

SANDSTONE CITY COUNCIL
WEDNESDAY – MARCH 20, 2019
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
6. Public Hearings / Presentations:
 - a. Lisa Mears, Chief Executive Officer – Family Pathways (pg. 3)
7. Consent Agenda:
 - a. Approval of Meeting Minutes: February 20, 2019 Regular Council Meeting (pgs. 4-12)
 - b. Old School Arts Center – Contract for Services (pgs. 13-15)
 - c. Recording Secretary Kara Nelson – Increase in Payment for Services (pg. 16)
 - d. Creation of Fund 485 – Rock Redevelopment (pg. 17)
 - e. Resolution No. 20190320-01 – Loan Application to MN PFA for Drinking Water Revolving Fund (pgs. 18-19)
 - f. Resolution No. 20190320-02 – Supporting Transportation Funding Package (pgs. 20-23)
8. Old & Continuing Business:
 - a. John Wright Building (pgs. 24-25)
9. New Business
 - a. Old School Arts Center – Applications for 5 Temporary Liquor Licenses (pgs. 26-27)
 - b. Streets & Parks Supervisor
 - i. Probation Period (pg. 28)
 - ii. Position Description (pgs. 29-31)
10. Reports
 - a. Sheriff’s Deputy Report – February 2019 (pgs. 32-37)
 - b. Fire Department Report – February, 2019 (pg. 38)
 - i. Approve New Firefighter: Nicole Ericson (pg. 39)
 - c. Library Report – February, 2019 (pg. 40)
 - d. EDA Meetings – February 27, 2019 and March 6, 2019 (pgs. 41-48)
 - e. Park & Rec Commission Meeting – March 8, 2019 (pgs. 49-52)
 - i. Special Event Permit Application – Hubbard County 4-H (pgs. 53-55)
 - ii. Park Fund – Fund Balance (pg. 56)
 - f. Planning Commission Meeting – March 13, 2019 (pgs. 57-58)
 - g. Small Cities Development Program Update (pgs. 59-60)
 - h. Rental Inspection Report – February, 2019 (pg. 61)
 - i. Building Inspection Report – February, 2019 (pg. 62)
 - j. Streets & Parks Supervisor Report – February, 2019 (pgs. 63-64)
 - k. PeopleService Report – February, 2019 (pgs. 65-71)
 - l. Financial Reports
 - i. Cash Balance, Revenue & Expenditure Report – February, 2019 (pg. 72)
 - ii. A/P Clerk Claims – February, 2019 (pgs. 73-81)
11. Written Notices and Communications
 - a. Thank You Letter from Pine County Historical Society (pg. 82)
12. Administrator’s Report
13. Adjourn

Comments from Visitors must be informational in nature and not exceed (5) minutes per person

UPCOMING MEETINGS / ITEMS OF INTEREST

March 19	2:00 p.m. – Special EDA Meeting
March 19	Special Election
March 20	6:00 p.m. – City Council Meeting
March 21	12:00 p.m. – Lunch & Learn @ MCCU
March 27	10:00 a.m. – NLX Alliance Meeting
March 27	6:00 p.m. – EDA Meeting
April 9	6:00 p.m. – Board of Appeal & Equalization Meeting
April 10	10:00 a.m. – Bureau of Mediation Services Hearing
April 10	7:00 p.m. – Planning Commission Meeting
April 11	7:00 a.m. – EDA Business Breakfast
April 11	10:45 a.m. – FCI Community Relations Board
April 12	8:00 a.m. – Park Commission Meeting
April 17	6:00 p.m. – City Council Meeting
April 22	9:00 p.m. – Fire Department Relief Association Meeting
April 24	10:00 a.m. – NLX Alliance Meeting
April 24	6:00 p.m. – EDA Meeting

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Presentation: Lisa Mears, Chief Executive Officer – Family Pathways

BACKGROUND: Lisa Mears plans to give a presentation to the Council about Family Pathways programs

ATTACHMENTS None

STAFF RECOMMENDATION: No action required

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

**Sandstone City Council Meeting Minutes
February 20, 2019**

CALL TO ORDER: 6:11 p.m.

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

Members absent: None

Staff present: Administrator George, Recording Secretary Nelson

Others present: SEH Engineer Greg Anderson, Deputy Boston Gilderman, Fire Chief Andrew Spartz

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Motion Palmer, second Franklin to approve the agenda with the addition of Sandstone Quarry Lions Donation and League of Minnesota Cities Insurance Trust Liability Coverage Waiver Form. Motion carried 4-0 (Devlin arrived shortly after).

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

Palmer had a suggestion that the Farmer’s Market locate on the former Member’s Credit Union location, stating that it is a more level area. Also, she noted, the signs for the Farmer’s Market and businesses block one another. With the snow, there have been a lot of calls about plowing alleys, sidewalks, parking, etc.

PUBLIC HEARING:

Motion Devlin, second Palmer to open the public hearings regarding Unpaid City Services and Municipal Water System Improvements. Motion carried 5-0.

Special Assessments – Unpaid City Services

These services occurred last fall. They have been billed to property owners several times. There was one written response from Manoucher Rostamkhani regarding parcel 45.5445.000.

Parcel ID	Property Description	City Service	Total
45.5626.000	Sect-16 Twp-42 R-20 Thorvigs Addition Lot-1 Block-1	Sewer Cleaning	\$275.00
45.5024.000	Sect-15 Twp-42 R-20 Townsite of Sandstone Lot-14 Block-3	Lawn Mowing	\$140.00
45.5351.000	Sect-10 Twp-42 R-20 Townsite of Sandstone Quarries Lot-7 Block-16	Lawn Mowing	\$160.00
45.5463.000	Sect-10 Twp-42 R-20 Townsite of Sandstone Quarries Lot-7 Block-28	Lawn Mowing	\$142.50
45.5445.000	Sect-10 Twp-42 R-20 Townsite of Sandstone Quarries Lots 7-10, Block 26	Lawn Mowing	\$215.00

Motion Devlin, second Spartz to close the public hearing on the Special Assessments. Motion carried 5-0.

Motion Franklin, second Devlin to approve Resolution 20190220-01 adopting Assessments for unpaid charges. Motion carried 5-0.

Municipal Water System Improvements

The City Council had determined to move ahead with a capital improvement project that will include:

- Upgrades at Well #1 and #2 to improve redundancy and reliability
- A second water main between the water treatment plant and the water tower
- Looping water main to Medical/Business Park and portions of the City west of the BNSF Railroad Tracks

These projects are all listed on the MN Dept of Health Intended Use Plan and have scored well for anticipated Public Finance Agency (PFA) funding (which would likely be in the form of a low interest loan). SEH submitted a pre-application for a grant of up to \$600,000 from the Small Cities Development Program on behalf of the City. The project fell into the “competitive” category and, therefore, is able to move forward with a full application. Applications are due February 28th. A public hearing is required, along with adoption of a Citizen Participation Plan. The public hearing notice was published in the *Pine County Courier*.

SEH Engineer Greg Anderson explained that total cost for the improvements is \$977,000. The balance will likely come from PFA money. The projects could start in the late fall or spring of 2019 and finish in the fall of 2020. Part of the project will include working with the DNR for environmental impact and the State Historic Preservation Office. The building that houses Well #2 will be reused. Well #1 will be raised. The work should fall under maintenance work. The second water main will follow the route of the previous one. The alignment is still being looked at. There may be a way to make it less expensive and less intrusive. The piece that goes under the tracks is very expensive. All three projects will be listed under one contract so that there is only one set of documents to deal with. If the City does not receive the SCDP grant, it would likely fund the entire project through the PFA.

Motion Franklin, second Palmer to close the public hearing regarding the Municipal Water System Improvements. Motion carried 5-0.

Motion Palmer, second Devlin to approve Resolution 20190220-02 Authorizing the Application for funding and approving the Citizen Participation Plan. Motion carried 5-0.

CONSENT AGENDA:

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

- **January 2, 2019 Regular Council meeting minutes,**
- **January 30, 2019 Special Council Work Session meeting minutes,**
- **February 4, 2019 Special Council Meeting minutes,**
- **2020-2022 New Assessment Agreement,**
- **League of Minnesota Cities Insurance Trust Liability Coverage Waiver Form.**

Motion carried 5-0.

OLD & CONTINUING BUSINESS:

River Bluff Street Reconstruction Project

The City and the Contractor have been communicating in an effort to reconcile the issues on the River Bluff project. Everyone involved has reached agreement on the work having been done to date -

- Rock Excavation: \$6,489.00 (original request \$11,430)
- Class V: \$12,064.30 (original request was \$12,800.20)
- Payment for 3 signs: \$675
- Concrete curb changes: \$2,549.00

Remaining items include sewer televising and as-built survey for final quantities.

Application for Payment #5 in the amount of \$10,038.40 was presented for approval, along with Change Order #1 for additional curb work in the amount of \$2,549.00.

SEH Engineer Anderson stated that during the televising, three gaskets were found out of place. There were a couple boxes housing locate wires that also need to be raised.

Motion Devlin, second Spartz to approve Application for Payment #5 to MPJ Construction for the River Bluff Street Reconstruction Project in the amount of \$10,038.40 with \$19,734 held as retainage. Motion carried 5-0.

Motion Devlin, second Palmer to approve Change Order #1 for the River Bluff Street Reconstruction Project for additional curb work in the amount of \$2,549.00. Motion carried 5-0.

NEW BUSINESS:

Ordinance No. 20190220-01 Amending City Code Section 200.01 Regular and Special Meetings of the Sandstone City Council

The City Council changed the regular meeting dates to the 3rd Wednesday of the month. Therefore, an amendment to City Code Section 200.01 is necessary. Two other changes are proposed – only two council members are needed to change a meeting date and the notice time was increased to 24 hours.

Motion Palmer, second Spartz to approve Ordinance No. 20190220-01 moving the regular meeting date to the third Wednesday of the month and further changing the necessary number of council members to adjourn to a different date to two with a 24-hour notice. Motion carried 5-0.

2019 Local Board of Appeal & Equalization – Set Date

Now that the City has established the local board of appeal and equalization, the County set the date for the meeting on April 9th at 6:00 p.m. at the Sandstone City Hall. At least one member of the board is required to have training. Council Member Kester has completed the training. As of February 1st, the training is no longer available for this year.

Motion Devlin, second Franklin to set a Special Council Meeting for April 9th at 6:00 p.m. for the purpose of conducting the Board of Appeal and Equalization. Motion carried 5-0.

2020 Fire Department Budget/Formula

The Council discussed the proposed 2020 Fire Department Budget and Formula at the January 30th Council Work Session. The budget and formula were then discussed with Township representatives at the February 4th Special Council Meeting. Administrator George noted that she took out the depreciation amount from the budget since it is already accounted for. The major change regarding the formula for 2020 is that the City is phasing out the 30% that the City discounts for the Townships. The discount will be 20% for the 2020 formula; 10% for the 2021 formula, and 0% for the 2022 formula. One Township was not in agreement and mentioned that

they had looked elsewhere for fire coverage.

Motion Franklin, second Devlin to approve the proposed 2020 Fire Department Budget and Formula. Motion carried 5-0.

Fire Call Fees

The Council discussed Fire Call Fees at the January 30th Council Work Session. Two items appear to be ready for final action. One was whether the City should charge property owners for fire calls. The question was whether the city taxes pay for fire calls or just to have the fire department available. The other topic is traffic control/vehicle assistance calls and the Council would like to engage in a conversation with the State regarding this assistance on State Highways. In the fire formula this is termed “security after call (after first hour).” The Council discussed each subject at length. The question came up as to what happens when the Fire Department has to close down the freeway.

Motion Devlin, second Franklin to approve the items that were agreed on in the work session regarding fire call fees. Motion failed 0-5.

Motion Devlin, second Palmer not to charge property owners for fire calls and not to bill for the townships. Motion carried 4-0 (Councilor Franklin had stepped out of the meeting for a brief moment).

Motion Devlin, second Spartz to delete the traffic control/vehicle assistance fee and modify the security call to read “scene security for a clear and present danger to the public (such as gas leaks, fuel spills, investigations, downed electrical lines) with a \$380 minimum, \$350 per rig and \$25 per fire fighter”. This fee would be in effect immediately. Motion carried 5-0. The Council will still follow up with the State regarding traffic control on the State Highways.

Public Safety Open Forum

During the January 30th Council Work Session, the Council discussed both the idea of creating a Community Service Officer position and the plan to place 13 cameras at various locations throughout town. It was decided to hold a Public Forum on Public Safety in the hopes of gathering feedback from the public.

The Council selected March 12th for this public forum and asked that it be widely publicized. Staff has recently learned that the Chamber is planning a community meeting about Quarry Days on that same date. Perhaps it would be best to select another date for the public forum.

Motion Devlin, second Franklin to change the Public Forum on Public Safety to Tuesday, March 26 at 7 p.m. Motion carried 5-0.

Habitat for Humanity – Set Special Council Meeting

As discussed at the January 30th Council Work Session, Habitat for Humanity is interested in building some homes in Sandstone. Wayne Eller, Executive Director of East Central Minnesota Habitat for Humanity would like to give a presentation to the Council on Wednesday, March 6th, at 6:00 p.m. This would be a Special Council Meeting. During discussion, it was decided to set this as a Special Meeting for the EDA.

Motion Devlin, second Franklin to set a Special EDA Meeting on March 6, at 6:00 p.m. for the purpose of receiving a presentation regarding Habitat for Humanity. Motion carried 5-0.

John Wright Building

The County and the School District are planning to end their use of the John Wright Building this summer. The County now has full ownership of the building. Earlier last summer, Mayor Spartz, Council Member Kester, and Administrator George toured the building to see if it would be a feasible location for the Streets & Parks Department. The building is not only feasible for the Streets & Parks Department, but it has space that could be utilized for various community purposes.

On February 6th, Mayor Spartz, Council Members Devlin, Kester, Franklin, and Administrator George attended the County's Facilities Committee meeting. The Facilities Committee members seemed very open to discussions with the City about the building. Consensus of the Council was that it would be beneficial to form a sub-committee to consider the purchase and uses of the property. The sub-committee will consist of Administrator George, Streets & Parks Supervisor Hiler, Councilor Devlin and Mayor Spartz.

Sandstone Quarry Lions Donation

The City received a donation of \$100 to be used for Lions Hill. It will be used for cookies for Saturday's Skate and Slide event.

Motion Devlin, second Franklin to accept the donation of \$100 from the Sandstone Quarry Lions, with appreciation. Motion carried 5-0.

REPORTS:

Sheriff's Deputy Report – January 2019

Deputy Gilderman reported that it has been very slow because of the cold. He was also on vacation for the past couple of weeks. Administrator George reported that some vehicles were towed last week. The Council asked about the activity report using the term "dead body". It would be more respectful if it said "deceased individual". The computer populates the forms, but Deputy Gilderman stated that he would check into it further.

Fire Department Report – January 2019

Fire Chief Spartz attended and gave the report. The Department responded to 3 medical assists, 1 vehicle accident, 1 cooking fire, 1 smoke detector, and had 2 calls cancelled en route for the month of January. The Fire Department has received the ladder truck. The training burn went well on February 2nd. There were no injuries. Almost every Fire Department in the County and a couple from outside the County were represented. National Night Out is August 6th and it would be nice to have the new truck at that event.

Relief Association Meeting – January 28, 2019

Financials for 2018 were reviewed. The Relief Association is going to look into a record retention program. A committee has been formed to update the bylaws. Elections were held.

Mutual Aid Agreement – Brook Park

The City received a request from the City of Brook Park to enter into a 10-year Mutual Aid Agreement (based on the League of MN Cities Model) for fire personnel and equipment. Any

party can withdraw from the Agreement upon thirty (30) days written notice. Fire Chief Spartz recommends the City sign the Mutual Aid Agreement with Brook Park. There is a blanket County Mutual Aid Agreement but no one can find a copy of it and it also needs to be updated. Chief Spartz also stated that the City should update Mutual Aid Agreements with Mora, Askov, Hinckley, Finlayson, and Duxbury. He also noted that the Agreement with the DNR may need to be updated as well.

Motion Franklin, second Palmer to approve entering into a Mutual Aid Agreement with the City of Brook Park. Motion carried 5-0.

Library Report – January 2019

There are several winter programs going on - Hot Reads for Cold Nights, Hot Reads Bingo and February Blind Date. For the first time in a long time it was too cold for Storytime but both book clubs have managed to meet and engage in some very lively discussions. There were 1,295 patrons at the library in January, 226 questions were answered, four children's story times were held, and two adult book clubs.

Sandstone History and Arts Center Meeting – January 28, 2019

The minutes from the meeting were included in the Council's Agenda packet. There is a project going on now to gather information on the founding of Sandstone. They are interviewing people in the community to gather their memories.

Park & Rec Commission Meeting – February 8, 2019

The Commission is considering doing something for Arbor Day. The Farmer's Market was discussed and the director will be invited to the next Park & Rec meeting. The Commission is considering changing the process of approving Special Events permits. The City Skate and Slide event is this Saturday from 1-4 p.m. The KREEC sub-committee continues to look at uses for that property. Administrator George asked about the possibility of having motorized vehicle trails.

Matching Funds for Legacy Grant

The City made two previous applications for Legacy funds for improvements at Robinson Park. Matching funds are one of the ways in which points, as follows:

- 5 points for a match of 5 – 9%
- 10 points for a match of 10 – 24%
- 15 points for a match of 25% or more

Neither the first nor the second application was successful. The first year, the City did not include any matching funds; the second attempt included 5%. The second project scored 65.5 points out of 100 and was "quite high in the ranking". The City was encouraged to apply again and it was noted that we could increase our score if we increase our match.

