

SANDSTONE CITY COUNCIL
WEDNESDAY – AUGUST 21, 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:
 - i. Presentation: Scott McMahon – Coalition of Greater Minnesota Cities (pg. 3)
7. Consent Agenda:
 - a. Approve Meeting Minutes: July 17, 2019 Regular Council Meeting (pgs. 4-9)
 - b. Approve Meeting Minutes: July 30, 2019 Special Council Meeting (pg. 10)
 - c. Approve Hiring Streets & Parks Seasonal Summer Assistant (Temporary position) (pg. 11)
8. Old & Continuing Business:
 - a. Fire Hall Building Improvement Project (pgs. 12-17)
 - b. City Hall Boiler Project (pgs. 18-24)
 - c. Greg Anderson – SEH – Project Updates (pgs. 25-27)
9. New Business
 - a. Family Pathways – Parking Request (pg. 28)
 - b. Dustin Youngs & Amanda Olsen – Vehicle Parking (pgs. 29-32)
 - c. Sale of 329 Minnesota Street (pgs. 33-34)
 - d. Brandon Devlin Resignation (pgs. 35-36)
 - e. Council Vacancies (pgs. 37-44)
 - f. Union Contract Ratification (pgs. 45-51)
 - g. City Administrator Performance Evaluation
10. Reports
 - a. Sheriff's Deputy Report – July 2019 (pgs. 52-59)
 - b. Fire Department Report – July 2019 (pg. 60)
 - i. Investment Report Card – Year Ended December 31, 2018 (pg. 61)
 - c. Library Report – July 2019 (pg. 62)
 - d. Small Cities Development Program Update (pgs. 63-64)
 - e. EDA Meetings – July 24, 2019 and August 7, 2019 (pgs. 65-76)
 - i. Approve Interfund Transfers (pg. 77)
 - f. Planning Commission Meeting – August 14, 2019 / August 19, 2019 *will be provided at meeting*
 - i. Dollar General Variance Request (pgs. 78-84)
 - g. Rental Inspection Report – July 2019 (pgs. 85-86)
 - h. Building Inspection Report – July 2019 (pg. 87)

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

(continued on next page)

- i. Streets & Parks Supervisor Report – July 2019 (pgs. 88-89)
- j. Safety Committee Report – June 18 and July 30, 2019 (pgs. 90-91)
- k. PeopleService Report – July (pgs. 92-100)
 - i. Monthly Compensation Increase (pg. 101)
- l. Financial Reports
 - i. Cash Balance, Revenue & Expenditure Report – July 2019 (pg. 102)
 - ii. A/P Clerk Claims – July 2019 (pgs. 103-115)
- 11. Written Notices and Communications
 - i. MN Dept of Health – Service Connection Fee Increase (pg. 116)
- 12. Administrator’s Report
- 13. Adjourn

UPCOMING MEETINGS / ITEMS OF INTEREST

- August 19 7:00 p.m. – Planning Commission
- August 21 4:30 p.m. – Special Council Meeting
- August 21 6:00 p.m. – City Council
- August 22 2:30 p.m. – Meet with Minnesota Housing Partnership
- August 22 5:00 p.m. – Meet with Arrowhead Transit
- August 28 10:00 a.m. – NLX Alliance Meeting
- August 28 6:00 p.m. – EDA Meeting
- September 11-13 Preserve Minnesota Conference
- September 11 7:00 p.m. – Planning Commission
- September 12 2:30 p.m. – Meet with Minnesota Housing Partnership
- September 13 8:00 a.m. – Park & Rec Commission
- September 18 6:00 p.m. – City Council
- September 25 10:00 a.m. – NLX Alliance Meeting
- September 25 6:00 p.m. – EDA Meeting
- September 26 2:30 p.m. – Meet with Minnesota Housing Partnership

**CITY OF SANDSTONE
Memorandum**

TO: City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: **PRESENTATION: Scott McMahon – Coalition of Greater Minnesota Cities**

BACKGROUND: On behalf of the Coalition of Greater Minnesota Cities, Scott McMahon will provide a presentation of CGMC's efforts and outcomes from the legislative session.

ATTACHMENTS None

STAFF Review and discuss
RECOMMENDATION:

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

Sandstone City Council Meeting Minutes
July 17, 2019

CALL TO ORDER: 6:02 p.m.

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

Members absent: None

Staff present: Administrator George, Missy Higgins, Sherri Quinnell, Vernon Sullivan, Chaz Mann, Mike Bubany, Anna Reiser

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Cemetery Deed was added to the Consent Agenda. Motion Devlin, second Palmer to approve the agenda with the addition. Motion carried 5-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

Missy Higgins, Sherri Quinnell and Vernon Sullivan addressed the Council about parking difficulties in front of the Family Pathways building on Main Street. Often times, the Ford dealer next door parks their vehicles on the street, leaving no parking spaces available to Family Pathways' clients. Previously, there were two 15-minute parking signs on the street, but those have either disappeared or are faded and unreadable. It was noted that this portion of Main Street is actually a County Highway. Staff will look into options and the item will be placed on the August Council Meeting Agenda for discussion.

Complaints received by City Staff recently include a noise complaint regarding possible car crushing activities, a leaking roof at Sandy Pines Apartments, more debris piling up at 422 Court, people living in a camper at 222 – 1st Street, and driveway repair needed at 314 Division Street following the Sandstone Health Care Center demolition project. Staff is following up on all of these items.

Councilors asked about a recent concern with the City water, as it felt different and residents had raised concerns. Staff reported that a pump that dispenses a chemical into the water system to regulate PH was stuck on for an extended period of time, saturating the water with the chemical. The chemical is not a health concern; however, it can affect the feel and odor of the water. The water system was completely flushed within two days and the water returned to "normal".

PUBLIC HEARINGS OR PRESENTATIONS:

Anna Reiser – Child Care Center

Anna Reiser addressed the Council about the possibility of working with the City to create a non-profit child care center in a portion of the John Wright Building. Reiser stated that she has met with City staff a few times to discuss the proposal and view the property. Reiser is interested in the classrooms in the first (southern) corridor – closest to the parking lot, along with outdoor yard spaces. She explained her experience with setting up the St. Mary's child care center in a former Catholic school building in Pine City. If the Council is supportive, Reiser will work with Lakes & Pines Community Action Council to submit an application for funding from DEED. They are offering \$100,000 grants, which require a 50% match. The match can come from in-kind donations, such as a free or reduced lease with the City. The

Center must operate for at least one year, if the grant is awarded. Funds can be used to make improvements to the spaces.

Reiser explained the need for day care in the area. Two in-home day cares recently closed down. She plans to work with First Children's Finance to prepare a study of the local needs. Reiser explained the State requirements for staff who work in child care centers, which drives up the cost of operation. She noted that, in this area, affordability is going to be a key factor.

Reiser provided the Council with a detailed proposal that included financial projections, budget information, examples from St. Mary's Early Learning Academy, nutrition plan, safety and security plan, staffing, marketing, a proposed timeline, and photos of the classroom/spaces to be used. If all goes according to plan, and the DEED grant is awarded, Reiser projects enrollment to begin in October 2020.

If approved by the City, Reiser stated that the City would act as the fiscal sponsor while the non-profit is established. She would act as the Project Manager, and receive some compensation for her services through the funding package. It was noted that attracting or creating a day care center is one of the top priorities identified by the City's Economic Development Authority.

Councilors were impressed with Reiser's business plan, her proposed time line, and her knowledge and experience. **Motion by Franklin, second by Palmer to agree to work with Reiser on the creation of a non-profit day care center that will operate in the John Wright Building and further to act as the fiscal sponsor as the non-profit is established. Motion passed 5-0.** Council Member Palmer agreed to work with City Staff and Reiser on the various details.

Council Member Devlin left the meeting at this point.

CONSENT AGENDA:

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

- **June 19, 2019 Regular Council Meeting Minutes**
- **Sandstone Lions Temporary Liquor License (Quarry Days)**
- **Old School Art Center – Temporary Liquor License & Special Event Permit**
- **New Fund 316 – 2019A GO Capital Improvement Plan Note**
- **Cemetery Deeds: Samuel O. Hughes, Jr.**

Motion carried 4-0.

OLD & CONTINUING BUSINESS:

Resolution No. 20190717-01 Authorizing GO Capital Improvement Bonds

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, the City will save on time and lower issuance costs than the 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, reported that he has received approval by Northview Bank to issue the bonds in the amount of \$747,000 at 3.03% fixed interest for 15 years. Bubany stated that with the MIDI Loan program, the City has more pre-payment flexibility – the bonds can be paid off after the first 12 months. A 1% penalty would be charged if paid off before February, 2026. If approved, the funds will be available August 1st, 2019.

Motion Spartz, second Franklin to adopt Resolution No. 20190717-01 Authorizing the Issuance, Sale and Delivery of a \$747,000 General Obligation Capital Improvement Plan Note, Series 2019A to finance the City Hall Boiler and Fire Hall Building Improvements projects. Motion passed 4-0.

Amendments to City Code Section 960 – Special Events

The Park Commission has been discussing changes to City Code 960, Special Events. The majority of the proposed changes are intended to streamline the process by allowing the City Administrator to approve Special Event Permit applications. The final draft was presented to the City Council for consideration at the June 19th Council Meeting. The Council made one change to allow 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.

Motion Palmer, second Spartz to adopt Ordinance No. 20190717-01 Amending City Code Section 960 and Ordinance No. 20190717-02 Summary Publication. Motion passed 4-0.

NEW BUSINESS:

Tim Franklin Resignation

Council Member Franklin announced that he is considering other professional opportunities and, therefore, is resigning as a City Council Member effective August 31, 2019. Council Members expressed their support for Franklin’s future endeavors, but will sorely miss his presence on the Council. **Motion Palmer, second Spartz to accept the resignation of Tim Franklin effective August 31, 2019, with gratitude. Motion passed 4-0.**

Franklin is currently serving a 4-year term; January, 2019 through December, 2022. Since there is more than 2 years remaining on the term, a Special Election will be required. The City Council can hold a

Special Election now, or appoint someone to fill the term until December, 2020. A Special Election would then be held to fill the remaining 2 years of the term. Consensus of the Council was to advertise to fill the vacant seat through December, 2020.

East Central Regional Development Commission – Board Vacancy

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. Mayor Spartz expressed interest in serving on the ECRDC Board.

Motion by Palmer, second by Kester to nominate Mayor Peter Spartz to fill the Pine County vacancy on the East Central Regional Development Commission Board. Motion passed 4-0.

REPORTS:

Sheriff's Deputy Report – June 2019

Councilors reviewed the weekly reports that were provided for the month of June.

Fire Department Report – June 2019

Firefighter Chaz Mann reported that the Department had 7 calls during the month of June: 1 smoke in house, 1 vehicle fire, 2 grass fires, 1 building fire, 1 gas leak, and 1 cancelled en route. The Department is making plans for two training burns – Mike Menard's house in early August and the City-owned tax forfeited house on Park Street later in the fall. The Fire Hall construction project is underway. Mann was asked about a recent call involving someone burning trash. The Sheriff's Deputy also responded, but it is unknown whether or not the DNR was informed. The DNR will issue citations for burning unallowed substances.

Library Report – June 2019

The summer reading program is underway, with lots of excitement. Two new volunteers will be helping with weekly story time, which is regularly attended by 10-25 kids. The Friends of the Library are busy getting ready for the Quarry Days Book Sale, which will take place at City Hall. Staff answered 292 reference questions and attended to 1,372 patrons at the library during the month.

EDA Meetings – June 26, 2019

The EDA discussed a request for an extension of the due diligence period by Sandstone Development, LLC. They also discussed several items related to wrapping up the Lundorff Drive/Business Park project.

Park & Rec Commission Meeting – July 12, 2019

The Park Commission recommends approval of two donations: \$2,500 from the Sandstone Lions Club towards the repairs being made on the Lions Hill Chalet and a bench from the Sandstone Quarry Lions to be placed in Train Park. They started planning for National Night Out – August 6th. They decided to cancel the August meeting due to Quarry Days activities. Several members met with DNR representatives to discuss the old dam remnants and the access points in Robinson Park. Discussion continues regarding what to do with the old KREEC site.

Accept Donations

Motion Palmer, second Spartz, to adopt Resolution No. 20190717-02 Accepting Donations: \$2,500 from the Sandstone Lions Club towards repairs to the Lions Hill Chalet, and a bench from the Quarry Lions to be place in Train Park. Motion passed 4-0.

Rental Inspection Report – June 2019

The Council discussed the list of citations, open orders, and violations that was included in the Rental Inspector’s written report. They would like to know how much the fine is when a citation is issued. Ten units had 1st time inspections. There are 286 total units registered. An existing non-conforming mobile home structure that was deemed unfit for habitation was demolished, bringing the property into compliance with zoning codes.

Building Inspection Report – June 2019

19 building and maintenance permits were issued in June. There are currently 13 ongoing projects in town and 5 open right-of-way permits.

Streets & Parks Supervisor Report – June 2019

The crew has been filling potholes, grading roads and alleys, mowing grass and ditches, watering flower pots, cleaning catch basins. A quote was received for ditch/gravel work on Pine Avenue south. A second quote has been requested. A list of streets in need of major repair or replacement is being compiled. Group camp site signs were installed in Robinson Park. Two trees were removed in Train Park by the gazebo. The roof project at the Lions Hill Chalet has been completed. A quote was received for extending sewer and water to the chalet. A second quote has been requested. A dead tree was removed from the cemetery. A quote was received for ditch work/retaining wall at the cemetery. A second quote has been requested. A dead tree was removed from City Hall. The crew mowed neglected properties in town and helped clean up blight at 422 Court. The 1999 Chevy 1500 was placed on the Public Surplus Auction. The high bidder did not follow through; therefore, the item was placed back on the auction. Vehicle and equipment maintenance activities continue.

PeopleService Report – June, 2019

A broken stand-pipe was repaired at 717 Commercial. Lift Pump #2 had some electrical problems; new parts have been ordered.

Financial Reports – June, 2019

Motion Kester, second Palmer to approve the Cash Balance, Revenue & Expenditure Report and to approve payment of Claims for the month of June in the amount of \$232,043.46. Motion carried 4-0.

WRITTEN NOTICES AND COMMUNICATIONS: None

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

Wild River Properties

- ❖ Closing set for Friday, July 19th

John Wright Building

- ❖ Closing set for October 15th
- ❖ Will start working with an architect on the Street Shop

- ❖ School District has decided to move their operation to Hinckley

Fire Hall Project

- ❖ Demo of windows and frames this week
- ❖ Plumbing continues
- ❖ Tuckpointing and electrical begins
- ❖ Next Construction Meeting: Monday, July 22nd at 10:00 a.m.

City Hall Project

- ❖ Old boiler has been removed
- ❖ Removing old piping
- ❖ Waiting for supplies to come in
- ❖ Next Construction Meeting: Monday, July 22nd at 9:00 a.m.

Engineer Updates

- ❖ MCCU Service Line – televising was done July 2nd; waiting for video and report
- ❖ Nursing Home Sewer Line – putting quotes together
- ❖ River Bluff – Contractor has been asked to re-televis pipe segments; waiting on response

Northern Bedrock / AmeriCorps Crew – The Rock

- ❖ Crew of 6 will be here July 24 - 31
- ❖ Showers have been arranged with East Central High School for most nights; still need to figure out what to do July 26, 27 and 28
- ❖ Ice Cream Social planned for Friday, July 26th from 5-7
- ❖ Northern Bedrock Season Celebration is Wednesday, July 31st at 4:00 p.m. in Duluth

Union Contract Issue

- ❖ Arbitrator agreed that the Streets & Parks Supervisor position should be excluded from the appropriate unit represented by the IUOE, Local 49

City Administrator Performance Review

- ❖ Council set a Special Council meeting for August 21st, 4:30 – 5:30 for Council to discuss comments; 5:30 – 6:00 for Council to give feedback to Administrator George
- ❖ Mayor Spartz and Council Member Kester will meet from 4:00 – 4:30 to consolidate all comments

Council Work Session

- ❖ Council set a Special Council meeting for August 13th at 10:00 a.m. to hold a 2020 Budget work session; lunch will be provided
- ❖ Council set a Special Council meeting for July 30th at 10:00 a.m. to discuss Union Contract Negotiation strategy; this will be a closed meeting in accordance with Minnesota Statutes 13D.03.

LMC Annual Conference

- ❖ Spartz, Palmer, Franklin and George attended
- ❖ All agreed the content was relevant, the speakers were good, the childcare discussion was interesting, and it was well worth the time and expense

ADJOURN

Motion Franklin, second Kester to adjourn at 8:25 p.m. Motion carried 4-0.

Peter Spartz, Mayor

Kathy George, Administrator

**Sandstone City Council – Special Meeting
July 30, 2019, 10:00 a.m.**

CALL TO ORDER: 10:10 a.m.

ROLL CALL: Kester, Spartz, Devlin and Palmer

Members absent: Franklin

Staff present: Administrator George

Others present: None

PLEDGE OF ALLEGIANCE: All present recite the Pledge.

SPECIAL ITEMS OF BUSINESS:

Closed Session: Union Contract Negotiation Strategy Session

The City Council met in closed session to discuss union contract negotiations. The current union contract expired December 31, 2018.

This meeting is a closed session in accordance with Minnesota Statutes Section 13D.03, subdivision 1(b). The meeting was recorded. The recording will be preserved for two years after the contract is signed and will be made available to the public after the labor contract has been signed by the City Council.

ADJOURN

Motion Devlin, second Palmer to adjourn at 11:20 a.m. Motion carried 4-0.

Peter Spartz, Mayor

Kathy George, Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Approve Hiring Streets & Parks Seasonal Summer Assistant
(Temporary position)

BACKGROUND: With my support, Streets & Parks Supervisor Hiler called in Waylon Franklin to fill the Seasonal Summer Assistant position. July 19th was Franklin's first day. The hourly rate of pay is \$17.00.

ATTACHMENTS None

STAFF RECOMMENDATION: Approve hiring Waylon Franklin to fill the Seasonal Summer Assistant position in the Streets & Parks Department

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

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Fire Hall Building Improvement Project

BACKGROUND: The project is moving along well. Work completed so far includes demolition of windows and doors, finished and poured window sills, air lines installed in shop, air compressor demoed/removed from mechanical room, removed existing sidewalks, started removing liner steel and insulation for cutting in new windows, windows cut in north end of shop area, window openings framed in office area, removed light fixtures from exterior office walls, installed weather barrier, windows installed in office area, started installing foam insulation, installed RPZ valve, water fill installed in water line, hollow metal door frames delivered, tuck pointing underway.

Week of August 19th: finish installing foam on back wall, finish tuck pointing, start installing hollow metal door frames, start installing siding, pour concrete sidewalks and pads for air handler & air conditioner, set up shoring for demo above middle garage overhead door.

Week of August 26th: continue installing hollow metal door frames and siding

Week of September 3rd: erect steel and lintels.

The Contractor has submitted Pay Application No. 1 in the amount of \$23,940.00. Project Engineer LHB has approved the payment.

The Contractor is working on Proposal Request No. 1 (change order) for modifications to the door frames for the keyless entry system (electric strikes). A price has not yet been provided.

The contract has a line item for the SANDSTONE FIRE DEPARTMENT sign on the building in the amount of

\$3,534. I'm not happy with the proposed lettering – which is basically the same as what we had. I'd like to remove that item from the contract and hold a "Design the Sign" contest. Thoughts?

ATTACHMENTS

Payment Application No. 1
Proposal Request No. 1

STAFF

RECOMMENDATION:

Approve Payment Application No. 1
Discuss/Approve Proposal Request No. 1 if price has been provided

ACTION REQUIRED:

Motion _____, second _____

Approved _____ Denied _____ Other _____

AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: City of Sandstone 119 Fourth Street Sandstone, MN 55072	PROJECT: Sandstone Fire Hall Sandstone, MN	APPLICATION NO: 001	Distribution to: OWNER: <input checked="" type="checkbox"/>
FROM CONTRACTOR: Mark Haug Construction, Inc. 11754 FAIRWAY ROAD SW PINE CITY, MN 55063	VIA ARCHITECT: LHB Inc. 701 Washington Ave N Suite 200 Minneapolis, MN 55401	PERIOD TO: July 31, 2019	ARCHITECT: <input checked="" type="checkbox"/>
		CONTRACT FOR: General Construction	CONTRACTOR: <input checked="" type="checkbox"/>
		CONTRACT DATE: June 11, 2019	FIELD: <input type="checkbox"/>
		PROJECT NOS: / 1396 /	OTHER: <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

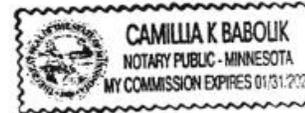
Application is made for payment, as shown below, in connection with the Contract Continuation Sheet. AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$427,900.00
2. NET CHANGE BY CHANGE ORDERS	\$0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$427,900.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$25,200.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Column D + E on G703)	\$1,260.00
b. 0 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$1,260.00
6. TOTAL EARNED LESS RETAINAGE	\$23,940.00
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$23,940.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$403,960.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: [Signature] Date: 7/29/19
State of: MN
County of: Pine
Subscribed and sworn to before
me this 29 day of JULY, 2019
Notary Public: CAMILLIA BABOLIK
My Commission expires: 1/31/20



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$23,940.00 \$23,940.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature] Date: 7/29/19
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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PERFORMANCE
DRIVEN DESIGN.
LHBcorp.com

Proposal Request

Date: July 29, 2019 PR No.: 01
 Project: Sandstone Fire Hall Exterior & Mechanical Improvements LHB Project No.: 180189.01
 Owner: City of Sandstone, Minnesota Architect: LHB
 Contractor: Mark Haug Construction Contract For: Construction

Please submit an itemized cost for changes in the Contract Sum and Contract Time for proposed modifications to Contract Documents. Submit your cost within five days or notify Architect of the date you anticipate submitting your proposal.

This is not a change order or a direction to proceed with the work described in the proposed modifications.

ADD ELECTRIC STRIKES

Reason: Owner Request Unforeseen Condition Code Other

1. Provide and install electric strikes:
 - a. Modify (3) hollow metal door frames 102, 114.1 & 114.3, to receive electric door strikes for Owner supplied entry control system. Provide and install electric strike ready to receive wiring and system provided by owner. Door 114.1, change from Classroom to Storeroom lock.
 - b. Modify (1) aluminum frame door 101 to receive an electric door strike for Owner supplied entry control system. Provide and install electric strike ready to receive wiring and system provided by owner.
 - c. Electric Strike to be 12 volt, Assa Abloy HES 1600 or similar.

Labor \$ _____
 Materials \$ _____
 OH&P \$ _____
 (Add)(Deduct) \$ _____
 (Circle One)

ITEM #1 TOTAL ADD/DEDUCT: \$ _____

2. Provide an alternate proposal to modify these same frames to receive and install an Owner supplied electric strike.

Labor \$ _____
 Materials \$ _____
 OH&P \$ _____
 (Add)(Deduct) \$ _____
 (Circle One)

ITEM #2 (ALTERNATE) TOTAL ADD/DEDUCT: \$ _____

Sandstone Fire Hall
Proposal Request No: 01
Date:

Does Proposed Change involve a change in Contract Time? No Yes (Increased)(Decreased) ____
days.

Attachments: None

Request By: Steve McNeill, Architect

c: LHB File 180189-804, CIP, SHM
K. George (Sandstone)
J. Plasek (MHC)

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CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: City Hall Boiler Project

BACKGROUND: Work is moving along. The boilers have been installed. The crew is working on the piping. Not much more can be done until baseboard arrives (in 2 weeks) and VAVs arrive (in 4 weeks) and coils arrive (in 6 weeks). Completion is anticipated for late September.

I have asked for pricing to add some temperature control valves to the 2nd floor (CIP level).

The Contractor has submitted Payment Application No. 1 in the amount of \$47,785.00. The Project Engineer has approved the payment.

The Contractor has submitted Proposal Request No. 1 (change order) to address unforeseen conditions that were discovered during demolition; such as, rerouting piping, additional pipe chases, lowering ceilings, relocating a cabinet, relocating electrical outlets. A credit will also be applied because the contractor will not need to remove and reinstall a ceiling in the boiler room. At this time, a price has not been provided.

