

CITY OF ST. AUGUSTA CITY COUNCIL MEETING

**January 5, 2021
7:00 pm**

Via Zoom

AGENDA

1. Call Meeting to Order – Mayor Zenzen.
2. Pledge of Allegiance.
3. Consent Agenda
 - 3A. Minutes of the December 1, 2020 City Council meeting.
 - 3B. Agenda.
 - 3C. Bills Payable, Receipts and Treasurer’s Report.
 - 3D. Tri-County Humane Society Contract
4. Sheriff’s Report
5. Building Inspector’s Report – Mark Harren.
6. Fire Department
 - 6A. Monthly Report
 - 6B. Appoint Fire Chief/Assistant Fire Chief
 - 6C. Generator Discussion
 - 6D. Other
7. Open Forum -10 Minute Limit.
8. Winter Parking Ordinance
9. Election of Acting Mayor
10. Appoint Boards, Commissions, Officials and Council Representatives:
 - (a) Planning Commission (7 members).
 - (b) Park Board-5 members plus a representative from the City Council and the Planning Commission.
 - (b1) Council Representative to Park Board.
 - (c) Economic Development Authority (5 members, of which 2 are Council Members).
 - (d) Council Fire Department Representatives.
 - (e) City Assessor.
 - (f) City Attorney:
 - (f1) Civil
 - (f2) Prosecuting.
 - (g) City Engineer.
 - (h) Planning Consultant
 - (i) Building Official
 - (j) Animal Control Officer.
 - (k) Weed Inspector

11. Resolution No. 2021-01- Setting Compensation for Elected and Appointed Officials, Boards and Adopting 2021 Compensation Schedule.
12. Meetings routinely attended by City Council Members.
13. Schedule Regular Meeting Times of City Council, Boards and Commissions.
14. Designate Official Newspaper.
15. Designate Official Depositories.
16. Resolution No. 2021-02, Designating Officials Authorized to Sign Approved Checks.
17. Ordinance No. 2021-01, Schedule of Fees
18. Resolution No. 2021-03, Designating the Polling Place for 2022 Elections
19. Adopting Data Practices Policies
20. Engineer's Report
20. Project Update/Approve Plans and Specs for Bid
21. Council Member Comments/Purview.
22. Clerk's Report
- 23. Closed Session Attorney/Client Privileged Communication**
24. Reopen Meeting/Adjourn.

REMINDERS: Regular City Council Meeting, Tuesday, February 2, 2021 7:00pm

**City of St. Augusta
City Council Meeting
Tuesday, January 5, 2021**

Administrative Summary

Consent Agenda – all items are included in the packets

Building Inspector's Report – Mark's report is included in the packets.

Sheriff's Report – I visited with Lt. Hemmesch today and he will make sure we have the written report for the updated packets on Tuesday.

Fire Department – the monthly report is included with the packets along with an email they received about the generator. Our committee (Chief Tabatt, Asst. Chief Orth, Council Member Backes, former Council Member Reinert and myself) that interviewed the fire chief candidates are recommending we offer the position to Captain Joe Kraemer. Joe along with Mike and Jerry and Justin have interviewed candidates for the Assistant Chief position and will have a recommendation on that following the appointment of a new Chief.

Winter Parking Ordinance – I have included the ordinances on winter parking in the packets as we have received a complaint/request for special consideration.

Election of Acting Mayor - The Acting Mayor for last year was Paul Reinert. Minnesota Statutes call for the City Council to elect an Acting Mayor from among the Council members at the beginning of each year. The Acting Mayor performs the duties of the Mayor during the disability or absence of the Mayor from the city. The Acting Mayor also serves as Mayor if there is a vacancy, until a successor has been appointed. The City Council may name the Acting Mayor by motion from the floor and vote.

Appoint Boards, Commissions, Officials and Council Representatives –

(a) Planning Commission: 7 members - Terms are:

	<u>Term Expires December 31</u>
Ron Kraemer, Troy Voigt	2021
Jason Netland, Brian Brown	2022
Glen Lommel, Rick Christen, Vacant	2023

Glen Lommel and Rick Christen are being appointed for another three year term.

(b) Park Board: (5 members plus a representative from the City Council and the Planning Commission). Terms are:

	<u>Term Expires December 31</u>
Dave Glenn, Vacant	2021
Camille Murphy and Colleen Lommel	2022
Don Meyer, John Olson, Jr.	2023

Don and John will be appointed for another three year term.

(b1) Council Representative to Park Board: *For you to choose (currently Brent Genereux).*

(c) EDA: (5 Members, of which 2 must be Council Members) Terms are:
Term Expires December 31

John McDowall	2021
Vacant, (Council Rep)	2022
Dan Miller, (Council Rep)	2023

(d) Representative to Fire Departments: Currently Justin Backes and Paul Reinert.

(e) Designate City Assessor: St. Augusta has contracted with the Stearns County Assessor's office to serve as City Assessor. Don Ramler is the person with the Assessor's office who covers St. Augusta.

(f) City Attorney: Civil: Couri & MacArthur. Our main contact is Mike Couri for general counsel.

Prosecuting Attorney - St. Augusta accepted a contract with the Stearns County Attorney's office for municipal prosecution.

(g) City Engineer: Jeremy Boots and Tyson Hajicek of Moore Engineering.

(h) Planning Consultant: Cindy Nash with Collaborative Planning.

(i) Building Inspector: Mark Harren, with MidMinnesota Code Enforcement.

(j) Animal Control Officer: vacant

(k) Weed inspector: Paul Reinert is the current Council weed inspector. Mark Kiffmeyer acts as the alternate.

Resolution #2021-01, Setting Compensation – I have included the resolution with a 2% increase over 2020. This is what was included in the budget approved at last month's meeting and was based on projected social security COLA which ended at 1.6%.

Meetings routinely attended by Council Members –

City Council meetings

Public Hearings of St. Augusta Planning Board.

Park Board by Council representative.

St. Cloud Area Intergovernmental Meetings.

Stearns County Municipal League Meetings

Schedule Regular Meeting Times of City Council, Boards and Commissions –

City Council. Regular City Council meetings are on the first and third Tuesday of each month, beginning at 7:00 pm. at St. Augusta City Hall. The meeting on the third Tuesday has only been scheduled if sufficient business exists for a meeting. If a regular meeting date falls on the date of a statutory holiday, the meeting will be the Wednesday immediately following the holiday, at 7:00 pm.

Planning Commission. As needed our regular meetings of the Planning Board are on a Monday prior to the first Tuesday of each month beginning at 7:00 pm.

Park Board. The Park Board regularly meets at 7:00 pm on the first Monday of the months between May and October. The City Council has authorized the Park Board to hold meetings in the months after October if needed.

EDA. The EDA meets as necessary.

Designate Official Newspaper - St. Cloud Times.

Official Depositories - Harvest Bank, Steifel and US Bank.

Resolutions #2021-02 –included in your packets.

Ordinance #2021-01, adopting 2021 Fee Schedule – it is included in the packet along with the fee schedule. The only change was in the water and sewer fees increasing by 3%.

Data Practices Policies – we need to adopt these policies annually.

Engineer's Report – Mr. Boots will give a brief update on the 2021 street project and ask for authorization to go out for bids.

Clerk's Report –

Closed Session – we will adjourn to a closed session to discuss an attorney/client privileged communication.

**MINUTES OF THE CITY COUNCIL
ST. AUGUSTA, MINNESOTA
December 1, 2020**

CALL TO ORDER: The meeting was called to order by Mayor Zenzen via Zoom Meeting at 7:00 PM.

PRESENT: Mayor Zenzen, Council Members, Backes, Schulzetenberg, Reinert and Genereux; Engineer Boots; Fire Chief Mike Tabbat, Assistant Fire Chief Orth, Fire Lieutenant Claseman, Fire Captain Kramer, Fire Lieutenant Voigt, Stearns County Deputy Hemmesch, Treasurer Rasmuson and Clerk/Administrator McCabe.

OTHERS PRESENT: Jeff Schmitz, Mary Coleman, Brad Paul and Brent Ahmann.

CONSENT AGENDA: A motion was made to approve the consent agenda items 3A – 3D by Mr. Reinert, second by Ms Schultzetenberg. Motion carried unanimously.

The following items were approved with the consent agenda:

City Council Minutes, November 4, 2020.
City Council Agenda, December 1, 2020
Bill Payable, Receipts and Treasurer's Report dated December 1, 2020 and for US Bank payment, Preferred One Payment and Checks #23893– 23963.
City Council Minutes, November 13, 2020 Special Meeting

SHERIFF'S REPORT: Lt. Hemmesch was in attendance and he presented the November report. He indicated there were about 44 hours spent on the contract and reviewed the call types. He answered questions from the Council.

A motion was made to accept the Sheriff's report as presented by Mr. Backes, seconded by Mr. Reinert. Motion carried unanimously.

**BUILDING INSPECTOR'S
REPORT:**

Mr. McCabe presented the updated spreadsheet indicating 13 permits were issued in November. Mr. McCabe stated our total single family permits for the year total 20, 11 of which were in the water/sewer area.

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

**FIRE DEPT.
REPORT:**

Chief Tabatt presented the monthly report for October indicating there were twelve calls, bringing the total for the year to 106 calls compared to 104 at the same time in 2019. Monthly training was done by Fire Inc. and was on confined space training.

A motion was made to approve the report by Mr. Genereux, seconded by Ms Schulzetenberg. Motion carried unanimously.

Lt. Claseman asked about hiring three new firefighters. Council directed them to start the process.

Lt. Voigt inquired about the rescue rig paperwork. Mr. McCabe said they again sent a certificate of origin, but have not taken care of titling the vehicle. Lt. Voigt is working on getting it.

Chief Tabatt presented a quote for new tables and chairs for the meeting room. Mr. McCabe indicated this was included in the budget at a cost of \$10,000.

A motion was made to approve the purchase of chairs and tables from Office Furniture Solutions in an amount not to exceed \$11,952 by Mr. Genereux, seconded by Ms. Schulzetenberg. Motion carried unanimously.

Chief Tabatt and Assistant Chief Orth both indicated their intention to retire from the department in February of 2021. Mr. McCabe said he would like to begin the process of replacing the Chief while Chief Tabatt and Assistant Chief Orth are still with the fire department. Mr. McCabe would like to establish a committee and suggested there be two council members along with the Chief, Assistant Chief and himself. Council members Reinert and Backes agreed to be on the committee.

OPEN FORUM: no comments offered.

**TRUTH-in-TAXATION PUBLIC HEARING/
ADOPTION OF 2020 BUDGET AND
RESOLUTION #2020-19,
ADOPTING FINAL
LEVY:**

Mr. McCabe indicated the final budget was gone over at the October work session meeting. All changes discussed have been incorporated and the final levy proposed in Resolution #2020-19 is the same as the preliminary levy approved and adopted in September. Mayor Zenzen declared the public hearing open.

A motion was made to approve the final 2021 Budget as presented along with the adoption of Resolution #2020-19, adopting the final

levy by Ms. Schulzetenberg, seconded by Mr. Backes. Motion carried unanimously.

**ENGINEER'S
REPORT:**

Mr. Boots said the survey and soil boring he can write up the report. He doesn't know if he'll have it by January.

**RESOLUTION #2020-18, UPDATING SEWER AND WATER
CONNECTION CHARGES IN LIEU**

OF ASSESSMENT: Mr. McCabe explained this is supposed to be done annually and as there is a parcel that may be sold soon, we need to get it done so as to make sure we can collect what is coming to us if any of these parcels develop.

A motion was made to adopt Resolution #2020-18, updating sewer and water connection charges in lieu of assessments by Mr. Genereux, seconded by Ms. Schulzetenberg. Motion carried unanimously.

RESOLUTION #2020-20, DECERTIFYING

TIF DISTRICT 2-2: Mr. McCabe reported we are finished with our payment obligations to St. Cloud Truck Sales and can decertify the TIF district. He indicated there was a balance in the fund of \$139,739.57 that will be returned to Stearns County to be redistributed to the taxing jurisdictions.

A motion was made to approve Resolution #2020-20 decertifying TIF District 2-2 and returning the excess increment in the amount of \$139,739.57 by Ms. Schulzetenberg, seconded by Mr. Reinert. Motion carried unanimously.

**COUNCIL MEMBER
PURVIEW:**

Ms Schulzetenberg asked to pursue the internet connection in the city after her retirement from the council; she also thanked everyone for their support over the years.

Mr. Reinert thanked everyone for their service and his time on the council has been enjoyable.

**CITY ADMINISTRATOR
REPORT:**

Mr. McCabe said there is a water utility account that has not been paid since COVID. He is asking to assess it to their property. McCabe said there are a handful of storm water bills that have never been paid since the inception of the program. He would like to hold a hearing to assess it to those properties after a hearing in January to let them know the city will assess it to them if it is not paid. Council agreed to hold the hearing in January, 2021.

ADJOURMENT: **A motion was made to adjourn at 7:55 pm by Mr. Reinert, seconded by Ms. Schulzetenberg. Meeting Adjourned.**

Approved this ____ day of January, 2021.

Michael G. Zenzen, Mayor

Attest:

William R. McCabe, Clerk/Administrator

City of St. Augusta

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*Receipt Book

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
12301 R	101-41000-322	Building Permits	\$94.25	12/22/2020	general - Mike Schlangen	12 01 20 rct
12302 R	450-42270-362	Contributions and Donations	\$2,000.00	12/22/2020	CIP - fire dept, Club Almar meat raffl	12 01 20 rct
12303 R	351-47000-310	General Property Taxes	\$35,464.73	12/1/2020	Debt Service - Dec 20 tax settlement	12 01 20 tax
12303 R	377-41000-310	General Property Taxes	\$53,519.17	12/1/2020	TIF - Dec 20 tax settlement	12 01 20 tax
12303 R	450-41000-310	General Property Taxes	\$157,438.46	12/1/2020	CIP - Dec 20 tax settlement	12 01 20 tax
12303 R	603-43254-371	Water Special Assessments	\$11,839.94	12/1/2020	WSA - Dec 20 tax settlement	12 01 20 tax
12303 R	603-43254-372	Sewer Special Assessments	\$23,715.43	12/1/2020	SSA - Dec 20 tax settlement	12 01 20 tax
12303 R	101-41000-310	General Property Taxes	\$265,761.58	12/1/2020	general - Dec 20 tax settlement	12 01 20 tax
12304 R	101-41000-334	Electric Permits	\$71.00	12/22/2020	general - St. Cloud Electric	12 01 20 rct
12305 R	601-49400-371	Water Sales	\$536.72	12/22/2020	water dept - Dec 20 rct	12 01 20 rct
12305 R	607-41000-371	Storm Sewer Sales	\$1,694.20	12/22/2020	SW - Dec 20 rct	12 01 20 rct
12305 R	602-49450-372	Sewer Sales	\$605.84	12/22/2020	sewer - Dec 20 rct	12 01 20 rct
12305 R	606-49450-372	Sewer Replacement Fund	\$22.04	12/22/2020	SRF - Dec 20 rct	12 01 20 rct
12305 R	601-49400-313	General Sales and Use Tax	\$10.70	12/22/2020	water dept - Dec 20 rct	12 01 20 rct
12305 R	605-43160-374	Electricity Sales	\$6.61	12/22/2020	EU - Dec 20 rct	12 01 20 rct
12306 R	602-49450-372	Sewer Sales	\$375.06	12/22/2020	sewer - Dec 20 rct	12 02 20 rct
12306 R	601-49400-371	Water Sales	\$341.93	12/22/2020	water dept - Dec 20 rct	12 02 20 rct
12306 R	607-41000-371	Storm Sewer Sales	\$2,596.23	12/22/2020	SW - Dec 20 rct	12 02 20 rct
12306 R	605-43160-374	Electricity Sales	\$3.79	12/22/2020	EU - Dec 20 rct	12 02 20 rct
12306 R	606-49450-372	Sewer Replacement Fund	\$9.53	12/22/2020	SRF - Dec 20 rct	12 02 20 rct
12307 R	101-41000-334	Electric Permits	\$51.00	12/22/2020	general - Spartan	12 03 20 rct
12308 R	101-41000-334	Electric Permits	\$35.00	12/22/2020	general - S. Christiansen	12 03 20 rct
12309 R	602-49450-372	Sewer Sales	\$565.75	12/22/2020	sewer - Dec 20 rct	12 03 20 rct
12309 R	607-41000-371	Storm Sewer Sales	\$1,884.00	12/22/2020	SW - Dec 20 rct	12 03 20 rct
12309 R	606-49450-372	Sewer Replacement Fund	\$13.03	12/22/2020	SRF - Dec 20 rct	12 03 20 rct
12309 R	601-49400-371	Water Sales	\$450.24	12/22/2020	water dept - Dec 20 rct	12 03 20 rct
12310 R	601-49400-313	General Sales and Use Tax	\$13.78	12/22/2020	water dept - Dec 20 rct	12 04 20 rct
12310 R	605-43160-374	Electricity Sales	\$15.91	12/22/2020	EU - Dec 20 rct	12 04 20 rct
12310 R	606-49450-372	Sewer Replacement Fund	\$41.53	12/22/2020	SRF - Dec 20 rct	12 04 20 rct
12310 R	602-49450-372	Sewer Sales	\$1,231.26	12/22/2020	sewer - Dec 20 rct	12 04 20 rct
12310 R	607-41000-371	Storm Sewer Sales	\$2,035.70	12/22/2020	SW - Dec 20 rct	12 04 20 rct
12310 R	601-49400-371	Water Sales	\$985.02	12/22/2020	water dept - Dec 20 rct	12 04 20 rct
12311 R	603-43254-372	Sewer Special Assessments	\$1,650.87	12/22/2020	sewer specials - Results Title	12 07 20 rct
12311 R	603-43254-371	Water Special Assessments	\$824.13	12/22/2020	water specials - Results Title	12 07 20 rct
12312 R	101-41000-321	Dividends	\$2,872.00	12/22/2020	general - dividends	12 07 20 rct
12313 R	601-49400-371	Water Sales	\$1,797.64	12/22/2020	water dept - Dec 20 rct	12 07 20 rct
12313 R	605-43160-374	Electricity Sales	\$46.00	12/22/2020	EU - Dec 20 rct	12 07 20 rct
12313 R	606-49450-372	Sewer Replacement Fund	\$69.98	12/22/2020	SRF - Dec 20 rct	12 07 20 rct
12313 R	602-49450-372	Sewer Sales	\$2,261.47	12/22/2020	sewer - Dec 20 rct	12 07 20 rct
12313 R	607-41000-371	Storm Sewer Sales	\$3,706.72	12/22/2020	SW - Dec 20 rct	12 07 20 rct
12314 R	602-49450-372	Sewer Sales	\$962.14	12/22/2020	sewer - Dec 20 rct	12 08 20 rct
12314 R	607-41000-371	Storm Sewer Sales	\$876.00	12/22/2020	SW - Dec 20 rct	12 08 20 rct
12314 R	606-49450-372	Sewer Replacement Fund	\$33.39	12/22/2020	SRF - Dec 20 rct	12 08 20 rct
12314 R	605-43160-374	Electricity Sales	\$13.94	12/22/2020	EU - Dec 20 rct	12 08 20 rct
12314 R	601-49400-371	Water Sales	\$921.31	12/22/2020	water dept - Dec 20 rct	12 08 20 rct
12315 R	101-41000-362	Miscellaneous Revenues	\$1,455.00	12/22/2020	general - Election's reimbursement	12 02 20 elc
12316 R	607-41000-371	Storm Sewer Sales	\$1,491.20	12/22/2020	SW - Dec 20 rct	12 09 20 rct
12316 R	601-49400-313	General Sales and Use Tax	\$2.15	12/22/2020	water dept - Dec 20 rct	12 09 20 rct
12316 R	605-43160-374	Electricity Sales	\$31.76	12/22/2020	EU - Dec 200 rct	12 09 20 rct
12316 R	606-49450-372	Sewer Replacement Fund	\$64.77	12/22/2020	SRF - Dec 20 rct	12 09 20 rct
12316 R	602-49450-372	Sewer Sales	\$1,949.02	12/22/2020	sewer - Dec 20 rct	12 09 20 rct