The project cost estimate \$1,154,175. A 10% match would be \$115,418; 25% would be \$288,544.

The City has been setting aside \$20,000 towards the match each year. So far, through the 2019 budget cycle, \$60,000 has been saved up. Assuming another \$20,000 will be included in the 2020 budget, \$80,000 will be saved up for this next application (which is due in July). It will take an additional \$35,418 to reach the 10-point level.

The City recently harvested some timber. The estimated value of the timber was about \$20,000. However, the City actually received \$40,578.93 when all was finished. Added to the previous balance in the “KREEC” Fund of \$36,476.38, the new fund balance is \$77,055.31.

The Park Commission recommends that the City allocate \$35,500 from the KREEC fund towards the required match. This will leave a balance of \$41,555.31 in the KREEC fund. The current project would be an ADA compliant paved trail along the Kettle River, with various associated improvements.

Motion Franklin, second Palmer to approve allocating \$35,500 from the KREEC fund towards the required match for the Legacy Grant for Robinson Park. Motion carried 5-0.

Planning Commission Meeting – February 13, 2019

The Planning Commission continues to work on updating the City’s Zoning Ordinance. A Joint Meeting between the Planning Commission and the City Council was held on February 13th to review the proposed changes. Another Joint Meeting is needed to continue reviewing the proposed changes.

Motion Devlin, second Spartz to set a joint meeting with the Planning Commission on March 13th at 7:00 p.m. Motion carried 5-0.

Rental Inspection Report – January, 2019

Forty-three properties were sent final notices. Twelve owners have responded as of today. Those who have not responded by sending in their registration form for 2019 will receive citations. Communications are going well with the staff.

Building Inspection Report – December, 2018 and January, 2019

There are four open building projects and three right-of-way projects going on in town. The Council asked about the fees noted on the December report.

Streets & Parks Supervisor Report – December, 2018 and January, 2019

There is a lot of maintenance going on besides plowing. Hiler reports that equipment maintenance has not been taking place and/or not documented. The Council asked about a decision made regarding trailering the skid steer in and out of town.

PeopleService Report – December, 2018 and January, 2019

On the January report, Transmissions Plus and 309 Park both had water line breaks. Two meters were installed. There was a sewer backup on Jay street and another at 414 Division. The sewer main was jetted out at the Credit Union. A problem with the manhole at Lift Station #2 will need to be addressed. Ground water is pouring through cracks causing pumps to run seven hours a day.

Sewer Rodder

A sewer rodder was purchased in 1995 by Hinckley, Askov and Sandstone. Askov has since then been bought out of the agreement. Hinckley and Sandstone have been contributing to a replacement fund each year. The fund currently has a balance of \$42,655.87. Administrator George reported that the rodder is not being used. A jetter is being used instead. She asked the Council to consider selling the rodder and dissolving the replacement fund.

Motion Devlin, second Palmer to list the sewer rodder as excess property and authorizing staff to offer it for sale, splitting the proceeds with the City of Hinckley. Motion carried 5-0.

Motion Spartz, second Devlin to authorize the appropriate disbursement of replacement funds to the City of Hinckley. Motion carried 5-0.

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report from December, 2018 and January, 2019, along with the A/P Clerk Claims for January, 2019.

Motion Palmer, second Franklin to accept the December 2018 and January 2019 Cash Balance, Revenue & Expenditure Reports and to authorize A/P Clerk Claims for January 2019. Motion carried 5-0.

WRITTEN NOTICES AND COMMUNICATIONS:

- The ad that was done for the Hinckley Visitor's Guide was provided for the Council's information. It was noted that Ice Climbing and Rock Climbing should be highlighted. Perhaps next year, the City should have it's own ad, rather than partnering with the Chamber on one ad.
- Thank You Letter from Northern Lights Express Alliance for the Council's support in 2019.
- Thank You Letter from Initiative Foundation for the Council's support in 2019.

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

- Tax-Forfeited Properties - The Fire Department conducted a successful training burn at 1114 Birch on February 2. No date has been set for 310 Park.
- Kettle River Company Creosote Plant Site - Terracon/MN Dept of Ag well & air sampling – Feb 11-15.
- T-Mobil – Amend Lease -- Install Generator; waiting for \$1,500 up-front to offset City expenses
- School Board Meeting – January 14 – Mayor Spartz and Administrator George attended; requested the 4 lots next to The Rock; no decision has been made.
- Community Meal - January 15: about 65 people attended; February 19: 75 people attended
- Special Elections:
Primary – Senate Seat – January 22
Election – Senate Seat – February 5
Primary – House Seat – March 5
Election – House Seat – March 19

- Family Pathways Community Dialogue – January 29 – Mayor Spartz and Administrator George attended; Focus on Community Health – poverty, nutrition, housing, transportation; a future meeting is planned with Lisa Mears, CEO
- MCMA Workshop – February 1 – Administrator George attended; Professional Management in an Age of Political Polarization
- Repeat Nuisance Calls – Feb 4 – Mayor Spartz and Administrator George met with Sheriff Nelson and County Attorney Reese Frederickson; Discussed Group Homes/Clarified the ordinance
- NPDES Permit – Phosphorus Limits - MN PCA issued a response to our Pre-Public Notice comments; working with MESERB, Alex, Craige, Greg Anderson (SEH), John Friel (SEH) to talk about options; another meeting with the MN PCA is scheduled for March
- City Hall/Fire Hall Building Projects - Next meeting is planned for February 26; Finalize the plans and specifications for both projects; Advertise for bids
- East Central Regional Transportation Coordinating Council – Public Meeting February 19 was well attended; Effort to address gaps in serving the transportation disadvantaged; Plan to attend Pine County Transit Advisory Meeting on March 28

ADJOURN

Motion Franklin, second Palmer to adjourn at 8:44 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Old School Arts Center – Contract for Services

BACKGROUND: The City has been contracting with OSAC for the past 6 years to provide a venue for artists and arts activities in the City of Sandstone.

ATTACHMENTS Letter from Joey McQuiston
Purchase of Service Agreement

STAFF RECOMMENDATION: Approve Purchase of Service Agreement for \$1,000

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



old school arts center

214 Eagle Dr., P.O. Box 535
Sandstone, MN 55072
320-216-7636

Email: franlevings@gmail.com • 320-242-3983

Fran Levings, President

February 12, 2019

Kathy George
Administrator
City of Sandstone
Sandstone, MN 55072

Dear Ms. George:

Enclosed is a Contract for Services that the Old School Arts Center would like to enter into with the City of Sandstone. We have had a contract for Services for the past 6 years and are so very grateful for the city's support of not only our little non-profit, but also for their support of the arts in the area.

I would like to attend the March 20, 2019 meeting of the City Council to discuss the Contract and answer any questions. We are once again respectfully requesting a donation of \$1,000.00.

Please let me know if March 20, 2019 works for you. My email address is jmcquiston@scicable.com – Phone # 320-216-7304.

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

Sincerely,

A handwritten signature in cursive script that reads "Joey".

Mary Jo (Joey) McQuiston
First Vice President

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

CITY OF SANDSTONE
PURCHASE OF SERVICE AGREEMENT
FOR THE YEAR JANUARY 1, 2019 - DECEMBER 31, 2019

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

1. Services to be provided by the Contractor:

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

2. Terms and Amount

In consideration of this agreement, the city of Sandstone agrees to pay \$1,000.00 (or the agreed upon amount of \$ _____ on or about the date of April 15, 2019, to the Contractor for services provided.

3. Conditions of the Parties obligations:

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

4. Mutual Consideration:

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

BY _____
City Representative

BY _____
OSAC Representative

Title _____

Title _____

Date _____

Date _____

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Recording Secretary Kara Nelson – Increase in Payment for Services

BACKGROUND: Kara Nelson has been our recording secretary since April, 2015. She attends City Council and EDA meetings and takes minutes. She is paid \$40 per meeting and is asking for an increase to \$50 per meeting.

ATTACHMENTS None

STAFF RECOMMENDATION: Approve increase to \$50 per meeting

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

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Lois Newey, Finance Officer
DATE: March 20, 2019
SUBJECT: New Fund -485 -for Rock Redevelopment (Sandstone School)

INTRODUCTION: We will be expending dollars for the Rock redevelopment. Tracking this major project is better achieved by having its own Fund.

We also would move the insurance claim money from restricted cash in Fund 401- Capital to the new Fund 485- Rock Redevelopment to be used for general operating.

BACKGROUND: We have had insurance claim money in restricted cash for the Rock School for a number of years. Now that the City of Sandstone has title and is looking for options with the property, it will need a separate fund for future revenue and expenditures specifically for this major project.

STAFF RECOMMENDATION: Staff recommends the creation of Fund 485 –Rock Redevelopment and approval to move the restricted amount of \$112,135.77 from the Capital fund -401 to Fund 485 – Rock Redevelopment.

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

**CITY OF SANDSTONE
Memorandum**

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Resolution No. 20190320-01 Application to MN PFA for Drinking Water Revolving Fund Loan

BACKGROUND: The City has 3 projects on the PFA's Intended Use Plan that have scored in the fundable range:

Watermain – Looping to Hospital
Watermain – Supply Line to Tower
Source – Upgrade Wells 1 & 2

The City is working with SEH on the application for funding. The proposed resolution is a requirement of the application process.

ATTACHMENTS Resolution 20190320-01 Application to MN PFA for Drinking Water Revolving Fund Loan

STAFF RECOMMENDATION: Review and approve

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

City of Sandstone

Resolution No. 20190320-01

RESOLUTION OF APPLICATION

BE IT RESOLVED that the City of Sandston is hereby applying to the Minnesota Public Facilities Authority for a loan from the Drinking Water Revolving Fund for improvements to its drinking water system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Sandstone estimates the loan amount to be \$977,144 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Sandstone has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Sandstone hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

I CERTIFY THAT the above resolution was adopted by the City of Sandstone Council on March 20, 2019.

Signed: _____

Witnessed: _____

Name: _____

Witnessed: _____

Title: _____

Title: _____

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Resolution No. 20190320-02 Supporting Transportation Funding Package

BACKGROUND: The League of MN Cities is asking City Council's throughout the State to adopt a resolution supporting comprehensive transportation funding. The resolution supports funding for all state transportation, but specifically requests dedicated state funding for city streets, including non-Municipal State Aid city street maintenance, construction, and reconstruction.

ATTACHMENTS LMC Fact Sheet
Resolution No. 20190320-02

STAFF RECOMMENDATION: Review and approve.

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



2019

LEAGUE OF MINNESOTA CITIES CITY ISSUE FACT SHEET

DEDICATED STREET FUNDING FOR ECONOMICALLY COMPETITIVE CITIES



PROBLEM:

Existing funding mechanisms for city street maintenance and reconstruction are inadequate. The bulk of city streets are not eligible for Municipal State Aid (MSA). Nearly 84 percent of city streets are funded only with property taxes and special assessments. Special assessments can be onerous to property owners and are difficult to implement in some cities.

Just as the state has fallen behind in making transportation investments, some cities faced with budget challenges have made the difficult decision to divert volatile property tax revenue to urgent needs such as public safety, water quality, and cost participation in state and county highway projects. Unfortunately, deferring maintenance results in more expensive projects later.

This maintenance requires a reliable dedicated funding source to support the mobility and economic vitality of our communities.

DID YOU KNOW?

For every \$1 spent on maintenance, a road authority saves \$7 in repairs. Preventative maintenance projects can prolong the lifecycle of streets to 50 to 60 years. Without ongoing maintenance, the average life expectancy of local streets is approximately 25 to 30 years.

LEAGUE-SUPPORTED SOLUTION:

- HF 1288/SF 1269: \$10 surcharge on license tab fees and motor vehicle title transfers, which raises \$57 million annually to be split between the existing Small Cities Assistance Account and a new Larger Cities Assistance Account.
- HF 1095/SF 1271: Authority for cities to establish street improvement districts to fund street maintenance, construction, and reconstruction.
- HF 846/SF 1228: Creation of a Local Cost-Share Assistance Account within the Local Road Improvement Program to provide grants to local governments to help with the local share of some trunk highway projects.



FOR MORE INFORMATION:

Anne Finn
Intergovernmental Relations Asst. Director
Phone: (651) 281-1263
Email: afinn@lmc.org

www.lmc.org/citystreetfacts

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**CITY OF SANDSTONE
RESOLUTION 20190320-02**

**A RESOLUTION REQUESTING
COMPREHENSIVE ROAD AND TRANSIT FUNDING**

WHEREAS, all Minnesota communities benefit from a sound, efficient, and adequately funded transportation system that offers diverse modes of travel; and

WHEREAS, the integrity of Minnesota’s transportation infrastructure is dependent upon long-term planning and ongoing maintenance, both of which require dedicated and sustainable revenue sources; and

WHEREAS, current funding for roads, bridges, and transit systems across all government levels in Minnesota is inadequate, and this under-investment diminishes quality of life for Minnesota residents and hinders Minnesota’s progress as a national business, economic, and civic leader; and

WHEREAS, Minnesota’s transportation system is failing to meet the capacity needs necessary to sustain population growth and promote economic development; and

WHEREAS, many rural roads are not built to modern safety standards and are not meeting the needs of industries that depend on the ability to transport heavy loads; and

WHEREAS, insufficient state funding has delayed regionally significant road construction and reconstruction projects across Minnesota; and

WHEREAS, transportation infrastructure maintenance and improvement costs significantly contribute to rising property taxes; and

WHEREAS, for every one dollar spent on maintenance, a road authority—and therefore taxpayers—save seven dollars in repairs; and

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles—or 16 percent—are owned and maintained by Minnesota’s 853 cities; and

WHEREAS, almost 85 percent of all municipal streets are not eligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars, but have benefitted from the creation of the Small Cities Assistance Account; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes, and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANDSTONE that this Council requests that the Minnesota Legislature pass and Governor Tim Walz sign a comprehensive and balanced transportation funding package that permanently increases dedicated funding for transportation; and

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SANDSTONE that this Council defines a comprehensive and balanced transportation funding package as an initiative that permanently increases dedicated funding for state and local road and transit systems in Greater Minnesota and the Metropolitan Area.

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SANDSTONE that this Council requests an omnibus transportation funding bill that provides additional dedicated state funding for city streets, including funding that can be used for non-MSA city street maintenance, construction, and reconstruction.

ADOPTED by the Sandstone City Council on March 20, 2019.

Peter Spartz, Mayor

Attest:

Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: John Wright Building

BACKGROUND: The City has been considering the possibility of purchasing the John Wright Building from the County

ATTACHMENTS Map of Property

STAFF RECOMMENDATION: Close the Meeting in accordance with M.S. 13D.05 subdivision 3, to consider making an offer to the County

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



**CITY OF SANDSTONE
Memorandum**

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Old School Arts Center – Applications for 5 Temporary Liquor Licenses

BACKGROUND: OSAC is getting ready for the season and is presenting applications for 1-4 day temporary liquor licenses for the following dates/events:

- May 17 – Art Opening
- July 26 – Art Opening
- August 17 - Concert
- September 20 – Art Opening
- October 11 – Open Mic

ATTACHMENTS Letter from Fran Levings, President
Staff has received all 5 Applications and the fee

STAFF RECOMMENDATION: Review and approve

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



old school arts center

214 Eagle Dr., P.O. Box 535
Sandstone, MN 55072
320-216-7635

Email: franlevings@gmail.com • 320-242-3933

Fran Levings, President

March 13, 2019

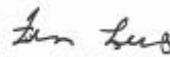
Sandstone City Council

The Old School Arts Center has scheduled 3 Art Openings and 2 Concerts for our 2019 season.

The dates of these events are: May 17, July 26, August 17, September 20 and October 11.

Members of our Board of Directors will provide security and we will notify Sheriff Jeff Nelson of this event.

Our Certificate of Insurance and my Beverage Alcohol Training certificate are on file with the City.


Fran Levings, President
Board of Directors

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

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Streets & Parks Supervisor – Probation Period

BACKGROUND: Craige Hiler started on October 1st. His 6-month probation period is up March 31st. I am very pleased with his performance. I plan to conduct his performance review on Tuesday, March 19th.

ATTACHMENTS Proposed changes to Job Description

STAFF RECOMMENDATION: (1) Acknowledge satisfactory completion of the probationary period and consider Hiler a “regular employee”
(2) Approve proposed changes to the Job Description
(3) Approve pay raise of \$.50 per hour in accordance with the Union Contract

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

**City of Sandstone
Position Description**

POSITION CLASSIFICATION TITLE: Streets & Parks Supervisor
Full time; non-exempt

DEPARTMENT: Streets & Parks

ACCOUNTABLE TO: City Administrator

APPROVED BY CITY COUNCIL: May 4, 2005; amended January 18, 2006; revised March 15, 2018; revised March 20, 2019

General Statement of Duties: Responsible for providing the leadership, direction, coordination and planning, as well as administration in the comprehensive maintenance program, including equipment, parks and public facilities in a manner that will ensure the highest level of maintenance at the most favorable cost.