The Contractor has also submitted Proposal Request No. 2 to add wood blocking and resilient base at exterior walls throughout the project area. A price has not been provided for this work either.

ATTACHMENTS Payment Application No. 1
Proposal Request No. 1
Proposal Request No. 2

STAFF RECOMMENDATION: Approve Payment Application No. 1
Discuss / Approve Proposal Request No. 1 and 2 if prices have been provided

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



Invoice

DATE	INVOICE #
8/1/2019	17706

BILL TO
City of Sandstone 119 Fourth Street Sandstone, MN 55072

P.O. NO.	TERMS	PROJECT
		Sandstone City Hall ...

DESCRIPTION	Est Amt	Prior Amt	Prior %	Curr %	AMOUNT	Total %
HYDRONIC HEATING PIPE AND FITTINGS	16,900.00			47.34%	8,000.00	47.34%
HYDRONIC HEATING EQUIPMENT	29,100.00			56.70%	16,500.00	56.70%
PIPE INSULATION	12,850.00			0.00%	0.00	0.00%
DEMO LABOR	6,400.00			78.13%	5,000.00	78.13%
PIPING LABOR	42,450.00			24.26%	10,300.00	24.26%
HVAC EQUIPMENT	25,600.00			0.00%	0.00	0.00%
HVAC LABOR	27,300.00			0.00%	0.00	0.00%
HVAC INSULATION	5,600.00			0.00%	0.00	0.00%
TEMP CONTROL EQUIPMENT	22,000.00			0.00%	0.00	0.00%
TEMP CONTROL LABOR	32,000.00			0.00%	0.00	0.00%
ELECTRICAL MATERIAL	4,800.00			0.00%	0.00	0.00%
ELECTRICAL LABOR	10,800.00			0.00%	0.00	0.00%
ACCOUSTICAL CEILING	3,000.00			0.00%	0.00	0.00%
TEST AND BALANCE	7,500.00			0.00%	0.00	0.00%
GENERAL CONDITION	15,000.00			20.00%	3,000.00	20.00%
PERMIT	3,800.00			100.00%	3,800.00	100.00%
BOND	3,700.00			100.00%	3,700.00	100.00%
Less Retainage					-2,515.00	
Total						\$47,785.00

Phone #	Fax #	E-mail	Web Site
218-927-3248	218-927-3593	kim@lundbergph.com	www.lundbergph.com

TO OWNER: City of Sandstone
119 Fourth Street
Sandstone, MN 55072

PROJECT:
119 4th ST

Sandstone, MN 55072

APPLICATION NO: 1
PERIOD TO: 7/25/2019

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	_____

FROM CONTRACTOR:
Lundberg Plumbing & Heating
1075 2nd ST NW
Aitkin, MN 56431

VIA ARCHITECT:
LHB Architects

PROJECT NOS:

Kim Jones 218-927-3248

CONTRACT DATE: 7/1/2019

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

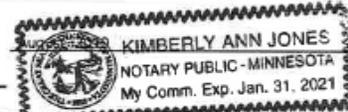
1. ORIGINAL CONTRACT SUM	\$	<u>268,800.00</u>
2. Net change by Change Orders	\$	<u>-</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>268,800.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet)	\$	<u>50,300.00</u>
5. RETAINAGE:		
a. <u>5</u> % of Complete Work (Columns D + E on Continuation Sheet)	\$	<u>2,515.00</u>
b. <u>5</u> % of Stored Material (Column F on Continuation Sheet)	\$	<u>-</u>
Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheet)	\$	<u>2,515.00</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	<u>47,785.00</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>-</u>
8. CURRENT PAYMENT DUE	\$	<u>47,785.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>221,015.00</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Lundberg Plumbing & Heating
By: [Signature] Date: 8/2/19
State of: MN
County of: Aitkin

Subscribed and sworn to before me this 2nd day of August
[Signature]
Notary Public: Kimberly A Jones
My Commission expires: 1/31/2021



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$47,785

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified)

ARCHITECT: [Signature]
By: Cynthia Poirier Date: 8/2/19

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



PERFORMANCE
DRIVEN DESIGN.
LHBcorp.com

Proposal Request

Date: 07/31/2019 PR No.: 01
 Project: Sandstone City Hall LHB Project No.: 180189.00
 Mechanical Improvements
 Owner: City of Sandstone, Minnesota Architect: LHB
 Contractor: Lundberg Plumbing & Heating Contract For: Construction

Please submit an itemized cost for changes in the Contract Sum and Contract Time for proposed modifications to Contract Documents. Submit your cost within five days or notify Architect of the date you anticipate submitting your proposal.

This is not a change order or a direction to proceed with the work described in the proposed modifications.

MISC MECHANICAL AND CEILING CHANGES

Reason: Owner Request Unforeseen Condition Code Other

GENERAL

This proposal request contains mechanical and ceiling changes to Room 210 (RFI-004), changes to the Utility room 005 ceiling height and cabinetry (RFI-005), and hydronic routing changes in Offices 007 & 008 (RFI-007).

CHANGES TO DRAWINGS

1. Refer to Drawing Sheet A101 – CITY HALL – FLOOR PLANS;
 - a. Refer to Detail 1, Basement Floor Plan.
 - i. At Rooms 7 and 8, add note and reference to “Pipe Enclosure” (1) per outside corner of each room to coordinate with hydronic risers per M141.
 - ii. At Room 5. Relocate existing cabinet in conflict with equipment. Coordinate new location with Owner.
 - iii. At Conference Room 2, relocate (1) electrical outlet to 24” aff to avoid conflict with radiation.
 - iv. At Rooms 2 & 4, wall behind former fin tube radiation, anchor wood blocking, total thickness 1” to existing cmu wall. Provide and install 4” resilient base below fin tube radiation. Color to match existing adjacent base.
 - b. Refer to Detail 3, First Floor Plan. At Room 210 add note and reference to a “Pipe Enclosure” at approximately 10” east of south-west corner for hydronic riser per M141. Avoid existing electrical components. Inside clearance to be approximately 4”x 8”. Coordinate exact dimensions & location with equipment.
2. Refer to Drawing Sheet - A111 – CITY HALL – REFLECTED CEILING PLANS;
 - a. At Detail D, Basement Reflected Ceiling Plan,
 - i. Boiler Room 6. Omit Keynote 1. There is no suspended ceiling to remove and reinstall. Provide credit.
 - ii. Utility Room 5. Add Keynote 1 to remove and reinstall ceiling tile. Ceiling to be reinstalled at lower height to accommodate boiler intakes.

21 West Superior Street, Suite 500		Duluth, MN 55802		218.727.8446
701 Washington Avenue North, Suite 200		Minneapolis, MN 55401		612.338.2029
324 Garfield Street South		Cambridge, MN 55008		763.689.4042
63 East Second Street, Suite 150		Superior, WI 54880		715.392.2902



PERFORMANCE
DRIVEN DESIGN.
LHBcorp.com

Proposal Request

Date: August 6, 2019 PR No.: 02
 Project: Sandstone City Hall Mechanical Improvements LHB Project No.: 180189.00
 Owner: City of Sandstone, Minnesota Architect: LHB
 Contractor: Lundberg Plumbing & Heating Contract For: Construction

Please submit an itemized cost for changes in the Contract Sum and Contract Time for proposed modifications to Contract Documents. Submit your cost within five days or notify Architect of the date you anticipate submitting your proposal.

This is not a change order or a direction to proceed with the work described in the proposed modifications.

ADD BLOCKING AND BASE

Reason: Owner Request Unforeseen Condition Code Other

1. Refer to Drawing Sheet A101- CITY HALL – FLOOR PLANS;
 - a. At Detail 1/A101, Basement Floor Plan, rooms 8, 10, 11, and 12, add wood blocking and resilient base at exterior walls.
 - Wood blocking to be (2) layers 1/2" plywood, continuous behind base and fin tube radiation.
 - Base to be 4" high, color to match existing adjacent.

Labor* \$ _____
 Materials* \$ _____
 OH&P \$ _____
 (Add)/(Deduct) \$ _____
 (Circle One)

TOTAL ADD/DEDUCT: \$ _____

*Provide an attachment with detailed breakdown of costs.

Does Proposed Change involve a change in Contract Time? No Yes (Increased)/(Decreased) _____ days.

Attachments: none

Request By: Cynthia Poirier, AIA

- c: Electronic copies/e-mail only
 LHB File 180189-804, C. Poirier, S. McNeill, S. Cran, B. Kobold, N. Wriedt (LHB)
 K. George (Sandstone), D. Jones, K. Jones (Lundberg)

M:\18proj\180189\800 Construction\804 FR\City Hall\180189 00 Sandstone City Hall FR-02.docx

21 West Superior Street, Suite 500		Duluth, MN 55802		218.727.8446
701 Washington Avenue North, Suite 200		Minneapolis, MN 55401		612.338.2029
324 Garfield Street South		Cambridge, MN 55008		763.689.4042
63 East Second Street, Suite 150		Superior, WI 54880		715.392.2902

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Greg Anderson – SEH – Project Updates

BACKGROUND: Engineer Greg Anderson will be present to provide updates on various projects:

- MCCU Sewer Line
- River Bluff Project
- Pine Avenue Project
- Nursing Home Sewer Line
- Water Loop Project
 - ◆ SCDP Grant Administration

ATTACHMENTS Proposal for SCDP Grant Administration

STAFF Review / Discuss various items

RECOMMENDATION: Approve Proposal for SCDP Grant Administration

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____



Building a Better World
for All of Us®

August 14, 2019

RE: City of Sandstone, Minnesota
Water System Improvements - SCDP Grant
Administration Assistance
SEH No. SANST 152172 14.00

Ms. Kathy George
City Administrator
City of Sandstone
119 4th Street
Sandstone, MN 558072-0641

Dear Ms. George:

Thank you for the opportunity to submit this proposal for providing DEED SCDP Grant Administration assistance services related to the water system improvements project awarded a 2019 Minnesota Small Cities development Program Grant (SCDP) on May 1, 2019. This letter serves as our understanding of the project scope and schedule.

PROJECT BACKGROUND

SEH assisted the City of Sandstone in preparing and submitting a successful SCDP grant application for water system improvements at the Water Treatment Plant (WTP) located in Robinson Park. The water system improvements included pump upgrades to both Well #1 and Well #2, associated piping work at the plant a generator upgrade per the Minnesota Department of Health's (MDH) request, and a second water pipe from the WTP to the elevated tower.

On May 1st the City was notified their application was successful. Included in the grant application were funds to complete the SCDP grant award requirements that include environmental compliance of the project prior to bidding the project, through prevailing wage rate compliance during construction.

SCOPE OF WORK

SEH proposes to complete the required grant administration services with a project team that includes SEH staff as well as Nancy Grabko of Community Funding Solutions, LLC (CFS). The services provided include:

- Small City Development Program (SCDP) Administrative delivery services for project CDAP-18-0040-O-FY19.
 - Environmental Review Clearance.
 - Develop Administrative contract(s) between community and administrators.
 - Coordinate Authorization for administrators to sign reimbursement request form, if applicable.
 - Submit Construction Specs to SCDP for approval.
 - Initial project set-up including correspondence with contractor regarding wage determinations.
 - Review of contractors proposed wage rates.
 - Review of contractors certified payroll reports.
 - Coordination with CFS resolving contractor payroll compliance.
 - Coordinate the following: Drug free Workplace plan to DEED, Prohibition of Excessive Force by applicable law enforcement.
 - Develop Grantee Summary Information Sheet (GSIS) from application.
 - Coordinate Progress Report Submission Plan including who will submit to SCDP.
 - Coordinate Procedures to conduct debarment checks of all contractors involved in project.
- General grant management.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

Ms. Kathy George
August 14, 2019
Page 2

- Maintain grant records.
- Conduct expenditure review.
- Coordinate environmental review.
- Manage labor standards and wage rate compliance.

SCHEDULE

Upon authorization we would hold a kickoff meeting with city staff. We anticipate our services would be completed within 18 months and construction occurring mostly/in 2020. Forces beyond the control of SEH could alter the project schedule such as funding and permitting agency review turnaround times, the weather, etc.

It is anticipated to advertise the project for bids yet this fall. Construction of the improvements will likely begin in the spring of 2020 and be completed by fall 2020.

COMPENSATION

Compensation will be a lump sum fee of \$20,000 including expenses and equipment. As mentioned above, these costs are reimbursable through the grant funds. The grant administration services was a specific line item in the grant request to cover the \$20,000.

SEH was previously hired to prepare the construction/bidding documents for the water system improvements. That contract, dated September 20, 2017 including bidding services. Once the project is bid and a contractor is in place, SEH will provide a scope and fee for construction administration services (staking, inspection and administration) for the City's review and approval.

REMARKS

You agree to furnish us with full information as to your requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing information and data that we will need to perform our services.

We will also furnish such Additional Services as you may request or as required. This Letter Proposal represents the entire understanding between The City of Sandstone (The Owner) and Short Elliot Hendrickson Inc. (The Consultant) in respect of the Project outlined above. If it satisfactorily sets forth your understanding of our Agreement, please sign the attached Agreement and return it to me.

SEH appreciates the opportunity to serve the City of Sandstone. We look forward to working with the City to complete this upcoming project. Please contact me directly at 651.490.2172 should you have questions.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Greg Anderson, PE (Lic. MN)
City Engineer

ah

s:\pfa\learn\common\152172_water system imp_scdp grant app\water system imp_scdp grant application 2019 08.docx

APPROVED THIS ____ DAY OF _____, 2019

CITY OF SANDSTONE, MINNESOTA

By: _____

Title: _____

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Family Pathways – Parking Request

BACKGROUND: Representatives from Family Pathways attended the July Council Meeting and spoke under “Petitions or Complaints by Residents and/or Council Members” agenda item. They stated their frustration and concern that parking in front of the Family Pathways building is not restricted. The City agreed to have staff review the matter and place the item on the August Council Agenda.

There is one sign/post in front of Family Pathways. The text on the sign is completely faded. It is believed that this was a 15-minute parking sign.

There are two “No Parking Between Signs” signs on either side of the driveway going into the Arlen Krantz Ford Dealership/Shop.

Staff also found that there is a 2-hour parking sign in front of The Gas Light (on the same block).

Staff checked with the County regarding authority to place parking signs. The following response was received from County Engineer Mark LeBrun:

“You can put up whatever parking signs you want. A handicap space would require significant curb and sidewalk changes and would have to be designed by an engineer at the city’s expense.”

STAFF

RECOMMENDATION:

Discussion:

- Should the 2-hour parking sign apply to the whole block?
- Should the 15-minute parking sign be “refreshed”
- How would the 2-hour or 15-minute parking signs be enforced?
- Should both signs be removed?
- Should a handicap parking space be created?
- Could Family Pathways clients use the back door?

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Dustin Youngs & Amanda Olsen – Vehicle Parking

BACKGROUND: Dustin Youngs resides at 1321 State Highway 23 North. On August 6th, staff sent him a notice regarding Unlicensed/Junk Vehicle, stating that the vehicle must be properly licensed or removed from the property and properly stored no later than noon on August 18th, otherwise, the City would have the vehicle towed.

Mr. Youngs is asking the City Council to consider an exception.

City Code 1316.07 states as follows:

Storing or parking of abandoned, unlicensed, unauthorized or junk vehicle prohibited. It is unlawful for any person to park, store or leave any abandoned, unlicensed, unauthorized or junk vehicle, upon any public or private property within the city, or for any person, as an owner of or occupant having control of private property within the city to permit the parking, storing or leaving of any abandoned, unlicensed, unauthorized or junk vehicle upon such private property, unless such vehicle is within an enclosed building or structure lawfully situated upon private property or is so parked, stored or left upon private property lawfully zoned and operated as junkyard. (Added, Ord. 2008-08, Amended, Ord. 2011-03)

ATTACHMENT(S): Notice re Unlicensed/Junk Vehicle
Letter from Dustin Youngs and Amanda Olsen
Pictures

STAFF RECOMMENDATION: Review and discuss

ACTION REQUIRED: Motion _____, second _____

COPY

CITY OF SANDSTONE
P.O. Box 641, ♦ 119 Fourth Street
Sandstone, Minnesota 55072
Telephone (320) 245-5241 ♦ FAX (320) 245-5502

UNLICENSED/JUNK VEHICLE

Date: August 6, 2019
Owner/Tenant: Dustin Youngs
Address: 1321 State Hwy 23 N
Sandstone, MN 55072

Property Identification: 1321 State Hwy 23 N - 45.5239.000

The City has found the presence of junk and/or unlicensed vehicles on streets or private property in the City constitutes a public health and safety hazard. Section 1316.07 of City Code prohibits the open storing or parking of such vehicles within City limits.

This letter constitutes a (10) day written notice that the following described vehicle(s):

Monster truck, no plates

is/are determined to be an unlicensed or junk vehicle as defined by City Code, Section 1316.05 and the vehicle(s) must be properly licensed or removed from the property and properly stored no later than August 18, 2019.

If the vehicle(s) is/are not licensed or removed and properly stored, the vehicle(s) will be towed and impounded at:

SANDSTONE COLLISION, 806 STATE HWY 123

The vehicle(s) may be reclaimed in accordance with the procedures of Minnesota Statutes 168B.01 and 168B.07 or disposed of in accordance with Minnesota Statutes 168B.08.

The owner of vehicle or the owner or person in control of the property on which the vehicle is located, may, in writing, request a hearing before the City Administrator. No further action on towing or impounding may be taken until after the hearing.

Alana Tyson
Deputy Clerk
City of Sandstone

RECEIVED AUG 09 2019

This letter is in reference to the so called "Monster Truck" in our yard with no plates. We would like to be considered for an exemption to the requirement of plates due to the truck being for off Road use only, so we have no way of getting a title in order to get plates. Also we have no way to store the truck in our garage due to being unable to build a garage big enough to store it. If need be we would like to request a hearing to come to some kind of agreement for us to be able to keep our truck.

Thankyou!

Dustin Youngs

+

Amanda Olsen

1321 Hwy 23 N
Sandstone, MN 55072

written on August 9th, 2019



ECONOMIC DEVELOPMENT AUTHORITY
Memorandum

TO: City Council
FROM: Kathy George, Executive City Administrator
DATE: August 21, 2019
SUBJECT: 329 Minnesota Street

BACKGROUND: The City acquired 329 Minnesota Street last year along with 4 other tax forfeited properties. Since that time, the City conducted asbestos testing and abatement, followed by demolition of all structures on the site. The City also removed several trees that were a concern to the neighboring property.

To date, expenses incurred on this parcel include the following:

Property Acquisition	14.73
Asbestos Testing	625.00
Abatement	2,810.40
Tree Removal	1,500.00
MPJ – Demolition	<u>8,187.67</u>
TOTAL	13,137.80

The City advertised for bids in the 7/4, 7/11 and 7/18 editions of the Courier and 7/13 edition of the Evergreen. One bid was received from Freda Nelson in the amount of \$9,000, contingent upon the City providing a survey of the property.

ATTACHMENTS Proposal

STAFF Review and discuss

RECOMMENDATION:

- Accept offer; or
- Propose counter offer; or
- Reject offer



CITY OF SANDSTONE
 119 – 4th Street, PO Box 641
 Sandstone, MN 55072

BID FORM

BID AMOUNT \$ 9000 SIGNATURE: Freda Nelson DATE: 7-10-19

PROPERTY ADDRESS: 329 Minnesota Street, Sandstone, MN PARCEL ID: 45.5039.001
 LEGAL DESCRIPTION: Townsite of Sandstone, Lots 7 and 8, Block 11

Bid Amount	\$ <u>9000.00</u>
3% State Assurance (multiply bid by .03)	\$ <u>270.00</u>
State Deed	\$ <u>25.00</u>
TOTAL FIRST CHECK <u>MADE OUT TO CITY OF SANDSTONE:</u>	\$ <u>9295.00</u>

Plus: Pine County Recorder Fee (Second check)	\$ _____ N/A
\$50.00 Well Certificate (if there is a well on the property)	\$ _____ N/A
\$46.00 Recording Fee	\$ <u>46.00</u> 46.00
Deed Tax (multiply bid by .0033) (\$1.65 minimum)	\$ <u>29.70</u>
TOTAL SECOND CHECK <u>MADE OUT TO PINE COUNTY:</u>	\$ <u>75.70</u>

What do you intend to do with the property? Build and live in home.
 What is the timeline to carry out your intentions? within 1.5 years

IDENTIFY HOW YOU WANT THE STATE DEED TO READ (Print Clearly):

NAME(s): Freda Nelson
 ADDRESS: 56790 Thomson Rd
Sandstone MN 55072
 PHONE #: ~~320-372~~ 320-372-0482 m9 7/29/19

IDENTIFY THE TYPE OF OWNERSHIP (Check One):
 Single Ownership
 Co-Ownership: Joint Tenancy (death – goes to other partner)
 Co-Ownership: Tenancy in Common (death – goes to heirs through probate)

- INSTRUCTIONS:
- Completely fill out, sign, and date the Bid Form
 - Enclose two checks *as indicated above*
 - Enclose Bid Form and checks in a sealed envelope labeled "PROPERTY BID"
 - Submit Bid Form and checks by 4:00 p.m. Friday, July 19, 2019 to:
 Sandstone City Hall, Attn: Kathy George, 119 – 4th Street, Sandstone, MN 55072
 - Questions can be directed to Kathy George, City Administrator, 320-245-5241
 - Non-successful bidders will have their checks mailed back.

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Brandon Devlin - Resignation

BACKGROUND: Council Member Devlin has submitted a letter of resignation effective August 30th because he is moving out of Sandstone.

Brandon 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): Letter of Resignation

STAFF RECOMMENDATION: Regrettably accept the resignation of Brandon Devlin

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

August 7, 2019

Kathy George, City Administrator
City of Sandstone
119 4th St
Sandstone, MN 55072

Dear Kathy,

I would like to tender my resignation to the Sandstone City Council and EDA effective August 30th 2019. I will be moving to Indiana in October and will be ineligible to continue my position as a City Councilor. I need the extra time in September as I will be out of the State for most of the month and ineffective in my position.

I would like to thank you, the City Staff, and the Council and EDA members for my time with everyone. It has been a pleasure working with everyone and I will miss it greatly. I know there will be some difficulty transitioning 2 new Council Members in with Tim leaving as well but I know you are up to the task as you have been with everything else that you have come across.

I wish you well in your continuing and future endeavors and feel free to contact me anytime.

Sincerely,



Brandon Devlin
City Councilor

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Council Vacancies

BACKGROUND: Recently, Council Members Franklin and Devlin have both resigned their Council seats as both of them are moving out of town. Both Franklin and Devlin are serving 4-year terms, which expire in December, 2022.

The Council must pass a resolution declaring the vacancies.

Minnesota Statute 412.02 states:

Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election and more than two years remain in the unexpired term, a special election shall be held at or before the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular city election or when less than two years remain in the unexpired term, there need not be a special election to fill the vacancy and the appointed person shall serve until the qualification of a successor. The council must specify by ordinance under what circumstances it will hold a special election to fill a vacancy other than a special election held at the same time as the regular city election.

Since more than 2 years remain in each of the terms, the Council can either hold a special election now to fill the term through the December 2022 expiration; or appoint two people to fill the two vacancies until December 2020 and then hold a special election for the remaining 2 years of the term.

After the July 17th Council meeting, when Tim Franklin tendered his resignation, the Council directed staff to advertise for interested candidates. Five people have submitted the City Council Candidate Questionnaire:

- Oliver Dykstra
- Cassie Gaede
- Stacey Horton
- Julena Rahier
- Randy Riley

ATTACHMENT(S): Resolution 20190821-01 Declaring Vacancies on Council
Candidate Questionnaires from each of the five candidates

STAFF Review and discuss
RECOMMENDATION: Provide direction

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

CITY OF SANDSTONE

RESOLUTION NO. 20190821-01

A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY.

WHEREAS, the Sandstone City Council has received the written resignation of Timothy Franklin, effective on August 31, 2019; and

WHEREAS, the Sandstone City Council has received the written resignation of Brandon Devlin, effective on August 30, 2019

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

1. The council accepts Timothy Franklin’s resignation as described above.
2. The council accepts Brandon Devlin’s resignation as described above.

The council declares that two vacancies exist on council effective on September 1, 2019.

Passed by the City Council of Sandstone, Minnesota this 21st day of August, 2019.

