

CITY OF ST. AUGUSTA CITY COUNCIL MEETING

June 2, 2020

7:00 pm

**VIA ZOOM
AGENDA**

1. Call Meeting to Order – Mayor Zenzen.
2. Pledge of Allegiance.
3. Consent Agenda
 - 3A. Minutes of the May 19, 2020 City Council meeting.
 - 3B. Agenda.
 - 3C. Bills Payable, Receipts and Treasurer’s Report.
 - 3D. Minutes of the May 29, 2020 City Council meeting.
 - 3E. Other
4. Sheriff’s Report
5. Building Inspector’s Report – Mark Harren.
6. Fire Department
 - 6A. Monthly Report
 - 6B. Fire Safety Quote – Engine 1
 - 6C. Emergency Response Solutions Quote – Pumping Equipment
 - 6D. Aspen Mills T-Shirt Quote
 - 6E. Other
7. Open Forum -10 Minute Limit.
8. Engineer’s Report
 - 8A. MS4 Sharepoint Review/Update
 - 8B. Emerald Ponds Drainage Issue
 - 8C. Other
9. Vacate Portions of 250th Street
 - 9A. Public Hearing
 - 9B. Resolution #2020-07, Vacating Portions of 250th Street
10. Planning Commission Recommendations
 - 10A. Dollar General
 - 10B. Rice Contracting/Kenning Pit IUP
11. Draft Parking Ordinance/Existing Residential Parking Ordinances
12. Council Member Comments/Purview.
13. Clerk's Report.
 - 13A. Proposed COVID-19 Preparedness Plan
 - 13B. Patching Discussion
14. Adjourn.

REMINDERS: Regular City Council Meeting, Tuesday, July 7, 2020 7:00pm

CITY OF ST. AUGUSTA CITY COUNCIL MEETING

June 2, 2020

7:00 pm

VIA ZOOM

Administrative Summary

Consent Agenda – all items are included in the packet.

Sheriff's Report – I hope to have the written report for the updated packets on Tuesday.

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

Fire Department – the monthly report along with three separate quotes for different items are included in the packets. They will have someone to discuss.

Engineer's Report – the first item is an update on the MS4 plan and Tara will have a share point presentation to discuss what is being done. Jeremy will also talk about a drainage issue in Emerald Ponds.

Vacate Portions of 250th Street – we have a public hearing scheduled to vacate the portions of 250th Street east of the Dr. Pepper building. All the property on either side of the road from that point is owned by Pleasureland.

Planning Commission Recommendations – after the meeting on Monday night we will have items related to Dollar General and the Rice Contracting IUP renewal.

Parking Ordinance – I have included some items in the packet that relate to what we have existing, along with a proposed ordinance that was never passed. I want to use this as discussion to draft an ordinance amendment.

Clerk's Report –

COVID-19 Preparedness Plan – I have included a draft plan and would like consideration to adopt.

Patching Discussion – I will have a draft letter to discuss a situation that arose after we approved patching at last month's meeting on Tuesday.

MINUTES OF THE CITY COUNCIL VIA ZOOM

ST. AUGUSTA, MN

MAY 19 2020

CALL TO ORDER: Mike Zenzen called the meeting to order at 7:00 PM with the pledge of allegiance.

PRESENT: Mayor Mike Zenzen, Council Members Donna Schulzetenburg, Brent Generux, Auditor, Jason Miller, Smith Schafer, City Attorney Mike Couri, Administrator Bill McCabe, and Staff, Teresa Rasmuson

Absent: Council Members Paul Reinert and Justin Backes.

CONSENT AGENDA: Generux made the motion to accept the consent agenda, Schulzetenberg seconded, all present voting aye.

3A. Minutes of the May 5, 2020 City Council meeting.

3B. Agenda.

3C. Bills Payable, Receipts and Treasurer's Report.

AUDIT REPORT: Jason Miller, with Smith Schaefer, said the city is doing a good job at the day to day activities as well as funding for future payments and purchases with investments. He went through the power point citing that the city compliant with audit regulations , with the exception of old un-cashed checks, which staff should address. As he reviewed spending within each department, he noted the city of St. Augusta's spending per capita is 222 out of 223 local governing units in this state. He noted deficiencies include segregation of duties, and credit card limits should be in place. He understands that segregation of duties is difficult to attain within a small city with limited staff, but it is a requirement for him to note that in the audit. Schulzetenberg asked if there was anything that was challenging or took too long in this audit. Miller said that staff is doing a good job and is always easy to work with and he couldn't think of anything that caused the audit to stall. Schulzetenberg moved, Generux seconded, all present voted aye to approve the audit as presented.

PUBLIC HEARING: Vacation of drainage and utility easement: Cindy Ramler Lot 1 Block 4, Terrace Hills. Couri said the description of the lot was difficult to understand. Asked McCabe to provide it to him. The north property line and the west property line will no longer be on the lot. Couri wants

to see exactly what they are vacating because it doesn't show on the plat; he doesn't want it to be legal issue in the future. If he provides a different legal description it should work. McCabe said it was combined already and they want to split it. McCabe said there is nothing in the easements currently.

PUBLIC HEARING CLOSED: The public hearing was closed at 7:35.

Schulzetenberg moved to approved Resolution 2020-06, with clarification on Couri's legal description issue; Generux seconded it, all present voting aye.

LANDWHERE IUP: The review of the IUP is due. They just need to get 18 month review. McCabe said there are no current complaints. Schulzetenberg said it looks good to her. She is not opposed to the IUP. Generux concurred he has no issues either. McCabe said no motion was needed.

EMERGENCY DECLARATION: COVID 19 - McCabe stated June 12 2020 would be the tentative opening of city hall and the city needs an emergency declaration in place to keep zoom meetings going. Governor Tim Walz stated that no more than 10 people should gather at a time according to CDC measures and McCabe is asking if it is the city's intent to meet that criteria and close the park shelters until at least June 12 at this time.

Schulzetenberg didn't see for a way to patrol gatherings and said we should not open the parks until a later date. Zenzen said he would like a few picnic tables set out with social distancing in mind so residents can enjoy the parks during the shut down. Generux stated he supported not opening the parks at this time as well.

PARK SHELTERS CLOSED:

OFFICE CLOSED: Until at least June 12 the city of St. Augusta will not be opening the office to the public other than by appointment, or the shelters at Hidden Lake Park and Kiffmeyer Park because of the governor's declaration.

ADJOURNMENT: Meeting adjourned at 7:50 on motion by Generux, second by Schulzetenberg, all present voting aye.

William R. McCabe, Administrator

Michael Zenzen, Mayor

City of St. Augusta

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***Receipt Book**

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
11884 R	101-41000-321	Business Licenses/Permits	\$100.00	5/14/2020	general - Mini Mart	05 05 20 rct
11885 R	601-49400-371	Water Sales	\$3,002.77	5/14/2020	water dept - May 20 rcts	05 05 20 rct
11885 R	605-43160-374	Electricity Sales	\$46.39	5/14/2020	EU - May 20 rcts	05 05 20 rct
11885 R	606-49450-372	Sewer Replacement Fund	\$132.19	5/14/2020	SRF - May 20 rcts	05 05 20 rct
11885 R	602-49450-372	Sewer Sales	\$3,621.87	5/14/2020	sewer - May 20 rcts	05 05 20 rct
11885 R	607-41000-371	Storm Sewer Sales	\$57.60	5/14/2020	SW - May 20 rcts	05 05 20 rct
11886 R	101-41000-341	Zoning and Subdivision Fees	\$50.00	5/14/2020	general - United County Real Estate	05 06 20 rct
11886 R	450-41000-322	Park Dedication Fees	\$525.00	5/14/2020	CIP - general, United County Real E	05 06 20 rct
11887 R	101-41000-322	Building Permits	\$25.00	5/14/2020	general - BP Concept Plmb	05 06 20 rct
11888 R	101-41000-341	Assessment Search Fees	\$10.00	5/14/2020	general - S. Ball	05 06 20 rct
11889 R	101-41000-334	Gas Franchise Fee	\$4,237.35	5/14/2020	general - gas franchise fee	05 06 20 rct
11890 R	601-49400-313	General Sales and Use Tax	\$2.15	5/14/2020	water dept - May 20 rcts	05 06 20 rct
11890 R	605-43160-374	Electricity Sales	\$18.00	5/14/2020	EU - May 20 rcts	05 06 20 rct
11890 R	606-49450-372	Sewer Replacement Fund	\$36.54	5/14/2020	SRF - May 20 rcts	05 06 20 rct
11890 R	602-49450-372	Sewer Sales	\$1,305.88	5/14/2020	sewer - May 20 rcts	05 06 20 rct
11890 R	607-41000-371	Storm Sewer Sales	\$28.80	5/14/2020	SW - May 20 rcts	05 06 20 rct
11890 R	601-49400-371	Water Sales	\$1,047.62	5/14/2020	water dept - May 20 rcts	05 06 20 rct
11891 R	101-41000-334	Electric Permits	\$51.00	5/14/2020	general - V. Eldred	05 07 20 rct
11892 R	101-41000-322	Building Permits	\$35.00	5/14/2020	general - H&S	05 07 20 rct
11893 R	101-41000-322	Building Permits	\$86.00	5/14/2020	general - Avalon	05 07 20 rct
11894 R	605-43160-374	Electricity Sales	\$86.40	5/14/2020	EU - May 20 rcts	05 07 20 rct
11894 R	606-49450-372	Sewer Replacement Fund	\$62.77	5/14/2020	SRF - May 20 rcts	05 07 20 rct
11894 R	607-41000-371	Storm Sewer Sales	\$86.40	5/14/2020	SW - May 20 rcts	05 07 20 rct
11894 R	601-49400-313	General Sales and Use Tax	\$2.15	5/14/2020	water dept - May 20 rcts	05 07 20 rct
11894 R	602-49450-372	Sewer Sales	\$1,709.12	5/14/2020	sewer - May 20 rcts	05 07 20 rct
11894 R	601-49400-371	Water Sales	\$1,479.25	5/14/2020	water dept - May 20 rcts	05 07 20 rct
11895 R	101-41000-341	Zoning and Subdivision Fees	\$750.00	5/14/2020	general - Dollar General Application	05 11 20 rct
11896 R	101-41000-341	Assessment Search Fees	\$10.00	5/14/2020	general - Stearns County Abstract	05 11 20 rct
11897 R	101-41000-334	Electric Permits	\$42.00	5/14/2020	general - Delta Electric	05 11 20 rct
11898 R	601-49400-371	Water Sales	\$1,201.43	5/14/2020	water dept - May 20 rcts	05 11 20 rct
11898 R	601-49400-313	General Sales and Use Tax	\$2.15	5/14/2020	water dept - May 20 rcts	05 11 20 rct
11898 R	605-43160-374	Electricity Sales	\$37.03	5/14/2020	EU - May 20 rcts	05 11 20 rct
11898 R	606-49450-372	Sewer Replacement Fund	\$46.31	5/14/2020	SRF - May 20 rcts	05 11 20 rct
11898 R	602-49450-372	Sewer Sales	\$1,517.53	5/14/2020	sewer - May 20 rcts	05 11 20 rct
11899 R	101-41000-334	Electric Permits	\$82.00	5/14/2020	general - B. Ahmann	05 12 20 rct
11900 R	101-41000-322	Park Shelter Rental	\$150.00	5/14/2020	general - J. Frank	05 12 20 rct
11900 R	101-41000-310	Sales Tax	\$5.91	5/14/2020	general - shelter rental tax	05 12 20 rct
11901 R	101-41000-341	Assessment Search Fees	\$10.00	5/14/2020	general - Stearns County Abstract	05 12 20 rct
11902 R	101-41000-341	Assessment Search Fees	\$10.00	5/14/2020	general - Heartland Title	05 12 20 rct
11903 R	101-41000-322	Building Permits	\$247.00	5/14/2020	general - WS & D	05 12 20 rct
11904 R	601-49400-371	Water Sales	\$1,880.32	5/14/2020	water dept - May 20 rcts	05 12 20 rct
11904 R	601-49400-313	General Sales and Use Tax	\$17.59	5/14/2020	water dept - May 20 rcts	05 12 20 rct
11904 R	605-43160-374	Electricity Sales	\$40.00	5/14/2020	EU - May 20 rcts	05 12 20 rct
11904 R	606-49450-372	Sewer Replacement Fund	\$74.94	5/14/2020	SRF - May 20 rcts	05 12 20 rct
11904 R	602-49450-372	Sewer Sales	\$2,598.86	5/14/2020	sewer - May 20 rcts	05 12 20 rct
11907 R	101-41000-322	Building Permits	\$64.00	5/27/2020	general - Mn Home Imp	05 14 20 rct
11908 R	101-41000-334	Electric Permits	\$137.00	5/27/2020	general - T. Statz	05 14 20 rct
11909 R	605-43160-374	Electricity Sales	\$21.98	5/27/2020	EU - May 20 rct	05 14 20 rct
11909 R	601-49400-313	General Sales and Use Tax	\$5.82	5/27/2020	water dept - May 20 rct	05 14 20 rct
11909 R	601-49400-371	Water Sales	\$628.32	5/27/2020	water dept - May 20 rct	05 14 20 rct
11909 R	606-49450-372	Sewer Replacement Fund	\$791.18	5/27/2020	SRF - May 20 rct	05 14 20 rct

