to Minnesota Statutes, section 414.0325, subdivision 6, this Agreement is a binding contract upon the parties and is enforceable in district court in the county containing the Property.
10. **Costs Associated with the Orderly Annexation Agreement.** Each party shall pay its own costs incurred in the negotiation, development and implementation of this Agreement, with the exception that the City shall pay for the survey work, the recording and filing fees, and costs incurred to make any needed corrections, and all publication and notice costs.
11. **Entire Agreement.** The terms, covenants, conditions, and provisions of this Agreement, including Exhibits A and B, which are attached hereto and incorporated herein by reference, shall constitute the entire agreement between the parties. Any prior joint resolutions or agreements regarding all or any portion of the Property are superseded by, and shall not interfere with or otherwise control, the terms of this Agreement.
12. **Effective Date/Applicability.** This Agreement is effective upon its adoption by the respective governing bodies of the Town and the City, whichever is the last party to take action to adopt it. The annexation of the Property shall be effective upon the issuance of the order by the Chief Judge. This Agreement is only meant to apply to the Property and not to any other property or area within the Town.
13. **Adopt and Enforce Regulations.** The City's zoning and subdivisions regulations shall apply to the Property annexed pursuant to this Agreement upon the effective date of the Chief Judge's order approving the annexation. Until such time as the annexation is effective, the Property shall remain subject to the Town's ordinances and regulations.
14. **Authorization.** The appropriate officers of the City and the Town are hereby authorized to carry the terms of this Joint Resolution and Agreement into effect.
15. **Governing Law.** This Agreement is made pursuant to, and shall be construed in accordance with, the laws of the State of Minnesota.

Adopted by affirmative vote of the Sandstone Town Board this _____ day of _____, 2018.

SANDSTONE TOWNSHIP

By: _____
Town Chairperson

By: _____
Town Clerk

Adopted by affirmative vote of the City Council of the City Sandstone, this _____ day of _____, 2018.

