

CITY OF SANDSTONE  
PARK & RECREATION COMMISSION  
AGENDA  
FRIDAY – JULY 12, 2019  
8:00 A.M. – CITY HALL

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Meeting minutes
  - a. June 14, 2019 (pgs. 2-4)
5. New Business:
  - a. Special Event Permit Application – OSAC - September 8, 2019 (pgs. 5-6)
  - b. Sandstone Quarry Lions Request – Bench in Train Park (pgs. 7-8)
  - c. National Night Out – August 6<sup>th</sup> (pg. 9)
  - d. August Park Meeting – Location (pg. 10)
6. Continuing Business
  - a. City Code 960 – Special Events (pgs. 11-12)
  - b. Lions Hill Chalet (pg. 13)
  - c. Robinson Park (pgs. 14-15)
  - d. KREEC Site Redevelopment (pg. 16)
  - e. Angle Park (pg. 17)
7. Other
  - a. Miscellaneous Updates (pg. 18)
8. Adjourn

## **PARK AND RECREATION COMMISSION**

### **MEETING MINUTES**

Friday, June 14, 2019

**Members present:** Dorothy Dybvig, Tony Vavricka, Eric Sturtz, Dave Barsness, David Chasson

**Members absent:** Karry White, Mary Franklin

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

**Guests:** None

#### **Call to Order**

The meeting was called to order at 8:05 a.m. by Chair Dybvig.

#### **Pledge of Allegiance**

#### **Agenda**

Girl Scouts Troop 4223 Special Event Permit Application was given as an addition to the Agenda.

**Motion Barsness, second Chasson, to approve the agenda with the addition. Motion passed 5-0.**

#### **Minutes**

**Motion Chasson, second Barsness, to approve the minutes of the May 10, 2019 meeting.**

**Motion passed 5-0.**

#### **New Business**

- A. Special Event Permit Application – Girl Scouts Troop 4223 – The City received a Special Event Permit Application from Alana Tyson on behalf of the Girl Scouts Troop 4223. They would like to camp at Robinson Park on July 22<sup>nd</sup> – 23<sup>rd</sup>. They estimate about 10 attendees.

**Motion Barsness, second Vavricka, to recommend the City Council approve the Special Event Permit Application of Girl Scouts Troop 4223 with the following conditions:**

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

**Motion passed 5-0.**

It was reported that the Streets & Parks Maintenance Crew have done a good job on the two new group camping sites – adding dirt, leveling the ground, and seeding the areas. They also added fire rings.

## Continuing Business

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

City Code 960 – Special Events – Since February, the Park Commission has been discussing possible changes to City Code 960. The majority of discussion has centered around streamlining the process. At the May meeting, Commissioners looked more closely at section 960.07 (Permit not Required). After discussion, it was decided to remove this section entirely, after checking with the City Attorney. Once this question is answered, the draft is ready to be presented to the City Council for consideration.

Administrator George reported that the City Attorney recommends keeping 960.07(c) as it relates to First Amendment rights. The Attorney also modified the Right of Appeal paragraph. Commissioners approved of the City Attorney's changes and recommend the Ordinance be presented to the City Council for adoption.

Lions Hill Chalet. A quote was received from Miller's Roofing & Siding for \$5,480, which includes new chimney pipes, base, collar, and cap. **Motion by Dybvig, second by Vavricka, to accept the quote from Miller's Roofing. Motion passed 6-0.**

Drilling Electric is checking out the electrical setup in the building. A quote has been requested from Mike Johnson for extending sewer and water to the building.

Staff recommends working with a local handyman for the various repairs and painting that needs to be done. Commissioners were comfortable with this plan.