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***Receipt Book**

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
11909 R	602-49450-372	Sewer Sales	\$0.00	5/27/2020	sewer - May 20 rct	05 14 20 rct
11909 R	607-41000-371	Storm Sewer Sales	\$28.80	5/27/2020	SW - May 20 rct	05 14 20 rct
11910 R	101-41000-322	Building Permits	\$25.00	5/27/2020	general - Augusta Plmb	05 15 20 rct
11911 R	101-41000-334	Electric Permits	\$72.00	5/27/2020	general - MnDot	05 15 20 rct
11912 R	101-41000-322	Building Permits	\$106.25	5/27/2020	general - M Hayman	05 15 20 rct
11913 R	101-41000-322	Park Shelter Rental	\$125.00	5/27/2020	general - L. Nelson	05 15 20 rct
11913 R	101-41000-310	Sales Tax	\$5.91	5/27/2020	general - shelter rental tax	05 15 20 rct
11914 R	101-41000-322	Building Permits	\$63.25	5/27/2020	general - Schlangen	05 15 20 rct
11915 R	601-49400-371	Water Sales	\$576.22	5/27/2020	water dept - May 20 rct	05 15 20 rct
11915 R	605-43160-374	Electricity Sales	\$13.61	5/27/2020	EU - May 20 rct	05 15 20 rct
11915 R	606-49450-372	Sewer Replacement Fund	\$23.05	5/27/2020	SRF - May 20 rct	05 15 20 rct
11915 R	602-49450-372	Sewer Sales	\$717.77	5/27/2020	sewer - May 20 rct	05 15 20 rct
11916 R	101-41000-334	Electric Permits	\$95.00	5/27/2020	general - Electric Const	05 19 20 rct
11917 R	450-41000-334	Cable TV Franchise Fee	\$567.16	5/27/2020	CIP - general, Midco	05 19 20 rct
11918 R	101-41000-334	Electric Permits	\$36.00	5/27/2020	general - Klein Electric	05 19 20 rct
11919 R	101-41000-334	Electric Permits	\$136.00	5/27/2020	general - Birchwood Electric	05 19 20 rct
11920 R	601-49400-371	Water Sales	\$2,878.73	5/27/2020	water dept - May 20 rct	05 19 20 rct
11920 R	601-49400-313	General Sales and Use Tax	\$13.09	5/27/2020	water dept - May 20 rct	05 19 20 rct
11920 R	605-43160-374	Electricity Sales	\$19.20	5/27/2020	EU - May 20 rct	05 19 20 rct
11920 R	606-49450-372	Sewer Replacement Fund	\$115.67	5/27/2020	SRF - May 20 rct	05 19 20 rct
11920 R	602-49450-372	Sewer Sales	\$4,450.89	5/27/2020	sewer - May 20 rct	05 19 20 rct
11921 R	101-41000-322	Building Permits	\$64.50	5/27/2020	general - Tiller Const	05 20 20 rct
11922 R	101-41000-334	Electric Permits	\$71.00	5/27/2020	general - Grand Irrigation	05 20 20 rct
11923 R	101-41000-334	Electric Permits	\$36.00	5/27/2020	general - Carlson & Sons	05 20 20 rct
11924 R	101-41000-334	Electric Permits	\$36.00	5/27/2020	general - Kramer Electric	05 20 20 rct
11925 R	101-41000-334	Gas Franchise Fee	\$3,956.60	5/27/2020	general - Center Point Energy	05 20 20 rct
11926 R	601-49400-371	Water Sales	\$697.12	5/27/2020	water dept - May 20 rct	05 20 20 rct
11926 R	601-49400-313	General Sales and Use Tax	\$2.15	5/27/2020	water dept - May 20 rct	05 20 20 rct
11926 R	605-43160-374	Electricity Sales	\$16.00	5/27/2020	EU - May 20 rct	05 20 20 rct
11926 R	606-49450-372	Sewer Replacement Fund	\$27.57	5/27/2020	SRF - May 20 rct	05 20 20 rct
11926 R	602-49450-372	Sewer Sales	\$848.12	5/27/2020	sewer - May 20 rct	05 20 20 rct
11926 R	607-41000-371	Storm Sewer Sales	\$57.60	5/27/2020	SW - May 20 rct	05 20 20 rct
11927 R	101-41000-322	Right of Way Permits	\$300.00	5/28/2020	general - Noble Const	05 22 20 rct
11928 R	101-41000-341	Assessment Search Fees	\$10.00	5/28/2020	general - S. Ball	05 22 20 rct
11929 R	101-41000-334	Electric Permits	\$36.00	5/28/2020	general - Birchwood Electric	05 22 20 rct
11930 R	101-41000-334	Electric Permits	\$136.00	5/28/2020	general - Spartan Electric	05 22 20 rct
11931 R	601-49400-371	Water Sales	\$3,317.14	5/28/2020	water dept - May 20 rct	05 22 20 rct
11931 R	601-49400-313	General Sales and Use Tax	\$4.30	5/28/2020	water dept - May 20 rct	05 22 20 rct
11931 R	605-43160-374	Electricity Sales	\$67.15	5/28/2020	EU - May 20 rct	05 22 20 rct
11931 R	606-49450-372	Sewer Replacement Fund	\$142.79	5/28/2020	SRF - May 20 rct	05 22 20 rct
11931 R	602-49450-372	Sewer Sales	\$4,021.12	5/28/2020	sewer - May 20 rct	05 22 20 rct
11932 R	101-41000-334	Electric Franchise Fee	\$4,926.00	5/28/2020	general - Stearns Electric	05 23 20 rct
11933 R	602-49450-372	Sewer Sales	\$3,332.80	5/28/2020	sewer - May 20 rct	05 23 20 rct
11933 R	601-49400-371	Water Sales	\$2,400.97	5/28/2020	water dept - May 20 rct	05 23 20 rct
11933 R	601-49400-313	General Sales and Use Tax	\$6.81	5/28/2020	water dept - May 20 rct	05 23 20 rct
11933 R	605-43160-374	Electricity Sales	\$41.62	5/28/2020	EU - May 20 rct	05 23 20 rct
11933 R	606-49450-372	Sewer Replacement Fund	\$103.19	5/28/2020	SRF - May 20 rct	05 23 20 rct
11934 R	101-41000-350	Fines and Forfeits	\$604.93	5/28/2020	general - misdemeanors	05 13 20 mis
Grand Total			\$63,548.70			