Mayor

Attested:

City Administrator

CITY COUNCIL CANDIDATE QUESTIONNAIRE

NAME: Oliver Dykstra
HOME ADDRESS: 311 Jefferson St
TELEPHONE NO. (W) 612-600-1431 (H) N/A email olodykstra@yahoo.com
If you need more space to write, please use the back of this form.

- 1. How long have you lived in Sandstone? 3 Years
- 2. Where do you work? Drupalsquad
What is your occupation? Operations Manager
- 3. Describe your current involvement in the Sandstone community
I attend and support local events & businesses & participate in discussions with community members about ways to develop our community further.
- 4. Being part of the City Council involves many time commitments including council meetings, advisory commission meetings and staff committee meetings, occasionally on short notice. There will likely be time spent each week talking with the Administrator as well as constituents.
Will your schedule allow you to attend these meetings? Yes
- 5. Is your family supportive of the necessary time commitment required?
Yes.
- 6. If you are appointed to the council vacancy, your address and home telephone number will be made available to the general public. Will this present a problem for you? No
- 7. Please describe any business holdings or financial interest you or any member of your family may have with any business, developer or landholder that could create a conflict of interest for you in your role as a council member.
None
- 8. Why does the appointment to this elective office interest you?
I consider myself a Sandstone Booster and would like to ~~do my~~ part in an official capacity
- 9. Why should the City Council appoint you to this vacancy?
With my wealth of experience in working with people in Business & non-profits, and my willingness to dig deep "into the weeds" I'll bring a unique mix of imagination and realism to official planning and decisions.
- 10. Do you understand this is a temporary appointment? Yes

Deadline: 2 pm August 16, 2019
 Return to City Administrator Phone (320) 245-5241
 Sandstone City Hall Fax (320) 245-5502
 P O Box 641 email: administrator@sandstonemn.com
 Sandstone MN 55072

CITY COUNCIL CANDIDATE QUESTIONNAIRE

NAME: Cassie Gaede
HOME ADDRESS: 131 Washington St. Sandstone MN 55072
TELEPHONE NO. (W) 245-2216 (H) 245-6987 email cgae@eastcentral.k12.mn.us
If you need more space to write, please use the back of this form.

1. How long have you lived in Sandstone? Since 2006
2. Where do you work? East Central School District
What is your occupation? High School School Counselor
3. Describe your current involvement in the Sandstone community
Current member of the Planning Commission since 2012, volunteer for several community and school organization & active member in a local church.
4. Being part of the City Council involves many time commitments including council meetings, advisory commission meetings and staff committee meetings, occasionally on short notice. There will likely be time spent each week talking with the Administrator as well as constituents.
Will your schedule allow you to attend these meetings? My schedule is limited however I have a great support of neighbors to assist with making meeting times.
5. Is your family supportive of the necessary time commitment required?
Yes
6. If you are appointed to the council vacancy, your address and home telephone number will be made available to the general public. Will this present a problem for you? No
7. Please describe any business holdings or financial interest you or any member of your family may have with any business, developer or landholder that could create a conflict of interest for you in your role as a council member.
N/A
8. Why does the appointment to this elective office interest you?
Serving my community is always been an honor. By being on the city council, I not only get to serve but be a part of the process to do what's right for Sandstone and help it succeed.
9. Why should the City Council appoint you to this vacancy?
I should be appointed to this position because my family takes great pride in our community. I love what it has to offer and see the potential to grow. I am dedicated, passionate, and a hard worker and has what it takes to lead.
10. Do you understand this is a temporary appointment? Yes

Deadline: 2 pm August 16, 2019
 Return to City Administrator Phone (320) 245-5241
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 P O Box 641 email: administrator@sandstonemn.com
 Sandstone MN 55072

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CITY COUNCIL CANDIDATE QUESTIONNAIRE

NAME: Stacey Horton

HOME ADDRESS: 1106 Hwy 23 N Sandstone

TELEPHONE NO. (W) 384-0445 (H) 218-380-2943 email Staceylynn79@hotmail.com
If you need more space to write, please use the back of this form.

1. How long have you lived in Sandstone? Over 18 years
2. Where do you work? Northview Bank Ninkhy Branch
What is your occupation? CSR - Bank teller
3. Describe your current involvement in the Sandstone community
I try to attend events around Sandstone. -
I don't have kids but my friends do and I also attend
School events and try to buy local.
4. Being part of the City Council involves many time commitments including council meetings, advisory commission meetings and staff committee meetings, occasionally on short notice. There will likely be time spent each week talking with the Administrator as well as constituents.
Will your schedule allow you to attend these meetings? Yes
the latest I work is 5:30pm M-F
5. Is your family supportive of the necessary time commitment required?
Yes (No kids - other half works midshift)
6. If you are appointed to the council vacancy, your address and home telephone number will be made available to the general public. Will this present a problem for you? NO
7. Please describe any business holdings or financial interest you or any member of your family may have with any business, developer or landholder that could create a conflict of interest for you in your role as a council member.
Working at DVB we do business with many locals. I feel
this should really be a conflict as I have created great
relationships and trust bonds with them.
8. Why does the appointment to this elective office interest you?
I've always wanted to be more involved with the community
and when I seen the flyer I felt I could do this.
9. Why should the City Council appoint you to this vacancy?
Working in Sandstone for 5+ years many of my customers
were town? surrounding area folk and they become
comfortable and trusting of me. I have a very positive
outlook and personality! I have respect for the town
I live in and would like to help see it be great!
10. Do you understand this is a temporary appointment? Yes!

Deadline: 2 pm August 16, 2019

Return to City Administrator
Sandstone City Hall
P O Box 641
Sandstone MN 55072

Phone (320) 245-5241
Fax (320) 245-5502
email: administrator@sandstonemn.com

Julena Rahier
521 Commercial Ave N
Sandstone, MN 55072
Home: (320)279-3766
Work: (320)245-5261

CITY COUNCIL CANDIDATE QUESTIONNAIRE

1. How long have you lived in Sandstone? *I have lived in Sandstone for about 3 years.*
2. Where do you work? *Northview Bank*

What is your occupation? *Customer Service Representative/Index Deposit Department*

3. Describe your current involvement in the Sandstone community. *I try to be as involved in the community as I can. I stop by most community events and participate in the parade. I also do Hwy clean up twice a year with my family and co-workers. I've worked within the community for the last 6 years.*
4. Being a part of the City Council involves many time commitments including council meetings, advisory commission meetings and staff committee meetings, occasionally on short notice. There will likely be time spent each week talking with the Administrator as well as constituents. Will your schedule allow you to attend these meetings? *I work 8am-4:30pm Mon-Fri. I'm able to take necessary time off for meetings and other time commitments. My schedule is fairly flexible*
5. Is your family supportive of the necessary time commitment required? *Absolutely*
6. If you are appointed to the council vacancy, your address and home telephone number will be made available to the general public. Will those present a problem for you? *I have no issue with this.*
7. Please describe any business holdings or financial interest you or any member of your family may have with and business, developer or landholder that could create a conflict of interest for you in your role as a council member. *None*
8. Why does the appointment to this elective office interest you? *I want to contribute to my community as much as I am able. Being on City Council would be a great catalyst for that. I also think this would be a great opportunity to learn more about the community I am now a part of.*
9. Why should the City Council appoint you to this vacancy? *I'm eager to help and I care a lot about my community and the people in it.*
10. Do you understand this is a temporary appointment? *I Understand*

CITY COUNCIL CANDIDATE QUESTIONNAIRE

NAME: Randy Riley
HOME ADDRESS: 718 Angle Ave. Sandstone, MN 55072
TELEPHONE NO. (W) 320-245-5614 (H) 245-5522 email r.riley@svicable.com
If you need more space to write, please use the back of this form.

1. How long have you lived in Sandstone? 30 yrs
2. Where do you work? Essentia Health. Sandstone
What is your occupation? Registered Nurse
3. Describe your current involvement in the Sandstone community
Active member of City Planning Commission for about 20 yrs
Active member of Sandstone Lion's Club
4. Being part of the City Council involves many time commitments including council meetings, advisory commission meetings and staff committee meetings, occasionally on short notice. There will likely be time spent each week talking with the Administrator as well as constituents.
Will your schedule allow you to attend these meetings? yes
5. Is your family supportive of the necessary time commitment required?
yes
6. If you are appointed to the council vacancy, your address and home telephone number will be made available to the general public. Will this present a problem for you? No
7. Please describe any business holdings or financial interest you or any member of your family may have with any business, developer or landholder that could create a conflict of interest for you in your role as a council member.
none
8. Why does the appointment to this elective office interest you?
I have spent 20 yrs on Planning Commission.
I feel it is time to step up to the council
I've always believed in service to my community.
9. Why should the City Council appoint you to this vacancy?
After many years on the planning commission,
I feel I understand how the city operates,
and I believe I can help us grow in
the right direction
10. Do you understand this is a temporary appointment? yes

Deadline: 2 pm August 16, 2019
Return to City Administrator
Sandstone City Hall
P O Box 641
Sandstone MN 55072
Phone (320) 245-5241
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email: administrator@sandstonemn.com

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Union Contract Ratification

BACKGROUND: The current union contract between the City and International Union of Operating Engineers, Local #49 expired on December 31, 2018. The City began negotiations with the union on December 4th, 2018. The process was put on hold while the City was pursuing a unit clarification through the Bureau of Mediation Services. The BMS issued their determination on June 20, 2019. Contract negotiations then resumed.

Through the process, the City Council held two closed meetings to discuss strategy. The negotiating committee had two meetings with the union and the steward and both sides have reached tentative agreement on a contract that would cover January 1, 2019 through December 31, 2021.

ATTACHMENT(S): Relevant Sections of the Union Contract

STAFF RECOMMENDATION: Ratify the Union Contract as presented

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

The following changes have been agreed to by the union and the negotiating committee:

ARTICLE III
UNION DUES/ CHECK OFF/FAIR SHARE

~~Fair Share Fee.—Section 2 : All employees who are not members of the exclusive representative may be required by said exclusive representative to contribute a fair share fee for services rendered by the exclusive representative in an amount equal to the regular membership dues of the exclusive representative less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed eighty five percent (85%) of the regular membership dues. The exclusive representative shall provide advance written notice of the amount of the fair share fee assessment to the director, the Employer, and to a list of all employees within the unit. A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the director, the public employer, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The Employer shall deduct the fee from the earnings of the employee and transfer the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the Employer pending a decision by the director pursuant to Section 3 of the Act.~~

~~Indemnification.—Section 3:—The union agrees to indemnify and save and hold harmless the City from any litigation arising out of the fair share fee challenge.~~

ARTICLE IX
VACATION PTO

Section 1. Accrual.

For the remainder of 2019, Vacation will continue to accrue as follows:

<u>Years of Service</u>	<u>Vacation</u>	<u>Carry Over</u>
0-1	40 hours	40 hours
2-5	80 hours	120 hours
6-10	120 hours	180 hours
11-14	160 hours	240 hours
15+	168 hours plus, 8 hours for each Year of service over 15 to a Maximum of 200 hours per year.	Not to exceed 300 hours

Any vacation time remaining at December 31, 2019 will be added to the employee's PTO account.

Effective January 1, 2020, all eligible employees will accrue paid time off (PTO) based on years of service. Every regular full-time employee shall earn PTO in increments corresponding to regular pay periods.

<u>Years of Service</u>	<u>PTO</u>
0<1	80 hours per year
1<5	160 hours per year
5<10	240 hours per year
10<14	320 hours per year
14+	336 hours per year

Upon Termination of Employment:

70% of unused PTO shall be paid by the City to the employee, up to a maximum of 400 hours, regardless of the number of years served.

After ten (10) years of employment by the City, 50% of remaining unused PTO shall be paid by the City towards health benefits for the retiree and will be deposited by the City into the employee's Minnesota State Retirement System Health Care Savings Plan.

After fifteen (15) years of employment by the City, 55% of remaining unused PTO shall be paid by the City towards health benefits for the retiree and will be deposited by the City into the employee's Minnesota State Retirement System Health Care Savings Plan.

After twenty (20) years of employment by the City, 60% of remaining unused PTO shall be paid by the City towards health benefits for the retiree and will be deposited by the City into the employee's Minnesota State Retirement System Health Care Savings Plan.

Section 2. Scheduling. An employee shall be eligible to use earned ~~vacation~~ PTO (change effective January 1, 2020) as it accrues. The City Council or its delegated representative shall have final authority on approving ~~vacation~~ PTO (change effective January 1, 2020) requests.

~~**Section 3. Termination.** Any employee leaving municipal services in good standing such as retiring, resigning, etc. shall be compensated for Vacation accrued but unused to the date of separation. Granting compensation for being terminated for cause or~~

~~unlawful action may be determined at the sole discretion of the City Council. (effective January 1, 2020).~~

~~Section 4. Carryover. Vacation may be carried over from year to year at a rate of 1 1/2 times the employee's annual accrual rate. Excess Vacation will be lost if not used. (See table above for example) (effective January 1, 2020).~~

ARTICLE XI OTHER LEAVES

Effective January 1, 2020, Section 2, Sick Leave will be eliminated. Any accumulated sick leave remaining at December 31, 2019 will be added to the employee's PTO account.

Section 4. Unearned Leave. At the sole discretion of the City Council it may grant the use of unearned ~~vacation or sick leave~~ PTO under unusual circumstances. Employees may be extended unearned ~~vacation or sick leave~~ PTO in so far as the City may deduct it from future compensation and paid back with future time. (effective January 1, 2020)

Section 5. Accumulation. Any employee who is using ~~vacation or sick~~ PTO leave is eligible to accrue new ~~vacation or sick~~ PTO leave. ~~An employee may be required to use vacation after sick leave is exhausted.~~ (effective January 1, 2020)

ARTICLE XII HEALTH AND WELFARE INSURANCE

Section 2. Health and Welfare. All Full-time regular employees working forty (40) hours or more per week will participate in the Operating Engineers Local #49 Health and Welfare Fund. Regular employees eligible are those individuals who are members of the Operating Engineers Local #49 and fair share employees, and all new probationary employees who are and will be working on a full-time basis. Upon Any employee in this unit terminating his/her employment or going into retirement, the City of Sandstone will pro-rate and withhold any monies that have been paid for his or her insurance coverage beyond employee termination or retirement date from their last payroll earnings including any fringe benefits due and owing equal to the employee's cost share as per current agreement. The City of Sandstone agrees to contribute and pay to Local No. 49, International Union of Operating Engineers Health Insurance Plan of ~~One Thousand One Hundred and Ten Dollars (\$1110.00)~~ One Thousand Two Hundred and Forty (\$1,240) per month toward all regular employee's health insurance. ~~The City of Sandstone agrees to cover all Health Insurance premium increase throughout the term of this agreement.~~

Effective January 1, 2020, the City agrees to contribute and pay to Local No. 49, International Union of Operating Engineers Health Insurance Plan the amount of One Thousand Two Hundred and Eighty-Nine Dollars and Sixty Cents (\$1,289.60) per month towards all regular employee's health insurance. Any amount that exceeds \$1,289.60 per month will be split 50/50 between the employee and the City.

Effective January 1, 2021, the City agrees to contribute and pay to Local No. 49, International Union of Operating Engineers Health Insurance Plan the amount of One Thousand Three Hundred and Forty-One Dollars and Eighteen Cents (\$1,341.18) per month towards all regular employee's health insurance. Any amount that exceeds \$1,341.18 per month will be split 50/50 between the employee and the City.

Section 3. Health and Welfare. ~~After three years of employment the City agrees to the deduction of 3% of the employees wages for participation in the Minnesota State Retirement System Health Care Savings Plan. The City will match 100% of employee contributions to the MSRSHCSP.~~

After 3 years of service with the City, employees shall contribute to the Minnesota State Retirement System Health Care Savings Plan. Employees shall contribute 3% of pay to the MSRSHCSP. The City will contribute the equivalent of 3% of the employee's pay to the employee's MSRSHCSP account. Upon an employee's death, contributions will no longer be made to the MSRSHCSP.

ARTICLE XIV HOURS OF EMPLOYMENT

Section 1. Work Schedules. Work schedules for personnel shall be established by the appropriated department head with the approval of the City Administrator. The regular work week for employees is five eight-hour days in addition to a lunch period not to exceed one (1) hour, Monday through Friday, except as otherwise established by the department head in accordance with the customs and needs of the department. All employees, not on leave, shall work during the core hours between 8:00 a.m. and 5:00 p.m. Flexible hours are available between 7:00 a.m. to 9:00 a.m. and between 4:00 p.m. to 6:00 p.m. with prior approval as outlined above.

Streets & Parks Department employees are required to perform work as ordered by the Streets & Parks Supervisor or City Administrator to address the plowing needs of the City during the winter months. (effective upon signing the contract)

Section 2. Overtime/Weekend.

Overtime is defined as all compensated hours in excess of eight (8) hours in a workday (unless the employee and the employer agree on a flexible work week schedule) or forty (40) hours in a regularly scheduled work week. Any work performed on Saturday or Sunday, excluding days that are subject to Holiday Pay, shall be paid at 1-1/2 times the employee's regular hourly rate of pay. Employee needs to be directed to work or called in to be eligible. ~~Any hours worked after eight (8) per day will be compensated as overtime.~~

Section 3. Comp Time. All regular full-time employees have the option of banking the overtime hours worked as comp time at the rate of 1-1/2 times the hours worked. Banked

comp time must be used or paid out within 6 months or by the 26 pay period, whichever is sooner. (effective upon signing the contract)

Section 4. On Call. The Streets & Parks Department employees shall be considered “On Call” during weekends and holidays. The on-call schedule is to be worked out between the employees and the City and shall be fair and equitable. All weekends and holidays must be covered by one employee. The on-call employee will receive \$50 per day and must restrict their travel to no more than one hour (60 minutes) from the City of Sandstone, must refrain from the consumption of alcohol and other mind-altering substances, and must have in their possession the City cell phone. (effective upon signing the contract)

Section 5. Call Out Minimum. If an employee covered by this contract is called in to work for the City during their scheduled time off, they shall be compensated a minimum of 2 hours at the employee’s regular hourly rate of pay. Start time will begin when the employee arrives at the workplace. Overtime does apply if the employee has already worked 40 hours during the work week. (effective upon signing the contract)

ARTICLE XVI WAGES

Regarding the Streets & Parks Maintenance Worker position, the current compensation should be adjusted for this position to be equal to the Deputy Clerk position (which is 22.00 for 2018). (effective January 1, 2019)

<u>Section 1.</u>	<u>Base Wage Rates.</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Finance Officer		24.95	\$25.70	\$26.47	\$27.26
Deputy Clerk		22.00	\$22.66	\$23.34	\$24.04
Deputy Clerk / Utility Billing		22.00	\$22.66	\$23.34	\$24.04
Streets & Parks Supervisor		24.95	\$22.63	\$23.76	\$24.95
Streets & Parks Maintenance Worker		17.36	\$22.66	\$23.34	\$24.04

COLA – the above Base Wage Rates reflect a 3% increase each year.

Section 2 Longevity

Based on Fulltime employment as per years of service the following longevity schedule will apply on the employee's anniversary date of the ~~tenth (10th) and fifteenth (15th)~~ following years of service (effective January 1, 2019).

~~10 years — 1.5% added to the employees’ base pay~~

~~15 years — an additional 1.5% added to base pay~~

3 years 1% added to employee’s base wage rate

5 years	1.5% added to employee's base wage rate
7 years	2% added to employee's base wage rate
10 years	2.5% added to employee's base wage rate
12 years	3% added to employee's base wage rate
15 years	3.5% added to employee's base wage rate
17 years	4% added to employee's base wage rate
20 years	4.5% added to employee's base wage rate

Article XVII: Section 2. Training Center. The job classifications of ~~Streets & Parks Supervisor~~ and Streets & Parks Maintenance Worker will participate in the Local 49 Training Center. The City agrees to contribute \$0.25 per hour per employee for all hours compensated to the Local 49 Training Center. The City may select which employees will attend the training center based on the training needs of the City. Any request from an employee to attend the training center during regular work hours will require the approval of the City Administrator. Any employee that desires to attend the training center on vacation or personal time will not require approval of the City Administrator.



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 8, 2019

CFS Date/Time	CFS #	Description	Street Name
06/30/19 00:16	PI190812662	Security Alarm	LUNDORFF DR
06/30/19 01:00	PI190812666	Medical Transport	LUNDORFF DR
06/30/19 13:59	PI190812692	Check Welfare	MILITARY RD S
06/30/19 15:32	PI190812696	medical	STATE HWY 23 S
06/30/19 17:54	PI190812707	medical	MINNESOTA ST
06/30/19 18:39	PI190812712	Attempt Pickup	GROUSE ST
06/30/19 18:59	PI190812715	Unwanted Person	QUARRY PL
06/30/19 19:44	PI190812719	Child Custody/Visit	STATE HWY 23 S
06/30/19 20:03	PI190812723	Unknown Trouble	STATE HWY 23 S
06/30/19 21:15	PI190812730	Traffic complaint	LUNDORFF DR
07/01/19 04:40	PI190712743	medical	COURT AVE S
07/01/19 08:36	PI190712751	Security Alarm	LUNDORFF DR
07/01/19 09:38	PI190712754	Assist Other Agency	COURT AVE N
07/01/19 11:58	PI190712765	Psychological Problem	STATE HWY 123
07/01/19 13:11	PI190712769	Order Violation	STATE HWY 23 S
07/01/19 20:34	PI190712794	medical	LUNDORFF DR
07/01/19 21:25	PI190712796	Traffic Stop	STATE HWY 23 S
07/01/19 21:53	PI190712797	Animal Bite	LUNDORFF DR
07/01/19 22:14	PI190712800	Theft	COMMERCIAL AVE N
07/02/19 03:53	PI190712813	Neighbor Trouble	COMMERCIAL AVE N
07/02/19 04:42	PI190712814	Miscellaneous Fire Call	COMMERCIAL AVE N
07/02/19 04:44	PI190712815	Duplicate Call	COMMERCIAL AVE N
07/02/19 13:19	PI190712841	Security Alarm	STATE HWY 23 N
07/02/19 14:40	PI190712847	Detail	STATE HWY 23 N
07/02/19 15:59	PI190712860	Assist Other Agency	STATE HWY 123
07/02/19 19:38	PI190712880	Follow Up	7TH ST
07/02/19 20:30	PI190712887	Suspicious Activity	COURT AVE N
07/02/19 20:48	PI190712889	Subject Stop	4TH ST
07/03/19 00:09	PI190712902	Incident with Squad	QUARRY PL
07/03/19 09:54	PI190712919	Informational	ORIOLE ST E
07/03/19 10:26	PI190712921	Neighbor Trouble	STATE HWY 23 N
07/03/19 15:17	PI190712937	Detail	STATE HWY 23 N
07/03/19 18:44	PI190712957	Juvenile Trouble	PARK AVE
07/03/19 18:57	PI190712960	Disturbance	STATE HWY 23 N
07/03/19 19:56	PI190712967	Traffic complaint	LUNDORFF DR
07/03/19 20:17	PI190712969	Call Back	COMMERCIAL AVE N
07/03/19 20:19	PI190712972	Paper Service	MAIN AVE N
07/03/19 20:31	PI190712973	Property Lost/Found	HWY 23 N
07/03/19 23:34	PI190712994	Unknown Trouble	STATE HWY 23 N
07/03/19 23:53	PI190712995	Vehicle Recovered	STATE HWY 123 W

CFS Date/Time	CFS #	Description	Street Name
07/04/19 01:51	PI190712999	Miscellaneous Law Call	QUARRY PL
07/04/19 09:52	PI190713013	Miscellaneous Law Call	ORIOLE ST E
07/04/19 18:51	PI190713040	Assist Other Agency	STATE HWY 123 E
07/04/19 19:50	PI190713044	Call Back	STATE HWY 23 N
07/04/19 20:13	PI190713045	Medical Transport	COURT AVE S
07/05/19 02:48	PI190713068	medical	5TH ST
07/05/19 06:50	PI190713074	Property Lost/Found	HWY 23 N
07/05/19 09:24	PI190713078	Paper Service	PRISON RD
07/05/19 15:06	PI190713093	Canine Training	ORIOLE ST E
07/05/19 17:17	PI190713098	Extra Patrol	STATE HWY 23 N
07/05/19 17:40	PI190713101	Suspicious Activity	COURT AVE N
07/05/19 18:34	PI190713103	Informational	MILITARY RD S
07/05/19 21:12	PI190713125	Check Business	ST HWY 123 W
07/05/19 22:28	PI190713136	Disturbance	LUNDORFF DR
07/06/19 00:02	PI190713144	Check Business	QUARRY PL
07/06/19 11:55	PI190713171	Animal Bite	LUNDORFF DR
07/06/19 15:22	PI190713180	Security Alarm	LUNDORFF DR