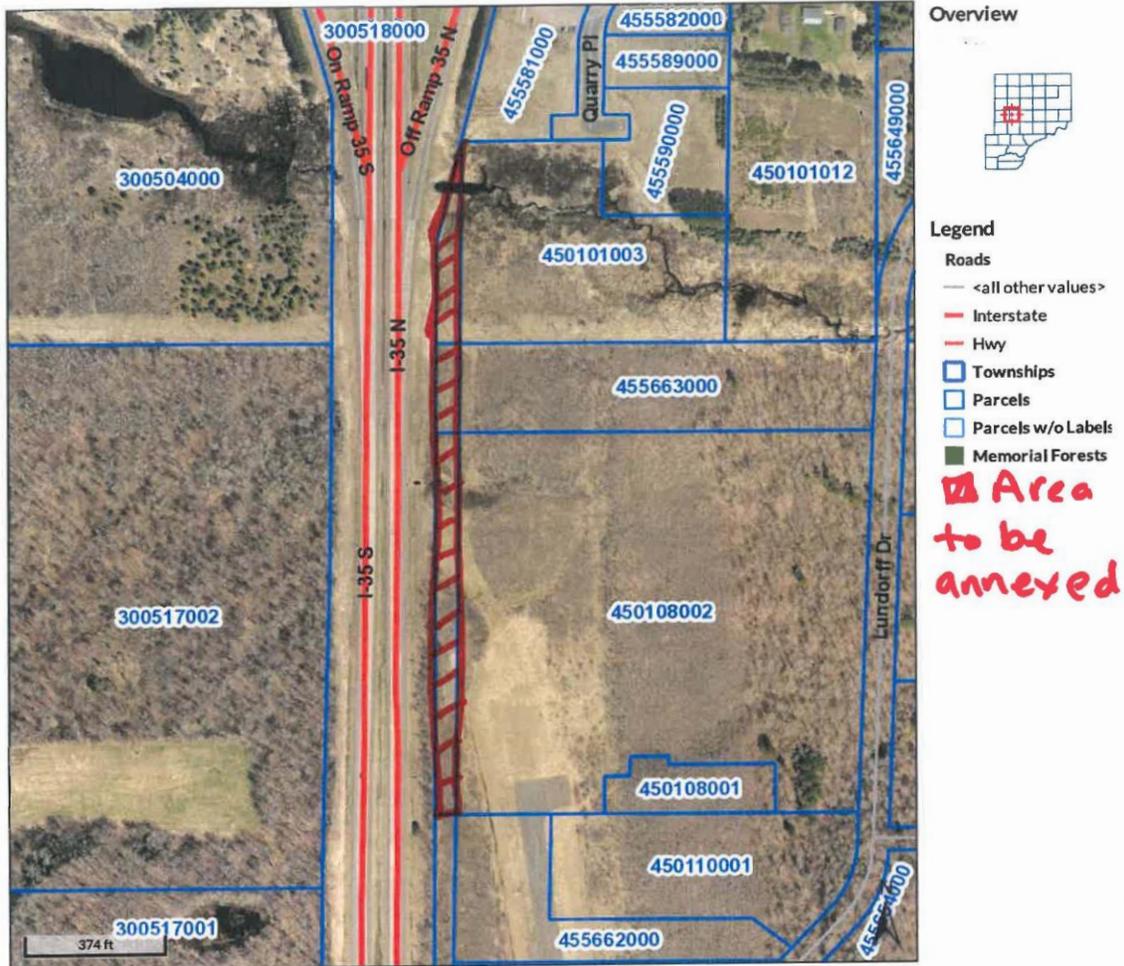
CITY OF SANDSTONE

By: _____
Mayor

By: _____
City Administrator

EXHIBIT A MAP OF PROPERTY

 **Beacon**TM Pine County, MN



(blank)

Date created: 1/23/2018
Last Data Uploaded: 1/22/2018 11:44:22 PM

 Developed by
The Schneider Corporation

EXHIBIT B

LEGAL DESCRIPTION OF THE PROPERTY

30.0503.000

The Southeast Quarter of the Northeast Quarter lying easterly of the easterly right of way of Interstate Highway #35, Section 17, Township 42 North, Range 20 West, Pine County, Minnesota, subject to any easements of record.

30.0516.000

The East $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ of Section 17, Township 42, Range 20, County of Pine, State of Minnesota, lying East of the right-of-way of Highway 35 less the South 1012.87 feet of the North 1248.52 feet of the Southeast $\frac{1}{4}$ lying easterly of the right-of-way of Highway 35.

30.0516.001

The south 1012.87 feet of the north 1248.52 feet of the Southeast Quarter of Section 17, Township 42 North, Range 20 West, Pine County, Minnesota, lying easterly of the easterly right of way line of Federal Interstate Highway No. 35, as measured at right angles to and parallel with the north line of said Southeast Quarter.

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: Security Camera Update

BACKGROUND: Previously, the City Council received a presentation and quote from Sam Seibert, Cybert PC, to install 13 cameras in town, which requires 10 relay locations as well. Seibert quoted the work at a total cost of \$27,329.15.

Minnesota Power had been asked for permission to place the cameras and relay equipment on their existing poles. They denied the request and stated that the City could pay Minnesota Power to install new poles and bring power to each pole and then the ownership of the poles would be turned over to the City.

Minnesota Power provided a rough estimate of \$2,000 - \$5,000 per site location. With 23 site locations (13 cameras and 10 relay sites), the cost for the poles ranges from \$46,000 to \$115,000. Adding in \$30,000 for Cybert PC (rounded numbers), the total project cost ranges from \$76,000 to \$145,000.

This matter was discussed at the September 5th Council Meeting. Mayor Spartz and Council Member Franklin agreed to meet with Staff and Minnesota Power representatives to further discuss options.

A meeting took place on October 9th and was attended by Mayor Spartz, Council Member Devlin, City Administrator George, Sam Seibert (Cybert PC), Arik Forsman and Jodi Corrow (Minnesota Power). Several topics were discussed in addition to the Security Camera matter. Arik Forsman provided a follow-up e-mail.

ATTACHMENT(S): Arik Forsman's follow-up e-mail

STAFF

RECOMMENDATION: Re-evaluate the cost vs benefit of the proposed project

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

E-mail from Arik Forsman, Minnesota Power, dated October 12, 2018

Good afternoon Kathy,

Thank you for hosting Jodi and me on Tuesday at city hall. We appreciated being invited to share more information about Minnesota Power with you and your elected officials. We had a few items to follow-up on regarding our conversation that I wanted to circle back with you on.

Security Cameras

We recognize your frustration with the pole attachment policy. Our position hasn't changed on physically attaching to poles, however we did get good news that the company already has a security camera monthly rate charge available that would allow Sandstone to avoid metering individual cameras. The total cost for service would come to ~\$17-19/month/camera (around \$250/month for your whole proposed camera system). If you decide to proceed with the project, we can certainly get you more specifics about how to sign up for this service.

