

CITY OF SANDSTONE
PARK & RECREATION COMMISSION
AGENDA
FRIDAY – SEPTEMBER 20, 2019
8:00 A.M. – CITY HALL

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Meeting minutes
 - a. July 12, 2019 *there was no meeting in August* (pgs. 2-5)
5. New Business:
 - a. NASA Request (pgs. 6-7)
 - b. Bob Sweet Request (pgs. 8-9)
 - c. Scout Troop 187 Request (pg. 10)
 - d. DNR Annual Special Youth Hunt (pgs. 11-13)
 - e. Sandstone Climbers Festival (pgs. 14-17)
6. Continuing Business
 - a. Lions Hill Chalet (pgs. 18-19)
 - b. Robinson Park (pgs. 20-28)
 - c. KREEC Site Redevelopment (pgs. 29-46)
7. Other
 - a. Miscellaneous Updates (pg. 47)
8. Adjourn

PARK AND RECREATION COMMISSION

MEETING MINUTES

Friday, July 12, 2019

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

Members absent: Karry White, Mary Franklin, Dorothy Dybvig

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

Guests: None

Call to Order

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

Pledge of Allegiance

Agenda

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

Minutes

Motion Chasson, second Sturtz, to approve the minutes of the June 14, 2019 meeting.

Motion passed 4-0.

New Business

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

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

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

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

- C. National Night Out – August 6th – Commissioners worked with Staff to prepare for National Night Out. The American Legion will serve food, with the food being provided by the City.

The Dairy Association has been contacted to serve ice cream, with the City paying for the ice cream. Fred Keller has been secured as the musician. The Sheriff, Fire Department, Ambulance, County Health & Human Services will be invited. County Attorney Reese Frederickson and East Central School Superintendent Andy Almos will attend. Representatives from the Federal Correctional Institute have been invited. There will be a formal program to introduce the special guests and allow time for them to speak. The Audubon Center will be invited, as well as The Tree House and the Eagle Teens in Action. An emcee for the event is needed. Staff will look into having a bouncy house for kids. It was decided to use the bandshell this year, rather than the gazebo.

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

Continuing Business

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

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

Commissioners then discussed the exemption for any event involving 299 or fewer people, that is less than three hours in duration and that does not involve any alcohol sales or consumption. Previously, they had agreed to remove this exemption; however, on further thought, they decided to keep the exemption but to change it from “299 or fewer” to “75 or fewer”. **Motion by Vavricka, second by Sturtz, to allow an exemption for events involving 75 or fewer people. Motion passed 4-0.**

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

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

Robinson Park

- A meeting took place on June 26th with DNR representatives to look at the old dam remnants and the boat ramps/access points. One of the suggestions made by the DNR was to install

bouys and cables to address safety concerns. Commissioners discussed this and felt that it would not be appropriate to add bouys and cables and, in fact, would be more dangerous due to the rapid rising and falling of the water level in the Kettle River. The City will provide a letter of support for the Kettle River to be placed on the list of the River Restoration Unit of the DNR. The City will work with the DNR on a project to add a ramp at Access Point #1, which is the northern-most access point in Robinson Park. Access Point #2 could be developed into a usable ramp for trailers/boat access. This is the middle of the 3 access points in Robinson Park. Access Point #3 (off the main parking lot) will be eliminated with the Legacy Grant project; however, it would be good to have some type of landing area at this location.

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

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

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

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

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

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

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

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

Other – Other updates were provided as follows:

AmeriCorps – A crew working with the Northern Bedrock Historic Preservation Corps will be camping at Robinson Park July 24-31 as they will be working on debris removal at The Rock. An Ice Cream Social is being planned for Friday, July 26th, from 5-7 at The Rock.

Adjourn

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

Respectfully submitted,
Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: NASA Request

BACKGROUND: Travis Brown, Robotic Systems Engineer with NASA contacted the City about the possibility of testing a robot on the ice climbing walls in Robinson Park. See full details below.

ATTACHMENTS Request Details

STAFF RECOMMENDATION: Approve request and do whatever we can to support NASA coming to Sandstone

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

Hi Kathy-

Thanks for taking my call. As we discussed, I'm part of a team at NASA's Jet Propulsion Laboratory working on concepts for robotic exploration of icy world. We're currently testing a robot called Axel that is designed to rappel down slopes, cliff faces, and crater walls (see pictures).



While we have plenty of rock faces here in California, we're somewhat short on ice cliffs. Right now, we're trying to find a testing location where we can operate the robot on an ice cliff with at least 20-30 ft of decent and some vertical sections. We found pictures of Robinson park online and it seems like a perfect location to do this type of work. We just need to know if your organization would be willing to allow this type of operation at your park. The robot is approximately 100 lbs. and about 4ft x 4ft x 2ft. For safety reasons, we'd need to make sure that no climbers are operating around, above, or below the rover when it's rappelling. We would probably need to operate for approximately 3-5 days. The timing of our visit would be dependent on our development and funding schedules, but it would most likely take place January/February 2020 or 2021.

Thanks in advance for your help. I look forward to hearing from you.
Travis

Travis L. Brown, PhD
Robotic Systems Engineer
JPL | Robotic Mobility (347F)
4800 Oak Grove Dr.
Pasadena CA, 91109
(303) 910-8128

CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: Bob Sweet Request

BACKGROUND: Bob Sweet had stopped into City Hall asking if he could harvest “chaga” in Robinson Park. I invited him to the September 13th meeting; however, we changed the meeting date to September 20th. I do not have any contact info for Mr. Sweet.

In searching the internet, I learned that the Chaga mushroom is a fungus that grows primarily on birch trees in cold climates. With an appearance similar to burnt charcoal, it has been harvested for centuries as a traditional medicine.

ATTACHMENTS How to Harvest Chaga: Summary

STAFF RECOMMENDATION: Review and discuss; provide direction

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

I found the following summary at chagahq.com:

How to Harvest Chaga: Summary

- ✓ The Chaga Mushroom grows almost exclusively on [birch trees](#). Several external pieces of chaga can often be found on just one birch tree. When harvesting chaga, collect only the external pieces and never cut into the tree.
- ✓ Harvest through the fall and winter as long as possible until the sap starts running. Do not harvest Chaga through the summer months and/or when the sap starts running.
- ✓ Harvest chaga with larger conks, leaving about 15-20% of the chaga intact. Put your hand on the chaga, and if any part of your fingers touches the tree, it's best to leave it to grow for a couple more years.
- ✓ Harvest Chaga from living trees only.
- ✓ The Chaga will eventually kill the tree, but a healthy tree that has only one infection will live for many more years with proper care. If the tree has multiple infections, then it will most likely die within four to five years.
- ✓ After you've harvested some Chaga, remember to check out our [Chaga Preparation Guide](#).

CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: Scout Troop 187 Request

BACKGROUND: Melissa Springer contacted the City about placing bird houses in Robinson Park:

Scout troop 187 would like to make and put up 10 birdhouses in honor of Lee Dybvig for all his years working with the scouts. If we can put them in Robinson Park we would like to get locations. They are bluebird homes that can be placed throughout the park. We will also clear the cow tunnel trail or Dick Spartz trail. This is all in honor of Lee and his dedication to scouts so if there is anything else you as a committee can think of please let me know.

*Melissa A Springer
Scoutmaster Troop 187*

Melissa also asked if approved, would you like the birdhouses to be weatherized or painted (earth tones).

ATTACHMENTS None

STAFF RECOMMENDATION: Review and discuss; provide direction

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: Banning State Park Youth Hunt

BACKGROUND: The annual Banning State Park Youth Hunt is scheduled for November 2nd and 3rd. Park Manager Clarissa Payne is requesting the City waive ordinances 935.05 (firearms) and 945 (use of firearms) to allow for this event. The hunt takes place on the east side of Kettle River, a portion of which is located within City limits.