Total Records: 57



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 15, 2019

CFS Date/Time	CFS #	Description	Street Name
07/07/19 06:14	PI190713244	Crank 911 calls	COURT AVE N
07/07/19 06:51	PI190713249	medical	LUNDORFF DR
07/07/19 08:30	PI190713250	Security Alarm	LUNDORFF DR
07/07/19 09:24	PI190713253	medical	LUNDORFF DR
07/07/19 10:35	PI190713256		ORIOLE ST E
07/07/19 16:16	PI190713284	Medical Transport	LUNDORFF DR
07/07/19 16:47	PI190713287	Security Alarm	DIVISION ST
07/07/19 17:01	PI190713289	Miscellaneous Fire Call	LUNDORFF DR
07/07/19 18:02	PI190713292	medical	WASHINGTON ST
07/07/19 18:39	PI190713297	Unknown Trouble	STATE HWY 23 S
07/07/19 20:43	PI190713305	Fireworks Complaint	STATE HWY 23 N
07/07/19 22:36	PI190713320	medical	JAY ST
07/08/19 09:41	PI190713338	Check Welfare	MAIN AVE S
07/08/19 13:11	PI190713353	Disturbance	LUNDORFF DR
07/08/19 18:57	PI190713384	Unknown Trouble	STATE HWY 123
07/09/19 08:50	PI190713413	Repeat Offender	COURT AVE N
07/09/19 13:37	PI190713438	Search Warrant	ORIOLE ST E
07/09/19 17:13	PI190713464	Suspicious Activity	PARK AVE
07/09/19 18:15	PI190713471	Assault	COURT AVE N
07/10/19 10:35	PI190713502	Detail	STATE HWY 23 N
07/10/19 11:31	PI190713508	Informational	HWY 23 S
07/10/19 13:28	PI190713519	Vehicle Information Call	OLD MILITARY RD S
07/10/19 14:41	PI190713531	Missing Person	1ST ST
07/10/19 14:49	PI190713534	Vehicle Information Call	ANGLE AVE
07/10/19 16:42	PI190713546	Paper Service	JEFFERSON ST
07/10/19 22:08	PI190713570	Lock In or Out	HWY 23 N
07/11/19 00:06	PI190713580	Attempt Pickup	COURT AVE N
07/11/19 16:43	PI190713613	Drug Incident	COURT AVE N
07/11/19 17:38	PI190713620	Traffic Stop	OLD MILITARY RD S
07/11/19 18:06	PI190713627	Informational	DIVISION ST
07/11/19 20:26	PI190713644	medical	COMMERCIAL AVE N
07/11/19 21:25	PI190713650	medical	EISENHOWER ST
07/12/19 06:31	PI190713668	Security Alarm	LUNDORFF DR
07/12/19 08:40	PI190713674	Miscellaneous Law Call	LUNDORFF DR
07/12/19 09:57	PI190713681	Repeat Offender	COURT AVE N
07/12/19 10:17	PI190713684	Repeat Offender	OLD MILITARY RD S
07/12/19 11:49	PI190713695	Check Welfare	1ST ST
07/12/19 15:28	PI190713721	Informational	STATE HWY 23 N
07/12/19 21:44	PI190713755	Trespass	MAIN AVE S
07/12/19 22:24	PI190713759	Security Alarm	COUNTY HWY 61

CFS Date/Time	CFS #	Description	Street Name
07/12/19 23:52	PI190713761	Check Business	OLD WAGON RD230
07/13/19 01:48	PI190713765	Traffic Stop	COMMERCIAL AVE N
07/13/19 07:05	PI190713775	Audible Alarm	CO HWY 61
07/13/19 11:25	PI190713783	Vehicle Theft	STATE HWY 23 N
07/13/19 14:38	PI190713794	Attemp Pickup	QUARRY PL
07/13/19 14:56	PI190713795	Animal Disturbance	MILITARY RD S
07/13/19 17:00	PI190713799	Driveoffs	STATE HWY 23 S
07/13/19 21:42	PI190713817	Fireworks Complaint	4TH ST

Total Records: 48



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 22, 2019

CFS Date/Time	CFS #	Description	Street Name
07/14/19 00:37	PI190713829	Loud Music Complaint	ANGLE AVE
07/14/19 02:49	PI190713837	Traffic Stop	STATE HWY 23 S
07/14/19 17:20	PI190713861	Driveoffs	STATE HWY 23 S
07/15/19 10:11	PI190713894	medical	CREEKSIDE LN
07/15/19 11:52	PI190713903		MAIN AVE N
07/15/19 12:59	PI190713908	Civil Matter	ORIOLE ST E
07/15/19 15:57	PI190713926	MVA Property Damage	MAIN AVE N
07/15/19 19:46	PI190713946	Miscellaneous Fire Call	COMMERCIAL AVE N
07/15/19 20:46	PI190713948	Suspicious Activity	MILITARY RD S
07/15/19 21:34	PI190713951	Detail	STATE HWY 23 N
07/16/19 13:50	PI190713985	Community	STATE HWY 123
07/16/19 13:51	PI190713986	Assist Other Agency	PARK AVE
07/16/19 15:57	PI190713994	Juvenile Trouble	MILITARY RD S
07/16/19 18:06	PI190714001	Theft	MILITARY RD S
07/16/19 20:15	PI190714012	Traffic Stop	GRANT AVE
07/17/19 09:17	PI190714040	Assist Other Agency	1ST ST
07/17/19 12:36	PI190714055	Suspicious Activity	MILITARY RD S
07/17/19 14:48	PI190714067	Paper Service	ORIOLE ST E
07/17/19 15:32	PI190714071	medical	LUNDORFF DR
07/17/19 15:33	PI190714072	Canine Training	ORIOLE ST E
07/18/19 09:19	PI190714116	Unwanted Person	LUNDORFF DR
07/18/19 09:46	PI190714119	Paper Service	PRISON RD
07/18/19 11:27	PI190714124	Canine Training	STATE HWY 23 N
07/18/19 11:53	PI190714128	Informational	ORIOLE ST E
07/18/19 12:55	PI190714133	medical	MINNESOTA ST
07/18/19 13:16	PI190714136	Detail	STATE HWY 23 N
07/18/19 13:49	PI190714137	Call Back	COURT AVE N
07/18/19 15:15	PI190714144	Assist Other Agency	PRISON RD
07/18/19 17:31	PI190714150	Call Back	ORIOLE ST E
07/18/19 18:01	PI190714154	Call Back	ORIOLE ST E
07/18/19 19:23	PI190714156	Theft	COURT AVE N
07/18/19 20:46	PI190714167	Medical Transport	LUNDORFF DR
07/19/19 00:16	PI190714186	Check Business	OLD WAGON RD
07/19/19 03:11	PI190714191	Suspicious Activity	MILITARY RD S
07/19/19 09:46	PI190714204	Detail	STATE HWY 23 N
07/19/19 10:40	PI190714207	Detail	STATE HWY 23 N
07/19/19 12:43	PI190714219	Informational	MAIN AVE N
07/19/19 14:15	PI190714232	Detail	STATE HWY 23 N
07/19/19 19:57	PI190714299	Call Back	HWY 23 N
07/19/19 21:46	PI190714310	Traffic Stop	STATE HWY 23 S

CFS Date/Time	CFS #	Description	Street Name
07/20/19 13:16	PI190714347	Funeral Escort	5TH ST
07/20/19 21:17	PI190714387	Suspicious Activity	STATE HWY 23 N
07/20/19 21:25	PI190714388	Paper Service	SPRING ST

Total Records: 43



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 29, 2019

CFS Date/Time	CFS #	Description	Street Name
07/21/19 10:09	PI190714410	Driveoffs	QUARRY PL
07/21/19 10:41	PI190714411	medical	PRISON RD
07/21/19 11:45	PI190714416	Disturbance	1ST ST
07/21/19 15:07	PI190714423	Burglary	STATE HWY 23 S
07/21/19 19:39	PI190714444	Call Back	STATE HWY 23 N
07/21/19 19:49	PI190714447	Follow Up	GROUSE ST
07/21/19 20:36	PI190714449	medical	COURT AVE S
07/21/19 23:44	PI190714462	Security Alarm	COUNTY HWY 61
07/22/19 13:41	PI190714494	Security Alarm	LUNDORFF DR
07/22/19 14:23	PI190714497	medical	PRISON RD
07/22/19 16:19	PI190714508	Informational	LUNDORFF DR
07/22/19 18:48	PI190714517	Call Back	STATE HWY 23 S
07/22/19 19:40	PI190714520	Unknown Trouble	STATE HWY 23 S
07/22/19 21:26	PI190714532	Disturbance	MILITARY RD S
07/22/19 21:59	PI190714538	Check Business	STATE HWY 23 N
07/23/19 10:28	PI190714566	Assist Other Agency	DIVISION ST
07/23/19 12:38	PI190714576	Theft	COMMERCIAL AVE N
07/23/19 13:28	PI190714580	medical	LARK ST
07/23/19 17:26	PI190714592	Traffic Stop	MAIN AVE S
07/23/19 18:22	PI190714599	Detail	ORIOLE ST E
07/23/19 18:49	PI190714600	Informational	STATE HWY 23 S
07/23/19 22:40	PI190714615	Intoxicated Person	STATE HWY 23 S
07/23/19 23:06	PI190714618	medical	DIVISION ST
07/24/19 09:50	PI190714638	Security Alarm	LUNDORFF DR
07/24/19 13:35	PI190714655	Check Welfare	COMMERCIAL AVE N
07/24/19 15:38	PI190714665	Traffic Stop	PINE AVE N
07/24/19 17:23	PI190714673	Paper Service	COURT AVE N
07/24/19 17:32	PI190714675	Paper Service	SPRING ST
07/24/19 21:13	PI190714701	Parking Problem	COMMERCIAL AVE N
07/24/19 23:37	PI190714704	Call Back	OLD MILITARY RD S
07/25/19 01:42	PI190714710	Security Alarm	COUNTY HWY 61
07/25/19 08:55	PI190714720	Disturbance	COURT AVE N
07/25/19 08:59	PI190714721	Hit and Run Property	COURT AVE N
07/25/19 09:34	PI190714724	Drug Incident	COMMERCIAL AVE N
07/25/19 09:39	PI190714725	Unknown Trouble	MILITARY RD S
07/25/19 11:13	PI190714732	Informational	ORIOLE ST E
07/25/19 19:17	PI190714767	Informational	STATE HWY 123
07/25/19 22:58	PI190714788	Check Welfare	STATE HWY 23 S
07/25/19 23:24	PI190714792	Crank 911 calls	MILITARY RD S
07/28/19 07:24	PI190714805	Order Violation	COMMERCIAL AVE N

CFS Date/Time	CFS #	Description	Street Name
07/26/19 08:37	PI190714807	Unwanted Person	OLD MILITARY RD S
07/26/19 09:26	PI190714810	Repeat Offender	PARK AVE
07/26/19 09:37	PI190714811	Repeat Offender	OLD MILITARY RD S
07/26/19 09:45	PI190714812		ORIOLE ST E
07/26/19 09:51	PI190714813	Repeat Offender	COMMERCIAL AVE N
07/26/19 11:14	PI190714820	Juvenile Trouble	MILITARY RD S
07/26/19 18:22	PI190714859	Animal Bite	LUNDORFF DR
07/26/19 20:49	PI190714870	Order Violation	COMMERCIAL AVE N
07/26/19 22:44	PI190714877	Loud Music Complaint	6TH ST
07/27/19 04:48	PI190714889	Traffic Stop	COUNTY HWY 61
07/27/19 05:00	PI190714890	medical	LUNDORFF DR
07/27/19 08:26	PI190714894	MVA Property Damage	PRISON RD
07/27/19 16:58	PI190714914	Railroad Incident	MAIN AVE N
07/27/19 19:41	PI190714928	Traffic Stop	MAIN AVE S
07/27/19 21:17	PI190714936	Personal Injury/ Off	LUNDORFF DR
07/27/19 21:42	PI190714937	medical	OLD MILITARY RD S

Total Records: 56

Fire Department Report: July, 2019

Elite mrfirereport

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)
07/07/2019 17:02:05	Aircraft standby	705 Lundorff Drive South	Other aid given	
07/07/2019 18:03:41	Medical assist, assist EMS crew	127 Washington Street	Other aid given	Ambulance
07/07/2019 22:37:00	Medical assist, assist EMS crew	225 Jay Street	Other aid given	Ambulance
07/21/2019 00:57:00	Fire in mobile prop. used as a fixed struc., other	52879 Cloverdale Road	Mutual aid received	Sandstone Twp

Report Filters

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

Description

Activity report for the city



JULIE BLAHA
STATE AUDITOR

STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)

(651) 296-4755 (Fax)

state.auditor@osa.state.mn.us (E-mail)

1-800-627-3529 (Relay Service)

Investment Report Card

Sandstone Fire Relief Association
For the Year Ended December 31, 2018

Rates of Return

One-Year	-6.37%	
Three-Year	4.19%	
Five-Year	2.83%	
Ten-Year	3.73%	
Fifteen-Year	2.12%	
Twenty-Year	1.37%	
Custom Benchmark (One-Year)*	-2.59%	

Asset Allocations

	As of 1/1/18	As of 12/31/18
Domestic Stock	27.25%	29.92%
International Stock	11.74%	11.60%
Bonds	24.03%	29.46%
Cash	34.97%	29.14%
Other	2.01%	-0.12%

Benchmark Information

Index Returns	2018	Ten-Year	PERA Voluntary Statewide Plan One-Year Return	-3.72%	
Russell 3000 (Domestic Stock)	-5.24%	13.18%	State Board of Investment Returns	2018	Ten-Year
MSCI ACWI ex. U.S. (International Stock)	-13.78%	7.06%	SBI Bond Fund	-0.04%	4.96%
Bloomberg Barclays U.S. Aggregate (Bonds)	0.01%	3.48%	SBI U.S. Stock Index Fund	-5.26%	13.20%
90-Day U.S. Treasury Bill (Cash)	1.94%	0.38%	SBI U.S. Stock Actively Managed Fund	-4.33%	13.43%
Russell 3000 (Other)	-5.24%	13.18%	SBI Balanced Fund	-2.85%	9.83%
S&P 500	-4.38%	13.12%	SBI Broad International Fund	-14.54%	7.02%
NASDAQ Composite	-2.84%	16.76%	SBI Money Market Account	2.08%	0.52%
Dow Jones Industrial Average	-3.48%	13.16%			

*The Custom Benchmark (One-Year) is calculated based on the December 31, 2018 asset allocations.

This Investment Report Card is provided for informational purposes and should not be construed as containing investment or legal advice, and its contents are subject to revision.

Sandstone Public Library July Report

The Library Board met this month with, Kathy George, who gave us an update on the new Library and the progress on The Rock. I think everyone was encouraged after working on this for at least 10 years.

We sponsored the children's program Science Tellers. This was so much fun and we had a great crowd. They engaged the entire room with their story of an Alien abduction. The crowd loved the story and the kids could hardly sit still.

The Summer readers have been busy and many are on the Extra Innings score sheet. We've had several ongoing passive programs relating to Space and the kids are having fun with them.

The Friends are busy with their upcoming annual book sale during our Quarry Days celebration.

As of this date we have answered 276 reference questions and we have seen 1,424 patrons who have taken out countless books for their summer reading enjoyment.

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

SANDSTONE SCDP PROJECT UPDATE – August 21, 2019

Owner Occupied Housing

Inspections Done, Loans Closed and Work Completed

316 Park Ave - WORK COMPLETED AND CONTRACTOR PAID

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

Inspections Done and Loans Closed

218 1st St WORK COMPLETED AND CONTRACTOR PAID

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

406 Park Ave – WORK COMPLETED AND CONTRACTOR PAID

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

406 Court Ave N - WORK COMPLETED AND CONTRACTOR PAID

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

418 1st Street – WORK COMPLETED AND CONTRACTOR PAID

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

318 Court Ave N – WORK COMPLETED AND CONTRACTOR PAID

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

314 Court Ave N WORK COMPLETED AND CONTRACTOR PAID

- Roof, Foundation, HVAC, Electrical, Flooring, Windows
- Lead Work: Interior Banister
- Other Funding Sources: Owner

121 Division Street – Loan Closed and Proceed to Work Order Sent

117 Division Street – Loan Closed and Proceed to Work Order sent out

233 Minnesota Street – Loan closed and Proceed to Work Order sent out
218 Division Street – Loan Closed and Proceed to Work Order sent out

Inspections Done but Loans have not been closed

422 Park Ave – Inspector Visited – homeowner needs to clean the home before rehab can be done

115 Commercial Ave – Waiting on Client to okay the bid

- Roof, gutters, electrical
- Lead Work: Windows, doors, siding, soffit and fascia
- Other Funding Sources: Owner

5 Pine Ave N – Bidding Phase

209 Division Street – Waiting on USDA Funding

Owner Occupied Approved Budget:

\$350,000

Available Balance (after all committed funds) \$95,412.00

ALL COMMERCIAL SPOTS HAVE BEEN FILLED

Commercial Loans Closed

ACE Hardware

- Windows, Doors, Roof, Insulation
- Project Completed

PHASE 106 Main Street and 104 Main Street

- Sidewalk, Ramp, Stairway, Parking Lot
- Almost complete – 3 payments issued

Sprouts

- Kitchen upgrades, front door, roof
- Work Completed

Commercial: Approved Budget:

\$162,000

Available Balance: \$13,096.49

Administration: Approved Budget:

\$76,800

Available Balance: \$30,493.00

City of Sandstone
EDA Meeting Minutes
July 24, 2019

CALL TO ORDER: 6:00 p.m.

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

Members absent: Palmer

Staff present: Executive Director George and Recording Secretary Nelson

Others present: Mary Thorvig

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

APPROVE AGENDA

Motion Franklin, second Devlin to approve the agenda, moving Mary Thorvig ahead of the closed meeting. Motion carried 6-0.

APPROVE MINUTES

Motion Spartz, second Franklin to approve the June 26, 2019 Regular EDA Meeting minutes. Motion carried 6-0.

PUBLIC HEARING: None

NEW BUSINESS:

Discuss Property Sales and Purchases

In accordance with Minnesota Statutes 13D.05, subdivision 3(c), the meeting will be closed to consider offers for the purchase or sale of real property.

Motion Franklin, second Spartz to close the meeting at 6:18 p.m. Motion carried 6-0.

Sliver portion of parcel 30.0527.000

Recently, Fred Olander stopped by City Hall to see if the City is interested in acquiring the sliver portion of Parcel 30.0527.000 that is located on the east side of I-35, and is adjacent to 3 parcels in the Business Park (45.5658.000, 45.5657.000, and 45.5664.00). 30.0527.000 is a 92-acre parcel, with the bulk of the land being on the west side of I-35. The sliver parcel is about 2,600 linear feet, about 2.1 acres. This parcel is owned by Thomas & Penelope Selting. Mr. Olander stated that he was asked by them to look into the possibilities.

80' strip next to The Rock 45.5444.000

The EDA has been working towards the redevelopment of The Rock (old high school building located at 501 Court Ave N). A portion of the building, the elementary school addition which is on the Court Ave side of the property, is located on adjacent parcel 45.5444.000, which is owned by Manoucher Rostamkhani. In speaking with the Minnesota Housing Partnership Technical

Assistance team, it was determined that the EDA should acquire this parcel before proceeding with a Request for Proposals for a developer to work with the team towards submitting a “super RFP” to Minnesota Housing Finance Agency next June.

329 Minnesota Street

The City acquired 329 Minnesota Street last year along with 4 other tax forfeited properties. Since that time, the City conducted asbestos testing and abatement, followed by demolition of all structures on the site. The City also removed several trees that were a concern to the neighboring property.

To date, expenses incurred on this parcel include the following:

Property Acquisition	14.73
Asbestos Testing	625.00
Abatement	2,810.40
Tree Removal	1,500.00
<u>MPJ – Demolition</u>	<u>8,187.67</u>
TOTAL	\$13,137.80

The City offered the parcel for sale via sealed bids. The notice was placed in the 7/4, 7/11 and 7/18 editions of the *Pine County Courier* and the 7/13 edition of the *Evergreen*. One bid was received.

EDA owned parcels 45.0101.014, 45.0101.013, 45.0039.001, 45.0040.000, 45.5638.000, 45.5639.000; City owned parcel 45.0039.000

The EDA owns several parcels that were acquired when the City thought that the hospital was going to locate on property north of the former Gateway Clinic property. One parcel in this area is owned by the City (not the EDA). The EDA/City acquired the parcels in 2009 except the two by the Golf Course, which were acquired in 2007.

The City Council was considering a water loop project that would traverse through some of these parcels and create a second water connection to the new hospital / business park. The City thought perhaps there would be additional development in this area once water (and possibly sewer) were extended. However, recently the City Council decided on an alternate route to loop water service to the hospital / business park via Airport Road. Therefore, there is no longer a plan to bring water (or sewer) by these parcels.

Motion Franklin, second Devlin to reopen the meeting. Motion carried 6-0.

Community Economic Development Loan Application – Mary Thorvig

Mary Thorvig is working on an application for a loan from the Community Economic Development Loan program. The application is for improvements to the Arco Station – Car Wash and related areas.

Normally, the application would go through the Loan Application Committee but due to time constraints, Thorvig was invited to give present her request at the meeting.

Thorvig explained that the car wash was not operable; however, the building was deemed safe. She found a person sells car washing equipment who also helps with renovations. Thorvig is salvaging everything she can and buying new what is necessary. She estimates the total cost of the

project to be \$40,000 and is asking the EDA for a loan of \$34,600. There are many who ask her about the possibility of opening the car wash. Executive Director George reviewed the guidelines for a CED loan. Prime interest rate at this time is 5.25%. In the past, the EDA has awarded these with a mortgage, a loan agreement, a promissory note and a guarantee agreement. EDA members asked questions regarding the county taxes and the ownership status of the property.

Motion Franklin, second Anderson to approve the Community Economic Development Loan for Mary Thorvig in the amount of \$34,600 and further set the interest rate a 5.25%. Motion carried 6-0.

CONTINUING BUSINESS:

Sale of Wild River Properties

Closing on the Wild River Townhomes and Wild River Senior Apartment building took place on Friday, July 19th. The City agreed to have \$5,000 held in escrow to address over-spraying that occurred at the Senior building when maintenance staff used a dye chemical on the woodchips around the building. The buyer will hire someone to take care of the matter and will provide receipts. The EDA will receive any leftover funds. If the amount is greater than \$5,000, the EDA will contribute the balance of the amount owed. The buyer has been asked to provide quotes/estimates before approval.

After all closing costs, the \$5,000 escrow amount, the bond payoff of \$2,695,580.80, and the broker fee, the City received a check in the total amount of \$1,743,199.34. There is still some final accounting transactions to make with Great Lakes Management. There are also positive fund balances in the Wild River Repair & Replacement Fund of \$183,508 and the Wild River Reserve Fund of \$250,032.

George reported that the bond will not actually be paid off until August 23rd. Notice is required to the bond holders since the EDA is paying them off early. By paying early, the EDA saved \$400,878.54 in interest. Finance Officer Newey also worked with the insurance company to get a refund of \$19,630 for the unused portion of the policy.

Sandstone Development, LLC – Request for Extension

The due diligence period on the two Purchase Agreements executed by 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 request at the June 26th EDA meeting and directed staff to make a counter offer to increase the earnest money to \$5,000 per lot (bringing the escrow amount to \$19,000 total) and to inform the developer that the EDA plans to market the lots.

The developer has made a counter offer: Sandstone Development, LLC is proposing that it pay an additional \$2,500 in non-refundable earnest money now for each lot and then an additional non-refundable payment of \$2,500 in January for each lot, with additional language giving Buyer the sole option for an additional 6-month extension. There is no mention about the EDA's ability to market the properties, which is currently prohibited by paragraph 21, Exclusivity, in the Purchase Agreements.

