

SANDSTONE CITY COUNCIL
WEDNESDAY – JULY 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 OR Presentations:
 - a. Presentation: Anna Reiser – Child Care Center (pgs. 3-14)
7. Consent Agenda:
 - a. Approve Meeting Minutes: June 19, 2019 Regular Council Meeting (pgs. 15-22)
 - b. Approve Sandstone Lions – Temporary Liquor License (Quarry Days) (pg. 23)
 - c. Approve Old School Artc Center – Temporary Liquor License & Special Event Permit (pgs. 24-29)
 - d. Approve New Fund 316 – 2019A GO Capital Improvement Plan Note (pg. 30)
8. Old & Continuing Business:
 - a. Resolution No. 20190717-01 Authorizing G.O. Capital Improvement Bonds (pgs. 31-49)
 - b. Amendments to City Code Section 960 – Special Events (pgs. 50-54)
9. New Business
 - a. Tim Franklin Resignation (pg. 55)
 - b. East Central Regional Development Commission – Board Vacancy (pgs. 56-57)
10. Reports
 - a. Sheriff’s Deputy Report – June 2019 (pgs. 58-65)
 - b. Fire Department Report – June 2019 (pg. 66)
 - c. Library Report – June 2019 (pg. 67)
 - d. EDA Meeting – June 26, 2019 (pgs. 68-70)
 - e. Park & Rec Commission Meeting – July 12, 2019 (pgs. 71-73)
 - i. Accept Donations (pgs. 74-75)
 - f. Rental Inspection Report – June 2019 (pgs. 76-77)
 - g. Building Inspection Report – June 2019 (pg. 78)
 - h. Streets & Parks Supervisor Report – June 2019 (pgs. 79-81)
 - i. PeopleService Report – June (pgs. 82-89)
 - j. Financial Reports
 - i. Cash Balance, Revenue & Expenditure Report – June 2019 (pg. 90)
 - ii. A/P Clerk Claims – June 2019 (pgs. 91-100)
11. Written Notices and Communications - None
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

- July 17 6:00 p.m. – Council Meeting
- July 19 Closing Scheduled for the Sale of the Wild River Properties
- July 22 9:00 p.m. – Sandstone Fire Department Relief Association Meeting
- July 24 10:00 a.m. – NLX Alliance Meeting
- July 24 6:00 p.m. – EDA Meeting
- July 24 – 30 AmeriCorps Crew – The Rock
- July 26 5:00 – 7:00 p.m. – Ice Cream Social @ The Rock
- July 30 7:00 p.m. – AmeriCorps Appreciation Dinner
- August 6 6:00 – 8:00 p.m. – National Night Out – Train Park
- August 9 – 10 Quarry Days
- August 14 7:00 p.m. – Planning Commission
- August 21 6:00 p.m. – Council Meeting
- August 28 10:00 a.m. – NLX Alliance Meeting
- August 28 6:00 p.m. – EDA Meeting



CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: July 17, 2019
SUBJECT: PRESENTATION: Anna Reiser – Day Care Center

BACKGROUND: Staff has had several conversations with Anna Reiser over the past several months regarding her experience and desire to start a day care center.

With the City’s decision to purchase the John Wright Building, this may be a good opportunity to explore the possibility of working with Reiser to establish a day care center in the first (southern) corridor of classrooms.

Things are moving quickly due to a grant opportunity. The grant is for \$100,000 and requires a 50% match (\$50,000). The match can be in-kind services (such as providing space). The grant deadline is July 26th.

Anna Reiser will attend the Council meeting to provide additional information and answer questions.

ATTACHMENTS Overhead Map of Building
Proposal
Fact Sheet: Center for Rural Policy and Development

STAFF Review and discuss
RECOMMENDATION: Support Applying for the DEED Grant

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



JULY 12, 2019

CITY OF SANDSTONE
PO Box 641
119 FOURTH STREET
SANDSTONE, MN 55072

Dear Council Members, Mayor, and City Administration,

I have attached a proposal to convert a portion of the John A. Wright building into a childcare center, to be established as a new non-profit organization, that will serve the Sandstone Community and surrounding areas.

I am asking for your support to create this opportunity through use of the classroom spaces at the John A. Wright building, once the City has taken ownership. I have recently been working with staff at Lakes and Pines, Community Action Council, to apply for a sizeable grant that would make program creation an incredible opportunity for your community.

The Department of Employment and Economic Development (DEED) is now accepting applications for the start up or expansion of childcare businesses that would help mitigate the statewide childcare shortage. The grant application deadline is July 26th and could fund up to \$100,000 of this project. Since I am working with Lakes and Pines, they are looking for your support and approval to apply for the grant on behalf of the City of Sandstone to develop a childcare center.

Please feel free to contact me with any questions, anna.reiser.pc@gmail.com or 763-843-6832. I look forward to sharing more with your group at the next City Council meeting.

Best regards,

Anna Reiser

515 Highview Loop SE – Pine City, MN 55063 – 763-843-6832 – anna.reiser.pc@gmail.com

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SANDSTONE AREA CHILDCARE CENTER (SACC)

Summary

We are proposing the conversion of the existing classroom spaces at the John A. Wright Building to a childcare center that would serve Sandstone, MN and the surrounding areas. This full-service childcare center would serve children ages 10 weeks to 12 years. Upon completion, the Sandstone Area Childcare Center would be the first center-based childcare option in the community.

Our proposal would result in the creation of a new non-profit childcare program that would be supported by the City of Sandstone through the following:

- Use of 3-5 classrooms, 2-3 offices, access to outdoor spaces to create play areas, and shared use of the kitchen and gym space at the John A Wright building, when City ownership is established.
- The City would support the program through it's development phase by serving as the fiscal sponsor during the formulation of a new non-profit entity. (Sponsorship would allow the program to apply for funding sources/grants)
- The City would support Anna Reiser, proposed program executive director, during program creation, by allowing Ms. Reiser to create the program in the proposed space.

The proposed program would operate as an independent entity that would provide a much-needed service in the community, as well as creating job/career opportunities.

Through specialized training of staff and innovative learning systems, SACC, proposes a top-quality childcare center to serve the needs of Sandstone and surrounding communities. Through a combination of well-priced services, high-quality curriculum, trained staff, and effective management, SACC will foreseeably earn a reputation as a premiere provider.

Purpose

- ◇ To improve access to quality childcare in the Sandstone, MN area and surrounding communities.
- ◇ Job creation; the center would result in the creation of new employment opportunities.
- ◇ To enable families to secure regular employment.
- ◇ To create volunteer opportunities for community members.

Objectives

SACC will offer childcare services and enrichment programming for children between the ages of 10 weeks through 12 years. The center will operate from 6 a.m. to 6 p.m., Monday - Friday. The children will be exposed to a wide range of activities, socialization opportunities, general learning, and group activities. SACC will utilize student-teacher ratios as recommended by the Department of Health and Human Services licensing agency.

Funding

The program would be created through a variety of funding sources. The program director would work with other agencies in the area that specialize in identifying grant opportunities and early childhood education funding sources.

The Customer

SACC will concentrate on dual income families in need of high-quality childcare and families who are returning to the workforce or seeking additional training and education. Programming will focus on regular attendance and give priority to families seeking full-time enrollment. Additionally, the center will offer part-time options and drop-in service. Drop-in service can also serve as a respite option for foster families in the area.

Mission

The SACC mission is to provide high-quality childcare, preschool programming and afterschool enrichment opportunities. To offer a safe and secure environment that nurtures a child's physical, emotional, and educational needs.

Key to Success

- ◇ Personal attention for each child is essential to providing a quality experience for all children; therefore, we will employ ample staff to ensure each child has proper supervision while in our care.
- ◇ An emphasis on offering quality service, care, and education programs will be accomplished and provided by certified instructors and trained childcare staff.
- ◇ Establish and maintain a respected reputation for excellence in care giving, education and community involvement.
- ◇ Follow a marketing strategy that reaches target audiences and enhances classroom experience and communication with involved families.

Service Description

SACC will offer childcare services and enrichment opportunities for the following:

- ◇ Infants (10 weeks to 16 months) – 8 slots
- ◇ Toddlers (16 months – 33 months) – 14 slots
- ◇ Preschoolers (33 months – Kindergarten) – 20 slots
- ◇ School Age (kindergarten to 12 years) – 15 slots

Phases

The facility will be equipped to accommodate the age groups as listed above, but will enroll students and train staff in phases, to ensure processes and procedures are well-implemented and staff is fully prepared to provide excellent service.

Phase 1: Center will provide care to 4 infants, 7 toddlers, 10 preschoolers. (21 students)
Staff will consist of 1 director, 1 office specialist/classroom aide, and three teachers.

Phase 2: Center will enroll additional students; 4 infants, 7 toddlers, 10 preschoolers. (new capacity – 42 students)
Add 1 teacher and 2

Phase 3: School-age program opens to 15 students. (new capacity- 57 students) Part-time staff will be added, if needed.

Nutrition

SACC will adhere to all nutrition guidelines provided by the sanctioned food program. Guidelines will be provided to all enrolled families and posted in the classroom. Breakfast, and 2 snacks will be provided. Hot lunch will be available when Food Program enrollment is completed.

Safety and Security

For the safety of the children and families, SACC will install a secure-access entry system. A plan for pick up and drop off will be established and communicated clearly to all enrolled families. Child proofing will need to be addressed throughout the facility.

The separation of student areas must be clearly defined and enforced. Any visitors must check in at the front office and escorted through any student areas.

Facility Updates

Overall, the proposed facility is in good condition and only needs minor updates, based on visual inspection. Flooring will need to be repaired in a few areas. Some rooms will need to be repainted.

STAFFING

Staff

The process of identifying qualified employees will be overseen by the Program Director and prospective Board Member or strategic partner.

These are some characteristics of a desirable employee/staff:

- ◊ Has the ability to communicate with children.
- ◊ Has patience.
- ◊ Possess a high level of early childhood knowledge, experience, or combination of education and experience.
- ◊ Has a high-level of problem-solving skills.
- ◊ Good interpersonal skills.
- ◊ A high-level of self-motivation.
- ◊ A high-level of flexibility and adaptability.
- ◊ Ability to learn new skills and seek additional education.
- ◊ Self-motivated and safety oriented.
- ◊ Experience with Department of Health and Human Services licensing requirements.

Motivating and Supervising the employee

To maintain the quality of SACC, the program director will be tasked with motivating and supervising employees to work as much as possible and do all the tasks with full effort in order to establish and keep a reputation for high-quality education and childcare facility.

Organizational Structure

The Program Director and Assistant Director will divide the duties of overseeing and supervising staff and employees. The Program Director will oversee budget and operational costs. The Assistant Director will assist the Program Director with classroom curriculum, staff-training, and nutrition services.

Job Titles and Description

Program Director

The Program Director will be responsible for the following creates policies, manages staff and oversees daily operations. The director is the lead administrator of the school and handles problems with staff and students. They identify and develop curriculum and ensure the school meets all licensing requirements. Other duties include teaching classes as needed, determining spending responsibilities and making admission decisions.

Assistant Director/Classroom Teacher qualified

The Assistant Director will be responsible for the following: Study aspects of early child development so that they may help children learn fundamental math, English and social skills. They supervise children and design curricula that advance

their students' social, physical and intellectual capabilities. This may include games and activities to enhance a child's vocabulary, mathematical and motor skills. They may also use computers and educational software in their classes. This position will assist the program director with project management and expansion.

Classroom Teacher

A Classroom Teacher will have a combination of education and experience to work with children to provide a safe and nurturing environment for social and academic growth. The teacher will create and design curriculum that is specific to the ages in their assigned classroom. They provide supervision, discipline and other forms of general care and clerical work required for licensing.

Classroom Aide

A classroom aide will help assist the lead teacher and provide supervision in accordance with program goals and licensing requirements.

Billing Specialist/Classroom Aide

The Billing Specialist will be responsible for verifying classroom attendance, billing, and collections. This position will also maintain minimum qualifications and training to provide back-up care in the classroom.

Staff Management and Scheduling

SACC will employ adequate staff to meet the licensing standards and provide a high-quality childcare and enrichment programming. The Program Director will work with the Assistant Director to ensure adequate staff is scheduled.

Proposed Timeline

July-August 2019: Identify prospective funding opportunities.

September 2019: City of Sandstone takes possession of facility.

October 2019: Secure quotes for any facility necessary facility updates or modifications.

November-December 2019: Determine business structure. Analyze needs for facility repairs or modifications.

January-April 2020: Facility set up, licensing process in progress.

May-July 2020: Complete all outside work (ie: playground). Identify prospective staff.

August 2020: Advertise programming. Secure any remaining staff needed. Host open house events.

September 2020: Continue to focus on enrollment needs. Open Center.

October 2020 -May 2021: Phase 1 enrollment.

June 2021: Analyze Phase 2 enrollment.

MARKETING

Market Analysis

SACC will provide a much-needed, safe, childcare service to an area with limited access to qualified providers.

Currently, there is a limited number of childcare providers in the area.

- Sandstone: 2 family childcare providers
- Askov: 2 family childcare providers

- Finlayson: 3 family childcare providers
- Hinckley: 4 family childcare providers

“The U.S. Census Bureau estimates that in 2014, 74% of Minnesota households with children under age 6 had all parents in the workforce, third highest in the nation behind Iowa and South Dakota at 75%.

Market Segmentation

SACC will focus on meeting the local community need for childcare in the Sandstone area and nearby surrounding communities. Childcare participants with full-time needs will be given enrollment priority. Those with part-time needs will be scheduled as openings are available.

The program will establish a significantly large, full-time, regular client base to establish a healthy, consistent revenue which will ensure stability of the organization. Customer and community relations are extremely important, as it is imperative to keep the parents pleased in order to retain enrollment. The Academy director will be responsible for maintaining a positive and highly effective, communication plan for staff and families.

LOCATION AND MARKET POTENTIAL

The increasing needs for a dual-income family, single-parent households, and parents/guardians who are seeking training or education, has created an increased need for high-quality childcare. The proposed conversion of the classroom/school spaces at the John Wright Building to a childcare center would increase access for parents who live or work in the Sandstone Area. With a combination of full-time and part-time participants, the number of prospective students served is even greater than the actual licensing capacity.

Program capacities would be reviewed annually to decide if there is further growth potential for additional classroom use.

Currently there are a few home-based childcare options available in Sandstone and the surrounding communities. We can anticipate the addition of center-based childcare option would be appealing in the area.

Market Trends

Currently there are more home-based caregivers (licensed and non-licensed) than licensed childcare facilities. In the family care giver scenario, space is limited.

Service Business Analysis

SACC would be a member of the childcare services industry, which includes several models:

1. Licensed Childcare Facilities: Business facilities that offer child daycare services.
2. Family or Home-Based Childcare: licensed and non-licensed individuals that offer childcare services in their home.
3. Specific Interest Based Program: Businesses that offer specialized instruction (dance, gymnastics, karate).
4. Faith-based Childcare Facilities: Religious organization that offer child daycare services in their communities.

Competition and Buying Patterns

Price, service, certification and reputation are critical success factors in the childcare service industry. SACC will compete in the market by offering competitive prices, high-quality childcare and enrichment programs and industry leading educational programs with certified instructors and staff, and by maintaining an excellent rapport with parents and the community in which we serve.

Main Competitor

1. Family childcare home:
 - a. Strengths: Established market. Personal-service perception. Lower rates.
 - b. Weaknesses: Capacity limitation. "Non-professional" stigma. Safety and security concerns when only one provider is present.
2. Licensed Childcare Facilities:
 - a. Strengths: Staff quantity, provider back up. Safety in numbers. Accountability with checks and balances perception.
 - b. Weaknesses: Impersonal-service perception. Higher rates. Industry has high staff turnover.
3. Unlicensed provider options:
 - a. Strengths: Personal service. Flexible scheduling. Lower rates.
 - b. Weaknesses: Lack of training. Potential for reliability issues.

STRATEGY AND IMPLEMENTATION SUMMARY

The proposed SACC program will advertise programming in local newspapers and approach the local media about a feature article. The program director will work with the Licensing Agency, Child Care Aware staff and professional Childcare Health Consultant to ensure we meet all required standards and build a reputation for providing excellent childcare and enrichment programming. The program will work with several of the larger employers in the area to spread the word about services.

Marketing Strategy

Marketing in the childcare industry depends largely on reputation and referral.

Promotion Strategy

We will depend on client referrals, community exposure, social media, and direct mail campaigns as our main way to reach new clients. As we change strategies however, we need to change the way we promote ourselves:

1. **Advertising**

SACC will develop our core position message. This message will differentiate our service. We will use brochure, poster, and direct mail to launch the initial campaign.
2. **Brochure**

Our theme and curriculum will promote the high-quality childcare and enrichment programming to prospective families.
3. **Direct Mail**

The program will utilize the direct mail at strategic enrollment times throughout the year, in connection to ECFE mailings through area school districts.
4. **Social Media**

The program will utilize multiple social media outlets to grow an early-learning community platform that will foster positive communication and fellowship.

5. Partnerships

Strategic partnerships would be utilized to identify potential clients. Larger employers would be provided with childcare information to share with their employees. Child Care Resource and Referral would be kept up to date on current openings and enrollment opportunities. The program would seek a Parent Aware rating.

Pricing Strategy

SACC must charge appropriately for high-quality childcare services. Our revenue structure will support costs and growth.

We propose a competitive pricing strategy in the market. The quality of our service will support the pricing based on state-wide and regional average rates.

SACC will register with area county agencies to provide services to clients who qualify for childcare assistance.

Employees will be offered discounted tuition rates.

Below are some average ranges of weekly childcare costs in Minnesota as of June 2019.

| Out State | Centers | Home-Based |
|------------|---------------|---------------|
| Infant | \$216.00/week | \$142.00/week |
| Toddler | \$195.00 | \$135.00 |
| Preschool | \$181.00 | \$130.00 |
| School-Age | \$154.00 | \$118.00 |

| Metro | Centers | Home-Based |
|------------|---------------|---------------|
| Infant | \$340.00/week | \$188.00/week |
| Toddler | \$293.00 | \$179.00 |
| Preschool | \$257.00 | \$169.00 |
| School-Age | \$208.00 | \$149.00 |

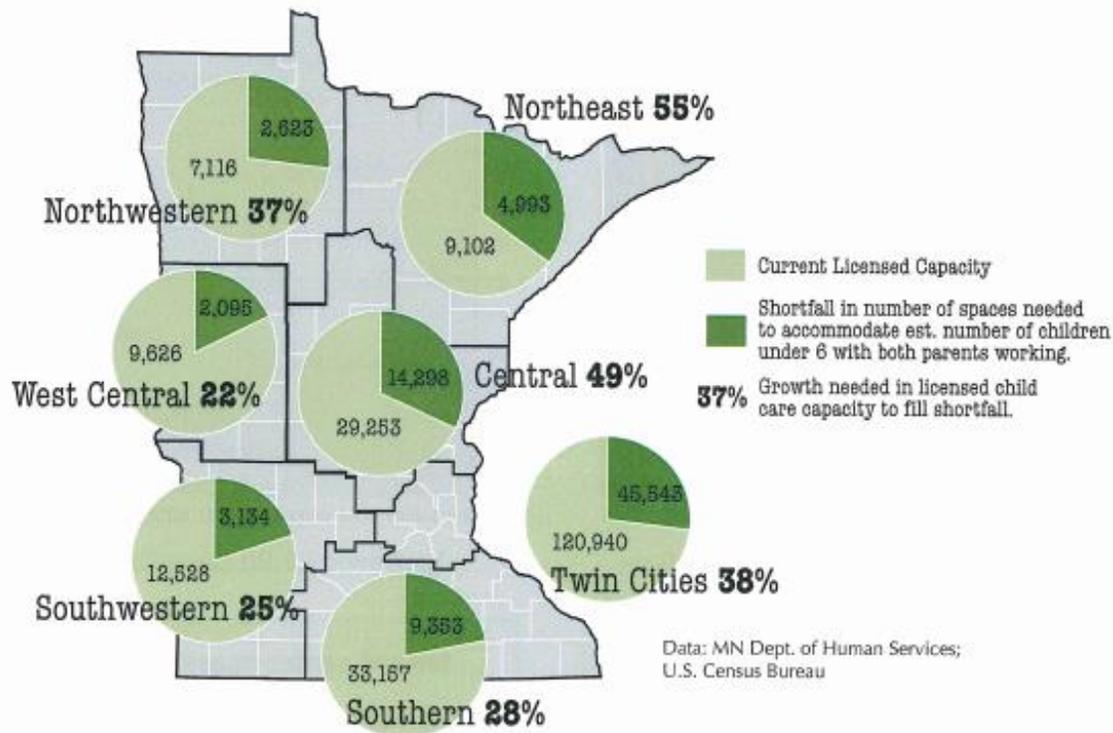
| Statewide | Centers | Home-Based |
|------------|---------------|---------------|
| Infant | \$310.00/week | \$164.00/week |
| Toddler | \$268.00 | \$156.00 |
| Preschool | \$238.00 | \$149.00 |
| School-Age | \$196.00 | \$132.00 |

Source: childcareawaremn.org

FINANCIAL PLAN

In-process. Will be provided.

Rural Reality: Child care shortage.

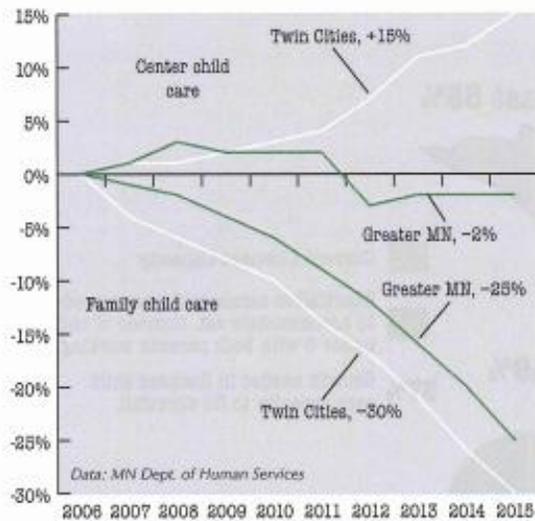


A few rural takeaways

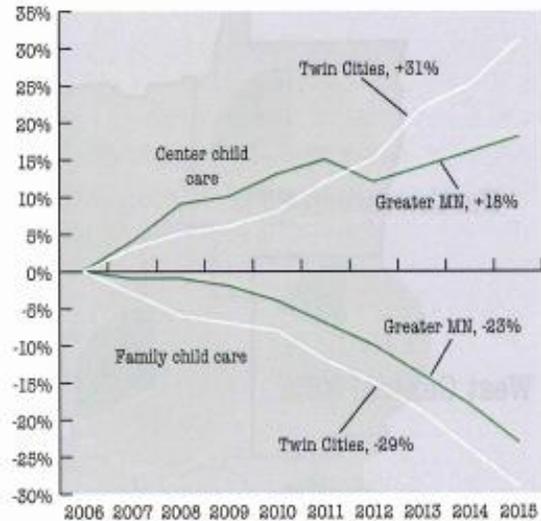
- Child care centers don't happen on their own in most rural areas, but partnerships among providers, businesses, nonprofits, local government and religious organizations can offer creative solutions.
- Helping rural providers keep costs down, whether through scholarships for training or increases in CCAP, will help with that very tight profit margin.
- Aligning with school districts could help give providers the resources to care for children of immigrants and children with special needs.

Help spread the word. Local communities have been making a start of finding their own solutions, but only when they recognize there's a problem

Rural Reality: Seismic shift in child care



Licensed Child Care Providers



Licensed Child Care Capacity

From in-home family care...

- The number and capacity of family providers has **dropped by more than 25%** since 2006. There is a critical shortage of infant care.
- Individual providers are dropping out because the **pay is too low**. Women have more opportunities than ever to make a living.
- Providers also cite getting older; feeling undervalued; ever-more complex regulations; and—especially in Greater MN—difficulty accessing training opportunities.

... toward center-based care.

- The number of licensed daycare centers is up by 8% statewide since 2006, but capacity is up by 27%.
- In the Twin Cities, capacity is up by 31% since 2006, but in Greater MN that figure is **only 18%**.
- Greater MN is much more dependent on family child care. A child care center needs a **threshold number of children** to make opening and sustaining a center feasible, a number harder to attain in Greater MN.

**Sandstone City Council Meeting Minutes
June 19, 2019**

CALL TO ORDER: 6:02 p.m.

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

Members absent: None

Staff present: Administrator George, Finance Officer Newey, Recording Secretary Nelson

Others present: Carl Nordquist, Pine County Sheriff's Deputy Bettschen, Julie Vettleison, Tyler Hansen, Bruce Petry

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Hiring a Firefighter was added to the Fire Department Report. Motion Franklin, second Palmer to approve the agenda with the addition. Motion carried 5-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

Bruce Petry addressed the Council regarding a letter he received stating that he had taken advantage of the City by depositing truck loads of semi truck tires on the curb for pickup during the Mondays in May clean up campaign. Petry stated that since there was no limitation listed in the advertising, he didn't feel he was taking advantage of the City. Some of the tires had been stored at his son-in-law's home and four of the tires belonged to his son-in-law. He mentioned that the snow plow had damaged his property and he took care of it himself; however, he has now presented the City with a bill and is asking for reimbursement. Council Members thanked him for attending and encouraged him to let staff know at the time of occurrence if he is displeased about City services. No action was taken regarding the semi truck tire situation.

A Council Member noted that the sidewalk around the Rock needs to be swept.

Another Council Member stated that when the Fire Department recently responded to a fire on Park, there was a semi-trailer truck parked on Court that made it difficult to get to the residence. craige

PUBLIC HEARING:

Carl Nordquist – 2018 Audit

Nordquist was present to review the 2017 Audited Financial Statements, as follows:

- A new requirement in governmental accounting is that the pension liability is split out between governmental activities and business-type activities. This change will affect how the enterprise funds are represented in the audit, although cash is not affected.
- No findings or issues were found during the audit process, with the basic financial statements presenting the financial position of the City fairly. Nordquist referred to this as a "clean audit opinion". He further stated that Newey and City Staff are very good to work with, always responding quickly to any questions or requests he has.
- The Management's Discussion and Analysis section of the audit is prepared by City Staff and provides an overview and analysis of the financial activities for the City for the year.
- The Total Net Position of all Governmental Activities at year-end is \$9,757,916; for all Business-Type Activities it's \$9,551,290. Overall, the Total Net Position increased \$4,457,458

(30%) compared to 2017. Most of this increase is attributed to the Lundorff Drive project coming on line as an asset.