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*Receipt Book

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
12316 R	601-49400-371	Water Sales	\$1,601.52	12/22/2020	water dept - Dec 20 rct	12 09 20 rct
12317 R	606-49450-372	Sewer Replacement Fund	\$43.06	12/22/2020	SRF - Dec 20 rct	12 10 20 rct
12317 R	607-41000-371	Storm Sewer Sales	\$1,665.60	12/22/2020	SW - Dec 20 rct	12 10 20 rct
12317 R	602-49450-372	Sewer Sales	\$1,177.95	12/22/2020	sewer - Dec 20 rct	12 10 20 rct
12317 R	605-43160-374	Electricity Sales	\$12.03	12/22/2020	EU - Dec 20 rct	12 10 20 rct
12317 R	601-49400-371	Water Sales	\$981.18	12/22/2020	water dept - Dec 20 rct	12 10 20 rct
12317 R	601-49400-313	General Sales and Use Tax	\$8.85	12/22/2020	water dept - Dec 20 rct	12 10 20 rct
12318 R	101-41000-322	Building Permits	\$62.50	12/22/2020	general - D. Burggraff	12 14 20 rct
12319 R	101-41000-334	Electric Permits	\$101.00	12/22/2020	general - St. Cloud Electric	12 11 20 rct
12320 R	101-41000-334	Electric Permits	\$70.00	12/22/2020	general - T Statz	12 11 20 rct
12321 R	450-41000-334	Cable TV Franchise Fee	\$575.73	12/22/2020	CIP - Midco	12 11 20 rct
12322 R	101-41000-341	Assessment Search Fees	\$10.00	12/22/2020	general - Epic Properties	12 11 20 rct
12323 R	101-41000-341	Assessment Search Fees	\$10.00	12/22/2020	general - Heartland Title	12 11 20 rct
12324 R	607-41000-371	Storm Sewer Sales	\$931.26	12/22/2020	SW - Dec 20 rct	12 11 20 rct
12324 R	601-49400-371	Water Sales	\$714.91	12/22/2020	water dept - Dec 20 rct	12 11 20 rct
12324 R	601-49400-313	General Sales and Use Tax	\$12.68	12/22/2020	water dept - Dec 20 rct	12 11 20 rct
12324 R	605-43160-374	Electricity Sales	\$10.00	12/22/2020	EU - Dec 20 rct	12 11 20 rct
12324 R	606-49450-372	Sewer Replacement Fund	\$30.84	12/22/2020	SRF - Dec 20 rct	12 11 20 rct
12324 R	602-49450-372	Sewer Sales	\$869.15	12/22/2020	sewer - Dec 20 rct	12 11 20 rct
12325 R	101-41000-321	Mailbox Posts/911 Signs	\$25.00	12/22/2020	general - Werschay Homes 911	12 14 20 rct
12325 R	101-41000-322	Building Permits	\$4,424.75	12/22/2020	general - Werschay Homes	12 14 20 rct
12326 R	101-41000-341	Assessment Search Fees	\$10.00	12/22/2020	general - Epic Properties	12 14 20 rct
12327 R	601-49400-371	Water Sales	\$3,026.96	12/22/2020	water dept - Dec 20 rct	12 14 20 rct
12327 R	601-49400-313	General Sales and Use Tax	\$8.60	12/22/2020	water dept - Dec 20 rct	12 14 20 rct
12327 R	605-43160-374	Electricity Sales	\$29.97	12/22/2020	EU - Dec 20 rct	12 14 20 rct
12327 R	606-49450-372	Sewer Replacement Fund	\$126.56	12/22/2020	SRF - Dec 20 rct	12 14 20 rct
12327 R	602-49450-372	Sewer Sales	\$3,789.76	12/22/2020	sewer - Dec 20 rct	12 14 20 rct
12327 R	607-41000-371	Storm Sewer Sales	\$3,584.80	12/22/2020	SW - Dec 20 rct	12 14 20 rct
12329 R	603-43254-372	Sewer Availability Charges	\$3,000.00	12/22/2020	SAC - Arvola Builders	12 16 20 rct
12329 R	601-49400-371	Meter Sales	\$250.00	12/22/2020	water dept - Arvola Builders water m	12 16 20 rct
12329 R	603-43254-371	Water Availability Charges	\$3,000.00	12/22/2020	WAC - Arvola Builders	12 16 20 rct
12329 R	101-41000-322	Right of Way Permits	\$300.00	12/22/2020	general - Arvola Builders row permit	12 16 20 rct
12329 R	101-41000-322	Building Permits	\$2,137.25	12/22/2020	general - Arvola Builders	12 16 20 rct
12330 R	606-49450-372	Sewer Replacement Fund	\$27.77	12/22/2020	SRF - Dec 20 rct	12 16 20 rct
12330 R	602-49450-372	Sewer Sales	\$802.58	12/22/2020	sewer - Dec 20 rct	12 16 20 rct
12330 R	605-43160-374	Electricity Sales	\$11.75	12/22/2020	EU - Dec 20 rct	12 16 20 rct
12330 R	601-49400-313	General Sales and Use Tax	\$5.76	12/22/2020	water dept - Dec 20 rct	12 16 20 rct
12330 R	601-49400-371	Water Sales	\$665.75	12/22/2020	water dept - Dec 20 rct	12 16 20 rct
12330 R	607-41000-371	Storm Sewer Sales	\$1,313.98	12/22/2020	SW - Dec 20 rct	12 16 20 rct
12331 R	601-49400-371	Water Sales	\$645.71	12/22/2020	water dept - Dec 20 rct	12 17 20 rct
12331 R	601-49400-313	General Sales and Use Tax	\$4.30	12/22/2020	water dept - Dec 20 rct	12 17 20 rct
12331 R	605-43160-374	Electricity Sales	\$12.80	12/22/2020	EU - Dec 20 rct	12 17 20 rct
12331 R	606-49450-372	Sewer Replacement Fund	\$22.84	12/22/2020	SRF - Dec 20 rct	12 17 20 rct
12331 R	602-49450-372	Sewer Sales	\$806.93	12/22/2020	sewer - Dec 20 rct	12 17 20 rct
12331 R	607-41000-371	Storm Sewer Sales	\$962.64	12/22/2020	SW - Dec 20 rct	12 17 20 rct
12332 R	601-49400-313	General Sales and Use Tax	\$2.15	12/22/2020	water dept - Dec 20 rct	12 18 20 rct
12332 R	606-49450-372	Sewer Replacement Fund	\$36.15	12/22/2020	SRF - Dec 20 rct	12 18 20 rct
12332 R	602-49450-372	Sewer Sales	\$1,086.48	12/22/2020	sewer - Dec 20 rct	12 18 20 rct
12332 R	607-41000-371	Storm Sewer Sales	\$1,862.40	12/22/2020	SW - Dec 20 rct	12 18 20 rct
12332 R	605-43160-374	Electricity Sales	\$16.00	12/22/2020	EU - Dec 20 rct	12 18 20 rct
12332 R	601-49400-371	Water Sales	\$884.87	12/22/2020	water dept - Dec 20 rct	12 18 20 rct

City of St. Augusta

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*Receipt Book

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
12333 R	450-41000-313	General Sales and Use Tax	\$21,239.41	12/22/2020	CIP - City of St. Cloud	12 21 20 rct
12334 R	101-41000-334	Electric Franchise Fee	\$4,969.00	12/22/2020	general - Stearns Electric	12 21 20 rct
12335 R	101-41000-341	Assessment Search Fees	\$20.00	12/22/2020	general - Stearns Abstract	12 21 20 rct
12336 R	601-49400-371	Water Sales	\$3,341.40	12/22/2020	water dept - Dec 20 rct	12 21 20 rct
12336 R	607-41000-371	Storm Sewer Sales	\$2,410.40	12/22/2020	SW - Dec 20 rct	12 21 20 rct
12336 R	602-49450-372	Sewer Sales	\$4,710.14	12/22/2020	sewer dept - Dec 20 rct	12 21 20 rct
12336 R	606-49450-372	Sewer Replacement Fund	\$139.65	12/22/2020	SRF - Dec 20 rct	12 21 20 rct
12336 R	601-49400-313	General Sales and Use Tax	\$9.44	12/22/2020	water dept - Dec 20 rct	12 21 20 rct
12336 R	605-43160-374	Electricity Sales	\$33.40	12/22/2020	EU - Dec 20 rct	12 21 20 rct
12337 R	101-41000-322	Building Permits	\$137.00	12/29/2020	general - JB Home Improvements	12 22 20 rct
12338 R	603-43254-372	Sewer Special Assessments	\$6,053.00	12/22/2020	sewe specials - prepaid	12 10 20 sa
12338 R	603-43254-371	Water Special Assessments	\$3,022.00	12/22/2020	water specials - prepaid	12 10 20 sa
12339 R	101-41000-310	General Property Taxes	\$35,848.72	12/22/2020	general - TIF reimbursement	12 17 20 tif
12340 R	101-41000-350	Fines and Forfeits	\$229.98	12/22/2020	general - misdemeanors	12 15 20 mis
12341 R	101-41000-322	Building Permits	\$25.00	12/29/2020	general - Pipers Plmb	12 22 20 rct
12342 R	602-49450-372	Sewer Sales	\$737.42	12/29/2020	sewer - Dec 20 rct	12 22 20 rct
12342 R	607-41000-371	Storm Sewer Sales	\$663.20	12/29/2020	SW - Dec 20 rct	12 22 20 rct
12342 R	605-43160-374	Electricity Sales	\$5.98	12/29/2020	EU - Dec 20 rct	12 22 20 rct
12342 R	601-49400-371	Water Sales	\$621.01	12/29/2020	water dept - Dec 20 rct	12 22 20 rct
12342 R	606-49450-372	Sewer Replacement Fund	\$26.55	12/29/2020	SRF - Dec 20 rct	12 22 20 rct
12343 R	601-49400-371	Water Sales	\$787.28	12/29/2020	water dept - Dec 20 rct	12 23 20 rct
12343 R	605-43160-374	Electricity Sales	\$22.00	12/29/2020	EU - Dec 20 rct	12 23 20 rct
12343 R	606-49450-372	Sewer Replacement Fund	\$26.77	12/29/2020	SRF - Dec 20 rct	12 23 20 rct
12343 R	602-49450-372	Sewer Sales	\$981.26	12/29/2020	sewer - Dec 20 rct	12 23 20 rct
12343 R	607-41000-371	Storm Sewer Sales	\$541.38	12/29/2020	SW - Dec 20 rct	12 23 20 rct
12344 R	101-41000-341	Assessment Search Fees	\$20.00	12/29/2020	general - S. Ball	12 28 20 rct
12345 R	603-43254-372	Sewer Special Assessments	\$23,730.00	12/29/2020	SAC - PID 81.43151.0630 (Moran),	12 28 20 rct
12345 R	603-43254-371	Water Special Assessments	\$23,730.00	12/29/2020	WAC - PID 81.43151.0630 (Moran),	12 28 20 rct
12346 R	101-41000-334	Electric Permits	\$71.00	12/29/2020	general - Hubbard Electric	12 28 20 rct
12347 R	101-41000-334	Electric Permits	\$36.00	12/29/2020	general - Birchwood Electric	12 28 20 rct
12348 R	101-41000-322	Building Permits	\$65.00	12/29/2020	general - Fireworks Fireplace	12 28 20 rct
12349 R	450-42270-362	Contributions and Donations	\$4,000.00	12/29/2020	CIP - fire dept, donation from Club Al	12 28 20 rct
12350 R	601-49400-371	Water Sales	\$1,547.62	12/29/2020	water dept - Dec 20 rct	12 28 20 rct
12350 R	601-49400-313	General Sales and Use Tax	\$11.03	12/29/2020	water dept - Dec 20 rct	12 28 20 rct
12350 R	605-43160-374	Electricity Sales	\$45.67	12/29/2020	EU - Dec 20 rct	12 28 20 rct
12350 R	606-49450-372	Sewer Replacement Fund	\$64.53	12/29/2020	SRF - Dec 20 rct	12 28 20 rct
12350 R	602-49450-372	Sewer Sales	\$1,865.76	12/29/2020	sewer - Dec 20 rct	12 28 20 rct
12350 R	607-41000-371	Storm Sewer Sales	\$1,624.60	12/29/2020	SW - Dec 20 rct	12 28 20 rct
12351 R	450-41000-318	Local Government Aid	\$54,884.56	12/29/2020	CIP - general, LGA	12 24 20 lga
Grand Total			\$824,528.85			

City of St. Augusta

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December 2020 to January 2021

