

**CITY OF ST. AUGUSTA  
CITY COUNCIL MEETING**

**June 7, 2016**

**7:00 pm**

**AGENDA**

1. Call Meeting to Order – Mayor Kroll.
2. Pledge of Allegiance.
3. Consent Agenda
  - 3A. Minutes of the May 3, 2016 City Council meeting.
  - 3B. Agenda.
  - 3C. Bills Payable, Receipts and Treasurer’s Report
  - 3D. Minutes of the May 6, 2016 City Council Meeting
  - 3E. Minutes of the May 6, 2016 Board of Review and Equalization Meeting
  - 3F. Gambling Premise Permit, St. Augusta Firefighters Relief Association at Club Almar, Saturday, October 15, 2016.
  - 3G. Resolution #2016-07, Appointing Election Judges
  - 3H. Appoint Ron Kraemer to Planning Commission
  - 3I. Appoint Colleen Lommel to Park Board
4. Sheriff’s Report
5. Building Inspector’s Report – Steve Hagman.
6. Fire Department Issues
  - 6A. Monthly Fire Department Report
7. Public Works Updates
8. Open Forum -10 Minute Limit.
9. Public Hearing – Vacate 237<sup>th</sup> Street
10. Planning Commission Recommendation ETS Health Rezoning – **Application Withdrawn**
11. Planning Commission Recommendation ETS Health Zoning Amendment – **Application Withdrawn**
12. Planning Commission Recommendation Sis Upholstery – **Hearing Continued to June 27**
12. Ordinance #2016-02/Resolution #2016-08 Interim Ordinance Establishing Moratorium on Outdoor Storage Containers
13. MS4/Stormwater Utility Discussion
14. Engineer’s Report
15. Dave Werschay
16. Seal Coating Approval
17. Council Member Comments/Purview.
  - 17A. Stearns County Hog Feedlot Discussion
18. Clerk’s Report
  - 18A. Dust Control Quote
  - 18B. 245<sup>th</sup> Street Parking
  - 18C. Street Light at Fire Hall Entrance
19. Adjourn

REMINDERS: Regular City Council Meeting, Tuesday, July 5, 2016 7pm  
Candidate Filing Period Opens, Tuesday, August 2 – Tuesday, August 16  
National Night Out, Tuesday, August 2, 4pm – 8pm, St. Augusta Fire Hall  
Regular City Council Meeting, Tuesday, August 2, 2016 7pm Fire Hall  
Primary Election Day, Tuesday, August 9, polls open from 7am – 8pm

**CITY OF ST. AUGUSTA  
CITY COUNCIL MEETING**

**June 7, 2016**

**7:00 pm**

**Administrative Summary**

**Consent Agenda** – all the items are included in the packet. Ron Kraemer has previously served on our planning and has expressed interest again. He will be filling the spot vacated by Jim Brannan when he resigned as he moved out of the City. Colleen Lommel is the only person who has expressed interest in serving on the Park Board and she is replacing Steve Hahn who resigned last year.

**Sheriff's Report** – I hope to have the written report before I do the updated packet on Tuesday.

**Building Inspector's Report** – included in the packets.

**Fire Department Issues** – the monthly report is included in the packets, Mike didn't give me any additional items.

**Public Works Updates** – Chad and Mark will be in attendance. Chad provided some quotes, included in the packets, for repairing the impellers on one of lift station pumps.

**Public Hearing, Vacate 237<sup>th</sup> Street** – the public hearing notice along with a proposed resolution have been included in the packets.

**Planning Commission Recommendations** – I have included in the packets the planning reports along with the public hear notices. Tuesday I will include in the updated packets, whatever necessary paperwork is needed as determined by the planning commission recommendation from their meeting on Monday night.

**MS4/Stormwater Utility Discussion** – included in the packets are two power point presentations along with supporting draft documents related to the creation of the storm water utility and the MS4. April Ryan of S.E.H. will be in attendance to go over the draft documents and power point presentations.

**Dave Werschay** – Mr. Werschay asked to be placed on the agenda to discuss the galvanized roof that was installed on a shed in Eagle's Landing.

**Seal Coating Approval** – I have included the bid tabulation along with a map of the area to be done in the packets. The written numbers include the area in Country Square that were never added to the bid package. We also need to add the cost of the aggregate (\$7,000) as we always have the contractor provide. It will bring the total cost of the job to \$56,392 so less than the \$60,000 we budgeted. We need a simple vote approving of the project.

## **Clerk's Report**

**Dust Control Quote** – I have asked for other quotes but the one included in the packet is the only one received. The amount is slightly more than the last time we did this.

**245<sup>th</sup> Street Parking** – We had a brief discussion last year about making the street a no parking zone and decided to wait until after the Safe Routes to School Sidewalk project was completed.

**Street Light on 43<sup>rd</sup> Avenue at Fire Hall Entrance** – Mayor Kroll and I both decided it would be good to discuss if we want to have a street light for safety at this intersection.

**MINUTES OF THE CITY COUNCIL  
ST. AUGUSTA, MINNESOTA  
May 3, 2016**

**CALL TO ORDER:** The meeting was called to order by Mayor Kroll at 7:00 PM with the Pledge of Allegiance.

**PRESENT:** Mayor Kroll; Council Members Diehl, Schulzetenberg, Reinert and Zenzen Attorney Couri; Engineer Halter; Building Inspector Hagman; Clerk/Administrator McCabe; Fire Department Chief Tabatt, Assistant Fire Chief Orth,

**OTHERS PRESENT:** Stearns County Deputy Captain Jon Lentz,

**CONSENT AGENDA:** Mr. McCabe indicated the Mid State Inspections payment was incorrect, the correct amount should be \$5,777.76 not \$2,153.66.

**A motion was made to approve the consent agenda items 3A – 3F as amended, by Mr. Diehl, second by Mr. Zenzen. Motion carried unanimously.**

The following items were approved with the consent agenda:

City Council Minutes, April 5, 2016.  
City Council Agenda, May 3, 2016.  
Bill Payable, Receipts and Treasurer's Report dated May 3, 2016 and for Checks #18740 -18810.  
Liquor Licenses (St. Augusta Mini-Serv off sale; Delux Liquors off sale; Hayloft on sale, off sale and Sunday; American Legion Post 621 on sale and Sunday, Club Almar off sale, on sale and Sunday.)  
Road Closure Request 245<sup>th</sup> Street for water ball and 5K Outdoor Liquor Sales Club Almar June 25-26.

**SHERIFF'S REPORT:** Captain Lentz introduced Lieutenant Vic Weis who will be taking over the captain's old duties and presented the April Sheriff's report indicating there were 45 contract hours spent. He reviewed the citations along with the call types.

**A motion was made to approve the sheriff's report by Mr. Zenzen seconded by Ms. Schulzetenberg. Motion carried unanimously.**

Captain Lentz indicated he received a complaint about noise on County Road 7. He will order extra patrol to look into the issue.

## **BUILDING INSPECTOR'S**

### **REPORT:**

Mr. Hagman was in attendance to present the April building inspector's report. He indicated sixteen permits were issued during the month, including three single family dwellings. He reviewed valuations and answered questions from the Council.

**A motion was made to approve the building inspector's report as presented by Mr. Zenzen, seconded by Mr. Diehl. Motion carried unanimously.**

Mr. Zenzen wondered if there were any additional permits hanging out and Mr. Hagman stated he has a large one on his desk and a few others that have expressed interest.

## **FIRE DEPARTMENT**

### **ISSUES:**

Chief Tabatt was in attendance and presented the March 2016 run report, indicating we are up to 18 calls for the year as of the end of March. He reviewed the calls and discussed the internal training that was done.

Mr. Tabatt requested we move one of the lieutenants into a captain position and ultimately fill that position with an additional lieutenant.

**A motion was made to approve the request of promoting a lieutenant to captain and requesting applicants to be promoted to lieutenant by Mr. Reinert, seconded by Mr. Diehl. Motion carried unanimously.**

Mr. Tabatt requested we conduct interviews for the applicants we have on hand. He stated three of the four applicants are trained in firefighter I and II. None of them have first responder training.

**A motion was made conduct those interviews by Mayor Kroll, seconded by Ms. Schulzetenberg. Motion carried unanimously.**

Mayor Kroll wondered about the two pumpers and Asst. Chief Orth responded they were discussed and the pump service guys will be out next week to look at. Hose testing had been done on both pumpers and a gasket was broken on each pumper.

Asst. Chief Orth indicated the wives of the department would like to assist possibly by forming an auxiliary. They would like to become more active and able to help by bringing food to a fire scene, assist with ditch cleaning and wonders what needs to be done to address liability issues. Mr. Couri stated specific procedures would have to be written and he believes the League insurance covers volunteers. They

would specifically be designated as volunteers. He suggested we work through the League and the City would have to determine what we think about liability, but he wouldn't be concerned as that is why we have insurance. There was also brief discussion on liability issues for family riding in fire trucks during a parade and other issues.

Asst. Chief Orth asked if we can donate a gift to the National Night Out event of items such as fire extinguishers or smoke detectors. Mr. Couri indicated he is not sure there is statutory authority but those items could be donated specifically for a door prize item.

**OPEN FORUM:**

No comments given.

**2015 AUDITED  
FINANCIAL  
STATEMENT:**

Jason Miller of Smith Schaefer and Associates was in attendance to present the 2015 Audited Financial Statements. He began by going over a power point presentation that highlights areas of the financial statement. He indicated we have healthy fund balances in the general and enterprise funds. Mr. Miller presented two letters highlighting what they have done in completing their audit. The management audit and indicated the items (segregation of duties and material audit adjustments) were there last year as well.

**A motion was made to approve the audit as presented by Mr. Diehl, seconded by Mr. Zenzen. Motion carried unanimously.**

**ENGINEER'S  
REPORT:**

Mr. Halter presented an estimate for a potential summer street project. He indicated the portion of Galaxy Road would cost approximately \$146,000 and 200<sup>th</sup> Street from County Road 7 until the pavement ends would be approximately \$237,000. He indicated bituminous has been coming in cheap and all over the place. This is assuming borings show this project could be done as a reclaim and overlay project, similar to what we did last year.

**A motion was made to approve getting borings on Galaxy Road, 200<sup>th</sup> Street, 23<sup>rd</sup> Avenue, and 53<sup>rd</sup> Avenue and to authorize plans and specs being drawn up for Galaxy Road and 200<sup>th</sup> Street by Mr. Reinert, seconded by Mr. Diehl. Motion carried unanimously.**

Mr. Zenzen wondered if we can move process along earlier for next year's street project. He was informed that is why we are authorizing the borings now.

Mr. Halter reported the SRTS project is the end of May and there are only a couple of sidewalk panels that need to be replaced.

Mr. McCabe reported he is meeting with the engineer to discuss the MS4 and storm water utility.

**PUMP MAINTENANCE  
AGREEMENT AND  
REPAIRS:**

**A Motion was made to enter into a two year agreement with MN Pump Works by Ms. Schulzetenberg, seconded by Mr. Diehl. Mr. Couri asked for clarification on if it is per pump or per station. Mr. McCabe will look into it and a special meeting will be held prior to our Board of Review meeting on Friday.**

**COUNCIL MEMBER  
PURVIEW:**

Mr. Reinert wondered about the meeting with Lynden Township. Mr. Couri stated Lynden hasn't had any discussion with St. Cloud but has with Clearwater so are we still interested in meeting. I think the consensus is we have a preliminary discussion.

Mr. Reinert asked if we had any further discussion on vacating 237<sup>th</sup> Street. He wondered if we should not only notice those required, but also the entire neighborhood. Mr. Reinert indicated it possibly was intended to be vacated with the second phase of the development.

Mr. Diehl stated he believed this was one of the best audit presentation.

Mr. Diehl questioned the newsletter schedule and Mr. McCabe indicated since we had staff specifically assigned to doing, we have been doing only on an as needed basis. He stated he isn't exactly sure what needs to be included. He was asked how frequently other cities send out and he didn't know the answer.

Mayor Kroll indicated there have been issues with 58<sup>th</sup> Avenue off of 250<sup>th</sup> Street and on 207<sup>th</sup> Street off of State Highway 15. He suggests we haul in class 5 and grade the roads. He got quotes for hauling from two suppliers at \$90 and \$95 per hour.

**A motion was made to approve the gravel improvements on 207<sup>th</sup> Street and 58<sup>th</sup> Avenue by Mr. Reinert, seconded by Mr. Diehl. Motion carried unanimously.**

Mayor Kroll indicated we have issues on 28<sup>th</sup> Avenue due to beavers damming up the swamp. We have contracted with an individual to trap the beavers so the road repairs can be made.

**CITY ADMINISTRATOR  
REPORT:**

Mr. McCabe indicated he had the sales rep from RDO out and he stated we should at least ask \$12,000. We will put it on the corner with a for sale sign and on Craig's List.

Mr. McCabe presented an offer for the pull behind grader of \$650. Consensus was to go ahead and sell the grader.

Mr. McCabe discussed the letter from John Kaiser. On items #1 through #7 it was general agreed that adequate information was provided but on #4 the amount could have been included in the minutes. Consensus was we would still attempt to email or mail the newsletter to those only who request them. The frequency will be determined based on what we have going on and at the National Night Out we will set up a table and small survey asking what residents would like to see in future newsletters.

**ADJOURMENT: A motion was made to adjourn at 9:00 pm by Mr. Reinert seconded by Mr. Diehl. Meeting Adjourned.**

Approved this \_\_\_\_\_ day of June, 2016.

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BJ Kroll, Mayor

Attest:

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William R. McCabe, Clerk/Administrator

## \*Receipt Book

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
9308 R	101-41000-3210	Business Licenses/Permits	\$100.00	5/5/2016	general - Deluxe Liquor	05 02 16 rct
9309 R	101-41000-3340	Gas Franchise Fee	\$3,773.00	5/5/2016	general - Center Point Energy	05 02 16 rct
9310 R	601-49400-3710	Water Sales	\$345.59	5/5/2016	water dept - May 16 rcpts	05 02 16 rct
9310 R	601-49400-3130	General Sales and Use Tax	\$1.88	5/5/2016	water dept - May 16 rcpts	05 02 16 rct
9310 R	605-43160-3740	Electricity Sales	\$10.49	5/5/2016	EU - May 16 rcpts	05 02 16 rct
9310 R	606-49450-3728	Sewer Replacement Fund	\$16.98	5/5/2016	SRF - May 16 rcpts	05 02 16 rct
9310 R	602-49450-3720	Sewer Sales	\$433.60	5/5/2016	sewer dept - May 16 rcpts	05 02 16 rct
9311 R	101-41000-3221	Building Permits	\$50.50	5/5/2016	general - augusta Plmb	05 03 16 rct
9312 R	101-41000-3340	Electric Permits	\$71.00	5/5/2016	general - Birchwood Electric	05 03 16 rct
9313 R	101-41000-3225	Park Shelter Rental	\$125.00	5/5/2016	general - D. Clausen	05 04 16 rct
9313 R	101-41000-3103	Sales Tax	\$5.35	5/5/2016	general - tax on shelter renta	05 04 16 rct
9314 R	101-41000-3221	Building Permits	\$11,325.00	5/5/2016	general - Hansen Tomlinson Homes	05 04 16 rct
9314 R	101-41000-3225	Right of Way Permits	\$300.00	5/5/2016	general - Hansen Tomlinson Homes	05 04 16 rct
9314 R	101-41000-3620	Miscellaneous Revenues	\$30.00	5/5/2016	general - Hansen Tomlinson Homes	05 04 16 rct
9315 R	601-49400-3710	Water Sales	\$533.94	5/5/2016	water dept - May 16 rcpts	05 04 16 rct
9315 R	605-43160-3740	Electricity Sales	\$11.83	5/5/2016	EU - May 16 rcpts	05 04 16 rct
9315 R	606-49450-3728	Sewer Replacement Fund	\$28.93	5/5/2016	SRF - May 16 rcpts	05 04 16 rct
9315 R	602-49450-3720	Sewer Sales	\$667.76	5/5/2016	sewer dept - May 16 rcpts	05 04 16 rct
9316 R	101-41000-3221	Building Permits	\$149.50	5/11/2016	general - H&S	05 05 16 rct
9317 R	101-41000-3221	Building Permits	\$50.50	5/11/2016	general - Jacob Const	05 05 16 rct
9318 R	602-49450-3720	Sewer Sales	\$980.64	5/5/2016	sewer dept - May 16 rcpts	05 03 16 rct
9318 R	605-43160-3740	Electricity Sales	\$22.61	5/5/2016	EU - May 16 rcpts	05 03 16 rct
9318 R	601-49400-3130	General Sales and Use Tax	\$7.28	5/5/2016	water dept - May 16 rcpts	05 03 16 rct
9318 R	601-49400-3710	Water Sales	\$796.79	5/5/2016	water dept - May 16 rcpts	05 03 16 rct
9318 R	606-49450-3728	Sewer Replacement Fund	\$43.58	5/5/2016	SRF - May 16 rcpts	05 03 16 rct
9319 R	601-49400-3130	General Sales and Use Tax	\$13.88	5/11/2016	water dept - May 16 rcpts	05 05 16 rct
9319 R	601-49400-3710	Water Sales	\$1,181.93	5/11/2016	water dept - May 16 rcpts	05 05 16 rct
9319 R	602-49450-3720	Sewer Sales	\$1,448.82	5/11/2016	sewer dept - May 16 rcpts	05 05 16 rct
9319 R	605-43160-3740	Electricity Sales	\$25.97	5/11/2016	EU - May 16 rcpts	05 05 16 rct
9319 R	606-49450-3728	Sewer Replacement Fund	\$61.22	5/11/2016	SRF - May 16 rcpts	05 05 16 rct
9320 R	101-41000-3225	Park Shelter Rental	\$150.00	5/11/2016	general - Aubright Inc.	05 06 16 rct
9320 R	101-41000-3103	Sales Tax	\$5.35	5/11/2016	general - tax on shelter renta	05 06 16 rct
9321 R	101-41000-3221	Building Permits	\$61.00	5/11/2016	general - H&S	05 06 16 rct
9322 R	101-41000-3340	Gas Franchise Fee	\$4,180.70	5/11/2016	general - Xcel Energy Qtr 1 2016	05 06 16 rct
9323 R	602-49450-3720	Sewer Sales	\$1,717.06	5/11/2016	sewer dept - May 16 rcpts	05 06 16 rct
9323 R	606-49450-3728	Sewer Replacement Fund	\$77.51	5/11/2016	SRF - May 16 rcpts	05 06 16 rct
9323 R	605-43160-3740	Electricity Sales	\$34.05	5/11/2016	EU - May 16 rcpts	05 06 16 rct
9323 R	601-49400-3130	General Sales and Use Tax	\$3.76	5/11/2016	water dept - May 16 rcpts	05 06 16 rct
9323 R	601-49400-3710	Water Sales	\$1,393.06	5/11/2016	water dept - May 16 rcpts	05 06 16 rct
9325 R	450-41000-3340	Cable TV Franchise Fee	\$597.93	5/11/2016	CIP - general - Midco Apr 2016	05 09 16 rct
9326 R	101-41000-3410	Assessment Search Fees	\$20.00	5/11/2016	general - Heartland Title	05 09 16 rct
9327 R	101-41000-3340	Electric Permits	\$72.00	5/11/2016	general - D. Koenig	05 09 16 rct
9328 R	101-41000-3218	Mailbox Posts	\$50.00	5/11/2016	general - C. Sis	05 09 16 rct
9329 R	605-43160-3740	Electricity Sales	\$24.52	5/11/2016	EU - May 16 rcpts	05 09 16 rct
9329 R	606-49450-3728	Sewer Replacement Fund	\$140.00	5/11/2016	SRF - May 16 rcpts	05 09 16 rct
9329 R	601-49400-3710	Water Sales	\$2,201.76	5/11/2016	water dept - May 16 rcpts	05 09 16 rct
9329 R	602-49450-3720	Sewer Sales	\$3,272.31	5/11/2016	sewer dept - May 16 rcpts	05 09 16 rct
9329 R	601-49400-3130	General Sales and Use Tax	\$87.61	5/11/2016	water dept - May 16 rcpts	05 09 16 rct
9330 R	101-41000-3103	Sales Tax	\$5.35	5/12/2016	general - tax on shelter renta	05 10 16 rct
9330 R	101-41000-3225	Park Shelter Rental	\$150.00	5/12/2016	general - Sharon Kettner	05 10 16 rct
9331 R	101-42270-3310	Federal Grants and Aids	\$2,995.00	5/11/2016	fire dept - training grant	05 10 16 fd

## \*Receipt Book

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
9332 R	450-41000-3130	General Sales and Use Tax	\$10,963.81	5/12/2016	CIP - general, sales tax	05 10 16 rct
9333 R	605-43160-3740	Electricity Sales	\$4.00	5/12/2016	EU - May 16 rcpts	05 10 16 rct
9333 R	601-49400-3710	Water Sales	\$204.65	5/12/2016	water dept - May 16 rcpts	05 10 16 rct
9333 R	606-49450-3728	Sewer Replacement Fund	\$9.30	5/12/2016	SRF - May 16 rcpts	05 10 16 rct
9333 R	602-49450-3720	Sewer Sales	\$262.38	5/12/2016	sewer dept - May 16 rcpts	05 10 16 rct
9334 R	450-41130-3620	Miscellaneous Revenues	\$650.00	5/17/2016	CIP - general, pull behind grader J.	05 12 16 rct
9335 R	101-41000-3340	Electric Permits	\$150.00	5/17/2016	general - B. Mergen	05 12 16 rct
9336 R	101-41000-3340	Electric Permits	\$36.00	5/17/2016	general - Bertram Electric	05 12 16 rct
9337 R	101-41000-3410	Assessment Search Fees	\$10.00	5/17/2016	general - Mn Title	05 12 16 rct
9338 R	601-49400-3710	Water Sales	\$558.12	5/17/2016	water dept - May 16 rcpts	05 12 16 rct
9338 R	601-49400-3130	General Sales and Use Tax	\$3.76	5/17/2016	water dept - May 16 rcpts	05 12 16 rct
9338 R	605-43160-3740	Electricity Sales	\$10.06	5/17/2016	EU - May 16 rcpts	05 12 16 rct
9338 R	606-49450-3728	Sewer Replacement Fund	\$24.50	5/17/2016	SRF - May 16 rcpts	05 12 16 rct
9338 R	602-49450-3720	Sewer Sales	\$702.01	5/17/2016	sewer dept - May 16 rcpts	05 12 16 rct
9339 R	101-41000-3340	Electric Franchise Fee	\$4,698.00	5/17/2016	general - Stearns Electric Apr 2016	05 13 16 rct
9340 R	602-49450-3720	Sewer Sales	\$648.67	5/17/2016	sewer dept - May 16 rcpts	05 13 16 rct
9340 R	601-49400-3710	Water Sales	\$510.27	5/17/2016	water dept - May 16 rcpts	05 13 16 rct
9340 R	605-43160-3740	Electricity Sales	\$18.50	5/17/2016	EU - May 16 rcpts	05 13 16 rct
9340 R	606-49450-3728	Sewer Replacement Fund	\$24.88	5/17/2016	SRF - May 16 rcpts	05 13 16 rct
9341 R	101-41000-3410	Assessment Search Fees	\$50.00	5/17/2016	general - Bohnsack Law	05 16 16 rct
9342 R	101-41000-3221	Building Permits	\$50.50	5/17/2016	general - Fireside	05 16 16 rct
9343 R	101-41000-3221	Building Permits	\$1,000.00	5/17/2016	general - Schoenberg Const	05 16 16 rct
9344 R	601-49400-3710	Water Sales	\$1,033.55	5/17/2016	water dept - May 16 rcpts	05 16 16 rct
9344 R	601-49400-3130	General Sales and Use Tax	\$3.76	5/17/2016	water dept - May 16 rcpts	05 16 16 rct
9344 R	605-43160-3740	Electricity Sales	\$26.17	5/17/2016	EU - May 16 rcpts	05 16 16 rct
9344 R	606-49450-3728	Sewer Replacement Fund	\$53.26	5/17/2016	SRF - May 16 rcpts	05 16 16 rct
9344 R	602-49450-3720	Sewer Sales	\$1,292.47	5/17/2016	sewer dept - May 16 rcpts	05 16 16 rct
9345 R	101-41000-3340	Electric Permits	\$101.00	5/25/2016	general - Birchwood Electric	05 17 16 rct
9346 R	101-41000-3221	Building Permits	\$193.50	5/25/2016	general - Pipers	05 17 16 rct
9347 R	601-49400-3710	Water Sales	\$458.76	5/25/2016	water dept - May 16 rcpts	05 17 16 rct
9347 R	605-43160-3740	Electricity Sales	\$22.25	5/25/2016	EU - May 16 rcpts	05 17 16 rct
9347 R	606-49450-3728	Sewer Replacement Fund	\$20.92	5/25/2016	SRF - May 16 rcpts	05 17 16 rct
9347 R	602-49450-3720	Sewer Sales	\$568.37	5/25/2016	sewer dept - May 16 rcpts	05 17 16 rct
9348 R	101-41000-3221	Building Permits	\$63.78	5/25/2016	general - Jason Netland	05 18 16 rct
9349 R	101-41000-3225	Park Shelter Rental	\$125.00	5/25/2016	general - R. Bloch	05 18 16 rct
9349 R	101-41000-3103	Sales Tax	\$5.35	5/25/2016	general - tax on shelter renta	05 18 16 rct
9350 R	101-41000-3221	Building Permits	\$1,920.00	5/25/2016	general - DG Homes	05 18 16 rct
9350 R	101-41000-3225	Right of Way Permits	\$300.00	5/25/2016	general - DG Homes	05 18 16 rct
9350 R	101-41000-3620	Miscellaneous Revenues	\$30.00	5/25/2016	general - DG Homes 911 sign	05 18 16 rct
9351 R	101-41000-3340	Electric Permits	\$102.00	5/25/2016	general - B. Lafave	05 18 16 rct
9352 R	450-41000-3130	General Sales and Use Tax	\$17,504.21	5/25/2016	CIP - general, sales tax	05 19 16 rct
9353 R	602-49450-3720	Sewer Sales	\$461.93	5/25/2016	sewer dept - May 16 rcpts	05 19 16 rct
9353 R	606-49450-3728	Sewer Replacement Fund	\$20.36	5/25/2016	SRF - May 16 rcpts	05 19 16 rct
9353 R	605-43160-3740	Electricity Sales	\$8.00	5/25/2016	EU - May 16 rcpts	05 19 16 rct
9353 R	601-49400-3130	General Sales and Use Tax	\$3.76	5/25/2016	water dept - May 16 rcpts	05 19 16 rct
9353 R	601-49400-3710	Water Sales	\$367.30	5/25/2016	water dept - May 16 rcpts	05 19 16 rct
9354 R	605-43160-3740	Electricity Sales	\$32.27	5/25/2016	EU - May 16 rcpts	05 20 16 rct
9354 R	606-49450-3728	Sewer Replacement Fund	\$62.71	5/25/2016	SRF - May 16 rcpts	05 20 16 rct
9354 R	602-49450-3720	Sewer Sales	\$1,395.56	5/25/2016	sewer dept - May 16 rcpts	05 20 16 rct
9354 R	601-49400-3130	General Sales and Use Tax	\$13.00	5/25/2016	water dept - May 16 rcpts	05 20 16 rct
9354 R	601-49400-3710	Water Sales	\$1,153.68	5/25/2016	water dept - May 16 rcpts	05 20 16 rct