### Robinson Park.

- The Legacy Grant Application is due by the end of July. Administrator George talked to Candace Amberg, WSB, and is reviewing the application and information. She asked if Commissioners were comfortable compensating Amberg for her work on the application, as the process is quite lengthy. Last year, Amberg submitted the application free of charge. She estimates the cost this year to be between \$1,000 and \$1,200. Commissioners were agreeable to this compensation.
- One contractor came to look at the Gin Pole project. The project is quite involved and will likely be pretty expensive. The contractor is putting together a draft of the required phases, including cost estimates. George will check with the MN Historical Society to see if the project is feasible and, if so, if there are funds available to help with the cost. She is trying to coordinate with a second contractor as well.
- The Gin Pole contractor may be interested in working with Mike Johnson on replacing the stage.
- A meeting has been requested with DNR representatives to look at the old dam remnants and the boat ramps.
- Spring Clean Up has been rescheduled to June 22<sup>nd</sup>. The MN Climbers Association members will be reminded.

- Commissioners reviewed signage language and agreed on the following: *Robinson Park is listed on the National Register of Historic Places. Damaging or removing property or other historic artifacts from Robinson Park will be subject to criminal prosecution.* Hiler will order 10 signs with a brown background.
- There were 14 registrations for 23 days of camping in May.

KREEC Site Redevelopment. Commissioner Chasson reported on the May 23<sup>rd</sup> meeting out at the site. He stated that there is a lot of interest in multipurpose non-motorized use on the east side of Old Military Road. There are wetland concerns. There was enthusiasm for the diversity and unique characteristics on the site. There may be interest in wildlife habitat management. Chasson also stated that the building is not worth the cost of repairs. He recommends both the building and the turbine be removed from the site.

The City also received an e-mail from Reese Frederickson suggesting that the property be developed for mountain biking. Some felt that the property is a great asset to Sandstone and that it should be preserved for the future. Perhaps minimum effort and expense could go into making the trails more useable for the time being.

Another meeting with all interested parties was set for July 10<sup>th</sup> at 4:30 p.m.

Train Park. The first 2 weeks of Arts in the Park have gone well. The posters have been installed in the Kiosk.

Angle Park. The hockey boards were sold on the Public Surplus Auction site for \$5. The successful bidder removed the boards and posts this week. He plans to use the materials for fencing. Consensus of the Commissioners was to offer the Zamboni for sale as well.

Eagle Field. Lee Dybvig made the new sign. The Street Crew has installed it and it looks great.

**Other** – Other updates were provided as follows:

Pine Avenue – Big Spring Falls – City Engineer Steve Rose and Streets & Parks Supervisor Craig Hiler met yesterday to come up with a plan to improve the City’s portion of the road. Cost estimates should be available soon.

AmeriCorps – A crew working with the Northern Bedrock Historic Preservation Corps will be camping at Robinson Park July 24-31 as they will be working on debris removal at The Rock.

## **Adjourn**

**Motion Barsness, second Sturtz, to adjourn the meeting at 9:25 a.m. Motion passed 5-0.**

Respectfully submitted,  
Kathy George, City Administrator

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

**TO: Park & Rec Commission**  
**FROM: Kathy George, City Administrator**  
**DATE: July 12, 2019**  
**SUBJECT: Special Event Permit Application – OSAC – September 8, 2019**

**BACKGROUND:** The City received a request from the Old School Arts Center to hold an Art Festival in Train Park on Sunday, September 8<sup>th</sup>, from 10:00 a.m. – 3:00 p.m. They plan to have art displays, vendors, food sales, silent auction, farmers market, face painting, and music. They estimate 75-100 attendees. They are charging a \$1.00 admission fee. They plan to rent a port-a-potty. They have also applied for a temporary liquor license for the event (which will be presented to the City Council for approval).

**ATTACHMENTS** Special Event Permit Application

**STAFF** Review and recommend approval

**RECOMMENDATION:**

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

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

### Special Event Permit Application

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

**APPLICANT AND SPONSERING ORGANIZATION INFORMATION**

NAME OF ORGANIZATION: OLD SCHOOL ARTS CENTER

APPLICANT NAME (CONTACT): FRAN LEVINGS \_\_\_\_\_

ADDRESS: 76498 Squib Creek Dr.- Sandstone, MN 55072 \_\_\_\_\_

DAYTIME PH: ( 320-242-3933 ) \_\_\_\_\_ EMAIL: levingsfrances68@gmail.com

*Any change in the above information, please notify City Hall immediately.*

**SPECIAL EVENT INFORMATION**

Type of Event:

- CONCERT/SHOW     PARADE     FAIR/CARNIVAL     FESTIVAL     RALLY
- PARTY     FILMING OF MOVIE/VIDEO/SHOW     RACE     MOTORCADE
- RUN/WALK     STREET DANCE     BIKE-A-THON     ATHLETIC EVENT
- OTHER (Specify) \_\_\_\_\_

EVENT TITLE: Art Festival in the Park \_\_\_\_\_

ACTIVITIES TO TAKE PLACE AT EVENT: Art displays, vendors, food sale, Silent Auction, Farmers Market, Face Painting, Music. \_\_\_\_\_

EVENT DATE(S): September 8, 2019 \_\_\_\_\_ PROPOSED LOCATION: Sandstone Train Park \_\_\_\_\_

NUMBER OF EVENT STAFF: 6 \_\_\_\_\_ IS FOOD OR ALCOHOL BEING SERVED? Yes \_\_\_\_\_

ESTIMATED ATTENDANCE: 75-100 \_\_\_\_\_ HOURS OF EVENT: 10 AM/PM TO 3 AM/PM

SET UP TIME: 9 AM/PM TO 10 AM/PM TAKE DOWN: 3 AM/PM TO 4 AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$1.00 \_\_\_\_\_

Please attach the following:

NA Map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing

Rent a Port a Potty Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities

Board will provide Any security plans

NA 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

Frances L. Levings \_\_\_\_\_  
Applicant's Signature

06-14-2019 \_\_\_\_\_  
Date

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

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

**TO:** Park & Rec Commission  
**FROM:** Kathy George, City Administrator  
**DATE:** July 12, 2019  
**SUBJECT:** Sandstone Quarry Lions Request – Bench in Train Park

**BACKGROUND:** The City received the following request from Kristee Thorvig on behalf of the Sandstone Quarry Lions:

Kathy,

I stopped by to see you last week regarding a bench the Quarry Lions earned from Trex for our plastic bag recycling challenge. The Quarry Lions would like to place a bench in the train park for the entire community to enjoy. The Trex bench comes in many colors, is there a specific color the bench should be to coordinate with others you have at the park?

<https://www.trexurniture.com/yacht-club-forty-eight-inch-bench.html>

Once the color is chosen Trex will send the bench and we will have a plaque made saying the bench was made from Recycled Plastic Bags as a community service project with the Quarry Lions and Chris' Food Center.

Please let us know your thoughts along with the color of bench chosen, we are very excited for our community to see the bench and to encourage people to keep recycling.

Thank you,

Kristee Thorvig

**ATTACHMENTS** Bench Details

**STAFF** Review and approve  
**RECOMMENDATION:** Choose color & location

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

# Yacht Club 48" Bench



## Bench

Frame Color:



### Comments:

Outdoor living is best when shared. Enjoy cozying up with someone special on the comfortably contoured Trex® Outdoor Furniture™ Yacht Club 48" Bench. This charming bench, with its clean, straight lines and unique headboard, is available in a variety of attractive, fade resistant colors that coordinate perfectly with your Trex deck. Built for durability and long-lasting beauty, this all-weather bench is constructed of solid HDPE lumber that won't rot, crack or splinter and no painting or staining is ever required. This bench also resists weather, food and beverage stains, and environmental stresses, so it needs very little maintenance to keep it looking like new. And since it's backed by a 20-year warranty, you can spend your time enjoying the outdoors and less time trying to protect your furniture from it.

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

**TO:** Park & Rec Commission  
**FROM:** Kathy George, City Administrator  
**DATE:** July 12, 2019  
**SUBJECT:** National Night Out – August 6<sup>th</sup>

**BACKGROUND:** National Night Out is coming up fast – Tuesday, August 6<sup>th</sup>. Help is needed in the following areas:

- Advertising
- Musician – *Fred Keller has been booked for the event*
- Food Coordinator – *American Legion has been contacted; I can contact the Dairy Association*
- Special Guests – Sheriff, Fire Dept, Ambulance, Health & Human Services – *I can coordinate with these*
- Other Special Guests / Events - ??

