

SANDSTONE CITY COUNCIL
WEDNESDAY – OCTOBER 16, 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. Public Hearing: Wellhead Protection Plan – Part 1 (pgs. 3-7)
7. Consent Agenda:
 - a. Approve Meeting Minutes: September 18, 2019 Regular Council Meeting (pgs. 8-17)
 - b. Resolution 20191016-03 Designating Polling Place (pg. 18)
8. Old & Continuing Business:
 - a. Fire Hall Building Improvement Project (pgs. 19-24)
 - b. City Hall Boiler Project (pgs. 25-28)
9. New Business
 - a. Resolution 20191016-01 Certifying Charges for Special Assessments - NPAHD (pgs. 29-35)
 - b. Resolution 20191016-02 Certifying Charges for Special Assessments – Essentia Health Sandstone (pgs. 36-41)
 - c. Resolution 20191016-04 Approving Acquisition of 45.0112.000 (pgs. 42-54)
 - d. Banning State Park Youth Hunt (pgs. 55-57)
 - e. New City Code 445, Chapter IV, Establishing a Fire and Explosion Escrow Loss Account (pgs. 58-62)
10. Reports
 - a. Sheriff’s Deputy Report – September 2019 (pgs. 63-68)
 - b. Fire Department Report – September 2019 (pg. 69)
 - c. Library Report – September 2019 (pg. 70)
 - d. EDA Meeting – September 25, 2019 (pgs. 71-73)
 - e. Personnel Committee Meeting – October 8, 2019 (pgs. 74-77)
 - i. Hiler Wage Increase
 - ii. Hiler Employment Agreement
 - iii. Streets & Parks Maintenance Worker Job Description
 - iv. Hire 2nd Full-Time Streets & Parks Maintenance Worker
 - f. Planning Commission Meeting – October 9, 2019 (pgs. 78-80)
 - i. Planning Commission Membership (pgs. 81-82)
 - g. Park & Rec Commission Meeting – October 11, 2019 (pgs. 83-84)
 - i. Code of Conduct (pgs. 85-87)
 - h. Rental Inspection Report – September 2019 (pgs. 88-89)
 - i. Building Inspection Report – September 2019 (pg. 90)

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

[continued on next page]

- j. Streets & Parks Supervisor Report – September 2019 (pgs. 91-93)
 - i. 405 Commercial Ave – Parking Lot Plowing (pg. 94)
- k. PeopleService Report – September 2019 *will be provided*
- l. Financial Reports
 - i. Cash Balance, Revenue & Expenditure Report – September 2019 *will be provided*
 - ii. A/P Clerk Claims – September 2019 (pgs. 95-102)
- 10. Written Notices and Communications - None
- 11. Administrator’s Report
- 12. Adjourn

UPCOMING MEETINGS / ITEMS OF INTEREST

- October 15 John Wright Building – Closing
- October 16 6:00 p.m. – City Council
- October 17 2:30 p.m. – Minnesota Housing Partnership
- October 18-20 Climbers Fest – Robinson Park
- October 23 10:00 a.m. – NLX Alliance
- October 23 6:00 p.m. – EDA
- October 28 9:00 p.m. – Sandstone Fire Department Relief Association
- October 29 6:00 p.m. – Local Government Officials Meeting
- November 8 8:00 a.m. – Park & Rec Commission Meeting
- November 11 OFFICED CLOSED – VETERANS DAY
- November 13 7:00 p.m. – Planning Commission Meeting
- November 20 6:00 p.m. – City Council
- November 27 10:00 a.m. – NLX Alliance Meeting
- November 27 6:00 p.m. – EDA
- November 28 OFFICE CLOSED – THANKSGIVING
- November 29 OFFICE CLOSED – DAY AFTER THANKSGIVING

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: Public Hearing: Wellhead Protection Plan – Part 1

BACKGROUND: City staff has been working with the MN Department of Health on a Wellhead Protection Plan. Part 1 work was completed primarily by MN Dept of Health staff.

George Minerich, Planner with the Source Water Protection Unit of the MN Dept of Health plans to attend the meeting and explain further.

ATTACHMENTS

- Notice of Public Hearing
- MN Dept of Health Letter dated July 18, 2019
- Map of Drinking Water Supply Management Area and Vulnerability
- Vulnerability Assessments

STAFF

RECOMMENDATION:

- Open Public Hearing
- Receive Information
- Receive Public Comments
- Close Public Hearing

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

**CITY OF SANDSTONE
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council of the City of Sandstone, will hold a public hearing on Wednesday, October 16th, 2019 at 6:00 p.m. at Sandstone City Hall, 119 Fourth Street, Sandstone, MN to consider the following action:

The City of Sandstone is in the process of developing a wellhead protection plan for its drinking water supply wells. As required by the Minnesota Wellhead Protection Rule (part 4720.5330, subpart 6), the Minnesota Department of Health approved Part 1 of the wellhead protection plan for our system. This portion of the plan includes information pertaining to: The delineation of the wellhead protection area, the drinking water supply management area boundary, and the well and drinking water supply management area vulnerability assessment.

If you would like a copy of the indicated information or a complete copy of the Part 1 plan containing the technical information used to delineate the wellhead protection area, drinking water supply management area, and vulnerability of the wells and aquifer, please contact city staff at (320) 245-5241.

Consistent with the Wellhead Protection Rule (Part 4720.5330, subpart 7), a Public Information Meeting has been scheduled on October 16, 2019 at 6:00 PM at City Hall, 119 4th Street, Sandstone, MN to discuss issues and concerns with this portion of the plan. We welcome your participation at this event.

Anyone desiring to be heard with reference to the above action may be heard at this meeting. If you are unable to attend the hearing but wish to comment, you may submit a written letter to City Administrator, City of Sandstone, 119 Fourth Street, P.O. Box 641, Sandstone, MN 55072 or submit an email to samg@sandstonemn.com.

Dated: September 27, 2019
/s/ Kathy George
City Administrator



July 18, 2019

Ms. Leaha Jackson, Deputy Clerk
Mr. Alex Leger, Contract Water Operator
City of Sandstone
P.O. Box 641
Sandstone, Minnesota 55072-0641

Dear Ms. Jackson and Mr. Leger:

We are pleased to notify you that the Minnesota Department of Health (MDH) has approved the 1) delineation of the wellhead protection area, 2) delineation of the drinking water supply management area, and 3) assessments of well and aquifer vulnerability for the city's public wells. The approval pertains to the following public wells:

Well No. 1	Unique Well No. 242053
Well No. 2	Unique Well No. 219291

Procedurally, you must submit a copy of the delineated wellhead protection area, drinking water supply management area, and assessments of well and aquifer vulnerability to local units of government that are wholly or partially within these areas. Notification must occur within 30 days after receiving this letter. If you need assistance getting this information out, please contact Mr. George Minerich of the MDH at (320) 223-7314.

The wellhead protection rule also requires the city to hold a public information meeting regarding the delineations and vulnerability assessments within 60 days of receiving approval by the MDH. This meeting can be held solely for this purpose or it can be incorporated into another public meeting, such as a regular meeting of your city council. If you would like a representative of the MDH to be present at the public information meeting, please contact Mr. Minerich.

In closing, we commend the city for moving ahead to develop its wellhead protection plan. Mr. Minerich will be contacting you shortly to schedule a second scoping meeting to initiate Part II of the wellhead protection planning process. Please contact me at (651) 201-4691 if you have any questions regarding this letter.

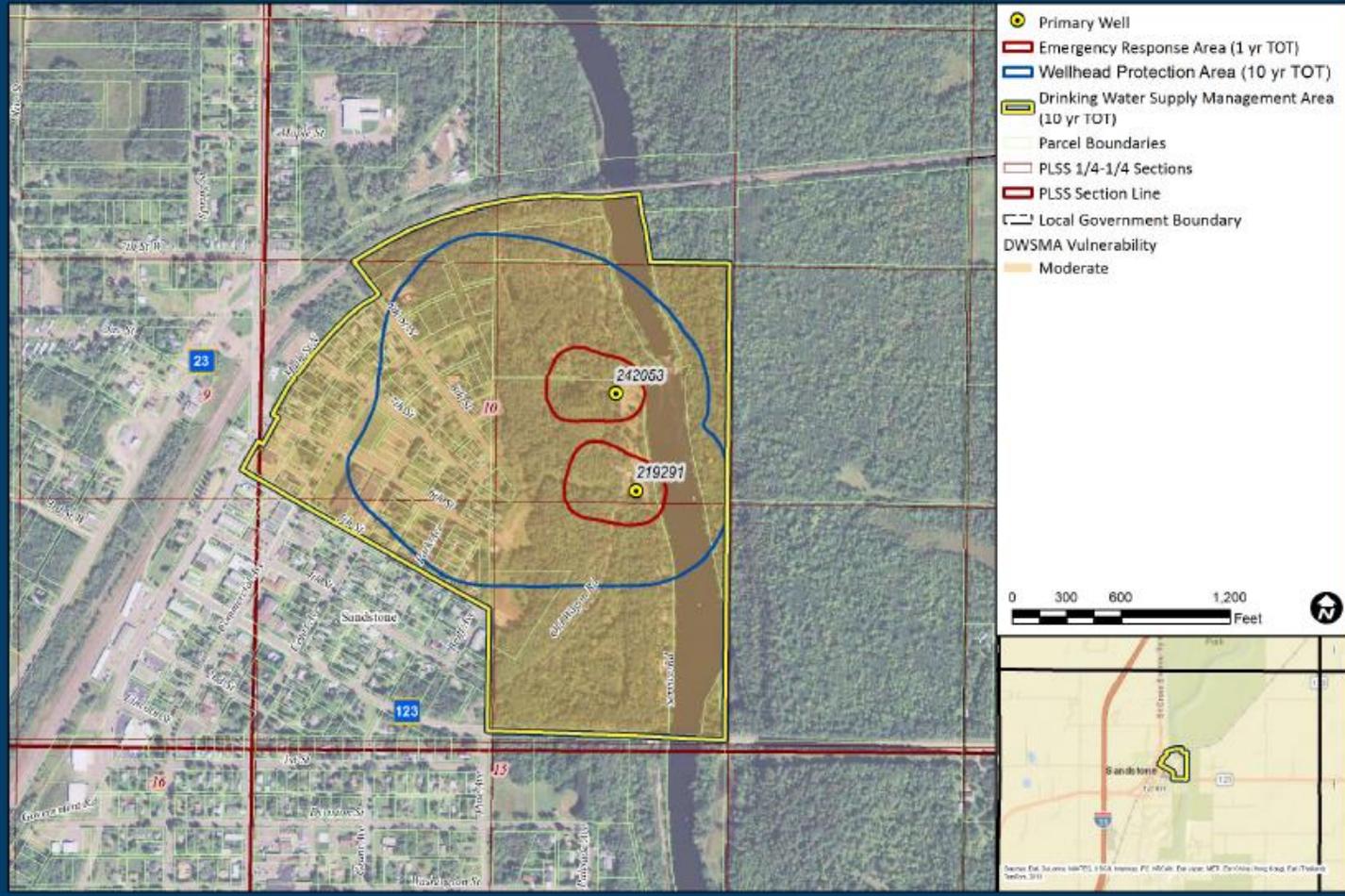
Sincerely,

Gail L. Haglund, Hydrogeologist
Source Water Protection Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

GLH:TVW

cc: Mr. George Minerich, Planner, Source Water Protection Unit, St. Cloud District Office
Farm Service Agency

Figure 1
Drinking Water Supply Management Area and Vulnerability
City of Sandstone



Vulnerability Assessments

The Part I wellhead protection plan includes the vulnerability assessments for the city of Sandstone's wells and DWSMA. These vulnerability assessments are used to help define potential contamination sources within the DWSMA and select appropriate measures for reducing the risk that they present to the public water supply.

Assessment of Well Vulnerability

The vulnerability assessments for each well used by the city of Sandstone are listed in Table 1 and are based upon the following conditions:

1. It is unknown whether Well #1 (242053) meets current State Well Code specifications (Minnesota Rules, part 4725) due to the lack of complete well construction information. The construction of Well #2 (219291) appears to be consistent with current well code specification.
2. The geologic conditions at the wellfield lack natural protective materials over the aquifer, such as clay-rich till. However, the unique hydrogeologic setting affords a degree of natural protection because the city wells are flowing artesian wells.
3. None of the human-caused contaminants regulated under the federal Safe Drinking Water Act have been detected at levels indicating that the well itself serves to draw contaminants into the aquifer as a result of pumping.
4. Water samples were collected from the wells on July 30, 2013, and were analyzed for tritium, nitrate, chloride and bromide (Table 2). Tritium was not detected in the well samples, confirming the non-vulnerable nature of the wells (Alexander and Alexander, 1989). In addition, the low nitrate, chloride, and chloride/bromide results also confirm the non-vulnerable nature of the city's wells (Mullaney et al., 2009).

Assessment of Drinking Water Supply Management Area Vulnerability

The vulnerability of the DWSMA is shown in Figure 7A and is based upon the following information:

1. Isotopic and water chemistry data from wells located within the DWSMA indicate that the aquifer contains water that has no detectable levels of tritium or human-caused contamination, with the possible exception of the very low levels of nitrate detected at the city wells.
2. Review of the geologic logs contained in the CWI database, geological maps, and reports indicate that the aquifer exhibits a high geologic sensitivity at the location of the wellfield, with some potential sinkholes mapped in and around the ERA for Well #1 (242053) [Figure 7B]. However, the unique hydrogeologic setting affords a degree of natural protection because the city wells are naturally flowing.

Therefore, given the information currently available, it is prudent to assign a moderate vulnerability rating to the DWSMA, in accordance with the Minnesota Wellhead Protection Rule (parts 4720.5100 to 4720.5590).

**Sandstone City Council Meeting Minutes
September 18, 2019**

CALL TO ORDER: 6:02 p.m.

ROLL CALL: Kester, Spartz, Gaede, Riley, Palmer

Members absent: None

Staff present: Administrator George and Recording Secretary Nelson

Others present: Pine County Sheriff's Deputy Bettschen, Greg Anderson with SEH

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

OATHS OF OFFICE:

Newly appointed Council Members Gaede and Riley read their oaths.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Motion Palmer, second Kester to approve the agenda with the change of moving the Sheriff's Report to the beginning of the meeting, adding Boards and Commissions to New Business, and adding 329 Minnesota under Old & Continuing Business. Motion carried 5-0.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

The Administrator pointed out that there is a log kept at City Hall of comments, complaints and suggestions from Sandstone residents. Some of these were 118 Division – tree is leaning over the road, which was likely taken down today. There is another tree at 609 Commercial across the alley that is leaning. The bituminous on Court Ave. need repairs. There was a call regarding 309 Minnesota because of noise and smashed up vehicles. There was a catch basin that was full at Robinson Park, which was taken care of by City workers. There were calls regarding Old Military Road as well.

PUBLIC HEARING OR PRESENTATIONS:

Preliminary 2020 City & EDA Budget/Levy

The City Council held a work session on August 13 to discuss the proposed 2020 Levy and Budget for the City and for the EDA. The Preliminary Levy and Budget are to be certified to the County Auditor by September 30. The Final Levy and Budget will be adopted in December. The Final cannot be more than what is adopted for the Preliminary.

Administrator George started the Budget presentation by explaining which entities levy taxes on property and how the process is completed. She then went through each category, what expenses fell under it and explained why it increased or decreased compared to the previous year. The calculation of the 2020 proposed levy was explained in comparison to 2019. Tax Capacity Value is used to calculate the City Tax Rate which will be 77.922% as a result of the Preliminary Budget and Levy for 2020.

After applying the market value exclusion, if the proposed 2020 budget is adopted, the tax responsibility of each household will decrease slightly. If a 5% inflation of the market value is figured in, there will be varying increases. The factors that affect tax increases include changes in individual assessed market value, the market value of other properties in the taxing district, the possible change in property classification, property improvements not previously taxed, the changes to the County and/or School

District budget and levy, or special assessments may be included.

George presented the following Resolutions regarding the City Budget and Levy and the EDA Levy:

Resolution 20190918-01 – Preliminary 2020 City Budget

General Fund	1,240,350
Special Revenue Funds	
Fire Protection	172,593
Debt Service Funds	
Debt Service	109,627
Tax Abatement – Kettle River	5,200
Tax Abatement – Gateway	37,000
Enterprise Funds	
Water Fund	233,100
Sewer Fund	364,450
Storm Sewer Fund	45,400
Capital Funds	
Capital Projects	334,712
Economic Development Fund	36,762
Total Operating Budget	2,579,194

Resolution 20190918-02 - Preliminary City Levy for Taxes Payable 2020

Total General Fund Levy	128,392
Capital Improvements	297,133
Abatement Levy – Kettle River	3,400
Abatement Levy – Gateway	20,000
Debt Service Levy	57,289
Preliminary Tax Levy for Taxes Payable 2020	506,214

Resolution 20190918-03 Preliminary Tax Levy for Taxes Payable 2020 Sandstone EDA

Preliminary Special Tax Levy for Taxes Payable 2020	\$10,883
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Motion Spartz, second Palmer to approve Resolution 20190918-01 Adopting Preliminary 2020 City Budget. Motion carried 5-0.

Motion Palmer, second Spartz to approve Resolution 20190918-02 Adopting Preliminary 2020 City Levy. Motion carried 5-0.

Motion Spartz, second Riley to approve Resolution 20190918-03 Adopting Preliminary 2020 EDA Levy. Motion carried 5-0.

Motion Kester, second Spartz to set the Annual Truth in Taxation Meeting for Wednesday, December 18, 2019 at 6:00 p.m. Motion carried 5-0.

CONSENT AGENDA:

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

- **August 13, 2019 Special Council Meeting minutes**
- **August 21, 2019 Special Council Meeting minutes**
- **August 21, 2019 Regular Council Meeting minutes**
- **August 27, 2019 Special Council Meeting minutes**

Motion carried 5-0.

OLD & CONTINUING BUSINESS:

Fire Hall Building Improvement Project

The project continues to progress well, with erecting of steel underway, lintel placement in progress, bearing plates installed for middle overhead door, and make-up air unit installed. Work for this week includes finishing up steel and block around lintels, installing windows in shop area, finishing siding on office area, start roofing/canopy work. Over the next two weeks, contractors will install the middle overhead door, finish roofing/canopy, finish siding on garage area, install exterior doors. The contractor plans to wrap up the project and clean up the site the week of September 30th.

The Contractor has submitted Pay Application No. 2 in the amount of \$109,421.00. Project Engineer LHB has approved the payment.

The Contractor has submitted the following Proposal Requests (change orders):

- PR-04 for circuit and wiring to connect the new compressor, resulting in an increase of \$834.69
- PR-05 for electrical work on 4 keyless entry door strikes, resulting in an increase of \$3,692.68
- PR-06 is a deduct because existing ductwork can be used, resulting in a decrease of \$149.10

The construction budget is \$449,295. After these PR's, the current total is \$444,101.03, leaving a remaining balance of \$5,193.97 at this point.

Motion Palmer, second Kester to approve Payment Application No. 2 on the Fire Hall Building Project for Mark Haug Construction in the amount of \$109,421.00, Proposal Request No. 4 (circuit & wiring to connect the new compressor resulting in an increase of \$834.69), PR No. 5 (electrical work on 4 keyless entry door strikes resulting in an increase of \$3,692.68) and PR No. 6 (a deduction because existing ductwork can be used, resulting in a decrease of \$149.10). Motion carried 5-0.

City Hall Boiler Project

Work is moving along. The crew continues to work on piping and installing new baseboards.

The Contractor has submitted Payment Application No. 2 in the amount of \$27,550.00. The Project Engineer has approved the payment.

The Contractor has also submitted Proposal Request No. 4 (change order) to install a bulk chemical feeder tank for the boiler, which will result in an increase of \$339.00.

Last month, the Administrator informed the Council that the contractor had submitted Proposal Request

No. 3 to add control valves (temperature control throughout the building). At that time, they proposed an increase of \$11,022.24; however, the amount was amended to be \$5,551.35. The Contractor has also submitted a deduct of \$5,000 because the in-floor heat will not be installed in the Library. The budget for construction is \$282,240. After PR No. 4, the total amount expended to date is \$278,661.15, leaving a balance of \$3,578.85.