Examples of Principal Duties:

1. Supervise and coordinate the operation, maintenance, construction, and repair of streets, parks, public facilities, grounds and equipment.
2. Maintain City property and infrastructure in accordance with acceptable standards. Prepare all required maintenance and safety records.
3. Undertake and supervise maintenance activities, assist in the coordination and administration of public and maintenance policies, maintain comprehensive records of maintenance activities and procedures for the maintenance of assigned equipment and City owned property.
4. Supervise, Train and assign personnel (full-time, part-time, seasonal) to obtain best productivity by using the most effective work methods to ensure completion of assigned tasks.
5. Coordinate activities with PeopleService and other contractors to ensure proper planning, oversight, operation, maintenance and protection of City facilities and infrastructure.
6. Keep City Administrator informed of daily operations, important developments, employee status and the scheduling of work activities.
7. Responsible for the care, maintenance and repair of equipment and vehicles, the economical use of supplies and materials, and recommending product purchasing for activities and maintenance.

8. Participate in development of department and capital project budgets with the City Administrator and make recommendations for program changes, equipment purchases and operational needs.
9. Operate heavy equipment in the performance of maintenance and construction activities.
10. Undertake and supervise snow removal activities in town; including streets, alleys, parking lots, sidewalks.
11. Be available at various hours to adequately serve the public.
12. Compliance with health and safety policies and supervisory responsibilities for enforcement, reporting and work practices including health and safety training to staff.
13. Perform and assume other duties as apparent and as are consistent with the task of the position and/or as assigned by the City Administrator.

14. Undertake or affectively recommend the following for subordinate employees: hire, transfer, suspend, promote, discharge, assign, reward, discipline, direct, and adjust grievances.

Experience and Training: High School diploma or G.E.D. required. Five years maintenance and equipment operator experience required. Three years supervisory experience preferred. Commercial Drivers License with air brake endorsement required, with tanker endorsement preferred. Demonstrated dependability, responsibility and self-motivation. Considerable knowledge of park and facility maintenance functions and street and utility operations and maintenance preferred. Technical education and experience necessary to obtain any required certifications and/or licenses. Ability to handle contact with employees and general public with tact and courtesy required.

Essential functions: Must be able to operate all City equipment proficiently. Must be able to physically inspect all City projects, grounds and buildings. Must be able to communicate detailed orders both orally and in writing. Must be able to perform the physical functions of various routine and occasional jobs such as lifting manhole covers for visual inspections; carrying various materials and supplies (up to 50 pounds); sitting for periods of up to two hours while operating equipment; climbing up and down ladders; and bending or squatting for extended periods or repetitively. Perform basic maintenance on equipment and vehicles.

Employee Signature

Date

Administrator Signature

Date

Further explanation regarding item 14 in the Streets & Parks Department Supervisor Job Description:

Hire: Full-Time Positions: The Supervisor works with the Personnel Committee to review the job description, make desired changes, post the position, choose candidates to interview, and conduct interviews. Top candidates would be recommended for interviews with the entire City Council. The Supervisor would provide feedback and make recommendations to the City Council regarding whether or not an offer of employment should be made to a particular candidate.

Part-Time, Temporary, and/or Seasonal Positions: The Supervisor and City Administrator work together to review the job description, make desired changes, post the position, choose candidates to interview, conduct interviews, and offer employment. The decision would then be ratified by the City Council.

Transfer: The Supervisor makes recommendations to the Personnel Committee, who then makes recommendations to the City Council for approval.

Suspend: The Supervisor makes recommendations to the Personnel Committee, who then makes recommendations to the City Council for approval.

Promote: The Supervisor makes recommendations to the Personnel Committee, who then makes recommendations to the City Council for approval.

The Supervisor is responsible for conducting Performance Appraisals for all employees of the Streets & Parks Department. Performance Appraisals are used as a tool to assess an employee's overall work performance, determine goals for the future, address areas where additional training may be needed or wanted, etc. Past Performance Appraisals would be used as a resource to evaluate whether or not an employee was suitable for promotion.

Discharge: The Supervisor makes recommendations to the Personnel Committee, who then makes recommendations to the City Council for approval.

Assign: The Supervisor assigns/establishes work tasks for all employees of the Streets & Parks Department. The Supervisor also authorizes overtime as necessary/appropriate. Work schedules are established by the department head (Streets & Parks Supervisor) with the approval of the City Administrator (per union contract).

Reward: The Supervisor can initiate and authorize placement of letters of commendation in employees' personnel files.

Discipline: The Supervisor has the authority to issue oral or written reprimands to employees of the Streets & Parks Department.

Direct: The Supervisor directs the work of all employees of the Streets & Parks Department, which includes approving or rejecting the assigned work product, being responsible for work product, training employees, approving written position descriptions, completing and signing employee performance evaluation forms, instructing employees in the performance of work tasks, providing guidance and constructive criticism regarding work performance or work product, approving vacation and sick leave requests, and approving time records.

Adjust Grievances: Receives grievances from subordinates; the Supervisor works with the City's Negotiation Committee to respond to the grievance through Step 4 of the Grievance Procedure as stated in the Union Contract.



PINE COUNTY SHERIFF'S OFFICE

Sheriff Jeff Nelson
635 Northridge Drive NW, Suite 100
Pine City, MN 55063
320-629-8380 Office * 320-629-8392 Fax

sandstone by zone

Printed on February 4, 2019

CFS Date/Time	CFS #	Description	Street Name
01/27/19 03:57	P1190101770	Traffic complaint	GROUSE ST
01/27/19 15:41	P1190101785	Customer Trouble	MINNESOTA ST
01/27/19 18:46	P1190101799	Attempt Pickup	MILITARY RD S
01/27/19 19:02	P1190101801	Traffic Stop	STATE HWY 23 S
01/27/19 20:44	P1190101809	Subject Stop	COURT AVE N
01/28/19 09:17	P1190101821	Suspicious Activity	STATE HWY 23 N
01/28/19 17:32	P1190101856	Order Violation	STATE HWY 23 N
01/28/19 21:07	P1190101877	Check Business	JEFFERSON ST
01/29/19 09:19	P1190101896	Paper Service	PRISON RD
01/29/19 14:58	P1190101917	Security Alarm	LUNDORF DR
01/29/19 15:43	P1190101918	Audible Alarm	HWY 23 N
01/29/19 15:44	P1190101919		LARK ST
01/29/19 18:25	P1190101929	Paper Service	STATE HWY 23 N
01/29/19 23:19	P1190101939	Public Assist	STATE HWY 23 S
01/30/19 00:56	P1190101942	Public Assist	LUNDORFF DR
01/30/19 00:59	P1190101943	Suspicious Activity	STATE HWY 23 S
01/30/19 09:30	P1190101954	Paper Service	STATE HWY 23 N
01/30/19 10:06	P1190101956	Detail	ORIOLE ST E
01/30/19 11:04	P1190101961	Crank 911 calls	GRANT AVE S
01/30/19 11:06	P1190101962	Miscellaneous Fire Call	PINE AVE S
01/30/19 11:29	P1190101963	Public Assist	ORIOLE ST E
01/30/19 14:46	P1190101968	medical	COMMERCIAL AVE N
01/30/19 17:13	P1190101982	Animal Disturbance	ORIOLE ST W
01/30/19 18:49	P1190101984	medical	LUNDORFF DR
01/30/19 22:42	P1190101993	Disturbance	MILITARY RD S
01/31/19 04:34	P1190101998	Paper Service	STATE HWY 23 N
01/31/19 08:33	P1190102012	medical	LUNDORFF DR
01/31/19 16:52	P1190102045	Informational	ORIOLE ST E
01/31/19 21:10	P1190102066	Traffic Stop	STATE HWY 23 N
01/31/19 21:29	P1190102071	Paper Service	STATE HWY 23 N
02/01/19 03:30	P1190202084	Suspicious Activity	STATE HWY 23 S
02/01/19 09:03	P1190202092	Follow Up	STATE HWY 23 N
02/01/19 12:14	P1190202104	Traffic Stop	LARK ST
02/01/19 17:00	P1190202125	Fraud/Scam/ID	STATE HWY 123
02/01/19 22:03	P1190202155	Traffic Stop	STATE HWY 123 W
02/02/19 02:34	P1190202167	Suspicious Activity	OLD WAGON RD
02/02/19 09:16	P1190202173	Miscellaneous Fire Call	BIRCH AVE
02/02/19 12:58	P1190202191	Domestic Disturbance	1ST ST
02/02/19 14:30	P1190202195	Suspicious Activity	COURT AVE N
02/02/19 15:33	P1190202197	Harrasment	STATE HWY 23 S

CFS Date/Time	CFS #	Description	Street Name
02/02/19 15:51	P1190202198	medical	HWY 23 N
02/02/19 19:23	P1190202216	Counterfeit	STATE HWY 23 S

Total Records: 42



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on February 11, 2019

CFS Date/Time	CFS #	Description	Street Name
02/03/19 09:11	PI190202260	Informational	LUNDORFF DR
02/03/19 15:42	PI190202284	Follow Up	ASH AVE
02/03/19 15:59	PI190202285	Informational	HWY 23 N
02/03/19 21:25	PI190202305	Customer Trouble	QUARRY PL
02/03/19 22:00	PI190202311	Traffic Stop	OLD MILITARY RD S
02/04/19 09:02	PI190202334	Informational	STATE HWY 23 N
02/04/19 14:07	PI190202342	Snowmobile Complaint	ANGLE AVE
02/04/19 14:13	PI190202343	Detail	
02/04/19 14:32	PI190202344	medical	MINNESOTA ST
02/04/19 14:49	PI190202345	Follow Up	MAIN AVE N
02/04/19 15:57	PI190202349	Assist Other Agency	STATE HWY 23 N
02/04/19 20:29	PI190202371	Follow Up	1ST ST
02/04/19 22:54	PI190202377	Suspicious Activity	COURT AVE N
02/05/19 02:10	PI190202387	Hold Up Alarm	LUNDORFF DR
02/05/19 09:07	PI190202396	Security Alarm	LUNDORF DR
02/05/19 11:07	PI190202401	medical	PALISADE AVE
02/05/19 11:45	PI190202404	Driveoffs	QUARRY PL
02/05/19 12:47	PI190202407	Follow Up	GROUSE ST
02/05/19 19:26	PI190202419	Call Back	ORIOLE ST E
02/06/19 03:49	PI190202433	Check Welfare	STATE HWY 23 S
02/06/19 09:16	PI190202437	Follow Up	ORIOLE ST E
02/06/19 09:21	PI190202438	Traffic complaint	MILITARY RD S
02/06/19 13:16	PI190202446	medical	COURT AVE N
02/06/19 13:56	PI190202450	Call Back	ORIOLE ST E
02/06/19 16:39	PI190202462	Miscellaneous Law Call	PARK AVE
02/06/19 17:13	PI190202466	Hold Up Alarm	LUNDORFF DR
02/06/19 17:22	PI190202469	Customer Trouble	MAIN AVE S
02/07/19 00:59	PI190202483	Counterfeit	QUARRY PL
02/07/19 05:49	PI190202489	medical	MINNESOTA ST
02/07/19 08:59	PI190202493	Vehicle in Ditch	STATE HWY 23 S
02/07/19 09:24	PI190202495	Paper Service	PRISON RD
02/07/19 10:40	PI190202497	Counterfeit	STATE HWY 123
02/07/19 13:01	PI190202506	Follow Up	STATE HWY 123
02/07/19 18:22	PI190202529	Gas Leak In/Out	MAIN AVE S
02/08/19 09:56	PI190202561	Security Alarm	LUNDORFF DR
02/08/19 15:55	PI190202586	medical	DIVISION ST
02/08/19 18:50	PI190202595	Traffic Stop	STATE HWY 23 N
02/09/19 01:24	PI190202618	Traffic Stop	HWY 23 N
02/09/19 07:25	PI190202627	Detail	ORIOLE ST E
02/09/19 10:09	PI190202632	Informational	ORIOLE ST E

CFS Date/Time	CFS #	Description	Street Name
02/09/19 13:27	P1190202643	Medical Transport	LUNDORFF DR
02/09/19 17:02	P1190202646	Call Back	ORIOLE ST E
02/09/19 17:32	P1190202650	Burning Permit	OLD MILITARY RD S
02/09/19 19:12	P1190202659	Crank 911 calls	STATE HWY 23 N

Total Records: 44



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on February 18, 2019

CFS Date/Time	CFS #	Description	Street Name
02/10/19 14:41	P1190202698	Hit and Run Property	STATE HWY 123
02/10/19 15:29	P1190202701	Civil Matter	RIVER BLUFF AVE
02/11/19 06:23	P1190202738	Security Alarm	LUNDORFF DR
02/12/19 09:04	P1190202808	medical	LUNDORFF DR
02/12/19 18:46	P1190202842	Neighbor Trouble	ORIOLE ST W
02/12/19 22:31	P1190202852	Security Alarm	LUNDORFF DR
02/13/19 00:01	P1190202856	Check Welfare	WASHINGTON ST
02/13/19 02:20	P1190202864	Disturbance	MILITARY RD S
02/13/19 04:02	P1190202868	Miscellaneous Law Call	PARK AVE
02/13/19 10:47	P1190202881	Fraud/Scam/ID	LUNDORFF DR
02/13/19 13:18	P1190202887	Theft	STATE HWY 23 N
02/13/19 13:59	P1190202888	Traffic complaint	STATE HWY 123 W
02/13/19 15:24	P1190202896	Crank 911 calls	COMMERCIAL AVE N
02/13/19 19:00	P1190202911	Informational	4TH ST
02/14/19 08:59	P1190202927	Paper Service	PRISON RD
02/14/19 10:34	P1190202932	Canine Training	ORIOLE ST E
02/14/19 15:02	P1190202953	Traffic complaint	MINNESOTA ST
02/15/19 02:53	P1190202974	medical	LUNDORFF DR
02/15/19 08:34	P1190202978	Miscellaneous Law Call	COMMERCIAL AVE N
02/15/19 09:19	P1190202980	Canine Training	ORIOLE ST E
02/15/19 11:02	P1190202986	medical	LARK ST
02/15/19 11:17	P1190202987	Funeral Escort	COMMERCIAL AVE N
02/15/19 15:50	P1190203005	Vehicle in Ditch	MAIN AVE S
02/15/19 20:32	P1190203024	Paper Service	COMMERCIAL AVE N
02/15/19 21:41	P1190203029	Traffic Stop	STATE HWY 23 N
02/16/19 16:06	P1190203069	Medical Transport	COURT AVE S
02/16/19 16:21	P1190203070	Informational	ORIOLE ST E

Total Records: 27



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on February 25, 2019

CFS Date/Time	CFS #	Description	Street Name
02/17/19 09:56	PI190203105	Suspicious Activity	STATE HWY 23 N
02/18/19 13:07	PI190203157	medical	COURT AVE S
02/18/19 13:19	PI190203158	Informational	KLEJESKI RD
02/18/19 15:18	PI190203163	Miscellaneous Law Call	COMMERCIAL AVE N
02/18/19 19:01	PI190203170	medical	LUNDORFF DR
02/18/19 20:22	PI190203184	Call Back	ORIOLE ST E
02/18/19 20:27	PI190203186	Suicide Threat	GRANT AVE S
02/19/19 09:08	PI190203203	Order Violation	STATE HWY 23 N
02/19/19 09:56	PI190203205	Security Alarm	LUNDORFF DR
02/19/19 13:46	PI190203219	Check Welfare	GROUSE ST
02/19/19 13:55	PI190203221	Detail	STATE HWY 23 N
02/19/19 18:38	PI190203241	Assist Other Agency	QUARRY PL
02/20/19 11:22	PI190203274	Disturbance	STATE HWY 23 S
02/20/19 17:40	PI190203300	Security Alarm	LUNDORFF DR
02/20/19 17:49	PI190203302	Detail	4TH ST
02/20/19 19:55	PI190203308	Security Alarm	LUNDORFF DR
02/21/19 04:50	PI190203325	Informational	1ST ST
02/21/19 05:01	PI190203329	Informational	1ST ST
02/21/19 09:09	PI190203344	Call Back	STATE HWY 123
02/21/19 11:16	PI190203352	medical	1ST ST
02/21/19 13:55	PI190203368	Parking Problem	COURT AVE S
02/21/19 18:14	PI190203386	Security Alarm	STATE HWY 123 W
02/21/19 19:37	PI190203392	Informational	LUNDORFF DR
02/21/19 19:50	PI190203393	Customer Trouble	PARK AVE
02/21/19 20:45	PI190203395	Vehicle Information Call	WASHINGTON ST
02/21/19 21:32	PI190203399	Vehicle Information Call	PINE AVE N
02/22/19 08:30	PI190203408	Suspicious Activity	COMMERCIAL AVE N
02/22/19 11:55	PI190203419	Paper Service	STATE HWY 23 N
02/22/19 16:02	PI190203437	Assist Other Agency	ORIOLE ST E
02/22/19 18:15	PI190203442	medical	COURT AVE S
02/22/19 21:42	PI190203466	medical	LUNDORFF DR
02/23/19 01:57	PI190203483	Suspicious Activity	1ST ST
02/23/19 15:04	PI190203507	Medical Transport	LUNDORFF DR
02/23/19 18:14	PI190203514	Traffic Stop	WASHINGTON ST

Total Records: 34

Here is the Activity report for February.

All trainings were dedicated to familiarization and operation of the new ladder truck.