Name	Check Date	Check Amt
10100 STATE BANK OF KIMBAL		
Paid Chk# 023964 BILL MCCABE	12/9/2020	\$30.00 g - McCabe rx
Paid Chk# 023965 OFFICE FURNITURE SOLUTIONS	12/9/2020	\$12,863.34 CIP - fire dept, furniture
Paid Chk# 023966 BLASHACK, CHAD C.	12/10/2020	\$1,398.85
Paid Chk# 023967 HOLLERMANN, PAUL A.	12/10/2020	\$1,034.25
Paid Chk# 023968 KIFFMEYER, MARK G.	12/10/2020	\$1,339.36
Paid Chk# 023969 McCABE, WILLIAM R.	12/10/2020	\$2,240.49
Paid Chk# 023970 RASMUSON, TERESA M.	12/10/2020	\$51.99
Paid Chk# 023971 SCHLUETER, STEVEN F.	12/10/2020	\$110.22
Paid Chk# 023972 JOHN HANCOCK	12/10/2020	\$900.00 g - pay 25 20 def comp - Rasmu
Paid Chk# 023973 H&S HEATING	12/15/2020	\$3,995.00 general - new furnace for city
Paid Chk# 023974 BLASHACK, CHAD C.	12/23/2020	\$1,398.85
Paid Chk# 023975 HOLLERMANN, PAUL A.	12/23/2020	\$1,034.25
Paid Chk# 023976 KIFFMEYER, MARK G.	12/23/2020	\$1,339.36
Paid Chk# 023977 McCABE, WILLIAM R.	12/23/2020	\$2,240.21
Paid Chk# 023978 RASMUSON, TERESA M.	12/23/2020	\$9.07
Paid Chk# 023979 SCHLUETER, STEVEN F.	12/23/2020	\$110.22
Paid Chk# 023980 JOHN HANCOCK	12/23/2020	\$900.00 g - def comp pay 26 20 Rasmuso
Paid Chk# 023981 TABATT, MICHAEL A.	12/30/2020	\$880.45
Paid Chk# 023982 BACKES, JUSTIN A	12/30/2020	\$875.39
Paid Chk# 023983 GENEUREUX, BRENT	12/30/2020	\$875.77
Paid Chk# 023984 REINERT, PAUL	12/30/2020	\$875.77
Paid Chk# 023985 SCHULZETENBERG, DONNA M	12/30/2020	\$800.77
Paid Chk# 023986 ZENZEN, MICHAEL	12/30/2020	\$561.75
Paid Chk# 023987 MN DEPT OF REVENUE	12/30/2020	\$1,357.49 emp pd state taxes
Paid Chk# 023988 AFLAC	1/5/2021	\$501.58 g - employee paid insurance
Paid Chk# 023989 AUGUSTA ELECTRIC INC	1/5/2021	\$197.00 fire dept - ceiling fan wiring
Paid Chk# 023990 CENTER POINT ENERGY	1/5/2021	\$214.64 fire dept - gas usage
Paid Chk# 023991 CITY OF ST. CLOUD	1/5/2021	\$43,716.88 sewer dept - Oct 2020 NR2
Paid Chk# 023992 COLLABORATIVE PLANNING LLC	1/5/2021	\$52.50 general - general planning
Paid Chk# 023993 COURI & RUPPE PLLP	1/5/2021	\$1,605.00 general - general legal counse
Paid Chk# 023994 ELECTRICAL CONSTRUCTION L	1/5/2021	\$631.70 sewer dept - replace thermosta
Paid Chk# 023995 F.I.R.E.	1/5/2021	\$400.00 fire dept - hazmat refresher
Paid Chk# 023996 FIRE SAFETY USA	1/5/2021	\$568.00 fire dept - drained pump labor
Paid Chk# 023997 GOPHER STATE ONE-CALL	1/5/2021	\$51.30 sewer dept - locates
Paid Chk# 023998 GREATER NORTH TREE SERVIC	1/5/2021	\$19,720.00 pw dept - tree trimmin' grind
Paid Chk# 023999 MARCO	1/5/2021	\$101.53 general - copier contract
Paid Chk# 024000 Void	1/5/2021	\$0.00
Paid Chk# 024001 NORTH STAR SIGNS & ENGRAVI	1/5/2021	\$1,176.84 general - name plates new cc m
Paid Chk# 024002 NORTHLAND TRUST SERVICES,	1/5/2021	\$59,673.75 sewer dept - principal 865,000
Paid Chk# 024003 RMB ENVIRONMENTAL LABORA	1/5/2021	\$449.00 sewer dept - ww effluent
Paid Chk# 024004 STEARNS COUNTY AUDITOR/TR	1/5/2021	\$1,800.00 elections - equipment rental
Paid Chk# 024005 STEARNS ELECTRIC ASSOCIATI	1/5/2021	\$1,546.64 parks dept - KP
Paid Chk# 024006 TRAUT COMPANIES	1/5/2021	\$50.00 water dept - sample #'s 202363
Paid Chk# 024007 WEST CENTRAL SANITATION	1/5/2021	\$186.75 fire dept - garbage service
Paid Chk# 024008 XCEL ENERGY	1/5/2021	\$284.77 general - Dec 2020 usage
Paid Chk# 024009 RASMUSON, TERESA M.	12/30/2020	\$849.16

City of St. Augusta

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December 2020 to January 2021

	Name	Check Date	Check Amt	
Paid Chk# 024010	ALLSTREAM	1/5/2021	\$429.76	sewer dept - telephone
Paid Chk# 024011	BILL MCCABE	1/5/2021	\$27.46	g - McCabe rx
Paid Chk# 024012	CITY OF ST. AUGUSTA	1/5/2021	\$82.67	general - Dec 2020 usage
Paid Chk# 024013	COLLABORATIVE PLANNING LLC	1/5/2021	\$105.00	general - communication with s
Paid Chk# 024014	KELLY C JOHNSON INC	1/5/2021	\$1,060.80	general - permits for Dec 2020
Paid Chk# 024015	MID MN CODE ENFORCEMENT	1/5/2021	\$31,986.12	general - 4th Qtr 2020 buildin
Paid Chk# 024016	MN DEPT OF LABOR & INDUSTR	1/5/2021	\$2,635.02	general - 4th Qtr 2020 surchar
Paid Chk# 024017	MN DEPT OF REVENUE	1/5/2021	\$307.00	parks dept - 4th qtr 2020 sale
Paid Chk# 024018	PETTY CASH	1/5/2021	\$30.97	elections - supplies
Paid Chk# 024019	ROBERT HINDS	1/5/2021	\$150.00	water dept - water overpayment
Paid Chk# 024020	XCEL ENERGY	1/5/2021	\$519.06	general - Dec 2020 usage
Total Checks			\$208,333.75	

Michael G. Zenzen

FILTER: None

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January 2021

			Check Amt	Invoice	Comment
10100 STATE BANK OF KIMBAL					
Paid Chk#	024010	1/5/2021	ALLSTREAM INTEGRA		
E 101-41000-321	Telephone		\$191.14		general - city hall telephone
E 101-42270-321	Telephone		\$131.94		fire dept - telephone
E 602-49450-321	Telephone		\$106.68		sewer dept - telephone
Total ALLSTREAM INTEGRA			\$429.76		
Paid Chk#	024011	1/5/2021	BILL MCCABE		
G 101-21710	Other Deductions		\$27.46		g - McCabe rx
Total BILL MCCABE			\$27.46		
Paid Chk#	024012	1/5/2021	CITY OF ST. AUGUSTA		
E 101-41000-736	city halls sewer/water expense		\$82.67		general - Dec 2020 usage
Total CITY OF ST. AUGUSTA			\$82.67		
Paid Chk#	024013	1/5/2021	COLLABORATIVE PLANNING LLC		
E 101-41000-307	Planning (GENERAL)		\$26.25	2021-023	general - Wheelco
E 101-41000-307	Planning (GENERAL)		\$78.75	2021-024	general - communication with staff
Total COLLABORATIVE PLANNING LLC			\$105.00		
Paid Chk#	024014	1/5/2021	KELLY C JOHNSON INC		
E 101-41220-742	Electrical Insp		\$1,060.80		general - permits for Dec 2020
Total KELLY C JOHNSON INC			\$1,060.80		
Paid Chk#	024015	1/5/2021	MID MN CODE ENFORCEMENT		
E 101-41220-300	support services		\$31,986.12		general - 4th Qtr 2020 building inspections
Total MID MN CODE ENFORCEMENT			\$31,986.12		
Paid Chk#	024016	1/5/2021	MN DEPT OF LABOR & INDUSTRY		
E 101-41220-722	Bldg Permit Surcharge		\$2,635.02		general - 4th Qtr 2020 surcharge report
Total MN DEPT OF LABOR & INDUSTRY			\$2,635.02		
Paid Chk#	024017	1/5/2021	MN DEPT OF REVENUE		
E 101-45200-113	State Sales Tax		\$24.00		parks dept - 4th qtr 2020 sales tax (349.09)
E 601-49400-113	State Sales Tax		\$283.00		water dept - 4th qtr 2020 sales tax (4116.37)
Total MN DEPT OF REVENUE			\$307.00		
Paid Chk#	024018	1/5/2021	PETTY CASH		
E 101-41410-430	Miscellaneous		\$9.98		elections - supplies
E 101-42270-220	Repair/Maint Supply		\$20.99		fire dept - supplies
Total PETTY CASH			\$30.97		
Paid Chk#	024019	1/5/2021	ROBERT HINDS		
E 601-49400-430	Miscellaneous		\$75.00		water dept - water overpayment
E 602-49450-430	Miscellaneous		\$75.00		sewer dept - sewer overpayment
Total ROBERT HINDS			\$150.00		
Paid Chk#	024020	1/5/2021	XCEL ENERGY		
E 101-41000-383	Gas Utilities		\$519.06		general - Dec 2020 usage
Total XCEL ENERGY			\$519.06		
10100 STATE BANK OF KIMBAL			\$37,333.86		

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January 2021

Check Amt Invoice Comment**Fund Summary****10100 STATE BANK OF KIMBAL**

101 GENERAL FUND	\$36,794.18
601 WATER FUND	\$358.00
602 SEWER FUND	\$181.68
	<hr/>
	\$37,333.86

Michael G. Zenzen

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January 2021

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10100 STATE BANK OF KIMBAL

Paid Chk# 022194E 12/29/2020 US BANK BLASHACK

E 607-41000-322	Postage	\$110.00	SW - postage - USPS
E 601-49400-212	Motor Fuels	\$56.99	water dept - fuel for city vehicles
E 602-49450-212	Motor Fuels	\$56.99	sewer dept - fuel for city vehicles
E 101-41000-332	Clean Up Day	\$541.50	general - recycling junk - Cetral Appliance Recyclers
E 602-49450-220	Repair/Maint Supply	\$4.99	sewer dept - MiniServ
E 602-49450-210	Operating Supplies (GENERAL)	\$324.25	sewer dept - manhold riser - Granite City Works
E 101-41000-200	Office Supplies (GENERAL)	\$29.05	general - supplies - Menards
Total US BANK BLASHACK		\$1,123.77	

Paid Chk# 022195E 12/29/2020 US BANK CLASEMAN

E 101-42270-223	Building Repair Supplies	\$440.00	fire dept - laundry, BDS laundry system
Total US BANK CLASEMAN		\$440.00	

Paid Chk# 022196E 12/29/2020 US BANK CORDIE

E 101-42270-232	EMS Supplies	\$327.00	fire dept - ems supplies - Henry Schein
E 101-42270-232	EMS Supplies	\$408.48	fire dept - ems supplies - Bound Tree Medical
E 101-42270-232	EMS Supplies	\$1,286.28	fire dept - ems supplies - uline shipping supplies
Total US BANK CORDIE		\$2,021.76	

Paid Chk# 022197E 12/29/2020 US BANK KIFFMEYER

E 101-41130-212	Motor Fuels	\$95.88	pw dept - fuel for city vehicles
E 101-41130-220	Repair/Maint Supply	\$54.99	pw dept - supplies - Powerhouse
Total US BANK KIFFMEYER		\$150.87	

Paid Chk# 022198E 12/29/2020 US BANK MCCABE

E 101-41000-300	support services	\$19.98	general - remote backup - dricrashplan
E 101-41000-200	Office Supplies (GENERAL)	\$263.10	general - supplies - spectrum
E 101-42270-220	Repair/Maint Supply	\$175.00	fire dept - towing - Collins Bros Towing
E 101-41000-322	Postage	\$55.00	general - 50 first class stamps - USPS
E 101-41000-200	Office Supplies (GENERAL)	\$161.43	general - supplies - Best Buy
Total US BANK MCCABE		\$674.51	

Paid Chk# 022199E 12/29/2020 US BANK RASMUSON

E 101-42270-323	Internet	\$54.95	fire dept - internet, Arvig
E 101-41000-323	Internet	\$126.00	general - internet, Midco
Total US BANK RASMUSON		\$180.95	

Paid Chk# 022200E 12/29/2020 US BANK TABATT

E 450-42270-430	Miscellaneous	\$2,688.91	CIP - fire dept, clothing - supplycache
Total US BANK TABATT		\$2,688.91	

Paid Chk# 022201E 12/30/2020 PREFERRED ONE

E 601-49400-131	Employer Paid Health	\$281.29	water dept - city pd health
E 602-49450-131	Employer Paid Health	\$281.29	sewer dept - city pd health
E 101-41000-131	Employer Paid Health	\$515.01	general - city pd health
E 101-41000-131	Employer Paid Health	\$678.00	general - city pd health
E 101-41130-131	Employer Paid Health	\$1,099.94	pw dept - city pd health
E 101-41130-131	Employer Paid Health	\$321.29	pw dept - city pd health
G 101-21710	Other Deductions	\$999.31	g - emp pd health
Total PREFERRED ONE		\$4,176.13	

Paid Chk# 023988 1/5/2021 AFLAC

G 101-21710	Other Deductions	\$350.50	g - employee paid insurance
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		Check Amt	Invoice	Comment
G 601-21710	Other Deductions	\$75.54		g - employee paid insurance
G 602-21710	Other Deductions	\$75.54		g - employee paid insurance
Total AFLAC		\$501.58		
Paid Chk#	023989	1/5/2021	AUGUSTA ELECTRIC INC	
E 101-42270-223	Building Repair Supplies	\$197.00	29525	fire dept - ceiling fan wiring
Total AUGUSTA ELECTRIC INC		\$197.00		
Paid Chk#	023990	1/5/2021	CENTER POINT ENERGY	
E 101-42270-387	Fire Dept Utilities	\$214.64		fire dept - gas usage
Total CENTER POINT ENERGY		\$214.64		
Paid Chk#	023991	1/5/2021	CITY OF ST. CLOUD	
E 601-49400-312	Water/Contract Services	\$11,928.59	AR021465	water dept - Oct 2020 usage
E 602-49450-313	Sewer/Contract Services	\$5,150.02	AR021465	sewer dept - Oct 2020 treatment charges
E 602-47000-602	NR2 Project - principal/int	\$5,976.64	AR021465	sewer dept - Oct 2020 NR2
E 601-49400-312	Water/Contract Services	\$10,522.63	AR021470	water dept - Nov 2020 usage
E 602-49450-313	Sewer/Contract Services	\$4,162.36	AR021470	sewer dept - Nov 2020 treatment charges
E 602-47000-602	NR2 Project - principal/int	\$5,976.64	AR021470	sewer dept - Nov 2020 NR2
Total CITY OF ST. CLOUD		\$43,716.88		
Paid Chk#	023992	1/5/2021	COLLABORATIVE PLANNING LLC	
E 101-41000-307	Planning (GENERAL)	\$26.25	2020-223	general - general planning
E 101-41000-307	Planning (GENERAL)	\$26.25	2020-234	general - general planning
Total COLLABORATIVE PLANNING LLC		\$52.50		
Paid Chk#	023993	1/5/2021	COURI & RUPPE PLLP	
E 101-41000-304	Legal Fees	\$1,605.00		general - general legal counsel
Total COURI & RUPPE PLLP		\$1,605.00		
Paid Chk#	023994	1/5/2021	ELECTRICAL CONSTRUCTION LLC	
E 602-49450-220	Repair/Maint Supply	\$631.70	289	sewer dept - replace thermostat
Total ELECTRICAL CONSTRUCTION LLC		\$631.70		
Paid Chk#	023995	1/5/2021	F.I.R.E.	
E 101-42270-208	Training, Inst., Travel	\$400.00	4733	fire dept - hazmat refresher
Total F.I.R.E.		\$400.00		
Paid Chk#	023996	1/5/2021	FIRE SAFETY USA	
E 101-42270-220	Repair/Maint Supply	\$568.00	141194	fire dept - drained pump labor/travel
Total FIRE SAFETY USA		\$568.00		
Paid Chk#	023997	1/5/2021	GOPHER STATE ONE-CALL	
E 601-49400-314	Gopher State One Calls	\$25.65		water dept - locates
E 602-49450-314	Gopher State One Calls	\$25.65		sewer dept - locates
Total GOPHER STATE ONE-CALL		\$51.30		
Paid Chk#	023998	1/5/2021	GREATER NORTH TREE SERVICE	
E 101-41130-220	Repair/Maint Supply	\$19,720.00	144120	pw dept - tree trimmin' grinding, cleanup, removal
Total GREATER NORTH TREE SERVICE		\$19,720.00		
Paid Chk#	023999	1/5/2021	MARCO	
E 101-41000-300	support services	\$101.53		general - copier contract
Total MARCO		\$101.53		
Paid Chk#	024001	1/5/2021	NORTH STAR SIGNS & ENGRAVING	

