

SANDSTONE CITY COUNCIL
WEDNESDAY – APRIL 17, 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: None
7. Consent Agenda:
 - a. Approval of Meeting Minutes: March 20, 2019 Regular Council Meeting (pgs. 3-9)
 - b. Approval of Meeting Minutes: April 9, 2019 Board of Appeal & Equalization (pgs. 10-11)
8. Old & Continuing Business:
 - a. John Wright Building (pgs. 12-13)
9. New Business
 - a. Historic Commission Discussion (pg. 14)
 - b. League of MN Cities 2019 Annual Conference (pgs. 15-19)
 - c. City Hall Boiler Project (pg. 20)
 - d. Fire Hall Building Improvements Project (pg. 21)
10. Reports
 - a. Sheriff's Deputy Report – March 2019 (pgs. 22-27)
 - b. Fire Department Report – March 2019 (pg. 28)
 - c. Library Report – March 2019 (pg. 29)
 - d. EDA Meetings – March 19, 2019 and March 27, 2019 (pgs. 30-37)
 - e. Park & Rec Commission Meeting – April 12, 2019 (pgs. 38-42)
 - i. Resolution 20190417-01 Regarding Renaming St. Croix State Park (pgs. 43-44)
 - ii. Special Event Permit Application – Farmers Market (pgs. 45-46)
 - f. Rental Inspection Report – March 2019 (pg. 47)
 - g. Building Inspection Report – March 2019 (pg. 48)
 - h. Streets & Parks Supervisor Report – March 2019 (pgs. 49-50)
 - i. PeopleService Report – March 2019 (pgs. 51-59)
 - i. Aspen Street Manhole (pg. 60)
 - j. Financial Reports
 - i. Cash Balance, Revenue & Expenditure Report – March 2019 (pg. 61)
 - ii. A/P Clerk Claims – March 2019 (pgs. 62-69)
11. Written Notices and Communications
 - a. Pine County Certified Tax Capacity Extension Rates Payable 2019 (pgs. 70-71)
 - b. 2019 Payable Certified Taxable Market Value (pg. 72)
 - c. 2019 Payable Certified Net Tax Capacity Values (pg. 73)
 - d. 2019 Payable Certified School District Net Tax Capacity, Taxable Market Value, Referendum Market Value (pg. 74)
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

April 15 2:00 p.m. – Fire Hall / City Hall Projects – Bid Opening

April 16 6:00 p.m. – Quarry Days Meeting

April 17 6:00 p.m. – City Council Meeting

April 22 9:00 p.m. – Fire Department Relief Association Meeting

April 23 10:00 a.m. – Pine County Committee of the Whole Meeting: Body Cameras

April 24 10:00 a.m. – NLX Alliance Meeting

April 24 6:00 p.m. – EDA Meeting

April 25 7:00 – 9:00 a.m. – RESCHEDULED EDA Business Breakfast

April 30 9:00 a.m. – DNR Regional Meeting – St. Croix State Park Visitors Center

May 6 Spring Clean Up – METAL MONDAY

May 8 7:00 p.m. – Planning Commission Meeting

May 10 8:00 a.m. – Park Commission Meeting

May 13 Spring Clean Up – TIRED on MONDAY

May 15 6:00 p.m. – City Council Meeting

May 20 Spring Clean Up – MISCELLANEOUS MONDAY

May 22 10:00 a.m. – NLX Alliance Meeting

May 22 6:00 p.m. – EDA Meeting

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

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Kester, Spartz, Devlin, Franklin (arrived at 7:30) and Palmer

Members absent: None

Staff present: Administrator George and Recording Secretary Nelson

Others present: Mary Joe McQuiston, Fire Chief Andy Spartz, Firefighter Chaz Mann, Sheriff's Deputy Boston Gilderman, and Family Pathways CEO Lisa Mears

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Motion Palmer, second Devlin to approve the agenda with the following changes: moving John Wright Building to follow the Administrator's report, and moving the Sheriff and Fire Department reports to follow Petitions and Complaints. Motion carried 4-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS: There have been complaints about storm sewers backing up due to the frost. There were frozen water services on Main, 1st and 7th St. Another complaint was received regarding potholes on Oriole St. The County noted concern regarding the Slama property because of a great deal of tires and other refuse. There were questions regarding residents working on vehicles in the street and also parking vehicles in front of homes.

PUBLIC HEARINGS / PRESENTATIONS:

Lisa Mears, Chief Executive Officer – Family Pathways

Lisa Mears gave a presentation to the Council about Family Pathways and the various programs they offer. She went over the reach of Family Pathways in western Wisconsin and east central Minnesota, approximately 4300 square miles. They provide healthy food access and choices, domestic and sexual assault programs, and youth development programs. There is also a highly successful program for batterers called Step Up. Family Pathways has the only emergency shelter for women and children between Duluth, St. Cloud and the North metro for assault victims. People can call the crises line (211) to get help. They have 8 food shelves and 22 mobile food distribution sites (which are usually located at low-income senior citizen apartments). There are support services for aging adults and their care givers. There are school based back-pack programs and supplemental summer food programs for children. Another program Family Pathways is involved in is supervised visitation to keep children who are estranged from one or more of their family members connected with their family. At the moment, they have contracts with Isanti and Chisago counties and would like to expand this service to other counties. Mears went on to speak about the thrift stores which provide 55% of the organizational operating revenue for Family Pathways. Over half of company employees work at the stores. There are over 1000 individuals who volunteer with Family Pathways. The March Food & Fund drive is going on now. Mears handed out invitations to the Barn Bash (an informal gala) which is May 16th. The website is FamilyPathways.org. The telephone number to reach Family Pathways is 651-674-8040.

CONSENT AGENDA:

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

- **February 20, 2019 Regular Council Meeting Minutes;**
- **Old School Arts Center – Contract for Services;**
- **Recording Secretary Kara Nelson – Increase in Payment for Services;**
- **Creation of Fund 485 – Rock Redevelopment;**
- **Resolution No. 20190320-01 – Loan Application to MN PFA for Drinking Water Revolving Fund; and**
- **Resolution No. 20190320-02 – Supporting Transportation Funding Package.**

Motion carried 4-0.

NEW BUSINESS:

Old School Arts Center – Applications for 5 Temporary Liquor Licenses

Mary Jo McQuiston spoke to the Council. She handed out the coloring book which was created by local artists and represents businesses in the area; it is being used as a fundraiser. The coloring books can be purchased at Cheri’s Flower Basket and OSAC for \$5.00. In January, a new board member suggested that they add pop-up art shows to their events, which they have now done at Blue Taco and Northview Bank. Another one will be set up at Crazy Mary’s in Finlayson. OSAC hosted the theater group Ten Thousand Things. They have had a President’s Stew, will be having Art in the Park, three art openings, three poetry prose readings, three concerts and are planning a couple more pop up art shows. McQuiston thanked the Council for their continued support.

OSAC is getting ready for the season and is presenting applications for 5 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

Motion Palmer, second Devlin to approve the temporary liquor licenses as requested.

Motion carried 4-0.

Streets & Parks Supervisor

Craige Hiler started in the position of Streets & Parks Supervisor on October 1st. His 6-month probation period is up on March 31st. Administrator George stated that she is very pleased with his performance. She did his performance review on Tuesday, March 19th. Part of the performance review process includes a review of the position description. George stated that she and Hiler reviewed the position description and she is proposing some additional language, as follows:

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

George explained that this addition is proposed because it appropriately represents what is required of the Streets & Parks Supervisor. She also provided a detailed explanation for each of the areas,

stating that the Supervisor would affectively recommend hiring, transferring, suspending, promoting and discharging subordinates, with the Council making the final determination. And the Supervisor would undertake assigning, rewarding, disciplining, directing, and adjusting grievances for subordinates.

Motion Palmer, second Devlin to acknowledge satisfactory completion of the probationary period and consider Hiler a “regular employee”, to approve proposed changes to the Job Description as presented, and to approve a pay raise of \$.50 per hour in accordance with the Union Contract. Motion carried 4-0.

REPORTS:

Sheriff's Deputy Report – February 2019

The Council was provided with the weekly activity reports from the Sheriff. Deputy Gilderman reported that with the warmer weather, the activity is picking up. There is a person living on the outskirts of Robinson Park. He's actually in Banning State Park, the DNR has been notified. There were some issues at Sandy Pines Apartments. The problem with shop lifting at Family Dollar seems to have tapered off. There have been reports about a tent on or near the climbing wall in Robinson Park.

Fire Department Report – February, 2019

Chaz Mann was introduced by Chief Spartz. He has recently been promoted to Captain and he has agreed to serve as the public relations person. Spartz reported that training has been taken up by getting familiar with the new ladder truck, which has been delivered and is being stored in the public works building. Chief Spartz will be installing a network weather station on the radio tower in front of the Fire Station. It comes with a URL where people can log on and get up-to-date weather information. New officers have been elected. The house that is going to be burned on Park was used by the Sheriff's Department for SWAT practice earlier today. There are two people who are interested in having their structures burned – they are both out on Duxbury Rd. The Department responded to 6 calls during February: 2 building fires, 2 medical assists, 1 hazardous condition, and 1 chimney/flue fire.

Approve New Firefighter: Nicole Ericson

Assistant Chief Ross Degerstrom submitted a written reported, informing the Council that an interview has been conducted for the position of firefighter for the Sandstone Fire Department with applicant Nicole Ericson. He is requesting approval by the Sandstone City Council to hire Ericson for the position of probationary firefighter.

Motion Devlin, second Palmer to approve the hiring of Nicole Ericson as a probationary firefighter. Motion carried 4-0.

Library Report – February, 2019

Librarian Coffee submitted a written report, stating that story time in February had few participants, probably due to the weather. Both book clubs met and they hosted a legacy program which focused on the history of pop music. Coffee thanked her volunteers Katie Cundiff and Becky Gaede and mentioned the study regarding The Rock that Kathryn Stower did. Coffee is excited that part of the Rock might be used for the new library.

EDA Meetings – February 27, 2019 and March 6, 2019

Highlights from the recent EDA meetings include: Wild River financial reports, the EDA set the Business Breakfast for April 11th, mobile food units are being discussed, and Wayne Eller from Habitat for Humanity gave a presentation.

Park & Rec Commission Meeting – March 8, 2019

Cheryl Jones represented the Sandstone Farmer's Market and spoke to the suggestion of moving the market to the Credit Union's previous business location. She would rather stay on Main Street for visibility reasons. The placement of business signs was discussed. A more permanent porta potty in Train Park was discussed and prices are being explored. There were over 120 people at the City Skate & Slide function on Lions Hill, everyone seemed to have fun. The Commission is looking at repairs that are needed on the chalet. The Administrator reported that the furnace was replaced.

Special Event Permit Application – Hubbard County 4-H. 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. The Park 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.

Motion Palmer, second Spartz to approve the special event permit for Hubbard County 4-H. Motion carried 4-0.

2020 Park Fund – Fund Balance. 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. Administrator George stated that she 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, the City has 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 George has been adding them to the budget worksheets so that everyone can keep track. For 2018 year-end, George stated that the unspent Park Fund amount is \$11,971.

Motion Devlin, second Spartz to deny the request to have the year-end left over money from the Park Fund ear-marked as Park Fund Balance. Devlin stated that he was not comfortable with this proposal. **Mayor Spartz called for a vote on the motion. Spartz, Palmer, Kester, nay; Devlin, aye. Motion failed 1-3.**

Motion Spartz, second Palmer to allocate the year-end unspent Park Fund budgeted amount to Restricted Cash and earmark it for Park Fund Balance. Motion carried 4-0.

Planning Commission Meeting – March 13, 2019

The Planning Commission met jointly with the City Council to continue working on the zoning ordinance.

Small Cities Development Program Update

Six owner-occupied residential projects have been completed. Three have had inspections but the loans haven't been closed out yet. There are eight projects in the works. These eight will likely use up the current program fund balance of \$200,000. There are three commercial projects ongoing, which will use up the allocated funds. Council members noted the advantages of the program for the City and hopes that if the City applies for the program again, rental properties will be included.

Rental Inspection Report – February, 2019

Andrew Luedtke submitted his report which includes 27 first time inspections. Ten property owners have been sent letters with outstanding orders. Twenty-nine properties have been sent non-compliance letters – these are those who have not registered for 2019 licenses. Council members requested a running tally on how many properties are still not in compliance.

Building Inspection Report – February, 2019

Richard Drotning submitted his report. There was one building permit issued with three open. It was noted that Sandstone Health Center has received a demolition permit and will be tearing down the old hospital portion of the building. They will be applying for a conditional use permit and a variance; all property owners located within 350 feet of the property will be notified of the public hearing.

Streets & Parks Supervisor Report – February, 2019

Craige Hiler submitted his report. The Department was busy with a lot of snow removal. There was work that had to be done on the flashing on the City Hall chimney and staff is getting a bid on removing the chimney altogether. Staff continues to work on cleaning up the shop. Councilor Devlin stated that he has seen a positive different in the shop.

PeopleService Report – February, 2019

Alex Leger submitted his report. There was a sample taken of the City's water which passed at the new County Government Center building. Administrator George and Leger met with Rural Water regarding the Pond Optimization Program, which will help the City with the phosphorus issue in the sewer pond. There was a sewer backup on Jay and one on Court. Both turned out to be personal lines. Leger is working to identify where one sewer line goes as part of the State's Highway 123 project. Leger had reported last month that there is a manhole that was crumbling and causing a lot of Inflow & Infiltration problems. He has now determined that it is under warranty so it is being patched. There was a sewer line break on Hwy 123 – the line was crushed under a driveway – Mike Johnson was able to repair it. Leger reported that a heater at the waste water plant has been sticking; there is an expensive part that needs to be replaced by a plumber. Leger is getting quotes.

Financial Reports

The Council reviewed the Cash Balance, Revenue & Expenditure Report for February, 2019 and the A/P Clerk Claims for February, 2019.

Motion Palmer, second Spartz to accept the Cash Balance, Revenue & Expenditure Report for February and to pay A/P Clerk Claims for February. Motion carried 4-0.

WRITTEN NOTICES AND COMMUNICATIONS:

The City received a Thank You letter from Pine County Historical Society for the \$1,000 contribution.

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

Lions Hill Furnace Replacement

- People smelled gas outside the building on several occasions
- MN Energy Resources found that the furnace was not burning natural gas properly – they shut down the furnace
- D&E Heating inspected, found the furnace needed to be replaced, did the job for \$2,195

MN Rural Water Association Infrastructure Financing Update – March 6th

- Various grants and loans were discussed
- PFA Credit Enhancement Program – City can bond using lower rates through PFA program

MN DOT TH123 Project Meeting – March 7th

- Pete Spartz, Phil Kester, Craige Hiler, Kathy George met with Project Engineer Dough Kerfeld
- Public Forum planned for late spring/early summer which will be widely publicized
- Alex Leger following up to televise sewer line on 123 between Court & Park
- Planning for construction in 2021

NPDES Permit – Phosphorus Limits – Phone Conference March 12th

- Selected for Pond Optimization Study through MN Rural Water Association and the University of Minnesota
- Will request more time from MPCA; need to revise 5-year plan

Quarry Days Meeting – March 12th

- Jodi, Cassie & Rose heading the planning efforts
- Many ideas- need volunteers/ helpers
- There is another meeting planned for April 16th at 6:00 p.m.

Water Projects Meeting – March 14th

- Tim Franklin, Pete Spartz, Leaha Jackson, Kathy George, Jeff Ledin (SEH), Steve Rose (SEH), Alex Leger, Craige Hiler, Paul Petersen (PeopleService)
- Water Loop – 3 options are being explored – will be brought to City Council in the future
- Well Upgrades – concerns with changing water quality discussed – getting various samples
- Second Line to Water Tower – reviewing options
- Generator which is on top on the building is diesel – rolling into project –SEH to figure out appropriate size, etc.

Pine County Tax Forfeited Land Sale

- 45-0140-202 “sliver” parcel adjacent to Skunk Creek Properties parcel

City Hall/Fire Hall Building Projects

- Projects are being advertised for bids
- Bids are due April 11th
- Will come to Council April 17th
- The roof on the City building is leaking; it has been patched but may need more work – this is not part of the roof that was replaced last year
- The pedestrian door on the Library is rusted and water is pouring in – quotes are coming in to replace it
- The 2018 audit is underway

Motion Devlin, second Kester to go into a closed meeting. Motion carried 5-0. Councilor Franklin arrived at this time.