ATTACHMENTS August 12, 2019 Letter with Map

STAFF Review and approve
RECOMMENDATION:

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

Minnesota Department of Natural Resources

Banning State Park
PO Box 643
Sandstone MN 55072
320-245-2668



August 12, 2019

RECEIVED AUG 19 2019

Dear City of Sandstone:

I am the Manager at Banning State Park and I'm working on getting our annual special youth hunt information together for the upcoming hunt. Since part of our youth hunt is actually in city limits and I am writing this letter asking for permission to conduct our special youth hunt on ~~October 26th and 27th~~ waving the ordinances in sections 935.05 (firearms) and 945 (use of firearms) of city code. *November 2-3*

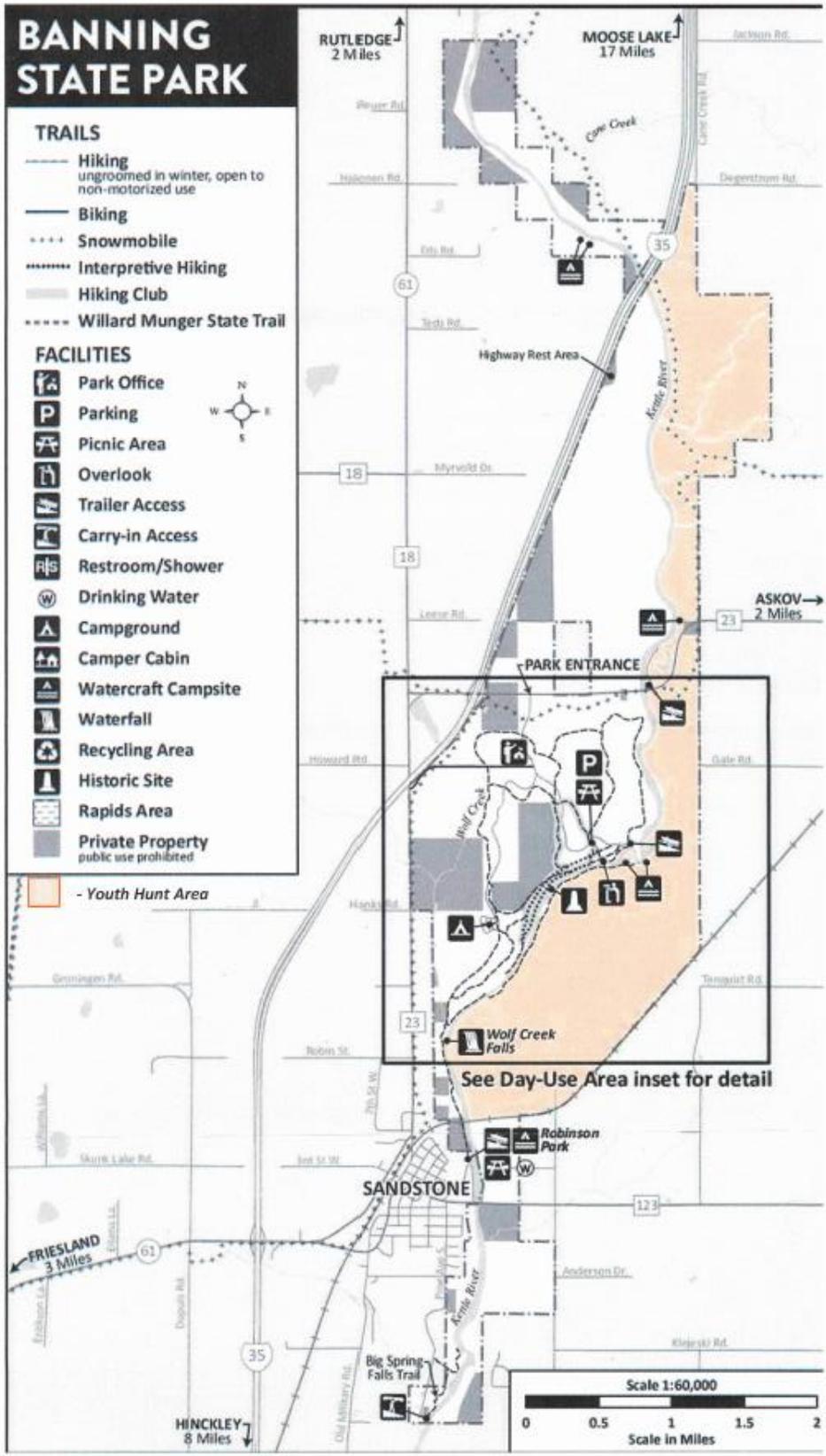
During this hunt, six youth with a non-hunting adult mentor would be on the east side of the Kettle River in Banning State Park for a two day hunt. The goal is to provide a high quality introductory hunting experience to foster hunter recruitment, provide access to areas otherwise not hunted and contribute to our deer management needs. They are required to attend a mandatory orientation prior to the hunt to review hunting safety, regulations, etiquette and other special youth hunt rules for Banning. The 2019 Special Youth Hunt will take place on ~~October 26th and October 27th~~ *Nov 2-3*. It will be the same area it has been for the last 8 years which a small part of the lower portion being within your city limits.

We would appreciate your consideration to wave those two ordinances within the designated hunting boundary in the attached map. If you need more information or have questions about this please feel free to give me a call 320-245-2668 or send an email clarissa.payne@state.mn.us.

Sincerely,

A handwritten signature in cursive script that reads "Clarissa Payne".

Clarissa Payne
Park Manager



CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: Sandstone Climbers Festival

BACKGROUND: E-mail from Peter Lenz:

The MCA is aiming to do the Sandstone Climbers Festival the weekend of October 18 - 20th, 2019.

If there are no conflicts on your end we would like to request the usual;

- Permission for walk-in dispersed camping throughout Robinson Park.
- We plan to secure a liquor permit and have beer samples available to guests.
- The MCA will be conducting its usual fundraising raffle

Please let us know if this weekend will work for this fun event. Or if you have any ideas to increase community involvement. Would you or anyone from the city like to speak Saturday evening, when we have folks attention after dinner and before the raffle?

Best,
Peter Lenz

P.S. We talked last night about setting up a very beginners area for people in the community who would like to tie in and give this whole rock climbing thing a go!

The City recently approved changes to City Code 960 allowing the City Administrator to approve Special Event Permits. However, with the additional requests for this event (liquor, dispersed camping throughout), I thought it best to bring the request to the Commission.

ATTACHMENTS Application for Temporary Liquor License
Special Event Permit Application

STAFF Approve both applications with the following conditions:

RECOMMENDATION:

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

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number	
Minnesota Climbers Association	02/09/2001	41-2011758	
Address	City	State	Zip Code
2118 19th Ave NE #1	Minneapolis	MN	55418
Name of person making application	Business phone	Home phone	
Angela Bowtitz	262.470.9155		
Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
October 19th, 2019	<input checked="" type="checkbox"/> Club	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious
		<input type="checkbox"/> Other non-profit	
Organization officer's name	City	State	Zip Code
Angela Bowtitz	Minneapolis	MN	55418
Organization officer's name	City	State	Zip Code
Kendra Stritch	Minneapolis	MN	55406
Organization officer's name	City	State	Zip Code
Peter Lenz	Minneapolis	MN	55433
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.
 Robinson Park - Sandstone, Minnesota

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 East main street Insurance Services / Evanston Insurance Company,
 \$1,000,000

APPROVAL

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

City of Sandstone City or County approving the license	Date Approved 10/19/19
\$25.00 Fee Amount	Permit Date
	alana+@sandstonemn.com City or County E-mail Address
	City of Sandstone City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

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

Special Event Permit Application

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

APPLICANT AND SPONSERING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: Minnesota Climbers Association

APPLICANT NAME (CONTACT): Kendra Stritch/Peter Lenz

ADDRESS: 4523 E Lake St, Minneapolis, MN 55406

DAYTIME PH: (____) _____ CELL (612) 306-4353 EMAIL: kendrastritch@gmail.com

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

SPECIAL EVENT INFORMATION

Type of Event:

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

EVENT TITLE: The Sandstone Climbers Festival

ACTIVITIES TO TAKE PLACE AT EVENT: Climbing/bouldering

EVENT DATE(S): October 19 & 20, 2019 PROPOSED LOCATION: Robinson Park

NUMBER OF EVENT STAFF: TBD IS FOOD OR ALCOHOL BEING SERVED? Both

ESTIMATED ATTENDANCE: 100 - 150 HOURS OF EVENT: 10:00AM AM/PM TO 11:00PM AM/PM

SET UP TIME: 9:00AM AM/PM TO 10:00AM AM/PM TAKE DOWN: TBD AM/PM TO TBD AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ n/a

Please attach the following:

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


Applicant's Signature

9/11/19
Date

City Administrator

CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: Lions Hill Chalet – **Updated Info**

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

- the holding tank under the boy's bathroom has shifted;
- Extending water service to the building;
- Extending sewer to the building; A quote has been received from Mike Johnson; we are waiting for a 2nd quote from another contractor.
- Extending heat into the bathrooms;
- ~~the chimney has significant rust and should be replaced before next winter (estimate of \$850 from D&E);~~
- roof shingles need to be replaced; Miller's Roofing & Siding completed the roof work – they were able to reuse the chimney, but they did paint it – **Total project cost was \$5,210.**
- an electrical review of the building should be done; Drilling Electric is checking this out

We have been trying to contact a local handyman to get a quote for the following:

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

The Sandstone Lions contributed \$2,500 (received).

The Lions would like a plaque placed in honor of Lion Frank Loken somewhere inside the chalet, noting that the Lions participated in the project in memory of him. **What to you think of this wording:**

2019 Improvements to the Lions Hill Chalet were done in part with a generous donation from the Sandstone Lions Club to honor Lion Frank Loken. Frank Loken was a long-time member of the Sandstone Lions Club, contributing to the community in many ways. Frank passed away in 2019. He will be dearly missed.

Barbara Heil has agreed to return as Warming House Attendant for the upcoming season.

ATTACHMENTS None

STAFF
RECOMMENDATION: Review and discuss

CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: Continuing Business – Robinson Park

BACKGROUND:

Legacy Grant Application – The application was submitted. Candace, Karry White, and I met with Greater MN Parks & Trails staff on August 23rd to review the plans at the park. They have \$9 million available and received 22 applications. There is a winter trail project up by Duluth that, according to Candace, “is a big one for competition”. The final budget for the Robinson Park project came in at \$1,286,560. In the application, we committed to a 10% match, \$128,656. Previously, the City agreed to a match of \$115,425. If we are approved, we will have to kick in an additional \$13,231.

Additionally, Candace estimates that the following non-eligible expenses will be required:

- Project survey w/historical elements: \$20,000
- Additional Admin costs: \$30,000
- Phase 1 Cultural Determination of Effects: \$20,000

Candace received one quote for the Site Assessment/project survey w/historical elements from 106 Group. She is getting another quote from Steve Blondo. It is anticipated that this assessment will cost less than \$10,000 and could qualify for a MN Historical & Cultural Heritage Grant through the MN Historical Society. If under \$10,000, the grant cycle is quarterly. The next deadline to apply is October 11th.

A local match is not required; however, matching funds are encouraged and are listed as an additional criterion for evaluating grant applications. Having a match can be a tiebreaker in competitive grant rounds. Assuming that the project will be under \$10,000, perhaps we could commit to a 20% match (no more than \$2,000).

ACTION REQUESTED: Approve applying for a grant through the MN Historical Society for the Site Assessment with a match of 20%.

Gin Pole –We received a proposal from Tim Miller, Advanced Masonry Restoration. **See the full proposal below.** Basically, Tim is proposing that we start by having an engineer design the proposed repair, estimated to be \$6,500. Then, depending on the engineer’s

design, the project could cost anywhere from \$10,000 to \$75,000.

It is possible that the City could apply to the MN Historical Society for a design grant. Again, the deadline to apply is October 11th. And, a local match would be helpful.

ACTION REQUESTED: Approve applying for a grant through the MN Historical Society for an engineer's design to repair the Gin Pole with a match of 20%.

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

Dam Remnants – A follow up item from the June 26th meeting we had with DNR representatives was for the City to provide a letter of support to place the Kettle River on the Stream Restoration List. That letter was submitted (**see copy below**). The following response was received:

Hi Kathy,

Thank you for taking the time to put this together. I will keep letter of support on file. We have been out to the site but unable to get the surveying done at this point. I will work on getting the data we need (if any) to get work on a cost estimate. I will get in touch with the group as we get closer to our Request for Projects in January/February.

Regards,

Amanda Hillman

Restoration Coordinator | EWR River Ecology Unit

Also, we received the following e-mail from Mark Wester:

From: Wester, Mark A (DNR) <mark.wester@state.mn.us>

Sent: Tuesday, August 13, 2019 4:24 PM

To: Kathy George <administrator@sandstonemn.com>

Cc: Straka, Mary L (DNR) <mary.straka@state.mn.us>

Subject: FW: KR

Hi Kathy,

The Robinson Park portage got some work accomplished this week. The undermined steps at the water's edge got some much needed fill and additional water bars. The large orange sign, "Caution,

Dangerous Rapids 100 Yards Ahead, Scout Before Proceeding” was brushed out and made more visible. The portage sign was installed on a wooden post to prevent people turning the metal post. In addition, a new “River Use” sign was installed. The steps leading up to the road (portage) were brushed out and a few more were added. The CCMI crew is also working on the Big Spring Falls portage and were pretty much complete on Tuesday afternoon. They added a couple of boardwalks, defined the portage trail with signage, and got the south end brushed out. Thank you to Craig for bringing the crew some fill for the portage steps.

The water is very low right now. You can view a lot of the old dam structure. There are numerous metal spikes, threaded rod and rebar showing. I don't think it would pay to get in there and start cutting. I believe we have begun the proper steps to see what it takes to make this old structure safer. Mary and I can discuss the warning sign regarding the submerged structure and pass that along.

Thanks

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

- Getting electric power to the Hydrant Shed – Minnesota Power stated that it would cost \$20 per foot to bring power to the shed. The distance is estimated to be about 250 feet, bringing the cost to \$5,000.
- Ice Lights – from James Lovebridge: The crux on the ice lights is power... We can only do so much with the solar panel & battery system (low power and very finicky/delicate system...). If there is any way we could get power to the top of the Stage Wall -or- the Light Wall (to the right) we could have that entire clearing made into an "ice lights" display that could become a tourist attraction for the city in the winter! We could have them pulse and undulate and almost be a subtle "light show" every night at dusk. The MCA could build and manage all of that! All we'd need is 110 power up there (and maybe a little monetary help with the LED lights?) we could design and build the system, set-it up so it's automated, and could really turn that into a cool feature for the city. Just a thought... Never hurts to ask... :-)

Minnesota Power would require a service path clear of obstructions from the nearest useable electric facilities to where the meter location is with a minimum of a 10-foot wide path for underground installation and a minimum of a 30-foot wide path for overhead installation. They also need

to be vehicle accessible for not only the installation but also maintenance. This could get very expensive.

ACTION REQUESTED: Review and discuss.

Shoe Brushes – it has been pointed out that the shoe brushes are in rough shape. See photo below. Thoughts?

Robinson Park Camping Statistics – We had 7 registrations for 7 days of camping in July and 15 registrations for 21 days of camping in August. See full details below.

Gin Pole Proposal

Kathy: Here is a budget for you to look at as to what I think it might cost. As you read the proposal, it basically suggests a course of action to mitigate the unknown items and if you select that path, we will be able to firm up the price. With Yellowstone and Encomapss on the team, I believe we can complete the project and maybe even get a portion of it done this year.

Tim

Tim Miller

President

Office: [651.766.8080](tel:651.766.8080)

Direct: [651.789.3760](tel:651.789.3760)

Cell: [651.271.1467](tel:651.271.1467)

tjmiller@advancedmasonry.com

August 9, 2019

City of Sandstone

Kathy George, City Administrator

119-4th Street, PO Box 641

Sandstone, MN 55072

administrator@sandstonemn.com

RE: Robinson Park Gin Pole Restoration

Dear Kathy:

Thank you for conducting a review of the Robinson Park Gin Pole with myself, and Matt and Mary Enderle. I apologize for the delay, but we hit the busiest year that we have ever worked on and I just now was able to coordinate the team to tackle this project. The following is our proposal for the project for the further investigation, engineering and repairs and stabilization.