**\*Receipt Book**

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
9355 R	101-41000-3221	Building Permits	\$50.50	5/25/2016	general - JM Heating	05 24 16 rct
9356 R	101-41000-3620	Miscellaneous Revenues	\$784.00	5/25/2016	general - Clean Up Day	05 22 16 rct
9357 R	101-41000-3340	Electric Permits	\$37.00	5/25/2016	general - Mech Energy Systems	05 23 16 rct
9358 R	601-49400-3710	Water Sales	\$2,295.26	5/25/2016	water dept - May 16 rcpts	05 23 16 rct
9358 R	602-49450-3720	Sewer Sales	\$2,803.48	5/25/2016	sewer dept - May 16 rcpts	05 23 16 rct
9358 R	606-49450-3728	Sewer Replacement Fund	\$118.33	5/25/2016	SRF - May 16 rcpts	05 23 16 rct
9358 R	601-49400-3130	General Sales and Use Tax	\$29.99	5/25/2016	water dept - May 16 rcpts	05 23 16 rct
9358 R	605-43160-3740	Electricity Sales	\$52.76	5/25/2016	EU - May 16 rcpts	05 23 16 rct
9359 R	101-41000-3221	Building Permits	\$55.50	5/25/2016	general - T Lifetime Exteriors	05 24 16 rct
9360 R	101-41000-3221	Building Permits	\$65.05	5/25/2016	general - Your Home Improvement	05 24 16 rct
9361 R	101-41000-3221	Building Permits	\$200.00	5/25/2016	general - D. Fruth Building	05 24 16 rct
9362 R	606-49450-3728	Sewer Replacement Fund	\$26.60	5/25/2016	SRF - May 16 rcpts	05 24 16 rct
9362 R	601-49400-3130	General Sales and Use Tax	\$8.16	5/25/2016	water dept - May 16 rcpts	05 24 16 rct
9362 R	605-43160-3740	Electricity Sales	\$6.10	5/25/2016	EU - May 16 rcpts	05 24 16 rct
9362 R	602-49450-3720	Sewer Sales	\$522.95	5/25/2016	sewer dept - May 16 rcpts	05 24 16 rct
9362 R	601-49400-3710	Water Sales	\$432.13	5/25/2016	water dept - May 16 rcpts	05 24 16 rct
9363 R	601-49400-3710	Water Sales	\$586.94	5/25/2016	water dept - May 16 rcpts	05 18 16 rct
9363 R	605-43160-3740	Electricity Sales	\$18.12	5/25/2016	EU - May 16 rcpts	05 18 16 rct
9363 R	606-49450-3728	Sewer Replacement Fund	\$32.46	5/25/2016	SRF - May 16 rcpts	05 18 16 rct
9363 R	602-49450-3720	Sewer Sales	\$735.40	5/25/2016	sewer dept - May 16 rcpts	05 18 16 rct
9364 R	450-41000-3221	Park Dedication Fees	\$525.00	6/2/2016	CIP - general K. Kunkel	05 26 16 rct
9364 R	101-41000-3410	Zoning and Subdivision Fees	\$50.00	6/2/2016	general - K. Kunkel	05 26 16 rct
9365 R	101-41000-3410	Zoning and Subdivision Fees	\$750.00	6/2/2016	general - J. Sis zoning request	05 26 16 rct
9366 R	101-41000-3620	Miscellaneous Revenues	\$441.00	6/2/2016	general - Midway Iron, scrap metal	05 26 16 rct
9367 R	602-49450-3720	Sewer Sales	\$585.73	6/2/2016	sewer dept - May 16 rcpts	05 26 16 rct
9367 R	601-49400-3710	Water Sales	\$457.33	6/2/2016	water dept - May 16 rcpts	05 26 16 rct
9367 R	606-49450-3728	Sewer Replacement Fund	\$24.91	6/2/2016	SRF - May 16 rcpts	05 26 16 rct
9367 R	605-43160-3740	Electricity Sales	\$7.98	6/2/2016	EU - May 16 rcpts	05 26 16 rct
9368 R	101-41000-3340	Electric Permits	\$112.00	6/2/2016	general - K. Electric	05 30 16 rct
9369 R	101-41000-3410	Assessment Search Fees	\$10.00	6/2/2016	general - Stearn County Abstract	05 30 16 rct
9370 R	101-41000-3340	Electric Permits	\$36.00	6/2/2016	general - Tom Bautch	05 30 16 rct
9371 R	101-41000-3620	Miscellaneous Revenues	\$30.00	6/2/2016	general - 911 sign J. Dale Builders	05 30 16 rct
9371 R	101-41000-3221	Building Permits	\$2,720.00	6/2/2016	general - J. Dale Builders	05 30 16 rct
9371 R	101-41000-3225	Right of Way Permits	\$300.00	6/2/2016	general - J. Dale Builders	05 30 16 rct
9372 R	602-49450-3720	Sewer Sales	\$1,538.84	6/2/2016	sewer dept - May 16 rcpts	05 30 16 rct
9372 R	606-49450-3728	Sewer Replacement Fund	\$72.86	6/2/2016	SRF - May 16 rcpts	05 30 16 rct
9372 R	601-49400-3710	Water Sales	\$1,256.84	6/2/2016	water dept - May 16 rcpts	05 30 16 rct
9372 R	601-49400-3130	General Sales and Use Tax	\$1.88	6/2/2016	water dept - May 16 rcpts	05 30 16 rct
9372 R	605-43160-3740	Electricity Sales	\$30.04	6/2/2016	EU - May 16 rcpts	05 30 16 rct
<b>Grand Total</b>			\$105,596.01			

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May 2016 to June 2016

Name	Check Date	Check Amt
<b>10100 STATE BANK OF KIMBAL</b>		
Paid Chk# 018812	BLASHACK, CHAD CHRISTOPHE 5/5/2016	\$1,059.37
Paid Chk# 018813	KIFFMEYER, MARK G. 5/5/2016	\$1,231.78
Paid Chk# 018814	McCABE, WILLIAM R. 5/5/2016	\$2,139.49
Paid Chk# 018815	NOTCH, JOHN T. 5/5/2016	\$152.58
Paid Chk# 018816	RASMUSON, TERESA M. 5/5/2016	\$755.98
Paid Chk# 018817	SCHLUETER, STEVEN F. 5/5/2016	\$95.86
Paid Chk# 018818	WOLTERS, KENNETH G 5/5/2016	\$273.22
Paid Chk# 018819	JOHN HANCOCK 5/5/2016	\$25.00 g - pay 9 2016 def comp
Paid Chk# 018820	PERA 5/5/2016	\$1,138.65 PERA Coor Benefit
Paid Chk# 018821	BILL MCCABE 5/11/2016	\$60.00 g - McCabe copay, rx
Paid Chk# 018822	BLASHACK, CHAD CHRISTOPHE 5/19/2016	\$1,059.37
Paid Chk# 018823	KIFFMEYER, MARK G. 5/19/2016	\$1,231.78
Paid Chk# 018824	McCABE, WILLIAM R. 5/19/2016	\$2,300.51
Paid Chk# 018825	NOTCH, JOHN T. 5/19/2016	\$13.14
Paid Chk# 018826	RASMUSON, TERESA M. 5/19/2016	\$755.98
Paid Chk# 018827	SCHLUETER, STEVEN F. 5/19/2016	\$470.58
Paid Chk# 018828	WOLTERS, KENNETH G 5/19/2016	\$336.75
Paid Chk# 018829	JOHN HANCOCK 5/19/2016	\$25.00 g - pay 10 2016
Paid Chk# 018830	PERA 5/19/2016	\$1,190.96 PERA Coor Benefit
Paid Chk# 018831	TABATT, MICHAEL A. 5/27/2016	\$502.72
Paid Chk# 018832	MN DEPT OF REVENUE 5/27/2016	\$796.20 emp pd state taxes
Paid Chk# 018833	BLASHACK, CHAD CHRISTOPHE 6/2/2016	\$1,091.19
Paid Chk# 018834	KIFFMEYER, MARK G. 6/2/2016	\$1,306.97
Paid Chk# 018835	McCABE, WILLIAM R. 6/2/2016	\$2,727.61
Paid Chk# 018836	NOTCH, JOHN T. 6/2/2016	\$300.97
Paid Chk# 018837	RASMUSON, TERESA M. 6/2/2016	\$919.50
Paid Chk# 018838	SCHLUETER, STEVEN F. 6/2/2016	\$98.10
Paid Chk# 018839	WOLTERS, KENNETH G 6/2/2016	\$273.22
Paid Chk# 018840	SCHLUETER, STEVEN F. 6/2/2016	\$437.50
Paid Chk# 018841	JOHN HANCOCK 6/2/2016	\$25.00 g - pay 11 2016 def comp
Paid Chk# 018842	PERA 6/2/2016	\$1,266.37 PERA Coordinated
Paid Chk# 018843	AFLAC 6/7/2016	\$318.48 g - employee paid insurance
Paid Chk# 018844	AMBER TOTZ 6/7/2016	\$621.40 parks dept - park cancellation
Paid Chk# 018845	BANYON DATA SYSTEMS 6/7/2016	\$1,590.00 general - fund accounting supp
Paid Chk# 018846	BATTERIES PLUS BULBS 6/7/2016	\$261.69 fire dept - batteries
Paid Chk# 018847	BLUE TARP FINANCIAL INC 6/7/2016	\$25.37 parks dept - supplies
Paid Chk# 018848	BROCK WHITE 6/7/2016	\$6,850.01 pw dept - crack fill
Paid Chk# 018849	CARS 6/7/2016	\$61.04 parks dept - hazardous waste
Paid Chk# 018850	CENTER POINT ENERGY 6/7/2016	\$125.32 fire dept - gas usage
Paid Chk# 018851	CENTRAL APPLIANCE RECYCLE 6/7/2016	\$1,789.85 general - 2016 clean up day
Paid Chk# 018852	CENTRAL LANDSCAPE SUPPLY 6/7/2016	\$780.00 parks dept - ballfield aggrega
Paid Chk# 018853	CENTRAL LOCKSMITHS 6/7/2016	\$715.00 parks dept - Kiffmeyer Park ba
Paid Chk# 018854	CENTRAL MN FIRE AID ASSN 6/7/2016	\$50.00 fire dept - 2016 dues
Paid Chk# 018855	CITESCAPE LLC 6/7/2016	\$39.99 fire dept - internet
Paid Chk# 018856	CITY OF ST. AUGUSTA 6/7/2016	\$62.30 general - May 2016 usage
Paid Chk# 018857	CITY OF ST. CLOUD 6/7/2016	\$13,229.09 sewer dept - Apr 16 treatment

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## \*Check Summary Register©

May 2016 to June 2016

Name	Check Date	Check Amt	
Paid Chk# 018858	COILS FLAGS & FLAGPOLES	6/7/2016	\$5.60 parks dept - swivel snaps (2)
Paid Chk# 018859	COURI & RUPPE PLLP	6/7/2016	\$825.00 general - April 2016 legal fee
Paid Chk# 018860	CW TECHNOLOGY	6/7/2016	\$69.95 general - remote back up
Paid Chk# 018861	DARREL NEMETH INC	6/7/2016	\$178.50 general - May 2016 inspections
Paid Chk# 018862	DHIA LABORATORIES	6/7/2016	\$472.00 sewer dept - sample #280742
Paid Chk# 018863	FIRE EQUIPMENT SPECIALTIES	6/7/2016	\$3,740.95 CIP - fire dept, turn out gear
Paid Chk# 018864	FIRST STATE TIRE RECYCLING	6/7/2016	\$744.00 general - 2016 clean up day
Paid Chk# 018865	FIT TEST INC	6/7/2016	\$690.00 fire dept - 2016 fit test
Paid Chk# 018866	GENERAL RENTAL CENTER	6/7/2016	\$70.75 pw dept - concrete saw rental
Paid Chk# 018867	INTEGRA	6/7/2016	\$288.21 general - city hall telephone
Paid Chk# 018868	J & S EXCAVATING INC.	6/7/2016	\$2,863.00 pw dept - Mausmann Road & Bech
Paid Chk# 018869	JOAN KIFFMEYER	6/7/2016	\$56.94 parks dept - plants/flowers fo
Paid Chk# 018870	LAND O AKES OIL & PROPANE	6/7/2016	\$793.84 fire dept - fuel for tanks
Paid Chk# 018871	LMCIT	6/7/2016	\$14,300.00 sewer dept - work comp insuran
Paid Chk# 018872	MAOSC	6/7/2016	\$1,692.65 general - 2016-17 membership d
Paid Chk# 018873	MCSI, INC	6/7/2016	\$36.93 general - copier contract
Paid Chk# 018874	MENARDS - ST. CLOUD	6/7/2016	\$345.34 parks dept - supplies
Paid Chk# 018875	MIDCO BUSINESS	6/7/2016	\$75.00 general - internet service
Paid Chk# 018876	MIDWAY IRON & METAL CO., IN	6/7/2016	\$84.91 pw dept - supplies
Paid Chk# 018877	MIDWEST MACHINERY CO	6/7/2016	\$151.04 parks dept - John Deere repair
Paid Chk# 018878	MIMBACH FLEET SUPPLY	6/7/2016	\$58.89 parks dept - supplies
Paid Chk# 018879	MINNESOTA PUMP WORKS	6/7/2016	\$825.00 sewer dept - service agreement
Paid Chk# 018880	MISSY OHMANN	6/7/2016	\$130.35 parks dept - cancellation refu
Paid Chk# 018881	MN DEPT OF HEALTH	6/7/2016	\$707.00 water dept - 2nd quarter 2016
Paid Chk# 018882	MN FIRE SERVICE CERTIFICATI	6/7/2016	\$105.00 general - test fee for Clasema
Paid Chk# 018883	NELSONS SANITATION & RENTA	6/7/2016	\$82.38 parks dept - toilet rental KP
Paid Chk# 018884	NEXTEL	6/7/2016	\$89.29 general - mayor's telephone
Paid Chk# 018885	NFPA	6/7/2016	\$175.00 fire dept - annual membership
Paid Chk# 018886	PC PUBLICAN LLC	6/7/2016	\$125.00 general - Teresa's computer vi
Paid Chk# 018887	PETTY CASH	6/7/2016	\$91.41 general - May 2016 petty cash
Paid Chk# 018888	POWER HOUSE OUTDOOR EQUI	6/7/2016	\$421.37 parks dept - supplies
Paid Chk# 018889	PRAETORIAN DIGITAL	6/7/2016	\$2,250.00 fire dept - grant writing assi
Paid Chk# 018890	PREFERRED ONE	6/7/2016	\$2,623.92 sewer dept - city pd health
Paid Chk# 018891	PROFIELDS LLC	6/7/2016	\$830.00 parks dept - fertilizer applic
Paid Chk# 018892	REDS AUTO ELECTRIC, INC	6/7/2016	\$104.93 pw dept - battery for chipper
Paid Chk# 018893	SEH RCM	6/7/2016	\$3,364.35 general - general engineering
Paid Chk# 018894	SITE ONE LANDSCAPE SUPPLY	6/7/2016	\$1,447.14 parks dept - rid o rust
Paid Chk# 018895	SMITH SCHAFFER	6/7/2016	\$1,650.00 general - 2015 city audit
Paid Chk# 018896	SPECTRUM SUPPLY COMPANY	6/7/2016	\$90.72 parks dept - supplies
Paid Chk# 018897	ST. AUGUSTA MINI-SERV	6/7/2016	\$617.03 parks dept - May 2016 fuel
Paid Chk# 018898	ST. CLOUD TECHNICAL COLLEG	6/7/2016	\$4,200.00 fire dept - training Berdan, B
Paid Chk# 018899	STEARNS CTY MUNICIPAL LEAG	6/7/2016	\$20.00 general - 2016 membership dues
Paid Chk# 018900	STEARNS ELECTRIC ASSOCIATI	6/7/2016	\$1,444.17 general - city hall
Paid Chk# 018901	STEVE SCHLUETER	6/7/2016	\$248.40 parks dept - May 2016 mileage
Paid Chk# 018902	TOSHIBA FINANCIAL SERVICES	6/7/2016	\$69.00 general - copier contract
Paid Chk# 018903	TRAUT COMPANIES	6/7/2016	\$46.00 water dept - sample #'s 160755
Paid Chk# 018904	WELLS FARGO	6/7/2016	\$278.45 general - chair (office furnit
Paid Chk# 018905	WEST CENTRAL SANITATION	6/7/2016	\$495.46 fire dept - garbage service

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May 2016 to June 2016

Name	Check Date	Check Amt	
Paid Chk# 018906 XCEL ENERGY	6/7/2016	\$45.74	general - May 16 usage
Paid Chk# 018907 YOUR HOME IMPROVEMENT CO	6/7/2016	\$50.50	general - refund permit #37-16
Paid Chk# 018908 LMCIT	6/7/2016	\$27,301.00	parks dept - coverage 5/10/16
Paid Chk# 018909 BILL MCCABE	6/6/2016	\$253.08	g - McCabe (Elisabeth)
Paid Chk# 018910 ALL CARE TOWING, INC	6/7/2016	\$62.40	fire dept - tow grass rig
Paid Chk# 018911 BILL MCCABE	6/7/2016	\$126.90	general - mileage (235 @ .54)
Paid Chk# 018912 CENTER POINT ENERGY	6/7/2016	\$54.71	fire dept - gas usage
Paid Chk# 018913 CENTRAL MCGOWAN	6/7/2016	\$53.08	pw dept - supplies
Paid Chk# 018914 EMERGENCY APPARATUS MAIN	6/7/2016	\$912.63	fire dept - engine 108
Paid Chk# 018915 KAY KROLL	6/7/2016	\$36.24	parks dept - flowers
Paid Chk# 018916 MENARDS - ST. CLOUD	6/7/2016	\$34.66	parks dept - supplies
Paid Chk# 018917 MIDSTATE INSP SERVICES INC	6/7/2016	\$12,734.39	general - May 2016 permits
Paid Chk# 018918 MIDWEST MACHINERY CO	6/7/2016	\$191.90	parks dept - supplies
Paid Chk# 018919 MIMBACH FLEET SUPPLY	6/7/2016	\$120.43	pw dept - supplies
Paid Chk# 018920 MN DEPT OF REVENUE	6/7/2016	\$200.00	water dept - May 16 sales tax
Paid Chk# 018921 NELSONS SANITATION & RENTA	6/7/2016	\$111.04	parks dept - toilet rental
Paid Chk# 018922 PETTY CASH	6/7/2016	\$19.74	parks dept - petty cash (menar)
Paid Chk# 018923 ROYAL TIRE	6/7/2016	\$165.18	parks dept - john deere tire
Paid Chk# 018924 SPECTRUM SUPPLY COMPANY	6/7/2016	\$275.45	parks dept - supplies
Paid Chk# 018925 ST. CLOUD TIMES	6/7/2016	\$163.00	general - Ekotec public hearin
Paid Chk# 018926 ZIEGLER	6/7/2016	\$909.83	pw dept - 930 loader steering
Paid Chk# 018927 ANGELA ANDERSON	6/7/2016	\$75.00	parks dept - May 16 refund
Paid Chk# 018928 BARBARA KIHNE	6/7/2016	\$50.00	parks dept - May 16 refund
Paid Chk# 018929 BONNIE NELSON	6/7/2016	\$75.00	parks dept - May 16 refund
Paid Chk# 018930 CATHERINE LYDEEN	6/7/2016	\$75.00	parks dept - May 16 refunds
Paid Chk# 018931 HOLLIE TERWEY	6/7/2016	\$50.00	parks dept - May 16 refund
Paid Chk# 018932 JAIME KREPS	6/7/2016	\$75.00	parks dept - May 16 refund
Paid Chk# 018933 JEAN SZCZECH	6/7/2016	\$100.00	parks dept - May 16 refund
Paid Chk# 018934 JIM KOSHIOL	6/7/2016	\$75.00	parks dept - May 16 refunds
Paid Chk# 018935 JOHN STEICHEN	6/7/2016	\$50.00	parks dept - May 16 refund
Paid Chk# 018936 KARL JANSEN	6/7/2016	\$75.00	park dept - May 16 rental
Paid Chk# 018937 LARRY MOHS	6/7/2016	\$75.00	parks dept - May 16 refund
Paid Chk# 018938 MARISOL STATZ	6/7/2016	\$75.00	parks dept - May 16 refund
Paid Chk# 018939 MARK KRONENBERG	6/7/2016	\$75.00	parks dept - May 16 refund
Paid Chk# 018940 PAM ROSHA	6/7/2016	\$75.00	parks dept - May 16 refund
Paid Chk# 018941 RYAN MITCHELL	6/7/2016	\$50.00	parks dept - May 16 refund
Paid Chk# 018942 RYAN SAINER	6/7/2016	\$50.00	parks dept - May 16 refund
Paid Chk# 018943 STEPHANIE GRUBER	6/7/2016	\$50.00	parks dept - May 16 refund
Paid Chk# 018944 TAMMY BARTLETT	6/7/2016	\$50.00	parks dept - May 16 refund
Paid Chk# 018945 ADAM HONER	6/7/2016	\$150.00	general - 3 adult beaver @ \$7
Paid Chk# 018946 GOPHER STATE ONE-CALL	6/7/2016	\$109.34	water dept - locates
<b>Total Checks</b>		<b>\$145,937.00</b>	

FILTER: None

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June 2016

			Check Amt	Invoice	Comment
<b>10100 STATE BANK OF KIMBAL</b>					
Paid Chk#	018910	6/7/2016	<b>ALL CARE TOWING, INC</b>		
E 101-42270-220	Repair/Maint Supply		\$62.40	172875	fire dept - tow grass rig
	<b>Total ALL CARE TOWING, INC</b>		\$62.40		
Paid Chk#	018911	6/7/2016	<b>BILL MCCABE</b>		
E 101-41000-208	Training, Inst., Travel		\$126.90		general - mileage (235 @ .54) 5/4-6/7/16
	<b>Total BILL MCCABE</b>		\$126.90		
Paid Chk#	018912	6/7/2016	<b>CENTER POINT ENERGY</b>		
E 101-42270-387	Fire Dept Utilities		\$54.71		fire dept - gas usage
	<b>Total CENTER POINT ENERGY</b>		\$54.71		
Paid Chk#	018913	6/7/2016	<b>CENTRAL MCGOWAN</b>		
E 101-41130-220	Repair/Maint Supply		\$53.08	942150	pw dept - supplies
	<b>Total CENTRAL MCGOWAN</b>		\$53.08		
Paid Chk#	018914	6/7/2016	<b>EMERGENCY APPARATUS MAINT</b>		
E 101-42270-220	Repair/Maint Supply		\$419.58	83612	fire dept - engine 108
E 101-42270-220	Repair/Maint Supply		\$493.05	86910	fire dept - engine 104
	<b>Total EMERGENCY APPARATUS MAINT</b>		\$912.63		
Paid Chk#	018915	6/7/2016	<b>KAY KROLL</b>		
E 101-45200-220	Repair/Maint Supply		\$21.78		parks dept - flowers
E 101-45200-220	Repair/Maint Supply		\$14.46		parks dept - flowers
	<b>Total KAY KROLL</b>		\$36.24		
Paid Chk#	018916	6/7/2016	<b>MENARDS-ST. CLOUD</b>		
E 101-45200-220	Repair/Maint Supply		\$7.47	24362	parks dept - supplies
E 101-45200-220	Repair/Maint Supply		\$27.19	24603	parks dept - supplies
	<b>Total MENARDS-ST. CLOUD</b>		\$34.66		
Paid Chk#	018917	6/7/2016	<b>MIDSTATE INSP SERVICES INC</b>		
E 101-41220-300	support services		\$12,734.39		general - May 2016 permits
	<b>Total MIDSTATE INSP SERVICES INC</b>		\$12,734.39		
Paid Chk#	018918	6/7/2016	<b>MIDWEST MACHINERY CO</b>		
E 101-45200-220	Repair/Maint Supply		\$191.90	1270289	parks dept - supplies
	<b>Total MIDWEST MACHINERY CO</b>		\$191.90		
Paid Chk#	018919	6/7/2016	<b>MIMBACH FLEET SUPPLY</b>		
E 101-41130-220	Repair/Maint Supply		\$120.43	119345	pw dept - supplies
	<b>Total MIMBACH FLEET SUPPLY</b>		\$120.43		
Paid Chk#	018920	6/7/2016	<b>MINNESOTA DEPT OF REVENUE</b>		
E 601-49400-113	State Sales Tax		\$179.00		water dept - May 16 sales tax (2603.00)
E 101-45200-113	State Sales Tax		\$21.00		parks dept - May 16 sales tax (305.00)
	<b>Total MINNESOTA DEPT OF REVENUE</b>		\$200.00		
Paid Chk#	018921	6/7/2016	<b>NELSONS TOILET RENTAL</b>		
E 101-45200-410	Rentals		\$55.52	A-16145	parks dept - toilet rental
E 101-45200-410	Rentals		\$55.52	A-16146	parks dept - toilet rental
	<b>Total NELSONS TOILET RENTAL</b>		\$111.04		
Paid Chk#	018922	6/7/2016	<b>PETTY CASH</b>		

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June 2016

			Check Amt	Invoice	Comment
E 101-45200-220	Repair/Maint Supply		\$10.74		parks dept - petty cassh (menards/keys)
E 101-45200-220	Repair/Maint Supply		\$9.00		parks dept - petty cash (menards)
	<b>Total PETTY CASH</b>		\$19.74		
Paid Chk# 018923	6/7/2016	<b>ROYAL TIRE</b>			
E 101-45200-220	Repair/Maint Supply		\$165.18	108-79129	parks dept - john deere tire
	<b>Total ROYAL TIRE</b>		\$165.18		
Paid Chk# 018924	6/7/2016	<b>SPECTRUM SUPPLY COMPANY</b>			
E 101-45200-220	Repair/Maint Supply		\$167.79	48474	parks dept - supplies
E 101-45200-220	Repair/Maint Supply		\$107.66	55703	parks dept - supplies
	<b>Total SPECTRUM SUPPLY COMPANY</b>		\$275.45		
Paid Chk# 018925	6/7/2016	<b>ST. CLOUD TIMES</b>			
E 101-41000-203	Legal Notice Publication		\$90.00	0004403883	general - Ekotec public hearing notice
E 101-41000-203	Legal Notice Publication		\$73.00	0004403883	general - vacating 237th Street
	<b>Total ST. CLOUD TIMES</b>		\$163.00		
Paid Chk# 018926	6/7/2016	<b>ZIEGLER</b>			
E 101-41130-220	Repair/Maint Supply		\$909.83	PC080462928	pw dept - 930 loader steering cylinder
	<b>Total ZIEGLER</b>		\$909.83		
Paid Chk# 018927	6/7/2016	<b>ANGELA ANDERSON</b>			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refund
	<b>Total ANGELA ANDERSON</b>		\$75.00		
Paid Chk# 018928	6/7/2016	<b>BARBARA KIHNE</b>			
E 101-45200-342	Refunds		\$50.00		parks dept - May 16 refund
	<b>Total BARBARA KIHNE</b>		\$50.00		
Paid Chk# 018929	6/7/2016	<b>BONNIE NELSON</b>			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refund
	<b>Total BONNIE NELSON</b>		\$75.00		
Paid Chk# 018930	6/7/2016	<b>CATHERINE LYDEEN</b>			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refunds
	<b>Total CATHERINE LYDEEN</b>		\$75.00		
Paid Chk# 018931	6/7/2016	<b>HOLLIE TERWEY</b>			
E 101-45200-342	Refunds		\$50.00		parks dept - May 16 refund
	<b>Total HOLLIE TERWEY</b>		\$50.00		
Paid Chk# 018932	6/7/2016	<b>JAIME KREPS</b>			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refund
	<b>Total JAIME KREPS</b>		\$75.00		
Paid Chk# 018933	6/7/2016	<b>JEAN SZCZECH</b>			
E 101-45200-342	Refunds		\$100.00		parks dept - May 16 refund
	<b>Total JEAN SZCZECH</b>		\$100.00		
Paid Chk# 018934	6/7/2016	<b>JIM KOSHIOL</b>			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refunds
	<b>Total JIM KOSHIOL</b>		\$75.00		
Paid Chk# 018935	6/7/2016	<b>JOHN STEICHEN</b>			
E 101-45200-342	Refunds		\$50.00		parks dept - May 16 refund