OLD & CONTINUING BUSINESS:

John Wright Building

The City has been considering the possibility of purchasing the John Wright Building from the County. Pete Spartz, Brandon Devlin, Craige Hiler and Administrator George toured the building, looked at the plans, and considered the possibilities. An email was received from the County - they knew that the City was interested - and asked for a proposal from the City by April 30. The lot next to the building is also available. There are a great deal of advantages with the building, one of which being the Streets & Parks Department being moved back into town. Most of the committee agreed that procuring the building would be a good idea. It could be used for a community center, child care, art lessons, and other community uses.

The Council went into closed session to consider making an offer to the County. Consensus was gained from the Council. Administrator George will relay the offer to County Administrator David Minke.

Motion Franklin, second Spartz to re-open the meeting. Motion carried 5-0.

ADJOURN

Motion Franklin, second Spartz to adjourn at 7:55 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator

**Sandstone City Council Meeting Minutes
April 9, 2019**

Board of Appeal & Equalization

CALL TO ORDER: 6:06 p.m.

ROLL CALL: Kester, Spartz, Franklin, Palmer

Members absent: Devlin

Staff present: Administrator George

Others present: Lorri Houtsma and Kim Kylander, Pine County Assessor's Office

Board of Appeal & Equalization

The purpose of the meeting was to hold the annual Board of Appeal & Equalization meeting. Previously, the City Council had turned this meeting over to the County to hold an "Open Book" meeting. However, in 2018 the Council voted to hold the meeting themselves. Councilor Kester took the required training.

Mayor Spartz asked Assessor Houtsma to explain the process. Houtsma stated that the purpose of tonight's meeting was to hear from property owners about the 2020 proposed valuation of their property, as noted on the blue valuation notices that were recently mailed out. She explained that the Assessor conducts a sales study of qualified sales that occurred from October 2017 through September 2018 and compares the sale price to the Assessor's Estimated Market Value. The State requires that the ratio be between 90% and 105%. For residential properties, there were 20 qualifying sales during this period. The sales to EMV ratio was 88.1%. Therefore, the Estimated Market Value on all improved residential property (land and buildings) in the City of Sandstone was increased 4.93%, bringing the ratio up to 93.03%.

For commercial property, Houtsma stated that there were 3 qualifying sales. The sales to EMV ratio was 89.39%. Therefore, the Estimated Market Value on all commercial properties (land and buildings) in the City of Sandstone was increased 3.88%, bringing the ratio up to 93.27%.

For residential property owners, Houtsma stated that there are several programs in place to help with property taxes. Some that she mentioned include a Disabled Homestead Credit, the 12% tax increase refund, the Veterans exclusion, and the regular Property Tax Refund. Houtsma stated that her office can help property owners with these programs if they call or stop in.

No property owners attended the meeting. However, two property owners have talked to Houtsma and she was prepared to make recommendations to the Board.

The first property discussed was parcel 45.5637.000 owned by Verne & Cathleen Jensen. The Estimated Market Value is \$21,700. Houtsma stated that the parcel is an outlot and, therefore, in her opinion it is not buildable. She further noted that there are no City services to the property. She recommended reducing the EMV to \$12,800. **Motion by Franklin, second by Spartz, to reduce the Estimated Market Value of parcel 45.5637.000 from \$21,700 to \$12,800. Motion passed 4-0.**

The second property discussed was parcel 45.0140.000 owned by Daryle Moseng. The Estimated Market Value is \$4,200. Houtsma is under the impression that the lot is not buildable and she recommended reducing the EMV to \$600. However, during discussion, it was pointed out that the lot is buildable. Currently, the property is zoned High-Density Residential. The City is in the process of updating the Zoning Code and this property is proposed to be zoned Traditional Residential. Houtsma noted, too, that Moseng owns the surrounding property and could combine this lot with his other lot. With that in mind, Houtsma withdrew her recommendation to adjust the EMV.

ADJOURN

Motion Franklin, second Palmer to adjourn at 6:50 p.m. Motion carried 4-0.

Peter Spartz, Mayor

Kathy George, Administrator

**CITY OF SANDSTONE
Memorandum**

TO: City Council
FROM: Kathy George, City Administrator
DATE: April 17, 2019
SUBJECT: John Wright Building

BACKGROUND: The City has been considering the possibility of purchasing the John Wright Building from the County. An offer was presented to County Administrator David Minke. Minke has relayed a counter offer for consideration.

ATTACHMENTS Map of Property

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

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



CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: April 17, 2019
SUBJECT: Historic Commission Discussion

BACKGROUND: Council Member Franklin has been taking a history class at the University of MN – Duluth. He would like to talk to the Council about the process of creating a Historical Commission.

ATTACHMENTS None

STAFF RECOMMENDATION: Discussion only

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

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: April 17, 2019
SUBJECT: League of MN Cities 2019 Annual Conference

BACKGROUND: The LMC Annual Conference is coming up June 26-28 in Duluth. It would be beneficial for Council Members to attend this conference, along with me. Early registration deadline is April 30th. Pricing options:

Regular Attendee: \$400 (\$450 after 4/30)
First-Time Attendee: \$150 (\$450 after 4/30)

Lodging would not be necessary – we could carpool back and forth.

ATTACHMENTS LMC Annual Conference Brochure

STAFF Review and decide if interested/able to attend
RECOMMENDATION:

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



LEAGUE OF MINNESOTA CITIES 2019 ANNUAL CONFERENCE

Duluth Entertainment Convention Center, Duluth—June 26-28



Register by April 30 and save!
www.lmc.org/ac19

Supplement to Minnesota Cities Magazine

This year's highlights include seven educational session tracks, multiple mobile sessions, the conference kickoff in the exhibit hall, the Minnesota Cities Awards Show & Dinner, and much more!

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CONFERENCE HIGHLIGHTS



Get hooked on new ideas as you learn about city sustainability, find new resources to help your city, discuss urban-rural interdependence, and more! Will this be your first annual conference? Explore sessions where you'll discover how to make the most of your experience.



Wade into the Duluth experience during tours and adventures with local guides. You'll see and hear about different development projects in the city and how they are contributing to the local economy. On Thursday, take a break from the conference to enjoy the shops, restaurants, and more around Canal Park.



Reel in resources as you connect with partners and friends during a conference kick-off celebration in the exhibit hall Wednesday evening! Plus, enjoy fun activities that will get you in the #MnCities @the Lake spirit!



Celebrate your "piers" as you cheer for award-winning projects, programs, and initiatives during the 2019 Minnesota Cities Awards Show & Dinner on Thursday evening. You'll also discover details about successful city projects during the new city showcase sessions Thursday afternoon.



Conference Sponsors: THANK YOU TO OUR 2019 LMC BUSINESS LEADERSHIP COUNCIL!

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www.lmc.org/ac19



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FOR NEW CITY CLERKS:

2019 Clerks' Orientation Conference | June 26-28

The League's popular three-day conference for new city clerks will be held concurrently with LMC's 2019 Annual Conference. This orientation program will provide clerks with vital information and tools to continue being successful in their role. Plus, as part of this conference, new clerks will have the opportunity to attend the annual conference's keynotes and general sessions, plus some educational sessions and networking events.

Visit www.lmc.org/clerks19 for more information

CONFERENCE OVERVIEW	
Wednesday June 26	<p>9 AM - 3 PM: Pre-Conference Workshop 10:30 AM - 2:30 PM: Pre-Conference Activities 1:45 - 3 PM: Networking Meetings 3:15 - 4:30 PM: Opening Ceremony and Keynote Speaker Kim Law 4:30 - 7:30 PM: Kick-off Social Event In Exhibit Hall</p>
Thursday June 27	<p>8:00 AM: Continental Breakfast 8:45 - 9:30 AM: Morning Keynote Speaker 9:45 - 10:45 AM: Days Messes 9:45 - 10:45 AM: Educational Sessions #1 11 AM - 12 PM: Educational Sessions #2 12 - 1:30 PM: Luncheon and LMC Annual Meeting 1:30 - 2 PM: Networking Break 2 - 3 PM: Educational Sessions #3</p>
Friday June 28	<p>8:00 - 10 AM: Breakfast and 2019 Legislative Update 9 - 7 AM: Minnesota Cities Awards Show and Dinner 7 AM: MnCities @ Canal Park 10:15 - 11:30 AM: Effective Governance with Dave Dumbarger and Guests</p>

SEE YOU IN DULUTH!

This June, join nearly 500 fellow city officials for a superior conference in Duluth! Meet your colleagues @ *the Lake* as you leave your routine behind to explore new depths and resources.



KEYNOTE SPEAKERS:

OPENING CEREMONY
WEDNESDAY, 3:15-4:30 P.M.

Kim Lear—Reimagining Communities: Key Trends Reshaping the Way We Work and How We Live

As the influential Baby Boomer generation continues to retire in record numbers, a new generation steps up to lead. This demographic shift has created a period of great change in organizational structures, consumer behaviors, and community relations. Hierarchies are flattening, networks are being created, the traditional "American Dream" is being challenged, and constant disruption is forcing established industries to work harder to remain relevant.

The time has come to challenge conventional thinking and explore bold new approaches to relationship building in the face of disruption and shifting demographics. Creating more empathetic, personal, and customized experiences is more important than ever. Supported with cutting-edge research and category-leading case studies, Kim Lear will take a deep dive into three trends impacting communities and workplaces during this keynote session.

GENERAL SESSION
THURSDAY, 8:45-9:30 A.M.

Dave Meslin—Empowering Community through Bottom-up Collaboration

In your role as a city leader, have you found yourself asking: "How can we boost public participation?" or "What can we do to engage people from all parts of our community?" During this general session, Dave Meslin will describe common barriers that prevent engagement and share ideas for building stronger social bonds at the community level. Using anecdotes, humor, and best practices he will demonstrate that we all have something to contribute and that the most vibrant cities are the ones that have learned how to tap into the collective creativity, passion, and knowledge of community. Don't miss this chance to discover new ways you can work together with residents, businesses, community-based groups, and others to dismantle obstacles to engagement—and empower people to be effective advocates for the kind of city they want to live in.



EDUCATIONAL SESSION TRACKS:



Community Engagement

Effectively tapping the ideas and resources in your community is critical to your city's growth and vitality. These sessions will help you create opportunities to engage and empower residents and others to solve community challenges.

- ✓ Building welcoming communities
- ✓ Connecting with constituents
- ✓ Meaningful public engagement strategies



Effective Communication

As a local leader, you play a crucial role in encouraging a constructive and civil environment in city hall and the broader community. These sessions will provide resources and tools to help you set a positive tone, tell your story, and effectively lead your city.

- ✓ Intercultural communication
- ✓ Sharing positive city stories
- ✓ Running effective meetings
- ✓ Social media for elected officials



Hot Topics

During these sessions, you'll explore critical issues that impact public safety and community development and find out what your city should know when dealing with solar and renewable energy providers.

- ✓ Child care access
- ✓ Emergency management/response
- ✓ Railroad 101
- ✓ Solar and renewable energy



Innovation & Collaboration

With demographic, economic, and cultural changes disrupting business as usual, cities are considering new ways to manage and deliver public services. During these sessions, you'll have a chance to explore how cities are using new approaches to meet evolving needs and expectations.

- ✓ Collaboration and shared services
- ✓ Human-centered problem solving
- ✓ Opportunities in the sharing economy



Planning & Development

What steps are you taking to become a stronger, healthier, and more resilient community? Explore how city leaders are positioning their communities as magnets for development and as places where people want to live and work.

- ✓ Brain-gain in greater Minnesota
- ✓ Inclusive, community driven development
- ✓ Role of community identity in revitalization
- ✓ Attracting developers and business investment

Resources & Funding

engagement—and empower people to be effective advocates for the kind of city they want to live in.

GENERAL SESSIONS:

GENERAL SESSION
FRIDAY, 8:30–10 A.M.

2019 Legislative Update

What went on during the 2019 legislative session, and how are cities impacted? Get up to date with the League's intergovernmental relations (IGR) staff as they share observations and key outcomes from the 2019 legislative session, and explore what can be expected in 2020 and beyond.

CLOSING SESSION
FRIDAY, 10:15–11:30 A.M.

Effective Governance with Dave Durenberger and Guests

During the closing session, former U.S. Senator Dave Durenberger will lead a panel that will look back to a time in Minnesota politics when elected officials from both parties worked together more frequently. Hear lessons from this collaborative era and explore what we might do to transform our hyper-partisan system to rebuild trust in government.

Resources & Funding



Investing in infrastructure is important to our state and local economies, supporting growth and development across the state. Learn about resources and tools to help maintain and replace aging city infrastructure; preserve and develop an adequate, affordable housing supply; and provide high speed broadband service throughout Minnesota.

- ✓ Infrastructure resources for cities
- ✓ Housing strategies and funding
- ✓ Broadband investment
- ✓ State bonding process

Workforce & Employment



Minnesota's labor shortage challenges cities as employers and can create difficulties for businesses that want to locate and grow in our communities. Hear about the latest workforce trends and employment issues for small cities; discover creative ways to attract, retain, and develop talent in your community; and find out how cities are working across sectors to help solve workforce issues.

- ✓ Aligning jobs, training, and workforce development
- ✓ Employee recruitment and engagement strategies
- ✓ HR issues for small cities
- ✓ Workplace trends

Catch the wave!

Register by April 30 and save! www.lmc.org/ac19



Meet with city officials from across the state

Learn about what other cities are doing to tackle common issues.

Gather tips and tricks to bring back home with you.

Photo: Todd Nava Photography

PRICING & EARLY BIRD DEADLINES:

\$400 Regular Attendee
\$450 after April 30, 2019

\$150 First-Time Attendee
\$450 after April 30, 2019

\$250 Cities with Population Under 1,000
\$450 after April 30, 2019

\$600 Company Representative
For company representatives who are not exhibiting.

These registration fees include admission to all annual conference sessions, networking, and meal events. Lodging is not included in these fees.

www.lmc.org/ac19

LODGING OPTIONS:

Canal Park Lodge
250 Canal Park Dr.
Duluth, MN 55802
(800) 777-8560
Rate: \$154/night

Comfort Suites Canal Park
408 Canal Park Dr.
Duluth, MN 55802
(218) 727-1378
Rate: \$174-\$194/night

Edgewater Resort & Waterpark
2400 London Rd.
Duluth, MN 55812
(800) 777-7925
Rate: \$130/night

Hampton Inn Canal Park
310 Canal Park Dr.
Duluth, MN 55802
(218) 720-3000
Rate: \$189/night

Holiday Inn & Suites Duluth Downtown
200 W. First St.
Duluth, MN 55802
(218) 722-1202
Rate: \$134-\$164/night

Inn on Lake Superior
350 Canal Park Dr.
Duluth, MN 55802
(888) 668-4352
Rate: \$149-\$189/night

Pier 8
800 W. Railroad St.
Duluth, MN 55802
(218) 481-8888
Rate: \$169-\$189/night

Radisson Hotel Duluth Marlowview
505 W. Superior St.
Duluth, MN 55802
(218) 727-8981
Rate: \$129/night

To receive this special room rate, reserve by May 25. See www.lmc.org/ac19hotels for details.

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: April 17, 2019
SUBJECT: City Hall Boiler Project

BACKGROUND: We have been working with LHB Engineers to design a project to replace the current boiler system. The general scope of the project includes refurbishing the HVAC system, new controls and associated finishes, and electrical work.

The project has been out for bids, with bids due April 11th at 10:00 a.m. However, due to the winter storm, the bid date was extended to Monday, April 15th. The engineers hope to be able to review/verify the bids received on Monday sufficiently so that a recommendation can be made at the Council Meeting.

Once the low bid price is known, staff will update information regarding financing the project.

ATTACHMENTS None – Information will be provided at the meeting

STAFF RECOMMENDATION: Review and discuss; move forward as appropriate based on the information provided

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

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: April 17, 2019
SUBJECT: Fire Hall Building Improvement Project

BACKGROUND: We have been working with LHB Engineers to design a project to address various issues at the Fire Hall. The general scope of the project includes cooling systems, make up air, compressed air & domestic water modifications, replacing windows, doors, siding, roofing, masonry work, and exterior lighting.

The project has been out for bids, with bids due April 11th at 10:00 a.m. However, due to the winter storm, the bid date was extended to Monday, April 15th. The engineers hope to be able to review/verify the bids received on Monday sufficiently so that a recommendation can be made at the Council Meeting.

Once the low bid price is known, staff will update information regarding financing the project.