Proposed Repair: The initial observations by SEH was simply that, an observation with no analytical testing, and their recommendations as to what could be done. After discussions with Matt, we felt that any repairs and stabilization that would be completed by us, would have to be completed utilizing an engineers design and specifications. The main reason is for liability. If we make any of the visual repairs, and they should fail the liability would be to great. We would expect at minimum to have the Engineer do the following:

- Visit the site and review existing conditions
- Review the upper portions of the pole to determine:
 - Anchors and design
 - Condition of Anchors
 - Condition of attachments
- Review the base of the pole
 - Design the repairs of the blocks and steel
 - Engineer the base materials
 - Engineer the attachment points
- Work with AMR and Yellowstone Log Homes on the proper method for the repairs
 - Define materials
 - Review proposed means and methods to ensure the safest path possible to completion
- Have periodic site visits, up to 6 to review the work progress and facilitate proper repair methods for any changes in the work scope.

The proposed budget for this would be\$6,500.00

Repair Work: AMR would then work with Yellowstone to implement the repairs and stabilization designed by the engineer. The cost of this work would be dependent on the findings of the engineers design. I will try and give you an idea as follows for the budget:

Scope of Work:

- Mobilization and set up of work
 - Includes purchase of materials
 - Insurance
- Repair Base
 - Stabilize Gin Pole and re-shore for safety
- Install Engineers Design

Estimated Cost.....\$10,000 to \$25,000.00 dollars

- Estimate only as the defined scope of work will determine final pricing
-

Additional Possible Work:

- Remove Gin Pole and possibly replace depending on review
- Installing new anchoring system and cables on both the upper and lower portions
- Re-install Gin Pole

Estimated Cost for Repair Work for all work described.....\$30,000.00 to \$75,000.00

I realize there is a large range, but without a thorough review and design the cost of repair could be let at the lower cost and balloon to the above or even more to repair existing conditions not known until we get started. It may seem like a lot of money to get started, but in the end it could save you quite a bit in both cost and stress of not having the correct information to do the repairs.

Please contact me to discuss this and to let me know what you would like to see and I will be more than happy to meet with anyone that you would like to help you get the project going.

Submitted By:

Tim Miller

Tim Miller- President

Support Letter

CITY of SANDSTONE

An Equal Opportunity Employer • Incorporated 1889
P.O. Box 641 • 119 Fourth Street • Sandstone, MN 55072
(320) 245-5241 • FAX (320) 245-5502

July 16, 2019

To Whom it May Concern:

RE: River Ecology Unit – Stream Restoration List

Dear Persons:

I'm writing this letter in support of the Kettle River being placed on the Stream Restoration list for a comprehensive evaluation.

The Kettle River runs through the City of Sandstone and, specifically, Robinson Park. Robinson Park is a former sandstone quarry and is listed on the National Register of Historic Places. Robinson Park sees visitors from throughout the Country, who come to enjoy the beautiful Kettle River, the hiking trails, picnicking, camping, fishing, kayaking, white water rafting, rock climbing, ice climbing and much more.

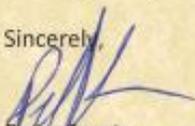
For years, the Sandstone Park & Recreation Commission has discussed a very unsafe situation. At one time, there was a dam in the Kettle River that extended from Robinson Park, east across the Kettle River, to Banning State Park. Many years ago, this dam was removed. However, much debris was left behind in the Kettle River; namely, rebar. The rebar is sticking up in many places and, because the water level in the Kettle River constantly changes, people enjoying the river cannot always see the rebar. This causes a very dangerous situation.

The City of Sandstone is making application for Legacy Grant funding to make some much needed infrastructure improvements in Robinson Park. Part of the project will include trail improvements by developing the Kettle River Trail that extends from the north end of the park to the south end, following the Kettle River, and allows space for an improved river edge and some bank stabilization in erosion prone areas.

If our application for funding is successful, we would be looking at designing the project in 2020 and 2021 for construction in 2022. It would be helpful if both processes (the Stream Restoration evaluation and the Legacy Grant project design) could work together to address some of the issues/concerns in this area.

Thank you for your consideration.

Sincerely,



Peter Spartz
Mayor

Shoe Brush:



Robinson Park Camping Statistics

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

Memorandum	
TO:	Park & Rec Commission
FROM:	Alana Tyson, Deputy Clerk
DATE:	September 4, 2019
SUBJECT:	Robinson Park Camping Registration Numbers

2019	2018	2017
<u>January, 2019</u>	<u>January, 2018</u>	<u>May, 2017</u>
0 registrations 0 days of camping	0 registrations 0 days of camping	9 registrations 14 days of camping
<u>February, 2019</u>	<u>February, 2018</u>	<u>June, 2017</u>
1 registrations 1 days of camping	1 registration 2 days of camping	16 registrations 25 days of camping
<u>March, 2019</u>	<u>March, 2018</u>	<u>July, 2017</u>
0 registrations 0 days of camping	0 registrations 0 days of camping	16 registrations 26 days of camping
<u>April, 2019</u>	<u>April, 2018</u>	<u>August, 2017</u>
5 registrations 7 days of camping	9 registrations 9 days of camping	11 registrations 15 days of camping
<u>May, 2019</u>	<u>May, 2018</u>	<u>September, 2017</u>
14 registrations 23 days of camping	11 registrations 18 days of camping	8 registrations 10 days of camping
<u>June, 2019</u>	<u>June, 2018</u>	<u>October, 2017</u>
25 registrations 26 days of camping	6 registrations 7 days of camping	2 registrations 2 days of camping
<u>July, 2019</u>	<u>July, 2018</u>	<u>November, 2017</u>
7 registrations 7 days of camping	24 registrations 29 days of camping	1 registration 2 days of camping
<u>August, 2019</u>	<u>August, 2018</u>	<u>December, 2017</u>
15 registrations 21 days of camping	12 registrations 23 days of camping	0 registrations 0 days of camping
<u> </u>	<u>September, 2018</u>	
	10 registrations 13 days of camping	
<u> </u>	<u>October, 2018</u>	
	3 registrations 4 days of camping	
<u> </u>	<u>November, 2018</u>	
	0 registrations 0 days of camping	
<u> </u>	<u>December, 2018</u>	
	0 registrations	

CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: Continuing Business – KREEC Site Redevelopment

Commissioner Chasson received the following information regarding wetlands from Leiah Hart, Environmental Technician with Pine County:

On Friday, July 26, 2019, 10:44:36 AM CDT, Leiah D. Hart <Leiah.Hart@co.pine.mn.us> wrote:

Hi David,

Thank you for the guided tour of the beautiful property.

To recap what we talked about:

1. There are small pockets of wetland throughout the property that could be identified better by a wetland consultant (attached is a list of consultants in the area).
2. The Minnesota Wetland Conservation Act (MN Rule 8420.0420 Subp. 8) provides an exemption for various amounts of impacts to certain types of wetlands based upon their proximity to public water resources. This amount of allowable wetland impacts is called the de minimis.
 - a. Skunk Creek is considered a public water in the Pine County Shoreland Ordinance.
 - b. The wetland area leading to the bridge is within the building setback as defined in the ordinance, therefore the allowable de minimis of the property would be 20 square feet for any fill in that wetland.
 - i. If a boardwalk was used to access the bridge, only the runners (boards running perpendicular to the creek) would be counted as fill. To calculate the impact, you could take the width of those boards times the length of wetland impact.
 - ii. The other wetlands may have a greater amount of allowable de minimis, but the trail project is considered one project and the amount of allowable de minimis falls under the most restrictive amount (the 20 square feet). In other words, if you impact the wetland adjacent to the bridge, the allowable de minimis for the entire project is only 20 square feet.
 - c. Any wetland fill beyond the allowable de minimis will have to be mitigated. Most commonly that is done through purchasing credits through the state wetland banking program. It is advisable to search by Corps Bank Service Area (CSBA) for CSBA 6, as that is the area your property is in so you would be able to buy replacements on a 1:1 ratio (1 credit=1 acre). Credits purchased in other CSBAs will need to be purchased at a rate of 1.5:1. The credit purchase is a private transaction between you and a credit holder that can be applied to your project. The cost of credits fluctuate with supply and demand but can be anywhere from \$0.50/square foot to \$1.50/square foot or more. Do not quote me on these figures as they are subject to considerable fluctuation, just trying to give you some rough info.