City of St. Augusta

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*Check Summary Register©

May 2020 to June 2020

Name	Check Date	Check Amt
10100 STATE BANK OF KIMBAL		
Paid Chk# 023436 BLASHACK, CHAD C.	5/28/2020	\$1,125.69
Paid Chk# 023437 HOLLERMANN, PAUL A.	5/28/2020	\$1,034.25
Paid Chk# 023438 KIFFMEYER, MARK G.	5/28/2020	\$1,512.01
Paid Chk# 023439 McCABE, WILLIAM R.	5/28/2020	\$2,240.21
Paid Chk# 023440 RASMUSON, TERESA M.	5/28/2020	\$51.99
Paid Chk# 023441 SCHLUETER, STEVEN F.	5/28/2020	\$219.12
Paid Chk# 023442 SCHREINER, CASEY C	5/28/2020	\$155.84
Paid Chk# 023443 WOLTERS, KENNETH G	5/28/2020	\$694.67
Paid Chk# 023444 JOHN HANCOCK	5/28/2020	\$900.00 g - pay 11 20 def comp - Kiffm
Paid Chk# 023445 TABATT, MICHAEL A.	5/29/2020	\$645.17
Paid Chk# 023446 MN DEPT OF REVENUE	5/28/2020	\$951.92 emp pd state taxes
Paid Chk# 023447 CHRIS MURPHY	6/2/2020	\$155.91 parks dept - park refund, canc
Paid Chk# 023448 DAWN ZABINSKI	6/2/2020	\$155.91 parks dept - park refund, canc
Paid Chk# 023449 JEFF FRANK	6/2/2020	\$155.91 parks dept - refund, cancellat
Paid Chk# 023450 JOLENE SIS	6/2/2020	\$155.91 parks dept - refund, cancellat
Paid Chk# 023451 BANYON DATA SYSTEMS	6/2/2020	\$1,590.00 general - payroll support
Paid Chk# 023452 CROW RIVER CONST DUST CON	6/2/2020	\$13,542.00 pw dept - dust control (11,285
Paid Chk# 023453 ERICKSON ELECTRIC CO, INC	6/2/2020	\$3,168.00 fire dept - install warning li
Paid Chk# 023454 FASTENAL COMPANY	6/2/2020	\$369.18 pw dept - supplies
Paid Chk# 023455 HENRY SCHEIN	6/2/2020	\$172.59 fire dept - supplies
Paid Chk# 023456 MARCO	6/2/2020	\$101.50 general - copier contract
Paid Chk# 023457 MINNESOTA PUMP WORKS	6/2/2020	\$925.00 sewer dept - 2 lift stations i
Paid Chk# 023458 ML SCHENDZIELOS AND SONS I	6/2/2020	\$675.00 pw dept - grading city roads (
Paid Chk# 023459 MN DEPT OF HEALTH	6/2/2020	\$469.00 water dept - 2nd qtr 2020 hook
Paid Chk# 023460 NORTH STAR SIGNS & ENGRAVI	6/2/2020	\$303.25 fire dept - name plates for lo
Paid Chk# 023461 PETTY CASH	6/2/2020	\$80.00 general - petty cash
Paid Chk# 023462 TRAUT COMPANIES	6/2/2020	\$50.00 water dept - samples 200667, 2
Paid Chk# 023463 ALLSTREAM	6/2/2020	\$317.65 sewer dept - telephone
Paid Chk# 023464 BILL MCCABE	6/2/2020	\$55.59 g - McCabe rx
Paid Chk# 023465 C & J CUSTOMIZED SERVICES	6/2/2020	\$2,000.00 fire dept - clean up around fi
Paid Chk# 023466 CITY OF ST. AUGUSTA	6/2/2020	\$83.61 general - May 2020 usage
Paid Chk# 023467 CITY OF ST. CLOUD	6/2/2020	\$22,908.48 sewer dept - Apr 2020 NR2
Paid Chk# 023468 DARREL NEMETH INC	6/2/2020	\$859.35 general - Apr/May permits
Paid Chk# 023469 ERICA FERGUSON	6/2/2020	\$44.30 sewer dept - refund overpaymen
Paid Chk# 023470 GOPHER STATE ONE-CALL	6/2/2020	\$95.85 sewer dept - locates
Paid Chk# 023471 JARED CHRISTIANSEN	6/2/2020	\$176.14 sewer dept - overpayment, refu
Paid Chk# 023472 MAOSC	6/2/2020	\$1,803.24 general - Jul 20-Jun 21 dues
Paid Chk# 023473 MOORE ENGINEERING	6/2/2020	\$52,707.90 STW - MS4 project, Annis Acres
Paid Chk# 023474 NORTH STAR SIGNS & ENGRAVI	6/2/2020	\$25.00 fire dept - fire number
Paid Chk# 023475 SMITH SCHAFER	6/2/2020	\$725.00 general - Dec 31 2019 year end
Paid Chk# 023476 TOM ROMANOSKI	6/2/2020	\$103.94 sewer dept - overpayment, refu
Paid Chk# 023477 TRAUT COMPANIES	6/2/2020	\$50.00 water dept - sample #'s 200726
Paid Chk# 023478 WORKMED MIDWEST PA	6/2/2020	\$95.00 pw dept - drug test Kiffmeyer
Paid Chk# 023479 XCEL ENERGY	6/2/2020	\$80.41 general - May 2020 usage
Total Checks		\$113,731.49

***Check Detail Register©**

June 2020

		Check Amt	Invoice	Comment
10100 STATE BANK OF KIMBAL				
Paid Chk#	023463	6/2/2020	ALLSTREAM INTEGRA	
E 101-41000-321	Telephone	\$103.22		general - city hall telephone
E 101-42270-321	Telephone	\$115.05		fire dept - telephone
E 602-49450-321	Telephone	\$99.38		sewer dept - telephone
Total ALLSTREAM INTEGRA		\$317.65		
Paid Chk#	023464	6/2/2020	BILL MCCABE	
G 101-21710	Other Deductions	\$55.59		g - McCabe rx
Total BILL MCCABE		\$55.59		
Paid Chk#	023465	6/2/2020	C & J CUSTOMIZED SERVICES	
E 101-42270-220	Repair/Maint Supply	\$1,500.00	200067	fire dept - clean up around fire hall
E 101-45200-220	Repair/Maint Supply	\$500.00	200067	parks dept - clean up park lawn
Total C & J CUSTOMIZED SERVICES		\$2,000.00		
Paid Chk#	023466	6/2/2020	CITY OF ST. AUGUSTA	
E 101-41000-736	city halls sewer/water expense	\$83.61		general - May 2020 usage
Total CITY OF ST. AUGUSTA		\$83.61		
Paid Chk#	023467	6/2/2020	CITY OF ST. CLOUD	
E 601-49400-312	Water/Contract Services	\$12,065.71		water dept - Apr 2020 water usage
E 602-49450-313	Sewer/Contract Services	\$4,866.13		sewer dept - Apr 2020 treatment charges
E 602-47000-602	NR2 Project - principal/int	\$5,976.64		sewer dept - Apr 2020 NR2
Total CITY OF ST. CLOUD		\$22,908.48		
Paid Chk#	023468	6/2/2020	DARREL NEMETH INC	
E 101-41220-742	Electrical Insp	\$859.35		general - Apr/May permits
Total DARREL NEMETH INC		\$859.35		
Paid Chk#	023469	6/2/2020	ERICA FERGUSON	
E 601-49400-430	Miscellaneous	\$22.15		water dept - refund overpayment
E 602-49450-430	Miscellaneous	\$22.15		sewer dept - refund overpayment
Total ERICA FERGUSON		\$44.30		
Paid Chk#	023470	6/2/2020	GOPHER STATE ONE-CALL	
E 601-49400-314	Gopher State One Calls	\$47.92		water dept - locates
E 602-49450-314	Gopher State One Calls	\$47.93		sewer dept - locates
Total GOPHER STATE ONE-CALL		\$95.85		
Paid Chk#	023471	6/2/2020	JARED CHRISTIANSEN	
E 601-49400-430	Miscellaneous	\$88.07		water dept - overpayment, refund
E 602-49450-430	Miscellaneous	\$88.07		sewer dept - overpayment, refund
Total JARED CHRISTIANSEN		\$176.14		
Paid Chk#	023472	6/2/2020	MAOSC	
E 101-41000-206	Association Dues/LMC, APO	\$1,803.24		general - Jul 20-Jun 21 dues
Total MAOSC		\$1,803.24		
Paid Chk#	023473	6/2/2020	MOORE ENGINEERING	
E 607-41000-303	Engineering Fees	\$17,100.00	23730	STW - MS4 project, training
E 607-41000-303	Engineering Fees	\$202.50	23730	STW - MS4 project, Annis Acres
E 607-41000-303	Engineering Fees	\$1,360.40	23730	STW - MS4 project, Emerald Ponds
E 101-41000-303	Engineering Fees	\$80.00	23730	general - Eagles Landing speed study
E 101-41000-303	Engineering Fees	\$447.50	23730	general - easement vacation

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June 2020

			Check Amt	Invoice	Comment
E 101-41000-303	Engineering Fees		\$80.00	23730	general - private road conversion letter
E 101-41000-303	Engineering Fees		\$492.50	23730	general - public hearing lists/general
E 450-41130-230	Overlaying		\$31,600.00	23730	CIP - pw dept, 2020 street project, 250th Street improvements
E 450-41130-230	Overlaying		\$1,345.00	23730	CIP - pw dept, 2020 street project, row acquisition
Total MOORE ENGINEERING			\$52,707.90		
Paid Chk# 023474	6/2/2020	NORTH STAR SIGNS & ENGRAVING			
E 101-42270-220	Repair/Maint Supply		\$25.00	22592	fire dept - fire number
Total NORTH STAR SIGNS & ENGRAVING			\$25.00		
Paid Chk# 023475	6/2/2020	SMITH SCHAFFER			
E 101-41000-207	Auditing Services		\$725.00		general - Dec 31 2019 year end audit
Total SMITH SCHAFFER			\$725.00		
Paid Chk# 023476	6/2/2020	TOM ROMANOSKI			
E 601-49400-430	Miscellaneous		\$51.97		water dept - overpayment, refund
E 602-49450-430	Miscellaneous		\$51.97		sewer dept - overpayment, refund
Total TOM ROMANOSKI			\$103.94		
Paid Chk# 023477	6/2/2020	TRAUT COMPANIES			
E 601-49400-316	Sample Analysis		\$50.00		water dept - sample #'s 200726 & 200727
Total TRAUT COMPANIES			\$50.00		
Paid Chk# 023478	6/2/2020	WORKMED MIDWEST PA			
E 101-41130-430	Miscellaneous		\$95.00	00026508	pw dept - drug test Kiffmeyer
Total WORKMED MIDWEST PA			\$95.00		
Paid Chk# 023479	6/2/2020	XCEL ENERGY			
E 101-41000-383	Gas Utilities		\$80.41		general - May 2020 usage
Total XCEL ENERGY			\$80.41		
10100 STATE BANK OF KIMBAL			\$82,131.46		

Fund Summary**10100 STATE BANK OF KIMBAL**

101 GENERAL FUND	\$7,045.47
450 CAPITAL PROJECT FUND	\$32,945.00
601 WATER FUND	\$12,325.82
602 SEWER FUND	\$11,152.27
607 STORMWATER UTILITY	\$18,662.90
	\$82,131.46

Michael G. Zenzen

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June 2020

			Check Amt	Invoice	Comment
10100 STATE BANK OF KIMBAL					
Paid Chk#	022078E	5/28/2020	US BANK BLASHACK		
E 101-41130-212	Motor Fuels		\$126.46		pw dept - fuel for city vehicles
E 601-49400-210	Operating Supplies (GENERAL)		\$9.00		water dept - courier service, Speedee
E 101-45200-220	Repair/Maint Supply		\$357.43		parks dept - fertilizer, Site One
E 101-45200-220	Repair/Maint Supply		\$16.70		parks dept - supplies, Site One
E 101-45200-220	Repair/Maint Supply		\$21.59		pw dept - supplies, Royal Tire
E 101-41000-430	Miscellaneous		\$209.05		general - plexi glass associated with COVID, Glass Werks
E 101-45200-220	Repair/Maint Supply		\$82.73		parks dept - supplies, Menards
	Total	US BANK BLASHACK	\$822.96		
Paid Chk#	022079E	5/28/2020	US BANK HOLLERMANN		
E 101-41130-212	Motor Fuels		\$129.73		pw dept - fuel for city vehicles
	Total	US BANK HOLLERMANN	\$129.73		
Paid Chk#	022080E	5/28/2020	US BANK KIFFMEYER		
E 101-41130-212	Motor Fuels		\$156.15		pw dept - fuel for city vehicles
E 101-41130-220	Repair/Maint Supply		\$102.50		pw dept - supplies, Menards
E 101-41130-220	Repair/Maint Supply		\$41.96		pw dept - supplies, Mimbach Fleet
E 101-41130-220	Repair/Maint Supply		\$22.65		pw dept - supplies, Auto Value
	Total	US BANK KIFFMEYER	\$323.26		
Paid Chk#	022081E	5/28/2020	US BANK MCCABE		
E 101-41000-300	support services		\$29.97		general - remote back up, DriCrash Plan
E 101-45200-220	Repair/Maint Supply		\$3,918.06		parks dept - fertilizer, Site One
E 101-42270-220	Repair/Maint Supply		\$1,306.02		fire dept - fertilizer, Site One
	Total	US BANK MCCABE	\$5,254.05		
Paid Chk#	022082E	5/28/2020	US BANK TABATT		
E 101-42270-220	Repair/Maint Supply		\$435.00		fire dept - fire cap plus, Fire Safety USA
	Total	US BANK TABATT	\$435.00		
Paid Chk#	022083E	5/28/2020	US BANK RASMUSON		
E 101-41000-321	Telephone		\$148.96		general - telephone, Midco
	Total	US BANK RASMUSON	\$148.96		
Paid Chk#	023447	6/2/2020	CHRIS MURPHY		
E 101-45200-342	Refunds		\$155.91		parks dept - park refund, cancellation
	Total	CHRIS MURPHY	\$155.91		
Paid Chk#	023448	6/2/2020	DAWN ZABINSKI		
E 101-45200-342	Refunds		\$155.91		parks dept - park refund, cancellation
	Total	DAWN ZABINSKI	\$155.91		
Paid Chk#	023449	6/2/2020	JEFF FRANK		
E 101-45200-342	Refunds		\$155.91		parks dept - refund, cancellation
	Total	JEFF FRANK	\$155.91		
Paid Chk#	023450	6/2/2020	JOLENE SIS		
E 101-45200-342	Refunds		\$155.91		parks dept - refund, cancellation
	Total	JOLENE SIS	\$155.91		
Paid Chk#	023451	6/2/2020	BANYON DATA SYSTEMS		
E 101-41000-300	support services		\$1,590.00		general - payroll support
	Total	BANYON DATA SYSTEMS	\$1,590.00		