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<b>Total JOHN STEICHEN</b>			<b>\$50.00</b>		
Paid Chk# 018936	6/7/2016	KARL JANSEN			
E 101-45200-342	Refunds		\$75.00		park dept - May 16 rental
<b>Total KARL JANSEN</b>			<b>\$75.00</b>		
Paid Chk# 018937	6/7/2016	LARRY MOHS			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refund
<b>Total LARRY MOHS</b>			<b>\$75.00</b>		
Paid Chk# 018938	6/7/2016	MARISOL STATZ			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refund
<b>Total MARISOL STATZ</b>			<b>\$75.00</b>		
Paid Chk# 018939	6/7/2016	MARK KRONENBERG			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refund
<b>Total MARK KRONENBERG</b>			<b>\$75.00</b>		
Paid Chk# 018940	6/7/2016	PAM ROSHA			
E 101-45200-342	Refunds		\$75.00		parks dept - May 16 refund
<b>Total PAM ROSHA</b>			<b>\$75.00</b>		
Paid Chk# 018941	6/7/2016	RYAN MITCHELL			
E 101-45200-342	Refunds		\$50.00		parks dept - May 16 refund
<b>Total RYAN MITCHELL</b>			<b>\$50.00</b>		
Paid Chk# 018942	6/7/2016	RYAN SAINER			
E 101-45200-342	Refunds		\$50.00		parks dept - May 16 refund
<b>Total RYAN SAINER</b>			<b>\$50.00</b>		
Paid Chk# 018943	6/7/2016	STEPHANIE GRUBER			
E 101-45200-342	Refunds		\$50.00		parks dept - May 16 refund
<b>Total STEPHANIE GRUBER</b>			<b>\$50.00</b>		
Paid Chk# 018944	6/7/2016	TAMMY BARTLETT			
E 101-45200-342	Refunds		\$50.00		parks dept - May 16 refund
<b>Total TAMMY BARTLETT</b>			<b>\$50.00</b>		
Paid Chk# 018945	6/7/2016	ADAM HONER			
E 101-41000-625	Animal Impound		\$75.00		general - 3 adult beaver @ \$75 per
E 101-41000-625	Animal Impound		\$75.00		general - 5 baby beaver @ \$15 per
<b>Total ADAM HONER</b>			<b>\$150.00</b>		
Paid Chk# 018946	6/7/2016	GOPHER STATE ONE-CALL			
E 602-49450-314	Gopher State One Calls		\$54.67		sewer dept - locates
E 601-49400-314	Gopher State One Calls		\$54.67		water dept - locates
<b>Total GOPHER STATE ONE-CALL</b>			<b>\$109.34</b>		
<b>10100 STATE BANK OF KIMBAL</b>			<b>\$17,630.92</b>		

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## Fund Summary

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**10100 STATE BANK OF KIMBAL**

101 GENERAL FUND	\$17,342.58		
601 WATER FUND	\$233.67		
602 SEWER FUND	\$54.67		
	<hr/>		
	\$17,630.92		

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<b>10100 STATE BANK OF KIMBAL</b>					
Paid Chk#	018843	6/7/2016			AFLAC
G 602-21710	Other Deductions		\$36.84	283427	g - employee paid insurance
G 101-21710	Other Deductions		\$244.80	283427	g - employee paid insurance
G 601-21710	Other Deductions		\$36.84	283427	g - employee paid insurance
	<b>Total AFLAC</b>		\$318.48		
<b>Paid Chk# 018844 6/7/2016 AMBER TOTZ</b>					
E 101-45200-342	Refunds		\$621.40		parks dept - park cancellation
	<b>Total AMBER TOTZ</b>		\$621.40		
<b>Paid Chk# 018845 6/7/2016 BANYON DATA SYSTEMS</b>					
E 101-41000-300	support services		\$795.00		general - fund accounting support
E 101-41000-300	support services		\$795.00	00154360	general - payroll support
	<b>Total BANYON DATA SYSTEMS</b>		\$1,590.00		
<b>Paid Chk# 018846 6/7/2016 BATTERIES PLUS BULBS</b>					
E 101-42270-220	Repair/Maint Supply		\$261.69	036-434008	fire dept - batteries
	<b>Total BATTERIES PLUS BULBS</b>		\$261.69		
<b>Paid Chk# 018847 6/7/2016 BLUE TARP NORTHERN TOOL</b>					
E 101-45200-220	Repair/Maint Supply		\$25.37	4161060296	parks dept - supplies
	<b>Total BLUE TARP NORTHERN TOOL</b>		\$25.37		
<b>Paid Chk# 018848 6/7/2016 BROCK WHITE</b>					
E 101-41130-224	Street Maint Materials		\$2,925.00	12660415-00	pw dept - crack fill
E 101-41130-224	Street Maint Materials		\$2,925.00	12663012-00	pw dept - crack fill
E 101-41130-224	Street Maint Materials		\$1,000.01	12664956-00	pw dept - crafc0 melter rent
	<b>Total BROCK WHITE</b>		\$6,850.01		
<b>Paid Chk# 018849 6/7/2016 CARS</b>					
E 101-45200-220	Repair/Maint Supply		\$61.04	64704	parks dept - hazardous waste
	<b>Total CARS</b>		\$61.04		
<b>Paid Chk# 018850 6/7/2016 CENTER POINT ENERGY</b>					
E 101-42270-387	Fire Dept Utilities		\$125.32		fire dept - gas usage
	<b>Total CENTER POINT ENERGY</b>		\$125.32		
<b>Paid Chk# 018851 6/7/2016 CENTRAL APPLIANCE RECYCLERS</b>					
E 101-41000-332	Clean Up Day		\$1,789.85		general - 2016 clean up day
	<b>Total CENTRAL APPLIANCE RECYCLERS</b>		\$1,789.85		
<b>Paid Chk# 018852 6/7/2016 CENTRAL LANDSCAPE SUPPLY</b>					
E 101-45200-220	Repair/Maint Supply		\$780.00	263512	parks dept - ballfield aggregate (25 @ 31.20)
	<b>Total CENTRAL LANDSCAPE SUPPLY</b>		\$780.00		
<b>Paid Chk# 018853 6/7/2016 CENTRAL LOCKSMITHS</b>					
E 101-45200-220	Repair/Maint Supply		\$715.00	128502	parks dept - Kiffmeyer Park bathrooms
	<b>Total CENTRAL LOCKSMITHS</b>		\$715.00		
<b>Paid Chk# 018854 6/7/2016 CENTRAL MN FIRE AID ASSN</b>					
E 101-42270-206	Association Dues/LMC, APO		\$50.00		fire dept - 2016 dues
	<b>Total CENTRAL MN FIRE AID ASSN</b>		\$50.00		
<b>Paid Chk# 018855 6/7/2016 CITESCAPE LLC</b>					

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E 101-42270-323	Internet		\$39.99		fire dept - internet
Total CITESCAPE LLC			\$39.99		
Paid Chk# 018856	6/7/2016	CITY OF ST. AUGUSTA			
E 101-41000-736	city halls sewer/water expense		\$62.30		general - May 2016 usage
Total CITY OF ST. AUGUSTA			\$62.30		
Paid Chk# 018857	6/7/2016	CITY OF ST. CLOUD			
E 601-49400-312	Water/Contract Services		\$9,486.77		water dept - Apr 16 charges
E 602-49450-313	Sewer/Contract Services		\$3,742.32		sewer dept - Apr 16 treatment charges
Total CITY OF ST. CLOUD			\$13,229.09		
Paid Chk# 018858	6/7/2016	COILS FLAGS & FLAGPOLES			
E 101-45200-220	Repair/Maint Supply		\$5.60	2355	parks dept - swivel snaps (2)
Total COILS FLAGS & FLAGPOLES			\$5.60		
Paid Chk# 018859	6/7/2016	COURI & RUPPE PLLP			
E 101-41000-304	Legal Fees		\$825.00		general - April 2016 legal fees
Total COURI & RUPPE PLLP			\$825.00		
Paid Chk# 018860	6/7/2016	CW TECHNOLOGY			
E 101-41000-300	support services		\$69.95		general - remote back up
Total CW TECHNOLOGY			\$69.95		
Paid Chk# 018861	6/7/2016	DARREL NEMETH INC			
E 101-41220-742	Electrical Insp		\$178.50		general - May 2016 inspections
Total DARREL NEMETH INC			\$178.50		
Paid Chk# 018862	6/7/2016	DHIA LABORATORIES			
E 602-49450-316	Sample Analysis		\$54.00		sewer dept - sample #282160
E 602-49450-316	Sample Analysis		\$182.00		sewer dept - sample #280742
E 602-49450-316	Sample Analysis		\$182.00	49309	sewer dept - sample #609840
E 602-49450-316	Sample Analysis		\$54.00	49309	sewer dept - sample #611615
Total DHIA LABORATORIES			\$472.00		
Paid Chk# 018863	6/7/2016	FIRE EQUIPMENT SPECIALTIES INC			
E 450-42270-419	Turn Out Gear		\$3,740.95	9246	CIP - fire dept, turn out gear
Total FIRE EQUIPMENT SPECIALTIES INC			\$3,740.95		
Paid Chk# 018864	6/7/2016	FIRST STATE TIRE RECYCLING			
E 101-41000-332	Clean Up Day		\$744.00	101119	general - 2016 clean up day
Total FIRST STATE TIRE RECYCLING			\$744.00		
Paid Chk# 018865	6/7/2016	FIT TEST INC			
E 101-42270-220	Repair/Maint Supply		\$690.00	828	fire dept - 2016 fit test
Total FIT TEST INC			\$690.00		
Paid Chk# 018866	6/7/2016	GENERAL RENTAL CENTER			
E 101-41130-220	Repair/Maint Supply		\$70.75	1148377	pw dept - concrete saw rental
Total GENERAL RENTAL CENTER			\$70.75		
Paid Chk# 018867	6/7/2016	INTEGRA			
E 602-49450-321	Telephone		\$89.60		sewer dept - telephone
E 101-42270-321	Telephone		\$105.28		fire dept - telephone
E 101-41000-321	Telephone		\$93.33		general - city hall telephone

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<b>Total INTEGRA</b>			\$288.21		
Paid Chk# 018868	6/7/2016	<b>J &amp; S EXCAVATING INC.</b>			
E 101-41130-224	Street Maint Materials		\$2,863.00		pw dept - Mausmann Road & Bechtold Road, class 5
<b>Total J &amp; S EXCAVATING INC.</b>			\$2,863.00		
Paid Chk# 018869	6/7/2016	<b>JOAN KIFFMEYER</b>			
E 101-45200-220	Repair/Maint Supply		\$56.94		parks dept - plants/flowers for parks
<b>Total JOAN KIFFMEYER</b>			\$56.94		
Paid Chk# 018870	6/7/2016	<b>LAND O LAKES OIL &amp; PROPANE</b>			
E 101-42270-212	Motor Fuels		\$497.04	12193	fire dept - fuel for tanks
E 101-42270-212	Motor Fuels		\$296.80	12193	fire dept - fuel for tanks
<b>Total LAND O LAKES OIL &amp; PROPANE</b>			\$793.84		
Paid Chk# 018871	6/7/2016	<b>LMCIT</b>			
E 601-49400-150	Worker s Comp		\$915.78	53119	water dept - work comp insurance
E 101-42270-150	Worker s Comp		\$5,323.80	53119	fire dept - work comp insurance
E 101-45200-150	Worker s Comp		\$1,051.24	53119	parks dept - work comp insurance
E 101-41130-150	Worker s Comp		\$5,495.13	53119	pw dept - work comp insurance
E 101-41000-151	Worker s Comp Insurance Prem		\$598.27	53119	general - work comp insurance
E 602-49450-150	Worker s Comp		\$915.78	53119	sewer dept - work comp insurance
<b>Total LMCIT</b>			\$14,300.00		
Paid Chk# 018872	6/7/2016	<b>MAOSC</b>			
E 101-41000-206	Association Dues/LMC, APO		\$1,692.65		general - 2016-17 membership dues
<b>Total MAOSC</b>			\$1,692.65		
Paid Chk# 018873	6/7/2016	<b>MCSI INC</b>			
E 101-41000-300	support services		\$36.93		general - copier contract
<b>Total MCSI INC</b>			\$36.93		
Paid Chk# 018874	6/7/2016	<b>MENARDS-ST. CLOUD</b>			
E 101-45200-220	Repair/Maint Supply		\$51.98	21736	parks dept - supplies
E 101-45200-220	Repair/Maint Supply		\$102.26	21822	parks dept - supplies
E 101-41130-220	Repair/Maint Supply		\$39.99	22686	pw dept - supplies
E 101-41130-220	Repair/Maint Supply		\$38.83	23834	parks dept - supplies
E 101-45200-220	Repair/Maint Supply		\$112.28	40482	parks dept - shelving
<b>Total MENARDS-ST. CLOUD</b>			\$345.34		
Paid Chk# 018875	6/7/2016	<b>MIDCONTINENT COMMUNICATIONS</b>			
E 101-41000-323	Internet		\$75.00		general - internet service
<b>Total MIDCONTINENT COMMUNICATIONS</b>			\$75.00		
Paid Chk# 018876	6/7/2016	<b>MIDWAY IRON &amp; METAL CO., INC.</b>			
E 101-45200-220	Repair/Maint Supply		\$67.28	311292	parks dept - supplies
E 101-41130-220	Repair/Maint Supply		\$17.63	312321	pw dept - supplies
<b>Total MIDWAY IRON &amp; METAL CO., INC.</b>			\$84.91		
Paid Chk# 018877	6/7/2016	<b>MIDWEST MACHINERY CO</b>			
E 101-45200-220	Repair/Maint Supply		\$151.04	1269303	parks dept - John Deere repair
<b>Total MIDWEST MACHINERY CO</b>			\$151.04		
Paid Chk# 018878	6/7/2016	<b>MIMBACH FLEET SUPPLY</b>			
E 101-45200-220	Repair/Maint Supply		\$58.89	119005	parks dept - supplies

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<b>Total MIMBACH FLEET SUPPLY</b>			\$58.89		
Paid Chk# 018879	6/7/2016	<b>MINNESOTA PUMP WORKS</b>			
E 602-49450-220	Repair/Maint Supply		\$825.00	9078	sewer dept - service agreement on lift stations
<b>Total MINNESOTA PUMP WORKS</b>			\$825.00		
Paid Chk# 018880	6/7/2016	<b>MISSY OHMANN</b>			
E 101-45200-342	Refunds		\$130.35		parks dept - cancellation refund
<b>Total MISSY OHMANN</b>			\$130.35		
Paid Chk# 018881	6/7/2016	<b>MN DEPT OF HEALTH</b>			
E 601-49400-312	Water/Contract Services		\$707.00		water dept - 2nd quarter 2016 hookups
<b>Total MN DEPT OF HEALTH</b>			\$707.00		
Paid Chk# 018882	6/7/2016	<b>MN FIRE SERVICE CERTIFICATION</b>			
E 101-42270-206	Association Dues/LMC, APO		\$80.00	3692	general - test fee for Claseman
E 101-42270-206	Association Dues/LMC, APO		\$25.00	4032	fire dept - retest fee for Schreiner
<b>Total MN FIRE SERVICE CERTIFICATION</b>			\$105.00		
Paid Chk# 018883	6/7/2016	<b>NELSONS TOILET RENTAL</b>			
E 101-45200-410	Rentals		\$55.52	A-15457	parks dept - toilet rental HLP
E 101-45200-410	Rentals		\$26.86	A-15458	parks dept - toilet rental KP
<b>Total NELSONS TOILET RENTAL</b>			\$82.38		
Paid Chk# 018884	6/7/2016	<b>NEXTEL</b>			
E 101-41130-321	Telephone		\$53.46		pw dept - telephones
E 601-49400-321	Telephone		\$14.95		water dept - telephone/iPad
E 602-49450-321	Telephone		\$14.95		sewer dept - telephone/iPad
E 101-41000-321	Telephone		\$5.93		general - mayor's telephone
<b>Total NEXTEL</b>			\$89.29		
Paid Chk# 018885	6/7/2016	<b>NFPA</b>			
E 101-42270-206	Association Dues/LMC, APO		\$175.00		fire dept - annual membership dues
<b>Total NFPA</b>			\$175.00		
Paid Chk# 018886	6/7/2016	<b>PC PUBLICAN LLC</b>			
E 101-41000-300	support services		\$50.00		general - computer maintenance
E 101-41000-300	support services		\$75.00	3777	general - Teresa's computer virus work
<b>Total PC PUBLICAN LLC</b>			\$125.00		
Paid Chk# 018887	6/7/2016	<b>PETTY CASH</b>			
E 101-41000-211	Petty Cash		\$91.41		general - May 2016 petty cash items
<b>Total PETTY CASH</b>			\$91.41		
Paid Chk# 018888	6/7/2016	<b>POWER HOUSE OUTDOOR EQUIP</b>			
E 101-45200-220	Repair/Maint Supply		\$39.95	360915	parks dept - supplies
E 101-45200-220	Repair/Maint Supply		\$359.95	366371	parks dept - trimmer
E 101-45200-220	Repair/Maint Supply		\$21.47	366371	parks dept - supplies
<b>Total POWER HOUSE OUTDOOR EQUIP</b>			\$421.37		
Paid Chk# 018889	6/7/2016	<b>PRAETORIAN DIGITAL</b>			
E 101-42270-430	Miscellaneous		\$2,250.00	010132-7061	fire dept - grant writing assistance
<b>Total PRAETORIAN DIGITAL</b>			\$2,250.00		
Paid Chk# 018890	6/7/2016	<b>PREFERRED ONE</b>			
E 101-41130-131	Employer Paid Health		\$207.69		pw dept - city pd health

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G 101-21710	Other Deductions		\$719.25		
E 101-41130-131	Employer Paid Health		\$473.82		g - emp pd health
E 101-41000-131	Employer Paid Health		\$511.54		pw dept - city pd health
E 101-41000-131	Employer Paid Health		\$344.76		general - city pd health
E 602-49450-131	Employer Paid Health		\$183.43		general - city pd health
E 601-49400-131	Employer Paid Health		\$183.43		sewer dept - city pd health
	<b>Total PREFERRED ONE</b>		<b>\$2,623.92</b>		water dept - city pd health
Paid Chk# 018891	6/7/2016	<b>PROFIELDS LLC</b>			
E 101-45200-220	Repair/Maint Supply		\$480.00	16010	parks dept - herbicied application, ballfield
E 101-45200-220	Repair/Maint Supply		\$350.00	16011	parks dept - fertilizer application, ballfield
	<b>Total PROFIELDS LLC</b>		<b>\$830.00</b>		
Paid Chk# 018892	6/7/2016	<b>REDS AUTO ELECTRIC, INC</b>			
E 101-41130-220	Repair/Maint Supply		\$104.93	E08575	pw dept - battery for chipper
	<b>Total REDS AUTO ELECTRIC, INC</b>		<b>\$104.93</b>		
Paid Chk# 018893	6/7/2016	<b>SEH RCM</b>			
E 101-41000-303	Engineering Fees		\$442.35	314474	general - general engineering
E 101-41000-222	MS4 PERMIT		\$1,470.00	314710	general - MS4 permit
E 101-41000-222	MS4 PERMIT		\$1,452.00	314711	general - stormwater utility
	<b>Total SEH RCM</b>		<b>\$3,364.35</b>		
Paid Chk# 018894	6/7/2016	<b>SITONE LANDSCAPE SUPPLY</b>			
E 101-45200-220	Repair/Maint Supply		\$62.34	75572383	parks dept - rid o rust
E 101-45200-220	Repair/Maint Supply		\$1,384.80	75665529	parks dept - 30 bags of weed and feed
	<b>Total SITONE LANDSCAPE SUPPLY</b>		<b>\$1,447.14</b>		
Paid Chk# 018895	6/7/2016	<b>SMITH SCHAFER</b>			
E 101-41000-207	Auditing Services		\$1,650.00	38952	general - 2015 city audit
	<b>Total SMITH SCHAFER</b>		<b>\$1,650.00</b>		
Paid Chk# 018896	6/7/2016	<b>SPECTRUM SUPPLY COMPANY</b>			
E 101-45200-220	Repair/Maint Supply		\$90.72	98065	parks dept - supplies
	<b>Total SPECTRUM SUPPLY COMPANY</b>		<b>\$90.72</b>		
Paid Chk# 018897	6/7/2016	<b>ST. AUGUSTA MINI SERVE</b>			
E 101-41130-212	Motor Fuels		\$553.63		pw dept - May 2016 fuel
E 101-45200-212	Motor Fuels		\$63.40		parks dept - May 2016 fuel
	<b>Total ST. AUGUSTA MINI SERVE</b>		<b>\$617.03</b>		
Paid Chk# 018898	6/7/2016	<b>ST. CLOUD TECHNICAL COLLEGE</b>			
E 101-42270-208	Training, Inst., Travel		\$1,800.00	00167074	fire dept - CEU program 1/16-6/16
E 101-42270-208	Training, Inst., Travel		\$2,400.00	00167139	fire dept - training Berdan, Brockway, Lahr, Stang (600 ea)
	<b>Total ST. CLOUD TECHNICAL COLLEGE</b>		<b>\$4,200.00</b>		
Paid Chk# 018899	6/7/2016	<b>STEARNS CTY MUNICIPAL LEAGUE</b>			
E 101-41000-206	Association Dues/LMC, APO		\$20.00		general - 2016 membership dues
	<b>Total STEARNS CTY MUNICIPAL LEAGUE</b>		<b>\$20.00</b>		
Paid Chk# 018900	6/7/2016	<b>STEARNS ELECTRIC ASSOCIATION</b>			
E 605-43160-380	Utility Services (GENERAL)		\$87.75		EU - Emerald Ponds
E 601-49400-381	Electric Utilities		\$20.09		water dept - flow meter
E 101-41000-381	Electric Utilities		\$24.21		general - Lion's Sign
E 602-49450-381	Electric Utilities		\$22.50		sewer dept - lift station

**\*Check Detail Register©**

June 2016

			Check Amt	Invoice	Comment
E 101-41000-381	Electric Utilities		\$80.05		general - State Hwy 15 light
E 605-43160-380	Utility Services (GENERAL)		\$108.00		EU - Emerald Ponds
E 605-43160-380	Utility Services (GENERAL)		\$121.50		EU - Blackberry Farms
E 101-45200-381	Electric Utilities		\$39.13		parks dept - KP
E 101-45200-381	Electric Utilities		\$41.66		parks dept - HLP shelter
E 101-41000-381	Electric Utilities		\$7.95		general - street light
E 101-41000-381	Electric Utilities		\$27.64		general - city hall
E 602-49450-381	Electric Utilities		\$246.64		sewer dept - lift station 1
E 101-41000-381	Electric Utilities		\$33.00		general - 2 meters
E 101-42270-387	Fire Dept Utilities		\$60.34		fire dept - fire hydrant
E 101-41000-381	Electric Utilities		\$190.23		general - city hall
E 101-42270-387	Fire Dept Utilities		\$228.38		fire dept - fire hall
E 602-49450-381	Electric Utilities		\$71.61		sewer dept - lift station 2
E 101-45200-381	Electric Utilities		\$33.49		parks dept - HLP
<b>Total STEARNS ELECTRIC ASSOCIATION</b>			<b>\$1,444.17</b>		
<hr/>					
Paid Chk# 018901	6/7/2016	STEVE SCHLUETER			
E 101-45200-430	Miscellaneous		\$248.40		parks dept - May 2016 mileage (460 @ .54)
<b>Total STEVE SCHLUETER</b>			<b>\$248.40</b>		
<hr/>					
Paid Chk# 018902	6/7/2016	TOSHIBA FINANCIAL SERVICES			
E 101-41000-300	support services		\$69.00		general - copier contract
<b>Total TOSHIBA FINANCIAL SERVICES</b>			<b>\$69.00</b>		
<hr/>					
Paid Chk# 018903	6/7/2016	TRAUT COMPANIES			
E 601-49400-316	Sample Analysis		\$46.00		water dept - sample #'s 160755 and 160756
<b>Total TRAUT COMPANIES</b>			<b>\$46.00</b>		
<hr/>					
Paid Chk# 018904	6/7/2016	WELLS FARGO			
E 101-41000-200	Office Supplies (GENERAL)		\$149.00		general - chair (office furniture solutions)
E 101-41000-200	Office Supplies (GENERAL)		\$129.45		general - office supplies (office max)
<b>Total WELLS FARGO</b>			<b>\$278.45</b>		
<hr/>					
Paid Chk# 018905	6/7/2016	WEST CENTRAL SANITATION			
E 101-41000-384	Refuse/Garbage Disposal		\$159.44		general - garbage service
E 101-45200-384	Refuse/Garbage Disposal		\$309.54		parks dept - garbage service
E 101-42270-384	Refuse/Garbage Disposal		\$26.48		fire dept - garbage service
<b>Total WEST CENTRAL SANITATION</b>			<b>\$495.46</b>		
<hr/>					
Paid Chk# 018906	6/7/2016	XCEL ENERGY			
E 101-41000-383	Gas Utilities		\$45.74		general - May 16 usage
<b>Total XCEL ENERGY</b>			<b>\$45.74</b>		
<hr/>					
Paid Chk# 018907	6/7/2016	YOUR HOME IMPROVEMENT CO			
E 101-41000-342	Refunds		\$50.50		general - refund permit #37-16 (Albers)
<b>Total YOUR HOME IMPROVEMENT CO</b>			<b>\$50.50</b>		
<hr/>					
Paid Chk# 018908	6/7/2016	LMCIT			
E 101-45200-160	Insurance (bldgs/equip)		\$8,126.43	53119	parks dept - coverage 5/10/16 to 5/10/17
E 101-42270-160	Insurance (bldgs/equip)		\$4,159.23	53119	fire dept - coverage 5/10/16 to 5/10/17
E 601-49400-162	General Prop/Equip Ins.		\$2,087.04	53119	water dept - coverage 5/10/16 to 5/10/17
E 602-49450-162	General Prop/Equip Ins.		\$2,087.04	53119	sewer dept - coverage 5/10/16 to 5/10/17
E 101-41130-160	Insurance (bldgs/equip)		\$3,955.03	53119	pw dept - coverage 5/10/16 to 5/10/17
E 101-41000-160	Insurance (bldgs/equip)		\$6,886.23	53119	general - coverage 5/10/16 to 5/10/17
<b>Total LMCIT</b>			<b>\$27,301.00</b>		

# \*Check Detail Register©

June 2016

	Check Amt	Invoice	Comment
10100 STATE BANK OF KIMBAL	\$103,991.65		

Fund Summary

<u>10100 STATE BANK OF KIMBAL</u>	
101 GENERAL FUND	\$77,727.84
450 CAPITAL PROJECT FUND	\$3,740.95
601 WATER FUND	\$13,497.90
602 SEWER FUND	\$8,707.71
605 LIGHTING UTILITY	\$317.25
	<hr/>
	\$103,991.65