3. I have attached the Joint Application Form for Activities Affecting Water Resources in Minnesota. If you choose to apply for a de minimis exemption, please fill out parts 1-5 and attachment B and submit a \$100 fee. The Technical Evaluation Panel (TEP), consisting of the DNR, Pine County, the Soils and Water Conservation District (SWCD), the COE, and the Board of Water and Soil Resources (BWSR), will review and make recommendations.
 - a. Should you chose to go the wetland replacement route, parts one through five and attachments C and D will need to be completed and a \$200 fee. While it is not required, many landowners will realize greater success and cost savings by working with a consultant on applications for replacement.
 - b. The TEP meets every 3rd Wednesday of the month. The next meeting is August 21st. If you choose to submit an application please allow at least 3 business days for the application to be process prior to the TEP meeting.

Please let me know if you have any questions.

Thanks,
Leiah Hart
Environmental Technician
320-591-1649
Pine County Planning and Zoning
635 Northridge Dr. NW Ste. 250
Pine City, MN 55063

Two proposals have been received for a feasibility study regarding an ATV course:

Dovetail Partners, Inc.:	\$10,000 Phase 1 budget
Up! Outside:	\$ 9,550

Both proposal are included blow.

Proposal from Dovetail Partners:

27 August 2019

Kathy George
City Administrator
City of Sandstone
119 – 4th Street, PO Box 641
Sandstone, MN 55072

RE: Proposal for an ATV Training Area and Technical Riding Course Feasibility Study

Dear Ms. George,

Enclosed please find a proposal from Dovetail Partners to support a feasibility study for an ATV training area and technical riding course on land owned by the City of Sandstone.

Our team includes individuals with expertise in ATV trail and park design, environmental assessment, recreation management, and stakeholder consultation. Our proposal recommends a phased approach to examining the project feasibility that starts with examining limiting factors that could affect the project, including economic or environmental concerns. Based upon the results of the first phase, the next step would be to develop design alternatives and conduct scoping work for the necessary environmental review process. The third phase would be development of an Environmental Assessment Worksheet based on the preferred design. This phased approach will help ensure that factors impacting project feasibility are identified as early in the project as possible so that they can be mitigated or otherwise addressed through project design considerations or other problem solving mechanisms.

Thank you for considering our proposal, and please do not hesitate to contact me with any questions or additional information that you may require.

Sincerely,
Katie

Kathryn Fernholz
President



DOVETAIL PARTNERS, INC.

528 Hennepin Ave
Suite #703
Minneapolis, MN 55403

Phone: 612-333-0430
Fax: 612-333-0432
Website: <http://www.dovetailinc.org>

27 August 2019

Kathy George
City Administrator
City of Sandstone
119 – 4th Street, PO Box 641
Sandstone, MN 55072

RE: Proposal for an ATV Training Area and Technical Riding Course Feasibility Study

Dear Ms. George,

Enclosed please find a proposal from Dovetail Partners to support a feasibility study for an ATV training area and technical riding course on land owned by the City of Sandstone.

Our team includes individuals with expertise in ATV trail and park design, environmental assessment, recreation management, and stakeholder consultation. Our proposal recommends a phased approach to examining the project feasibility that starts with examining limiting factors that could affect the project, including economic or environmental concerns. Based upon the results of the first phase, the next step would be to develop design alternatives and conduct scoping work for the necessary environmental review process. The third phase would be development of an Environmental Assessment Worksheet based on the preferred design. This phased approach will help ensure that factors impacting project feasibility are identified as early in the project as possible so that they can be mitigated or otherwise addressed through project design considerations or other problem solving mechanisms.

Thank you for considering our proposal, and please do not hesitate to contact me with any questions or additional information that you may require.

Sincerely,

A handwritten signature in black ink that reads "Kathryn Femholz".

Kathryn Femholz
President

Feasibility Study for an ATV Training Area and Technical Riding Course for the City of Sandstone, Minnesota

A proposal from Dovetail Partners

August 2019

Background

The City of Sandstone is considering a feasibility study on the prospect of creating an ATV training/technical riding course on property owned by the City. The property is divided by a road, with about 70 acres on the east side of the road and about 40 acres on the west side. The City would need the study to analyze potential users and use rates and also determine the feasibility of creating a course on the property.

Overview

This proposal is to provide services for a feasibility study for a potential ATV training area and technical riding course on approximately 110 acres of land owned by the City of Sandstone, Minnesota. The project would include an examination of environmental, social and economic considerations for the project and provide recommendations for next steps in project evaluation and development. The study includes three phases as part of a multi-step process of determining feasibility.

Phase I – Gauging and Building Project Support

This phase includes developing preliminary information about environmental conditions at the site, estimating site capacity (e.g., trail miles, training area, and technical features), and conducting outreach to key interests in the region to raise awareness of the project opportunity, gauge support, and identify and address concerns. This process can also help identify potential project partners and opportunities to enhance project design to reduce environmental impact, improve economic performance, and strengthen community support. Outreach would include engagement with economic development interests, natural resource agencies, local recreation and tourism related organizations, conservation groups, and others as identified by the project team and recommended by the City.

Phase II – Design and Selection of the Preferred Alternative

Based upon the Phase I findings, the next step would be the development of design alternatives for trails, training areas, and technical riding features at the site. Up to three design alternatives would be developed and presented for consideration. The environmental impacts of each design would be evaluated including required environmental review, permitting, and other limiting factors. The estimated costs for each design would also be explored along with identifying applicable grants and other funding mechanisms.

Phase III – EAW development

The preferred design selected in Phase II would provide the basis for preparing an Environmental Assessment Worksheet (EAW) for the project. Given the size of the proposed site, it is anticipated that an EAW will be required for the project. The current EAW thresholds that will likely apply to the project include: “Constructing a trail at least ten miles long on forested or other naturally vegetated land for a recreational use other than snowmobiling or cross-country skiing” and “Constructing an off-highway vehicle recreation area of 80 or more acres”. If grant-in-aid funds are used for the project, the DNR is the RGU.

Preliminary Property Evaluation

From the aerial photos that are available for the property and a preliminary review of readily available information (Figure 1, following page), there are several attributes of the property that may support development of the project as well as conditions that may create challenges.

Assets supporting project development:

- Close proximity to the City of Sandstone and businesses in the area allow for potential economic benefits to local service providers (restaurants, gas stations, lodging, entertainment, etc)
- Close proximity to Interstate 35 and Hwy 23 allow efficient access to the site for visiting users
- Few immediately adjacent residential properties
- City ownership of the property