Motion Kester, second Gaede to approve Payment Application No. 2 on the City Hall Boiler Project to Lundberg Plumbing & Heating in the amount of \$27,550.00 and Proposal Request No. 4 (installation of a bulk chemical feeder tank for the boiler which will result in an increase of \$339.00). Motion carried 5-0.

Administrator George reviewed a Professional Services Agreement Amendment from LHB – the engineering firm employed for the City Hall Boiler and Fire Hall Building projects. Over the course of these projects, there has been additional engineering work done which increases the total bill by \$59,576.60. The additional work includes splitting the two projects and bidding them out a second time. The engineering expense is not being paid from bond funds. The engineering cost for the Boiler project will come out of the General Fund Cap & Bldg. and City Reserve Cash which has a balance of \$220,285.82. The engineering cost for the Fire Hall project will be paid from the Fire Cap & Bldg Reserve Cash which balance is \$77,246.09.

Motion Spartz, second Palmer to approve the amended contract for engineering services related to the City Hall Boiler Project and the Fire Hall Building Project with LHB bringing the total compensation to \$117,545.60. Motion carried 5-0.

SEH – Project Updates

Engineer Greg Anderson came to the meeting to update the Council on the following items:

MCCU Sewer Line – Anderson spoke with the facility manager from the Credit Union regarding splitting the cost to repair the sewer line so that the work can be done before winter sets in. He is waiting for a response.

River Bluff Project – Remaining items on this project include repairing a rolled gasket and following up on two items that showed up when the service lines were televised, along with some clean-up work. Regarding the rolled gasket situation, the City will contribute \$1,873.00 towards the cost to bring in a contractor who can fix the problem without cutting into the new pavement.

Nursing Home Sewer Line – When the owner demolished the old hospital in anticipation of building a new 3-story age in place senior apartment complex, Anderson suggested that the City verify the condition of the sewer line. The City had the line televised and found a broken pipe just east of the building. SEH suggested cleaning and lining the pipe manhole to manhole (from Court to Grant). Previously, the Council authorized Anderson to get bids.

Anderson stated that one bid was received from Visu-Sewer for \$34,637.50. Anderson also asked for an alternate bid to do Minnesota from Court to Grant, Court from Minnesota to Washington, and Washington from Court to the manhole east of Commercial, since he thinks these are also clay pipes. The bid for this additional work is \$43,325.00. Anderson asked if the Council would like to do both areas while the contractor is in town. There was a question regarding the size of the liner. Anderson

stated that the liner will decrease the pipe size by about ½” but will provide plenty of flow. The liner is strong enough to act as a pipe even without the clay surround. Administrator George pointed out that there is about \$260,000 in the sewer reserve fund. The contractor can do the work in December and it will be categorized as maintenance. It was suggested to verify the additional pipes before deciding whether to do the lining work. If these additional pipes are not clay, the Council agreed that it would be wise to have the contractor repair other clay lines, if needed, while in town.

Motion Kester, second Spartz to approve proceeding with all of the lining work contingent on verifying the additional clay lines with a total cost of \$77,962.50. Motion carried 5-0.

Water Loop Project – The City was awarded a grant this spring for \$374,000 to do work down at the water plant and to install a second line to the water tower. These two projects were combined with the “water loop” project when the City applied for this grant. The “water loop” project is being delayed now, because the original plan for the “water loop” would not actually create a water loop. Anderson is checking with DEED to determine whether the City can proceed with the water plant and second water line projects, utilizing the grant funds, or if these projects need to wait for the water loop project.

Over the past year, the Council has worked with Anderson to determine the best way to put the hospital on a water loop ensuring the water supply to them. After much discussion, a route was chosen that would run down Old Military Road to Airport Road, and connect into Lundorff Drive. Previously, SEH prepared the plans and specifications for the original “water loop” project. Now that a new route has been chosen, additional survey work, soil borings, permits, plans and specifications are needed before the project can be put out for bids. Anderson presented the Council with a proposal for this additional engineering work for a total compensation of \$22,700.

Motion Palmer, second Riley to approve the proposal from SEH for additional Engineering Services related to the Water Loop Project for total compensation of \$22,700. Motion carried 5-0.

329 Minnesota

The City offered 329 Minnesota Street (one of the tax forfeited properties) for sale via sealed bids. The City received one bid for \$9,000. The bidder gave the City a check, which has not been cashed. The City Attorney suggested that the City prepare a Purchase Agreement to clarify the transaction. Title insurance would be up to the buyer.

Motion Spartz, second Palmer to approve Resolution 20190918-04 Authorizing the Conveyance of Certain Real Property Located at 329 Minnesota Street to Freda Nelson and Approving a Purchase Agreement. Motion carried 5-0.

NEW BUSINESS:

David Hartwell – Fire Charge Dispute

The Fire Department responded to a call on February 3rd at 52609 Fleming Logging Road in Sandstone. This was a fully involved barn fire. Upon arrival, most of the building had collapsed from flames. The Sandstone Fire Department was assisted by the Askov FD and the Duxbury FD. 1 bull had deceased in the fire. Building and contents were a total loss.

On February 12th, City staff sent an invoice to the owner, Sargeant Farms Family Ranch, LLC, for \$1,750 (\$750 for the first hour; \$250 for each additional hour; total of 5 hours). No payment or response

was received. On April 8th, staff sent a reminder “past due” invoice. Payment was received on April 22nd.

On April 25th, the City received an invoice from MPJ Enterprises for excavator work in relation to this fire call in the amount of \$625. On May 14th, City staff sent an invoice to the owner, Sargeant Farms Family Ranch, LLC for the excavator services of \$625. No payment or response was received. On August 2nd, staff sent a reminder “past due” invoice.

On or about August 7th, David Hartwell called City Hall and spoke with Deputy Clerk Tyson. Hartwell objected to the bill because he had already paid the Fire Call invoice and did not expect to receive any other invoices. Also, his insurance claim had been closed. Deputy Clerk Tyson instructed Hartwell to send a letter to the City Council with his objections.

On August 16th, the City received Hartwell’s letter of objection dated August 13th. On August 20th, the City Administrator responded to Mr. Hartwell’s letter. On August 28th, the City received Hartwell’s second letter dated August 26th insisting that his objections be presented to the City Council.

Administrator George reported that Fire Chief Spartz informed her that MPJ was called because the metal building had collapsed on top of the fire. It had to be removed so that the fire could be extinguished; otherwise, it would have kept burning/smoldering.

After discussion, motion Kester, second Riley to split the disputed Fire Charge with David Hartwell, Sargeant Farms Family Ranch, LLC. Motion carried 5-0. Council asked George to address communication of these issues with the Fire Department, and also to request that MPJ provide more timely invoices.

Funds 227, 231, 315 and 323 – Close Out

Administrator George presented the following for consideration:

Fund 227 – Wild River Repair & Replacement: Since the City has now sold the Wild River properties, this fund is no longer necessary. It is recommended that any remaining fund balance be transferred to Fund 228 – Economic Development. As of July 31, 2019, the fund balance is \$184,204.96.

Fund 231 – Wild River Reserves: Since the City has now sold the Wild River properties, this fund is no longer necessary. It is recommended that any remaining fund balance be transferred to Fund 228 – Economic Development. As of July 31, 2019, the fund balance is \$250,451.83.

Fund 315 – 1999 PFA Water G.O. Bond: Since the City has now paid off this bond, the fund is no longer necessary. It is recommended that any remaining fund balance be transferred to Fund 601 – Water Fund. As of July 31, 2019, the fund balance is \$6,000.16.

Fund 323 – 2009B GO Bond: Since the City has now paid off this bond, this fund is no longer necessary. This bond was issued to refinance a water and sewer project and also to undertake the Wagon Bridge Road project. It is recommended that any remaining fund balance be transferred equally (split 3 ways) to Fund 401 – Capital Improvement; Fund 601 – Water; Fund 602 - Sewer. As of July 31, 2019, the fund balance is \$16,420.51.

It is further recommended that any future Special Assessments received regarding the Wagon Bridge Road Project be deposited into Fund 401 – Capital Improvement.

Motion Palmer, second Kester to approve closing Funds 227, 231, 315 and 323 and approve the transfer of balances from the closed Funds 227 and 231 into Fund 228, closed Fund 315 into Fund 601 and closed Fund 323 to be split between Funds 401, 601 and 602. Motion carried 5-0.

Boards and Commissions

Administrator George brought to the meeting a list detailing the City Council members and the committees they are serving on, stating that she and Mayor Spartz met to discuss changes because of recent changes on the Council. George questioned whether the Finance, Fee Dispute Resolution, and Fire & Rescue committees were necessary.

Following discussion, motion Kester, second Gaede to eliminate the Finance, Fee Dispute Resolution and Fire & Rescue Committees. Motion carried 5-0.

City Council members are assigned as follows:

Peter Spartz – Committees: Personnel, Negotiation, Fire Department Relief Assoc., East Central Regional Development Commission (ECRDC); Council Liaison: Planning Commission, Library Board

Phillip Kester – Committees: Personnel, Negotiation

Val Palmer – Committee: Rental Appeal Board; Council Liaison: Parks & Rec Commission

Cassie Gaede – Committee: Rental Appeal Board

Randy Riley – no assignment as of yet

Motion Riley, second Kester to approve changes to the committees as listed. Motion carried 5-0.

Council Members discussed the Planning Commission. Currently, there are 7 members and one Council Liaison. Discussion centered around whether or not to bring the membership down to 5 and whether one of the 5 should be a Council Member. This discussion will be brought to the next Planning Commission meeting.

REPORTS:

Sheriff's Deputy Report – August 2019

Deputy Bettschen reported that there was an arrest made of a predatory offender. He was supposed to live in Willow River but was in Sandstone repeatedly until committing another offense that will probably send him back to prison. Rental ordinance citations are finished and are at the County Attorney's office. Otherwise, Bettschen reported, it was typical month. He reminded the public that dogs must be on leashes and citations will be given for those that are not.

Fire Department Report – August 2019

The Fire Chief sent his report to the Administrator. The Department had ten calls during the month; one building fire, three medical assists, two gas leaks, one elevator rescue, one motor vehicle accident, one smoke detector activation and one cancelation en route. The tax forfeited property, 310 Park Ave, will be burned on October 19th.

Library Report – August 2019 - Jeanne Coffey

The Summer Reading Program came to an end with almost 300 children participating. The Friends of the Library had a successful Book Sale during the Quarry Days festival and are planning for the Silent Auction in October. The proceeds will go into the Circulation Desk fund. Library staff answered questions from 273 patrons, have had 1449 visitors, and provided story times for 70 children.

EDA Meeting – August 28, 2019

Bradley Brzezinski, the Northeast Business Development representative with the MN Department of Employment and Economic Development (DEED) spoke to the council regarding his role in assisting companies who are looking to develop, relocate, or expand in the northeastern part of Minnesota. The EDA discussed possible property purchases during a closed session. The EDA approved clearing up the question regarding the lots sold to Members Co-Operative Credit Union, the Sandstone Development project, and Essentia Health Sandstone. The EDA decided to pay back money that had been borrowed from the General, Storm Sewer, Capital Improvement, and Community Economic Development Funds from the proceeds received through the sale of the Wild River properties. Business retention and expansion meetings are currently underway.

Rental Inspection Report – August 2019

Of the 286 total rental units registered, there were 27 that had a second inspection with some corrections still needing to be made. There were no units brought into compliance in August. There have been challenges with the Pine County Sheriff's office issuing citations but they have been worked out. There are still those owners who are working on getting inspection exemptions. Administrator George noted that there are 19 citations and 19 open correction orders.

Building Inspection Report – August 2019

Administrator George informed the Council that she had asked the Building Official to start enforcing the city maintenance ordinances. So far, 19 properties have violations; such as, blight, exterior, windows and doors, roofs, vacant properties, soffit, fascia and long-term camping. 9 letters have gone out. 6 issues have been resolved.

Streets & Parks Supervisor Report – August 2019

The crew has been trimming trees and grading gravel in alleys. Road ditches and shoulders have been mowed. S&P Supervisor Hiler has been meeting with the City engineer, working on cost estimates for major repair or replacement of roads. Hiler is also working on a list of street signs to replace. Garbage has been collected as needed and rest rooms maintained in the parks. The grass was mowed and the set up and clean up was taken care of in Train Park for National Night Out and Quarry Days. The boulder wall and ditch by the cemetery have been completed by Roberts Excavating. More work on the ditch is necessary. Hiler is getting quotes on repairing the roof of the Rock. The City Hall has a new flag and cable. A broken window at City Hall has been repaired and a tree has been removed. Blight has been cleaned up at 422 Court and 717 Commercial. Grass was cut at City-owned residential properties. A brush pile was burned at the compost site. They are planning on moving the site when time allows. The

sewer ponds were mowed and general blight around the City was cleaned up. Maintenance and repairs were performed on City owned equipment.

PeopleService Report – August 2019

The water treatment plant lost power twice during the month of August due to the weather. This messes up the water quality. Contractor Alex Leger has gone around town and pushed down the stand pipes to eliminate trip hazards. George Minerich from the Minnesota Department of Health visited to look at the wells. The sludge pump went out and parts were ordered. American Septic was out to pump the sludge tank. Leger has been changing the way the water is moved around in the sewer ponds to see if that will decrease the phosphorus levels.

Financial Reports – August 2019

Motion Palmer, second Kester to approve the Cash Balance, Revenue & Expenditure Report for August and to approve August Claims in the total amount of \$272,050.77. Motion carried 5-0.

WRITTEN NOTICES AND COMMUNICATIONS:

The City received a thank you letter from the Pine County Historical Society for the \$1500 contribution.

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

- **MN Rural Water – Pond Optimization Study – September 9 Phone Conference**
 - Working with UofM – Technical Assistance Program
 - Studying phosphorus in the wastewater ponds
 - Most significant finding is to add alum sulfate and to modify the existing pond flow scheme
- **NPDES (National Pollutant Discharge Elimination System) Permit**
 - Draft Permit is out – comments were due September 13
 - The Permit should be issued by October 1
- **Preserve MN Conference – September 11 – 13**
 - Councilor Palmer and Administrator George attended
 - Economic of Historic Preservation
 - Benefits of a State Historic Tax Credit Program
 - Reuse as a Process; Creative Reuse of Schools and other Public Buildings
 - Story Maps – interactive web applications
 - MN Historic Society Grants to Maintain a Historic Building
 - Historic Theaters as a Catalyst for Downtown Revival
 - Saving Wood Windows
- **Computer Replacements**
 - Five of the office computers need to be replaced by the end of the year
 - Microsoft will no longer be supporting Windows 10
 - Working with CW Technology and Dell
 - The cost to replace the 5 computers, add additional RAM to 3 of them, add Office 365 to 5 work stations, add 4 monitors, and equipment for the broadcast computer is \$5,424.05
- **Transportation Meeting – August 22 at 5:00 p.m.**
 - Mayor Spartz and Administrator George met with Arrowhead Transit and interested community members
 - Discussing needs, Dial-a-Ride possibilities
 - Next meeting is September 24 at 11:00 a.m.
- **Prefer Paving & Ready-Mix**

- They will be in town doing the patch at the Fire Hall
- Craige is working with them for some additional work:
 - Paving on Old Military Road, Aspen Court and Pine Ave/Division Street for \$5,600
 - Reclaim and base alley between Pine and Grant, and alley between 5th and 6th (by the water tower) for \$5,400
- **Small Cities Development Grant Program – Correction**
 - Only \$696.49 remains for commercial projects
- **League of MN Cities Regional Meetings**
 - Happening from September 25 through October 30
 - Various Locations

ADJOURN

Motion Palmer, second Riley to adjourn at 9:02 p.m. Motion carried 5-0.

Peter Spartz, Mayor

Kathy George, Administrator

CITY OF SANDSTONE

RESOLUTION NO. 20191016-03

RESOLUTION DESIGNATING POLLING PLACE

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;
and

WHEREAS, Minn. Stat. § 204B.16 states that by December 31 of each year, the governing body of each municipality must designate by ordinance or resolution a polling place for each election precinct;

WHEREAS, the polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

- (1) pursuant to section 204B.175; or
- (2) because a polling place has become unavailable;

WHEREAS, the City of Sandstone has used Community Worship Center at 114 Minnesota Street for elections since 2014.

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

That, in compliance with the terms and provisions of Minnesota Statutes Section 204B.16, the polling location for the City of Sandstone is hereby established at the Community Worship Center at 114 Minnesota Street for 2020 elections.

Adopted by the Council this 16th day of October 2019.

Peter Spartz, Mayor

Attested:

Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: Fire Hall Building Improvement Project

BACKGROUND: The project is winding down, working towards completion, with completion of roofing installation, exterior soffit installation on canopies, exterior painting, and installation and testing of condensate lines.

Week of October 14th – hook up 4 lights in soffit on canopies, roofer will install copping, wrap up punch list items. Training is scheduled for Thursday, October 17th, on the mechanical equipment controls.

Two issues has surfaced:

- Roof Leaks - leaks have been observed at the juncture of the low roof to the south wall of the apparatus bay. Flashing is suspicious and could easily be the source due to the 3 and more inches of recent rain. A proposal to review the roof from a roofing company for any maintenance items is recommended. Repair of this issue is not in the current contract with Mark Haug Construction. A roofing contractor has been contacted.
- Painting the Canopy Framing – during bi-weekly meetings with contractors, it was suggested that that City may want to paint the metal framing of the canopy (this was not included in the project scope). The contractor provided a quote for the work in the amount of \$5,901. However, a minimum 50 degrees surface and air temperature is required for a minimum of 48 hours before painting. Also, the metal needs to weather for a minimum of six months. The contractor's proposal has been rejected. The City will obtain quotes for the work next summer.

The Contractor has submitted Pay Application No. 3 in the amount of \$223,776.07. 5% retainage is held until project completion. After this payment, retainage held is \$18,796.69. Balance of the contract, including retainage, is \$82,585.69. Project Engineer LHB has approved the payment.

The Contractor has submitted the following Proposal Requests (change orders):

PR-07 is a deduct to remove the building lettering from the contract, resulting in a decrease of \$2,495. Staff would like to pursue other options regarding building signage.

The construction budget is \$449,295. After this PR, the current total is \$444,101.03, leaving a remaining balance of \$7,688.97 at this point, which can be used for the canopy painting and building signage next year.

ATTACHMENTS

Payment Application No. 3
Proposal Request No. 7

**STAFF
RECOMMENDATION:**

Approve Payment Application No. 3
Approve Proposal Request No. 7

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: 003 PERIOD TO: September 30, 2019 CONTRACT FOR: General Construction CONTRACT DATE: June 11, 2019 PROJECT NOS: / 1396 /	Distribution to: OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input 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		

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.

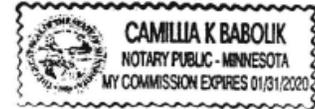
1. ORIGINAL CONTRACT SUM	\$427,900.00
2. NET CHANGE BY CHANGE ORDERS	\$11,822.76
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$439,722.76
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$375,933.76
5. RETAINAGE:	
a. 5.00 % of Completed Work (Column D + E on G703)	\$18,796.69
b. 0 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$18,796.69
6. TOTAL EARNED LESS RETAINAGE	\$357,137.07
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$133,361.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$223,776.07
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$82,585.69

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$11,822.76	\$0.00
TOTALS	\$11,822.76	\$0.00
NET CHANGES by Change Order		\$11,822.76

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: 9/30/19
State of: MN

County of: Pine County
Subscribed and sworn to before
me this 30 day of Sept. 2019
Notary Public: Camilla Babolik
My Commission expires: 1/31/2020



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 \$233,776.07 \$223,776.07
(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]
By: _____ Date: 10/1/19

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.

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PERFORMANCE
DRIVEN DESIGN.
LHBcorp.com

Proposal Request

Date: September 24, 2019 PR No.: 07
 Project: Sandstone Fire Hall LHB Project No.: 180189.01
 Exterior & Mechanical Improvements
 Owner: City of Sandstone, Minnesota Architect: LHB
 Contractor: Mark Hang 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.

BUILDING LETTERING/SIGNS

Reason: Owner Request Unforeseen Condition Code Other

1. City intends to have the exterior building sign provided by others outside of the construction contract. Provide the amount of credit to omit exterior signage and installation as shown on detail 2/A201, as defined in keynote #9 and Spec Section 10 1400.