ATTACHMENTS None – Information will be provided at the meeting

STAFF RECOMMENDATION: Review and discuss; move forward as appropriate based on the information provided

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



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 March 4, 2019

CFS Date/Time	CFS #	Description	Street Name
02/24/19 01:58	PI190203546	Attemp Pickup	COURT AVE N
02/24/19 14:19	PI190203564	Security Alarm	LUNDORFF DR
02/25/19 11:55	PI190203611	Assist Other Agency	ORIOLE ST E
02/25/19 14:49	PI190203627	Search Warrant	ORIOLE ST E
02/25/19 15:28	PI190203631	Security Alarm	LUNDORFF DR
02/25/19 15:45	PI190203633	MVA Property Damage	PARK AVENUE
02/25/19 18:05	PI190203643	Call Back	JEFFERSON ST
02/25/19 21:11	PI190203654	Informational	ORIOLE ST E
02/25/19 22:18	LK190201778	Traffic Stop	7TH AVE
02/25/19 22:37	PI190203656	Civil Matter	ORIOLE ST E
02/26/19 13:50	PI190203697	Search Warrant	ORIOLE ST E
02/26/19 13:51	PI190203698	Search Warrant	ORIOLE ST E
02/26/19 13:51	PI190203699	Search Warrant	ORIOLE ST E
02/26/19 16:34	PI190203709	Informational	1ST ST
02/26/19 16:35	PI190203710	Suspicious Activity	1ST ST
02/26/19 17:12	PI190203714	Check Welfare	STATE HWY 23 N
02/26/19 17:56	PI190203715	Detail	STATE HWY 23 N
02/26/19 18:12	PI190203716	Paper Service	STATE HWY 23 S
02/26/19 20:32	PI190203725	Customer Trouble	LUNDORFF DR
02/26/19 22:33	PI190203732	Informational	HWY 23 N
02/26/19 23:48	PI190203733	Traffic Stop	GROUSE ST
02/27/19 01:57	PI190203739	Detail	ORIOLE ST E
02/27/19 08:40	PI190203752	Informational	MAIN ST N
02/27/19 08:45	PI190203753	Search Warrant	STATE HWY 23 N
02/27/19 09:53	PI190203756	Paper Service	WASHINGTON ST
02/27/19 13:05	PI190203771	Search Warrant	ORIOLE ST E
02/27/19 13:06	PI190203772	Search Warrant	ORIOLE ST E
02/27/19 13:06	PI190203773	Search Warrant	ORIOLE ST E
02/27/19 13:06	PI190203774	Search Warrant	ORIOLE ST E
02/27/19 14:41	PI190203781	Driveoffs	STATE HWY 23 S
02/27/19 17:05	PI190203787	Unknown Trouble	COMMERCIAL AVE N
02/27/19 22:58	PI190203808	medical	COURT AVE S
02/28/19 07:17	PI190203819	Suspicious Activity	CO HWY 61
02/28/19 08:50	PI190203824	Assist Other Agency	OLD WAGON RD
02/28/19 09:15	PI190203825	MVA Property Damage	COURT AVE N
02/28/19 09:54	PI190203827	Detail	ORIOLE ST E
02/28/19 13:52	PI190203841	Vehicle Information Call	COURT AVE N
02/28/19 14:47	PI190203845	Animal Disturbance	ORIOLE ST E
03/01/19 03:41	PI190303881	Security Alarm	LUNDORFF DR
03/01/19 07:03	PI190303885	Security Alarm	LUNDORFF DR

CFS Date/Time	CFS #	Description	Street Name
03/01/19 09:11	PI190303889	Paper Service	PRISON RD
03/01/19 10:31	PI190303897	Paper Service	COMMERCIAL AVE N
03/01/19 11:04	PI190303901	Paper Service	WASHINGTON ST
03/01/19 15:29	PI190303920	Detail	STATE HWY 23 N
03/01/19 19:07	PI190303937	Informational	STATE HWY 23 N
03/01/19 19:23	PI190303938	Attempt Pickup	DIVISION ST
03/01/19 20:34	PI190303941	Paper Service	WASHINGTON ST
03/01/19 20:50	PI190303943	Traffic Stop	STATE HWY 23 S
03/01/19 22:46	PI190303947	Suspicious Activity	STATE HWY 23 S
03/02/19 13:44	PI190303977	Customer Trouble	PARK AVE
03/02/19 16:03	PI190303987	Disturbance	OLD MILITARY RD S
03/02/19 18:24	PI190303995	Vehicle Theft	MILITARY RD S
03/02/19 20:04	PI190303999	Disturbance	MILITARY RD S
03/02/19 21:31	PI190304004	Customer Trouble	PARK AVE
03/02/19 22:56	PI190304009	Assist Other Agency	QUARRY PL

Total Records: 55



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on March 11, 2019

CFS Date/Time	CFS #	Description	Street Name
03/03/19 16:19	PI190304040	Security Alarm	LUNDORFF DR
03/03/19 21:08	PI190304048	Call Back	ORIOLE ST E
03/03/19 22:12	PI190304054	Suspicious Activity	1ST ST
03/03/19 22:29	PI190304055	Traffic Stop	MAIN AVE N
03/04/19 08:56	PI190304089	Theft	MAIN AVE N
03/04/19 15:27	PI190304086	Suspicious Activity	OLD WAGON RD
03/04/19 16:46	PI190304089	Call Back	ORIOLE ST E
03/04/19 18:10	PI190304094	Hold Up Alarm	LUNDORFF DR
03/04/19 18:10	PI190304095	Medical Transport	LUNDORFF DR
03/04/19 19:58	PI190304100	Customer Trouble	QUARRY PL
03/05/19 06:20	PI190304118	Security Alarm	MAIN AVE N
03/05/19 15:02	PI190304135	Damage to Property	MAIN AVE N
03/05/19 15:15	PI190304137	Damage to Property	MAIN AVE N
03/05/19 18:12	PI190304153	Lift Assist	EISENHOWER ST
03/06/19 03:30	PI190304171	Snowmobile Patrol	STATE HWY 23 S
03/06/19 10:51	PI190304190	Follow Up	LUNDORFF DR
03/06/19 12:32	PI190304200	Drug Incident	LUNDORFF DR
03/06/19 13:53	PI190304206	medical	LUNDORFF DR
03/07/19 10:11	PI190304248	Attempt to Locate	STATE HWY 123
03/07/19 16:26	PI190304270	Animal Disturbance	PARK AVE
03/07/19 17:43	PI190304275	Security Alarm	LUNDORFF DR
03/07/19 21:43	PI190304291	CO Alarm	MINNESOTA ST
03/07/19 22:09	PI190304294	Public Assist	COMMERCIAL AVE N
03/08/19 00:58	PI190304301	Traffic Stop	STATE HWY 123
03/08/19 08:55	PI190304315	Detail	ORIOLE ST E
03/08/19 12:06	PI190304326	Call Back	STATE HWY 23 N
03/08/19 15:47	PI190304340	Traffic complaint	3RD ST
03/08/19 16:04	PI190304341	Subject Stop	DIVISION ST
03/08/19 19:00	PI190304358	Paper Service	PARK AVE
03/08/19 21:37	PI190304373	medical	LARK ST
03/08/19 23:55	PI190304381	Check Welfare	LUNDORFF DR
03/09/19 03:13	PI190304390	Security Alarm	LUNDORFF DR
03/09/19 04:26	PI190304394	Security Alarm	LUNDORFF DR
03/09/19 07:59	PI190304398	Unknown Trouble	COMMERCIAL AVE N
03/09/19 13:12	PI190304407	Security Alarm	LUNDORFF DR
03/09/19 17:23	PI190304416	Traffic Stop	HWY 23 N
03/09/19 18:40	PI190304424	Parking Problem	COMMERCIAL AVE N
03/09/19 21:31	PI190304437	Unknown Trouble	PARK AVE

Total Records: 38



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on March 18, 2019

CFS Date/Time	CFS #	Description	Street Name
03/10/19 07:50	PI190304450	Vehicle Information Call	4TH STREET
03/10/19 18:50	PI190304470	medical	LUNDORFF DR
03/10/19 19:56	PI190304474	Traffic Stop	QUARRY PL
03/10/19 21:49	PI190304481	medical	LUNDORFF DR
03/11/19 07:33	PI190304494	Theft	STATE HWY 23 N
03/11/19 08:16	PI190304495	Attempt Pickup	STATE HWY 23 N
03/11/19 12:56	PI190304525	Repeat Offender	GROUSE ST
03/11/19 22:16	PI190304559	medical	COURT AVE N
03/12/19 10:56	PI190304574	Canine	ORIOLE ST E
03/12/19 13:26	PI190304586	Follow Up	ORIOLE ST E
03/12/19 16:35	PI190304601	Check Welfare	EISENHOWER ST
03/12/19 17:36	PI190304604	Check Residence	COURT AVE N
03/12/19 19:04	PI190304615	Customer Trouble	STATE HWY 123
03/12/19 23:32	PI190304637	Medical Transport	COURT AVE S
03/13/19 00:29	PI190304642	Informational	COMMERCIAL AVE N
03/13/19 06:32	PI190304649	medical	PRISON RD
03/13/19 06:49	PI190304650	medical	1ST ST
03/13/19 08:05	PI190304652	Security Alarm	MAIN AVE N
03/13/19 09:23	PI190304658	medical	COMMERCIAL AVE N
03/13/19 15:39	PI190304684	Counterfeit	STATE HWY 23 S
03/14/19 01:11	PI190304708	medical	1ST ST
03/14/19 09:31	PI190304721	Paper Service	PRISON RD
03/14/19 09:37	PI190304722	Informational	ORIOLE ST W
03/14/19 15:09	PI190304747	Assist Other Agency	ORIOLE ST E
03/14/19 16:30	PI190304751	Miscellaneous Law Call	EISENHOWER ST
03/14/19 19:05	PI190304759	Paper Service	WASHINGTON ST
03/14/19 22:04	PI190304773	medical	EISENHOWER ST
03/15/19 12:51	PI190304798	Railroad Incident	STATE HWY 123 W
03/15/19 13:24	PI190304801	Call Back	ORIOLE ST E
03/15/19 15:59	PI190304815	medical	COURT AVE S
03/15/19 16:32	PI190304818	Runaway	GROUSE ST
03/15/19 19:32	PI190304829	Traffic Stop	STATE HWY 23 S
03/15/19 22:50	PI190304840	Check Welfare	STATE HWY 23 S
03/16/19 03:37	PI190304845	Parking Problem	COURT AVE N
03/16/19 04:07	PI190304846	Auto Fire Alarm	ORIOLE ST E
03/16/19 10:33	PI190304852	Public Assist	PINE AVE N
03/16/19 11:11	PI190304854	medical	COURT AVE N
03/16/19 19:12	PI190304883	Paper Service	OLD MILITARY RD S
03/16/19 22:44	PI190304892	Medical Transport	COURT AVE S



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on March 25, 2019

CFS Date/Time	CFS #	Description	Street Name
03/17/19 21:47	PI190304945	Driveoffs	QUARRY PL
03/17/19 23:13	PI190304947	Juvenile Trouble	COURT AVE N
03/18/19 00:25	PI190304949	Driveoffs	QUARRY PL
03/18/19 13:05	PI190304967	Disturbance	COURT AVE N
03/18/19 13:35	PI190304970	Parking Problem	ANGLE AVE
03/18/19 13:39	PI190304971	Search Warrant	ORIOLE ST E
03/18/19 19:59	PI190304995	Check Welfare	COURT AVE N
03/19/19 08:51	PI190305020	Informational	COURT AVE N
03/19/19 10:23	PI190305025	Follow Up	1ST ST
03/19/19 11:12	PI190305026	Detail	STATE HWY 23 N
03/19/19 11:35	PI190305030	Informational	DIVISION ST
03/19/19 17:38	PI190305058	Suspicious Activity	OLD WAGON RD
03/19/19 18:01	PI190305061	Suspicious Activity	STATE HWY 123
03/19/19 23:25	PI190305075	Security Alarm	LUNDORFF DR
03/20/19 01:10	PI190305078	Harrassment	1ST ST
03/20/19 04:05	PI190305083	Security Alarm	LUNDORFF DR
03/20/19 10:02	PI190305098	Medical Transport	COURT AVE S
03/20/19 11:41	PI190305104	Hold Up Alarm	LUNDORFF DR
03/20/19 16:25	PI190305118	Medical Transport	COURT AVE S
03/20/19 17:51	PI190305120	Detail	4TH ST
03/21/19 09:56	PI190305162	Informational	ORIOLE ST E
03/21/19 10:03	PI190305163	Paper Service	PRISON RD
03/21/19 11:25	PI190305170	medical	LARK ST
03/21/19 12:41	PI190305175	Miscellaneous Law Call	STATE HWY 23 N
03/21/19 16:02	PI190305186	Check Welfare	ORIOLE ST E
03/21/19 16:35	PI190305188	medical	LUNDORFF DR
03/21/19 17:21	PI190305194	Fraud/Scam/ID	5TH ST
03/21/19 23:43	PI190305220	Suspicious Activity	1ST ST
03/22/19 00:10	PI190305223	Suspicious Activity	PARK AVE
03/22/19 01:00	PI190305225	Attempt Pickup	1ST ST
03/22/19 09:29	PI190305230	Canine	ORIOLE ST E
03/22/19 09:35	PI190305231	Extra Patrol	COURT AVE S
03/22/19 09:46	PI190305232	medical	PRISON RD
03/22/19 14:11	PI190305248	Customer Trouble	PARK AVE
03/23/19 11:12	PI190305309	Repeat Offender	PARK AVE
03/23/19 11:41	PI190305313	Repeat Offender	COURT AVE N
03/23/19 11:52	PI190305315	Repeat Offender	GROUSE ST
03/23/19 19:48	PI190305355	Trespass	1ST ST
03/23/19 21:22	PI190305366	Traffic Stop	STATE HWY 23 S
03/23/19 23:00	LK190302729	Traffic Stop	



PINE COUNTY SHERIFF'S OFFICE

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sandstone by zone

Printed on April 1, 2019

CFS Date/Time	CFS #	Description	Street Name
03/24/19 18:44	PI190305418	Customer Trouble	PARK AVE
03/24/19 18:50	PI190305419	Informational	1ST ST
03/24/19 20:42	PI190305427	Traffic Stop	STATE HWY 123
03/24/19 23:22	PI190305436	Suspicious Activity	1ST ST
03/24/19 23:37	PI190305437	Suspicious Activity	MAIN AVE N
03/25/19 00:52	PI190305440	Extra Patrol	COURT AVE S
03/25/19 06:52	PI190305446	Medical Transport	COURT AVE S
03/25/19 08:43	PI190305451	Medical Transport	LUNDORFF DR
03/25/19 10:57	PI190305464	Detail	STATE HWY 23 N
03/25/19 14:30	PI190305476	Detail	STATE HWY 23 N
03/26/19 03:35	PI190305514	Informational	STATE HWY 23 S
03/26/19 06:21	PI190305516	medical	COURT AVE S
03/26/19 09:34	PI190305524	Search Warrant	ORIOLE ST E
03/26/19 12:06	PI190305529	Disturbance	MILITARY RD S
03/26/19 23:28	PI190305564	Informational	OLD MILITARY RD S
03/27/19 07:22	PI190305578	Detail	ORIOLE ST E
03/27/19 12:03	PI190305594	Search Warrant	ORIOLE ST E
03/27/19 12:03	PI190305595	Search Warrant	ORIOLE ST E
03/27/19 18:22	PI190305617	Traffic complaint	COMMERCIAL AVE N
03/27/19 21:24	PI190305630	Animal Disturbance	MINNESOTA ST
03/28/19 02:18	PI190305639	Customer Trouble	LUNDORFF DR
03/28/19 05:25	PI190305640	Animal Disturbance	MINNESOTA ST
03/28/19 06:19	PI190305641	Adult Abuse	LUNDORFF DR
03/28/19 09:15	PI190305648	Follow Up	LUNDORFF DR
03/28/19 09:25	PI190305649	Paper Service	PRISON RD
03/28/19 13:47	PI190305659	Threats	STATE HWY 23 S
03/28/19 14:30	PI190305662	Detail	STATE HWY 23 N
03/28/19 17:01	PI190305669	Juvenile Trouble	COMMERCIAL AVE N
03/28/19 19:06	PI190305682	Miscellaneous Law Call	1ST ST
03/28/19 20:44	PI190305691	Assist Other Agency	
03/29/19 00:40	PI190305713	Detail	LUNDORFF DR
03/29/19 02:03	PI190305715	Theft	COURT AVE S
03/29/19 05:18	PI190305718	Traffic Stop	STATE HWY 23 S
03/29/19 12:46	PI190305747	Detail	STATE HWY 23 N
03/29/19 16:39	PI190305760	Disturbance	WASHINGTON ST
03/30/19 11:41	PI190305805	Informational	ORIOLE ST E
03/30/19 12:49	PI190305810	Vehicle Fire	STATE HWY 23 S
03/30/19 14:56	PI190305817	Security Alarm	LUNDORFF DR
03/30/19 23:25	PI190305838	Vehicle Information Call	STATE HWY 23 S

Kathy,

Here is the FD activity for March.