Motion Devlin, second Anderson to deny the counter offer. Motion failed 1-5.

Motion Spartz, second Devlin to deny the counter offer, give them 90 days to pay the second half of the escrow, remove the extra language regarding the extension of the due diligence period and allow the EDA to market the lots; and further, requiring the developer to provide proof that all escrow payments have been made. Motion carried 5-1 with Devlin dissenting.

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
- Special Assessments

This item was discussed at the June 26th EDA meeting. Since that time, George has been following up on several items and recently met with President Kester who suggested a work session be scheduled to dig into all of this information. The EDA agreed to schedule a work session for Wednesday, August 7 at 6:00 p.m.

Various Updates

The following updates were provided:

- Business Retention & Expansion Visits – The EDA has enlisted the services of 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	
- Update from The Northspan Group: Schuettler has been collecting data on businesses and industries with NAICS codes that commonly use rail in Pine County to weed out unlikely

prospects. He has calculated location quotients for major industries in Pine County to determine industries in which the area has a competitive edge. He has expanded his analysis to include Carlton County. He has started drafting a survey of identified businesses to determine their interest in a rail spur.

- Shovel Ready Status of the Business Park: Staff is still working with DEED on the details. The latest questions concern natural gas. DEED's questions (below) have been forwarded to Minnesota Energy Resources for responses.
 - Natural gas: It says "10,000 cfh is available at the town border station and is extendable to the business park", It will be hard for people unfamiliar with the area to understand. The first questions are:
 - 1) How far away is the station?
 - 2) Does this mean that current capacity is zero?
 - 3) How long would it take to get this capacity in the park?
- GPS Familiarization Tour (FAM Tour) – Every year, GPS organizes an event with realtors and site selectors. This year, a reception is planned for Thursday, July 25th, in Duluth. George plans to attend and represent Sandstone.
- Brad Brzezinski, DEED's Northeast Business Development Representative, was unable to attend the July EDA meeting. Hopefully, he will be here for the August 21st meeting.

ADJOURN

Motion Franklin, second Devlin to adjourn at 8:55 p.m. Motion carried 6-0.

Phillip Kester, Chair

Kathy George, Executive Director

**City of Sandstone
EDA Meeting Minutes
August 7, 2019**

CALL TO ORDER: 6:00 p.m.

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

Members absent: None

Staff present: Executive Director George

Others present: None

PLEDGE OF ALLEGIANCE

The purpose of the meeting was to hold a work session on the Lundorff Drive / Business Park project. Executive Director George reviewed several items with EDA members, as follows:

Project Expenses

The Lundorff Drive / Business Park project expenses occurred throughout the years 2014 - 2019. The activity occurred in 10 different City funds throughout these 6 years. There were three different projects associated with these expenses – (1) Lundorff Drive, (2) Business Park Road Improvement (which was essentially additional engineering expenses that were not included in the Lundorff Drive project), and (3) Airport Rd/Old Military Rd Improvements.

George explained that when she first came to Sandstone 2 years ago, she was told that the special assessments for the developers in the Business Park were on hold, pending the final financial roll-up of the project expenses and grant proceeds. Because of staff changes – Sam Griffith to Jessica Seibert to Leah Jackson to George – things were very confusing. George decided to meticulously go through the expenses – track them all down to their individual invoices – to get an accurate accounting of the expenses. Which has now been done.

During her research, George found that many expenses were coded incorrectly – thus, resulting in 10 different funds being involved. For example, cash received for the sale of lots was coded in the Lundorff Drive project (421); however, it should be in the EDA fund (228). Expenses the EDA incurred due to the sale of the lots was coded in the Lundorff Drive project (421); however, these, too, should be in the EDA fund (228). Attorney’s fees for miscellaneous General Fund items were incorrectly coded to the project (421). Clearing & grubbing expenses for the project, along with some SEH fees, were coded to Capital Improvement (401), but they should have been coded to the project (421). Minnesota Energy (gas line project) was coded to the EDA fund (228), but should have been coded to (421). These are just some of the highlights. In total, 100 expenditures were incorrectly coded throughout these years.

Business Park Expenses – Coded Incorrectly
As of June 30, 2019

Fund	Current Total	Total Should Be	Difference
------	---------------	-----------------	------------

421 – M&B Park	(770,406.33)	(840,651.83)	(70,245.50)
228 - EDA	41,074.07	58,064.06	16,989.99
406 – KC TIF	0	(3,491.70)	(3,491.70)
101 – General	(370,206.42)	(347,097.32)	23,109.10
411 – Gateway Abate	0	(591.32)	(591.32)
401 – Cap Imp	(114,229.43)	(80,000.00)	34,229.43
TOTAL	(1,213,768.11)	(1,213,768.11)	0

Based on this information, George recommends that various fund transfers be made in order to correct the situation, as follows:

Fund	Credit	Debit
421 – M&B Park		70,245.50
401 – Cap Imp	34,229.43	
228 – EDA	16,989.99	
101 – General	25,206.42	2,097.32
406 – KC TIF		3,491.70
411 – Gateway Abate		591.32
TOTAL	76,425.84	76,425.84

Consensus of the EDA was to recommend the City Council approve these fund transfers. This item will be placed on the August 21st Council Meeting Agenda.

Purchase Price and Special Assessments

George explained that in 2016, the EDA had an appraisal done on the business park lots to satisfy the Federal EDA requirement that the projected final sale price of the land, including utilities and site improvements, meets the criteria of being a “fair and reasonable price” based on the raw land cost coupled with the cost of site improvements and infrastructure developments.

At that time, the appraiser came up with the following:

ESTIMATED FINAL MARKET VALUE

South 86 acres at \$.04/sf	\$149,850.00 (raw land)
Center 40 acres at \$.10/sf	174,200.00 (raw land)
Hospital/Clinic/SR housing site at \$.15/sf	457,400.00 (raw land)
+ Hosp/Clin/SR site at \$.60/sf (includes site improvements)	1,039,000.00
Unusable 14/15 acre strip of land at \$.02/sf	<u>12,100.00</u> (raw land)
Total raw land value:	1,832,550.00
Total Utility costs (estimated)	<u>3,850,000.00</u>
Total land & utility costs:	5,682,600.00

Less value of unusable wetlands	<u>(19,400.00)</u>
Net value of property:	5,663,000.00
Divided by the total acreage of 181	31,287 per acre
	\$.72 per sf

The actual fair and reasonable price that was determined is \$31,363 per acre.

Before the appraisal was done, the Hospital District was going to purchase their 23.86 acre parcel for \$727,365. This would have been \$30,484 per acre. After the appraisal was done, the Purchase Agreement was amended to a purchase price of \$748,321.18, which reflects the \$31,363 per acre price. They paid \$38,350 in cash, and agreed to assessments of up to \$709,971.18.

Essentia Health purchased 1.29 acres for the clinic. They paid \$7,650 in cash and agreed to a special assessment of up to \$145,000.00. This would reflect a total purchase price of \$152,650, or \$118,333 per acre.

In reviewing past correspondence, it appears that at the time the NPAHD and Essentia deals were made, the thought was that the City would issue bonds for the expenses that exceeded the grants received. Between the \$709,971.18 from NPAHD and the \$145,000.00 from Essentia, “and any additional development would reduce the clinic’s portion”. These funds would be used to make the bond payments.

The Golden Horizons / Midwest Properties deal was a purchase price of \$127,647, which is \$31,363 per buildable acre. The EDA received a flat \$35,000 up front as their “assessment” and the 25-year promissory note for \$92,647.

The above deals were all made when Sam Griffith was the City Administrator.

When Jessica Seibert became City Administrator, Members Co-Operative Credit Union purchased their parcel for \$77,152.98, which is \$31,363 per acre PLUS an assessment of \$34,000 (not counting the gas assessment). This assessment amount breaks down to \$13,821 per acre (it is unknown where this figure came from).

This is also when the Sandstone Development deals were made. They purchased 2 parcels for a total of \$227,381.75, which is \$31,363 per acre PLUS assessments of \$102,950 (not counting the gas assessment). These assessments were figured at \$14,200 per acre, which correlates to some spreadsheet working papers of Seibert’s that are based on the estimated cost of the infrastructure project.

George stated that these two deals (MCCU and Sandstone Development) deviate from the first 2 (NPAHD and Golden Horizons) – where the purchase price was \$31,363 per acre, and they were funded with cash, special assessments, and the one promissory note. The Essentia/Clinic deal was an outlier.

George asked for discussion on the following questions:

(1) Should the MCCU and Sandstone Development LLC deals be the same as NPAHD and Golden Horizons -- \$31,363 per acre, with no additional assessments (except the gas assessment)? If so, the \$34,000 assessment would not be implemented.

Consensus of the EDA was that the MCCU and Sandstone Development deals should be the same as NPAHD and Golden Horizons - \$31,363 per acre with no additional assessments (except for the gas assessment). EDA Member LaBounty abstained from this discussion, as she is employed by MCCU. This item will be placed on the August 28th EDA meeting for action.

(2) Should the Essentia/Clinic deal also be the same - \$31,363 per acre? If so, the total purchase price would be \$40,458.27. They paid \$7,650 in cash. The assessment amount would be \$32,808.27, instead of “up to \$145,000”.

Consensus of the EDA was that the Essentia/Clinic deal should also be the same -- \$31,363 per acre; therefore, their assessment should be \$32,808.27. This item will be placed on the August 28th EDA meeting for action.

The EDA also agreed that the City should move forward with certifying the NPAHD assessment of \$709,971.18.

(3) For the assessments, what interest rate should be charged? And for what term? The agreements state “... in installments over the number of months remaining for the term of the Special Assessment Bonds at the time such assessments, bearing interest at rate equal to the rate of interest on the Special Assessment Bonds. However, the decision regarding the interest rate to be applied is the absolute and sole discretion of the City Council, subject only to limitations imposed by law.”

George explained that when these agreements were drafted initially (and then copied, with some modifications, for every deal thereafter), the potential bonds were presented to be 15 years at 3.65% interest. Only the Sandstone Development agreement document sets the term at 25 years. The bond the City just issued through the Rural Water MIDI Loan program was for 15 years at 3% interest (for comparison/discussion purposes).

Discussion on this item turned to whether or not the EDA should bond for the shortfall (discussed below under “Fund Balance”).

(4) Going forward, should the purchase price be \$31,363 per acre / buildable acre; which can be funded via cash in total or cash with assessments?

There was discussion about whether the \$31,363 figure is meant to be applied to “buildable acres” or if it is to be applied to the total acreage of each parcel. Golden Horizons paid \$31,363 per “buildable acre”. The Sandstone Development deals are also based on “buildable acres”. MCCU, NPAHD and Essentia were based on total acreage; however, all

of the acres on these parcels are deemed buildable. George is trying to get clarification from the Federal EDA on this question.

(5) Another option being pursued is leasing the lots. The Federal agreement does allow for lots to be sold or leased at “adequate consideration” or fair market value. Whether via sale or lease, payments can be extended out over a period of time. The question is, how long of a period of time? **George is trying to get clarification from the Federal EDA on this question.**

Project Expenses – Shortfall, Interfund Transfers & Loan

George then reviewed the following information with the EDA:

Project Expenses

Lundorff Drive	\$4,548,416.88
BP Road Improvement	112,052.37
Airport/Old Military Road	<u>313,714.58</u>
TOTAL PROJECT EXPENSES	\$4,974,183.83

Grants Received

DEED	\$ 200,000.00
LRIP	1,350,000.00
Federal EDA	<u>2,058,532.00</u>
TOTAL GRANTS RECEIVED	\$3,608.532.00

Project Expenses AFTER grants \$1,365,651.83

Offset by Sale of lots-cash received:

NPAHD	38,350.00
MCCU	77,152.98
Essentia / Clinic	7,650.00

Offset by Special Assessments received:

Golden Horizons	<u>35,000.00</u>
-----------------	------------------

Total after sale/special assessments received: \$1,207,498.83

Golden Horizons Promissory Note

Payable in 2041 \$ 92,647.00

Special Assessments to Collect:

NPAHD	\$710,971.18
Essentia / Clinic (145,000.00)	32,808.27 (recommended)
MCCU (34,000.00)	-0- (recommended)
Sandstone Development (102,950)	<u>-0-</u> (recommended)

Total Outstanding Payables \$836,426.45

Sandstone Development Sale

Purchase price	\$227,381.75
Gas assessment	<u>20,784.28</u>

Total Potential Receivables \$248,166.03

Shortfall

George stated that there are a couple of ways to look at the “shortfall”.

- After project expenses, grants, and cash received for the sale of lots (so far), there is a cash shortfall of \$1,207,498.83.
- With the promissory note and special assessments to collect (eventually), there is a shortfall of \$371,072.38.
- If the pending sale to Sandstone Development takes place, the shortfall would be reduced to \$122,690.63.

Interfund Transfers

In July, 2014, the City agreed to transfer \$250,000 of “General Fund” money towards the medical campus infrastructure project as a match to the \$200,000 DEED / State Bonding money. This was booked as a “budget amendment” with no mention of it being a loan or intended to be paid back.

In February, 2015, the City was looking for another \$1,250,000 in State Bonding money / LRIP. The City approved additional fund transfers for the Medical Campus project/Business Park site: \$100,000 from Fund 603, \$80,000 from fund 401, and \$95,000 from fund 101. Again, this was booked as a “budget amendment” with no mention of it being paid back.

Total of these interfund transfers:

General Fund (101)	\$345,000
Storm Sewer Fund (603)	100,000
Capital Improvement Fund (401)	<u>80,000</u>
Total transfers	\$525,000

EDA members were undecided about paying these funds back. Discussion will continue at the August 28th EDA meeting. Some thought that the fund transfers were justified. Others thought that it would be best to pay them back and wipe the slate clean.

Fund Balance

After the transfers related to the 10 funds the project expenses were spread over, fund 421 has a negative cash balance of (840,651.83).

If Fund 421 pays back the “budget amendment” transfers, the total negative balance would be (1,365,651.83).

The EDA could issue special assessment bonds, as originally discussed back in 2014/2015 to make Fund 421, 101, 603, and 401 “whole” again and close out Fund 421. Payments and terms could be

structured with the known special assessments. George stated that it is costly to issue bonds due to issuance costs and interest over the long term.

Another option, George stated, is that the EDA could decide to use the proceeds from the Wild River property sale to offset these expenses. Proceeds are \$1,743,199.34. After paying the above-mentioned funds, the remaining proceeds would be \$377,547.51.

Any special assessments that come in would go into Fund 228 (EDA) and could be used for economic development purposes in the future.

Discussion on this item involved (a) whether or not to pay back the interfund transfers (as discussed above); (b) whether or not to use the Wild River proceeds to balance Fund 421 and, possibly, pay back the interfund loans; (c) whether or not to issue a bond (to include the costs of issuance) that would be paid back by the NPAHD and Essentia special assessments. This item will be further discussed at the August 28th EDA meeting.

Interfund Loan

Additionally, from 2007 to 2017, the EDA borrowed money from the Community Economic Development Loan Fund (226) for the purchase of the Vork property in the total amount of \$168,839.00. These funds need to be paid back from the EDA.

The EDA could also pay back Fund 226 the \$168,839.00 that was borrowed for the Vork property from the Wild River proceeds, still leaving a positive balance from the proceeds of \$208,708.51.

Consensus of the EDA was to pay Fund 226 back from the Wild River property sale proceeds. This item will be placed on the August 28th EDA meeting for action.

ADJOURN

Motion Franklin, second Devlin to adjourn at 8:20 p.m. Motion carried 7-0.

Phillip Kester, Chair

Kathy George, Executive Director

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Approve Interfund Transfers

BACKGROUND: As discussed at the August 7th EDA meeting, the following interfund transfers are recommended for approval:

Fund	Credit	Debit
421 – M&B Park		70,245.50
401 – Cap Imp	34,229.43	
228 – EDA	16,989.99	
101 – General	25,206.42	2,097.32
406 – KC TIF		3,491.70
411 – Gateway Abate		591.32
TOTAL	76,425.84	76,425.84

ATTACHMENT(S): None

STAFF RECOMMENDATION: Approve Recommended Interfund Transfers

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

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Midwest MN, LLC – Variance Request

BACKGROUND: The City received an application for a Variance from Greg Oleszczuk, Midwest MN, LLC to allow for 33 off-street parking stalls with typical dimensions of 9-feet x 20-feet. City Code Section 515.37, subdivision 10(c) states:

Retail stores and service establishments require 1 parking space per 150 square feet of floor space and outdoor sales space.

The Developer states that there will be 7,263 square feet of floor space, which would require 49 parking stalls.

The Public Hearing notice was published in the August 1st and August 8th editions of the *Pine County Courier*. It was also mailed to all property owners located within 350 feet of the development property.

One comment has been received from an adjoining property owner regarding the lot located adjacent to the development property, at the corner of Old Military Road and Highway 123. The property owner is concerned with stormwater runoff.

The Layout Plan, Grading Plan, Erosion Control Plan, Utility Plan, and Landscape Plan have been provided to City Engineer Greg Anderson for review.

The Planning Commission did not have a quorum at the August 14th meeting; therefore, the Public Hearing was recessed until Monday, August 19th at 7:00 p.m.

It is expected that the Planning Commission will make a recommendation to the City Council at the August 21st Council meeting.

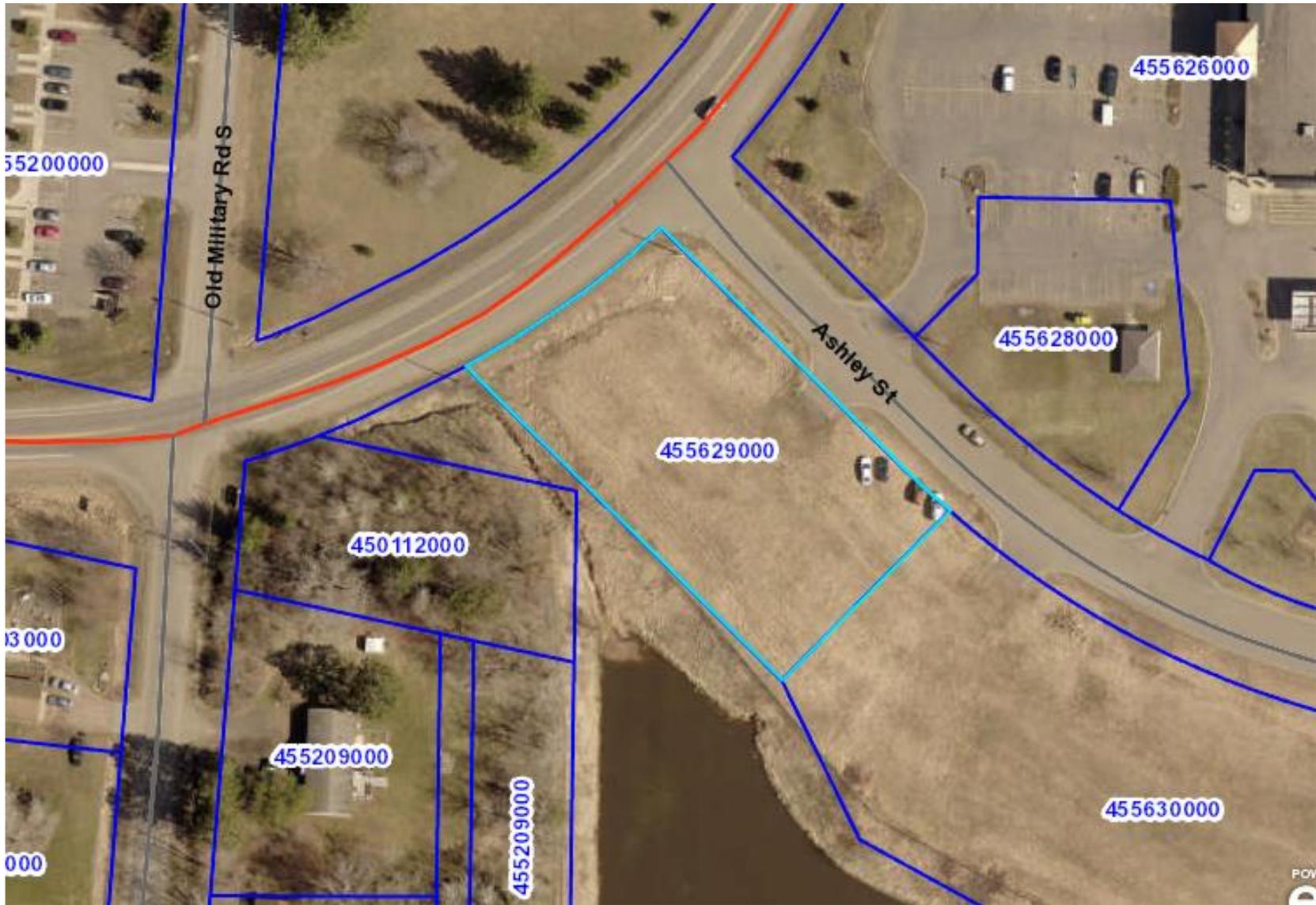
ATTACHMENTS:

- GIS Map of Location
- Notice of Public Hearing
- Land Use Application Form
- Letter from Developer’s Engineer

- Project Plan Sheets – Layout, Grading, Erosion Control, Utility, Landscape (11x17 size copies will be provided at the meeting)

STAFF
RECOMMENDATION:

Act on the recommendation of the Planning Commission



**CITY OF SANDSTONE
NOTICE OF PUBLIC HEARING**

The Planning Commission of the City of Sandstone will hold a Public Hearing on Wednesday, August 14, 2019, at 7:00 p.m. at the Sandstone City Hall, 119 Fourth Street, P.O. Box 641, Sandstone, MN 55072 to take public comment on a:

Request for a **variance** to Section 515.37, subdivision 10(c), Schedule of Off-Street Parking Requirements, by Greg Oleszczuk, Midwest MN, LLC, to allow for 33 off-street parking stalls with typical dimensions of 9-feet x 20-feet, which is 16 stalls less than the required 49 stalls.

The proposed development is a new Dollar General retail store that will be located on Lot 1, Block 2, Thorvigs Addition; the southwest intersection of Highway 123 and Ashley Street. Tax Parcel: 45.5629.000.

All persons desiring to be heard with reference to the above matter may do so at the public hearing. If you are unable to attend the meeting but wish to comment, you may submit a letter to the Planning Commission, City of Sandstone, at the above address or you may send an email to administrator@sandstonemn.com no later than 5:00 p.m. on the date of the hearing. Any such communications will be forwarded to the Planning Commission at the public hearing.

Dated July 22, 2019

/s/ Kathy George, City Administrator

Sandstone Minnesota
LAND USE
APPLICATION FORM

PAID \$ _____

RECEIPT No. _____

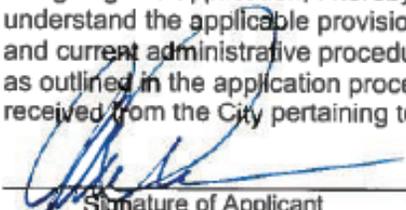
- | | |
|---|--|
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Parcel Split |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Zoning District Amendment | <input checked="" type="checkbox"/> Variance |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Plan Review |
| <input type="checkbox"/> Other | |

Applicant	<u>Midwest MN, LLC</u> <u>Greg Oleszczuk</u>	<u>1432 Fulton St.-2nd Floor, Grand Haven, MI 49417</u>	<u>(616) 842-2030</u>
	<small>Name</small>	<small>Address</small>	<small>Phone</small>
Owner	<u>XMAT-III, LLC</u> <u>Author Representative: Chris Thorvig</u>	<u>P.O. Box 200, Sandstone, MN 55072</u>	<u>(612)-718-3106</u>
	<small>Name</small>	<small>Address</small>	<small>Phone</small>

Property Location (Street address & legal description) SW Intersection of Highway 123 and Ashley Street.
Lot 1, Block 2, Thorvigs Addition, Pine County, Minnesota.

Description and/or Reason for Request (City Ordinance Sections):
See attached letter.