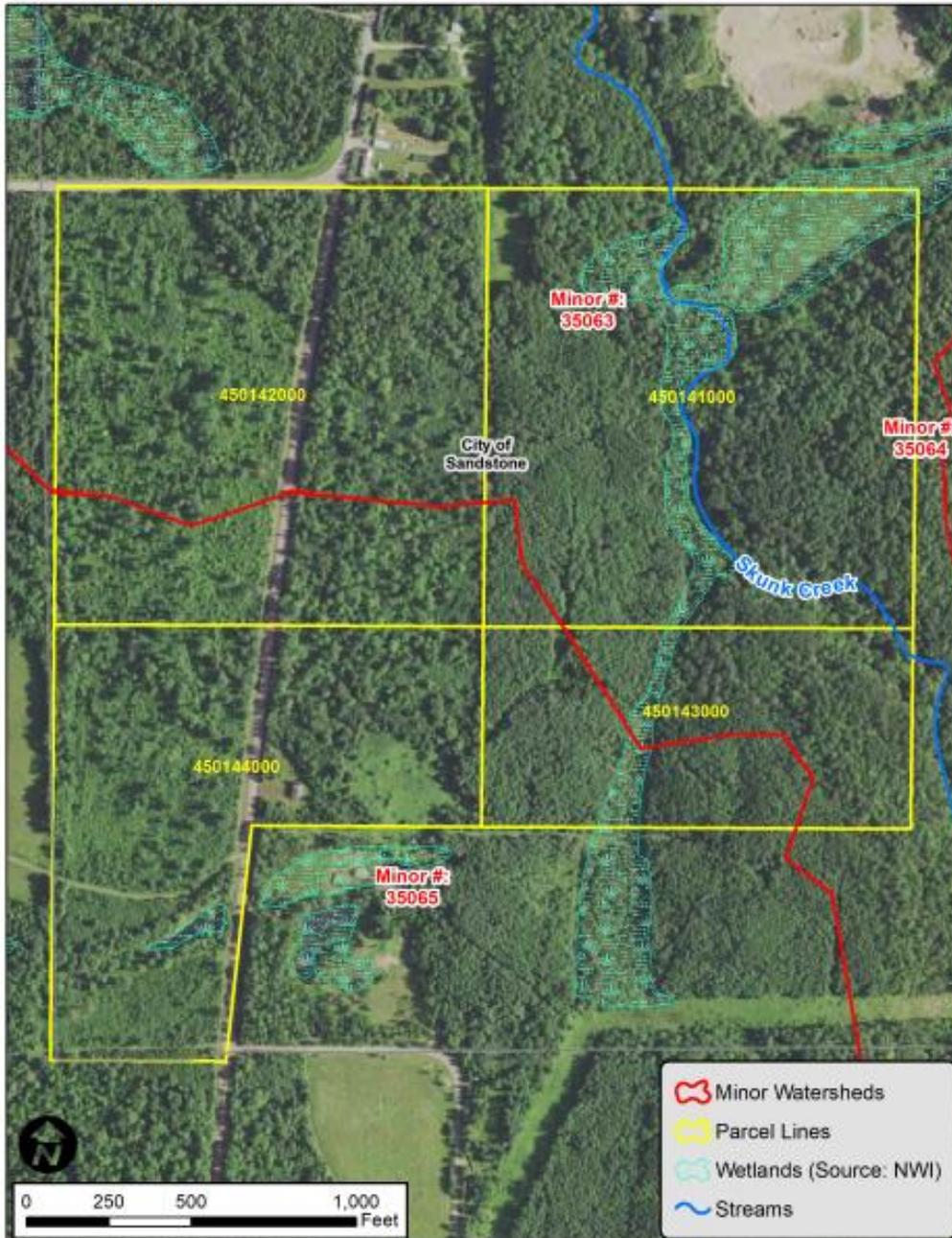
Conditions that may create challenges:

- Proximity to the Kettle River and any associated set-backs and permitting requirements or potential user conflicts
- Wetlands on the property requiring delineation, permitting, protection and/or mitigation
- Soils on the site requiring avoidance or mitigation
- Known bat hibernaculum within the area and other rare species or habitats that could raise concerns related to the Endangered Species Act (ESA) and required protections
- Site within the 1854 Treaty Area with potential conflict with tribal interests
- Existing tree cover and vegetation on the site that requires removal during development and on-going management to address public safety and maintaining a quality user experience
- A road transecting the property that creates increased conflict or public safety risks for site users and other road traffic
- Adjacent property owners and potential incompatible uses, noise, or dust concerns
- Modest size of the site (110 acres vs. 1200 acres at the Iron Range Off-Highway Vehicle State Recreation Area near Gilbert, MN)

For comparison to related projects in the vicinity, the recreation area near Gilbert occupies about 1200 acres and offers 36 miles of trails (<https://www.dnr.state.mn.us/ohv/gilbert/index.html>).

The Axtell Technical Riding area near McGregor, MN, which is connected to an extensive regional trail system, offers about 4 miles of trails on an approximately 40 acre site along with a training area and technical riding features (https://www.dnr.state.mn.us/ohv/trail_detail.html?id=94).

Figure 1. Project Site



Preliminary Information Collection & Analysis

The development of an ATV use area and the associated land use change will require the collection and analysis of several key pieces of information.

The information collection and analysis portion of the project will include the following environmental analysis:

- GIS collection and analysis of the site's soil conditions, current vegetation, current and past land use and land cover,
- GIS review of soils, habitat, wetlands and water resource conditions on the site and within one-mile of the site to identify potential conflicts or environmental concerns,
- A request for natural heritage and archeological records for the site and a one-mile radius of the site from the applicable state agencies,
- A review of information provided by the City and any other applicable jurisdictions regarding current ownership, adjacent ownerships, property/deed restrictions, use or access agreements and any other information affecting the current and future use of the site,
- A review of applicable environmental review thresholds to determine the potential need for an Environmental Assessment Worksheet (EAW)
- A review of available information to determine the potential need for additional environmental reviews (e.g., Phase I or Phase II)
- A review of the need for environmental permitting, soil testing, or other study needs

The project team will evaluate social conditions by:

- Contacting local ATV clubs to evaluate interest and experiences,
- Contacting DNR Trails and Waterways staff to gather input on best practices for project design and development,
- Contacting other land managers in the region that manage ATV trails and recreation areas,
- Conducting stakeholder consultation through outreach to key parties identified in partnership with City staff

The project team will evaluate economic conditions by:

- Developing an estimate of potential trail length (miles) and other amenities (technical riding areas) that could be developed at the site
- Gathering user information from existing ATV use areas in the state and region and generating comparisons to the proposed site
- Reviewing surveys and research of ATV use rates and associated economic impacts to develop an estimate of the economic impact of the proposed site
- Evaluating and providing recommendations on potential funding and grant opportunities

Project Activities, Budget and Timeline

Phase I – Gauging and Building Project Support

During Phase I, the project team would undertake the following tasks.

- Conduct a records review to gather and summarize information addressing wetlands, soils, transportation/access, archeological records, and ecological conditions (native plant communities, biodiversity, rare species)
- Gather GIS data layers and mapping information to prepare condition maps of the site
- Evaluate the wetland delineation needs for the site to support an estimate of cost and impact to the design
- Develop an estimate of site capacity in terms of potential trail miles, training area(s), and technical riding features
- Meet with key interests in the region to raise awareness of the project opportunity, gauge support, and identify and address concerns. Outreach would include engagement with economic development interests, natural resource agencies, local recreation and tourism related organizations, conservation groups, and others as identified by the project team and recommended by the City.

Phase I Budget: \$10,000

Timeline: 4 months

Phase II – Design and Selection of the Preferred Alternative

During Phase II and based upon the findings of Phase I, the project team would:

- Develop up to three design alternatives for trails, training areas, and/or technical riding features at the site
- Evaluate the environmental impacts and estimated costs of each design
- Identify applicable grants and other funding mechanisms for the project
- Present the designs to facilitate a selection of the preferred alternative

Phase II Budget: \$15,000

Timeline: 6 months

Phase III – EAW development

The project activities for EAW development will be dependent upon the results of Phase II. The funding sources to be used for the project will also determine the RGU and impact EAW development. For more information about applicable EAW thresholds, see: EAW Thresholds for Recreational Trails: <https://www.revisor.mn.gov/rules/4410.4300/>

Phase III Budget: To be determined

Timeline: To be determined

Staff-Consultant Meetings: Plan Preparation

The project is anticipated to include several meetings between members of the project team and City staff.