Again, training was centered around the new truck.

A Spartz

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)
03/07/2019 21:45:38	False alarm or false call, other	226 Minnesota Street	None	City
03/13/2019 06:15:00	Medical assist, assist EMS crew	321 First Street	None	Ambulance
03/13/2019 09:25:00	Medical assist, assist EMS crew	300 Commercial Avenue	None	
03/14/2019 01:12:00	Medical assist, assist EMS crew	328 1st Street	None	
03/16/2019 04:08:00	Alarm system sounded due to malfunction	130 Oriole Street	None	City
03/21/2019 11:27:00	Medical assist, assist EMS crew	106 Lark Street	None	Ambulance
03/23/2019 14:29:00	Motor vehicle accident with no injuries.	188 W-35 SB	None	City
03/26/2019 13:52:43	Medical assist, assist EMS crew	53740 Bear Lane	None	Ambulance
03/30/2019 12:50:00	Passenger vehicle fire	302 State 23 Highway South	None	Auto

Report Filters
Basic Incident Alarm Date Time (Fd1,26): is equal to 'Last Month'

Description
Activity report for the city

March
at the
Sandstone Public Library

Hot reads ended this month with a total of 35 participants who played and completed Hot Reads Bingo. They participate with enthusiasm because it gets them to read outside their reading box including one special square for February for the popular “Blind date with a book”. We had drawings every week for participants who all said it was a great wintertime reading exercise.

Our Sandstone Garden Club held an event at the library. Our garden club is 101 years old this year and they have been beautifying the town for that long. Their showiest garden is located in front of the post office and the question they typically get is “How do they do that? So they held a panel discussion here on a Saturday morning so people could get answers to that question. It was so much fun and so nice to know they are appreciated for all the work they do.

As usual, we have had wonderful participation at our two book clubs who had a total of twenty two discussion participants and also story time has been well attended, especially with the onset of nicer weather. We had thirty four kids in the three sessions that were held.

The library staff answered 273 reference questions and we had 1,520 patrons use 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
March 19, 2019**

CALL TO ORDER: 2:00 p.m.

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

Members absent: Devlin, Anderson

Staff present: Administrator George

Others present: Joshua Cotter, SEH Engineer; Justin Pearson, BSNF Regional Manager, Economic Development; Karl Schuettler, The Northspan Group

PUBLIC HEARINGS / PRESENTATIONS:

Rail Layout Plan – Cotter and Pearson were present to discuss the Rail Layout Plan that Cotter has been working on. The conceptual plan has now been approved by BNSF. The plan depicts three potential building sites that could be served by rail in the Business Park. Currently, a BNSF main line runs adjacent to these Business Park parcels. The conceptual plan shows proposed locations for new track, turnouts, switch points, and spurs to serve each of the three sites.

The projected cost for this work is as follows:

Project: Sandstone Business Park - Rail Access Evaluation
 Location: Sandstone, MN
 SEH No. SANST 145534
 Date: 12/7/2018



INDUSTRY SIDING				
Item Description	Units	Unit Cost	Quantity	Total
PROPOSED SITE WORK (COMPLETED BY SANDSTONE)				
Site Preparation/Subgrade	Track Foot	\$50.00	6,758	\$ 337,900
(a) Subtotal Proposed Site Work				\$ 337,900
PROPOSED INDUSTRIAL TRACK CONSTRUCTION (COMPLETED BY SANDSTONE)				
Track Construction (ballast, ties, relay rail & otm)	Track Foot	\$150.00	5,878	\$ 851,700
Double Switch Point Derail	Each	\$18,000.00	2	\$ 36,000
New No. 11 Industry TO	Each	\$80,000.00	2	\$ 160,000
Subballast Construction	Track Foot	\$25.00	6,758	\$ 168,950
(b) Subtotal Proposed Track Construction				\$ 1,216,650
PROPOSED TRACK CONSTRUCTION (COMPLETED BY BNSF)				
New No. 11 ML TO	Each	\$175,000.00	2	\$ 350,000
Signal Cost per ML TO	Each	\$275,000.00	2	\$ 550,000
New Track Construction (ballast, ties, rail & otm)	Track Foot	\$320.00	120	\$ 38,400
(c) Subtotal Proposed Track Construction				\$ 938,400
CONTINGENCY AND ENGINEERING				
Risk & Contingency		20.0%		\$ 488,590
Mobilization		3.0%		\$ 74,789
Engineering and Permitting		10.0%		\$ 249,295
Construction Services		8.0%		\$ 199,436
(d) Subtotal Engineering and Contingency				\$ 1,022,110
(a+b+c+d) Total Estimated Cost				\$ 3,515,060

Cotter explained that the purpose of the Rail Layout Plan was to determine minimum requirements to be able to serve rail users at the Business Park. The proposed sidings are required by BNSF. These expenses would be borne by the City and, hopefully, by a potential business partner. BNSF would maintain and operate the infrastructure. Everything within 14' of the main line track is owned by BNSF. It may be beneficial for the City to acquire additional property so that the proposed tracks can be located outside of BNSF right-of-way.

Pearson discussed several projects that have developed in the recent past; Sioux Falls SD, Great Falls MT, Becker, Big Lake, Albertville. He stated that customers are asking for more rail access. He noted that Duluth / Superior has a lot of capacity; however, Minneapolis is pretty cramped. Pearson stated that highways are getting beat up with a lot of truck traffic. Truck drivers are hard to come by. Rail is an economical way to transport goods. Oil cars could possibly use more storage and maintenance space. Pearson stated that there is good access to the Sandstone Business Park. Information would be needed such as costs, utilities available, etc. He suggested researching local businesses to see what their needs are.

Cotter noted that MN DOT is currently working on state-wide freight plans. It would be good to connect with them on their data / findings.

Pearson stated that BNSF has a “shovel ready” program wherein sites are Certified. Once a site is Certified, BNSF helps market it. He stated that there are no Certified sites in Minnesota, yet – some are being worked on. He stated that there is no shelf-life on their certification process. But, the infrastructure would need to be built, or at the very least, the site preparation and upgrades would have to be done, with main line turnouts installed.

Schuettler will do some research to help the EDA determine what the potential need is in the area. Cotter’s next step would be to develop 30% design drawings and submit them to BNSF. BNSF would then initiate their associated facility design and cost estimating process. However, it was determined that Cotter should hold off for now, giving Schuettler some time to research the potential need.

ADJOURN

Motion Spartz, second Palmer to adjourn at 3:15 p.m. Motion carried 5-0.

Phillip Kester, Chair

Kathy George, Executive Director

City of Sandstone
EDA Meeting Minutes
March 27, 2019

CALL TO ORDER: 6:01 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: Steve Michel with Michel Commercial Real Estate Intl. Inc., Tyrone Grandstrand and Casey Lauderdale with Minnesota Housing Partnership

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

APPROVE AGENDA

Motion LaBounty, second Spartz to approve the Agenda as presented. Motion carried 7-0.

APPROVE MINUTES

Motion Palmer, second Spartz to approve minutes of the February 27, 2019 Regular EDA Meeting, the March 6, 2019 Special EDA Meeting, and the March 19, 2019 Special EDA Meeting. Motion carried 7-0.

PUBLIC HEARING:

Steve Michel – Michel Commercial Real Estate Intl. Inc

The City reached out to two commercial brokers and asked for their opinion of value regarding the Wild River Townhomes property – Colliers International and Michel Commercial Real Estate Intl. Inc. Both firms have provided their reports. Steve Michel, President of Michel Commercial Real Estate Intl. Inc., was present to provide his brokers' opinion of value to the EDA. His company sells apartment buildings. The price he suggests is \$2,200,000 which comes out to be \$61,111 per unit. The cap rate (which is a measure through which real estate investments are assessed for their profitability and return potential) he is using is 6.5. Everything is driven off of the actual income. The purchaser will not get the PILOT program; therefore, their taxes will be higher.

EDA Members asked Michel who or where he see as the market for a potential buyer? The likelihood of needing to spread the net far and wide is not great, Michel stated. He knows people that he would offer the property to. The multiple listing services would not be helpful because someone from New York or Chicago would not be interested in a smaller property such as this. Sandstone is in an Opportunity Zone, but that Federal law or guidelines have yet to be written. The brokerage fee is 4%. Administrator George appreciated Michel because he took the time and effort to come up and look at the property.

Michel discussed the Senior Apartment building with the EDA as well, stating that a buyer of the Townhomes may be interested in that building as well, to take advantage of economy of scale. He noted that he will likely be driving right past the building on his way to the Townhomes, so he is anticipating a buyer will ask. EDA Members stated that they would consider the possibilities if the

subject comes up.

Motion Franklin, second Palmer to approve hiring Michel Commercial Real Estate Intl. Inc. to sell the Wild River Townhomes. Motion carried 7-0.

Tyrone Grandstrand – Minnesota Housing Partnership

The City applied for Technical / Capacity Building Assistance from Minnesota Housing Partnership regarding the redevelopment of The Rock. Community Development Manager Tyrone Grandstrand was present to review the Memorandum of Understanding and discuss other aspects regarding the project. Community Development Manager Sarah Belleful and Community Development Officer Casey Lauderdale work with Grandstrand in research, policy (federal, state and regional) and community work.

Grandstrand explained how Pine County's economy effects housing. The average rent for Pine County has not gone up 16% from 2000 to 2017. The senior renter cost burden is among the least in Minnesota, at 38%. However, Severe Renter Cost Burden is on the high side – 22% of people in Pine County are spending at least 50% of their income on housing. The gap between how much rent has gone up (16%) versus how incomes have changed (-14%) is higher on the ranking (31%).

MHP helps communities to access project funding resources, retain expert contractors, develop community engagement strategies, build new internal capacity, and provide financial assistance. They work to actively build partnerships, work with the City and contractors to complete the project, and pay for some of the activities related to the project. HUD requires that a community provides matching funds, which can also be grant funded.

Grandstrand stated that the project doesn't have to be housing, should the City decide not to include apartments in the redevelopment of The Rock. MHP would still gladly help; however, it might prove to be more difficult to cash flow the project. Grandstrand explained how the finances work. He ran the numbers first using market rate - without using the affordable housing sources of financing. He showed that it would not be financially feasible charging affordable rents and using quality materials and taking care of the property over the long term, without the various subsidy programs. When the numbers were run using the tax credits, grants and other financing, he showed that the project could then become a viable possibility. Grandstrand finished by explaining who could live in these types of dwellings -- those households and families earning up to 80% of adjust family median incomes. Sandstone's average family medium income is \$42,292.

The EDA was presented with a Memorandum of Understanding. During the period 1/1/2019 through 12/31/2021, MHP will work with the City to access project funding resources, retain expert contractors as necessary, develop community engagement strategies, build new internal capacity, and provide financial assistance. There is a match necessary from the City, which is \$26,000. Grandstrand stated that any funds the City spends on The Rock project will be counted as match, along with any grant funds that are received.

Motion Palmer, second Franklin to approve the Memorandum of Understanding between Minnesota Housing Partnership and the City of Sandstone EDA. Motion carried 7-0.

NEW BUSINESS:

Community Business Partnership Loan Program

The City/EDA currently has the following programs for Economic Development:

Community Economic Development Loan

- Gap financing to supplement primary financing for new and expanding businesses
- \$50,000 maximum
- 10-year payback maximum
- Interest rate of 1% over prime

Downtown Design Program

- Improve appearance and economic climate of any commercial building
- Grant of up to \$500 – *must follow Downtown Design guidelines*
- Loan of up to \$3,000
- 3-year payback term
- Interest rate is based on prime
- This has not been used very often

Administrator George suggested a program that allows business owners to make various other improvements geared towards improving or expanding their business. She modeled the program from a similar program she created while working for the City of Aitkin, called the Community Business Partnership Loan Program which provided:

- Loans up to \$15,000
- Eligible improvements: exterior improvements, correct code violations, code updates, roof repairs, building renovations or expansions, energy efficient upgrades, purchase of capital equipment
- 7-year payback maximum
- 0% interest

EDA Members noted concern with the 0% interest rate, stating that the Prime rate would be reasonable. They also suggested loans of up to \$20,000 and a shorter payback time. Others noted requirements for applicants to provide proof of the profitability of the business.

Motion Devlin, second Anderson to create a Community Business Partnership Loan Program with a maximum loan amount of \$20,000, with up to 5-yr payback maximum, using the prime interest rate, and adding the requirement that the applicant must demonstrate the ability to repay the loan and must be an existing operating business. Motion carried 7-0.

CONTINUING BUSINESS:

Mobile Food Units

The EDA reviewed a DRAFT ordinance licensing and regulating mobile food units and food carts in the City at the February meeting. Staff was asked to follow up with State laws/requirements regarding insurance. The only thing the state requires is worker's comp insurance. Administrator George forwarded the insurance language to the City Attorney, asking what the bare minimum is that the City could get by with, which is basically CGL and

automobile.

In the DRAFT document itself, George removed the exception for ice cream and similar frozen snacks but added an exception for children conducting a lemonade stand with parents' approval on their own property.

The question came up regarding the gentleman selling ribs at the Victory Gas Station. EDA Members felt that some exception is needed for sellers on commercial property and those catering a function on private property.

George will work on the language of the ordinance and bring it back to the next EDA meeting.

Habitat for Humanity/Tax Forfeited Properties

Wayne Eller, Executive Director of East Central Minnesota Habitat for Humanity, gave a presentation to the EDA on March 6th regarding the work that Habitat does. The City has acquired 5 tax-forfeited properties for the purpose of removing blight and encouraging in-fill development. Eller expressed interest in working with the City to build Habitat homes in Sandstone. If the City is interested, Eller asked the City to consider the following:

- 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

Eller stated that typically they also ask cities 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.

The EDA would like to offer the properties for sale so that some of the money the City had to spend in cleaning up the properties could be recouped. Because Habitat can only build two houses per year in a community, some EDA Members offered to sell three of the houses and give two to Habitat.

Motion Palmer, second Franklin to let Habitat for Humanity choose two lots, but not 329 Minnesota. Motion 7-0.

Motion Devlin, second Spartz to put the three remaining properties out for sealed bid and look at them on a case by case basis. Motion carried 7-0.

The Northspan Group Proposal

EDA Member Spartz and Administrator George met with Karl Schuettler on March 19th to discuss The Northspan Group's proposal for services they provide to the City. The proposal is for analysis of targets for potential development of a rail spur, with a budget of \$5,200; business retention and expansion outreach, with a budget of \$9,000; and ongoing support, with a budget of \$800. The

total contract is not to exceed \$15,000. George stated that she would prefer “not to exceed” language be added to each task.

Motion Spartz, second La Bounty to approve the proposal from The Northspan Group to assist the City with economic development initiatives with the language change to “hourly not to exceed” and taking some of the budget and putting it towards ongoing support. Motion carried 7-0.

Various Updates

The following updates were provided:

- EDA Business Breakfast – April 11th from 7:00 – 9:00 a.m. Invitations are being distributed. The event will be held at Pam Lewis’ new real estate office on Main Street.
- Shovel Ready Status for the Business Park - The application has been submitted to DEED. They are asking for the following:
 - 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 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.
 - UPDATE: Staff is getting proposals for a new Phase I ESA; a Phase II may also be required; any contamination from the Leaking Underground Storage Tank must be cleaned up.
 - ALTERNATIVE PLAN: Only get shovel ready status for the northern-most properties in the Industrial Park.
 - The City did receive \$2,000 from the Minnesota Economic Development Foundation towards the application fee of \$2,101.
- 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.
 - George reported that the final documents and reimbursement request are very close to being approved by the Federal EDA. She is expecting to receive about \$85,000 more than anticipated due to contingency expenses that she added to

the reimbursement request.