Labor*	\$ _____
Materials*	\$ 2,495.00 _____
OH&P	\$ _____
(Add <input checked="" type="checkbox"/> Deduct <input type="checkbox"/>)	\$ 2,495.00 _____
(Circle One)	

TOTAL ADD DEDUCT \$ 2,495.00 _____

*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: Steven McNeill, Architect

- c: Electronic copies/e-mail only
 LHB File 180189-804, CIP, SHM, SDC (LHB)
 K. George (Sandstone)
 J. Plasek (MHC)

M:\18proj\180189\800 Construction\804 PR\Fire Hall\PR 07 Eidg Lettering\PR 07 Building Lettering.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



www.indigosignworks.com

ALEXANDRIA
4133 Iowa Street
Alexandria, MN 56308
p. 320.846.9697 | f. 320.846.9698

BISMARCK
3521 Memorial Highway
Mandan, ND 58554
P.O. Box 2776
Bismarck, ND 58502
p. 701.250.9696 | f. 701.250.8886

FARGO
1622 Main Avenue
Fargo, ND 58103
P.O. Box 1476
Fargo, ND 58107
p. 701.297.9696 | f. 701.297.9697

GRAND FORKS
2600 Demers Avenue
Grand Forks, ND 58201
p. 701.746.9696 | f. 701.772.1179

MINNEAPOLIS
7660 Quattra Drive
Chanhassen, MN 55317
p. 952.975.4940

MINOT
629 20th Avenue Southeast
Minot, ND 58701
p. 701.852.0331 | f. 701.852.2261

ST. CLOUD
2885 Quail Road Northeast
Sauk Rapids, MN 56379
p. 320.257.1641 | f. 320.258.3144

September 26, 2019

Mr. Troy Haug
Mark Haug Construction
11754 Fairway Road SW
Pine City, MN 55063

Dear Troy:

Please reference this memo as confirmation of the signage quoted and accepted by Mark Haug Construction on Indigo Signworks' Proposal #60839 for the City of Sandstone – Sandstone Fire Hall project has been deleted. The amount of \$2,495.00 should be removed from the contract between Mark Haug Construction and the City of Sandstone.

Sincerely,

Kathy McMillan
Sales Representative
612-743-0152
kathy.mcmillan@indigosignworks.com

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: City Hall Boiler Project

BACKGROUND: Work is moving along well. Library VAVs are connected, coils complete, boiler electrical complete, main level valve removal complete, piping to FTR work complete, covers installed. The heating system has been filled and the heat is on!! Temp control work is complete. Pipe insulation is complete. Ceiling replacement is underway. The computer control system has been discussed with staff.

The Contractor has submitted Payment Application No. 3 in the amount of \$85,785.00. 5% retainage is withheld, which is \$8,480.00 with this Pay App. The balance of the contract, including the retainage, is \$107,680.00. The Project Engineer has approved the payment.

The budget for construction is \$282,240. The total amount expended to date is \$278,661.15, leaving a balance of \$3,578.85.

ATTACHMENTS Payment Application No. 3

STAFF RECOMMENDATION: Approve Payment Application No. 3

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

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

PROJECT:
119 4th ST

Sandstone, MN 55072

APPLICATION NO: 3
PERIOD TO: 9/30/2019

PROJECT NOS:

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

Kim Jones 218-927-3248
CONTRACT FOR:

CONTRACT DATE: 7/1/2019

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>\$ 169,600.00</u>
5. RETAINAGE:	
a. <u>5</u> % of Complete Work (Columns D + E on Continuation Sheet)	<u>\$ 8,480.00</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>\$ 8,480.00</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	<u>\$ 161,120.00</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	<u>\$ 75,335.00</u>
8. CURRENT PAYMENT DUE	<u>\$ 85,785.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	<u>\$ 107,680.00</u>

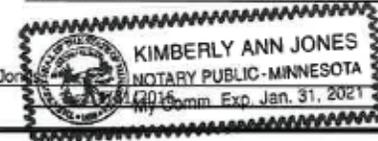
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	\$ -

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: 9/30/2019
State of: MN
County of: Aitkin

Subscribed and sworn to before
me this 1st day of October 2019

Kimberly A Jones
Notary Public: Kimberly A Jones
My Commission expires: 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 \$85,785

(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: _____ Date: 10/1/19

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.



Invoice

DATE	INVOICE #
9/30/2019	17805

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	16,000.00	94.68%	5.33%	900.00	100.00%
HYDRONIC HEATING EQUIPMENT	29,100.00	25,500.00	87.63%	10.31%	3,000.00	97.94%
PIPE INSULATION	12,850.00			46.69%	6,000.00	46.69%
DEMO LABOR	6,400.00	5,000.00	78.13%	21.88%	1,400.00	100.00%
PIPING LABOR	42,450.00	22,300.00	52.53%	37.69%	16,000.00	90.22%
HVAC EQUIPMENT	25,600.00			85.94%	22,000.00	85.94%
HVAC LABOR	27,300.00			36.63%	10,000.00	36.63%
HVAC INSULATION	5,600.00			0.00%	0.00	0.00%
TEMP CONTROL EQUIPMENT	22,000.00			81.82%	18,000.00	81.82%
TEMP CONTROL LABOR	32,000.00			25.00%	8,000.00	25.00%
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	3,000.00	20.00%	33.33%	5,000.00	53.33%
PERMIT	3,800.00	3,800.00	100.00%	0.00%	0.00	100.00%
BOND	3,700.00	3,700.00	100.00%	0.00%	0.00	100.00%
Less Retainage					-4,515.00	
Total						\$85,785.00

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

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: Resolution 20191016-01 Certifying Charges for Special Assessments - NPAHD

BACKGROUND: The NPAHD, the City, and the EDA entered into an Amended and Restated Contract for Private Development dated December 15, 2015, and an Amended and Restated Petition and Waiver Agreement dated March 3, 2016, regarding the purchase of the medical campus property at the Sandstone Medical & Business Park.

NPAHD purchased 23.86 acres at the purchase price of \$31,363 per acre, for a total of \$748,321.18.

NPAHD paid \$38,350.00 in cash, and agreed to a special assessment of up to \$710,971.18.

The balance due on the purchase is \$748,321.18 less \$38,350.00 (paid in cash) = **\$709,971.18**.

The proposed term for the assessment is 25 years (per the Contract for Private Development) at 7.5% interest (per City policy: 2% over the current Prime interest rate).

Notification was mailed to the NPAHD Chair on August 30th.

On October 7th, I was contacted by Michael Hedrix on behalf of NPAHD. He questioned the proposed interest rate, stating that his understanding is that the interest rate would be the same rate the City is charged on the bond. I explained that the City did not bond for the project. Mr. Hedrix stated that 7.5% is untenable and not to their understanding. The rate the City would pay is acceptable and what was understood.

The Petition and Waiver Agreement states as follows:

Owner understands and agrees that the City will allow the payment of such special assessments by Owner in installments over the number of months remaining for the term of the Special Assessment Bonds at the time [of] 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.

The Contract for Private Development states as follows:

The Developer understands and agrees that the City shall provide for the payment of such Special Assessments in installments over a term of twenty-five years, bearing such interest as may be determined by the City Council of the City but not to exceed annual interest at a rate equal to the expected net interest cost on the Special Assessment Bonds.

The EDA held a work session on August 7th to discuss various aspects of the Business Park project. At that time, the EDA discussed the option of whether or not to bond for the project shortfall (expenses less grants received). After further discussion at the August 28th EDA meeting, it was decided not to bond for the shortfall.

Back in 2015 when these documents were executed, the potential bonds were presented to be 15 years at 3.65%.

City Attorney Sarah Sonsalla provided the following comments:

The Petition and Waiver Agreement says that the City “intends” to issue special assessment bonds. It does not say that the City is required to do so. I think that the only reason that the bonds were mentioned in the Agreement is because they are referenced later in the Agreement in terms of the interest rate to be charged (it was to be the same as the bond rate but the amount of the actual rate to be charged is at the sole discretion of the City Council). Therefore, from reading this language, I don’t think that the Agreement requires the City to issue bonds in order to be able to specially assess the property. The City Council will need to determine the interest rate that will be charged and the term over which the payments must be made (i.e. 5 year term, 10 year term, etc.).

ATTACHMENTS Resolution 20191016-01 Certifying Charges for Special Assessments

STAFF
RECOMMENDATION: Review / Discuss
Determine Interest Rate to be charged
Adopt Resolution 20191016-01 (as amended, if changed)

RESOLUTION NO. 20191016-01

**A RESOLUTION CERTIFYING CHARGES FOR
SPECIAL ASSESSMENTS**

WHEREAS, the North Pine Area Hospital District (NPAHD, the City of Sandstone, Minnesota, and the Economic Development Authority of the City of Sandstone, Minnesota, entered into an Amended and Restated Contract for Private Development dated December 15, 2015 and an Amended and Restated Petition and Waiver Agreement dated March 3, 2016; and

WHEREAS, the NPAHD holds a fee simple interest in certain real property (the “Subject Property”) located in the City the legal description of which is set forth on EXHIBIT A, attached hereto and hereby made a part hereof; and

WHEREAS, the NPAHD desired to have certain public improvements constructed to serve the Subject Property described in EXHIBIT B, attached hereto and hereby made a part hereof (hereinafter referred to as the “Improvement Project”); and

WHEREAS, the NPAHD wished for the City to construct the Improvement Project without notice of hearing or hearing on the Improvement Project, and without notice of hearing or hearing on the special assessments levied to finance the Improvement Project, and to levy an amount not to exceed \$710,971.18 of the cost of the Improvement Project against the Subject Property; and

WHEREAS, the City did construct the Improvement Project in accordance with the request of the NPAHD and without such notices or hearings.

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

Pursuant to the Amended and Restated Contract for Private Development dated December 10, 2015 and the Amended and Restated Petition and Waiver Agreement dated March 3, 2016 between the City of Sandstone, Minnesota, Economic Development Authority of the City of Sandstone, Minnesota, and North Pine Area Hospital District, the amount of **\$709,971.18** of the cost of the Improvement Project shall be assessed against the Subject Property in the City of Sandstone.

Such certification shall be payable over a period of twenty-five (25) years on or before the first Monday in January. The interest rate is 7.5%. Commencement year payable is 2020.

The owner of the affected property may, at any time prior to certification of charges to the County Auditor, pay the whole of the certified charges on such property to the City of Sandstone. The taxpayer may at any time thereafter pay the City Clerk the entire amount certified and remaining unpaid, with interest accrued.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified charges shall be collected and paid over in the same manner as property taxes.

Passed by the City Council of Sandstone, Minnesota this 16th day of October, 2019.

Peter Spartz, Mayor

Attested:

Kathy George, City Clerk/Administrator

EXHIBIT A

Legal Description of Subject Property

In the City of Sandstone, County of Pine, State of Minnesota:

That part of the Northwest Quarter of the Southwest Quarter of Section 16, Township 42 North, Range 20 West, Pine County, Minnesota, described as follows:

Commencing at the southwest corner of the Northwest Quarter of the Southwest Quarter of said Section 16; thence North 01 degree 09 seconds 04 minutes East, assumed bearing, along the west line of said Northwest Quarter of the Southwest Quarter a distance of 64.01 feet to the point of beginning of the land to be described; thence South 89 degrees 48 minutes 12 seconds East along a line parallel with the south line of said Northwest Quarter of Southwest Quarter a distance of 1027.12 feet to a point on the westerly right-of-way line of Lundorff Drive; thence North 02 degrees 13 minutes 54 seconds East along said westerly right-of-way line a distance of 1017.11 feet; thence South 89 degrees 59 minutes 46 seconds West along a line parallel with the north line of the Northwest Quarter of the Southwest Quarter a distance of 1046.37 feet to the west line of the Northwest Quarter of the Southwest Quarter; thence South 01 degree 09 minutes 04 seconds West along said west line a distance of 1012.95 feet to the point of beginning.

Excepting out the following described parcel:

Commencing at the southwest corner of the Northwest Quarter of the Southwest Quarter of said Section 16; thence South 89 degrees 48 minutes 12 seconds East, assumed bearing, along the south line of said Northwest Quarter of Southwest Quarter a distance of 381.94 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 64.50 feet to the point of beginning of the land to be described; thence continuing North 00 degrees 00 minutes 00 seconds East a distance of 99.50 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 64.33 feet; thence North 36 degrees 26 minutes 40 seconds East a distance of 1.68 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 49.82 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 89.80 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 2.52 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 7.28 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 4.36 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 1.12 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 19.52 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 17.79 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 0.89 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 251.68 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 129.21 feet; thence North 89 degrees 48 minutes 12 seconds West along a line parallel with the south line of said Northwest Quarter of Southwest Quarter a distance of 433.01 feet to the point of beginning.

22.86 acres

EXHIBIT B

Description of the Improvement Project

The Project includes utility and roadway infrastructure for a medical campus site, which involves the construction of a roadway and extension of water and sanitary sewer utilities approximately 2,300 feet south of the intersection of Lundorff Drive and Trunk Highway 23, including the construction of a bridge that spans the designated floodway of Skunk Creek. The Project also includes construction of a roadway and extension of utility services approximately 2,600 feet south of the Lundorff Drive extension planned for service to the proposed medical campus to provide access to the south 120 acres of the former airport site and additional improvements that include the upgrade of Old Military Road from Eagle Drive to Airport Road.

(STATE OF MINNESOTA

COUNTY OF PINE)) ss. Authentication Certificate

I, the undersigned, being the duly qualified City Clerk/Administrator of the City of Sandstone, certify that the attached Resolution of the City Council adopting a certification for special assessments, is a true copy of the original, of which is on file at the City of Sandstone.

Dated this 16th day of October, 2019

Seal

Kathy George
City Clerk/Administrator
City of Sandstone

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: Resolution 20191016-02 Certifying Charges for Special Assessments – Essentia Health Sandstone

BACKGROUND: Essentia Health Sandstone Medical, LLC, the City, and the EDA entered into a Purchase and Development Contract for Private Development dated December 10, 2015, and a Petition and Waiver Agreement dated December 10, 2015, regarding the purchase of the Gateway Clinic parcel at the Sandstone Medical & Business Park.

Essentia purchased 1.29 acres. They paid \$7,650 cash at the time of the purchase and agreed to special assessments of up to \$145,000.

The EDA held a work session on August 7th to discuss various aspects of the Business Park project. One topic of discussion was the purchase price for the parcel and the special assessment amount. At the August 28th EDA meeting, the EDA agreed that Essentia should only be charged the \$31,363 per acre price for the parcel, because that price took into account the value of the infrastructure improvements.

Therefore, the balance due on the purchase is \$40,458.27 less \$7,650.00 (paid in cash) = **\$32,808.27**.

The proposed term for the assessment is 25 years (per the Contract for Private Development) at 7.5% interest (per City policy: 2% over the current Prime interest rate).

Notification was mailed to Essentia Health Sandstone on August 30th.

The same information applies to these contracts as was laid out in the memo for the NPAHD special assessment.

ATTACHMENTS Resolution 20191016-02 Certifying Charges for Special Assessments

STAFF RECOMMENDATION: Review / Discuss
Determine Interest Rate to be charged
Adopt Resolution 20191016-02 (*as amended, if changed*)

RESOLUTION NO. 20191016-02

**A RESOLUTION CERTIFYING CHARGES FOR
SPECIAL ASSESSMENTS**

WHEREAS, Essentia Health Sandstone Medical, LLC (Essentia), the City of Sandstone, Minnesota, and the Economic Development Authority of the City of Sandstone, Minnesota, entered into a Purchase and Development Contract for Private Development dated December 10, 2015 and the Petition and Waiver Agreement dated December 10, 2015; and

WHEREAS, Essentia holds a fee simple interest in certain real property (the “Subject Property”) located in the City the legal description of which is set forth on EXHIBIT A, attached hereto and hereby made a part hereof; and

WHEREAS, Essentia desired to have certain public improvements constructed to serve the Subject Property described in EXHIBIT B, attached hereto and hereby made a part hereof (hereinafter referred to as the “Improvement Project”); and

WHEREAS, Essentia wished for the City to construct the Improvement Project without notice of hearing or hearing on the Improvement Project, and without notice of hearing or hearing on the special assessments levied to finance the Improvement Project, and to levy an amount not to exceed \$145,000.00 of the cost of the Improvement Project against the Subject Property; and

WHEREAS, the City did construct the Improvement Project in accordance with the request of the Essentia and without such notices or hearings.

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

Pursuant to the Purchase and Development Contract for Private Development dated December 10, 2015 and the Petition and Waiver Agreement dated December 10, 2015 between the City of Sandstone, Minnesota, Economic Development Authority of the City of Sandstone, Minnesota, and Essentia Health Sandstone Medical, LLC, the amount of **\$32,808.27** of the cost of the Improvement Project shall be assessed against the Subject Property in the City of Sandstone.

Such certification shall be payable over a period of twenty-five (25) years on or before the first Monday in January. The interest rate is 7.5%. Commencement year payable is 2020.

The owner of the affected property may, at any time prior to certification of charges to the County Auditor, pay the whole of the certified charges on such property to the City of Sandstone. The taxpayer may at any time thereafter pay the City Clerk the entire amount certified and remaining unpaid, with interest accrued.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified charges shall be collected and paid over in the same manner as property taxes.

Passed by the City Council of Sandstone, Minnesota this 16th day of October, 2019.

Peter Spartz, Mayor

Attested:

Kathy George, City Clerk/Administrator

EXHIBIT A

Legal Description of Subject Property

In the City of Sandstone, County of Pine, State of Minnesota:

That part of the Northwest Quarter of the Southwest Quarter of Section 16, Township 42 North, Range 20 West, Pine County, Minnesota, described as follows:

Commencing at the southwest corner of the Northwest Quarter of the Southwest Quarter of said Section 16; thence South 89 degrees 48 minutes 12 seconds East, assumed bearing, along the south line of said Northwest Quarter of Southwest Quarter a distance of 381.94 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 64.50 feet to the point of beginning of the land to be described; thence continuing North 00 degrees 00 minutes 00 seconds East a distance of 99.50 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 64.33 feet; thence North 36 degrees 26 minutes 40 seconds East a distance of 1.68 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 49.82 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 89.80 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 2.52 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 7.28 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 4.36 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 1.12 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 19.52 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 17.79 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 0.89 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 251.68 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 129.21 feet; thence North 89 degrees 48 minutes 12 seconds West along a line parallel with the south line of said Northwest Quarter of Southwest Quarter a distance of 433.01 feet to the point of beginning.

Proposed Parcel contains 1.29 Acres

EXHIBIT B

Description of the Improvement Project

The Project includes utility and roadway infrastructure for a medical campus site, which involves the construction of a roadway and extension of water and sanitary sewer utilities approximately 2,300 feet south of the intersection of Lundorff Drive and Trunk Highway 23, including the construction of a bridge that spans the designated floodway of Skunk Creek. The Project also includes construction of a roadway and extension of utility services approximately 2,600 feet south of the Lundorff Drive extension planned for service to the proposed medical campus to provide access to the south 120 acres of the former airport site and additional improvements that include the upgrade of Old Military Road from Eagle Drive to Airport Road.

(STATE OF MINNESOTA

COUNTY OF PINE)) ss. Authentication Certificate

I, the undersigned, being the duly qualified City Clerk/Administrator of the City of Sandstone, certify that the attached Resolution of the City Council adopting a certification for special assessments, is a true copy of the original, of which is on file at the City of Sandstone.

Dated this 16th day of October, 2019

Seal

Kathy George
City Clerk/Administrator
City of Sandstone

CITY OF SANDSTONE
Memorandum

FROM: Sandstone City Council
Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: Resolution 20191016-04 Approving Acquisition of 45.0112.000

BACKGROUND: I have been speaking with Dayton Hawkinson on behalf of his deceased wife, Linda Jo Hattenberger, regarding parcel 45.0112.000. Linda passed away in 2007. Mr. Hawkinson contacted me upon receiving the notice of the request for a variance for the proposed Dollar General project on Ashley Street and State Highway 23 West. Mr. Hawkinson’s parcel is adjacent to the proposed development parcel.