	General Fund	CIP Fund	Debt Service	SAC/WAC Fund	Water Fund	Sewer Fund	Sewer Debt	Street Light	TIF	TIF - 2	Monthly Totals
Cash Balance 12/31/15(un-audited)	\$ 763,215	\$ 935,142.58	\$ 147,494	\$ 232,404	\$ 88,498	\$ 532,362	\$ 48,341	\$ 1,893	\$ 67,903	\$ 31,133	\$ 2,848,386
Receipts January 2016	\$ 33,609	\$ 21,404.28	\$ 1,587	\$ 19,849	\$ 14,085	\$ 18,671	\$ 825	\$ 315			\$ 110,345
Ex. January 2016	\$ 39,957	\$ 1,022.26	\$ 495		\$ 41,214	\$ 64,659		\$ 317			\$ 147,665
Receipts February 2016	\$ 17,084	\$ 596.10		\$ 6,000	\$ 14,993	\$ 18,338	\$ 808	\$ 331			\$ 58,151
Ex. February 2016	\$ 55,164				\$ 23,977	\$ 36,348		\$ 317	\$ 49,893	\$ 18,373	\$ 184,072
Receipts March 2016	\$ 12,025	\$ 22,719.42			\$ 16,178	\$ 20,399	\$ 854	\$ 338			\$ 72,512
Ex. March 2016	\$ 64,066	\$ 2,584.67			\$ 13,000	\$ 7,125		\$ 317			\$ 87,093
Receipts April 2016	\$ 23,265	\$ 595.61		\$ 12,000	\$ 15,628	\$ 18,844	\$ 835	\$ 303			\$ 71,471
Ex. April 2016	\$ 29,363	\$ 5,629.00			\$ 12,513	\$ 7,392		\$ 317			\$ 55,213
Receipts May 2016	\$ 38,145	\$ 30,240.95			\$ 15,947	\$ 20,038	\$ 859	\$ 366			\$ 105,596
Ex. May 2016	\$ 56,090	\$ 39,942.54			\$ 12,540	\$ 7,879		\$ 317			\$ 116,769
Receipts June 2016											\$ -
Ex. June 2016	\$ 102,807	\$ 3,740.95			\$ 14,838	\$ 9,887		\$ 317			\$ 131,590
Receipts July 2016											\$ -
Ex. July 2016											\$ -
Receipts August 2016											\$ -
Ex. August 2016											\$ -
Receipts September 2016											\$ -
Ex. September 2016											\$ -
Receipts October 2016											\$ -
Ex. October 2016											\$ -
Receipts November 2016											\$ -
Ex. November 2016											\$ -
Receipts December 2016											\$ -
Ex. December 2016											\$ -
Cash Balance	\$ 539,897	\$ 957,779.52	\$ 148,586	\$ 270,253	\$ 47,247	\$ 495,361	\$ 52,523	\$ 1,642	\$ 18,010	\$ 12,760	\$ 2,544,059

2016 CIP Breakdown	Unallocated	Admin	Park	Streets	Fire	Total
Beginning Balance -12/31/15						
Un-Audited	\$462,768.19	\$13,103.17	\$212,880.14	\$155,626.45	\$90,764.63	\$935,142.58
Safe Routes to School testing			(\$286.26)			(\$286.26)
January Sales Tax			\$7,279.05	\$7,279.04		\$14,558.09
January Property Tax				\$5,123.07	\$1,124.58	\$6,247.65
January Cable Franchise Fees		\$598.54				\$598.54
?? Safe Routes			(\$736.00)			(\$736.00)
Ladder Belts					(\$2,584.67)	(\$2,584.67)
February Cable Franchise Fees		\$596.10				\$596.10
March Cable Franchise Fees		\$588.28				\$588.28
February Sales Tax			\$11,070.57	\$11,070.57		\$22,141.14
City Hall Windows	(\$3,430.00)					(\$3,430.00)
Truck Generator					(\$2,199.00)	(\$2,199.00)
April Cable Franchise Fees		\$595.61				\$595.61
New Shed Supplies			(\$485.09)			(\$485.09)
SRTS Construction			(\$39,467.45)			(\$39,467.45)
May Sales Tax			\$14,234.01	\$14,234.01		\$28,468.02
Park Dedication Fee			\$525.00			\$525.00
May Cable Franchise Fees		\$597.93				\$597.93
Pull Behind Grader Sales				\$650.00		\$650.00
turn out gear					(\$3,740.95)	(\$3,740.95)
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Totals	\$459,338.19	\$16,079.63	\$205,013.97	\$193,983.14	\$83,364.59	\$957,779.52

**Unallocated - Reserved**

Eagle Drive                   \$ 17,912.00  
215th Street                   \$ 53,375.50

	<b>2016</b>	<b>Spent/Received</b>	<b>% of Budget</b>	<b>Remaining Amount</b>
<b>Revenues</b>	<b>Budget</b>	<b>As of June 7, 2016</b>	<b>Spent</b>	
General Fund	\$776,156	\$ 124,931	16.10%	\$651,225
Capital Improvement Fund	\$585,250	\$ 77,693	13.28%	\$507,557
Water Fund	\$357,505	\$ 80,614	22.55%	\$276,891
Sewer Fund	\$226,978	\$ 100,896	44.45%	\$126,082
Sewer Debt Fund	\$12,500	\$ 4,418	35.34%	\$8,082
Street Light Fund	\$4,500	\$ 1,730	38.45%	\$2,770
WAC/SAC Improvement Fund	\$154,500	\$ 37,872	24.51%	\$116,628
Debt Service	\$83,000	\$ 1,587	1.91%	\$81,413
TIF	\$150,000	\$ 14	0.01%	\$149,986
<b>Total Revenues</b>	<b>\$2,350,389</b>	<b>\$ 429,754</b>	<b>18.28%</b>	<b>\$1,920,635</b>
<b>Expenditures</b>				
General Fund	\$756,305	\$ 347,692	45.97%	\$408,613
Capital Improvement Fund	\$393,800	\$ 52,919	13.44%	\$340,881
Water Fund	\$390,264	\$ 118,204	30.29%	\$272,060
Sewer Fund	\$528,198	\$ 133,413	25.26%	\$394,785
Street Light Fund	\$4,380	\$ 1,904	43.46%	\$2,477
WAC/SAC Improvement Fund	\$155,000		0.00%	\$155,000
Debt Service	\$81,555	\$ 495	0.61%	\$81,060
TIF Fund	\$142,500	\$ 68,266	47.91%	\$74,234
<b>Total Expenditures</b>	<b>\$2,452,002</b>	<b>\$ 722,893</b>	<b>29.48%</b>	<b>\$1,729,109</b>

<b>General Fund</b>				
	<b>2016</b>	<b>Spent</b>	<b>% of Budget</b>	<b>Remaining Amount</b>
	<b>Budget</b>	<b>As of June 7, 2016</b>	<b>Spent</b>	
Administration	\$ 277,175	\$ 136,748	49.34%	\$ 140,427
Council	\$ 24,981	\$ 6,215	24.88%	\$ 18,766
Boards and Commissions	\$ 3,500	\$ -	0.00%	\$ 3,500
Building Inspection	\$ 59,800	\$ 33,099	55.35%	\$ 26,701
Elections	\$ 3,000	\$ 414	13.78%	\$ 2,587
Fire	\$ 157,397	\$ 45,937	29.19%	\$ 111,460
Streets	\$ 173,173	\$ 99,295	57.34%	\$ 73,878
Parks	\$ 57,279	\$ 25,984	45.36%	\$ 31,295
<b>Total General Fund</b>	<b>\$ 756,305</b>	<b>\$ 347,692</b>	<b>45.97%</b>	<b>\$ 408,613</b>

**MINUTES OF THE CITY COUNCIL  
ST. AUGUSTA, MINNESOTA  
May 6, 2015**

- CALL TO ORDER:** The meeting was called to order by Mayor Kroll at 9:15 AM.
- PRESENT:** Mayor Kroll; Council Members Zenzen and Diehl; and Clerk/Administrator McCabe.
- OTHERS PRESENT:** Chad Blashack.
- PUMP MAINTENANCE:** Mr. McCabe presented two quotes for pump maintenance (MN Pump and WW Goetsch). Mr. Blashack indicated he liked the fact MN Pump was doing a more thorough detail and they are also serving other area cities. Mayor Kroll wanted to make sure there is no additional cost for travel.
- A motion was made to approve the agreement with MN Pump by Mr. Diehl, seconded by Mr. Zenzen. Motion carried unanimously.**
- ADJOURNMENT:** **A motion was made to adjourn at 9:20am by Mr. Diehl, seconded by Mr. Zenzen.**

Approved this \_\_\_\_\_ day of June, 2016.

\_\_\_\_\_  
BJ Kroll, Mayor

Attest:

\_\_\_\_\_  
William R. McCabe, Clerk/Administrator

**MINUTES OF THE CITY COUNCIL  
ST. AUGUSTA, MINNESOTA  
Board of Review and Equalization Meeting  
May 6, 2016**

**CALL TO ORDER:** The meeting was called to order by Mayor Kroll at 9:30am.

**PRESENT:** Mayor Kroll; Council Members Diehl, Schulzetenberg, and Zenzen; Assistant County Assessors Don Ramler and Kathy Korte and Clerk/Administrator McCabe.

**OPENING COMMENTS:** Mr. Ramler began by giving opening remarks about the general trend in residential, commercial and agricultural land for the past year.

**Steve Schriml:** Mr. Schriml sent in a letter on his lot, PID 81.43155.0720, indicating he believed the value was too high. It is a half-acre lot immediately adjacent to his homestead. Mr. Ramler stated there is some correction necessary to make the lot buildable and would recommend adjusting the value down to \$15,000 from the \$25,000 existing value because of the correction necessary.

**Janet Haag:** Ms. Haag asked that valuation on PID 81.43215.0400 be considered in conjunction with PID 81.43153.0215. This would mean a reduction from \$69,400 to \$13,900. Mr. Ramler stated it is typical to have adjoining lots taken into consideration.

**ACTION:** A motion was made to take the following actions by Ms. Schulzetenberg:

**Steve Schriml from \$25,000 to \$15,000  
Janet Haag from \$69,400 to \$13,900**

**the motion was seconded by Mr. Diehl. Motion carried unanimously.**

**ADJOURMENT:** A motion was made to adjourn at 10:00am by Mr. Diehl, seconded by Mr. Zenzen. Meeting Adjourned.

Approved this \_\_\_\_\_ day of June, 2016.

\_\_\_\_\_  
BJ Kroll, Mayor

Attest:

\_\_\_\_\_  
William R. McCabe, Clerk/Administrator

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: <ul style="list-style-type: none"> <li>• conducts lawful gambling on five or fewer days, and</li> <li>• awards less than \$50,000 in prizes during a calendar year.</li> </ul> If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.	<p style="text-align: center;"><b>Application fee (nonrefundable)</b></p> If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$50</b> ; otherwise the fee is <b>\$100</b> .
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## Organization Information

Organization Name: <b>ST. AUGUST FIREFIGHTER'S RELIEF ASSOCIATION</b>	Previous Gambling Permit Number: <b>X-92453</b>
Minnesota Tax ID Number, if any: <b>2345803</b>	Federal Employer ID Number (FEIN), if any: <b>41-1500420</b>

**Type of Nonprofit Organization (check one):**

Fraternal     
  Religious     
  Veterans     
  Other Nonprofit Organization

Mailing Address: <b>1914 250TH ST.</b>	City: <b>ST. AUGUSTA</b>	State and Zip: <b>MN 56301</b>	County: <b>STEARNS</b>
Name of Chief Executive Officer (CEO): <b>ADAM SANDHURST</b>	Daytime Phone: <b>320-309-4582</b>	Email: <b>asandhurst@summitco...</b>	

## Nonprofit Status

**Attach a copy of ONE of the following for proof of nonprofit status:**

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**  
 Don't have a copy? This certificate must be obtained each year from:  
 Minnesota Secretary of State  
 Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Phone: 651-296-2803

**IRS income tax exemption (501(c)) letter in your organization's name.**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).**  
 If your organization falls under a parent organization, attach copies of **both** of the following:  
 a. an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

## Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):  
**CLUB ALMAR**

Address (do not use PO box): <b>24617 COUNTY RD. 7</b>	City or Township: <b>ST. AUGUSTA</b>	Zip Code: <b>56301</b>	County: <b>STEARNS</b>
---	---	---------------------------	---------------------------

Date(s) of activity (for raffles, indicate the date of the drawing):  
**OCTOBER 9TH, 2015**

Check each type of gambling activity that your organization will conduct:

Bingo\*     
  Paddlewheels\*     
  Pull-Tabs\*     
  Tipboards\*

Raffle (**total value of raffle prizes awarded for the year: \$7,599.00**)

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **LIST OF LICENSEES** or call 651-539-1900.

**CITY OF ST. AUGUSTA  
COUNTY OF STEARNS**

**RESOLUTION # 2016-07**

**RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE 2016 STATE AND FEDERAL PRIMARY AND GENERAL ELECTION**

WHEREAS, a primary and general election is required to elect state and federal officers;  
and,

WHEREAS, election judges are necessary to see that the election process is fair and  
equitable

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Augusta,  
Stearns County, Minnesota, that the following individuals be appointed election judges for the  
2014 State and Federal Primary and General Elections:

Marilyn Hurrle  
Eileen Annis  
Shirley Laudenbach  
Tom Harlander  
Bill McCabe  
Barb Melville

**Adopted by the City Council of the City of St Augusta this 7th Day of June, 2016.**

---

B. J. Kroll, Mayor

Attest:

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William R. McCabe, Clerk/Administrator

**TO:** City of St. Augusta  
**FROM:** Steve Hagman/Building Official  
**DATE:** 5/31/2016  
**RE:** Statement Summary - MAY 2016

BUILDING PERMIT FEES	\$13,289.45	X	65%	\$8,638.14
PLAN REVIEWS	\$3,310.01	X	100%	\$3,310.01
MECHANICAL PERMITS (Total minus \$5.00 Surcharge)	\$357.00	X	80%	\$285.60
Additional Inspections	\$0.00	X	100%	\$0.00
PLUMBING PERMITS (Total minus \$3.00 Surcharge)	\$467.50	X	80%	\$374.00
Additional Inspections	\$30.00	X	100%	\$30.00
RE-INSPECTION FEES	\$0.00	X	100%	\$0.00
FINES	\$0.00	X	0%	\$0.00
FORMS	\$96.64	X	100%	\$96.64
<b>TOTAL AMOUNT DUE</b>				<b>\$12,734.39</b>

Respectfully Submitted,

Steven J. Hagman  
 Midstate Inspection Services Inc.

**MAY 2016 BUILDING PERMITS ISSUED**

4/28/2016	36-16	Authority Fence & Deck 558-4488	Danielle Tibbits	24276 Forest View Circle	Deck	\$8,992.00
4/29/2016	37-16	Your Home Improvement Company 230-9182	Kevin & Joannie Albers	4209 236th street	Railing on existing deck and stairs - CANCELED PERMIT	\$1,958.82
4/29/2016	38-16	Home Owner 251-3159	Sylvester Prom	24102 Co Rd 75	10' X 88' Lean-to addition to poll shed	\$6,146.44
5/4/2016	39-16	Hansen/Tomsinson Const. 241-0783	Molly Windfelt	22124 Timberland Court	SFD & Attached Garage	\$1,500,000.00
5/5/2016	40-16	Jacob Kulzer Const. 761-8166	Diane Metzger	24646 18th Avenue	Re-Shingle Detached Garage	\$5,000.00
5/16/2016	41-16	Schoenberg Const. 252-0911	Pat & Katherine Murn	1436 200th Street	Four Season Porch, Deck,Kitchen Remodel	\$125,000.00
5/17/2016	42-16	Your Home Improvement Company 230-9182	Kevin & Joannie Albers	4209 236th street	Bathroom Remodel	\$6,341.32
5/17/2016	43-16	Home Owner 267-6625	Jason Netland	22667 Fable Road	12 X 20 Shed	\$3,800.00
5/18/2016	44-16	DG Homes 241-6600	Melvin Wotters	24279 69th Avenue	864 Sqft Detached Garage	\$18,000.00
5/18/2016	45-16	DG Homes 241-6600	Melvin Wotters	24279 69th Avenue	SFD & Attached Garage	\$240,000.00
5/13/2016	46-16	Tony's Life Time Exteriors 252-9086	Chuck Morris	2143 230th Street	Re-siding	\$12,250.00
5/24/2016	47-16	Duane Fruth Building 249-4271	Paul & Dan Meyer	20761 Co. Rd 7	Breeze-way	\$25,000.00
5/31/2016	48-16	J. Dale Builders 248-2176	Dave & Deb Walz	1676 Gondola Court	SFD & Attached Garage	\$340,000.00

Building Permit Activity - MAY 2016

PERMIT	DATE	OWNER	CONST.	PERMIT FEE	PLAN REVIEW	WAC SAC	STATE SUR	RIGHT AWAY PERMIT	WATER METER	911 SIGN	FINES	VALUATION	TOTAL
36-16	4/28/2016	Danielle Tibbits	Deck	\$53.95	\$13.49	\$0.00	\$4.50	\$0.00	\$0.00	\$0.00	\$0.00	\$8,992.00	\$71.94
37-16	4/29/2016	Kevin & Joanie Albers	Railing -CANCELED	\$0.00	\$12.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.38
38-16	4/29/2016	Sylvester Prom	10' X 88' Lean-to	\$49.50	\$12.38	\$0.00	\$3.07	\$0.00	\$0.00	\$0.00	\$0.00	\$6,146.44	\$64.95
39-16	5/4/2016	Molly Windfelt	SFD & Attached Gar.	\$8,500.00	\$2,125.00	\$0.00	\$700.00	\$300.00	\$0.00	\$30.00	\$0.00	\$1,500,000.00	\$11,655.00
40-16	5/5/2016	Diane Metzger	Re-Shingle Detached Gar.	\$49.50	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$50.50
41-16	5/16/2016	Pat & Katherine Murn	4 Season porch,deck & remod Kitchen	\$750.00	\$187.50	\$0.00	\$62.50	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	\$1,000.00
42-16	5/17/2016	Kevin & Joanie Albers	Bath Remod	\$49.50	\$12.38	\$0.00	\$3.17	\$0.00	\$0.00	\$0.00	\$0.00	\$6,341.32	\$65.05
43-16	5/17/2016	Jason Netland	12 X 20 Shed	\$49.50	\$12.38	\$0.00	\$1.90	\$0.00	\$0.00	\$0.00	\$0.00	\$3,800.00	\$63.78
44-16	5/18/2016	Melvin Wotters	Detach Gar.	\$108.00	\$27.00	\$0.00	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00	\$144.00
45-16	5/18/2016	Melvin Wotters	SFD & Attached Gar.	\$1,440.00	\$360.00	\$0.00	\$120.00	\$300.00	\$0.00	\$30.00	\$0.00	\$240,000.00	\$2,250.00
46-16	5/13/2016	Chuck Morris	Re-siding	\$49.50	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,250.00	\$50.50
47-16	5/24/2016	Paul & Dan Meyer	Breeze-Way	\$150.00	\$37.50	\$0.00	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$200.00
48-16	5/31/2016	Dave & Deb Walz	SFD & Attach Gar	\$2,040.00	\$510.00	\$0.00	\$170.00	\$300.00	\$0.00	\$30.00	\$0.00	\$340,000.00	\$3,050.00

\$13,289.45    \$3,310.01            \$0.00    \$1,088.64    \$900.00    \$0.00    \$90.00    \$0.00    \$2,290,529.76    \$18,678.10

**YEAR TO DATE**

WAC/SAC	\$18,000.00	FINES	\$0.00
RIGHT AWAY	\$2,100.00	911 SIGN	\$150.00
WATER METER	\$651.00		

**TO:** City of St. Augusta**DATE:** MAY 31, 2016**RE:** Statement for Mechanical Permits MAY 2016

PERMIT #	DATE	OWNER/CONTRACTOR	FEE	ADDL INSP	SURCHARGE	TOTAL
16-6M	5/3/2016	Travis Okerlund 2106 250th Street	\$49.50	\$0.00	\$1.00	\$50.50
17-16M	5/5/2016	Jeremy Salzbrun 3589 210th Street	\$148.50	\$0.00	\$1.00	\$149.50
18-16M	5/9/2016	St. Wendelin rectory 22714 Highway 15	\$60.00	\$0.00	\$1.00	\$61.00
19-16M	5/17/2016	Woodland Homes 5552 Co Rd 141	\$49.50	\$0.00	\$1.00	\$50.50
20-16M	5/23/2016	Richard Smith 6359 Galaxy Road	\$49.50	\$0.00	\$1.00	\$50.50
			\$357.00	\$0.00	\$5.00	
						<hr/>
				<b>TOTAL</b>		\$311.50

**TO:** City of St. Augusta

**DATE:** MAY 31, 2016

**RE:** Statement for Plumbing Permits MAY 2016

PERMIT #	DATE	OWNER/CONTRACTOR	FEE	ADDL INSP	SURCHARGE	TOTAL
13-16P	4/28/2016	Woodland Homes 5552 Co Rd 141	\$245.00	\$30.00	\$1.00	\$276.00
14-16P	5/17/2016	Ron Kraemer 4213 228th Street	\$192.50	\$0.00	\$1.00	\$193.50
15-16P	6/2/2016	Matt Pierson 1737 Forest Glen Drive	\$30.00	\$0.00	\$1.00	\$31.00
			\$467.50	\$30.00	\$3.00	
		<b>TOTAL</b>				<b>\$656.75</b>

TO: City of St. Augusta  
 FROM: Steve Hagman/Building Official  
 DATE: 5/31/2016  
 RE: Statement Summary - MAY 2016

BUILDING PERMIT FEES	\$13,289.45	X	35%	\$4,651.31
PLAN REVIEWS	\$3,310.01	X	0%	\$0.00
MECHANICAL PERMITS (Total minus \$5.00 Surcharge)	\$357.00	X	20%	\$71.40
Additional Inspections	\$0.00	X	0%	\$0.00
PLUMBING PERMITS (Total minus \$3.00 Surcharge)	\$467.50	X	20%	\$93.50
Additional Inspections	\$30.00	X	0%	\$0.00
RE-INSPECTION FEES	\$0.00	X	0%	\$0.00
FINES	\$0.00	X	100%	\$0.00
FORMS	\$96.64	X	0%	\$0.00
<b>TOTAL AMOUNT DUE</b>				<b>\$4,816.21</b>

January 2016 Total	\$1,647.86
February 2016 Total	\$534.90
March 2016 Total	\$1,254.43
April 2016 Total	\$2,153.66
May 2016 Total	\$4,816.21
<b>YTD 2016</b>	<b>\$10,407.06</b>

Respectfully Submitted,  
 Steven J. Hagman                      Midstate Inspection Services Inc.

## City of St. Augusta

	MAY 2014	MAY 2015	MAY 2016
<b>TOTALS</b>			
Total Combined Building Permits	13	8	13
Total Combined Building Permits YTD	33	35	48
Combined Building Permits Valuation	\$145,120.00	\$461,899.00	\$2,290,529.76
Combined Building Permits Valuation YTD	\$1,833,274.00	\$2,073,628.00	\$4,721,939.00
Single Family Permits	1	2	3
Single Family Permits YTD	5	6	10
Single Family Valuation	\$30,000.00	\$420,000.00	\$2,080,000.00
Single Family Valuation YTD	\$1,313,000.00	\$1,822,332.00	\$4,126,562.00
Residential Remodeling Permits	12	6	10
Residential Remodeling Permits YTD	24	28	38
Residential Remodeling Valuation	\$115,120.00	\$41,899.00	\$210,529.00
Residential Remodeling Valuation YTD	\$388,417.00	\$239,296.60	\$595,377.00
Single Family Twin homes Permits	0	0	0
Single Family Twin homes Permits YTD	0	0	0
Single Family Twin Homes Valuation	\$0.00	\$0.00	\$0.00
Single Family Twin homes Valuation YTD	\$0.00	\$0.00	\$0.00
Commercial Permits	0	0	0
Commercial Permits YTD	0	0	0
Commercial Valuation	\$0.00	\$0.00	\$0.00
Commercial Valuation YTD	\$0.00	\$0.00	\$0.00
Commercial Remodel	0	0	0
Commercial Remodel YTD	4	1	0
Commercial Remodel Valuation	\$0.00	\$0.00	\$0.00
Commercial Remodel Valuation YTD	\$131,857.00	\$12,000.00	\$0.00
Signs Permits	0	0	0
Sign Permits YTD	0	0	0
Sign Permits Valuation	\$0.00	\$0.00	\$0.00
Sign Permits Valuation YTD	\$0.00	\$0.00	\$0.00
Demo Permits	0	0	0
Demo YTD	0	0	0
Plumbing Permits	3	4	3
Plumbing Permits YTD	7	21	15
Mechanical Permits	5	4	5
Mechanical Permits YTD	21	27	20
Electrical Permits 1st Quarter	0	17	20
Electrical Permits 2nd Quarter	0	0	0
Electrical Permits 3rd Quarter	0	0	0
Electrical Permits 4th Quarter	0	0	0
Electrical Permits YTD	0	0	0

## St. Augusta Fire Department

April 2016

### Emergency Calls: As of report date =

- 4-2-16 Medical
- 4-8-16 Medical
- 4-13-16 Fire (mutual aid)
- 4-15-16 Fire
- 4-23-16 Fire
- 4-24-16 Medical
- 4-24-16 Medical
- 4-29-16 Medical

8 calls in April

26 calls for 2016

### Monthly Training:

April's training was in house and we did some fire scenarios and pre-planning on buildings in our area.