- The Pension Payable liability went from \$280,893 in 2017 to \$249,642 in 2018. Of this amount, \$49,928 is applied to the Business-Type Activities. Nordquist stated that the State has been adjusting the actuary tables for the retirement plans. The City does not actually owe this amount, it is merely a presentation of the City's share of the shortage in the State program. This liability cannot be budgeted for, the number will just go up and down each year depending on what happens with PERA funding. Nordquist stated that the State pension funds are funded at about 80-85%, which is pretty good compared to other states.
- In the Statement of Activities, expenses of all Governmental Activities were \$1,855,916. Revenues were \$1,302,406, leaving a change in Net Position of (553,510), which is 22% less than 2017.
- On the Balance Sheet, Nordquist noted that the EDA Public Works Fund shows a deficit of (683,827). This is the amount received in 2019 for the Federal EDA Grant. Overall, the total fund balance for all Governmental Funds at year-end was \$2,640,976. Nordquist stated that the City is in really good shape, with an adequate fund balance to cover any unexpected loss or delay in projected income.
- Nordquist reviewed the variances between the General Fund budget and actual amounts, stating that nothing stood out here. Revenues were budgeted to be \$1,060,434 and were actually \$1,160,912. Total expenditures were budgeted to be \$941,710 and ended up being \$872,945. Nordquist stated that the City is doing a really good job with budgeting and keeping an eye on things.
 - Council questioned the budget listing of \$31,500 for the Fire Department. *(Staff later determined that the item was mislabeled, it should be Building Inspections).*
- Nordquist reviewed the Statement of Cash Flows for the Proprietary Funds (water, sewer, storm, Wild River). He noted a total cash balance for all proprietary funds was \$4,190,565, adding that the funds are in pretty good shape.
- Nordquist reviewed the Long-Term Debt with the Council, with the balance for Governmental Activities (various bonds) at \$510,000; and the balance for Business-Type Activities (Wild River) at \$3,000,000.
- Nordquist reviewed the Defined Benefit Pension Plan and suggested Council read the entire section. He stated that PERA's Basic Plan is now closed out and everything falls under the Coordinated Plan. With the Basic Plan going away, the Rule of 90 has also gone away.
- Nordquist reviewed Deficit Fund Balances. As reported earlier, the (683,827) deficit in the EDA Public Works fund was received in 2019. The Medical & Business Park fund is carrying a deficit of (770,406), which the EDA will be addressing now that the project has closed out. Wild River Apartments carry a deficit of (357,392) which will be taken care of when the EDA sells the properties in 2019.
- In the Management Letter document, Nordquist reviewed the Unrestricted Cash and Investment Balances. For Governmental Funds, the balance was \$2,680,779, a decrease of 28% from 2017.
- He reviewed the Water Fund receipts and disbursements from 2014 to 2018, noting that operating receipts were \$92,847 less than operating disbursements for the year. Staff reported that expenses for the water loop, pump, and tower projects were incurred in 2018.
- For the Sewer Fund, operating disbursements were \$99,183 more than operating receipts; however, the Sewer Fund has a healthy fund balance.

Summary Enforcement – 717 Commercial Avenue North

Staff has been trying to get this property cleaned up since last fall. Taking this matter to court did not work as the resident does not show up. The Notice of Intent to Terminate and Abate Nuisance was mailed to the property owner via regular mail and certified mail. Administrator George drove by before the meeting today and the debris is still there. There was discussion regarding how staff decides what is considered junk and what is not.

422 Court was also discussed due to the fact that it was recently cleaned up by the City and trash continues to accumulate.

Motion Franklin, second Palmer to approve summary enforcement on 717 Commercial Ave North. Motion carried 5-0.

Motion Devlin, second Spartz directing staff to send the owner of 422 Court Ave. another notice giving them 7 days to address the problem, after which the City will come in and clean it up again, charging the property owner for the costs. Motion carried 5-0.

CONSENT AGENDA:

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

- **May 15, 2019 Regular Council Meeting Minutes**
- **June 5, 2019 Special Council Meeting Minutes**
- **Resolution 20190619-01 Approving Application for Legacy Grant Funding for Robinson Park**
- **Sandstone Area Chamber of Commerce: Quarry Days Requests**
- **Cemetery Deeds: Geraldine Gallimore, Wayne & Janice Oak, Ted & Mary Renfors, Susan & Edward McKnight, David & Alice Watrin, Linda Andrews**
- **Water Supply Plan**

Motion carried 5-0.

OLD & CONTINUING BUSINESS:

Robin Street – Petition for Local Improvement

The City received a petition form, asking that Robin Street be improved by blacktopping. Five property owners signed the petition, representing 45% of the frontage abutting Robin Street. About half of the 5 petitioners represent the Township side of the road, and half represent the City side.

At the May 15th Council Meeting, the City Council voted not to proceed with a Feasibility Study (which is estimated to cost \$4,000) due to uncertainty about annexation of the Township parcels and also concern for other roads in town that are in need of maintenance and repair. Staff would like to follow up with the property owners and asked for Council input on the draft letter, which offers the opportunity for property owners to pay for the feasibility study if interested.

The Council spoke at length regarding the expense of the road, expense of the study, priority of the project in relation to other projects that the City is pursuing. There was also discussion about the annexation of the Township parcels if the project goes forward because property owners would be assessed a portion of the project cost.

Motion Spartz, second Kester to approve sending the Robin St. property owners a letter with the option of the residents prepaying for the feasibility study. Motion carried 5-0.

Ordinance 20190619-01 Mobile Food Units and Food Carts

The EDA has been discussing Mobile Food Units and Food Carts since November, 2018. The topic came up during discussion on how to bring more business to the downtown area. Since that time, staff and the EDA have been working on a proposed ordinance regarding Mobile Food Units and Food Carts. The final draft was presented to the City Council at the May 15th meeting. The proposed ordinance was then posted on the City Bulletin Board and on the City website, as required by Minnesota Statute 415.19.

Administrator George reported that she received comments from an individual business owner who thought that the ordinance will hurt existing businesses. Council Members stated that without the ordinance, mobile food units could operate in town without any regulation. With the ordinance, they will now be regulated.

Motion Palmer, second Spartz to adopt Ordinance No. 20190619-01 establishing licensing and regulations for mobile food units and food carts and further to adopt Ordinance No. 20190619-02 for summary publication. Motion carried 5-0.

NEW BUSINESS:

Conveyance of City Property to the EDA

The EDA is in the process of selling the Wild River Townhomes. During this process, it was determined that one of the parcels, 45.5141.000, is owned by the City, not the EDA. In order to avoid a separate purchase agreement between the buyer and the City (rather than the EDA), the City Attorney recommends the City convey the parcel to the EDA.

Motion Franklin, second Devlin to approve Resolution 20190619-02 authorizing conveyance of parcel 45.5141.000 to the EDA via a Quit Claim Deed. Motion carried 5-0.

T-Mobile Lease Amendment

The City has been contacted by T-Mobile to amend the Site Lease Agreement for their equipment on the water tower property, 521 River Bluff Avenue. T-Mobile wants to install a generator in order to provide backup power in the event of an emergency for site reliability and safety purposes.

This generator will not be located in the current leased space; therefore, a Lease Amendment is necessary.

The City received \$1,500 from T-Mobile as reimbursement for attorney fees related to the Lease Amendment.

The new Lease Amendment increases the leased space to 7' x 13' for a total of 91 square feet. According to Amendment No. 2 dated March 7, 2018, the rent would be \$22,865.24 per year effective January 1, 2020, adjusted annually by an amount equal to 3% or CPI, whichever is greater. With the proposed Amendment No. 3, the rent will be \$25,000 per year effective January 1, 2020 with the annual adjustment of 3% or CPI.

Regarding how loud the generator would be, the specifications for the generator note the noise level to be 65 dBA at 23 feet. For comparison purposes, according to staff research, the following dBA levels are provided:

- 30 dBA — Quiet bedroom at night
- 60 dBA — Moderate rainfall
- 70 dBA — Hair dryer

The City Attorney has reviewed the proposed Amendment and recommends approval. The Council discussed where the nearest residence is which seems to be about 70 feet away.

Motion Devlin, second Spartz to approve the proposed Amendment No. 3 to Site Lease Agreement with T-Mobile. Motion carried 5-0.

REPORTS:

Sheriff's Deputy Report – May 2019

Deputy Bettschen reported on recent activity. It's been relatively quiet. He has been patrolling Robinson Park on a daily basis. There have been contacts with transients. Last week, the Deputy was able to get everyone out of the park and had 3 groups camping with permits. The Deputies also helped staff while they were cleaning up the 422 Court Avenue property.

Fire Department Report – May 2019

Firefighter Tyler Hansen reported that the Department has 9 calls during the month of May: 3 medical assists, 2 wildland fires, and 4 public service calls. There have been several training sessions regarding pumps.

An application has been received from Karla Pankow. The Fire Department has conducted an interview and recommends Pankow be hired pending passing the physical exam and drug test. Hansen added that Pankow is currently trained as a firefighter and, therefore, is ready to go.

Motion Palmer, second Devlin to hire Karla Pankow as a firefighter pending her physical exam and drug test. Motion carried 5-0.

Library Report – May 2019

The Friends of the Library hosted author Larry Millett, with a good turn out. The Friends of the Library has had new shelving built behind the circulation area. The annual summer reading program began in May with the theme of "Universe of Stories" which is a space theme. The staff answered 302 reference questions and had 1,369 patrons use the library in May. Story time brought in 57 kids as well.

EDA Meetings – May 15, 2019, May 29, 2019, June 5, 2019

The May 15th meeting was closed to consider the offers received for the purchase of Wild River Senior Apartment Building and Wild River Townhomes. The May 29th meeting was held at Wild River Senior Apartments to give the residents an update on the potential sale. The residents were invited to the public hearing and present their questions to the potential buyer. The potential buyer, Tom Opatz, introduced himself at the June 5th public hearing and answered questions from the EDA and the public.

Planning Commission Meeting – June 12, 2019

The City received an application for a Conditional Use Permit (CUP) from Tony Opatz, Sandstone Health Care Center, for the construction of a new 16,000 square foot, 3-story, 44-unit age in place senior housing building on the site of the current nursing home, 109 Court Avenue South. This will be an addition to the nursing home structure. The Developer also applied for variances to City Code 515.13, subdivision 6, regarding the proposed height of the new building (38 feet 6 inches) and the impervious surface coverage of 62%.

The property is currently zoned Low Density Residential District. The Future Land Use Map shows it's proposed zoning to be Traditional Residential. Neither wetlands nor floodplains are of concern. The Planning Commission held the public hearing and recommends approval of the CUP with the following condition: Parcels 45.5039.000, 45.5040.000, 45.5045.000, 45.5045.001, 45.5078.000, 45.5077.000,

45.5075.000 and 45.5076.000 (8 parcels in total) must be combined into one parcel.

Motion Franklin, second Palmer to approve the Conditional Use Permit for Tom Opatz to construct a new 16,000 square foot, 3-story, 44-unit age in place senior housing building at 109 Court Avenue South with the condition that 8 parcels be combined into one; and further to approve two variances to City Code 515.13, subdivision 6, to allow the height of the structure to be 38 feet 6 inches, which is 3 feet-6 inches higher than allowed; and to allow the impervious surface coverage to be 62%, which is 27% more than allowed. Motion carried 5-0.

Park & Rec Commission Meeting – June 14, 2019

The Park Commission approved a quote from Miller's Roofing & Siding for \$5,480 for the Lion's Hill Chalet which includes the chimney, pipe space, collar and cap. It turns out that repairing the gin pole in Robinson Park is going to be more complicated than it first seemed. Spring clean-up for the parks is June 22. The KREEC site discussion is ongoing. The kiosk is complete in Train Park. The hockey boards were sold and removed from Angle Park. The Park Commission would like have the Zamboni declared excess equipment and sold. The new sign is up at Eagle field.

Motion Devlin, second Spartz to have the Zamboni machine declared excess equipment and put up for sale. Motion carried 5-0.

Special Event Permit Application – Girl Scout Troop 4223

The Park & Rec Commission recommends that the City Council approve the Special Event Permit Application for the Girl Scouts Troop 4223 to camp at Robinson Park on July 22-23 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 Franklin, second Devlin to approve the Special Event Permit Application for the Girl Scout Troop 4223 to camp at Robinson Park on July 22 – 23 with the stated conditions. Motion carried 5-0.

City Code 960 Amendments

Since February, the Park Commission has been discussing possible changes to City Code 960 regarding Special Event Permits. The majority of discussion has centered around streamlining the process. Instead of it being necessary for the City Council to approve all the special event permits, the proposed changes would allow the administrator to do that. If the administrator did not approve a special event permit application, the applicant would be able to appeal to the City Council.

Council noted that the Park Commission was in favor of removing the exemption for funeral processions. After discussion, consensus was to keep that exemption in the ordinance.

Motion Devlin, second Spartz to approve the proposed changes to City Code 960, Special Event Permits, while allowing an exemption for funeral processions. Motion carried 5-0.

Rental Inspection Report – May 2019

The Council discussed the list of citations, open orders, and violations that was included in the Rental Inspector’s written report. They appreciate the way the information is being presented but would also like the information that was previously included in the report. Council Members have received compliments on how courteous the inspector is.

Building Inspection Report – May 2019

Three building permits were issued in May. There are currently 8 ongoing projects in town and 5 open right-of-way permits.

Streets & Parks Supervisor Report – May 2019

The crew has been filling potholes, grading roads and alleys, mowing grass, water flower pots, making improvements to group campsites at Robinson Park, making repairs to the lion head drinking fountain, making various building repairs, handled Mondays in May clean-up activities, attended to various repairs and maintenance of vehicles and equipment, put the newly acquired 2005 Chevy pickup truck into service, received delivery of the new pothole patcher.

PeopleService Report – May, 2019

All fire hydrants were flushed, oiled and lubed. A broken water line in the generator at the water plant was replaced. Standpipes around town were inspected and lowered if necessary. Rags being found in the pumps at Lift Station #3 were addressed. Replacing the manhole on Aspen Court was difficult due to the live spring running underground. Work continues with MN Rural Water on the pond optimization program, which is intended to address phosphorus issues at the waste water treatment plant.

Window & Door Replacement – WWTP/WTP/Well Houses

The windows and doors at the wastewater treatment plant, the water plant, and the well houses need to be replaced. They are out of code. Some doors lack door handles and locks. Some doors and windows are welded shut.

Two quotes have been received to replace 5 door frames and 6 doors at the water treatment plant (Robinson Park); 1 door frame and 2 doors (with glass) at the wastewater treatment plant, and replace 4 windows at the wastewater treatment plant.

Municipal Builders, Inc., Andover MN: \$31,570.00

Magney Construction, Chanhassen MN: \$37,012.89

Motion Palmer, second Devlin to accept the bid from Municipal Builders, Inc. for \$31,570.00 for replacing the windows and doors at the wastewater treatment plant, the water treatment plant, and the well houses. Motion carried 5-0

Financial Reports – May, 2019

Motion Palmer, second Devlin to approve the Cash Balance, Revenue & Expenditure Report and to approve payment of Claims for the month of May in the amount of \$191,989.16. Motion carried 5-0.

WRITTEN NOTICES AND COMMUNICATIONS:

East Central Regional Development Commission is having a public hearing. The City was notified because the ECRDC has a small levy that affects the City’s taxes. They are proposing a 3% cost of living increase in their 2020 budget.

ADMINISTRATOR’S REPORT: The Administrator reported on the following items:

North Pine Government Center

Ribbon cutting was 6/18 – beautiful building

Street Lights – FYI

As street light bulbs are replaced, MN Power is switching them to 45 watt LED fixtures

2020 Local Government Aid

Sandstone will receive \$1,158,030 which is an increase of \$53,125

2020 budget process will begin soon

East Central Regional Transportation Coordinating Council – Update

Phase 1 evaluation period is complete

Phase 2 work begins, which includes collecting data, developing GIS and website, promoting the website, and establishing a regional mobility call center

Pine County Transportation Advisory Committee – May 30 meeting

Trying to increase ridership in Sandstone

Five riders are needed in order for Arrowhead to do the route

Flyers are being distributed to population centers – apartment buildings, laundromat, grocery store, etc.

Ads are being placed in the local newspaper

Looking into a “Pine City Circuit” route, rather than a “Wal-Mart” route

Health & Nuisance Letters – TYI

53 long grass letters were sent out; 13 will be mowed by City

15 friendly junk clean up notices went out

30 friendly vehicle notices went out

2 notices of Intent to Terminate and Abate went out – one has been resolved

City Hall Trees – FYI

A crab apple tree and a birch tree are dead – the crew will remove them when they can

Monday’s in May – Report

May 6 was Metal Monday – the crew collected about 8 tons

May 13 was Tires – the crew collected 9.8 tons

May 20 was Miscellaneous household items – the crew collected 6.84 tons plus 83 mattresses

Total expenses were: advertising \$170.50, solid waste \$1,302.01

Fire Hall/ City Hall Projects

Contracts are being executed

Both contractors have applied for building permits

State Date – unknown; there will be pre-construction meetings

John Wright Building

Waiting for new legal description in order to finalize purchase documents

School District is considering a lease with us or for another location in Hinckley

The Administrator went over the upcoming meetings that the council might be interested in attending.

ADJOURN

Motion Franklin, second Devlin to adjourn at 8:22 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: July 17, 2019
SUBJECT: Sandstone Lions – Temporary Liquor License (Quarry Days)

BACKGROUND: The Sandstone Lions plan to operate the beer garden during Quarry Days at Train Park, as they have in the past.

ATTACHMENTS Letter from Sandstone Lions

STAFF RECOMMENDATION: Review and approve pending receipt of all applicable forms and fees

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

June 19, 2019

To the Honorable Sandstone Mayor and Council members:

As representatives of the Sandstone Lions Club, we respectfully request a provisional two-day liquor permit from the city to serve alcohol during Quarry Days for the sixth straight year. The hours of operation will be the same as Quarry Days, starting at noon on Friday, Aug. 9 and ending at midnight on Saturday, Aug. 10.

During the event, we will have many Lions who have gone through the Minnesota Licensed Beverage Association (MLBA) Beverage Alcohol Training. The training is required every two years. Five Lions members will work most shifts, with some lighter shifts having four Lions members. Our staging area will be in the location used the past four years, adjacent to the pavilion. It will be fenced off, like last year. One person at the gate will check IDs to ensure minors are not served. Only beer and wine coolers will be served.

We have also given written notification to the sheriff. We will also purchase insurance through North Pine Insurance, the local insurance agent. We will pay this closer to the event, at which time I will provide the city a copy of this receipt.

If you need any more information, we will be in attendance at the council meeting where this is discussed.

We are looking forward to working with the City this year again and contributing to the quality of life in Sandstone.

Respectfully,

Sandstone Lions President Tim Franklin

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: July 17, 2019
SUBJECT: Approve Old School Arts Center – Temporary Liquor License & Special Event Permit

BACKGROUND: The City received an application for a Special Event Permit and for a 1-4 Day Temporary Liquor License from the Old School Art Center (OSAC). They plan to hold an Art Festival in Train Park on Sunday, September 8th, from 10:00 a.m. – 3:00 p.m. They estimate 75-100 in attendance.

The event will feature art displays, vendors, food sales, silent auction, farmers market, face painting, music. There will be an admission fee or requested donation of \$1.00. They plan to provide a port-a-potty.

The Park Commission recommends approval of the Special Event Permit Application.

ATTACHMENTS Special Event Permit Application
Temporary On-Sale Liquor License Application

STAFF RECOMMENDATION: Approve both the Special Event Permit Application and the Temporary On-Sale Liquor License Application

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: 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



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

| | | | |
|-----------------------------------|---|-------------------|----------|
| Name of organization | Date organized | Tax exempt number | |
| Old School Arts Center | 09-2010 | 3243735 | |
| Address | City | State | Zip Code |
| PO Box 535 | Sandstone | MN | 55072 |
| Name of person making application | Business phone | Home phone | |
| Francis Levinge | 320-216-7635 | 320-212-3933 | |
| Date(s) of event | Type of organization | | |
| Sept. 8, 2019 | <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit | | |
| Organization officer's name | City | State | Zip Code |
| Francis Levinge | Sandstone | MN | 55072 |
| Organization officer's name | City | State | Zip Code |
| Mary Jo McQuiston | Sandstone | MN | 55072 |
| Organization officer's name | City | State | Zip Code |
| Jennifer Frederickson | Sandstone | MN | 55072 |
| Organization officer's name | City | State | Zip Code |
| Mary Ellen Dewey | Sandstone | MN | 55072 |

Location where permit will be used. If an outdoor area, describe.

244 ~~East~~ Sandstone Train Park
 (located on Main St - 2 pavilions)

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Woodland Agency
 \$ 1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

| | |
|--------------------------------------|-------------------------------|
| City of Sandstone | Date Approved |
| City or County approving the license | Permit Date |
| \$25.00 | City or County E-mail Address |
| 06/20/19 | City or County Phone Number |
| Fee Amount | |
| Date Fee Paid | |

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

City of Sandstone

BUSINESS / CLUB LIQUOR LICENSE APPLICATION

| | | |
|--|-------------------|---|
| <u>Business</u> | <u>Old School</u> | <u>Owner/Manager/Contact</u> |
| Business Name: <u>Arts Center</u> | | Name: <u>Fran Levings</u> |
| Trade Name: (d/b/a) <u>-</u> | | Title: <u>Board President</u> |
| Mailing Address: <u>PO Box 535</u> | | Mailing Address: <u>76498 Squib Creek Pr.</u> |
| <u>Sandstone, MN 55072</u> | | <u>Sandstone, MN 55072</u> |
| Telephone: <u>320-214-7635</u> | | Telephone: <u>320-242-3933</u> |
| Address to be Licensed: <u>214 Eagle Pr.</u> | | Drivers Lic.# <u>F946047679819</u> |
| <u>Sandstone, MN 55072</u> | | Date of Birth: <u>06-05-1939</u> |
| Number of Years at this Location: <u>8</u> | | Social Security # <u>394-38-9553</u> |
| Minnesota Tax ID: <u>3248795</u> | | |

Licenses

All annual licenses expire June 30th; fees may be prorated for partial terms.

| | |
|---|--|
| <input checked="" type="checkbox"/> Liquor-On Sale (temp) \$25.00/day | <input type="checkbox"/> Liquor-Sunday \$125.00 |
| <input type="checkbox"/> 3.2 Beer-On Sale (temp) \$25.00/day | <input type="checkbox"/> 3.2 Beer-On Sale \$110.00 |
| <input type="checkbox"/> Liquor On-Sale \$1600.00 | <input type="checkbox"/> 3.2 Beer-Off Sale \$20.00 |
| <input type="checkbox"/> Liquor-Off sale \$125.00 | |

Total Fees \$ 25

Term (Select one)

- The applicant requests the above licenses for a term from 12:01 a.m. on the _____ day of _____, 20____ to 12:00 midnight on the _____ day of _____, 20____.
- Temporary license requested for: Date Sept. 8, 2019

Instructions

- 1) Complete and sign this form.
- 2) Complete and sign the attached Proof of Workers Compensation form.
- 3) For 3.2 beer licenses complete the reverse side of this form and the required state forms.
- 4) Include all information as required on attached form for temporary liquor on-sale.
- 5) Attach payment as calculated above.
- 6) Attach a copy of business/club certificate of insurance.
- 7) Return to the City at the following address: Sandstone City Hall 119 4th St Sandstone, MN 55072.
- 8) The license, if approved, will be mailed or delivered to you.

The applicant hereby makes application for the above-indicated licenses for the stated term. Further, the applicant agrees to comply with all ordinances and regulations of the City of Sandstone and with the conditions of the license(s) understands that licenses are not transferable, that the issuance of the license creates no legal liability, express or implied, on the municipality; and certifies that the information contained herein is true and correct to the best of the applicant's knowledge.

Signature of Owner/Manager Fran Levings Date 06-29-2019

| | | |
|--------------------|----------------|----------------|
| Date Filed | Fees Paid\$ | Receipt Number |
| Approve/Disapprove | By | |
| Date | License Number | |

SPECIAL EVENT INDEMNIFICATION AGREEMENT

THIS INDEMNIFICATION AGREEMENT ("Agreement") is made as of _____, 20____, by and between the CITY OF SANDSTONE, a Minnesota municipal corporation ("City") and *The Old School Arts Center* ("Event Host").

RECITALS

A. The Event Host intends to conduct an [Art Festival]("Special Event") at *the Sandstone, MN, Train Park on September 8, 2019.*

AGREEMENT

1. The Event Host agrees to conduct the Special Event in accordance with applicable government regulations and utilize usual and customary safety procedures.

2. **Indemnification and Insurance.**

(a) The Event Host agrees that it will at all times defend, protect, indemnify, and hold harmless the City and its agents, officials, servants, contractors and employees from and against any and all claims for damages and other remedies, including but not limited to, costs and attorneys' fees, arising from or by reason of the conduct of the Special Event. Nothing in this Agreement is to be construed as a waiver by the City of any immunities, defenses, or other limitations on liability to which the City is entitled to by law, including, but not limited to, the maximum monetary limits on liability established by Minnesota Statutes, Chapter 466.

(b) The Event Host, at his/her/its sole cost and expense agrees that it will maintain in full force and effect during the term of this Agreement liability insurance in the minimum amounts stated in the City's Special Events Ordinance. A certificate of insurance evidencing compliance with the Special Events Ordinance must be provided to the City by the Event Host prior to the Special Event. The City must be named as an additional insured on the insurance policy, and the policy must contain a stipulation that the Club's insurer will provide ten (10) days' prior written notice of cancellation of such insurance to the City. The insurance shall be carried by a solvent and responsible insurance company that is licensed to do business in the State of Minnesota.

3. **Miscellaneous Provisions.**

(a) Any titles of the several Paragraphs of the Agreement are inserted for convenience of reference only and are to be disregarded in construing or interpreting any of its provisions.

(b) Any notice, demand, or other communication under this Agreement by either party to the other will be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

- (i) in the case of the Event Host, is addressed to or delivered personally to the Old School Arts Center, PO Box 535, Sandstone, MN 55072; and
- (ii) in the case of the City, is addressed to or delivered personally to the City Administrator at City of Sandstone, 119 Fourth Street, Sandstone, MN 55072

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this paragraph.

(c) This Agreement may be executed in any number of counterparts, each of which will constitute one and the same instrument.

(d) This Agreement constitutes the entire agreement between the Event Host and the City and supersedes any other written or oral agreements between the parties. This Agreement can be modified only in a writing signed by the parties.

(e) The Agreement is effective at 10am on September 8, 2019, and terminates at 3pm on September 8, 2019.

(f) Except as specifically set forth herein, nothing in this Agreement is to be construed to exempt the Event Host from or waive the application of any federal, state, or local law, rule, or regulation.

IN WITNESS WHEREOF, the Event Host and the City have, by their duly-authorized representatives, executed this Agreement this _____ day of _____, 20__.

CITY OF SANDSTONE

By: _____
 Its: Mayor

And _____
 Its: City Administrator

EVENT HOST

By: Frances Levings _____
 Its: Board President _____

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Lois Newey, Finance Officer
DATE: June 25, 2019
SUBJECT: \$747,000 G.O. Capital Improvement Plan Note, Series 2019A

INTRODUCTION: The new \$747,000 G.O. Capital Improvement Plan Note, Series 2019A Fund requires council approval.