A Spartz

Elite mrtireport				
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)
02/02/2019 02:27:16	Building fire	39736 48 Highway	Mutual aid given	City
02/03/2019 13:40:00	Building fire	52609 Flemming Logging Road	Mutual aid received	Danforth
02/04/2019 12:11:00	Medical assist, assist EMS crew	61085 HWY 23	None	Ambulance
02/08/2019 22:28:21	Medical assist, assist EMS crew	3813 Teal Street	None	Ambulance
02/12/2019 17:13:00	Hazardous condition, other	25390 Gronigen Road	None	Sandstone Twp
02/25/2019 07:54:07	Chimney or flue fire, confined to chimney or flue	53421 Dupuis Road	None	Sandstone Twp

<p>Report Filters</p> <p>Basic Incident Alarm Date Time (Fd1.26): Is equal to 'Last Month'</p>

<p>Description</p> <p>Activity report for the city</p>

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Approve New Firefighter: Nicole Ericson

BACKGROUND: Sandstone City Council members,

We have conducted an interview for the position of firefighter for the Sandstone Fire Department with applicant Nicole Ericson. I am requesting approval by the Sandstone City Council to hire Nicole for the position of probationary firefighter.

Thank you,

Assistant Chief Ross Degerstrom

ATTACHMENTS None

STAFF RECOMMENDATION: Hire Nicole Ericson as a probationary firefighter

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

February Report

Sandstone Public Library, Jeanne Coffey, Librarian

The month has been a cold and snowy one and story time was held but with few participants. It was great to see a couple of sunny days and the return of the kids. We hope March will be better and we will begin to see warmer temperatures. Both book clubs were able to meet and we also hosted a legacy program which focused on the history of pop music. A small group attended that program as the weather was again a factor. In spite of the weather patrons checked out many books to get them through the month.

The library is fortunate to have many volunteers, our Friends, for instance who promote the library and the importance of reading and our story time volunteer, Katie Cundiff who has been coming to story time for many years with her children and has been the story time volunteer for several years. Becky Gaede was the volunteer for many years before Katie and will fill in for her when needed. We appreciate all that our volunteers do for the library.

I was invited to attend a meeting of the Sandstone Economic Development Authority where research assistant Kathryn Stower from the University of Minnesota Center for Urban Affairs presented her research on Adaptive Reuse of Historic Buildings in Rural Minnesota. Through a Community Assistance Program Grant she studied twelve communities that had successfully reused and repurposed historic buildings. Hopefully the building can be reused and eventually become the home of the library.

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

**City of Sandstone
EDA Meeting Minutes
February 27, 2019**

CALL TO ORDER: 6:02 p.m.

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

Members absent: None

Staff present: Administrator George and Recording Secretary Nelson

Others present: Lorien Mueller, Maria Riewer & Jodi Isaacson representing Great Lakes Management

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

APPROVE AGENDA

Motion Devlin, second Palmer to approve the agenda as presented. Motion carried 6-0 (Franklin arrived shortly after).

APPROVE MINUTES

Motion Palmer, second LaBounty to approve November 28, 2018 and February 6, 2019 meeting minutes. There was no December 2018 meeting. Motion carried 6-0.

PUBLIC HEARINGS / PRESENTATIONS: None

NEW BUSINESS:

Wild River Properties Report

Lorien Mueller, Senior Director of Property Management at Great Lakes Management, reviewed reports with the EDA and answered questions. The year-end overview for 2018 shows the apartment revenue was just below budget, possibly due to a budgeting error. The effective revenue was over budget. That is largely a result of lower than expected vacancy rates. Overall, expenses were under budget. The two categories that were over budget were insurance and real estate tax (due to the PILOT payment, which is based on a formula and is affected by vacancy rates) and repairs and maintenance (due to additional carpet and heating replacements). Due to these favorable numbers, the EDA does not have to contribute funds towards the bond payment this year.

2018 Occupancy for the senior building averaged 98.8%. Occupancy at the townhomes averaged at 95.25%. Both were slightly higher than in 2017. The senior building survey (done by a third party) showed that people are happy with the service and the response rate. The “outstanding” level was achieved in all categories. There is still a waiting list for the senior building and for the townhomes.

The management agreement between the City and Great Lakes Management is expiring in June – it was a 3-yr contract. Mueller will bring a proposal for discussion at the April EDA meeting. EDA Members congratulated Jodi and Jason Isaacson for the great job they are doing.

EDA Business Breakfast

The first EDA Business Breakfast was held in April 2018. It was well-attended and the information provided was well-received and Administrator George is open to organizing another in 2019. The EDA asked about the feedback. Those who responded to the questionnaire wanted more information about marketing and social media. Attendance was about 30% of those invited. The EDA voiced approval and asked if there was a way to address the subjects that were requested. George will attend to the details.

**Motion Devlin, second Palmer to organize a Business Breakfast on April 11th at 7 a.m.
Motion carried 7-0.**

Mobile Food Units

The topic of mobile food units was discussed in November while the EDA deliberated on ways to bring more people into town for evening events. Administrator George put together a draft ordinance for review. The ordinance allows for a temporary permit or an annual permit. There would be an exemption for those involved in and registered with Quarry Days. The required insurance was discussed. The current ordinance exempts ice cream trucks. George was asked to check into the insurance requirements and ice cream exemption and report back.

Habitat for Humanity – Set Special Meeting Date

Spartz and George met with Wayne Ellers, Executive Director of East Central Minnesota Habitat for Humanity. Ellers is interested in building homes in Sandstone and would like to make a presentation to the City. George stated that they reached out to Habitat for Humanity in relation to the tax forfeited properties. She stated that only three building permits for single family homes have been issued in the last ten years. One of the problems is that the cost to build a house is more than the house will be worth when it's built.

Motion Palmer, second Franklin to set a Special EDA Meeting for March 6, 2019 at 6:00 p.m. for a Habitat for Humanity presentation. Motion carried 6-1 with Devlin dissenting.

CONTINUING BUSINESS:

Various Updates

The following updates were provided:

- Shovel Ready Status for the Business Park - The application has been submitted to DEED. They are asking for the following (**updated info is provided in red text**):
 - The Phase I ESA you provided is for a small area of the entire shovel ready site. Can you please provide a new Phase I for the entire 115 acres? Worth noting is that the provided Phase I does reveal that a Leaking Underground Storage Tank (LUST) was identified at the Sandstone Municipal Airport, which is located on the site. I will be paying close attention to this LUST listing to ensure no contamination remains on the Property. **In contact with SEH to inquire about the status of the cleanup of the LUST site and the potential impacts it could have on a Phase I for the property. Would it trigger a Phase II automatically (this would need to be completed if it is indicated as part of a Phase I)? Should we re-evaluate the site submitted for the Shovel Ready application based on this? See Amber's response to my question about are we out automatically if there was a tank leak once upon a time there or, if it was cleaned up**

would it then be shovel ready eligible if the Phase 1 does get completed and confirms that cleanup? *Hi Leaha, You are not automatically ineligible if there is a past leak on the property. But the leak does need to be delineated and cleaned-up. In your case, the Phase I needs to be completed. Your consultant may recommend a Phase II. If they do, that will need to be completed as well. Amber is the consultant that is in charge of processing the applications for the Shovel Ready Program.*

○ Title Commitment (2006 ALTA Commitment Form) *They accepted the documents as submitted. Response from Amber: I did speak with DEED back in early December about those other items and those documents satisfy their requirements.*

○ Proof of Ownership. Please provide a deed or purchase agreement. *They accepted the documents as submitted. Response from Amber: I did speak with DEED back in early December about those other items and those documents satisfy their requirements.*

○ The attached topographic map is missing a Property outline. Can you please add this? *Re-submitted with property outline.*

○ DEED requires a Geotechnical Report covering the entire property. You did provide two documents with soil borings, however these had limited scope with borings not taken on every parcel. *Accepted as submitted. Hi Leaha, I did hear back from our geotechnical expert and she said that enough samples were taken at the site to represent the entire area. You do NOT need a new geotechnical report.*

○ In addition, I have a few questions about the site photos you provided. *Following up with Amber to see if this was satisfied.*

George discussed with the EDA whether or not acquiring the “shovel ready” designation was going to be worth it. The process is causing additional expenses with the Engineer. Plus, the City had to do an ALTA survey for \$7,500. She stated that much of this work has a shelf life and will have to be redone after a certain amount of time. With no pending interest in the business park lots, George wondered if the EDA’s efforts should be elsewhere. Franklin suggested the scope of the shovel ready application be reduced to include only the properties that are north of Airport Road.

- Housing-The City acquired 5 tax-forfeited properties from the County. Structures on three of the properties have been demolished. In the spring, there may be some grading and seeding that is needed. The Fire Department conducted a training burn at 1114 Birch Ave on February 2nd. The accessory structures still need to be removed in the spring, along with some grading work and seeding. The Fire Department is interested in another training burn at the remaining property, but not until summer. The EDA discussed the properties in relation to when to put them up for sale.

Costs on these properties so far include the following:

Property	Description	Amount
605 Park Ave	Property Acquisition	14.73

	Asbestos Testing	625.00
	Abatement	3,193.50
	MPJ – Demolition	<u>8,187.66</u>
	Total	12,020.89
329 Minnesota St	Property Acquisition	14.73
	Asbestos Testing	625.00
	Abatement	2,810.40
	Tree Removal	1,500.00
	MPJ – Demolition	<u>8,187.67</u>
	Total	13,137.80
1114 Birch Ave	Property Acquisition	14.74
	Asbestos Testing	600.00
	Abatement	3,172.00
	Sheathing for FD Burn	<u>53.96</u>
	Total	3,840.70
310 Park Ave	Property Acquisition	14.74
	Asbestos Testing	575.00
	Abatement	<u>2,727.50</u>
	Total	3,317.24
313 Park Ave	Property Acquisition	14.74
	Asbestos Testing	575.00
	Abatement	7,517.30
	Dumpster	885.49
	MPJ – Demolition	<u>8,187.66</u>
	Total	17,180.19

- The City now officially owns The Rock.
- The City’s intern with the Uof M CURA presented her report on adaptive reuse of historic buildings on February 6th. The EDA was impressed with the intern’s presentation and happy with the attendance.
- An application to Minnesota Housing Partners for Technical Assistance regarding The Rock project was submitted. The goals for assistance include helping the City organize and plan the redevelopment project; identify stakeholders, partners, investors, funding sources, developers; apply for available funding; and mapping out the timeline for the project. The request was approved but the plan/schedule from Minnesota Housing Partners has not arrived yet. Administrator George invited them to the March EDA meeting.
- Federal EDA Grant – Business Park Special Assessments
 - The final request for reimbursement for expenses incurred on the Business Park infrastructure project, along with all of the required close-out reports/documents, has been submitted.

- This goes hand-in-hand with working on the final figures that are to be specially assessed against the properties in the business park – this work continues, with good progress being made.
- Industrial Park Rail Access Study – Spartz, Kester and George met with Josh Cotter (SEH), Justin Pearson (BNSF) and Karl Schuettler (Northspan) on November 21st. Justin and Karl attended via phone conference. BNSF is still in the process of conducting a “New Business Review” on our plans.

They expect to complete this in January (*haven't heard anything yet*). Potential/likely development projects that would fit into the City's Industrial Park were discussed. BNSF has a “Certified Site Program”, similar to Shovel Ready, but rail focused. It could be beneficial for the City to go through that process and get on their list of Certified Sites. Justin noted that there is a definite need in this area.

- Northern Lights Express (NLX) – The Alliance meetings continue on a monthly basis. Letters have been sent to new legislators bringing them up to speed on the project. Amtrak is very interested in partnering with NLX to provide service. Meetings were held with the Mayor of Duluth and the Duluth Chamber of Commerce President. The Mayor then met with Governor Walz the following day. Meetings are being planned for March 11-13 that include Amtrak Vice President Joe McHugh, Duluth's Mayor, Superior's Mayor, various legislators. has taken a break for the past several months, waiting for the November elections. Kester and George attended the meeting earlier today. It was reported at the NLX meeting that the NLX is the only “shovel ready” passenger rail project in America right now. All others are still in the planning process. Governor Walz included funds for the NLX in his proposed budget.
- Opportunity Zones – Proposed guidelines have been released by the US Department of Treasury. The guidelines are geared towards investors. The City's role in the program is unclear at this point. George attended the ECRDC quarterly meeting and spoke to investment manager and asked him about Opportunity Zones. He responded that his group is staying away from them due to uncertainty regarding federal taxation.
- Ruth Johnson – Gramma J's has paid off her EDA Loan.
- The following update was provided from Scott Sannes on behalf of Sandstone Development, LLC:

Kathy and Peter,

Thanks for reaching out. I don't have much to publicly report at this time, but it's not due to a lack of progress. There's a lot going on in the background with different consultants working for the owner. My work on concepts is temporarily waiting as the economic analysis moves through the various phases of financial viability and market review. It will take more time before this step is completed. It is typical for this step to seem stagnant, but there are no red flags regarding viability. Don't hesitate to reach out, and I will keep you up to date as progress allows.

Thanks, Scott

- Economic Development Conference – February 7th in Mora – Addressed the workforce shortage and presented information on state-wide programs and local shortage solutions.
- ECRDC Economic Developers Meeting – January 11th – Covered Foreign Trade Zones (Duluth Seaway Port Authority), Women’s Business Alliance, Inventors & Entrepreneur’s Club. There are women in the community that have been thinking about starting a business. George would like to introduce them to the Women’s Business Alliance who have programs specifically for women entrepreneurs.
- Lunch & Learn – Kris offered the conference room at MCCU, so the City invited businesses to bring their lunch on February 21st and view a webinar on e-commerce and marketing. There will be another opportunity on March 21st with the topic: Ask the CPA 2019 - Tax Advice for Small Businesses.
- Kettle River Hospitality, Inc. – EDA Loan has been closed out. It has been over a year since the application was made and there hasn’t been any progress.
- BR&E Visits/Discussion – Some EDA members attended a workshop held by the Initiative Foundation. A questionnaire was introduced meant to help facilitate getting to know the businesses in the community and their needs. The difficulty was that it was very intrusive. George and Spartz have set a goal to visit one business each month. George asked other EDA members to have conversations with local business owners as well, and everyone can report their progress at future meetings.

ADJOURN

Motion Franklin, second Devlin to adjourn at 7:40 p.m. Motion carried 7-0.

Phillip Kester, Chair

Kathy George, Executive Director

City of Sandstone
EDA Meeting Minutes
March 6, 2019

CALL TO ORDER: 6:00 p.m.

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

Members absent: Devlin, Anderson

Staff present: Administrator George

Others present: Wayne Eller, Executive Director, East Central Minnesota Habitat for Humanity

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

PUBLIC HEARINGS / PRESENTATIONS:

Wayne Eller, East Central Minnesota Habitat for Humanity – Eller was invited to talk with the EDA about the possibility of partnering with the City to build some homes on the tax-forfeited lots the City acquired. Eller stated that he has been the Executive Director for 18 years. Habitat previously built 2 homes in Sandstone and there have been no difficulties with these properties whatsoever. He reviewed a PowerPoint presentation with the EDA and discussed various aspects of the program.

Eller stated that there is an application and interview process to select qualified candidates for homes. Successful applicants must contribute 265 hours of work on the home. They must provide a \$200 down payment and demonstrate the ability to make loan payments. Habitat provides a zero-interest loan. The loan amount is the actual cash that was expended to build the home. Habitat then takes out a 2nd mortgage on the home for the difference between the cash that was spent and the actual valuation of the home. The 2nd mortgage stays on the property for 30 years. Eller stated that the typical monthly payment is between \$550 - \$650 and includes insurance and property taxes. Habitat stays in contact with the homeowners for at least one year, making sure they are taking care of the property and assisting them in budgeting and other needs they may have. There is a clause in the mortgage documents stating that Habitat can foreclose on the property if there are 3 police calls.

With regard to building homes in Sandstone, Eller stated that Habitat can build 2 homes in a year, taking advantage of economy of scale / mobilization costs. He expressed interest in all 5 available lots, and would like to look at them again once the snow is gone.

Eller made the following request for the City to consider, if Habitat were going to build in Sandstone:

- Provide a survey for each lot
- Provide assurance that there are no environmental concerns on each lot
- Waive SAC / WAC fees
- Assist with Social Media campaign – getting the word out
- Encourage local businesses to partner with Habitat on the projects

- Provide Title insurance

He stated that typically they also ask the City to waive the building permit fee; however, Eller noted that the City contracts for this service and, therefore, would have to pay the Building Official. Therefore, he is not asking for the building permit fees to be waived.

EDA Members asked various questions, which Eller was able to answer. He also provided his cell phone number in case anyone would like to talk to him further.

ADJOURN

Motion Franklin, second Palmer to adjourn at 7:35 p.m. Motion carried 5-0.

Phillip Kester, Chair

Kathy George, Executive Director

PARK AND RECREATION COMMISSION
MEETING MINUTES
Friday, March 8, 2019

Members present: Dorothy Dybvig, Tony Vavricka, Mary Franklin, Eric Sturtz, David Chasson;
Council Liaison Tim Franklin

Members absent: Dave Barsness, Karry White

Staff Present: Administrator Kathy George

Guests: Cheryl Jones, Farmers Market

Call to Order

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

Pledge of Allegiance

Agenda

Motion Chasson, second Franklin, to approve the agenda with two additions to New Business: Hubbard County 4-H Special Event Permit, Robinson Park Boat Launches.
Motion passed 5-0.

Minutes

Motion Chasson, second Franklin, to approve the minutes of the February 8, 2019 meeting.
Motion passed 5-0.

New Business

- A. Farmers Market – Cheryl Jones – Jones was invited to discuss the Farmers Market with the Commission. Questions were raised regarding the need for a porta-potty, specifically for the Farmers Market each week. Jones stated that the Farmers Market runs mid-July to October (depending on the weather). She has 4 vendors who participate every Saturday from 9:00 a.m. – noon. She stated that the porta-potty does get used, not only by vendors but by people who are in the downtown area. Discussion turned to whether or not the City could provide a porta-potty in Train Park all summer long, rather than having the one dropped off and picked up every Saturday. Administrator George will find out what the cost would be and report back to the Commission.