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June 2020

		Check Amt		Invoice	Comment
Paid Chk#	023452	6/2/2020	CROW RIVER CONST DUST CONTROL		
E 101-41130-220	Repair/Maint Supply		\$13,542.00	999	pw dept - dust control (11,285x1.20)
otal	CROW RIVER CONST DUST CONTROL		\$13,542.00		
Paid Chk#	023453	6/2/2020	ERICKSON ELECTRIC CO, INC		
E 101-42270-220	Repair/Maint Supply		\$840.25	5111	fire dept - install warning lite on sign
E 101-42270-220	Repair/Maint Supply		\$2,327.75	5111	fire dept - trouble shoot opticom system
Total	ERICKSON ELECTRIC CO, INC		\$3,168.00		
Paid Chk#	023454	6/2/2020	FASTENAL COMPANY		
E 101-41130-220	Repair/Maint Supply		\$369.18	MNST1149884	pw dept - supplies
Total	FASTENAL COMPANY		\$369.18		
Paid Chk#	023455	6/2/2020	HENRY SCHEIN		
E 101-42270-232	EMS Supplies		\$101.02		fire dept - EMS supplies
E 101-42270-232	EMS Supplies		\$71.57	77149581	fire dept - supplies
Total	HENRY SCHEIN		\$172.59		
Paid Chk#	023456	6/2/2020	MARCO		
E 101-41000-300	support services		\$101.50		general - copier contract
Total	MARCO		\$101.50		
Paid Chk#	023457	6/2/2020	MINNESOTA PUMP WORKS		
E 602-49450-220	Repair/Maint Supply		\$925.00	00010844	sewer dept - 2 lift stations inspected
Total	MINNESOTA PUMP WORKS		\$925.00		
Paid Chk#	023458	6/2/2020	ML SCHENDZIELOS AND SONS INC		
E 101-41130-220	Repair/Maint Supply		\$675.00	8383	pw dept - grading city roads (4.5x150)
Total	ML SCHENDZIELOS AND SONS INC		\$675.00		
Paid Chk#	023459	6/2/2020	MN DEPT OF HEALTH		
E 601-49400-312	Water/Contract Services		\$469.00		water dept - 2nd qtr 2020 hookups
Total	MN DEPT OF HEALTH		\$469.00		
Paid Chk#	023460	6/2/2020	NORTH STAR SIGNS & ENGRAVING		
E 101-42270-220	Repair/Maint Supply		\$303.25	22572	fire dept - name plates for lockers
Total	NORTH STAR SIGNS & ENGRAVING		\$303.25		
Paid Chk#	023461	6/2/2020	PETTY CASH		
E 101-41000-211	Petty Cash		\$80.00		general - petty cash
Total	PETTY CASH		\$80.00		
Paid Chk#	023462	6/2/2020	TRAUT COMPANIES		
E 601-49400-316	Sample Analysis		\$50.00		water dept - samples 200667, 200688
Total	TRAUT COMPANIES		\$50.00		
10100	STATE BANK OF KIMBAL		\$29,183.12		

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June 2020

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

101 GENERAL FUND	\$27,730.12
601 WATER FUND	\$528.00
602 SEWER FUND	\$925.00
	<hr/>
	\$29,183.12

Michael G. Zenzen

	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	\$ 24,196.80	\$ 565	\$ 28,088	\$ 25,513	\$ 31,672	\$ 8,794	\$ 1,052	\$ 496		\$ 732	\$ 137,364
Ex. January 2020	\$ 54,711	\$ 53,989.38	\$ 495		\$ 21,794	\$ 45,203	\$ 758		\$ 323			\$ 177,274
Receipts February 2020	\$ 15,606	\$ 28,838.43			\$ 20,151	\$ 25,785	\$ 840	\$ 806	\$ 340			\$ 92,367
Ex. February 2020	\$ 54,294	\$ 100.50			\$ 31,918	\$ 41,730	\$ 1,659		\$ 323			\$ 130,025
Receipts March 2020	\$ 8,605	\$ 49,336.34			\$ 20,569	\$ 26,473	\$ 230	\$ 783	\$ 375			\$ 106,372
Ex. March 2020	\$ 51,183	\$ 635.80			\$ 118,754	\$ 218,134	\$ 1,288		\$ 647		\$ 48,478	\$ 439,120
Receipts April 2019	\$ 14,163	\$ 22,368.56			\$ 21,702	\$ 27,062	\$ 173	\$ 903	\$ 389			\$ 86,761
Ex. April 2019	\$ 47,513	\$ 2,561.34			\$ 15,638	\$ 16,637	\$ 1,137		\$ 323			\$ 83,810
Receipts May 2019	\$ 16,944	\$ 1,092.16			\$ 19,166	\$ 24,124	\$ 259	\$ 1,556	\$ 407			\$ 63,549
Ex. May 2019	\$ 138,163	\$ 10,047.07			\$ 19,743	\$ 19,777	\$ 2,548		\$ 323			\$ 190,601
Receipts June 2019												\$ -
Ex. June 2019	\$ 34,720	\$ 32,945.00			\$ 12,854	\$ 12,077	\$ 18,663					\$ 111,259
Receipts July 2019												\$ -
Ex. July 2019												\$ -
Receipts August 2019												\$ -
Ex. August 2019												\$ -
Receipts September 2019												\$ -
Ex. September 2019												\$ -
Receipts October 2019												\$ -
Ex. October 2019												\$ -
Receipts November 2019												\$ -
Ex. November 2019												\$ -
Receipts December 2019												\$ -
Ex. December 2019												\$ -
Cash Balance	\$ 774,564	\$ 1,747,291.20	\$ 345,381	\$ 497,904	\$ (77,712)	\$ (160,930)	\$ 61,594	\$ 99,888	\$ 3,485	\$ -	\$ (3,785)	\$ 3,287,679

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)
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Totals	\$486,590.90	\$48,029.70	\$679,557.69	\$525,774.22	\$7,338.69	\$1,747,291.20

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 June 2, 2020	Spent	
General Fund	\$849,768	\$ 76,809	9.04%	\$772,959
Capital Improvement Fund	\$723,000	\$ 126,377	17.48%	\$596,623
Water Fund	\$354,063	\$ 108,272	30.58%	\$245,791
Sewer Fund	\$591,318	\$ 136,736	23.12%	\$454,582
Sewer Debt Fund	\$12,500	\$ 5,140	41.12%	\$7,360
Street Light Fund	\$4,500	\$ 2,014	44.75%	\$2,486
WAC/SAC Improvement Fund	\$112,529	\$ 28,088	24.96%	\$84,441
Debt Service	\$87,700	\$ 630	0.72%	\$87,070
TIF GJ Enterprises	\$0		#DIV/0!	\$0
TIF St. Cloud Truck	\$48,000	\$ 732	1.53%	\$47,268
Storm Water	\$50,000	\$ 10,325	20.65%	\$39,675
Total Revenues	\$2,833,378	\$ 495,125	17.47%	\$2,338,253
Expenditures				
General Fund	\$830,778	\$ 382,451	46.04%	\$448,327
Capital Improvement Fund	\$723,000	\$ 100,279	13.87%	\$622,721
Water Fund	\$354,063	\$ 220,956	62.41%	\$133,107
Sewer Fund	\$591,319	\$ 353,815	59.83%	\$237,504
Storm Water Utility Fund	\$25,814	\$ 26,055	100.93%	(\$241)
Street Light Fund	\$4,380	\$ 1,940	44.28%	\$2,441
WAC/SAC Improvement Fund	\$112,529	\$ -	0.00%	\$112,529
Debt Service	\$216,943	\$ 495	0.23%	\$216,448
TIF GJ Enterprises	\$0		#DIV/0!	\$0
TIF St. Cloud Truck	\$48,679	\$ 48,478	99.59%	\$201
Total Expenditures	\$2,907,505	\$ 1,134,469	39.02%	\$1,773,036

General Fund				
	2020	Spent	% of Budget	Remaining Amount
	Budget	As of June 2, 2020	Spent	
Administration	\$ 295,864	\$ 157,014	53.07%	\$ 138,850
Council	\$ 27,601	\$ 6,400	23.19%	\$ 21,201
Boards and Commissions	\$ 3,500	\$ -	0.00%	\$ 3,500
Building Inspection	\$ 59,800	\$ 22,029	36.84%	\$ 37,771
Elections	\$ 9,068	\$ 2,927	32.28%	\$ 6,141
Fire	\$ 176,549	\$ 46,493	26.33%	\$ 130,056
Streets	\$ 190,350	\$ 119,723	62.90%	\$ 70,627
Parks	\$ 68,046	\$ 27,864	40.95%	\$ 40,182
Total General Fund	\$ 830,778	\$ 382,451	46.04%	\$ 448,327

**MINUTES OF THE CITY COUNCIL
ST. AUGUSTA, MINNESOTA
May 29, 2020**

CALL TO ORDER: The special meeting was called to order by Mayor Zenzen via Zoom Meeting at 1:00 PM.

PRESENT: Mayor Zenzen, Council Members Backes, and Reinert; Attorney Couri and Clerk/Administrator McCabe.

OTHERS PRESENT: Lee Voss of WJON

**TEMPORARY OUTDOOR
SALES/LIQUOR SALES
ORDINANCE**

#2020-02: Due to COVID 19 MN Governor Tim Walz has declared a public health emergency and in Executive Order 20-53 he has indicated that restaurants and bars could re-open with guidelines in place on outdoor patios. Mr. McCabe presented a draft ordinance that would allow the temporary expansion of patio/outdoor seating areas in all St. Augusta restaurants and bars.

A motion was made to approve Ordinance #2020-02 by Mr. Reinert, seconded by Mayor Zenzen. Motion carried unanimously.

ADJOURMENT: A motion was made to adjourn at 1:10pm by Mr. Reinert, seconded by Mayor Zenzen. Meeting Adjourned.

Approved this 2nd day of June, 2020.