BACKGROUND: This is a new Fund – 316, for the financial reporting for the \$747,000 G.O. Capital Improvement Plan Note, Series 2019A account assets, liabilities, fund balance, revenues and expenditures.

STAFF RECOMMENDATION: Staff recommends council approval that the new \$747,000 G.O. Capital Improvement Plan Note, Series 2019A, Fund–316 becomes active.

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

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: July 17, 2019
SUBJECT: Resolution No. 20190717-01 Authorizing G.O. Capital Improvement Bonds

BACKGROUND: The City approved two building improvement projects: City Hall Boiler, and Fire Hall Building Improvements. The plan is to finance the projects through the MN Rural Water Association, MIDI Loan program. General Obligation bonds are still issued, but by going through Rural Water, we save on time and lower issuance costs than a typical GO Bond process.

The Council held the required public hearing on the Capital Improvement Plan and on the issuance of GO CIP Bonds at the May 15, 2019 Council Meeting. At that time, the final project costs were not known. Bid opening took place on May 30th. The low bid for the City Hall project is from Lundberg Plumbing & Heating for a total of \$268,800. The low bid for the Fire Hall project is from Mark Haug Construction for a total of \$427,900. At the June 5th Special Council Meeting, the Council accepted these low bids and approved financing the projects through the MN Rural Water Association MIDI Loan Program.

Mike Bubany, David Drown & Associates, has received approval by Northview Bank to issue the bonds in the amount of \$747,000. He will attend the meeting to answer any questions regarding the financing package.

ATTACHMENTS

- Financing Proposal – Northview Bank, Finlayson, MN
- Resolution 20190717-01 Authorizing the Issuance, Sale and Delivery of a \$747,000 General Obligation Capital Improvement Plan Note, Series 2019A
- Loan Agreement

STAFF RECOMMENDATION: Approve Resolution 20190717-01

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

City of Sandstone, Minnesota

\$747,000

General Obligation Capital Improvement Plan Note, Series 2019A

Minnesota Rural Water Association "MIDI-Loan"

Revised for new construction bids 5/31/2019

FINAL



Uses of Funds

| | |
|----------------------------|-------------------|
| City Hall Costs | 268,800.00 |
| Fire Hall Costs | 427,900.00 |
| Contingency (5%) | 34,835.00 |
| Total Project Costs | 731,535.00 |
| Capitalized Interest | - |
| MN Rural Water Loan Fees | 15,465.00 |
| Other Costs | - |
| Surplus | - |
| | <u>747,000.00</u> |

Sources of Funds

| | |
|-------------------|-------------------|
| Bond Issue | 747,000.00 |
| Cash contribution | - |
| | <u>747,000.00</u> |

Closing Allocations

| | | |
|---------------------------------------|-------------------------------|--|
| Purchaser: | Northview Bank, Finlayson, MN | |
| Proceeds wired to | | |
| Construction Fund | 731,535.00 | |
| Debt Service Fund | - | |
| Total to Issuer >> | 731,535.00 | |
| Proceeds wired to Pay Agent for Costs | | |
| David Drown Associates, Inc. (FA) | 9,990.00 | |
| Fryberger & Buchanan (Bond Atty) | 4,225.00 | |
| Pay Agent -- City Clerk | - | |
| MN Rural Water Ass'n (Sponsor) | 1,250.00 | |
| Total for Expenses >> | 15,465.00 | |

Calendar

| | |
|--|------------|
| Application Received | 4/22/2019 |
| Capital Improvement Hearing | 5/15/2019 |
| City Council approves Sales Resolution | 7/17/2019 |
| Dated Date / Closing Date | 8/1/2019 |
| 1st Interest Payment | 8/1/2020 |
| Proceeds spent by... | 12/31/2021 |

Statistics

| | |
|------------------------------|--|
| Purchase Price (Issue Price) | 747,000.00 |
| Net Interest Cost | 208,024.65 |
| Net Effective Rate | 3.03000% |
| Average Coupon | 3.03000% |
| IRS Yield | 3.02714% |
| WAM | 9.1908 |
| Call Option | Any pmt date beg. 8/1/2020 at par (\$200 fee for partials), plus 1% charge thru 2/1/2026 |
| Tax Status | Tax Exempt, Bank Qualified |
| Rebate | \$5 million small issuer exemption |
| Continuing Disclosure | none -- audits upon request |
| Statutory Authority | M.S. 475.521 |

How to make payments

Payments are made directly to Northview Bank, Finlayson, Minnesota. The lender will provide you with notice of pending payments due prior to each scheduled payment. Generally, you should mail payments at least 3 days early - wired funds can be transferred on the date payment is due. Questions? Contact 320-233-7575.

City of Sandstone, Minnesota

| | |
|---------|--------------------------------|
| 268,800 | Construction |
| 13,440 | Contingency (5%) |
| 5,760 | Allocated Issuance Costs |
| - | Capitalized Interest |
| - | Excess Proceeds (rounding) |
| <hr/> | |
| 288,000 | CITY HALL PORTION OF BORROWING |

CITY HALL PORTION ONLY

| Note Payments | | | | | | D/S Fund Balance | | | | | |
|---------------|------------|--------|----------|---------------|----------------|------------------|-------------|------------|------------|-------------------|-----------------|
| Payment Date | Principal | Rate | Interest | Payment Total | Annual plus 5% | Pay Agent | Budget Year | Tax Levies | Other Revs | Surplus (deficit) | Account Balance |
| 8/1/2019 | Dated Date | | | | | | | | | | |
| 8/1/2020 | | | 8,726 | 8,726.40 | | | | | | | |
| 2/1/2021 | 11,000 | 3.030% | 4,363 | 15,363.20 | 25,294 | - | 2020 | 25,294 | - | - | - |
| 8/2/2020 | | | 4,197 | 4,196.55 | | | | | | | |
| 2/1/2022 | 16,000 | 3.030% | 4,197 | 20,196.55 | 25,613 | - | 2021 | 25,613 | - | - | - |
| 8/3/2020 | | | 3,954 | 3,954.15 | | | | | | | |
| 2/1/2023 | 17,000 | 3.030% | 3,954 | 20,954.15 | 26,154 | - | 2022 | 26,154 | - | - | - |
| 8/4/2020 | | | 3,897 | 3,696.60 | | | | | | | |
| 2/1/2024 | 17,000 | 3.030% | 3,897 | 20,696.60 | 25,613 | - | 2023 | 25,613 | - | - | - |
| 8/5/2020 | | | 3,439 | 3,439.05 | | | | | | | |
| 2/1/2025 | 18,000 | 3.030% | 3,439 | 21,439.05 | 26,122 | - | 2024 | 26,122 | - | - | - |
| 8/6/2020 | | | 3,166 | 3,166.35 | | | | | | | |
| 2/1/2026 | 18,000 | 3.030% | 3,166 | 21,166.35 | 25,549 | - | 2025 | 25,549 | - | - | - |
| 8/7/2020 | | | 2,894 | 2,893.65 | | | | | | | |
| 2/1/2027 | 19,000 | 3.030% | 2,894 | 21,893.65 | 26,027 | - | 2026 | 26,027 | - | - | - |
| 8/8/2020 | | | 2,806 | 2,605.80 | | | | | | | |
| 2/1/2028 | 19,000 | 3.030% | 2,806 | 21,605.80 | 25,422 | - | 2027 | 25,422 | - | - | - |
| 8/9/2020 | | | 2,318 | 2,317.95 | | | | | | | |
| 2/1/2029 | 20,000 | 3.030% | 2,318 | 22,317.95 | 25,868 | - | 2028 | 25,868 | - | - | - |
| 8/10/2020 | | | 2,015 | 2,014.95 | | | | | | | |
| 2/1/2030 | 21,000 | 3.030% | 2,015 | 23,014.95 | 26,281 | - | 2029 | 26,281 | - | - | - |
| 8/11/2020 | | | 1,897 | 1,696.80 | | | | | | | |
| 2/1/2031 | 21,000 | 3.030% | 1,897 | 22,696.80 | 25,613 | - | 2030 | 25,613 | - | - | - |
| 8/12/2020 | | | 1,379 | 1,378.65 | | | | | | | |
| 2/1/2032 | 22,000 | 3.030% | 1,379 | 23,378.65 | 25,995 | - | 2031 | 25,995 | - | - | - |
| 8/13/2020 | | | 1,045 | 1,045.35 | | | | | | | |
| 2/1/2033 | 22,000 | 3.030% | 1,045 | 23,045.35 | 25,295 | - | 2032 | 25,295 | - | - | - |
| 8/14/2020 | | | 712 | 712.05 | | | | | | | |
| 2/1/2034 | 23,000 | 3.030% | 712 | 23,712.05 | 25,645 | - | 2033 | 25,645 | - | - | - |
| 8/15/2020 | | | 364 | 363.60 | | | | | | | |
| 2/1/2035 | 24,000 | 3.030% | 364 | 24,363.60 | 25,964 | - | 2034 | 25,964 | - | - | - |
| | | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | | | 288,000 | 80,053 | 368,052.60 | 388,455 | - | 388,455 | - | - | - |

25,764 AVERAGE TAX LEVY

City of Sandstone, Minnesota

| | |
|---------|--------------------------------|
| 427,900 | Construction |
| 21,395 | Contingency (5%) |
| 9,705 | Allocated Issuance Costs |
| - | Capitalized Interest |
| - | Excess Proceeds (rounding) |
| <hr/> | |
| 459,000 | FIRE HALL PORTION OF BORROWING |

FIRE HALL PORTION ONLY

| Note Payments | | | | | | | D/S Fund Balance | | | | |
|---------------|-------------------|--------|----------|---------------|----------------|-----------|------------------|------------|------------|-------------------|-----------------|
| Payment Date | Principal | Rate | Interest | Payment Total | Annual plus 5% | Pay Agent | Budget Year | Tax Levies | Other Revs | Surplus (deficit) | Account Balance |
| 8/1/2019 | <i>Dated Date</i> | | | | | | | | | | |
| 8/1/2020 | | | 13,908 | 13,907.70 | | | | | | | |
| 2/1/2021 | 18,000 | 3.030% | 6,954 | 24,953.85 | 40,805 | - | 2020 | 40,805 | - | - | - |
| 8/2/2020 | | | 6,681 | 6,681.15 | | | | | | | |
| 2/1/2022 | 25,000 | 3.030% | 6,681 | 31,681.15 | 40,280 | - | 2021 | 40,280 | - | - | - |
| 8/3/2020 | | | 6,302 | 6,302.40 | | | | | | | |
| 2/1/2023 | 26,000 | 3.030% | 6,302 | 32,302.40 | 40,535 | - | 2022 | 40,535 | - | - | - |
| 8/4/2020 | | | 5,909 | 5,908.50 | | | | | | | |
| 2/1/2024 | 27,000 | 3.030% | 5,909 | 32,908.50 | 40,758 | - | 2023 | 40,758 | - | - | - |
| 8/5/2020 | | | 5,499 | 5,499.45 | | | | | | | |
| 2/1/2025 | 28,000 | 3.030% | 5,499 | 33,499.45 | 40,949 | - | 2024 | 40,949 | - | - | - |
| 8/6/2020 | | | 5,075 | 5,075.25 | | | | | | | |
| 2/1/2026 | 29,000 | 3.030% | 5,075 | 34,075.25 | 41,108 | - | 2025 | 41,108 | - | - | - |
| 8/7/2020 | | | 4,636 | 4,635.90 | | | | | | | |
| 2/1/2027 | 30,000 | 3.030% | 4,636 | 34,635.90 | 41,235 | - | 2026 | 41,235 | - | - | - |
| 8/8/2020 | | | 4,181 | 4,181.40 | | | | | | | |
| 2/1/2028 | 31,000 | 3.030% | 4,181 | 35,181.40 | 41,331 | - | 2027 | 41,331 | - | - | - |
| 8/9/2020 | | | 3,712 | 3,711.75 | | | | | | | |
| 2/1/2029 | 32,000 | 3.030% | 3,712 | 35,711.75 | 41,395 | - | 2028 | 41,395 | - | - | - |
| 8/10/2020 | | | 3,227 | 3,226.95 | | | | | | | |
| 2/1/2030 | 33,000 | 3.030% | 3,227 | 36,226.95 | 41,427 | - | 2029 | 41,427 | - | - | - |
| 8/11/2020 | | | 2,727 | 2,727.00 | | | | | | | |
| 2/1/2031 | 34,000 | 3.030% | 2,727 | 36,727.00 | 41,427 | - | 2030 | 41,427 | - | - | - |
| 8/12/2020 | | | 2,212 | 2,211.90 | | | | | | | |
| 2/1/2032 | 35,000 | 3.030% | 2,212 | 37,211.90 | 41,395 | - | 2031 | 41,395 | - | - | - |
| 8/13/2020 | | | 1,682 | 1,681.65 | | | | | | | |
| 2/1/2033 | 36,000 | 3.030% | 1,682 | 37,681.65 | 41,331 | - | 2032 | 41,331 | - | - | - |
| 8/14/2020 | | | 1,136 | 1,136.25 | | | | | | | |
| 2/1/2034 | 37,000 | 3.030% | 1,136 | 38,136.25 | 41,236 | - | 2033 | 41,236 | - | - | - |
| 8/15/2020 | | | 576 | 575.70 | | | | | | | |
| 2/1/2035 | 38,000 | 3.030% | 576 | 38,575.70 | 41,109 | - | 2034 | 41,109 | - | - | - |
| | | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | | | 459,000 | 127,972 | 586,972.05 | 616,321 | - | 616,321 | - | - | - |

41.088 AVERAGE TAX LEVY

RESOLUTION NO. 20190717-01

**RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF \$747,000
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN NOTE, SERIES 2019A**

BE IT RESOLVED, by the City Council (the "City Council") of the City of Sandstone, Pine County, Minnesota (the "Issuer"), as follows:

Section 1. Note Purpose, Authorization, and Award.

1.01 Authority; Purpose. Pursuant to the authority contained in Minnesota Statutes, Section 475.521 and Chapter 475 (collectively, the "Act"), the Issuer is authorized to issue and sell obligations for capital improvements pursuant to a capital improvement plan approved by a three-fifths vote of the City Council following a public hearing.

1.02 Findings; Approval. A. The Issuer determines that it is necessary, expedient and in the best interest of the residents of the Issuer that the Issuer issue and sell its General Obligation Capital Improvement Plan Note, Series 2019A, in the original principal amount of \$747,000 (the "Note"), for the purpose of financing capital improvements identified in the plan referred to below, including but not limited to improvements to (i) City Hall, a portion of which is leased by Community Involvement Programs; and (ii) existing Fire Hall buildings (the "Project");

B. Pursuant to the Act, the City Council held a public hearing on a Capital Improvement Plan (the "Plan") on May 15, 2019. The Notice of Public Hearing on a Capital Improvement Plan was published in the Pine County Courier, the Issuer's official newspaper, on April 25, 2019;

C. The Plan was approved by the City Council at a duly held meeting on May 15, 2019, which followed the public hearing on the Plan; and

D. As required by the Act and Section 147(f) of the Code, a Notice of Public Hearing was duly noticed in accordance with Section 147(f), calling a public hearing on the proposed issuance of the Bonds and the proposal to undertake and finance the Project.

E. As required by the Act and Section 147(f) of the Code, the Issuer has, on May 15, 2019, held a public hearing on the issuance of the Bonds and the Project, at which all those appearing who desired to speak were heard and written comments were accepted.

F. Upon 30 days having passed during which no petition requesting a vote on the issuance of the Note was submitted to the Administrator, all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to the issuance of the Note having been done, having happened and having been performed in regular and due form, time and manner as required by law.

1.04 Municipal Advisor. The Issuer has retained the services of David Drown Associates, Inc. as its municipal advisor.

Section 2. Terms of the Note.

2.01 Interest Rate and Principal Maturities. A. The Note shall be dated the date of its closing and delivery as the date of original issue, shall be issued in the denomination equal to the principal amount thereof, shall be issued in fully registered form and lettered and numbered R-1. The Note shall bear interest at the annual rate of 3.03 percent and shall mature on the dates and in the installment amounts shown below.

| Year | Principal |
|----------|-----------|
| 2/1/2021 | \$29,000 |
| 2/1/2022 | \$41,000 |
| 2/1/2023 | \$43,000 |
| 2/1/2024 | \$44,000 |
| 2/1/2025 | \$46,000 |
| 2/1/2026 | \$47,000 |
| 2/1/2027 | \$49,000 |
| 2/1/2028 | \$50,000 |
| 2/1/2029 | \$52,000 |
| 2/1/2030 | \$54,000 |
| 2/1/2031 | \$55,000 |
| 2/1/2032 | \$57,000 |
| 2/1/2033 | \$58,000 |
| 2/1/2034 | \$60,000 |
| 2/1/2035 | \$62,000 |

B. The maturities of the Note, together with the maturities of all other outstanding general obligation bonds of the Issuer, meet the requirements of Minnesota Statutes, Section 475.54.

2.02 Prepayment. The Note is prepayable, in whole or in part, beginning on August 1, 2020, and on any payment date thereafter without notice at a price of par plus accrued interest to the prepayment date, plus a \$200 processing fee for partial prepayments; provided that if prepayment is on or before February 1, 2026, the redemption price shall also include a premium of 1.0% of the principal amount to be prepaid.

2.03 Interest Payment Dates. A. The interest shall be payable semi-annually on February 1 and August 1 of each year (each referred to herein as an "Interest Payment Date") commencing

on February 1, 2020. Interest will be computed upon the basis of a 360-day year of twelve 30-day months.

B. The Registrar designated below shall make all interest payments with respect to the Note by check or draft mailed to the registered owner of the Note shown on the Note registration records maintained by the Registrar at the close of business on the 15th day (whether or not on a business day) of the month next preceding the Interest Payment Date at such owners' addresses shown on such Note registration records.

2.04 Preparation and Execution. A. The Note shall be prepared for execution in accordance with the approved form and shall be signed by the manual signature of the Mayor and attested by the manual signature of the Administrator. The corporate seal of the Issuer may be omitted from the Note as permitted by law. In case any officer whose signature shall appear on the Note shall cease to be an officer before delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

B. The Administrator is authorized and directed to obtain a copy of the proposed approving legal opinion of Fryberger, Buchanan, Smith & Frederick, P.A., Duluth, Minnesota, which is to be complete thereof and cause the opinion to be attached to the Note.

2.05 Appointment of Registrar. The City Council appoints the Administrator as registrar, authenticating agent, paying agent and transfer agent for the Note (the "Registrar"). The Issuer reserves the right to name a substitute, successor Registrar upon giving prompt written notice to each registered Note holder.

2.06 Registered Owner. The Note shall be registered in the name of the Lender.

2.07 Register. The Issuer shall cause to be kept by the Registrar a bond register in which, subject to such reasonable regulations as the Registrar may prescribe, the Issuer shall provide for the registration of the Note and the registration of transfers of the Note entitled to be registered or transferred as herein provided. In the event of the resignation or removal of the Registrar or its incapability of acting as such, the Note registration records shall be maintained at the office of the successor Registrar as may be appointed by the City Council.

2.08 Payment. A. The Issuer and the Registrar may treat the person in whose name any Note is registered as the owner of such Note for the purpose of receiving payment of principal of and interest on such Note and for all other purposes whatsoever, whether or not such Note be overdue, and neither the Issuer nor the Registrar shall be affected by notice to the contrary.

B. The principal of and interest on the Note shall be payable by the Registrar in such funds as are legal tender for the payment of debts due the United States of America. The Issuer shall pay the reasonable and customary charges of the Registrar for the disbursement of principal and interest.

2.09 Delivery. Delivery of the Note and payment of the purchase price shall be made at a place mutually satisfactory to the Issuer and the Lender. Typewritten and executed Note shall be furnished by the Issuer without cost to the Lender. The Note, when prepared in accordance

with this resolution and executed, shall be delivered by or under the direction of the Administrator to the Lender upon receipt of the purchase price plus accrued interest.

Section 3. Form of the Note.

3.01 The Note shall be typewritten in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF PINE

R-1

\$747,000

CITY OF SANDSTONE
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN NOTE,
SERIES 2019A

| | | | |
|-------------|----------------------|-------------------------------|--------------|
| <u>Rate</u> | <u>Maturity Date</u> | <u>Date of Original Issue</u> | <u>CUSIP</u> |
| 3.03% | February 1, 2035 | _____, 2019 | |

REGISTERED OWNER: NORTHVIEW BANK

PRINCIPAL AMOUNT: SEVEN HUNDRED FORTY-SEVEN THOUSAND DOLLARS

The City of Sandstone, Pine County, Minnesota (the "Issuer"), for value received, promises to pay to the registered owner specified above, or registered assigns, the principal amount specified above, and to pay interest on said principal amount to the registered owner hereof from date of original issue set forth above, or from the most recent Interest Payment Date (defined below) to which interest has been paid or duly provided for, until the principal amount is paid, said interest being at the rate per annum specified above.

Interest is payable semi-annually on February 1 and August 1 of each year (each referred to herein as an "Interest Payment Date") commencing on February 1, 2020. This Note is payable in the principal installment amounts and at the times described below. Payments shall be applied first to interest due on the outstanding principal balance and thereafter to reduction of the principal balance.

| Year | Principal |
|----------|-----------|
| 2/1/2021 | \$29,000 |
| 2/1/2022 | \$41,000 |
| 2/1/2023 | \$43,000 |
| 2/1/2024 | \$44,000 |

| | |
|----------|----------|
| 2/1/2025 | \$46,000 |
| 2/1/2026 | \$47,000 |
| 2/1/2027 | \$49,000 |
| 2/1/2028 | \$50,000 |
| 2/1/2029 | \$52,000 |
| 2/1/2030 | \$54,000 |
| 2/1/2031 | \$55,000 |
| 2/1/2032 | \$57,000 |
| 2/1/2033 | \$58,000 |
| 2/1/2034 | \$60,000 |
| 2/1/2035 | \$62,000 |

Both principal hereof and interest hereon are payable in lawful money of the United States of America by check or draft at the main office of the Administrator, as registrar, authenticating agent, paying agent and transfer agent for the Note (the "Registrar"), or at the office of such successor Registrar as may be designated by the governing body of the Issuer. The Registrar shall make all payments with respect to this Note directly to the registered owner hereof shown on the Note registration records maintained on behalf of the Issuer by the Registrar at the close of business on the 15th day of the month next preceding the Interest Payment Date (whether or not a business day) at such owner's address shown on said Note registration records, without, except for final payment of principal of the Note, the presentation or surrender of this Note, and all such payments shall discharge the obligation of the Issuer to the extent of the payments so made. Payment of principal shall be made upon presentation and surrender of this Note to the Registrar when due.

For the prompt and full payment of such principal and interest as they become due, the full faith and credit and taxing power of the Issuer are irrevocably pledged. The Issuer has designated the Note as "qualified tax-exempt obligations" pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

The Note comprises the entire amount of this series issued by the Issuer as one fully registered Note without coupons, in the aggregate amount of \$747,000, pursuant to the authority contained in Minnesota Statutes, Section 475.521 and Chapter 475, an Issuer-approved Capital Improvement Plan for the years 2019 through 2023 (the "Plan") and all other laws thereunto enabling, and an authorizing resolution adopted by the governing body of the Issuer on July 17, 2019 (the "Resolution"). The Note is issued for the purpose of providing funds to finance capital improvements identified in the Plan, a portion of the costs of issuing the Note and for the payment of part of the interest cost of the Note. The Issuer has levied a direct, annual ad valorem tax upon all taxable property within the Issuer which shall be extended upon the tax rolls for the years and in the amounts sufficient to produce sums not less than five

percent in excess of the amounts of principal and interest on the Note, as such principal and interest respectively come due.

The principal amount evidenced by this Note was drawn upon by Issuer in accordance with the Loan Agreement between Issuer and Lender dated as of the date of the date hereof.

The Note is prepayable, in whole or in part, beginning on August 1, 2020, and on any payment date thereafter without notice at a price of par plus accrued interest to the prepayment date, plus a \$200 processing fee for partial prepayments; provided that if prepayment is on or before February 1, 2026, the redemption price shall also include a premium of 1.0% of the principal amount to be prepaid.

IT IS CERTIFIED AND RECITED that all acts and conditions required by the laws and the Constitution of the State of Minnesota to be done and to exist precedent to and in the issuance of this Note, in order to make it a valid and binding general obligation of the Issuer in accordance with its terms, have been done and do exist in form, time and manner as so required; that all taxable property within the limits of the Issuer is subject to the levy of ad valorem taxes to the extent needed to pay the principal hereof and the interest hereon when due, without limitation as to rate or amount and that the issuance of this Note does not cause the indebtedness of the Issuer to exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the City of Sandstone, Pine County, Minnesota, by its governing body, has caused this Note to be executed in its name by the manual signature of the Mayor and attested by the manual signature of the Administrator as of the date of original issue set forth above.

ATTEST:

(form – no signature required)
City Administrator

(form – no signature required)
Mayor

REGISTRATION CERTIFICATE

This Note must be registered as to both principal and interest in the name of the owner on the books to be kept by the Administrator of the Issuer, as Registrar. No transfer of this Note shall be valid unless made on said books by the registered owner or the owner's attorney thereunto duly authorized and similarly noted on the registration books. The ownership of the unpaid principal balance of this Note and the interest accruing thereon is registered on the books of the Issuer in the name of the registered owner last noted below.

Date

Registered Owner

Signature of Administrator

8/___/2019 Northview Bank (form – no signature required)
300 Front Street
P.O. Box 360
Finlayson, MN 56169
Federal Tax I.D. No. 41 0680294

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

_____ Social Security or Other
_____ Identifying Number of Assignee

the within Note and all rights thereunder and irrevocably constitutes and appoints
_____ attorney to transfer the said Note on the books
kept for registration thereof with full power of substitution in the premises.

Dated: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatsoever.

Signature Guaranteed:

(Bank, Trust Company, member of
National Securities Exchange)

THIS INSTRUMENT HAS NOT BEEN REGISTERED UNDER THE FEDERAL SECURITIES ACT OF 1933, AS AMENDED, AND MAY NOT BE SOLD OR OTHERWISE DISPOSED OF

FOR VALUE, OR TRANSFERRED, WITHOUT (i) AN OPINION OF COUNSEL THAT SUCH SALE, DISPOSITION OR TRANSFER MAY LAWFULLY BE MADE WITHOUT REGISTRATION UNDER THE FEDERAL SECURITIES ACT OF 1933, AS AMENDED AND UNDER APPLICABLE STATE SECURITIES LAWS, OR (ii) SUCH REGISTRATION. THE TRANSFERABILITY OF THIS INSTRUMENT IS SUBJECT TO RESTRICTIONS REQUIRED BY (1) FEDERAL AND STATE SECURITIES LAWS GOVERNING UNREGISTERED SECURITIES; AND (2) THE RULES, REGULATIONS, AND INTERPRETATIONS OF THE GOVERNMENTAL AGENCIES ADMINISTERING SUCH LAWS. THIS INSTRUMENT HAS NOT BEEN REGISTERED UNDER CHAPTER 80A OF MINNESOTA STATUTES OR OTHER APPLICABLE STATE BLUE SKY LAWS AND MAY NOT BE SOLD, TRANSFERRED, OR OTHERWISE DISPOSED OF FOR VALUE EXCEPT PURSUANT TO REGISTRATION OR OPERATION OF LAW.