- 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.
- Lunch & Learn – The second opportunity was provided on March 21st with the topic: Ask the CPA 2019 - Tax Advice for Small Businesses. Kris, Pete and Kathy attended. The next opportunity will take place on April 18th, and the topic will be on branding your business.
- NLX – there has been a lot of PR lately because Governor Walz including some funding for the project in his budget proposal.

ADJOURN

Motion Franklin, second Kester to adjourn at 8:10 p.m. Motion carried 7-0.

Phillip Kester, Chair

Kathy George, Executive Director

PARK AND RECREATION COMMISSION
MEETING MINUTES
Friday, April 12, 2019

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

Members absent: David Chasson

Staff Present: Administrator Kathy George, Streets & Parks Supervisor Craig Hiler

Guests: Mary Straka, DNR; Lee Dybvig

Call to Order

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

Pledge of Allegiance

Agenda

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

Minutes

Motion White, second Franklin, to approve the minutes of the March 8, 2019 meeting.

Motion passed 6-0.

New Business

- A. Mary Straka – DNR – Dam Remnants – Straka was invited to discuss the dam remnants adjacent to Robinson Park in the Kettle River. She is new to the Moose Lake DNR office, but has served the DNR in many areas throughout the State over the years. She reported that she recently submitted an application for funding a project to address the dam situation because she had received phone calls from Commissioner Vavricka. She stated that, at this point, the plan is to look at the feasibility for a project and to conduct a hydrologic assessment of the river corridor affected by this dam site. She stated that this will be a public process and she asked for support when it comes time to hold public input sessions. Commissioners were very happy to hear that this important first step is being taken.

Straka stated that there are some short-term things that could be done. For example, looking at the plank work and also reshaping the boat ramps. She will research the file regarding any agreements the DNR has with the City regarding these items. She would like to meet at Robinson Park to look at these areas, once the snow has melted. She will contact Administrator George to set up the meeting.

Discussion turned to the condition of the boat ramp that is located by the main parking lot. Straka stated that it is not uncommon for boat ramps/water access points to “drop off” like the one in Robinson Park. Commissioners discussed placing signage at the location, perhaps letting the public know the length of the ramp. Lee Dybvig agreed to work with Streets & Parks Supervisor Hiler on this signage.

Commissioners asked that Straka be involved in the Legacy Grant project, if funding is awarded, since the next step would be designing the project details. Straka stated that she would like to be involved. She also noted that the DNR has Federal Recreation Program Funds that the City might be interested in for trail-related projects. These Federal funds can be used to match State grant programs as well.

- B. 2019 Arts in the Park – Events are being planned for Tuesdays in June – June 4, 11, 18 and 25. Commissioner Vavricka offered to line up the musicians. Commissioner Franklin will line up presentations/featured items. Commissioner White will work on promotion/advertising. Administrator George will line up food vendors and restroom facilities.
- C. 2019 Spring Clean Up – Commissioners discussed when to hold spring clean up for City Parks. Last year, it was held on April 28th. This year, Commissioners thought it would be better to hold it in mid-May. It was decided to hold Spring Clean Up on Saturday, May 18th from 9:00 a.m. – noon. George will communicate that to the Girl Scouts to see if they are interested/available to participate.
- D. Robinson Park – Ice Park Infrastructure – The City received a request from James Loveridge, MN Climbers Association, to consider a couple of projects. MCA would like to pursue the possibility of moving the Hydrant Shed closer to the cliff top water entry point. This would eliminate having to run out 600’ of hose to get water to the ice farming system. Commissioners and Hiler noted that the problem is with the bedrock. An option may be to create an above-ground permanent structure for the water, which could be shut down when not in use. Hiler suggested PeopleService contractor Alex Leger explore whether or not the shed could be moved.
- The other project involves getting electric power to the Hydrant Shed. George will get a cost estimate from the power company.
- E. St. Croix State Park Renaming – The Commission was made aware of an effort at the Legislature to rename the St. Croix State Park. Pine County Commissioners will be considering a resolution asking for the name change language to be deleted and for there to be an opportunity for public input before renaming the park. After discussion, **motion by Dybvig, second by White, to adopt a similar resolution on behalf of the Park & Recreation Commission and further to recommend the City Council also adopt a similar resolution. Motion passed 6-0.**
- F. Special Event Permit Application – Farmers Market - The City received a Special Event Permit Application from Cheryl Jones on behalf of the Sandstone Area Farmers Market. They propose to use the parking lot across from the bowling alley, adjacent to Train Park on Saturdays from July 13th through October 26th, 8:30 a.m. – 12:30 p.m.

Last month, the Commission discussed the budget of \$750 for the Farmers Market. The City has been spending over \$1,000 for the past few years, mostly due to the cost of a port-a-potty. The Commission discussed placing one toilet in Train Park for the entire summer,

rather than bringing one each week for the Farmers Market. The City then also places a toilet in Train Park for each Arts in the Park event. George Castonguay provided information for comparison purposes. In 2018, the cost to bring a toilet each week (14 weeks) for the Farmers Market was \$1,050. In 2019, if a regular toilet were placed in Train Park from June through October, with weekly cleaning services, the cost would be \$836. If a handicap accessible / ADA toilet were placed for that same period of time, with weekly cleaning service, the cost would be \$1,760. **After discussion, motion by White, second by Franklin, to have a handicap accessible / ADA toilet placed in Train Park from June through October for \$1,760. Motion passed 6-0.**

Commissioners then discussed the practice of paying for advertising for the Farmers Market. Some felt that the expense was worthwhile because the Farmers Market brings people into town. Others felt that it is not appropriate for the City to pay for advertising for one entity that perhaps competes with a local business who pays taxes and pays for their own advertising. Commissioners Franklin and White abstained from the discussion since Franklin's husband owns the local newspaper and White is an employee of the local newspaper. **Motion by Dybvig, second by Barsness to set an advertising budget for the Farmers Market at \$150 for 2019, but to notify the Farmers Market that the City will no longer be paying for their advertising after 2019. Motion passed 3-1 (Dybvig, Barsness, Sturtz in favor; Vavricka opposed).**

The Park Commission recommends the City Council approve the Special Event Permit Application for the Farmers Market.

G. 2020 Park Fund – The Park Commission has been reviewing the Park Fund budget in preparation for the 2020 City Budget process. Administrator George explained that the City Council approved the Park Commission's request to allocate unspent Park Fund amounts each year to Restricted Cash – Park Fund Balance effective with the year-end 2018 budget vs. actual amount of \$11,971. Overall, Commissioners felt that the budget is sufficient. George will proceed accordingly as the City begins working on the 2020 budget. Commissioners expressed appreciation for being brought into the Park Fund Budget discussion.

H. Lions Hill Chalet – At the March meeting, needed improvements were discussed; such as:

- the holding tank under the boy's bathroom has shifted;
- Extending water service to the building;
- Extending sewer to the building;
- Extending heat into the bathrooms.

Since the March meeting, the furnace had to be replaced because it was determined that the furnace was not burning the natural gas properly. The work was completed by D&E Heating for a cost of \$2,195. Commissioner Franklin noted that there is a perfectly good furnace in the Hockey Rink warming house building. Hiler appreciated the information and noted that perhaps this furnace can be repurposed elsewhere.

Administrator George reported that D&E stated that the chimney has significant rust and should be replaced before next winter. They provided a cost estimate of \$850 for this work. They also said that the roof shingles need to be replaced and that an electrical review of the building should be done.

Warming House Attendant Barb Heil also made a list of needed improvements:

- Windows need repair
- Trim needs repair
- Duct work in bathrooms need repair
- Paint inside and out is needed
 - o Trim outside the chalet
 - o Floor inside
 - o Deck outside – front and back
 - o Windows inside and outside
 - o Railings – front and back
 - o Benches outside

It was noted that more shelving for the skates is also needed. Many skates are still being stored at the Hockey Rink warming house because of space limitations.

Commissioners discussed ideas regarding how best to accomplish these projects. Commissioner White offered to contact the Boy Scouts to see if perhaps an Eagle Scout candidate would be interested in helping out. Hiler and George will work together to create a plan for implementing these items. The Sandstone Lions Club may also be interested in helping.

- I. City Code 960 – Special Events – This item was tabled until the May Park Commission meeting.

Continuing Business

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

Legacy Grant Application – Robinson Park – Nothing new to report

KREEC Site Redevelopment – David Chasson, Dave Barsness, and Administrator George met to discuss the future of the KREEC site. It was decided to hold a meeting with stakeholders on April 22nd at 4:00 at the property. Stakeholders include the snowmobile club, ATV club, DNR, Soil & Water Conservation, Park Commissioners, interested Councilors. Commissioners discussed the property with DNR Representative Mary Straka. She expressed interest in working with the City to provide advice and possibly planning assistance. She suggested the City research any grants that were used to obtain the property, in case there are any stipulations.

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

Angle Park – Nothing new to report

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 –We 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

At the March meeting, Commissioners agreed to help with the Directory of Businesses, Non-Profits, and Service Organizations. Commissioners Franklin, Chasson, and Sturtz turned in their pages/updates. Commissioner Vavricka will turn his in as well. The goal is to complete the project by the end of April.

Robinson Park Camping Statistics – No camping was reported for March.

Other – Administrator George reported that the DNR is holding a meeting on April 30th at 9:00 a.m. at the St. Croix State Park Visitors Center. Discussion topics will cover:

- DNR permitting for CSAH 61-Willow River Box Culvert Project
- DNR priorities for the region
- DNR land management plan/ownership/no net gain/Strategic Land Asset Management (SLAM)
- Sustainable Timber Harvest Report
- Oberstar segment of the Munger Trail

Commissioners were encouraged to attend.

Adjourn

Motion Barsness, second White, to adjourn the meeting at 9:40 a.m. Motion passed 6-0.

Respectfully submitted,
Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: April 17, 2019
SUBJECT: St. Croix State Park Renaming

BACKGROUND: There is an effort in the legislature to rename the St. Croix State Park the Walter F. Mondale State Park.

Pine County Commissioners are considering a resolution asking for the name change language to be deleted and for there to be an opportunity for public input before renaming the park.

At the April 12th Park Commission meeting, the Park Commission adopted a similar Resolution and asked that the City Council also consider adopting a similar Resolution.

ATTACHMENTS Proposed Resolution

STAFF RECOMMENDATION: Adopt Resolution 20190417-01 Opposing That Portion of HF2209 Renaming the St. Croix State Park

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

CITY OF SANDSTONE

**RESOLUTION NO. 20190417-01
OPPOSING THAT PORTION OF HF2209 RENAMING ST. CROIX STATE PARK**

WHEREAS, HF2209, the Omnibus Natural Resources Finance Bill contains a provision to rename St. Croix State Park in Pine County;

WHEREAS, there has been no opportunity for public comment on the proposal;

WHEREAS, St. Croix State park is a significant natural, cultural, historic and recreational asset for Pine County and the State of Minnesota; and

WHEREAS, many individuals and organizations would like to provide public comment on the proposed renaming of the park.

NOW, THEREFORE BE IT RESOVLED the Sandstone City Council requests the renaming language be deleted from the bill to allow a public process to consider renaming the St. Croix State Park.

Passed this 17th Day of April, 2019

ATTEST:

Peter Spartz, Mayor

Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: April 17, 2019
SUBJECT: Special Event Permit Application – Farmers Market

BACKGROUND: The City received a Special Event Permit Application from Cheryl Jones on behalf of the Sandstone Area Farmers Market. They propose to use the parking lot across from the bowling alley, adjacent to Train Park on Saturdays from July 13th through October 26th, 8:30 a.m. – 12:30 p.m.

ATTACHMENTS Special Event Permit Application

STAFF RECOMMENDATION: The Park Commission recommends the City Council approve the Special Event Permit for the Farmers Market.

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: Sandstone Area Farmers Market
APPLICANT NAME (CONTACT): Cheryl Jones
ADDRESS: 50844 Sand River Rd.
DAYTIME PH: (320) 354-7398 CELL (651) 900-4505 EMAIL: Cherj@juno.com
Any change in the above information, please notify City Hall immediately.

SPECIAL EVENT INFORMATION

Type of Event:
___ CONCERT/SHOW ___ PARADE ___ FAIR/CARNIVAL ___ FESTIVAL ___ RALLY
___ PARTY ___ FILMING OF MOVIE/VIDEO/SHOW ___ RACE ___ MOTORCADE
___ RUN/WALK ___ STREET DANCE ___ BIKE-A-THON ___ ATHLETIC EVENT
X OTHER (Specify) Farmers Market

EVENT TITLE: _____
ACTIVITIES TO TAKE PLACE AT EVENT: Selling produce and homemade products
EVENT DATE(S): July 13 - Oct. 26 - 2019 PROPOSED LOCATION: parking lot across from Bowling Alley
NUMBER OF EVENT STAFF: _____ IS FOOD OR ALCOHOL BEING SERVED? _____
ESTIMATED ATTENDANCE: _____ HOURS OF EVENT: 9:00 (AM/PM) TO 12:00 (AM/PM)
SET UP TIME: 8:30 (AM/PM) TO 12:30 (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

Cheryl Jones 3-8-2019
Applicant's Signature Date City Administrator

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

Cheryl Jones 3-8-2019
Applicant's Signature Date

March Summary

- 0 Unit(s) had 1st time inspection(s)
- 0 Unit(s) brought within compliance via re-inspection
- 283 Total Unit Registrations
- 9 Total Units in Non-Compliance

Open/Update Items

- Rental Housing Ordinance -The City of Pine City postponed their ordinance until next month (May). Discussion with staff was to bring those changes to the City of Sandstone for review. The certified letter portion of the of section 440.15 of the city code has proven to be a challenge in processing. The posting on the property door of violations hasn't typically happened until the property owner goes unresponsive. It is often viewed as heavy handed to tape a big yellow sign on an individuals home if they are working towards the corrections. Many property owners have completed the corrections via electronic and verbal communications with no issues.
- Open Correction Orders - 4 property owners (6 units) had correction postings placed on the doors of the structures per section 440.15 in March to contact the city regarding an update or schedule a re-inspection. As of 04/12/19 only one property owner has made a "soft contact" not committing to any date for completion. He was instructed to commit and ask for an extension or the properties could be issued citations.
- 2019 Registration Process - 29 properties were 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. As of 04/12/19 there are 16 properties in which the owner has not registered the property or contacted the city in any way.
- Discussion with city staff continued regarding 1122 State Highway 23 N; property contains a duplex & mobile home. Property owner is in both categories listed above for being non-compliant with outstanding correction orders and no 2019 registration.
- With spring and summer upon us contact is being made with the next group of properties to be inspected.



City of Sandstone

Rental inspection Program Update 04/17/19

MEMORANDUM

DATE: March 28, 2019

TO: City of Sandstone

FROM: Richard Drotning, Building Official

RE: Building Department report for the month of March

The building department has issued 6 building permits in March.

There were 2 Right of Way permits issued in March.

The total construction value for building permits issued in March is \$ 69,852.48

The total permit fees collected in March is \$ 1,161.44

The total building permit fees collected so far in 2019 is \$1,618.28

The total construction value so far in 2019 is \$ 80,652.48

There are currently 6 on going building projects and 5 on going Right of Way projects.

BUILDING PERMITS

218 1ST st remodel
422 Main ave
109 COURT AVE S SANDSTONE HEALTH
1602 Hwy 23N New Government Ctr.
PHASE FURNACE
318 COURT AVE N REROOF AND WINDOWS

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
MN POWER ROBIN ST
MN ENERGY 218 MAIN AVE ALLEY

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

Streets & Parks O&M Report: March, 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 Millitary Rd. Cleared hydrants / cleared & opened catch basins an culverts. Filled misc. potholes Old Milt. Rd. / Oriole St. / Minnesota St. / Commercial Ave.

Parks:

Robinson Park: Collected garbage as needed. Cleared snow as needed. Filled potholes I road north of parking lot. Repaired one park bench. Lions Hill: Stocked with supplies / collected garbage as needed. Cleared ice rink. New furnace was installed old one was not repairable.

Cemetery:

Plowed as needed for access.

Buildings:

City Hall: Roof repaired (was leaking on the east end). Replaced light bulbs as needed. Library: Cleared ice / snow from alley entry (was leaking under the door). Cleared snow from gas meter at history center.

City Shop:

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

Misc:

Deliver / pick up election supplies.

Equipment Maintenance / Repairs

1999 Ford Sterling Plow / Dump Truck:

Replaced broken back-up lights.