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January 2021

			Check Amt	Invoice	Comment
E 101-41130-220	Repair/Maint Supply		\$1,138.84	23186	pw dept - street/hwy signs
E 101-41000-200	Office Supplies (GENERAL)		\$38.00	23216	general - name plates new cc members
Total NORTH STAR SIGNS & ENGRAVING			\$1,176.84		
Paid Chk#	024002	1/5/2021	NORTHLAND TRUST SERVICES, INC		
E 601-47000-600	Debt Srv Principal (GENERAL)		\$18,315.00		water dept - principal 865,000 bond refunding
E 601-47000-607	Debt Service Interest		\$1,394.53		water dept - interest 865,000 bond refunding
E 602-47000-600	Debt Srv Principal (GENERAL)		\$36,685.00		sewer dept - principal 865,000 bond refunding
E 602-47000-607	Debt Service Interest		\$2,784.22		sewer dept - interest 865,000 bond refunding
E 351-47000-621	Bond Issuance Costs		\$495.00		debt service - paying agent fees 865,000 bond refunding
Total NORTHLAND TRUST SERVICES, INC			\$59,673.75		
Paid Chk#	024003	1/5/2021	RMB ENVIRONMENTAL		
E 602-49450-316	Sample Analysis		\$73.00	D007499	sewer dept - ww effluent
E 602-49450-316	Sample Analysis		\$223.00	D008347	sewer dept - ww effluent
E 602-49450-316	Sample Analysis		\$153.00	D008800	sewer dept - ww effluent
Total RMB ENVIRONMENTAL			\$449.00		
Paid Chk#	024004	1/5/2021	STEARNS COUNTY AUDITOR/TREAS		
E 101-41410-534	Equipment		\$1,800.00	2020-0000003	elections - equipment rental
Total STEARNS COUNTY AUDITOR/TREAS			\$1,800.00		
Paid Chk#	024005	1/5/2021	STEARNS ELECTRIC ASSOCIATION		
E 101-42270-387	Fire Dept Utilities		\$212.36		fire dept - fire hall
E 101-45200-381	Electric Utilities		\$38.33		parks dept - HLP
E 101-41000-381	Electric Utilities		\$154.55		general - city hall
E 101-42270-387	Fire Dept Utilities		\$50.01		fire dept - fire hydrant
E 101-41000-381	Electric Utilities		\$38.00		general - 2 meters
E 602-49450-381	Electric Utilities		\$316.20		sewer dept - lift station 1
E 101-41000-381	Electric Utilities		\$38.00		general - city hall
E 101-41000-381	Electric Utilities		\$9.75		general - street light
E 602-49450-381	Electric Utilities		\$69.22		sewer dept - lift station 2
E 605-43160-380	Utility Services (GENERAL)		\$90.75		EU - Emerald Ponds
E 101-45200-381	Electric Utilities		\$47.86		parks dept - KP
E 605-43160-380	Utility Services (GENERAL)		\$124.50		EU - Blackberry Farms
E 605-43160-380	Utility Services (GENERAL)		\$108.00		EU - Emerald Ponds
E 101-41000-381	Electric Utilities		\$107.22		general - State Hwy 15 light
E 602-49450-381	Electric Utilities		\$27.75		sewer dept - lift station
E 101-41000-381	Electric Utilities		\$30.74		general - Lion's Sign
E 601-49400-381	Electric Utilities		\$25.74		water dept - flow meter
E 101-45200-381	Electric Utilities		\$57.66		parks dept - HLP shelter
Total STEARNS ELECTRIC ASSOCIATION			\$1,546.64		
Paid Chk#	024006	1/5/2021	TRAUT COMPANIES		
E 601-49400-316	Sample Analysis		\$50.00		water dept - sample #'s 202363 and 202364
Total TRAUT COMPANIES			\$50.00		
Paid Chk#	024007	1/5/2021	WEST CENTRAL SANITATION		
E 101-41000-384	Refuse/Garbage Disposal		\$159.67		general - garbage service
E 101-42270-384	Refuse/Garbage Disposal		\$27.08		fire dept - garbage service
Total WEST CENTRAL SANITATION			\$186.75		
Paid Chk#	024008	1/5/2021	XCEL ENERGY		
E 101-41000-383	Gas Utilities		\$284.77		general - Dec 2020 usage

***Check Detail Register©**

January 2021

	Check Amt	Invoice	Comment
Total XCEL ENERGY	\$284.77		
10100 STATE BANK OF KIMBAL	\$144,384.78		

Fund Summary

<u>10100 STATE BANK OF KIMBAL</u>	
101 GENERAL FUND	\$35,094.20
351 DEBT SERVICE SPECIAL ISSUES	\$495.00
450 CAPITAL PROJECT FUND	\$2,688.91
601 WATER FUND	\$42,675.96
602 SEWER FUND	\$62,997.46
605 LIGHTING UTILITY	\$323.25
607 STORMWATER UTILITY	\$110.00
	<u>\$144,384.78</u>

Michael G. Zenzen

	General Fund	CIP Fund	Debt Service	SAC/WAC Fund	Water Fund	Sewer Fund	Storm Water	Sewer Debt	Street Light	Monthly Totals
Cash Balance 12/31/2020(un-audited)	\$ 1,190,307	\$ 1,981,647.10	\$ 81,146	\$ 652,562	\$ (9,448)	\$ (25,159)	\$ 64,319	\$ 107,521	\$ 4,066	\$ 4,046,961
Receipts January 2021										\$ -
Ex. January 2021	\$ 71,501	\$ 2,688.91	\$ 495		\$ 42,958	\$ 63,104	\$ 110		\$ 323	\$ 181,180
Receipts February 2021										\$ -
Ex. February 2021										\$ -
Receipts March 2021										\$ -
Ex. March 2021										\$ -
Receipts April 2021										\$ -
Ex. April 2021										\$ -
Receipts May 2021										\$ -
Ex. May 2021										\$ -
Receipts June 2021										\$ -
Ex. June 2021										\$ -
Receipts July 2021										\$ -
Ex. July 2021										\$ -
Receipts August 2021										\$ -
Ex. August 2021										\$ -
Receipts September 2021										\$ -
Ex. September 2021										\$ -
Receipts October 2021										\$ -
Ex. October 2021										\$ -
Receipts November 2021										\$ -
Ex. November 2021										\$ -
Receipts December 2021										\$ -
Ex. December 2021										\$ -
Cash Balance	\$ 1,118,806	\$ 1,978,958.19	\$ 80,651	\$ 652,562	\$ (52,406)	\$ (88,263)	\$ 64,209	\$ 107,521	\$ 3,743	\$ 3,865,781

[illegible]

Unallocated - Reserved

Eagle Drive	\$ 17,912.00
215th Street	\$ 53,375.50
Trails (Sales Tax Specific)	\$ 95,500.00

	2021	Spent/Received	% of Budget	Remaining Amount
Revenues	Budget	5-Jan	Spent	
General Fund	\$856,568		0.00%	\$856,568
Capital Improvement Fund	\$738,086		0.00%	\$738,086
Water Fund	\$321,922		0.00%	\$321,922
Sewer Fund	\$541,850		0.00%	\$541,850
Sewer Debt Fund	\$12,500		0.00%	\$12,500
Street Light Fund	\$4,500		0.00%	\$4,500
WAC/SAC Improvement Fund	\$98,968		0.00%	\$98,968
Debt Service	\$89,434		0.00%	\$89,434
Storm Water	\$50,000		0.00%	\$50,000
Total Revenues	\$2,713,828	\$ -	0.00%	\$2,713,828
Expenditures				
General Fund	\$858,511	\$ 71,501	8.33%	\$787,010
Capital Improvement Fund	\$703,000	\$ 2,689	0.38%	\$700,311
Water Fund	\$322,343	\$ 42,958	13.33%	\$279,385
Sewer Fund	\$542,271	\$ 63,104	11.64%	\$479,167
Storm Water Utility Fund	\$26,071	\$ 110	0.42%	\$25,961
Street Light Fund	\$4,380	\$ 323	7.38%	\$4,057
WAC/SAC Improvement Fund	\$288,702		0.00%	\$288,702
Debt Service	\$36,495	\$ 495	1.36%	\$36,000
Total Expenditures	\$2,781,773	\$ 181,180	6.51%	\$2,600,593

General Fund				
	2021	Spent	% of Budget	Remaining Amount
	Budget	As of Jan. 5, 2021	Spent	
Administration	\$ 305,062	\$ 6,897	2.26%	\$ 298,165
Council	\$ 28,113		0.00%	\$ 28,113
Boards and Commissions	\$ 3,500		0.00%	\$ 3,500
Building Inspection	\$ 59,800	\$ 35,682	59.67%	\$ 24,118
Elections	\$ 2,700	\$ 1,810	67.04%	\$ 890
Fire	\$ 180,240	\$ 4,514	2.50%	\$ 175,726
Streets	\$ 202,333	\$ 22,431	11.09%	\$ 179,902
Parks	\$ 76,763	\$ 168	0.22%	\$ 76,595
Total General Fund	\$ 858,511	\$ 71,501	8.33%	\$ 787,010

	General Fund	CIP Fund	Debt Service	SAC/WAC Fund	Water Fund	Sewer Fund	Storm Water	Sewer Debt	Street Light	TIF - Cedar Point	F - St. Cloud Tru	Monthly Totals
Cash Balance 12/31/19(un-audited)	\$ 1,083,574	\$ 1,721,738.00	\$ 345,311	\$ 469,816	\$ 35,888	\$ 57,512	\$ 77,352	\$ 94,787	\$ 3,417	\$ -	\$ 43,961	\$ 3,933,356
Receipts January 2020	\$ 16,256	\$ 24,204.27	\$ 615	\$ 28,088	\$ 25,513	\$ 31,672	\$ 8,794	\$ 1,052	\$ 496		\$ 732	\$ 137,422
Ex. January 2020	\$ 54,711	\$ 53,989.38	\$ 495		\$ 21,794	\$ 45,203	\$ 758		\$ 323			\$ 177,274
Receipts February 2020	\$ 15,644	\$ 28,845.21	\$ 8		\$ 20,206	\$ 25,928	\$ 840	\$ 806	\$ 340			\$ 92,617
Ex. February 2020	\$ 56,162	\$ 100.50			\$ 32,174	\$ 41,986	\$ 1,659		\$ 323			\$ 132,405
Receipts March 2020	\$ 8,638	\$ 49,342.16	\$ 7		\$ 20,616	\$ 26,596	\$ 230	\$ 783	\$ 375			\$ 106,587
Ex. March 2020	\$ 51,183	\$ 635.80			\$ 118,754	\$ 218,134	\$ 1,288		\$ 647		\$ 48,478	\$ 439,120
Receipts April 2019	\$ 19,350	\$ 22,897.72	\$ 5		\$ 22,744	\$ 28,344	\$ 202	\$ 942	\$ 395			\$ 94,880
Ex. April 2019	\$ 47,513	\$ 2,561.34			\$ 15,638	\$ 16,637	\$ 1,137		\$ 323			\$ 83,810
Receipts May 2019	\$ 19,850	\$ 1,096.02	\$ 5		\$ 20,878	\$ 26,214	\$ 288	\$ 1,624	\$ 442			\$ 70,397
Ex. May 2019	\$ 140,571	\$ 10,047.07			\$ 19,999	\$ 20,033	\$ 2,548		\$ 323			\$ 193,521
Receipts June 2019	\$ 385,549	\$ 260,793.70	\$ 47,548	\$ 70,513	\$ 27,909	\$ 26,411	\$ 86	\$ 1,141	\$ 383		\$ 53,519	\$ 873,852
Ex. June 2019	\$ 65,358	\$ 32,945.00			\$ 15,899	\$ 15,122	\$ 19,421					\$ 148,745
Receipts July 2019	\$ 298,343	\$ 77,054.56	\$ 1,546	\$ 12,109	\$ 32,191	\$ 24,336	\$ 1,508	\$ 1,351	\$ 362			\$ 448,800
Ex. July 2019	\$ 58,690	\$ 125,296.90			\$ 24,748	\$ 19,346	\$ 8,806		\$ 323			\$ 237,210
Receipts August 2019	\$ 19,589	\$ 22,994.92	\$ 9	\$ 12,000	\$ 29,955	\$ 24,649	\$ 29	\$ 1,297	\$ 346			\$ 110,868
Ex. August 2019	\$ 55,948	\$ 1,783.00			\$ 117,334	\$ 292,743	\$ 758		\$ 323		\$ 201	\$ 469,091
Receipts September 2019	\$ 25,985	\$ 25,196.25	\$ 8	\$ 6,000	\$ 31,103	\$ 25,871		\$ 1,131	\$ 355			\$ 115,648
Ex. September 2019	\$ 67,024	\$ 23,426.84			\$ 29,621	\$ 16,812	\$ 21,358		\$ 323			\$ 158,564
Receipts October 2019	\$ 43,485	\$ 21,972.36		\$ 6,000	\$ 23,446	\$ 22,514	\$ 29	\$ 857	\$ 356			\$ 118,659
Ex. October 2019	\$ 344,157	\$ 228,427.58	\$ 250		\$ 23,285	\$ 18,681	\$ 1,480		\$ 647			\$ 616,927
Receipts November 2019	\$ 44,909	\$ 23,812.60		\$ 60,000	\$ 23,992	\$ 28,076	\$ 11,260	\$ 950	\$ 364			\$ 193,364
Ex. November 2019	\$ 111,336	\$ 59,225.42			\$ 17,148	\$ 16,409	\$ 6,927		\$ 328			\$ 211,374
Receipts December 2019	\$ 318,912	\$ 240,138.16	\$ 35,465	\$ 100,565	\$ 20,191	\$ 24,778	\$ 29,844	\$ 799	\$ 318		\$ 53,519	\$ 824,529
Ex. December 2019	\$ 20,438		\$ 42,333		\$ 2,659	\$ 809					\$ 139,740	\$ 205,979
Cash Balance	\$ 1,226,995	\$ 1,981,647.10	\$ 387,447	\$ 765,091	\$ (104,422)	\$ (349,015)	\$ 64,319	\$ 107,521	\$ 4,066	\$ -	\$ (36,688)	\$ 4,046,961

2020 CIP Breakdown	Unallocated	Admin	Park	Streets	Fire	Total
Beginning Balance -12/31/19						
Un-Audited	\$486,590.90	\$45,163.27	\$607,909.15	\$597,049.83	(\$14,975.15)	\$1,721,738.00
2019 Street Project Engineering				(\$241.50)		(\$241.50)
Skid Loader (JCB)				\$ (53,747.88)		(\$53,747.88)
January Cable Franchise Fees		\$ 581.06				\$581.06
January Sales Tax			\$ 10,385.75	\$ 10,385.74		\$20,771.49
January Property Tax				\$ 2,133.27	\$ 210.98	\$2,344.25
January Meat Raffle Proceeds					\$ 500.00	\$500.00
Street Project Engineering				\$ (100.50)		(\$100.50)
February Sales Tax			\$ 12,730.92	\$ 12,730.91		\$25,461.83
February Cable Franchise Fees		\$ 577.04				\$577.04
Sale of Fire Truck (Ambulance)					\$ 2,000.00	\$2,000.00
February Meat Raffle Proceeds					\$ 500.00	\$500.00
Gravel Tax				\$ 299.56		\$299.56
Wildland Turn-out Gear					\$ (635.80)	(\$635.80)
Sales Tax (Trail Share)			\$ 47,750.00			\$47,750.00
March Sales Tax			\$ 256.87	\$ 256.86		\$513.73
March Cable Franchise Fees		\$ 572.61				\$572.61
March Meat Raffle Proceeds					\$ 500.00	\$500.00
Turn - Out Gear					\$ (2,561.34)	(\$2,561.34)
April Cable Franchise Fees		\$ 568.56				\$568.56
Extraction Equipment Grant					\$ 21,800.00	\$21,800.00
2020 Street Project Engineering				\$ (10,047.07)		(\$10,047.07)
May Cable Franchise Fees		\$ 567.16				\$567.16
Park Dedication Fee			\$ 525.00			\$525.00
2020 Street Project Engineering				\$ (32,945.00)		(\$32,945.00)
215th Street Patching				\$ (8,160.00)		(\$8,160.00)
2020 Street Project Engineering				\$ (3,010.00)		(\$3,010.00)
International Plow Truck				\$ (87,943.95)		(\$87,943.95)
June Sales Tax			\$ 24,471.07	\$ 24,471.07		\$48,942.14
June Cable Franchise Fees		\$ 567.41				\$567.41
June Property Tax				\$ 177,077.35	\$ 33,729.02	\$210,806.37
Fire Grant SCBA Bottles					\$ 472.85	\$472.85
Turn - Out Gear					\$ (26,182.95)	(\$26,182.95)
Local Government Aid				\$ 49,816.50		\$49,816.50
July Sales Tax			\$ 9,961.84	\$ 9,961.83		\$19,923.67
July Cable Franchise Fees		\$ 566.54				\$566.54
July Property Tax				\$ 5,661.07	\$ 1,078.30	\$6,739.37
2020 Street Project Engineering				\$ (1,783.00)		(\$1,783.00)
2020 Street Project Engineering				\$ (23,426.84)		(\$23,426.84)
August Sales Tax			\$ 9,685.17	\$ 9,685.17		\$19,370.34
August Cable Franchise Fees		\$ 558.33				\$558.33
Fire Grant					\$ 2,500.00	\$2,500.00
Aggregate Tax				\$ 558.88		\$558.88
September Franchise Fees		\$ 578.08				\$578.08
Park Dedication Fee			\$ 525.00			\$525.00
September Sales Tax			\$ 12,043.39	\$ 12,043.40		\$24,086.79
Radios					\$ (7,653.98)	(\$7,653.98)
Kiffmeyer Park Bridge Decking			\$ (6,594.00)			(\$6,594.00)
2020 Street Project Construction				\$ (208,006.77)		(\$208,006.77)
Air Bottles					\$ (6,172.83)	(\$6,172.83)
October Sales Tax			\$ 10,697.97	\$ 10,697.96		\$21,395.93
October Cable Franchise Fees		\$ 576.43				\$576.43
Fire Grant						\$0.00
Seal Coating 2020				\$ (55,817.92)		(\$55,817.92)
2020 Street Project Engineering				\$ (3,407.50)		(\$3,407.50)
November Cable Franchise Fees		\$ 579.59				\$579.59
November Sales Tax			\$ 11,616.51	\$ 11,616.50		\$23,233.01
December Property Tax				\$ 132,248.31	\$ 25,190.15	\$157,438.46
Park Dedication Fee (April)			\$ 525.00			\$525.00
Interest Earned		\$ 55.25				\$55.25
December Sales Tax			\$ 10,619.70	\$ 10,619.71		\$21,239.41
Local Government Aid				\$ 54,884.56		\$54,884.56
December Cable Franchise Fees		\$ 575.73				\$575.73
Meat Raffle Proceeds					\$ 6,000.00	\$6,000.00
						\$0.00
						\$0.00
Totals	\$486,590.90	\$52,087.06	\$763,109.34	\$643,560.55	\$36,299.25	\$1,981,647.10