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

 Signature of Applicant
07/22/2019 Date

messages/forms/applications & permits/land use application form



Point of Beginning

4941 Kirschling Court, Stevens Point, WI 54481
1497 6th Street - Suite C, Green Bay, WI 54304

July 22, 2019

City of Sandstone

Attn: Planning Commission and City Council

119 4th Street, PO Box 641

Sandstone, MN 55072

RE: Variance Request

Dear Members of the Planning Commission and City County,

On behalf of Midwest MN-LLC, developer of a proposed Dollar General retail store, is requesting approval from the Planning Commission and City Council for an acceptance of the proposed parking stall count. The Dollar General Site Plan proposes a total of 33 off-street parking stalls with typical dimensions of 9'x 20'. The total number of stalls is a reduction from the ordinance (Section 515.37, Subd. 10 c) that requires 1 stall for each 150 sq. ft. of floor space, for a total of 49 stalls required.

30 parking stalls is an acceptable number of stalls, required by Dollar General, to adequately serve their clientele. Consequently, the development is proposing 3 additional stalls, over what Dollar General requires. In addition, the proposed number of parking stalls will also leave more open green space, less unused parking stalls, and reduce storm water runoff, which is a benefit to the City's aesthetics. Midwest MN-LLC, recognizes that this stall count does not comply with the City of Sandstone's code. However, they are confident that this site plan provides adequate parking spaces for their customer needs, based on experience with several past developments for the proposed retailer.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in red ink, appearing to read 'James Lundberg', is written over a blue horizontal line.

James Lundberg, P.E.

Director of Engineering

Point of Beginning, Inc.

July Summary

<u>Parcel ID#</u>	<u>Address</u>	<u>Status</u>
450125000	42 MINNESOTA ST	Citation (Past Due Violations)
455552001	101 COMMERCIAL AVE	Open Orders w/ Violations
455056000	103 PALISADE AVE	Open Orders w/ Violations
455551001	105 COMMERCIAL 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 COMMERCIAL 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 COMMERCIAL AVE	Open Orders w/ Violations
455474000	710 COMMERCIAL 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

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

- The Pine County Sheriff has been contacted to initiate issuing citations with six (6) property owners.
- Currently working with a couple property managers to ensure they provide the proper paperwork for exceptions to the inspection requirements.
- The City of Pine City recently updated and adopted their rental ordinance effective 08/01/19.



City of Sandstone

Rental inspection Program Update 08/21/19

MEMORANDUM

DATE: July 30, 2019

TO: City of Sandstone

FROM: Richard Drotning, Building Official

RE: Building Department report for the month of July

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 6 building and maintenance permits in July.

There were no new Right of Way permits issued in July.

The total construction value for building permits issued in July is \$ 1,141,800.00

The total permit fees collected in July is \$ 18,689.56

The total building permit fees collected so far in 2019 is \$ 35,603.48

The total construction value so far in 2019 is \$ 2,273,877.67

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

Essentia health ambulance garage and office

1602 Hwy 23N New Government Ctr.

Fire Hall remodel

HWY 61 motel

ACE Hardware storage/sales building

City hall mechanical remodel/upgrade

If you have any questions, please do not hesitate to ask.

Cell 320 279-1841

ROW PERMITS

MN energy

Centurylink

Consolidated Comm

MN POWER

MN ENERGY

River Bluff

Grouse st., Lundorff, Railroad Ave

117 4th st Hwy 123

ROBIN ST

218 MAIN AVE ALLEY

Streets & Parks O&M Report: July, 2019

Roads / Streets:

Filled potholes Old Milt. Rd. / Minnesota St.-Pine Ave / Washington St.-Pine Ave. / Jay St. Graded gravel roads an alley's as needed. Cleaned catch basins as needed. Mowed road ditches and shoulders (a continuing process as time allows). Working on list of streets in need of major repair or replacement.

Parks:

Collected garbage as needed / maintained rest rooms. Mowed grass as needed. Robinson Park: Hauled out brush piles from clean up day (more brush to be cleared out when time allows). Stained support structure of sign at entrance. Train Park: Stained stairs and railings on band-shell. Angle Park: Zamboni was sold on public auction.

Cemetery:

Mowed grass as needed / cut dead tree hauled out.

Buildings:

Collected garbage & recycling as needed / replaced light bulbs. Mowed grass / watered flowers as needed. Americore group completed one week of clean up in the main building of The Rock (old school) all ground floor doors and windows were secured. Waiting for quotes to come in for roof repair. Secured door at KREEC site. 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.

Equipment Maintenance / Repairs

1999 Chevrolet 1500 :

Truck was sold on public auction.

Road Grader:

Had starter refurbished and re-installed. Replaced one defective battery cable end (other three will be replaced when time allows). Maintained fluid levels.

John Deere Tractor / Mower:

Repaired leaking oil line fitting. 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.

Mowers / Lawn Equipment:

All mowers greased / maintained fluid levels. Replaced blade mount and blade on Cub Cadet push mower. Replaced starter solenoid and deck belt / blades on Cub Cadet Z-Force SZ48. Changed oil / filter and had defective gear box replaced on TORO GroundsMaster 3280D.

Misc.

Maintained fluid levels and proper lubrication of all other equipment currently in use.

Streets & Parks Supervisor: Craig D. Hiler

August 12, 2019

**PINE COUNTY RSG
SAFETY COMMITTEE AGENDA**

**June 18th, 2019
11:30am – 12:00pm
Hinckley, Minnesota**

Discussion of OLD BUSINESS

1. Review of Injuries/Illnesses/Incidents – January/February/March – NONE
2. Janet – Handouts: FirstNet On-Line Safety Training, Minnesota Duty Officer Info., Common Noise Chart / MN High Pressure Vessel Information, Fire Extinguishers, First Aid Kits, HBV for Waste Water Treatment Plant EEs, MN Garage Ventilation information

Discussion of NEW Business

1. April / May/ June, 2019 - Reported Injuries / Illnesses / Incidents / Near Misses
2. Safety Concerns/Issues by City
 - a. Sandstone
 - b. Hinckley
 - c. Pine City
 - d. Rush City
 - e. LMC / MMUA
3. Janet – Hand out Personal Protective Equipment Assessments
4. Open Forum / Open Discussion

Employee Safety Training / Safety Committee Meeting

Tuesday, July 2nd, 2019

When: 10:00am – 11:30am

What: Safety Training Topic – Traffic Control Work Zone Safety, Heat Illnesses

Where: Hinckley, Minnesota

Who: Any employee who redirects/manipulates traffic, any employee who works outdoors in hot temperatures

“Me Time” - Sandstone

Tuesday, July 2nd, 2019

When: 11:30am – 12:00pm

PINE COUNTY RSG
SAFETY COMMITTEE AGENDA

July 30, 2019
11:30am – 12:00pm
Hinckley, Minnesota

Discussion of OLD BUSINESS – No Mtg for July 2nd

1. Review of Injuries/Illnesses/Incidents – April/May/June – NONE REPORTED
2. Janet – Handouts: Personal Protective Equipment Assessments
3. Janet sent Sandstone electronic copy of updated MN Right-to-Know Program
4. Resent SDS ACCESS Brochure
5. Kristen LeRoy, Minnesota League of Cities was in attendance – July 2nd, 2019

Discussion of NEW Business

1. June / July 2019 - Reported Injuries / Illnesses / Incidents / Near Misses
2. Safety Concerns/Issues by City
 - a. Sandstone
 - b. Hinckley
 - c. Pine City
 - d. Rush City
 - e. LMC / MMUA
3. Janet – Hand outs: Portable Jack Inspection Checklist, Hoist Checklist, Chain Checklist
4. Deliver Safety Manual to Pine City – all safety manuals complete
5. Open Forum / Open Discussion

Employee Safety Training / Safety Committee Meeting

Tuesday, October 22nd, 2019

When: 10:00am – 12:00pm

What: CPR/First Aid / AED Use

Where: Hinckley, Minnesota

Who: All Applicable Employees

Tuesday, October 22nd, 2019

12:00pm – 12:30pm

“Value-Added Time” – OPEN

Date: August 8, 2019

To: City of Sandstone

From: Alex Leger, Operator

O & M Report: July 2019

Water Operation & Maintenance

- The City pumped 2.800 million gal. at an avg of 90,322 gal. per day. The daily max was 123,000 gal. on (7/27/19). The daily minimum was 50,000 gal. on (7/5/19).
- Deep Well #2 Out-Put (Free flowing) was 4.091 million gal. for the month with an avg. of 131,968 gal. per day.
- Well #1 Out-Put (Free Flowing) was 3.750 million gal. for the month at an avg. of 120,968 gal. per day.
- (3) Water Off – (403 Pine Ave) (225 Jay Street) (Kettle River Hospitality- Gas Light)
- (4) Water On – (225 Jay Street) (403 Pine Ave.) (225 1st Street) (501 Park)
- Deep Well #2 Pump & Back-up 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 Locates / Work Orders / Samples & Analysis were completed when required.
- Meter Reads for the month were completed.
- Went around different streets and pushed down standpipes (Shutoffs) in the sidewalks and streets.
- Had a High Service pump go down two different times at WTP in the nighttime and ended up making the water smell, which has been taken care of by having Total Control out too fix the problems in the VFD.
- After pumps went down at WTP, we had to go around to the dead end lines and flush them too get the water back to normal both times.

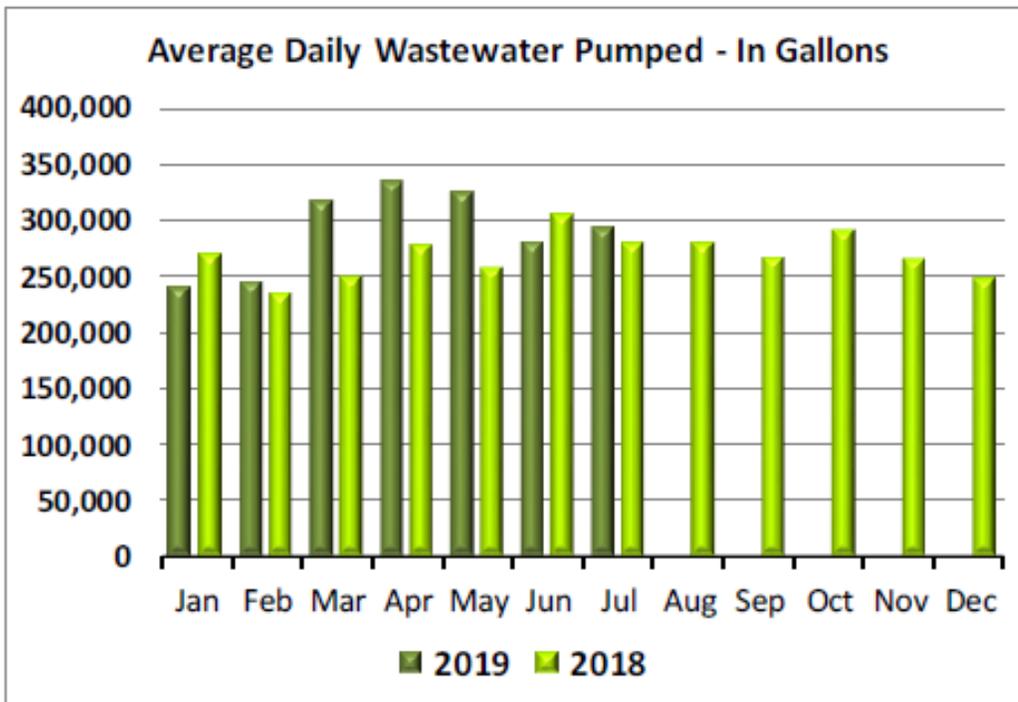
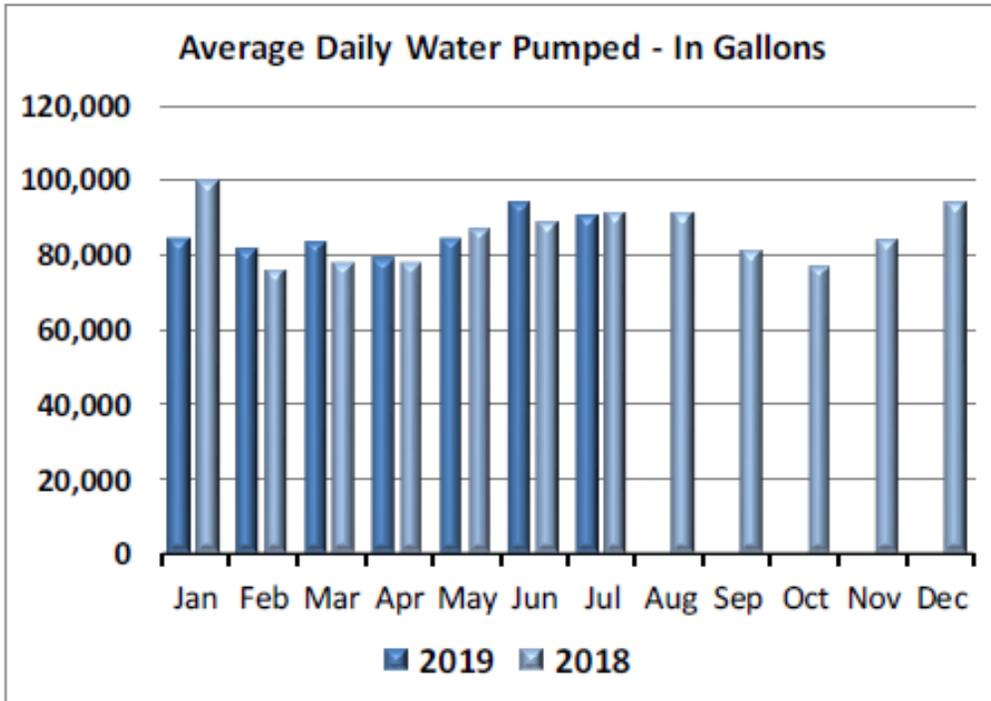




- 112 Division had a broken standpipe in their yard, so I bought a new pipe, cap and rebuilt the pipe.

Wastewater Operation & Maintenance

- There was 9.064 million gal. pumped to the ponds at an avg. of 292,387 gal. per day. The City pumped 3.909 million gal. for the month at an avg. of 126,097 gal. per day. FCI pumped 5.155 million gal. for the month at an avg. of 166,300 gal. per day.
- Discharges were (0) for the month of July. But we did transfer water from both 1 & 2 ponds to 3 making 1 & 2 at their minimum.
- Back-Up Generator at WWTP is exercised / inspected 2x per month.
- All Locates / Work Orders / Samples & Analysis were completed as required.
- Had Olson's Sewer come up from Forest Lake to camera the Members Line, which they did and sent the findings on flash drive to the engineers.
- Jetted Members line out in the street (Main line) and also multiple others in town for annual maintenance.
- Brought together multiple people from our company to spray weeds and cut down trees at sewer ponds.
- Cleaned and Degreased all Lift Stations. Pulled the floats and made sure they were all working properly at all Lift Stations, so we get alarms when something goes wrong.
- Pulled Lift Pump #2 at WWTP due to rag blockage and cleaned that out and got it back into service asap.



Water		July-19	June-19	July-18
	Units			
Average Daily Pumped	gallons	90,322	93,467	91,000
Total Monthly Pumped	gallons	2,800,000	2,804,000	2,824,000
Deep Well Pumped	gallons	4,091,000	4,164,000	4,154,000
Artesian Well Pumped	gallons	3,750,000	3,750,000	NO METER
Wastewater				
CBOD				
CBOD Influent Quarterly	mg/L	N/A	270	N / A
CBOD Effluent	mg/L	N/A	14.0	N / A
CBOD Effluent Permit Limit	mg/L	25.0	25.0	25.0
CBOD Effluent Loading	kg/day	N/A	157	N / A
CBOD Effluent Loading Permit Limit	kg/day	271	271	271
TSS				
TSS Influent Quarterly	mg/L	N/A	108	N / A
TSS Effluent	mg/L	N/A	41.3	N / A
TSS Effluent Permit Limit	mg/L	45.0	45.0	45.0
TSS Effluent Loading	kg/day	N/A	448	N / A
TSS Effluent Loading Permit Limit	kg/day	488	488	488
Phosphorus				
Phos Influent Quarterly	mg/L	N/A	6.90	N / A
Phos Effluent	mg/L	N/A	4.80	N / A
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Loading	kg/day	N/A	52.00	N / A
Phos Effluent Loading Permit Limit	kg/day	monitor only	monitor only	monitor only
Nitrogen Ammonia				
NA Effluent	mg/L	N/A	N/A	N / A
NA Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Fecal Coliform				
Fecal Effluent	ml	N/A	6	N / A
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	N/A	7.40	N / A
DO Effluent Minimum Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	0	266,685	0
Total Monthly	gallons	0	37,336,000	0
Influent Flow				
Average Daily	gallons	292,387	280,767	280,000
Total Monthly	gallons	9,064,000	8,423,000	8,697,000
City Contributed Total	gallons	3,909,000	3,506,000	4,076,000
City Average Daily	gallons	126,097	116,867	131,000
FCI Contributed Total	gallons	5,155,310	4,917,000	4,628,000
FCI Average Daily	gallons	166,300	163,900	149,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	Inches	4.48	6.19	4.82
Cell #1	Feet/inches	5'5" 7/29/19	6'3" 6/24/19	4' 9" 7/27/18
Cell #2	Feet/inches	3'4" 7/29/19	4'3" 6/24/19	6' 0" 7/27/18
Cell #3	Feet/inches	6'1" 7/29/19	2'8" 6/24/19	6' 9" 7/27/18



Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$10,224.00	\$3,486.00	34%	58%
Total	\$10,224.00	\$3,486.00	34%	58%

WO#	33701.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	7/1/2019
Equipment	8067-GEN			Generator			Printed	7/1/2019
Location	8067 Sandstone Water						Scheduled	7/1/2019
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	7/31/2019
							Completed	7/10/2019
Instructions	1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week.							
Notes	inspected/tested under load, everything is good							

WO#	33700.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	7/1/2019
Equipment	8067-EWS			Eye Wash Station			Printed	7/1/2019
Location	8067 Sandstone Water						Scheduled	7/1/2019
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	7/31/2019
							Completed	7/8/2019
Instructions	Inspect eyewash and shower for proper operation.							
Notes								

WO#	33699.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	7/1/2019
Equipment	8067-DHD			Dehumidifier			Printed	7/1/2019
Location	8067 Sandstone Water						Scheduled	7/1/2019
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	7/31/2019
							Completed	7/8/2019
Instructions	Inspect and check filter. Verify proper operation.							
Notes	okay							

WO#	33490.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	7/1/2019
Equipment	5067-SEI			Safety Equipment Inspection			Printed	7/1/2019
Location	5067 Sandstone Wastewater						Scheduled	7/1/2019
Task	AI Annual Inspection(P07)						Delinquent	7/31/2019
							Completed	7/9/2019
Instructions	Safety Equipment Inspection of all items: harnesses, tripods, hoists, life jackets, life rings and life hooks Go to The Line and print the correct forms that are needed to complete inspections. When completed, the finished form needs to be filed in the green safety box.							
Notes	none at this location							

WO#	33483.03	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tr> <td>Created</td> <td>7/1/2019</td> </tr> <tr> <td>Printed</td> <td>7/1/2019</td> </tr> <tr> <td>Scheduled</td> <td>7/1/2019</td> </tr> <tr> <td>Delinquent</td> <td>7/31/2019</td> </tr> <tr> <td>Completed</td> <td>7/9/2019</td> </tr> </table>			Created	7/1/2019	Printed	7/1/2019	Scheduled	7/1/2019	Delinquent	7/31/2019	Completed	7/9/2019
Created	7/1/2019																		
Printed	7/1/2019																		
Scheduled	7/1/2019																		
Delinquent	7/31/2019																		
Completed	7/9/2019																		
Equipment	5067-LS-3	Lift Station #3																	
Location	5067 Sandstone Wastewater																		
Task	LS QRTLTY PM																		
Instructions	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED																		
Notes	okay																		

WO#	33489.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tr> <td>Created</td> <td>7/1/2019</td> </tr> <tr> <td>Printed</td> <td>7/1/2019</td> </tr> <tr> <td>Scheduled</td> <td>7/1/2019</td> </tr> <tr> <td>Delinquent</td> <td>7/31/2019</td> </tr> <tr> <td>Completed</td> <td>7/8/2019</td> </tr> </table>			Created	7/1/2019	Printed	7/1/2019	Scheduled	7/1/2019	Delinquent	7/31/2019	Completed	7/8/2019
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Printed	7/1/2019																		
Scheduled	7/1/2019																		
Delinquent	7/31/2019																		
Completed	7/8/2019																		
Equipment	5067-LS-3	Lift Station #3																	
Location	5067 Sandstone Wastewater																		
Task	MPM Monthly Preventative Maintenance																		
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#	33483.02	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tr> <td>Created</td> <td>7/1/2019</td> </tr> <tr> <td>Printed</td> <td>7/1/2019</td> </tr> <tr> <td>Scheduled</td> <td>7/1/2019</td> </tr> <tr> <td>Delinquent</td> <td>7/31/2019</td> </tr> <tr> <td>Completed</td> <td>7/9/2019</td> </tr> </table>			Created	7/1/2019	Printed	7/1/2019	Scheduled	7/1/2019	Delinquent	7/31/2019	Completed	7/9/2019
Created	7/1/2019																		
Printed	7/1/2019																		
Scheduled	7/1/2019																		
Delinquent	7/31/2019																		
Completed	7/9/2019																		
Equipment	5067-LS-2	Lift Station #2																	
Location	5067 Sandstone Wastewater																		
Task	LS QRTLTY PM																		
Instructions	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED																		
Notes	okay																		

WO#	33488.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tr> <td>Created</td> <td>7/1/2019</td> </tr> <tr> <td>Printed</td> <td>7/1/2019</td> </tr> <tr> <td>Scheduled</td> <td>7/1/2019</td> </tr> <tr> <td>Delinquent</td> <td>7/31/2019</td> </tr> <tr> <td>Completed</td> <td>7/8/2019</td> </tr> </table>			Created	7/1/2019	Printed	7/1/2019	Scheduled	7/1/2019	Delinquent	7/31/2019	Completed	7/8/2019
Created	7/1/2019																		
Printed	7/1/2019																		
Scheduled	7/1/2019																		
Delinquent	7/31/2019																		
Completed	7/8/2019																		
Equipment	5067-LS-2	Lift Station #2																	
Location	5067 Sandstone Wastewater																		
Task	MPM Monthly Preventative Maintenance																		
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station. 																		
Notes																			

WO#	33483.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 7/1/2019</p> <p>Printed 7/1/2019</p> <p>Scheduled 7/1/2019</p> <p>Delinquent 7/31/2019</p> <p>Completed 7/9/2019</p> </div>		
Equipment	5067-LS-1	Lift Station #1							
Location	5067 Sandstone Wastewater								
Task	LS QRTLY PM								
Instructions	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED								
Notes	okay								

WO#	33487.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 7/1/2019</p> <p>Printed 7/1/2019</p> <p>Scheduled 7/1/2019</p> <p>Delinquent 7/31/2019</p> <p>Completed 7/8/2019</p> </div>		
Equipment	5067-LS-1	Lift Station #1							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance								
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#	33486.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 7/1/2019</p> <p>Printed 7/1/2019</p> <p>Scheduled 7/1/2019</p> <p>Delinquent 7/31/2019</p> <p>Completed 7/9/2019</p> </div>		
Equipment	5067-LPUM-3	Lift Pump #3							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check, change and clean seal filters.								
Notes	changed/checked and cleaned								

WO#	33485.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 7/1/2019</p> <p>Printed 7/1/2019</p> <p>Scheduled 7/1/2019</p> <p>Delinquent 7/31/2019</p> <p>Completed 7/9/2019</p> </div>		
Equipment	5067-LPUM-2	Lift Pump #2							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check, change and clean seal filters.								
Notes	checked/inspected and cleaned- shutdown waiting on a new part for electrical panel, should be back on by friday the 12th								

WO#	33484.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 7/1/2019</p> <p>Printed 7/1/2019</p> <p>Scheduled 7/1/2019</p> <p>Delinquent 7/31/2019</p> <p>Completed 7/9/2019</p> </div>		
Equipment	5067-LPUM-1	Lift Pump #1							
Location	5067 Sandstone Wastewater								
Task	MPM Monthly Preventative Maintenance(P07)								
Instructions	Check, change and clean seal filters.								
Notes	checked/changed and cleaned								

WO# 33482.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 7/1/2019
Equipment	5087-GEN	Generator		Printed 7/1/2019
Location	5087 Sandstone Wastewater			Scheduled 7/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 7/31/2019
				Completed 7/10/2019

Instructions

1. Check oil & water levels.
2. Check for leaks.
3. Check condition of hoses.
4. Check battery cells, add distilled water if needed.
5. Run unit under load every other week.