Section 4. Covenants, Accounts and Tax Levies.

4.01 Construction Account. On receipt of the purchase price of the Note, the Issuer shall credit proceeds from the sale of the Note, less (a) amounts allocated as capitalized interest (the "Capitalized Interest"); (b) amounts paid by the Lender as accrued interest upon closing and delivery of the Note (the "Accrued Interest"); and (c) less amounts used to pay part of the interest cost of the issue as allowed by Minnesota Statutes, Section 475.56 (the "Additional Interest"), to a separate fund, which has been created and designated as the "2019A Capital Improvement Plan Note Construction Account." The monies in such fund, along with other monies of the Issuer available therefor, shall be used to pay construction costs of the Project. Other costs for which payment from such fund is authorized shall include costs of legal, financial advisory, and other professional services, printing and publication costs, and costs of issuance of the Note.

4.02 Debt Service Account. A separate debt service fund is created and is designated as the "2019A Capital Improvement Plan Note Debt Service Account" (the "Debt Service Account"). There is irrevocably appropriated to the Debt Service Account; (i) the ad valorem taxes hereinafter levied; (ii) the Capitalized Interest; (iii) the Additional Interest; (iv) the Accrued Interest; (v) funds of the Issuer in the amount of \$0.00 to pay interest on the Note; (vi) all other moneys which are properly available and are appropriated by the governing body of the Issuer to the Debt Service Account; and (vii) investment earnings, if any, on the monies identified in preceding clauses (i) through (vi). The money in such fund shall be used for no purpose other than the payment of principal and interest on the Note; provided, however, that if any payment of principal or interest shall become due when there is not sufficient money in the Debt Service Account, the Administrator shall pay the same from any other fund of the Issuer, which fund shall be reimbursed from the Debt Service Account when the balance therein is sufficient.

4.03 Tax Levy. A. For the prompt and full payment of the principal and interest on the Note when due, the full faith and credit and taxing power of the Issuer are irrevocably pledged. There is levied a direct annual ad valorem tax upon all taxable property in the Issuer which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the Issuer. Said levies are for the years and in the amounts set forth below:

| Levy Year | Collection Year | Amount |
|-----------|-----------------|----------|
| 2019 | 2020 | \$66,099 |
| 2020 | 2021 | \$65,893 |
| 2021 | 2022 | \$66,689 |
| 2022 | 2023 | \$66,371 |
| 2023 | 2024 | \$67,071 |
| 2024 | 2025 | \$66,657 |
| 2025 | 2026 | \$67,262 |
| 2026 | 2027 | \$66,753 |
| 2027 | 2028 | \$67,262 |
| 2028 | 2029 | \$67,708 |
| 2029 | 2030 | \$67,040 |
| 2030 | 2031 | \$67,390 |
| 2031 | 2032 | \$66,627 |
| 2032 | 2033 | \$66,881 |
| 2033 | 2034 | \$67,073 |

B. The tax levies are such that if collected in full they, together with estimated collections of investment earnings and other funds herein pledged and appropriated for payment of the Note, will produce at least 5% in excess of the amount needed to meet when due the principal and interest payments on the Note.

C. The tax levies shall be irrevocable so long as the Note is outstanding and unpaid; provided, however, that on November 30 of each year, while the Note issued is outstanding, the City Council shall reduce or cancel the above levies to the extent of funds available in the Debt Service Account to pay principal and interest due during the ensuing year, and shall direct the County Auditor to reduce the levy for such calendar year by that amount.

4.04 Investments. Monies on deposit in the Construction Account and in the Debt Service Account may, at the discretion of the Administrator, be invested in securities permitted by Minnesota Statutes, Chapter 118A, that any such investments shall mature at such times and in such amounts as will permit for payment of Project costs and/or payment of the principal and interest on the Note when due.

Section 5. Tax Covenants.

5.01 General. A. The Issuer covenants and agrees with the holder of the Note that the Issuer will (i) take all action on its part necessary to cause the interest on the Note to be

exempt from federal income taxes including, without limitation, restricting, to the extent necessary, the yield on investments made with the proceeds of the Note and investment earnings thereon, making required payments to the federal government, if any, and maintaining books and records in a specified manner, where appropriate, and (ii) refrain from taking any action which would cause interest on the Note to be subject to federal income taxes, including, without limitation, refraining from spending the proceeds of the Note and investment earnings thereon on certain specified purposes.

B. For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements, the Issuer finds, determines and declares:

- (1) the Issuer is a governmental unit with general taxing powers;
- (2) the Note is not a "private activity bond" as defined in Section 141 of the Internal Revenue Code of 1986, as amended (the "Code");
- (3) 95% or more of the net proceeds of the Note is to be used for local governmental activities of the Issuer; and
- (4) the aggregate face amount of the tax exempt obligations (other than private activity bonds) issued by the Issuer during the calendar year in which the Note is issued is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

C. In order to qualify the Note as "qualified tax exempt obligations" within the meaning of Section 265(b)(3) of the Code, the Issuer makes the following factual statements and representations:

- (1) the Note is not "private activity bonds" as defined in Section 141 of the Code;
- (2) the Issuer designates the Note as "qualified tax exempt obligations" for purposes of Section 265(b)(3) of the Code;
- (3) the reasonably anticipated amount of tax exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the Issuer (and all entities whose obligations will be aggregated with those of the Issuer) during the calendar year in which the Note is being issued will not exceed \$10,000,000; and
- (4) not more than \$10,000,000 of obligations issued by the Issuer during the calendar year in which the Note is being issued have been designated for purposes of Section 265(b)(3) of the Code.

Section 6. Miscellaneous.

6.01 Filing with County Auditor. The Administrator is directed to file with the County Auditor an original or certified copy of this resolution and such other information as the County Auditor may require, and to obtain from the County Auditor a certificate stating that the Note herein authorized has been duly entered on the County Auditor's register.

6.02 Certified Proceedings. The officers of the Issuer are authorized and directed to prepare and furnish to the Lender of the Note and to bond counsel certified copies of all proceedings and records of the Issuer relating to the authorization and issuance of the Note and other affidavits and certificates as may reasonably be requested to show the facts relating to the legality and marketability of the Note as such facts appear from the official books and records of the officers' custody or otherwise known to them. All of such certified copies, certificates and affidavits, including any heretofore furnished, constitute representations of the Issuer as to the correctness of facts recited therein and the actions stated therein to have been taken.

6.03 Offering Materials. The Mayor and Administrator are hereby authorized and directed to certify that they have examined the Offering Circular prepared and circulated in connection with the issuance and sale of the Note and that to the best of their knowledge and belief the Offering Circular is a complete and accurate representation of the facts and representations made therein as of the date of the Offering Circular.

6.04 Absent or Disabled Officers. In the event of the absence or disability of the Mayor or Administrator, such officers or members of the City Council as in the opinion of the Issuer's attorney may act in their behalf shall, without further act or authorization, execute and deliver the Note, and do all things and execute all instruments and documents required to be done or executed by such absent or disabled officers.

Section 7. Loan Agreement. The proceeds of the Note will be advanced to the Issuer in accordance with the terms of this Resolution and with a Loan Agreement between the Issuer, and the Lender (the "Loan Agreement"). The Mayor and Administrator of the Issuer are hereby authorized and directed to execute the Loan Agreement substantially in the form currently on file in the office of the Issuer.

Section 8. Compliance Policy. The Issuer has previously approved a Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures which applies to qualifying obligations to provide for compliance with all applicable federal regulations for tax-exempt obligations or tax-advantaged obligations (collectively, the "Policy and Procedures"). The Issuer hereby ratifies the Policy and Procedures for the Note. The Finance Officer continues to be designated to be responsible for post-issuance compliance in accordance with the Policy and Procedures.

Adopted: July 17, 2019

Mayor

ATTEST:

City Administrator

**EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF SANDSTONE, MINNESOTA
HELD: July 17, 2019**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Sandstone, Pine County, Minnesota, was duly held on July 17, 2019, at the City Hall, at 6:00 p.m.

The following Members were present:

and the following Members were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF \$747,000
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN NOTE, SERIES 2019A**

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following Members voted against the same:

Whereupon the resolution was declared duly passed and adopted.

LOAN AGREEMENT

This Loan Agreement is made as of this 1st day of August, 2019, by and between the City of Sandstone, Pine County, Minnesota (the “City”), and Northview Bank, located in Finlayson, Minnesota (the “Lender”).

RECITALS

WHEREAS, the City desires to obtain a loan from the Lender to be evidenced by the City’s \$747,000 General Obligation Capital Improvement Plan Note, Series 2019A, dated August 1, 2019 (the “Note”). The proceeds of such loan shall be used for public purposes, including:

A. to finance capital improvements identified in the plan referred to below, including but not limited to improvements to (i) City Hall, a portion of which is leased by Community Involvement Programs; and (ii) existing Fire Hall buildings (the “Project”), as more fully described in the City’s Resolution adopted on July 17, 2019 (the “Resolution”); and

B. to provide for the costs of issuance of the Note.

WHEREAS, the parties hereto desire to set out the terms and conditions of such loan and the Note and the terms and conditions of advancing funds pursuant to the Note.

NOW, THEREFORE, it is hereby agreed as follows:

1. The City agrees to issue the Note to the Lender and the Lender agrees that such loan will be repaid with interest at the rate of 3.03% per annum in accordance with the terms and conditions of the Note set forth in the Resolution.

2. The Lender shall agree to accept the debt instrument for investment and not with a present view to the distribution, transfer or resale thereof. The Lender intends to hold and book the Note as a loan in its loan portfolio; the Lender acknowledges that the use of the word “Note” in the name of the debt instrument is for convenience only and is not intended to indicate that the instrument is a security within the meaning of the Securities Act of 1933.

3. The Lender agrees to hold the Note for its own account until its maturity or early redemption and does not intend to dispose of all or any portion of such Note and understands that transfer of such Note is restricted pursuant to the terms of the Resolution, the Note and this Loan Agreement.

4. On the date of issuance of the Note, the Lender shall advance to the City the entire loan amount of \$747,000 upon delivery of the Note.

5. All capitalized terms not defined herein shall have the meaning, as defined, in the Resolution.

This Agreement is dated as of the date and year first above written.

CITY OF SANDSTONE, MINNESOTA

By _____
Mayor

By _____
Clerk-Treasurer

NORTHVIEW BANK

By _____
Its _____

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: July 17, 2019
SUBJECT: City Code 960 – Special Events

BACKGROUND: The Park Commission has been discussing possible changes to City Code 960, Special Events. The City receives Special Event Permits from time to time. The practice has been to bring the request to the Park Commission for a recommendation to the City Council. Typically, these requests are approved with the following conditions added for group campers at Robinson Park:

- 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.

City Code Section 960.11 states that the City Council shall review the application and decide whether or not to issue the permit. Staff asked the Park Commission to review the Code and determine if they were comfortable with the City Administrator approving the permit applications, adding a provision for appeal if the application was denied, and requiring the City Administrator inform the Park Commission and the City Council of the various requests.

The Park Commission has reviewed the proposed changes. The City Attorney has also reviewed the proposed changes.

The final draft was presented to the City Council for consideration at the June 19th Council Meeting. The Council made one change allowing funeral processions to remain except.

At the July 12th Park & Rec Commission meeting, the Commission decided to make one more change to Section 960.07 Subdivision 1. They had originally decided to remove the exemption for 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. After further thought, they decided to keep the exemption but change it from “299 or fewer” to “75 or fewer”.

According to Minnesota Statute 415.19, cities must publish the text of any new or amended ordinances at least 10 days before a final vote by the Council. To satisfy this requirement, the City can post the draft ordinance on the City Bulletin Board and/or post the draft on the City website. Both of these actions have been taken.

ATTACHMENTS

Ordinance No. 20190717-01 Amending City Code Section 960
Ordinance No. 20190717-02 Summary Publication

**STAFF
RECOMMENDATION:**

Adopt Ordinance Nos. 20190717-01 and 20190717-02 as presented

ACTION REQUIRED:

Motion _____, second _____

Approved _____ Denied _____ Other _____

ORDINANCE NO. 20190717-01
CITY OF SANDSTONE
PINE COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CHAPTER IX PUBLIC SAFETY, SECTION 960 – SPECIAL EVENTS
OF THE SANDSTONE CITY CODE**

THE CITY COUNCIL OF THE CITY OF SANDSTONE ORDAINS:

SECTION 1. Sandstone City Code, Chapter IX, **Section 960**, is amended by deleting the ~~stricken~~ material and adding the double-underlined material as follows:

960.07. Permit not required.

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

- a) ~~Weddings or funerals, including wedding or funeral processions;~~
- b) Any event involving ~~299~~ 75 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.

960.11. Permit review.

Subdivision 1. The city ~~council~~ administrator shall review the special event permit application and make a determination on whether to issue the permit or deny it.

Subd. 2. Permit Denial. The city ~~council~~ administrator may deny an application for a special event permit if it is determined from a consideration of the application or other pertinent information, that: *a) through n) remain unchanged.*

Subd. 3. Right of Appeal. If the special event permit application has been denied by the city administrator, the applicant may appeal the decision to the City Council. The applicant must provide the city administrator with written notice of appeal within five business days of the date of denial.

Subd. ~~34.~~ Permit conditions. The city ~~council~~ administrator may condition the issuance of a special event permit by imposing reasonable conditions concerning the time, place and manner of the special event, and such conditions are necessary to protect the safety of persons and property, and the control of traffic; provided that such conditions shall not unreasonably restrict the right of free speech. Such conditions may include, but are not limited to: *a) through g), i) through l), and n) remain unchanged:*

- h) Requirements for the use of special event monitors and ~~the~~ providing notice of the special permit conditions to the events' participants;
- m) Requirements to provide notice of the special event to surrounding property owners and law enforcement; and

960.13. Permit issuance.

The city administrator shall issue the special events permit once the application has been approved ~~by the city council~~ and the applicant has agreed to comply with the terms and conditions of the permit as well as the requirements of this section. The city administrator will notify the Park & Recreation Commission and the City Council of the event.

960.17. Insurance requirements.

Subdivision 1. Liability Insurance Required. The applicant or sponsor of a special event must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the special event. A certificate of insurance must be filed with the city prior to issuance of the special events permit. The certificate of insurance must name the city, its officials, employees and agents as additional insureds. Insurance coverage must be maintained for the duration of the special event.

Subd. 2. Minimum Limits. Insurance coverage must be a commercial general liability policy. The minimum limits must be at least \$1,000,000. If alcoholic beverages are to be sold or distributed at the special event, the policy must also include an endorsement for liquor liability. The city ~~council~~ may require additional endorsements depending upon the type of special event and proposed activities.

Subd. 3. Waiver or reduction of required limits. The city may waive or reduce the insurance requirements of this section under the following circumstances:

- c) The city ~~council~~ determines that the insurance requirements are in excess of the reasonable risk presented by the proposed special event.

960.19. Cleanup deposit.

The applicant or sponsor of the special event involving the sale of food or beverages for immediate consumption, erection of structures, horses or other large animals, water aid stations or another activity likely to create a substantial need for cleanup may be required by the city to provide a cleanup deposit prior to issuance of the special event permit. The cleanup deposit shall be in an amount set by the city ~~council~~. The cleanup deposit will be returned to the applicant/sponsor if the area used for the special event has been cleaned and restored to the same condition as it existed prior to the event. If the property used for the event has not been properly cleaned or restored, the applicant/sponsor will be billed for the actual cost by the city for the cleanup and restoration. The cleanup deposit will be applied toward payment of the bill.

SECTION 2. Effective Date. This Ordinance shall be effective immediately upon its passage and publication in the official newspaper of the City of Sandstone.

SECTION 3. Adoption Date. This Ordinance No. 20190717-01 was adopted on this 17th day of July, 2019.

CITY OF SANDSTONE

ATTEST:

Kathy George, City Administrator

Peter Spartz, Mayor

Published in the Pine County Courier _____.

CITY OF SANDSTONE, MINNESOTA

ORDINANCE NO. 20190717-02

(Summary Publication)

THE CITY COUNCIL OF THE CITY OF SANDSTONE ORDAINS:

Section 1. The City Council has duly adopted Ordinance No. 20190717-01 entitled

AN ORDINANCE

AMENDING CHAPTER IX PUBLIC SAFETY, SECTION 960 – SPECIAL EVENTS
OF THE SANDSTONE CITY CODE

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

Section 3. Summary of Ordinance No. 20190717-01

The proposed amendments will allow applications for Special Event permits to be approved by the City Administrator. The amendment will also provide an appeal process.

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

Section 5. Ordinance No. 20190717-01 is effective upon the day following publication of this Summary.

Adopted by the Sandstone City Council this 17th day of July, 2019.

Peter Spartz, Mayor

ATTEST:

Kathy George, City Administrator

Published in the Pine County Courier _____.

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: July 17, 2019
SUBJECT: Tim Franklin - Resignation

BACKGROUND: Council Member Franklin has informed me that he is resigning his Council seat effective August 31st because he is moving out of Sandstone.

Tim is currently serving a 4-year term: January, 2019 through December, 2022.

Since there is more than 2 years remaining on the term, the City Council can appoint someone to fill the term until December, 2020. Then, a Special Election must be held to fill the remaining 2 years of the term.

ATTACHMENT(S): None

STAFF RECOMMENDATION: * Regrettably accept the resignation of Tim Franklin
* Provide direction regarding the process to appoint someone to fill the term until December, 2020

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

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: July 17, 2019
SUBJECT: East Central Regional Development Commission – Board Vacancy

BACKGROUND: There is currently a vacancy for a Pine County representative on the ECRDC board. Nominations are being accepted until July 29th. The City Council can nominate a mayor or council member to represent the cities in Pine County. The term of office runs concurrent with the elected official's term of office.

From the ECRDC website:

East Central Regional Development Commission
Serving: Chisago County | Isanti County | Kanabec County | Mille Lacs County | & Pine County

The East Central Regional Development Commission's mission is to provide leadership and direction through problem solving. We do this by initiating projects and programs that lead to create solutions to regional problems, by providing technical assistance and by identifying and developing available resources. Our mission is to provide a leadership role as an advocate for East Central Minnesota to bring about positive change.

History of the East Central Regional Development Commission

The East Central Regional Development Commission was organized by petition of local units of government in 1973. Formation of regional development commissions – RDCs – is authorized under the Regional Development Act of 1969. An updated Regional Development Act was passed in 1997 by the Minnesota Legislature. There are 13 development regions in Minnesota.

ATTACHMENT(S): Notice / Nomination Form

STAFF RECOMMENDATION: Review and discuss – would you like to nominate a Pine County mayor or council member

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

RECEIVED JUL 01 2019



**East
Central**
Regional
Development
Commission

100 Park Street South
Mora, MN 55051

(320) 679-4065
FAX: (320) 679-4120
e-mail: ecrdc@ecrdc.org
www.region7Erdc.org

*Provider of
technical planning
assistance to units
of government in
East Central
Minnesota*

To: Mayors and Council Members of the Cities of Pine County

From: Trish Rydlund, Information Manager

Date: June 27, 2019

Re: Your Representative on the East Central Regional Development Commission's Board (ECRDC)

There is currently a vacancy for Municipalities Representative on the East Central Regional Development Commission's Board. According to the ECRDC By-Laws, the process for selection is as follows:

Nominations: Each mayor or council member has an opportunity to nominate a mayor or council member to represent the cities in Pine County. This position's term of office runs concurrent with the elected official's term of office with the city.

Selection: A ballot is then sent to the mayor of each city, who will then select from the nominees the Municipalities Representative for Pine County.

For information on the ECRDC, visit our website at www.ecrdc.org. Please complete the Nomination Form and return it to the ECRDC. The deadline is July 29, 2019.

**NOMINATION FORM
PINE COUNTY MUNICIPALITIES**

I nominate the following person to serve on the Board of the East Central Regional Development Commission.

Name: _____

Address: _____

Phone: _____

Elected City Position: _____

Submitted by: _____

City of _____

PLEASE SUBMIT BY JULY 29, 2019



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 June 10, 2019

| CFS Date/Time | CFS # | Description | Street Name |
|----------------|-------------|---------------------|-------------------|
| 06/02/19 00:10 | PI190610472 | medical | LUNDORFF DR |
| 06/02/19 17:03 | PI190610515 | Security Alarm | COUNTY HWY 61 |
| 06/02/19 19:43 | PI190610525 | Traffic Stop | 5TH ST |
| 06/02/19 23:04 | PI190610536 | Suspicious Activity | STATE HWY 23 S |
| 06/03/19 09:05 | PI190610556 | Call Back | STATE HWY 23 S |
| 06/03/19 15:43 | PI190610580 | Shoplifting | STATE HWY 123 |
| 06/03/19 16:07 | PI190610586 | Shoplifting | STATE HWY 123 |
| 06/03/19 16:10 | PI190610587 | Security Alarm | MAIN AVE N |
| 06/03/19 20:16 | PI190610598 | Detail | ORIOLE ST E |
| 06/04/19 11:38 | PI190610643 | Damage to Property | MINNESOTA ST |
| 06/04/19 11:40 | PI190610644 | Neighbor Trouble | COMMERCIAL AVE N |
| 06/04/19 11:58 | PI190610646 | Detail | COURT AVE N |
| 06/04/19 13:30 | PI190610658 | MVA W/Animal | HWY 23 N |
| 06/04/19 13:44 | PI190610660 | Vehicle in Ditch | HWY 123 W |
| 06/04/19 14:41 | PI190610664 | Disturbance | 4TH ST |
| 06/04/19 15:04 | PI190610667 | Detail | MAIN AVE N |
| 06/04/19 16:46 | PI190610676 | Traffic complaint | 5TH ST |
| 06/04/19 16:49 | PI190610677 | Informational | COMMERCIAL AVE N |
| 06/04/19 17:06 | PI190610680 | medical | LUNDORFF DR |
| 06/04/19 19:40 | PI190610687 | Traffic complaint | HWY 23 N |
| 06/05/19 07:34 | PI190610726 | Security Alarm | LUNDORFF DR |
| 06/05/19 11:57 | PI190610745 | Juvenile Trouble | ORIOLE ST E |
| 06/05/19 12:17 | PI190610746 | Informational | COMMERCIAL AVE N |
| 06/05/19 14:20 | PI190610753 | Follow Up | MAIN AVE N |
| 06/05/19 14:24 | PI190610754 | Traffic complaint | DIVISION ST |
| 06/05/19 15:55 | PI190610761 | Traffic Stop | 1ST ST |
| 06/05/19 16:05 | PI190610763 | Check Business | OLD WAGON RD |
| 06/05/19 16:46 | PI190610766 | medical | PRISON RD |
| 06/05/19 16:48 | PI190610767 | Repeat Offender | OLD MILITARY RD S |
| 06/05/19 20:49 | PI190610785 | Unwanted Person | QUARRY PL |
| 06/05/19 20:53 | PI190610786 | Check Business | STATE HWY 23 N |
| 06/06/19 09:25 | PI190610808 | Paper Service | PRISON RD |
| 06/06/19 11:46 | PI190610817 | Suspicious Activity | PINE AVE N |
| 06/06/19 12:03 | PI190610819 | Follow Up | LUNDORFF DR |
| 06/06/19 13:55 | PI190610830 | Traffic Stop | COMMERCIAL AVE N |
| 06/06/19 15:00 | PI190610836 | Check Welfare | OLD WAGON RD |
| 06/06/19 15:46 | PI190610838 | Medical Transport | COURT AVE S |
| 06/06/19 17:31 | PI190610841 | Unknown Trouble | MILITARY RD S |
| 06/06/19 18:51 | PI190610848 | Animal Bite | LUNDORFF DR |
| 06/06/19 21:20 | PI190610856 | Traffic Stop | COMMERCIAL AVE N |

| CFS Date/Time | CFS # | Description | Street Name |
|----------------|-------------|-------------------------|----------------|
| 06/06/19 21:29 | PI190610857 | Associated Traffic Stop | MAIN AVE N |
| 06/06/19 21:37 | PI190610860 | Traffic Stop | PARK AVE |
| 06/06/19 22:21 | PI190610866 | Crank 911 calls | PARK AVE |
| 06/07/19 09:55 | PI190610895 | Detail | STATE HWY 23 N |
| 06/07/19 12:16 | PI190610905 | Detail | STATE HWY 23 N |
| 06/07/19 13:06 | PI190610908 | Search Warrant | ORIOLE ST E |
| 06/07/19 15:33 | PI190610920 | Paper Service | STATE HWY 23 N |
| 06/07/19 16:58 | PI190610925 | medical | STATE HWY 23 N |
| 06/07/19 19:43 | PI190610944 | Attemp Pickup | LUNDORFF DR |
| 06/07/19 20:30 | PI190610948 | Grass/Wildfire | MILITARY RD S |
| 06/07/19 21:52 | PI190610955 | Propery Lost/Found | OLD WAGON RD |
| 06/08/19 17:22 | PI190611008 | Trespass | MAIN AVE S |
| 06/08/19 19:23 | PI190611015 | medical | COURT AVE N |
| 06/08/19 22:19 | PI190611027 | Loud Music Complaint | ANGLE AVE |