Mr. Hawkinson expressed concern with the project, stating that there have been two previous stormwater projects on Old Military Road that he feels have negatively affected parcel 45.0112.000. One project was in about 2006 and another project took place about 6 years ago.

At one point, as I understand it, the City attempted to purchase 45.0112.000; however, an acceptable price could not be obtained.

Mr. Hawkinson is willing to sell the parcel to the City now for \$5,000 if the City handles all of the paperwork.

Considering the past history and the fact that this parcel is fronted by both Old Military Road and State Highway 23 West, perhaps it would be best for the City to purchase the property to use for right-of-way and stormwater management. This purchase could be made from Fund 603 Storm Sewer.

- ATTACHMENTS:**
- Map of Parcel
 - Resolution 20191016-04 Approving the Purchase Agreement & Acquisition
 - Purchase Agreement

STAFF Review and Discuss
RECOMMENDATION: Adopt Resolution 20191016-04



CITY OF SANDSTONE, MINNESOTA

RESOLUTION 20191016-04

**RESOLUTION APPROVING THE REAL PROPERTY
PURCHASE AGREEMENT AND ACQUISITION OF CERTAIN
PROPERTY WITH A PROPERTY ID NUMBER OF 45.0112.000, IN
SANDSTONE, MN**

WHEREAS, the City of Sandstone (the “City”) is authorized pursuant to Minnesota Statutes Section 412.211 to purchase real property; and

WHEREAS, the City proposes to enter into a Purchase Agreement (the “Agreement”) between the City and The Estate of Linda Jo Hawkinson (f/k/a Hattenberger) (the “Seller”), under which, among other things, the Seller will convey the property legally described on the attached Exhibit A to the City; and

WHEREAS, the City finds and determines the acquisition of the Property is in the public interest; and

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

1. The Council hereby approves the Agreement in substantially the form presented to the Council, including the acquisition of the Property by the City, subject to modifications that do not alter the substance of the transaction and are approved by the Mayor and the City Administrator, provided that execution of the Agreement by those officials shall be conclusive evidence of their approval.
2. City staff and officials are authorized to take all actions necessary to perform the City’s obligations under the Agreement as a whole, including without limitation, execution of the Agreement, and other documents necessary to convey the Property to the City, as described in the Agreement.

Approved by the City Council of the City of Sandstone this ____ day of October, 2019.

CITY OF SANDSTONE, MINNESOTA

Peter Spartz, Mayor

Attest:

Kathy George, City Administrator

EXHIBIT A

Legal Description of the Property

That part of the Kettle River Railroad right-of-way (now abandoned) located in the Northeast Quarter of Section 16, Township 42, Range 20, which lies easterly of the easterly right-of-way of Government Road, which lies southeasterly of the southeasterly right-of-way line of State Highway 123, and which lies westerly of the northerly extension of the west line of Lot 10, Block 4, Sandstone Townsite Co's 3rd Addition, County of Pine, State of Minnesota.

PURCHASE AGREEMENT

1. **PARTIES.** This Purchase Agreement (the “Purchase Agreement”) is made this ____ day of October, 2019 by and between the Estate of Linda Jo Hawkinson (f/k/a Hattenberger) (the “Seller”) and the City of Sandstone, a Minnesota municipal corporation (the “Buyer”).
2. **SUBJECT PROPERTY.** The Seller is the owner of that certain real estate (the “Property”) located in the City of Sandstone, Pine County, Minnesota and legally described on the attached Exhibit A.
3. **OFFER/ACCEPTANCE.** In consideration of the mutual agreements herein contained, the Buyer offers and agrees to purchase and the Seller agrees to sell the Property.
4. **CONTINGENCIES.** This Purchase Agreement is contingent upon the following:
 - A. Approval of this Purchase Agreement by the Buyer’s governing body;
 - B. The Buyer performing any surveys, examinations, inspections, or tests on the Property deemed necessary by the Buyer and receiving results that are satisfactory to the Buyer in the Buyer’s sole discretion; and
 - C. Condition of title being satisfactory to the Buyer in the Buyer’s sole discretion following the Buyer’s examination of title as provided in Section 11 of this Purchase Agreement.

The Buyer shall have until the date of closing to remove the foregoing contingencies. The contingencies are solely for the benefit of the Buyer and may be waived by the Buyer. If the contingencies are duly satisfied or waived, then the Buyer and the Seller shall proceed to close the transaction as contemplated herein. If, however, if one or more of the contingencies is not satisfied, or is not satisfied on time, and is not waived by the Buyer, this Purchase Agreement shall thereupon be void, at the option of the Buyer. If this Purchase Agreement is voided by the Buyer, the Buyer and the Seller shall execute and deliver to each other a termination of this Purchase Agreement and all Option Payments shall be retained by Buyer.

5. **PERSONAL PROPERTY INCLUDED IN SALE.** The following items of personal property and fixtures owned by the Seller and currently located on the Property are included in this sale: None.
6. **PURCHASE PRICE AND TERMS:** Buyer shall pay the Seller \$5,000.00 for the Property at closing. The Seller acknowledges that the Buyer’s consideration includes consideration for all relocation services and relocation benefits to which the Seller may be entitled to by law.
7. **CLOSING DATE.** The closing of the sale of the Property shall take place on _____, 2019, unless otherwise mutually agreed by the parties. The closing shall take

place at Sandstone City Hall, 119 4th Street, Sandstone, MN or such other location as mutually agreed upon by the parties.

8. SURVEYS, INSPECTIONS, AND TESTS. The Buyer and its agents shall have the right to enter upon the Property after the date of this Purchase Agreement for the purpose of inspecting the Property and conducting such surveys, examinations, and tests as Buyer deems necessary. The Buyer agrees to indemnify the Seller against any liens, claims, losses, or damage occasioned by the Buyer's exercise of its right to enter and work upon the Property. The Buyer agrees to provide the Seller with a copy of any report prepared as a result of such survey, inspection, examination, or test upon request by the Seller.

9. DOCUMENTS TO BE DELIVERED AT CLOSING. The Seller agrees to deliver the following documents to the Buyer at closing:

- A. A duly recordable warranty deed conveying fee simple title to the Property to the Buyer, free and clear of any mortgages, liens, or encumbrances other than matters created by or acceptable to the Buyer;
- B. An affidavit from the Seller sufficient to remove any exception in the Buyer's policy of title insurance for mechanics' and materialmens' liens and rights of parties in possession;
- C. Affidavit of the Seller confirming that the Seller is not a foreign person within the meaning of Section 1445 of the Internal Revenue Code;
- D. A completed Minnesota Well Disclosure Certificate; and
- E. Any notices, certificates, and affidavits regarding any private sewage systems, underground storage tanks, and environmental conditions as may be required by Minnesota statutes, rules or ordinances.

10. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS.

A. The Seller shall be responsible for all real estate taxes, including any deferred real estate taxes, penalties, or interest, for the years prior to the year in which closing occurs. The Buyer and the Seller shall prorate as of the date of closing the real estate taxes for the Property that are due and payable in the year of closing.

B. The Seller shall pay any special assessments levied against the Property as of the closing date, including special assessments certified for payment with the real estate taxes and all deferred assessments. The Buyer shall assume payment of any special assessments that are pending but not levied against the Property as of the closing date.

11. EXAMINATION OF TITLE. The Buyer's examination of title to the Property shall be conducted as follows:

- A. **SELLER'S TITLE EVIDENCE.** The Buyer has ordered a title commitment for title insurance.

B. BUYER'S OBJECTIONS. The Buyer shall make written objections (the "Objections") to the form or contents of the title commitment or condition of title within 10 business days after receipt of the same. The Buyer's failure to make Objections within such time period shall constitute waiver of the Objections. The Seller shall have 30 days after receipt of the Objections to cure the Objections, during which period the closing will be postponed, if necessary. The Seller shall use all reasonable efforts to correct any Objections. If the Objections are not cured within such 30 day period, the Buyer will have the option to do either of the following:

1. Terminate this Purchase Agreement; or
2. Cure the Objections at the Buyer's expense.

12. CLOSING COSTS AND RELATED ITEMS. The Seller shall be responsible for the following closing costs and related items: (1) all recording fees and charges relating to the filing of any instrument required to make title marketable; (2) any state deed tax, conservation fee, or other federal, state, or local documentary or revenue stamps or transfer tax with respect to the deed to be delivered by the Seller; and (3) its own legal and accounting fees associated with this transaction. The Buyer shall be responsible for the following closing costs and related items: (1) the cost of any survey of the Property required by the Buyer; (2) the cost of the title insurance commitment and any title search and examination fees; (3) the cost of all premiums required for issuance of the title insurance policy; (4) any fees for standard searches with respect to the Seller and the Property; (5) the fees of any soil tests, environmental assessments, inspection reports, appraisals, or other tests or reports ordered by the Buyer; (6) recording fees and charges related to the filing of the deed; and (7) its own legal and accounting fees associated with this transaction. All closing fees charged by the title company and any escrow fees charged by any escrow agent engaged by the parties in connection with this Purchase Agreement shall be split equally between the Buyer and the Seller.

13. POSSESSION/CONDITION OF PROPERTY. The Seller shall deliver possession of the Property to the Buyer at closing in the condition as the Property existed on the date of execution of this Purchase Agreement. The Seller agrees to remove from the Property all debris and any items of the Seller's personal property not included in this sale no later than 4:00 p.m. on the date before the date of the closing. The Seller shall remove all substances which, under state or federal law, must be disposed of at an approved disposal facility.

14. DISCLOSURE; INDIVIDUAL SEWAGE TREATMENT SYSTEM. The Seller represents that there is no individual sewage treatment system on the Property.

15. WELL DISCLOSURE. The Seller represents that there are no wells on the Property.

16. SELLER'S REPRESENTATIONS AND WARRANTIES. The Seller hereby represents and warrants to the Buyer as of the Closing Date that:

- A. Title.** The Seller has good, indefeasible, and marketable fee simple title to the Property.

- B.** Condemnation. There is no pending or, to the actual knowledge of the Seller, threatened condemnation or similar proceeding affecting the Property or any portion thereof, and the Seller has no actual knowledge that any such action is contemplated.
- C.** Defects. The Seller is not aware of any latent or patent defects in the Property, such as sinkholes, weak soils, or unrecorded easements and restrictions.
- D.** Legal Compliance. The Seller has complied with all applicable laws, ordinances, regulations, statutes, rules, and restrictions pertaining to and affecting the Property and the Seller shall continue to comply with such laws, ordinances, regulations, statutes, rules, and restrictions.
- E.** Legal Proceedings. There are no legal actions, suits, or other legal or administrative proceedings, pending or threatened, that affect the Property or any portion thereof; and the Seller has no knowledge that any such action is presently contemplated.
- F.** Refuse and Hazardous Materials. The Seller has not performed and has no actual knowledge of any excavation, dumping, or burial of any refuse materials or debris of any nature whatsoever on the Property. To Seller's best actual knowledge and belief, there are no "Hazardous Materials" (as hereinafter defined) on the Property that would subject the Buyer to any liability under either federal or state laws, including, but not limited to, the disposal of any foreign objects or materials upon or in the Property, lawful or otherwise. Without limiting the generality of the foregoing, the Seller represents and warrants to the Buyer that, to the Seller's best actual knowledge and belief:
1. The Property is not now and has never been used to generate, manufacture, refine, transport, treat, store, handle, dispose, transfer, produce, process, or in any manner deal with Hazardous Materials;
 2. No Hazardous Materials have ever been installed, placed, or in any manner handled or dealt with on the Property;
 3. There are no underground or aboveground storage tanks on the Property; and
 4. Neither the Seller nor to the best of the Seller's knowledge has any prior owner of the Property or any tenant, subtenant, occupant, prior tenant, prior subtenant, prior occupant or person (collectively, "Occupant") received any notice or advice from any governmental agency or any other Occupant with regard to Hazardous Materials on, from or affecting the Property.

The term "**Hazardous Materials**" as used herein includes, without limitation, gasoline, petroleum products, explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, polychlorinated biphenyls or related or similar materials, asbestos or any material containing

asbestos, or any other substance or material as may be defined as a hazardous or toxic substance by any federal, state or local environmental law, ordinance, rule, or regulation including, without limitation, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. Section 9601, et seq.), the Hazardous Materials Transportation Act, as amended (42 U.S.C. Section 1801, et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S. C. Section 1251, et seq.), the Clean Air Act, as amended (42 U.S.C. Section 7401, et seq.), and in the regulations adopted and publications promulgated pursuant thereto.

- G.** Legal Capacity. The Seller has the legal capacity to enter into this Agreement. The Seller has not filed, voluntarily or involuntarily, for bankruptcy relief within the last year under the United States Bankruptcy Code, nor has any petition for bankruptcy or receivership been filed against the Seller within the last year.
- H.** Leases. There are no third parties in possession of the Property, or any part thereof; and there are no leases, oral or written, affecting the Property or any part thereof.
- I.** Foreign Status. The Seller is not a “foreign person” as such term is defined in the Internal Revenue Code.
- J.** Methamphetamine Production. To the best of the Seller’s knowledge, methamphetamine production has not occurred on the Property.

The Seller’s representations and warranties set forth in this Section shall be continuing and are deemed to be material to the Buyer’s execution of this Purchase Agreement and the Buyer’s performance of its obligations hereunder. All such representations and warranties shall be true and correct on and as of the Closing Date with the same force and effect as if made at that time; and all of such representations and warranties shall survive the closing and any cancellation or termination of this Purchase Agreement, and shall not be affected by any investigation, verification or approval by any party hereto or by anyone on behalf of any party hereto. The Seller agrees to defend, indemnify and hold the Buyer harmless for, from, and against any loss, costs, damages, expenses, obligations and attorneys’ fees incurred should an assertion, claim, demand, action or cause of action be instituted, made or taken, which is contrary to or inconsistent with the representations or warranties contained herein.

17. RELOCATION BENEFITS; INDEMNIFICATION. The Seller acknowledges that it is not being displaced from the Property as a result of the transaction contemplated by this Purchase Agreement and that it is not eligible for relocation assistance and benefits and that the Purchase Price includes compensation for any and all relocation assistance and benefits for which it may be eligible. The provisions of this Section shall survive closing of the transaction contemplated by this Purchase Agreement.

18. TENANTS. The Seller warrants that there are no tenants on the Property with a lawful leasehold interest. In the event any tenant comes forward and claims an interest in the Property at the time of or following the purchase, the Seller agrees to fully indemnify the Buyer for any and

all costs associated with terminating such tenancy and for any and all relocation assistance and benefits that may be due to such tenant together with attorneys' fees that the Buyer would have to incur in connection with legal action required to resolve any relocation assistance or benefits dispute with such tenant. For Sections 17 and 18 of this Purchase Agreement, "relocation assistance and benefits" shall have the meaning ascribed to them by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, 42 U.S.C. Sections 4601-4655 (the federal URA) and the regulations implementing the federal URA, 49 C.F.R. Sections 24.1-24.603.

19. BROKER COMMISSIONS. The Seller and the Buyer represent and warrant to each other that they have not dealt with any brokers in connection with the transaction contemplated by this Purchase Agreement. Each party agrees to indemnify, defend and hold each other harmless from the claims of any broker or real estate agent.

20. ENTIRE AGREEMENT. This Purchase Agreement constitutes the entire agreement between the parties and no other agreement prior to this Purchase Agreement or contemporaneous herewith shall be effective except as expressly set forth or incorporated herein.

21. AMENDMENT AND MODIFICATION. No amendment, modification, or waiver of any condition, provision or term of this Purchase Agreement shall be valid or have any effect unless made in writing, is signed by the party to be bound and specifies with particularity the extent and nature of such amendment, modification or waiver. Any waiver by either party of any default by the other party shall not affect or impair any right arising from any previous or subsequent default.

22. BINDING EFFECT. This Purchase Agreement binds and benefits the parties and their successors and assigns.

23. NOTICES. Any notice, demand, request or other communication which may or shall be given or served by the Seller on the Buyer or by the Buyer on the Seller, shall be deemed has been given or served on the date the same is hand delivered or the date of receipt or the date of delivery if deposited in the United States mail, registered or certified, postage prepaid, and addressed as follows:

A. If to Seller: The Estate of Linda Jo Hawkinson (f/k/a Hattenberger)
C/O Dayton Hawkinson
523 Oak Avenue
Hinckley, MN 55037

B. If to Buyer: City of Sandstone
Attention: City Administrator
119 4th St.
PO Box 641
Sandstone, MN 55072-0641

With a copy to: Sarah Sonsalla
Kennedy & Graven, Chartered
470 U.S. Bank Plaza
200 South Sixth Street

Minneapolis, MN 55402

or such other address as either party may give to another party in accordance with this Section.

24. NO PARTNERSHIP OR JOINT VENTURE. Nothing in this Purchase Agreement shall be construed or interpreted as creating a partnership or joint venture between the Seller and the Buyer relative to the Property.

25. CUMULATIVE RIGHTS. Except as may otherwise be provided herein, no right or remedy herein conferred on or reserved by either party is intended to be exclusive of any other right or remedy provided by law, but such rights and remedies shall be cumulative in and in addition to every other right or remedy given herein or elsewhere or existing at law, equity or by statute.

26. DEFAULT; REMEDIES; SPECIFIC PERFORMANCE. If the Buyer defaults in any of the agreements herein, the Seller may terminate this Purchase Agreement. If this Purchase Agreement is not so terminated, the Buyer or the Seller may seek actual damages for breach of this Purchase Agreement or specific performance of this Purchase Agreement; provided that any action for specific enforcement must be brought within six months after the date of the alleged breach.

IN WITNESS WHEREOF, the parties have executed this Purchase Agreement as of the date written above.

SELLER

**THE ESTATE OF LINDA JO
HATTENBERGER (F/K/A
HAWKINSON)**

By: _____

Its: _____

BUYER

CITY OF SANDSTONE

By: _____
Peter Spartz

Its: Mayor

By: _____
Kathy George

Its: City Administrator

EXHIBIT A

Legal Description of the Property

That part of the Kettle River Railroad right-of-way (now abandoned) located in the Northeast Quarter of Section 16, Township 42, Range 20, which lies easterly of the easterly right-of-way of Government Road, which lies southeasterly of the southeasterly right-of-way line of State Highway 123, and which lies westerly of the northerly extension of the west line of Lot 10, Block 4, Sandstone Townsite Co's 3rd Addition, County of Pine, State of Minnesota.

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: October 16, 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.

City Code 935 (Gun Control) was rescinded by the Council on October 3, 2018.