Substation

In 2013, a new pad-mounted substation was built to replace the old substation near the river. The old substation has been out of service since 2013 and only energized in emergency situations; it will be decommissioned and removed in 2019. Later this fall, the line that feeds the Sandstone substation will be sourced from a newer substation across the river. This should greatly reduce the number of outages seen by the City of Sandstone. We will keep in touch as this work is completed and would appreciate any further reports about power issues being shared with us to ensure they're addressed.

Lundorff Dr and Hwy 23 Lighting

We did pass along the lighting issues Mayor Spartz identified to Lori Rengo, who will follow-up on the lighting issues caused by widening the road.

Solar

I received your email on the solar program. Paul Helstrom is our main point of contact for solar questions and I've already asked him to reach out to you on your questions.

Finally, I'd be happy to come back and share more about Minnesota Power, our strategy & goals, and how our regulated utility model works if you think that would be of interest to you or others. We are committed to being good energy partners for all of the communities we serve and welcome those opportunities to share more about the company.

Thank you,

Arik Forsman, Minnesota Power

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: Canvas November 6, 2018 Election Results

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

We need to set a Special Meeting during that time frame.

ATTACHMENT(S): None

STAFF RECOMMENDATION: Is it possible to hold the Special Meeting on Friday, November 9th, at 10:00 a.m.? We need at least 3 Council Members to constitute a quorum.

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

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 7, 2018
SUBJECT: Pine Habilitation & Support Employment, Inc. (PHASE) Request for Conduit Financing

BACKGROUND: The City has been contacted by PHASE to request conduit financing. Mike Steffen from Northview Bank plans to attend the Council Meeting to formally make the request.

A public hearing is required.

ATTACHMENT(S):

- Letter dated October 17, 2018 from Paul Troskey, Vice President/Market Manager for Northview Bank
- Letter dated October 31, 2018 from Attorney Christopher Virta, Fryberger, Buchanan, Smith & Frederick, P.A.
- Resolution 20181107-04 Calling for a Public Hearing

STAFF RECOMMENDATION: Review and discuss; approve Resolution 20181107-04
All expenses incurred by the City are to be reimbursed by PHASE.

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



October 17, 2018

City of Sandstone
P.O. Box 641
Sandstone, MN 55072

Dear City Council:

Pine Habilitation & Support Employment, Inc. (PHASE) has reached out to Northview Bank to provide financing for an energy improvement initiative. Northview Bank has approved the request as a tax exempt pass through revenue bond issued by the City of Sandstone. Northview Bank has engaged Chris Virta with the Fryberger, Buchanan, Smith & Frederick Law Office in Duluth to prepare needed documents and navigate the legal requirements for this process. Chris will be providing a separate letter explaining the legal process and that this structure will not obligate the City to the debt. This structure allows PHASE to use the Cities tax exempt bonding authority for the benefit of PHASE.

A simple breakdown of the project stems from a Minnesota Power Electric Energy Analysis prepared by Energy Insight, Inc. The analysis identified a list of improvements that can be made to both PHASE location in the City of Sandstone, located at 104 and 106 Main Street, Sandstone. The analysis identified, with certain proposed improvements, PHASE would save approximately \$14,000.00 of annual electric costs and repair and maintenance costs on certain equipment. The estimated cost of proposed improvements will total approximately \$175,000.00. Northview Bank will provide the proposed tax exempt bond issue in the amount of \$175,000 set up on monthly payments, amortized over 15 years.

If you need anything, please do not hesitate to call my direct number at 320-375-5313 or email me at paul@northviewbank.com.

Respectfully,

Paul Troskey
Vice President/Market Manager

CHRISTOPHER J. VIRTÀ
Duluth Office
cvirta@fryberger.com
218.725.6846 Direct
218.625.9246 Direct Fax

October 31, 2018

City of Sandstone
P.O. Box 641
Sandstone, MN 55072

***Re: Proposed Issuance of Conduit Revenue Bonds for Pine Habilitation
and Support Employment, Inc Project***

Dear City Council:

The purpose of this letter is to provide background information regarding the process related to the request by Northview Bank and Pine Habilitation and Support Employment, Inc. ("PHASE") that the City of Sandstone (the "City") issue conduit revenue bonds for its project. In 2011, the City previously issued conduit revenue bonds for a project undertaken by PHASE because as a 501(c)(3) entity, PHASE has the ability to borrow at a lower interest rate when a municipality such as the City issues tax exempt conduit revenue bonds.