Unallocated - Reserved

Eagle Drive	\$ 17,912.00
215th Street	\$ 53,375.50
Trails (Sales Tax Specific)	\$ 95,500.00

	2020	Spent/Received	% of Budget	Remaining Amount
Revenues	Budget	As of Dec. 1, 2020	Spent	
General Fund	\$849,768	\$ 1,140,904	134.26%	(\$291,136)
Capital Improvement Fund	\$723,000	\$ 738,104	102.09%	(\$15,104)
Water Fund	\$354,063	\$ 278,613	78.69%	\$75,450
Sewer Fund	\$591,318	\$ 290,767	49.17%	\$300,551
Sewer Debt Fund	\$12,500	\$ 11,935	95.48%	\$565
Street Light Fund	\$4,500	\$ 4,215	93.67%	\$285
WAC/SAC Improvement Fund	\$112,529	\$ 230,265	204.63%	(\$117,736)
Debt Service	\$87,700	\$ 85,214	97.17%	\$2,486
TIF GJ Enterprises	\$0	\$ -	#DIV/0!	\$0
TIF St. Cloud Truck	\$48,000	\$ 107,770	224.52%	(\$59,770)
Storm Water	\$50,000	\$ 23,266	46.53%	\$26,734
Total Revenues	\$2,833,378	\$ 2,911,053	102.74%	(\$77,675)
Expenditures				
General Fund	\$830,778	\$ 1,073,089	129.17%	(\$242,311)
Capital Improvement Fund	\$723,000	\$ 538,439	74.47%	\$184,561
Water Fund	\$354,063	\$ 439,052	124.00%	(\$84,989)
Sewer Fund	\$591,319	\$ 721,915	122.09%	(\$130,596)
Storm Water Utility Fund	\$25,814	\$ 66,143	256.23%	(\$40,329)
Street Light Fund	\$4,380	\$ 3,883	88.66%	\$497
WAC/SAC Improvement Fund	\$112,529	\$ -	0.00%	\$112,529
Debt Service	\$216,943	\$ 43,078	19.86%	\$173,865
TIF GJ Enterprises	\$0		#DIV/0!	\$0
TIF St. Cloud Truck	\$48,679	\$ 188,419	387.06%	(\$139,740)
Total Expenditures	\$2,907,505	\$ 3,074,019	105.73%	(\$166,514)

General Fund				
	2020	Spent	% of Budget	Remaining Amount
	Budget	As of Dec 1, 2020	Spent	
Administration	\$ 295,864	\$ 557,607	188.47%	\$ (261,743)
Council	\$ 27,601	\$ 18,996	68.82%	\$ 8,605
Boards and Commissions	\$ 3,500	\$ 315	9.00%	\$ 3,185
Building Inspection	\$ 59,800	\$ 70,906	118.57%	\$ (11,106)
Elections	\$ 9,068	\$ 9,114	100.50%	\$ (46)
Fire	\$ 176,549	\$ 150,652	85.33%	\$ 25,897
Streets	\$ 190,350	\$ 195,817	102.87%	\$ (5,467)
Parks	\$ 68,046	\$ 69,683	102.41%	\$ (1,637)
Total General Fund	\$ 830,778	\$ 1,073,089	129.17%	\$ (242,311)

CARES Act Grants



Tri-County Humane Society

Adopt • Donate • Volunteer

735 8th Street NE P.O. Box 701 Phone: 320-252-0896
St. Cloud, MN 56302-701 Fax: 320-252-1325
www.tricountyhumanesociety.org

This agreement is between the municipality of _____ and the Tri-County Humane Society.

The following is mutually agreeing by the parties:

1. That the Tri-County Humane Society (TCHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO), animal control officer (ACO), or other authorized representative, or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. TCHS will receive, feed, house and care for all dogs, cats, and other domestic animals impounded from the above mentioned municipality.
 - b. Hold stray animals for a **minimum** of five working days and seized animals for up to 10 working days as per Minnesota State Statute 343.235.
 - c. Vaccinate, de-worm, and evaluate animal for medical treatment deemed necessary.
 - d. At the end of the five-day hold for stray or ten-day hold for seized animals, claim the impounded animals as property of the TCHS.
 - e. Euthanize and dispose of animals not claimed or adopted.
 - f. Handle all telephone calls that come to this office in respect to the animals in possession.
 - g. Charge any citizen claiming their animal the impoundment fee, regardless of the period of impoundment.
 - h. Publicize stray animals impounded in an attempt to locate the owner.
2. That _____ will:
 - a. Deliver or authorize delivery of all stray or seized animals within their municipality to the TCHS.
 - b. Provide a list of names and phone numbers of those who can be called for authorization. (see reverse side)
 - c. Pay the TCHS the costs per schedule accrued for the housing, care and euthanizing/disposal of impounded animals.

SCHEDULE

- Holding per day: \$15.00 dog, cat or other / per cage
 - a. Seized animal held for a maximum of 10 days (\$150)
 - b. Stray animal held for a minimum of 5 days (\$75)
 - \$25.00 euthanasia and disposal fee/ per animal when applicable will be in addition to above set holding fee
- d. Notify the municipality clerk of the billing report of animals delivered, to approve charges for animals.
 - e. Refer to a veterinarian in regards to any animals that are obviously sick, injured, dangerous, or suspected of having rabies.

This agreement is effective _____ and may be removed or revised on a yearly basis.

Clerk of Municipality _____

Billing Address _____

Clerk Signature _____

Please list the names and phone numbers of those who can be called for authorizing an animal to come in.

Calls are most apt to be made: Mon.- Thurs. 8:00 a.m. to 6:00 p.m., Friday 8:00 a.m. to 8:00 p.m., Sat. – Sun. 8:00 a.m. to 5:00 p.m. We must be able to reach someone during these hours to authorize the stray(s) to be brought in.

NAME_____ PHONE(S)_____

NOTES_____

NAME_____ PHONE(S)_____

NOTES_____

NAME_____ PHONE(S)_____

NOTES_____

NAME_____ PHONE(S)_____

NOTES_____

NAME_____ PHONE(S)_____

NOTES_____

NAME_____ PHONE(S)_____

NOTES_____

NAME_____ PHONE(S)_____

NOTES_____

ST. AUGUSTA ACTIVITY

DECEMBER 2020

TOTAL HOURS: 44.25

(SEE ATTACHED ACTIVITY LIST FOR DETAILS)

ALL CALLS - DECEMBER 2020

City	Date Received	Call Number	Complaint	Description
ST AUGUSTA	12/19/2020 08:53:03	20107988	1072	DEAD BODY
ST AUGUSTA	12/20/2020 22:15:59	20108410	911A	911 ABANDONED CALL
ST AUGUSTA	12/23/2020 13:00:48	20109195	AL	ALARM
ST AUGUSTA	12/06/2020 11:36:55	20103920	AL	ALARM
ST AUGUSTA	12/05/2020 11:10:40	20103643	ALFALSE	FALSE ALARM
ST AUGUSTA	12/17/2020 09:05:17	20107158	ASSTA	AGENCY ASSIST
ST AUGUSTA	12/16/2020 11:52:40	20106906	ASSTP	PERSONAL ASSIST
ST AUGUSTA	12/10/2020 15:55:24	20105221	CC	CITIZEN CONTACT
ST AUGUSTA	12/27/2020 23:58:25	20110130	CC	CITIZEN CONTACT
ST AUGUSTA	12/15/2020 16:28:49	20106723	CIVIL	CIVIL MATTER
ST AUGUSTA	12/14/2020 02:02:37	20106283	CONTR	CONTRACT
ST AUGUSTA	12/14/2020 23:37:28	20106567	CONTR	CONTRACT
ST AUGUSTA	12/13/2020 21:15:03	20106251	CONTR	CONTRACT
ST AUGUSTA	12/12/2020 02:46:11	20105797	CONTR	CONTRACT
ST AUGUSTA	12/11/2020 08:35:20	20105470	CONTR	CONTRACT
ST AUGUSTA	12/10/2020 00:18:30	20104996	CONTR	CONTRACT
ST AUGUSTA	12/08/2020 01:31:24	20104403	CONTR	CONTRACT
ST AUGUSTA	12/06/2020 07:47:11	20103896	CONTR	CONTRACT
ST AUGUSTA	12/08/2020 18:45:16	20104625	CONTR	CONTRACT
ST AUGUSTA	12/09/2020 05:02:31	20104689	CONTR	CONTRACT
ST AUGUSTA	12/09/2020 07:53:18	20104703	CONTR	CONTRACT
ST AUGUSTA	12/04/2020 22:54:48	20103529	CONTR	CONTRACT
ST AUGUSTA	12/05/2020 02:47:18	20103603	CONTR	CONTRACT
ST AUGUSTA	12/07/2020 03:47:28	20104130	CONTR	CONTRACT
ST AUGUSTA	12/07/2020 09:03:18	20104165	CONTR	CONTRACT
ST AUGUSTA	12/01/2020 02:02:26	20102266	CONTR	CONTRACT
ST AUGUSTA	12/02/2020 10:58:13	20102689	CONTR	CONTRACT
ST AUGUSTA	12/02/2020 21:45:05	20102862	CONTR	CONTRACT
ST AUGUSTA	12/03/2020 00:52:50	20102901	CONTR	CONTRACT
ST AUGUSTA	12/17/2020 05:04:39	20107121	CONTR	CONTRACT
ST AUGUSTA	12/15/2020 18:49:18	20106758	CONTR	CONTRACT
ST AUGUSTA	12/16/2020 02:50:31	20106836	CONTR	CONTRACT
ST AUGUSTA	12/21/2020 00:07:41	20108433	CONTR	CONTRACT
ST AUGUSTA	12/21/2020 00:33:23	20108441	CONTR	CONTRACT
ST AUGUSTA	12/19/2020 19:04:39	20108109	CONTR	CONTRACT
ST AUGUSTA	12/20/2020 04:15:15	20108233	CONTR	CONTRACT
ST AUGUSTA	12/19/2020 11:58:25	20108017	CONTR	CONTRACT
ST AUGUSTA	12/18/2020 00:25:24	20107509	CONTR	CONTRACT
ST AUGUSTA	12/18/2020 10:45:22	20107611	CONTR	CONTRACT
ST AUGUSTA	12/22/2020 01:16:10	20108794	CONTR	CONTRACT
ST AUGUSTA	12/24/2020 12:50:08	20109420	CONTR	CONTRACT
ST AUGUSTA	12/23/2020 04:51:07	20109117	CONTR	CONTRACT
ST AUGUSTA	12/25/2020 08:52:33	20109587	CONTR	CONTRACT
ST AUGUSTA	12/25/2020 18:56:18	20109652	CONTR	CONTRACT
ST AUGUSTA	12/26/2020 02:55:53	20109710	CONTR	CONTRACT
ST AUGUSTA	12/26/2020 13:41:53	20109776	CONTR	CONTRACT
ST AUGUSTA	12/28/2020 01:42:16	20110144	CONTR	CONTRACT
ST AUGUSTA	12/27/2020 20:15:45	20110088	CONTR	CONTRACT
ST AUGUSTA	12/29/2020 07:22:46	20110498	CONTR	CONTRACT
ST AUGUSTA	12/30/2020 04:46:09	20110868	CONTR	CONTRACT
ST AUGUSTA	12/30/2020 22:56:04	20111103	CONTR	CONTRACT
ST AUGUSTA	12/31/2020 04:50:22	20111144	CONTR	CONTRACT
ST AUGUSTA	12/30/2020 08:09:22	20110887	CRASH	ACCIDENT
ST AUGUSTA	12/22/2020 08:29:17	20108837	CRASH	ACCIDENT
ST AUGUSTA	12/20/2020 17:56:04	20108355	CRASH	ACCIDENT
ST AUGUSTA	12/11/2020 17:23:24	20105622	CRASH	ACCIDENT
ST AUGUSTA	12/15/2020 17:26:30	20106739	CRASH	ACCIDENT
ST AUGUSTA	12/23/2020 13:55:05	20109211	CRASHB	ACCIDENT BLOCKING
ST AUGUSTA	12/24/2020 13:33:23	20109433	CUSTODY	CHILD CUSTODY DISPUTE

City	Date Received	Call Number	Complaint	Description
ST AUGUSTA	12/06/2020 17:37:41	20103976	CUSTODY	CHILD CUSTODY DISPUTE
ST AUGUSTA	12/30/2020 17:39:32	20111031	CUSTODY	CHILD CUSTODY DISPUTE
ST AUGUSTA	12/02/2020 20:03:19	20102840	DOG	DOG COMPLAINT/BARKING
ST AUGUSTA	12/04/2020 23:32:10	20103549	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/06/2020 04:24:17	20103886	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/11/2020 03:49:58	20105448	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/26/2020 00:48:04	20109700	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/26/2020 02:14:33	20109708	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/22/2020 04:38:55	20108812	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/18/2020 02:03:24	20107526	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/31/2020 05:06:56	20111146	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/29/2020 01:58:59	20110471	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	12/18/2020 19:22:55	20107794	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	12/26/2020 14:50:57	20109790	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	12/04/2020 20:43:20	20103477	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	12/18/2020 14:09:48	20107671	DUMP	ILLEGAL DUMPING COMPLAINT
ST AUGUSTA	12/02/2020 17:56:55	20102818	DWI	DRUNK DRIVER ARREST
ST AUGUSTA	12/02/2020 16:43:59	20102796	ERROR	CALL CREATED IN ERROR
ST AUGUSTA	12/31/2020 19:35:00	20111293	FIREW	FIRE GRASS OR WILDLAND
ST AUGUSTA	12/16/2020 03:21:15	20106839	FPROP	FOUND PROPERTY
ST AUGUSTA	12/29/2020 09:55:43	20110529	FUP	FOLLOW UP
ST AUGUSTA	12/17/2020 05:49:49	20107125	INFO	MATTER OF INFORMATION
ST AUGUSTA	12/04/2020 15:48:17	20103386	INFO	MATTER OF INFORMATION
ST AUGUSTA	12/07/2020 10:16:58	20104182	INFO	MATTER OF INFORMATION
ST AUGUSTA	12/10/2020 15:02:53	20105208	INFO	MATTER OF INFORMATION
ST AUGUSTA	12/13/2020 01:09:11	20106084	K9TRAIN	CANINE TRAINING
ST AUGUSTA	12/05/2020 17:49:03	20103701	MA	MOTORIST ASSIST
ST AUGUSTA	12/26/2020 17:21:19	20109821	MA	MOTORIST ASSIST
ST AUGUSTA	12/26/2020 08:36:25	20109728	MED	MEDICAL EMERGENCY
ST AUGUSTA	12/01/2020 14:53:37	20102395	MED	MEDICAL EMERGENCY
ST AUGUSTA	12/11/2020 13:38:42	20105550	MED	MEDICAL EMERGENCY
ST AUGUSTA	12/20/2020 16:58:01	20108342	MED	MEDICAL EMERGENCY
ST AUGUSTA	12/26/2020 16:58:01	20109815	MED	MEDICAL EMERGENCY
ST AUGUSTA	12/25/2020 20:41:41	20109661	MED	MEDICAL EMERGENCY
ST AUGUSTA	12/20/2020 18:22:35	20108363	MED	MEDICAL EMERGENCY
ST AUGUSTA	12/21/2020 16:40:56	20108678	MED	MEDICAL EMERGENCY
ST AUGUSTA	12/22/2020 18:31:20	20109000	MEETING	ATTEND MEETING
ST AUGUSTA	12/03/2020 15:48:13	20103084	MEETING	ATTEND MEETING
ST AUGUSTA	12/17/2020 21:48:48	20107440	NDISP	NEIGHBORHOOD DISPUTE
ST AUGUSTA	12/22/2020 02:14:34	20108796	PARKV	PARKING VIOLATION
ST AUGUSTA	12/13/2020 02:07:51	20106094	PARKV	PARKING VIOLATION
ST AUGUSTA	12/30/2020 02:56:13	20110856	PARKV	PARKING VIOLATION
ST AUGUSTA	12/22/2020 18:30:34	20109001	PERD	ISSUE DEER PERMIT
ST AUGUSTA	12/05/2020 15:24:43	20103670	PRDAM	PROPERTY DAMAGE
ST AUGUSTA	12/06/2020 18:45:24	20103993	PRDAM	PROPERTY DAMAGE
ST AUGUSTA	12/17/2020 14:44:29	20107298	RW	REPORT WRITING
ST AUGUSTA	12/16/2020 16:06:22	20106981	RW	REPORT WRITING
ST AUGUSTA	12/23/2020 18:48:06	20109273	SD	SPECIAL DETAIL
ST AUGUSTA	12/24/2020 12:22:00	20109416	SD	SPECIAL DETAIL
ST AUGUSTA	12/24/2020 14:31:47	20109439	SD	SPECIAL DETAIL
ST AUGUSTA	12/08/2020 16:29:41	20104599	STOLENV	STOLEN VEHICLE
ST AUGUSTA	12/22/2020 17:39:34	20108986	SUSA	SUSPICIOUS ACTIVITY
ST AUGUSTA	12/21/2020 01:00:28	20108447	SUSV	SUSPICIOUS VEHICLE
ST AUGUSTA	12/02/2020 02:03:51	20102564	SUSV	SUSPICIOUS VEHICLE
ST AUGUSTA	12/17/2020 09:12:55	20107159	TAMPV	TAMPER WITH MOTOR VEHICLE
ST AUGUSTA	12/13/2020 23:57:14	20106269	THEFT	THEFT
ST AUGUSTA	12/08/2020 09:57:39	20104489	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	12/07/2020 08:53:56	20104164	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	12/30/2020 10:38:38	20110909	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	12/30/2020 12:49:59	20110942	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	12/29/2020 12:51:57	20110658	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	12/29/2020 14:32:11	20110692	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	12/29/2020 08:50:42	20110516	TRAFFIC STOP	TRAFFIC STOP