Total Records: 54



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 June 17, 2019

| CFS Date/Time | CFS # | Description | Street Name |
|----------------|-------------|-------------------------|------------------|
| 08/09/19 07:51 | PI190811051 | Disturbance | MILITARY RD S |
| 08/09/19 15:56 | PI190811067 | Informational | ANGLE AVE |
| 08/09/19 18:56 | PI190811077 | Miscellaneous Law Call | COMMERCIAL AVE N |
| 08/10/19 00:52 | PI190811091 | Suspicious Activity | STATE HWY 23 N |
| 08/10/19 02:05 | PI190811093 | Incident with Squad | ORIOLE ST E |
| 08/10/19 11:14 | PI190811111 | Follow Up | STATE HWY 123 |
| 08/10/19 11:15 | PI190811112 | Funeral Escort | COMMERCIAL AVE N |
| 08/10/19 13:39 | PI190811117 | Auto Fire Alarm | LUNDORFF DR |
| 08/10/19 20:03 | PI190811144 | Suspicious Activity | STATE HWY 23 N |
| 08/10/19 20:12 | PI190811145 | Paper Service | STATE HWY 23 N |
| 08/10/19 21:04 | PI190811151 | Animal Disturbance | RIVER BLUFF AVE |
| 08/10/19 22:27 | PI190811154 | Check Welfare | PALISADE AVE |
| 08/11/19 03:54 | PI190811163 | Audible Alarm | LUNDORFF DR S |
| 08/11/19 09:40 | PI190811170 | Traffic Stop | HWY 23 N |
| 08/11/19 10:25 | PI190811173 | Detail | STATE HWY 123 |
| 08/11/19 14:59 | PI190811190 | Follow Up | MAIN AVE N |
| 08/11/19 15:48 | PI190811197 | Theft | STATE HWY 23 N |
| 08/11/19 16:58 | PI190811210 | Informational | BIRCH AVE |
| 08/11/19 17:39 | PI190811215 | Repeat Offender | PARK AVE |
| 08/11/19 19:52 | PI190811227 | Disturbance | MINNESOTA ST |
| 08/11/19 21:07 | PI190811233 | Animal Disturbance | BIRCH AVE |
| 08/11/19 22:21 | PI190811239 | Disturbance | STATE HWY 23 N |
| 08/12/19 05:17 | PI190811248 | medical | PARK AVE |
| 08/12/19 06:55 | PI190811251 | Security Alarm | GROUSE ST |
| 08/12/19 09:34 | PI190811260 | Check Welfare | MINNESOTA ST |
| 08/12/19 12:02 | PI190811278 | Fraud/Scam/ID | LUNDORFF DR |
| 08/12/19 14:13 | PI190811289 | Repeat Offender | COURT AVE N |
| 08/12/19 14:48 | PI190811292 | Customer Trouble | STATE HWY 23 N |
| 08/12/19 16:12 | PI190811299 | Animal Check Welfare | HWY 23 N |
| 08/12/19 17:21 | PI190811300 | Check Business | OLD WAGON RD |
| 08/12/19 17:32 | PI190811302 | Paper Service | MINNESOTA ST |
| 08/12/19 17:36 | PI190811304 | Paper Service | MINNESOTA ST |
| 08/12/19 17:41 | PI190811306 | Juvenile Trouble | MILITARY RD S |
| 08/12/19 23:53 | PI190811337 | Check Business | OLD WAGON RD |
| 08/13/19 00:25 | PI190811339 | Miscellaneous Fire Call | STATE HWY 23 N |
| 08/13/19 07:35 | PI190811350 | Informational | OLD WAGON RD |
| 08/13/19 08:17 | PI190811354 | Detail | STATE HWY 23 N |
| 08/13/19 12:01 | PI190811369 | Informational | COURT AVE N |
| 08/13/19 17:30 | PI190811398 | Disturbance | STATE HWY 23 N |
| 08/13/19 23:13 | PI190811429 | Check Business | OLD WAGON RD |

| CFS Date/Time | CFS # | Description | Street Name |
|----------------|-------------|-------------------|------------------|
| 08/13/19 23:34 | PI190811430 | Traffic Stop | STATE HWY 123 |
| 08/13/19 23:46 | PI190811431 | Attemp Pickup | STATE HWY 23 N |
| 08/14/19 02:49 | PI190811438 | Crank 911 calls | COMMERCIAL AVE N |
| 08/14/19 03:07 | PI190811439 | Security Alarm | MAIN AVE N |
| 08/14/19 08:26 | PI190811441 | Detail | STATE HWY 23 N |
| 08/14/19 11:05 | PI190811450 | Call Back | STATE HWY 23 S |
| 08/14/19 11:06 | PI190811451 | Repeat Offender | GROUSE ST |
| 08/14/19 12:27 | PI190811457 | medical | DIVISION ST |
| 08/14/19 17:30 | PI190811478 | Traffic complaint | OLD MILITARY RD |
| 08/14/19 18:33 | PI190811486 | Juvenile Trouble | JAY ST |
| 08/14/19 21:57 | PI190811507 | Informational | COURT AVE N |
| 08/15/19 00:04 | PI190811513 | Subject Stop | MAIN AVE N |
| 08/15/19 19:06 | PI190811569 | Medical Transport | LUNDORFF DR |

Total Records: 53



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 June 24, 2019

| CFS Date/Time | CFS # | Description | Street Name |
|----------------|-------------|--------------------------|-------------------|
| 08/18/19 09:35 | PI190811600 | Vehicle Information Call | KLEJESKI RD |
| 08/18/19 12:22 | PI190811607 | medical | COURT AVE N |
| 08/18/19 17:28 | PI190811625 | Check Welfare | LUNDORFF DR |
| 08/17/19 08:46 | PI190811664 | Burglary | COMMERCIAL AVE N |
| 08/17/19 10:31 | PI190811674 | Theft | MAIN AVE N |
| 08/17/19 10:37 | PI190811675 | Call Back | PARK AVE |
| 08/17/19 13:11 | PI190811686 | | ORIOLE ST E |
| 08/17/19 14:06 | PI190811692 | Damage to Property | COURT AVE N |
| 08/17/19 14:18 | PI190811693 | Paper Service | OLD MILITARY RD S |
| 08/17/19 19:27 | PI190811715 | Informational | ORIOLE ST E |
| 08/17/19 20:03 | PI190811721 | Informational | ORIOLE ST E |
| 08/17/19 21:57 | PI190811730 | Trespass | MAIN AVE S |
| 08/18/19 13:42 | PI190811758 | Theft | STATE HWY 23 S |
| 08/18/19 19:17 | PI190811782 | Disturbance | MINNESOTA ST |
| 08/18/19 21:21 | PI190811792 | medical | LUNDORFF DR |
| 08/19/19 00:22 | PI190811802 | medical | LUNDORFF DR |
| 08/19/19 01:18 | PI190811803 | Detail | ORIOLE ST E |
| 08/19/19 12:00 | PI190811825 | Animal Check Welfare | DIVISION ST |
| 08/19/19 16:44 | PI190811842 | Paper Service | STATE HWY 23 N |
| 08/19/19 16:54 | PI190811844 | Paper Service | JAY ST |
| 08/19/19 17:01 | PI190811845 | Paper Service | MINNESOTA ST |
| 08/19/19 17:55 | PI190811848 | Detail | |
| 08/19/19 18:40 | PI190811855 | Threats | STATE HWY 23 S |
| 08/19/19 19:51 | PI190811862 | Public Assist | STATE HWY 23 N |
| 08/19/19 20:14 | PI190811864 | Unknown Trouble | LUNDORFF DR |
| 08/19/19 22:11 | PI190811873 | Informational | COMMERCIAL AVE N |
| 08/20/19 09:39 | PI190811895 | Theft | STATE HWY 123 |
| 08/20/19 13:10 | PI190811909 | Animal Disturbance | ORIOLE ST E |
| 08/20/19 16:21 | PI190811926 | Theft | OLD WAGON RD |
| 08/20/19 16:42 | PI190811928 | Medical Transport | COURT AVE S |
| 08/20/19 16:45 | PI190811929 | Check Welfare | 3RD ST |
| 08/20/19 17:00 | PI190811931 | Animal Disturbance | 2ND ST |
| 08/21/19 01:19 | PI190811972 | Public Assist | COURT AVE N |
| 08/21/19 01:50 | PI190811974 | Lift Assist | MINNESOTA ST |
| 08/21/19 09:30 | PI190811986 | Paper Service | PRISON RD |
| 08/21/19 11:39 | PI190811993 | Police Test Call | ORIOLE ST E |
| 08/21/19 12:29 | PI190811996 | Property Lost/Found | COMMERCIAL AVE N |
| 08/21/19 15:11 | PI190812004 | Traffic complaint | MAIN AVE N |
| 08/21/19 15:42 | PI190812006 | Informational | ORIOLE ST E |
| 08/21/19 20:15 | PI190812021 | Gas Leak In/Out | LUNDORFF DR |

| CFS Date/Time | CFS # | Description | Street Name |
|----------------|-------------|-------------------|------------------|
| 06/21/19 21:12 | P1190612027 | Disturbance | COURT AVE N |
| 06/22/19 12:07 | P1190612072 | Informational | COURT AVE S |
| 06/22/19 15:29 | P1190612088 | Fraud/Scam/ID | COMMERCIAL AVE N |
| 06/22/19 19:16 | P1190612104 | Sound of Shots | EISENHOWER ST |
| 06/22/19 19:30 | P1190612106 | Medical Transport | LUNDORFF DR |
| 06/22/19 21:34 | P1190612113 | Traffic Stop | STATE HWY 23 N |

Total Records: 46



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 July 1, 2019

| CFS Date/Time | CFS # | Description | Street Name |
|----------------|-------------|-------------------------|-------------------|
| 06/23/19 01:06 | PI190812134 | Attemp Pickup | QUARRY PL |
| 06/23/19 03:33 | PI190812141 | Medical Transport | LUNDORFF DR |
| 06/23/19 10:49 | PI190812151 | | ORIOLE ST E |
| 06/23/19 16:14 | PI190812165 | | ORIOLE ST E |
| 06/23/19 18:20 | PI190812171 | Suspicious Activity | STATE HWY 23 S |
| 06/23/19 23:07 | PI190812180 | Disturbance | STATE HWY 23 N |
| 06/24/19 11:05 | PI190812196 | Informational | JEFFERSON ST |
| 06/24/19 18:00 | PI190812218 | Informational | COURT AVE S |
| 06/24/19 18:29 | PI190812221 | Animal Disturbance | COURT AVE N |
| 06/24/19 21:41 | PI190812235 | Informational | STATE HWY 23 S |
| 06/24/19 22:53 | PI190812238 | Miscellaneous Fire Call | MINNESOTA ST |
| 06/25/19 17:42 | PI190812295 | Traffic Stop | MAIN AVE S |
| 06/25/19 17:48 | PI190812298 | Traffic Stop | COMMERCIAL AVE N |
| 06/25/19 19:56 | PI190812304 | medical | COURT AVE S |
| 06/25/19 23:21 | PI190812314 | medical | LUNDORFF DR |
| 06/26/19 00:11 | PI190812318 | Traffic Stop | STATE HWY 23 N |
| 06/26/19 06:26 | PI190812331 | Medical Transport | LUNDORFF DR |
| 06/26/19 12:54 | PI190812356 | Check Welfare | QUARRY PL |
| 06/26/19 15:12 | PI190812368 | Traffic Stop | HWY 23 N |
| 06/26/19 16:16 | PI190812369 | Miscellaneous Law Call | MILITARY RD S |
| 06/26/19 22:27 | PI190812400 | Runaway | PARK AVE |
| 06/27/19 09:47 | PI190812423 | MVA Property Damage | 1ST ST |
| 06/27/19 10:00 | PI190812422 | Civil Process | MILITARY RD S |
| 06/27/19 12:39 | PI190812437 | medical | COMMERCIAL AVE N |
| 06/27/19 14:47 | PI190812445 | Disturbance | PARK AVE |
| 06/28/19 10:04 | PI190812497 | Customer Trouble | STATE HWY 23 N |
| 06/28/19 10:05 | PI190812498 | Repeat Offender | COURT AVE N |
| 06/28/19 15:21 | CA190616477 | Assist Other Agency | COMMERCIAL AVE N |
| 06/28/19 15:45 | PI190812528 | Call Back | STATE HWY 23 N |
| 06/28/19 20:48 | PI190812555 | Disturbance | OLD MILITARY RD S |
| 06/28/19 21:20 | PI190812559 | Suspicious Activity | ORIOLE ST E |
| 06/28/19 22:44 | PI190812563 | Suspicious Activity | 1ST ST |
| 06/28/19 22:47 | PI190812564 | Security Alarm | CO HWY 61 |
| 06/29/19 00:12 | PI190812569 | Loud Music Complaint | EAGLE DR |
| 06/29/19 00:17 | PI190812571 | Suspicious Activity | COURT AVE S |
| 06/29/19 03:12 | PI190812583 | Informational | ORIOLE ST E |
| 06/29/19 16:19 | PI190812617 | Security Alarm | 5TH ST |
| 06/29/19 17:18 | PI190812622 | Call Back | STATE HWY 23 S |
| 06/29/19 18:09 | PI190812629 | Child Custody/Visit | ANGLE AVE |
| 06/29/19 19:27 | PI190812633 | Damage to Property | OLD MILITARY RD S |

| CFS Date/Time | CFS # | Description | Street Name |
|----------------|-------------|---------------|------------------|
| 06/29/19 20:51 | P1190812645 | Attemp Pickup | GROUSE ST |
| 06/29/19 21:35 | P1190812650 | Traffic Stop | STATE HWY 23 N |
| 06/29/19 21:49 | P1190812653 | medical | COMMERCIAL AVE N |
| 06/29/19 21:59 | P1190812654 | Traffic Stop | ANGLE AVE |

Total Records: 44

Fire Department Report: June, 2019

Elite mfrfirereport

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) |
|---|---|-----------------------------|--------------------------------------|--|
| 06/01/2019 08:44:54 | Dispatched and cancelled en route | 510 5th Street | None | Ambulance |
| 06/01/2019 13:58:00 | Excessive heat, scorch burns with no ignition | 614 Angle Avenue | None | City |
| 06/01/2019 20:13:47 | Mobile property (vehicle) fire, other | 709 Military Road South | None | City |
| 06/02/2019 00:23:00 | Grass fire | 55501 Trapp Lane | Other aid given | DNR |
| 06/06/2019 22:28:00 | Building fire | 501 North Park Avenue | Mutual aid received | City |
| 06/21/2019 20:18:00 | Gas leak (natural gas or LPG) | 1109 Lundorff Drive | None | City |
| 06/24/2019 23:21:22 | Brush or brush-and-grass mixture fire | 313 Minnesota Street | None | City |

Report Filters

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

Description

Activity report for the city

The training was taken up with pump and engine operations.

Sandstone Public Library

June report

The Summer Reading program has begun and the kids are busy reading. Several have already completed their first reading sheet and are on Extra Innings. There has been lots of “Galaxy Slime” leaving the building as this seems to be the most popular incentive this year. The Jolly Pops Group kicked off the program and were wonderful but a little noisy for city hall! It was fun to watch the kids dancing and singing with them. Everyone enjoyed an ice cream cone from the Pine County Dairy wagon after the concert.

We will have two new faces helping out with story time and we are excited to welcome them. It means that we can easily offer the session every Thursday without Spring, Summer, Fall or Winter breaks. Both new faces have much experience working with children and we think they will be a great asset to this popular program. We typically see 10 - 25 kids at this weekly event.

The Friends have received many donations of books and plans are underway for the annual Quarry Days Book Sale. We can always use help setting the books up.

As of this writing we have answered 292 miscellaneous reference questions and we have seen 1,372 patrons.

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
June 26, 2019

CALL TO ORDER: 6:02 p.m.

ROLL CALL: Kester, Spartz, Franklin, Devlin, Anderson and Palmer
Members absent: LaBounty
Staff present: Administrator George and Recording Secretary Nelson
Others present: None

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

APPROVE AGENDA

Motion Franklin, second Palmer to approve the agenda with the deletion of Bradley Brzezinski - DEED. Motion carried 6-0.

APPROVE MINUTES

Motion Palmer, second Franklin to approve the minutes of the following meetings: April 24, 2019 Regular EDA Meeting; May 1, 2019 Special EDA Meeting; May 15, 2019 Special EDA Meeting; May 29, 2019 Special EDA Meeting; and June 5, 2019 Special EDA Meeting. Motion carried 6-0.

PUBLIC HEARING: None

NEW BUSINESS:

Management Agreement – Great Lakes Management

The EDA's Management Agreement with Great Lakes Management for the Wild River Senior Apartments and the Wild River Townhomes will expire at the end of June. Since the EDA has a pending sale of the properties, with a proposed closing date of July 19th, Great Lakes Management has agreed to sign a Memorandum of Understanding that will extend the current Agreement through July 19th. If the closing doesn't take place by July 19th, the City and GLM can agree in writing to further extend the Agreement to a later date.

Motion Devlin, second Palmer to approve the Memorandum of Understanding between Great Lakes Management Company and the Economic Development Authority of the City of Sandstone. Motion carried 6-0.

CONTINUING BUSINESS:

Sandstone Development, LLC – Request for Extension

The due diligence period on the two Purchase Agreements the EDA has executed with Sandstone Development LLC expires on July 26th. The City had previously provided a 30-day extension which was allowed in the Purchase Agreements, followed by a 60-day extension and additional earnest money, followed by a 1-year extension and additional earnest money. At the last extension request, a year ago, the EDA was told that the developer is looking for a Spring, 2019 ground breaking. The Developer is now asking for a 6-month extension to January 27, 2020. The Developer is also proposing an additional \$1,250 in earnest money on each parcel.

The original Purchase Agreements were signed on December 27, 2017. The current earnest money amount, according to the Second Amendment to the Purchase Agreements, is \$4,500 per lot; total of \$9,000.

The EDA discussed the marketing of the lots while the purchase agreements are in effect. None of the lots in the Medical/Business Park are being actively marketed. The EDA would like to have proof that the earnest money has been deposited in an escrow account.

Motion Devlin, second Franklin to grant the 6-month extension to Sandstone Development, LLC while increasing the earnest money an additional \$5,000 per lot. Motion carried 6-0.

Lundorff Drive Project Wrap-Up

Staff has been working on wrapping up several matters regarding the Lundorff Drive project; such as project expenses, grant funds, interfund loans, purchase/sale prices, and special assessments. Administrator George has been researching the expenses incurred thus far in the Grant Knowles Addition and Sandstone Business Park, each of which required categorizing. It has been a laborious process.

In regards to the purchases of the lots thus far, all were sold with a different mix of cash and assessments, with some receiving tax abatement or tax increment financing. After review and discussion, decisions to be made regarding: a) Is the price per acre applicable only to buildable acres or should it be total acres? b) For some deals, the \$31,363 per acre price was the total cost; for others, special assessments were added to that amount. Is this fair, or should there be adjustments? 3) The price charged for the Gateway Clinic does not fall into the pattern of the others; why is that? These things need to be figured out in order for the EDA to decide how to proceed with marketing and selling the rest of the lots in the industrial park.

Various Updates

The following updates were provided:

- EDA Business Breakfast – April 25th: 29 people attended. People seemed to really enjoy the speakers, especially Kenyi Okucu (61 Motel) and Anna Resier (Social Media Marketing). Lori Loew catered the event, which was held at Pam Lewis' new real estate office on Main Street. A few people provided feedback regarding areas that they could use some assistance with; such as, recruiting and keeping employees (3), formal business planning, expanding footprint (2), marketing (2), social media (2), state policies (2), local policies (2), technology improvements/updates, training employees, exporting products.
- Opportunity Zones (OZ) – Northspan has partnered with several other entities to create Minnesota Opportunity Collaborative. One of the most recent “revelations” is that investors can invest non-capital gains funds in OZ projects (it doesn't have to be only capital gains funds). Also, any earnings made on the OZ investment are also tax exempt.
- Habitat for Humanity – Surveys on the 2 lots that Habitat is interested in have been completed. EDA members asked about the other three lots and when they would be offered for sale. George stated that only one is ready to sell. She will prepare the appropriate forms and advertise the lot for sale.
- Minnesota Housing Partnership Technical Assistance – Spartz, Palmer and George have been meeting with the MHP team on the redevelopment process for The Rock. The next step in this

process is to create a Request for Proposals and decide on a developer so that the team can get busy on working towards submitting a “Super RFP” to Minnesota Housing Finance Agency next spring.

- Wild River Property Sale – Many documents have been provided to the buyer, as requested in the Purchase Agreement. After consulting with several EDA members, George approved offering a severance package to Jason (\$2,500) and Jodi (\$5,000) Isaacson. The intent of the offer is to ensure that they will not terminate their employment with Great Lakes Management prior to closing on the sale.
- Business Retention & Expansion Visits – The EDA has enlisted the services of Karl Schuettler with the Northspan Group to conduct BR&E visits with select business owners. The following businesses have been selected to participate:
 - Sandstone 61 Motel
 - Arlen Krantz Ford
 - Lampert Lumber
 - Franklin’s Ben Franklin
 - Anderson Recycling
 - Midwest Country Music Theater
 - Mike Johnson Construction/MPJ Rental Ace Hardware
 - Mike Maitrejean – Minnesota T’s
 - Quality Home & Sports
 - Sandstone Health Care Center
 - Arrowhead Transit
 - Amy’s Restaurant
 - Transmissions Plus
 - Browns Beans & Greens

ADJOURN

Motion Franklin, second Devlin to adjourn at 7:12 p.m. Motion carried 6-0.

Phillip Kester, Chair

Kathy George, Executive Director

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

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

Members absent: Karry White, Mary Franklin, Dorothy Dybvig

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

Guests: None

Call to Order

The meeting was called to order at 8:04 a.m. by Vice-Chair Barsness.

Pledge of Allegiance

Agenda

Motion Sturtz, second Chasson, to approve the agenda as presented. Motion passed 4-0.

Minutes

Motion Chasson, second Sturtz, to approve the minutes of the June 14, 2019 meeting. Motion passed 4-0.

New Business

A. Special Event Permit Application – OSAC – The City received a request from the Old School Arts Center to hold at Art Festival in Train Park on Sunday, September 8th, 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.

Motion Barsness, second Sturtz, to recommend the City Council approve the Special Event Permit Application for the OSAC Art Festival on September 8th in Train Park. Motion passed 4-0.

B. Sandstone Quarry Lions Request – Bench in Train Park - The City received a request from Kristee Thorvig on behalf of the Sandstone Quarry Lions to place a bench in Train Park. The Lions earned the bench from Trex Furniture’s plastic bag recycling challenge. Thorvig also asked if the Park Commission had a color preference. Commissioners had questions regarding whether or not there would be a cement slab and if the bench would be secured in some way. They agreed on a color preference of dark brown.

Motion Vavricka, second Sturtz, to recommend the City Council accept the donation of the bench and further directing the Quarry Lions to work with City Staff on the placement of the bench. Motion passed 4-0.

C. National Night Out – August 6th – Commissioners worked with Staff to prepare for National Night Out. The American Legion will serve food, with the food being provided by the City. The Dairy Association has been contacted to serve ice cream, with the City paying for the ice cream. Fred Keller has been secured as the musician. The Sheriff, Fire Department,

Ambulance, County Health & Human Services will be invited. County Attorney Reese Frederickson and East Central School Superintendent Andy Almos will attend.

Representatives from the Federal Correctional Institute have been invited. There will be a formal program to introduce the special guests and allow time for them to speak. The Audubon Center will be invited, as well as The Tree House and the Eagle Teens in Action. An emcee for the event is needed. Staff will look into having a bouncy house for kids. It was decided to use the bandshell this year, rather than the gazebo.

- D. August Park Meeting - The August Park meeting is on Friday, August 9th. This is the start of Quarry Days and the Friends of the Library will be setting up and holding their book sale in the meeting room. **Motion Vavricka, second Chasson, to cancel the August Park & Rec Commission meeting, noting that a special meeting can be called if necessary. Motion passed 4-0.**

Continuing Business

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

City Code 960 – Special Events – At the June Park Commission meeting, Commissioners approved changes and recommended the Ordinance be presented to the City Council for adoption. At the June 19th Council Meeting, one change was made by the Council which was to keep “funeral processions” listed as an exemption from the ordinance.

Commissioners then discussed the exemption for 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. Previously, they had agreed to remove this exemption; however, on further thought, they decided to keep the exemption but to change it from “299 or fewer” to “75 or fewer”. **Motion by Vavricka, second by Sturtz, to allow an exemption for events involving 75 or fewer people. Motion passed 4-0.**

The final ordinance will be presented to the City Council for adoption.

Lions Hill Chalet. Miller’s Roofing & Siding completed the re-roofing of the chalet. They were able to reuse the chimney pipe, which they repainted. A quote has been received from Mike Johnson for extending sewer and water to the building; however, staff is waiting for a second quote. The Sandstone Lions Club has agreed to contribute \$2,500 to the repairs. They would like a plaque placed in honor of Frank Loken somewhere inside the chalet, noting that the Lions participated in the project in memory of him. **Motion Vavricka, second Sturtz, to recommend the City Council accept the Sandstone Lions donation of \$2,500. Motion passed 4-0.**

Robinson Park.

- A meeting took place on June 26th with DNR representatives to look at the old dam remnants and the boat ramps/access points. One of the suggestions made by the DNR was to install bouys and cables to address safety concerns. Commissioners discussed this and felt that it would not be appropriate to add bouys and cables and, in fact, would be more dangerous due to the rapid rising and falling of the water level in the Kettle River. The City will provide a letter of support for the Kettle River to be placed on the list of the River Restoration Unit of the

DNR. The City will work with the DNR on a project to add a ramp at Access Point #1, which is the northern-most access point in Robinson Park. Access Point #2 could be developed into a usable ramp for trailers/boat access. This is the middle of the 3 access points in Robinson Park. Access Point #3 (off the main parking lot) will be eliminated with the Legacy Grant project; however, it would be good to have some type of landing area at this location.

- Spring Clean Up took place June 22nd. Three Commissioners, George, one community volunteer, and about 10 climbers participated. There may be another clean up effort in the fall.
- Staff is looking into the possibilities and costs associated with bringing electricity to the Climbers shed and also to the top of the stage wall or light wall. It was reported that it is not feasible to move the shed closer to the wall because of the bedrock.
- There were 25 registrations for 26 days of camping in June.

KREEC Site Redevelopment. A meeting was held at the site on July 10th. George reported that when she talks to people about the possibility of having an ATV obstacle course, she receives positive feedback. She would like to explore the possibility by having a feasibility study conducted as she sees this potential use as an economic benefit to the area and it would fill a gap in the region. She stated that the study would look at potential users and also the site.

Commissioner Vavricka was adamantly opposed to motorized recreation in the City. He stated that for the past 15 years the City has focused on “green tourism”. He made a motion that no ATVs be allowed in any City Parks. The motion died for lack of a second.

Commissioner Chasson was also opposed, stating confusion with the process. He and others have been meeting to discuss the possibility of having hiking and ski trails on the property. George noted that there are many other opportunities for hiking and skiing in the area. She did not feel that the City should expend funds to provide more hiking and skiing. Chasson also noted wetland concerns on the property.

Commissioner Sturtz stated that he has no personal interest in ATVs; however, he is supportive of a study to determine legitimate users.

Commissioner Barsness stated that he would like to explore all possibilities regarding various uses. He suggested the item be tabled.

Motion Chasson, second Barsness, to broaden the spectrum of attendees at another meeting regarding the feasibility of the site. Motion passed 4-0.

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

Other – Other updates were provided as follows:

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. An Ice Cream Social is being planned for Friday, July 26th, from 5-7 at The Rock.

Adjourn

Motion Chasson, second Sturtz, to adjourn the meeting at 9:15 a.m. Motion passed 4-0.

Respectfully submitted, Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: July 17, 2019
SUBJECT: Accept Donations

BACKGROUND: The City has been presented with two donation opportunities:

(1) The Quarry Lions would like to donate a bench to be placed in Train Park. They earned the bench from Trex Furniture's plastic bag recycling challenge, which was a community service project of the Quarry Lions and Chris' Food Center. The value of the bench is \$529.00

(2) The Sandstone Lions have agreed to contribute \$2,500 towards the various repairs being made at the chalet on Lions Hill. They would like a plaque placed inside the building to honor Lion Frank Loken.