Notes

WO# 33481.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 7/1/2019
Equipment	5087-EXT	Fire Extinguisher(s)		Printed 7/1/2019
Location	5087 Sandstone Wastewater			Scheduled 7/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 7/31/2019
				Completed 7/10/2019

Instructions

Check extinguishers at WWTP, WTP and vehicles.

Notes

all good

WO# 33480.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 7/1/2019
Equipment	5087-ESI	Equipment Safety Inspection		Printed 7/1/2019
Location	5087 Sandstone Wastewater			Scheduled 7/1/2019
Task	AI Annual Inspection(P07)			Delinquent 7/31/2019
				Completed 7/9/2019

Instructions

Equipment Safety Inspection of all items: cranes and ladders

Go to The Line and print the correct forms that are needed to complete inspections. When completed, the finished form needs to be filed in the green safety box.

Notes

all is in working order

WO# 33479.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 7/1/2019
Equipment	5087-A	Alarms		Printed 7/1/2019
Location	5087 Sandstone Wastewater			Scheduled 7/1/2019
Task	MPM Monthly Preventative Maintenance(P07)			Delinquent 7/31/2019
				Completed 7/8/2019

Instructions

1. Test alarm function and verify communications equipment can reach emergency contact person for each well house, WW Plant at your project.
2. Inspect control floats and clean if necessary at each WW Plant.

Notes

all okay

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

CITY OF SANDSTONE
Memorandum

TO: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: August 21, 2019
SUBJECT: Monthly Compensation Increase

209 S 19th Street • Suite 555
Omaha, NE 68102



Local: 402-344-4800
Fax: 402-344-4799

July 11, 2019

Mayor Peter Spartz
City of Sandstone
119 4th Street
Sandstone, Minnesota 55072-0641

RECEIVED JUL 22 2019

Dear Mayor Spartz,

Pursuant Paragraphs 1.3 and 4.2 of the Operations and Maintenance Agreement dated September 5, 2018 between the City of Sandstone, Minnesota and PeopleService, Inc., the maximum annual maintenance/repair (non-capital) expenditure amount and monthly compensation the City of Sandstone, Minnesota pays for our services are to be adjusted each January 1st. This adjustment is to be based on the change in the Consumer Price Index for All Urban Consumers (CPI-U) between June of 2018 and June of 2019.

The change to the CPI-U was a positive 1.6%. Thus, effective January 1, 2020, the City of Sandstone's maximum annual maintenance/repair (non-capital) expenditure amount will be increased from \$10,224 to \$10,388, the monthly compensation will be increased from \$10,061 to \$10,222.

PeopleService would appreciate your signing this letter in the space provided below, and returning a copy to our Arlington office. By doing so, you acknowledge receipt of this letter and the adjustment and increase in accordance with the Operations and Maintenance Agreement. Please note that the CPI adjustment will be billed beginning with the effective date even if we do not receive a signed copy of this letter.

If you have any questions, please don't hesitate to contact either Paul Christensen, our Region Manager for your area, or myself.

Yours truly,

A handwritten signature in blue ink, appearing to read "Chad Meyer", is written over a white rectangular area.

Chad A. Meyer
President

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

	<u>7/31/2019</u>	<u>7/31/2019</u>	<u>7/31/2019</u>	<u>7/31/2019</u>
<u>General Operating Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund	\$ 141,818	\$ 563,488	\$ 957,273	\$ -
Fire Protection Fund	\$ 103,840	\$ 87,617	\$ 17,591	\$ -
EDA CED Loan Fund	\$ 2,897	\$ -	\$ 185,649	\$ -
EDA Wild River Repair & Replace	\$ 10,473	\$ 50	\$ 58,491	\$ 125,714
EDA	\$ 30,122	\$ 15,519	\$ 73,940	\$ 130,714
EDA Wild River Reserve	\$ 4,592	\$ -	\$ 250,452	\$ -
Cemetery Perpetual Care	\$ 3,803	\$ -	\$ 102,772	\$ 24,313
PFA Water GO Bond	\$ 27,391	\$ 25,528	\$ 6,000	\$ -
GO Refunding Bond 2009A	\$ 14,001	\$ 50,855	\$ 22,994	\$ -
GO Bond 2009B	\$ 962	\$ 51,219	\$ 16,331	\$ -
2012A Refinance \$405,000	\$ 1,431	\$ 33,360	\$ 60,907	\$ -
Capital Projects Fund	\$ 55,051	\$ 196,785	\$ 647,653	\$ -
TIF KC Companies	\$ -	\$ 27,223	\$ (26,923)	\$ -
Tax Abatement - KR Townhomes	\$ 10	\$ 2,630	\$ (2,844)	\$ -
Tax Abatement - Gateway	\$ 11,297	\$ -	\$ 16,923	\$ -
Medical and Business Park	\$ -	\$ -	\$ (770,406)	\$ -
EDA Public Works Grant	\$ 683,827	\$ -	\$ -	\$ -
SCDP Grant	\$ 81,681	\$ 255,245	\$ (171,023)	
Rock Redevelopment	\$ 112,136	\$ 2,617	\$ 109,519	\$ -
Water Fund	\$ 150,532	\$ 183,131	\$ (20,212)	\$ -
Sewer Fund	\$ 220,819	\$ 84,748	\$ 2,168	\$ -
Storm Water Fund	\$ 25,625	\$ 6,453	\$ 179,261	\$ -

	<u>7/31/2019</u>	<u>7/31/2019</u>	<u>7/31/2019</u>	<u>7/31/2019</u>
<u>Reserve Funds</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Cash Balance</u>	<u>Investments</u>
General Fund Restricted	\$ -	\$ -	\$ 99,901	\$ -
Fire Equipment	\$ -	\$ -	\$ 209,307	\$ -
Fire Capital & Building	\$ -	\$ -	\$ 77,246	\$ -
Capital & Building R&R	\$ -	\$ -	\$ 10,733	\$ -
Capital & Building	\$ -	\$ -	\$ 220,286	\$ -
Capital Public Works	\$ -	\$ -	\$ 16,141	\$ -
Equipment Public Works	\$ -	\$ -	\$ 76,543	\$ -
Sewer Rodder	\$ -	\$ -	\$ 43,456	\$ -
Water Equipment	\$ -	\$ -	\$ 264,951	\$ -
Water Capital & Building	\$ -	\$ -	\$ 41,177	\$ -
Sewer Equipment	\$ -	\$ -	\$ 205,580	\$ 2,700,612
Sewer Capital & Building	\$ -	\$ -	\$ 262,518	\$ -

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

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Fund: 101 General Fund							
Dept: 00-000 Balance Sheet Acco							
101-00-000-000-1150	Accounts Re ALTHOFF AND NORDQUIST,	06/18/19	2018 Audit	58043	08/21/2019	07/12/2019	3,273.00
							3,273.00
Total Dept. Balance Sheet Accounts:							3,273.00
Dept: 10-111 Mayor and Council							
101-10-111-000-4300	Professional NELSON/KARA// NELSON/KARA//	06/28/19 07/24/19	June Recording Secretary July Minutes	58079 58119	08/21/2019 08/21/2019	07/12/2019 07/30/2019	100.00 50.00
							150.00
101-10-111-000-4331	Travel Expen FRANKLINTIM//	06/27/19	Travel reimbursement	58061	08/21/2019	07/12/2019	80.52
							80.52
Total Dept. Mayor and Council:							230.52
Dept: 10-130 Executive							
101-10-130-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUJ	07/10/19	August Insurance Premiums	58067	08/21/2019	07/12/2019	2,338.70
							2,338.70
101-10-130-000-4210	General Ope CASH METRO SALES NORTHERN BUSINESS PROI NORTHERN BUSINESS PROI QUILL QUILL QUILL	07242019 INV1375365 423517-0 427124-0 8548942 8548942 8548942	Postage, I-Phone cord Copier Lease Park TP, The Rock trash bags 9 X 12 Envelopes Office supplies Office supplies Office supplies	58107 58073 58120 58120 58131 58131 58131	08/21/2019 08/21/2019 08/21/2019 08/21/2019 08/21/2019 08/21/2019 08/21/2019	07/30/2019 07/12/2019 07/30/2019 07/30/2019 07/30/2019 07/30/2019 07/30/2019	8.58 318.74 7.54 19.81 31.28 110.97 98.97
							595.89
101-10-130-000-4300	Professional ADT ADT CW TECHNOLOGY CW TECHNOLOGY	07/08/19 07182019 CW52060 CW52588	City Hall camera monitoring City Hall Camera Monitoring-AU Monthly IT services Monthly IT services	58042 58102 58052 58111	08/21/2019 08/21/2019 08/21/2019 08/21/2019	07/12/2019 07/30/2019 07/12/2019 07/30/2019	77.90 77.90 635.00 635.00
							1,425.80
101-10-130-000-4321	Telephone AT&T MOBILITY AT&T MOBILITY CENTURYLINK CENTURYLINK CENTURYLINK CENTURYLINK	287269955139X06182019 287269955139X07182019 1471123522 1471123522 06/13/19 07/13/19	Cell Phones Cell phones Long distance phone utility Long distance phone utility Telephone Utility Telephone Utility	58045 58105 58050 58050 58049 58109	08/21/2019 08/21/2019 08/21/2019 08/21/2019 08/21/2019 08/21/2019	07/12/2019 07/30/2019 07/12/2019 07/12/2019 07/12/2019 07/30/2019	50.82 51.86 11.81 37.04 260.72 265.46
							677.71
101-10-130-000-4322	Postage CASH GEORGE/KATHY// POSTMASTER	07242019 06/28/19 7112019	Postage, I-Phone cord Travel, postage reimbursements Stamps & W/S Account	58107 58064 58086	08/21/2019 08/21/2019 08/21/2019	07/30/2019 07/12/2019 07/12/2019	6.85 20.55 110.00
							137.40
101-10-130-000-4331	Travel Exper GEORGE/KATHY// GEORGE/KATHY//	06/28/19 06/28/19	Travel, postage reimbursements Travel, postage reimbursements	58064 58064	08/21/2019 08/21/2019	07/12/2019 07/12/2019	629.30 210.29
							839.59
101-10-130-000-4351	Notices & Pu						

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	NORTHSTAR MEDIA, INC	08/30/19	Minutes	58123	08/21/2019	07/30/2019	50.78
	NORTHSTAR MEDIA, INC	08/30/19	Minutes	58123	08/21/2019	07/30/2019	188.00
	NORTHSTAR MEDIA, INC	08/25/19	Minutes, notices	58123	08/21/2019	07/30/2019	56.48
							<u>295.24</u>
101-10-130-000-4404	Machiner & E CW TECHNOLOGY	INV00063344	Virtual Management-Server & Lic	58111	08/21/2019	07/30/2019	188.00
							<u>188.00</u>
101-10-130-000-4442	Refunds & R TAMBAH & SONS	07/24/19	Overpayment on Building Permit	57274	07/24/2019	07/24/2019	104.63
							<u>104.63</u>
101-10-130-000-4570	Furniture & F CW TECHNOLOGY	INV00063344	Virtual Management-Server & Lic	58111	08/21/2019	07/30/2019	512.00
							<u>512.00</u>
							Total Dept. Executive: 7,114.96
Dept: 10-150 Financial Administr:							
101-10-150-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	07/10/19	August Insurance Premiums	58067	08/21/2019	07/12/2019	1,010.60
							<u>1,010.60</u>
101-10-150-000-4301	Auditing & Ac ALTHOFF AND NORDQUIST,	08/18/19	2018 Audit	58043	08/21/2019	07/12/2019	10,830.00
							<u>10,830.00</u>
							Total Dept. Financial Administration: 11,840.60
Dept: 10-160 City Attorney							
101-10-160-000-4300	Professional FLAHERTY & HOOD, P.A.	07/01/19	Union Contract consultation	58060	08/21/2019	07/12/2019	62.50
							<u>62.50</u>
							Total Dept. City Attorney: 62.50
Dept: 10-191 Planning and Zoning							
101-10-191-000-4300	Professional SHORT ELLIOTT HENDRICK:	370667	Sandstone HC center, cemetary	58136	08/21/2019	07/30/2019	186.78
							<u>186.78</u>
							Total Dept. Planning and Zoning: 186.78
Dept: 10-193 City Engineer							
101-10-193-000-4300	Professional SHORT ELLIOTT HENDRICK:	370667	Sandstone HC center, cemetary	58136	08/21/2019	07/30/2019	101.50
	SHORT ELLIOTT HENDRICK:	370667	Sandstone HC center, cemetary	58136	08/21/2019	07/30/2019	193.75
							<u>295.25</u>
							Total Dept. City Engineer: 295.25
Dept: 10-194 Buildings & Ground							
101-10-194-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	07/10/19	August Insurance Premiums	58067	08/21/2019	07/12/2019	124.00
							<u>124.00</u>
101-10-194-000-4220	Repair & Mai SANDSTONE ACE HARDWAF	08/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	71.05
							<u>71.05</u>
101-10-194-000-4300	Professional JOHNSON/TAMMY// PHASE	07122019	City Hall Cleaning- 6/15-7/14	58114	08/21/2019	07/30/2019	801.00
		51747	Lawn mowing service	58083	08/21/2019	07/12/2019	860.63

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							1,661.63
101-10-194-000-4381	Electric Utiliti MINNESOTA POWER	06/27/19	Electric Utility	58074	08/21/2019	07/12/2019	636.14
							636.14
101-10-194-000-4382	Water Utilitie SANDSTONE/CITY OF// SANDSTONE/CITY OF//	06/30/19 06/30/19	Water/Sewer Utility Water/Sewer Utility	58097 58097	08/21/2019 08/21/2019	07/12/2019 07/12/2019	1.20 71.52
							72.72
101-10-194-000-4383	Gas Utilities CONSTELLATION NEWENER	2646802, 2646806	Gas Utility	58110	08/21/2019	07/30/2019	59.22
							59.22
101-10-194-000-4384	Refuse Dispr MATT'S SANITATION INC.	06/30/19	Garbage utility	58072	08/21/2019	07/12/2019	58.50
							58.50
101-10-194-000-4385	Storm Water SANDSTONE/CITY OF//	06/30/19	Water/Sewer Utility	58097	08/21/2019	07/12/2019	29.76
							29.76
101-10-194-000-4401	Building Rep RJ MECHANICAL INC.	10183	City Hall A/C repair	58133	08/21/2019	07/30/2019	1,061.67
							1,061.67
							Total Dept. Buildings & Grounds: 3,774.69
Dept: 15-205 Safety							
101-15-205-000-4812	Cleanup ANDERSON RECYCLING, LL BRUNO-ASKOV DEEP ROCK EAST CENTRAL SOLID WAST	73599 7315 429651	May Cleanup Days 422 Court cleanup- vehicle tow 422 Court Ave Cleanup	58044 58047 58113	08/21/2019 08/21/2019 08/21/2019	07/12/2019 07/12/2019 07/30/2019	835.80 150.00 26.14
							1,011.94
							Total Dept. Safety: 1,011.94
Dept: 15-210 Law Enforcement							
101-15-210-000-4300	Professional PINE COUNTY TREASURER- PINE COUNTY TREASURER-	06/30/19 07/26/19	Sheriff contract- July Sheriff contract- August	58085 58128	08/21/2019 08/21/2019	07/12/2019 07/30/2019	11,574.33 11,574.33
							23,148.66
							Total Dept. Law Enforcement: 23,148.66
Dept: 15-240 Building Inspections:							
101-15-240-000-4300	Professional DROTNING/RICHARD//	2019-0008	Building Official- June	58056	08/21/2019	07/12/2019	1,567.50
							1,567.50
101-15-240-000-4433	Dues and Su MN DEPT OF LABOR & INDU.	06/30/19	Qtrly Bldg Permit Surcharge	58075	08/21/2019	07/12/2019	259.06
							259.06
							Total Dept. Building Inspections: 1,826.56
Dept: 20-300 Public Works Admin							
101-20-300-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU!	07/10/19	August Insurance Premiums	58067	08/21/2019	07/12/2019	2,356.00
							2,356.00
101-20-300-000-4207	Training & In CENTRAL PENSION FUND CENTRAL PENSION FUND	06/30/19 07/31/19	June Apprenticeship Fund July Apprenticeship Fund	58048 58108	08/21/2019 08/21/2019	07/12/2019 07/30/2019	80.00 80.00

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							160.00
101-20-300-000-4210	General Ope CHRIS' FOOD CENTER	06/30/19	Fuel, cookies	58051	08/21/2019	07/12/2019	43.48
	GEMPLER'S	INV0004412148	Craige work pants	58063	08/21/2019	07/12/2019	39.99
	GEMPLER'S	INV0004410831	Craige work clothes	58063	08/21/2019	07/12/2019	329.90
	KETTLE RIVER GRAFIX	50290	Vehicle inspection books	58068	08/21/2019	07/12/2019	99.12
	SANDSTONE ACE HARDWAF	06/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	24.95
							537.44
101-20-300-000-4212	Motor Fuels CHRIS' FOOD CENTER	06/30/19	Fuel, cookies	58051	08/21/2019	07/12/2019	163.04
	SANDSTONE PETRO PLUS	07/01/19	Streets, Fire Dept fuel	58096	08/21/2019	07/12/2019	573.88
							736.92
101-20-300-000-4220	Repair & Mai QUALITY HOME AND SPORT	07/26/19	Mower/Trimmer repairs	58130	08/21/2019	07/30/2019	16.80
	SANDSTONE NAPA	07/25/19	24V battery charger	58135	08/21/2019	07/30/2019	599.99
							616.79
101-20-300-000-4224	Street Opera UNIQUE PAVING MATERIALS	45477	Cold mix- 20 tons	58100	08/21/2019	07/12/2019	2,620.00
							2,620.00
101-20-300-000-4321	Telephone AT&T MOBILITY	287269955139X06182019	Cell Phones	58045	08/21/2019	07/12/2019	53.79
	AT&T MOBILITY	287269955139X07182019	Cell phones	58105	08/21/2019	07/30/2019	54.47
	SCI BROADBAND	06/26/19	Shop Internet/Telephone	58099	08/21/2019	07/12/2019	66.17
							174.43
101-20-300-000-4381	Electric Utiliti MINNESOTA POWER	06/27/19	Electric Utility	58074	08/21/2019	07/12/2019	268.19
							268.19
101-20-300-000-4383	Gas Utilities FEDERATED CO-OPS, INC	TMO-420222	Shop propane	58058	08/21/2019	07/12/2019	412.23
							412.23
101-20-300-000-4384	Refuse Dispr MATT'S SANITATION INC.	06/30/19	Garbage utility	58072	08/21/2019	07/12/2019	152.10
							152.10
101-20-300-000-4404	Machiner & E CHRIS' FOOD CENTER	06/30/19	Fuel, cookies	58051	08/21/2019	07/12/2019	10.00
	GLENS TIRE	294007	John Deere repair	58065	08/21/2019	07/12/2019	321.00
	MACQUEEN EQUIPMENT, IN	06/30/19	Street Sweeper repair	58071	08/21/2019	07/12/2019	741.04
	MTI DISTRIBUTING, INC.	1224009-00	Toro belt	58118	08/21/2019	07/30/2019	17.14
	QUALITY HOME AND SPORT	07/26/19	Mower/Trimmer repairs	58130	08/21/2019	07/30/2019	68.44
	QUALITY HOME AND SPORT	07/26/19	Mower/Trimmer repairs	58130	08/21/2019	07/30/2019	449.85
	QUALITY HOME AND SPORT	07/26/19	Mower/Trimmer repairs	58130	08/21/2019	07/30/2019	94.96
	SANDSTONE ACE HARDWAF	06/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	39.16
	SANDSTONE NAPA	06/25/19	Streets & FD vehicle R&M	58095	08/21/2019	07/12/2019	59.00
	SANDSTONE NAPA	06/25/19	Streets & FD vehicle R&M	58095	08/21/2019	07/12/2019	81.97
	SANDSTONE PETRO PLUS	07/01/19	Streets, Fire Dept fuel	58096	08/21/2019	07/12/2019	9.00
	SCHILLING/STEVE//	06/29/19	John Deere Tractor tires	58098	08/21/2019	07/12/2019	300.00
	VORK'S AUTO REPAIR, LLC	06/24/19	F450 Tire Mount & balance	58101	08/21/2019	07/12/2019	30.00
							2,221.56
101-20-300-000-4499	Miscellaneous DEPUTY REGISTRAR	07182019-PATCHER	REGISTRATION/TITLE PATCH E	57273	08/21/2019	07/18/2019	21.75
	GOPHER STATE ONE CALL	9080720	June Locates	58066	08/21/2019	07/12/2019	20.25
							42.00
							al Dept. Public Works Administration: 10,297.66

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Dept: 20-346 Street Lighting							
101-20-346-000-4381	Electric Utiliti MINNESOTA POWER	08/27/19	Electric Utility	58074	08/21/2019	07/12/2019	2,115.03
							2,115.03
Total Dept. Street Lighting:							2,115.03
Dept: 25-520 Parks Maintenance							
101-25-520-000-4210	General Ope NORTHERN BUSINESS PROI SANDSTONE ACE HARDWAF	423517-0	Park TP, The Rock trash bags	58120	08/21/2019	07/30/2019	89.99
	SANDSTONE ACE HARDWAF	08/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	71.97
	SANDSTONE ACE HARDWAF	08/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	50.98
	SANDSTONE ACE HARDWAF	08/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	4.00
	SANDSTONE ACE HARDWAF	08/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	133.94
							350.86
101-25-520-000-4300	Professional PAUL'S PORTABLES	08/30/19	June porta-potties	58082	08/21/2019	07/12/2019	340.00
	PAUL'S PORTABLES	08/30/19	June porta-potties	58082	08/21/2019	07/12/2019	320.00
	PAUL'S PORTABLES	08/30/19	June porta-potties	58082	08/21/2019	07/12/2019	152.00
	PAUL'S PORTABLES	08/30/19	June porta-potties	58082	08/21/2019	07/12/2019	152.00
	SANDSTONE PETRO PLUS	07/05/19	Camping registrants	58096	08/21/2019	07/12/2019	25.00
							989.00
101-25-520-000-4381	Electric Utiliti MINNESOTA POWER	08/27/19	Electric Utility	58074	08/21/2019	07/12/2019	62.98
							62.98
101-25-520-000-4383	Gas Utilities MN ENERGY RESOURCES C	07/03/19	Gas Utility	58076	08/21/2019	07/12/2019	19.12
							19.12
101-25-520-000-4401	Building Rep SANDSTONE ACE HARDWAF	08/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	26.17
							26.17
101-25-520-000-4544	Undesignate PRAIRIE RESTORATIONS INI	18508	Raingarden management	58087	08/21/2019	07/12/2019	150.00
							150.00
101-25-520-000-4750	Sandstone C CHRIS' FOOD CENTER	08/30/19	Fuel, cookies	58051	08/21/2019	07/12/2019	8.47
	NORTHSTAR MEDIA, INC	08/25/19	Minutes, notices	58123	08/21/2019	07/30/2019	96.90
	QUARRY PIZZA & DELI, LLC	6222019	Park Cleanup Day meal	58091	08/21/2019	07/12/2019	67.95
	SANDSTONE ACE HARDWAF	08/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	29.93
							203.25
101-25-520-000-4760	Sandstone H MN ENERGY RESOURCES C	07/03/19	Gas Utility	58076	08/21/2019	07/12/2019	52.63
							52.63
101-25-520-000-4831	Farmer Mark NORTHSTAR MEDIA, INC	08/25/19	Minutes, notices	58123	08/21/2019	07/30/2019	31.00
							31.00
Total Dept. Parks Maintenance:							1,885.01
Dept: 35-000 Cemetery							
101-35-000-000-4210	General Ope SANDSTONE ACE HARDWAF	08/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	4.99
							4.99
101-35-000-000-4212	Motor Fuels SANDSTONE PETRO PLUS	07/01/19	Streets, Fire Dept fuel	58096	08/21/2019	07/12/2019	340.56