1 CANNON ST W  
 DUNDAS, MN 55019  
 Phone: 507-645-8004  
 email: info@minnesotapumpworks.com

# Estimate

Date	Estimate No.
6/2/2016	6541

Name/Address
City of St. Augusta 1914 250th St St. Augusta, MN 56301

Project
Main LS Redo Floats

Description	Qty	Rate	Total
MINNESOTA PUMP WORKS IS PLEASED TO OFFER THIS QUOTE TO RE-DO THE FLOATS AT YOUR MAIN LIFT STATION USING SS CHAIN.			
LOT OF EQUIPMENT TO INCLUDE: (40') STAINLESS STEEL CHAIN (FOR FLOATS AND SAMPLE TUBE), (2) STAINLESS STEEL J-HOOKS, (2) STAINLESS STEEL ANCHOR BOLTS AND MISCELLANEOUS SUPPLIES	1	368.50	368.50
CONFINED SPACE ENTRY	1	150.00	150.00
ON-SITE SERVICE LABOR (2 TECHNICIANS REQUIRED)	2	200.00	400.00
SERVICE DRIVE TIME	4	200.00	800.00
SERVICE TRUCK MILEAGE	122	1.25	152.50
FREIGHT: FOB FACTORY LEAD-TIME: 2 WEEKS			
THANK YOU, JENNY - JENNYB@MINNESOTAPUMPWORKS.COM 507-645-8004			
CC: JOE RUBBELKE - JOER@MINNESOTAPUMPWORKS.COM			

PRICING IS VALID FOR 30 DAYS AND DOES NOT INCLUDE FREIGHT CHARGES

<b>Total</b>	<b>\$1,871.00</b>
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1 CANNON ST W  
 DUNDAS, MN 55019  
 Phone: 507-645-8004  
 email: info@minnesotapumpworks.com

# Estimate

Date	Estimate No.
6/2/2016	6540

Name/Address
City of St. Augusta 1914 250th St St. Augusta, MN 56301

Project
Main LS Impellers

Description	Qty	Rate	Total
MINNESOTA PUMP WORKS IS PLEASED TO OFFER THIS QUOTE TO REPLACE THE IMPELLERS AND WEAR RINGS AT YOUR MAIN LIFT STATION.			
HYDROMATIC IMPELLERS (9.81" NO LONGER AVAILABLE - DIAMETER OPTIONS ARE 9.75" OR 10.00")	3	3,090.00	9,270.00
HYDROMATIC WEAR RINGS	3	300.00	900.00
ON-SITE SERVICE LABOR	6	100.00	600.00
SERVICE DRIVE TIME	4	100.00	400.00
SERVICE TRUCK MILEAGE	122	1.25	152.50
FREIGHT: FOB FACTORY LEAD-TIME: 3-4 WEEKS			
NOTE: IF PLACING AN ORDER PLEASE SELECT DIAMETER CHOICE LISTED ABOVE.			
THANK YOU, JENNY - JENNYB@MINNESOTAPUMPWORKS.COM 507-645-8004			
CC: JOE RUBBELKE - JOER@MINNESOTAPUMPWORKS.COM			

PRICING IS VALID FOR 30 DAYS AND DOES NOT INCLUDE FREIGHT CHARGES

<b>Total</b>	<b>\$11,322.50</b>
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1 CANNON ST W  
 DUNDAS, MN 55019  
 Phone: 507-645-8004  
 email: info@minnesotapumpworks.com

# Estimate

Date	Estimate No.
6/2/2016	6539

Name/Address
City of St. Augusta 1914 250th St St. Augusta, MN 56301

Project
Kiffmeyer LS Impeller

Description	Qty	Rate	Total
MINNESOTA PUMP WORKS IS PLEASED TO OFFER THIS QUOTE TO REPLACE THE IMPELLER ON PUMP 2 AT YOUR KIFFMEYER LIFT STATION.			
HYDROMATIC IMPELLER 8.75" DIAMETER (8.61 NO LONGER OFFERED BY FACTORY)	1	2,100.00	2,100.00
HYDROMATIC WEAR RING **IF REQUIRED**	1	150.00	150.00
ON-SITE SERVICE LABOR	2	100.00	200.00
SERVICE DRIVE TIME	4	100.00	400.00
SERVICE TRUCK MILEAGE	122	1.25	152.50
FREIGHT: FOB FACTORY LEAD-TIME: 3-4 WEEKS			
THANK YOU, JENNY - JENNYB@MINNESOTAPUMPWORKS.COM 507-645-8004			
CC: JOE RUBBELKE - JOER@MINNESOTAPUMPWORKS.COM			

PRICING IS VALID FOR 30 DAYS AND DOES NOT INCLUDE FREIGHT CHARGES

<b>Total</b>	<b>\$3,002.50</b>
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**CITY OF ST. AUGUSTA  
STEARNS COUNTY  
STATE OF MINNESOTA**

**NOTICE OF HEARING ON VACATION OF A PORTION OF 237<sup>th</sup> STREET  
WITHIN THE CITY OF ST. AUGUSTA**

NOTICE IS HEREBY GIVEN that the St. Augusta City Council, Stearns County, Minnesota, has scheduled a public hearing to consider the proposed vacation of that part 237<sup>th</sup> Street between 69<sup>th</sup> Avenue and 70<sup>th</sup> Avenue within the City of St. Augusta, Minnesota.

Said public hearing shall be held on June 7, 2016 at approximately 7:00 p.m. at the St. Augusta City Hall, 1914 250<sup>th</sup> Street, St. Augusta, Minnesota. At said time and place the City Council shall hear all interested parties and will consider whether to vacate said portion of 237<sup>th</sup> Street.

Dated this 13<sup>th</sup> day of May, 2016.

/s/ William R. McCabe  
St. Augusta City Administrator

**CITY OF ST. AUGUSTA  
COUNTY OF STEARNS**

**RESOLUTION #2016-06**

**RESOLUTION VACATING 237<sup>th</sup> STREET BETWEEN 69<sup>th</sup> AND 70<sup>th</sup> AVENUES**

WHEREAS, 237<sup>th</sup> Street running west from 69<sup>th</sup> Avenue to 70<sup>th</sup> Avenue is a part of the Startlight Acres 2<sup>nd</sup> Addition, recorded in 1977; and,

WHEREAS, all homes with property adjacent to 237<sup>th</sup> Street front on either 69<sup>th</sup> or 70<sup>th</sup> Avenues; and,

WHEREAS, 237<sup>th</sup> is deteriorating and because of the lack of use, it may not be feasible to repair; and,

WHEREAS, the St. Augusta City Council finds it to be in the interest of the public to vacate said street.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Augusta, Stearns County, Minnesota, that 237<sup>th</sup> Street between 69<sup>th</sup> and 70<sup>th</sup> Avenues be vacated.

BE IT FURTHER RESOLVED by the City Council of the City of St. Augusta, Stearns County, Minnesota, that the City intends to rip up the roadway, reestablish the ditch and the land vacated will revert to the adjoining property owners.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA THIS 7<sup>th</sup> DAY  
OF JUNE, 2016**

---

B. J. Kroll, Mayor

Attest:

---

William R. McCabe, Clerk/Administrator

## Bill McCabe

---

**From:** Howard Egeland <howard@etshealth.com>  
**Sent:** Tuesday, June 07, 2016 9:22 AM  
**To:** Bill McCabe  
**Cc:** Kyle  
**Subject:** Rezoning and amendment to zoning ordinance

Bill,

As of today, 6/7/2016, this email will serve as notice that EcoTek/ETS Health is formally withdrawing its request for a rezoning and/or amendment to the zoning ordinance.

Thank You,

Howard Egeland

Kyle Roehl, President  
EcoTek/ETS Health

## MINUTES OF THE PLANNING COMMISSION

### CITY OF ST. AUGUSTA

JUNE 6, 2016

- CALL TO ORDER:** The meeting was called to order at 7 PM by Chair Lommel.
- PRESENT:** Planning Commission members: Glen Lommel, Butch Voigt, Steve Noble, Jason Netland and Steve Hagman. Absent: Rick Christen
- Administrator Bill McCabe, Staff Teresa Rasmuson, Mayor Bob Kroll, Council Members Paul Reinert, and Mike Zenzen.
- AGENDA:** The agenda was approved on motion by Voigt, second by Noble, all present voting aye.
- MINUTES:** The minutes of the Aug 31, 2015 meeting were approved as presented on motion by Noble, second by Netland, all present voting aye.
- PUBLIC HEARING:** Opened at 7:05
- EKOTEC** **24228 County Road 75, St. Augusta: Rezone from A1 to BW; zoning amendment to allow Billboards next to residential areas if the property is located along I94.**
- McCabe said the east side on County Road 75 has a future land use for commercial zoning where this property is located, which is along the I94 corridor. Other property along the I94 stretch in St. Augusta has future land use of high density residential. He said the applicant has made application to rezone the property to BW because he is not allowed to have a billboard on residential property. He has also asked for an amendment to city ordinance to allow billboards on property that is within the 1,000 foot provision of residential property because of its proximity to I94.
- Kyle Roehl, applicant, was present. He said it is a family owned business. They install commercial flooring and also ship their product around the country. They don't use semi's, have 3 or 4 people working for them, and have Fed Ex trucks that come and go a couple times a day. He said they want to expand their business and have a building put up in the future. He also said they are interested in having a billboard put up along I94 for advertising purposes: to increase the volume of product they ship as well as getting commercial jobs in the area to install their flooring. He said if the city allows the zoning amendment they will follow all city guidelines when they apply for a billboard permit and do not intend to put up anything ostentatious or distracting.

Dick Pfannenstein, 24237, County Road 75, was present. He said he has lived in the area for a long time. There have been two other businesses at Roehl's address and they have not been a problem. He is concerned with his property value. Zoning this property BW would have an affect on his land negatively. After it is zoned BW there's no way to stop a Kwik Trip or other business that could make the neighborhood less attractive to the existing residential homes. He said he is not opposed to the billboard along I94, but does not want the property rezoned in the mainly residential area.

Mary Jo Pfannenstein, 24237 County Road 75, was present to voice her concerns about pedestrian and biking traffic. Because of the high volume of that kind of activity, she is wondering about the increase in traffic of this particular business, and the safety of those walking/running/biking along County Road 75.

Mayor Bob Kroll asked what kind of billboard they want to put up: is it illuminated, how high, how close to the properties on both sides of the Ekotec property. McCabe said there is currently no application for a billboard. If the zoning amendment is approved, they would have to follow all city guidelines for size, height, illumination, distance.

PUBLIC HEARING CLOSED 7:40.

Lommel asked planning commission for comment. Noble said this is a business in the ag zoning district. Is it currently an allowable use, he asked. McCabe stated it currently is not. It would need to be looked at and figured out if it could be a CUP or an interim use permit if the rezone does not go through. Netland stated he didn't think the additional traffic was an issue. County Road 75 has a high volume of traffic and the few trips this business says it has going in and out shouldn't impact the traffic count much. However, Netland did express concern about the rezone and how it might affect the neighborhood in the future.

**Hagman moved to change the zoning at 24237 County Road 75 from A1 to BW, Noble seconded it: Lommel, Voigt, Noble and Hagman voting aye, Netland voting nay, motion carried.**

**Voigt moved, Hagman seconded to deny application for the Section 44 zoning amendment to allow billboards along I94 with relation to the proximity to residentially zoned property within the city, all present voting aye.**

**PUBLIC HEARING:** OPENED 7:55 by Chair Lommel.

**SIS UPHOLSTERY:**

**Chris and Jolene Sis, 6601 County Road 47, owners of Sis Upholstery have made application to allow them outdoor storage in the BW district.**

McCabe said Sis would need a CUP for outdoor storage at their business. They currently have 6 containers on the lot with no CUP. He said the conditions of a CUP would include: landscaping, screening, portions blacktopped without taking away from parking units and lighting restrictions. He said currently he does not have a screening plan from them and would like to see the hearing continued to a specific date to review the plan.

Chris Sis was present and said they had to move out of Waite Park. Because their business has been around for nearly a century, there was a lot to move to the new site. He said he has been trying to reduce the number of storage containers, but it has been a slow process.

Gene Szczech, 29042 County Road 75, was present and said he lives right next door to Sis Upholstery and thinks it looks terrible. He said it won't matter what Sis does to try to incorporate the containers into the business, it will still look bad. Marv Koshoil, 22037 Highway 15, was present and said if the city allows the containers on this lot, it won't be able to stop anyone else from having them. He thinks they don't look right, he doesn't like them and wants them gone. Jason Koshoil, 24037 66<sup>th</sup> Avenue, lives next to Sis Upholstery and also made comments about them looking bad and wants them gone. Sis said he is working on a plan to incorporate three of the containers onto the lot and into the building so it looks right. Szczech said it won't matter what he tries to do, his house looks down on the lot and no amount of screening will make it look better.

McCabe said there is no current screening plan for the city to view and respond to, therefore, he asked the public hearing be continued to a specific time to address all issues.

**Lommel moved, Netland seconded, all present voted aye to continue the Sis Upholstery CUP application to June 27 at 7 PM.**

**ADJOURNMENT:**

The meeting was adjourned at 8:20 on motion by Lommel , second by Netland, all voting aye.



**REGULAR MEETING OF THE  
PLANNING COMMISSION**

**City of St. Augusta  
320-654-0387**

**Chair:** Glen Lommel

**Commission Members:** Rick Christen  
Steve Hagman Steve Noble  
Jason Netland Butch Voigt

**City Administrator:** Bill McCabe  
**Planning Coordinator:** Teresa Rasmuson

JUNE 6, 2016  
7:00 PM

CALL TO ORDER

APPROVAL OF AGENDA

MINUTES FROM AUGUST 31, 2015

**PUBLIC HEARING: REZONING/ZONING AMENDMENT –**

Ekotec/ETS Health, 24228 County Road 71, rezone from R1 to A1; Billboard Amendment

**PUBLIC HEARING: CONDITIONAL USE PERMIT –**

Sis Upholstery, 6601 County Road 47, St. Augusta, to allow outdoor storage within a business/warehouse district.

COMMUNICATIONS/MISCELLANEOUS

ADJOURNMENT

**PUBLIC HEARING PROCESS:**

- A. OPEN PUBLIC HEARING
- B. STAFF PLANNER PRESENTATION OF APPLICATION & RECOMMENDATION
- C. COMMENTS FROM THE PUBLIC AND/OR APPLICANT
- D. CLOSE PUBLIC HEARING
- E. PLANNING COMMISSION DISCUSSION/ACTION

**CITY OF ST. AUGUSTA**  
**PLANNING COMMISSION**  
**AUGUST 31, 2015 MINUTES**

- CALL TO ORDER:** The meeting was called to order at 7:00 by acting Chair Voigt.
- PRESENT:** Planning Commission Members: Steve Hagman, Jason Netland, Steve Noble, Butch Voigt, Rick Christen, and Jim Brannan. Absent: Glen Lommel.
- Administrator Bill McCabe, Staff Teresa Rasmuson and Council Member Paul Reinert were also in attendance.
- AGENDA:** The agenda was approved on motion by Hagman, second by Netland, all present voting aye.
- MINUTES:** The minutes from the May 4, 2015 meeting were approved as presented on motion by Noble, second by Christen, all present voting aye.
- CASEY'S SITE PLAN**
- REVIEW:** McCabe said this is not a public hearing. City code says the planning commission has to review all site plans for commercial buildings. There was discussion about the strip mall being separate from Casey's. McCabe said the plan is to take the current Casey's building down, and building a bigger building on the same site. From the plans that were submitted the building meets all city requirements for materials ratio, parking, setbacks. Hagman said he has seen letters from the Department of Health and the plans have been approved by them. Planning Commission members looked over the plans and found them to be in compliance with city requirements.
- Christen moved, Noble seconded, all present voted aye to recommend approval of the site plan as presented to the city council.**
- COMMUNICATIONS:** McCabe said he does not have anything at present to report.
- ADJOURNMENT:** The meeting was adjourned at 7:20 on motion by Hagman, second by Noble, all present voting aye.

**CITY OF ST. AUGUSTA  
STEARNS COUNTY, MINNESOTA  
NOTICE OF PUBLIC HEARING  
MONDAY, JUNE 6, 2016  
7:00 P.M. CITY HALL**

**NOTICE IS HEREBY GIVEN:** the Planning Commission of the City of St. Augusta will hold a public hearing to discuss an application for an amendment to the zoning ordinance along with a re-zoning request submitted by EkoTek, 24228 County Road 75. Specifically the amendment deals with billboards and how far they must be from residential zoned property. The rezoning is from property currently zoned A1 to B3 and R1 to A1. The hearing will be held **Monday, June 6, 2016 at 7:00 p.m. at City Hall, 1914 250<sup>TH</sup> Street, St. August, Minnesota 56301.**

Please submit any written comments to the City Administrator/Clerk at the above address. Questions residents may have concerning these items may be addressed by contacting City Hall at 320.654.0387

By order of the City Administrator/Clerk, this 24<sup>th</sup> day of May, 2016.

William McCabe  
City Administrator/Clerk

## CITY OF ST. AUGUSTA MEMORANDUM

To: Honorable Mayor and City Council Members  
Planning Commission Members

From: Bill McCabe, City Clerk/Administrator

Date: June 2, 2016

Request: Request for a rezoning and an amendment to the zoning ordinance.

---

### GENERAL INFORMATION

Applicant/Owner: Ekotec/ETS Health

Project Location: 24228 County Road 75

Existing Land Use / Zoning: General Business/A-1, General Agricultural District

Surrounding Land Use/ Zoning: North: Agricultural/A-1 General Agricultural District  
East: NA, not within City  
South: Residential/ R-1 Suburban Residential District  
West: Residential/ R-1 Suburban Residential District

Comprehensive Plan: The St. Augusta (2001) Comprehensive Plan guides this property for business or medium to high residential density uses.

Deadline for Agency Action:	Application Date:	5/31/16
	60 Days:	7/30/16
	Extension Letter Mailed:	N/A
	120 Days:	9/22/16

### REQUESTED ACTION

The Applicant, ETS Health, has requested a rezoning of their property from A-1, General Agricultural District to B-2, Highway Business District. This request is made as they assumed it was a business zoned district as the previous occupant ran a marine repair business from this location. They are also requesting an amendment to the zoning ordinance 31.05.C.6.e, related to billboards and their proximity to residential zoned districts. The proposed amendment would exempt billboards located along Interstate 94 from the 1,000 foot provision.

### ORDINANCE AUTHORITY

#### Zoning Ordinance

Section 44 of the Zoning Ordinance sets general zoning district provisions and specifically creates the establishment of zoning districts, zoning district boundaries and a zoning map.

Section 31.05.C.6 of the Zoning Ordinance specifically deals with billboards and the regulations they have within a commercial district. More specifically, Section 31.05.C.6.e reads as follows:

No Billboard shall be located within one thousand (1,000) feet of a residential zoning district or within three hundred (300) feet of an at-grade intersection of any street and railroad. No billboard shall be located within five hundred (500) feet from any parks, public lands or public structures where said land or structures are located in commercial/business or industrial zoning districts.

#### **RECOMMENDATION**

Staff recommends approval of the rezoning as it will meet the existing land use of the property and it will match with the future land use of the area.

Staff also recommends approval of the amendment to the zoning ordinance as follows:

No Billboard, *except those located along the Interstate 94 corridor*, shall be located within one thousand (1,000) feet of a residential zoning district or within three hundred (300) feet of an at-grade intersection of any street and railroad. No billboard shall be located within five hundred (500) feet from any parks, public lands or public structures where said land or structures are located in commercial/business or industrial zoning districts.

**CITY OF ST. AUGUSTA  
STEARNS COUNTY, MINNESOTA  
NOTICE OF PUBLIC HEARING  
MONDAY, JUNE 6, 2016  
7:00 P.M. CITY HALL**

**NOTICE IS HEREBY GIVEN:** the Planning Commission of the City of St. Augusta will hold a public hearing to discuss an application for a conditional use permit request submitted by Sis Upholstery, 6601 County Road 47. Specifically the request is to allow outdoor storage within a BW zoning district. The hearing will be held **Monday, June 6, 2016 at 7:00 p.m. at City Hall, 1914 250<sup>TH</sup> Street, St. August, Minnesota 56301.**

Please submit any written comments to the City Administrator/Clerk at the above address. Questions residents may have concerning these items may be addressed by contacting City Hall at 320.654.0387

By order of the City Administrator/Clerk, this 25<sup>th</sup> day of May, 2016.

William McCabe  
City Administrator/Clerk

**CITY OF ST. AUGUSTA MEMORANDUM**

To: Honorable Mayor and City Council Members  
Planning Commission Members

From: Bill McCabe, City Clerk/Administrator

Date: June 1, 2016

Request: **Request for a conditional use permit allowing outdoor storage in the BW district.**

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**GENERAL INFORMATION**

Applicant/Owner: Sis Upholstery

Project Location: 6601 County Road 47

Existing Land Use / Zoning: BW Business Warehouse District

Surrounding Land Use/ Zoning: North: Residential; zoned R-1, Suburban Residential District  
East: Agricultural/Vacant; zoned I-1, Limited Industrial District  
South: Business Commercial; zoned BW, Business Warehouse District  
West: Business Commercial; zoned BW, Business Warehouse District

Comprehensive Plan: The St. Augusta (2001) Comprehensive Plan guides this property for business or business warehouse uses.

Deadline for Agency Action:	Application Date:	5/25/16
	60 Days:	7/24/16
	Extension Letter Mailed:	N/A
	120 Days:	9/22/16

**REQUESTED ACTION**

The Applicant, Sis Upholstery, has requested a conditional use permit to allow outdoor storage/sales on their property located at 6601 County Road 47. They would like approval to keep storage containers on their lot along with the possibility of continuing to sell prefabricated sheds.

**ORDINANCE AUTHORITY**

Zoning Ordinance Conditional Use Permits (CUP)

Section 4.02 of the St. Augusta Zoning Ordinance specifically addresses conditional use permits and the procedure for applying for a CUP.

F. Whenever a non-residential use abuts a residential use or district, a buffer area with screening and landscaping shall be provided in compliance with Section 15.07 of this ordinance.

G. General site screening and landscaping shall be provided in compliance with Section 15.07 of this ordinance.

K. The architectural appearance and functional design of the building and site shall not be dissimilar to the existing or potential buildings and area so as to cause impairment of property values or a blighting influence.

Q. The use complies with all applicable performance standards of the zoning district in which it is located.

Section 58.06 of the St. Augusta Zoning Ordinance specifically addresses conditional use permits within the Business Warehouse District. Section 58.06A specifically addresses open and outdoor storage and the following must be met for a CUP to be granted:

1. The storage area is landscaped, fenced and screened from view of neighboring uses and abutting Residential Districts.
2. Storage is landscaped and screened from view from the public right-of-way.
3. Storage area is blacktopped or concrete surfaced.
4. All lighting shall be hooded and so directed so that the light source shall not be visible from the public right-of-way or from neighboring residences.
5. The storage area does not take up parking space or loading space as required for conformity to this ordinance.

**RECOMMENDATION**

Staff recommends approval of the CUP so long as all of the above conditions are met and an approved landscape/screening plan be submitted and completed within 60 days.

**CITY OF ST. AUGUSTA  
COUNTY OF STEARNS  
STATE OF MINNESOTA**

**RESOLUTION NO. 2016-08**

**RESOLUTION ADOPTING AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON THE ESTABLISHMENT OF CERTAIN OUTDOOR STORAGE CONTAINERS IN ALL ZONING DISTRICTS WITHIN THE CITY OF ST. AUGUSTA**

**WHEREAS**, the proliferation of prefabricated outdoor storage containers within the City of St. Augusta has resulted in the location of storage containers outdoors on properties in a manner that decreases the aesthetic appearance of properties within the City; and

**WHEREAS**, the City Council has determined that in order to protect the planning process and insure the health, safety, and welfare of the citizens of St. Augusta that the presently existing comprehensive plan, ordinances and controls need to be reevaluated to determine what restrictions, if any, should be placed on the establishment of rectangular prism-shaped outdoor storage containers with flat roofs (including POD-type containers) in all zoning districts within the City of St. Augusta; and

**WHEREAS**, the City Council desires that the City Planning Commission study the City's current comprehensive plan and zoning ordinances and report to the City Council with recommendations as to what changes, if any, should be made to the City's Official Controls relating to the establishment of rectangular prism-shaped outdoor storage containers with flat roofs (including POD-type containers); and

**WHEREAS**, the City needs a period of time within which to conduct these studies and to implement any needed changes;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA:**

The attached Interim Ordinance Establishing A Moratorium On The Establishment Of Certain Outdoor Storage Containers In All Zoning Districts Within The City Of St. Augusta is hereby adopted.

**ADOPTED** this 7<sup>th</sup> day of June, 2016.

**CITY OF ST. AUGUSTA**

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B.J. Kroll, Mayor

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William R. McCabe  
City Administrator/Clerk

**CITY OF ST. AUGUSTA  
COUNTY OF STEARNS  
STATE OF MINNESOTA**

**ORDINANCE NO. 2016-02**

**AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON THE ESTABLISHMENT OF CERTAIN OUTDOOR STORAGE CONTAINERS IN ALL ZONING DISTRICTS WITHIN THE CITY OF ST. AUGUSTA**

**THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA HEREBY ORDAINS AS FOLLOWS:**

**Section 1. Intent.** It is the intent of this Interim Ordinance to allow the City of St. Augusta to complete review of the presently existing comprehensive plan and ordinances in relation to the establishment and location of rectangular prism-shaped outdoor storage containers with flat roofs (including POD-type containers) within the City of St. Augusta, and to make appropriate changes in the comprehensive plan and zoning ordinances in order to protect the value of properties within the City of St. Augusta, to ensure proper land use controls, to facilitate compatibility between land uses, and to protect the health, safety and welfare of the residents of the City of St. Augusta.

**Section 2. Authority and Purpose.** The City Council is empowered by Minn. Stat. 462.355, Subd. 4 to pass an interim ordinance, applicable to all or a portion of its jurisdiction, for the purpose of protecting the planning process and the health, safety, and welfare of its citizens.

**Section 3. Temporary Prohibition.** For one year after the effective date of this ordinance, or until such earlier time as the St. Augusta City Council determines by resolution that the reasons for the moratorium no longer exist:

- A. No person may locate a rectangular prism-shaped outdoor storage container with a flat roof (including POD type containers) within the City of St. Augusta, nor may any person apply to locate such a storage container within the City of St. Augusta. No such applications shall be accepted or processed during this moratorium.
- B. The City shall not accept, process or approve an application for any request listed in this Section 3 for any property within the City limits of the City of St. Augusta.

**Section 4. Misdemeanor.** Any person, persons, firm or corporation violating any

provisions of this ordinance shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished pursuant to Minn. Stat. 609.02, Subd. 3, or as subsequently amended, plus costs of prosecution.

**Section 5. Injunctive Relief.** In the event of a violation of this ordinance, the City may institute appropriate actions or proceedings, including requesting injunctive relief to prevent, restrain, correct, or abate such violations.

**Section 6. Separability.** It is hereby declared to be the intention that the several provisions of this ordinance are separable in accordance with the following: if any court of competent jurisdiction shall adjudge any provision of this ordinance to be invalid, such judgment shall not affect any other provisions of this ordinance not specifically included in said judgment.

**Section 7. Effective Date.** This ordinance shall take effect from and after its passage and publication, and shall remain in effect until one year after the effective date, unless a shorter period of time is approved by proper resolution of the St. Augusta City Council.

**PASSED** by the City Council of the City of St. Augusta this 7<sup>th</sup> day of June, 2016.

**CITY OF ST. AUGUSTA**

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B.J. Kroll, Mayor

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William R. McCabe,  
City Administrator/Clerk

**Development of  
Stormwater Utility (SWU)**



SEH  
April Ryan, PE  
June 7, 2016

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**Stormwater Utility (SWU)**

Creation and Implementation of a Stormwater Utility  
St. Augusta, Minnesota

**What is a Stormwater Utility?**

- Enterprise fund for stormwater management
- Established by Minnesota State Statute 444.075
- User fees similar to sanitary sewer or water charges
- Fees based on parcels' runoff contribution




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**Stormwater Utility (SWU)**

Method of financing...

- MS4 Permit Requirements / Activities
- Administration
- Planning & Analysis
- Installation & Construction (including curb & gutter)
- Operation & Maintenance (including street sweeping)
- Education and Enforcement
- Equipment (trucks, sweepers, misc.)
- Staff Time
- Anything Related to stormwater management

Based on how much water runoff  
and/or pollutant load is contributed by a particular parcel.




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**Stormwater Utility (SWU)**

- > **Fair:** charges are based on runoff rather than property value, as is the case with general taxes.
- > **Dependable:** It does not compete with the general fund and provides a consistent source of revenue that is easily projected.
- > **Acceptable:** It is based on sound engineering calculations, and used around the country.
- > **Simple and flexible:** It is able to utilize the current billing system and can include credits, exemptions, and appeals process.




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**Stormwater Utility (SWU)**

**RATES ARE BASED ON...**

- The amount of runoff and pollutant load calculated based on the land cover, soil type, and size of an individual parcel.
- Typically a per-acre-charge for all land use types, except single-family residential land use.
- Single-family residential properties are billed on a flat per-lot basis using an average lot size calculation.
- Exempt certain land use types.
- Implement a credit policy.




