

SANDSTONE CITY COUNCIL
WEDNESDAY – NOVEMBER 15, 2017
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
(Comments from Visitors must be informational in nature and not exceed (5) minutes per person. The City Council generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. It is unacceptable for any speaker to slander or engage in character assassination at a public City Council meeting.)
6. Public Hearing:
 - A. Assessments for Unpaid Charges (pgs. 3-5)
 - B. Assessment for Unpaid Utility Bills (pgs. 6-9)
7. Consent Agenda:
 - A. Approval of Meeting Minutes:
 1. November 1, 2017 – Regular Council Meeting (pgs. 10-13)
8. Old & Continuing Business
 - A. SCDP – Contract with Lakes and Pines (pgs. 14-18)
 - B. Midwest Properties of Sandstone, LLC – Release of Letter of Credit (pgs. 19-21)
 - C. Greg Anderson, SEH – Updates (pgs. 22-24)
9. New Business:
 - A. City Hall Roof (pgs. 25-29)
 - B. Resolution 20171115-01 Supporting Local Decision Making Authority (pgs. 30-31)
 - C. Special Event Permit Application – Boy Scout Troop 3327 (pgs. 32-35)
 - D. Assessment for Sanitary Sewer Connection Charges – 111 Commercial Ave S (pgs. 36-39)
 - E. Timber Sale Contract (pgs. 40-42)
10. Reports
 - A. Library Report – October (pg. 43)
 - B. Planning Commission/City Council Joint Meeting – November 8th (pgs. 44-45)
 1. Adopt Comprehensive Plan (pg. 46)
 - C. Planning Commission Meeting – November 8th (pgs. 47-49)
 1. Heliport Ordinance – Public Hearing Continued to December 13th
 2. Interim Ordinance – Moratorium on Adult Establishments (pgs. 50-54)
 3. Rescind City Code 610 – Premises Conducive to High Risk Sexual Conduct (pgs. 55-56)
 - D. Park & Rec Commission – November 9th Meeting (pgs. 57-59)
 1. New Commission Member (pgs. 60-61)
 2. Chamber Request (pg. 62)
 - E. Special Council Meeting – November 15th Meeting
 1. City Administrator Performance Evaluation
 - F. PeopleService, Inc. – September Report (pgs. 63-71)
 - G. Financial Reports
 1. Cash Balance, Revenue & Expenditure Report – October (pg. 72)
 2. Vendor Approval Summary Report – November 1, 2017 (Paid Claims) (pg. 73)
 3. A/P Clerk Claims – November 2 through November 15, 2017 (Unpaid Claims) (pgs. 74-78)
11. Written Notices and Communications
12. Administrator’s Report
13. Adjourn

UPCOMING MEETINGS:

November 8	12:00 p.m. – Chamber Meeting
November 8	6:00 p.m. – Joint Meeting with Planning Commission
November 8	7:00 p.m. – Planning Commission
November 9	8:00 a.m. – Park & Rec Commission @ Sprouts
November 9	6:00 p.m. – Law Enforcement Meeting
November 10	Veterans Day – CITY HALL CLOSED
November 13	9:00 a.m. – Council Work Session
November 13	4:00 p.m. – SHACC Meeting
November 15	9:00 a.m. – Old Highway 61 Meeting
November 15	10:00 a.m. – NLX Meeting
November 15	5:00 p.m. – Special Council Meeting – City Administrator Evaluation
November 15	6:00 p.m. – City Council Meeting
November 16-17	CGMC Conference – Alexandria
November 22	6:00 p.m. – EDA Meeting
November 23	Thanksgiving Day – CITY HALL CLOSED
November 24	CITY HALL CLOSED
November 28	6:30 p.m. – Hospital District Meeting
December 6	6:00 p.m. – City Council Meeting 6:30 p.m. – Truth in Taxation Meeting
December 7	10:30 a.m. – East Central Housing Organization
December 8	8:00 a.m. – Park & Rec Commission Meeting

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Public Hearing – Assessments for Unpaid Charges

BACKGROUND: Notice has been published in the *Pine County Press*.

The following properties are proposed to be assessed for unpaid city services:

Parcel ID	Property Description	City Service	Total
45.5224.000	Sect-9 Twp-42 R-20 Gunns 1st Add Lot-5 Block-1	Waste Removal	\$146.11
45.5358.000	Sect-10 Twp-42 Range-20 Townsite of Sandstone Quarries Lot-4 Block-17	Lawn Mowing	\$125.00
45.5351.000	Sect-10 Twp-42 Range-20 Townsite of Sandstone Quarries Lot-7 Block-16	Lawn Mowing	\$141.25
45.5358.000	Sect-10 Twp-42 Range-20 Townsite of Sandstone Quarries Lot-4 Block-17	Lawn Mowing	\$85.00
	TOTAL TO BE ASSESSED		\$497.36

ATTACHMENTS Resolution 20171115-02 Adopting Assessment for Unpaid Charges

STAFF Open Public Hearing
RECOMMENDATION: Call for Comments from the Public
 Close Public Hearing
 Discuss
 Adopt Resolution 20171115-02

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

RESOLUTION 20171115-02
RESOLUTION ADOPTING ASSESSMENT FOR UNPAID CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessments for unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff,

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

Such proposed assessment for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the assessments against the lands named herein.

Such assessment shall be payable over a period of one year on or before the first Monday of January.

The owner of the property so assessed may, prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, to the City Clerk. Such payment must be made before November 30, 2017.

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

Adopted by the Council this 15th day of November, 2017.

Mayor

City Clerk

**CITY OF SANDSTONE
RESOLUTION NO. 20171115-02
EXHIBIT 1**

Parcel ID	Property Description	City Service	Total
45.5224.000	Sect-9 Twp-42 R-20 Gunns 1st Add Lot-5 Block-1	Waste Removal	\$146.11
45.5358.000	Sect-10 Twp-42 Range-20 Townsite of Sandstone Quarries Lot-4 Block-17	Lawn Mowing	\$125.00
45.5351.000	Sect-10 Twp-42 Range-20 Townsite of Sandstone Quarries Lot-7 Block-16	Lawn Mowing	\$141.25
45.5358.000	Sect-10 Twp-42 Range-20 Townsite of Sandstone Quarries Lot-4 Block-17	Lawn Mowing	\$85.00
	TOTAL TO BE ASSESSED		\$497.36

(STATE OF MINNESOTA

COUNTY OF PINE)) ss. Authentication Certificate

I, the undersigned, being the duly qualified City clerk of the City of Sandstone, certify that the attached Resolution of the City Council adopting a certification for unpaid charges under the Public Utilities Ordinance, is a true copy of the original, of which is on file at the City of Sandstone.

Dated this 15th day of November, 2017

Seal

City Clerk
City of Sandstone

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Public Hearing – Assessments for Unpaid Utility Bills

BACKGROUND: Notice has been published in the *Pine County Press*.

See the Resolution for a list of properties that are to be assessed for unpaid utility bills.

ATTACHMENTS Resolution 20171115-03 Adopting Assessment for Unpaid Utility Bills

STAFF Open Public Hearing
RECOMMENDATION: Call for Comments from the Public
Close Public Hearing
Discuss
Adopt Resolution 20171115-03

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

RESOLUTION NO. 20171115-03

A RESOLUTION CERTIFYING UNPAID CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

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

Such proposed certification of unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein

Such certification shall be payable over a period of one year on or before the first Monday in January.

The owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property to the City of Sandstone. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, 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 unpaid charges shall be collected and paid over in the same manner as property taxes

Passed by the City Council of Sandstone, Minnesota this 15th day of November, 2017.

Mayor

Attested:

City Clerk

**CITY OF SANDSTONE
RESOLUTION NO. 20171115-03
EXHIBIT 1**

Name	Property Tax	Service	Total
PRITCHARD/JOSHUA//	455293000	Utility Bill	\$89.77
WEBER/SARA & PAUL//	455454000	Utility Bill	\$139.97
ZEBRASKY/KATRI//	455456000	Utility Bill	\$409.53
WILLIAMSON/SHAWNA//	455463000	Utility Bill	\$103.50
RICHARDSON/ROGER//	455227000	Utility Bill	\$249.77
TAX FORFEIT	455251000	Utility Bill	\$41.76
JOKELA/MARILYN//	455288000	Utility Bill	\$56.76
BREEMS/DAWN//	455335000	Utility Bill	\$116.76
LEMKE/ERIN//	455366000	Utility Bill	\$490.24
ZIEGLER/AMY//	455470000	Utility Bill	\$40.20
JOHNSON/TONYA//	455178000	Utility Bill	\$78.70
VOLKMAN/BRAD//	455189000	Utility Bill	\$142.23
BECK/WANDA//	450035001	Utility Bill	\$422.09
ANDERSON/MATT//	450021001	Utility Bill	\$874.41
CHESBROUGH/JAMIE//	450101006	Utility Bill	\$68.32
TAYLOR/CHANTELL//	455221000	Utility Bill	\$851.97
HAYES/JOYCE//	455224000	Utility Bill	\$80.58
HAYES/JOYCE//	455225000	Utility Bill	\$24.00
PFEIFER/AMY//	455087000	Utility Bill	\$74.79
FORFIET///	455093001	Utility Bill	\$62.60
TOM SAWYER HOMES INC///	455233000	Utility Bill	\$285.66
KNUTSON/KENT//	455281000	Utility Bill	\$52.60
FORFEITED TO COUNTY///	455341000	Utility Bill	\$25.39
FORFEITED TO COUNTY///	455327000	Utility Bill	\$52.60
315 S 1ST ST LLC///	455358000	Utility Bill	\$37.44
OIEN/STEVE//	450025000	Utility Bill	\$33.00
FORFEIT///	450032000	Utility Bill	\$99.50
KROLL/JENNIFER&RONALD//	450032003	Utility Bill	\$53.05
THOMAS/OLAF//	450048000	Utility Bill	\$33.00
WHITE/TAMMI//	450064001	Utility Bill	\$33.00
RENFIELD LAND CO///	450082000	Utility Bill	\$72.82
SLAMA/CHARLES H.//	450099000	Utility Bill	\$297.94
FORFIET///	455131000	Utility Bill	\$21.24
FORFIET///	455176000	Utility Bill	\$115.45
TEMPLE CORP///	455214000	Utility Bill	\$43.01
WARNER/DANIELLE//	455234000	Utility Bill	\$25.26
ROSTAMKHANI/MANOUCHEER//	455444000	Utility Bill	\$18.98
CARMICLE/REED//	455601000	Utility Bill	\$33.00
Total			\$6,536.67

(STATE OF MINNESOTA

COUNTY OF PINE)) ss. Authentication Certificate

I, the undersigned, being the duly qualified City clerk of the City of Sandstone, certify that the attached Resolution of the City Council adopting a(n) certification for unpaid charges under the Public Utilities Ordinance, is a true copy of the original, of which is on file at the City of Sandstone.

Dated this 15th day of November, 2017

Seal

City Clerk
City of Sandstone

**Sandstone City Council Meeting Minutes
November 1, 2017**

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Kester, Franklin, Spartz and Palmer

Members absent: Devlin

Staff present: Administrator George and Recording Secretary Nelson

Others present: Deputy Workman from Pine County Sheriff's office

PLEDGE OF ALLEGIANCE:

Council, guests and staff recite pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Motion Franklin, second Palmer to approve the agenda with the addition of 11C - EDA Bylaws and 10F - Snowplowing Request. Motion carried 4-0.

SPECIAL ITEMS OF BUSINESS:

Deputy Workman reported on the criminal activity from this past month and encouraged everyone to be diligent in locking up autos, sheds, garages, etc. As the weather cools and people spend less time outside, criminals use this opportunity to look for items outside that are easy to steal.

PETITIONS OR COMPLAINTS BY RESIDENTS AND/OR COUNCIL MEMBERS:

Franklin asked about lighting for the hospital sign. The administrator has investigated and the only quick solution seems to be lighting on the ground pointed at the sign itself. She will look further into options.

The Chamber Halloween party at the Fire Hall last night was a great success. Over 250 children received goody bags and fire hats.

PUBLIC HEARING: None

CONSENT AGENDA:

Motion Franklin, second Palmer to approve the minutes of the October 18, 2017 regular meeting and the minutes of the October 23, 2017 special council work session. Motion carried 4-0.

OLD & CONTINUING BUSINESS:

Right-of-Way Ordinance Amendment

This year, the State Legislature expanded the scope of entities authorized to use public rights-of-way, paving the way for providers utilizing "small cell" technology to locate within the ROW. The City is authorized to enact certain limitations and procedural safeguards on these uses. The City Attorney has prepared an ordinance amendment that incorporates the statutory changes into the City's existing ROW ordinance. The changes ensure that the City will exercise its full authority to regulate uses of its ROW.

There is a new 10-day notification requirement before the Council can adopt the ordinance. The required information was posted at City Hall on October 19, 2017.

Motion Palmer, second Kester to approve Ordinance No. 20171101-01 Amending Chapter VIII, Section 835 of the Sandstone City Code Regarding Right-of-Way Management Related to Small Cells; and further to approve Ordinance No. 20171101-02 allowing for summary publication of the ordinance. Motion carried 4-0.

NEW BUSINESS:

Old Military Road/Airport Road Project

The fourth and final payment request was received by the City for the Old Military Road and Airport Road Improvements. Once the project is closed out and accepted by the City, the one-year warranty begins. The council questioned whether a change order had been approved, since the final price was \$9,871.17 more than the contract price. The administrator will investigate and report back.