City	Date Received	Call Number	Complaint	Description
ST AUGUSTA	12/27/2020 20:25:05	20110092	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/27/2020 21:02:28	20110097	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/26/2020 18:38:44	20109830	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/26/2020 21:40:54	20109867	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/27/2020 00:10:14	20109918	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/27/2020 00:14:11	20109919	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/27/2020 00:26:30	20109924	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/28/2020 15:21:07	20110281	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/28/2020 15:30:20	20110284	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/28/2020 17:39:18	20110318	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/29/2020 00:25:47	20110452	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/07/2020 14:55:34	20104271	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/07/2020 15:34:24	20104286	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/05/2020 17:10:50	20103693	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/04/2020 23:08:59	20103537	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/04/2020 23:17:56	20103543	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/02/2020 15:08:29	20102765	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/02/2020 15:15:52	20102769	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/01/2020 15:29:07	20102408	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/01/2020 03:37:58	20102276	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/04/2020 19:25:56	20103450	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/04/2020 21:15:42	20103488	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/09/2020 07:57:07	20104704	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/10/2020 05:14:11	20105045	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/10/2020 17:20:12	20105254	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/10/2020 21:16:33	20105356	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/10/2020 21:30:22	20105361	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/11/2020 16:06:25	20105601	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/12/2020 21:24:41	20105993	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/12/2020 16:03:06	20105903	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/12/2020 16:09:07	20105904	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/12/2020 16:15:22	20105906	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/12/2020 16:29:03	20105908	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/12/2020 16:38:23	20105913	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/17/2020 16:04:23	20107325	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/17/2020 20:53:07	20107418	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/17/2020 07:05:11	20107128	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/16/2020 16:47:13	20106994	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/16/2020 16:54:52	20106996	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/16/2020 17:03:44	20107002	Traffic Stop	TRAFFIC STOP
ST AUGUSTA	12/16/2020 20:35:58	20107077	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/17/2020 04:44:57	20107119	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/19/2020 20:03:37	20108128	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/19/2020 23:25:34	20108184	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/19/2020 12:03:26	20108019	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/18/2020 16:46:13	20107739	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/18/2020 04:16:45	20107543	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/22/2020 16:30:46	20108965	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/22/2020 16:55:18	20108969	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/21/2020 17:58:15	20108702	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/21/2020 18:06:28	20108707	Traffic Stop	TRAFFIC STOP
ST AUGUSTA	12/20/2020 21:36:19	20108400	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/25/2020 18:18:15	20109646	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/23/2020 06:01:38	20109122	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/26/2020 05:57:34	20109722	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	12/16/2020 07:29:49	20106853	WEBTRAIN	TRAINING ONLINE
ST AUGUSTA	12/16/2020 14:55:58	20106954	WEBTRAIN	TRAINING ONLINE
ST AUGUSTA	12/12/2020 17:19:58	20105923	WEBTRAIN	TRAINING ONLINE
ST AUGUSTA	12/27/2020 03:36:15	20109972	WEBTRAIN	TRAINING ONLINE
ST AUGUSTA	12/10/2020 08:44:02	20105074	WELF	WELFARE CHECK
ST AUGUSTA	12/01/2020 08:20:30	20102311	WELF	WELFARE CHECK
ST AUGUSTA	12/15/2020 21:40:56	20106792	WELF	WELFARE CHECK
ST AUGUSTA	12/24/2020 21:44:10	20109534	WELF	WELFARE CHECK

CONTRACT DATES - DECEMBER 2020

<u>Actual Incid City</u>	<u>Date Received</u>	<u>Comp</u>	<u>Call Number</u>	<u>Complaint</u>	<u>First Unit</u>
ST AUGUSTA	12/01/2020 02:02:26	03:01:32	20102266	CONTR	2564
ST AUGUSTA	12/02/2020 10:58:13	11:57:43	20102689	CONTR	2559
ST AUGUSTA	12/02/2020 21:45:05	22:52:26	20102862	CONTR	2508
ST AUGUSTA	12/03/2020 00:52:50	01:52:05	20102901	CONTR	2578
ST AUGUSTA	12/04/2020 22:54:48	00:01:13	20103529	CONTR	2586
ST AUGUSTA	12/05/2020 02:47:18	03:47:07	20103603	CONTR	2578
ST AUGUSTA	12/06/2020 07:47:11	08:53:12	20103896	CONTR	2550
ST AUGUSTA	12/07/2020 03:47:28	05:09:18	20104130	CONTR	2551
ST AUGUSTA	12/07/2020 09:03:18	10:15:58	20104165	CONTR	2545
ST AUGUSTA	12/08/2020 01:31:24	02:34:51	20104403	CONTR	2564
ST AUGUSTA	12/08/2020 18:45:16	20:01:02	20104625	CONTR	2556K9
ST AUGUSTA	12/09/2020 05:02:31	06:03:49	20104689	CONTR	2569K9
ST AUGUSTA	12/09/2020 07:53:18	09:03:54	20104703	CONTR	2545
ST AUGUSTA	12/10/2020 00:18:30	01:18:40	20104996	CONTR	2551
ST AUGUSTA	12/11/2020 08:35:20	09:45:26	20105470	CONTR	2544
ST AUGUSTA	12/12/2020 02:46:11	03:48:35	20105797	CONTR	2578
ST AUGUSTA	12/13/2020 21:15:03	22:16:18	20106251	CONTR	2568
ST AUGUSTA	12/14/2020 02:02:37	03:02:43	20106283	CONTR	2565
ST AUGUSTA	12/14/2020 23:37:28	03:36:18	20106567	CONTR	2564
ST AUGUSTA	12/15/2020 18:49:18	20:00:14	20106758	CONTR	2543
ST AUGUSTA	12/16/2020 02:50:31	03:51:27	20106836	CONTR	2551
ST AUGUSTA	12/17/2020 05:04:39	06:04:10	20107121	CONTR	2569K9
ST AUGUSTA	12/18/2020 00:25:24	01:27:03	20107509	CONTR	2551
ST AUGUSTA	12/18/2020 10:45:22	11:46:29	20107611	CONTR	2567
ST AUGUSTA	12/19/2020 11:58:25	13:01:23	20108017	CONTR	2562
ST AUGUSTA	12/19/2020 19:04:39	20:14:31	20108109	CONTR	2568
ST AUGUSTA	12/20/2020 04:15:15	05:15:23	20108233	CONTR	2577
ST AUGUSTA	12/21/2020 00:07:41	01:07:21	20108433	CONTR	2586
ST AUGUSTA	12/21/2020 00:33:23	01:33:33	20108441	CONTR	2565
ST AUGUSTA	12/22/2020 01:16:10	02:29:14	20108794	CONTR	2552
ST AUGUSTA	12/23/2020 04:51:07	05:58:51	20109117	CONTR	2584
ST AUGUSTA	12/24/2020 12:50:08	14:36:35	20109420	CONTR	2559
ST AUGUSTA	12/25/2020 08:52:33	10:17:34	20109587	CONTR	2545
ST AUGUSTA	12/25/2020 18:56:18	20:26:43	20109652	CONTR	2543
ST AUGUSTA	12/26/2020 02:55:53	04:00:52	20109710	CONTR	2584
ST AUGUSTA	12/26/2020 13:41:53	15:17:27	20109776	CONTR	2562
ST AUGUSTA	12/27/2020 20:15:45	21:15:00	20110088	CONTR	2586
ST AUGUSTA	12/28/2020 01:42:16	02:41:05	20110144	CONTR	2578
ST AUGUSTA	12/29/2020 07:22:46	09:32:35	20110498	CONTR	2574
ST AUGUSTA	12/30/2020 04:46:09	05:47:46	20110868	CONTR	2565
ST AUGUSTA	12/30/2020 22:56:04	00:06:58	20111103	CONTR	2586
ST AUGUSTA	12/31/2020 04:50:22	06:08:17	20111144	CONTR	2584

December Citations

Location	City	Agency	Offense Date	Officer Name	Charge
CO RD 7 / CO RD 115	St. Augusta	Stearns County Sheriff's Office	12/7/2020	SIMON, KEITH	DAR
CO RD 7 / CO RD 115	St. Augusta	Stearns County Sheriff's Office	12/12/2020	SIMON, KEITH	TRAFFIC- SPEEDING
CO RD 7 / 200 ST	St. Augusta	Stearns County Sheriff's Office	12/12/2020	SIMON, KEITH	TRAFFIC- SPEEDING
CO RD 115 / 33 AV	St. Augusta	Stearns County Sheriff's Office	12/17/2020	SIMON, KEITH	TRAFFIC- SPEEDING
21135 STATE HWY 15	St. Augusta	Stearns County Sheriff's Office	12/19/2020	LUST, MARK	TRAFFIC- SPEEDING
HWY 15 / 225 TH ST	St. Augusta	Stearns County Sheriff's Office	12/20/2020	PREUSSE, MITCHELL	DAR
HWY 15 // HAYLOFT BAR	St. Augusta	Stearns County Sheriff's Office	12/21/2020	MILNE, ZACHARY	TRAFFIC – SPEEDING
CO RD 7 / CO RD 115	St. Augusta	Stearns County Sheriff's Office	12/22/2020	SIMON, KEITH	VEHICLE
CO RD 136 / 48 AVE	St. Augusta	Stearns County Sheriff's Office	12/22/2020	SIMON, KEITH	TRAFFIC - SPEEDING
43 RD AVE // CR 136	St. Augusta	Stearns County Sheriff's Office	12/25/2020	ZWACK, SHIRLEY	FAILURE TO STOP
CO RD 7 / CO RD 75	St. Augusta	Stearns County Sheriff's Office	12/26/2020	SIMON, KEITH	TRAFFIC - SPEEDING
CR 75 / I-94	St. Augusta	Stearns County Sheriff's Office	12/30/2020	ORVIS, PAUL	INSURANCE

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20102266	2564	12/01/2020 02:02:26	12/01/2020 03:01:32	[12/01/2020 03:01:29 : MOB : 2564] POPP -patrolled commercial and residential areas of town nothing suspicious observed
ST AUGUSTA	20102689	2559	12/02/2020 10:58:13	12/02/2020 11:57:43	[12/02/2020 11:54:32 : MOB : 2559] PATROLLED DOWNTOWN AND RESIDENTIAL AREAS
ST AUGUSTA	20102862	2508	12/02/2020 21:45:05	12/02/2020 22:52:26	[12/02/2020 22:52:23 : MOB : 2508] CAD Sorenson -2207-2252 hours -Deputy Lust did 2145-2202 hours before needing to clear -one hour complete
ST AUGUSTA	20102901	2578	12/03/2020 00:52:50	12/03/2020 01:52:05	[12/03/2020 01:51:58 : MOB : 2578] -1 HR ST AUGUSTA CONTR 0052-0152 -PATROLLED GREATER ST AUGUSTA -HWY 15//CO RD 47 RESIDENTIAL AREA -EAGLES LANDING -FIRE HALL -NO MOVEMENT -WINTER PARKING BRAEGELMANN
ST AUGUSTA	20103529	2586	12/04/2020 22:54:48	12/05/2020 00:01:13	[12/05/2020 00:01:06 : MOB : 2586] -contract assinged for 2300 to 0000 -started at 2254 -worked traffic on hwy 15 and co rd 7 -contract ended at 2355 [12/04/2020 23:29:43 : MOB : 2586] [12/04/2020 23:29:39 : MOB : 2586] TRAFFIC ENFORCEMENT -20103537- TSTOP- WARN SPEED -20103543- TSTOP-WARN SPEED

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20103603	2578	12/05/2020 02:47:18	12/05/2020 03:47:07	<p>[12/05/2020 03:47:00 : MOB : 2578] -1 HR ST AUGUSTA CONTR, 0247-0347 -WENT AROUND HWY 15//CO RD 47 -CHECKED LUXEMBURG -DROVE ST AUGUSTA PROPER -WINTER PARKING, 3 WARNINGS BRAEGELMANN</p> <p>[12/05/2020 03:27:09 : MOB : 2578] BHE929 - 24639 22ND AVE, SLIP LEFT</p>
ST AUGUSTA	20103896	2550	12/06/2020 07:47:11	12/06/2020 08:53:12	<p>[12/06/2020 08:52:57 : MOB : 2550] ROMSTAD -0747-0850 -ONE HOUR COMPLETED -PATROELD NUMBER OF DIFFERENT NEIGHBORHOODS -QUIET MORNING -LITTLE TRAFFIC SEEN</p>
ST AUGUSTA	20104130	2551	12/07/2020 03:47:28	12/07/2020 05:09:18	<p>[12/07/2020 05:09:14 : MOB : 2551] SALFER - 1 HOUR CONTRACT COMPLETE. - PATROLLED CITY STREETS/ NEIGHBORHOODS. - NO WINTER PARKING WARNINGS/VIOLATIONS. - NTR</p> <p>[12/07/2020 04:26:03 : pos8 : 01MRDOUCET] PEND</p>
ST AUGUSTA	20104165	2545	12/07/2020 09:03:18	12/07/2020 10:15:58	<p>[12/07/2020 10:15:50 : MOB : 2545] -32ND ST ENDED CONTRACT AT 1015 HOURS</p> <p>[12/07/2020 10:13:49 : MOB : 2545] -PATROLED 33RD AVE// CR 115 HOUSING DEVELOPMENT</p> <p>[12/07/2020 10:03:31 : MOB : 2545] STARTED CONTRACT AT 0900 HOURS. -TOOK THEFT OF TOOLS FROM TRAILER AT WORK SITE 24700 CR 75. -PATROLED 247TH AND 21ST AVE HOUSING DEVELOPMENT</p>

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20104403	2564	12/08/2020 01:31:24	12/08/2020 02:34:51	[12/08/2020 02:34:47 : MOB : 2564] POPP -patrolled commercial and residential areas of town nothing special observed
ST AUGUSTA	20104625	2556K9	12/08/2020 18:45:16	12/08/2020 20:01:02	[12/08/2020 20:00:53 : MOB : 2556K9] 1 hour contract. thunstedt [12/08/2020 20:00:53 : MOB : 2556K9] 1 hour contract. thunstedt
ST AUGUSTA	20104689	2569K9	12/09/2020 05:02:31	12/09/2020 06:03:49	[12/09/2020 06:03:36 : MOB : 2569K9] A JOHNSON -PATROLED RESIDENTIAL AREAS -FIREHALL -230TH ST -GREGORY PARK BUSINESSES -LUX -0502-0602
ST AUGUSTA	20104703	2545	12/09/2020 07:53:18	12/09/2020 09:03:54	[12/09/2020 09:03:43 : MOB : 2545] -32nd st -ended contract 0900 hours. [12/09/2020 08:51:25 : MOB : 2545] -238th st, blackberry, cr 115, [12/09/2020 08:03:49 : MOB : 2545] -started contract at 0800 hours -patroled cr 7. problems with stop sign at 23rd ave again. made traffic stop. -patroled emerald ponds-eagles landing
ST AUGUSTA	20104996	2551	12/10/2020 00:18:30	12/10/2020 01:18:40	[12/10/2020 01:18:35 : MOB : 2551] SALFER - 1 HOUR CONTRACT COMPLETE. 0018 TO 0118 HOURS. - PATROLLED CITY STREETS/ NEIGHBORHOODS, AND COUNTY ROADS. - NTR

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20105470	2544	12/11/2020 08:35:20	12/11/2020 09:45:26	
ST AUGUSTA	20105797	2578	12/12/2020 02:46:11	12/12/2020 03:48:35	[12/12/2020 03:48:28 : MOB : 2578] -1 HR ST AUGUSTA CONTR, 0246-0346 -CAME UP HWY 15, CHECKED BUSINESS AND RESIDENTIAL AREA -43RD AV, EMERALD PONDS -WINTER PARKING BRAEGELMANN
ST AUGUSTA	20106251	2568	12/13/2020 21:15:03	12/13/2020 22:16:18	[12/13/2020 22:16:08 : MOB : 2568] LUST CONTRACT 2115 HRS TO 2215 HRS PATROLLED TOWNSITE/BUSINESS AREAS/RESIDENTIAL/ PARKS/CO RDS/MISC STREETS AND AVES
ST AUGUSTA	20106283	2565	12/14/2020 02:02:37	12/14/2020 03:02:43	[12/14/2020 03:02:36 : MOB : 2565] -ONE HOUR CONTRACT -NOTHING SUSPICIOUS YOUNKIN
ST AUGUSTA	20106567	2564	12/14/2020 23:37:28	12/15/2020 03:36:18	[12/15/2020 03:36:16 : MOB : 2564] POPP -finished 25min left from 2553 [12/15/2020 00:13:28 : MOB : 2553] - CONTR STARTED 2337 - PATROLLED BUSINESS AND RESIDENTIAL AREAS - CLEARED CONTR AT 0012 FOR CELL PHONE DOWNLOAD - 35 MINS COMPLETED - 25 MINS REMAIN HAGSTROM
ST AUGUSTA	20106758	2543	12/15/2020 18:49:18	12/15/2020 20:00:14	[12/15/2020 20:00:04 : MOB : 2543] BAROS -1 HR CONTRACT COMPLETED 1849-2000. -TOOK CRASH BEFORE CONTRACT AT CO RD 115 AND CO RD 136.