Skid-Steer:

Replaced broken bolts / repaired wires on snow blower attachment.

Water Tank Trailer:

Replaced water pump / installed new battery and made new battery box / replaced safety chains and adjusted trailer hitch.

Pothole Patch Trailer:

Installed new tail lights and wire (old lights broken and not wired at all) replaced safety chains. This piece of equipment was made in house aprox. 30 years ago or longer ? there are other parts / repairs needed. However because of its age and being home made this would not be cost effective. We have ordered a new one from STEPP MFG. Inc. it will take 60 / 90 days before we can get it (these are built as ordered). Work done on the old one is a bandaid to get us through until the new one is ready.

1986 Chevrolet 2500 Truck:

This was aquired from the fire dept. and brought to C&D auto in Hinckley to be assessed for some repairs. The plan is to replace the 1994 F250 we currently have that because of its condition is not cost effective to keep maintaining. The Chevrolet is in far better condition and only has 30,000 miles on it. This will save \$ over buying a new / newer truck and allow for more upgrading & repair other equipment and vehicles that are in need of it.

Streets & Parks Supervisor: Craig D. Hiler

April 4, 2019

Date: April 4, 2019

To: City of Sandstone

From: Alex Leger, Operator

O & M Report: March 2019

Water Operation & Maintenance

- The City pumped 2.579 million gal. at an avg. of 135,000 gal. per day. The daily max was 125,000 gal. (3/23/19). The daily minimum was 42,000 gal. (3/24/19).
- Deep well #2 Out-Put (Free Flowing) was 4.185 million gal. per day at an avg. of 135,000 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.
- (4) Water Off - Family Pathways Food Shelve do to frozen water line which is now unfroze. We had to steam the line to thaw it. 218 First St.-we had frozen line which we also steamed that one too to unfreeze. 314 7th St. - water was frozen until we used the welder to thaw that one. Movies and More had frozen line so we had A & A Septic try to steam it but couldn't get through. Owner said to leave it and he would call if it didn't thaw on its own.
- (4) Water On- All water back on after lines were unthawed.
- (1) Meter Install- Replaced meter at Church on Commercial.
- 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.
- Artesian Well #1 is monitored daily and monthly.
- All Locates / Work Orders / Meter Reads / Samples & Analysis were completed when required.

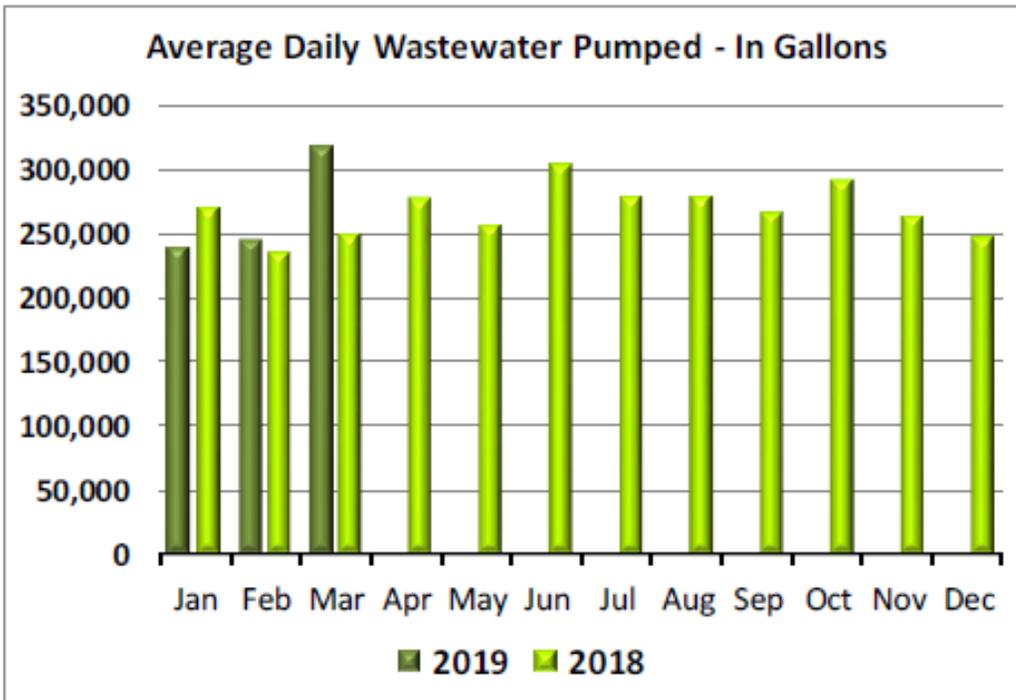
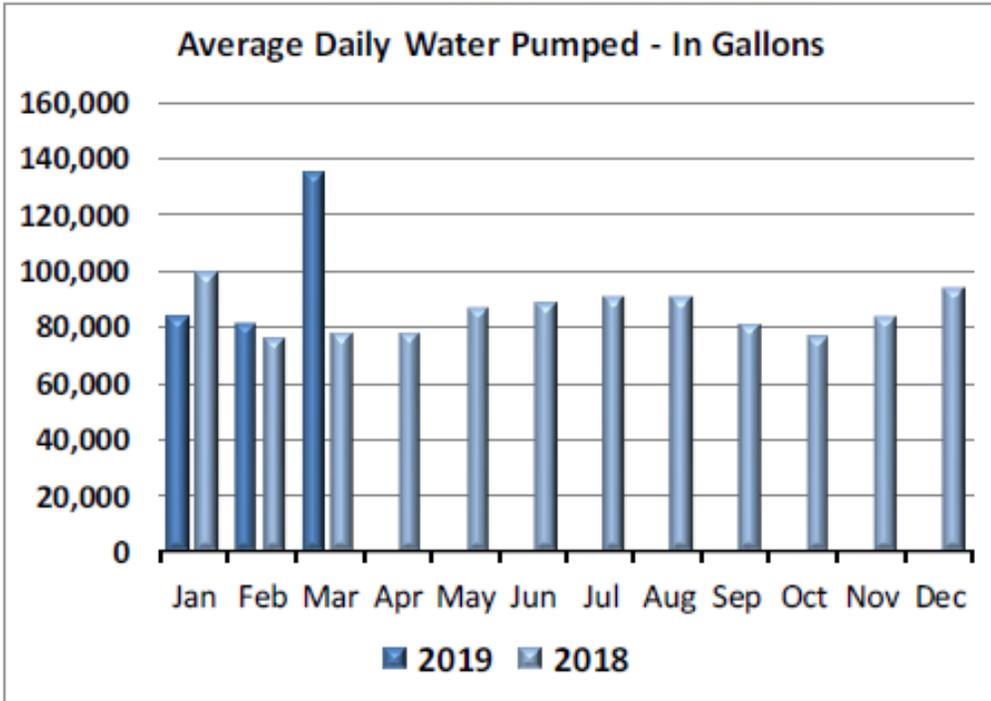
Wastewater Operation & Maintenance

- There was 9.838 million gal. pumped to the ponds at an avg. of 317,000 gal. per day. The City pumped 4.458 million gal. at an avg. of 143,806 gal. per day. FCI pumped 5.359 million gal. at an avg. of 172,871 gal. per day.
- No Discharges from the ponds.





- So, I realized we were taking in a lot of water at Lift Station #1, which is off Eagle Street on Aspen at the end of the street. I checked Manhole and saw that there was water entering at a fast pace through an old crack that had been previously fixed. I called the company, Thul Industries, which had fixed it and they said they would warranty the fix so they did and said it would not last because manhole was shot. I called two contractors and got bids on new manhole replacement and handed them into the city. One from Matt Johnson and one from Gus Roberts.
- I Had Visu-Sewer come out and re-televiser the unknown line on 123 and the alley heading to the river. They marked out all services on that line. They said they believe the line is in use and gave us Cd's to watch what they seen, which I have a copy and now the city has a copy. They cleaned the line and said it was in good condition.
- I brought the Sewer Rodder that Hinckley and Sandstone own together up here to Sandstone and dropped it at City garage with Craige, so we can sell it since we no longer use or need it. I called Shain at Flexible Pipe which is the company that we originally bought it from to find out what the value of it was and he said being the age of the unit and that they know longer made parts for this machine that \$1,000.00 would be max to ask for it.
- Cleaned all the grease from the Lift Station Floats.
- Backup Generator at WWTP is exercised / inspected 2 x per month.
- All Locates / Work Orders / Samples & Analysis were completed when required.



Water		March-19	February-19	March-18
	Units			
Average Daily Pumped	gallons	135,000	81,000	78,000
Total Monthly Pumped	gallons	2,579,000	2,257,000	2,409,000
Deep Well Pumped	gallons	4,185,000	3,658,000	4,139,000
Artesian Well Pumped	gallons	3,750,000	3,750,000	NO METER
Wastewater				
CBOD				
CBOD Influent Quarterly	mg/L	113	N/A	301
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	89	N/A	194
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	3.83	N/A	7.39
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	317,355	245,000	250,000
Total Monthly	gallons	9,838,000	6,858,000	7,746,000
City Contributed Total	gallons	4,458,000	2,168,000	2,504,000
City Average Daily	gallons	143,806	77,000	81,000
FCI Contributed Total	gallons	5,359,000	4,688,000	5,254,000
FCI Average Daily	gallons	172,871	167,000	169,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	Inches	1.13	1.86	1.32
Cell #1	Feet/inches	6'4" 3/27/19	6'0" 2/26/19	6' 6" 3/28/18
Cell #2	Feet/inches	6'4" 3/27/19	5'5" 2/26/19	6' 6" 3/28/18
Cell #3	Feet/inches	8'1" 3/27/19	6'5" 2/26/19	5' 10" 3/28/18



Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$10,224.00	\$2,681.00	26%	25%
Total	\$10,224.00	\$2,681.00	26%	25%

WO# 32877.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 3/1/2019
Equipment	6067-GEN	Generator		Printed 3/1/2019
Location	6067 Sandstone Water			Scheduled 3/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/31/2019
				Completed 3/5/2019
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/tested under load everything runs okaybut started very slow, hopefully due to cold weather and not battery			

WO# 32878.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 3/1/2019
Equipment	6067-EWS	Eye Wash Station		Printed 3/1/2019
Location	6067 Sandstone Water			Scheduled 3/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/31/2019
				Completed 3/5/2019
Instructions	Inspect eyewash and shower for proper operation.			
Notes	unit is in proper working order			

WO# 32875.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 3/1/2019
Equipment	6067-DHD	Dehumidifier		Printed 3/1/2019
Location	6067 Sandstone Water			Scheduled 3/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/31/2019
				Completed 3/5/2019
Instructions	Inspect and check filter. Verify proper operation.			
Notes	unit is in proper working order			

WO# 32476.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 3/1/2019
Equipment	5067-SUM-PUM	Sump Pump		Printed 3/1/2019
Location	5067 Sandstone Wastewater			Scheduled 3/1/2019
Task	BI-ANNUAL PREVENTIVE MAINTENANCE			Delinquent 3/31/2019
				Completed 3/5/2019
Instructions	<ol style="list-style-type: none"> 1. Check pump for corrosion & wear. 2. Check float switches & alarms. 3. Change oil, if needed. 			
Notes	units in proper working order			

WO#	32475.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-LS-3	Lift Station #3							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.								
Notes	okay								
WO#	32474.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-LS-2	Lift Station #2							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.								
Notes	okay								
WO#	32473.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-LS-1	Lift Station #1							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.								
Notes	okay								
WO#	32472.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube				
Equipment	5067-LPUM-3	Lift Pump #3							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check, change and clean seal filters.								
Notes	changed /cleaned seal filters/greased								

WO# 32471.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 3/1/2019
Equipment	5067-LPUM-2	Lift Pump #2		Printed 3/1/2019
Location	5067 Sandstone Wastewater			Scheduled 3/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/31/2019
				Completed 3/11/2019

Instructions

Check, change and clean seal filters.

Notes

checked/changed and cleaned seal filters/greased

WO# 32470.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 3/1/2019
Equipment	5067-LPUM-1	Lift Pump #1		Printed 3/1/2019
Location	5067 Sandstone Wastewater			Scheduled 3/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/31/2019
				Completed 3/11/2019

Instructions

Check, change and clean seal filters.

Notes

checked/changed and cleaned seal filters

WO# 32469.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 3/1/2019
Equipment	5067-GEN	Generator		Printed 3/1/2019
Location	5067 Sandstone Wastewater			Scheduled 3/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/31/2019
				Completed 3/5/2019

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 good

WO# 32468.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 3/1/2019
Equipment	5067-GD	Gas Detector		Printed 3/1/2019
Location	5067 Sandstone Wastewater			Scheduled 3/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 3/31/2019
				Completed 3/5/2019

Instructions

1. Inspect entire unit.
2. Calibrate Unit.

Notes

WO# 32467.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00										
Create Reason	Triggered by Calendar	Created By vkube		<table border="1"> <tr><td>Created 3/1/2019</td></tr> <tr><td>Printed 3/1/2019</td></tr> <tr><td>Scheduled 3/1/2019</td></tr> <tr><td>Delinquent 3/31/2019</td></tr> <tr><td>Completed 3/5/2019</td></tr> </table>	Created 3/1/2019	Printed 3/1/2019	Scheduled 3/1/2019	Delinquent 3/31/2019	Completed 3/5/2019					
Created 3/1/2019														
Printed 3/1/2019														
Scheduled 3/1/2019														
Delinquent 3/31/2019														
Completed 3/5/2019														
Equipment	5067-EXT	Fire Extinguisher(s)												
Location	5067 Sandstone Wastewater													
Task	MPM Monthly Preventative Maintenance(P07)													
Instructions	Check extinguishers at WWTP, WTP and vehicles.													
Notes	all good													
WO# 32468.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00										
Create Reason	Triggered by Calendar	Created By vkube		<table border="1"> <tr><td>Created 3/1/2019</td></tr> <tr><td>Printed 3/1/2019</td></tr> <tr><td>Scheduled 3/1/2019</td></tr> <tr><td>Delinquent 3/31/2019</td></tr> <tr><td>Completed 3/5/2019</td></tr> </table>	Created 3/1/2019	Printed 3/1/2019	Scheduled 3/1/2019	Delinquent 3/31/2019	Completed 3/5/2019					
Created 3/1/2019														
Printed 3/1/2019														
Scheduled 3/1/2019														
Delinquent 3/31/2019														
Completed 3/5/2019														
Equipment	5067-A	Alarms												
Location	5067 Sandstone Wastewater													
Task	MPM Monthly Preventative Maintenance(P07)													
Instructions	<ol style="list-style-type: none"> 1. Test alarm function and verify communications equipment can reach emergency contact person for each well house, WW Plant at your project. 2. Inspect control floats and clean if necessary at each WW Plant. 													
Notes	all good													
Report Totals	Downtime Hours	0		<table> <tr><td>Part Cost</td><td>\$0.00</td></tr> <tr><td>Labor Cost</td><td>\$0.00</td></tr> <tr><td>Vendor Cost</td><td>\$0.00</td></tr> <tr><td>Equip/Tool Cost</td><td>\$0.00</td></tr> <tr><td>Total Cost</td><td>\$0.00</td></tr> </table>	Part Cost	\$0.00	Labor Cost	\$0.00	Vendor Cost	\$0.00	Equip/Tool Cost	\$0.00	Total Cost	\$0.00
Part Cost	\$0.00													
Labor Cost	\$0.00													
Vendor Cost	\$0.00													
Equip/Tool Cost	\$0.00													
Total Cost	\$0.00													

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: April 17, 2019
SUBJECT: Aspen Street Manhole

BACKGROUND: The manhole on Aspen Street has failed and was letting a lot of stormwater into the sewer system. It had been refurbished twice and it kept failing. Alex Leger received two quotes to replace the manhole and recommended immediate replacement.

Quotes received:

MPJ Enterprises, Sandstone, MN	\$8,500.00
Roberts Excavating, Askov, MN	\$8,000.00

I authorized Leger to move ahead with the quote from Roberts Excavating, per his recommendation.