Motion Franklin, second Palmer to approve the payment of \$84,135.34 to MPJ Enterprises LLC which includes 100% of the work for Old Military Road and Airport Road; and further closing out the project contingent on staff discovering if the change order was approved by the city council. Motion carried 4-0.

Agreement for Law Enforcement Services

An agreement has been reached between the City and the Sheriff's office for services covering 2018-2020. The City Attorney has reviewed the Agreement and made various changes which were previously reviewed by the Council at a work session. The contract allows for law enforcement services 10 hours per day, five days per week. In 2018, the City will pay the County \$132,288.00 for these services. In 2019, the City will pay \$138,892.00. In 2020, the City will pay \$145,834.00.

Motion Spartz, second Palmer to approve the Agreement for Law Enforcement Services from the Pine County Sheriff's office for years 2018 through 2020 as presented. Motion carried 4-0.

Pine County Historical Society Request

The City received a funding request from the Pine County Historical Society. The City has contributed \$1,500 each year since 2012. The Council discussed the changing focus for the City as the City is supporting the Sandstone History and Art Center and the fact that the Pine County Historical Society is a County organization.

Motion Spartz, second Kester to support the Pine County Historical Society in the amounts of \$1,500 in 2018, \$1,000 in 2019, \$500 in 2020, and \$0 in 2021, with the ability to revisit the subject at any time. Motion carried 4-0. The Administrator will send a letter to the Pine County Historical Society explaining the change.

Public Works Building Lease Purchase Debt

The City entered a Lease Purchase arrangement in 2011 for the purchase of the Public Works building. The original debt amount was \$340,000. The interest rate is 4.309% and the Council has discussed paying the debt off because of the high interest rate. Annual payments have been approximately \$31,000. The current principal balance is \$220,000. The remaining interest cost would be \$44,412.50 if the City continued to pay on schedule. The money to pay off the debt would come from the general fund which has more than enough.

Motion Franklin, second Palmer to pay the debt off by the end of this year. Motion carried 4-0.

Set Council Work Session

Staff would like to meet with Council to finalize the 2018 Budget & Levy and also to review the Fee Schedule.

Motion Spartz, second Franklin to set a work session to finalize the 2018 Budget & Levy and also to review the Fee Schedule on Monday, November 13, at 9:00 a.m. Motion carried 4-0.

Snow Plowing Request

Motion Franklin, second Palmer to plow the parking lot located at 405 Commercial Avenue North in exchange for the parking they provide for those who use the City Hall building. Motion carried 4-0.

REPORTS:

Fire Department Relief Association

The Mayor and Administrator attended the Relief Association meeting and reported that the Association is in comfortable financial status. The state aid money should come in this year. This will be the third year in a row that the City will not need to contribute into the Relief fund.

Council Work Session Follow Up – October 23rd Meeting

The Administrator has begun drafting a Special Assessment Policy.

Council Members and staff will meet with the Sheriff and Deputy regarding expectations.

A Midterm evaluation of the City Administrator's job performance has been scheduled for November 15th, 2017, at 5:00 p.m.

The Council is brainstorming ways to redevelop the former High School building ("The Rock").

The City Administrator is responsible to ensure that the snow removal process is effective.

EDA – October 25th Meeting

Representatives from Great Lakes Management reported on the Wild River Townhomes and Senior Apartments. Representatives from The Northspan Group were also present to discuss development priorities with the EDA members.

The EDA also approved the amended bylaws, changing the meeting date to the 4th Wednesday of every month at 6:00 p.m. **Motion Palmer, second Franklin to approve the amended Bylaws as presented. Motion carried 4-0.**

Financial Reports

One of the council members had a question on the cremation charge which actually refers to a grave opening.

Motion Palmer, second Franklin to accept and pay A/P Clerk Claims. Motion carried 4-0.

WRITTEN NOTICES AND COMMUNICATIONS: None

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

Wild River Townhomes and Senior Apartments

Clarified PILOT Payment – information that county had previously given the Administrator was incorrect. The revised numbers indicate that it is a better deal for the City to take part in the PILOT program. This is based on 2017 Valuations.

Rental Inspections

The inspector has been able to inspect 15 properties in August through October. Only one passed the first time. Most of the infractions are smoke and CO2 detectors. The council discussed the length of time that the owners are given to come into compliance. The administrator will check the City's ordinance to discover the particulars on timing.

Digital Display Speed Signs

Permits were received from MN DOT. The posts that they are attached to are problematic. The administrator will communicate with MN DOT to solve this issue.

Correspondence re LGA Increase

There was a letter to the editor written by Representative Steve Drazkowski. The letter points out that funding to the Local Government Aid program has been increased this legislative year and that local governments should be lowering property taxes. A response has been drafted by the Coalition of Greater Minnesota Cities and published in the same newspapers correcting some of the assumptions made by Drazkowski.

Pine County Local Government Officials Meeting – October 24

The Mayor and administrator attended. There was a very good presentation on the aging population. They also received a comparison on tax levies. The Council discussed the City's tax rate in comparison with other nearby cities.

LMC Regional Meeting – October 26th

The administrator attended this meeting during which they discussed strategies for communicating change to the citizens. Legislative updates were provided – 2018 priorities include police training, supplemental budget, bonding bill and data practices.

River Bluff Project

The administrator suggested perhaps a neighborhood meeting could take place while the engineers are consulting and citizen input could be implemented into the plans and specifications.

City Newsletter

The council asked about a city newsletter and the administrator informed them that one is in the works. Her hope is to produce a newsletter in the Fall and in the Spring each year. The newsletter will be available online and through the mail.

GPS 45:93 Meeting – October 27th

It was at Nemađji in Bruno. Attendees received a tour of the facility.

Robinson Park Clean Up – October 28th

The weather was a factor as no one besides the a couple of the climbers showed up.

Congressman Nolan – November 1st

The Mayor and administrator met with Rick Olseen and discussed priorities and concerns.

CGMC Conference – November 16th – 17th

The administrator is planning to attend this conference in Alexandria.

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

ADJOURN

Motion Franklin, second Kester to adjourn at 7:07 p.m. Motion carried 4-0.

Peter Spartz, Mayor

Kathy George, Administrator

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: SCDP – Contract with Lakes and Pines

BACKGROUND: Lakes and Pines is the agency that is administering our Small Cities Development Grant. The program allows for compensation for administration purposes. The City has been awarded \$588,800 in grant funds to be used as follows:

Owner Occupied Housing Rehab \$350,000
Commercial Rehab \$162,000
General Administration \$76,800 (13% of total grant)

The proposed contract is a “not to exceed” amount of \$102,800 which is comprised of \$76,000 for Lakes and Pines and \$26,000 in-kind services from the City.

ATTACHMENTS Proposed Contract

STAFF Review and Approve
RECOMMENDATION:

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

**CONTRACT AGREEMENT FOR ADMINISTRATION OF THE
SMALL CITIES DEVELOPMENT PROGRAM
BY AND BETWEEN SANDSTONE, MINNESOTA AND
LAKES AND PINES C.A.C., INC. OF MORA, MINNESOTA**

I. Identity of Parties:

The parties to this contract shall be the City of Sandstone, located within the state of Minnesota hereinafter referred to as “City” and Lakes and Pines Community Action Council, Inc. of Mora, Minnesota hereinafter referred to as “Lakes and Pines”.

II. Duration:

The City agrees to contract with Lakes and Pines for services described in Section III below for a minimum of thirty (39) months commencing on June 29, 2017 through December 31, 2020, unless the contract is extended by mutual agreement between the City and Lakes and Pines.

III. Duties and Responsibilities:

This contract agreement provides for technical and administrative assistance to the City in carrying out the rehabilitation activities under the Small Cities Development Program grant awarded to the City by the Department of Employment and Economic Development.

This technical and administrative assistance to be provided to the City by Lakes and Pines shall include the following:

1. Maintenance of all records.
2. Compliance with all environmental, labor standards and civil rights requirements.
3. Preparation of correspondence and reports to the Department of Employment and Economic Development of the State of Minnesota.
4. Completion of all the Small Cities Development Program grant conditions and submitting required documentation of those conditions to the Department of Employment and Economic Development.
5. Preparation of all contracts for services of rehabilitation.
6. Preparation of all documents and forms needed to make rehabilitation loans and grants.

7. Distribution of public information about the City of Sandstone Small Cities Development Program to citizens.
8. Determination of the eligibility of properties and property owners for rehabilitation loans and grants.
9. Submission of progress reports to the City and the Department of Employment and Economic Development on the City of Sandstone Small Cities Development Program activities, as requested.
10. Processing participant applications by obtaining supplemental data.
11. Conducting property inspections with special attention to:
 - a. Health and safety factors
 - b. Energy conservation
 - c. Preservation of basic structure
12. Preparation of inspection write-ups on needed and eligible rehabilitation work.
13. Duplication of write-ups and other necessary papers for property owners and contactors.
14. Providing property owners with a listing of contractors that have licenses and insurance on file with Lakes and Pines.
15. Reviewing bids for completeness, accuracy and fair costs. Identifying acceptable bid(s).
16. Conducting initial, interim and final inspections during the rehabilitation process.
17. Obtaining appropriate signatures on required completion papers that will be delivered or mailed to person(s) authorized to make final payment.
18. Allowing appropriate annual audits and performing the close-out of the City of Sandstone Small Cities Development Program as required by the Minnesota Department of Employment and Economic Development.

IV. Compensation:

Certain funds are available for administration purposes. An operating budget and fiscal procedures document have been prepared and are acceptable to both the City and Lakes and Pines, and shall become a part of this contract. Lakes and Pines agrees to perform all services for a cost not to exceed \$102,800.00, \$76,000.00 the amount designated by the Department of Employment

and Economic Development for program administration, and \$26,000.00 in-kind services from the City.

V. General Terms:

1. Services specified in Section III of this contract may be subcontracted by Lakes and Pines with the prior approval of the City.
2. The contract shall be subject to modification at any time provided there is mutual agreement in writing between Lakes and Pines and the City on the proposed modifications.
3. The contract shall be subject to termination provided that the respective party (Lakes and Pines or the City) be given 60 days written notice.
4. Compliance with Regulations. Lakes and Pines and the City ensure that the applicable state and federal acts or regulations listed in the Grant Agreement with the State of Minnesota are complied with.
5. The City shall not be responsible for the activities of employees of Lakes & Pines, its agents, assigns, or contractors performing the work on the Small Cities Development Program project.
6. Lakes & Pines shall defend, indemnify and hold harmless the City, its members, officers, and employees from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss and expenses resulting from or alleged to result from Lakes & Pines' operation under this contract.
7. Lakes & Pines shall not be responsible for the activities of employees of the City, its agents, assigns, or contractors performing the work on the Small Cities Development Program project.
8. The City shall defend, indemnify and hold harmless Lakes & Pines, its members, officers, and employees from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss and expenses resulting from or alleged to result from the City's operation under this contract.

IN WITNESS, WHEREOF, Lakes and Pines has caused this contract to be duly executed in its behalf and the City has caused the same to be duly executed on its behalf;

City of Sandstone

Lakes and Pines Community Action Council, Inc.

Mayor –Peter Spartz

Board Chair- Gene Anderson

Date

Date

City Administrator – Kathy George

Executive Director- Robert Benes

Date

Date

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Midwest Properties of Sandstone, LLC – Release of Letter of Credit

BACKGROUND: The City is holding a Letter of Credit on the Golden Horizons project in the amount of \$125,000. The last item to clear is the stormwater retention pond.

SEH Engineer Greg Anderson inspected the pond earlier this fall and is comfortable with releasing the Letter of Credit.

ATTACHMENTS Letter of Credit document

STAFF RECOMMENDATION: Authorize Staff to release the Letter of Credit

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

This credit is issued subject to the uniform customs and practice for documentary credits (1993 revision), international chamber of commerce publication No. 500, as amended and engages us in accordance with the terms thereof.

MINNEWEST BANK:

By 
Matthew Hodsdon, Region President

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Greg Anderson, SEH - Updates

BACKGROUND: Greg Anderson will attend the meeting to discuss the following:

- Lundorff Drive
- MN DOT Wage Decision
- River Bluff Project – Neighborhood Meeting
- 2018 Water Extension Projects

ATTACHMENTS MN DOT Letter re Prevailing Wage Audit Findings

STAFF Discussion

RECOMMENDATION:

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

October 25, 2017

Mr. Greg Anderson
SEH Inc.
3535 Vadnais Center Dr
St Paul MN 55110

Via Email: ganderson@sehinc.com

Subject: **PREVAILING WAGE AUDIT FINDINGS**

State Project Number: 098-080-051

Project Location: Lundorff Drive over Skunk Creek – Pine County, MN

Prime Contractor: RL Larson Excavating

Case File Number: 20160901-02261

Dear Mr. Anderson:

The MnDOT Labor Compliance Unit (LCU) has identified that the wage decision incorporated into the aforementioned contract was incorrect. Because the contract was funded in whole or part with state funds and not federal funds, it should have included the State Highway and Heavy wage decision for region 1, effective 10-12-2015 and revised 4-25-2016 (see enclosed).

After comparing the aforementioned state wage decision to the certified payroll reports submitted by numerous contractors, **restitution is owed to 21 employees from 3 different contractors in the gross amount of \$5,415.10.**

In order to resolve the matter, the LCU suggests that a contract change be executed to remove the incorrect federal wage decision from the contract and incorporate the enclosed state wage decision (see enclosed). Please note that pursuant to MnDOT Standard Specification for Construction, Section 1904, the contracting agency may be subject to additional costs.