Last year, I made a note that we need more speakers for people off to both sides of the gazebo (or do we want to use the bandshell this year?)

It would be nice to also have a little more formal “presentation” – introduce the special guests and provide them with an opportunity to say a few words, perhaps.

Other thoughts / ideas?

**ATTACHMENTS** None

**STAFF RECOMMENDATION:** Review and discuss

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

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

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

**TO:** Park & Rec Commission  
**FROM:** Kathy George, City Administrator  
**DATE:** July 12, 2019  
**SUBJECT:** August Park Meeting - Location

**BACKGROUND:** The August Park meeting is on Friday, August 9<sup>th</sup>. This is the start of Quarry Days and the Friends of the Library will be setting up their book sale in the meeting room.

Can we choose an alternate location for the meeting?

**ATTACHMENTS** None

**STAFF** Review and discuss  
**RECOMMENDATION:**

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

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

**TO:** Park & Rec Commission  
**FROM:** Kathy George, City Administrator  
**DATE:** July 12, 2019  
**SUBJECT:** City Code 960 – Special Events

**BACKGROUND:** The Park Commission has been discussing possible changes to City Code 960. At the May meeting, the Commission approved the draft pending a review by the City Attorney. At the June meeting, the Commission reviewed the comments made by the City Attorney and recommended approval. At the June Council Meeting, the Council approved the proposed changes; however, they wanted to keep the exemption for funeral processions in section 960.07 – Permit not required.

Since that time, staff has been discussing the exemption section. We recently had a request for a church to use Robinson Park and for the Quarry Lions to hold a meeting in Robinson Park. These are reminders that there are many entities / groups who will plan gatherings in the parks. The Planning Commission had determined to remove the exemption for any event involving 299 or fewer people. Perhaps 299 is too large, but maybe 50 or 75 would be more appropriate.

**ATTACHMENTS** City Code Section 960.07 Permit Not Required

**STAFF** Review and discuss  
**RECOMMENDATION:** Recommend approval, if appropriate

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

960.07. Permit not required. Subdivision 1. A special event permit is not required for the following types of events:

- a) ~~Wedding or funerals, including wedding or~~ funeral processions; *(kept in by Council)*
- b) Any event involving 299 or fewer people, that is less than three hours in duration and that does not involve any alcohol sales or consumption; and
- c) The use of traditional public forums as alternative channels of communication by the public, provided that such use is for the free exercise of constitutionally protected activities and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public.

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

**TO:** Park & Rec Commission  
**FROM:** Kathy George, City Administrator  
**DATE:** July 12, 2019  
**SUBJECT:** Lions Hill Chalet – **Updated Info**

**BACKGROUND:** The following needs have been identified for the Lions Hill Chalet:

- the holding tank under the boy's bathroom has shifted;
- Extending water service to the building;
- Extending sewer to the building; **A quote has been received from Mike Johnson; we are waiting for a 2<sup>nd</sup> quote from another contractor.**
- Extending heat into the bathrooms;
- the chimney has significant rust and should be replaced before next winter (estimate of \$850 from D&E);
- roof shingles need to be replaced; **Miller's Roofing & Siding completed the roof work – they were able to reuse the chimney, but they did paint it**
- an electrical review of the building should be done; Drilling Electric is checking this out
- Windows need repair
- Trim needs repair
- Duct work in bathrooms need repair
- Paint inside and out is needed
  - Trim outside the chalet
  - Floor inside
  - Deck outside – front and back
  - Windows inside and outside
  - Railings – front and back
  - Benches outside
- Add more shelves for skates

**The Sandstone Lions have agreed to contribute \$2,500. They would like a plaque placed in honor of Lion Frank Loken somewhere inside the chalet, noting that the Lions participated in the project in memory of him.**

**ATTACHMENTS** None

**STAFF** Review and discuss

**RECOMMENDATION:** Recommend the City Council accept the Lions donation of \$2,500

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

**TO: Park & Rec Commission**  
**FROM: Kathy George, City Administrator**  
**DATE: July 12, 2019**  
**SUBJECT: Continuing Business – Robinson Park – Updated Info**

**BACKGROUND:**

Legacy Grant Application – The application is due by the end of July (officially, August 2<sup>nd</sup>). Candace is working on the application.