Michael G. Zenzen, Mayor

Attest:

William R. McCabe, Clerk/Administrator

ST. AUGUSTA ACTIVITY

MAY 2020

TOTAL HOURS: 39

(SEE ATTACHED ACTIVITY LIST FOR DETAILS)

CONTRACTS - May 2020

Actual Incid City	Date Received	Comp	Call Number	Complaint	First Unit
ST AUGUSTA	05/01/2020 01:53:49	02:55:02	20033463	CONTR	2577
ST AUGUSTA	05/02/2020 20:50:26	21:50:16	20033976	CONTR	2553
ST AUGUSTA	05/03/2020 01:45:39	05:56:30	20034042	CONTR	2565
ST AUGUSTA	05/03/2020 23:53:02	00:56:42	20034233	CONTR	2557
ST AUGUSTA	05/04/2020 01:02:52	02:04:06	20034242	CONTR	2577
ST AUGUSTA	05/05/2020 03:00:17	04:34:04	20034556	CONTR	2569K9
ST AUGUSTA	05/08/2020 01:22:56	02:22:23	20035344	CONTR	2569K9
ST AUGUSTA	05/08/2020 19:26:22	20:26:42	20035561	CONTR	2540K9
ST AUGUSTA	05/09/2020 04:54:38	05:55:10	20035670	CONTR	2578
ST AUGUSTA	05/10/2020 00:12:40	01:17:39	20035852	CONTR	2565
ST AUGUSTA	05/11/2020 23:42:04	00:43:38	20036359	CONTR	2557
ST AUGUSTA	05/12/2020 02:45:52	03:49:31	20036382	CONTR	2580
ST AUGUSTA	05/12/2020 17:58:36	19:01:32	20036539	CONTR	2554
ST AUGUSTA	05/13/2020 21:45:41	22:45:21	20036807	CONTR	2571
ST AUGUSTA	05/14/2020 22:20:30	23:28:59	20037072	CONTR	2555
ST AUGUSTA	05/15/2020 18:51:50	21:02:06	20037316	CONTR	2552
ST AUGUSTA	05/16/2020 02:51:44	03:53:32	20037449	CONTR	2578
ST AUGUSTA	05/17/2020 04:23:21	05:24:21	20037712	CONTR	2565
ST AUGUSTA	05/18/2020 00:29:29	01:29:52	20037912	CONTR	2577
ST AUGUSTA	05/18/2020 11:02:47	12:04:56	20038016	CONTR	2562K9
ST AUGUSTA	05/19/2020 14:10:57	15:10:50	20038368	CONTR	2562K9
ST AUGUSTA	05/19/2020 20:10:04	21:13:05	20038467	CONTR	2540K9
ST AUGUSTA	05/20/2020 04:30:40	05:37:12	20038585	CONTR	2564
ST AUGUSTA	05/20/2020 18:27:32	19:32:27	20038812	CONTR	2553
ST AUGUSTA	05/21/2020 01:00:47	02:07:18	20038940	CONTR	2576
ST AUGUSTA	05/22/2020 01:50:46	02:55:29	20039249	CONTR	2554
ST AUGUSTA	05/23/2020 05:05:23	06:05:45	20039638	CONTR	2567
ST AUGUSTA	05/24/2020 12:58:31	14:27:08	20039955	CONTR	2547
ST AUGUSTA	05/25/2020 19:46:09	20:51:34	20040295	CONTR	2540K9
ST AUGUSTA	05/26/2020 02:58:54	04:00:21	20040406	CONTR	2508
ST AUGUSTA	05/26/2020 11:03:20	14:34:06	20040471	CONTR	2572
ST AUGUSTA	05/27/2020 11:53:51	12:55:49	20040745	CONTR	2572
ST AUGUSTA	05/27/2020 18:38:51	19:39:14	20040859	CONTR	2553
ST AUGUSTA	05/28/2020 01:46:41	02:48:55	20040968	CONTR	2510
ST AUGUSTA	05/29/2020 10:11:33	11:14:12	20041358	CONTR	2548
ST AUGUSTA	05/29/2020 23:29:49	00:34:50	20041551	CONTR	2576
ST AUGUSTA	05/30/2020 19:37:28	20:38:52	20041759	CONTR	2510
ST AUGUSTA	05/31/2020 14:56:29	16:04:08	20041999	CONTR	2515

ALL CALLS - May 2020

City	Date Received	Call Number	Complaint	Description
ST AUGUSTA	05/27/2020 09:22:05	20040698	911A	911 ABANDONED CALL
ST AUGUSTA	05/08/2020 11:11:21	20035423	AL	ALARM
ST AUGUSTA	05/23/2020 10:00:03	20039667	AL	ALARM
ST AUGUSTA	05/25/2020 07:28:37	20040155	ALFALSE	FALSE ALARM
ST AUGUSTA	05/10/2020 05:21:15	20035899	ALFALSE	FALSE ALARM
ST AUGUSTA	05/23/2020 13:57:46	20039708	ANI	ANIMAL COMPLAINT
ST AUGUSTA	05/26/2020 18:52:21	20040558	ASEX	SEXUAL ASSAULT
ST AUGUSTA	05/21/2020 09:45:59	20038995	ASSTA	AGENCY ASSIST
ST AUGUSTA	05/12/2020 02:48:05	20036383	ASSTA	AGENCY ASSIST
ST AUGUSTA	05/15/2020 17:54:16	20037296	ASSTA	AGENCY ASSIST
ST AUGUSTA	05/08/2020 18:37:35	20035543	ASSTA	AGENCY ASSIST
ST AUGUSTA	05/07/2020 12:12:29	20035146	ASSTP	PERSONAL ASSIST
ST AUGUSTA	05/15/2020 14:00:10	20037222	ASSTP	PERSONAL ASSIST
ST AUGUSTA	05/24/2020 18:50:23	20040049	ATV	ATV COMPLAINT
ST AUGUSTA	05/12/2020 15:05:06	20036499	BHEALTH	BEHAVIORAL HEALTH
ST AUGUSTA	05/05/2020 12:44:35	20034639	BHEALTH	BEHAVIORAL HEALTH
ST AUGUSTA	05/26/2020 20:27:24	20040580	BHEALTH	BEHAVIORAL HEALTH
ST AUGUSTA	05/08/2020 02:09:07	20035354	BURN	ILLEGAL BURNING
ST AUGUSTA	05/06/2020 16:24:34	20034961	CC	CITIZEN CONTACT
ST AUGUSTA	05/07/2020 09:26:11	20035112	CC	CITIZEN CONTACT
ST AUGUSTA	05/13/2020 08:45:06	20036655	CC	CITIZEN CONTACT
ST AUGUSTA	05/14/2020 16:19:30	20037004	CC	CITIZEN CONTACT
ST AUGUSTA	05/20/2020 13:22:56	20038663	CC	CITIZEN CONTACT
ST AUGUSTA	05/20/2020 18:27:32	20038812	CONTR	CONTRACT
ST AUGUSTA	05/19/2020 14:10:57	20038368	CONTR	CONTRACT
ST AUGUSTA	05/19/2020 20:10:04	20038467	CONTR	CONTRACT
ST AUGUSTA	05/26/2020 02:58:54	20040406	CONTR	CONTRACT
ST AUGUSTA	05/25/2020 19:46:09	20040295	CONTR	CONTRACT
ST AUGUSTA	05/20/2020 04:30:40	20038585	CONTR	CONTRACT
ST AUGUSTA	05/24/2020 12:58:31	20039955	CONTR	CONTRACT
ST AUGUSTA	05/21/2020 01:00:47	20038940	CONTR	CONTRACT
ST AUGUSTA	05/22/2020 01:50:46	20039249	CONTR	CONTRACT
ST AUGUSTA	05/23/2020 05:05:23	20039638	CONTR	CONTRACT
ST AUGUSTA	05/14/2020 22:20:30	20037072	CONTR	CONTRACT
ST AUGUSTA	05/12/2020 02:45:52	20036382	CONTR	CONTRACT
ST AUGUSTA	05/13/2020 21:45:41	20036807	CONTR	CONTRACT
ST AUGUSTA	05/12/2020 17:58:36	20036539	CONTR	CONTRACT
ST AUGUSTA	05/17/2020 04:23:21	20037712	CONTR	CONTRACT
ST AUGUSTA	05/15/2020 18:51:50	20037316	CONTR	CONTRACT
ST AUGUSTA	05/16/2020 02:51:44	20037449	CONTR	CONTRACT
ST AUGUSTA	05/18/2020 00:29:29	20037912	CONTR	CONTRACT
ST AUGUSTA	05/18/2020 11:02:47	20038016	CONTR	CONTRACT
ST AUGUSTA	05/08/2020 01:22:56	20035344	CONTR	CONTRACT
ST AUGUSTA	05/08/2020 19:26:22	20035561	CONTR	CONTRACT
ST AUGUSTA	05/11/2020 23:42:04	20036359	CONTR	CONTRACT
ST AUGUSTA	05/09/2020 04:54:38	20035670	CONTR	CONTRACT
ST AUGUSTA	05/10/2020 00:12:40	20035852	CONTR	CONTRACT
ST AUGUSTA	05/05/2020 03:00:17	20034556	CONTR	CONTRACT
ST AUGUSTA	05/01/2020 01:53:49	20033463	CONTR	CONTRACT
ST AUGUSTA	05/02/2020 20:50:26	20033976	CONTR	CONTRACT
ST AUGUSTA	05/03/2020 01:45:39	20034042	CONTR	CONTRACT
ST AUGUSTA	05/03/2020 23:53:02	20034233	CONTR	CONTRACT
ST AUGUSTA	05/04/2020 01:02:52	20034242	CONTR	CONTRACT
ST AUGUSTA	05/26/2020 11:03:20	20040471	CONTR	CONTRACT
ST AUGUSTA	05/28/2020 01:46:41	20040968	CONTR	CONTRACT
ST AUGUSTA	05/27/2020 11:53:51	20040745	CONTR	CONTRACT
ST AUGUSTA	05/27/2020 18:38:51	20040859	CONTR	CONTRACT
ST AUGUSTA	05/29/2020 10:11:33	20041358	CONTR	CONTRACT