The matter of processing the restitution to the affected workers can be addressed at a later date. **Please contact me after you have received payment for the change order.**

If you have any questions or would like to meet, you contact me at (651) 366-4208, or Jacquelyn.Klein@state.mn.us. Thank you for your cooperation.

Sincerely,



Jacquelyn Klein
Labor Compliance Investigator Senior

Enclosures: Restitution Worksheet
State Wage Decision
State Aid Change Order

cc: Mark LeBrun, Pine County Engineer
Kathy George, City of Sandstone Administrator
John McDonald, MnDOT DSAE
Clancy Finnegan, MnDOT LCU Team Lead
File

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: City Hall Roof

BACKGROUND: Dar at the DMV reported roof leaking earlier this month. A roofer came to take a look on 11/2. The roof membrane is pushing upwards causing pressure on the screws and then breaking through the screws. The drainage system is also not working effectively. At that point, there did not appear to be anything we could do except patching, and then solicit bids for repair or replacement. The situation was serious, but did not appear urgent. The contractor agreed to research the appropriate patch material, order it, and come back to do the patching.

On Monday, 11/6, staff came to work to find that the ceiling in the DMV office had collapsed. Ceiling tile debris and a lot of water had fallen into her office. The CIP office adjacent to her office was also affected, as well as the CIP break room on the other side of the DMV office. In the basement, we had a couple of places where water was seeping through.

Since that time, a claim has been opened with the LMCIT and the claims adjuster has been on site. Many pictures have been taken. Two different contractors have been contacted to assess the situation and they both have made attempts at patching the roof. They both have submitted quotes, along with the original roofer who came out on 11/2. Service Master has been on site helping to dry everything out and clean up the area. Two construction contractors have been contacted to provide quotes on the interior work that needs to be done once everything is dried out.

As things are evolving each day, staff will provide further updates/quotes at the meeting.

ATTACHMENTS Quote from All Elements, Inc. for Temporary Repairs

STAFF Review and Discuss; The Quote for temporary repairs has

RECOMMENDATION: already been approved so that the work can be done immediately.

Staff anticipates having quotes for the roofing work and for the interior construction work to present at the meeting.

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____



"Your Roofing Specialists"

All Elements Inc.	
301 Chelsea Rd Monticello, MN 55362 www.allelementsinc.net	Phone: 763.314.0234 Fax: 763.314.0233 License: BC323540
     	

City of Sandstone
 Kathy George
 119 Fourth Street, PO Box 641
 Sandstone, MN
 55072

Scope of Work

Furnish labor and materials to complete the following temporary repairs

- Remove all water from roof in area to be repaired
- Cut all screw heads off that are sticking above existing membrane
- Clean area that is to be repaired
- Strip in areas that have holes and where nails have been cut off with new TPO material

All Work is Weather Permitting

No Warranties on repair work

Included in the project we will provide the following:

- Material, equipment, labor and supervision to complete the project
- Certificates of insurance, upon request
- Lien waivers following payment upon request
- Removal of all roof debris due to construction

Project Cost

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the project cost:

Project Total\$2,760.00

Written Total – Two Thousand Seven Hundred Sixty dollars

Initials KG

TERMS AND CONDITIONS

Fifty percent (50%) down is payable at the time of contract signing.

Balance, including any approved change orders, is payable within ten (10) days following the substantial completion of the project.

City of Sandstone agrees to pay a one and a half percent (1.5%) monthly service charge on all money due past 30 days.

The owner further agrees to indemnify, defend and hold contractor harmless from all damages, expenses, lawsuits or claims, including collection actions, claims for subrogation, attorney's fees and/or costs of remediation or restoration, brought by any party(s) arising from or relating to; (1) the performance of the work described in this proposal unless solely due to contractor's negligence; (2) the present or future growth or presence of mold or other biological growth within the roof assembly or the building envelope; (3) damages from leaks through any area of the existing or present roof surface where the contractor has not performed tear off or surface preparation work.

No warranties described herein become effective until all money is paid within the terms described in this paragraph.

Proposal Notes

- All Elements may withdraw this proposal if not accepted within 30 days.
- Installed materials become the property of the building owner.
- The following items are not included in the proposed amount. Additional charges may apply.
 - Damage to conduit and or wires on or below the roof deck
 - Damage to asphalt, sidewalks, or lawn from the weight of dumpster or crane
 - Disconnecting, moving, and reconnecting of any mechanical units and/or service line
 - Saturated insulation
 - Deck replacement (any replacement would be on time and material base)
 - Building permit and city plan review (cost will be added to final invoice)
 - Any unforeseen asbestos abatement
 - Ice and snow removal
 - Additional insurance requirements

Initials KG

Respectfully Submitted by All Elements Inc.

Paul Levissee, Estimator
paul@allelementsinc.net
763.438.4090

Date

ACCEPTANCE

I accept your proposal. In signing this document I acknowledge that I have completely read this document and agree to be bound by all its terms and conditions and that I have the authority to bind the company/person named as the owner above.

Lacy Morge
Signature

11-7-17
Date

City Administrator
Title

Initials KL

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Resolution 20171115-01 Supporting Local Decision Making Authority

BACKGROUND: The League of MN Cities (LMC) has been encouraging cities to pass a resolution supporting local decision making authority. Several bills have been introduced in the 2017 legislative session that undermine Minnesota’s city-state partnership. League legislative policy SD 2 states that “City government most directly impacts the lives of people and therefore, local units of government must have sufficient authority and flexibility to meet the challenges of governing and providing citizens with local services.”

Proposed legislation, for example, would have the effect of:

- Constraining local law enforcement authority.
- Restricting a City’s ability to set local ordinances.
- Allowing certain businesses unfettered access to public rights of way while eliminating a city’s ability to manage them.
- Restricting a city’s ability to use allowed fee structures.
- Reducing Local Government Aid (LGA) based on factors with no relation to the statutory LGA formula.
- Restricting a city’s ability to study a light rail transit project.

It is anticipated that these, and other issues, will come up again during the 2018 legislative session.

ATTACHMENTS Resolution 20171115-01

STAFF RECOMMENDATION: Review & adopt Resolution

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

**CITY OF SANDSTONE, MINNESOTA
RESOLUTION #20171115-01
A RESOLUTION SUPPORTING LOCAL DECISION-MAKING AUTHORITY**

WHEREAS, local elected decision-makers are in the best position to determine what health, safety and welfare regulations best serve their constituents; and

WHEREAS, just like state legislative leaders, local elected officials are held accountable through Minnesota's robust elections process; and

WHEREAS, ordinances at the local level are enacted only after a comprehensive, legal and open process; and

WHEREAS, local units of government are required to publish notices about meetings where policies will be discussed and decisions will be made; and

WHEREAS, under the state's Open Meeting Law, public policy discussions and decisions must occur in meetings that are accessible to members of the public; and

WHEREAS, cities are often laboratories for determining public policy approaches to the challenges that face residents and businesses; and

WHEREAS, preservation of local control in Minnesota has yielded statewide benefits such as the 2007 Freedom to Breathe Act, an amendment to the Minnesota Clean Indoor Air Act; and

WHEREAS, more than two dozen bills that restrict local decision-making were introduced in 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANDSTONE that this Council supports local decision-making authority and opposes legislation that removes the ability for local elected officials to respond to the needs of their businesses and constituents.

ADOPTED by the Sandstone City Council this 15th day of November, 2017.

Peter Spartz, Mayor

Attest:

Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Special Event Permit Application – Boy Scout Troop 3327

BACKGROUND: Troop 3327 from Waconia, MN plan to camp at Robinson Park July 13-15, 2018, and go white water rafting. The Park Commission previously considered the request and placed the following restrictions on the event:

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

ATTACHMENTS Special Event Permit Application
Indemnification Agreement

STAFF
RECOMMENDATION: Review and Approve

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

Special Event Permit Application

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

APPLICANT AND SPONSERING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: BSA Troop 3327, Waconia, MN _____

APPLICANT NAME (CONTACT): Jim Gerling _____

ADDRESS: 341 West Lake St, Waconia MN, 55387 _____

DAYTIME PH: (320) 248-6411 _____ CELL (____) _____ EMAIL: jimgerling@hotmail.com _____

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

SPECIAL EVENT INFORMATION

Type of Event:
 CONCERT/SHOW PARADE FAIR/CARNIVAL FESTIVAL RALLY
 PARTY FILMING OF MOVIE/VIDEO/SHOW RACE MOTORCADE
 RUN/WALK STREET DANCE BIKE-A-THON ATHLETIC EVENT
 OTHER (Specify) Campout in Robinson Park _____

EVENT TITLE: Troop 3327 Whitewater Rafting trip _____

ACTIVITIES TO TAKE PLACE AT EVENT: Camping, hiking, cooking, whitewater rafting _____

EVENT DATE(S): _____ PROPOSED LOCATION: Robinson Park _____

NUMBER OF EVENT STAFF: 4 Adults minimum_ IS FOOD OR ALCOHOL BEING SERVED? Camping food _____

ESTIMATED ATTENDANCE: _____ HOURS OF EVENT: _____ AM/PM TO _____ AM/PM

SET UP TIME: 4 AM ^{7/13} TO _____ AM/PM TAKE DOWN: ^{7/15} 7 AM/PM TO _____ AM/PM

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

Please attach the following:

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

____ Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities

____ Any fire prevention and emergency medical service plans

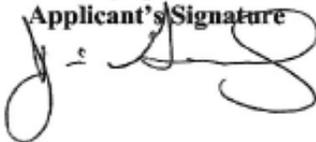
____ Any security plans

____ If event is planned within a residential area in which a street is to be closed, attach a list of signatures from all properties whose vehicular access to their properties will be affected consenting to the street closure

Applicant's Signature

Date

City Administrator



10/31/17

SPECIAL EVENT INDEMNIFICATION AGREEMENT

THIS INDEMNIFICATION AGREEMENT ("Agreement") is made as of 10/31/17, 2017, by and between the CITY OF SANDSTONE, a Minnesota municipal corporation ("City") and *BSA Troop 3327, Waconia, MN* ("Event Host").

RECITALS

A. The Event Host intends to conduct a [2 night campout] ("Special Event") at Robinson Park, Sandstone, MN on July 13-14, 2018.

AGREEMENT

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

2. **Indemnification and Insurance.**

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

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

3. **Miscellaneous Provisions.**

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

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

(i) in the case of the Event Host, is addressed to or delivered personally to [insert name and address of Event Host]; and

(ii) in the case of the City, is addressed to or delivered personally to the City Administrator at City of Sandstone, 119 Fourth Street, Sandstone, MN 55072

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

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

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

(e) The Agreement is effective at [insert time of special event] on [insert date of special event], and terminates at [insert time and date of termination of special event].

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

IN WITNESS WHEREOF, the Event Host and the City have, by their duly-authorized representatives, executed this Agreement this 31st day of October, 2018.

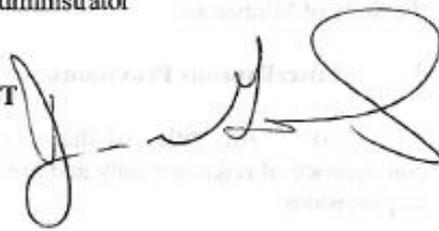
CITY OF SANDSTONE

By: _____
Its: Mayor

And _____
Its: City Administrator

EVENT HOST

By: Jim Gerling _____
Its: Outdoor Activities Coordinator



- 10/31/17

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Assessment for Sanitary Sewer Connection Charges –
111 Commercial Ave S

BACKGROUND: The City received a Petition and Waiver Agreement form from Jack Antolik and Marianne Morrell (Antolik), property owners of 111 Commercial Avenue South. The sanitary sewer connection line had collapsed and the Antolik's requested the City's assistance to fix their line. The City agreed to construct the project and assess the charges to their property taxes. The project was completed by MPJ Enterprises, LLC.

The total amount to be assessed is \$4,450.00. The proposed term of the assessment is 10 years, at 6.5% interest (which is 2% over Prime).

ATTACHMENTS Resolution 20171115-04

STAFF
RECOMMENDATION: Review and Approve

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

RESOLUTION NO. 20171115-04

**A RESOLUTION CERTIFYING CHARGES FOR
SANITARY SEWER SERVICE CONNECTION**

WHEREAS, pursuant to Petition and Waiver Agreement executed by Jack Antolik and Marianne Morrell (Antolik), the City Council has authorized the work to be done; and

WHEREAS, said work was completed by MPJ Enterprises, LLC.

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

Such proposed certification of charges for sanitary sewer service connection, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the property located at 111 Commercial Avenue South in the City of Sandstone.

Such certification shall be payable over a period of ten years on or before the first Monday in January.

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 or County Auditor, 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 15th day of November, 2017.

Mayor

Attested:

City Clerk

**CITY OF SANDSTONE
RESOLUTION NO. 20171115-04
EXHIBIT 1**

MPJ Enterprises, LLC
41 Division Street
PO Box 684
Sandstone MN 55072

Invoice

Date	Invoice #
11/2/2017	21313

Bill To
Jack & Annie Artolik 111 Commercial Ave S Sandstone, MN 55072

Terms
Net 10 days

Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
Mobilization	150.00				150.00	100.00%	100.00%	150.00
Replace sewer line from house to main	3,925.00				3,925.00	100.00%	100.00%	3,925.00
Topsoil and seed disturbed areas	375.00				375.00	100.00%	100.00%	375.00
THANK YOU FOR YOUR BUSINESS!!!!					Subtotal \$4,450.00			
					Sales Tax (7.375%) \$0.00			
					Total \$4,450.00			
					Payments/Credits \$0.00			
					Balance Due \$4,450.00			

Phone #	Fax #
320-245-5127	320-245-5288

(STATE OF MINNESOTA

COUNTY OF PINE)) ss. Authentication Certificate

I, the undersigned, being the duly qualified City clerk of the City of Sandstone, certify that the attached Resolution of the City Council adopting a certification for sanitary sewer connection charges under the Public Utilities Ordinance, is a true copy of the original, of which is on file at the City of Sandstone.