There was discussion about the location of the Farmers Market. Previously, a Council Member had suggested that it be moved to Members Co-Op Credit Union property, stating that signage for the Farmers Market interferes with the business signage in the downtown area. Jones stated concern that she will lose customers if they move off of Main Street, noting that that's what happened in Pine City. She will try to arrange signage so that it doesn't block the downtown business signage.

Jones reported that people have been parking in the Farmers Market area. Streets & Parks Supervisor Hiler offered to place cones and signage at the site on Friday so that the area is clear on Saturday mornings. Commissioners expressed their appreciation for Jones and the Farmers Market and thanked her for coming to the meeting.

- B. Special Event Permits – At the February meeting, Administrator George asked for discussion on the approval process for Special Event Permit Applications. Current City Code states that the City Council shall review the applications and decide whether or not to issue the permit. The current practice has been to bring the applications to the Park Commission and then the Park Commission makes recommendations to the City Council, with the City Council taking final action. This process can be lengthy and cumbersome. George suggested changing the Code to allow the City Administrator to approve or deny applications.

George presented draft changes to the code for review and discussion. She also provided copies of the entire Code 960, stating that if changes are proposed, the Park Commission might want to review the entire chapter in case other changes are desired. The item will be placed on the April Park Commission meeting agenda, giving Commissioners time to review the entire chapter.

- C. 2020 Park Fund Budget – Commissioners were provided with the Park Fund Budget, including 2015-2018 actual and 2018-2019 budgets. Administrator George stated that the City adopts a preliminary budget and levy in September, with final adoption in December. She noted that in addition to the items on the Park Fund Budget, the City's Capital Improvement Fund includes two line items for park purposes:

Robinson Park – Invasive Species \$5,000
Robinson Park – Cost Share \$20,000

George stated that she would like to move these items to the Park Fund so that all Park Fund items are in one location. She also stated that she would like to start keeping track of unspent funds each year so that the Park Fund will show a fund balance, rather than everything rolling into the General Fund.

Commissioners will review the Park Fund Budget for continued discussion at the April meeting.

- D. Lions Hill Chalet – Over 120 people attended the City Skate & Slide event on February 23rd. Commissioners signed a Thank You note for the Quarry Lions donation of \$100. Commissioners were also provided with the attendance records from December 1st through February 25th.

Streets & Parks Supervisor Hiler informed the Commission that the holding tank under the boy's bathroom has shifted; therefore, the bathroom is out of commission. This will need to be fixed when the weather allows. Hiler stated that water service could be extended to the building. He said there may be some options regarding sewer as well. Heat could also be extended into the bathrooms. Hiler will put some cost estimates together and bring them to a future meeting. It is possible that the Sandstone Lions may be interested in helping with the cost.

- E. Upcoming Training Opportunities – Administrator George informed the Commission of two upcoming training opportunities:

- Climbing Advocacy Summit: May 4-5, Devil's Lake, Wisconsin
- National Scenic Byway Foundation – Leadership Training: May 7-8, Audubon Center of the North Woods, Sandstone

Commissioners did not express any interest in attending; however, they support George if she is able to attend.

F. Hubbard County 4-H Special Event Permit Application – The City received an application from the Hubbard County 4-H for group camping at Robinson Park on August 2nd – 3rd for their 4-H Ambassador Mystery Trip. They estimate 4 to 5 staff, along with 20-25 campers in attendance. After discussion, **motion Dybvig, second Vavricka to recommend the City Council approve the Application from Hubbard County 4-H for group camping at Robinson Park with the following conditions:**

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

Motion passed 5-0.

G. Robinson Park Boat Launches – Commissioner Vavricka asked for discussion on the condition of the boat launches at Robinson Park. He stated that there are currently 3 boat landings: above the dam remnants, below the dam, and by the parking lot. He stated that the one above the dam is very difficult to navigate. The steps were made out of rebar and boards. The rebar is sticking straight up, causing a very dangerous situation. The launch by the parking lot has a sudden drop off, which is impossible to see. So, if someone is not familiar with this, they could find themselves in a dangerous situation. A representative from the DNR will be invited to the April meeting. In the meantime, it was suggested that signage be placed near these launches warning people of the situation.

Continuing Business

The following update is provided on the various items listed as Continuing Business on the Agenda:

Legacy Grant Application – Robinson Park – The City Council approved allocating \$35,500 from the tree harvesting money towards the local match needed for the next application. This will bring the local match up to \$115,500, which should get 10 points on the score card.

Candace Amberg (WSB) is submitting the project for a MASLA Award (MN American Society of Landscape Architects).

KREEC Site Redevelopment – David Chasson, Dave Barsness, and Tony Vavricka have been meeting to discuss the future of the KREEC site. No update was provided.

Kettle River Watershed Mural Project – The grant deadline is 6/30/2019. Work is expected to continue as whether permits.

Angle Park – Mayor Spartz and I attended a School Board meeting to ask about the 4 lots located at the northeast corner of 7th Street and Court Avenue North – just north of The Rock building. The City suggested the School Board sell them to the City for \$1. The following e-mail was received from Superintendent Andy Almos:

Hi Kathy,

I thought I would follow up on our discussion and your request pertaining to the lots in Sandstone. Our board discussed this again at their most recent meeting. I wanted to let you know that the board may be interested in helping the city obtain these lots. They would like to wait and see how the city's planning plays out with Angle Park and the renovations of The Rock. Would it be possible for you to keep me in the loop as your plans unfold then we can solidify things here?

Pine Avenue – Big Spring Falls –City Engineer/Inspector Steve Rose and Streets & Parks Supervisor Craige Hiler are working together to come up with a plan to improve the City's portion of the road, along with cost estimates.

Gin Pole – No additional updates.

Stage at Robinson Park –Staff will continue to work with Mike Johnson on the possibilities as weather permits.

Train Park Kiosk – Work continues for designs of the following:

- City Parks
- Robinson Park
- Directory of Businesses in town
- Directory of non-profits and service organizations in town
- Quarry Days
- History of Sandstone

Commissioners agreed to help gather/verify information for the Directory of Businesses and Non-Profits/Service Organizations. The goal is to have the Kiosk posters installed by the end of April, if possible.

Robinson Park Camping Statistics – There was one registration for one day of camping in February.

Other – None.

Adjourn Motion Vavricka, second Chasson, to adjourn the meeting at 9:15 a.m. Motion passed 5-0.

Respectfully submitted, Kathy George, City Administrator

City Council Meeting Agenda – March 20, 2019

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Special Event Permit – Hubbard County 4-H

BACKGROUND: The City received a Special Event Permit Application from the Hubbard County 4-H. They plan to hold a 4-H Ambassador Mystery Trip and camp at Robinson Park on August 2nd – 3rd. They estimate 20-25 attendees.

ATTACHMENTS Special Event Permit Application

STAFF RECOMMENDATION: The Park & Rec Commission recommends approval with the following conditions:

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

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

Special Event Permit Application

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

APPLICANT AND SPONSERING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: Hubbard County 4-H
 APPLICANT NAME (CONTACT): Mari Jo Laumeier
 ADDRESS: 201 Fair Ave Park Rapids, MN 56470
 DAYTIME PH: (218) 732-5391 CELL (218) 252-8977 EMAIL: m/laumeie@umn.edu
Any change in the above information, please notify City Hall immediately.

SPECIAL EVENT INFORMATION

Type of Event:
 CONCERT/SHOW PARADE FAIR/CARNIVAL FESTIVAL RALLY
 PARTY FILMING OF MOVIE/VIDEO/SHOW RACE MOTORCADE
 RUN/WALK STREET DANCE BIKE-A-THON ATHLETIC EVENT
 OTHER (Specify) group camping
 EVENT TITLE: 4H Ambassador Mystery Trip
 ACTIVITIES TO TAKE PLACE AT EVENT: Camping
 EVENT DATE(S): August 2-3, 2019 PROPOSED LOCATION: Robinson Park
 NUMBER OF EVENT STAFF: 4-5 IS FOOD OR ALCOHOL BEING SERVED? Serve Food to our campers
 ESTIMATED ATTENDANCE: 20-25 HOURS OF EVENT: _____ AM/PM TO _____ AM/PM
 SET UP TIME: _____ AM/PM TO _____ AM/PM TAKE DOWN: _____ AM/PM TO _____ AM/PM
 ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ _____

Please attach the following:

- Map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing
- Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities
- Any fire prevention and emergency medical service plans
- Any security plans
- If event is planned within a residential area in which a street is to be closed, attach a list of signatures from all properties whose vehicular access to their properties will be affected consenting to the street closure

Mari Jo Laumeier
Applicant's Signature

3-7-19
Date

City Administrator

UNIVERSITY OF MINNESOTA

University of Minnesota Extension

Hubbard County

201 Fair Avenue
Park Rapids, MN 56470-3286
218-732-3391
Fax: 218-732-8173
www.extension.umn.edu
mnext-hubbard@umn.edu

Hubbard County 4-H
201 Fair Ave
Park Rapids, MN 56470

3/7/19

RE: Group Camping

To whom it may concern;

In 4-H, young people build the skills they need for a lifetime – they learn and lead with the support of caring adults. 4-Her's design their own activities or take part in a structured one. In 4-H, young people learn by doing. They learn life skills such as problem solving, decision making, coping, communicating and teamwork. Our Hubbard County 4-H program has 230+ youth members and 95 screened adult volunteers. Of these youth members, we have 25 youth that have chosen to be our 4-H county ambassadors. These are kids in grades 7-13, that have made the commitment to becoming better leaders. They work hard on improving their public speaking skills. They are also learning the skills of coordinating events, teaching other youth and being the leader or "go to" person in a variety of situations.

Every year our Ambassador group takes some type of adventure or trip. They use their skills to plan the trip, plan the fund raising needed for the trip, and to plan a service project. This year is our "mystery trip". This is a trip that our adults will be planning for the youth, as the youth will not know where they are going or what they will be doing. They are given a packing list and asked to have trust in their adult leaders and in their peers. During this trip, these youths will be soaring through the air on ziplines, climbing to uncomfortable heights on a high ropes course, learning teamwork and decision making in an escape room, doing a service project at a soup kitchen, testing their fears as they white water raft and rock climb, make many memories and build lasting friendships.

This mystery trip will be taking us to Sandstone for our white-water rafting. We would like your permission to have a group camping spot at Robinson City Park. We will be arriving late the evening of August 2nd and leaving by mid-day on August 4th. We understand that there will be rules around campfires and we certainly will abide by these rules. We will be bringing camp stoves and grills so that we will be able to cook for our group. While staying in your area we will be exploring Banning State Park, white-water rafting and rock climbing with Tony as our guide.

I do not have full commitments from our youth at this point, but I anticipate bringing 15-18 youth and 4-5 adult chaperones. We would be thrilled to be allowed to use your city park for this group camping experience. I look forward to hearing from you. If you have any questions, please feel free to contact me.

Sincerely,



Mari Jo Lohmeier
Hubbard County 4-H Program Coordinator
218-732-3391/mlohmeie@umn.edu

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: March 20, 2019
SUBJECT: Park Fund – Fund Balance

BACKGROUND: The Park Fund is part of the General Fund. Each year, expenses are tracked for the Park Fund. At the end of the year, any unspent funds are rolled into the overall fund balance for the General Fund.

I would like to allocate the unspent funds specifically for Park purposes. The easiest way to do this is to allocate the unspent amount to Restricted Cash and earmark it for Park Fund Balance. Currently, we have Restricted Cash allocated for the Tree Fund (1,704.23), KREEC (41,555.31), Legacy Grant (35,500), Munger Trail (135.82) and Benefits (12,928.23).

Finance Officer Newey keeps track of these and I have been adding them to the budget worksheets so that everyone can keep track.

For 2018 year-end, the unspent Park Fund amount is \$11,971.

ATTACHMENTS None

STAFF RECOMMENDATION: Approve the allocation of unspent Park Fund amounts to Restricted Cash, Park Fund Balance effective with the year-end 2018 budget vs. actual amount, which is \$11,971. These funds will accumulate each year and can be used to further Park & Recreation Commission goals, with approval by the City Council.

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

**CITY OF SANDSTONE
PLANNING COMMISSION
March 13, 2019**

JOINT MEETING WITH THE SANDSTONE CITY COUNCIL

CALL TO ORDER

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

ROLL CALL

Members present: Steve Palmer, Andrew Spartz, Randy Riley, Cassie Gaede
Members absent: Rene Stadin, Reese Frederickson
Council Members: Pete Spartz, Tim Franklin, Brandon Devlin, Phil Kester, Val Palmer
Staff present: Administrator Kathy George
Others: None

PLEDGE OF ALLEGIANCE

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

MINUTES – Motion Palmer, second Gaede, to approve the minutes from the February 13, 2019 Planning Commission Meeting. Motion passed 4-0.

PUBLIC HEARINGS: None

OLD & CONTINUING BUSINESS:

Zoning Ordinance Update. The Planning Commission and Council met in joint session to continue reviewing the proposed updates to the Zoning Ordinance. At the February meeting, Suburban Residential, Traditional Residential, Historic Downtown, and Prospective Interchange districts were reviewed.

The Highway Mixed Use District was discussed. This district takes the place of the current Highway Business District. The area designated for this district is from Rich's Bar to the Seymour properties on the west side of Main Street and the Fire Hall to Eiffler's property on the east side of Main Street. Discussion arose concerning Train Park, which is proposed to be part of the Highway Mixed Use District. It was noted that parks are not specifically mentioned as permitted uses in this District. After much discussion, it was decided to have the Train Park property and those parcels north of Train Park in the Historic Downtown District and have Lampert's Lumber property in the Highway Mixed Use District. Staff will look into appropriate language to allow for parks in all other districts. Parking of semi-trailer trucks if directly related to the principal use was added to Interim Uses. Adult Establishments were moved from Interim Uses to Conditional Uses.

The Industrial District was discussed. This District is currently not described in the current City Code; however, several parcels on the existing zoning map are identified for General Industrial. These parcels include Mike Johnson's pit (now proposed to be Park), the wastewater treatment

plant (now proposed to be Suburban Residential), 605 Old Military Road (owned by Bruce Christensen – now proposed to be Highway Mixed Use), a portion of Lundorff Drive (Credit union, etc. – now proposed to be Professional/Light Industrial), and Anderson Recycling (the only area proposed to be “Industrial”).

The City Code does have a section for Light Industrial (I-1) and Limited Industrial (I-2). The Planning Commission previously reviewed both of these sections and choose which portions are appropriate for the new Industrial District, keeping in mind that some of the I-1 and I-2 will be appropriate for the new Professional / Light Industrial Business Park District.

The Industrial District covers City property and Anderson Recycling on the west side of State Highway 23 and properties from the MN DOT Truck Station to the Halonen property on the east side of State Highway 23. It was decided to add Temporary Storage Containers to the list of Permitted Uses, with no restrictions on time or number. Restaurants, supper clubs, or other dining establishments were removed from the list of Conditional Uses. Clarifying language is needed regarding the statement that a certificate of occupancy may not be issued until the landscaping is completed. Staff will follow up on this with the Building Official.

Next, the Professional / Light Industrial District was discussed. This district takes the place of the current Medical Business District, Light Industrial District, and Special Industrial District. Parking of semi-trailer trucks was added to the list of Accessory Uses. Temporary Storage Containers were added as Permitted Uses with no restrictions as to time or number. There was much discussion about the requirement: *Building designs shall provide visual interest, variation in detailing, and eliminate long wall sections without windows.* Some felt this was too subjective. Others felt that the City shouldn't require something that will cost developers more money. Still others felt that the language is appropriate and helpful. **Motion by Spartz, second by Palmer, to change the requirement to read: *Developers are encouraged to create building designs that provide visual interest and variation in detailing.* Motion passed 3-1, with Gaede dissenting.**

The Public Recreation and Open Space District was then discussed. This district would likely take the place of the Agriculture / Open Space District; however, the City eliminated the AO district in 1997 and replaced it with the Large Lot Rural district, which the Planning Commission has incorporated into the new Suburban Residential district.

NEW BUSINESS: None

OTHER: None

ADJOURN: Motion Spartz, second Gaede, to adjourn. Motion passed 4-0. Time 9:10 p.m.