The project team will work with City staff to:

- Gather and review information, including project contacts
- Prepare information for presentation to the Park Commission
- Prepare information for presentation to the City Council

Public Process

To support transparency in the process, the project team recommends and will work with the City to:

- Prepare and distribute information about the project activities (e.g., newspaper article, inclusion on a meeting agenda, etc)
- Prepare information for presentation at a meeting that is open to the public (e.g., a Park Commission meeting or City Council meeting that has time on the agenda for public comment)

Deliverables

The project deliverables will include:

- A written summary of findings addressing the environmental, social, and economic limitations and opportunities for the project (Phase I)
- Project designs (Phase II)
- Final recommendations for next steps in project evaluation, including anticipated needs for environmental review, permitting, soil testing, or other activities based upon the preferred design alternative (Phase II)

Budget Summary

Activity	Cost
Phase I	
Records Review, GIS, and Site Conditions	\$4,000
Site Capacity Estimates	\$2,000
Outreach	\$4,000
<i>Subtotal</i>	<i>\$10,000</i>
Phase II	
Design Alternatives	\$5,000
Environmental Assessment	\$5,000
Funding Evaluation	\$2,000
Presentation/Selection	\$3,000
<i>Subtotal</i>	<i>\$15,000</i>
Grand Total	\$25,000

Statement of Qualifications

Project Personnel - Key Staff for the Project Team

Brief descriptions of qualifications and experience are provided. Full resumes are available upon request.

Kathryn (Katie) Fernholz, Project Manager

Katie has over 20 years of experience with forest management issues, assessment, and planning in Minnesota. Katie worked for several years as a GIS specialist with experience in natural resource data sets and forest inventory information, including analysis and map production. Throughout her career, Katie has worked with many northern Minnesota land managers, and this work has included providing services to support recreational trail development, comprehensive trail planning, resource assessments, and ATV trail planning and evaluation. Katie is a trained forester with a B.S in Forest Resources from the University of Minnesota.

Mitch Brinks, GIS Analyst

Mitch Brinks has a B.A. in Geography & Environmental Studies from Gustavus Adolphus College (St. Peter, MN) as well as a M.S. in Resource Analysis (GIS) from St. Mary's University (Winona, MN). He served as the Crow Wing County Water Planner from 2009 thru 2015 during which time he used GIS to develop a watershed-protection model that was a key element in the County's award-winning 2013 Water Plan Update. Since 2015, he has served as a GIS Specialist for local Soil & Water Conservation Districts in north-central MN (thru the MASWCD Technical Services Area 8) where he primarily focuses on providing maps and analysis for the one watershed one plan program. He has also conducted extensive GIS mapping for watershed-based Landscape Stewardship Plans for DNR Forestry where he advanced the watershed protection methodology, which uses GIS to prioritize and target water and land resources for implementation of private forest management practices. He is a MN Certified Wetland Delineator (#1007) with over 15 years experience delineating wetlands in northern and central MN. He has also helped prepare more than 15 EAWs both as a consultant and RGU.

Mark Jacobs, Project Advisor

Mark served as Land Commissioner for Aitkin County in north-central Minnesota for thirteen years and has a total of almost thirty-nine years of experience in public land management and forestry in the Lake States. During his tenure, Aitkin County was recognized as one of the first public land managers to achieve FSC certification. Mark helped propel Aitkin County as a national leader in forest and recreational management of public lands. Mark has been a leader with the Minnesota Association of County Land Commissioners and had contributed to the growth of the Forest Stewards Guild. He has been instrumental in research and responsible forest management initiatives, including investigations of migratory songbird populations and the influence of timber harvesting on birds and bats.

Ron Potter, Project Advisor

Ron worked for the Minnesota Department of Natural Resources for 37 years in the Division of Parks and Trails. He spent the first twenty years of his career in the field, mainly in northeastern Minnesota working in St Louis, Koochiching and the western part of Lake Counties. He laid out, acquired and built the Taconite and Arrowhead State trails, Minnesota's longest natural surface trails. In 1995, Ron was hired as Minnesota's first Off-Highway Vehicle Program manager and worked to establish a sustainable Off-Highway Vehicle (OHV) program including All-terrain Vehicles (ATV), Off-highway motorcycles (OHM) and Off-road vehicles (ORV) which in

Minnesota are the trucks and jeep type vehicles. Ron contracted and supervised the development of the Nation's first trail manual that included the development and maintenance of natural surface OHV trails as well as paved trails and winter trails. Since retiring from the Minnesota DNR in January 2013, Ron has worked as a consultant on trail projects, including projects in Alaska; Maryland; New Mexico; West Virginia; Wisconsin; Iowa; and several projects in Minnesota (Grant County, Swift County, Aitkin County, St. Louis County and Duluth). Most recently Ron has been the project manager for the National Off-Highway Vehicle Conservation Council (NOHVCC) on the Minnesota Border to Border, licensed highway vehicle route, using mainly secondary roads and forest roads from Lake Superior to the North Dakota border. Ron also serves as the Trail Administrator for the Prospectors Alliance, building an ATV and Off Highway motorcycle trail from Ely to the North Shore, 250+ mile trail system and secured \$3.3 million in development funding. Ron currently serves as the President of the All-Terrain Vehicle Association of Minnesota (ATVAM).

Ashley McFarland, Project Assistant

Ashley has a B.A. from Central College in Pella, Iowa in Political Science and Environmental Studies and earned her M.S. from Iowa State University in Environmental Science-Water Resources. She has spent the majority of her career working for various cooperative extension systems throughout the country focusing on natural resource management. Specifically, McFarland has been involved in facilitating multi-disciplinary watershed planning efforts and serving as project manager for many watershed demonstration and improvement efforts. She is also well-versed in field and remote-based geospatial tools. Ashley has been very successful in engaging stakeholders and conducting targeted outreach to support informed decision-making.

David Henkel-Johnson, Project Assistant

David has a B.A. in Biology from The College of St. Scholastica in Duluth, Minnesota and a M.S. in Forest Biology and Management from the University of Alberta. Since 2015 he has been working as a consultant to provide administrative, technical, and coordination support to the Minnesota Forest Resources Council (MFRC) Landscape Program. When the 2nd Generation North Central Landscape Plan was updated in 2017 David developed the technical support documents to the plan, helped facilitate meetings of the planning committee, and was the principal plan writer. Currently he is providing the same services for the MFRC East Central Committee. David is also the primary plan writer for several Landscape Stewardship Plans currently in development in north-central Minnesota.

Related Project Experience

Information about related project experience is available at:

The Northwoods Regional ATV Trail System

http://www.dovetailinc.org/programs/land_use/northwoods_atv_trail

Services includes the evaluation and planning process for an extensive, first-rate ATV/OHV trail in Aitkin and Itasca Counties, Minnesota. The trail is designed to be environmentally sensitive, economically beneficial, and community supported.

Aitkin County Comprehensive Recreation Trail Plan

http://www.dovetailinc.org/programs/land_use/aitkin_cnty_rec_trail

Services included final plan development, public meeting presentations, public process, and related project materials.

Crow Wing County Recreation Trail Plan

The plan addressed existing and proposed recreation trails that serve a full range of motorized and non-motorized uses, including ATV routes, equestrian trails, biking, hiking, dog-sledding, skiing, snowmobiling, and other trail based recreation types.

http://www.dovetailinc.org/programs/land_use/crow_wing_cnty_rec

Contact for this proposal:

Kathryn (Katie) Fernholz

Dovetail Partners

528 Hennepin Ave, Suite 703

Minneapolis, MN 55403

Tel: 612-414-8041

Office: 612-333-0430

Email: katie@dovetailinc.org

Fed Tax ID #52-2419510

Proposal from Up! Outside:

Hi Kathy –

I am pleased to submit the attached proposal for consideration by the City of Sandstone for an ATV Skills Building/Obstacle course on City property. Please feel free to call or e-mail if you have any questions or need additional information or clarification.

Karen Umphress
UP! Outside
612-965-8619
karen@upoutside.com
www.upoutside.com

UP! Outside

**Project: ATV Feasibility Study
City of Sandstone, MN
September 1, 2019**



Grant County, MN ATV skill building area

**Karen Umphress, CPPM
Principal**

**612.965.8619
karen@upoutside.com**

Table of Contents

The Project.....	2
The Team.....	2
Up! Outside.....	2
Pass Designs.....	3
Ultimate Trail Consulting.....	3
Determine the Feasibility of the Site for ATV Skills Building Area.....	3
Identify Interested Parties/User Groups.....	4
Creative a Rough Design.....	4
Deliverables.....	4
What is Included.....	4
What is not Included.....	4
Budget.....	5

The Project

The City of Sandstone has property within the city boundaries on the south side of town. To better manage the property, the City has had two forest management plans completed; one in 2000 and one in 2016. The plans highlight goals the City has for the property of:

Year 2000 goals

- Improve the forest quality by harvesting and planting.
- Develop trails, campsites, and a learning center.
- Consider other options to stimulate greater public use of this property.