City	Date Received	Call Number	Complaint	Description
ST AUGUSTA	05/29/2020 23:29:49	20041551	CONTR	CONTRACT
ST AUGUSTA	05/30/2020 19:37:28	20041759	CONTR	CONTRACT
ST AUGUSTA	05/31/2020 14:56:29	20041999	CONTR	CONTRACT
ST AUGUSTA	05/05/2020 08:03:11	20034579	CRASH	ACCIDENT
ST AUGUSTA	05/26/2020 23:01:39	20040621	CRASHB	ACCIDENT BLOCKING
ST AUGUSTA	05/01/2020 18:48:14	20033664	CUSTODY	CHILD CUSTODY DISPUTE
ST AUGUSTA	05/06/2020 16:13:28	20034958	DOG	DOG COMPLAINT/BARKING
ST AUGUSTA	05/08/2020 23:25:11	20035628	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	05/08/2020 03:52:18	20035366	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	05/10/2020 02:54:17	20035878	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	05/12/2020 00:54:17	20036373	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	05/02/2020 00:59:48	20033791	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	05/04/2020 02:57:38	20034249	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	05/18/2020 00:54:09	20037918	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	05/26/2020 00:04:45	20040371	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	05/18/2020 09:47:42	20037993	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	05/12/2020 17:34:00	20036534	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	05/13/2020 21:23:47	20036804	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	05/20/2020 00:18:54	20038550	DWI	DRUNK DRIVER ARREST
ST AUGUSTA	05/03/2020 01:55:23	20034045	DWI	DRUNK DRIVER ARREST
ST AUGUSTA	05/03/2020 19:40:11	20034185	ERROR	CALL CREATED IN ERROR
ST AUGUSTA	05/02/2020 18:26:34	20033947	FIREW	FIRE GRASS OR WILDLAND
ST AUGUSTA	05/23/2020 15:40:15	20039726	FPROP	FOUND PROPERTY
ST AUGUSTA	05/19/2020 10:58:10	20038319	FUP	FOLLOW UP
ST AUGUSTA	05/13/2020 17:35:37	20036764	FUP	FOLLOW UP
ST AUGUSTA	05/28/2020 10:06:57	20041023	FUP	FOLLOW UP
ST AUGUSTA	05/28/2020 14:48:10	20041118	FUP	FOLLOW UP
ST AUGUSTA	05/11/2020 11:28:14	20036188	HSREFER	HUMAN SERVICES REFERRAL
ST AUGUSTA	05/09/2020 10:22:59	20035703	INFO	MATTER OF INFORMATION
ST AUGUSTA	05/18/2020 05:31:48	20037945	INFO	MATTER OF INFORMATION
ST AUGUSTA	05/24/2020 19:46:55	20040062	INFO	MATTER OF INFORMATION
ST AUGUSTA	05/31/2020 00:32:24	20041856	INFO	MATTER OF INFORMATION
ST AUGUSTA	05/31/2020 01:02:27	20041861	INFO	MATTER OF INFORMATION
ST AUGUSTA	05/29/2020 20:38:23	20041503	INFO	MATTER OF INFORMATION
ST AUGUSTA	05/03/2020 00:34:25	20034032	JUVR	JUVENILE/RUNAWAY
ST AUGUSTA	05/06/2020 05:25:37	20034839	LDISP	LANDLORD/TENANT DISPUTE
ST AUGUSTA	05/02/2020 18:43:45	20033950	LP	LOUD PARTY
ST AUGUSTA	05/04/2020 08:14:44	20034270	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/05/2020 16:01:09	20034697	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/09/2020 11:08:01	20035709	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/11/2020 14:32:22	20036224	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/10/2020 18:46:12	20036019	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/18/2020 09:59:26	20037996	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/13/2020 10:03:27	20036672	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/12/2020 21:18:32	20036581	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/27/2020 23:38:28	20040938	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/30/2020 07:03:34	20041605	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/27/2020 05:02:20	20040663	MED	MEDICAL EMERGENCY
ST AUGUSTA	05/18/2020 07:40:47	20037957	MEETING	ATTEND MEETING
ST AUGUSTA	05/31/2020 00:05:30	20041850	NOISE	NOISE COMPLAINT
ST AUGUSTA	05/06/2020 16:47:28	20034969	OFPI	OFP VIOLATION IN PROGRESS
ST AUGUSTA	05/24/2020 23:45:10	20040103	OPEND	OPEN DOOR
ST AUGUSTA	05/18/2020 22:50:39	20038221	OPEND	OPEN DOOR
ST AUGUSTA	05/04/2020 17:08:40	20034452	ORD	ORDINANCE VIOLATION
ST AUGUSTA	05/29/2020 18:45:38	20041471	PAPSV	PAPER SERVICE
ST AUGUSTA	05/12/2020 01:54:54	20036376	PARKPAT	PARK PATROL
ST AUGUSTA	05/18/2020 02:54:13	20037929	PARKPAT	PARK PATROL
ST AUGUSTA	05/16/2020 13:25:36	20037535	RW	REPORT WRITING
ST AUGUSTA	05/13/2020 08:09:19	20036652	RW	REPORT WRITING
ST AUGUSTA	05/19/2020 13:31:34	20038355	RW	REPORT WRITING
ST AUGUSTA	05/14/2020 09:54:27	20036888	SCHOOLP	SCHOOL PATROL

City	Date Received	Call Number	Complaint	Description
ST AUGUSTA	05/29/2020 13:50:52	20041393	SD	SPECIAL DETAIL
ST AUGUSTA	05/07/2020 13:08:20	20035157	STALL	STALLED VEHICLE
ST AUGUSTA	05/05/2020 13:46:13	20034657	STOLENV	STOLEN VEHICLE
ST AUGUSTA	05/21/2020 09:43:05	20038994	STOLENV	STOLEN VEHICLE
ST AUGUSTA	05/10/2020 16:36:46	20035995	SUIC	SUICIDE THREAT
ST AUGUSTA	05/09/2020 21:27:18	20035802	SUIC	SUICIDE THREAT
ST AUGUSTA	05/11/2020 20:17:20	20036323	SUSA	SUSPICIOUS ACTIVITY
ST AUGUSTA	05/02/2020 23:26:46	20034019	SUSA	SUSPICIOUS ACTIVITY
ST AUGUSTA	05/18/2020 13:26:25	20038055	SUSP	SUSPICIOUS PERSON
ST AUGUSTA	05/13/2020 21:50:28	20036808	SUSV	SUSPICIOUS VEHICLE
ST AUGUSTA	05/13/2020 20:45:49	20036803	SUSV	SUSPICIOUS VEHICLE
ST AUGUSTA	05/06/2020 00:11:46	20034825	SUSV	SUSPICIOUS VEHICLE
ST AUGUSTA	05/18/2020 09:05:20	20037976	THEFT	THEFT
ST AUGUSTA	05/06/2020 15:20:56	20034943	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	05/27/2020 05:02:57	20040664	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	05/26/2020 22:43:22	20040613	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/26/2020 17:18:58	20040534	Traffic Stop	TRAFFIC STOP
ST AUGUSTA	05/28/2020 19:28:54	20041201	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/28/2020 19:41:26	20041207	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/28/2020 19:47:45	20041210	Traffic Stop	TRAFFIC STOP
ST AUGUSTA	05/28/2020 19:48:13	20041212	Traffic Stop	TRAFFIC STOP
ST AUGUSTA	05/28/2020 20:00:29	20041216	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/06/2020 21:44:18	20035036	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/08/2020 01:08:18	20035341	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/08/2020 20:56:57	20035581	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/11/2020 14:50:10	20036232	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/10/2020 01:32:25	20035869	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/09/2020 17:04:15	20035758	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/04/2020 23:35:28	20034543	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/07/2020 18:21:33	20035208	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/07/2020 18:33:25	20035212	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/07/2020 19:01:37	20035215	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/07/2020 22:39:40	20035290	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/07/2020 22:46:10	20035292	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/08/2020 00:20:52	20035323	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/01/2020 21:21:51	20033723	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/01/2020 10:57:35	20033543	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/01/2020 17:41:32	20033647	Traffic Stop	TRAFFIC STOP
ST AUGUSTA	05/03/2020 20:14:12	20034191	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/18/2020 22:36:09	20038212	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/16/2020 22:30:59	20037649	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/17/2020 21:38:01	20037876	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/15/2020 18:24:37	20037304	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/13/2020 21:55:57	20036809	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/26/2020 03:32:45	20040408	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/25/2020 20:06:36	20040300	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/25/2020 20:23:31	20040307	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/19/2020 19:22:09	20038452	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/19/2020 22:04:59	20038506	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/19/2020 23:00:18	20038526	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/20/2020 19:38:29	20038847	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/20/2020 16:42:41	20038767	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/21/2020 17:28:50	20039109	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/21/2020 17:38:52	20039112	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/21/2020 17:45:45	20039114	Traffic Stop	TRAFFIC STOP
ST AUGUSTA	05/21/2020 17:57:57	20039124	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	05/05/2020 03:29:10	20034557	UNWAN	UNWANTED PERSON
ST AUGUSTA	05/05/2020 14:29:44	20034672	VAND	VANDALISM
ST AUGUSTA	05/04/2020 19:08:46	20034483	WELF	WELFARE CHECK
ST AUGUSTA	05/26/2020 16:01:21	20040524	WELF	WELFARE CHECK
ST AUGUSTA	05/27/2020 13:28:55	20040774	XPAT	EXTRA PATROL

<u>City</u>	<u>Date Received</u>	<u>Call Number</u>	<u>Complaint</u>	<u>Description</u>
ST AUGUSTA	05/31/2020 22:03:37	20042113	XPAT	EXTRA PATROL
ST AUGUSTA	05/08/2020 00:25:00	20035325	XPAT	EXTRA PATROL

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20033463	2577	05/01/2020 01:53:49	05/01/2020 02:55:02	[05/01/2020 02:54:55 : MOB : 2577] OKERSTROM -STARTED 0153, ENDED 0253, 1 HOU -PATROLLED NEIGHBORHOOD NANI PARK STORAGE SHEDS, 230 ST, GAR DR, CR 141, CR 7, 21ST AV, 22ND AV
ST AUGUSTA	20033976	2553	05/02/2020 20:50:26	05/02/2020 21:50:16	[05/02/2020 21:50:06 : MOB : 2553] - CONTR STARTED AT 2050 - PATROLLED BUSINESS AND RESIDE - MODERATE TRAFFIC THROUGHOU - CONTR ENDED 2150 - 1 HOUR CONTR HAGSTROM
ST AUGUSTA	20034042	2565	05/03/2020 01:45:39	05/03/2020 05:56:30	[05/03/2020 05:56:26 : MOB : 2565] -One hour contact -Contract was spent handing a drug DW co rd 44 // co rd 7 -Driver was arrested for dwi younkin [05/03/2020 02:16:13 : MOB : 2565] 320-438-4224 #
ST AUGUSTA	20034233	2557	05/03/2020 23:53:02	05/04/2020 00:56:42	[05/04/2020 00:56:27 : MOB : 2557] ringness -contract assigned for 2330 to 0030 -started at 2353 -starlight acres -gregory park -galaxy rd -townsite -blackberry farms -eagles landing -emerald pond -contract ended at 2354 -one hour done

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20034242	2577	05/04/2020 01:02:52	05/04/2020 02:04:06	[05/04/2020 02:03:59 : MOB : 2577] OKERSTROM -STARTED 0102, ENDED 0202, 1 HOU -PATROLLED 230 ST, GARDEN HILLS, EMERALD PONDS, EAGLESVIEW, 22, 136
ST AUGUSTA	20034556	2569K9	05/05/2020 03:00:17	05/05/2020 04:34:04	[05/05/2020 04:33:58 : MOB : 2569K9] AJOHNSON -PATROLED RESIDENTIAL AREAS -LUX -FIREHALL -43RD AVE -UNWANTED ON 70TH AVE -0300 TO 0430
ST AUGUSTA	20035344	2569K9	05/08/2020 01:22:56	05/08/2020 02:22:23	[05/08/2020 02:22:17 : MOB : 2569K9] AJOHNSON -PATROLED RESIDENTIAL AREAS -CR115 TO 136 -GREGORY PARK BUSINESSES -LUX -230TH ST TO 43RD AVE -FIREHALL -0122-0222
ST AUGUSTA	20035561	2540K9	05/08/2020 19:26:22	05/08/2020 20:26:42	[05/08/2020 20:26:36 : MOB : 2540K9] 1 HR...MRMAYERS [05/08/2020 20:17:01 : MOB : 2540K9] DROVE THE RURAL AREAS OF CONT OUTSIDE TONIGHT..SOME TRAFFIC.. [05/08/2020 20:16:42 : MOB : 2540K9] HELPED STATE PATROL WITH A CRA 15...DIABETIC FEMALE WITH LOW BL ROAD AND STRUCK A SEMI, AND RO.