ATTACHMENTS None

STAFF RECOMMENDATION: None – information only

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

CASH BALANCE, REVENUE & EXPENDITURE REPORT
March 2019

	<u>3/31/2019</u>	<u>3/31/2019</u>	<u>3/31/2019</u>	<u>3/31/2019</u>
<u>General Operating Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund	\$ 14,899	\$ 216,837	\$ 1,215,533	\$ -
Fire Department Fund	\$ 303	\$ 52,584	\$ (14,498)	\$ -
EDA CED Loan Fund	\$ 3,418	\$ -	\$ 182,569	\$ -
EDA Wild River Repair & Replace	\$ 5,023	\$ -	\$ 54,401	\$ 124,405
EDA	\$ 1,384	\$ 5,989	\$ 56,041	\$ 129,405
EDA Wild River Reserve	\$ 3,538	\$ -	\$ 249,024	\$ -
Cemetery Perpetual Care	\$ 384	\$ -	\$ 99,545	\$ 24,121
PFA Water GO Bond	\$ 27,311	\$ 264	\$ 31,185	\$ -
GO Refunding Bond 2009A	\$ 1,350	\$ 46,115	\$ 15,083	\$ -
GO Bond 2009B	\$ 775	\$ 25,813	\$ 41,550	\$ -
2012A Refinance \$405,000	\$ 1,272	\$ 31,808	\$ 62,300	\$ -
Capital Projects Fund	\$ 10,644	\$ 142,066	\$ 724,052	\$ -
TIF KC Companies	\$ -	\$ -	\$ 300	\$ -
Tax Abatement - KR Townhomes	\$ 10	\$ -	\$ (214)	\$ -
Tax Abatement - Gateway	\$ -	\$ -	\$ 5,626	\$ -
Medical and Business Park	\$ -	\$ -	\$ (770,406)	\$ -
EDA Public Works Grant	\$ -	\$ -	\$ (683,827)	\$ -
Rock Redevelopment	\$ 112,136	\$ -	\$ 112,136	\$ -
Water Fund	\$ 69,064	\$ 108,639	\$ 5,982	\$ -
Sewer Fund	\$ 100,153	\$ 34,931	\$ 90,857	\$ -
Storm Water Fund	\$ 11,450	\$ 3,031	\$ 167,680	\$ -

	<u>3/31/2019</u>	<u>3/31/2019</u>	<u>3/31/2019</u>	<u>3/31/2019</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	\$ -	\$ -	\$ 209,231	\$ -
Fire Capital & Building	\$ -	\$ -	\$ 67,561	\$ -
Capital & Building R&R	\$ -	\$ -	\$ 10,688	\$ -
Capital & Building	\$ -	\$ -	\$ 170,428	\$ -
Capital Public Works	\$ -	\$ -	\$ 16,074	\$ -
Equipment Public Works	\$ -	\$ -	\$ 61,284	\$ -
Sewer Rodder	\$ -	\$ -	\$ 42,766	\$ -
Water Equipment	\$ -	\$ -	\$ 236,949	\$ -
Water Capital & Building	\$ -	\$ -	\$ 30,050	\$ -
Sewer Equipment	\$ -	\$ -	\$ 215,683	\$ 2,621,870
Sewer Capital & Building	\$ -	\$ -	\$ 151,251	\$ -

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

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 04/17/19

Date: 04/12/2019
Time: 1:40 pm
Page: 1

City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Fund: 101 General Fund							
Dept: 10-111 Mayor and Council							
101-10-111-000-4300	Professional NELSON/KARA//	03/27/19	Recording Sec- March	57834	04/17/2019	03/28/2019	100.00
							100.00
						Total Dept. Mayor and Council:	100.00
Dept: 10-130 Executive							
101-10-130-000-4210	General Ope GEORGE/KATHY//	03272019	K. GEORGE 1ST QTR 19 REIMI	57827	04/17/2019	03/28/2019	72.31
	NORTHERN BUSINESS PRO	392163-0	Envelopes	57835	04/17/2019	03/28/2019	21.99
	NORTHERN BUSINESS PRO	393071-0	Office supplies	57835	04/17/2019	03/28/2019	32.88
	OFFICE DEPOT	284361263001	Flash drive	57836	04/17/2019	03/28/2019	5.99
	OFFICE DEPOT	284344598001	Office chair, copier paper	57836	04/07/2019	03/28/2019	9.60
	QUILL	5686517	Copier paper and ink	57841	04/17/2019	03/28/2019	113.96
							256.73
101-10-130-000-4300	Professional ADT	03182019	City hall camera system- April	57818	04/17/2019	03/28/2019	77.90
							77.90
101-10-130-000-4321	Telephone AT&T MOBILITY	287269955139X03182019	CITY CELL PHONES	57819	04/17/2019	03/28/2019	51.58
	CENTURYLINK	03132019	Telephone utility	57821	04/17/2019	03/28/2019	256.96
							308.54
101-10-130-000-4331	Travel Exper GEORGE/KATHY//	03272019	K. GEORGE 1ST QTR 19 REIMI	57827	04/17/2019	03/28/2019	189.08
							189.08
101-10-130-000-4437	Schools & C LEAGUE OF MINNESOTA CIT	290971	Loss Control workshop-Newey	57831	04/17/2019	03/28/2019	20.00
							20.00
101-10-130-000-4570	Furniture & f OFFICE DEPOT	284344598001	Office chair, copier paper	57836	04/07/2019	03/28/2019	264.30
							264.30
						Total Dept. Executive:	1,116.55
Dept: 10-140 City Clerk - Election							
101-10-140-000-4210	General Ope GEORGE/KATHY//	03272019	K. GEORGE 1ST QTR 19 REIMI	57827	04/17/2019	03/28/2019	150.24
							150.24
						Total Dept. City Clerk - Elections:	150.24
Dept: 10-160 City Attorney							
101-10-160-000-4300	Professional KENNEDY & GRAVEN	147579	Business Park/ City code updat	57830	04/17/2019	03/28/2019	70.00
							70.00
						Total Dept. City Attorney:	70.00
Dept: 10-194 Buildings & Ground							
101-10-194-000-4220	Repair & Ma SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	51.96
							51.96
101-10-194-000-4300	Professional JOHNSON/TAMMY//	03182019	City hall cleaning 2/15-3/14	57829	04/17/2019	03/28/2019	756.50
							756.50

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
101-10-194-000-4382	Water Utilitie						
	SANDSTONE/CITY OF//	03052019	Water/Sewer/Storm	57846	04/17/2019	03/28/2019	1.41
	SANDSTONE/CITY OF//	03052019	Water/Sewer/Storm	57846	04/17/2019	03/28/2019	93.62
							95.03
101-10-194-000-4383	Gas Utilities						
	CONSTELLATION NEWENEF	2547617, 2547618	Gas utility	57822	04/17/2019	03/28/2019	720.11
							720.11
101-10-194-000-4385	Storm Water						
	SANDSTONE/CITY OF//	03052019	Water/Sewer/Storm	57846	04/17/2019	03/28/2019	547.54
	SANDSTONE/CITY OF//	03052019	Water/Sewer/Storm	57846	04/17/2019	03/28/2019	74.20
							621.74
101-10-194-000-4401	Building Rep						
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	264.98
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	37.72
							302.70
							Total Dept. Buildings & Grounds: 2,548.04
Dept: 15-210 Law Enforcement							
101-15-210-000-4300	Professional						
	PINE COUNTY TREASURER-	03312019	Police contract- April	57839	04/17/2019	03/28/2019	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//	2019-0051	Building Official- February	57824	04/17/2019	03/28/2019	1,182.50
							1,182.50
							Total Dept. Building Inspections: 1,182.50
Dept: 20-300 Public Works Admir							
101-20-300-000-4210	General Ope						
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	41.56
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	95.42
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	83.95
							220.93
101-20-300-000-4321	Telephone						
	AT&T MOBILITY	287269955139X03182019	CITY CELL PHONES	57819	04/17/2019	03/28/2019	54.47
							54.47
101-20-300-000-4404	Machiner & I						
	CENTRAL PARTS WAREHOL	520091A	Backup lights for plow trucks	57820	04/17/2019	03/28/2019	163.18
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	434.62
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	15.54
	SANDSTONE NAPA	03272019	chain, handle, fd wiring	57845	04/17/2019	03/28/2019	49.48
							662.82
							Total Dept. Public Works Administration: 938.22
Dept: 25-520 Parks Maintenance							
101-25-520-000-4210	General Ope						
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	19.98
							19.98
101-25-520-000-4401	Building Rep						
	D & E HEATING, INC.	15638	Lions hill furnace	57823	04/17/2019	03/28/2019	2,195.00
							2,195.00
101-25-520-000-4760	Sandstone F						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	MN ENERGY RESOURCES C	03082019	Gas utility	57833	04/17/2019	03/28/2019	252.77
							252.77
101-25-520-000-4832	Non Profits (
	OLD SCHOOLARTS CENTEF	03202019	Donation	57837	04/17/2019	03/28/2019	1,000.00
							1,000.00
							Total Dept. Parks Maintenance: 3,467.75
							Total Fund General Fund: 21,147.63
Fund: 201 Fire Protection							
Dept: 15-220 Fire							
201-15-220-000-4210	General Ope						
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	12.68
							12.68
201-15-220-000-4300	Professional						
	RICHARDSON/CARRIE//	38	Fire hall cleaning 2/22-3/13	57842	04/17/2019	03/28/2019	300.00
							300.00
201-15-220-000-4321	Telephone						
	CENTURYLINK	03132019	Telephone utility	57821	04/17/2019	03/28/2019	51.72
							51.72
201-15-220-000-4383	Gas Utilities						
	CONSTELLATION NEWENEF	2547617, 2547618	Gas utility	57822	04/17/2019	03/28/2019	663.46
							663.46
201-15-220-000-4385	Storm Water						
	SANDSTONE/CITY OF//	03052019	Water/Sewer/Storm	57846	04/17/2019	03/28/2019	39.29
	SANDSTONE/CITY OF//	03052019	Water/Sewer/Storm	57846	04/17/2019	03/28/2019	21.21
							60.50
201-15-220-000-4401	Building Rep						
	SANDSTONE ACE HARDWAI	03/25/19	Library door, Shop organizing	57844	04/17/2019	03/28/2019	4.99
							4.99
201-15-220-000-4404	Machiner & I						
	SANDSTONE NAPA	03272019	chain, handle, fd wiring	57845	04/17/2019	03/28/2019	25.13
							25.13
201-15-220-000-4560	Non-Capital						
	SPARTZ/ ANDREW//	03272019	Fire dept motorola pagers (5)	57849	04/17/2019	03/28/2019	499.75
							499.75
201-15-220-000-4580	Equipment						
	FIRE SAFETY USA, INC	120938	Aerial boom pad	57826	04/17/2019	03/28/2019	737.88
							737.88
201-15-220-772-4544	Fire Capital I						
	LHB, INC	180189.01-2	Fire Hall 12/17-2/22	57832	04/17/2019	03/28/2019	5,469.80
							5,469.80
							Total Dept. Fire: 7,825.91
							Total Fund Fire Protection: 7,825.91
Fund: 228 Economic Developer							
Dept: 50-540 Economic Developn							
228-50-540-000-4300	Professional						
	KENNEDY & GRAVEN	147580	The Rock-tittle work	57830	04/17/2019	03/28/2019	895.25
	KENNEDY & GRAVEN	147579	Business Park/ City code updat	57830	04/17/2019	03/28/2019	70.00

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							965.25
							Total Dept. Economic Development: 965.25
							ic Development Authority: 965.25
Fund: 401 Capital Projects Fund							
Dept: 40-450 Capital Account							
401-40-450-000-4531	Street Overl: SHORT ELLIOTT HENDRICK:	364808	Pine Ave improvments/MN DOT	57848	04/17/2019	03/28/2019	1,795.68
							1,795.68
401-40-450-000-4544	Undesignate LHB, INC	180189.00-2	City Hall- 12/17-2/22	57832	04/17/2019	03/28/2019	4,085.62
							4,085.62
							Total Dept. Capital Account: 5,881.30
							ind Capital Projects Fund: 5,881.30
Fund: 601 Water Fund							
Dept: 60-911 Water Production/Di							
601-60-911-000-4300	Professional PEOPLESERVICE, INC. PEOPLESERVICE, INC. SHORT ELLIOTT HENDRICK:	32717 32717 364806	April contract services April contract services phosphorus/wp-SCDP/Maps	57838 57838 57848	04/17/2019 04/17/2019 04/17/2019	03/28/2019 03/28/2019 03/28/2019	225.00 5,030.50 131.77
							5,387.27
601-60-911-000-4322	Postage POSTMASTER	03132019	W/S Card postage	57840	04/17/2019	03/28/2019	80.89
							80.89
601-60-911-000-4499	Miscellaneous HUHTA/LYLE//	03132019	Frozen line 314 Main st	57828	04/17/2019	03/28/2019	300.00
							300.00
601-60-911-670-4583	Water Capita SHORT ELLIOTT HENDRICK: SHORT ELLIOTT HENDRICK: SHORT ELLIOTT HENDRICK:	364801 364800 364806	Lundorff Drive N Utility Ext 2nd water main from WTP to twr phosphorus/wp-SCDP/Maps	57848 57848 57848	04/17/2019 04/17/2019 04/17/2019	03/28/2019 03/28/2019 03/28/2019	1,750.60 661.36 475.05
							2,887.01
							Dept. Water Production/Distribution: 8,655.17
							Total Fund Water Fund: 8,655.17
Fund: 602 Sewer Fund							
Dept: 50-950 Sewer Services							
602-50-950-000-4300	Professional PEOPLESERVICE, INC. PEOPLESERVICE, INC. SHORT ELLIOTT HENDRICK: SHORT ELLIOTT HENDRICK:	32717 32717 364806 364806	April contract services April contract services phosphorus/wp-SCDP/Maps phosphorus/wp-SCDP/Maps	57838 57838 57848 57848	04/17/2019 04/17/2019 04/17/2019 04/17/2019	03/28/2019 03/28/2019 03/28/2019 03/28/2019	293.90 5,030.50 131.77 1,716.73
							7,172.90
602-50-950-000-4322	Postage POSTMASTER	03132019	W/S Card postage	57840	04/17/2019	03/28/2019	81.21
							81.21
602-50-950-000-4381	Electric Utilit EAST CENTRAL ENERGY	03132019	Electric utility	57825	04/17/2019	03/28/2019	76.20
							76.20

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
602-50-950-000-4386	Sewer water SANDSTONE/CITY OF//	03052019	Water/Sewer/Storm	57846	04/17/2019	03/28/2019	42.40
							<u>42.40</u>
						Total Dept. Sewer Services:	7,372.71
						Total Fund Sewer Fund:	7,372.71
 Fund: 603 STORM WATER							
Dept: 50-951 Storm Water Service							
603-50-951-000-4300	Professional SHORT ELLIOTT HENDRICK:	364806	phosphorus/wp-SCDP/Maps	57848	04/17/2019	03/28/2019	131.77
							<u>131.77</u>
603-50-951-000-4322	Postage POSTMASTER	03132019	W/S Card postage	57840	04/17/2019	03/28/2019	51.38
							<u>51.38</u>
						Total Dept. Storm Water Services:	183.15
						Total Fund STORM WATER:	183.15
						Grand Total:	52,031.12