Dated this 15th day of November, 2017

Seal

City Clerk
City of Sandstone

CITY OF SANDSTONE
Memorandum

TO: Mayor and City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Timber Sale Contract

BACKGROUND: About 10 years ago, the City had some logging done on the Kettle River Environmental Education Center (KREEC) property. Council recently suggested taking a look at additional opportunities for logging.

Staff met with Forester Eric Eggen, who created a Management Plan for KREEC in 2016. It was his father who did the logging in 2007. Eggen and I walked through the KREEC property and identified areas where logging can occur. We also included a portion in the south end of the new Business Park. Eggen estimates a total value of the timber to be \$19,100. If approved, he would undertake the work in the summer, 2018.

ATTACHMENTS Timber Sale Contract

STAFF
RECOMMENDATION: Review and Approve

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

Timber Sale Contract

Erik Eggen Forester Timberlane Forestry
13116 Timberlane Drive Baxter, MN 56425
(218) 232-3055 erikdebe@brainerd.net

Landowner Name & Address

City of Sandstone c/o Kathy George City administrator of 119 Fourth Street Sandstone, MN 55072

Phone Numbers

320-245-5241-104

Legal Description (simplified) The West ½ of the SW ¼ and the east part of the SWNW of Section 16 and the West ½ of the NW ¼ and the NE ¼ of Section 21 T42N-R20W Pine County, MN. Cut areas designated by City of Sandstone. See map

I am the legal landowner of the property described above. I understand the opportunities for selling my timber to Timberlane Forestry and its contractors with the guidelines provided below.

Timberlane Forestry provides the following services: supervise timber sale operations; designate sale boundaries and timber to be harvested; prepare timber volume estimate report with cutting regulations; prepare a timber sale contract with the logger; recommend sale terms; advise on access roads, landings, and skid trails; provide information on additional forest management practices; provide consumer scale information of harvested products; distribute payments; supervise and enforce timber sale regulations; harvest only those trees designated for harvest.

Inclement weather; if the weather is unseasonable warm for a winter timber sale or very wet for a summer timber sale and un-loggable without causing damage to the land, then this contract will be automatically extended for a year to be able to harvest the timber without making ruts or excessive damage to the ground.

Timberlane Forestry will establish timber sale boundaries. These boundaries are for timber management purposes only and are not legally surveyed property lines

Timberlane Forestry will purchase the timber for the prices listed below. The actual final value will be paid on an as cut or consumer scaled basis. The timber sale is considered closed after the final check has been cashed. Timberlane Forestry and its contractors will no longer be held liable for any effects of the sale after the timber sale is closed and the final check has been cashed.

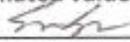
I am selling this designated timber to Timberlane Forestry. I have full legal right and title to the land described in this timber sale contract. Timberlane Forestry is not responsible for incorrect information provided by the landowner. I will receive a form 1099-s from Timberlane Forestry and pay taxes on the timber sale income. Property taxes are current.

Volumes are estimates:

600 cords of aspen @ \$30.50/cord = \$18,300 75 cords of birch & maple pulp @ \$10/cord = \$750

100 cords of fuel chips (small pine, tops, limbs and dead) @ \$.50/cord = \$50

Total estimated value = \$19,100

 11-4-17
Erik Eggen Forester Date

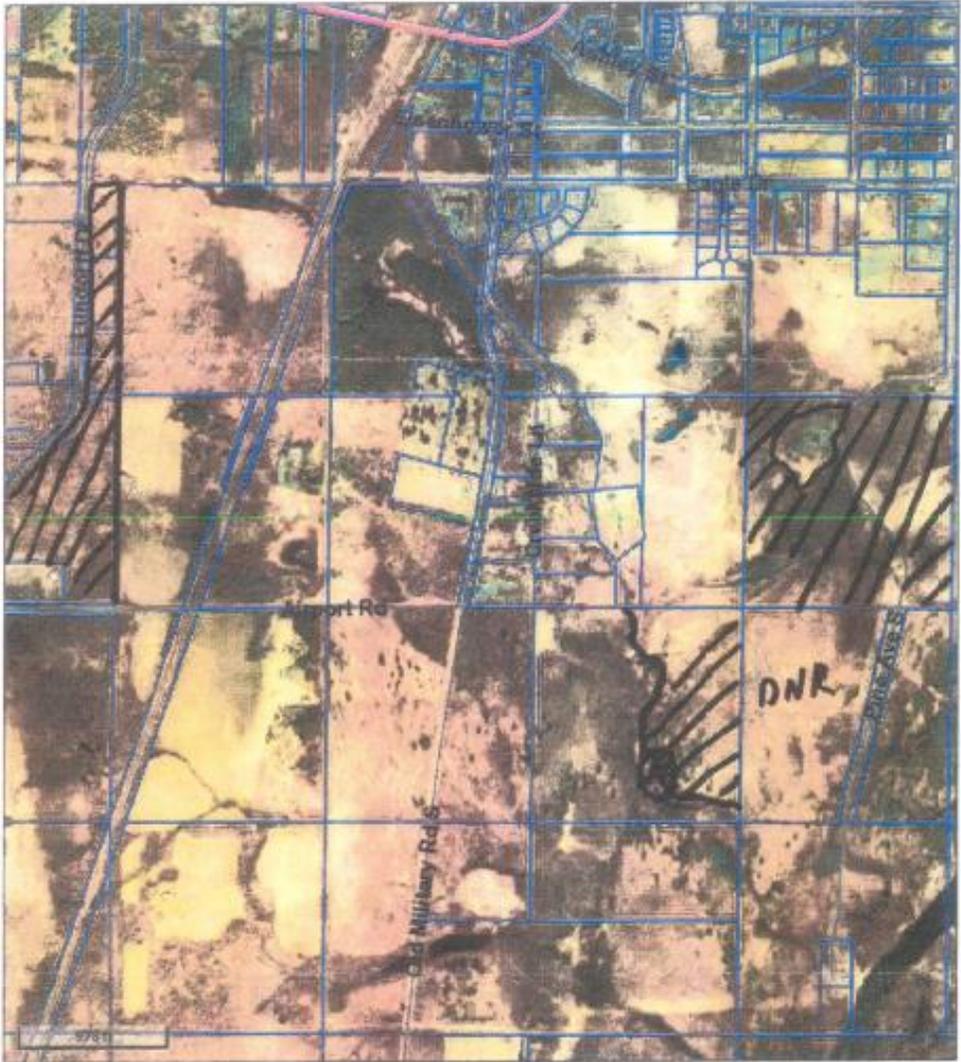
Timberlane Forestry

Contract Expiration Date 12/31/19

Signature of Landowner(s) Date Social Security Number or Tax ID #

Additional regulations: Clear and chip area designated by City of Sandstone, (see map) reserve oak and big pine. Cut stumps as low as possible. Clean up and chip logging slash, tops, limbs and dead trees. Smooth and seed roads and landing with clover when finished. This contract is partially dependent on getting access permission from the DNR off Pine Ave. to access the timber on the east side of the SW ¼ in Section 21.

Forestry Consulting 5/7/2015



Overview



Legend

- Roads
 - <all other values>
 - Interstate
 - Hwy
- Townships
- Parcels w/o Labels
- Memorial Forests

↑
N
⊗
Campsite
picnic
area
Reserve

Date created: 11/6/2017
Last Data Uploaded: 11/3/2017 11:57:11 PM

 Developed by
The Schneider Corporation

Sandstone Public Library report

October

October at the library had 1,642 visitors. We answered at least 284 reference questions i.e. where is the DMV, how do we get to Robinson park etc. We had four story times for kids with 34 kids in attendance. We hosted two book clubs and the Friends of the Library held their annual Silent Auction which helps support the Hot Reads for Cold Nights program, the Summer Reading program for children. Also the Friends are saving money for a new circulation desk, one that the little kids can actually see over.

East Central Regional Headquarters held our annual staff training day. Some interesting statistics were provided:

In 2016 our Library system (14 libraries) reported the following statistics:

484,474 visitors to our libraries

104,069 reference questions answered

1,021 programs (children, teen and adult) with 20,074 attending those programs

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
PLANNING COMMISSION
JOINT MEETING WITH SANDSTONE CITY COUNCIL
Wednesday, November 8, 2017**

CALL TO ORDER

PC Members

present: Randy Riley, Rene Stadin, Cassandra Linder, Steve Palmer, Reese Frederickson,
Cassie Gaede

PC Members

absent: Andrew Spartz

Council Members

present: Mayor Pete Spartz; Council Members Phil Kester, Val Palmer,
Brandon Devlin, Tim Franklin

Council Members

absent: None

Staff present: Administrator Kathy George

Others: WSB Planner Molly Patterson-Lundgren

Chair Riley called the Planning Commission meeting to order at 6:00 p.m. Mayor Spartz called the Council meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE – All present participated in the Pledge of Allegiance.

JOINT MEEETING WITH SANDSTONE CITY COUNCIL REGARDING COMPREHENSIVE PLAN – The purpose of the joint meeting was for the Planning Commission members and the City Council members to review and discuss the draft Comprehensive Plan. WSB Planner Molly Patterson-Lundgren led the group through a presentation, reviewing the various sections of the plan.

The Public Hearing on the Comp Plan was held before the Planning Commission on September 13th; however, a quorum of the Planning Commission was not present. Input was received from the attendees and incorporated into the latest draft. Today’s meeting was also posted as a Public Hearing, with the notice published in the October 26th and November 2nd editions of the *Pine County Courier*.

Council Member Devlin noted concern for the Future Land Use map; particularly with regard to the location of “Industrial” development and the designation of “Medical/Business Park”. It was explained that the Future Land Use map is not the zoning map, but acts as a guide for what the community would like to see in the future.

Lundgren stated that Chapter 10 of the plan is the Implementation chapter and contains lists of tasks that have been identified that support the various goals of the plan. She urged the Planning Commission and City Council to review the lists on an annual basis and adjust priorities as appropriate, while working towards completing the various tasks.

After review and discussion, **motion by Linder, second by Palmer, to recommend the City Council adopt the Comprehensive Plan as presented. Motion passed 6-0.**

Motion by Kester, second by Franklin, directing the Administrator to add this item to the November 15th Council Meeting Agenda for further action. Motion passed 5-0.

ADJOURN: Motion Linder, second Stadin, to adjourn. Motion passed 6-0. Time 7:05 p.m.

Respectfully Submitted,
Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Comprehensive Plan

BACKGROUND: The Planning Commission has been working with WSB representatives to update the Comprehensive Plan. A public hearing was held on September 13th to review the draft and receive public input. A joint meeting with the City Council was held on November 8th.

The Planning Commission recommends the City Council adopt the Comprehensive Plan.

STAFF Review & Discuss
RECOMMENDATION: Provide direction to Staff and WSB regarding next steps (i.e., additional changes or refinements are needed or accept the Planning Commission's recommendation and adopt the Plan).

ATTACHMENTS:

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

**CITY OF SANDSTONE
PLANNING COMMISSION
November 8, 2017**

CALL TO ORDER

Members present: Randy Riley, Rene Stadin, Cassandra Linder, Steve Palmer, Reese Frederickson, Cassie Gaede
Members absent: Andrew Spartz
Staff present: Administrator Kathy George
Others: Essentia Health Sandstone Facilities Manager David Fornengo

Chair Riley called the meeting to order at 7:05 p.m.

AGENDA – Motion Riley, second Gaede, to approve the Agenda as presented. Motion passed 6-0.

MINUTES – Motion Palmer, second Linder, to approve the minutes from the October 11, 2017 Planning Commission meeting as presented. Motion passed 6-0.

PRESENTATIONS: None

PUBLIC HEARINGS:

- A. Heliport Ordinance – Essentia Health petitioned the City to adopt a heliport ordinance. The City is not required to adopt an ordinance; however, the hospital’s license for the heliport is conditioned upon certain licensing standards which do include lack of obstructions and other issues related to the land surrounding the heliport. The Notice of Public Hearing was published in the October 26th and November 2nd editions of the *Pine County Courier*. No comments have been received.

Chair Riley opened the Public Hearing. Administrator George explained that the City Attorney has been working on the draft of the ordinance and has been having difficulty connecting with MN DOT – Aeronautics on several aspects of the ordinance. Therefore, the ordinance is not ready to be presented to the Planning Commission. Essential Health Sandstone Facilities Manager Fornengo explained the hospital’s desire for the City to adopt an ordinance. Administrator George noted some of the things that will need to be discussed once maps are available include the responsibility of keeping the required zones clear of trees and buildings, as well as decommissioning the heliport pad if for some reason in the future it is abandoned. There was discussion about the former heliport pad, as it has been piled with dirt with weeds growing on it. This has become an eyesore for the immediate neighborhood. Fornengo stated that the Hospital no longer owns that property and is not responsible for it any longer.