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20035670	2578	05/09/2020 04:54:38	05/09/2020 05:55:10	<p>[05/09/2020 05:55:04 : MOB : 2578] -1 HR CONTRACT, ST AUGUSTA, 045. -SAT IN EAGLES LANDING FOR APPR -NO MOVEMENT -EMERALD PONDS -WENT THROUGH TOWN SITE BRAEGELMANN</p> <p>[05/09/2020 05:52:49 : MOB : 2578] -XPAT 20028219</p>
ST AUGUSTA	20035852	2565	05/10/2020 00:12:40	05/10/2020 01:17:39	<p>[05/10/2020 01:17:35 : MOB : 2565] -PATROLLED CITY -NOTHING SUSPICIOUS SEEN -ONE TRAFFIC STOP COMPLETED F -ONE HOUR CONTRACT YOUNKIN</p>
ST AUGUSTA	20036359	2557	05/11/2020 23:42:04	05/12/2020 00:43:38	<p>[05/12/2020 00:43:30 : MOB : 2557] -contract assigned for 2300 to 0000 -started at 2342 -townsite -blackberry farms -cherrywood estates -ridge creek -contract ended at 0043 -one hour done</p>
ST AUGUSTA	20036382	2580	05/12/2020 02:45:52	05/12/2020 03:49:31	<p>[05/12/2020 03:49:27 : MOB : 2580] N. WALTHER -NOTHING SUSPICIOUS -1 HOUR CONTRACT TIME -0245-0345</p>
ST AUGUSTA	20036539	2554	05/12/2020 17:58:36	05/12/2020 19:01:32	<p>[05/12/2020 19:00:05 : MOB : 2554] RESIDENTIAL AND BUSINESS PATRC MANY PEOPLE ENJOYING THE WEAT VARIOUS ROADS. ONE HOUR CONTRACT</p>

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20036807	2571	05/13/2020 21:45:41	05/13/2020 22:45:21	[05/13/2020 22:45:17 : MOB : 2571] 1 HR CONTRACT DRIVING COMPLAINT AND 2 SUSV CA
ST AUGUSTA	20037072	2555	05/14/2020 22:20:30	05/14/2020 23:28:59	[05/14/2020 23:28:53 : MOB : 2555] END 2322 TOTAL TIME 1 HOUR [05/14/2020 23:21:15 : MOB : 2555] LUX TOWNSITE [05/14/2020 23:18:24 : MOB : 2555] TERRACE HILLS [05/14/2020 23:12:52 : MOB : 2555] RIDGE CREEK [05/14/2020 23:06:11 : MOB : 2555] CHERRYWOOD ESTATES [05/14/2020 23:01:15 : MOB : 2555] [05/14/2020 23:00:49 : MOB : 2555] EMERALD PONDS [05/14/2020 22:57:30 : MOB : 2555] EAGLES LANDING [05/14/2020 22:48:08 : MOB : 2555] BLACKBERRY FARMS [05/14/2020 22:44:22 : MOB : 2555] RES/BUSINESS AREAS AROUND TOV [05/14/2020 22:41:55 : MOB : 2555] FIREHALL [05/14/2020 22:30:54 : MOB : 2555] DELUX BUSINESS CENTER [05/14/2020 22:30:37 : MOB : 2555] FUEL AT LUX CASEY'S

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20037316	2552	05/15/2020 18:51:50	05/15/2020 21:02:06	[05/15/2020 21:01:45 : MOB : 2552] BOYER -PARTROLLED BUSINESSAND RESID -ALL APPEARED NORMAL -TOTAL TIME OF CONTRACT 1 HOUR
ST AUGUSTA	20037449	2578	05/16/2020 02:51:44	05/16/2020 03:53:32	[05/16/2020 03:53:27 : MOB : 2578] -1 Hr StAugusta Contr. 0251-0351. -Patrolled through the city -Checked on FD -Spent a while in Emerald Ponds -Saw 2 veh`s driving around Braegelmann
ST AUGUSTA	20037712	2565	05/17/2020 04:23:21	05/17/2020 05:24:21	[05/17/2020 05:24:08 : MOB : 2565] -one hour contract -patrolled city -nothing suspicious seen younkin
ST AUGUSTA	20037912	2577	05/18/2020 00:29:29	05/18/2020 01:29:52	[05/18/2020 01:29:44 : MOB : 2577] OKERSTROM -STARTED 0029, ENDED 0129, 1 HOU -PATROLLED EAGLES LANDING, EME 22 AV, CR 115, CR 136, GREGORY PAI SHEDS, 67 AND 69 AV [05/18/2020 01:00:17 : MOB : 2577] OKERSTROM -DOORCHECK AND XPAT FOR WHEE THE AREA, BUILDING WAS SECURE
ST AUGUSTA	20038016	2562K9	05/18/2020 11:02:47	05/18/2020 12:04:56	[05/18/2020 12:04:50 : MOB : 2562K9] -NUMEROUS FOLKS OUTSIDE DOINC WALKING. -MOST OF THE BUSINESS -SCHOOLAND CHURCHAPPEARED : VEHICLES IN LOTS. THE RESIDENTIAL AREAS WERE QUI -A COUPLE VEHICLES AT KIFFMEYER

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20038368	2562K9	05/19/2020 14:10:57	05/19/2020 15:10:50	[05/19/2020 15:10:46 : MOB : 2562K9] SOME TRAFFIC THROUGH TOWN W PARK IS STILL LOCKED UP. PRETTY QUIET IN TOWN. LJMCLAUG
ST AUGUSTA	20038467	2540K9	05/19/2020 20:10:04	05/19/2020 21:13:05	[05/19/2020 21:12:07 : MOB : 2540K9] TOTAL TIME ON CONTRACT 1HR..MI [05/19/2020 21:04:03 : MOB : 2540K9] DROVE THROUGH THE INDUSTRIAL LUX...NOTHING OUT OF THE ORDIN/ [05/19/2020 20:43:36 : MOB : 2540K9] LOTS OF PEOPLE OUT AND ABOUT VISITED WITH SEVERAL GROUPS OF SEVERAL KIDS ASKED TO SEE EDDIE NO BARS OPEN TONIGHT
ST AUGUSTA	20038585	2564	05/20/2020 04:30:40	05/20/2020 05:37:12	[05/20/2020 05:37:08 : MOB : 2564] POPP -patrolled commercial and residential ar observed
ST AUGUSTA	20038812	2553	05/20/2020 18:27:32	05/20/2020 19:32:27	[05/20/2020 19:32:24 : MOB : 2553] - CONTR STARTED 1827 - PATROLLED BUSINESS AND RESIDE - SPOKE WITH A FEW CITIZENS OUT - MANY PEOPLE OUT ENJOYING NAT - CONTR ENDED 1927 - 1 HOUR CONTR COMPLETED HAGSTROM
ST AUGUSTA	20038940	2576	05/21/2020 01:00:47	05/21/2020 02:07:18	[05/21/2020 02:07:10 : MOB : 2576] PATROLLED MANY AREAS OF CITY, E HOUR CONTRACT 0100-0200

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20039249	2554	05/22/2020 01:50:46	05/22/2020 02:55:29	<p>[05/22/2020 02:55:18 : MOB : 2554]</p> <p>[05/22/2020 02:54:53 : MOB : 2554] ONE HOUR CONTRACT 0150-0250 RESIDENTIAL AND BUSINESS PATRO CR 7, TOWNSITE, BARS, GAS STATIO HWY 15</p>
ST AUGUSTA	20039638	2567	05/23/2020 05:05:23	05/23/2020 06:05:45	<p>[05/23/2020 06:05:41 : MOB : 2567]</p> <p>- PATROLLED RESIDENTIAL AREAS, L RURAL / COUNTY ROADS OF COMMI - ALL APPEARED NORMAL, NO SUSPI - START OF CONTRACT - 0505. - END OF CONTRACT - 0605. - TOTAL CONTRACT TIME: 1 HOUR.</p>
ST AUGUSTA	20039955	2547	05/24/2020 12:58:31	05/24/2020 14:27:08	<p>[05/24/2020 14:26:54 : MOB : 2547] WELLS 1300-1330 -CHECKED AREAS AROUND LUX -NEIGHBORHOODS -BUSINESSES 1330-1400 -CHECKED AREAS AROUND TOWNSI -NEIGHBORHOODS -CHURCH AREAS -ONE HR COMPLETE</p>
ST AUGUSTA	20040295	2540K9	05/25/2020 19:46:09	05/25/2020 20:51:34	<p>[05/25/2020 20:51:32 : MOB : 2540K9] 1HR</p> <p>[05/25/2020 20:51:30 : MOB : 2540K9] MADE A BUNCH OF TRAFFIC STOPS. RESIDENTIAL NEIGHBORHOODS.... NO TICKETS ISSUED...</p> <p>EVERYTHING NORMAL IN AREAS CH</p>

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20040406	2508	05/26/2020 02:58:54	05/26/2020 04:00:21	[05/26/2020 04:00:17 : MOB : 2508] CAD Sorenson 0258-0400 hours -patrol -1 traffic stop
ST AUGUSTA	20040471	2572	05/26/2020 11:03:20	05/26/2020 14:34:06	[05/26/2020 14:33:54 : MOB : 2572] LAHR - PATROLED CO RD 137, CO RD 47, S 67 AV - HWY 15, 230 ST, GARDEN HILLS SUI CHERRYWOOD ESTATES [05/26/2020 11:48:18 : pos6 : 01DMHEIL PER 2579 30 MINUTES LEFT TO BE D
ST AUGUSTA	20040745	2572	05/27/2020 11:53:51	05/27/2020 12:55:49	[05/27/2020 12:55:42 : MOB : 2572] LAHR - PATROLED BLACKBERRY FARMS, 2 DOM CIRCLE, RENA CIRCLE, EAGLES FALLOW RD, CHECKED THE PARK AF FEED MILL
ST AUGUSTA	20040859	2553	05/27/2020 18:38:51	05/27/2020 19:39:14	[05/27/2020 19:39:04 : MOB : 2553] - CONTR STARTED 1838 - PATROLLED BUSINESS AND RESIDE - MANY PEOPLE OUTSIDE ENJOYING - CONTR ENDED 1938 - 1 HOUR CONTR HAGSTROM
ST AUGUSTA	20040968	2510	05/28/2020 01:46:41	05/28/2020 02:48:55	[05/28/2020 02:48:46 : MOB : 2510] HOFF -CORP CITY LIMITS, SUBDIVISIONS, E NO MOVEMENT -CHECK BUSINESSES AT LUXAREA CLEAR