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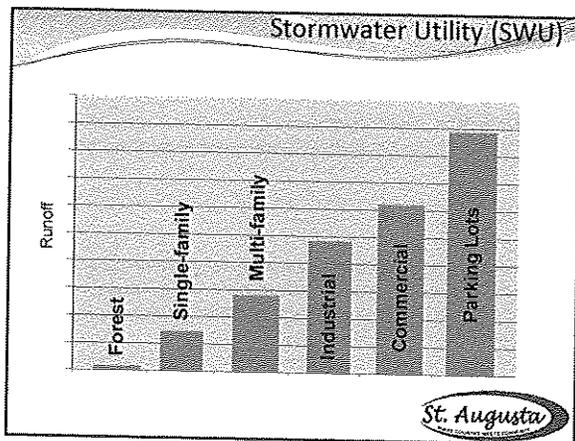
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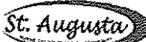




**Stormwater Utility (SWU)**

**Utility Fees**

Community	Monthly Single-Family Residential Fee
Alexandria	\$3.00
Baxter	\$2.10
Bemidji	\$6.44
Brainerd	\$3.00
Detroit Lakes	\$3.76
Duluth	\$6.08
Fergus Falls	\$5.00
Glencoe	\$3.50
Hutchinson	\$2.93
Moorhead	\$10.21
St. Cloud	\$2.10



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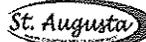
**Stormwater Utility (SWU)**

**Credits**

Decisions that will need to be made.

- Do you want to have a credit policy?
- Which credits do you want to include?
- What percentage for each type of credit?
- What is the maximum percentage you want to allow?

- Responsibility of the property owner to provide justification for the credit
- City staff will approve all credit applications, establish a fee?
- Single Family Residential and other Parcels subject to standardized charges are not eligible for credit
- Wetland areas shall be excluded from the total parcel area
- Maximum Credits are cumulative and cannot exceed?



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**Stormwater Utility (SWU)**

**Credits**

**Detention** - If it can be demonstrated that an individual parcel detains storm water runoff to the predevelopment rate for a 24-hour, 2-, 10-, and 100-year runoff event, that parcel may be eligible for a 23% Storm Water Utility Fee reduction.

**Or**

**Detention** - If it can be demonstrated that an individual parcel detains storm water runoff such that the runoff is reduced by at least 5% from the predevelopment rate for a 24-hour, 2-, 10-, and 100-year runoff event, that parcel may be eligible for a 23% Storm Water Utility Fee reduction.



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**Stormwater Utility (SWU)**

**Credits**

**Retention** - If it can be demonstrated that an individual parcel retains or infiltrates at least 1.1-inch runoff volume calculated over the entire site and meets the following requirements, that parcel may be eligible for a ~~25%~~ Storm Water Utility Fee reduction. Retention or infiltration must be:

- a. located on the parcel,
- b. a constructed storm water management facility, and
- c. be maintained by the landowner (with a maintenance agreement).

**Regional Treatment** - Where regional treatment exists and the regional treatment meets any of the above credit criteria for the total drainage area entering the regional treatment facility, parcels with 75% or more of their runoff directly entering the regional treatment facility may be eligible for up to a ~~25%~~ credit based on the above requirements.




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**Stormwater Utility (SWU)**

**Credits**

**Water Quality** - If it can be demonstrated that an individual parcel has Best Management Practices (BMPs) or facilities which are constructed specifically for the purpose of storm water enhancement as defined below, the parcel may be eligible for a credit.

- a. Documentation must be provided to the City for evaluation of the BMP demonstrating the water quality improvement. It is required the documentation be prepared by a licensed professional engineer of the State of Minnesota and provide the necessary drawings and calculations to support the storm water benefit. It is the applicant's responsibility to prove the benefit.
- a. The Storm Water Utility Fee may be reduced by a percentage based on the treatment capacity (pollutant load reduction) provided by the BMP(s) for a 24-hour, ~~2.46~~ rainfall event. A cumulative maximum credit of ~~30%~~ may be obtained.
- a. The following are examples of Best Management Practices:
  - Wet or dry swales
  - Filter strips
  - Infiltration trenches or ponds
  - Underground storage or filters
  - Sand filters
  - Swale away pits
  - Green roof
  - Pervious pavers
  - Dry wells




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**Stormwater Utility (SWU)**

**Credits**

**Land Use Credits**

- 1) Parcels with green space meeting all of the criteria identified below may be eligible for a ~~25%~~ Storm Water Utility Fee reduction. The credit shall be calculated based on the percentage of the total parcel eligible.
 

*Criteria:*

  - a. Green space shall be pervious, continuously vegetated areas incorporated into the developed parcel.
  - b. The property must comply with other City of St. Augusta ordinances.
  - c. The space shall not have more than 25% impacted and/or compacted soils. Examples of impacted/compacted soils include, but not limited to, trails and/or sport fields.
  - d. The green space must be at least 10% of the total parcel.
  - e. The eligible green space must have a separation of at least 10 feet from any impervious surface and/or building.




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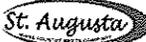
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Stormwater Utility (SWU)

## Billing Options

- ❖ With existing water/sewer bills.
- ❖ Additional accounts
- ❖ Work with county to place on yearly tax statement
- ❖ Combination



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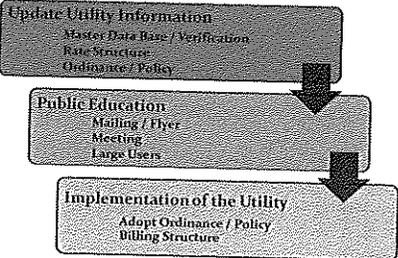
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Stormwater Utility (SWU)

## NEXT STEPS



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## QUESTIONS



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# City of St. Augusta Storm Water Utility Credit Policy

Storm Water Utility fees may be adjusted under the conditions stated below. It shall be the responsibility of the property owner to provide justification for the fee adjustment (Credit).

City staff must approve all credit applications. The City may establish a fee for the review and processing of SWU Credit Applications.

Single Family Residential and other Parcels subject to standardized charges (per lot, minimum, maximum, etc.) are not eligible for credit adjustments.

Wetland areas shall be excluded from the total parcel area when calculating the Utility Fee.

Note that maximum Credits are cumulative and cannot exceed 50 percent.

## Storm Water Management Credits

- 1) **Detention** - If it can be demonstrated that an individual parcel detains storm water runoff to the predevelopment rate for a 24-hour, 2-, 10-, and 100-year runoff event, that parcel may be eligible for a 25% Storm Water Utility Fee reduction.

Or

Detention - If it can be demonstrated that an individual parcel detains storm water runoff such that the runoff is reduced by at least 5% from the predevelopment rate for a 24-hour, 2-, 10-, and 100-year runoff event, that parcel may be eligible for a 25% Storm Water Utility Fee reduction.

- 2) **Retention** - If it can be demonstrated that an individual parcel retains or infiltrates at least 1.1-inch runoff volume calculated over the entire site and meets the following requirements, that parcel may be eligible for a 25% Storm Water Utility Fee reduction. Retention or infiltration must be:
  - a. located on the parcel,
  - b. a constructed storm water management facility, and
  - c. be maintained by the landowner (with a maintenance agreement).
- 3) **Water Quality** – If it can be demonstrated that an individual parcel has Best Management Practices (BMPs) or facilities which are constructed specifically for the purpose of storm water enhancement as defined below, the parcel may be eligible for a credit.

- a. Documentation must be provided to the City for evaluation of the BMP demonstrating the water quality improvement. It is required the documentation be prepared by a licensed professional engineer of the State of Minnesota and provide the necessary drawings and calculations to support the storm water benefit. It is the applicant's responsibility to prove the benefit.
  - b. The Storm Water Utility Fee may be reduced by a percentage based on the treatment capacity (pollutant load reduction) provided by the BMP(s) for a 24-hour, 2-inch rainfall event. A cumulative maximum credit of 50% may be obtained.
  - c. The following are examples of Best Management Practices:
    - Storm water retention and detention ponds
    - Wet or dry swales
    - Filter strips
    - Infiltration trenches or ponds
    - Underground storage or filters
    - Sand filters
    - Soak away pits
    - Green roof
    - Pervious pavers
    - Dry wells
- 4) **Regional Treatment** - Where regional treatment exists and the regional treatment meets any of the above credit criteria for the total drainage area entering the regional treatment facility; parcels with 75% or more of their runoff directly entering the regional treatment facility may be eligible for up to a 25% credit based on the above requirements.

#### **Land Use Credits**

- 1) Parcels with green space meeting all of the criteria identified below may be eligible for a 25% Storm Water Utility Fee reduction. The credit shall be calculated based on the percentage of the total parcel eligible.

##### *Criteria:*

- a. Green space shall be pervious, continuously vegetated areas incorporated into the developed parcel.
- b. The property must comply with other City of St. Augusta ordinances.
- c. The space shall not have more than 25% impacted and/or compacted soils. Examples of impacted/compacted soils include, but not limited to, trails and/or sport fields.
- d. The green space must be at least 10% of the total parcel.
- e. The eligible green space must have a separation of at least 10 feet from any impervious surface and/or building.

# City of St. Augusta

## Storm Water Utility Policy

**Policy Statement.** The following policy is hereby established for charges made to the users of the stormwater conveyance system of the City of St. Augusta. All users (properties) shall contribute to the Storm Water Utility in an amount proportional to the runoff generated by each property land use type.

**Definitions.** Unless the context specifically indicates otherwise, the following terms, as used in this ordinance, shall have the meanings hereinafter designated.

- 1) Surface Area. “Surface Area”, referred to herein as “SA”, shall be the area of the parcel in acres, subject to any standardization, adjustments, or exceptions outlined in this ordinance.
- 2) Land Use. The “Land Use” for a given parcel shall be the “tax classification” for that parcel on record at the County Offices, or other land use classification updated by the City Zoning Officer.
- 3) Residential Equivalency Factor. “Residential Equivalency Factor”, referred to herein as “REF”, is the ratio of the accumulated direct runoff generated by a particular land use to the accumulated direct runoff generated by the residential land use.
- 4) Unit Rate. “Unit Rate”, referred to herein as “UR”, is the rate in dollars per acre to be charged per one (1) REF.
- 5) Single-Family Residential. Land use classification of parcels with three (3) or less units.
- 6) Multi-Family Residential. Land use classification of parcels with four (4) or more units.

### Rates and Charges.

- 1) Determining the REF. The accumulated direct runoff (Q) used to determine the REFs shall be calculated based on an evaluation of the land use and application of a standardized soil type and rainfall event.

The calculated direct runoff (Q) shall be based on the runoff equation in the Soil Conservation Services (SCS) National Engineering Handbook Section 4 – Hydrology. The equation is as follows:

$$Q = \frac{(P-0.2S)^2}{P + 0.8S}$$

Where:

Q = Direct Runoff

P = Rainfall Depth (based on a 24-hour 2-inch rainfall event)

S = Potential Maximum Retention and initial rainfall abstraction ( $S = (1000/CN) - 10$ )

The “S” term can be expressed in terms of the runoff index, or curve number (CN).

The runoff indices (CN) and REFs for the various land uses within the City shall be set forth in the table below. CNs were assigned to each land use type based on NRCS soil data indicating that the majority of St. Augusta has sandy soils (HSG = A), which have very high infiltration rates.:

LAND USE	RUNOFF INDEX (CN)	REF
Single Family Residential	57	1.00
Multi-Family Residential	77	14.92
Commercial / Industrial	88	32.14
Institutional, Church, School, Government	80	18.73
Unknown	?	1.00
Municipal		Exempt
Agricultural		Exempt
Vacant		Exempt
Right-of-way		Exempt

The REF for Land Uses not list above, shall be determined by the city based on acceptable engineering standards for estimating runoff from that particular land use.

- 2) Establishing Unit Rates: The City Council shall from time to time, by resolution, establish the Unit Rate. The Unit Rate so established shall be on file with the City Administrator/Clerk and be used to compute the charges for a given parcel of land based on the following formula:

$$\text{Storm Water Charges} = (\text{UR}) \times (\text{REF}) \times (\text{SA})$$

- 3) Standardized Charges. The following rules shall apply for all purpose of simplifying and equalizing charges:
  - a. A standard Surface Area of 2.6 acres shall be used for Single Family Residential parcels, creating a per lot fee for Single Family Residential parcels.
  - b. Parcels with unknown or undetermined land use shall be charged a per lot fee equivalent to the per lot fee for Single Family Residential parcels.
- 4) Minimum Monthly Fee. Each user (property) shall pay a minimum monthly fee equal to the per lot fee for Single-Family Residential parcels.
- 5) Adjustments to Charges. Storm Water Utility Fees may be adjusted under any of the following conditions:
  - a. Revisions of Unit Rate – The estimated expenditures for management of storm water shall be reviewed by the City Council. The unit rate shall be adjusted accordingly to meet the estimated expenditures and will follow established procedures for adjustment of utility rates.
  - b. Change in Development Condition of Parcel – As land is developed and/or redeveloped, the fees will be re-computed based on the revised land use.
- 6) Fee Adjustments by Credit Application. The City Council may provide for the adjustment of charges for parcels or groups of parcels based upon hydrologic response substantially different from the REF being used for the parcel or for parcels which employ BMPs or other storm water management practices on-site that significantly reduce the quantity or improve the quality of storm water runoff from the parcel.

Such adjustment shall be made only after receiving recommendation from the Administrator, and shall not be made effective retroactively. If the adjustment would have the effect of changing the REF for all or substantially all parcels in a particular land use classification, such adjustment shall be accomplished by amending the REF table listed in this Storm Water Utility Policy.

- 7) Adjustment to Area. The total parcel area as shown/calculated based on County records will be used to calculate the Surface Area for a given parcel, except that apparent errors in the recorded values may be subject to recalculation by the City. It is the responsibility of the owner or manager of any parcel to provide the City with necessary surveys and other information as the City may reasonably request, to determine if a parcel, or portion of a parcel, qualifies for an exception or area adjustment. Requests for exceptions and/or area adjustments will be reviewed after receipt of all requested information. The City must approve exceptions and/or adjustments, and shall become effective the beginning of the next billing cycle following approval.
- 8) Exceptions. The following land uses are exempt from the Storm Water Utility Fees established herein:
  - 1) Public street right-of-way
  - 2) Wetlands and public waters as defined by state law
  - 3) Municipal property
  - 4) Agricultural land use
  - 5) Vacant
- 9) Falsification of Information. Willful failure to provide information that the City may reasonably request related to the use, development, and area of a premise, or falsification of such information, shall constitute a violation of the City's Storm Water Utility Ordinance.

**CITY OF ST. AUGUSTA  
STEARNS COUNTY MINNESOTA  
ORDINANCE NO. XXXX-XX**

**AN ORDINANCE ESTABLISHING REGULATIONS OF STORM SEWER USE  
(ILLICIT DISCHARGE AND CONNECTION ORDINANCE)**

In the interest of the health, safety, and welfare of its citizens, the City Council of St. Augusta, Minnesota hereby ordains:

**STORM SEWER USE CODE**

**X.01 Purpose and Intent.** The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of the City of St. Augusta through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

- A. To regulate the contribution of pollutants to the MS4 by storm water discharges by any user.
- B. To prohibit illicit connections and discharges to the MS4.
- C. To establish legal authority to carry out all inspection, surveillance, monitoring, and enforcement procedures necessary to ensure compliance with this ordinance.

**X.02 Definitions.** For the purposes of this ordinance, the following shall mean:

**Authorized Enforcement Agency.** Employees or designees of the City of St. Augusta designated to enforce this ordinance.

**Best Management Practices (BMPs).** Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to storm water, receiving waters, or storm water conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

**Clean Water Act.** The federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

**Construction Activity.** Activities subject to NPDES Construction Permits. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

**Hazardous Materials.** Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

**Illegal Discharge.** Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section X.08 of this ordinance.

**Illicit Connections.** An illicit connection is defined as either of the following:

- i. Any drain or conveyance, whether on the surface or subsurface that allows an illegal discharge to enter the storm drain system including but not limited to any conveyances that allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or,
- ii. Any drain or conveyance connected from a commercial or industrial land use to the storm drain system that has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

**Industrial Activity.** Activities subject to NPDES Industrial Storm Water Permits.

**Municipal Separate Storm Sewer System (MS4).** The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City of St. Augusta and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage.

**National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit.** means a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

**Non-Storm Water Discharge.** Any discharge to the storm drain system that is not composed entirely of storm water.

**Person.** Any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

**Pollutant.** Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

**Premises.** Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

**Storm Drainage System.** Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

**Storm Water.** Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

**Storm Water Management Plan.** A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Storm Water, Storm Water Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.

**Wastewater.** Any water or other liquid, other than uncontaminated storm water, discharged from a facility.

**X.03 Applicability.** This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by the City of St. Augusta.

**X.04 Responsibility for Administration.** The City of St. Augusta shall administer, implement, and enforce the provisions of this ordinance. Any powers granted or duties imposed upon the City of St. Augusta may be delegated in writing by the St. Augusta City Administrator of the City of St. Augusta to persons or entities acting in the beneficial interest of or in the employ of the City of St. Augusta.

**X.05 Compatibility with other Regulations.** This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

**X.06 Severability.** The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this ordinance.

**X.07 Ultimate Responsibility.** The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

**X.08 Discharge Prohibitions.**

A. Prohibition of Illegal Discharges.

1. No person shall directly or indirectly discharge, cause, or allow others under its control to directly or indirectly discharge into the MS4 any pollutants or waters containing any pollutants, other than storm water.
2. The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:
  - a. The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, de-chlorinated swimming pool discharges, and street wash water.
  - b. Discharges or flow from firefighting, and other discharges specified in writing by the City of St. Augusta as being necessary to protect public health and safety.
  - c. Discharges associated with dye testing; however this activity requires a verbal notification to the City of St. Augusta prior to the time of the test.

- d. The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the United States Environmental Protection Agency (EPA), provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

B. Prohibition of Illicit Connections.

1. The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
2. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.
4. Improper connections in violation of this ordinance must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the City of St. Augusta.
5. Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the City of St. Augusta requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the City of St. Augusta.

**X.09 Watercourse Protection.** Every person owning property through which a watercourse passes and/or contains a stormwater inlet or catch basin, or such person's lessee, shall keep and maintain that part of the watercourse and/or stormwater inlet or catch basin within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

**X.10 Industrial or Construction Activity Discharges.** Submission of Notice of Coverage/Authorization to the City of St. Augusta.

- A. Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City of St. Augusta prior to the allowing of discharges to the MS4.

- B. The operator of a facility, including construction sites, required to have an NPDES permit to discharge storm water associated with industrial or construction activity shall submit a copy of the coverage notification or notification of permit authorization to the City of St. Augusta.
- C. The copy of the coverage notification or notification of permit authorization may be delivered to the City of St. Augusta either in person or by mailing it to:

City of St. Augusta  
Attn: City Administrator  
22731 43rd Avenue  
St. Augusta, MN 56301

- D. A person commits an offense if the person operates a facility that is discharging storm water associated with industrial or construction activity without having submitted a copy of the coverage notification or notification of permit authorization to do so to the City of St. Augusta.

#### **X.11 Compliance Monitoring.**

- A. **Right of Entry: Inspection and Sampling.** The City of St. Augusta shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance.
  - 1. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the City of St. Augusta.
  - 2. Facility operators shall allow the City of St. Augusta ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.
  - 3. The City of St. Augusta shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the City of St. Augusta to conduct monitoring and/or sampling of the facility's storm water discharge.
  - 4. The City of St. Augusta has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger. Sampling and monitoring activities and equipment, including installation, maintenance, and removal shall be at the discharger's own expense. All devices used to measure storm water flow and quality shall be calibrated to ensure their accuracy.
  - 5. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the City of St. Augusta and shall not be replaced. The costs of clearing such access shall be borne by the operator.
  - 6. Unreasonable delays in allowing the City of St. Augusta access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A person who is the operator of a facility with an NPDES permit to discharge storm water associated with industrial or

construction activity commits an offense if the person denies the City of St. Augusta reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.

- B. Search Warrants. If the City of St. Augusta has been refused access to any part of the premises from which storm water is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the City of St. Augusta may seek issuance of a search warrant from any court of competent jurisdiction.

**X.012 Requirement to Prevent, Control and Reduce Storm Water Pollutants by the Use of Best Management Practices.** The owner or operator of any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the United States shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of structural and non-structural Best Management Practices. Further, any person responsible for a property or premise that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial or construction activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a Storm Water Management Plan (SWMP) as necessary for compliance with requirements of the NPDES permit.

**X.13 Notification of Spills.** Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release, at their own expense. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the City of St. Augusta in person or by phone or email no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the City of St. Augusta within two (2) business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years. Failure to provide notification of a release as provided above is a violation of this ordinance.

**X.14 Violations, Enforcement, and Penalties.**

- A. Violations. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this ordinance. Any person who has violated or continues to violate the provisions of this ordinance, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.

In the event the violation constitutes an immediate danger to public health or public safety, the City

of St. Augusta is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation and/or restore the property. The City of St. Augusta is authorized to seek costs of the abatement as outlined in Section X.21.

- B. **Warning Notice.** When the City of St. Augusta finds that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder, the City of St. Augusta may serve upon that person a written Warning Notice, specifying the particular violation believed to have occurred and requesting the discharger to immediately investigate the matter and to seek a resolution whereby any offending discharge will cease. Investigation and/or resolution of the matter in response to the Warning Notice in no way relieves the alleged violator of liability for any violations occurring before or after receipt of the Warning Notice. Nothing in this subsection shall limit the authority of the City of St. Augusta to take any action, including emergency action or any other enforcement action, without first issuing a Warning Notice.
- C. **Notice of Violation.** Whenever the City of St. Augusta finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the City of St. Augusta may order compliance by written notice of violation to the responsible person. Such notice may require without limitation, at their own expense: :
  - 1. The performance of monitoring, analyses, and reporting;
  - 2. The elimination of illicit connections or discharges;
  - 3. That violating discharges, practices, or operations shall cease and desist;
  - 4. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
  - 5. Payment of a fine to cover administrative and remediation costs; and
  - 6. The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

**X.15 Costs.** In addition to the other penalties provided herein, the City may recover engineering fees, court costs, court reporter's fees, attorney fees, and other expenses of litigation or enforcement by an appropriate action against the person or entity found to have violated this ordinance or the orders, rules, regulations, and permits issued hereunder.

**X.16 Suspension of MS4 Access.**

- A. **Emergency Cease and Desist Orders.** When the City of St. Augusta finds that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the United States which reasonably appears to present

an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City of St. Augusta may issue an order to the violator directing it immediately to cease and desist all such violations and directing the violator to:

1. Immediately comply with all ordinance requirements; and
  2. Take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.
- B. Any person notified of an emergency order directed to it under this Subsection shall immediately comply and stop or eliminate its endangering discharge. In the event of a discharger's failure to immediately comply voluntarily with the emergency order, the City of St. Augusta may take such steps as deemed necessary to prevent or minimize harm to the MS4 or waters of the United States, and/or endangerment to persons or to the environment, including immediate termination of a facility's water supply, sewer connection, or other municipal utility services. The City of St. Augusta may allow the person to recommence its discharge when it has demonstrated to the satisfaction of the City of St. Augusta that the period of endangerment has passed, unless further termination proceedings are initiated against the discharger under this ordinance. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful discharge and the measures taken to prevent any future occurrence, to the City of St. Augusta within five (5) days of receipt of the emergency order. Issuance of an emergency cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the violator.
- C. **Suspension due to Illicit Discharges in Emergency Situations.** The City of St. Augusta may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the City of St. Augusta may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.
- D. **Suspension due to the Detection of Illicit Discharge.** Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The City of St. Augusta will notify a violator of the proposed termination of its MS4 access. The violator may petition the City of St. Augusta for a reconsideration and hearing.
- E. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the City of St. Augusta.

**X.17 Civil Penalties.** In the event the alleged violator fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within ten (10) days, or such greater period as the City of St. Cloud shall deem appropriate, after the City of St. Augusta has taken one or more of the actions described above, the City of St. Augusta may impose a penalty not to exceed \$ 1,000.00 (depending on the severity of the violation) for each day the violation remains un-remedied after receipt of the notice of violation.

**X.18 Criminal Penalties.** Any person violating any of the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than \$ 1,000.00 or by imprisonment for not to exceed ninety (90) days or both.

**X.19 Appeal of Notice of Violation.** Any person receiving a Notice of Violation may appeal the determination of the City of St. Augusta. The notice of appeal must be received within thirty (30) days from the date of the Notice of Violation, except in the instance where a Cease and Desist Order is issued as described in Section X.14, then the notice of appeal must be received within ten (10) days from the date of the Cease and Desist Order. Hearing on the appeal before the appropriate authority or his/her designee shall take place within thirty (30) days from the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.

**X.20 Enforcement Measures after Appeal.** If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within ten (10) days of the decision of the municipal authority upholding the decision of the City of St. Augusta, then representatives of the City of St. Augusta shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

**X.21 Cost of Abatement of the Violation.** Within forty-five (45) days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within thirty (30) days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment. Any person violating any of the provisions of this article shall become liable to the City of St. Augusta by reason of such violation. The liability shall be paid in not more than twelve (12) equal payments. Interest at the rate of eight (8) percent per annum shall be assessed on the balance beginning on the first day following discovery of the violation.

**X.22 Violations Deemed a Public Nuisance.** In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

**X.23 Remedies Not Exclusive.** The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies. The City of St. Augusta may recover all attorney's fees court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

**X.24:**

This ordinance shall take effect and be in force from and after its passage and publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF ST. AUGUSTA

By: \_\_\_\_\_

Attest:

By \_\_\_\_\_

DRAFT

**CITY OF ST. AUGUSTA  
STEARNS COUNTY MINNESOTA  
ORDINANCE NO. XXXX-XX**

AN ORDINANCE ESTABLISHING REGULATIONS FOR STORMWATER MANAGEMENT

In the interest of the health, safety, and welfare of its citizens, the City Council of St. Augusta, Minnesota hereby ordains:

STORM WATER MANAGEMENT CODE

**X.01 Intent & Purpose:** The purpose of this regulatory mechanism is to set forth minimum requirements for stormwater management that will prevent or reduce water pollution during and after land disturbance activities to safeguard persons, protect property, and prevent damage to the environment in the City of St. Augusta.

**X.02 Definitions:** The following words and terms, wherever they occur in this Ordinance, shall be interpreted as herein defined.

**Best Management Practices or BMP:** shall mean the practices to prevent or reduce the pollution of the waters of the state, as defined by the MS4 Permit, including schedules of activities, prohibitions of practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage.

**City:** shall mean The City of St Augusta.

**Common plan of development or sale:** is a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

**Construction Activity:** includes construction activity as defined in 40 CFR 122.26(b)(14)(x) and small construction activity as defined in 40 CFR 122.26(b)(15). This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. This may include clearing, grading, filling, and excavating.

**Land Disturbance:** means any project or activity, including removal of vegetation, excavations, clearing, filling, stockpiling, grading, or other earth change that directly or indirectly affects slopes, water bodies, the moving of ground cover or which may result in the movement of sediment.

**Municipal Separate Storm Sewer System or MS4:** means the conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains owned and operated by the City of St. Augusta, which is designed or used for collecting or conveying stormwater.

**New Development:** means all construction activity that is not defined as redevelopment and areas where new impervious is being created.

**Owner and/or Operator:** includes the plural as well as the singular, and where appropriate shall include a

natural person, partnership, firm, association, public, or quasi-public corporation, Private Corporation, or a combination of any of them, with legal or equitable interest in the parcel of record or as identified on the land disturbance permit.

**Redevelopment:** means any construction activity where, prior to the start of construction, the areas to be disturbed have 15 percent or more of existing impervious surface(s).