Respectfully Submitted,
Kathy George, City Administrator

SANDSTONE SCDP PROJECT UPDATE – March 20, 2019

Owner Occupied Housing

Inspections Done, Loans Closed and Work Completed

316 Park Ave - WORK COMPLETED AND CONTRACTOR PAID

- Gutters, doors, floor covering, bath fan, electrical, foundation repair, landscaping, basement stairs.
- Lead Work: Windows, doors, painting and staining
- Other Funding Sources: Lakes & Pines Live Well at Home Program & Owner
- Inspections Done and Loans Closed

218 1st St WORK PARTIALLY COMPLETE – Contractor issued ½ payment

- Roof, doors, entry platform, gutters, floor covering, plumbing, electric
- Lead Work: Windows, firewall, painting & baseboard
- Other Funding Sources: Owner

406 Park Ave – WORK TO START SOON -

- Roof, windows, gutters, entry platforms, doors, drywall, plumbing, insulation, electrical
- Lead work: Foundation repair, painting, bath fan, landscaping
- FURNACE WAS REPLACED BY WEATHERIZATION

406 Court Ave N - WORK TO BE DONE IN SPRING

- Interior Door, Shower, floor covering, drywall, water heater, electrical, bath fan, foundation repair
- Lead Work: Siding, soffit & fascia, doors, windows, painting & flooring
- Other Funding Sources: Minnesota Housing Finance Agency Rehabilitation Loan Program

418 1st Street – WORK COMPLETED

- Siding, Doors, Windows, Insulation, Basement Bathroom, Handicap shower, toilet, sink, flooring

318 Court Ave N – Loan Closed – Proceed to Work Order Sent out

- Roof, Windows, Doors, Risers, Plumbing, Electric, HVAC
- Lead Work: Floor, Windows, Doors, Gutters
- Other Funding Sources: Owner

Inspections Done but Loans have not been closed

422 Park Ave –

- Inspector Visited – homeowner needs to clean the home before rehab can be done

414 Court Ave –

- Waiting on the client to okay the write up

115 Commercial Ave –

- Waiting on Client to okay the bid
- Roof, gutters, electrical
- Lead Work: Windows, doors, siding, soffit and fascia

- Other Funding Sources: Owner

338 Division St – No response from client
121 Division Street – Bid Pack Sent
233 Minnesota St – Bidding Phase
5 Pine Ave N – Bidding Phase
326 Jefferson Street – Final Request for Info
117 Division Street – Bidding Phase
218 Division Street – Bidding Phase
209 Division Street – Inspection Completed

Program fund balance is \$200,000; however, 8 homeowners are currently in the process of receiving bids. Therefore, at this point, all funds have been allocated.

ALL COMMERCIAL SPOTS HAVE BEEN FILLED

Commercial - Loans Closed

ACE Hardware

- Windows, Doors, Roof, Insulation
- Project Completed

PHASE 106 Main Street and 104 Main Street

- Sidewalk, Ramp, Stairway, Parking Lot
- Part of sidewalk completed and 1 payment issued

Sprouts

- Kitchen upgrades, front door, roof
- Bid Awarded and Proceed to Work Order sent out

February Summary

- 27 Unit(s) had 1st time inspection(s)
- 0 Unit(s) brought within compliance via re-inspection

Open/Update Items

- Rental Housing Ordinance is possibly in need of review after feedback from Housing Appeals Board members. The City of Pine City just reviewed their ordinance and plans to present some changes within the next month. Discussion with staff was to bring those changes to the City of Sandstone for review.
- 10 property owners have been sent letters regarding outstanding correction orders from inspections with instructions to contact the city regarding an update or schedule a re-inspection.
- 29 properties have been sent non-compliance letters with a request to make contact with the city by 03/22/19 thus giving property owners one last opportunity register a property or possibly attend a council meeting to voice concerns prior to issuance of a citation.
- Discussion with city staff regarding 1122 State Highway 23 N; property contains a duplex & mobile home. Property owner is amongst the letters listed above for being non-compliant.



City of Sandstone

Rental inspection Program Update 03/20/19

MEMORANDUM

DATE: February 28, 2019

TO: City of Sandstone

FROM: Richard Drotning, Building Official

RE: Building Department report for the month of February

The building department has issued 1 building permit in February.

There were no Right of Way permits issued in February.

The total construction value for building permits issued in February is \$ 5000.00

The total permit fees collected in February is \$ 186.06.

The total building permit fees collected so far in 2019 is \$456.84

The total construction value so far in 2019 is \$ 10,800.00

There are currently 3 on going building projects and 3 on going Right of Way projects.

BUILDING PERMITS

218 1ST st remodel
422 Main ave new furnace

1602 Hwy 23N New Government Ctr.

ROW PERMITS

On hold until ground is thawed

MN energy River Bluff
Centurylink Grouse st., Lundorff, Railroad Ave
Consolidated Comm 117 4th st Hwy 123

If you have any questions, please do not hesitate to ask.
Cell 320 279-1841

Streets & Parks O&M Report: February, 2019

Roads / Streets:

Snow plowed & removed when and where needed (sidewalks cleared & swept off) / Salt & Sanded when and where needed. Filled in un-paved area on Old Military Rd.

Parks:

Robinson Park: Collected garbage as needed. Cleared snow as needed. Lions Hill: Stocked with supplies / collected garbage as needed. Cleared & flooded ice rink (Will be flooded as needed according to the weather.)

Cemetery:

Plowed as needed for access.

Buildings:

City Hall: roof repaired (flashing around chimney was leaking). Tightened bolts on toilet tank in men's restroom (leaking). Library: Glued down broken floor tile in entry. 1114 Birch burned down per Fire Dept.

City Shop:

Mixed salt / sand as needed. Continue to clean & organize as time permits.

Misc:

Deliver / pick up election supplies.

Equipment Maintenance / Repairs

1998 F450 Plow / Dump Truck:

Replaced broken tail / brake light. Installed back-up warning alarm. Washed and cleaned interior as needed.

1994 F-250 Truck / Plow:

Replaced broken door handle.

1986 Ford 8000 Plow / Dump Truck:

Replaced power steering belts (snapped). Replaced cutting edge on wing plow (old one worn down). Replaced support chains / repaired chain cinch on nose plow (old chains kept snapping).

1999 Ford Sterling Plow / Dump Truck:

Replaced hydraulic hose (old cracked / leaking). Repaired broken back-up light mount.

Back-hoe / loader:

Replaced flashing gumball light on roof (broken off by tree branch).

Skid-Steer:

Repaired wires / replaced broken bolts on snow blower attachment (now working properly).

Streets & Parks Supervisor:

Craig D. Hiler

March 6, 2019



Date: March 8, 2019

To: City of Sandstone

From: Alex Leger, Operator

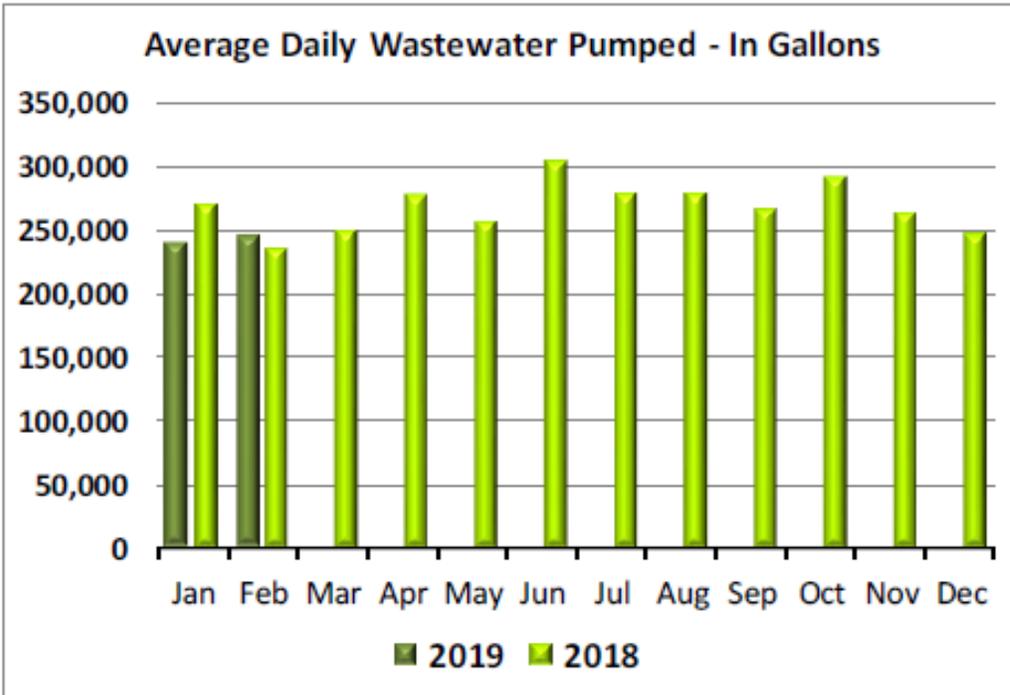
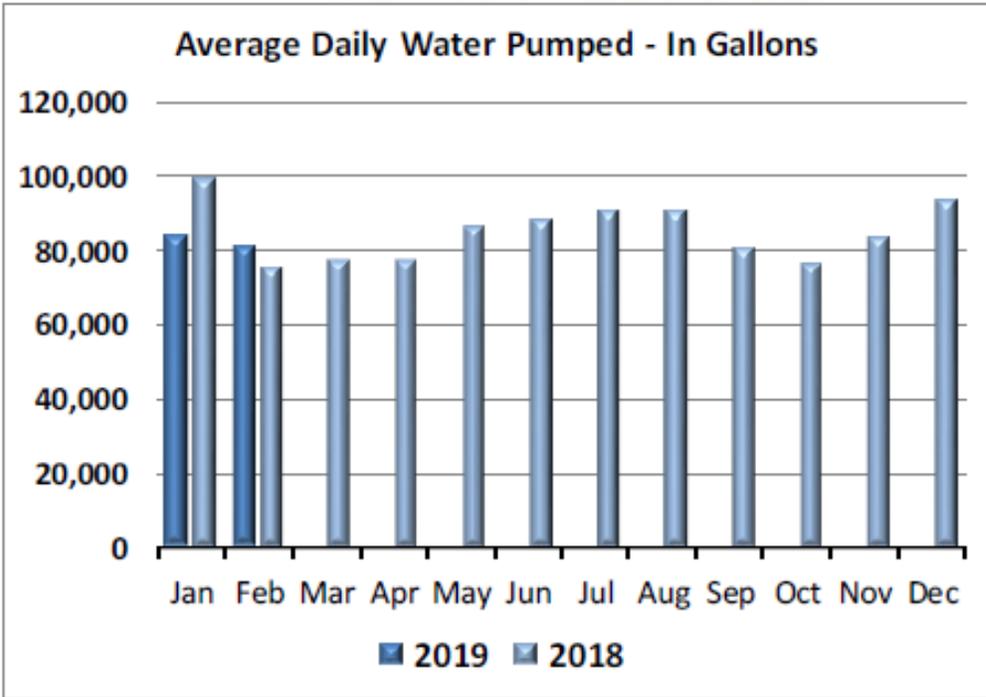
O & M Report: February 2019

Water Operation & Maintenance

- The city pumped 2.257 million gal. at an avg. of 81,000 gal. per day. The daily max was 123,000 gal. (2/23/19). The daily minimum was 49,000 gal. (2/10/19).
- Deep Well #2 Out-Put. (Free Flowing) was 3.658 million gal. at an avg. of 130,000 gal. per day.
- Well #1 Out-Put. (Free Flowing) was 3.750 million gal. per day at an avg. of 121,000 gal. per day.
- (3) Water Off. 118 Division Street. 309 Park Street. 109 Court Ave. Old Hospital.
- (0) Water turn on.
- (1) Meter Installs. 1602 Hwy 23 North. New County Building.
- Deep Well #2 Pump & Backup Generator are exercised / Inspected 2 x per month. Filter at WTP is back-washed every 3 weeks or as needed.
- Deep Well #1 is online now so I also monitor that well monthly.
- All Locates / Work Orders / Meter Reads / Samples & Analysis were completed when required.
- Met with SCH at WTP to talk about all the new additions they want to add to the water plant and well building and how they want to shut down the process we use now for getting the water to the tower and fully revise the way the water gets there.
- Mike Johnson requested Bac-T samples on the new water line at new county building before they hook water up to building so I took the sample (2/20/19) and sent it Fed Ex to our lab for testing. Lab called me on the 23rd and said sample passed.
- Had a Meeting with Tim From Rural Water and Kathy to discuss further plans on the Phosphorus discussions we've been having.

Wastewater Operation & Maintenance

- There was 6.858 million gal. pumped to the ponds at an avg. of 245,000 gal. per day. The city pumped 2.168 million gal. at an avg. of 77,000 gal. per day. FCI pumped 4.688 million gal. per day at an avg. of 167,000 gal. per day.
- No Discharges from the ponds this month.
- Sewer backup at 255 Jay Street Lot # 19. I went out and checked the manholes on each side of the home and seen the flow was perfectly fine. I checked with neighbors on each side of home and no problems. It ended up being the home owner's personal line that was plugged so I gave them A & A Septic's number.
- Received a call from the Hotline Number that we had a sewer backup at 101 Court Ave. North. I stopped and talked with the renter and here basement was flooded so I checked manholes all around her home and flow was good and neighbors were having no problem, so it ended up being home owners personal line so I talked with landlord on the phone and explained to her that it was their line and gave her some numbers to call for help.
- Backup Generator at WWP is exercised / Inspected 2 x per month.
- All Locates / Work Orders / Samples & Analysis were completed when required.
- Called Thul Specialties which is the company that remodeled the manhole at the end of Aspen. I told them their patch work didn't work and I have high flows of ground water entering the manhole through their patch work. They told me they would cover the work under warranty, and they would be out to fix the problem on March 1st.
- Sewer Line broke at 617 Hwy 123 South and Mike Johnsons crew was there fixing it. The line was completely crushed under the driveway and they replaced 15' of PVC.
- One of the heaters at WWP has been sticking on and I put a new thermostat in already. I called Matt Masers Electric and he came out and looked at it. There is an expensive part that the heater needs but it must be put in by a plumber. So, I am waiting to hear back from a plumber to get a quote.



Water		February-19	January-19	February-18
	Units			
Average Daily Pumped	gallons	81,000	84,000	76,000
Total Monthly Pumped	gallons	2,257,000	2,598,000	2,140,000
Deep Well Pumped	gallons	3,658,000	3,956,000	3,756,000
Artesian Well Pumped	gallons	3,750,000	3,750,000	NO METER
Wastewater				
CBOD				
CBOD Influent Quarterly	mg/L	N/A	N/A	N / A
CBOD Effluent	mg/L	N/A	N/A	N / A
CBOD Effluent Permit Limit	mg/L	25.0	25.0	25.0
CBOD Effluent Loading	kg/day	N/A	N/A	N / A
CBOD Effluent Loading Permit Limit	kg/day	271	271	271
TSS				
TSS Influent Quarterly	mg/L	N/A	N/A	N / A
TSS Effluent	mg/L	N/A	N/A	N / A
TSS Effluent Permit Limit	mg/L	45.0	45.0	45.0
TSS Effluent Loading	kg/day	N/A	N/A	N / A
TSS Effluent Loading Permit Limit	kg/day	488	488	488
Phosphorus				
Phos Influent Quarterly	mg/L	N/A	N/A	N / A
Phos Effluent	mg/L	N/A	N/A	N / A
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Loading	kg/day	N/A	N/A	N / A
Phos Effluent Loading Permit Limit	kg/day	monitor only	monitor only	monitor only
Nitrogen Ammonia				
NA Effluent	mg/L	N/A	N/A	N / A
NA Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Fecal Coliform				
Fecal Effluent	ml	N/A	N/A	N / A
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	N/A	N/A	N / A
DO Effluent Minimum Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	0	0	0
Total Monthly	gallons	0	0	0
Influent Flow				
Average Daily	gallons	245,000	239,452	236,000
Total Monthly	gallons	6,858,000	7,423,000	6,626,000
City Contributed Total	gallons	2,168,000	2,475,000	2,026,000
City Average Daily	gallons	77,000	79,839	72,000
FCI Contributed Total	gallons	4,688,000	4,831,000	4,598,000
FCI Average Daily	gallons	167,000	156,000	164,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	Inches	1.86	0.32	1.90
Cell #1	Feet/inches	6'0" 2/26/19	5'6" 1/31/19	5' 10" 2/28/18
Cell #2	Feet/inches	5'5" 2/26/19	5'6" 1/31/19	5' 10" 2/28/18
Cell #3	Feet/inches	6'5" 2/26/19	6'0" 1/31/19	5' 8" 2/28/18



Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$10,224.00	\$2,535.00	25%	17%
Total	\$10,224.00	\$2,535.00	25%	17%

Completed Work Order General Report

3/4/2019
Page 1 of 3

WO#	32432.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube				Created	2/1/2019
Equipment	6067-GEN	Generator					Printed	2/1/2019
Location	6067 Sandstone Water						Scheduled	2/1/2019
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	3/3/2019
							Completed	2/5/2019
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 and tested under load, everything is working good							

WO#	32431.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube				Created	2/1/2019
Equipment	6067-EWS	Eye Wash Station					Printed	2/1/2019
Location	6067 Sandstone Water						Scheduled	2/1/2019
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	3/3/2019
							Completed	2/4/2019
Instructions	Inspect eyewash and shower for proper operation.							
Notes	unit is in proper working order							

WO#	32430.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube				Created	2/1/2019
Equipment	6067-DHD	Dehumidifier					Printed	2/1/2019
Location	6067 Sandstone Water						Scheduled	2/1/2019
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	3/3/2019
							Completed	2/4/2019
Instructions	Inspect and check filter. Verify proper operation.							
Notes	unit is in proper working order							

WO#	32259.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube				Created	2/1/2019
Equipment	5067-LS-3	Lift Station #3					Printed	2/1/2019
Location	5067 Sandstone Wastewater						Scheduled	2/1/2019
Task	MPM Monthly Preventative Maintenance						Delinquent	3/3/2019
							Completed	2/4/2019
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station. 							
Notes								

WO#	32258.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	2/1/2019
Equipment	5067-LS-2				Lift Station #2		Printed	2/1/2019
Location	5067 Sandstone Wastewater						Scheduled	2/1/2019
Task	MPM Monthly Preventative Maintenance						Delinquent	3/3/2019
							Completed	2/4/2019
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	all good							