ATTACHMENT(S): Resolution No. 20190717-02 Accepting Donations

STAFF RECOMMENDATION: Adopt Resolution

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

RESOLUTION NO. 20190717-02

A RESOLUTION ACCEPTING A DONATION TO THE CITY OF SANDSTONE

WHEREAS, the City of Sandstone is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|----------------------|---------------|
| Sandstone Lions Club | \$2,500.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows: funds are to be used to off-set expenses the City incurs for repairs made to the chalet at Lions Hill. Additionally, a plaque shall be placed inside the chalet to honor Lion Frank Loken;

WHEREAS, the following persons and entities have offered to contribute real property set forth below to the city:

| <u>Name of Donor</u> | <u>Real Property</u> |
|-----------------------------|----------------------|
| Sandstone Quarry Lions Club | Park Bench |

WHEREAS, the terms or conditions of the donations, if any, are as follows: the bench is to be placed in Train Park;

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

- 1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.**
- 2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.**

Passed by the City Council of Sandstone, Minnesota this 17th day of July, 2019.

Mayor

Attested:

City Administrator

June Summary

| <u>Parcel ID#</u> | <u>Address</u> | <u>Status</u> |
|-------------------|-------------------------|---|
| 450125000 | 42 MINNESOTA ST | Citation (Past Due Violations) |
| 455552001 | 101 COMMERICAL AVE | Open Orders w/ Violations |
| 455056000 | 103 PALISADE AVE | Open Orders w/ Violations |
| 455551001 | 105 COMMERICAL AVE | Open Orders w/ Violations |
| 455221000 | 106 LARK ST | Citation (Non-Registration & Past Due Violations) |
| 455179000 | 109 DIVISION ST | Open Orders w/ Violations |
| 450114001 | 205 COURT AVE S | Open Orders w/ Violations |
| 455149000 | 210 1ST ST | Citation (Non-Registration) |
| 455158000 | 221 1ST ST | Citation (Non-Registration) |
| 450130001 | 231 MINNESOTA ST | Open Orders w/ Violations |
| 450114000 | 234 MINNESOTA ST | Open Orders w/ Violations |
| 455541000 | 300 COMMERICAL AVE | Open Orders w/ Violations |
| 455330000 | 301 PARK AVE | Open Orders w/ Violations |
| 450101006 | 301 STATE HWY 23 S | Open Orders w/ Violations |
| 455414000 | 302 5TH ST | Citation (Past Due Violations) |
| 455247000 | 304 LARK ST | Citation (Non-Registration) |
| 455332000 | 306 COURT AVE N | Citation (Non-Registration & Past Due Violations) |
| 455028000 | 309 1ST ST | Citation (Non-Registration) |
| 455539000 | 313 COURT AVE N | Open Orders w/ Violations |
| 455477000 | 316 7TH ST | Open Orders w/ Violations |
| 455326000 | 317 PARK AVE | Citation (Non-Registration) |
| 455083000 | 338 MINNESOTA ST | Citation (Past Due Violations) |
| 455200000 | 401 OLD MILITARY ROAD S | Open Orders w/ Violations |
| 455360000 | 401 PARK AVE | Citation (Past Due Violations) |
| 455359000 | 405 PARK AVE | Open Orders w/ Violations |
| 455358000 | 409 PARK AVE | Citation (Non-Registration) |
| 455140000 | 500 EISENHOWER ST | Open Orders w/ Violations |
| 455421000 | 502 PARK AVE | Open Orders w/ Violations |
| 455397000 | 517 COMMERCIAL AVE | Citation (Non-Registration) |
| 455432000 | 609 PARK AVE | Open Orders w/ Violations |
| 455463000 | 702 ANGLE AVE | Citation (Non-Registration) |
| 455479000 | 702 COURT AVE N | Open Orders w/ Violations |
| 455472000 | 706 COMMERICAL AVE | Open Orders w/ Violations |
| 455474000 | 710 COMMERICAL AVE | Citation (Past Due Violations) |
| 455516000 | 717 STATE HWY 23 N | Citation (Non-Registration) |
| 455256000 | 1117 ASH AVE | Citation (Non-Registration) |
| 455504000 | 1122 STATE HWY 23 N | Citation (Past Due Violations) |
| 455241000 | 1313 STATE HWY 23 N | Citation (Non-Registration) |
| 455499000 | 1318 STATE HWY 23 N | Citation (Non-Registration) |

Open/Update Items

- 10 Unit(s) had 1st time inspections
- 0 Unit(s) brought within compliance via re-inspection
- 286 Total Unit Registrations

- Through a collaborative effort among all city staff an existing non-conforming mobile house that did not pass rental inspection was deemed unfit for habitation. It is now in the process of demolition and bringing the property into compliance with zoning regulations .



City of Sandstone

Rental inspection Program Update 07/17/19

MEMORANDUM

DATE: June 09, 2019

TO: City of Sandstone

FROM: Richard Drotning, Building Official

RE: Building Department report for the month of June

A TEMPORARY Occupancy Certificate was issued to Pine County for the new North Government Center. They will receive the permanent Occupancy Certificate when the exterior site plan requirements are completed.

The building department has issued 19 building and maintenance permits in June.

There were 2 Right of Way permits issued in June.

The total construction value for building permits issued in June is \$ 820,925.19

The total permit fees collected in June is \$ 10,820.75

The total building permit fees collected so far in 2019 is \$ 16,913.92

The total construction value so far in 2019 is \$ 1,132,077.67

There are currently 13 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 REROOF
HWY 61 motel
ACE Hardware storage/sales building
If you have any questions, please do not hesitate to ask.
Cell 320 279-1841

ROW PERMITS

| | |
|-------------------|------------------------------------|
| MN energy | River Bluff |
| Centurylink | Grouse st., Lundorff, Railroad Ave |
| Consolidated Comm | 117 4 th st Hwy 123 |
| MN POWER | ROBIN ST |
| MN ENERGY | 218 MAIN AVE ALLEY |

Streets & Parks O&M Report: June, 2019

Roads / Streets:

Filled potholes Old Milt. Rd. / Oriole St. (non-paved areas). Received new order of pothole patch material / will be patching paved streets as needed as time allows. Graded gravel roads an alley's as needed. Cleaned catch basins as needed. Mowed road ditches and shoulders (a continuing process as time allows). Received quote from MPJ Const. for ditch / gravel work for Pine Ave South. Should have 2nd quote from Roberts Excavating soon. Started working with engineer on list of streets in need of major repair or replacement.

Parks:

Collected garbage as needed / maintained rest rooms. Mowed grass as needed. Johnson Park: Cleaned up under shelter put down crushed rock / black dirt & grass seed. Robinson Park: Hauled out brush piles from clean up day (more brush to be cleared out when time allows). Group camp site signs installed (site #2 is usable but will need some more work when time allows). Train Park: Removed 2 trees growing too close to stairs / roof of gazebo. Lions Hill: Replaced roof and vents. (Millers Roofing). Received quote from MPJ Const. for possible water / sewer installation. Should have 2nd quote from Roberts Excavating soon. Angle Park: Hockey boards were sold and removed. Zamboni has been put up for public auction.

Cemetery:

Mowed grass as needed / cut dead tree hauled out. Received one quote from MPJ Const. for ditch work / retaining wall. Will have 2nd quote from Roberts Excavating soon.

Buildings:

Collected garbage & recycling as needed. Mowed grass / watered flowers as needed. Removed dead tree from east side of city hall / trimmed trees in front. Grass mowed at city owned residential properties.

City Shop:

Mowed grass as needed. Continue to clean & organize as time permits.

Misc:

Burned brush pile at compost site (planning to move site when time allows). Mowed sewer ponds. Printed and laminated NO PARKING signs for farmers market. Mowed neglected residential properties. Cleaned up blight / garbage 422 Court Ave. per city request.

Equipment Maintenance / Repairs

1999 Cheverolet 1500 :

High bidder on auction did not respond to purchase approval. Truck was re-posted for public auction.

2005 Cheverolet 2500HD:

Under carriage and frame was rust proofed. Maintained fluid levels.

1999 Ford F450 Plow / Dump Truck:

Had spare tire mounted and put on rear (cut in side wall in tire on truck). Greased and maintained fluid levels.

John Deere Tractor / mower:

Repaired / replaced leaking oil lines. Replaced rear tires because of age (18 yrs. Plus) and condition. Sharpened blades / greased / maintained fluid levels.

Elgin Street Sweeper:

Received some replacement parts that will be installed when time allows.

Road Grader & Backhoe / Loader:

Greased and maintained fluid levels.

Mowers / Lawn Equipment:

All mowers greased / maintained fluid levels. Repaired one STIHL FS-50 trimmer new carburetor / cable and shaft. Replaced one STIHL FS-50 trimmer (motor seized up) with new ECHO SRM-225 trimmer.

Streets & Parks Supervisor: Craig D. Hiler

July 10, 2019



Date: July 11, 2019

To: City of Sandstone

From: Alex Leger, Operator

O & M Report: June 2019

Water Operation & Maintenance

- The City pumped 2.804 million gal. at an avg of 93,467 gal per day. The daily max was 125,000 gal. (6/10/19). The daily minimum was 50,000 gal. on (6/29/19).
- Deep Well #2 Out-Put (Free Flowing) was 4.164 million gal. for the month with an avg. of 138,800 gal. per day.
- Well #1 Out-Put (Free Flowing) was 3.750 million gal. for the month with an avg. of 121,000 gal. per day.
- (5) Water Off – 1214 Ash Ave., 717 Commercial Ave., 422 Court Ave., 610 Park (Off due to not paying monthly bill) 501 Park (off due to fire)
- (5) Water On – 118 Lark, 610 Park, 717 Commercial, 1214 Ash Ave., 422 Court.
- Deep Well #2 pump & Backup Generator were exercised / Inspected 2x per month. Filter at WTP is Back-washed every 3 weeks or as needed.
- Artesian Well #1 is monitored daily.
- All Located / Work Orders / Samples & Analysis were completed when required.
- Meter reads for the month were completed on time.
- When I shut the water down at 717 Commercial the stand-pipe broke and filled with dirt, so when it was time to turn them back on, I flushed the pipe out enough to turn them on but then city worker dug it up and replaced broken pipe.
- Replaced chemical feed lines for Chlorine and Caustic at the WTP.
- Talked more with MBI which is the contractor that will be replacing doors and windows at WTP/WWP and they are trying to get a date together that they can start the project.

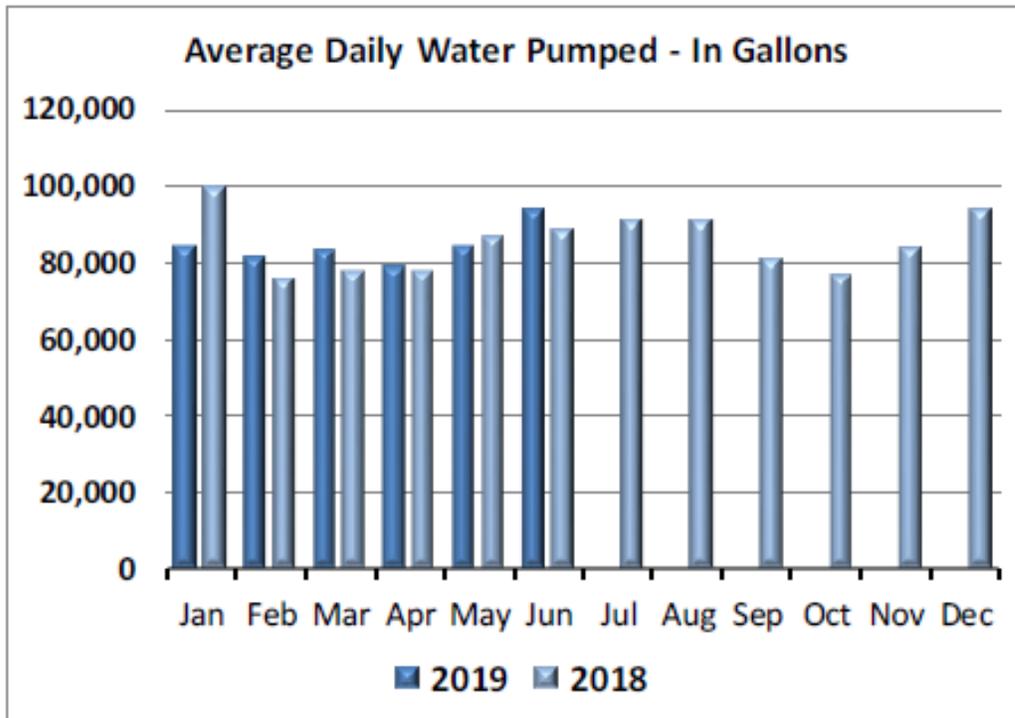


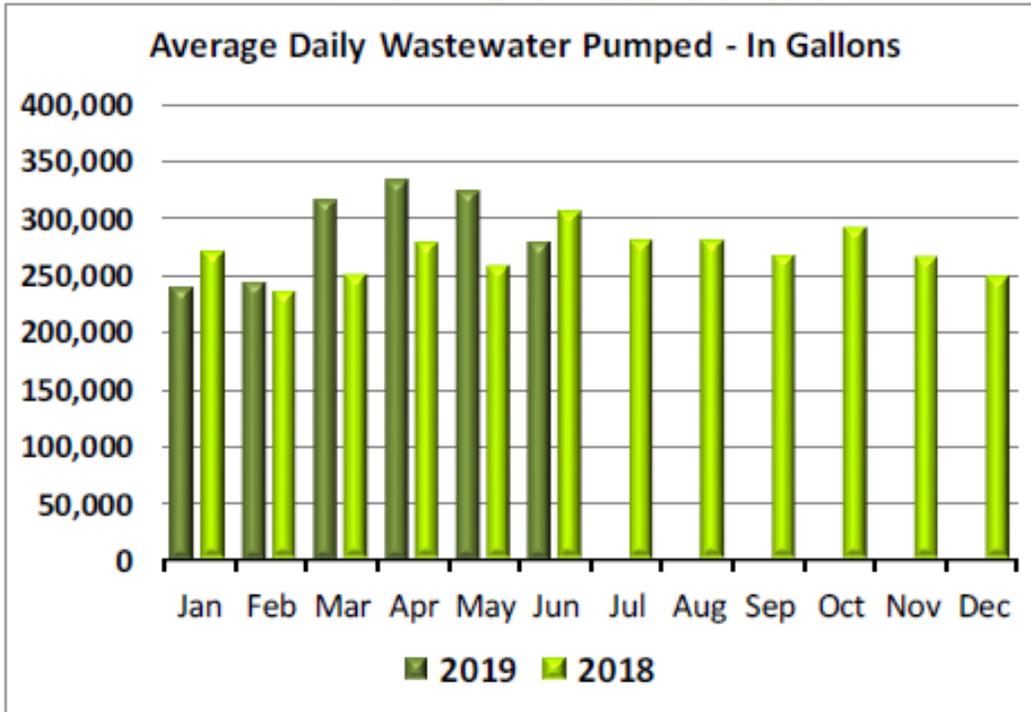
- Fixed missing water cap at 222 Court North.
- We had bac-t and E.coli samples taken which we do twice monthly and we got a positive from the City Hall building found out Friday the 21st and met with MDH to retest City Hall and also 4 other locations and all tests came back good. MDH said we probably ended up with a contaminated bottle from the lab which happens, but everything is perfectly fine.

Wastewater Operation & Maintenance

- There was 8.423 million gal. pumped to the ponds at an avg. 280,000 gal. per day. The city pumped 3.506 million gal. at an avg. of 117,000 gal. per day. FCI pumped 4.917 million gal. at an avg. of 164,000 gal. per day.
- (2) Discharges – one from pond #2 and one from pond #3.
- Backup Generator at WWP is exercised / Inspected 2x per month.
- All Locates / Work Orders / Samples & Analysis were completed as required.
- Had the Old Hospital line camera'd requested by the city and found that there is a break under the nursing home. The pipe is half collapsed from what the camera crew said, and the Engineers are looking it over now.
- Went to the new Hospital and Nursing home to look for rags in line and found more in the Nursing home line. After finding this my pumps plugged up at Lift Station #3 which is out by Victory, so we had to pull and clean them out.
- Cleaned grease from all 3 Lift Stations and sucked out everything that was not supposed to be in there.
- Guss Roberts with Roberts Excavation went back to Aspen and dug up the water line by that manhole that he replaced and fixed a slight leak that it had. After that dried up, he went back and fixed the yard that he had torn up.
- Talked to Olson's Sewer Service out of Forest Lake about coming up and Cameraing the Members Credit Union line requested by the city and they said they would be up on July 2nd between 10 and 12:00.

- Lift Pump #2 burnt some electrical things out in the control panel at WWP so Total Control came out and ordered some new parts for that and should be back up and running in the next few weeks.
- Been working with Kathy on the Ice Climbers Building project.





| Contract True-Ups - Current Contract Year | | | | |
|---|--------------------|-------------------|-------------|------------|
| Item | Budgeted Amount | Amount Spent | % of Budget | % of Time |
| Maintenance Budget | \$10,224.00 | \$3,266.00 | 32% | 50% |
| Total | \$10,224.00 | \$3,266.00 | 32% | 50% |

| Water | | June-19 | May-19 | June-18 |
|------------------------------------|-------------|--------------|--------------|---------------|
| | Units | | | |
| Average Daily Pumped | gallons | 93,467 | 83,935 | 89,000 |
| Total Monthly Pumped | gallons | 2,804,000 | 2,602,000 | 2,670,000 |
| Deep Well Pumped | gallons | 4,164,000 | 4,236,000 | 4,080,000 |
| Artesian Well Pumped | gallons | 3,750,000 | 4,236,000 | NO METER |
| Wastewater | | | | |
| CBOD | | | | |
| CBOD Influent Quarterly | mg/L | 270 | N/A | 251 |
| CBOD Effluent | mg/L | 14.0 | 15.0 | 8.5 |
| CBOD Effluent Permit Limit | mg/L | 25.0 | 25.0 | 25.0 |
| CBOD Effluent Loading | kg/day | 157 | 158 | 140 |
| CBOD Effluent Loading Permit Limit | kg/day | 271 | 271 | 271 |
| TSS | | | | |
| TSS Influent Quarterly | mg/L | 108 | N/A | 98 |
| TSS Effluent | mg/L | 41.3 | 48.0 | 23.0 |
| TSS Effluent Permit Limit | mg/L | 45.0 | 45.0 | 45.0 |
| TSS Effluent Loading | kg/day | 448 | 516 | 379 |
| TSS Effluent Loading Permit Limit | kg/day | 488 | 488 | 488 |
| Phosphorus | | | | |
| Phos Influent Quarterly | mg/L | 6.90 | N/A | 6.90 |
| Phos Effluent | mg/L | 4.80 | 4.20 | 5.50 |
| Phos Effluent Permit Limit | mg/L | monitor only | monitor only | monitor only |
| Phos Effluent Loading | kg/day | 52.00 | 46.00 | 90.00 |
| Phos Effluent Loading Permit Limit | kg/day | monitor only | monitor only | monitor only |
| Nitrogen Ammonia | | | | |
| NA Effluent | mg/L | N/A | 5.3 | 2.6 |
| NA Effluent Permit Limit | mg/L | monitor only | monitor only | monitor only |
| Fecal Coliform | | | | |
| Fecal Effluent | ml | 6 | 2 | 9 |
| Fecal Effluent Permit Limit | ml | 200#/100ml | 200#/100ml | 200#/100ml |
| Dissolved Oxygen | | | | |
| DO Effluent | mg/L | 7.40 | 7.90 | 7.60 |
| DO Effluent Minimum Permit Limit | mg/L | monitor only | monitor only | monitor only |
| Effluent Flow | | | | |
| Average Daily | gallons | 266,685 | 277,935 | 3,419,000 |
| Total Monthly | gallons | 37,336,000 | 8,616,000 | 23,934,000 |
| Influent Flow | | | | |
| Average Daily | gallons | 280,767 | 324,290 | 306,000 |
| Total Monthly | gallons | 8,423,000 | 10,053,000 | 9,177,000 |
| City Contributed Total | gallons | 3,506,000 | 4,945,000 | 4,478,000 |
| City Average Daily | gallons | 116,867 | 159,516 | 89,000 |
| FCI Contributed Total | gallons | 4,917,000 | 5,107,890 | 4,725,000 |
| FCI Average Daily | gallons | 163,900 | 164,771 | 157,000 |
| Hydraulic Violations | # | 0 | 0 | 0 |
| Precipitation Monthly Total | Inches | 6.19 | 4.21 | 8.05 |
| Cell #1 | Feet/inches | 6'3" 6/24/19 | 5'3" 5/29/19 | 8' 0" 6/28/18 |
| Cell #2 | Feet/inches | 4'3" 6/24/19 | 7'2" 5/29/19 | 6' 9" 6/28/18 |
| Cell #3 | Feet/inches | 2'8" 6/24/19 | 7'0" 5/29/19 | 2' 4" 6/28/18 |

| | | | | | | | | | | | | | | | | | | | |
|----------------------|---|----------------------|-------------------|-----------------|-------|-----------------------|---|-------------------|--------|----------------|----------|----------------|----------|------------------|----------|-------------------|----------|------------------|-----------|
| WO# | 33433.01 | Type | Scheduled | Priority | 5 | Downtime Hours | | Total Cost | \$0.00 | | | | | | | | | | |
| Create Reason | Triggered by Calendar | | Created By | | vkube | | <table border="1"> <tbody> <tr> <td>Created</td> <td>6/3/2019</td> </tr> <tr> <td>Printed</td> <td>6/3/2019</td> </tr> <tr> <td>Scheduled</td> <td>6/1/2019</td> </tr> <tr> <td>Delinquent</td> <td>7/1/2019</td> </tr> <tr> <td>Completed</td> <td>6/4/2019</td> </tr> </tbody> </table> | | | Created | 6/3/2019 | Printed | 6/3/2019 | Scheduled | 6/1/2019 | Delinquent | 7/1/2019 | Completed | 6/4/2019 |
| Created | 6/3/2019 | | | | | | | | | | | | | | | | | | |
| Printed | 6/3/2019 | | | | | | | | | | | | | | | | | | |
| Scheduled | 6/1/2019 | | | | | | | | | | | | | | | | | | |
| Delinquent | 7/1/2019 | | | | | | | | | | | | | | | | | | |
| Completed | 6/4/2019 | | | | | | | | | | | | | | | | | | |
| Equipment | 6067-W-PUM | Well Pump | | | | | | | | | | | | | | | | | |
| Location | 6067 Sandstone Water | | | | | | | | | | | | | | | | | | |
| Task | Annual Annual Preventative Maintenance(P07) | | | | | | | | | | | | | | | | | | |
| Instructions | Change Oil. Lock out control panel in reservoir building. | | | | | | | | | | | | | | | | | | |
| Notes | okay | | | | | | | | | | | | | | | | | | |
| WO# | 33432.01 | Type | Scheduled | Priority | 5 | Downtime Hours | | Total Cost | \$0.00 | | | | | | | | | | |
| Create Reason | Triggered by Calendar | | Created By | | vkube | | <table border="1"> <tbody> <tr> <td>Created</td> <td>6/3/2019</td> </tr> <tr> <td>Printed</td> <td>6/3/2019</td> </tr> <tr> <td>Scheduled</td> <td>6/1/2019</td> </tr> <tr> <td>Delinquent</td> <td>7/1/2019</td> </tr> <tr> <td>Completed</td> <td>6/10/2019</td> </tr> </tbody> </table> | | | Created | 6/3/2019 | Printed | 6/3/2019 | Scheduled | 6/1/2019 | Delinquent | 7/1/2019 | Completed | 6/10/2019 |
| Created | 6/3/2019 | | | | | | | | | | | | | | | | | | |
| Printed | 6/3/2019 | | | | | | | | | | | | | | | | | | |
| Scheduled | 6/1/2019 | | | | | | | | | | | | | | | | | | |
| Delinquent | 7/1/2019 | | | | | | | | | | | | | | | | | | |
| Completed | 6/10/2019 | | | | | | | | | | | | | | | | | | |
| Equipment | 6067-HSP-2 | High Service Pump #2 | | | | | | | | | | | | | | | | | |
| Location | 6067 Sandstone Water | | | | | | | | | | | | | | | | | | |
| Task | Annual Annual Preventative Maintenance(P07) | | | | | | | | | | | | | | | | | | |
| Instructions | Lock out control panel. 1. Change oil using Amokon 32. Tools Required: Funnel drained / changed oil | | | | | | | | | | | | | | | | | | |
| Notes | drained / changed oil | | | | | | | | | | | | | | | | | | |
| WO# | 33431.01 | Type | Scheduled | Priority | 5 | Downtime Hours | | Total Cost | \$0.00 | | | | | | | | | | |
| Create Reason | Triggered by Calendar | | Created By | | vkube | | <table border="1"> <tbody> <tr> <td>Created</td> <td>6/3/2019</td> </tr> <tr> <td>Printed</td> <td>6/3/2019</td> </tr> <tr> <td>Scheduled</td> <td>6/1/2019</td> </tr> <tr> <td>Delinquent</td> <td>7/1/2019</td> </tr> <tr> <td>Completed</td> <td>6/10/2019</td> </tr> </tbody> </table> | | | Created | 6/3/2019 | Printed | 6/3/2019 | Scheduled | 6/1/2019 | Delinquent | 7/1/2019 | Completed | 6/10/2019 |
| Created | 6/3/2019 | | | | | | | | | | | | | | | | | | |
| Printed | 6/3/2019 | | | | | | | | | | | | | | | | | | |
| Scheduled | 6/1/2019 | | | | | | | | | | | | | | | | | | |
| Delinquent | 7/1/2019 | | | | | | | | | | | | | | | | | | |
| Completed | 6/10/2019 | | | | | | | | | | | | | | | | | | |
| Equipment | 6067-HSP-1 | High Service Pump #1 | | | | | | | | | | | | | | | | | |
| Location | 6067 Sandstone Water | | | | | | | | | | | | | | | | | | |
| Task | Annual Annual Preventative Maintenance(P07) | | | | | | | | | | | | | | | | | | |
| Instructions | Lock out control panel. 1. Change oil using Amokon 32. Tools Required: Funnel drained and changed oil | | | | | | | | | | | | | | | | | | |
| Notes | drained and changed oil | | | | | | | | | | | | | | | | | | |
| WO# | 33430.01 | Type | Scheduled | Priority | 5 | Downtime Hours | | Total Cost | \$0.00 | | | | | | | | | | |
| Create Reason | Triggered by Calendar | | Created By | | vkube | | <table border="1"> <tbody> <tr> <td>Created</td> <td>6/3/2019</td> </tr> <tr> <td>Printed</td> <td>6/3/2019</td> </tr> <tr> <td>Scheduled</td> <td>6/1/2019</td> </tr> <tr> <td>Delinquent</td> <td>7/1/2019</td> </tr> <tr> <td>Completed</td> <td>6/10/2019</td> </tr> </tbody> </table> | | | Created | 6/3/2019 | Printed | 6/3/2019 | Scheduled | 6/1/2019 | Delinquent | 7/1/2019 | Completed | 6/10/2019 |
| Created | 6/3/2019 | | | | | | | | | | | | | | | | | | |
| Printed | 6/3/2019 | | | | | | | | | | | | | | | | | | |
| Scheduled | 6/1/2019 | | | | | | | | | | | | | | | | | | |
| Delinquent | 7/1/2019 | | | | | | | | | | | | | | | | | | |
| Completed | 6/10/2019 | | | | | | | | | | | | | | | | | | |
| Equipment | 6067-GEN | Generator | | | | | | | | | | | | | | | | | |
| Location | 6067 Sandstone Water | | | | | | | | | | | | | | | | | | |
| Task | MPM Monthly Preventative Maintenance(P07) | | | | | | | | | | | | | | | | | | |
| Instructions | 1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week. | | | | | | | | | | | | | | | | | | |
| Notes | inspected/tested under load, everything is okay | | | | | | | | | | | | | | | | | | |