Statutory Authority

Minnesota Statutes, Sections 469.152 through 469.1655 (the "Act") authorizes cities to issue bonds (an "Issuer") to finance projects described in the Act. The basic structure of transactions under the Act is as follows: a privately placed note (the "obligations") are issued by the Issuer. The Issuer loans the proceeds from the sale of the obligations to a private or nonprofit party (the "borrower"). The loan is made pursuant to a loan agreement which requires the borrower to comply with certain requirements of state law and the Internal Revenue Code (the "Code"). The loan agreement further requires the borrower to generate revenues sufficient to pay amounts owed by the Issuer on the obligations. Payments under the loan agreement are equal to the payments due on the obligations. (Usually the loan agreement provides that the payments are made by the borrower directly to the lender.) In addition, the borrower usually executes a mortgage and/or security agreement in favor of the lender. Occasionally, other types of collateral

FRYBERGER, BUCHANAN, SMITH & FREDERICK, P.A.

DULUTH
302 West Superior St, Ste 700
Duluth, MN 55802
p: (218) 722-0861
f: (218) 725-6800

SUPERIOR
1409 Hammond Ave., Suite 330
Superior, WI 54880
p: (715) 392-7405
f: (715) 392-7407

ST. PAUL
380 St. Peter Street, Suite 710
St. Paul, MN 55102
p: (651) 221-1044
f: (651) 221-1035

fryberger.com

FRYBERGER, BUCHANAN, SMITH & FREDERICK, P.A.

October 31, 2018

Page 2

are also required such as guaranties, letters of credit, etc. In all cases the security interest in these items of collateral runs in favor of the lender.

In no event is the Issuer responsible to pay obligations issued under the Act. The borrower is fully responsible for all payments and further agrees in the transaction documents to fully indemnify the Issuer from any losses it may incur as a result of issuing the obligations.

Procedural Requirements

The Act contains certain procedural requirements in order for the obligations to be validly issued. These include holding a public hearing and submitting a request to the Minnesota Department of Trade and Economic Development for project approval.

In order for obligations issued under the Act to be tax exempt, there must be compliance with certain requirements of the Code. One of these is public approval, which means that the issuance of the obligations must be approved after a public hearing. Usually a state law public hearing and the federal law public hearing are held simultaneously. Other Code requirements include: (1) a limitation of the costs of issuance of the obligations which can actually be paid from the proceeds of the obligations (this limit is 2%); (2) the proceeds of the obligations must be used in the trade or business of a nonprofit corporation which is the borrower; and (3) federal tax form 8038 must be filed with the Internal Revenue Service upon issuance of the obligations. There are a variety of other technical requirements under the Code which I shall not go into at this time.

As you can see, the only recourse the lender has in the event of a default is to the project revenues and the real estate and/or equipment pledged as collateral for the loan.

I hope this information has been responsive to your needs and helps your governing body gain a greater understanding of the structure of this project. Please feel free to call me with your questions at (218) 725-6846 or e-mail me at cvirta@fryberger.com.

Yours truly,



Christopher J. Virta

RESOLUTION NO. 20181107-04

**RESOLUTION CALLING FOR A PUBLIC HEARING ON A PROJECT
BY PINE HABILITATION AND SUPPORTED EMPLOYMENT, INC.
UNDER MINNESOTA STATUTES, CHAPTER 469**

BE IT RESOLVED, by the governing body (the “City Council”) of the City of Sandstone, Pine County, Minnesota (the “Issuer”), as follows:

Authority. Fryberger, Buchanan, Smith & Frederick, P.A. (“Bond Counsel”) has informed the Council that Minnesota Statutes, Sections 469.152 through 469.1655, as amended (the “Act”) authorizes a municipality to issue revenue obligations to finance a project consisting of any properties, real or personal, used or useful in connection with a revenue producing enterprise and pay, purchase or discharge all or any part of the outstanding indebtedness previously incurred in the acquisition or betterment of its existing facilities, of an organization that is primarily engaged in health care related activities, activities for mentally or physically disabled persons or providing social services, such as providing assistance to the poor, distressed, or underprivileged.

The Project. Representatives of Pine Habilitation and Supported Employment, Inc., a Minnesota nonprofit corporation and organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended primarily engaged in providing social services (the “Borrower”), have advised the Issuer that the Borrower desires to undertake the following project: energy improvements to the Borrower’s recycling center and training center for adults with developmental disabilities located at 104 and 106 Main Street South, Sandstone, Minnesota (the “Project”).

The Obligations. The Borrower has requested that the Issuer issue its obligations, in an amount not to exceed \$175,000, in one or more series, pursuant to the Act in order to finance the cost of the Project (the “Obligations”).

Issuance of Obligations.