WO#	32257.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	2/1/2019
Equipment	5067-LS-1				Lift Station #1		Printed	2/1/2019
Location	5067 Sandstone Wastewater						Scheduled	2/1/2019
Task	MPM Monthly Preventative Maintenance						Delinquent	3/3/2019
							Completed	2/4/2019
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	All good							

WO#	32258.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	2/1/2019
Equipment	5067-GEN				Generator		Printed	2/1/2019
Location	5067 Sandstone Wastewater						Scheduled	2/1/2019
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	3/3/2019
							Completed	2/5/2019
Instructions	1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week.							
Notes	inspected/tested under load, everything is working good							

WO#	32255.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	2/1/2019
Equipment	5067-GD				Gas Detector		Printed	2/1/2019
Location	5067 Sandstone Wastewater						Scheduled	2/1/2019
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	3/3/2019
							Completed	2/5/2019
Instructions	1. Inspect entire unit. 2. Calibrate Unit.							
Notes	inspected/calibrated all is okay							

WO# 32254.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 2/1/2019
Equipment	5087-EXT	Fire Extinguisher(s)		Printed 2/1/2019
Location	5087 Sandstone Wastewater			Scheduled 2/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/3/2019
Instructions	Check extinguishers at WWTP, WTP and vehicles.			Completed 2/5/2019
Notes	all good			
WO# 32253.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 2/1/2019
Equipment	5087-A	Alarms		Printed 2/1/2019
Location	5087 Sandstone Wastewater			Scheduled 2/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/3/2019
Instructions	1. Test alarm function and verify communications equipment can reach emergency contact person for each well house, WW Plant at your project. 2. Inspect control floats and clean if necessary at each WW Plant.			Completed 2/4/2019
Notes	all good			
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

CASH BALANCE, REVENUE & EXPENDITURE REPORT
February 2019

	<u>2/28/2019</u>	<u>2/28/2019</u>	<u>2/28/2019</u>	<u>2/28/2019</u>
<u>General Operating Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund	\$ 9,605	\$ 121,373	\$ 1,312,683	\$ -
Fire Department Fund	\$ 3,319	\$ 31,291	\$ 6,060	\$ -
EDA CED Loan Fund	\$ 2,162	\$ -	\$ 180,998	\$ -
EDA Wild River Repair & Replace	\$ 2,029	\$ -	\$ 51,721	\$ 124,091
EDA	\$ 984	\$ 4,902	\$ 57,043	\$ 129,091
EDA Wild River Reserve	\$ 3,164	\$ -	\$ 249,024	\$ -
Cemetery Perpetual Care	\$ 235	\$ -	\$ 99,396	\$ 24,121
PFA Water GO Bond	\$ 5	\$ 264	\$ 3,879	\$ -
GO Refunding Bond 2009A	\$ 1,327	\$ 46,115	\$ 15,061	\$ -
GO Bond 2009B	\$ 713	\$ 25,813	\$ 41,488	\$ -
2012A Refinance \$405,000	\$ 1,179	\$ 31,808	\$ 62,207	\$ -
Capital Projects Fund	\$ 9,092	\$ 19,863	\$ 733,019	\$ -
TIF KC Companies	\$ -	\$ -	\$ 300	\$ -
Tax Abatement - KR Townhomes	\$ 10	\$ -	\$ (214)	\$ -
Tax Abatement - Gateway	\$ -	\$ -	\$ 5,626	\$ -
Medical and Business Park	\$ -	\$ -	\$ (672,241)	\$ -
EDA Public Works Grant	\$ -	\$ -	\$ (781,992)	\$ -
Water Fund	\$ 49,085	\$ 60,216	\$ 31,151	\$ -
Sewer Fund	\$ 67,511	\$ 18,855	\$ 76,316	\$ -
Storm Water Fund	\$ 5,462	\$ 1,530	\$ 164,265	\$ -

	<u>2/28/2019</u>	<u>2/28/2019</u>	<u>2/28/2019</u>	<u>2/28/2019</u>
<u>Reserve Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund Restricted	\$ -	\$ -	\$ 99,901	\$ -
Fire Equipment	\$ -	\$ -	\$ 208,917	\$ -
Fire Capital & Building	\$ -	\$ -	\$ 67,459	\$ -
Capital & Building R&R	\$ -	\$ -	\$ 10,672	\$ -
Capital & Building	\$ -	\$ -	\$ 170,172	\$ -
Capital Public Works	\$ -	\$ -	\$ 16,049	\$ -
Equipment Public Works	\$ -	\$ -	\$ 61,192	\$ -
Sewer Rodder	\$ -	\$ -	\$ 42,702	\$ -
Water Equipment	\$ -	\$ -	\$ 236,594	\$ -
Water Capital & Building	\$ -	\$ -	\$ 30,005	\$ -
Sewer Equipment	\$ -	\$ -	\$ 211,666	\$ 2,621,870
Sewer Capital & Building	\$ -	\$ -	\$ 151,024	\$ -
ROCK SCHOOL RESTRICTED			\$ 112,136	\$ -

*** February 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							
101-10-111-000-4210	General Ope KETTLE RIVER GRAFIX	49942	Business Card- Mayor	57752	03/20/2019	02/22/2019	10.00
							10.00
101-10-111-000-4300	Professional NELSON/KARA// NELSON/KARA//	02282019 01312019	Recording Secretary- February Recording Secretary- January	57803 57803	03/20/2019 03/20/2019	03/12/2019 03/12/2019	80.00 40.00
							120.00
Total Dept. Mayor and Council:							130.00
Dept: 10-130 Executive							
101-10-130-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	03042019	April H&W Premium	57791	03/20/2019	03/12/2019	2,338.70
							2,338.70
101-10-130-000-4210	General Ope CHRIS' FOOD CENTER METRO SALES METRO SALES MNDRIVERSMANUALS.COM NORTHERN BUSINESS PRO QUILL	02/28/19 INV1268329 INV1289164 3488 380085-0 5610675	Election food, chalet cleaning Copier Services- January Copier services- February Class A and motorcycle book Office supplies Printer toner	57781 57758 57796 57800 57763 57811	03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019	03/12/2019 02/22/2019 03/12/2019 03/12/2019 02/22/2019 03/12/2019	21.47 304.45 312.17 199.42 50.24 297.99
							1,185.74
101-10-130-000-4300	Professional ADT CW TECHNOLOGY CW TECHNOLOGY CW TECHNOLOGY NORTH PINE INSURANCE NORTHVIEW BANK NORTHVIEW BANK NORTHVIEW BANK NORTHVIEW BANK PINE COUNTY TREASURER	02182019 CW50000 CW50176 CW50430 03052019 02042019 02042019 03042019 03042019 02132019	City Hall Camera System- March Managed IT- February Managed IT March One time set up fee Agency commission 2019 Lucid, Mozy, Boots, FD batteri Lucid, Mozy, Boots, FD batteri Lucid, Mozy, Cradenza, skates, Lucid, Mozy, Cradenza, skates, 2019 Special Assessment Billin	57740 57746 57783 57783 57805 57764 57764 57806 57806 57767	03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019	02/22/2019 02/22/2019 03/12/2019 03/12/2019 03/12/2019 02/22/2019 02/22/2019 03/12/2019 03/12/2019 02/22/2019	77.90 600.00 600.00 1,000.00 3,072.78 41.95 9.95 41.95 9.95 219.60
							5,674.08
101-10-130-000-4321	Telephone AT&T MOBILITY CENTURYLINK CENTURYLINK	28726995513X02182019 02132019 1462890447	City Cell Phones Telephone Utility Telephone Utility	57775 57743 57780	03/20/2019 03/20/2019 03/20/2019	03/12/2019 02/22/2019 03/12/2019	51.57 256.96 33.24
							341.77
101-10-130-000-4322	Postage POSTMASTER	03082019	Rental Insp Reg final notice	57253	03/20/2019	03/08/2019	142.80
							142.80
101-10-130-000-4331	Travel Exper NORTHVIEW BANK	03042019	Lucid, Mozy, Cradenza, skates,	57806	03/20/2019	03/12/2019	1,551.08
							1,551.08
101-10-130-000-4351	Notices & Pl PINE COUNTY COURIER	02282019	Skate & slide/ordinance notice	57807	03/20/2019	03/12/2019	59.76
							59.76
101-10-130-000-4570	Furniture & F NORTHVIEW BANK	03042019	Lucid, Mozy, Cradenza, skates,	57806	03/20/2019	03/12/2019	209.69
							209.69
Total Dept. Executive:							11,503.62

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Dept: 10-140 City Clerk - Election							
101-10-140-000-4210	General Ope CHRIS' FOOD CENTER	02/28/19	Election food, chalet cleaning	57781	03/20/2019	03/12/2019	30.40
							<u>30.40</u>
							Total Dept. City Clerk - Elections: 30.40
Dept: 10-150 Financial Administr:							
101-10-150-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	03042019	April H&W Premium	57791	03/20/2019	03/12/2019	1,010.60
							<u>1,010.60</u>
101-10-150-000-4300	Professional NEWWEY/LOIS//	3/1/2019	Fixed Asset software	57804	03/20/2019	03/12/2019	299.00
							<u>299.00</u>
							Total Dept. Financial Administration: 1,309.60
Dept: 10-160 City Attorney							
101-10-160-000-4300	Professional FLAHERTY & HOOD, P.A. KENNEDY & GRAVEN KENNEDY & GRAVEN	12656, 12671 147166 147166	Labor Consult, NPDES permit Business Park asmt/code/wt lea Business Park asmt/code/wt lea	57788 57792 57792	03/20/2019 03/20/2019 03/20/2019	03/12/2019 03/12/2019 03/12/2019	125.00 119.00 35.00
							<u>279.00</u>
							Total Dept. City Attorney: 279.00
Dept: 10-191 Planning and Zonin:							
101-10-191-000-4300	Professional FREDERICKSON/REESE// KENNEDY & GRAVEN	3rd qtr 2018 146789	Planning Reissue 3rd qtr 2018 Heliport Ord	57251 57751	03/06/2019 03/20/2019	03/06/2019 02/22/2019	50.00 266.00
							<u>316.00</u>
							Total Dept. Planning and Zoning: 316.00
Dept: 10-194 Buildings & Ground							
101-10-194-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	03042019	April H&W Premium	57791	03/20/2019	03/12/2019	124.00
							<u>124.00</u>
101-10-194-000-4220	Repair & Ma LAMPERTS SANDSTONE ACE HARDWAI	02252019 02/25/19	Salt for city hall Main St flags, hangers	57794 57812	03/20/2019 03/20/2019	03/12/2019 03/12/2019	21.98 108.49
							<u>130.47</u>
101-10-194-000-4300	Professional JOHNSON/TAMMY// SUMMIT COMPANIES	02182019 1345063	City Hall cleaning 1/15-2/14 Annual Monitoring Feb- Jan	57750 57773	03/20/2019 03/20/2019	02/22/2019 02/22/2019	890.00 360.00
							<u>1,250.00</u>
101-10-194-000-4381	Electric Utilit MINNESOTA POWER	02272019	Electric Utility	57798	03/20/2019	03/12/2019	575.56
							<u>575.56</u>
101-10-194-000-4382	Water Utilitie SANDSTONE/CITY OF// SANDSTONE/CITY OF//	02192019 02192019	Water/Sewer/Storm W Water/Sewer/Storm W	57770 57770	03/20/2019 03/20/2019	02/22/2019 02/22/2019	1.13 247.30
							<u>248.43</u>
101-10-194-000-4383	Gas Utilities CONSTELLATION NEWWENEF	2526484, 2526486	Gas Utility	57745	03/20/2019	02/22/2019	718.68
							<u>718.68</u>
101-10-194-000-4384	Refuse Disp-						

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	MATT'S SANITATION INC.	01312019	Garbage Utility	57756	03/20/2019	02/22/2019	58.50
	MATT'S SANITATION INC.	02282019	Garbage Utility February	57795	03/20/2019	03/12/2019	58.50
							117.00
101-10-194-000-4385	Storm Water SANDSTONE/CITY OF//	02192019	Water/Sewer/Storm W	57770	03/20/2019	02/22/2019	16.97
							16.97
101-10-194-000-4401	Building Rep SANDSTONE ACE HARDWAI SUMMIT COMPANIES	02/25/19 1301882	Main St flags, hangers Repair for fire alarm- ground	57812 57817	03/20/2019 03/20/2019	03/12/2019 03/12/2019	25.96 210.00
							235.98
							Total Dept. Buildings & Grounds: 3,417.09
Dept: 15-210 Law Enforcement							
101-15-210-000-4300	Professional PINE COUNTY TREASURER-	03012019	Police Contract- March	57809	03/20/2019	03/12/2019	11,574.33
							11,574.33
							Total Dept. Law Enforcement: 11,574.33
Dept: 15-240 Building Inspection:							
101-15-240-000-4300	Professional DROTNING/RICHARD// DROTNING/RICHARD//	2019-0003 2019-0002	Building Official Services-Jan Building Official Services-Dec	57747 57747	03/20/2019 03/20/2019	02/22/2019 02/22/2019	1,072.50 880.00
							1,952.50
							Total Dept. Building Inspections: 1,952.50
Dept: 20-300 Public Works Adm							
101-20-300-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	03042019	April H&W Premium	57791	03/20/2019	03/12/2019	2,356.00
							2,356.00
101-20-300-000-4207	Training & In CENTRAL PENSION FUND	02282019	Apprenticeship Fund- Feb	57779	03/20/2019	03/12/2019	85.00
							85.00
101-20-300-000-4210	General Ope AUTO VALUE MORA AUTO VALUE MORA NORTHVIEW BANK SANDSTONE ACE HARDWAI SANDSTONE NAPA	02/25/19 02/25/19 02042019 02/25/19 02/25/19	Shop towels, cutting torch tip Shop towels, cutting torch tip Lucid, Mozy, Boots, FD batteri Main St flags, hangers Streets vehicle parts/supplies	57776 57776 57764 57812 57814	03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019	03/12/2019 03/12/2019 02/22/2019 03/12/2019 03/12/2019	21.99 119.70 268.69 155.92 103.06
							669.36
101-20-300-000-4212	Motor Fuels CHRIS' FOOD CENTER SANDSTONE PETRO PLUS	02/28/19 03022019	Election food, chalet cleaning Street & Park fuel	57781 57815	03/20/2019 03/20/2019	03/12/2019 03/12/2019	97.98 1,284.79
							1,382.77
101-20-300-000-4220	Repair & Ma SANDSTONE ACE HARDWAI SANDSTONE NAPA	02/25/19 02/25/19	Main St flags, hangers Streets vehicle parts/supplies	57812 57814	03/20/2019 03/20/2019	03/12/2019 03/12/2019	6.59 39.98
							46.57
101-20-300-000-4312	Snow Remo' MPJ ENTERPRISES, LLC MPJ ENTERPRISES, LLC MPJ ENTERPRISES, LLC MPJ ENTERPRISES, LLC	21988 21987 22071 22113	Snowplowing 1/22, 1/28 Snow removal 1/28 Snow removal 2/8, 13, 21, 25, 27 Snow plowing Lunderoff Drive	57761 57761 57801 57801	03/20/2019 03/20/2019 03/20/2019 03/20/2019	02/22/2019 02/22/2019 03/12/2019 03/12/2019	150.00 565.00 3,090.00 225.00
							4,030.00
101-20-300-000-4321	Telephone						

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	AT&T MOBILITY	28726995513X02182019	City Cell Phones	57775	03/20/2019	03/12/2019	54.46
	SCI BROADBAND	02242019	Shop phone/internet	57816	03/20/2019	03/12/2019	81.39
							135.85
101-20-300-000-4381	Electric Utilit MINNESOTA POWER	02272019	Electric Utility	57798	03/20/2019	03/12/2019	263.24
							263.24
101-20-300-000-4383	Gas Utilities FEDERATED CO-OPS, INC FEDERATED CO-OPS, INC	TMO-365161 7785558	Shop Propane Shop propane	57748 57786	03/20/2019 03/20/2019	02/22/2019 03/12/2019	944.74 839.40
							1,784.14
101-20-300-000-4384	Refuse Disp- MATT'S SANITATION INC. MATT'S SANITATION INC.	01312019 02282019	Garbage Utility Garbage Utilty February	57756 57795	03/20/2019 03/20/2019	02/22/2019 03/12/2019	152.10 152.10
							304.20
101-20-300-000-4404	Machiner & I NORTHBOUND COLLISION C SANDSTONE NAPA SANDSTONE NAPA SANDSTONE NAPA SANDSTONE NAPA SANDSTONE NAPA ZIEGLER, INC.	02142019 02/25/19 02/25/19 02/25/19 02/25/19 PC070218764	Skidsteer door repair Streets vehicle parts/supplies Streets vehicle parts/supplies Streets vehicle parts/supplies Streets vehicle parts/supplies Cutting edge 86 Ford- 8000	57762 57814 57814 57814 57814 57774	03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019	02/22/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 02/22/2019	150.00 200.39 12.99 89.40 78.77 286.26
							817.81
101-20-300-000-4499	Miscellaneous GOPHER STATE ONE CALL GOPHER STATE ONE CALL	9020709 8120708-IN	February locate tickets December Locates	57790 57790	03/20/2019 03/20/2019	03/12/2019 03/12/2019	6.75 21.60
							28.35
							al Dept. Public Works Administration: 11,903.29
Dept: 20-346 Street Lighting							
101-20-346-000-4381	Electric Utilit MINNESOTA POWER	02272019	Electric Utility	57798	03/20/2019	03/12/2019	2,213.02
							2,213.02
							Total Dept. Street Lighting: 2,213.02
Dept: 25-520 Parks Maintenance							
101-25-520-000-4210	General Ope BEN FRANKLIN CASH CHRIS' FOOD CENTER GIRL SCOUTS-TROOP 4223	41085 02142019 02/28/19 02152019	Robinson Park-skate & slide Lions Hill Clock Election food, chalet cleaning Lions Hill Cookies pd by Quarr	57777 57742 57781 57789	03/20/2019 03/20/2019 03/20/2019 03/20/2019	03/12/2019 02/22/2019 03/12/2019 03/12/2019	35.17 7.99 38.14 100.00
							181.30
101-25-520-000-4351	Notices & Pl PINE COUNTY COURIER	02282019	Skate &slide/ordinance notice	57807	03/20/2019	03/12/2019	151.50
							151.50
101-25-520-000-4381	Electric Utilit MINNESOTA POWER	02272019	Electric Utility	57798	03/20/2019	03/12/2019	101.98
							101.98
101-25-520-000-4383	Gas Utilities MN ENERGY RESOURCES C MN ENERGY RESOURCES C	02042019 03052019	Gas Utility Gas Utility	57760 57799	03/20/2019 03/20/2019	02/22/2019 03/12/2019	129.86 121.79
							251.65
101-25-520-000-4404	Machiner & I NORTHVIEW BANK	03042019	Lucid, Mozy, Cradenza, skates,	57806	03/20/2019	03/12/2019	267.00