Administrator George stated that the City Attorney recommended the public hearing be continued until the next regular Planning Commission meeting. Hopefully, the ordinance will be ready by that time. **Motion by Linder, second by Palmer, to continue the Public Hearing on the proposed Heliport Ordinance to December 13, 2017 at 7:00 p.m. Motion passed 6-0.** Administrator George will send the Hospital a notice extending the 60-day time line for action to be taken in accordance with Minnesota Statutes 15.99.

- B. Interim Ordinance – Moratorium on Adult Establishments – City Code currently allows Adult Establishments in the following Zoning Districts:

Central Business District – with a Conditional Use Permit
Highway Business District – with an Interim Use Permit
Interchange Business District – with an Interim Use Permit

By law, the City cannot forbid an adult establishment from locating within the City limits. But, the City can designate the Zoning District where they are allowed. The City can also regulate their operation.

The Planning Commission reviewed this information at the October 11th meeting and directed staff to draft an Interim Ordinance to establish a moratorium on such uses in all zoning districts; further directing staff to conduct a study of the city’s official controls related to adult establishments in all zoning districts.

The Public Hearing Notice was published in the 10/26 and 11/2 editions of the *Pine County Courier*. No comments have been received.

Chair Riley opened the public hearing and called for comments from the public. No comments were offered. The public hearing was closed.

Motion by Palmer, second by Linder, to recommend the City Council adopt the proposed Interim Ordinance establishing a moratorium on adult establishments in all zoning districts. Motion passed 6-0.

- C. Rescind City Code 610 – Premises Conducive to High Risk Sexual Conduct – Administrator George informed the Commission that this section of City Code seems to be unnecessary. The Purpose clause states that this section governs commercial premises that are conducive to high risk sexual conduct. In reading the definition of “High Risk Sexual Conduct”, the actions listed are illegal.

The Planning Commission reviewed City Code 610 at the October 11th meeting and directed staff to have the section reviewed by the City Attorney and pursue the process of rescinding it.

The City Attorney has reviewed the code and agrees that it is not necessary and can be rescinded.

Rescinding an ordinance requires a public hearing. The Public Hearing Notice was placed in the 10/26 and 11/2 editions of the *Pine County Courier*. No comments have been received.

Chair Riley opened the public hearing and called for comments. No comments were received. The public hearing was closed. **Motion by Stadin, second by Linder, to recommend the City Council adopt the proposed Ordinance Rescinding City Code Section 610 Premises Conducive to High Risk Sexual Conduct. Motion passed 6-0.**

OLD & CONTINUING BUSINESS:

- A. Keeping of Chickens – Administrator George provided a draft document for Commissioners to review so that further discussion can take place at the December Planning Commission meeting.

The draft is based on ordinances that are in place in the cities of Pine City, Lindstrom, and Maplewood.

OTHER: The Commission was provided with information about On-Line Training Courses offered by the League of Minnesota Cities. Two Land Use courses are offered – Land Use Basics: Grasping the Ground Rules, and Creating the Ground Rules: Developing Land Use Plans and Laws.

ADJOURN: Motion Gaede, second Linder, to adjourn. Motion passed 6-0. Time 7:30 p.m.

Respectfully Submitted,
Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Adult Establishments

INTRODUCTION: The City Code currently allows Adult Establishments in the following Zoning Districts:

Central Business District – with a Conditional Use Permit
Highway Business District – with an Interim Use Permit
Interchange Business District – with an Interim Use Permit

BACKGROUND: By law, the City cannot forbid an adult establishment from locating within the City limits. But, the City can designate the Zoning District where they are allowed. The City can also regulate their operation.

The Planning Commission reviewed this information at the October 11th meeting and directed staff to draft an Interim Ordinance to establish a moratorium on such uses in all zoning districts; further directing staff to conduct a study of the city's official controls related to adult establishments in all zoning districts.

The Public Hearing Notice was held on November 8th. The Planning Commission recommends the City Council adopt Ordinance No. 20171115-01 to establish a moratorium on adult establishments. If approved, the moratorium will be in effect for one year.

STAFF RECOMMENDATION: Recommend the City Council adopt the proposed ordinance
Recommend the City Council approve summary publication of the ordinance.

ATTACHMENTS: Proposed Ordinance

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

ORDINANCE NO. 20171115-01

AN INTERIM ORDINANCE

REGARDING ADULT ESTABLISHMENTS; ESTABLISHING A MORATORIUM ON SUCH USES IN ALL ZONING DISTRICTS AND DIRECTING CITY STAFF TO CONDUCT A STUDY OF THE CITY'S OFFICIAL CONTROLS RELATED TO ADULT ESTABLISHMENTS IN ALL ZONING DISTRICTS

THE CITY COUNCIL OF THE CITY OF SANDSTONE, MINNESOTA, ORDAINS:

Section 1. Background.

- 1.01 The City of Sandstone (the "City") has adopted a comprehensive plan and official controls to regulate the development of land within the community, all in accordance with Minnesota Statutes, Sections 462.351 et seq. and 473.851 et seq.
- 1.02 The City has adopted a zoning ordinance, subdivision regulations and other official controls to implement the comprehensive plan.
- 1.03 The City has established various zoning districts in which some uses are permitted as of right, while other uses are permitted conditionally.
- 1.04 Adult establishments are currently permitted in the Central Business District (with a Conditional Use Permit), the Highway Business District (with an Interim Use Permit), and the Interchange Business District (with an Interim Use Permit).
- 1.05 The City is in the process of updating the comprehensive plan.
- 1.06 Upon adoption of the updated comprehensive plan, the City will begin the process of updating the City's Zoning Code.
- 1.07 City staff has recommended that the City study the issue of the appropriate zoning districts where adult establishments can potentially be located and whether any additional standards and requirements need to be added to the City's official controls in order to preserve the planning process and to protect the public health, safety and welfare.
- 1.08 The City has determined that its current zoning ordinance is inadequate to regulate adult establishments.
- 1.09 The City wishes to prevent premature establishment of new adult establishments in all zoning districts until the City has an opportunity to fully evaluate and revise its zoning ordinance and other official controls to better regulate such uses.
- 1.10 Minnesota Statutes, Section 462.355, subdivision 4, allows the City to adopt an interim ordinance when it recognizes the need to modify its official controls for the purpose of protecting the planning process and the health, safety and welfare of its residents.

Section 2. Findings.

- 2.01 The City Council finds that it is necessary to have an opportunity to review fully and amend its official controls as they relate to adult establishments in all zoning districts.
- 2.02 The City Council finds that the adoption of an interim ordinance applicable to adult establishments is essential to give the City an opportunity to review, adopt and modify its official controls to preserve the planning process and to protect the health, safety and welfare of the residents of the community.

Section 3. Study of Official Controls; Moratorium.

- 3.01 The City authorizes that a study be conducted to determine whether the City's official controls regarding adult establishments need to be modified or supplemented in order to be fully consistent with the comprehensive plan. The purpose of such controls is to regulate physical activities on land intended to be used for adult establishments and to prevent such uses from having an adverse effect on nearby land. The study will be conducted by City staff and consultants, if necessary.
- 3.02 Pending completion of the study and the adoption of new or amended official controls, a moratorium is established on the acceptance, review, processing or approval of applications for the establishment or creation of new adult establishments in all zoning districts in the City. For purposes of this ordinance, "adult establishments" are further defined in Section 1165.03 of City Code. No applications for new adult establishments in those districts shall be accepted. Any such application that is received prior to the adoption of this ordinance shall be given no further review and shall either be withdrawn by the applicant or shall be denied by the City in light of the moratorium.

Section 4. Duration.

- 4.01 This ordinance shall remain in effect for one year after its adoption and publication.

Section 5. Enforcement.

- 5.01 The City may enforce this ordinance by mandamus, injunction or other appropriate civil remedy in any court of competent jurisdiction.

Section 6. Separability.

- 6.01 Every section, provision and part of this ordinance is declared separable from every other section, provision and part thereof. If any section, provision or part of this ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision or part of this ordinance.

Section 7. Effective Date.

- 7.01 This ordinance shall take place upon its adoption by the City Council and publication in the City's official newspaper.

Peter Spartz, Mayor

Attest:

Kathy George, City Administrator

*Adopted by the City Council:*_____

*Published in the Pine County Courier:*_____

CITY OF SANDSTONE, MINNESOTA

ORDINANCE NO. 20171115-02

(Summary Publication)

THE CITY COUNCIL OF THE CITY OF SANDSTONE ORDAINS:

Section 1. The City has duly adopted Ordinance No. 20171115-01 entitled:

AN INTERIM ORDINANCE

REGARDING ADULT ESTABLISHMENTS; ESTABLISHING A MORATORIUM
ON SUCH USES IN ALL ZONING DISTRICTS AND DIRECTING CITY STAFF
TO CONDUCT A STUDY OF THE CITY'S OFFICIAL CONTROLS RELATED TO ADULT
ESTABLISHMENTS IN ALL ZONING DISTRICTS

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

Section 3. Summary of Ordinance No. 20171115-01

The Ordinance establishes a moratorium on the acceptance, review, processing or approval of applications for the establishment or creation of new adult establishments in all zoning districts in the City. For purposes of this ordinance, "adult establishments" are further defined in Section 1165.03 of City Code. No applications for new adult establishments in those districts shall be accepted. Any such application that is received prior to the adoption of this ordinance shall be given no further review and shall either be withdrawn by the applicant or shall be denied by the City in light of the moratorium.

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

Section 5. Ordinance No. 20171115-01 is effective upon the day following publication of this Summary.

Pete Spartz, Mayor

ATTEST:

Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: City Code 610 – Premises Conducive to High Risk Sexual Conduct

BACKGROUND: This section of City Code seems to be unnecessary. The Purpose clause states that this section governs commercial premises that are conducive to high risk sexual conduct. In reading the definition of “High Risk Sexual Conduct”, the actions listed are illegal.

The Planning Commission reviewed City Code 610 at the October 11th meeting and directed staff to have the section reviewed by the City Attorney and pursue the process of rescinding it.

The City Attorney has reviewed the code and agrees that it is not necessary and can be rescinded.

Rescinding an ordinance requires a public hearing. The Public Hearing was held November 8th. The Planning Commission recommends the City Council adopt Ordinance 20171115-03 to rescind City Code 610.

STAFF RECOMMENDATION: Recommend the City Council adopt the proposed ordinance

ATTACHMENTS: Proposed Ordinance

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

**CITY OF SANDSTONE
COUNTY OF PINE
STATE OF MINNESOTA**

ORDINANCE NO. 20171115-03

**AN ORDINANCE RESCINDING CITY CODE SECTION 610
PREMISES CONDUCTIVE TO HIGH RISK SEXUAL CONDUCT**

SECTION 1. Section 610, Chapter 6: Public Health, of the Sandstone City Code of Ordinances is hereby rescinded.

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. 20171115-03 was adopted on this 15th day of November, 2017, by a vote of ___ Ayes and ___ Nays.

Peter Spartz, Mayor

ATTEST:

Kathy George, City Clerk/Administrator

This Ordinance No. 20171115-03 was published in the *Pine County Courier* on the _____ day of _____, _____.

PARK AND RECREATION COMMISSION

MEETING MINUTES

Thursday, November 9, 2017 – at Sprouts on 5th

Members present: Dave Barsness, Dorothy Dybvig, Karry White, Mary Franklin, Tony Vavricka; Council Liaison Tim Franklin

Members absent: Tesla Chester

Staff Present: Administrator Kathy George, Streets & Park Supervisor John Mikrot; Utility Billing Clerk Leaha Jackson

Guests: Eric Sturtz

Chair Barsness called the meeting to order at 8:05 a.m.

Agenda

Motion Dybvig, second White, to approve the agenda as presented. Motion passed 5-0.

Minutes

Motion Franklin, second Dybvig, to approve the minutes of the October 13, 2017 meeting as presented. Motion passed 5-0.

New Business

- A. Eric Sturtz – New Park & Rec Commission Member – Eric Sturtz has expressed interest in serving on the Park & Rec Commission. He is a resident of Sandstone. **Motion Barsness, second Franklin, to recommend the City Council appoint Sturtz to the Park & Rec Commission. Motion passed 5-0.**
- B. Chamber Request – Santa at Lions Hill – Rose from the Chamber is asking if they can use the warming house at Lions Hill on Saturday, December 2nd, from 1-3 p.m. They would like to have Santa there handing out candy and providing photo opportunities. December 2nd is the day that local craft fairs are being planned as well. **Motion Dybvig, second White, to approve the request. Motion passed 5-0.**

Continuing Business

- A. Legacy Grant Review – Jackson reviewed information with the Commission about the previous grant application (which was not approved) and some proposed modifications to the next grant application. There was much discussion about priorities, costs, and the local match required. The City will have saved up \$40,000 by 2018 that can be used as local match. However, a minimum of 5% local match is required in order to receive additional scoring points for the application. On a \$2,000,000 project; 5% is \$100,000. There was discussion about scaling back the scope of the grant request, or whether the City could authorize an interfund loan to make up the difference. Commissioners will review the information that was provided and discuss the application / priorities further at the December meeting.
- B. Angle Park – The Application for the Purchase of Land has been submitted to BNSF. Cathy Clune with BNSF was out to view the property. Staff is waiting on Clune to respond to follow-up phone calls.