| | | | | |
|----------------------|--|-------------------------|-----------------------|----------------------------|
| WO# 33428.01 | Type Scheduled | Priority 5 | Downtime Hours | Total Cost \$0.00 |
| Create Reason | Triggered by Calendar | Created By vkube | | Created 6/3/2019 |
| Equipment | 6067-EWS | Eye Wash Station | | Printed 6/3/2019 |
| Location | 6067 Sandstone Water | | | Scheduled 6/1/2019 |
| Task | MPM Monthly Preventative Maintenance(P07) | | | Delinquent 7/1/2019 |
| | | | | Completed 6/3/2019 |
| Instructions | Inspect eyewash and shower for proper operation. | | | |
| Notes | okay | | | |

| | | | | |
|----------------------|---|-------------------------|-----------------------|----------------------------|
| WO# 33428.01 | Type Scheduled | Priority 5 | Downtime Hours | Total Cost \$0.00 |
| Create Reason | Triggered by Calendar | Created By vkube | | Created 6/3/2019 |
| Equipment | 6067-DHD | Dehumidifier | | Printed 6/3/2019 |
| Location | 6067 Sandstone Water | | | Scheduled 6/1/2019 |
| Task | MPM Monthly Preventative Maintenance(P07) | | | Delinquent 7/1/2019 |
| | | | | Completed 6/3/2019 |
| Instructions | Inspect and check filter. Verify proper operation. | | | |
| Notes | | | | |

| | | | | |
|----------------------|--|-------------------------|-----------------------|----------------------------|
| WO# 33280.01 | Type Scheduled | Priority 5 | Downtime Hours | Total Cost \$0.00 |
| Create Reason | Triggered by Calendar | Created By vkube | | Created 6/3/2019 |
| Equipment | 5067-LS-3 | Lift Station #3 | | Printed 6/3/2019 |
| Location | 5067 Sandstone Wastewater | | | Scheduled 6/1/2019 |
| Task | MPM Monthly Preventative Maintenance | | | Delinquent 7/1/2019 |
| | | | | Completed 6/10/2019 |
| Instructions | <ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station. | | | |
| Notes | okay | | | |

| | | | | |
|----------------------|--|-------------------------|-----------------------|----------------------------|
| WO# 33259.01 | Type Scheduled | Priority 5 | Downtime Hours | Total Cost \$0.00 |
| Create Reason | Triggered by Calendar | Created By vkube | | Created 6/3/2019 |
| Equipment | 5067-LS-2 | Lift Station #2 | | Printed 6/3/2019 |
| Location | 5067 Sandstone Wastewater | | | Scheduled 6/1/2019 |
| Task | MPM Monthly Preventative Maintenance | | | Delinquent 7/1/2019 |
| | | | | Completed 6/10/2019 |
| Instructions | <ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station. | | | |
| Notes | okay | | | |

| | | | | | | | | | |
|----------------------|--|-----------------|-------------------|-----------------|-------|-----------------------|--|-------------------|--------|
| WO# | 33258.01 | 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 | | | | | | | | |

| | |
|-------------------|-----------|
| Created | 6/3/2019 |
| Printed | 6/3/2019 |
| Scheduled | 6/1/2019 |
| Delinquent | 7/1/2019 |
| Completed | 6/10/2019 |

| | | | | | | | | | |
|----------------------|---|-------------|-------------------|-----------------|-------|-----------------------|--|-------------------|--------|
| WO# | 33257.01 | Type | Scheduled | Priority | 5 | Downtime Hours | | Total Cost | \$0.00 |
| Create Reason | Triggered by Calendar | | Created By | | vkube | | | | |
| Equipment | 5067-GEN | Generator | | | | | | | |
| Location | 5067 Sandstone Wastewater | | | | | | | | |
| Task | MPM Monthly Preventative Maintenance(P07) | | | | | | | | |
| Instructions | 1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week. | | | | | | | | |
| Notes | inspected/tested under load, everything is okay | | | | | | | | |

| | |
|-------------------|-----------|
| Created | 6/3/2019 |
| Printed | 6/3/2019 |
| Scheduled | 6/1/2019 |
| Delinquent | 7/1/2019 |
| Completed | 6/10/2019 |

| | | | | | | | | | |
|----------------------|--|----------------------|-------------------|-----------------|-------|-----------------------|--|-------------------|--------|
| WO# | 33256.01 | Type | Scheduled | Priority | 5 | Downtime Hours | | Total Cost | \$0.00 |
| Create Reason | Triggered by Calendar | | Created By | | vkube | | | | |
| Equipment | 5067-EXT | Fire Extinguisher(s) | | | | | | | |
| Location | 5067 Sandstone Wastewater | | | | | | | | |
| Task | MPM Monthly Preventative Maintenance(P07) | | | | | | | | |
| Instructions | Check extinguishers at WWTP, WTP and vehicles. | | | | | | | | |
| Notes | all good | | | | | | | | |

| | |
|-------------------|-----------|
| Created | 6/3/2019 |
| Printed | 6/3/2019 |
| Scheduled | 6/1/2019 |
| Delinquent | 7/1/2019 |
| Completed | 6/10/2019 |

| | | | | | | | | | |
|----------------------|--|-------------|-------------------|-----------------|-------|-----------------------|--|-------------------|--------|
| WO# | 33255.01 | Type | Scheduled | Priority | 5 | Downtime Hours | | Total Cost | \$0.00 |
| Create Reason | Triggered by Calendar | | Created By | | vkube | | | | |
| Equipment | 5067-A | Alarms | | | | | | | |
| Location | 5067 Sandstone Wastewater | | | | | | | | |
| Task | MPM Monthly Preventative Maintenance(P07) | | | | | | | | |
| Instructions | 1. Test alarm function and verify communications equipment can reach emergency contact person for each well house, WW Plant at your project. 2. Inspect control floats and clean if necessary at each WW Plant. | | | | | | | | |
| Notes | | | | | | | | | |

| | |
|-------------------|----------|
| Created | 6/3/2019 |
| Printed | 6/3/2019 |
| Scheduled | 6/1/2019 |
| Delinquent | 7/1/2019 |
| Completed | 6/3/2019 |

| | | | | |
|----------------------|-----------------------|---|------------------------|--------|
| Report Totals | Downtime Hours | 0 | Part Cost | \$0.00 |
| | | | Labor Cost | \$0.00 |
| | | | Vendor Cost | \$0.00 |
| | | | Equip/Tool Cost | \$0.00 |

**CASH BALANCE, REVENUE & EXPENDITURE REPORT
JUNE 2019**

| | <u>6/30/2019</u> | <u>6/30/2019</u> | <u>6/30/2019</u> | <u>6/30/2019</u> |
|---------------------------------|-------------------------|-----------------------------|---------------------|--------------------|
| <u>General Operating Funds</u> | <u>YTD Revenues</u> | <u>YTD Expenditures</u> | <u>Cash Balance</u> | <u>Investments</u> |
| General Fund | \$ 139,892 | \$ 433,739 | \$ 1,088,360 | \$ - |
| Fire Protection Fund | \$ 103,375 | \$ 79,924 | \$ 58,376 | \$ - |
| EDA CED Loan Fund | \$ 2,799 | \$ - | \$ 185,551 | \$ - |
| EDA Wild River Repair & Replace | \$ 9,727 | \$ - | \$ 58,443 | \$ 125,066 |
| EDA | \$ 29,348 | \$ 14,172 | \$ 75,161 | \$ 130,066 |
| EDA Wild River Reserve | \$ 4,172 | \$ - | \$ 250,032 | \$ - |
| Cemetery Perpetual Care | \$ 3,534 | \$ - | \$ 102,600 | \$ 24,216 |
| PFA Water GO Bond | \$ 27,391 | \$ 264 | \$ 31,264 | \$ - |
| GO Refunding Bond 2009A | \$ 1,384 | \$ 50,855 | \$ 10,377 | \$ - |
| GO Bond 2009B | \$ 892 | \$ 25,813 | \$ 41,667 | \$ - |
| 2012A Refinance \$405,000 | \$ 1,431 | \$ 31,808 | \$ 62,459 | \$ - |
| Capital Projects Fund | \$ 13,735 | \$ 169,490 | \$ 698,443 | \$ - |
| TIF KC Companies | \$ - | \$ - | \$ 300 | \$ - |
| Tax Abatement - KR Townhomes | \$ 10 | \$ - | \$ (214) | \$ - |
| Tax Abatement - Gateway | \$ 11,297 | \$ - | \$ 16,923 | \$ - |
| Medical and Business Park | \$ - | \$ - | \$ (770,406) | \$ - |
| EDA Public Works Grant | \$ 683,827 | \$ - | \$ - | \$ - |
| SCDP Grant | \$ 81,681 | \$ 128,695 | \$ (44,473) | |
| Rock Redevelopment | \$ 112,136 | \$ - | \$ 112,136 | \$ - |
| Water Fund | \$ 128,993 | \$ 159,980 | \$ 20,659 | \$ - |
| Sewer Fund | \$ 286,134 | \$ 72,240 | \$ 103,756 | \$ - |
| Storm Water Fund | \$ 22,761 | \$ 5,604 | \$ 175,577 | \$ - |

| | <u>6/30/2019</u> | <u>6/30/2019</u> | <u>6/30/2019</u> | <u>6/30/2019</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 | \$ - | \$ - | \$ 209,763 | \$ - |
| Fire Capital & Building | \$ - | \$ - | \$ 67,733 | \$ - |
| Capital & Building R&R | \$ - | \$ - | \$ 10,715 | \$ - |
| Capital & Building | \$ - | \$ - | \$ 170,861 | \$ - |
| Capital Public Works | \$ - | \$ - | \$ 16,114 | \$ - |
| Equipment Public Works | \$ - | \$ - | \$ 61,440 | \$ - |
| Sewer Rodder | \$ - | \$ - | \$ 43,385 | \$ - |
| Water Equipment | \$ - | \$ - | \$ 237,552 | \$ - |
| Water Capital & Building | \$ - | \$ - | \$ 30,127 | \$ - |
| Sewer Equipment | \$ - | \$ - | \$ 175,685 | \$ 2,694,028 |
| Sewer Capital & Building | \$ - | \$ - | \$ 159,644 | \$ - |

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

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| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|--|---|--------------------------------|--|-------------------------|--|--|--------------------------|
| Fund: 101 General Fund | | | | | | | |
| Dept: 07-000 Miscellaneous Reve | | | | | | | |
| 101-07-000-000-3626 | Park fees SANDSTONE PETRO PLUS | 06/03/19 | Camping registration fees | 58032 | 07/17/2019 | 06/20/2019 | 16.00 |
| | | | | | | | 16.00 |
| Total Dept. Miscellaneous Revenue: | | | | | | | 16.00 |
| Dept: 10-111 Mayor and Council | | | | | | | |
| 101-10-111-000-4210 | General Ope CHRIS' FOOD CENTER | 05/31/19 | Council food, Streets fuel | 57985 | 07/17/2019 | 06/20/2019 | 68.67 |
| | CHRIS' FOOD CENTER | 05/31/19 | Council food, Streets fuel | 57985 | 07/17/2019 | 06/20/2019 | 33.92 |
| | | | | | | | 102.59 |
| Total Dept. Mayor and Council: | | | | | | | 102.59 |
| Dept: 10-130 Executive | | | | | | | |
| 101-10-130-000-4131 | Health Insur: I.U.O.E. LOCAL 49 H & W FU | 06/18/19 | Health Insurance Premium | 57997 | 07/17/2019 | 06/20/2019 | 2,338.70 |
| | | | | | | | 2,338.70 |
| 101-10-130-000-4210 | General Ope CHRIS' FOOD CENTER | 05/31/19 | Council food, Streets fuel | 57985 | 07/17/2019 | 06/20/2019 | 3.49 |
| | KETTLE RIVER GRAFIX | 50128,191,199,257,258 | S/O letters, Camping forms | 58002 | 07/17/2019 | 06/20/2019 | 2.00 |
| | METRO SALES | INV1357187 | Copier Lease | 58009 | 07/17/2019 | 06/20/2019 | 292.21 |
| | NORTHERN BUSINESS PROI | 416212-0 | Toilet paper, folders, pens | 58016 | 07/17/2019 | 06/20/2019 | 86.61 |
| | | | | | | | 384.31 |
| 101-10-130-000-4321 | Telephone CENTURYLINK | 1469096161 | Phone long distance utility | 57984 | 07/17/2019 | 06/20/2019 | 9.55 |
| | CENTURYLINK | 1469096161 | Phone long distance utility | 57984 | 07/17/2019 | 06/20/2019 | 31.55 |
| | | | | | | | 41.10 |
| 101-10-130-000-4322 | Postage CASH | 06/04/19 | Postage- Cert of Mailing | 57982 | 07/17/2019 | 06/20/2019 | 4.35 |
| | | | | | | | 4.35 |
| 101-10-130-000-4331 | Travel Exper JACKSON/ LEAHA// NORTHVIEW BANK TYSON/ALANA// | 6182019 06/04/19 6/18/19 | Mileage/meal reimbursement Clerks Inst hotel, Air filter Mileage reimbursement, MMUA | 57998 58018 58040 | 07/17/2019 07/17/2019 07/17/2019 | 06/20/2019 06/20/2019 06/20/2019 | 186.64 585.65 9.28 |
| | | | | | | | 781.57 |
| 101-10-130-000-4433 | Dues and Su MINNESOTA CITY-COUNTY M | 06/17/19 | 2019/2020 Membership | 58010 | 07/17/2019 | 06/20/2019 | 100.00 |
| | | | | | | | 100.00 |
| Total Dept. Executive: | | | | | | | 3,650.03 |
| Dept: 10-150 Financial Administr | | | | | | | |
| 101-10-150-000-4131 | Health Insur: I.U.O.E. LOCAL 49 H & W FU | 06/18/19 | Health Insurance Premium | 57997 | 07/17/2019 | 06/20/2019 | 1,010.60 |
| | | | | | | | 1,010.60 |
| 101-10-150-000-4300 | Professional PINE COUNTY TREASURER | 06/11/19 | 2019 Assessment billing | 58023 | 07/17/2019 | 06/20/2019 | 7,614.00 |
| | | | | | | | 7,614.00 |
| Total Dept. Financial Administration: | | | | | | | 8,624.60 |
| Dept: 10-160 City Attorney | | | | | | | |
| 101-10-160-000-4300 | Professional FLAHERTY & HOOD, P.A. | 06/05/19 | Union Contract issue | 57993 | 07/17/2019 | 06/20/2019 | 7,872.26 |

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|--|---|-------------------------------------|---|-------------------------|--|--|--|
| | KENNEDY & GRAVEN | 148501 | Water tower lease, City code | 58000 | 07/17/2019 | 06/20/2019 | 420.00 |
| | KENNEDY & GRAVEN | 148501 | Water tower lease, City code | 58000 | 07/17/2019 | 06/20/2019 | 70.00 |
| | KENNEDY & GRAVEN | 148891, 148890 | Wild Riv sale, John Wright bld | 58000 | 07/17/2019 | 06/20/2019 | 252.00 |
| | KENNEDY & GRAVEN | 148891, 148890 | Wild Riv sale, John Wright bld | 58000 | 07/17/2019 | 06/20/2019 | 498.00 |
| | | | | | | | 9,112.26 |
| | | | | | | | Total Dept. City Attorney: 9,112.26 |
| Dept: 10-191 Planning and Zoning | | | | | | | |
| 101-10-191-000-4300 | Professional SHORT ELLIOTT HENDRICKS | 389191 | Water loop, phosphorus issue | 58037 | 07/17/2019 | 06/20/2019 | 186.78 |
| | | | | | | | 186.78 |
| | | | | | | | Total Dept. Planning and Zoning: 186.78 |
| Dept: 10-194 Buildings & Ground | | | | | | | |
| 101-10-194-000-4131 | Health Insur: I.U.O.E. LOCAL 49 H & W FU | 06/18/19 | Health Insurance Premium | 57997 | 07/17/2019 | 06/20/2019 | 124.00 |
| | | | | | | | 124.00 |
| 101-10-194-000-4220 | Repair & Mai SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 19.84 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 18.96 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 10.77 |
| | | | | | | | 49.57 |
| 101-10-194-000-4300 | Professional JOHNSON/TAMMY// PHASE | 06/17/19 51580 | City Hall cleaning Lawn mowing service | 57999 58021 | 07/17/2019 07/17/2019 | 06/20/2019 06/20/2019 | 1,023.50 928.13 |
| | | | | | | | 1,951.63 |
| 101-10-194-000-4381 | Electric Utiliti MINNESOTA POWER | 05/30/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 78.73 |
| | | | | | | | 78.73 |
| 101-10-194-000-4382 | Water Utilitie SANDSTONE/CITY OF// SANDSTONE/CITY OF// SANDSTONE/CITY OF// | 05/31/19 05/31/2019 5/31/2019 | Water utility City properties water utility Storm water | 58035 58035 58035 | 07/17/2019 07/17/2019 07/17/2019 | 06/20/2019 06/20/2019 06/20/2019 | 97.64 1.20 0.07 |
| | | | | | | | 98.91 |
| 101-10-194-000-4383 | Gas Utilities CONSTELLATION NEWENER | 2620324, 2620328 | Gas Utility | 57987 | 07/17/2019 | 06/20/2019 | 133.97 |
| | | | | | | | 133.97 |
| 101-10-194-000-4384 | Refuse Dispr MATT'S SANITATION INC. | 05/31/19 | Trash Utility | 58007 | 06/18/2019 | 06/20/2019 | 58.50 |
| | | | | | | | 58.50 |
| 101-10-194-000-4385 | Storm Water SANDSTONE/CITY OF// SANDSTONE/CITY OF// | 05/31/2019 5/31/2019 | City properties water utility Storm water | 58035 58035 | 07/17/2019 07/17/2019 | 06/20/2019 06/20/2019 | 29.76 548.89 |
| | | | | | | | 578.65 |
| 101-10-194-000-4401 | Building Rep SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 230.76 |
| | | | | | | | 230.76 |
| | | | | | | | Total Dept. Buildings & Grounds: 3,304.72 |
| Dept: 15-205 Safety | | | | | | | |
| 101-15-205-000-4812 | Cleanup EAST CENTRAL SOLID WAS1 | 428205 | 422 Court Ave Cleanup | 57990 | 07/17/2019 | 06/20/2019 | 43.17 |
| | | | | | | | 43.17 |

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|---|---|---------------|--------------------------------|---------|------------|------------|-----------------|
| Total Dept. Safety: | | | | | | | 43.17 |
| Dept: 15-240 Building Inspections: | | | | | | | |
| 101-15-240-000-4300 | Professional DROTNING/RICHARD// | 2019-0008 | Building official- May | 57989 | 07/17/2019 | 06/20/2019 | 1,595.00 |
| | | | | | | | 1,595.00 |
| Total Dept. Building Inspections: | | | | | | | 1,595.00 |
| Dept: 20-300 Public Works Admin | | | | | | | |
| 101-20-300-000-4131 | Health Insur: I.U.O.E. LOCAL 49 H & W FUI | 06/18/19 | Health Insurance Premium | 57997 | 07/17/2019 | 06/20/2019 | 2,356.00 |
| | | | | | | | 2,356.00 |
| 101-20-300-000-4207 | Training & In CENTRAL PENSION FUND | 05/31/19 | Apprenticeship Fund- May | 57983 | 07/17/2019 | 06/20/2019 | 74.75 |
| | | | | | | | 74.75 |
| 101-20-300-000-4210 | General Ope | INV0004408837 | Shoes, belt, vest | 57995 | 07/17/2019 | 06/20/2019 | 147.11 |
| | GEMPLER'S | 50256 | Shop paper, Farmers Mkt signs | 58002 | 07/17/2019 | 06/20/2019 | 10.47 |
| | KETTLE RIVER GRAFIX | 7171860 | Replenish shop supplies | 58003 | 07/17/2019 | 06/20/2019 | 452.50 |
| | KIMBALL-MIDWEST | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 214.37 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 34.76 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 189.95 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 57.56 |
| | SANDSTONE NAPA | 05/25/19 | Brush mower, trailer parts | 58031 | 07/17/2019 | 06/20/2019 | 50.73 |
| | | | | | | | 1,157.54 |
| 101-20-300-000-4212 | Motor Fuels | 05/31/19 | Council food, Streets fuel | 57985 | 07/17/2019 | 06/20/2019 | 275.57 |
| | CHRIS' FOOD CENTER | 06/01/19 | Streets, Phase and FD fuel | 58032 | 07/17/2019 | 06/20/2019 | 904.30 |
| | SANDSTONE PETRO PLUS | | | | | | 1,179.87 |
| 101-20-300-000-4220 | Repair & Mai | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 16.71 |
| | SANDSTONE ACE HARDWAF | | | | | | 16.71 |
| 101-20-300-000-4321 | Telephone | 05/27/19 | Shop internet/phone | 58036 | 07/17/2019 | 06/20/2019 | 66.17 |
| | SCI BROADBAND | | | | | | 66.17 |
| 101-20-300-000-4381 | General Liab | 06/04/19 | Property/Casualty Premium | 58005 | 07/17/2019 | 06/20/2019 | 74.00 |
| | LMC INSURANCE TRUST | | | | | | 74.00 |
| 101-20-300-000-4381 | Electric Utiliti | 05/21/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 112.68 |
| | MINNESOTA POWER | | | | | | 112.68 |
| 101-20-300-000-4384 | Refuse Dispr | 05/31/19 | Trash Utility | 58007 | 06/18/2019 | 06/20/2019 | 152.10 |
| | MATT'S SANITATION INC. | | | | | | 152.10 |
| 101-20-300-000-4404 | Machiner & E | 347570 | Pothole Patcher valve/cylinder | 57991 | 07/17/2019 | 06/20/2019 | 182.50 |
| | FEDERATED CO-OPS, INC | 05/31/19 | Sweeper filter, chain,sprocket | 58006 | 07/17/2019 | 06/20/2019 | 23.35 |
| | MACQUEEN EQUIPMENT, IN | 171790 | John Deere drain plug | 58014 | 07/17/2019 | 06/20/2019 | 44.17 |
| | MOOSE LAKE IMPLEMENT & | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 34.99 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 16.57 |
| | SANDSTONE ACE HARDWAF | 05/25/19 | Brush mower, trailer parts | 58031 | 07/17/2019 | 06/20/2019 | 6.92 |
| | SANDSTONE NAPA | 05/25/19 | Brush mower, trailer parts | 58031 | 07/17/2019 | 06/20/2019 | 151.98 |
| | SANDSTONE NAPA | 05/25/19 | Brush mower, trailer parts | 58031 | 07/17/2019 | 06/20/2019 | 107.55 |
| | SANDSTONE NAPA | 05/25/19 | Brush mower, trailer parts | 58031 | 07/17/2019 | 06/20/2019 | 38.97 |

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|---------------------------------------|--|-----------------------|--------------------------------|---------|------------|------------|---|
| | | | | | | | 607.00 |
| 101-20-300-000-4499 | Miscellaneous GOPHER STATE ONE CALL | 9050719 | May locates | 57996 | 07/17/2019 | 06/20/2019 | 37.80 |
| | | | | | | | 37.80 |
| | | | | | | | al Dept. Public Works Administration: 5,834.62 |
| Dept: 20-346 Street Lighting | | | | | | | |
| 101-20-346-000-4381 | Electric Utiliti MINNESOTA POWER | 05/30/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 49.97 |
| | MINNESOTA POWER | 05/21/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 366.32 |
| | | | | | | | 416.29 |
| | | | | | | | Total Dept. Street Lighting: 416.29 |
| Dept: 25-520 Parks Maintenance | | | | | | | |
| 101-25-520-000-4210 | General Ope KETTLE RIVER GRAFIX | 50128,191,199,257,258 | S/O letters, Camping forms | 58002 | 07/17/2019 | 06/20/2019 | 11.00 |
| | LAMPERTS | 05/25/19 | Softball Field sign | 58004 | 07/17/2019 | 06/20/2019 | 7.39 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 12.38 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 25.57 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 18.17 |
| | SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 28.05 |
| | | | | | | | 102.56 |
| 101-25-520-000-4300 | Professional BERSIN/CAROLE// | 06/17/19 | Train Park Mural-final payment | 57266 | 07/17/2019 | 06/17/2019 | 1,000.00 |
| | PAUL'S PORTABLES | 05/31/19 | Rob Park toilet maintenance | 58019 | 07/17/2019 | 06/20/2019 | 425.00 |
| | STURTZ/ERIC// | 06/17/19 | ECRAC Grant- outcome evals | 58038 | 07/17/2019 | 06/20/2019 | 200.00 |
| | | | | | | | 1,625.00 |
| 101-25-520-000-4381 | Electric Utiliti MINNESOTA POWER | 05/30/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 12.78 |
| | | | | | | | 12.78 |
| 101-25-520-000-4383 | Gas Utilities MN ENERGY RESOURCES C | 06/05/19 | Gas Utility | 58013 | 07/17/2019 | 06/20/2019 | 20.66 |
| | | | | | | | 20.66 |
| 101-25-520-000-4403 | Improvement COLORS BY CRAIG | 5/31/2019 | Train Park Kiosk signs | 57986 | 07/17/2019 | 06/20/2019 | 650.00 |
| | | | | | | | 650.00 |
| 101-25-520-000-4750 | Sandstone C BARR/MEGAN// | 06/17/19 | Arts in the Park 6/25/19 | 57978 | 07/17/2019 | 06/20/2019 | 250.00 |
| | BMI | 35167035 | Music license fee | 57980 | 07/17/2019 | 06/20/2019 | 358.00 |
| | FRAZER/NATHAN// | 06/11/19 | Arts in the Park 6/11/19 | 57263 | 07/17/2019 | 06/11/2019 | 250.00 |
| | GERARD/KODY// | 06/17/19 | Arts in the Park 6/18/19 | 57267 | 07/17/2019 | 06/18/2019 | 250.00 |
| | MCGOWN/ROB// | 06/04/2019 | Arts in the Park- June 4 McGow | 57262 | 07/17/2019 | 06/04/2019 | 250.00 |
| | PINE COUNTY COURIER | 05/30/19 | WR Pub Hear, Opatz Variance | 58022 | 07/17/2019 | 06/20/2019 | 217.00 |
| | | | | | | | 1,575.00 |
| 101-25-520-000-4760 | Sandstone H MINNESOTA POWER | 05/21/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 19.27 |
| | MN ENERGY RESOURCES C | 06/05/19 | Gas Utility | 58013 | 07/17/2019 | 06/20/2019 | 97.46 |
| | | | | | | | 116.73 |
| 101-25-520-000-4831 | Farmer Mark KETTLE RIVER GRAFIX | 50256 | Shop paper, Farmers Mkt signs | 58002 | 07/17/2019 | 06/20/2019 | 8.00 |
| | | | | | | | 8.00 |
| | | | | | | | Total Dept. Parks Maintenance: 4,110.73 |
| Dept: 35-000 Cemetery | | | | | | | |