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20106836	2551	12/16/2020 02:50:31	12/16/2020 03:51:27	[12/16/2020 03:51:24 : MOB : 2551] SALFER - 1 HOUR CONTRACT COMPLETE. 0250 TO 0350. - PATROLLED CITY STREETS/ NEIGHBORHOODS. - FOUND TRAILER HITCH IN MIDDLE OF 200 ST // ESTES RD. SEE ICR 20106839 FOR MORE INFO. - NOTHING ELSE TO REPORT.
ST AUGUSTA	20107121	2569K9	12/17/2020 05:04:39	12/17/2020 06:04:10	[12/17/2020 06:04:04 : MOB : 2569K9] A JOHNSON -PATROLED RESIDENTIAL AREAS -KIFFMEYER PARK -LUX -GREGORY PARK BUSINESSES -FIREHALL -67TH AVE TO 69TH AVE -0504-0604
ST AUGUSTA	20107509	2551	12/18/2020 00:25:24	12/18/2020 01:27:03	[12/18/2020 01:27:00 : MOB : 2551] SALFER - 1 HOUR CONTRACT COMPLETE 0025 TO 0125 HOURS. - PATROLLED CITY STREET/ NEIGHBORHOODS, COUNTY ROADS. - NOTHING TO REPORT.
ST AUGUSTA	20107611	2567	12/18/2020 10:45:22	12/18/2020 11:46:29	[12/18/2020 11:46:25 : MOB : 2567] - PATROLLED RESIDENTIAL AREAS, LOCAL BUSINESSES AND RURAL / COUNTY ROADS OF COMMUNITY. - ALL APPEARED NORMAL, NO SUSPICIOUS ACTIVITY AFOOT. - START OF CONTRACT - 1045. - END OF CONTRACT - 1145. - TOTAL CONTRACT TIME: 1 HOUR.
ST AUGUSTA	20108017	2562	12/19/2020 11:58:25	12/19/2020 13:01:23	[12/19/2020 13:01:18 : MOB : 2562] -THE INDUSTRIAL AREA APPEARED SECURE WITH NO TRAFFIC. -THE SOUTHERN AND EASTERN RESIDENTIAL AREAS HAD A FEW VEHICLES THROUGH THE AREAS, NOTHING SUSPICIOUS. -RELATIVELY QUIET THROUGHOUT THE SOUTHERN PORTION OF THE TOWNSHIP.

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20108109	2568	12/19/2020 19:04:39	12/19/2020 20:14:31	[12/19/2020 20:14:23 : MOB : 2568] LUST CONTRACT FROM 1904 HRS TO 2014 HRS -PATROLLED: CO RD 47/CO RD 136/LUX SHELL BUSINESS AREAS/CO RD 115/TOWNSITE OF ST AUGUSTA/BUSINESS- RESIDENTIAL -KIFFMEYER PARK/CO RD 7/CO RD 141/HWY 15/LUXEMBURG TOWNSITE -66TH AND 67TH AVE BUSINESS AREAS -MISC AREAS -TRAFFIC STOP-21135 HWY 15-CITE FOR SPEED 73/60
ST AUGUSTA	20108233	2577	12/20/2020 04:15:15	12/20/2020 05:15:23	[12/20/2020 05:15:15 : MOB : 2577] OKERSTROM -STARTED 0415, ENDED 0515, 1 HOUR -PATROLLED ST AUGUSTA, CHECKED FOR PARKV
ST AUGUSTA	20108433	2586	12/21/2020 00:07:41	12/21/2020 01:07:21	[12/21/2020 01:07:16 : MOB : 2586] PREUSSE// PATROLLED NEIGHBORHOODS
ST AUGUSTA	20108441	2565	12/21/2020 00:33:23	12/21/2020 01:33:33	[12/21/2020 01:33:24 : MOB : 2565] -one hour contract -nothing suspicious seen younkin
ST AUGUSTA	20108794	2552	12/22/2020 01:16:10	12/22/2020 02:29:14	[12/22/2020 02:29:06 : MOB : 2552] ROMSTAD 2552 -PATROLLED BUSINESS AND RESIDENTIAL AREAS -ALL APPEARED NORMAL -TOTAL TIME OF CONTRACT 1 HOUR
ST AUGUSTA	20109117	2584	12/23/2020 04:51:07	12/23/2020 05:58:51	[12/23/2020 05:58:47 : MOB : 2584] DROVE THROUGH RESIDENTIAL NEIGHBORHOODS CHECKING FOR WINTER PARKING VIOLATIONS, TWO WARNINGS GIVEN. DROVE THROUGH TOWN SITE & BUSINESS PARK. ALL APPEARED QUIET & NORMAL. NO REPORTED ISSUES. - MERKLING / NR

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20109420	2559	12/24/2020 12:50:08	12/24/2020 14:36:35	<p>[12/24/2020 14:36:28 : MOB : 2559] ASSISTED WITH HANDING OUT GIFTS, PATROLLED DOWNTOWN AND RESIDENTIAL AREAS, CUSTODY DISPUTE 20109433</p> <p>[12/24/2020 13:41:00 : pos18 : 01AMSCHMID] 10 MIN REMAINING</p>
ST AUGUSTA	20109587	2545	12/25/2020 08:52:33	12/25/2020 10:17:34	<p>[12/25/2020 10:17:17 : MOB : 2545] -PATROLED EAGLES LANDING -ENDED CONTRACT AT 1015 HOURS</p> <p>[12/25/2020 09:56:50 : MOB : 2545] -STARTED CONTRACT AT 0900 HOURS. -PATROLED CR 47, HWY 15, CR 141, RIDGEVIEW RD, 230TH ST, 43RD, CHERRYWOOD ESTATES, CR 7, EMERALD PONDS, CR 7 IN TOWN FOR TRAFFIC</p>
ST AUGUSTA	20109652	2543	12/25/2020 18:56:18	12/25/2020 20:26:43	<p>[12/25/2020 20:26:17 : MOB : 2543] BAROS -1 HR CONTRACT COMPLETED. -STARTED AT 1855 AND PAUSED AT 1905 FOR AN ALARM IN LYDEN TWP. -BEGAN AGAIN AT 1930 AND COMPLETED AT 2025. -CHECKED RESIDENTIAL AND BUSINESS AREAS. -LIGHT TRAFFIC.</p> <p>[12/25/2020 19:01:05 : pos4 : 01CLJAEGER] CLRD CONTRACT FOR AL IN LYNDEN TWP</p>
ST AUGUSTA	20109710	2584	12/26/2020 02:55:53	12/26/2020 04:00:52	<p>[12/26/2020 04:00:44 : MOB : 2584] DROVE THROUGH RESIDENTIAL AREAS, BUSINESS PARKS, AND XPAT OF CEDAR POINTE APTS DUE TO VEH TAMPERING OCCURRING IN ST.CLOUD APPROX 8 BLKS FROM THERE. ALL APPEARED NORMAL AND NO ISSUES REPORTED. QUIET & LIGHT VEH TRAFFIC. - MERKLING / NR</p>
ST AUGUSTA	20109776	2562	12/26/2020 13:41:53	12/26/2020 15:17:27	<p>[12/26/2020 15:17:20 : MOB : 2562] -MOST OF THE RESIDENTIAL AREAS WERE QUIET. SOME FOLKS WERE OUT WALKING. -TRAFFIC WAS BEHAVING THROUGH TOWN. -THE SOUTHERN RESIDENTIAL AREAS HAD SOME TRAFFIC.</p>

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20110088	2586	12/27/2020 20:15:45	12/27/2020 21:15:00	[12/27/2020 21:14:13 : MOB : 2586] PREUSSE// -20110092 TRAFFIC STOP. WARN SPEED -20110097 traffic stop. Warn speed. -patrolled the city for one hour
ST AUGUSTA	20110144	2578	12/28/2020 01:42:16	12/28/2020 02:41:05	[12/28/2020 02:40:49 : MOB : 2578] -1 HR CONTRACT. 0142-0242 HRS -PATROLLED ST AUGUSTA BRAEGELMANN
ST AUGUSTA	20110498	2574	12/29/2020 07:22:46	12/29/2020 09:32:35	[12/29/2020 09:32:31 : MOB : 2574] DEP BONFIELD. STARTED 0722, ENDED 0922. MADE UP AN HOUR FOR MISSING YESTERDAY, 12/29/2020. RESIDENTIAL AREAS, DOWNTOWN, TRAFFIC CONTROL FROM VOIGT BUS. TRAFFIC STOP HWY 15-WW FOR RUNNING STOP SIGN.
ST AUGUSTA	20110868	2565	12/30/2020 04:46:09	12/30/2020 05:47:46	[12/30/2020 05:47:39 : MOB : 2565] -one hour contract -nothing suspicious younkin
ST AUGUSTA	20111103	2586	12/30/2020 22:56:04	12/31/2020 00:06:58	[12/31/2020 00:06:50 : MOB : 2586] -cleared contract to assist state patrol at 2305 -back on contract at 2317 -contract done at 0007 -patrolled neighborhoods
ST AUGUSTA	20111144	2584	12/31/2020 04:50:22	12/31/2020 06:08:17	[12/31/2020 06:08:09 : MOB : 2584] DROVE THROUGH RESIDENTAL, BUSINESS PARK, AND TOWN SITE. ALL APPEARED NORMAL. COMPLETED WINTER PARK, ONE WARNING & ONE DOOR CHECK. - MERKLING /NR

Saint Augusta

[illegible]

Saint Augusta

[illegible]

Saint Augusta

Footings/Soil	
Title & Foundation	
Framing	
UG Plumbing	
Plumbing R/I	
Plumbing Final	
Firewall/Insulation	
Sheetrock	
Mechanical	
Window/Door Cts	
Roofing / Siding	
Consult w/contractor	
Final Inspection	
Self Certification	

[illegible]

2020 Building Permits

Saint Augusta

DATE	PERMIT #	NAME/ADDRESS	Contractor	Phone #	PURPOSE	VALUATION	PERMIT FEE	PLAN REVIEW	S-CHG	TOTAL	DATE PD	Footings/Soil	Tile & Foundation	Framing	UG Plumbing	Plumbing R/I	Plumbing Final	Firewall/Insulation	Sheetrock	Mechanical	Window/Door Ct	Roofing / Siding	Consult w/contr	Final Inspection	Self Certification
11/4/2020	AG 20 112	KO Storage - 6719 Gregory Park road	Structural	(763) 464-0359	Storage Shed	\$400,000.00	\$2,387.25	\$ 1,193.63	200.00	3,780.88															
11/19/2020	AG 20 113	Lyle & Alicia Haffner - 5659 Garden Hills Dr	A&K Plumbing		Plumbing Permit	\$3,500.00	\$64.00		1.75	65.75															
11/19/2020	AG 20 114	St. Wendelin Schools - 22776 Hwy 15	Erkens Water	320-251-9175	Water Softener	\$3,500.00	\$30.00		1.75	31.75															
11/19/2020	AG 20 115	Lisa Parker - 22924 Fleetwood Dr	one Const. Co	(320) 248-5102	Reroof	\$7,200.00	\$60.00		3.60	63.60															
11/19/2020	AG 20 116	Ryan Haehn - 23024 27th Ave	H&S Heating	(320) 654-1522	Garage heater	\$2,000.00	\$30.00		1.00	31.00															
11/19/2020	AG 20 117	Paul Edwards - 24436 19th Ave	Home Concepts	(254) 466-2819	Deck	\$16,800.00	\$100.00		8.40	108.40															
11/19/2020	AG 20 118	Kevin & Beverly Donahue - 23097 Topaz	Noble	(651) 271-5025	New Dwelling	\$365,000.00	\$2,212.25	\$ 100.00	182.50	2,494.75															
11/30/2020	AG 20 119	Ben Beig - 4245 237th St	Culligan	(320) 252-2382	Water Conditioner	\$2,000.00	\$35.00		1.00	36.00															
11/30/2020	AG 20 120	Shawn Landwehre - 5007 Orrin Ct	H&S Heating	(320) 654-1522	Boiler Replacement	\$2,000.00	\$30.00		1.00	31.00															
12/4/2020	AG 20 121	Kurt & Bernice Kunkel - 22836 64th Ave	Schlangen Const	(320) 249-9433	Window Replacement	\$18,500.00	\$85.00		9.25	94.25															
12/4/2020	AG 20 122	Derek & Tina Burgraff - 1936 Dom Cir	Self	(320) 250-9088	Basement Finish	\$5,000.00	\$60.00		2.50	62.50															
12/11/2020	AG 20 123	Jake & Sarah Dutcher - 22016 Talon Dr	Werschay Homes	(320) 980-0208	New Dwelling	\$750,000.00	\$3,949.75	\$ 100.00	375.00	\$4,424.75															
12/11/2020	AG 20 124	John & Tina Glomski - 21952 Talon Dr	JB Home Imp.	(612) 219-5643	Bathroom Remodel	\$24,000.00	\$125.00		12.00	137.00															
12/23/2020	AG 20 125	Justin Haakenson - 23018 27th Ave	Pipers	(320) 290-8973	Bathroom Remodel	\$2,000.00	\$24.00		1.00	25.00															
12/20/2020	AG 20 126	Derek & Tina Burgraff - 1936 Dom Cir	Fireworks	(320) 293-8435	Fireplace	\$6,000.00	\$62.00		3.00	65.00															
									-	-															
									-	-															
4th Qtr. Total						\$6,099,603.00	\$29,260.42	\$7,214.76	2,713.80	\$39,188.98															

Year Totals

\$14,261,526.47 \$79,309.63 \$11,026.40 6,794.77 \$97,154.80

St. Augusta Fire Department

November 2020

Emergency Calls: As of report date =

- 11-3-2020 Medical (cancelled)
- 11-5-2020 Medical
- 11-6-2020 Medical
- 11-8-2020 Medical
- 11-9-2020 Fire
- 11-11-2020 Medical
- 11-13-2020 Gas smell
- 11-18-2020 Medical
- 11-18-2020 Medical
- 11-22-2020 Medical
- 11-24-2020 Medical
- 11-25-2020 Medical
- 11-30-2020 Medical
- 11-30-2020 Gas smell

14 calls in November

120 calls for 2020 (112 calls at this time in 2019)

Monthly Training

November's training was online through FIRE Inc.

From: Travis Fruth fruthaei@gmail.com
Subject: St. Augusta Fire Hall Generator
Date: Dec 14, 2020 at 3:54:32 PM
To: taboofordF051@msn.com

Mike,

Upon inspection of your standby generator , I was unable to locate any power coming out of the output side of the generator, it appears to be an internal issue. Further research will require substational disassembly, with parts availability as a question and the second question being how far do you want us to go? As it also may be more of a mechanical issue than electrical. Let me know if we need to keep digging deeper into this thing.

Thanks

Travis Fruth
Augusta Electric Inc
Cell: 320-250-6267



MINNESOTA DISABILITY LAW CENTER

Duluth Fertile Mankato Minneapolis

Justin M. Page Esq. · jmpage@mylegalaid.org

Phone: (612) 746-3785 · Fax: (612) 334-5755

January 05, 2021

Mike Zenzen
Mayor
City of St. Augusta
1914 250th Street
St. Augusta, MN 56301

Bill McCabe
City Administrator
City of St. Augusta
1914 250th Street
St. Augusta, MN 56301

RE: Hunter Olson Reasonable Accommodation Request

Dear Mayor Zenzen and Mr. McCabe:

I represent Hunter Olson and I am writing on his behalf to request a reasonable accommodation of the City of St. Augusta's winter parking ordinance. Hunter lives with his parents at 5417 Garden Hills Lane in St. Augusta. Hunter is a young man with a disability who is medically fragile and has complex care needs. He requires daily care from both a Personal Care Assistant (PCA) and a nurse 24 hours a day.