- C. Gin Pole – Mikrot is getting quotes to repair the base with cast-in-place concrete. Barsness brought local contractor Dan Lang down to see the area, asking him if additional clearing will be needed. Lang stated that access should not be a problem. Mikrot will follow up with Lang and other contractors, asking for bids for consideration next spring.
- D. Hockey Rink Update – The hockey liner has been received. Ross Degerstrom will complete the work he was authorized to do prior to the liner being placed. We will need about 8 people to help place the liner. Staff will see if the Firefighters will be available – this will be coordinated with Ross.
- E. Lions Hill rink – Mike Johnson leveled the rink and added some clay material. The rink should be all set for flooding.
- F. Stage at Robinson Park – Mikrot is getting quotes to (1) repair what’s there, or (2) build a new stage over the existing structure.
- G. Park Land Swap – Old Tennis Courts – Staff is working through the process to swap one of the softball field lots in exchange for the old tennis courts. The required survey was received yesterday and has been forwarded to the State.
- H. Rink Maintenance & Warming House Attendant – The City received one application for the position. Staff has contacted Phase to see if they are interested/able to partner with the City on the assigned duties. Another idea is to see if the Quarry Lions are interested in helping with the warming house attendant portion of the position.
- I. Game Time Playground Grant – Staff followed up on this possible grant source and found that grants can only be applied to additional GameTime purchases and only in conjunction with the original purchase. When the City is ready to look for playground equipment, we can check with GameTime for their various promotions.
- J. Robinson Park Clean Up – Barsness had organized a clean up for Saturday, October 28th. However, due to the snow that had fallen on Friday, no one showed up. A couple of climbers were there (they had previously planned to be there) and they did some work on the wall.

There was discussion about communication with the Climbers Association members. Apparently they extended the water line to make additional room or new climbing areas; however, the Park & Rec Commission was not consulted or informed. Vavricka stated that now that he is a Commission Member, communication should flow better. He will also forward plans as they are developing in the future so that Commission Members can be better informed.

- K. Camping Registrations – There were 2 registrations for 2 days of camping during the month of October.

Other

George noticed that a billboard is available down Highway 35 near Rush City. Perhaps it would be good to advertise Robinson Park and the Ice Climbing wall. She will look into prices.

Commissioners turned in Park Inspection Forms for Robinson Park, Lions Hill, Train Park, and Angle Park. Staff will follow up on needed repairs and maintenance. It was noted that the shelter at Johnson Park is sinking. Mikrot will follow up on that concern. White stated that the Streets & Park Crew have done an excellent job this summer.

Vavricka suggested the Commission look into the possibility of becoming a “Bicycle Friendly Community”.

Adjournment

Motion Dybvig, second White to adjourn the meeting at 9:05 a.m.

Respectfully submitted,
Kathy George, City Administrator

CITY OF SANDSTONE
Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Eric Sturtz – New Park & Rec Commission Member

BACKGROUND: Eric Sturtz has expressed interest in serving on the Park & Rec Commission. He is a resident of Sandstone.

The Commission recommends the City Council appoint Sturtz to the Park & Rec Commission.

ATTACHMENT(S): Interest Form

STAFF RECOMMENDATION: Recommend Council appoint Sturtz to the Commission.

ACTION REQUIRED: Motion _____, second _____

Approved _____ Denied _____ Other _____

INTEREST IN SERVING ON
SANDSTONE BOARD/COMMISSION

NAME: Eric Sturtz

DATE: 11/1/17

IN WHICH BOARD/COMMISSION ARE YOU
INTERESTED : Park and Recreation

WHAT ARE YOUR GOALS FOR SERVING ON THE CITY
BOARD/COMMISSION.

- Get involved / stay active in the community.
- Be a part of improving things for others.
- Learn more about this area for myself.

PLEASE LIST ANY EXPERIENCES THAT MAY PROVIDE
ADDITIONAL QUALIFICATION FOR SERVING ON THE
CITY BOARD/COMMISSION

- Grew up in a similar small town in Wisconsin.
- Was an active Boy Scout for many years (achieved Eagle Scout rank)
- Have led + participated in many projects as a restaurant manager for 10+ yrs.

ADDRESS:

414 Washington St
Sandstone, MN 55072

PHONE:

612-226-7699

EMAIL

ecsturtz@gmail.com

CITY OF SANDSTONE

Memorandum

TO: City Council
FROM: Kathy George, City Administrator
DATE: November 15, 2017
SUBJECT: Chamber Request – Santa at Lions Hill

BACKGROUND: Rose from the Chamber is asking if they can use the warming house at Lions Hill on Saturday, December 2nd, from 1-3 p.m. They would like to have Santa there handing out candy and providing photo opportunities. December 2nd is the day that local craft fairs are being planned as well.

The Park Commission recommends the City Council approve the request as presented.

STAFF

RECOMMENDATION: Approve Request.

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



Date: November 8, 2017

To: City of Sandstone

From: Craig Hiler, Operator

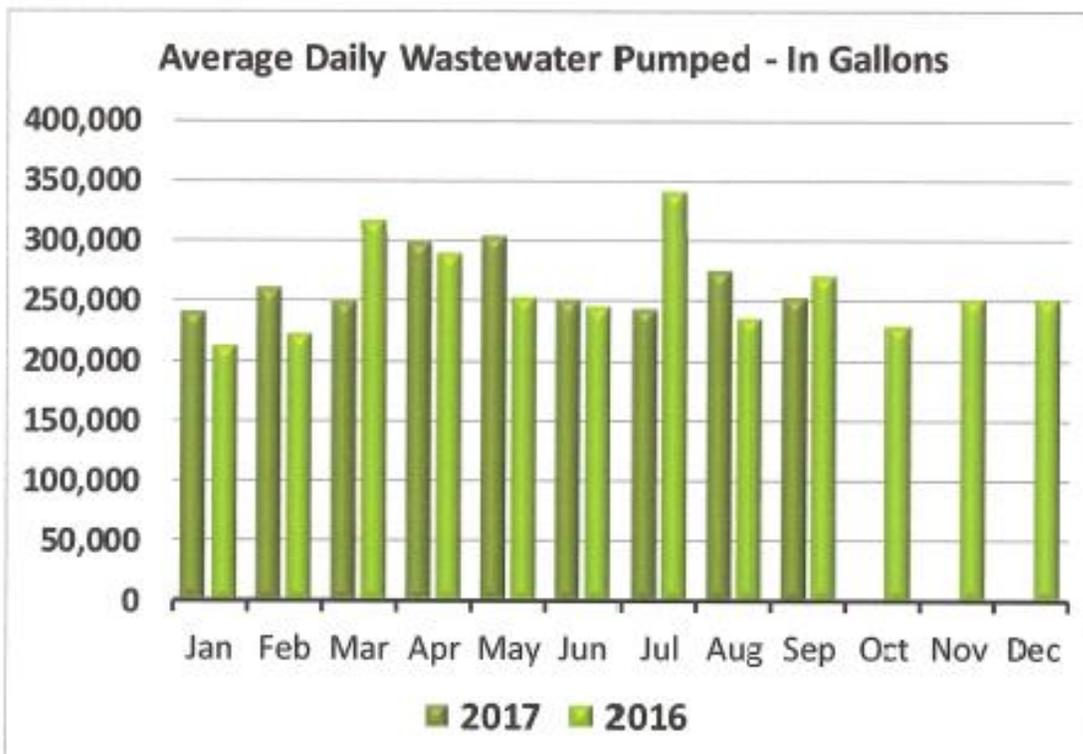
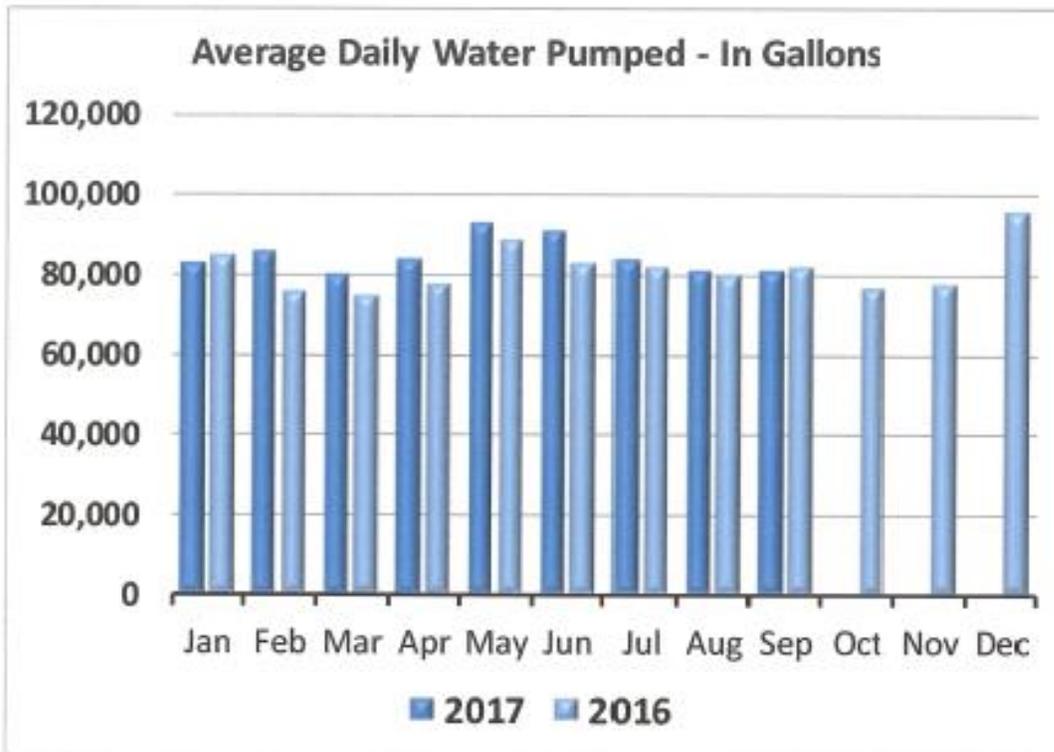
O & M Report: September 2017

Water Operation & Maintenance

- The city pumped 2.437 million gal. at an avg. of 81,000 gal. per day. The daily max was 125,000 gal. (9/30/17). The daily min. was 40,000 gal. (9/4/17).
- Deep Well #2 out-put (Free Flowing) was 4.128 million gal. at an avg. of 138,000 gal. per day.
- (0) Water Off.
- (0) Water On.
- Deep Well #2 Pump & Back-Up Generator are exercised / inspected 2 X per month. Filter at WTP is back-washed every 3 weeks or as needed.
- All Locates / Work Orders / Meter Reads / Samples & Analysis were completed when required.

Wastewater Operation & Maintenance

- There was 7.596 million gal. pumped to the ponds at an avg. of 253,000 per day. The city pumped 2.797 million gal. at an avg. of 93,000 gal. per day. FCI pumped 4.770 million gal. at an avg. of 157,000 gal. per day.
- As of (9/28/17) pond depths were #1 / #2 (5' 8") #3 (5' 11") with no discharge.
- (1) Sewer Back-up. 426 Division St. (9/13/17) broken drain pipe in basement.
- Annual Sewer Jetting for maintenance was completed.
- Rehabilitation of WWP was started by Thul Specialty Contracting. Inc. (9/13/17).
- Back-Up Generator at WWP is exercised / inspected 2 X per month.
- All Locates / Work Orders / Samples & Analysis were completed when required.



Water		September-17	August-17	September-16
	Units			
Average Daily Pumped	gallons	81,000	81,000	82,000
Total Monthly Pumped	gallons	2,437,000	2,522,000	2,465,000
Deep Well Pumped	gallons	4,128,000	3,962,000	3,898,000
Artesian Well Pumped	gallons	NO METER	NO METER	NO METER
Wastewater				
CBOD				
CBOD Influent Quarterly	mg/L	180	N / A	176
CBOD Effluent	mg/L	N / A	N / A	N / A
CBOD Effluent Permit Limit	mg/L	25.0	25.0	25.0
CBOD Effluent Loading	kg/day	0	N / A	N / A
CBOD Effluent Loading Permit Limit	kg/day	271	271	271
TSS				
TSS Influent Quarterly	mg/L	143	N / A	118
TSS Effluent	mg/L	N / A	N / A	N / A
TSS Effluent Permit Limit	mg/L	45.0	45.0	45.0
TSS Effluent Loading	kg/day	0	N / A	N / A
TSS Effluent Loading Permit Limit	kg/day	488	488	488
Phosphorus				
Phos Influent Quarterly	mg/L	6.93	N / A	6.40
Phos Effluent	mg/L	N / A	N / A	N / A
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Loading	kg/day	0.00	0.00	N / A
Phos Effluent Loading Permit Limit	kg/day	monitor only	monitor only	monitor only
Nitrogen Ammonia				
NA Effluent	mg/L	N / A	N / A	N / A
NA Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Fecal Coliform				
Fecal Effluent	ml	N / A	N / A	N / A
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	N / A	N / A	N / A
DO Effluent Minimum Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	0	0	0
Total Monthly	gallons	0	0	0
Influent Flow				
Average Daily	gallons	253,000	275,000	270,000
Total Monthly	gallons	7,596,000	8,538,000	8,093,000
City Contributed Total	gallons	2,797,000	3,546,000	3,070,000
City Average Daily	gallons	93,000	114,000	102,000
FCI Contributed Total	gallons	4,770,000	4,923,000	5,023,000
FCI Average Daily	gallons	157,000	159,000	167,000
Hydraulic Violations	#	0	0	0
Precipitation Monthly Total	inches	3.14	6.98	0.00
Cell #1	Feet/inches	5' 8" 9/28/17	5' 8" 8/31/17	4' 11" 9/30/16
Cell #2	Feet/inches	5' 8" 9/28/17	4' 2" 8/31/17	4' 11" 9/30/16
Cell #3	Feet/inches	5' 11" 9/28/17	5' 10" 8/31/17	6' 2" 9/30/16



Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$9,736.00	\$3,770.00	39%	75%
Total	\$9,736.00	\$3,770.00	39%	75%

WO#	28200.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	6067-GEN			Generator			Printed	9/5/2017
Location	6067 Sandstone Water						Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	10/1/2017
							Completed	9/18/2017
Instructions	1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week.							
Notes	inspected/tested under load							

WO#	28199.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	6067-EWS			Eye Wash Station			Printed	9/5/2017
Location	6067 Sandstone Water						Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	10/1/2017
							Completed	9/18/2017
Instructions	Inspect eyewash and shower for proper operation.							
Notes	unit is in proper working order							

WO#	28198.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	6067-DHD			Dehumidifier			Printed	9/5/2017
Location	6067 Sandstone Water						Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	10/1/2017
							Completed	9/11/2017
Instructions	Inspect and check filter. Verify proper operation.							
Notes	unit is in proper working order at this time							

WO#	27992.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	5067-SUM-PUM			Sump Pump			Printed	9/5/2017
Location	5067 Sandstone Wastewater						Scheduled	9/1/2017
Task	BI-ANNUAL PREVENTIVE MAINTENANCE						Delinquent	10/1/2017
							Completed	9/5/2017
Instructions	1. Check pump for corrosion & wear. 2. Check float switches & alarms. 3. Change oil, if needed.							
Notes	unit is in proper working order							

WO#	27990.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube			Created	9/5/2017
Equipment	5067-LS-3				Lift Station #3			Printed	9/5/2017
Location	5067 Sandstone Wastewater							Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance							Delinquent	10/1/2017
								Completed	9/11/2017
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.								
Notes	Lift station is in proper working order at this time								
WO#	27989.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube			Created	9/5/2017
Equipment	5067-LS-2				Lift Station #2			Printed	9/5/2017
Location	5067 Sandstone Wastewater							Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance							Delinquent	10/1/2017
								Completed	9/11/2017
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.								
Notes	Lift station is in proper working order at this time								
WO#	27988.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube			Created	9/5/2017
Equipment	5067-LS-1				Lift Station #1			Printed	9/5/2017
Location	5067 Sandstone Wastewater							Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance							Delinquent	10/1/2017
								Completed	9/11/2017
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.								
Notes	LS is in proper working order at this time								
WO#	27987.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube			Created	9/5/2017
Equipment	5067-LPUM-3				Lift Pump #3			Printed	9/5/2017
Location	5067 Sandstone Wastewater							Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance(P07)							Delinquent	10/1/2017
								Completed	9/11/2017
Instructions	Check, change and clean seal filters.								
Notes	cleaned/changed seal filter								

WO#	27986.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	5067-LPUM-2			Lift Pump #2			Printed	9/5/2017
Location	5067 Sandstone Wastewater						Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	10/1/2017
Instructions	Check, change and clean seal filters.						Completed	9/11/2017
Notes	cleaned /changed seal filters							

WO#	27985.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	5067-LPUM-1			Lift Pump #1			Printed	9/5/2017
Location	5067 Sandstone Wastewater						Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	10/1/2017
Instructions	Check, change and clean seal filters.						Completed	9/11/2017
Notes	unit is at General Repair INC. getting new seals/bearings and shaft machining.							

WO#	27984.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	5067-GEN			Generator			Printed	9/5/2017
Location	5067 Sandstone Wastewater						Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	10/1/2017
Instructions	<ol style="list-style-type: none"> 1. Check oil & water levels. 2. Check for leaks. 3. Check condition of hoses. 4. Check battery cells, add distilled water if needed. 5. Run unit under load every other week. 						Completed	9/11/2017
Notes	inspected/tested under load added water to batteries							

WO#	27983.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		Created	9/5/2017
Equipment	5067-GD			Gas Detector			Printed	9/5/2017
Location	5067 Sandstone Wastewater						Scheduled	9/1/2017
Task	MPM Monthly Preventative Maintenance(P07)						Delinquent	10/1/2017
Instructions	<ol style="list-style-type: none"> 1. Inspect entire unit. 2. Calibrate Unit. 						Completed	9/19/2017
Notes	completed the above task							

WO#	27982.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tr> <td>Created</td> <td>9/5/2017</td> </tr> <tr> <td>Printed</td> <td>9/5/2017</td> </tr> <tr> <td>Scheduled</td> <td>9/1/2017</td> </tr> <tr> <td>Delinquent</td> <td>10/1/2017</td> </tr> <tr> <td>Completed</td> <td>9/11/2017</td> </tr> </table>			Created	9/5/2017	Printed	9/5/2017	Scheduled	9/1/2017	Delinquent	10/1/2017	Completed	9/11/2017
Created	9/5/2017																		
Printed	9/5/2017																		
Scheduled	9/1/2017																		
Delinquent	10/1/2017																		
Completed	9/11/2017																		
Equipment	5067-EXT	Fire Extinguisher(s)																	
Location	5067 Sandstone Wastewater																		
Task	MPM Monthly Preventative Maintenance(P07)																		
Instructions	Check extinguishers at WWTP, WTP and vehicles.																		
Notes	completed above task																		

WO#	27981.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
Create Reason	Triggered by Calendar		Created By		vkube		<table border="1"> <tr> <td>Created</td> <td>9/5/2017</td> </tr> <tr> <td>Printed</td> <td>9/5/2017</td> </tr> <tr> <td>Scheduled</td> <td>9/1/2017</td> </tr> <tr> <td>Delinquent</td> <td>10/1/2017</td> </tr> <tr> <td>Completed</td> <td>9/5/2017</td> </tr> </table>			Created	9/5/2017	Printed	9/5/2017	Scheduled	9/1/2017	Delinquent	10/1/2017	Completed	9/5/2017
Created	9/5/2017																		
Printed	9/5/2017																		
Scheduled	9/1/2017																		
Delinquent	10/1/2017																		
Completed	9/5/2017																		
Equipment	5067-A	Alarms																	
Location	5067 Sandstone Wastewater																		
Task	MPM Monthly Preventative Maintenance(P07)																		
Instructions	<ol style="list-style-type: none"> 1. Test alarm function and verify communications equipment can reach emergency contact person for each well house, WW Plant at your project. 2. Inspect control floats and clean if necessary at each WW Plant. 																		
Notes	all alarms are in proper working order																		

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

Water Plant Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
9/1-9/31	Venders (1)	Misc. Invoices under \$50 (2)	\$28
			Total <u>\$28</u>

Water System Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
9/1-9/31	Venders (2)	Misc. Invoices under \$50 (5)	\$82
			Total <u>\$82</u>

Wastewater Plant Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
9/1-9/31	Venders (1)	Misc. Invoices under \$50 (4)	\$90
			Total <u>\$90</u>

Wastewater System Maintenance Expenditures			
<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
9/1-9/31	Venders (1)	Misc. Invoices under \$50 (2)	\$46
			Total <u>\$46</u>

<u>Total Expenditures</u>	
Water Plant Maintenance	\$28
Water System Maintenance	\$82
W/W Plant Maintenance	\$90
W/W System Maintenance	\$46
Total For This Month	\$245

Total Maintenance Dollars Spent Year-to-Date **\$3,770**
(January 1, 2017 to End of This Report Month)

Annual Maintenance Budget **\$9,736**
(Jan. 1, 2017 - Dec. 31, 2017)

Percent Maintenance Budget Spent Year-to-Date **39%**

CASH BALANCE, REVENUE & EXPENDITURE REPORT
October 2017

	<u>10/31/2017</u>	<u>10/31/2017</u>	<u>Budgeted Allocation to Reserve Cash</u>	<u>10/31/2017</u>	<u>10/31/2017</u>
<u>General Operating Funds</u>	<u>Cash</u>	<u>Investments</u>		<u>YTD Revenues</u>	<u>YTD Expenditures</u>
General Fund	\$ 1,063,991		\$ 2,500	\$ 654,827	\$ 848,929
Cemetery Perpetual Care	\$ 95,830	\$ 23,644		\$ 1,693	\$ -
PFA Water GO Bond	\$ 4,135			\$ 26,041	\$ 25,561
GO Refunding Bond 2009A	\$ 46,066			\$ 38,477	\$ 53,805
GO Bond 2009B	\$ 58,594			\$ 16,842	\$ 27,844
Lease Purchase \$340,000	\$ 2,258			\$ 31,060	\$ 31,101
2012A Refinance \$405,000	\$ 84,386			\$ 26,343	\$ 39,518
2015A GO Temp Improvement	\$(1,208,946)			\$ 2	\$ 1,218,000
Capital Projects Fund	\$ 562,885		\$ 2,500	\$ 258,817	\$ 73,304
TIF KC Companies	\$ (4,561)			\$ -	\$ 455
Tax Abatement	\$ (2,010)			\$ 1,083	\$ 3,093
Medical and Business Park	\$ 734,955			\$ -	\$ 91,285
EDA Public Works Grant	\$ (779,426)			\$ -	\$ 778,375
Water Fund	\$ 194,530		\$ 11,700	\$ 201,945	\$ 134,849
Sewer Fund	\$ 262,405		\$ 12,000	\$ 298,840	\$ 88,175
Storm Water Fund	\$ 165,613			\$ 34,527	\$ 9,464

	<u>10/31/2017</u>	<u>10/31/2017</u>	<u>Budgeted Allocation from General Operating Cash</u>	<u>10/31/2017</u>
<u>Reserve Funds</u>	<u>Cash</u>	<u>Investments</u>		<u>YTD Expenditures</u>
General Fund Restricted	\$ 48,171			
General Fund Reserve	\$ 99,389		\$ 2,500	
Fire Equipment	\$ 189,475			\$ 27,094
Fire Capital & Building	\$ 88,021			\$ 2,748
Capital & Building	\$ 29,357		\$ 2,500	
Capital Public Works	\$ 15,925			
Equipment Public Works	\$ 51,782			
Sewer Rodder	\$ 41,871			
Water Equipment	\$ 207,433			
Water Capital & Building	\$ 25,341		\$ 11,700	\$ -
Sewer Equipment	\$ 86,013	\$2,557,052		
Sewer Capital & Building	\$ 97,982		\$ 12,000	\$ -
AYM RESTRICTED CASH	\$ 112,136			

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

Vendor Approval Summary Report

COUNCIL APPROVED 11/01/17

Date: 11/02/2017

Time: 9:59 am

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City of Sandstone

Vendor Name	Vendor Number	Check Amount	Hand Check Amount
AT&T MOBILITY	A0070	77.32	0.00
ADT	A0072	70.05	0.00
CONSTELLATION NEWENERGY	C0054	128.88	0.00
CASH	C0060	11.73	0.00
COUNTRY SAMPLER	C0061	35.98	0.00
DSC COMMUNICATIONS, INC.	D0021	110.00	0.00
DAN LANG CONSTRUCTION	D0032	3,514.75	0.00
RYAN DAVIS	D0063	150.00	0.00
EAST CENTRAL ENERGY	E0003	42.82	0.00
EAST CENTRAL REGIONAL LIBRARY	E0006	597.25	0.00
GENERAL REPAIR SERVICE	G0055	5,446.77	0.00
KATHY GEORGE	G0056	279.81	0.00
LEAHA JACKSON	J0021	337.85	0.00
KENNEDY & GRAVEN	K0002	1,439.65	0.00
KNITSCENE	K0032	29.99	0.00
LEAGUE OF MINNESOTA CITIES	L0003	129.00	0.00
LAND & CABIN LLC	L0034	41.62	0.00
MINNESOTA POWER	M0002	2,000.88	0.00
MTI DISTRIBUTING, INC.	M0022	154.70	0.00
MUNICIPAL EMERGENCY SERVICES	M0030	7,759.98	0.00
MPJ ENTERPRISES, LLC	M0035	84,135.34	0.00
MJC EQUIPMENT, INC	M0070	210.10	0.00
MINNESOTA EQUIPMENT	M0123	95.77	0.00
NORTHSPAN	N0017	402.00	0.00
KARA NELSON	N0038	120.00	0.00
PEOPLESERVICE, INC.	P0002	10,102.52	0.00
PINE COUNTY COURIER	P0007	727.50	0.00
POSTMASTER	P0010	171.02	0.00
PAUL'S PORTABLES	P0017	831.00	0.00
QUALITY HOME AND SPORT	Q0001	215.42	0.00
CENTURYLINK	Q0003	354.02	0.00
CARRIE RICHARDSON	R0039	300.00	0.00
ROLLING STONE	R0045	29.95	0.00
CITY OF SANDSTONE	S0002	40.26	0.00
SANDSTONE ACE HARDWARE	S0010	61.26	0.00
SHORT ELLIOTT HENDRICKSON CORP	S0014	2,783.29	0.00
SANDSTONE CHAMBER OF COMMERCE	S0028	75.00	0.00
SANDSTONE NAPA	S0049	260.76	0.00
PINE COUNTY TREASURER-AUDITOR	T0001	9,820.41	0.00
T-N-T CLEANING	T0026	890.00	0.00
WSB & ASSOCIATES	W0011	2,616.00	0.00
Grand Total:		136,600.65	0.00