- a. The Obligations, when, as and if issued, shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the Issuer, and the Obligations, when, as and if issued, shall recite in substance that the Obligations, including interest thereon, are payable solely from the revenues received from the Borrower and the property pledged to the payment thereof and shall not constitute a debt of the Issuer within the meaning of any constitutional or statutory limitation.
- b. All details of and conditions precedent to the issuance of the Obligations and the provisions for payment thereof shall be subject to final approval of the Issuer.

Public Hearing. The Issuer will conduct a public hearing on the issuance of the Obligations and the proposal to undertake and finance the Project.

Authorization to Staff and Bond Counsel.

- a. Bond Counsel is authorized to cause the notice substantially in the form attached hereto as Exhibit A to be published in the official newspaper of the Issuer and a newspaper of general circulation in the jurisdiction of the Issuer not less than 14 days nor more than 30 days prior to the date set for the public hearing; provided that if the official newspaper of the Issuer is a newspaper of general circulation in the jurisdiction of the Issuer, the notice may be published only once.
- b. The administrative staff of the Issuer and their agents are hereby authorized to take such further action necessary to carry out the intent and purpose of this resolution and the requirements of the Act.

Issuer Costs. Delivery of the Obligations to the purchaser thereof is subject to the agreement by the Borrower that it will pay the administrative fees of the Issuer and pay, or, upon demand, reimburse the Issuer for payment of, any and all costs incurred by the Issuer in connection with the Project and the issuance of the Obligations, whether or not the Project is carried to completion, or the Obligations are issued.

Rights Reserved. Nothing in this resolution shall be construed as an indication of an intent to approve this Project and issue the proposed Obligations. The City Council specifically reserves the right to approve or disapprove the request after said public hearing.

Adopted: November 7, 2018

Peter Spartz, Mayor

Attest:

Kathy George, City Administrator

EXHIBIT A
NOTICE OF PUBLIC HEARING
ON PROPOSED PROJECT
AND THE ISSUANCE OF PRIVATE ACTIVITY BONDS
TO FINANCE IMPROVEMENTS TO FACILITIES OF PINE HABILITATION AND
SUPPORTED EMPLOYMENT, INC.

CITY OF SANDSTONE, PINE COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council of the City of Sandstone, Minnesota (the “Issuer”) will meet on Wednesday, December 5, 2018, at 6:00 p.m., or as soon thereafter as reasonably possible in the City Hall in Sandstone, Minnesota, for the purpose of conducting a public hearing on the proposal that the Issuer issue its revenue obligations, in one or more series, under Minnesota Statutes, Sections 469.152 through 469.165, in order to undertake and finance the cost of a project. The proposed project will be owned by Pine Habilitation and Supported Employment, Inc., a Minnesota nonprofit corporation and organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and will consist of energy improvements to the Borrower’s recycling center and training center for adults with developmental disabilities located at 104 and 106 Main Street South, Sandstone, Minnesota. The estimated total amount of the proposed revenue obligations will not exceed \$175,000.

The obligations and the interest thereon shall be limited obligations of the Issuer and shall not be payable from nor charged upon any funds other than the revenue pledged to their payment, nor shall the Issuer be subject to any liability on them. No holder of the obligations shall ever have the right to compel any exercise of the taxing power of the Issuer to pay the obligations or the interest thereon, nor to enforce payment of them against any property of the Issuer except those projects, or portions thereof, mortgaged or otherwise encumbered.

A draft copy of the proposed Application to the Minnesota Department of Employment and Economic Development for approval of the project, together with all attachments and exhibits thereto, is available for public inspection at the office of the Administrator at 119 Fourth Street, Sandstone, Minnesota, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except legal holidays.

All persons interested may appear and be heard at the time and place set forth above or may submit written comments to the Administrator in advance of the hearing.

EXTRACT OF MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE
CITY OF SANDSTONE, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Sandstone, Minnesota, was duly called and held at the City Hall located at 119 Fourth Street, Sandstone, Minnesota, on Wednesday, November 7, 2018, at 6:00 p.m.

The following members were present: _____

and the following members were absent: _____

MOTION: Member _____ moved to adopt Resolution No. _____, entitled "Resolution Calling for a Public Hearing on a Project by Pine Habilitation and Supported Employment, Inc. under Minnesota Statutes, Chapter 469."

SECOND: Member _____

RESULT: On a roll call vote the motion was carried.