**Stormwater:** means rainwater runoff, snow melt runoff, and surface runoff and drainage. (Minn .R. 7090.0080, subp.12.)

**Stormwater Pollution Prevention Plan or SWPPP:** means a comprehensive plan developed to manage and reduce the discharge of pollutants in stormwater.

**Structural Stormwater BMPs:** mean stationary and permanent BMPs designed, constructed and operated to prevent or reduce the discharge of pollutants in stormwater.

**X.03 Applicability:** No land shall be disturbed, excavated, or developed and no use shall be permitted that results in water runoff causing pollution, flooding, erosion, or deposit of minerals on adjacent properties. Such runoff shall be properly managed in accordance with this ordinance and the City of St. Augusta Stormwater Management Design Standards.

**X.04 Stormwater Management Permit:** All land disturbance and/or construction activity that disturbs land of equal to or greater than five thousand (5,000) square feet, or includes the disturbance of less than five thousand (5,000) square feet of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than five thousand (5,000) square feet or as deemed necessary by the City of St. Augusta to safeguard persons, protect property, and prevent degradation to the environment in the City of St. Augusta shall require a Stormwater Management Permit from the City of St. Augusta.

- A. The permit authorizes, subject to the terms and conditions of this ordinance, land disturbance and the discharge of stormwater.
- B. No land disturbance or discharge of stormwater shall occur without first obtaining a permit from the City of St. Augusta. Such runoff shall be properly managed in accordance with the City of St. Augusta Stormwater Management Design Standards.
- C. No permit will be required for the following activities:
  - 1. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
  - 2. Nursery, home gardening, and agricultural operations conducted as a permitted main or accessory use.
  - 3. Maintenance work conducted by City of St. Augusta employees.

**X.05 Application and Required Information:** Any person desiring a permit hereunder shall file an application on such form as shall be provided by the City of St. Augusta. Such application shall be accompanied by a fee as established by City resolution and information/documents proving compliance with this ordinance and the City of St. Augusta Stormwater Management Design Standards. The request shall be considered as being officially submitted and complete when the applicant has submitted and

complied with all the following required information, as applicable and specified by the Administrator.

- A. Each application shall include at a minimum:
  - 1. Application form and fee.
  - 2. Project name.
  - 3. Name, address, and contact information of the applicant.
  - 4. Name, address, and contact information of the owner of the land.
  - 5. The address and legal description of the land involved.
  - 6. Purpose for land disturbing activity.
  - 7. Total area (acres) to be disturbed.
  - 8. Name and contact information of consulting firm(s) retained by owner and/or operator. (if applicable)
  - 9. Stormwater Pollution Prevention Plan (SWPPP) meeting the requirements set forth in the City of St. Augusta Stormwater Management Design Standards.
  - 10. Details, plans, specifications, calculations, and any other documentation needed to verifying compliance with this ordinance and the City of St. Augusta Stormwater Management Design Standards.
  - 11. Inspection and maintenance agreement and maintenance plan (if applicable).
  - 12. Other information as may be specified by the Administrator.

**X.06 Technical Reports:** The City of St. Augusta, upon receipt of a completed application, as determined by preliminary staff review, will forward a copy thereof to the City Engineer, City Building Official, and/or other technical advisors as necessary for review. Where protected watersheds, floodplains, and/or protected wetlands are in question, the Minnesota Department of Natural Resources and Army Corps of Engineers shall also be contacted. These technical advisors shall be requested to prepare reports, as applicable, for the City Council. It is the responsibility of the owner and/or operator to meet the provisions of this ordinance and the City of St. Augusta Stormwater Management Design Standards.

**X.07 Issuance of Permit:** Upon receiving information and reports from the City staff, technical advisor sand other applicable agencies, as applicable, the City Council or the Zoning Administrator shall make its determination as to whether, and when, and under what conditions such permit for stormwater management is to be issued to the applicant. The City of St. Augusta shall in writing either:

- A. Approve the permit application;
- B. Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
- C. Disapprove the permit application, indicating the reason(s) and procedure for submitting a revised application and/or submission.

**X.08 Conditions of Permit:**

- A. No land shall be disturbed, excavated, or developed and no use shall be permitted that results in water runoff causing pollution, flooding, erosion, or deposit of minerals on adjacent properties.
- B. Maintenance of Structural BMPs: Any structural BMPs which are designed and installed to meet the Post-construction Stormwater Management Requirements set forth in the City of St. Augusta Stormwater Management Design Standards shall meet the following requirements:
  - 1. Private Facilities (owned and operated by a private entity):

- a. A permanent public easement shall be provided to the City for the permanent stormwater management facilities including a twenty (20) foot access for inspection and/or maintenance purposes. Costs incurred by the City for any maintenance of private systems will be billed and/or assessed to the owner/operator.
  - b. The owner shall enter into a Maintenance Agreement with the City of St. Augusta. The agreement shall include as an attachment a maintenance plan, provided by the owner, which identifies and defines inspection and maintenance responsibilities. Agreements are transferrable to any party that becomes the owner/operator of the site.
  - c. If site configurations or structural stormwater BMPs change, causing decreased BMP effectiveness, new or improved structural stormwater BMPs must be designed and implemented to meet the requirements of the set forth in the City of St. Augusta Stormwater Management Design Standards for Post-construction Stormwater Management. New and/or improved BMP design information and plans must be submitted to the City of St. Augusta for review and approval.
2. Public Facilities (to be owned and operated by the City of St. Augusta):
- a. A permanent public easement or out lot shall be provided to the City for stormwater treatment facilities prior to final acceptance of the project. As a minimum easements shall:
    - i. Extend a minimum of twenty (20) feet from the larger of the 100-year high water level or emergency overflow.
    - ii. Include a minimum fifteen (15) wide access for inspection and/or maintenance purposes.

**X.08 Review, Inspection, and Fees:**

- A. The City of St. Augusta or City representative shall review all documents and material submitted showing compliance with this ordinance and the City of St. Augusta Stormwater Management Design Standards. The costs associated with the review process, including but not limited to, staff hours, engineering fees, administrative tasks, reproductions and other expenses associated with the review, shall be charged back to the owner and/or operator, including any follow-up reviews for incomplete or non-compliant submittals.
- B. The City of St. Augusta or City representative may make inspections of the temporary and/or permanent stormwater management measures prior to construction, during the construction and/or after construction is complete. Upon inspection the City of St. Augusta shall notify the owner and/or operator wherein the work fails to comply with this ordinance, the City of St. Augusta Stormwater Management Design Standards or the site specific Storm Water Pollution Prevention Plan as approved.
- C. The owner and/or operator or his/her agent of stormwater management facilities shall make regular inspections of the property, construction activity, land disturbance activity, and permanent

stormwater facilities after construction is complete in accordance with this ordinance, the City of St. Augusta Stormwater Management Design Standards, and the site specific Storm Water Pollution Prevention Plan as approved. All inspections shall be documented in written form and made available upon request to the City of St. Augusta or City representative. Records shall be retained and made accessible for a period of at least ten (10) years.

D. The City of St. Augusta or City representative shall be allowed access to enter the property of the owner and/or operator as deemed necessary to make inspections to ensure the validity and compliance with this ordinance, the City of St. Augusta Stormwater Management Design Standards, and the site specific Storm Water Pollution Prevention Plan as approved.

E. See Fee Schedule for associated fees.

**X.09 Security:** The City shall require either the applicant or the owner or user of the property on which the land disturbance is occurring to post a security in such form and sum as determined by the City of St. Augusta. The amount of the security shall be sufficient to cover the extraordinary costs of the City or City representative for the expense of repairing, maintaining, constructing, or completing stormwater facilities or stormwater management activities. The amount of the security shall also be sufficient to insure compliance with all requirements of this section, the City of St. Augusta Stormwater Management Design Standards and the particular permit, and to pay the expense the City or City representative may incur as a result of the permit.

**X.10 Failure to Comply:** The City may, for failure of any person to comply with any requirement made of them in writing under the provisions of such permit, as promptly as same can reasonably be done, proceed to cause said requirement to be complied with, and the cost of such work shall be certified as an assessment against the property whereon the land disturbance is located, or the City may at its option proceed to collect such costs by an action against the person to whom such permit has been issued, and their superiors if a bond exists. In the event that land disturbance and/or discharge of stormwater requiring a permit are commenced prior to City review and approval, the City may require work stopped and all necessary applications filed and processed. In such cases, application fees shall be double the normal charge.

**X.11 Costs.** In addition to the other penalties provided herein, the City may recover engineering fees, court costs, court reporter's fees, attorney fees, and other expenses of litigation or enforcement by an appropriate action against the person or entity found to have violated this ordinance or the orders, rules, regulations, and permits issued hereunder.

County Tax Land Use Designation	# of Parcels	Sum of SWU AREA (ac)	SWU Classification	Fee Basis
2AAGENTITY-Ag Non-HS Farm Entity	1	73.9	Agriculture	Exempt 251 parcels 13794 ac
2AHGA-Agricultural Homestead - HGA	4	3.0		
2ANHGA-Agricultural Non-homestead - Non HGA	62	2223.8		
2AREM-Agricultural Homestead - Remainder	184	11492.8		
2B-Rural Vacant Land/Non-Productive - Homestead	2	60.5	Vacant	Exempt 21 parcels 490 ac
2B-Rural Vacant Land/Non-Productive - Non Homestead	16	350.1		
2CMFL-Managed Forest Land	3	79.4		
BLANK (Right-of-way)	50	954.0	Right-of-way	Exempt
5E-Exempt Properties (Municipal)	9	108.8	Municipal	Exempt
1A-Residential Homestead	1097	3266.7	Residential	Per Lot Rate 1491 parcels 3882.9 ac
1BNA-Blind/Disabled Homestead Non Ag	8	12.0		
4B4-Residential nonhomestead - Land only	331	459.8		
4BB-Residential Non-Homestead SFD	46	139.3		
4C1NCOMM-Seasonal recreational residential - Non C	9	5.0		
4C3DONAT - Nonprofit community service oriented org - Donations	1	1.7	Institutional, Church, school, Government	Per Acre 8 parcels 57.8 acres
5E-Exempt Properties	7	56.0		
4A-Rental/Residential Non-Homestead 4 or More Unit	4	8.6	Multi-Family	Per Acre
3A-Commercial/Industrial/Public Utility	59	149.2	Commerical / Industrial	Per Acre
BLANK - Unknown	21	558.2	Unknown	?

**CITY OF ST. AUGUSTA  
STEARNS COUNTY MINNESOTA  
ORDINANCE NO. XXXX-XX**

**AN ORDINANCE ESTABLISHING A STORM WATER UTILITY**

**THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA, MINNESOTA, HEREBY ORDAINS:**

**Section 1. Purpose.** The purpose of this Ordinance is to provide a funding mechanism for the following services:

- A. The administration, planning, analysis, installation, construction, operation, maintenance, and replacement of public drainage systems.
- B. The administration, planning, implementation, construction, and maintenance of storm water Best Management Practices (BMP's) to reduce the introduction of sediment and other pollutants into local water resources.
- C. Other education, engineering, inspection, monitoring, testing, and enforcement activities as necessary to maintain compliance with local, state, and federal storm water requirements.
- D. Activities necessary to maintain compliance with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit requirements established by the U.S. Environmental Protection Agency, including preparation, implementation, and management of a Storm Water Pollution Prevention Plan (SWPPP) to address the following control measures:
  1. Public education and outreach on storm water impacts.
  2. Public involvement/participation.
  3. Illicit discharge detection and elimination.
  4. Construction site storm water runoff control.
  5. Post-construction runoff control in new development and redevelopment.
  6. Pollution prevention for municipal operations.

**Section 2. Storm Water Utility and Authority.** There is hereby established a public utility to be known as the Storm Water Utility for the City of St. Augusta. The Storm Water Utility shall be operated as a public utility pursuant to the City Code of Ordinance and applicable Statutes. The revenues shall be subject to provisions of this ordinance and Minnesota Statutes Section 444.075. This Ordinance shall apply to the entire City of St. Augusta.

**Section 3. Administration.** The Storm Water Utility shall be part of the Public Works Department and shall be administered by the Administrator.

**Section 4. Rates and Charges.** In determining charges, the City Council may establish a Storm Water Utility Policy and Credit Policy to specify application fees, exemptions and exceptions, unit areas, residential equivalency factors, and unit rates to charge utility users based upon the volume or direct runoff estimated to be generated by various land uses within the City.

- A. **Minimum or Maximum Fees.** The City Council may establish a minimum or maximum fee.

- B. Estimated Charges. If, for any reason, precise information related to the use, development or area of a premise is not available; then Storm Water Utility Charges for such premise shall be estimated and billed, based upon information then available to the City.
- C. Billing Method. The City will compute storm Water Utility Fees. Fees shall be collected by the City together with other City utility fees, through the County billing system, or by any other method approved by the City.
- D. Delinquent Accounts. Delinquent and unpaid storm water utility fees may be certified to the County Auditor for collection with real estate taxes during the following year or any year thereafter in the manner prescribed in City Ordinance 2005-12.
- E. Appeal: If a property owner believes the fee charged to a particular property is incorrect, she/he may request review and re-computation of said fee.

**Section 5. Definitions**. The following words and terms, wherever they occur in this Ordinance, shall be interpreted as herein defined.

Subd. 1. “Best Management Practices” or “BMP” shall mean the practices to prevent or reduce the pollution of the waters of the state, as defined by the MS4 Permit, including schedules of activities, prohibitions of practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage.

Subd. 2. “City” shall mean the City of St. Augusta or the City Council of St. Augusta or the Public Utility.

Subd. 3. “National Pollutant Discharge Elimination System Municipal Separate Storm Sewer Systems Permit” or “MS4 Permit” shall mean the General Permit Authorization to Discharge Stormwater Associated with Municipal Separate Storm Sewer Systems.

Subd. 5. “Storm Water Pollution Prevention Program or SWPPP” shall mean a comprehensive program developed by the City to manage and reduce the discharge of pollutants in stormwater and from the City’s storm sewer system.

Subd. 6. “Storm Water Utility Policy” shall mean a policy approved by the City Council that defines the methods and means to establish utility fees.

Subd. 7. “U.S. Environmental Protection Agency” or “EPA” shall mean the agency of the United States federal government whose mission is to protect human and environmental health.

## Development of MS4 Program



SEH  
April Ryan, PE  
June 7, 2016

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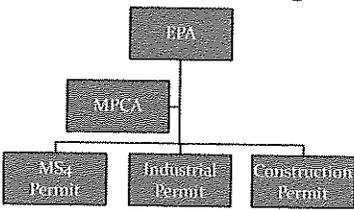
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## NPDES Permit Program



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graph TD; EPA[EPA] --- MPCA[MPCA]; MPCA --- MS4[MS4 Permit]; MPCA --- Industrial[Industrial Permit]; MPCA --- Construction[Construction Permit];
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MS4 = Municipally Separate Storm Sewer System

Conveyance or system of conveyances (roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, etc.)

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## MS4 Permit Program

- ❖ Designated MS4 because located in an urbanized area in whole or in part as determined by the latest Decennial Census.
  - ❖ Noticed on February 25, 2015
  - ❖ Program must be implemented by October 25, 2016
- ❖ Permit updated and reissued every 5 years.
- ❖ Requires City to develop and implement a Stormwater Pollution Prevention Program (SWPPP).
- ❖ Goal is to reduce discharge of pollutants from the City's storm sewer system, protect water quality, and meet the requirements of the Clean Water Act.

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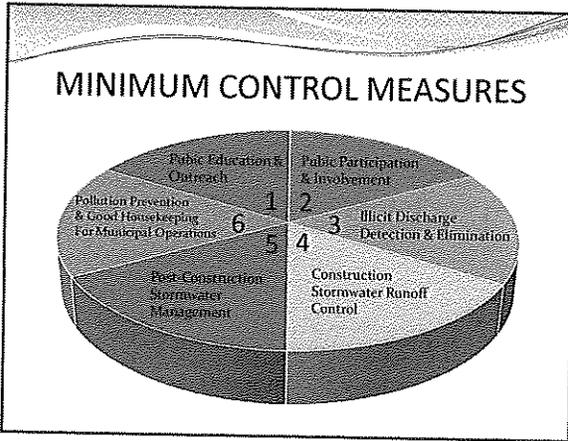
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### MCM 1 - PUBLIC EDUCATION & OUTREACH

- Identify Priority Topics
- Program Implementation Plan
  - Central Minnesota Water Education Alliance (CMWEA)
  - Distribute Education Material
  - Website
  - Clean-up Programs
- Documentation

H<sub>2</sub>YOU

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### MCM 2 - PUBLIC PARTICIPATION / INVOLVEMENT

- Annual Opportunity
- Public Input Written Procedures
- Permit / SWPPP Access
- Documentation

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### MCM 3 Illicit Discharge Detection Elimination

- Map / Inventory
- Regulatory Mechanism – Draft Ordinance
- Enforcement Response Procedures
- Inspection, detecting, tracking
- Training
- Priority Areas
- Procedures for investigating, locating, eliminating, response to spills
- Documentation



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### MCM 4 - CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

- Regulatory Mechanism - DRAFT ORDINANCE & DESIGN STANDARDS
  - Revise Existing Ordinances
  - Permit Application
  - Triggered if DISTURBING 5,000 sf or More
  - As stringent as NPDES Construction Permit
- Site Plan Review (written procedures)
- Public Input (written procedures)
- Site Inspections (written procedures & checklists)
- Enforcement Response Procedures
- Documentation

- ◊ Erosion Prevention Practices
- ◊ Sediment Control Practices
- ◊ Dewatering Activities
- ◊ Pollution Prevention Management Measures
- ◊ Fecal Stabilization
- ◊ Temporary Sediment Basins
- ◊ Site Inspection and Maintenance



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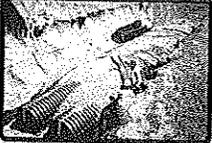
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### MCM 5 – POST CONSTRUCTION STORMWATER MANAGEMENT

- Regulatory Mechanism(s) – DRAFT ORDINANCE & DESIGN STANDARDS
  - Revise Existing Ordinances
  - Permit Application
  - Triggered if DISTURBING 1 Acre or More
  - Site Plan Review
  - Volume, TSS, TP (MIDS)
  - Legal Mechanism For Long Term Maintenance
- Site Plan Review (written procedures & checklists)
- Documentation



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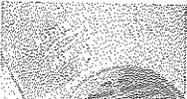
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**MCM 6**  
**POLLUTION PREVENTION / GOOD**  
**HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

- Inventory of facilities
- BMPs for inventoried facilities & operations
- Pond, Wetland, Lake Inventory
- Pond Assessment (procedures & schedule)
- Inspections
  - Structural BMPs, Ponds, Outfalls, Stockpiles, ETC.
- Employee Training
- Documentation



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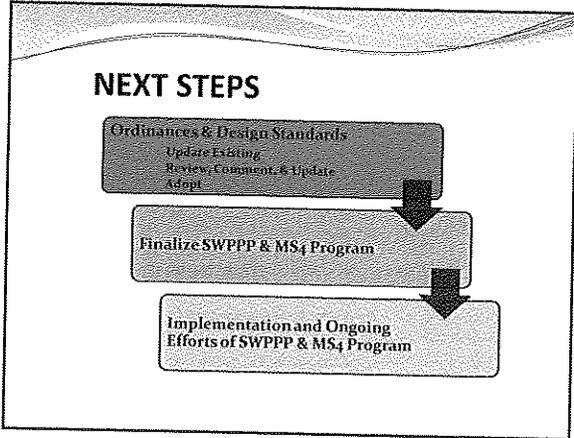
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**QUESTIONS**



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# STORMWATER MANAGENEMT DESIGN STANDARDS

Version 1.0  
2016

### **GOALS AND PURPOSE:**

The general purpose of these design standards is to established regulatory requirements for land disturbing and construction activities to help safeguard persons, protect property, and prevent damage to the environment in the City of St. Augusta. The goal is to establish requirements that will:

- 1) Assist in meeting the City's NPDES/SDS Municipal Separate Storm Sewer System (MS4) and Construction Stormwater General Permit requirements.
- 2) Assist in meeting Total Maximum Daily Load (TMDL) plan waste load allocations for impaired waters.
- 3) Protect life and property from dangers associated with flooding.
- 4) Protect public and private property and natural resources from damage resulting from stormwater runoff and erosion.
- 5) Provide a single, consistent set of performance goals that apply to all developments.
- 6) Establishing erosion and sediment control and waste control requirements for land disturbance activities within the jurisdiction of the City St. Augusta.
- 7) Establishing post-construction stormwater management requirements to prevent or reduce water pollution after land disturbing activity is complete.
- 8) Promote infiltration and ground water recharge.
- 9) Protect functional values of all types of natural water bodies.

### **APPLICABILITY:**

These design standards shall apply to all land disturbance and/or construction activity that disturbs land of equal to or greater than five thousand (5,000) square feet, or includes the disturbance of less than five thousand (5,000) square feet of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than five thousand (5,000) square feet, or as deemed necessary by the City of St. Augusta to safeguard persons, protect property, and prevent degradation to the environment in the City of St. Augusta. No land disturbance or discharge of stormwater shall occur without first obtaining a permit from the City of St Augusta.

### **COMPATIBILITY WITH OTHER REGULATIONS:**

The requirements set forth with these design standards are not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of these design standards are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of these requirements imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

### **ULTIMATE RESPONSIBILITY:**

The standards and requirements set forth herein and promulgated pursuant to these requirements are minimum standards; therefore these requirements do not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

**DESIGN REQUIREMENTS:**

**1. Summary of Requirements**

Disturbed Area 	5,000 sf up to 1 acre	1 acre or more
Requirement 		
Land Disturbance Permit	X	X
Stormwater Pollution Prevention Plan (SWPPP)	X	X
Construction Site Stormwater Runoff Controls	X	X
Post-Construction Stormwater Management Requirements		X
NPDES Construction Permit		X

Notes: Disturbed area includes all land disturbance and construction activity, including land area that is part of a larger common plan of development or sale. Where deemed necessary by the City of St. Augusta to safeguard persons, protect property, and prevent degradation to the environment in the City of St. Augusta, requirements may be enforced for disturbed areas with less than above identified amount.

**2. Better Site Design**

The City encourages the use of better site designs as identified in the current version of the Minnesota Stormwater Manual. Better site design involves a series of techniques applied early in the design process to reduce impervious cover, conserve natural areas, use pervious areas to more effectively treat stormwater runoff, and promote the treatment train approach to runoff management.

**3. Stormwater Pollution Prevention Plan (SWPPP)**

A SWPPP shall be submitted with the Stormwater Management Permit application. The SWPPP shall be consistent with the requirements outlined in this document, City ordinances, and State and Federal regulations.

- A. SWPPP Plan Content. The SWPPP shall be completed prior to submitting a Stormwater Management Permit application and prior to conducting any land disturbing activities. SWPPP plan content must include at a minimum the items required and identified in the NPDES Construction Permit. This includes information to meet the requirements of the Construction Site Stormwater Runoff Control and Post-Construction Stormwater Management sections of this document, where applicable.

**4. Construction Site Stormwater Runoff Control Requirements.  
(Erosion & Sediment Controls during Construction)**

The construction site stormwater runoff control requirements shall apply to all land disturbance and construction activity that disturbs land of equal to or greater than five thousand (5,000) square feet, or includes the disturbance of less than five thousand (5,000) square feet of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than five thousand (5,000)

## 4 | Stormwater Management Design Standards

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square feet, or as deemed necessary by the City of St. Augusta to safeguard persons, protect property, and prevent degradation to the environment in the City of St. Augusta.

Erosion and sediment control and waste controls shall be planned for, designed, and implemented as required by these design standards and as defined in the NPDES Construction Permit, including those identified in the NPDES Construction Permit for discharges to special and impaired waters, when applicable. These requirements are briefly described below:

- A. Erosion Prevention Practices. Erosion Prevention Practices (BMPs) must be planned for, implemented, and maintained to prevent soil particle exposure and detachment in order to minimize site erosion.
- B. Sediment Control Practices. Sediment Control Practices (BMPs) must be planned for, implemented, and maintained to prevent eroded sediment from leaving the site and to minimize sediment and other pollutants from entering surface waters, including curb and gutter systems and storm sewer systems.
- C. Dewatering Activities. Dewatering or basin draining activities to remove surface or ground water to dry and/or solidify a construction site to enable construction activity must incorporate appropriate BMPs to discharge in a manner that does not cause nuisance conditions. Dewatering may require a Minnesota Department of Natural Resources water appropriation permit and, if dewatering water is contaminated, discharge of such water may require an individual MPCA NPDES/SDS permit.
- D. Pollution Prevention Management Measures. Construction sites must incorporate pollution prevention management measures to reduce the probably of spills, leaks and discharges of pollutants.
- E. Final Stabilization. Upon the completion of construction activity final stabilization must be completed to include perennial vegetative cover on all exposed soils.
- F. Temporary Sediment Basins. Temporary sediment basin(s) are required to treat runoff where deemed necessary by the NPDES Construction Permit and where deemed necessary by the City of St. Augusta to safeguard persons, protect property, and prevent degradation to the environment.
- G. Site Inspection and Maintenance. Construction sites must be inspected on a regular basis to ensure the integrity and effectiveness of all erosion prevention BMPs, sediment control BMPs, and pollution prevention management measures. All non-function BMPs must be repaired, replaced, or supplemented with functional BMPs.

## 5 | Stormwater Management Design Standards

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General Erosion and Sediment Control Requirements in addition to the NPDES Construction Permit requirements include the following:

- A. Land disturbance shall conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.
- B. Erosion and siltation control measures shall be coordinated with the different stages of land disturbance. Appropriate control measures shall be installed prior to land disturbance activities when necessary to control erosion.
- C. Land shall be disturbed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one period of time.
- D. Whenever possible, natural vegetation shall be retained and protected.
- E. Where the topsoil is removed, sufficient arable soil shall be set aside for re-spreading over the developed area. The soil shall be restored to a minimum depth of four (4) inches and shall be of a quality at least equal to the soil quality prior to development.
- F. Exposed Slopes: The following are the minimum control measures that shall be taken to control erosion during any activity where soils are exposed:
  1. No slope should be steeper in grade than four (4) feet horizontal to one (1) foot vertical.
  2. Exposed slopes steeper in grade than ten (10) feet horizontal to one (1) foot vertical should be contour plowed to minimize direct runoff of water.
  3. Along the top of each exposed slope, a berm or other BMP should be constructed to prevent runoff from flowing over the edge of the slope. Where runoff collecting behind said berm cannot be diverted elsewhere and must be directed down the slope, appropriate measures shall be taken to prevent erosion. Energy dissipation should be installed to prevent erosion at the discharge end.
  4. Exposed slopes shall be protected by whatever means will effectively prevent erosion considering the degree of slope, soils material, and expected length of exposure.

**5. Post-Construction Stormwater Management Requirements.**

*(Permanent Stormwater Treatment after Construction is Complete)*

The post-construction stormwater management requirements shall apply to all land disturbance and construction activity that disturbs land of equal to or greater than one (1) ac, or includes the disturbance of less than one (1) ac of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one (1) ac, or as deemed necessary by the City of St. Augusta to safeguard persons, protect property, and prevent degradation to the environment in the City of St. Augusta.

Site plans and project documentation must incorporate post-construction (permanent) stormwater management best management practices/systems to manage stormwater long term once construction activity is complete. Permanent stormwater systems shall be designed consistent with the Minnesota Stormwater Manual and in accordance with the following requirements:

- A. Green Infrastructure. Green Infrastructure techniques and practices (including, but not limited to, infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), shall be given preference as design options consistent with zoning, subdivision and PUD requirements.