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Council 07/17/2019

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City of Sandstone

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|----------------------------------|--|-------------------|--|----------------|--------------------------|---------------------------------|------------------|
| 101-35-000-000-4210 | General Ope SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 39.98 |
| | | | | | | | <u>39.98</u> |
| 101-35-000-000-4212 | Motor Fuels SANDSTONE PETRO PLUS | 06/01/19 | Streets, Phase and FD fuel | 58032 | 07/17/2019 | 06/20/2019 | 229.69 |
| | | | | | | | <u>229.69</u> |
| 101-35-000-000-4300 | Professional DAVIS/Ryan// PHASE | 05/26/19 51580 | Cremaains burial- Matusceki Lawn mowing service | 57988 58021 | 07/17/2019 07/17/2019 | 06/20/2019 06/20/2019 | 150.00 614.25 |
| | | | | | | | <u>764.25</u> |
| | | | | | | Total Dept. Cemetery: | <u>1,033.92</u> |
| | | | | | | Total Fund General Fund: | <u>38,030.71</u> |
| Fund: 201 Fire Protection | | | | | | | |
| Dept: 15-220 Fire | | | | | | | |
| 201-15-220-000-4131 | Health Insur: I.U.O.E. LOCAL 49 H & W FU | 06/18/19 | Health Insurance Premium | 57997 | 07/17/2019 | 06/20/2019 | 132.10 |
| | | | | | | | <u>132.10</u> |
| 201-15-220-000-4207 | Training & In FIRE INSTRUCTION RESCUE | 4028 | Pump Operation training | 57992 | 07/17/2019 | 06/20/2019 | 550.00 |
| | | | | | | | <u>550.00</u> |
| 201-15-220-000-4210 | General Ope SANDSTONE ACE HARDWAF | 05/26/19 | Blower, Cleanup Day supplies | 58030 | 07/17/2019 | 06/20/2019 | 27.98 |
| | | | | | | | <u>27.98</u> |
| 201-15-220-000-4212 | Motor Fuels SANDSTONE PETRO PLUS | 06/01/19 | Streets, Phase and FD fuel | 58032 | 07/17/2019 | 06/20/2019 | 183.46 |
| | | | | | | | <u>183.46</u> |
| 201-15-220-000-4300 | Professional GATEWAY FAMILY HEALTH C RICHARDSON/CARRIE// | 05/16/19 41 | Pre-employment physical Fire Hall cleaning | 57994 58027 | 07/17/2019 07/17/2019 | 06/20/2019 06/20/2019 | 155.00 300.00 |
| | | | | | | | <u>455.00</u> |
| 201-15-220-000-4321 | Telephone CENTURYLINK | 1469096161 | Phone long distance utility | 57984 | 07/17/2019 | 06/20/2019 | 3.99 |
| | | | | | | | <u>3.99</u> |
| 201-15-220-000-4381 | Electric Utiliti MINNESOTA POWER | 05/30/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 220.69 |
| | | | | | | | <u>220.69</u> |
| 201-15-220-000-4382 | Water Utilitie SANDSTONE/CITY OF// | 05/31/19 | Water utility | 58035 | 07/17/2019 | 06/20/2019 | 37.57 |
| | | | | | | | <u>37.57</u> |
| 201-15-220-000-4383 | Gas Utilities CONSTELLATION NEWENER | 2620324, 2620328 | Gas Utility | 57987 | 07/17/2019 | 06/20/2019 | 140.01 |
| | | | | | | | <u>140.01</u> |
| 201-15-220-000-4384 | Refuse Dispr MATT'S SANITATION INC. | 05/31/19 | Trash Utility | 58007 | 06/18/2019 | 06/20/2019 | 30.42 |
| | | | | | | | <u>30.42</u> |
| 201-15-220-000-4385 | Storm Water SANDSTONE/CITY OF// | 05/31/19 | Water utility | 58035 | 07/17/2019 | 06/20/2019 | 21.21 |
| | | | | | | | <u>21.21</u> |
| 201-15-220-000-4404 | Machiner & E | | | | | | |

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Council 07/17/2019

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City of Sandstone

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|---------------------|------------------------------|-----------------|--------------------------------|---------|------------|------------|---|
| | NORTHVIEW BANK | 06/04/19 | Clerks Inst hotel, Air filter | 58018 | 07/17/2019 | 06/20/2019 | 95.00 |
| | QUALITY HOME AND SPORT | 57591 | FD chainsaw repair | 58026 | 07/17/2019 | 06/20/2019 | 138.40 |
| | | | | | | | <u>233.40</u> |
| 201-15-220-000-4499 | Miscellaneous | | | | | | |
| | BCA | 06262019-PANKOW | Background ck FD- K.P. | 57271 | 07/17/2019 | 06/27/2019 | 15.00 |
| | DRIVER AND VEHICLE SERV | 06262019-Pankow | Certified driving record FD- P | 57270 | 07/17/2019 | 06/27/2019 | 10.50 |
| | MEDTOX LABORATORIES IN | 5201940020 | Fire Dept drug screening | 58008 | 07/17/2019 | 06/20/2019 | 7.00 |
| | | | | | | | <u>32.50</u> |
| | | | | | | | Total Dept. Fire: 2,068.33 |
| | | | | | | | Total Fund Fire Protection: 2,068.33 |
| Fund: 228 | Economic Developer | | | | | | |
| Dept: 50-540 | Economic Developm | | | | | | |
| 228-50-540-000-4300 | Professional | | | | | | |
| | AMERICAN ENGINEERING TI | 906708 | Shovel Ready Phase 1 | 57977 | 07/17/2019 | 06/20/2019 | 2,000.00 |
| | KENNEDY & GRAVEN | 148891, 148890 | Wild Riv sale, John Wright bld | 58000 | 07/17/2019 | 06/20/2019 | 862.50 |
| | NORTHSPAN | SBRE-19-2 | Rail use research | 58017 | 07/17/2019 | 06/20/2019 | 592.50 |
| | PINE COUNTY RECORDER | 06/21/19 | Quit claim deed | 57268 | 07/17/2019 | 06/21/2019 | 47.65 |
| | | | | | | | <u>3,502.65</u> |
| 228-50-540-000-4351 | Notices & Pu | | | | | | |
| | PINE COUNTY COURIER | 05/30/19 | WR Pub Hear, Opatz Variance | 58022 | 07/17/2019 | 06/20/2019 | 148.80 |
| | PINE COUNTY COURIER | 05/30/19 | WR Pub Hear, Opatz Variance | 58022 | 07/17/2019 | 06/20/2019 | 137.92 |
| | PINE COUNTY COURIER | 05/30/19 | WR Pub Hear, Opatz Variance | 58022 | 07/17/2019 | 06/20/2019 | 68.96 |
| | | | | | | | <u>355.68</u> |
| 228-50-540-000-4499 | Miscellaneous | | | | | | |
| | NORTHVIEW BANK | 06/04/19 | Clerks Inst hotel, Air filter | 58018 | 07/17/2019 | 06/20/2019 | 10.00 |
| | | | | | | | <u>10.00</u> |
| | | | | | | | Total Dept. Economic Development: 3,868.33 |
| | | | | | | | ic Development Authority: 3,868.33 |
| Fund: 322 | GO Refunding Bond 20 | | | | | | |
| Dept: 40-470 | Debt Service | | | | | | |
| 322-40-470-000-4611 | Bond Interes | | | | | | |
| | BOND TRUST SERVICES CO | 50146 | \$655K GO Refunding Bond 2009 | 57981 | 07/17/2019 | 06/20/2019 | 4,740.00 |
| | | | | | | | <u>4,740.00</u> |
| | | | | | | | Total Dept. Debt Service: 4,740.00 |
| | | | | | | | nding Bond 2009A - \$655: 4,740.00 |
| Fund: 401 | Capital Projects Fund | | | | | | |
| Dept: 40-450 | Capital Account | | | | | | |
| 401-40-450-000-4534 | Class V Stre | | | | | | |
| | SANDSTONE TOWNSHIP | 06/07/19 | Robin St Class V road work | 58033 | 07/17/2019 | 06/20/2019 | 1,969.50 |
| | | | | | | | <u>1,969.50</u> |
| 401-40-450-000-4544 | Undesignate | | | | | | |
| | MPJ ENTERPRISES, LLC | 21924, 23044 | Demos final, 1114 Birch clean | 58015 | 07/17/2019 | 06/20/2019 | 4,330.50 |
| | MPJ ENTERPRISES, LLC | 21924, 23044 | Demos final, 1114 Birch clean | 58015 | 07/17/2019 | 06/20/2019 | 1,228.15 |
| | | | | | | | <u>5,558.65</u> |
| | | | | | | | Total Dept. Capital Account: 7,528.15 |
| | | | | | | | nd Capital Projects Fund: 7,528.15 |
| Fund: 424 | SCDP Grant | | | | | | |

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| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|---|--|-----------------------|--|----------------|--------------------------|--------------------------|---|
| Dept: 46-000 SCDP Grant | | | | | | | |
| 424-46-000-000-4852 | Grant | | | | | | |
| | GARY OLSON CONSTRUCTI | 04/23/19 | SCDP grant- 314 Court Ave N | 57264 | 07/17/2019 | 06/11/2019 | 11,500.00 |
| | GARY OLSON CONSTRUCTI | 04/22/19 | SCDP grant- 318 Court Ave N | 57265 | 07/17/2019 | 06/11/2019 | 25,000.00 |
| | KENOWSKI/IRON// | 043308 | SCDP grant- 218 1st St | 58001 | 07/17/2019 | 06/20/2019 | 14,330.00 |
| | PREMIER OUTDOOR SERVIC | 7094 | SCDP grant- Phase 104 Main St | 58025 | 07/17/2019 | 06/20/2019 | 32,679.00 |
| | | | | | | | <u>83,509.00</u> |
| | | | | | | | Total Dept. SCDP Grant: 83,509.00 |
| | | | | | | | Total Fund SCDP Grant: 83,509.00 |
| Fund: 601 Water Fund | | | | | | | |
| Dept: 00-000 Balance Sheet Acco | | | | | | | |
| 601-00-000-000-1101 | UB Rec Volu BECK/WANDA// | 06262019 | W/S CUSTOMER FINAL REFUN | 57269 | 07/17/2019 | 06/27/2019 | 194.58 |
| | | | | | | | <u>194.58</u> |
| | | | | | | | Total Dept. Balance Sheet Accounts: 194.58 |
| Dept: 60-911 Water Production/Di | | | | | | | |
| 601-60-911-000-4131 | Health Insur: I.U.O.E. LOCAL 49 H & W FU | 06/18/19 | Health Insurance Premium | 57997 | 07/17/2019 | 06/20/2019 | 727.30 |
| | | | | | | | <u>727.30</u> |
| 601-60-911-000-4210 | General Ope KETTLE RIVER GRAFIX | 50128,191,199,257,258 | S/O letters, Camping forms | 58002 | 07/17/2019 | 06/20/2019 | 8.00 |
| | | | | | | | <u>8.00</u> |
| 601-60-911-000-4300 | Professional PEOPLESERVICE, INC. PEOPLESERVICE, INC. | 33274 33274 | July Water Sewer Contract July Water Sewer Contract | 58020 58020 | 07/17/2019 07/17/2019 | 06/20/2019 06/20/2019 | 259.45 5,030.50 |
| | | | | | | | <u>5,289.95</u> |
| 601-60-911-000-4322 | Postage POSTMASTER POSTMASTER | 6072019 6072019 | Water account replenish Water account replenish | 58024 58024 | 07/17/2019 07/17/2019 | 06/20/2019 06/20/2019 | 90.48 14.00 |
| | | | | | | | <u>104.48</u> |
| 601-60-911-000-4381 | Electric Utiliti MINNESOTA POWER | 05/21/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 897.14 |
| | | | | | | | <u>897.14</u> |
| 601-60-911-000-4383 | Gas Utilities MN ENERGY RESOURCES C | 06/05/19 | Gas Utility | 58013 | 07/17/2019 | 06/20/2019 | 238.61 |
| | | | | | | | <u>238.61</u> |
| 601-60-911-670-4583 | Water Capita SHORT ELLIOTT HENDRICK | 369191 | Water loop, phosphorus issue | 58037 | 07/17/2019 | 06/20/2019 | 3,610.40 |
| | | | | | | | <u>3,610.40</u> |
| | | | | | | | Total Dept. Water Production/Distribution: 10,875.88 |
| | | | | | | | Total Fund Water Fund: 11,070.46 |
| Fund: 602 Sewer Fund | | | | | | | |
| Dept: 00-000 Balance Sheet Acco | | | | | | | |
| 602-00-000-000-1006 | Cap & Bldg f ROBERTS EXCAVATING | 1359 | Sewer man hole replacement | 58028 | 07/17/2019 | 06/20/2019 | 8,000.00 |
| | | | | | | | <u>8,000.00</u> |
| | | | | | | | Total Dept. Balance Sheet Accounts: 8,000.00 |

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| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|--|---|-----------------------|-------------------------------|---------|------------|------------|-------------------|
| Dept: 50-950 Sewer Services | | | | | | | |
| 602-50-950-000-4131 | Health Insur: I.U.O.E. LOCAL 49 H & W FU | 06/18/19 | Health Insurance Premium | 57997 | 07/17/2019 | 06/20/2019 | 727.30 |
| | | | | | | | <u>727.30</u> |
| 602-50-950-000-4210 | General Ope KETTLE RIVER GRAFIX | 50128,191,199,257,258 | S/O letters, Camping forms | 58002 | 07/17/2019 | 06/20/2019 | 8.00 |
| | | | | | | | <u>8.00</u> |
| 602-50-950-000-4300 | Professional PEOPLESERVICE, INC. | 33274 | July Water Sewer Contract | 58020 | 07/17/2019 | 06/20/2019 | 259.45 |
| | PEOPLESERVICE, INC. | 33274 | July Water Sewer Contract | 58020 | 07/17/2019 | 06/20/2019 | 5,030.50 |
| | SHORT ELLIOTT HENDRICK | 369191 | Water loop, phosphorus issue | 58037 | 07/17/2019 | 06/20/2019 | 1,460.04 |
| | | | | | | | <u>6,749.99</u> |
| 602-50-950-000-4322 | Postage POSTMASTER | 6072019 | Water account replenish | 58024 | 07/17/2019 | 06/20/2019 | 90.49 |
| | POSTMASTER | 6072019 | Water account replenish | 58024 | 07/17/2019 | 06/20/2019 | 14.00 |
| | | | | | | | <u>104.49</u> |
| 602-50-950-000-4381 | Electric Utiliti MINNESOTA POWER | 05/21/19 | Electric Utility | 58012 | 07/17/2019 | 06/20/2019 | 559.34 |
| | | | | | | | <u>559.34</u> |
| 602-50-950-000-4383 | Gas Utilities MN ENERGY RESOURCES C | 06/05/19 | Gas Utility | 58013 | 07/17/2019 | 06/20/2019 | 119.16 |
| | | | | | | | <u>119.16</u> |
| 602-50-950-000-4386 | Sewer water SANDSTONE/CITY OF// | 05/31/2019 | City properties water utility | 58035 | 07/17/2019 | 06/20/2019 | 42.40 |
| | | | | | | | <u>42.40</u> |
| 602-50-950-000-4404 | Machiner & E TOTAL CONTROL SYSTEMS, | 8838 | Pump #3 Repair | 58039 | 07/17/2019 | 06/20/2019 | 438.70 |
| | | | | | | | <u>438.70</u> |
| 602-50-950-000-4499 | Miscellaneous BLESENER/DAVID// | 6072019 | Reimbursement on water damag | 57979 | 07/17/2019 | 06/20/2019 | 97.67 |
| | | | | | | | <u>97.67</u> |
| Total Dept. Sewer Services: | | | | | | | 8,847.05 |
| Total Fund Sewer Fund: | | | | | | | 16,847.05 |
| Fund: 603 STORM WATER | | | | | | | |
| Dept: 50-951 Storm Water Service | | | | | | | |
| 603-50-951-000-4131 | Health Insur: I.U.O.E. LOCAL 49 H & W FU | 06/18/19 | Health Insurance Premium | 57997 | 07/17/2019 | 06/20/2019 | 186.00 |
| | | | | | | | <u>186.00</u> |
| 603-50-951-000-4322 | Postage POSTMASTER | 6072019 | Water account replenish | 58024 | 07/17/2019 | 06/20/2019 | 13.63 |
| | POSTMASTER | 6072019 | Water account replenish | 58024 | 07/17/2019 | 06/20/2019 | 7.00 |
| | | | | | | | <u>20.63</u> |
| Total Dept. Storm Water Services: | | | | | | | 206.63 |
| otal Fund STORM WATER: | | | | | | | 206.63 |
| Grand Total: | | | | | | | 167,868.66 |

Remittance Vendor History Report

May & June Payroll ACH

Date: 7/12/2019

Time: 13:27:17

Emp. Code Desc.: All Employers
City of Sandstone

| Check/Trx * | Date | Vendor Code | Vendor Name | Amount |
|-------------|------------|-------------|-----------------------------|--------------------|
| * 876 | 04/12/2019 | HCSP | MN STATE RETIREMENT SYSTEM | \$421.04 |
| * 876 | 04/12/2019 | IRS | INTERNAL REVENUE SERVICE | \$2,855.34 |
| * 876 | 04/12/2019 | MN DEPARTM | MN DEPARTMENT OF REVENUE | \$524.51 |
| * 876 | 04/12/2019 | MNDCP | ORCHARD TRUST COMPANY | \$1,132.00 |
| * 876 | 04/12/2019 | PERA | PUBLIC EMPLOYEES RETIREMENT | \$1,684.45 |
| * 878 | 04/26/2019 | HCSP | MN STATE RETIREMENT SYSTEM | \$421.04 |
| * 878 | 04/26/2019 | IRS | INTERNAL REVENUE SERVICE | \$2,783.63 |
| * 878 | 04/26/2019 | MN DEPARTM | MN DEPARTMENT OF REVENUE | \$510.37 |
| * 878 | 04/26/2019 | MNDCP | ORCHARD TRUST COMPANY | \$1,132.00 |
| * 878 | 04/26/2019 | PERA | PUBLIC EMPLOYEES RETIREMENT | \$1,687.25 |
| * 880 | 05/10/2019 | HCSP | MN STATE RETIREMENT SYSTEM | \$424.06 |
| * 880 | 05/10/2019 | IRS | INTERNAL REVENUE SERVICE | \$2,829.49 |
| * 880 | 05/10/2019 | MN DEPARTM | MN DEPARTMENT OF REVENUE | \$520.40 |
| * 880 | 05/10/2019 | MNDCP | ORCHARD TRUST COMPANY | \$1,132.00 |
| * 880 | 05/10/2019 | PERA | PUBLIC EMPLOYEES RETIREMENT | \$1,694.28 |
| * 882 | 05/24/2019 | HCSP | MN STATE RETIREMENT SYSTEM | \$439.64 |
| * 882 | 05/24/2019 | IRS | INTERNAL REVENUE SERVICE | \$3,176.69 |
| * 882 | 05/24/2019 | MN DEPARTM | MN DEPARTMENT OF REVENUE | \$592.14 |
| * 882 | 05/24/2019 | MNDCP | ORCHARD TRUST COMPANY | \$1,132.00 |
| * 882 | 05/24/2019 | PERA | PUBLIC EMPLOYEES RETIREMENT | \$1,730.62 |
| Total: | | | | <u>\$26,822.95</u> |

Check Register Report

May & June Payroll

Emp. Code Desc.: 01
City of Sandstone

Date: 7/10/2019
Time: 9:29:41

| Check No. | Check Date | Recon.Date | Status | Employee ID | Pay To | Check Description | Amount |
|-----------|------------|------------|--------|-------------|---------------|---------------------|------------|
| 6086 | 05/10/2019 | | P | IUOE LOCAL | IUOE LOCAL 49 | Remittance Check | \$175.00 |
| 6087 | 06/07/2019 | | P | IUOE LOCAL | IUOE LOCAL 49 | Remittance Check | \$175.00 |
| 20191000 | 05/10/2019 | | R | 00182 | | PP 10 PAY DATE 5/10 | \$1,077.36 |
| 20191001 | 05/10/2019 | | R | 00172 | | PP 10 PAY DATE 5/10 | \$1,256.64 |
| 20191002 | 05/10/2019 | | R | 00136 | | PP 10 PAY DATE 5/10 | \$613.25 |
| 20191003 | 05/10/2019 | | R | 00280 | | PP 10 PAY DATE 5/10 | \$444.31 |
| 20191004 | 05/10/2019 | | R | 00274 | | PP 10 PAY DATE 5/10 | \$2,267.98 |
| 20191005 | 05/10/2019 | | R | 00278 | | PP 10 PAY DATE 5/10 | \$1,352.07 |
| 20191006 | 05/10/2019 | | R | 00132 | | PP 10 PAY DATE 5/10 | \$939.11 |
| 20191110 | 05/24/2019 | | R | 00182 | | PP 11 PAY DATE 5/24 | \$1,210.44 |
| 20191111 | 05/24/2019 | | R | 00172 | | PP 11 PAY DATE 5/24 | \$1,359.34 |
| 20191112 | 05/24/2019 | | R | 00136 | | PP 11 PAY DATE 5/24 | \$648.25 |
| 20191113 | 05/24/2019 | | R | 00280 | | PP 11 PAY DATE 5/24 | \$686.57 |
| 20191114 | 05/24/2019 | | R | 00274 | | PP 11 PAY DATE 5/24 | \$2,267.98 |
| 20191115 | 05/24/2019 | | R | 00278 | | PP 11 PAY DATE 5/24 | \$1,387.06 |
| 20191116 | 05/24/2019 | | R | 00132 | | PP 11 PAY DATE 5/24 | \$974.11 |
| 20191117 | 05/24/2019 | | R | 00246 | | PP 11 PAY DATE 5/24 | \$642.56 |
| 20191200 | 06/07/2019 | | R | 00182 | | PP 12 PAY DATE 6/7 | \$1,044.30 |
| 20191201 | 06/07/2019 | | R | 00172 | | PP 12 PAY DATE 6/7 | \$1,256.64 |
| 20191202 | 06/07/2019 | | R | 00136 | | PP 12 PAY DATE 6/7 | \$613.24 |
| 20191203 | 06/07/2019 | | R | 00280 | | PP 12 PAY DATE 6/7 | \$359.90 |
| 20191204 | 06/07/2019 | | R | 00274 | | PP 12 PAY DATE 6/7 | \$2,267.98 |
| 20191205 | 06/07/2019 | | R | 00278 | | PP 12 PAY DATE 6/7 | \$1,352.06 |
| 20191206 | 06/07/2019 | | R | 00132 | | PP 12 PAY DATE 6/7 | \$939.11 |
| 20191207 | 06/07/2019 | | R | 00246 | | PP 12 PAY DATE 6/7 | \$642.56 |
| 20191300 | 06/21/2019 | | R | 00182 | | PP 13 PAY DATE 6/21 | \$1,079.28 |
| 20191301 | 06/21/2019 | | R | 00172 | | PP 13 PAY DATE 6/21 | \$1,291.64 |
| 20191302 | 06/21/2019 | | R | 00136 | | PP 13 PAY DATE 6/21 | \$648.25 |
| 20191303 | 06/21/2019 | | R | 00267 | | PP 13 PAY DATE 6/21 | \$59.12 |
| 20191304 | 06/21/2019 | | R | 00206 | | PP 13 PAY DATE 6/21 | \$537.69 |
| 20191305 | 06/21/2019 | | R | 00212 | | PP 13 PAY DATE 6/21 | \$477.17 |
| 20191306 | 06/21/2019 | | R | 00245 | | PP 13 PAY DATE 6/21 | \$372.57 |
| 20191307 | 06/21/2019 | | R | 00281 | | PP 13 PAY DATE 6/21 | \$109.16 |
| 20191308 | 06/21/2019 | | R | 00266 | | PP 13 PAY DATE 6/21 | \$122.81 |
| 20191309 | 06/21/2019 | | R | 00277 | | PP 13 PAY DATE 6/21 | \$22.74 |
| 20191310 | 06/21/2019 | | R | 00275 | | PP 13 PAY DATE 6/21 | \$63.68 |
| 20191311 | 06/21/2019 | | R | 00059 | | PP 13 PAY DATE 6/21 | \$531.01 |
| 20191312 | 06/21/2019 | | R | 00207 | | PP 13 PAY DATE 6/21 | \$259.25 |
| 20191313 | 06/21/2019 | | R | 00217 | | PP 13 PAY DATE 6/21 | \$27.29 |
| 20191314 | 06/21/2019 | | R | 00248 | | PP 13 PAY DATE 6/21 | \$399.86 |
| 20191315 | 06/21/2019 | | R | 00280 | | PP 13 PAY DATE 6/21 | \$108.46 |
| 20191316 | 06/21/2019 | | R | 00274 | | PP 13 PAY DATE 6/21 | \$2,207.98 |
| 20191317 | 06/21/2019 | | R | 00255 | | PP 13 PAY DATE 6/21 | \$31.84 |
| 20191318 | 06/21/2019 | | R | 00276 | | PP 13 PAY DATE 6/21 | \$45.49 |
| 20191319 | 06/21/2019 | | R | 00278 | | PP 13 PAY DATE 6/21 | \$1,387.07 |
| 20191320 | 06/21/2019 | | R | 00132 | | PP 13 PAY DATE 6/21 | \$974.11 |
| 20191321 | 06/21/2019 | | R | 00246 | | PP 13 PAY DATE 6/21 | \$642.56 |

Total Checks: 47

Sub-Total: \$37,351.85
Total Void/Stop Payment: \$0.00
Grand Total: \$37,351.85

TOTAL Accounts Payable and Payroll: \$232,043.46