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							267.00
101-25-520-000-4499	Miscellaneous BNSF RAILWAY COMPANY	02142019	Angle Park Lease 03/1/19-2/29/	57778	03/20/2019	03/12/2019	2,348.60
							2,348.60
101-25-520-000-4760	Sandstone P MINNESOTA POWER	02272019	Electric Utility	57798	03/20/2019	03/12/2019	24.42
	MN ENERGY RESOURCES C	02042019	Gas Utility	57760	03/20/2019	02/22/2019	264.29
							288.71
							Total Dept. Parks Maintenance: 3,590.74
Dept: 25-550 Library							
101-25-550-000-4210	General Ope COWBOYS & INDIANS	02222019	Library subscription renewal	57782	03/20/2019	03/12/2019	29.95
	DEMCO	6563203	Library summer read supplies	57784	03/20/2019	03/12/2019	539.52
	SANDSTONE CHAMBER OF	02222019	Library Chamber Dues	57813	03/20/2019	03/12/2019	75.00
							644.47
							Total Dept. Library: 644.47
							Total Fund General Fund: 48,864.06
Fund: 201 Fire Protection							
Dept: 15-220 Fire							
201-15-220-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	03042019	April H&W Premium	57791	03/20/2019	03/12/2019	132.10
							132.10
201-15-220-000-4207	Training & In PAUL'S PORTABLES	02022019	Fire Dept Burn	57765	03/20/2019	02/22/2019	125.00
	PINE TECHNICAL COLLEGE	00043829	Live Burn training- FD	57810	03/20/2019	03/12/2019	2,200.00
							2,325.00
201-15-220-000-4210	General Ope CHRIS' FOOD CENTER	02/28/19	Election food, chalet cleaning	57781	03/20/2019	03/12/2019	33.67
	FIRE SAFETY USA, INC	119860	Ladder belts	57787	03/20/2019	03/12/2019	405.00
	FIRE SAFETY USA, INC	120040	Bubble Level- ladder truck	57787	03/20/2019	03/12/2019	185.00
	FIRE SAFETY USA, INC	119897	92 freightliner discharge valv	57787	03/20/2019	03/12/2019	941.25
	FIRE SAFETY USA, INC	120092	Squrt truck iso pump test	57787	03/20/2019	03/12/2019	300.00
	NORTHVIEW BANK	02042019	Lucid, Mozy, Boots, FD batteri	57764	03/20/2019	02/22/2019	1,191.66
	SANDSTONE ACE HARDWAI	02/25/19	Main St flags, hangers	57812	03/20/2019	03/12/2019	58.97
							3,115.55
201-15-220-000-4212	Motor Fuels SANDSTONE PETRO PLUS	03022019FD	Fire dept fuel	57815	03/20/2019	03/12/2019	698.14
							698.14
201-15-220-000-4300	Professional RICHARDSON/CARRIE//	37	Fire Hall Cleaning	57769	03/20/2019	02/22/2019	300.00
							300.00
201-15-220-000-4321	Telephone CENTURYLINK	02132019	Telephone Utility	57743	03/20/2019	02/22/2019	51.72
	CENTURYLINK	1462890447	Telephone Utility	57780	03/20/2019	03/12/2019	3.99
							55.71
201-15-220-000-4381	Electric Utilit MINNESOTA POWER	02272019	Electric Utility	57798	03/20/2019	03/12/2019	867.37
							867.37
201-15-220-000-4382	Water Utilitie SANDSTONE/CITY OF//	02192019	Water/Sewer/Storm W	57770	03/20/2019	02/22/2019	37.57

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							37.57
201-15-220-000-4383	Gas Utilities CONSTELLATION NEWENEF	2526484, 2526486	Gas Utility	57745	03/20/2019	02/22/2019	686.55
							686.55
201-15-220-000-4384	Refuse Disp- MATT'S SANITATION INC.	01312019	Garbage Utility	57756	03/20/2019	02/22/2019	30.42
	MATT'S SANITATION INC.	02282019	Garbage Utility February	57795	03/20/2019	03/12/2019	30.42
							60.84
201-15-220-000-4385	Storm Water SANDSTONE/CITY OF//	02192019	Water/Sewer/Storm W	57770	03/20/2019	02/22/2019	21.21
							21.21
201-15-220-000-4404	Machiner & I FIRE SAFETY USA, INC	120454	Tank fill valve repair	57787	03/20/2019	03/12/2019	574.86
	MUNICIPAL EMERGENCY SE	IN1315195	SCBA testing and maintenance	57802	03/20/2019	03/12/2019	1,122.00
							1,696.86
201-15-220-000-4499	Miscellaneous DEPUTY REGISTRAR	2/26/19	Title replacement- 04 Chevy	57250	03/20/2019	02/26/2019	17.25
							17.25
201-15-220-000-4580	Equipment MN DEPT OF NATURAL RES	399487	Fire Chassis M916A3	57759	03/20/2019	02/22/2019	5,009.59
							5,009.59
201-15-220-772-4544	Fire Capital I LHB, INC	180189-01-1	Sandstone Fire Hall	57755	03/20/2019	02/22/2019	11,857.50
							11,857.50
						Total Dept. Fire:	26,881.24
						Total Fund Fire Protection:	26,881.24
Fund: 228 Economic Developer							
Dept: 50-540 Economic Developn							
228-50-540-000-4300	Professional KENNEDY & GRAVEN	146967	School Building	57751	03/20/2019	02/22/2019	224.07
	KENNEDY & GRAVEN	147167	The Rock- deed work	57792	03/20/2019	03/12/2019	50.00
	KENNEDY & GRAVEN	147166	Business Park asmt/code/wt lea	57792	03/20/2019	03/12/2019	210.00
	PINE COUNTY RECORDER	03062019	AYM record release	57808	03/20/2019	03/12/2019	46.00
							530.07
228-50-540-000-4352	Advertising CHISAGO CO EDA	02132019	Old Hwy 61 Membership	57744	03/20/2019	02/22/2019	200.00
							200.00
228-50-540-000-4499	Miscellaneous KETTLE RIVER GRAFIX	50015	Adaptive Reuse Books	57793	03/20/2019	03/12/2019	1,090.00
							1,090.00
						Total Dept. Economic Development:	1,820.07
						ic Development Authority:	1,820.07
Fund: 401 Capital Projects Fund							
Dept: 40-450 Capital Account							
401-40-450-000-4531	Street Overl: MPJ ENTERPRISES, LLC	02122019	River Bluff Payment #5	57801	03/20/2019	03/12/2019	4,186.01
	SHORT ELLIOTT HENDRICK:	363174	River Bluff Project	57772	03/20/2019	02/22/2019	214.76
	SHORT ELLIOTT HENDRICK:	363184	Pine Ave/MNDOT	57772	03/20/2019	02/22/2019	2,356.77

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							6,757.54
401-40-450-000-4544	Undesignate						
	LAMPERTS	36253040	Secure Birch House	57754	03/10/2019	02/22/2019	53.96
	LHB, INC	180189.00-1	Sandstone City Hall	57755	03/20/2019	02/22/2019	16,062.48
							16,116.44
Total Dept. Capital Account:							22,873.98
and Capital Projects Fund:							22,873.98
Fund: 424 SCDP Grant							
Dept: 46-000 SCDP Grant							
424-46-000-000-4852	Grant						
	NORTHVIEW BANK	03042019	Lucid, Mozy, Cradenza, skates,	57806	03/20/2019	03/12/2019	5.50
							5.50
Total Dept. SCDP Grant:							5.50
Total Fund SCDP Grant:							5.50
Fund: 601 Water Fund							
Dept: 00-000 Balance Sheet Accto							
601-00-000-000-1101	UB Rec Volu						
	KETTLE RIVER LAND COMP	02122019	W/S CUSTOMER REFUND	57753	03/20/2019	02/22/2019	56.57
							56.57
Total Dept. Balance Sheet Accounts:							56.57
Dept: 60-911 Water Production/Di							
601-60-911-000-4131	Health Insur:						
	I.U.O.E. LOCAL 49 H & W FU	03042019	April H&W Premium	57791	03/20/2019	03/12/2019	727.30
							727.30
601-60-911-000-4210	General Ope						
	NORTHVIEW BANK	02042019	Lucid, Mozy, Boots, FD batteri	57764	03/20/2019	02/22/2019	54.00
							54.00
601-60-911-000-4220	Repair & Ma						
	METERING & TECHNOLOGY	13549	2" Meter & Radifor County Buil	57757	03/20/2019	02/22/2019	1,001.29
							1,001.29
601-60-911-000-4300	Professional						
	AMERICAN PAYMENT CENTI	15-19516	W/S Dropbox rental	57741	03/20/2019	02/22/2019	39.00
	PEOPLESERVICE, INC.	32534	March Contract Services	57766	03/20/2019	03/22/2019	225.00
	PEOPLESERVICE, INC.	32534	March Contract Services	57766	03/20/2019	03/22/2019	5,030.50
	SHORT ELLIOTT HENDRICK:	363180	Maps/SCDP, MCCU	57772	03/20/2019	02/22/2019	98.82
							5,393.32
601-60-911-000-4322	Postage						
	NORTHVIEW BANK	03042019	Lucid, Mozy, Cradenza, skates,	57806	03/20/2019	03/12/2019	155.11
	POSTMASTER	02102019	W/S Card Postage	57768	03/20/2019	02/22/2019	84.14
	POSTMASTER	02102019	W/S Card Postage	57768	03/20/2019	02/22/2019	14.00
	POSTMASTER	03082019	Rental Insp Reg final notice	57253	03/20/2019	03/08/2019	5.10
							258.35
601-60-911-000-4381	Electric Utiliti						
	MINNESOTA POWER	02272019	Electric Utility	57798	03/20/2019	03/12/2019	1,133.06
							1,133.06
601-60-911-000-4383	Gas Utilities						
	MN ENERGY RESOURCES C	02042019	Gas Utility	57760	03/20/2019	02/22/2019	486.51
	MN ENERGY RESOURCES C	03052019	Gas Utility	57799	03/20/2019	03/12/2019	427.03

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							913.54
601-60-911-000-4433	Dues and St MINNESOTA DEPARTMENT C	02252019	Qtrly water connection fee	57797	03/20/2019	03/12/2019	755.00
							755.00
601-60-911-670-4583	Water Capita MPJ ENTERPRISES, LLC	02122019	River Bluff Payment #5	57801	03/20/2019	03/12/2019	2,650.14
	SHORT ELLIOTT HENDRICK:	363174	River Bluff Project	57772	03/20/2019	02/22/2019	135.96
	SHORT ELLIOTT HENDRICK:	363180	Maps/SCDP, MCCU	57772	03/20/2019	02/22/2019	564.27
	SHORT ELLIOTT HENDRICK:	363175	2nd Water main WTP to Tower	57772	03/20/2019	02/22/2019	2,461.15
	SHORT ELLIOTT HENDRICK:	363177	Lundorff Drive N Ext	57772	03/20/2019	02/22/2019	3,052.27
	SHORT ELLIOTT HENDRICK:	363176	Well improvement 1 & 2	57772	03/20/2019	02/22/2019	5,986.08
							14,849.87
Dept. Water Production/Distribution:							25,085.73
Total Fund Water Fund:							25,142.30
Fund: 602 Sewer Fund							
Dept: 50-950 Sewer Services							
602-50-950-000-4131	Health Insur I.U.O.E. LOCAL 49 H & W FU	03042019	April H&W Premium	57791	03/20/2019	03/12/2019	727.30
							727.30
602-50-950-000-4210	General Ope NORTHVIEW BANK	02042019	Lucid, Mozy, Boots, FD batteri	57764	03/20/2019	02/22/2019	54.00
							54.00
602-50-950-000-4300	Professional AMERICAN PAYMENT CENTI	15-19516	W/S Dropbox rental	57741	03/20/2019	02/22/2019	39.00
	FLAHERTY & HOOD, P.A.	12599	Phosphorus Issue	57749	03/20/2019	02/22/2019	37.50
	FLAHERTY & HOOD, P.A.	12656, 12671	Labor Consult, NPDES permit	57788	03/20/2019	03/12/2019	562.50
	PEOPLESERVICE, INC.	32534	March Contract Services	57766	03/20/2019	03/22/2019	300.46
	PEOPLESERVICE, INC.	32534	March Contract Services	57766	03/20/2019	03/22/2019	5,030.50
	SHORT ELLIOTT HENDRICK:	363180	Maps/SCDP, MCCU	57772	03/20/2019	02/22/2019	186.78
	SHORT ELLIOTT HENDRICK:	363180	Maps/SCDP, MCCU	57772	03/20/2019	02/22/2019	98.83
							6,255.57
602-50-950-000-4322	Postage NORTHVIEW BANK	03042019	Lucid, Mozy, Cradenza, skates,	57806	03/20/2019	03/12/2019	155.11
	POSTMASTER	02102019	W/S Card Postage	57768	03/20/2019	02/22/2019	84.14
	POSTMASTER	02102019	W/S Card Postage	57768	03/20/2019	02/22/2019	14.00
							253.25
602-50-950-000-4381	Electric Utilit EAST CENTRAL ENERGY	02122019	Sewer pond electric	57785	03/20/2019	03/12/2019	49.04
	MINNESOTA POWER	02272019	Electric Utility	57798	03/20/2019	03/12/2019	820.86
							869.90
602-50-950-000-4383	Gas Utilities MN ENERGY RESOURCES C	02042019	Gas Utility	57760	03/20/2019	02/22/2019	256.58
	MN ENERGY RESOURCES C	03052019	Gas Utility	57799	03/20/2019	03/12/2019	242.09
							498.67
602-50-950-000-4386	Sewer water SANDSTONE/CITY OF//	02192019	Water/Sewer/Storm W	57770	03/20/2019	02/22/2019	42.40
							42.40
602-50-950-166-4583	Sewer Capit MPJ ENTERPRISES, LLC	02122019	River Bluff Payment #5	57801	03/20/2019	03/12/2019	2,429.29
	SHORT ELLIOTT HENDRICK:	363174	River Bluff Project	57772	03/20/2019	02/22/2019	124.63
							2,553.92

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							Total Dept. Sewer Services: 11,255.01
							Total Fund Sewer Fund: 11,255.01
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	03042019	April H&W Premium	57791	03/20/2019	03/12/2019	186.00
							186.00
603-50-951-000-4322	Postage POSTMASTER	02102019	W/S Card Postage	57768	03/20/2019	02/22/2019	12.67
	POSTMASTER	02102019	W/S Card Postage	57768	03/20/2019	02/22/2019	7.00
							19.67
603-50-951-000-4740	Incentives at MPJ ENTERPRISES, LLC	02122019	River Bluff Payment #5	57801	03/20/2019	03/12/2019	772.96
	SHORT ELLIOTT HENDRICK:	363174	River Bluff Project	57772	03/20/2019	02/22/2019	39.65
							812.61
Total Dept. Storm Water Services:							1,018.28
otal Fund STORM WATER:							1,018.28
Grand Total:							137,860.44

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*Preserving, Protecting and Disseminating
the History of Pine County*



6333 H C Andersen Alle
PO Box 123
Askov, MN 55704

PHONE
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WEB SITE
FACEBOOK

(320) 838-1607
pchminfo@yahoo.com
pinecountyhistorymuseum.org
Pine County Historical Museum

February 13, 2018

Sandstone City Hall
c/o Kathy George
119 4th Street
PO Box 641
Sandstone, MN 55072

Dear Mayor Spartz, Administrator George, and Sandstone City Council,

The Pine County Historical Society, members, and volunteers would like to thank you sincerely for your donation to the Pine County History Museum. Your donation of \$1,000 will go a long way in helping us continue to operate the museum. We are truly grateful for you and your support past, present, and future.

We would love to see you at the museum, so that you can see the ways that your contributions impact our project. You are cordially invited to come experience the magnitude of change that donors like you bring to the museum. Increasing awareness of our location and existence can only bring good things to your county museum.

Once again we would like to give you our heartfelt thanks for your significant contribution to the future of our organization.

Sincerely,

Larry Helwig, President

PO Box 123

c/o Pine County Historical Society

6333 H C Andersen Alle Askov, MN 55704

www.pinecountyhistorymuseum.org