Ayes:
Nays:
Not Voting:
Absent:

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October 3, 2018

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

RE: *Pre-Public Notice Draft*
NPDES/SDS Permit No. MN0056910
Sandstone WWTP
SE ¼, SE 1.4m T42Nm R20W, Section 23, Pine County, MN

Dear Mayor Spartz:

The referenced National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Permit for your facility has been drafted in preparation for public noticing. In order to address any comments that you may have concerning the proposed conditions prior to public noticing, enclosed is a pre-public notice copy of the draft permit and statement of basis for your review.

Any changes or new requirements to the draft permit are outlined in the statement of basis. Please read through the enclosed material to ensure you are aware of any changes and/or updates that have been made to your draft permit.

Legislation passed by the Minnesota Legislature in 2017 established new procedural review and public notice timeframes for NPDES/SDS permits issued to publicly owned wastewater treatment facilities (Minn. Stat. 115.542). In accordance with Minn. Stat. 115.542, the MPCA is providing you with 30 days to complete a pre-public notice review of the draft NPDES/SDS permit for your facility. This 30 day pre-public notice review period starts on ADD DATE and ends on ADD DATE. Once your pre-public notice review is complete the draft NPDES/SDS permit will be placed on public notice for 60 days.

If you have any questions regarding any of the terms and conditions of the permit, please contact me at 218-316-3851 or by email at robin.novotny@pca.state.mn.us.

Sincerely,

A handwritten signature in cursive script that reads 'Robin L. Novotny'.

Robin L. Novotny
Environmental Specialist 3
Brainerd Office
Municipal Division

cc: Kathy George, City Administrator
Craig Hiler, Operator
Greg Anderson, SCH, Project Engineer

CITY of SANDSTONE

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(320) 245-5241 • FAX (320) 245-5502

October 30, 2018

VIA EMAIL

Robin L. Novotny
Environmental Specialist 3
Brainerd Office
Municipal Division
robin.novotny@pca.state.mn.us

**RE: Pre-Public Notice Permit Comments from the City of Sandstone
NPDES/SDS Permit No. MN0056910**

Dear Ms. Novotny:

The City of Sandstone was previously covered under the Wastewater Pond General Permit and this permit issuance is the first time the City has sought coverage via an individual NPDES/SDS permit.

The City's main concern with the draft permit is the proposed total phosphorus (TP) limit of 529 kg/year (January – December, 12-month moving total), which is based on the Lake St. Croix TMDL. The City is not presently capable of meeting the proposed TP limit and to achieve compliance with the limit may require operational changes and/or additional capital investment. The City has several concerns with the proposed TP limit, which are highlighted by the attached technical memorandum from Hall & Associates. Based on the attached technical analysis, the City requests the following:

- 1. That MPCA work with the City and its consultant to express the limit as long-term average or in another manner consistent with the TMDL.**

The TP limit in the draft permit is specified as a not-to-exceed, 12-month moving mass total. We are concerned that the expression of this limit is more restrictive than necessary and inconsistent with the manner in which the TMDL was developed. We are not aware of any state or federal regulation that requires the limit to be expressed in this manner. In fact, Minn. R. 7053.0205, subp.7 provides MPCA the authority to express the limit in a different manner that would (1)

Ms. Novotny,
October 30, 2018
Page Two

provide sufficient protection for the waterbody of concern, and (2) provide the City additional flexibility.

The City requests that MPCA work with the City and its consultant to express the limit in a manner that is consistent with the TMDL (as a long-term average) or to express the limit as a maximum 12-month moving mass total with a long-term average equivalent to 529 kg/year.

2. That MPCA work with the City to further evaluate the wasteload allocation and the City's contribution of TP to the system.

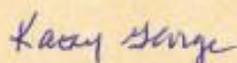
The TMDL notes that phosphorus loadings from the City's facility were assumed to arrive at Lake St. Croix undiminished by retention within the drainage network. However, the City discharges its relatively small TP load through wetlands to an unnamed tributary of the Kettle River. The City is concerned that significant retention/attenuation of the City's TP load may exist, which would justify a more flexible WLA or TP limit as applied to the City.

Further, the TMDL indicates that the water residence times in Lake St. Croix may facilitate the passage of the TP loads from the City—especially between October and May—through the lake outside of the LES, June- September averaging period of concern. Consequently, it may be inappropriate for the loads during these months to be included in the WLA applicable to the City.

The City would like to discuss the development of a sampling/monitoring plan with MPCA that could address these concerns and provide the basis for some additional flexibility for the City.

Thank you for the opportunity to provide input on the draft permit. We look forward to working with MPCA on this important matter. To schedule a call or a meeting with the City please contact me directly.