A combination of techniques which utilize infiltration, capture and reuse, evapotranspiration and other types of low impact development techniques are encouraged, rather than relying on a single practice or infiltration alone.

- B. Discharges to Trout Streams

Permanent stormwater management facilities that discharge to a trout stream must minimize any increase in the temperature of runoff to the trout stream receiving water and/or tributaries.

Projects must minimize the impact using one or more of the following measures:

- Minimize new impervious surfaces.
- Minimize the discharge from directly connected impervious surfaces.
- Implement infiltration or other volume reduction practices.
- Incorporate shading, filtration, vegetated discharge practices.
- Other methods proven to reduce/minimize temperature increases.

- C. Stormwater Runoff Rate Control. Post-development peak flow rates at each discharge point from the project area shall not exceed pre-development peak flow rates for the 2, 10, and 100-year, 24-hour design storms, unless otherwise approved by the City. The City of St. Augusta may impose a stricter requirement(s) where downstream systems are known to have capacity concerns.

- D. Storm Sewer Conveyance System. Local storm sewer systems shall be designed for a minimum 10-year design frequency, unless otherwise approved by the City of St.

Augusta. The City of St. Augusta may impose a stricter requirement(s) where deemed necessary.

The Rational Method shall be the preferred methodology for design of local systems. Culvert crossings or storm systems in County or State right-of-way may have a design frequency and requirements which differ from the City's requirements. The Designer shall contact each agency/unit of government to determine the appropriate design requirements and frequency for hydrologically-connected systems.

### E. Flood Management.

1. Flood protection shall be provided for a minimum one hundred (100) year design return frequency.
2. Flood protection for public and personal property shall be one (1) foot plus any encroachment above the floodplain.
3. An emergency overflow shall be incorporated into the site design at or above the BFE or modeled 100-year/24-hour event high water level to convey a 100-year discharge away from buildings to the next downstream water body. The lowest opening shall be at least one and a half (1.5) feet above the emergency overflow elevation of the adjacent water body.
4. Existing, natural or man-made emergency overflows shall be analyzed as part of the design process.
5. Where natural overflow does not exist, the designer shall consider the possibility of long duration and extreme events. High water elevations shall be evaluated with analysis based on runoff volume resulting from a 100-year/10-day snowmelt with saturated or frozen soil conditions (CN=100) and/or the runoff resulting from a 100-year back-to-back rain event.

### F. Water Quality Treatment and Volume Control Requirements. Post-construction stormwater management must provide water quality treatment and volume control.

Volume reduction techniques considered shall include infiltration, reuse & rainwater harvesting, and canopy interception & evapotranspiration and/or additional techniques included in the MIDS calculator and the MN Stormwater Manual.

Higher priority shall be given to BMPs that include volume reduction, secondary preference is to employ filtration techniques, followed by rate control.

Compliance with the water quality and volume control requirements can be met by providing defensible and consistent hydrological assessments and modeling methods showing compliance with the Minimal Impact Design Standards (MIDS) identified below.

#### **MIDS Standard:**

Permanent stormwater management must meet the Minimal Impact Design Standards (MIDS) outlined and established by the Minnesota Pollution Control Agency (MPCA). These standards can be found within the MN Stormwater Manual and are summarized below:

1. New Development Areas (non-linear). Nonlinear development projects, on sites without restrictions, shall capture and retain on site 1.1 inches of runoff from all impervious surfaces on the site.
2. Redevelopment Areas (non-linear). Nonlinear redevelopment projects, on sites without restrictions, shall capture and retain on site 1.1 inches of runoff from the new and/or fully reconstructed impervious surfaces.
3. Linear Development. Linear projects, on sites without restrictions, shall capture and retain the larger of the following:
  - 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site.
  - 1.1 inches of runoff from the net increase impervious area on the site.

Mill and overlay and other resurfacing activities are not considered fully reconstructed.

4. Flexible Treatment Options for Sites with Restrictions. Every attempt to comply with the performance standards identified above shall be made. If full compliance is not possible due to any of the factors identified below, the reasons must be clearly documented. Options should be considered and documented to examine the merits of relocating project elements to address varying soil conditions and other constraints across the site. If site constraints or restrictions limit the full treatment goal, the flexible treatment options identified below shall be used.
  - a. Factors to be considered in determining flexible treatment options.
    - i. Karst geology
    - ii. Shallow bed rock
    - iii. High ground water
    - iv. Hotspots or contaminated soils
    - v. Drinking Water Source Management Areas or within 200 feet of drinking water well
    - vi. Zoning, setbacks or other land use requirements
    - vii. Excessive costs
    - viii. Poor soils (infiltration rates which are too low or too high, problematic urban soils)
5. Flexible Treatment Options Sequencing. The MIDS Design Sequence Flowchart should be utilized when determining the appropriate flexible treatment option. The Design Sequence Flowchart can be found in Appendix A or within the MN Stormwater Manual.

Each alternative should be considered in sequence starting with Flexible Treatment Option #1 and progressing to Flexible Treatment Option #3. The specific reasons why each alternative option cannot be met must be clearly documented. When all of the conditions are fulfilled within an option alternative, the sequence is complete.

- a. Flexible Treatment Option 1 (FTO #1). Attempt to comply with the following conditions:
  - i. Achieve at least 0.55 inch volume reduction from all impervious surfaces from new development sites or from the new and fully reconstructed impervious from redevelopment sites, and
  - ii. Remove 75 percent of the annual total phosphorus load from all impervious surfaces from new development sites or from the new and fully reconstructed impervious from redevelopment sites, and
  - iii. Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site.
- b. Flexible Treatment Option 2 (FTO #1). Attempt to comply with the following conditions:
  - i. Achieve volume reduction to the maximum extent practicable (as determined by the City), and
  - ii. Remove 60 percent of the annual total phosphorus load from all impervious surfaces from new development sites or from the new and fully reconstructed impervious from redevelopment sites, and
  - iii. Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site.
- c. Flexible Treatment Option 3 (FTO#3) Treatment / mitigation at an off-site location may be implemented at the City's discretion. The off-site treatment must meet the performance of 1.1 inches of volume reduction for new development or redevelopment standards identified above. Proposed off-site treatment locations must be reviewed and approved by the City. Off-site treatment shall be achieved in areas selected in the following order of preference:
  - i. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.

- ii. Locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity.
- iii. Locations in the next adjacent DNR catchment area up-stream.
- iv. Locations within the City.

Mitigation projects must involve the creation of new structural stormwater BMPs, the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP.

Routine maintenance of structural stormwater BMPs cannot be used to meet mitigation requirements.

Mitigation projects must be completed within 24 months after the start of the original construction activity.

If the mitigation project is a private structural BMP and the City is not responsible for long-term maintenance of the project, the City will require written and recorded documentation of maintenance responsibilities.

6. Stormwater Management Limitations and Exceptions:

- a. The use of infiltration techniques are prohibited in the following areas:
  - i. Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit.
  - ii. Where vehicle fueling and maintenance occur.
  - iii. Where less than three (3) feet of separation from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock exists.
  - iv. Where high levels of contaminants in soil or groundwater will be mobilized by infiltrating stormwater.
- b. The use of infiltration techniques are restricted when the infiltration device will be constructed in areas identified below. A higher level of design and review is required in these restricted areas. The City engineer may request additional information and/or testing to ensure that infiltration basins will perform properly and that groundwater is adequately protected.
  - i. With predominately Hydrologic Soil Group D (clay) soils
  - ii. Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features
  - iii. Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13
  - iv. Where soil infiltration rates are more than 8.3 inches per hour For

G. Design Computation Criteria.

1. Rain fall amounts and distributions for storm water management and conveyance system analysis shall utilize the NOAA Atlas 14 data and distributions with antecedent moisture conditions 2 (AMC-2) shall be used.
  2. Where determined feasible, all ponding, detention or retention shall be designed for 100 year frequency storm condition
  3. The City may require designers to run additional modeling scenarios with rainfall depths greater than the 100-year event. For example, modeling a 10-inch event or back-to-back 100-year events will allow the designer to evaluate the sensitivity of the system response to larger events relative to detention/retention area high water levels and emergency overflow paths. The designer is encouraged to run extreme events scenarios as part of the initial site evaluation and design process.
  4. Outlet energy dissipation shall be designed in accordance with MnDOT Design Criteria.
  5. Permanent stormwater facilities shall provide adequate maintenance access. Vehicle lanes of not less than 10-feet wide and 15 percent slope shall be provided to access the facilities.
  6. Infiltration practices shall at a minimum:
    - a. Shall provide for pre-treatment of runoff to trap sediment prior to entering the infiltration system.
    - b. Must be designed to draw down to the bottom elevation of the practice within 48 hours. The maximum ponding depth shall be based on the soil infiltration rate determined from site specific soil investigation data taken from the location of proposed infiltration practice(s) on site.
  7. Stormwater wet pond(s) at a minimum:
    - a. Shall have a minimum 4-foot ponding depth and maximum 10-foot ponding depth.
    - b. Shall have a minimum 20-foot buffer around the perimeter of the basin. The buffer shall extend from the 100-year high water level.
    - c. Shall have an aquatic bench having 10:1 (H:V) slope for the first 10 feet extending down from the normal water level of the basin.
    - d. Shall have a 3:1 maximum slope.
    - e. Shall be configured to prevent short circuiting.
    - f. Shall have skimming devices designed to remove oils and floatable material.
    - g. Shall include liner material (compacted cohesive soils, geosynthetic materials, plastic liner, soil additives, or other material) when located in areas with high infiltration rates and/or when located in areas with prohibited infiltration to create a permanent pool and prevent contamination of ground water.
- H. Long Term Maintenance of Permanent Stormwater BMPs. The type and interval of maintenance activities for permanent stormwater BMPs are often dependent upon the degree of pollutant loading from a particular drainage basin. BMP maintenance can be broken into three categories: inspection, routine maintenance, and major maintenance.
1. Private Facilities
    - a. **Maintenance Agreement.** The owner shall enter into a Maintenance Agreement with the City. An example maintenance agreement can be found in Appendix A.

- b. **Maintenance Plan.** An inspection and maintenance plan shall be developed, approved, and included as an attachment with the Maintenance Agreement. At a minimum, maintenance plans must include the following information:
    - i. Inspections
      - 1. Responsible person(s) for completing inspections.
      - 2. Frequency inspections are to be completed. At a minimum, stormwater facilities must be inspected annually.
      - 3. Each BMP type has its own unique characteristics. However, inspections will generally consist of an assessment to assure its functionality and general condition.
    - ii. Routine Maintenance
      - 1. Responsible person(s) for conducting routine maintenance.
      - 2. Frequency routine maintenance is to be completed. At a minimum, routine maintenance must be completed at a frequency necessary to maintain the performance standard they were designed for.
      - 3. The type of routine maintenance anticipated. Routine maintenance will generally consist of trash and vegetation removal, unclogging of drains, minor sediment removal, and exchange of filter media where applicable.
    - iii. Major Maintenance
      - 1. Responsible person(s) for conducting major maintenance.
      - 2. Anticipated frequency major maintenance is to be completed. At a minimum, major maintenance needs to be completed as required from inspection reports and/or when there are failures in the BMP.
      - 3. Type of major maintenance anticipated. Major maintenance generally consists of significant reconstruction including: dredging, excavation, removal of existing media, replacing fabric, replacing the under-drain, and reestablishment of vegetation.
2. Public Permanent Stormwater Facilities
- a. **Acceptance of publicly owned permanent stormwater facilities.** Prior to final acceptance of the facility the following must be completed:
    - i. Submittal of as-built drawing.
    - ii. Documentation certifying the BMP has been constructed in accordance with design specifications.
    - iii. Final inspection with City staff or City representative.

### **DEFINITIONS:**

“Best Management Practices” or “BMP” means practices to prevent or reduce the pollution of the waters of the state, including schedules of activities, prohibitions or practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage.

“Better Site Design” means the control and management of stormwater quantity and quality through the application of Better Site Design Techniques as outlined in the current version of the Minnesota Stormwater Manual.

“City” means the City of St. Augusta

“Common plan of development or sale” is a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

“Construction Activity” includes construction activity as defined in 40 CFR 122.26(b)(14)(x) and small construction activity as defined in 40 CFR 122.26(b)(15). This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. This may include clearing, grading, filling, and excavating.

“Dewatering” means the removal of surface or ground water to dry and/or solidify a construction site to enable construction activity. Dewatering may require a Minnesota Department of Natural Resources water appropriation permit and, if dewatering water is contaminated, discharge of such water may require an individual MPCA NPDES/SDS permit.

“Energy Dissipation” means method employed at pipe outlets to prevent erosion caused by the rapid discharge of water scouring soils.

“Erosion Control” means a measure that prevents soil particles exposure and detachment.

“Green Infrastructure” means a wide array of practices at multiple scales that manages wet weather and that maintains or restores natural hydrology by infiltrating, evapotranspiring, or harvesting and using stormwater. On a regional scale, green infrastructure is the preservation or restoration of natural landscape features, such as forests, floodplains and wetlands, coupled with policies such as infill and redevelopment that reduce overall imperviousness in a watershed. On the local scale, green infrastructure consists of site and neighborhood-specific practices, such as bioretention, trees, green roofs, permeable pavements, cistern, etc.

“Impervious Surface” means a constructed hard surface (gravel, concrete, asphalt, pavers, etc.) that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development.

“Karst” (*active*) means a geographic area underlain by carbonate bedrock (or other forms of bedrock that can erode or dissolve) with less than 50 feet of sediment cover.

“Land Disturbance” means any project or activity, including removal of vegetation, excavations, clearing, filling, stockpiling, grading, or other earth change that directly or indirectly affects slopes, water bodies, the moving of ground cover or which may result in the movement of sediment.

“Linear Project” means construction or reconstruction of roads, trails, sidewalks, and rail lines that are not part of a common plan of development or sale. Mill, overlay and other resurfacing projects are not considered to be reconstruction.

“Maximum Extent Practicable” means the statutory standard (33 U.S.C. 1342(p)(3)(B)(iii)) that establishes the level of pollutant reductions that an Owner or Operator must achieve.

“Municipal Separate Storm Sewer System” or “MS4” means the conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains owned and operated by the City of St. Augusta, which is designed or used for collecting or conveying stormwater.

“NPDES Construction Permit” means the current Minnesota Pollution Control Agency General Permit to Discharge Stormwater Associated with Construction Activity Under the National Pollution Discharge Elimination System State Disposal System Program (NPDES/SDS).

“New Development” means all construction activity that is not defined as redevelopment and areas where new impervious is being created.

“Owner” and/or “Operator” includes the plural as well as the singular, and where appropriate shall include a natural person, partnership, firm, association, public, or quasi-public corporation, Private Corporation, or a combination of any of them, with legal or equitable interest in the parcel of record or as identified on the land disturbance permit.

“Receiving Water” means any lake, river, stream, or wetland that receives stormwater discharges from the MS4.

“Redevelopment” means any construction activity where, prior to the start of construction, the areas to be disturbed have 15 percent or more of existing impervious surface(s).

“Saturated soil” is the highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of redoximorphic features or other information.

“Sediment” means soil particle(s) exposed to movement.

“Sediment Control” means a measure that prevents eroded sediment from leaving the site.

“Steep Slopes” means slopes that are 1:3 (V:H) (33.3 percent) or steeper in grade.

“Stormwater” means rainwater runoff, snow melt runoff, and surface runoff and drainage. (Minn .R. 7090.0080, subp.12.)

“Stormwater Pollution Prevention Plan” or “SWPPP” means a comprehensive plan developed to manage and reduce the discharge of pollutants in stormwater.

“Structural Stormwater BMPs” mean stationary and permanent BMPs designed, constructed and operated to prevent or reduce the discharge of pollutants in stormwater.

“Waters of the State” means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof. (Minn. Stat. 155.01, subd. 22.)

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**APPENDIX A:**

MIDS Fact Sheet

MIDS Design Sequence Flowchart

Example Maintenance Agreement

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## BID TABULATION

2016 Central Minnesota Area Cities Seal Coat Service  
 Bid opening: Wednesday, June 1, 2016 at 11:00 AM

No.	Material No.	Item	Units	Qty	Estimated Cost		Pearson Brothers, Inc	
					Unit Price	Total Price	Unit Price	Total Price
1	2355.502	Bituminous Material for Fog Seal (CSS-1h)	GALLON	5,442	\$1.10	\$5,986.20	\$2.00	\$10,884.00
2	2356.505	Bituminous Material for Seal Coat (CRS-2 Emulsion)	GALLON	28,709	\$2.70	\$77,514.30	\$2.50	\$71,772.50
3	2356.507	Install Bituminous Seal Coat (FA-2 Aggregate)	SY	114,835	\$0.53	\$60,862.55	\$0.21	\$24,115.35
4		Screen Aggregate Stockpile - Sauk Rapids	LS	1	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
Grand Total						\$146,363.05		\$109,771.85

No.	Material No.	Item	Units	Qty	Caldwell Asphalt		Allied Blacktop Co.	
					Unit Price	Total Price	Unit Price	Total Price
1	2355.502	Bituminous Material for Fog Seal (CSS-1h)	GALLON	5,442	\$1.79	\$9,741.18	\$0.90	\$4,897.80
2	2356.505	Bituminous Material for Seal Coat (CRS-2 Emulsion)	GALLON	28,709	\$1.67	\$47,944.03	\$3.10	\$88,997.90
3	2356.507	Install Bituminous Seal Coat (FA-2 Aggregate)	SY	114,835	\$0.37	\$42,488.95	\$0.44	\$50,527.40
4		Screen Aggregate Stockpile - Sauk Rapids	LS	1	\$12,500.00	\$12,500.00	\$6,750.00	\$6,750.00
Grand Total						\$112,674.16		\$151,173.10

St. Augusta					Estimated Cost		Pearson Brothers, Inc	
No.	Material No.	Item	Units	Qty	Unit Price	Total Price	Unit Price	Total Price
1	2355.502	Bituminous Material for Fog Seal (CSS-1h)	GALLON	5,442	\$1.10	\$5,986.20	\$2.00	\$10,884.00
2	2356.505	Bituminous Material for Seal Coat (CRS-2 Emulsion)	GALLON	28,709	\$2.70	\$77,514.30	\$2.50	\$71,772.50
3	2356.507	Install Bituminous Seal Coat (FA-2 Aggregate)	SY	114,835	\$0.53	\$60,862.55	\$0.21	\$24,115.35
Grand Total						\$146,363.05		\$109,771.85

Sauk Rapids					Estimated Cost		Pearson Brothers, Inc	
No.	Material No.	Item	Units	Qty	Unit Price	Total Price	Unit Price	Total Price
2	2356.505	Bituminous Material for Seal Coat (CRS-2 Emulsion)	GALLON	21,150	\$2.70	\$57,105.00	\$2.50	\$52,875.00
3	2356.507	Install Bituminous Seal Coat (FA-2 Aggregate)	SY	83,700	\$0.53	\$44,361.00	\$0.21	\$17,577.00
4		Screen Aggregate Stockpile - Sauk Rapids	LS	1	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
Grand Total						\$103,466.00		\$73,452.00

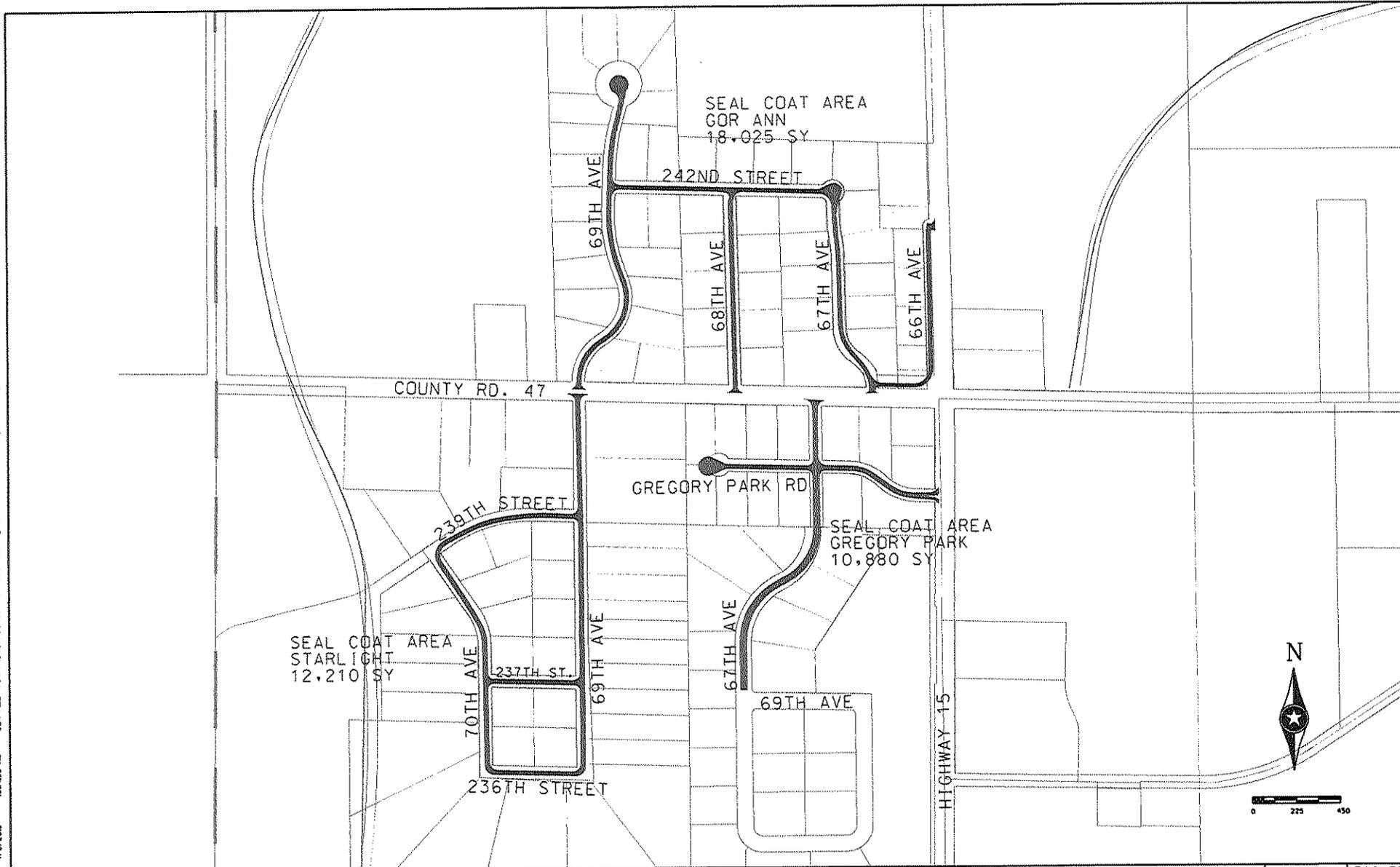
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ST. AUGUSTA  
MINNESOTA

2016 SEAL COATING  
AREAS

FILE NO. ST AUG COMMON	FIGURE NO.
DATE 4/6/16	1

## Bill McCabe

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**From:** Todd Bartels <todd@pearsonbrosinc.com>  
**Sent:** Thursday, June 02, 2016 10:13 AM  
**To:** Bill McCabe  
**Subject:** Re: St. Augusta

Bill:

- 1) approx 350 ton
- 2) \$20 per ton
- 3) can I haul 200 ton in tomorrow? Install is August

Todd

On Jun 1, 2016, at 3:23 PM, Bill McCabe <[bmccabe@staugustamn.com](mailto:bmccabe@staugustamn.com)> wrote:

Yes on seal coating all three neighborhoods. We can stockpile, just south of the red neighborhood street, in the squared street, on the street on the southeast corner. We would need to cone it off, but there are currently no businesses there.

Bill McCabe  
City Administrator  
City of St. Augusta  
1914 250th Street  
St. Augusta, MN 56301  
(320) 654-0387  
(320) 654-1686 fax  
(320)237-5763 cell

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**From:** Todd Bartels [<mailto:todd@pearsonbrosinc.com>]  
**Sent:** Wednesday, June 01, 2016 3:01 PM  
**To:** Bill McCabe <[bmccabe@staugustamn.com](mailto:bmccabe@staugustamn.com)>  
**Subject:** Re: St. Augusta

I'll meet with Jack tonite and get you pricing. Let me know when you have the stockpile address and if we would be able to haul as early as Friday? Also, are we seal coating all three neighborhoods?

Todd

Todd Bartels  
General Manager  
Pearson Bros Inc.  
11079 Lamont Ave NE  
Hanover, MN 55341  
612-363-6206 Cell  
763-391-6622 Office  
763-391-6627 Fax

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**From:** Bill McCabe <[bmccabe@staugustamn.com](mailto:bmccabe@staugustamn.com)>  
**Date:** Wednesday, June 1, 2016 at 2:08 PM

**Bill McCabe**

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**From:** Jim Clark <j-jdustcontrol@hotmail.com>  
**Sent:** Friday, May 06, 2016 11:47 AM  
**To:** bmccabe@staugustamn.com  
**Subject:** Dust Control Quote

Bill

Below is a quote for Calcium Chloride 38% solution applied on your gravel roads.

8,100 gallons x \$1.05 per gallon = \$8,505.00

Thank you for the opportunity to be your dust control provider!

Please reply to this e-mail to confirm receipt.

Jeff Clark  
J & J Dust Control  
New London, MN  
320-295-3219 or 320-295-2701

300 Centennial Building  
658 Cedar Street  
St. Paul, MN 55155  
Telephone: 651.201.2473  
Local.estimatedes@state.mn.us



William McCabe, Admin  
City of St. Augusta  
1914 250th St  
St. Augusta, MN 56301-7706

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. Enclosed you will find a sheet containing the April 1, 2015, population and household estimates for your jurisdiction.

These estimates are being sent to you now for review and comment. It's important that our estimates are accurate, as they are used to distribute state aid to cities and townships. If you have questions about how our estimates impact a specific program, please contact the state agency responsible for that program.

The enclosed figures represent estimated population and household changes since the 2010 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that our estimates are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. We may not be aware of such changes as housing demolitions, the gain or loss of group quarters (like college dormitories, nursing homes, etc.), construction of public housing and the gain or loss of mobile homes.

Please note that our estimates:

- pertain to one year ago, not the present;
- have also been sent to your county auditor for review;
- are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July.

If you are satisfied with our estimates, it is not necessary to contact us or provide any further information. If you wish to challenge our estimates, please send us the appropriate data described in the enclosed challenge guide by **June 24, 2016**. Questions or comments should be directed to James Hibbs at the address listed on the letterhead. You may also contact us by e-mail at [local.estimatedes@state.mn.us](mailto:local.estimatedes@state.mn.us) or by phone at (651) 201-2473. The volume of phone calls is heavy at this time of year, so you may be asked to leave a message on our voice mail system. We will respond promptly. Please remember that we cannot correct problems with the 2010 Census.

Thank you for taking time to review these estimates.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Brower".

Susan Brower  
State Demographer

Enclosures

**DATE:** June 1, 2016  
**TO:** William McCabe, Admin  
City of St. Augusta  
**FROM:** **Susan Brower**  
Minnesota State Demographer  
**SUBJECT:** 2015 Population and Household Estimates

Your April 1, 2015 population estimate is 3,432.

Your April 1, 2015 household estimate is 1,190.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to [local.estimate@state.mn.us](mailto:local.estimate@state.mn.us). All challenges must be submitted in writing. Please refer to the enclosed sheet for details