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 11/15/17

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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Fund: 101 General Fund							
Dept: 10-111 Mayor and Council							
101-10-111-000-4210	General Ope CHRIS' FOOD CENTER	1120147	LUNCH MEETING/SUPPLIES	0	11/15/2017	11/15/2017	8.14
							<u>8.14</u>
101-10-111-000-4438	Meetings & L CHRIS' FOOD CENTER	1120147	LUNCH MEETING/SUPPLIES	0	11/15/2017	11/15/2017	42.95
							<u>42.95</u>
							Total Dept. Mayor and Council: 51.09
Dept: 10-130 Executive							
101-10-130-000-4131	Health Insur. I.U.O.E. LOCAL 49 H & W FUI	112017	INS PREMIUM	0	11/15/2017	11/15/2017	2,208.50
							<u>2,208.50</u>
101-10-130-000-4210	General Ope CHRIS' FOOD CENTER METRO SALES	1120147 929951	LUNCH MEETING/SUPPLIES RICOH LEASE	0 0	11/15/2017 11/15/2017	11/15/2017 11/15/2017	3.63 346.77
							<u>350.40</u>
101-10-130-000-4321	Telephone CENTURYLINK CENTURYLINK	112017 112017	PHONE UTILITY PHONE UTILITY	0 0	11/15/2017 11/15/2017	11/15/2017 11/15/2017	8.22 22.19
							<u>30.41</u>
							Total Dept. Executive: 2,589.31
Dept: 10-150 Financial Administr:							
101-10-150-000-4131	Health Insur. I.U.O.E. LOCAL 49 H & W FUI	112017	INS PREMIUM	0	11/15/2017	11/15/2017	953.55
							<u>953.55</u>
							Total Dept. Financial Administration: 953.55
Dept: 10-194 Buildings & Ground							
101-10-194-000-4300	Professional PHASE	38029	MOWING SERVICE	0	11/15/2017	11/15/2017	17.00
							<u>17.00</u>
101-10-194-000-4381	Electric Utilit MINNESOTA POWER		ELECTRIC UTILITY	0	11/06/2017	11/06/2017	654.84
							<u>654.84</u>
101-10-194-000-4384	Refuse Disp MATT'S SANITATION INC.	112017	TRASH SERVICE	0	11/15/2017	11/15/2017	58.50
							<u>58.50</u>
							Total Dept. Buildings & Grounds: 730.34
Dept: 10-195 Economic Developn							
101-10-195-000-4300	Professional PHASE	38029	MOWING SERVICE	0	11/15/2017	11/15/2017	26.50
							<u>26.50</u>
							Total Dept. Economic Development: 26.50
Dept: 10-197 Business Park							
101-10-197-000-4381	Electric Utilit MINNESOTA POWER		ELECTRIC UTILITY	0	11/06/2017	11/06/2017	17.74
							<u>17.74</u>
							Total Dept. Business Park: 17.74

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 11/15/17

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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Dept: 15-220 Fire							
101-15-220-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	112017	INS PREMIUM	0	11/15/2017	11/15/2017	124.75
							124.75
101-15-220-000-4212	Motor Fuels SANDSTONE PETRO PLUS	112017	FUEL	0	11/15/2017	11/15/2017	49.25
							49.25
101-15-220-000-4321	Telephone CENTURLINK	112017	PHONE UTILITY	0	11/15/2017	11/15/2017	3.99
							3.99
101-15-220-000-4381	Electric Utilit MINNESOTA POWER		ELECTRIC UTILITY	0	11/06/2017	11/06/2017	241.28
							241.28
101-15-220-000-4384	Refuse Disp MATT'S SANITATION INC.	112017	TRASH SERVICE	0	11/15/2017	11/15/2017	30.42
							30.42
101-15-220-000-4401	Building Reg MPJ ENTERPRISES, LLC SIGNATURE ELECTIC COMP	21310 5094	CAPITAL PROJECTS FIRE HALL LIGHTS	0 0	11/15/2017 11/15/2017	11/15/2017 11/15/2017	2,300.00 2,965.00
							5,265.00
101-15-220-000-4580	Equipment NORTHVIEW BANK	112017	FD RADIOS/PARK SIGNS	0	11/15/2017	11/15/2017	1,334.99
							1,334.99
							Total Dept. Fire: 7,049.68
Dept: 15-240 Building Inspection:							
101-15-240-000-4300	Professional PINE CITY/CITY OF// SANDELL/TODD//	112017 10292017	BLDING OFFICIAL RENTAL BLDNG INSPECT	0 0	11/15/2017 11/15/2017	11/15/2017 11/15/2017	3,994.89 1,175.00
							5,169.89
							Total Dept. Building Inspections: 5,169.89
Dept: 20-300 Public Works Admin							
101-20-300-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	112017	INS PREMIUM	0	11/15/2017	11/15/2017	1,930.50
							1,930.50
101-20-300-000-4210	General Ope MJC EQUIPMENT, INC QUALITY HOME AND SPORT	3143 46467	SAW RENTAL MOWER/WEE WHIP PARTS	0 0	11/15/2017 11/15/2017	11/11/2017 11/15/2017	113.30 47.88
							161.18
101-20-300-000-4212	Motor Fuels SANDSTONE PETRO PLUS	112017	FUEL	0	11/15/2017	11/15/2017	627.69
							627.69
101-20-300-000-4321	Telephone CENTURLINK	112017	PHONE UTILITY	0	11/15/2017	11/15/2017	6.82
							6.82
101-20-300-000-4384	Refuse Disp EAST CENTRAL SOLID WAS MATT'S SANITATION INC.	709525 112017	REFUSE DISPOSAL TRASH SERVICE	0 0	11/15/2017 11/15/2017	11/15/2017 11/15/2017	72.62 152.10
							224.72
101-20-300-000-4404	Machiner & I ARLEN KRANTZ FORD INC	103842	FORD PARTS	0	11/15/2017	11/15/2017	30.29

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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	AUTO VALUE MORA	16184925	SHOP SUPPLIES	0	11/15/2017	11/15/2017	22.81
	NORTHWOODS HYDRAULIC	7403	PLOW TRUCK	0	11/15/2017	11/15/2017	1,119.77
							1,172.87
101-20-300-000-4499	Miscellaneous GOPHER STATE ONE-CALL	7100700	LOCATES	0	11/15/2017	11/15/2017	21.60
							21.60
							4,145.38
al Dept. Public Works Administration:							
Dept: 20-346 Street Lighting							
101-20-346-000-4381	Electric Utilit MINNESOTA POWER		ELECTRIC UTILITY	0	11/06/2017	11/06/2017	2,370.00
							2,370.00
							2,370.00
Total Dept. Street Lighting:							
2,370.00							
Dept: 25-520 Parks Maintenance							
101-25-520-000-4210	General Ope NORTHVIEW BANK	112017	FD RADIOS/PARK SIGNS	0	11/15/2017	11/15/2017	89.93
	QUALITY HOME AND SPORT	46467	MOWER/WEE WHIP PARTS	0	11/15/2017	11/15/2017	29.99
							119.92
101-25-520-000-4300	Professional KROSCHER LAND SURVEYCO	2-2017	BASEBALL FIELD SKECTH	0	11/15/2017	11/15/2017	150.00
	MPJ ENTERPRISES, LLC	21310	CAPITAL PROJECTS	0	11/15/2017	11/15/2017	1,250.00
	PHASE	38029	MOWING SERVICE	0	11/15/2017	11/15/2017	41.00
							1,441.00
101-25-520-000-4381	Electric Utilit MINNESOTA POWER		ELECTRIC UTILITY	0	11/06/2017	11/06/2017	81.65
							81.65
101-25-520-000-4383	Gas Utilities MN ENERGY RESOURCES C	112017	GAS UTILITY	0	11/15/2017	11/15/2017	40.81
							40.81
101-25-520-000-4404	Machiner & I QUALITY HOME AND SPORT	46467	MOWER/WEE WHIP PARTS	0	11/15/2017	11/15/2017	38.71
							38.71
101-25-520-000-4499	Miscellaneous PAUL'S PORTABLES	112017-2	RESTROOM SERVICE	0	11/15/2017	11/15/2017	76.00
	PAUL'S PORTABLES	112017-2	RESTROOM SERVICE	0	11/15/2017	11/15/2017	76.00
							152.00
							1,874.09
Total Dept. Parks Maintenance:							
1,874.09							
Dept: 25-550 Library							
101-25-550-000-4210	General Ope THIS OLD HOUSE	2017	MAGAZINE RENEWAL	0	11/15/2017	11/15/2017	10.00
							10.00
							10.00
Total Dept. Library:							
10.00							
Dept: 35-000 Cemetery							
101-35-000-000-4212	Motor Fuels SANDSTONE PETRO PLUS	112017	FUEL	0	11/15/2017	11/15/2017	90.86
							90.86
101-35-000-000-4300	Professional PHASE	38029	MOWING SERVICE	0	11/15/2017	11/15/2017	188.50
							188.50

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 11/15/17

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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Total Dept. Cemetery:							279.36
Dept: 49-210 Non-Departmental E							
101-49-210-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	112017	INS PREMIUM	0	11/15/2017	11/15/2017	409.50
							409.50
101-49-210-000-4760	Sandstone P- MN ENERGY RESOURCES C	112017	GAS UTILITY	0	11/15/2017	11/15/2017	58.87
							58.87
101-49-210-000-4831	Farmer Mark PAUL'S PORTABLES	112017-2	RESTROOM SERVICE	0	11/15/2017	11/15/2017	76.00
							76.00
101-49-210-000-4853	Thriving Con PINE COUNTY HISTORICAL:	2017	PCHS ANNUAL SUPPORT	0	11/08/2017	11/15/2017	1,500.00
							1,500.00
Total Dept. Non-Departmental Expenses:							2,044.37
Total Fund General Fund:							27,311.30
Fund: 324 \$340,000 LEASE PURC							
Dept: 40-470 Debt Service							
324-40-470-000-4601	Bond Princip NORTHVIEW BANK	11082017	PW BUILDING PAYOFF	56533	11/07/2017	11/07/2017	220,000.00
							220,000.00
324-40-470-000-4611	Bond Interes NORTHVIEW BANK	11082017	PW BUILDING PAYOFF	56533	11/07/2017	11/07/2017	46.00
	NORTHVIEW BANK	11082017	PW BUILDING PAYOFF	56533	11/07/2017	11/07/2017	2,207.64
							2,253.64
Total Dept. Debt Service:							222,253.64
LEASE PURCHASE S 2010:							222,253.64
Fund: 401 Capital Projects Fund							
Dept: 40-450 Capital Account							
401-40-450-000-4531	Street Overl ROCON PAVING	102017	PATCH COURT & JEFF ST	0	11/15/2017	11/15/2017	1,750.00
							1,750.00
401-40-450-000-4539	Sidewalks LAMPERTS	36227351	SIDEWALK REPAIRS	0	11/15/2017	11/15/2017	13.96
							13.96
Total Dept. Capital Account:							1,763.96
Dept: 40-451 Capital Equipment							
401-40-451-772-4544	Fire Capital I MPJ ENTERPRISES, LLC	21310	CAPITAL PROJECTS	0	11/15/2017	11/15/2017	2,934.00
							2,934.00
Total Dept. Capital Equipment:							2,934.00
and Capital Projects Fund:							4,697.96
Fund: 601 Water Fund							
Dept: 60-911 Water Production/Di							
601-60-911-000-4131	Health Insur: I.U.O.E. LOCAL 49 H & W FUI	112017	INS PREMIUM	0	11/15/2017	11/15/2017	686.35

INVOICE APPROVAL LIST BY FUND REPORT
COUNCIL 11/15/17

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 Time: 2:10 pm
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City of Sandstone

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							686.35
601-60-911-000-4321	Telephone CENTURLINK	112017	PHONE UTILITY	0	11/15/2017	11/15/2017	4.95
							4.95
601-60-911-000-4383	Gas Utilities MN ENERGY RESOURCES C	112017	GAS UTILITY	0	11/15/2017	11/15/2017	18.00
	MN ENERGY RESOURCES C	112017	GAS UTILITY	0	11/15/2017	11/15/2017	284.61
							302.61
601-60-911-000-4404	Machiner & E MPJ ENTERPRISES, LLC	21310	CAPITAL PROJECTS	0	11/15/2017	11/15/2017	3,565.00
							3,565.00
601-60-911-000-4433	Dues and Su MN RURAL WATER ASSOCA	2017	CITY MEMBERSHIP	0	11/15/2017	11/15/2017	250.00
							250.00
Dept. Water Production/Distribution:							4,808.91
Total Fund Water Fund:							4,808.91
Fund: 602 Sewer Fund							
Dept: 50-950 Sewer Services							
602-50-950-000-4131	Health Insur I.U.O.E. LOCAL 49 H & W FU	112017	INS PREMIUM	0	11/15/2017	11/15/2017	686.35
							686.35
602-50-950-000-4383	Gas Utilities MN ENERGY RESOURCES C	112017	GAS UTILITY	0	11/15/2017	11/15/2017	76.31
							76.31
602-50-950-166-4583	Sewer Capit MPJ ENTERPRISES, LLC	21310	CAPITAL PROJECTS	0	11/15/2017	11/15/2017	18,957.00
	THUL SPECIALTY CONTRAC	2399	WSTEWTR PLANT REPAIR	0	11/15/2017	11/15/2017	36,650.00
							55,607.00
Total Dept. Sewer Services:							56,369.66
Total Fund Sewer Fund:							56,369.66
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	112017	INS PREMIUM	0	11/15/2017	11/15/2017	175.50
							175.50
Total Dept. Storm Water Services:							175.50
Total Fund STORM WATER:							175.50
 							Grand Total: 315,616.97