Check Register Report
MARCH 19 PAYROLL CHECKS

Emp. Code Desc.: 01
City of Sandstone

Date: 4/12/2019
Time: 10:19:22

Check No.	Check Date	Recon.Date	Status	Employee ID	Pay To	Check Description	Amount
6072	03/01/2019		P	IUOE LOCAL		Remittance Check	\$175.00
6073	03/22/2019		P	00276		PP 20 PAY DATE 9/28	\$26.74
6074	03/29/2019		P	00259		PP 07 PAY DATE 03/29 CNC	\$484.84
6075	03/29/2019		P	1023		PP 07 PAY DATE 03/29 CNC	\$36.75
6076	03/29/2019		P	1003		PP 07 PAY DATE 03/29 CNC	\$78.75
6077	03/29/2019		P	1014		PP 07 PAY DATE 03/29 CNC	\$136.50
6078	03/29/2019		P	1021		PP 07 PAY DATE 03/29 CNC	\$157.50
6079	03/29/2019		P	1009		PP 07 PAY DATE 03/29 CNC	\$157.50
6080	03/29/2019		P	1020		PP 07 PAY DATE 03/29 CNC	\$136.50
6081	03/29/2019		P	00289		PP 07 PAY DATE 03/29 CNC	\$23.09
6082	03/29/2019		P	00287		PP 07 PAY DATE 03/29 CNC	\$46.17
6083	03/29/2019		P	00283		PP 07 PAY DATE 03/29 CNC	\$46.17
6084	03/29/2019		P	00285		PP 07 PAY DATE 03/29 CNC	\$46.17
20190500	03/01/2019		R	00182		PP 05 PAY DATE 3/1	\$1,044.29
20190501	03/01/2019		R	00172		PP 05 PAY DATE 3/1	\$1,256.64
20190502	03/01/2019		R	00136		PP 05 PAY DATE 3/1	\$613.25
20190503	03/01/2019		R	00280		PP 05 PAY DATE 3/1	\$629.18
20190504	03/01/2019		R	00279		PP 05 PAY DATE 3/1	\$173.56
20190505	03/01/2019		R	00274		PP 05 PAY DATE 3/1	\$2,267.98
20190506	03/01/2019		R	00278		PP 05 PAY DATE 3/1	\$1,732.43
20190507	03/01/2019		R	00132		PP 05 PAY DATE 3/1	\$980.09
20190600	03/15/2019		R	00182		PP 06 PAY DATE 3/15	\$1,079.29
20190601	03/15/2019		R	00172		PP 06 PAY DATE 3/15	\$1,291.64
20190602	03/15/2019		R	00136		PP 06 PAY DATE 3/15	\$648.25
20190603	03/15/2019		R	00280		PP 06 PAY DATE 3/15	\$845.93
20190604	03/15/2019		R	00279		PP 06 PAY DATE 3/15	\$346.81
20190605	03/15/2019		R	00274		PP 06 PAY DATE 3/15	\$2,267.98
20190606	03/15/2019		R	00278		PP 06 PAY DATE 3/15	\$1,359.85
20190607	03/15/2019		R	00132		PP 06 PAY DATE 3/15	\$1,088.21
20190608	03/20/2019		R	00278		PP 06 PAY DATE 3/20 CRAIK	\$769.33
20190700	03/29/2019		R	00252		PP 07 PAY DATE 03/29 CNC	\$438.66
20190701	03/29/2019		R	00182		PP 07 PAY DATE 03/29 CNC	\$1,161.98
20190702	03/29/2019		R	00172		PP 07 PAY DATE 03/29 CNC	\$1,291.64
20190703	03/29/2019		R	1018		PP 07 PAY DATE 03/29 CNC	\$136.50
20190704	03/29/2019		R	00136		PP 07 PAY DATE 03/29 CNC	\$648.24
20190705	03/29/2019		R	00290		PP 07 PAY DATE 03/29 CNC	\$115.44
20190706	03/29/2019		R	00288		PP 07 PAY DATE 03/29 CNC	\$69.26
20190707	03/29/2019		R	00267		PP 07 PAY DATE 03/29 CNC	\$254.24
20190708	03/29/2019		R	00254		PP 07 PAY DATE 03/29 CNC	\$377.09
20190709	03/29/2019		R	00206		PP 07 PAY DATE 03/29 CNC	\$739.31
20190710	03/29/2019		R	00212		PP 07 PAY DATE 03/29 CNC	\$312.81
20190711	03/29/2019		R	00245		PP 07 PAY DATE 03/29 CNC	\$676.86
20190712	03/29/2019		R	00281		PP 07 PAY DATE 03/29 CNC	\$289.61
20190713	03/29/2019		R	00266		PP 07 PAY DATE 03/29 CNC	\$72.31
20190714	03/29/2019		R	00277		PP 07 PAY DATE 03/29 CNC	\$122.81
20190715	03/29/2019		R	00275		PP 07 PAY DATE 03/29 CNC	\$177.38
20190716	03/29/2019		R	00059		PP 07 PAY DATE 03/29 CNC	\$577.19
20190717	03/29/2019		R	00207		PP 07 PAY DATE 03/29 CNC	\$243.85
20190718	03/29/2019		R	00217		PP 07 PAY DATE 03/29 CNC	\$9.10
20190719	03/29/2019		R	00248		PP 07 PAY DATE 03/29 CNC	\$236.32
20190720	03/29/2019		R	00280		PP 07 PAY DATE 03/29 CNC	\$712.06
20190721	03/29/2019		R	00284		PP 07 PAY DATE 03/29 CNC	\$46.17
20190722	03/29/2019		R	00279		PP 07 PAY DATE 03/29 CNC	\$200.03
20190723	03/29/2019		R	00193		PP 07 PAY DATE 03/29 CNC	\$507.92
20190724	03/29/2019		R	00273		PP 07 PAY DATE 03/29 CNC	\$461.75
20190725	03/29/2019		R	00261		PP 07 PAY DATE 03/29 CNC	\$623.36
20190726	03/29/2019		R	00274		PP 07 PAY DATE 03/29 CNC	\$2,267.98

Check Register Report

MARCH 19 PAYROLL CHECKS

Emp. Code Desc.: 01
City of Sandstone

Date: 4/12/2019
Time: 10:19:22

Check No.	Check Date	Recon.Date	Status	Employee ID	Pav To	Check Description	Amount
20190727	03/29/2019		R	00282		PP 07 PAY DATE 03/29 CNC	\$69.26
20190728	03/29/2019		R	00286		PP 07 PAY DATE 03/29 CNC	\$69.26
20190729	03/29/2019		R	00255		PP 07 PAY DATE 03/29 CNC	\$240.41
20190730	03/29/2019		R	00278		PP 07 PAY DATE 03/29 CNC	\$1,414.50
20190731	03/29/2019		R	00132		PP 07 PAY DATE 03/29 CNC	\$996.10
Total Checks: 62							Sub-Total: \$35,505.79
							Total Void/Stop Payment: \$0.00
							Grand Total: \$35,505.79

Remittance Vendor History Report

MARCH 19 PAYROLL ACH PMTS

Date: 4/12/2019
Time: 10:19:52

Emp. Code Desc.: All Employers
City of Sandstone

Check/Trx *	Date	Vendor Code	Vendor Name	Amount
* 868	03/01/2019	HCSP	MN STATE RETIREMENT SYSTEM	\$424.70
* 868	03/01/2019	IRS	INTERNAL REVENUE SERVICE	\$3,130.30
* 868	03/01/2019	MN DEPARTM	MN DEPARTMENT OF REVENUE	\$579.18
* 868	03/01/2019	MNDCP	ORCHARD TRUST COMPANY	\$1,132.00
* 868	03/01/2019	PERA	PUBLIC EMPLOYEES RETIREMENT	\$1,780.93
* 870	03/15/2019	HCSP	MN STATE RETIREMENT SYSTEM	\$431.20
* 870	03/15/2019	IRS	INTERNAL REVENUE SERVICE	\$3,088.53
* 870	03/15/2019	MN DEPARTM	MN DEPARTMENT OF REVENUE	\$569.20
* 870	03/15/2019	MNDCP	ORCHARD TRUST COMPANY	\$1,132.00
* 870	03/15/2019	PERA	PUBLIC EMPLOYEES RETIREMENT	\$1,705.34
* 872	03/20/2019	IRS	INTERNAL REVENUE SERVICE	\$196.43
* 872	03/20/2019	MN DEPARTM	MN DEPARTMENT OF REVENUE	\$26.65
* 872	03/20/2019	PERA	PUBLIC EMPLOYEES RETIREMENT	\$137.35
* 874	03/29/2019	HCSP	MN STATE RETIREMENT SYSTEM	\$430.54
* 874	03/29/2019	IRS	INTERNAL REVENUE SERVICE	\$4,232.20
* 874	03/29/2019	MN DEPARTM	MN DEPARTMENT OF REVENUE	\$556.13
* 874	03/29/2019	MNDCP	ORCHARD TRUST COMPANY	\$1,132.00
* 874	03/29/2019	PERA	PUBLIC EMPLOYEES RETIREMENT	\$1,715.03
Total:				\$22,399.71

PINE COUNTY CERTIFIED TAX CAPACITY EXTENSION RATES PAYABLE 2019								
	SCHOOL	TOWNSHIP	HRA	SCHOOL	COUNTY	EC/RDC	HOSP/SEWER	TOTAL
TOWNSHIP	DIST NO.	%	%	%	%	%	%	%
ARLONE	2165	11.7700		22.3270	67.4260	0.2160	2.4480	104.1870
ARNA	2580	28.4130		37.3320	67.4260	0.2160		133.3870
BARRY	2165	10.5410		22.3270	67.4260	0.2160		100.5100
BIRCH CREEK	577	37.9950		16.3730	67.4260	0.2160		122.0100
BREMEN	2165	20.4720		22.3270	67.4260	0.2160		110.4410
BREMEN	577	20.4720		16.3730	67.4260	0.2160		104.4870
BROOK PARK	2165	26.8490		22.3270	67.4260	0.2160		116.8180
BROOK PARK	578	26.8490		21.6650	67.4260	0.2160		116.1560
BRUNO	2580	12.3030		37.3320	67.4260	0.2160		117.2770
BRUNO	577	12.3030		16.3730	67.4260	0.2160		96.3180
CHENGWATANA	578	25.6020		21.6650	67.4260	0.2160		114.9090
CLOVER	2165	5.9230		22.3270	67.4260	0.2160	2.4480	98.3400
CROSBY	2165	11.4460		22.3270	67.4260	0.2160		101.4150
CROSBY	578	11.4460		21.6650	67.4260	0.2160		100.7530
DANFORTH	2165	11.8510		22.3270	67.4260	0.2160	2.4480	104.2680
DANFORTH	2580	11.8510		37.3320	67.4260	0.2160	2.4480	119.2730
DELL GROVE	2165	9.3490		22.3270	67.4260	0.2160	2.4480	101.7660
DELL GROVE	2580	9.3490		37.3320	67.4260	0.2160	2.4480	116.7710
FINLAYSON	2580	18.2550		37.3320	67.4260	0.2160	2.4480	125.6770
FINLAYSON	2165	18.2550		22.3270	67.4260	0.2160	2.4480	110.6720
FINLAYSON	577	18.2550		16.3730	67.4260	0.2160	2.4480	104.7180
FLEMING	2580	7.5150		37.3320	67.4260	0.2160		112.4890
FLEMING	577	7.5150		16.3730	67.4260	0.2160		91.5300
HINCKLEY	2165	17.7230		22.3270	67.4260	0.2160	2.4480	110.1400
KERRICK	97	14.1390		26.2890	67.4260	0.2160		108.0700
KERRICK	2580	14.1390		37.3320	67.4260	0.2160		119.1130
KETTLE RIVER	2580	16.2590		37.3320	67.4260	0.2160		121.2330
KETTLE RIVER	577	16.2590		16.3730	67.4260	0.2160		100.2740
MISSION CREEK	2165	27.3370		22.3270	67.4260	0.2160		117.3080
MISSION CREEK	578	27.3370		21.6650	67.4260	0.2160		116.6440
MUNCH	2165	17.8440		22.3270	67.4260	0.2160		107.8130
MUNCH	578	17.8440		21.6650	67.4260	0.2160		107.1510
NEW DOSEY	2580	13.5250		37.3320	67.4260	0.2160	2.4480	120.9470
NICKERSON	97	19.8370		26.2890	67.4260	0.2160		113.7680
NICKERSON	2580	19.8370		37.3320	67.4260	0.2160		124.8110
NORMAN	2580	24.8190		37.2850	67.3690	0.2160		129.6690
NORMAN	577	24.8530		16.3730	67.4260	0.2160		108.8680
OGEMA	2165	12.8170		22.3270	67.4260	0.2160	2.4480	105.2340
OGEMA	2580	12.8170		37.3320	67.4260	0.2160	2.4480	120.2390
PARK	2580	14.6900		37.3320	67.4260	0.2160	2.4480	122.1120
PARK	577	14.6900		16.3730	67.4260	0.2160	2.4480	101.1530
PARTRIDGE	2580	23.3420		37.3320	67.4260	0.2160	2.4480	130.7640
PARTRIDGE	577	23.3420		16.3730	67.4260	0.2160	2.4480	109.8050

PINE COUNTY CERTIFIED TAX CAPACITY EXTENSION RATES PAYABLE 2019								
	SCHOOL	TOWNSHIP	HRA	SCHOOL	COUNTY	EC/RDC	HOSP/SEWER	TOTAL
	DIST. NO.	%	%	%	%	%	%	%
PINE CITY	578	24.5740		21.6650	67.4260	0.2160		113.8810
PINE LAKE	2165	15.5720		22.3270	67.4260	0.2160	2.4480	107.9890
PINE LAKE	2580	15.5720		37.3320	67.4260	0.2160	2.4480	122.9940
PINE LAKE	577	15.5720		16.3730	67.4260	0.2160	2.4480	102.0350
POKEGAMA	314	17.3440		28.4130	67.4260	0.2160		113.3990
POKEGAMA	578	17.3440		21.6650	67.4260	0.2160		106.6510
ROYALTON	139	27.1770		32.9310	67.4260	0.2160		127.7500
ROYALTON	314	27.1770		28.4130	67.4260	0.2160		123.2320
ROYALTON	578	27.1770		21.6650	67.4260	0.2160		116.4840
SANDSTONE	2165	13.0730		22.3270	67.4260	0.2160	2.4480	105.4900
SANDSTONE	2580	13.0730		37.3320	67.4230	0.2160	2.4480	120.4920
STURGEON LAKE	97	47.5140		26.2890	67.4260	0.2160		141.4450
STURGEON LAKE	577	47.5140		16.3730	67.4260	0.2160		131.5290
WILMA	2580	14.2930		37.3320	67.4260	0.2160		119.2670
WINDEMERE **	97	14.5680		26.2890	67.4260	0.2160	9.8530	118.3520
WINDEMERE **	577	14.5680		16.3730	67.4260	0.2160	9.8530	108.4360
** Windemere Township - Moose Lake Hospital District Rate: 7.424%; M.L-Windemere Sewer District Rate: 2.429%								
CITIES								
ASKOV	2580	114.4570		37.3320	67.4260	0.2160	2.4480	221.8790
BROOK PARK	2165	38.5850		22.2870	67.3760	0.2160		128.4640
BRUNO	2580	40.6530		37.3320	67.4260	0.2160	2.4480	148.0750
BRUNO	577	40.6530		16.3730	67.4260	0.2160	2.4480	127.1160
DENHAM	577	29.1720		16.3730	67.4260	0.2160		113.1870
FINLAYSON	2165	50.4590		22.3270	67.4260	0.2160	2.4480	142.8760
HENRIETTE	578	94.6650		21.6650	67.4260	0.2160		183.9720
HINCKLEY	2165	47.5380		22.3020	67.3940	0.2160	2.4480	139.8980
KERRICK	2580	59.2060		37.3320	67.4260	0.2160		164.1800
PINE CITY	578	63.7060	1.6530	21.6650	67.4260	0.2160		154.6660
PINE CITY - RSD	578	37.6490	1.6530	21.6650	67.4260	0.2160		128.6090
ROCK CREEK	139	15.0630		32.9310	67.4260	0.2160		115.6360
ROCK CREEK	578	15.0630		21.6650	67.4260	0.2160		104.3700
RUTLEDGE	577	34.3300		16.3730	67.4260	0.2160		118.3450
SANDSTONE	2580	81.0340	1.5970	37.2710	67.3680	0.2160	2.4480	189.9340
STURGEON LAKE	577	77.8350		16.3730	67.4260	0.2160		161.8500
WILLOW RIVER	577	39.2190		16.3730	67.4260	0.2160	2.4480	125.6820
SCHOOL DISTRICT REFERENDUM MARKET VALUE RATES ARE AS FOLLOWS:								
	ISD 97	0.11938						
	ISD 139	0.28708						
	ISD 314	0.19491						
	ISD 577	0.11302						
	ISD 578	0.17391						
	ISD 2165	0.14384						
	ISD 2580	0.12266						

**2019 PAYABLE CERTIFIED
SCHOOL DISTRICT NTC, TMV & RMV**

	<u>NET TAX CAPACITY</u>	<u>TAXABLE MARKET VALUE</u>	<u>REFERENDUM MARKET VALUE</u>
0097 MOOSE LAKE	2,099,779	213,274,500	111,600,750
0139 RUSH CITY	369,023	40,048,100	28,671,500
0314 BRAHAM	403,303	46,116,000	30,603,835
0577 WILLOW RIVER	3,592,509	365,380,600	203,839,545
0578 PINE CITY	9,409,289	919,979,300	699,907,585
2165 HINCKLEY	6,667,984	628,229,600	405,350,655
2580 EAST CENTRAL	5,326,345	532,348,100	287,417,075

**TOTAL COUNTY REFERENDUM MARKET VALUE – 1,767,390,945
(excludes Aitkin & Kanabec Counties NTC & RMV)**