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							340.56
101-35-000-000-4300	Professional						
	DAVIS/RYAN//	07/08/19	Cremains burial-Olson, Cammei	58054	08/21/2019	07/12/2019	300.00
	DAVIS/RYAN//	06/26/19	Cremains- Schwartz & Gustafson	58054	08/21/2019	07/12/2019	300.00
	PHASE	51747	Lawn mowing service	58083	08/21/2019	07/12/2019	1,319.83
	SHORT ELLIOTT HENDRICKS	370667	Sandstone HC center, cemetery	58136	08/21/2019	07/30/2019	234.98
							2,154.61
							Total Dept. Cemetery: 2,500.16
							Total Fund General Fund: 69,563.32
Fund: 201	Fire Protection						
Dept: 15-220	Fire						
201-15-220-000-4131	Health Insur:						
	I.U.O.E. LOCAL 49 H & W FU//	07/10/19	August Insurance Premiums	58067	08/21/2019	07/12/2019	132.10
							132.10
201-15-220-000-4207	Training & In						
	FIRE INSTRUCTION RESCUE	4082	RIT Training	58059	08/21/2019	07/12/2019	550.00
	FIRE INSTRUCTION RESCUE	4404	Fire Dept Pumping training	58059	08/21/2019	07/12/2019	550.00
	FIRE INSTRUCTION RESCUE	4063	FD training- Pumping Scenarios	58059	08/21/2019	07/12/2019	600.00
							1,700.00
201-15-220-000-4210	General Ope						
	ASPEN MILLS	240357	FD Uniform- Captain badges	58104	08/21/2019	07/30/2019	109.00
							109.00
201-15-220-000-4212	Motor Fuels						
	SANDSTONE PETRO PLUS	07/01/19	Streets, Fire Dept fuel	58096	08/21/2019	07/12/2019	160.97
							160.97
201-15-220-000-4300	Professional						
	RICHARDSON/CARRIE//	42	Fire Hall cleaning	58132	08/21/2019	07/30/2019	300.00
							300.00
201-15-220-000-4321	Telephone						
	CENTURYLINK	1471123522	Long distance phone utility	58050	08/21/2019	07/12/2019	3.99
	CENTURYLINK	06/13/19	Telephone Utility	58049	08/21/2019	07/12/2019	51.60
	CENTURYLINK	07/13/19	Telephone Utility	58109	08/21/2019	07/30/2019	52.18
							107.77
201-15-220-000-4381	Electric Utiliti						
	MINNESOTA POWER	06/27/19	Electric Utility	58074	08/21/2019	07/12/2019	353.07
							353.07
201-15-220-000-4382	Water Utilitie						
	SANDSTONE/CITY OF//	06/30/19	Water/Sewer Utility	58097	08/21/2019	07/12/2019	37.57
							37.57
201-15-220-000-4383	Gas Utilities						
	CONSTELLATION NEWENER	2646802, 2646806	Gas Utility	58110	08/21/2019	07/30/2019	74.31
							74.31
201-15-220-000-4384	Refuse Dispr						
	MATT'S SANITATION INC.	06/30/19	Garbage utility	58072	08/21/2019	07/12/2019	30.42
							30.42
201-15-220-000-4385	Storm Water						
	SANDSTONE/CITY OF//	06/30/19	Water/Sewer Utility	58097	08/21/2019	07/12/2019	21.21
							21.21
201-15-220-000-4404	Machiner & E						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	ALEX AIR APPARATUS, INC	1420	Air Compressor service	58103	08/21/2019	07/30/2019	1,400.00
	SANDSTONE NAPA	08/25/19	Streets & FD vehicle R&M	58095	08/21/2019	07/12/2019	17.98
	SANDSTONE NAPA	08/25/19	Streets & FD vehicle R&M	58095	08/21/2019	07/12/2019	38.18
							<u>1,456.16</u>
						Total Dept. Fire:	4,482.58
						Total Fund Fire Protection:	4,482.58
Fund: 227 Wild River Repair & Re							
Dept: 25-530 Wild River Reserve							
227-25-530-000-4810 Refunds & R							
AUSMUS/DAN//							
		351261	Wild River Town H. Repair-	58106	08/21/2019	07/30/2019	50.00
							<u>50.00</u>
						Total Dept. Wild River Reserve:	50.00
						ver Repair & Replacemen:	50.00
Fund: 228 Economic Developmer							
Dept: 50-540 Economic Developn							
228-50-540-000-4300 Professional							
NORTHSPAN							
		SBRE-19-3	Rail study	58080	08/21/2019	07/12/2019	382.50
							<u>382.50</u>
228-50-540-000-4351	Notices & Pl						
	NORTHSTAR MEDIA, INC	08/30/19	Minutes	58123	08/21/2019	07/30/2019	68.80
	NORTHSTAR MEDIA, INC	08/25/19	Minutes, notices	58123	08/21/2019	07/30/2019	58.00
							<u>126.80</u>
228-50-540-000-4499	Miscellaneous						
	CHRIS' FOOD CENTER	08/30/19	Fuel, cookies	58051	08/21/2019	07/12/2019	9.49
							<u>9.49</u>
						Total Dept. Economic Development:	518.79
						ic Development Authority:	518.79
Fund: 315 1999 PFA Water G.O. B							
Dept: 40-470 Debt Service							
315-40-470-000-4801 Bond Princip							
MN PUBLIC FACILITIES AUTH							
		8119	GO Note	58077	08/21/2019	07/12/2019	25,000.00
							<u>25,000.00</u>
315-40-470-000-4811	Bond Interes						
	MN PUBLIC FACILITIES AUTH	8119	GO Note	58077	08/21/2019	07/12/2019	263.75
							<u>263.75</u>
						Total Dept. Debt Service:	25,263.75
						999 PFA Water G.O. Bond:	25,263.75
Fund: 323 GO BOND 2009B							
Dept: 40-470 Debt Service							
323-40-470-000-4801 Bond Princip							
NORTHVIEW BANK							
		07242019	2009B GO Bond payoff	58124	08/21/2019	07/30/2019	25,000.00
							<u>25,000.00</u>
323-40-470-000-4811	Bond Interes						
	NORTHVIEW BANK	07242019	2009B GO Bond payoff	58124	08/21/2019	07/30/2019	406.25
							<u>406.25</u>

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Total Dept. Debt Service:							25,406.25
tal Fund GO BOND 2009B:							25,406.25
Fund: 325 2012 A REFINANCE 40:							
Dept: 40-470 Debt Service							
325-40-470-000-4611	Bond Interes NORTHVIEW BANK	8012019	2012A GO Improv/Refunding Bor	58081	08/21/2019	07/12/2019	1,552.50
							1,552.50
Total Dept. Debt Service:							1,552.50
12 A REFINANCE 405,000:							1,552.50
Fund: 401 Capital Projects Fund							
Dept: 40-450 Capital Account							
401-40-450-000-4532	Property Acq PINE COUNTY TREASURER	07102019	Earnest money-John Wright Bldg	58084	08/21/2019	07/12/2019	1,000.00
							1,000.00
401-40-450-000-4534	Class V Stre MPJ ENTERPRISES, LLC	23113	Class V, South Court Ave	58078	08/21/2019	07/12/2019	750.00
	ROBERTS EXCAVATING	1368	Stock gravel for alleys & road	58134	08/21/2019	07/30/2019	450.00
							1,200.00
401-40-450-000-4544	Undesignate KROSCHER LAND SURVEYO	19-89	Surveys at 313 Park & 605 Park	58069	08/21/2019	07/12/2019	2,000.00
	KROSCHER LAND SURVEYO	19-89	Surveys at 313 Park & 605 Park	58069	08/21/2019	07/12/2019	1,600.00
	MPJ ENTERPRISES, LLC	23112	1114 Birch demo	58078	08/21/2019	07/12/2019	2,245.00
	NORTHSTAR MEDIA, INC	08/25/19	Minutes, notices	58123	08/21/2019	07/30/2019	168.00
							6,013.00
Total Dept. Capital Account:							8,213.00
Dept: 40-451 Capital Equipment							
401-40-451-163-4580	Public Work STEPP MFG	55659	Pothole Patcher	57272	08/21/2019	07/03/2019	17,707.00
							17,707.00
Total Dept. Capital Equipment:							17,707.00
and Capital Projects Fund:							25,920.00
Fund: 406 TIF KC Companies							
Dept: 40-465 KC COMPANY							
406-40-465-000-4300	Professional MIDWEST PROPERTIES OF :	07152019	TIF 1st half'19, 1st & 2nd '18	58116	08/21/2019	07/30/2019	2,847.73
	MIDWEST PROPERTIES OF :	07152019	TIF 1st half'19, 1st & 2nd '18	58116	08/21/2019	07/30/2019	2,847.73
	MIDWEST PROPERTIES OF :	07152019	TIF 1st half'19, 1st & 2nd '18	58116	08/21/2019	07/30/2019	19,975.32
							25,670.78
406-40-465-000-4305	Administrativ DAVID DROWN ASSOCIATES	4373	2018 TIF Reports	58053	08/21/2019	07/12/2019	1,500.00
	NORTHSTAR MEDIA, INC	08/25/19	Minutes, notices	58123	08/21/2019	07/30/2019	52.00
							1,552.00
Total Dept. KC COMPANY:							27,222.78
Fund TIF KC Companies:							27,222.78
Fund: 410 KETTLE RIVER TAX AE							
Dept: 40-450 Capital Account							

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
410-40-450-000-4300	Professional KETTLE RIVER TOWNHOME	07312019	2019 Abatement 1st half	58115	08/21/2019	07/30/2019	2,629.86
							<u>2,629.86</u>
						Total Dept. Capital Account:	2,629.86
						: RIVER TAX ABATEMENT:	2,629.86
Fund: 424 SCDP Grant							
Dept: 46-000 SCDP Grant							
424-46-000-000-4852	Grant						
	ABEL BUILDING AND REMOC	42	SCDP grant- 406 Court Ave N	58041	08/21/2019	07/12/2019	25,000.00
	DKN CONSTRUCTION, LLC	12830	Grant- Sprouts on 5th	58055	08/21/2019	07/12/2019	5,950.00
	GARY OLSON CONSTRUCTI	738032	SCDP- 314 Court (final prmt)	58062	08/21/2019	07/12/2019	13,500.00
	LAKES & PINES CAC	07/03/19	SCDP Admin expenses	58070	08/21/2019	07/12/2019	46,307.00
	PREMIER OUTDOOR SERVIC	692	Grant- Phase sidewalks	58088	08/21/2019	07/12/2019	25,493.00
	PREMIER OUTDOOR SERVIC	694	Grant- Phase Stairway	58090	08/21/2019	07/12/2019	7,300.00
	PREMIER OUTDOOR SERVIC	693	Grant-Phase stair block repair	58089	08/21/2019	07/12/2019	3,000.00
							<u>126,550.00</u>
						Total Dept. SCDP Grant:	126,550.00
						Total Fund SCDP Grant:	126,550.00
Fund: 485 Rock Redevelopment							
Dept: 40-450 Capital Account							
485-40-450-000-4220	Repair & Mai						
	NORTHERN BUSINESS PROI	423517-0	Park TP, The Rock trash bags	58120	08/21/2019	07/30/2019	198.86
	NORTHERN SAFETY CO., INI	903549484	The Rock cleanup- work gloves	58121	08/21/2019	07/30/2019	49.28
							<u>247.94</u>
485-40-450-000-4300	Professional						
	ATC GROUP SERVICES LLC	2195970	Phase 1: The Rock	58046	08/21/2019	07/12/2019	2,000.00
							<u>2,000.00</u>
485-40-450-000-4499	Miscellaneous						
	NORTHSTAR MEDIA, INC	06/25/19	Minutes, notices	58123	08/21/2019	07/30/2019	193.80
	PINE COUNTY DAIRY ASSOC	07/26/19	"Rock" Ice cream social	58127	08/21/2019	07/30/2019	175.00
							<u>368.80</u>
						Total Dept. Capital Account:	2,616.74
						und Rock Redevelopment:	2,616.74
Fund: 601 Water Fund							
Dept: 60-911 Water Production/Di							
601-60-911-000-4131	Health Insur:						
	I.U.O.E. LOCAL 49 H & W FU	07/10/19	August Insurance Premiums	58067	08/21/2019	07/12/2019	727.30
							<u>727.30</u>
601-60-911-000-4220	Repair & Mai						
	SANDSTONE ACE HARDWAF	06/25/19	Park Cleanup Day, grass seed	58094	08/21/2019	07/12/2019	101.91
							<u>101.91</u>
601-60-911-000-4300	Professional						
	PEOPLESERVICE, INC.	33464	Aug Water/Sewer Service Contra	58126	08/21/2019	07/30/2019	225.00
	PEOPLESERVICE, INC.	33464	Aug Water/Sewer Service Contra	58126	08/21/2019	07/30/2019	5,030.50
							<u>5,255.50</u>
601-60-911-000-4301	Auditing & Ac						
	ALTHOFF AND NORDQUIST,	06/18/19	2018 Audit	58043	08/21/2019	07/12/2019	800.00
							<u>800.00</u>

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
601-60-911-000-4322	Postage POSTMASTER	7112019	Stamps & WS Account	58086	08/21/2019	07/12/2019	110.03
	POSTMASTER	07162019	General Postage- Forever Stamp	58129	08/21/2019	07/30/2019	25.58
							135.61
601-60-911-000-4381	Electric Utiliti MINNESOTA POWER	0627/19	Electric Utility	58074	08/21/2019	07/12/2019	664.75
							664.75
601-60-911-000-4383	Gas Utilities MN ENERGY RESOURCES C	07/03/19	Gas Utility	58076	08/21/2019	07/12/2019	40.73
	MN ENERGY RESOURCES C	07/03/19	Gas Utility	58076	08/21/2019	07/12/2019	149.12
							189.85
							 Dept. Water Production/Distribution: 7,874.92
							Total Fund Water Fund: 7,874.92
Fund: 602 Sewer Fund							
Dept: 00-000 Balance Sheet Acco							
602-00-000-000-1006	Cap & Bldg f ROBERTS EXCAVATING	07162019	1/2 of adtl expenses- Aspen C	58134	08/21/2019	07/30/2019	1,565.00
							1,565.00
							Total Dept. Balance Sheet Accounts: 1,565.00
Dept: 50-950 Sewer Services							
602-50-950-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	07/10/19	August Insurance Premiums	58067	08/21/2019	07/12/2019	727.30
							727.30
602-50-950-000-4300	Professional PEOPLESERVICE, INC.	33464	Aug Water/Sewer Service Contra	58126	08/21/2019	07/30/2019	286.30
	PEOPLESERVICE, INC.	33464	Aug Water/Sewer Service Contra	58126	08/21/2019	07/30/2019	5,030.50
	RITTER & RITTER INC	172628	Televiser Sewer Main- Wash. St	58092	08/21/2019	07/12/2019	702.16
							6,018.96
602-50-950-000-4301	Auditing & Ac ALTHOFF AND NORDQUIST,	06/18/19	2018 Audit	58043	08/21/2019	07/12/2019	800.00
							800.00
602-50-950-000-4322	Postage CASH	07242019	Postage, I-Phone cord	58107	08/21/2019	07/30/2019	4.85
	POSTMASTER	7112019	Stamps & WS Account	58086	08/21/2019	07/12/2019	110.03
	POSTMASTER	07162019	General Postage- Forever Stamp	58129	08/21/2019	07/30/2019	25.57
							140.45
602-50-950-000-4381	Electric Utiliti EAST CENTRAL ENERGY	06/11/19	Wastewater plant Electric	58057	08/21/2019	07/12/2019	48.93
	EAST CENTRAL ENERGY	07/12/19	Sewer plant Electric utility	58112	08/21/2019	07/30/2019	49.31
	MINNESOTA POWER	06/27/19	Electric Utility	58074	08/21/2019	07/12/2019	170.29
							268.53
602-50-950-000-4383	Gas Utilities MN ENERGY RESOURCES C	07/03/19	Gas Utility	58076	08/21/2019	07/12/2019	73.53
							73.53
602-50-950-000-4386	Sewer water SANDSTONE/CITY OF//	06/30/19	Water/Sewer Utility	58097	08/21/2019	07/12/2019	42.40
							42.40
602-50-950-000-4404	Machiner & E OLSON'S SEWER SERVICE,	89473	Jetting & televising- 305 Lund	58125	08/21/2019	07/30/2019	1,137.50

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							<u>1,137.50</u>
602-50-950-000-4433	Dues and Su MN ENVIRONMENTAL SCIEN	07122019	2019/20 Membership Assmnt	58117	08/21/2019	07/30/2019	419.40
							<u>419.40</u>
						Total Dept. Sewer Services:	<u>9,628.07</u>
						Total Fund Sewer Fund:	<u>11,193.07</u>
 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	07/10/19	August Insurance Premiums	58067	08/21/2019	07/12/2019	186.00
							<u>186.00</u>
603-50-951-000-4322	Postage POSTMASTER	7112019	Stamps & W/S Account	58086	08/21/2019	07/12/2019	26.35
	POSTMASTER	07162019	General Postage- Forever Stamp	58129	08/21/2019	07/30/2019	3.85
							<u>30.20</u>
						Total Dept. Storm Water Services:	<u>216.20</u>
						otal Fund STORM WATER:	<u>216.20</u>
						Grand Total:	<u>331,060.76</u>

Check Register Report

JULY PAYROLL

Emp. Code Desc.: 01
City of Sandstone

Date: 8/9/2019
Time: 14:13:22

Check No.	Check Date	Recon.Date	Status	Employee ID	Pay To	Check Description	Amount
6088	07/05/2019		P	00259	TIMOTHY FRANKLIN	PP 14 PAYDATE 7/05	\$531.01
6089	07/05/2019		P	00289	DAVID BARSNESS	PP 14 PAYDATE 7/05	\$69.26
6090	07/05/2019		P	00287	DOROTHY DYBVIIG	PP 14 PAYDATE 7/05	\$69.26
6091	07/05/2019		P	00283	MARY FRANKLIN	PP 14 PAYDATE 7/05	\$46.17
6092	07/05/2019		P	00285	TONY VAVRICKA	PP 14 PAYDATE 7/05	\$69.26
6093	07/05/2019		P	IUOE LOCAL	IUOE LOCAL 49	Remittance Check	\$175.00
20191400	07/05/2019		R	00252	BRANDON DEVLIN	PP 14 PAYDATE 7/05	\$461.75
20191401	07/05/2019		R	00182	LEAHA JACKSON	PP 14 PAYDATE 7/05	\$1,044.29
20191402	07/05/2019		R	00172	ALANA TYSON	PP 14 PAYDATE 7/05	\$1,256.64
20191403	07/05/2019		R	00136	LOIS NEWEY	PP 14 PAYDATE 7/05	\$613.25
20191404	07/05/2019		R	00290	KRISTIN LABOUNTY	PP 14 PAYDATE 7/05	\$46.17
20191405	07/05/2019		R	00288	ANDREW SPARTZ	PP 14 PAYDATE 7/05	\$46.17
20191406	07/05/2019		R	00284	DAVID CHASSON	PP 14 PAYDATE 7/05	\$46.17
20191407	07/05/2019		R	00291	ERIC STURTZ	PP 14 PAYDATE 7/05	\$115.44
20191408	07/05/2019		R	00193	PHILLIP KESTER	PP 14 PAYDATE 7/05	\$507.92
20191409	07/05/2019		R	00273	VALERIE PALMER	PP 14 PAYDATE 7/05	\$531.01
20191410	07/05/2019		R	00261	PETER SPARTZ	PP 14 PAYDATE 7/05	\$646.45
20191411	07/05/2019		R	00274	KATHY GEORGE	PP 14 PAYDATE 7/05	\$2,207.98
20191412	07/05/2019		R	00282	STEVEN PALMER	PP 14 PAYDATE 7/05	\$46.17
20191413	07/05/2019		R	00286	RANDY RILEY	PP 14 PAYDATE 7/05	\$46.17
20191414	07/05/2019		R	00278	CRAIGE HILER	PP 14 PAYDATE 7/05	\$1,352.06
20191415	07/05/2019		R	00132	PAUL PETERS	PP 14 PAYDATE 7/05	\$939.11
20191416	07/05/2019		R	00246	LARRY VOLK	PP 14 PAYDATE 7/05	\$662.07
20191500	07/19/2019		R	00182	LEAHA JACKSON	PP 15 PAY DATE 7/19	\$1,079.29
20191501	07/19/2019		R	00172	ALANA TYSON	PP 15 PAY DATE 7/19	\$1,291.65
20191502	07/19/2019		R	00136	LOIS NEWEY	PP 15 PAY DATE 7/19	\$648.25
20191503	07/19/2019		R	00274	KATHY GEORGE	PP 15 PAY DATE 7/19	\$2,207.98
20191504	07/19/2019		R	00278	CRAIGE HILER	PP 15 PAY DATE 7/19	\$1,387.06
20191505	07/19/2019		R	00132	PAUL PETERS	PP 15 PAY DATE 7/19	\$974.11
20191506	07/19/2019		R	00246	LARRY VOLK	PP 15 PAY DATE 7/19	\$642.56

Total Checks: 30

	Sub-Total:	\$19,759.68
	Total Void/Stop Payment:	\$0.00
	Grand Total:	\$19,759.68

Remittance Vendor History Report

JULY PAYROLL ACH

Date: 8/9/2019

Time: 14:14:13

Emp. Code Desc.: All Employers
City of Sandstone

Check/Trx *	Date	Vendor Code	Vendor Name	Amount
* 888	07/05/2019	HCSP	MN STATE RETIREMENT SYSTEM	\$421.04
* 888	07/05/2019	IRS	INTERNAL REVENUE SERVICE	\$3,466.71
* 888	07/05/2019	MN DEPARTM	MN DEPARTMENT OF REVENUE	\$553.40
* 888	07/05/2019	MNDCP	ORCHARD TRUST COMPANY	\$1,132.00
* 888	07/05/2019	PERA	PUBLIC EMPLOYEES RETIREMENT	\$1,687.25
* 890	07/19/2019	HCSP	MN STATE RETIREMENT SYSTEM	\$421.04
* 890	07/19/2019	IRS	INTERNAL REVENUE SERVICE	\$2,916.39
* 890	07/19/2019	MN DEPARTM	MN DEPARTMENT OF REVENUE	\$552.01
* 890	07/19/2019	MNDCP	ORCHARD TRUST COMPANY	\$1,132.00
* 890	07/19/2019	PERA	PUBLIC EMPLOYEES RETIREMENT	\$1,687.25
Total:				<u>\$13,969.09</u>

Total Accounts Payable & Payroll for July : \$364,789.53

DATE: June 26, 2019
TO: Community Water Supply Financial/Accounting Officials
FROM: Sandeep Burman, Manager
Drinking Water Protection Section
Minnesota Department of Health
PHONE: 651-201-4647
SUBJECT: Service Connection Fee Increase

The Minnesota Legislature has approved an increase in the drinking water service connection fee from \$6.36 to \$9.72, effective January 1, 2020. This is the annual fee you have been charging your drinking water system customers and passing through to the Minnesota Department of Health (MDH) since the fee was established in 1993 per Minnesota Statute 144.3831.

Revenue from this fee is used to fund activities of MDH's Drinking Water Protection Program related to maintaining compliance with the federal Safe Drinking Water Act and protecting the health of all Minnesotans. These activities include sanitary surveys, sample collection and analysis, compliance determination, source water protection, enforcement, and various technical assistance services.

The fee amount has not changed since 2005. With expectations for federal regulations continuing to be expanded, program expenses have been exceeding the revenue generated by the fee. In order to continue providing the services necessary to help water utilities provide safe drinking water, an increase in the fee was needed.

The invoice you will receive from us for the January through March 2020 billing period will reflect the change in the fee. We are alerting you to this change now so you can account for the change in your annual budget planning, and to notify residents accordingly.

We appreciate your continued partnership in providing safe and sufficient drinking water for everyone, everywhere in Minnesota.

If you have any questions about the fee, please contact me.

Minnesota Department of Health
Drinking Water Protection Section
625 North Robert Street
PO Box 64975
St. Paul, MN 55164-0975
651-201-4700
health@state.mn.us
www.health.state.mn.us

06/26/19

To obtain this information in a different format, call: 651-201-4700. Printed on recycled paper.