ATTACHMENTS August 12, 2019 Letter with Map

STAFF RECOMMENDATION: Review and approve

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*

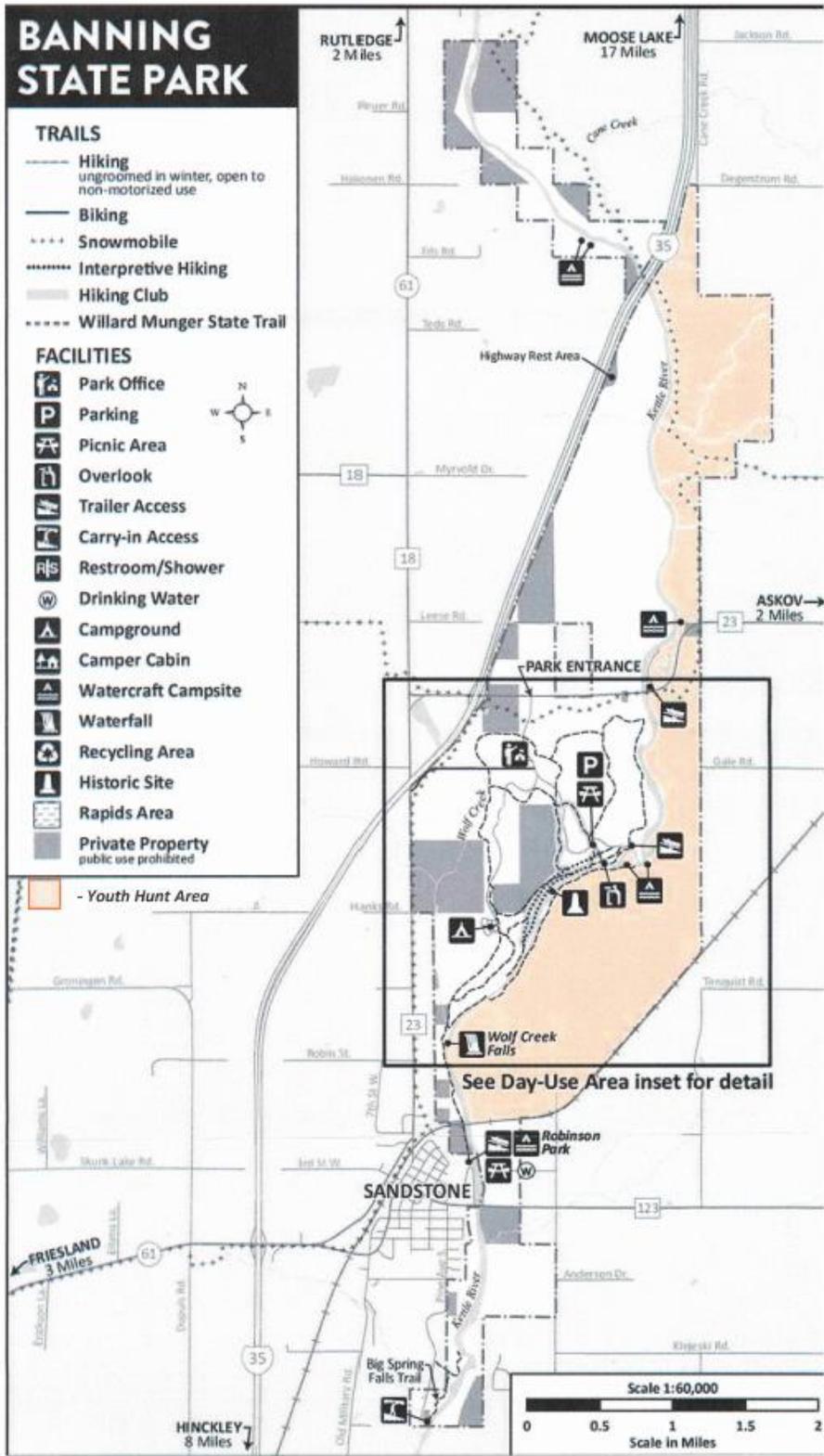
During this hunt, six youth with a non-hunting adult mentor would be on the east side of the Kettle River in Banning State Park for a two day hunt. The goal is to provide a high quality introductory hunting experience to foster hunter recruitment, provide access to areas otherwise not hunted and contribute 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: Sandstone City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: New City Code 445, Chapter IV, Establishing a Fire and Explosion Escrow Loss Account

BACKGROUND: In looking through resolutions from 2014 for another purpose, I came across Resolution 2014 – 16 which was adopted August 6th, 2014. This Resolution establishes a Fire and Explosion Loss Escrow Account pursuant to Minnesota Statutes Section 65A.50.

The purpose of the escrow account is so that the City can ensure that a building destroyed by fire or explosion is cleaned up.

A resolution is essentially a formal, written expression of a motion. Resolutions are typically used for actions of a temporary, routine, or administrative nature.

Any council enactment that regulates people or property and provides a penalty if violated should be adopted in the form of an ordinance. The council must pass, in ordinance form, all police regulations for public health, morals, economic well-being, welfare, and safety. Ordinance regulations should be of general application within the city, and of a permanent and continuing nature. (Info taken from the League of MN Cities Handbook for Minnesota Cities).

I think it would be best to adopt an ordinance for this escrow loss account.

The City is required to post proposed ordinances at least 10 days before a final vote. This posting has not occurred for this proposed ordinance.

If the City is agreeable, the posting will be placed and the matter can be acted on at the November 20th Council Meeting.

ATTACHMENTS:

- Resolution 2014 – 16
- Proposed Ordinance adding a new Section 445 to Chapter IV

CITY OF SANDSTONE, MINNESOTA

RESOLUTION 2014 - 16

**RESOLUTION ESTABLISHING A FIRE AND EXPLOSION LOSS ESCROW
ACCOUNT PURSUANT TO MINNESOTA STATUTES SECTION 65A.50**

WHEREAS, the City finds that damaged structures may violate existing health or safety standards which may endanger the public health, safety or welfare if they are not repaired, replaced or removed;

WHEREAS, Minnesota Statutes Section 65A.50 authorizes the City of Sandstone (the "City") to establish a trust or escrow account to receive proceeds from final insurance settlements for real property damaged by fire or explosion, in order to ensure that the real property, and any structures thereon, are replaced, repaired or demolished in a manner that complies with local code requirements; and

WHEREAS, Minnesota Statutes Section 65A.50 requires the City Council to notify the Minnesota Commissioner of Commerce that the City has established a trust or escrow account to be used as set forth in Minnesota Statutes Section 65A.50, and intends to uniformly apply it with respect to all property located within the City.

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

1. The recitals set forth above in this Resolution are incorporated into and made part of this Resolution.
2. The City Council does hereby authorize and establish an escrow account pursuant to the requirements and obligations set forth in Minnesota Statutes Section 65A.50 to receive a portion of insured real property fire or explosion settlement proceeds as prescribed by the statute.
3. That the City intends to uniformly apply Minnesota Statutes Section 65A.50 with respect to all property located within the City.
4. That the City Administrator be authorized to proceed to establish the escrow account as provided for in the statute.
5. That the City Administrator give the required written notification to the Commissioner of Commerce of the City's intent to apply Minnesota Statutes Section 65A.50 and establish the escrow account.
6. That the City's building inspector is authorized to execute affidavits certifying violations of health and safety standards as required by Minnesota Statutes Section 65A.50, subdivision 3.

7. That the City Administrator is authorized to receive reasonable proof that damaged or destroyed portions of an insured structure are repaired, replaced or removed or that an insured has entered into a contract for repair, replacement or removal of the damaged portions as required by Minnesota Statutes Section 65A.50, subdivision 8.

Approved by the City Council of the City of Sandstone this 6th day of August, 2014.

CITY OF SANDSTONE, MINNESOTA



Mayor

Attest:



City Administrator

ORDINANCE NO. _____

AN ORDINANCE

ADDING A NEW SECTION 445 TO CHAPTER IV OF THE SANDSTONE CITY CODE
REGARDING ESTABLISHMENT OF A FIRE AND EXPLOSION ESCROW LOSS ACCOUNT

THE CITY COUNCIL OF THE CITY OF SANDSTONE ORDAINS:

Section 1. Sandstone City Code, Chapter IV, is amended to include the following new Section 445:

Section 445 – Fire and Explosion Escrow Loss Account

445.01. Findings and Purpose. The City Council finds that damaged structures may violate the existing health or safety standards which may endanger the public health, safety, or welfare if they are not repaired, replaced, or removed. Minnesota Statutes Section 65A.50 authorizes the City to establish a trust or escrow account to receive proceeds from final insurance settlements for real property damaged by fire or explosion in order to ensure that any structures or improvements located on the damaged property are replaced, repaired, or demolished in a manner that complies with local code requirements. On August 6, 2014, the City Council adopted City Council Resolution 2014-16 that established this escrow account and the City Council wishes to memorialize the establishment in the City Code.

445.03. Dedicated Fund. Subdivision 1. Designating Established Fund. The escrow account that was established by City Council Resolution 2014 – 16 is hereby confirmed as the dedicated escrow account required under pursuant to the requirements and obligations set forth in Minnesota Statutes Section 65A.50. The purpose of the fund shall be to receive a portion of insured real property fire or explosion settlement proceeds as described in Minnesota Statutes Section 65A.50.

- a) The escrow account shall be administered by the City Administrator.
- b) The City Administrator shall be responsible for notifying the Commissioner of the Department of Commerce of the City’s use of the account in accordance with Minnesota Statutes Section 65A.50.

445.05. Applicability and Designations. Subdivision 1. Applicability. The City shall uniformly apply Minnesota Statutes Section 65A.50 with respect to all property located within the City.

Subd. 2. Designations. The City designates and authorizes the following City employees in accordance with Minnesota Statutes Section 65A.50:

- a) The City’s building inspector is authorized to execute affidavits certifying violations of health and safety as required by Minnesota Statutes Section 65A.50, subdivision 3.
- b) The City Administrator is authorized to receive reasonable proof that damaged or destroyed portions of an insured structure are repaired, replaced, or removed or that an insured has entered into a contract for repair, replacement, or removal of the damaged portions as required by Minnesota Statutes Section 65A.50, subdivision 8.

Section 2. This ordinance is effective upon its passage and publication.

Peter Spartz, Mayor

Attest:

Kathy George, 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 September 9, 2019

CFS Date/Time	CFS #	Description	Street Name
09/01/19 03:08	PI190917585	Smoke in the Area	LUNDORFF DR
09/01/19 10:14	PI190917602	Call Back	ORIOLE ST E
09/01/19 10:22	PI190917604	medical	LUNDORFF DR
09/01/19 21:57	PI190917639	Traffic Stop	STATE HWY 23 N
09/02/19 15:18	PI190917679	Suspicious Activity	PARK AVE
09/02/19 17:36	PI190917692	Check Residence	DIVISION ST
09/03/19 07:30	PI190917722	Suspicious Activity	STATE HWY 23 N
09/03/19 07:51	PI190917724	Burglary	HWY 23 N
09/03/19 10:40	PI190917737	Driveoffs	QUARRY PL
09/03/19 13:03	PI190917752	Customer Trouble	PARK AVE
09/03/19 14:50	PI190917761	Traffic complaint	ORIOLE ST E
09/03/19 15:07	PI190917762	Detail	STATE HWY 23 N
09/03/19 17:46	PI190917774	Animal Disturbance	LARK ST
09/04/19 20:29	PI190917840	Sound of Shots	BUSH ST
09/05/19 02:29	PI190917851	Suspicious Activity	COURT AVE N
09/05/19 11:15	PI190917870	Weather Emergency	ORIOLE ST E
09/05/19 13:02	PI190917877	Search Warrant	STATE HWY 23 N
09/05/19 13:05	PI190917879	Tenant Trouble	COURT AVE N
09/05/19 15:00	PI190917883	Order Violation	COMMERCIAL AVE N
09/05/19 16:20	PI190917886	Disturbance	STATE HWY 123
09/06/19 13:44	PI190917948	Traffic complaint	OLD MILITARY RD S
09/06/19 14:00	PI190917950	Informational	ORIOLE ST E
09/06/19 15:06	PI190917956	Repeat Offender	GROUSE ST
09/06/19 18:51	PI190917983	Detail	STATE HWY 23 N
09/07/19 09:48	PI190918016	Traffic complaint	STATE HWY 123 W
09/07/19 10:19	PI190918018	Unwanted Person	MAIN AVE N
09/07/19 19:02	PI190918045	Public Assist	CO HWY 61
09/07/19 20:52	PI190918055	Attemp Pickup	COURT AVE N
09/07/19 21:16	PI190918057	Suspicious Activity	STATE HWY 23 S
09/07/19 21:22	PI190918058	Medical Transport	LUNDORFF DR
09/07/19 21:27	PI190918059	Suspicious Activity	MAIN AVE N

Total Records: 31



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 September 16, 2019

CFS Date/Time	CFS #	Description	Street Name
09/08/19 16:25	PI190918096	Check Residence	LUNDORFF DR
09/08/19 17:42	PI190918101	Public Assist	MILITARY RD S
09/08/19 18:31	PI190918106	Threats	PARK AVE
09/09/19 05:33	PI190918125	Security Alarm	STATE HWY 23 N
09/09/19 12:12	PI190918140	medical	LUNDORFF DR
09/09/19 13:58	PI190918144	Call Back	ORIOLE ST E
09/09/19 16:00	PI190918156	Customer Trouble	LUNDORFF DR
09/09/19 16:41	PI190918160	Call Back	PARK AVE
09/09/19 17:15	PI190918161	Medical Transport	LUNDORFF DR
09/09/19 17:21	PI190918162	medical	COMMERCIAL AVE N
09/10/19 02:15	PI190918177	Line Problems	COMMERCIAL AVE N
09/10/19 08:27	PI190918185	Call Back	ORIOLE ST E
09/10/19 12:23	PI190918198	Informational	PARK AVE
09/10/19 16:56	PI190918215	Security Alarm	MAIN AVE N
09/10/19 19:34	PI190918226	Informational	MAIN AVE S
09/10/19 19:53	PI190918228	Call Back	OLD MILITARY RD S
09/10/19 22:34	PI190918237	Suspicious Activity	STATE HWY 123 W
09/11/19 14:15	PI190918257	Animal Disturbance	LARK ST
09/11/19 17:09	PI190918275	Check Welfare	STATE HWY 23 S
09/11/19 18:18	PI190918282	Parking Problem	MINNESOTA ST
09/11/19 19:46	PI190918290	Disturbance	SPRING ST
09/12/19 03:21	PI190918308	Unwanted Person	COURT AVE N
09/12/19 04:38	PI190918309	Crim Sex Conduct	LUNDORFF DR
09/12/19 10:06	PI190918320	Paper Service	PRISON RD
09/12/19 15:57	PI190918356	Juvenile Trouble	COMMERCIAL AVE N
09/12/19 18:34	PI190918372	Paper Service	COMMERCIAL AVE N
09/12/19 20:32	PI190918391	Informational	PARK AVE
09/13/19 07:51	PI190918416	Traffic Stop	MAIN AVE N
09/13/19 09:41	PI190918420	Runaway	OLD MILITARY RD S
09/13/19 14:32	PI190918440	Search Warrant	ORIOLE ST E
09/13/19 14:33	PI190918441	Search Warrant	ORIOLE ST E
09/13/19 14:45	PI190918443	Found Drug	COMMERCIAL AVE N
09/13/19 17:06	PI190918460	Security Alarm	MAIN AVE N
09/13/19 18:45	PI190918476	Medical Transport	COURT AVE S
09/13/19 19:13	PI190918481	Traffic Stop	3RD ST
09/13/19 19:13	PI190918482	Tenant Trouble	COURT AVE N
09/13/19 19:53	PI190918483	Assist Other Agency	STATE HWY 23 S
09/13/19 20:09	PI190918485	Traffic Stop	STATE HWY 23 S
09/14/19 15:44	PI190918525	medical	STATE HWY 23 S
09/14/19 21:50	PI190918552	MVA Property Damage	STATE HWY 23 S

CFS Date/Time	CFS #	Description	Street Name
09/14/19 22:09	PI190918553	Security Alarm	LUNDORFF DR

Total Records: 41



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 September 23, 2019

CFS Date/Time	CFS #	Description	Street Name
09/15/19 14:41	PI190918582	Unwanted Person	MALLARD PL
09/15/19 14:43	PI190918583	Child Custody/Visit	MALLARD PL
09/16/19 04:03	PI190918619	Assist Other Agency	EISENHOWER ST
09/16/19 04:15	PI190918620		EISENHOWER ST
09/16/19 08:38	PI190918626	Sound of Shots	PINE AVE S
09/16/19 08:44	PI190918627	Vehicle Information Call	WASHINGTON ST
09/16/19 19:14	PI190918677	Search Warrant	LUNDORFF DR
09/16/19 21:03	PI190918683	Security Alarm	LUNDORFF DR
09/17/19 12:18	PI190918713	Auto Fire Alarm	ORIOLE ST E
09/17/19 13:04	PI190918715	medical	COMMERCIAL AVE N
09/17/19 13:29	PI190918718	Detail	STATE HWY 23 N
09/17/19 15:58	PI190918732	Order Violation	1ST ST
09/17/19 16:40	PI190918734	Juvenile Trouble	1ST ST
09/18/19 08:22	PI190918765	Medical Transport	LUNDORFF DR
09/18/19 16:12	PI190918792	Informational	1ST ST
09/18/19 17:55	PI190918800	Detail	4TH ST
09/18/19 18:09	PI190918802	Traffic Stop	MAIN AVE N
09/19/19 11:16	PI190918857	Informational	QUARRY PL
09/19/19 13:58	PI190918866	Animal Disturbance	STATE HWY 23 N
09/19/19 14:29	PI190918871	Informational	MAIN AVE N
09/19/19 15:30	PI190918873	Search Warrant	ORIOLE ST E
09/19/19 15:31	PI190918874	Search Warrant	ORIOLE ST E
09/20/19 00:56	PI190918911	Disturbance	COMMERCIAL AVE N
09/20/19 11:27	PI190918933	Medical Transport	LUNDORFF DR
09/20/19 12:15	PI190918935	Detail	STATE HWY 123
09/20/19 13:28	PI190918939	Search Warrant	ORIOLE ST E
09/20/19 14:22	PI190918944	Repeat Offender	PARK AVE
09/20/19 14:47	PI190918946	Repeat Offender	STATE HWY 123 W
09/20/19 15:48	PI190918950	medical	COURT AVE S
09/20/19 17:22	PI190918958	Call Back	ORIOLE ST E
09/20/19 18:31	PI190918967	Attemp Pickup	COURT AVE N
09/21/19 01:23	PI190918999	Check Business	OLD WAGON RD
09/21/19 15:28	PI190919023	Fraud/Scam/ID	STATE HWY 23 N
09/21/19 16:00	PI190919024		STATE HWY 23 S
09/21/19 17:35	PI190919031	Weather Emergency	ORIOLE ST E
09/21/19 18:16	PI190919033	Security Alarm	LUNDORFF DR
09/21/19 21:09	PI190919051	Subject Stop	MAIN AVE S
09/21/19 21:37	PI190919053	Traffic Stop	STATE HWY 23 N
09/21/19 21:39	PI190919055	Follow Up	COMMERCIAL AVE N
09/21/19 21:47	PI190919056	Traffic Stop	MAIN AVE N



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 September 30, 2019

CFS Date/Time	CFS #	Description	Street Name
09/22/19 03:04	PI190919072	Search Warrant	LUNDORFF DR
09/22/19 15:10	PI190919109	Search Warrant	ORIOLE ST E
09/22/19 15:55	PI190919116	Suspicious Activity	ORIOLE ST E
09/22/19 17:28	PI190919128	Missing Person	OLD WAGON RD
09/22/19 23:33	PI190919145	Suspicious Activity	2ND ST
09/23/19 08:47	PI190919160	Driveoffs	QUARRY PL
09/23/19 11:18	PI190919175	Medical Transport	LUNDORFF DR
09/23/19 11:43	PI190919177	Call Back	STATE HWY 23 N
09/23/19 11:46	PI190919178	Order Violation	ORIOLE ST E
09/23/19 12:21	PI190919183	Medical Transport	LUNDORFF DR
09/23/19 14:18	PI190919190	Damage to Property	N COURT AVE
09/23/19 14:37	PI190919192	Medical Transport	LUNDORFF DR
09/23/19 15:05	PI190919195	Child Custody/Visit	PARK AVE
09/23/19 16:29	PI190919204	Medical Transport	LUNDORFF DR
09/23/19 18:39	PI190919212	Driveoffs	STATE HWY 23 S
09/23/19 21:38	PI190919231	Suspicious Activity	PARK AVE
09/24/19 07:13	PI190919241	Medical Transport	LUNDORFF DR
09/24/19 13:43	PI190919267	Medical Transport	LUNDORFF DR
09/24/19 14:56	PI190919272	Child Lost/Found	OLD MILITARY RD S
09/24/19 15:02	PI190919273	Informational	ORIOLE ST E
09/24/19 15:40	PI190919280		
09/24/19 17:50	PI190919296	medical	EAGLE DR
09/24/19 22:04	PI190919315	medical	LUNDORFF DR
09/25/19 10:26	PI190919332	Medical Transport	LUNDORFF DR
09/25/19 16:54	PI190919356	Subject Stop	COMMERCIAL AVE N
09/25/19 19:04	PI190919367	Animal Bite	LUNDORFF DR
09/25/19 20:29	PI190919378	Paper Service	GRANT AVE N
09/26/19 08:45	PI190919397	Call Back	PRISON RD
09/26/19 08:51	PI190919399	Medical Transport	LUNDORFF DR
09/26/19 11:03	PI190919408	medical	LUNDORFF DR
09/26/19 12:05	PI190919414	Traffic complaint	COURT AVE N
09/26/19 12:33	PI190919417	Medical Transport	LUNDORFF DR
09/26/19 14:22	PI190919436	Suspicious Activity	WASHINGTON ST
09/26/19 16:46	PI190919452	Animal Disturbance	LARK ST
09/26/19 17:31	PI190919461	Informational	MAIN AVE N
09/26/19 21:50	PI190919486	Disturbance	PARK AVE
09/26/19 23:19	PI190919492	Unknown Trouble	COMMERCIAL AVE N
09/27/19 00:33	PI190919494	Disturbance	STATE HWY 23 N
09/27/19 02:27	PI190919495	Security Alarm	COUNTY HWY 61
09/27/19 07:37	PI190919503	Security Alarm	DIVISON ST

CFS Date/Time	CFS #	Description	Street Name
09/27/19 09:31	PI190919512	Paper Service	PRISON RD
09/27/19 15:48	PI190919530	Medical Transport	LUNDORFF DR
09/27/19 19:16	PI190919550	Medical Transport	LUNDORFF DR
09/27/19 20:50	PI190919563	Unwanted Person	COURT AVE N
09/27/19 22:47	PI190919570	Burglary	COMMERCIAL AVE N
09/28/19 01:22	PI190919578	Medical Transport	LUNDORFF DR
09/28/19 12:08	PI190919595	Follow Up	ORIOLE ST E
09/28/19 16:12	PI190919614	Unwanted Person	1ST ST
09/28/19 18:44	PI190919629	Paper Service	GRANT AVE S
09/28/19 20:55	PI190919639	Suspicious Activity	EAGLE DR

Total Records: 50

Fire Department Report – September, 2019

Sept. was a slow month. Our training time was spent on a training house burn and a drill on correct apparatus placement at an incident scene

Elite mnrfirereport					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)	
09/02/2019 23:57:00		Building fire		3575 Velvet Street		Mutual aid received		Kroschel	
09/10/2019 02:16:00		Electrical wiring/equipment problem, other		609 Commercial Avenue North		None		City	
Report Filters									
Basic Incident Alarm Date Time (Fd1.26): Is equal to 'Last Month'									
Description									
Activity report for the city									

Sandstone Public Library

September report

The two book clubs that meet at the library are excited about the upcoming ECRL Reads choice, *Virgil Wander* by Leif Enger. Some of the members have already read the book and liked it very much.