As a result of Hunter's complex care needs, his PCAs and nurses need to be able to park on the street during the night. Having Hunter's PCAs and nurses park in the driveway is problematic. Unfortunately, emergency situations arise occasionally where Hunter needs to be rushed to the hospital. Either an ambulance will need to be called or his parents will need to drive him to the hospital. In both cases, it is vitally important that there be no cars in Hunter's driveway as every minute matters. The ambulance needs access to the driveway, so that Hunter has immediate access to the ambulance once he leaves his house on the stretcher. If Hunter's parents need to rush him to the hospital, they do not have time to wait for cars to be rearranged in the driveway. Any delay in getting Hunter to the hospital in these situations could be life threatening.

During the day Hunter's staff parks on the street and there are no problems with driveway parking. Unfortunately, the City's winter parking ordinance does not allow overnight staff to park on the street. It is my understanding that last winter the City waived the no overnight street parking ordinance for Hunter's staff - provided that cars were not parked on the street when the

The Protection and Advocacy System for Minnesota

111 North Fifth Street, Suite 100 Minneapolis, MN 55403

Toll Free Client Intake: (800) 292-4150 TDD (612) 332-4668 www.mndlc.org

A United Way Agency

January 05, 2021

Page 2

streets needed to be plowed. I understand that there were no problems with this arrangement last winter.

Hunter's mother recently requested the same reasonable accommodation from the City that Hunter was provided last winter. Her request was denied. I am writing to request that the City reconsider Hunter's request for a reasonable accommodation. I am specifically requesting that his overnight staff be allowed to park on the street next to his parents' house overnight unless the street needs to be plowed due to a snowstorm.

The City has a legal obligation under the Americans with Disabilities Act, the Fair Housing Act, the Rehabilitation Act and the Minnesota Human Rights Act to make reasonable accommodations to its ordinances when such accommodations are necessary to allow individuals with disabilities full and equal enjoyment of their housing. See 42 U.S.C. 12132; 42 U.S.C 3604 (f)(3)(B); 29 U.S.C. 794; and Minn. Stat. 363A.12. Without an accommodation, Hunter will not be allowed full and equal enjoyment of his housing.

Please let me know if the City will grant the above requested accommodation within the next 10 days. Thank you for your attention to this matter. I look forward to hearing from you.

Sincerely,

S/Justin Page

Justin M. Page Esq.
Staff Attorney

JMP:JMP

20-0159477

STATE OF MINNESOTA

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

ORDINANCE No. 2013-10

**AN ORDINANCE RESTRICTING HOURS PARKING IS ALLOWED ON CITY
STREETS DURING WINTER MONTHS**

THE COUNCIL OF THE CITY OF ST. AUGUSTA DOES ORDAIN:

SECTION 1. Parking Restriction

No vehicles shall be parked or left standing unattended between the hours of one o'clock (1:00) a.m. and seven o'clock (7:00) a.m. of any day in November, December, January, February, or March of each year on any street, avenue, or thoroughfare within the corporate limits of the city.

This ordinance shall be effective upon its publication in the official newspaper of the City.

Passed this 3rd day of December, 2013

B.J. Kroll
Mayor

ATTEST:

William R. McCabe
City Clerk

STATE OF MINNESOTA

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

ORDINANCE No. 2014-01

**AN ORDINANCE AMENDING ORDINANCE NO. 2013-10 RESTRICTING
HOURS PARKING IS ALLOWED ON CITY STREETS DURING WINTER
MONTHS**

THE COUNCIL OF THE CITY OF ST. AUGUSTA DOES ORDAIN:

SECTION 1. Amendment

Ordinance No. 2013-10 is hereby amended to add Section 2, as follows:

SECTION 2. Violation

Any person violating 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. In addition, the City may seek civil enforcement of this ordinance.

This ordinance shall be effective upon its publication in the official newspaper of the City.

Passed this 1st day of April, 2014.

B.J. Kroll
Mayor

ATTEST:

William R. McCabe
City Clerk

**CITY OF ST. AUGUSTA
COUNTY OF STEARNS
RESOLUTION # 2021-01**

**SETTING COMPENSATION FOR ELECTED AND APPOINTED OFFICIALS AND BOARDS
AND APPROVING 2020 COMPENSATION SCHEDULE**

WHEREAS, the City of St. Augusta has established fees to seeks to establish the compensation for all boards, commissions and employees, including but not limited to: Mayor, City Council, Planning Commission, Park Board, Election Officials, Clerk, Treasurer and all other appointed employees of the City; and,

WHEREAS, the St Augusta City Council seeks to maintain an orderly compensation system.

NOW, THEREFORE, BE IT RESOLVED by the St. Augusta City Council that the following compensation for elected and appointed officials and employees is hereby approved:

<u>Mayor:</u>	\$568.13/month; \$15.00/hour other
<u>City Council:</u>	\$340.89/month; \$15.00/hour other
<u>Planning Commission:</u>	\$45.00/meeting,
<u>Park Board:</u>	\$45.00/meeting
<u>EDA</u>	\$45.00/meeting
<u>Clerk-Administrator:</u> - William R. McCabe:	\$94,944.11
<u>Treasurer/Planning:</u> – Teresa Rasmuson	\$27,310.04
<u>Administrative Assistant:</u> –	
<u>Public Works/Roads:</u> - Mark Kiffmeyer	\$25.17/hour
<u>Public Works/Water Sewer:</u> – Chad Blashack	\$25.17/hour
<u>Public Works Assistant</u> - Paul Hollermann	\$19.65/hour
<u>Public Works/Roads:</u> – Seasonal	\$18.34/hour
<u>Park Maintenance:</u> (Seasonal)–	
Steve Schlueter	\$18.71/hour
Ken Wolters	\$15.50/hour
Casey Schrinier	\$14.00/hour
<u>Election Judges:</u>	\$12.00/hour
<u>Fire Fighters</u> – Training/Calls	\$13.26/hour
<u>Fire Fighters</u> – Probation Training	\$10.00/hour

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA THIS 5th DAY OF
JANUARY, 2021.**

Michael G. Zenzen, Mayor

Attest:

William R. McCabe, City Clerk-Administrator

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

RESOLUTION # 2021-02

**DESIGNATING AUTHORIZED SIGNATURES FOR ALL CITY FINANCIAL
TRANSACTIONS**

WHEREAS, the St. Augusta City Council seeks to designate city officials that are authorized to sign all checks for expenditures approved by the City Council; and,

WHEREAS, the St. Augusta City Council seeks to provide for the continued operation of city activities including payment of all expenditures and approved bills during the scheduled absence of the City Clerk or Treasurer.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF ST. AUGUSTA, STEARNS COUNTY, MINNESOTA**

1. The signatures of the Mayor, City Clerk and Treasurer shall be required for all authorized checks, electronic signatures are available with our current fund accounting and payroll systems and will be acceptable.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA THIS 5th DAY
OF JANUARY 2021.**

Michael G. Zenzen, Mayor

ATTEST:

William R. McCabe, City Administrator

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

ORDINANCE NO. 2021-01

2021 SCHEDULE OF FEES

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

Section 1. Purpose. The City of St Augusta establishes fees to provide for equitable payment for the provision of various services, use of facilities and related matters.

Section 2. 2019 Fee Schedule. Attached hereto.

Section 3: Effective Date: This ordinance shall be in full force and effective immediately following passage and publication.

Approved by the City Council of the City of St. Augusta this 5th day of January, 2021.

Michael G. Zenzen, Mayor

Attest:

William R. McCabe, City Clerk-Administrator

City of St. Augusta
2020

Fee Schedule

Purpose/Application	Amount
Liquor Licenses	
On Sale	\$ 2,000.00
Off Sale	\$ 100.00
Sunday	\$ 200.00
Club up to	\$ 3,000.00
Wine - On Sale	\$ 2,000.00
3.2% - On Sale	\$ 100.00
3.2% - 6Month	\$ 50.00
3.2% - One Day	\$ 20.00
3.2% - Off Sale	\$ 30.00
Consumption and Display	\$ 300.00
Consumption and Display - One Day	\$ 25.00
Investigation - New License, inside Minnesota	\$ 500.00
Investigation - New License, outside Minnesota	actual Cost
Residential Garbage Hauler's Licens	\$ 100.00
Multi Family Residential Licensing/Inspection Fee	
Duplex	\$ 75.00
3-6 Units, 1st Unit	\$ 75.00
3-6 Units, Additional Units	\$ 15.00
7-12 Units, 1st Unit	\$ 100.00
7-12 Units, Additional Units	\$ 15.00
13+ Units, 1st Unit	\$ 125.00
13+ Units, Additional Units	\$ 15.00
Sexually Oriented Businesses	
Annual	\$ 5,000.00
Base Investigation	\$ 450.00
Additonal Investigation	Actual Cost
Sign Permit Fee	
fee	Based on Valuation, Minimum \$50
*If footings are required, design needed 2 sets of detailed plans required with sizes and demensions placement of sign and setback requirements	
Work in City Right of Way	
Permit	\$ 300.00
Refund after Clean Up	\$ 200.00
Water Meters	
5/8" x 3/4"	Actual Cost
3/4" home irrigation	Actual Cost
1" Commercial	Actual Cost
1 1/2" Commercial	Actual Cost
Inspection Fee	Actual Cost

City of St. Augusta
2020
Fee Schedule

Water

Base Fee	\$	29.99
Volumetric per 1,000 gallons after 3,000 gallons/month	\$	7.88
WAC Rate	\$	3,000
Monthly Debt Service Charge	\$	5.00

in the case where a residential lot has more than one meter, the combined usage together and one minimum will be assessed that property owner

Fire Fill Station Water

First Use	\$	30.00
Refundable Deposit	\$	100.00
Volumetric per 1,000 gallons	\$	3.00

Sanitary Sewer

Base Fee	\$	26.20
Monthly Debt Service Charge	\$	20.00
Volumetric per 1,000 gallons after 3,000 gallons/month	\$	6.88
ater Supplemental Assistance Replacement Fund/1,000 gallons	\$	0.50
SAC Rate	\$	3,000

Summer usage to be based on average water usage for the months of December, January and February of prior year

Storm Sewer

Residential/month	\$	2.40
Multi-family/month/acre (Max \$25/month)	\$	15.23
Commercial-Industrial/acre/month (Max \$25/month)	\$	23.72
Institutional-church-ogvernment/acre/month(Max \$25/month)	\$	18.51
Agricultural/month	\$	2.40

Shelter Rental

Kiffmeyer Park	\$	125.00
Refund - Resident	\$	75.00
Refund - Non-Resident	\$	50.00
Hidden Lake Park	\$	150.00
Refund - Resident	\$	75.00
Refund - Non-Resident	\$	50.00

Meeting Room Use

partial day - commercial or private use	\$	50.00
full day - commercial or private	\$	75.00
civic or local groups	administrative discretion	

Assessment Searches

\$	10.00
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Copies and Documents

8.5 x 11	\$	0.25
8.5 x 14	\$	0.50

City of St. Augusta

2020

Fee Schedule

11 x 17	\$	1.00
Color Maps 8.5 x 11	\$	1.50
Color Maps 11 x 17	\$	3.00
Zoning Ordinance	\$	25.00
Subdivision Ordinance	\$	7.50
Comprehensive Plan	\$	25.00
Fax per page	\$	1.50

Zoning and Land Use

	Escrow	Total
Administrative Subdivision	\$	50.00
Home Occupation Permit	\$ 250.00	500.00
Zoning Amendment - Map or Text	\$ 250.00	750.00
Appeals	\$ 250.00	750.00
Conditional & Interim Use Permits	\$ 250.00	750.00
Final Plat	\$ 150.00	400.00
Site Plan Review	\$ 250.00	500.00
Petition to Vacate	\$ 250.00	500.00
Variance	\$ 150.00	650.00
Storm Water Application	\$ 100.00	750.00
Preliminary Plat with services		
First 8 Lots	\$ 1,000.00	1,500.00
Between 8 and 50 Lots	\$150/lot more than 8	
Greater than 50 Lots	\$75/lot more than 50	
Preliminary Plat without services		
First 8 Lots	\$ 800.00	1,300.00
Between 8 and 50 Lots	\$100/lot more than 8	
Greater than 50 Lots	\$60/lot more than 50	

Subdivision Construction and Review Escrow

With Services \$5,000 plus \$50/lot

Without Services \$2,500 plus \$50/lot

Developer is to maintain a positive balance in this Escrow Account at all times

the applicant is required to pay a non-refundable base fee and escrow to be charged against the time and expense necessary to process the request. If the review and consideration of the request exceeds the cost covered by the escrow deposit as a consequence of lack of information, problems or questions raised by staff, Planning Commission, or City Council, all processing of the request will be halted until an estimation of completion is determined and a new escrow deposit made. The City Clerk will notify the applicant of the decision following the City Council's decision and refund any portion of the escrow deposit or bill the applicant for the balance due.

All fees must be paid at the time of application and shall be paid before issuance of a building permit

All new subdivisions must satisfy park dedication requirements (land an/or cash) as determined by the City Council prior to City execution of the Final Plat.

**City of St. Augusta, Minnesota
Resolution 2021-03**

A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2022

WHEREAS, THE CITY COUNCIL OF ST. AUGUSTA, MINNESOTA, pursuant to Minnesota Statute §204B.16 POLLING PLACES; DESIGNATION, is required by December 31 of each year to designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution is the polling places for the following calendar year, unless a change is made.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA, MINNESOTA AS FOLLOWS:

The City of St. Augusta designates the City Hall, 1914 250th Street, St. Augusta, MN 56301 as the polling place for the 2022 Elections.

Adoption by the City Council of the City of St. Augusta on this 5th day of January, 2021

Michael G. Zenzen, Mayor

ATTEST:

William R. McCabe, City Administrator/Clerk

City of St. Augusta

Data Practices Policy for Members of the Public

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that this government entity keeps, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 3. You may make your request for data by mail, fax, or email, using the data request form on page 5.

If you choose not to use the data request form, your request should include:

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:

- arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
- provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 5.

We also will arrange for you to pre-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 5 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority

Name: Bill McCabe

Address: 1914 250th Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: bmccabe@staugustamn.com

Data Practices Compliance Official

Name: Bill McCabe

Address: 1914 250th Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: bmccabe@staugustamn.com

Copy Costs – Members of the Public

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

We may waive the charge for copies if the cost is less than \$10.

For 100 or Fewer Paper Copies – 25 cents per page

100 or fewer pages of black and white, letter size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy; legal size paper copies cost \$.50 for a one-sided copy, or \$1.00 for a two-sided copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: inspection is free but you will be charged for copies. See page 4 of the Data Practices Policy for Members of the Public.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

City of St. Augusta

Data Practices Policy for Data Subjects

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you:

Your name on an application for a City permit.

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you:

Your Social Security number

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you:

the identity of the subject of an active criminal investigation

Your Rights under the Government Data Practices Act

This government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 5. You may make your request by mail, fax, or email, using the data request form on page 7.

If you choose not to use the data request form, your request should include:

- that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9.

How We Respond to a Data Request

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 7. We also will arrange for you to prepay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Contacts

Responsible Authority

Name: Bill McCabe

Address: 1914 250th Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: bmccabe@staugustamn.com

Data Practices Compliance Official

Name: Bill McCabe

Address: 1914 250th Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: bmccabe@staugustamn.com

Copy Costs – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

We may waive the charge for copies if the cost is less than \$10.00.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Alternatively, we may charge you copy charges set forth by state statute or rule.

Data Request Form – Data Subjects

Date of request: _____

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: inspection is free but you will be charged for copies. See page 6 of the Data Practices Policy for Subjects of Data.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Staff Verification

Identification provided _____

We will respond to your request within 10 business days.

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

City of St. Augusta

Policy for Ensuring the Security of Not Public Data

Legal requirement:

The adoption of this policy by the City of St. Augusta satisfies the requirement in Minn. Stat. 13.05 subd. 5 to establish procedures ensuring the appropriate access to not public data. By incorporating employee access to not public data into the City's Data Inventory (required by Minn. Stat. 13.025 subd. 1), in the individual employee's position description, or both, the City's policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the City of St. Augusta Data Practices Compliance Official:

Name: Bill McCabe
Address: 1914 250th Street, St. Augusta, MN 56301
Phone number: 320-654-0387
fax number: 320-654-1686
email address: bmccabe@staugustamn.com

Procedures implementing this policy:

Data inventory

Under the requirement in Minn. Stat. 13.025 subd. 1, the City will prepare a Data Inventory which identifies and describes all not public data on individuals maintained by the City. To comply with the requirement in Minn. Stat. 13.05 subd. 5, the City will also include in its Data Inventory the position titles of the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data for as long as the work is assigned to the employee.

In addition to the employees listed in the City's Data Inventory, the Responsible Authority, the Data Practices Compliance Official, and the City Attorney may have access to all not public data maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

Federal or state law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will

have notice of any sharing in applicable Tennessee warnings or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within the City, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data.
- Password protecting employee computers and locking computers before leaving workstations.
- Securing not public data within locked work spaces and in locked file cabinets.
- Shredding not public documents before disposing of them.

Penalties for unlawfully accessing not public data

The City will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes section 13.09, if necessary. Penalties include suspension, dismissal or referring the matter to the appropriate prosecutorial authority who may also pursue a criminal misdemeanor charge.