Sincerely,



Kathy George
City Administrator
administrator@sandstonemn.com

cc: Craige Hiler, City of Sandstone
Alex Leger, PeopleService
Daniel Marx, Flaherty & Hood, P.A.

(Enclosure)

HALL & ASSOCIATES

Comments on Pre-Public NPDES Permit for City of Sandstone

Background

A pre-public draft NPDES permit was developed by MPCA for the City of Sandstone (October 3, 2018). This draft permit sets proposed TP limits of 529 kg/year (January – December, 12-month moving total). The basis for the proposed permit limit is contained in the MPCA Statement of Basis (August 29, 2018). The Statement of Basis notes that TP effluent limits were established to ensure protection of downstream waters and to comply with Lake Eutrophication Standards (at 3 – 4). It goes on to note that effluent from the Sandstone WWTF is discharged upstream of Lake St. Croix, which currently exceeds the applicable LES for the Northern Ecoregion. The TMDL for Lake St. Croix (MPCA, May 2012) established the wasteload allocation for TP that is contained in the draft NPDES permit.

Permittees are found to have RP for TP if: 1) they discharge upstream of a nutrient impaired waterbody, 2) they discharge at TP concentrations greater than the ambient target, and 3) there is no geographical barrier capable of trapping a significant mass of nutrients between the outfall and the impairment. For all reasons listed above, the Sandstone WWTF is found to have RP for TP upstream of Lake St. Croix. Therefore, the Sandstone WWTF is assigned a 12-month moving total mass TP WQBEL as a result of the Waste Load Allocation (WLA) derived from the WQS. Final WLAs in combination with other point and nonpoint allocations are calculated to achieve the nutrient WQS for Lake St. Croix.

Currently there are 52 municipal and industrial dischargers upstream of Lake St. Croix with RP. The gross WLA was split between the affected dischargers, in consideration of facility size and type. More detail regarding the method used to split the gross WLA into individual WLAs is provided in the MPCA memorandum for the watershed effluent limit analysis.

The TP effluent limit assigned to the Sandstone WWTF to protect for eutrophication impairment in Lake St. Croix is 529 kg/yr as a 12-month moving total.

(Statement of Basis at 4)

The LES for the NCHF region sets the following impairment thresholds for deep lakes: TP = 40 µg/L; Chlorophyll-a = 14 µg/L; and, Secchi disc transparency = 1.4 m. Each of these standards has a June-September averaging period (See, TMDL at 13). These standards are evaluated as long term average conditions, consistent with the manner in which the TMDL was developed. As discussed in the TMDL, the Lake St. Croix's phosphorus loading capacity was determined by means of historical concentration and load reconstructions (TMDL at 18). The conditions represented by the decade of the 1990s were taken as the baseline conditions for the TMDL because scientific studies that quantified the TMDL and natural background load were based on decadal-scale analyses. (TMDL at 21).

HALL & ASSOCIATES

Comments on Draft NPDES Permit Limits for TP

- Long-term Average versus Maximum Annual Limit

The TP limit in the draft permit is specified as a not-to-exceed, 12-month moving mass total. The basis for this limit is not supported by the manner in which the TMDL was developed or by the nature of the Lake Eutrophication Standards. The TMDL wasteload allocation is a long-term average, based on a decadal-scale analysis, necessary to comply with the LES, which is also a long-term average condition applicable for the months of June through September. As such, the load from the City could occasionally exceed the TMDL wasteload allocation provided that the overall long term average achieve the WLA. The limit in the permit should be expressed as a long-term average or it should be scaled up to a maximum 12-month moving mass total with a long term average equivalent to 529 kg/year using the methods contained in the Technical Support Document for Water Quality-based Toxics Control based on the variability of the effluent TP mass discharge.

- LES Apply June – September

The LES for Lake St. Croix are June – September seasonal averages. The TMDL indicates that the water residence times in Lake St. Croix are on the order of 20 to 49 days for the whole lake. (TMDL at 4). Consequently, TP loads from the City of Sandstone that pass through the lake outside of the LES averaging period should not be counted with regard to the wasteload allocation necessary to protect the lake.

A review of the average monthly flows in the St. Croix River at St. Croix Falls, WI (USGS 05340500) show that typical flows in April and May are significantly higher than the annual average flow (4,450 cfs). (Figure 1). Consequently, any discharges between October and May are likely to completely or significantly wash out of the system before the LES averaging period begins. These loads should not be included in the wasteload allocation necessary to achieve Lake Eutrophication Standards in Lake St. Croix.