Year 2016 goals

- Maximize timber value and growth in an environmentally sensitive manner.
- Develop trails and campsites for the public.
- Develop and maintain wildlife habitat for public recreation.

The City is interested in adding additional public recreation opportunities and is considering a form of motorized recreation. The motorized recreation would be in the form of an obstacle course or skills building area. The recreational opportunities would need to be created in a manner which did not detract or limit other public recreational use of the area, silviculture, or area wildlife.

The Team

Up! Outside

UP! Outside is a woman-owned business which performs trail design, project management, event support, grant writing, website design, organizational development, and technology consulting. Principal Karen Umphress is a Certified Professional Project Manager (CPPM). After working for the National Off-Highway Vehicle Conservation Council

2

(NOHVCC) for over a decade, Karen created UP! Outside (UP) to leverage her skills. Clients include Polaris Foundation, Great Outdoors Consultants, Greater Minnesota Regional Parks and Trails Commission, the State of Massachusetts, and Ultimate Trail Consulting; and through partnerships, the State of Minnesota and the US Forest Service.

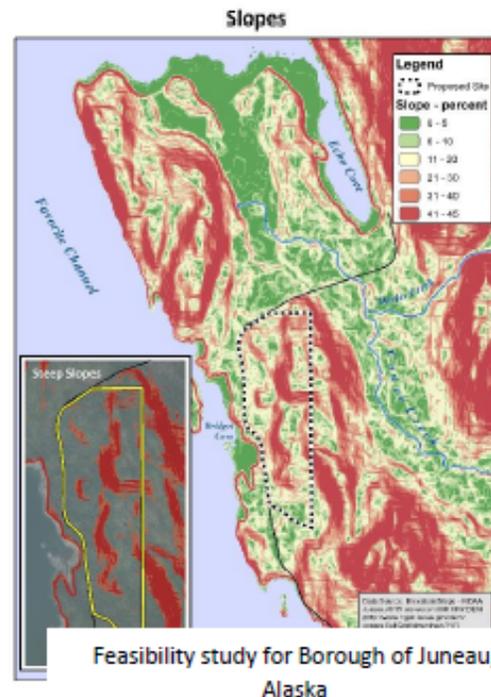
Karen has extensive knowledge of trail systems in the State of Minnesota, assisting the Minnesota Department of Natural Resources in several projects including training of their Parks and Trails staff regarding sustainable off-highway vehicle trail design and construction, design of the Grant County Skills Building Area and the ATV Challenge Area in Aitkin County, and work on the Border to Border trail system for off-road vehicles (ORV). As a resident trail enthusiast, Karen has worked in Minnesota for the creation of the Iron Range Off-Highway Vehicle Recreation Area, the Lake Vermillion State Park Master Plan, the Parks and Trails Legacy Plan, the Terrestrial Invasive Species Advisory Committee, and others. Karen also works very closely with the OHV Community in the State. She is a Board Member of two State off-highway vehicle (OHV) coalitions and the State off-highway motorcycle (OHM) association.

While with the NOHVCC, Karen was part of the NOHVCC Management Solutions Team which did feasibility studies, OHV trail design, trail system advisory functions, custom project management, and other services.

UP! Outside will be the main contact for this project.

Pass Designs

Pass Designs is a woman-owned consulting business out of Minnesota that specializes in graphic art and GIS mapping. Using the entire suite of Adobe products, they create logo's, illustrations, graphs and photoshop images for incorporation into any desired project. They also use ESRI ArcMap to generate custom maps of any size. The Pass Designs team has extensive experience with creating visual elements to convey information, including landscape drafting, custom cartoons, descriptive images, GIS maps, etc. Pass Designs will be a subcontractor for this project if any custom illustrations are needed.



Ultimate Trail Consulting

Ultimate Trail Consulting (UTC) is the result of years of trail building experience by Ron Potter. Ron worked for the Minnesota Department of Natural Resources (MN DNR) for over 3 decades ending his career with the Department as the Policy and Planning Manager for the Parks and Trails Division. Ron worked on various trail projects including the initial development of the Taconite Trail and the creation of the Iron Range OHV Recreation Area. After retiring from the MN DNR, Ron created UTC. Ron is currently the President of the ATV Association of Minnesota (ATVAM). Ultimate Trail Consulting will be used as a subcontractor as needed.

Determine the Feasibility of the Site for ATV Skills Building Area

UP! Outside will examine the site to determine if an ATV skills building area can be sustainably created and maintained on the property. UP will look primarily at the environmental sustainability. As a secondary focus, UP will consider the

ability for the skills building area to co-exist with the other uses of the property that currently exist as well as the proximity to current residences. The property is also an active silviculture area. Any ATV recreation will need to work within the context of a healthy forest management plan.

Identify Interested Parties/User Groups

To determine if there will be enough interest in having a skills building area for the property, the City will need to determine who would utilize the area. To help the City with this question, UP will provide the City with data to show the potential number of riders who could use the area. The team will look at ATV riders as well as other OHV groups depending upon the feasibility of adding other groups. UP will also give the City a short demographic of the potential riders so they will better understand their potential customer.

Creative a Rough Design

If the property will support an ATV skills building area, UP! Outside will prepare a rough sketch of the potential the area could provide for recreation. The sketch will be a concept sketch and should not constitute either a final design or a construction map. The sole purpose of the design is to show the City one possible solution.

Deliverables

What is Included

To complete this project, UP! Outside will:

- Visit the property and walk as much of the area as needed and available to determine potential environmental impact. The property visit should be at such a time as the ground is visible, such as late fall or early spring.
- Gather available data to determine potential motorized use of the area. This will include ATV registrations, unit sales data, dealerships and accessories stores in the area, and ATV club membership. UP will also look at other OHV groups as possible recreators in the area.
- Create a rough sketch of a potential skills building area if it is determined feasible.
- A meeting with the City to present the findings



Bubble concept for Renville County, MN

What is not Included

The project does not include:

- Any economic data or costs to build
- A final design or construction design
- Public meetings, hearings, or other public involvement
- Additional meetings with the City

Budget

Assuming the UP team is allowed to fulfill the contract, the estimated costs for this project are:

For the completion of the deliverables listed above, the estimated cost is:

\$9,550

Expenses are included in the above estimation.

Additions – If the City wishes to get additional information not included in the proposal, such as additional meetings with the City or a final design, the cost would be \$95/hour plus expenses.

CITY OF SANDSTONE
Memorandum

TO: Park & Rec Commission
FROM: Kathy George, City Administrator
DATE: September 20, 2019
SUBJECT: Other – Miscellaneous

BACKGROUND: Zamboni – The Zamboni was sold on the Public Surplus auction site for \$405.00. The bidder is a non-profit who fixes up old Zambonis and then donates them to youth programs.

Pine Avenue – Big Spring Falls – City Engineer Steve Rose and Streets & Parks Supervisor Craig Hiler are working together to come up with a plan to improve the City’s portion of the road, along with cost estimates. Craig can provide an update at the meeting.

Oktoberfest – was cancelled.

National Night Out – recap provided below...

National Night Out – 2019
Train Park – Sandstone, MN

Recap

Music / Emcee – Fred Keller	\$ 300.00
Chris’ Food Center – cakes	\$ 109.98
Chris’ Food Center – groceries	\$ 397.79
Grand Cinema Entertainment – Bouncy House	\$ 150.00
American Legion Post 151 – cooking/serving	\$ 300.00
Pine County Courier – advertising	<u>\$ 194.40</u>
TOTAL	\$1,452.17

For next year: Call Chris’ ahead of time with the grocery order

Agenda / Speakers - well received – allow all to have info tables