We had two Legacy programs this month. Arn Kind did his 1776 presentation and sixty-two people attended. We heard nothing but good comments about his program and it seems he has a real following. We also had another great evening with Briand Morrison and his Jazz guitar with wonderful music and a very friendly atmosphere.

Storytime continues every Thursday with Katie. We always have an enthusiastic group, especially on rainy days.

All of the ECRL libraries were closed for one day this month for staff training. It was a good way to get to know so many of our fellow employees who we never see. We had a couple of great sessions and what we learned we will bring back to our libraries.

We answer 153 reference questions so far this month and we have seen 1,309 patrons.

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

**City of Sandstone
EDA Meeting Minutes
September 25, 2019**

CALL TO ORDER: 6:01 p.m.

ROLL CALL: Kester, Spartz, Anderson, Palmer, Riley, Gaede, LaBounty
Members absent: None
Staff present: Executive Director George and Recording Secretary Nelson
Others present: Tom Selting, Alanea White

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

APPROVE AGENDA

Motion LaBounty, second Palmer to approve the agenda as presented. Motion carried 7-0.

APPROVE MINUTES

Motion Spartz, second Palmer to approve the minutes of the August 21, 2019 EDA meeting. Motion carried 7-0.

PUBLIC HEARINGS / PRESENTATIONS: None

NEW BUSINESS:

Kettle River Environmental Education Center (KREEC) Property

Executive Director George explained that over the past several months, the Park & Rec Commission has been discussing what to do with the KREEC site. One idea is to develop walking trails and camping, which is consistent with the original vision for the property. Another idea has cropped up – the possibility of creating an ATV training / obstacle course.

George stated that Park Commission members are having difficulty with this discussion. At the September 20th Park Commission meeting, Commissioners were presented with two proposals for a study to determine whether or not an ATV training / obstacle course is feasible. If approved, the study would look at potential users, whether or not the site is appropriate for such a use, gauge and build project support, and provide recommendations.

Because the KREEC site isn't technically a City park, and because the ATV training / obstacle course could be seen as an economic development effort, Park Commissioners suggested that the feasibility study be discussed with the EDA. Additionally, Park Commissioners were not comfortable approving an expenditure under the above-noted circumstances.

EDA members had questions regarding the debris that is still on the property; namely, the turbine. There was a question as to whether the property is owned by the City or the EDA. It was pointed out that there are no ATV training sites in the local area – they are mostly north. The problem of noise was addressed and the EDA looked at the surrounding land and its current use.

Motion Anderson, second Palmer to accept the proposal from Dovetail Partners to conduct the first phase of a feasibility study on developing the KREEC site for an ATV training/obstacle course for

\$10,000. Motion carried 7-0.

Motion Kester, second Palmer to close the meeting at 6:25 p.m. in accordance with Minnesota Statutes 13D.05, Subdivision 3(C) to consider offers for the purchase of parcels 30.0527.000 and 45.5444.000/45.5445.000. Motion carried 7-0.

Parcels to be discussed

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. Olander has a 99-year lease on the sliver parcel. At the July EDA meeting, the EDA authorized Executive Director George to make an offer. That offer was rejected and Olander made a counter-offer. At the August EDA meeting, the EDA considered Olander's counter-offer and rejected it. The EDA authorized George to make a counter-offer.

George reported that after the August meeting, Thomas Selting contacted her. He stated that he doesn't know anything about what Olander is doing and he feels that Olander is trying to sell Selting's property. George recommended that the EDA no longer engage in the discussion until Selting and Olander are on the same page, which was the consensus of the EDA as well.

80' strip next to The Rock 45.5444.000 and 45.5445.000

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 edition 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. EDA President Kester and Member Franklin have been engaging in negotiations with Rostamkhani for the purchase of two parcels – 45.5444.000 and 45.5445.000.

Kester reported that he and Franklin met with Rostamkhani on September 16th. An agreement was made regarding the purchase price, and all parties shook hands. However, afterwards Rostamkhani contacted Franklin and informed him that he will only agree to the sale if he is provided with space inside the building when it is redeveloped.

The EDA engaged in a phone conversation with City Attorney Sarah Sonsalla to review options.

Motion Palmer, second Gaede to reopen the meeting at 7:40 p.m. Motion carried 7-0.

Motion Palmer, second Spartz to reject Manoucher Rostamkhani's counter offer to sell parcels 45.5444.000 and 45.5445.000 for the amount of \$175,000 with the condition that he be provided with space inside the old school building (The Rock) when it is redeveloped. Motion carried 7-0.

CONTINUING BUSINESS:

Various Updates

The following updates were provided:

- Business Retention & Expansion Visits – The EDA has enlisted the services of Karl with the Northspan Group to conduct BR&E visits with select business owners. The following businesses have been selected to participate:

Sandstone 61 Motel <i>done</i>	Arlen Krantz Ford <i>done</i>
Lampert Lumber <i>done</i>	Franklin’s Ben Franklin <i>done</i>
Anderson Recycling <i>done</i>	Midwest Country Music Theater - <i>declined</i>
Mike Johnson Construction/MPJ Rental	Ace Hardware <i>done</i>
Mike Maitrejean – Minnesota T’s	Quality Home & Sports
Sandstone Health Care Center <i>done</i>	Arrowhead Transit <i>done</i>
Amy’s Restaurant <i>done</i>	Transmissions Plus
Browns Beans & Greens <i>done</i>	Hardwater Sports
- Update from Karl Schuettler / The Northspan Group: Schuettler is compiling data from the BR&E visits, scheduling more visits, and corresponding with business owners regarding questions that have surfaced during the interviews. He also sent out the rail use survey to businesses that could potentially benefit from use of the rail spur and are monitoring results.
- Shovel Ready Status of the Business Park: DEED will do a site visit on Friday, October 11.
- Creosote Plant – The MN Dept of Ag and Terracon Consultants are coordinating with Clean Harbor’s to complete the Phase XV remediation activities this fall at the former Kettle River Company Creosote Plant site located at 202 Highway 23 West. Clean Harbor’s has indicated that they tentatively plan to begin work on September 30. Excavation and remediation work are anticipated to be completed prior to November 15. We may notice heavy truck traffic and work taking place at the site.
- The City has received the DEED Daycare grant of \$75,000. The closing on the John Wright building will be on October 15.
- DEED puts out a magazine which is sent to site selectors. The ads are expensive, with 1/3 page at \$2,400 for one year. It is also published online. An ad for the industrial park could be put in next year. LaBounty suggested that an article would be a good idea as well.

ADJOURN

Motion Riley, second Gaede to adjourn at 7:47 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: October 16, 2019
SUBJECT: Personnel Committee Meeting

BACKGROUND: The Personnel Committee met on October 8, 2019 to discuss the following items:

Craige Hiler – Hiler began his employment with the City on October 1, 2018. Administrator George conducted his annual review and had many positive comments about his work. According to the Union Contract, on the employee's one-year anniversary date, the union negotiated wage shall become effective. Although Hiler is no longer covered by the Union Contract, it is recommended that his wage be increased to what would have been the union negotiated wage: \$25.70 per hour effective October 1, 2019.

On June 20, 2019, the Bureau of Mediation Services issued a Unit Clarification Order finding that the position of Streets and Parks Supervisor is excluded from the union contract. Since that date, the City has been finalizing the 2019 union contract, which is now complete. Since Hiler no longer falls under the Union Contract, it is recommended that an Employment Agreement be executed.

Full-Time Streets & Parks Maintenance Worker – The proposed 2020 budget includes funding for a 2nd Full-Time Streets & Parks Maintenance Worker. The Personnel Committee recommends the City advertise for the position in November and interview candidates in December, with hiring to take effect in January, 2020.

Additionally, some minor updates were made to the Job Description, as noted in **red text**.

ATTACHMENTS:

- Proposed Employment Agreement with Craige Hiler
- Streets & Parks Maintenance Worker Job Description

RECOMMENDATION:

- Approve wage increase to \$25.70/hour for Craige Hiler effective October 1, 2019
- Approve Employment Agreement with Craige Hiler
- Approve Updated Job Description
- Approve Recommendation to advertise, interview, and hire a 2nd Full-Time Streets & Parks Maintenance Worker

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of October, 2019, between the City of Sandstone (the City), and Craige Hiler.

BACKGROUND FACTS

- A. Mr. Hiler accepted employment as Streets & Parks Supervisor effective October 1, 2018.
- B. At the time Mr. Hiler was hired, the Streets & Parks Supervisor position was included in the Agreement by and between City of Sandstone and International Union of Operating Engineers, AFL-CIO Local #49 (Union Contract).
- C. On January 8, 2019, the City raised an issue with the Bureau of Mediation Services for unit clarification.
- D. On June 20, 2019, the BMS issued a Unit Clarification Order finding that the position of Streets and Parks Supervisor for the City of Sandstone, Minnesota is “supervisory” within the meaning of Minn. Stat. § 179A.03, subd. 17, (2007) and is excluded from the appropriate unit represented by the International Union of Operating Engineers, Local 49.
- E. The City and Mr. Hiler desire to provide for certain procedures, benefits and requirements regarding the employment of Mr. Hiler by the City.

TERMS OF AGREEMENT

In consideration of the facts mentioned above and the mutual promises set out below, the parties agree as follows:

1. Duties: City agrees to employ Mr. Hiler as the Streets & Parks Supervisor for the City of Sandstone to perform all duties as specified by the Streets & Parks Supervisor Position Description and perform such other proper duties as assigned by the City Administrator.
2. Compensation: The compensation of Mr. Hiler as Streets & Parks Supervisor shall be established at an annual rate of \$53,456 (\$25.70 per hour) commencing October 1, 2019.
3. Cost of Living Adjustment (COLA): A Cost of Living Adjustment will be applied to the Streets & Parks Supervisor effective January 1, 2020, and each January thereafter. The COLA will be equal to the amount negotiated for the other employees as approved in the union contract.

Additional future salary adjustments may be negotiated between the Streets & Parks Supervisor and the City Council.

4. Terms and Conditions: The following articles of the union contract will apply to the Streets & Parks Supervisor position:

- Job Safety
- Paid Time Off (PTO)
- Holidays
- Other Leaves
- Health and Welfare Insurance (at the non-bargaining unit premium rate)
- Hours of Employment

Longevity
Uniform Allowance

Minnesota Public Employees Retirement System: City will contribute the amounts required by State Law.

5. Termination of Employment: Mr. Hiler will serve at the will of the Council and may be terminated with or without cause at any time. Any of the following will constitute termination with cause and would result in no severance:
- a. Willful neglect of duty.
 - b. Gross inefficiency or incompetency in performance that is not corrected after a reasonable written notice.
 - c. Malfeasance.

Should the City terminate the employment of Mr. Hiler, without cause, Mr. Hiler will receive three months' severance pay and benefits.

If Mr. Hiler decides to terminate employment, Mr. Hiler will provide the City a minimum of 30 days' notice of his intent to terminate.

In the event of the death of Mr. Hiler, this Agreement shall terminate. Hiler's heirs shall only be paid Hiler's earned salary and accrued PTO not paid; and any unpaid expense reimbursements.

This agreement is now being executed by the parties as of the date stated at the beginning of this agreement.

City of Sandstone, MN

By _____
Peter Spartz, Mayor

ATTEST:

Kathy George, City Administrator

By _____
Craig Hiler, Streets and Parks Supervisor

City of Sandstone

Position Description

POSITION CLASSIFICATION TITLE: **Streets and Parks Maintenance Worker**
Full-time; Non – exempt

DEPARTMENT: **Public Works Streets and Parks Department**

ACCOUNTABLE TO: **Public Works Streets and Parks Department Supervisor**

APPROVED BY THE COUNCIL: **10/06/99; revised 3/16/05; amended 1/18/06;**
revised 10/16/19

General Statement of Duties: Conducts groundskeeping and maintenance of parks, open space, streets, public buildings and related facilities. Assists with street maintenance, snow removal, **and equipment maintenance**. Responsible for operating a variety of equipment including, but not limited to: mowers, weed trimmers and related equipment and other equipment such as trucks and plows.

Examples of Principal Duties:

1. Operate equipment to mow and maintain parks and public space grounds.
2. Assist with street maintenance, including operating equipment.
(pothole patching, signage, crack sealing, street sweeping)
3. Operate equipment to assist with snow removal and sanding.
4. Assist with the maintenance of public buildings.
5. Assist with the maintenance of equipment.
6. Assist with construction and maintenance projects when needed.
7. Conduct preventative maintenance on equipment and facilities.
8. Comply with health and safety policies.
9. Other duties as may be assigned by supervisor.

Experience and training: Previous turf maintenance experience required. Construction related experience helpful. Drivers license with ability to acquire commercial license required. High school diploma or G.E.D. required. Equipment and vehicle maintenance experience preferred.

Employee Signature

Date

Streets and Parks Supervisor Signature

Date

**CITY OF SANDSTONE
PLANNING COMMISSION
October 9, 2019**

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ROLL CALL

Members present: Steve Palmer, Reese Frederickson, Rene Stadin
Members absent: Andrew Spartz
Staff present: Administrator Kathy George
Others: Peter Spartz, Alanea White

Effective September 18, 2019, Commissioners Cassie Gaede and Randy Riley agreed to fill the two Council seats vacated by Tim Franklin and Brandon Devlin. The Planning Commission now has four Commissioners and three vacancies.

A quorum was not present at the meeting; therefore, no action could be taken on the Agenda items. However, discussion did occur.

NEW BUSINESS:

Planning Commission Membership. Commissioners discussed the current membership of the Planning Commission. City Code 305.27, subdivision 2, states that the Planning Commission consists of seven members.

Since March, 2018, the Planning Commission has been working with 6 members (Cassie Linder had resigned and was not replaced). Effective September 18, 2019, Planning Commissioners Cassie Gaede and Randy Riley agreed to fill the two Council seats vacated by Tim Franklin and Brandon Devlin. This leaves the Planning Commission with four active members and three vacancies.

There had been talk about reducing the Planning Commission to five members. Additionally, there is concern with two long-standing Planning Commissioners (Gaede and Riley) both leaving the Planning Commission at the same time. It was suggested that the Council Liaison position be eliminated and that one Council Member actually serve on the Planning Commission. Randy Riley has been approached about this idea and may be interested in being the Council Liaison.

Commissioners agreed with reducing the Planning Commission to five members. They also agreed with eliminating the Council Liaison position and having a Council Member serve on the Commission. The City Council will discuss this further at the October 16th Council Meeting.

OLD & CONTINUING BUSINESS

Zoning Ordinance Update

- a. Solar Considerations. The City has been approached by Peter Lindstrom, Manager, Public Sector & Community Engagement, Clean Energy Resource Teams (CERTs) at the University of Minnesota Regional Sustainable Development Partnerships.

The Clean Energy Resource Teams is heading up an effort in Minnesota to secure no cost technical assistance to aid local governments interested in assisting residents and businesses in utilizing solar power. Mr. Lindstrom asked that Sandstone consider signing on to this opportunity. In May, 2018, the City agreed to participate in this program. Since that time, Mr. Lindstrom has worked with solar specialists at Great Plains Institute to conduct an initial review of our City Code to assess possible obstacles/gaps regarding solar. They have now provided their findings and ask that the Planning Commission review them.

Commissioners reviewed the various comments with regard to the new zoning districts they have been working on based on the Future Land Use Map that was provided through the Comprehensive Plan process.

With regard to the new zoning districts, Commissioners concluded that roof-mount solar could be allowed as an accessory use in the following zoning districts: Traditional Residential, Suburban Residential, Prospective Interchange Development, Professional/Light Industrial Business Park, Historic Downtown, Highway Mixed Use, Industrial, and Public Recreational & Open Space.

Commissioners further concluded that ground-mount solar could be allowed as an accessory use in the following districts: Traditional Residential, Suburban Residential, Prospective Interchange Development, Professional/Light Industrial Business Park, Highway Mixed Use, Industrial, and Public Recreational & Open Space.

With regard to solar gardens, Commissioners concluded that they could be allowed with a Conditional Use Permit in the following districts: Suburban Residential and Prospective Interchange Development.

Various definitions should be added to the City Code as well.

Commissioners agreed with the recommendation that rooftop solar arrays should be added to the list of height regulation exceptions as currently noted in City Code 515.37.5.

Wherever screening is required in City Code, Commissioners agreed that standards could be limited to maintain the design function of roof-mount solar energy systems. For ground-mount systems, Commissioners agreed that screening shall not affect the design operation.

Commissioners did not feel that it is necessary to change impervious surface coverage or size of accessory structures to accommodate solar systems. They also did not see the need to consider parking requirement incentives to encourage solar carports.

With regard to the recommendation to consider incentives or requirements for making buildings meet “solar-ready” standards in flexible zoning areas such as Planned Unit Development District, Commissioners agreed to discuss the suggestion when they review the PUD Code.

- b. The Planning Commission continues to work through updating the Zoning Code. The following proposed new sections have been reviewed: Traditional Residential, Suburban Residential, Historic Downtown, Highway Mixed Use, Perspective Interchange Development, Professional / Light Industrial Business Park, Industrial, Park Recreation / Open Space, Manufactured Home Park Overlay District, Recreational Vehicle Overlay District, and Manufactured Homes (renamed Architectural Standards).

Follow up items, at this point, include:

- Home Occupations
- Fish Houses
- Parking of truck tractors, semi-trailers, semi-tractors, and tractor-trailers in the Residential District
- Definitions – private clubs, places of assembly, truck stops, light industrial,
- What is meant by the reference to the State of MN Vehicle Code (Manufactured Home Park Overlay District)
- What the minimum width of streets should be to accommodate fire trucks
- What is meant by “sheet metal roofs” (Architectural Standards)

Commercial Tier 3 District. On the current Zoning map, there are 7 parcels zoned Commercial Tier 3 District, all off of Eagle Drive. These 7 parcels consist of the old school properties (5 parcels), Arrowhead Transit (1 parcel), and a small parcel owned by MMAP (Mike Johnson). During the current re-zoning efforts, this area has been designated part of the Traditional Residential District. Conditional Uses allowed in the Traditional Residential District include educational and cultural facilities, among other uses. The Arrowhead Transit parcel would not be an allowed use; however, as an existing use it would be allowed to continue. Mike Johnson’s small parcel is adjacent to a larger parcel he owns which is zoned Medium Residential District on the current map and is proposed to be zoned Traditional Residential.