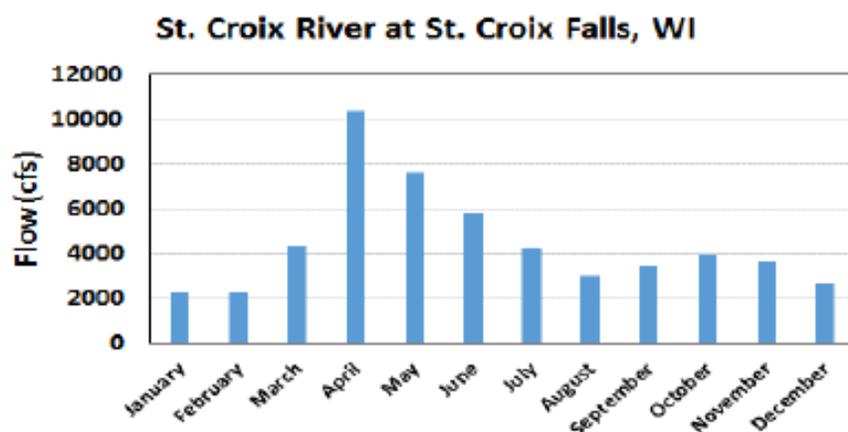


Figure 1: Average Monthly flows at USGS 05340500.

HALL & ASSOCIATES

- TP Losses in Upstream Wetlands Not Accounted For in Wasteload Allocation

The TMDL notes that phosphorus loadings from wastewater treatment facilities were assumed to arrive at Lake St. Croix undiminished by retention within the drainage network. (TMDL at 22) The justification for this assumption was attributed to the fact that the largest sources are in the southern portion of the basin, close to Lake St. Croix. Also, since the watershed land use load was determined by difference, basin-wide retention/attenuation of upland loads is reflected implicitly.

The justification for not considering attenuation of the load from the City of Sandstone is not scientifically defensible. The argument that the largest sources are in the southern portion of the basin is irrelevant, since the City of Sandstone discharges through wetlands to an unnamed tributary of the Kettle River, which is located in the northern portion of the basin. (Figure 1) Moreover, the City's discharge is a relatively small portion of the wastewater load (529 kg/year versus 51.9 metric tons/year) and changes in this wasteload could not be resolved using the difference method. Consequently, significant attenuation relative to the City of Sandstone wasteload allocation may have been overlooked.



Figure 2: The City of Sandstone STP and the Kettle River, separated by intervening wetlands

In other permits, MPCA has accounted for the attenuation of TP that occurs as the effluent passes through wetlands prior to reaching protected receiving waters. (See, City of Osakis NPDES Permit and the Lake Osakis Area TMDL). We request that the City of Sandstone be

HALL & ASSOCIATES

given the opportunity to evaluate TP losses that occur during the time when effluent loads reach Lake St. Croix during the LES averaging period (June – September).

- Bubble Permit for Point Source Dischargers

The TMDL indicates that there are 52 municipal and industrial dischargers. The TMDL was structured to set wasteload allocations for each of these dischargers such that sum of the point source loads equals the overall wasteload allocation necessary to meet the Lake Eutrophication Standards. The Lake Eutrophication Standards are long term average conditions and the wasteload allocations to comply with the standards should be long term averages. However, the draft permit for the City of Sandstone expresses the long-term average wasteload allocation as a maximum, not to be exceeded in any 12-month period. Since compliance with the permit limit requires that the facility must on average perform better than the permit limit, the use of not-to-exceed limits for point source dischargers results in unnecessarily stringent limits. As an alternative, the point sources could be considered as an aggregate load to assess compliance with the TMDL. This approach could be limited to the eight facilities in the Kettle River Watershed (listed in the table below) as a conservative approach.

Facility	Permit ID	Permit Action/Limit	SDR Limit (mg/L) ^a	Lake Limit (kg/yr) ^b	River WLA (mg/L)	River Limit (mg/L)
Domestic						
Aitkin Agri-peat Inc - Cromwell	MN0055662	Limit		594		
Barnum WWTP	MNG580142	Limit		402		
Finlayson WWTP	MNG580203	Limit		414		
Hinckley WWTP	MN0023701	Limit	1.0	942		
Kettle River WWTP	MNG580183	Limit		97		
Moose Lake WWTP	MN0020699	Limit		684		
Sandstone WWTP	MNG580213	Limit		529		
Willow River WWTP	MN0021971	Limit		122		

(Effluent Limit Review at 8)

Such an approach is being considered by MPCA for the point sources upstream of Lake Byllesby.