Gin Pole – Dave B. and I met with one contractor on Friday, June 7<sup>th</sup>. The project is quite involved and will likely cost a lot of money. The contractor is putting together a draft of the phases, including cost estimates. We should check with the MN Historical Society to have the pole reviewed to see if it is feasible to save it and/or to what extent are repairs needed/necessary/feasible. A 2<sup>nd</sup> contractor was scheduled to come last week as well, but he had a conflict. I am waiting for him to reschedule.

Stage at Robinson Park – We will continue to work with Mike Johnson on the possibilities as weather permits. Dave spoke with the Gin Pole contractor that was out on Friday about this, too. He is interested in working with Mike Johnson on the possibilities.

Dam Remnants – A meeting took place on June 26<sup>th</sup> with Mark Wester & Mary Straka (DNR); Commissioners Sturtz, Vavricka, Barsness; Lee Dybvig, me and Streets & Parks Supervisor Hiler. The purpose of the meeting was to discuss the old dam remnants and the three ramps. A report of the meeting will be provided Friday morning.

2019 Spring Clean Up – The event took place on June 22<sup>nd</sup>. We had 3 Commissioners, me, 1 community volunteer, and about 10 climbers. We focused on brush removal from the road to the Gin Pole, and then along the climbing areas. The Climbers suggest another clean up effort in July or August.

Ice Park Infrastructure – The MN Climbers Association has asked for help with 2 projects:

- Moving the Hydrant Shed (if possible) – It has been determined that moving the shed is not possible
- Getting electric power to the Hydrant Shed – I will check with the electric company about what it would take to have

power at the shed

- New requests from the Climbers from James Lovebridge: Ice Lights - The crux on the ice lights is power... We can only do so much with the solar panel & battery system (low power and very finicky/delicate system...). If there is any way we could get power to the top of the Stage Wall -or- the Light Wall (to the right) we could have that entire clearing made into an "ice lights" display that could become a tourist attraction for the city in the winter! We could have them pulse and undulate and almost be a subtle "light show" every night at dusk. The MCA could build and manage all of that! All we'd need is 110 power up there (and maybe a little monetary help with the LED lights?) we could design and build the system, set-it up so it's automated, and could really turn that into a cool feature for the city. Just a thought... Neve hurts to ask... :-)

Robinson Park Camping Statistics – We had 25 registrations for 26 days of camping in June.

2019	2018
January, 2019	January, 2018
0 registrations	0 registrations
0 days of camping	0 days of camping
February, 2019	February, 2018
1 registrations	1 registration
1 days of camping	2 days of camping
March, 2019	March, 2018
0 registrations	0 registrations
0 days of camping	0 days of camping
April, 2019	April, 2018
5 registrations	9 registrations
7 days of camping	9 days of camping
May, 2019	May, 2018
14 registrations	11 registrations
23 days of camping	18 days of camping
<b>June, 2019</b>	<b>June, 2018</b>
<b>25 registrations</b>	<b>6 registrations</b>
<b>26 days of camping</b>	<b>7 days of camping</b>

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

**TO:** Park & Rec Commission  
**FROM:** Kathy George, City Administrator  
**DATE:** July 12, 2019  
**SUBJECT:** Continuing Business – KREEC Site Redevelopment

Commissioners Chasson & Barsness, Councilor Devlin, and I met on July 10<sup>th</sup> at the KREEC site. An update will be provided at the meeting on Friday.

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

**TO:** Park & Rec Commission  
**FROM:** Kathy George, City Administrator  
**DATE:** July 12, 2019  
**SUBJECT:** Continuing Business – Angle Park

**BACKGROUND:** The eventual plan is to decommission Angle Park and moving the skatepark to another park.

The Zamboni is currently being offered for sale on the Public Surplus Auction site.

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

**TO:** Park & Rec Commission  
**FROM:** Kathy George, City Administrator  
**DATE:** July 12, 2019  
**SUBJECT:** Other – Miscellaneous **Updates**

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