Commissioners discussed whether there is a need to zone these 7 parcels differently than Traditional Residential District. After discussion, consensus was to leave the area as Traditional Residential District. Therefore, the Commercial Tier 3 District will be eliminated.

ADJOURN: The meeting adjourned at 8:00 p.m.

Respectfully Submitted,
Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: Planning Commission Membership

BACKGROUND: City Code 305.27, subdivision 2, states that the Planning Commission consists of seven members.

Since March, 2018, the Planning Commission has been working with 6 members (Cassie Linder had resigned and was not replaced).

Effective September 18, 2019, Planning Commissioners Cassie Gaede and Randy Riley agreed to fill the two Council seats vacated by Tim Franklin and Brandon Devlin.

This leaves the Planning Commission with 4 active members and three vacancies.

There had been talk about reducing the Planning Commission to five members.

Additionally, there is concern with two long-standing Planning Commissioners (Gaede and Riley) both leaving the Planning Commission at the same time.

It has been suggested that the Council Liaison position be eliminated and that one Council Member actually serve on the Planning Commission. Randy Riley has been approached about this idea and may be interested in being the Council Liaison.

The Planning Commission discussed this at their October 9th meeting. Although they did not have a quorum, they three members present agreed with reducing the membership to five and having one Council Member serve on the Planning Commission, instead of being a liaison.

ATTACHMENTS: Ordinance 20191016-01 Amending City Code 305.27

STAFF Review and discuss
RECOMMENDATION: Adopt Ordinance 20191016-01
Appoint Randy Riley to serve as the Council Member on the Planning Commission

CITY OF SANDSTONE
COUNTY OF PINE
STATE OF MINNESOTA

ORDINANCE NO. 20191016-01

AN ORDINANCE AMENDING CITY CODE 305.27 (subd 2) REGARDING
MEMBERSHIP OF THE PLANNING COMMISSION

SECTION 1. Section 305.27 (subd 2), Chapter 3: Administration of City Government, of the Sandstone City Code of Ordinances is amended to read as follows:

305.27 Planning Commission

Subd. 2. Membership. The planning commission consists of ~~seven~~ five members; one Council Member and four at-large members appointed by the City Council.

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

SECTION 3. Adoption Date. This Ordinance No. 20191016-01 was adopted on this 16th day of October, 2019, by a vote of _____ Ayes and _____ Nays.

Peter Spartz, Mayor

ATTEST:

Kathy George, City Clerk/Administrator

This Ordinance No. 20191016-01 was published in the *Pine County Courier* on the 24th day of October, 2019.

PARKS AND RECREATION COMMISSION
MEETING MINUTES
Friday, October 11, 2019

Members present: Dave Barsness, Mary Franklin, Dorothy Dybvig

Members absent: Tony Vavricka, Eric Sturtz, David Chasson, Karry White

Staff Present: Administrator Kathy George

Other: Council Liaison Val Palmer; Mayor Pete Spartz

Call to Order

The meeting was called to order at 8:06 a.m. A quorum of the Parks and Recreation Commission was not present; therefore, no action was taken. However, discussion did occur.

New Business

Code of Conduct – Commissioners reviewed a very preliminary draft of a Code of Conduct document. Discussion will continue at the November meeting.

Continuing Business

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

Lions Hill Chalet. Administrator George and Streets & Parks Supervisor Hiler met with local handyman Rod Zacharias on September 26th in an effort to get a quote for chalet repairs: windows, trim, duct work, painting, add a step to the front entryway, and shelving. Zacharias will do the desired work this fall for about \$1,400, not including painting. Painting will occur next year in the spring/summer months.

Robinson Park.

- The Legacy Grant application was submitted. The grant application for the Cultural Landscape Report through the MN Historical Society is due today. George hopes to meet the deadline. She stated that the Gin Pole will be pursued as a separate project.
- Ice Park Infrastructure – The MN Climbers Association has been informed of the approximate \$5,000 cost to bring electricity to the shed. They will talk about it among their members and see if they can split the cost with the City.
- Shoe Brushes – New brushes have been received and will be installed. Commissioner Barsness turned in two brushes that he has been storing in his garage as well.
- Robinson Park Camping Statistics – There were 9 registrations for 13 days of camping in September.

- KREEC Site Redevelopment. The EDA approved the feasibility study proposal from Dovetail Partners regarding the potential ATV training/obstacle course. The Dovetail team is planning a site visit for October 22nd at 10:30 a.m. All are welcome to attend.

Other – Commissioner Barsness turned in his inspection report for Robinson Park, noting that the pot holes need attention.

Adjourn

The meeting was adjourned at 8:45 a.m.

Respectfully submitted,
Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: Code of Conduct

BACKGROUND: Park & Rec Commission Liaison Val Palmer and Mayor Pete Spartz attended the October 11th Park Commission meeting.

The Park Commission is reviewing a DRAFT Code of Conduct for consideration.

Palmer and Spartz suggested the City Council look into creating a Code of Conduct that would apply to all board and commissions of the City.

ATTACHMENTS: DRAFT Code of Conduct

STAFF Review and discuss
RECOMMENDATION: Provide Staff with Direction

City of Sandstone

Code of Conduct

Adopted: _____

SECTION 1. PURPOSE

It is recognized that in order to enhance the concept of effective and democratic government, it is essential that a public body establish formal rules of procedure and decorum so that a true deliberative process will be observed and not disturbed.

SECTION 2. PRESIDING OFFICER

The Mayor (Chair) shall preside at all meetings of City boards and commissions. In the absence of the Mayor (Chair), the Deputy Mayor (Vice Chair) shall preside. The presiding officer shall have the power to preserve strict order and decorum at meetings, enforce the rules of procedure, and determine without debate, subject to the final decision of the board or commission on appeal, all questions of procedure and order.

Any member of the board or commission may appeal from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain the ruling, but no other member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority vote.

The presiding officer may speak on any question, and make motions and second motions.

SECTION 3. RULES OF DECORUM

While the board or commission is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the board or commission nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

No person or member of the board or commission shall address the board or commission without being recognized by the presiding officer.

Members of the City Staff shall observe the same rules of order and decorum as are applicable to the board or commission.

A motion is a proposal to take certain action, or express itself as holding certain views. A motion is made when a member obtains the floor and says, "I move that" [or words similar to],

and then stating the action proposed. Every motion must be seconded. This is to prevent time being consumed in considering a question that only one person favors. A motion is seconded by a member saying or in a similar way, "I second the motion".

After a motion has been made and seconded, the board or commission shall be given an opportunity to debate the question before consideration and action. Generally, only one motion may be considered at a time in debate. Debate must be limited to the merits of the immediate pending question. Speakers must address their remarks to the presiding officer, be courteous in their language, and behavior.

When debate appears to have closed, the presiding officer will take the vote on the motion. The presiding officer should make it perfectly clear what the motion is that the board or commission is to vote on.

Any member of the board or commission, staff or public indulging in personalities or making impertinent, slanderous, or profane remarks or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt, or disturb the orderly conduct of any meeting, shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer, be ordered barred from further audience before the board or commission during that meeting.

September Summary

<u>Parcel ID#</u>	<u>Address</u>	<u>Status</u>
450125000	42 MINNESOTA ST	Citation (Past Due Violations)
455552001	101 COMMERCIAL AVE	Open Correction Orders
455056000	103 PALISADE AVE	Open Correction Orders
455551001	105 COMMERCIAL AVE	Open Correction Orders
455221000	106 LARK ST	Citation (Non-Registration & Past Due Violations)
455179000	109 DIVISION ST	Open Correction Orders
455149000	210 1ST ST	Citation (Non-Registration)
455158000	221 1ST ST	Citation (Non-Registration)
450130001	231 MINNESOTA ST	Open Correction Orders
450114000	234 MINNESOTA ST	Open Correction Orders
455541000	300 COMMERCIAL AVE	Open Correction Orders
450101006	301 STATE HWY 23 S	Open Correction Orders
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 Correction Orders
455477000	316 7TH ST	Open Correction Orders
455326000	317 PARK AVE	Citation (Non-Registration)
455083000	338 MINNESOTA ST	Citation (Past Due Violations)
455200000	401 OLD MILITARY ROAD S	Open Correction Orders
455360000	401 PARK AVE	Open Correction Orders
455359000	405 PARK AVE	Open Correction Orders
455358000	409 PARK AVE	Citation (Non-Registration)
455140000	500 EISENHOWER ST	Open Correction Orders
455421000	502 PARK AVE	Open Correction Orders
455397000	517 COMMERCIAL AVE	Citation (Non-Registration)
455432000	609 PARK AVE	Open Correction Orders
455463000	702 ANGLE AVE	Citation (Non-Registration) Contact Made
455479000	702 COURT AVE N	Open Correction Orders
455472000	706 COMMERCIAL AVE	Open Correction Orders
455474000	710 COMMERCIAL AVE	Open Correction Orders
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) Contact Made
455241000	1313 STATE HWY 23 N	Citation (Non-Registration)
455499000	1318 STATE HWY 23 N	Citation (Non-Registration)

Open/Update Items

- 0 Unit(s) had 1st time inspections
- 21 Unit(s) had re-inspections, but not compliant & subject to another re-inspection (majority did not replace outed alarms)
- 7 Unit(s) brought within compliance via re-inspection
- 286 Total Unit Registrations

- The city has heard from two property owners that were issued citations and is currently working with them to bring the properties into conformance and rescind the citations.
- One property owner has already had a court date pertaining to their citations and pleaded not guilty. More to follow as case dates get assigned.
- Continuing to work with a couple property managers to ensure they provide the proper paperwork for exceptions to the inspection requirements.



City of Sandstone

Rental inspection Program Update 10/16/19

MEMORANDUM

DATE: September 26, 2019

TO: City of Sandstone

FROM: Richard Drotning, Building Official

RE: Building Department report for the month of September

The full Occupancy Certificate was issued to Pine County for the North Government Center. They have completed the exterior site plan requirements.

The demolition and removal of the trailer house at 1117 HWY 23 N has been completed except for landscaping.

There were 6 inspections completed on the Fire hall.

There were 13 inspections completed on the Ambulance garage.

There were 2 deck permit final inspections completed.

There was one garage final inspection and 2 siding inspections completed.

Kathy and Richard had a meeting on the 26th with the ISO Representative Nola Lebrecht to update the Building enforcement information on the City for the new ISO report.

The building department has issued 2 building and maintenance permits in September.

There were 2 new Right of Way permits issued in September.

The total construction value for building permits issued in September is \$ 10,000.00

The total permit fees collected in September is \$ 226.25

The total building permit fees collected so far in 2019 is \$ 36,184.86

The total construction value so far in 2019 is \$ 2,291,677.67

There are currently 9 on going building projects and 4 on going Right of Way projects.

BUILDING PERMITS

ROW PERMITS

Siding and reroof

218 1ST st remodel

422 Main ave

Essentia health ambulance garage and office

Enclosed porch and Deck permit

Fire Hall remodel

HWY 61 motel

City hall mechanical remodel/upgrade

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

Cell 320 279-1841

Centurylink Grouse st., Lundorff, Railroad Ave

Consolidated Comm 117 4th st Hwy 123

MN POWER ROBIN ST

MN ENERGY 218 MAIN AVE ALLEY

Streets & Parks O&M Report: September, 2019

Roads / Streets:

Filled potholes: Pine Ave. / Park Ave. / 5th St. / Old Military Rd. Graded gravel roads and alley's as needed. Started street sweeping / cleaned catch basins as needed. Mowed road ditches and shoulders. Continue to trimming trees and brush hanging over / in road ways and allies. Started clearing weeds from curbs / street edges. 6th St. (water tower) and Pine Ave. (Division St. / 1st St.) alley was reclaimed and is now gravel to have new black-top in the future. Received one / waiting for 2nd quote to fix drainage issue in alley Court Ave. (Division St. / Washington St.).

Parks:

Collected garbage as needed / maintained rest rooms. Mowed grass as needed. Train Park: Cut down dead / rotting tree trunk / stump to be removed. Robinson Park: cut and hauled out downed tree / limbs. Lions Hill: Handy Man was brought in at the warming house to do window repairs / install skate shelves / possibly paint floor before opening for the season.

Cemetery:

Mowed grass as needed. Boulder wall and ditch work completed by Roberts Excavating.

Buildings:

Collected garbage & recycling as needed / replaced light bulbs. Mowed grass / watered flowers as needed. The Rock (old school) waiting for quotes to come in for roof repair. City Hall: Some problem lights on the 2nd floor were converted over to LED. Grass mowed at city owned residential properties.

City Shop:

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

Misc:

Started to move compost site to south Pine Ave. Mowed sewer ponds. Mowed neglected properties per city list. Trees at 609 Park Ave. / 118 Division St. were removed for safety / falling concerns. Received 2 loads of winter road salt (will be getting one more).

Equipment Maintenance / Repairs

2005 Chevrolet 2500HD :

Replaced leaking wiper box / replaced 2 burnt light bulbs / replaced missing lock pin on headlight / checked and maintained all other fluid levels.

1999 Ford F-450:

Changed oil / filter. Replaced hydraulic filter / greased drive-train. Maintained all fluid levels.

1999 Ford Sterling:

Replaced air and fuel filters. Replaced broken / missing box side boards. Maintained all fluid levels.

1994 Ford F-250:

Changed oil / filter. Greased drive-train and maintained all fluid levels.

1986 Ford 8000:

Replaced air filter. Replaced broken / missing box side boards.

Road Grader:

Greased entire unit. Checked and maintained all fluid levels.

John Deere Tractor / Mower:

Changed oil / filter. Sharpened blades / greased / maintained fluid levels.

Elgin Street Sweeper:

Replaced gutter broom. Greased and maintained fluid levels.

Cat 226 Skidsteer:

Changed oil / filter. Replaced air / fuel / hydraulic filters. Greased and maintained fluid levels.

Cat 416D Backhoe – Loader:

Replaced broken hydraulic line. Changed oil / filter. Replaced air / in cab air / fuel filters.
Changed gear oil in front wheel hubs.

Mowers / Lawn Equipment:

All mowers greased / maintained fluid levels. Toro 3280D: replaced broken deck arm shackle.
Replaced faulty fuel pump. Replaced throttle cable. Looking at replacing this mower with a 3 in one machine that can be used year round (Lawn Mower / Snow Thrower / Side Walk Sweeper).

Misc.

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

Streets & Parks Supervisor: Craig D. Hiler

October 4, 2019

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: October 16, 2019
SUBJECT: 405 Commercial Avenue – Parking Lot Plowing

BACKGROUND: For the past several years, the City Council has approved the City plowing the parking lot across the street from City Hall (a private parking lot) in exchange for City use. The Council has been making this approval every year.

Staff requests that the Council approve the arrangement indefinitely. If something should change in the future, the matter can be brought back to the City Council at that time.

ATTACHMENTS: None

STAFF RECOMMENDATION: Approve plowing the parking lot across from City Hall indefinitely in exchange for City use of the lot.

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 General Fund							
Dept: 10-111 Mayor and Council							
101-10-111-000-4210	General Ope CHRIS' FOOD CENTER NORTHVIEW BANK	08/31/19 09/01/19	N'borhood Nt Out, Streets fuel Plaque, LandShark services	58218 58249	10/16/2019 10/16/2019	09/19/2019 09/19/2019	107.62 41.34
							148.96
101-10-111-000-4300	Professional NELSON/KARA//	08/28/19	Recording Secretary- August	58246	10/16/2019	09/19/2019	100.00
							100.00
Total Dept. Mayor and Council:							248.96
Dept: 10-130 Executive							
101-10-130-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	09/01/19	Health Insurance- October	58227	10/16/2019	09/19/2019	2,338.70
							2,338.70
101-10-130-000-4210	General Ope CHRIS' FOOD CENTER KETTLE RIVER GRAFIX METRO SALES	08/31/19 50448 INV1422467	N'borhood Nt Out, Streets fuel Letterhead envelopes Copier Lease	58218 58231 58242	10/16/2019 10/16/2019 10/16/2019	09/19/2019 09/19/2019 09/19/2019	19.98 118.46 337.49
							475.93
101-10-130-000-4300	Professional CW TECHNOLOGY	INV00064055	Server install	58220	10/16/2019	09/19/2019	38.77
							38.77
101-10-130-000-4321	Telephone CENTURYLINK	1475281416	Phone Long Distance Utility	58217	10/16/2019	09/19/2019	46.16
							46.16
101-10-130-000-4322	Postage CASH POSTMASTER	08/29/19 9132019	Postage- new council mailing W/S bill postage, Stamps	58215 58254	10/16/2019 10/16/2019	09/19/2019 09/19/2019	16.89 6.00
							22.89
101-10-130-000-4351	Notices & Pt NORTHSTAR MEDIA, INC	08/31/19	Council job, Hinckley Fire ad	58248	10/16/2019	09/19/2019	128.88
							128.88
101-10-130-000-4352	Advertising NORTHSTAR MEDIA, INC NORTHSTAR MEDIA, INC	08/31/19 08/31/19	Council job, Hinckley Fire ad Council job, Hinckley Fire ad	58248 58248	10/16/2019 10/16/2019	09/19/2019 09/19/2019	505.70 500.00
							1,005.70
101-10-130-000-4433	Dues and St LEAGUE OF MINNESOTA CI MINNESOTA MAYORS ASSO SANDSTONE CHAMBER OF	298073 09/01/19 09/17/19	2019-2020 Membership Dues 2019/2020 Membership Dues 2020 Membership dues	58235 58243 58257	10/16/2019 10/16/2019 10/16/2019	09/19/2019 09/19/2019 09/19/2019	3,034.00 30.00 75.00
							3,139.00
Total Dept. Executive:							7,196.03
Dept: 10-150 Financial Administr							
101-10-150-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	09/01/19	Health Insurance- October	58227	10/16/2019	09/19/2019	1,010.60
							1,010.60
Total Dept. Financial Administration:							1,010.60
Dept: 10-191 Planning and Zonin							
101-10-191-000-4300	Professional NORTHVIEW BANK	09/01/19	Plaque, LandShark services	58249	10/16/2019	09/19/2019	6.25

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	PINE COUNTY RECORDER	09/15/19	Dollar General Variance	58253	10/16/2019	09/19/2019	46.00
	PINE COUNTY RECORDER	08/30/19	Sandstone Health Care CUP/Var	58253	10/16/2019	09/19/2019	92.00
	SHORT ELLIOTT HENDRICK	372102, 373885, 373892	Various engineering projects	58262	10/16/2019	09/19/2019	526.07
							670.32
101-10-191-000-4351	Notices & Pt NORTHSTAR MEDIA, INC	08/31/19	Council job, Hinckley Fire ad	58248	10/16/2019	09/19/2019	109.12
							109.12
							Total Dept. Planning and Zoning: 779.44
Dept: 10-193 City Engineer							
101-10-193-000-4300	Professional SHORT ELLIOTT HENDRICK	372102, 373885, 373892	Various engineering projects	58262	10/16/2019	09/19/2019	721.06
							721.06
							Total Dept. City Engineer: 721.06
Dept: 10-194 Buildings & Ground							
101-10-194-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	09/01/19	Health Insurance- October	58227	10/16/2019	09/19/2019	132.10
							132.10
101-10-194-000-4220	Repair & Ma ROBERT BROOKE & ASSOC	171724	City Hall restroom stalls	58256	10/16/2019	09/19/2019	197.89
							197.89
101-10-194-000-4300	Professional JOHNSON/TAMMY// PHASE	09/13/19 52183	City Hall cleaning Lawn mowing services	58229 58252	10/16/2019 10/16/2019	09/19/2019 09/19/2019	890.00 445.50
							1,335.50
101-10-194-000-4381	Electric Utilit MINNESOTA POWER	08/29/19	Electric Utility	58244	10/16/2019	09/19/2019	718.84
							718.84
101-10-194-000-4382	Water Utilitie SANDSTONE/CITY OF// SANDSTONE/CITY OF//	08/31/19 08/31/19	W/S/Storm Water utilities W/S/Storm Water utilities	58260 58260	10/16/2019 10/16/2019	09/19/2019 09/19/2019	1.27 81.57
							82.84
101-10-194-000-4383	Gas Utilities CONSTELLATION NEWENEF	2690377, 2690380	Gas Utility	58219	10/16/2019	09/19/2019	45.00
							45.00
101-10-194-000-4384	Refuse Disp MATT'S SANITATION INC.	8/31/19	Garbage utility	58239	10/16/2019	09/19/2019	58.50
							58.50
101-10-194-000-4385	Storm Water SANDSTONE/CITY OF// SANDSTONE/CITY OF//	08/31/19 08/31/19	W/S/Storm Water utilities W/S/Storm Water utilities	58260 58260	10/16/2019 10/16/2019	09/19/2019 09/19/2019	547.54 31.11
							578.65
101-10-194-000-4401	Building Rep: DRILLING ELECTRIC LLC LAMPERTS	09/03/2019 08/25/19	City Hall- lights conv to LED City Hall window replacement	58221 58234	10/16/2019 10/16/2019	09/19/2019 09/19/2019	1,052.00 255.00
							1,307.00
							Total Dept. Buildings & Grounds: 4,456.32
Dept: 15-205 Safety							
101-15-205-000-4812	Cleanup						

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	EAST CENTRAL SOLID WAS	430974	422 Court Ave Cleanup	58223	10/16/2019	09/19/2019	-5.00
	EAST CENTRAL SOLID WAS	430974	422 Court Ave Cleanup	58223	10/16/2019	09/19/2019	39.36
	EAST CENTRAL SOLID WAS	431520	Furniture dumped by hangar	58223	10/16/2019	09/19/2019	26.92
							63.28
						Total Dept. Safety:	63.28
Dept: 15-240 Building Inspection:							
101-15-240-000-4300	Professional DROTNING/RICHARD//	2019-0013	Building Official services	58222	10/16/2019	09/19/2019	1,595.00
							1,595.00
						Total Dept. Building Inspections:	1,595.00
Dept: 20-300 Public Works Admin							
101-20-300-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	09/01/19	Health Insurance- October	58227	10/16/2019	09/19/2019	2,509.90
							2,509.90
101-20-300-000-4207	Training & In CENTRAL PENSION FUND	08/31/19	Apprenticeship Fund- August	58216	10/16/2019	09/19/2019	60.00
							60.00
101-20-300-000-4210	General Ope KIMBALL-MIDWEST	7401305	Shop grease	58232	10/16/2019	09/19/2019	105.12
							105.12
101-20-300-000-4212	Motor Fuels CHRIS' FOOD CENTER	08/31/19	N'borhood Nt Out, Streets fuel	58218	10/16/2019	09/19/2019	214.27
	FEDERATED CO-OPS, INC	347401	Polthole patcher fuel	58225	10/16/2019	09/19/2019	55.50
	SANDSTONE PETRO PLUS	09/01/19	Streets/Fire Dept fuel	58259	10/16/2019	09/19/2019	407.58
							677.35
101-20-300-000-4321	Telephone SCI BROADBAND	08/25/19	Shop phone/internet utility	58261	10/16/2019	09/19/2019	64.56
							64.56
101-20-300-000-4352	Advertising NORTHSTAR MEDIA, INC	08/31/19	Council job, Hinckley Fire ad	58248	10/16/2019	09/19/2019	31.00
							31.00
101-20-300-000-4384	Refuse Disp. MATT'S SANITATION INC.	8/31/19	Garbage utility	58239	10/16/2019	09/19/2019	152.10
							152.10
101-20-300-000-4404	Machiner & I CHRIS' FOOD CENTER	08/31/19	N'borhood Nt Out, Streets fuel	58218	10/16/2019	09/19/2019	8.00
							8.00
101-20-300-000-4499	Miscellaneous GOPHER STATE ONE CALL	9080719	August Locates	58226	10/16/2019	09/19/2019	13.50
							13.50
						Total Dept. Public Works Administration:	3,621.53
Dept: 20-346 Street Lighting							
101-20-346-000-4381	Electric Utilit MINNESOTA POWER	08/29/19	Electric Utility	58244	10/16/2019	09/19/2019	2,262.76
							2,262.76
						Total Dept. Street Lighting:	2,262.76
Dept: 25-520 Parks Maintenance							
101-25-520-000-4300	Professional						

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	PAUL'S PORTABLES	08/31/19	August Porta-potties	58250	10/16/2019	09/19/2019	400.00
	PAUL'S PORTABLES	08/31/19	August Porta-potties	58250	10/16/2019	09/19/2019	425.00
	PAUL'S PORTABLES	08/31/19	August Porta-potties	58250	10/16/2019	09/19/2019	380.00
	SANDSTONE PETRO PLUS	09/04/19	Camping registration fees	58259	10/16/2019	09/19/2019	16.00
	WSB & ASSOCIATES	R-014531-000-1	'19 Rob Park Grant application	58264	10/16/2019	09/19/2019	1,117.50
							2,338.50
101-25-520-000-4381	Electric Utilit MINNESOTA POWER	08/29/19	Electric Utility	58244	10/16/2019	09/19/2019	49.85
							49.85
101-25-520-000-4750	Sandstone C CHRIS' FOOD CENTER	08/31/19	N'borhood Nt Out, Streets fuel	58218	10/16/2019	09/19/2019	515.76
	NORTHSTAR MEDIA, INC	08/31/19	Council job, Hinckley Fire ad	58248	10/16/2019	09/19/2019	96.90
	PAUL'S PORTABLES	08/31/19	August Porta-potties	58250	10/16/2019	09/19/2019	150.00
	PAUL'S PORTABLES	08/31/19	August Porta-potties	58250	10/16/2019	09/19/2019	190.00
							952.66
101-25-520-000-4760	Sandstone P MN ENERGY RESOURCES C	09/03/19	Gas Utility	58245	10/16/2019	09/19/2019	4.48
							4.48
101-25-520-000-4817	Quarry Days PAUL'S PORTABLES	08/31/19	August Porta-potties	58250	10/16/2019	09/19/2019	1,790.00
							1,790.00
							Total Dept. Parks Maintenance: 5,135.49
Dept: 35-000 Cemetery							
101-35-000-000-4212	Motor Fuels SANDSTONE PETRO PLUS	09/01/19	Streets/Fire Dept fuel	58259	10/16/2019	09/19/2019	277.17
							277.17
101-35-000-000-4300	Professional PHASE	52183	Lawn mowing services	58252	10/16/2019	09/19/2019	1,350.00
							1,350.00
							Total Dept. Cemetery: 1,627.17
							Total Fund General Fund: 28,717.64
Fund: 201 Fire Protection							
Dept: 15-220 Fire							
201-15-220-000-4131	Health Insur I.U.O.E. LOCAL 49 H & W FU	09/01/19	Health Insurance- October	58227	10/16/2019	09/19/2019	132.10
							132.10
201-15-220-000-4207	Training & In NORTHVIEW BANK	09/01/19	Plaque, LandShark services	58249	10/16/2019	09/19/2019	5.25
							5.25
201-15-220-000-4210	General Ope ASPEN MILLS	242006	FD Uniforms- Pankow	58214	10/16/2019	09/19/2019	108.15
	EMERGENCY RESPONSE S	13683	Fire gear waist adjustment	58224	10/16/2019	09/19/2019	217.23
	SANDSTONE DAIRY, LLC	21490	Fire call drinking water	58258	10/16/2019	09/19/2019	252.00
							577.38
201-15-220-000-4212	Motor Fuels SANDSTONE PETRO PLUS	09/01/19	Streets/Fire Dept fuel	58259	10/16/2019	09/19/2019	262.01
							262.01
201-15-220-000-4321	Telephone CENTURYLINK	1475281416	Phone Long Distance Utility	58217	10/16/2019	09/19/2019	3.99
							3.99

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201-15-220-000-4381	Electric Utilit MINNESOTA POWER	08/29/19	Electric Utility	58244	10/16/2019	09/19/2019	209.90
							209.90
201-15-220-000-4382	Water Utilitie SANDSTONE/CITY OF//	08/31/19	W/S/Storm Water utilities	58260	10/16/2019	09/19/2019	58.24
							58.24
201-15-220-000-4383	Gas Utilities CONSTELLATION NEWENEF	2690377, 2690380	Gas Utility	58219	10/16/2019	09/19/2019	67.25
							67.25
201-15-220-000-4384	Refuse Disp MATT'S SANITATION INC.	8/31/19	Garbage utility	58239	10/16/2019	09/19/2019	30.42
							30.42
201-15-220-000-4385	Storm Water SANDSTONE/CITY OF//	08/31/19	W/S/Storm Water utilities	58260	10/16/2019	09/19/2019	21.21
							21.21
201-15-220-000-4404	Machiner & I ARLEN KRANTZ FORD INC	08/22/19	FD Grass Rig repair	58213	10/16/2019	09/19/2019	2,131.64
							2,131.64
201-15-220-000-4499	Miscellaneous MED COMPASS	36291	SCBA user med exams/fit tests	58240	10/16/2019	09/19/2019	890.00
	MEDTOX LABORATORIES IN	07201940020	Pre-employment drug test	58241	10/16/2019	09/19/2019	42.11
							932.11
201-15-220-772-4544	Fire Capital I LHB, INC	180189.00-3, 180189.01-3	Construction Management	58236	10/16/2019	09/19/2019	35,804.54
	MARK HAUG CONSTRUCTIC	2	Fire Hall Pay App #2	58238	10/16/2019	09/19/2019	109,421.00
							145,225.54
						Total Dept. Fire:	149,657.04
						total Fund Fire Protection:	149,657.04
Fund: 228 Economic Developer							
Dept: 50-540 Economic Developn							
228-50-540-000-4300	Professional KENNEDY & GRAVEN	149932	Redemption of Wild River bonds	58230	10/16/2019	09/19/2019	2,636.25
	NORTHSPAN	SBRE-19-5	Eco Dev consulting	58247	10/16/2019	09/19/2019	1,060.00
							3,696.25
228-50-540-000-4351	Notices & Pt NORTHSTAR MEDIA, INC	08/31/19	Council job, Hinckley Fire ad	58248	10/16/2019	09/19/2019	78.88
							78.88
228-50-540-000-4499	Miscellaneous KROSCHER LAND SURVEYO	09/10/19	Wild River property specs	58233	10/16/2019	09/19/2019	40.00
							40.00
						Total Dept. Economic Development:	3,815.13
						ic Development Authority:	3,815.13
Fund: 401 Capital Projects Fund							
Dept: 40-450 Capital Account							
401-40-450-000-4544	Undesignate LHB, INC	180189.00-3, 180189.01-3	Construction Management	58236	10/16/2019	09/19/2019	32,286.86
	LUNDBERG PLUMBING & HE	2	City Hall Boiler Pmt 2	58237	10/16/2019	09/19/2019	27,550.00
							59,836.86

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							Total Dept. Capital Account: 59,836.86
							and Capital Projects Fund: 59,836.86
Fund: 424 SCDP Grant							
Dept: 46-000 SCDP Grant							
424-46-000-000-4852 Grant							
	PREMIER OUTDOOR SERVI	811	SCDP- Phase parking lot	58255	10/16/2019	09/19/2019	12,400.00
							12,400.00
							Total Dept. SCDP Grant: 12,400.00
							Total Fund SCDP Grant: 12,400.00
Fund: 485 Rock Redevelopment							
Dept: 40-450 Capital Account							
485-40-450-000-4300 Professional							
	STRAIGHTLINE SURVEYING	2019-207	"The Rock" survey	58263	10/16/2019	09/19/2019	1,100.00
							1,100.00
							Total Dept. Capital Account: 1,100.00
							and Rock Redevelopment: 1,100.00
Fund: 601 Water Fund							
Dept: 00-000 Balance Sheet Acco							
601-00-000-000-1101 UB Rec Volu							
	JENSEN/VICTOR//	09/18/19	W/S overpayment refund	58228	10/16/2019	09/19/2019	269.17
							269.17
							Total Dept. Balance Sheet Accounts: 269.17
Dept: 60-911 Water Production/Di							
601-60-911-000-4131 Health Insur:							
	I.U.O.E. LOCAL 49 H & W FU	09/01/19	Health Insurance- October	58227	10/16/2019	09/19/2019	727.30
							727.30
601-60-911-000-4300 Professional							
	PEOPLESERVICE, INC.	0033841	Water/Sewer Contract	58251	10/16/2019	09/19/2019	257.55
	PEOPLESERVICE, INC.	0033841	Water/Sewer Contract	58251	10/16/2019	09/19/2019	5,030.50
							5,288.05
601-60-911-000-4322 Postage							
	POSTMASTER	9132019	W/S bill postage, Stamps	58254	10/16/2019	09/19/2019	81.21
	POSTMASTER	9132019	W/S bill postage, Stamps	58254	10/16/2019	09/19/2019	35.00
							116.21
601-60-911-000-4383 Gas Utilities							
	MN ENERGY RESOURCES C	09/03/19	Gas Utility	58245	10/16/2019	09/19/2019	30.49
							30.49
601-60-911-670-4583 Water Capita							
	SHORT ELLIOTT HENDRICK#72102, 373885, 373892		Various engineering projects	58262	10/16/2019	09/19/2019	2,000.00
	SHORT ELLIOTT HENDRICK#72102, 373885, 373892		Various engineering projects	58262	10/16/2019	09/19/2019	140.00
							2,140.00
							Dept. Water Production/Distribution: 8,302.05
							Total Fund Water Fund: 8,571.22
Fund: 602 Sewer Fund							
Dept: 50-950 Sewer Services							

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602-50-950-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FU	09/01/19	Health Insurance- October	58227	10/16/2019	09/19/2019	727.30
							727.30
602-50-950-000-4300	Professional						
	PEOPLESERVICE, INC.	0033841	Water/Sewer Contract	58251	10/16/2019	09/19/2019	257.55
	PEOPLESERVICE, INC.	0033841	Water/Sewer Contract	58251	10/16/2019	09/19/2019	5,030.50
	SHORT ELLIOTT HENDRICK#72102, 373885, 373892		Various engineering projects	58262	10/16/2019	09/19/2019	3,213.19
	SHORT ELLIOTT HENDRICK#72102, 373885, 373892		Various engineering projects	58262	10/16/2019	09/19/2019	1,545.98
							10,047.22
602-50-950-000-4322	Postage						
	POSTMASTER	9132019	W/S bill postage, Stamps	58254	10/16/2019	09/19/2019	81.21
	POSTMASTER	9132019	W/S bill postage, Stamps	58254	10/16/2019	09/19/2019	35.00
							116.21
602-50-950-000-4383	Gas Utilities						
	MN ENERGY RESOURCES C	09/03/19	Gas Utility	58245	10/16/2019	09/19/2019	3.60
							3.60
602-50-950-000-4386	Sewer water						
	SANDSTONE/CITY OF//	08/31/19	W/S/Storm Water utilities	58260	10/16/2019	09/19/2019	42.40
							42.40
							Total Dept. Sewer Services: 10,936.73
							Total Fund Sewer Fund: 10,936.73
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	09/01/19	Health Insurance- October	58227	10/16/2019	09/19/2019	186.00
							186.00
603-50-951-000-4322	Postage						
	POSTMASTER	9132019	W/S bill postage, Stamps	58254	10/16/2019	09/19/2019	50.38
							50.38
							Total Dept. Storm Water Services: 236.38
							Total Fund STORM WATER: 236.38
							Grand Total: 275,271.00

Check Register Report

SEPTEMBER PAYROLL

Emp. Code Desc.: 01
City of Sandstone

Date: 10/11/2019
Time: 12:34:07

Check No.	Check Date	Recon.Date	Status	Employee ID	Pay To	Check Description	Amount
6095	09/13/2019		P	IUOE LOCAL	IUOE LOCAL 49	Remittance Check	\$175.00
6096	09/27/2019		V	00276		Pay Check	\$0.00
20191900	09/13/2019		R	00182		PP 19 PAY DATE 9/13	\$943.10
20191901	09/13/2019		R	00172		PP 19 PAY DATE 9/13	\$1,256.65
20191902	09/13/2019		R	00136		PP 19 PAY DATE 9/13	\$613.24
20191903	09/13/2019		R	00280		PP 19 PAY DATE 9/13	\$705.69
20191904	09/13/2019		R	00274		PP 19 PAY DATE 9/13	\$2,246.64
20191905	09/13/2019		R	00278		PP 19 PAY DATE 9/13	\$1,352.06
20191906	09/13/2019		R	00132		PP 19 PAY DATE 9/13	\$939.11
20191907	09/13/2019		R	00246		PP 19 PAY DATE 9/13	\$862.07
20192000	09/27/2019		R	00182		PP 20 PAY DATE 9/27	\$978.10
20192001	09/27/2019		R	00172		PP 20 PAY DATE 9/27	\$1,291.66
20192002	09/27/2019		R	00136		PP 20 PAY DATE 9/27	\$648.25
20192003	09/27/2019		R	00267		PP 20 PAY DATE 9/27	\$90.96
20192004	09/27/2019		R	00254		PP 20 PAY DATE 9/27	\$9.10
20192005	09/27/2019		R	00206		PP 20 PAY DATE 9/27	\$510.39
20192006	09/27/2019		R	00212		PP 20 PAY DATE 9/27	\$454.43
20192007	09/27/2019		R	00245		PP 20 PAY DATE 9/27	\$408.95
20192008	09/27/2019		R	00292		PP 20 PAY DATE 9/27	\$66.84
20192009	09/27/2019		R	00281		PP 20 PAY DATE 9/27	\$81.86
20192010	09/27/2019		R	00266		PP 20 PAY DATE 9/27	\$18.19
20192011	09/27/2019		R	00275		PP 20 PAY DATE 9/27	\$166.48
20192012	09/27/2019		R	00293		PP 20 PAY DATE 9/27	\$147.05
20192013	09/27/2019		R	00059		PP 20 PAY DATE 9/27	\$531.01
20192014	09/27/2019		R	00207		PP 20 PAY DATE 9/27	\$336.57
20192015	09/27/2019		R	00217		PP 20 PAY DATE 9/27	\$72.77
20192016	09/27/2019		R	00248		PP 20 PAY DATE 9/27	\$372.57
20192017	09/27/2019		R	00280		PP 20 PAY DATE 9/27	\$437.93
20192018	09/27/2019		R	00274		PP 20 PAY DATE 9/27	\$2,246.64
20192019	09/27/2019		R	00255		PP 20 PAY DATE 9/27	\$54.58
20192020	09/27/2019		R	00276		PP 20 PAY DATE 9/27	\$27.29
20192021	09/27/2019		R	00278		PP 20 PAY DATE 9/27	\$1,387.06
20192022	09/27/2019		R	00132		PP 20 PAY DATE 9/27	\$974.11
20192023	09/27/2019		R	00246		PP 20 PAY DATE 9/27	\$642.56

Total Checks: 34

Sub-Total: **\$20,868.91**
Total Void/Stop Payment: **\$0.00**
Grand Total: **\$20,868.91**

Remittance Vendor History Report

SEPTEMBER PAYROLL ACHA

Emp. Code Desc.: All Employers
City of Sandstone

Date: 10/11/2019
Time: 12:35:04

Check/Trx *	Date	Vendor Code	Vendor Name	Amount
* 896	09/13/2019	HCSP	MN STATE RETIREMENT SYSTEM	\$421.04
* 896	09/13/2019	IRS	INTERNAL REVENUE SERVICE	\$3,144.53
* 898	09/13/2019	MN DEPARTM	MN DEPARTMENT OF REVENUE	\$691.61
* 896	09/13/2019	MNDCP	ORCHARD TRUST COMPANY	\$1,257.00
* 896	09/13/2019	PERA	PUBLIC EMPLOYEES RETIREMENT	\$1,695.20
* 901	09/27/2019	HCSP	MN STATE RETIREMENT SYSTEM	\$421.04
* 901	09/27/2019	IRS	INTERNAL REVENUE SERVICE	\$3,598.26
* 901	09/27/2019	MN DEPARTM	MN DEPARTMENT OF REVENUE	\$571.12
* 901	09/27/2019	MNDCP	ORCHARD TRUST COMPANY	\$1,257.00
* 901	09/27/2019	PERA	PUBLIC EMPLOYEES RETIREMENT	\$1,695.20
Total:				\$14,852.00

Grand Total September AP & Payroll : **\$310,801.91**