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	20041358	2548	05/29/2020 10:11:33	05/29/2020 11:14:12	[05/29/2020 11:13:57 : MOB : 2548] -PATROLLED THROUGH OUT TOWN. -NO ISSUES.
ST AUGUSTA	20041551	2576	05/29/2020 23:29:49	05/30/2020 00:34:50	[05/30/2020 00:34:43 : MOB : 2576] PATROLLED CITY, TOOK A DRIVING C PATROL ON HWY 15 COMING FROM HOUR CONTRACT 2329-0029
ST AUGUSTA	20041759	2510	05/30/2020 19:37:28	05/30/2020 20:38:52	[05/30/2020 20:38:37 : MOB : 2510] HOFF TOOK OVER CONT FROM DEP WANE COMPLETE
ST AUGUSTA	20041999	2515	05/31/2020 14:56:29	05/31/2020 16:04:08	[05/31/2020 16:04:03 : MOB : 2515] -PATROLLED RESIDENTIAL AREAS -LOTS OF PEOPLE OUT ENJOYING T -1 HOUR COMPLETED -SGT WIDMER

STEARNS COUNTY CITATIONS - Juvenile

<u>Offense Date</u>	<u>City</u>	<u>Citation Number</u>	<u>Case #</u>	<u>Statute</u>	<u>Charge</u>
MAYERS MATTHEW					
05/03/2020 20:17:	St. Augusta	730020053331	20034191	169.14.2(a)	TRAFFIC - SPEEDING - E
05/03/2020 20:17:	St. Augusta	730020053331	20034191	152.092(a)	DRUGS - POSSESSION C
MILNE ZACHARY					
05/09/2020 17:04:	St. Augusta	730020052706	20035758	171.24.2	DAR -DRIVING AFTER RE
05/09/2020 17:04:	St. Augusta	730020052706	20035758	169.791.2(a)	INSURANCE - NO PROOI
05/09/2020 17:04:	St. Augusta	730020052706	20035758	168.36.3	MOTOR VEHICLE REGIS
05/09/2020 17:04:	St. Augusta	730020052706	20035758	168.09.4	EXPIRED REGISTRATION
05/28/2020 19:48:	St. Augusta	730020053973	20041212	169.14.2(a)	TRAFFIC - SPEEDING - E
05/28/2020 19:48:	St. Augusta	730020053973	20041212	169.791.2(a)	INSURANCE - NO PROOI
SIMON KEITH					
05/20/2020 19:40:	St. Augusta	730020054013	20038847	169.14.2(a)(3)	TRAFFIC - SPEEDING - E
STEVENS BRITTANY					
05/07/2020 18:36:	St. Augusta	730020052540	20035212	169.14.2(a)(3)	TRAFFIC - SPEEDING - E
05/07/2020 19:06:	St. Augusta	730020052541	20035215	169.475.2(a)(2)	USE OF WIRELESS COM
05/07/2020 19:06:	St. Augusta	730020052541	20035215	169.791.2(a)	INSURANCE - NO PROOI
ZWACK SHIRLEY					
05/05/2020 08:03:	St. Augusta	730020047529	20034579	169.18.8(a)	TRAFFIC REGULATION -

TOTAL: 13

St. Augusta Fire Department

April 2020

Emergency Calls: As of report date =

- 4-1-20 Medical
- 4-18-20 Medical
- 4-18-20 Fire
- 4-19-20 Fire
- 4-19-20 Fire (cancelled)
- 4-19-20 Medical
- 4-22-20 Medical
- 4-22-20 Gas smell
- 4-24-20 Medical
- 4-28-20 Medical

10 calls in April

41 calls for 2020

Monthly Training

April's training was a zoom meeting and we did our annual right to know. Also went over protocols for medicals with this pandemic.



Fire Safety USA, Inc.

3253 19th St NW, Rochester, MN 55901
 Phone: 507-529-8444
 Fax: 507-529-8111
www.firesafetyusa.com

Toll-Free: 877-699-3473

Date: 3.17.2020
 Technician Name: Scott Holst
 Quickbooks Sales Order #:
 E-ONE Order #:

SERVICE WORK ORDER, ESTIMATE/QUOTE

CUSTOMER NAME:

St. Augusta FD

CONTACT NAME/NUMBER:

Ben Voigt 320.333.3734 Mike Tabatt 320-293-7070

TRUCK INFORMATION:

Truck Manufacturer/Unit#:	E-ONE/ Engine 1	Year MFG:	2019
Engine Make/Model/HP/SN:		Truck SO#:	142293
Pump Make/Model:		Last 8 of VIN#:	
Pump SN#:		Mileage:	
Date of Last Pump Test & By Who:		Engine Hrs:	

LABOR:

LABOR HRS:	WORK PERFORMED / JOB DESCRIPTION:	SALE PRICE:	TOTAL PRICE:
	Add lighting to Pump Panel to illuminate gauge area/ Run 12 Volt Power with plug in to Officer's side R-2 compartment for e-tool bank charger.		-
2	Add Circuit from upper Pump Panel Lighting to right side of Pump Panel Diamond plate. Drill holes for wires and mounting. Connect and mount lights X 3, connect to existing wiring.	125.00	250.00
			-
			-
3	Add circuit to Battery Positive and Ground, including inline fuse holder 20 Amp fuse. Crimp terminals to circuits, install Male and Female connectors to circuit and bank charger.	125.00	375.00
			-
			-
			-
			-
			-

PARTS:

QTY:	PN#/DESCRIPTION	PURCHASED FROM:	SALE PRICE:
			-
			-
3	Whelen (OAC0EDCR) White Illumination Light with Clear Lens and 45° Angled Chrome-Plated Bezel		32.00
			-
1	AMPSEAL 16 Connector 2 Position Plug kit	Waytek	7.50
			-
1	Fuse holder and fuse	stock	5.00
			-
			-
			-
			-

TRAVEL:

2.75	TRAVEL HRS TO JOB:	125.00	343.75
2.75	TRAVEL HRS TO HOME OR TO NEXT JOB:	125.00	343.75
	NIGHTS IN HOTEL AND COSTS:		-
		SUB-TOTAL:	\$ 1,421.00
	TOTAL LABOR:	625.00	
	TOTAL PARTS:	108.50	
		SHIPPING:	
		MISC. SUPPLIES:	
		TOTAL:	

EMERGENCY RESPONSE SOLUTIONS

4817 Viking Blvd NE
East Bethel, MN 55092
651-464-1010

Quote

Date	Estimate #
5/20/2020	5174

Name / Address
St. Augusta Fire Department 1914 250th Street St. Augusta, MN 56301-7706 Email Inv: trasmuson@midconetwork.com

Project

Item	Description	Qty	Rate	Total
	ST. AUGUSTA FD RELAY PUMPING EQUIPMENT INFORMATION AND PRICING:			
ELK 00164401	Elkhart Brass Model 4-A Clappered Siamese Valve w/ Single Swinging Clapper and Drain Relief Valve, Qty of (2) 2 1/2" Female NH Threaded Swiveling Inlets X 5" Storz w/ Locks Free Swiveling Outlet, Elk-O-Lite® with Red Urethane Enamel Finish	1	588.67	588.67
KEY DP30-800-E...	Key Fire Hose ECO-10, Lightweight Double Jacket Rubber-Lined Attack Hose w/ 2 1/2" NH Threaded Aluminum Couplings, 3" Dia. X 50ft Section, Clear Treated White in Color, Made in USA, 10 Year Warranty *Custom Length Hose, Material Non-Returnable*	2	140.59	281.18
	THIS ESTIMATE DOES NOT INCLUDE THE COST OF SHIPPING			
Quote Valid for 30 Days			Total	\$869.85

Aspen Mills

8201-C CENTRAL AVE. NE
SPRING LAKE PARK, MN 55432

(763) 785-1055
FAX (763) 785-1395
email: ems@aspenmills.com

QUOTATION

Quote Number: **19-0903**
Quote Date: May 29, 2020
Page: 1

Quoted To:

ST. AUGUSTA FIRE DEPARTMENT
% CITY HALL
1914 250TH ST
ST. AUGUSTA, MN 56301

Customer ID	Good Thru	Payment Terms	SHIP VIA
56301SAFD	7/31/20	Net 20 Days	Customer Pickup

Quantity	Item	Description	Unit Price	Amount
1.00	EMPLOYEE	-----FOR ROB CLASEMAN		
1.00	NOTE	LOGO PLACEMENT ABOVE POCKET		
4.00	T-SAGFDp	GL8300 PKT TEE 50/50 NAVY SS ST. AUGUSTA FD MEDIUM 3M back, 1 color white screen front	23.50	94.00
14.00	T-SAGFDp	GL8300 PKT TEE 50/50 NAVY SS ST. AUGUSTA FD LARGE 3M back, 1 color white screen front	23.50	329.00
22.00	T-SAGFDp	GL8300 PKT TEE 50/50 NAVY SS ST. AUGUSTA FD XL 3M back, 1 color white screen front	23.50	517.00
2.00	T-SAGFDp	GL8300 PKT TEE 50/50 NAVY SS ST. AUGUSTA FD 2XL 3M back, 1 color white screen front	25.50	51.00
2.00	T-SAGFDpXX	PC61P PKT TEE 100% CTN DEEP NAVY SS ST. AUGUSTA FD 4XL 3M back, 1 color white screen front	29.50	59.00
6.00	T-SAGFDtallP	PC61PT PKT TEE 100% CTN DEEP NAVY SS ST. AUG FD 2XL TALL 3M back, 1 color white screen front	27.50	165.00
1.00	L-SC/reset	LOGO SCREEENED RESET 1 COLOR FRONT LOGO	12.00	12.00
1.00	CN	contact number.....320-980-0069		

Subtotal 1,227.00

MN sales tax

Freight

Total 1,227.00

All quotes based on regular sizes - manufacturer oversizes will apply

Freight and insurance charges will be prepaid and added to final invoice

ST. AUGUSTA, MN

SUMMARY AND FINDINGS
MS4 PROGRAM REVIEW



April 2020 | 21008

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SCOPE

The City of St. Augusta is a regulated MS4 entity. In 2017, the City applied for and received the MS4 General Stormwater Permit. A stormwater pollution prevention plan (SWPPP) was developed as a requirement of the permit application. The City is required to maintain its SWPPP, and to meet the Best Management Practices (BMPs) for each required Minimal Control Measure (MCM) in order to reduce the amount of sediment and other pollutants entering state waters from stormwater systems.

The City recently conducted an internal review of its MS4 operations to identify the level of compliance with the general permit and to determine how effectively BMPs and procedures detailed in the SWPPP were being implemented. The City engineer was asked to provide a summary of the results as well as recommendations for additional actions. Results of the review are summarized here.

INTERNAL REVIEW: SUMMARY OF FINDINGS

OVERALL PROGRAM: IMPLEMENTATION RECOMMENDATIONS

Moore identified five main actions to be implemented immediately for permit compliance:

1. **Currently, Bill McCabe, City Administrator is listed as the main staff person responsible for all activities. Moving forward, other staff should be designated for relevant roles and responsibilities.**
2. **MS4 system maps for BMPs, pipes, outfalls and related structures and inventories created in 2017 should be reviewed and updated.**
3. **Overall, documentation of actions taken and implementation must be a priority.** A SharePoint site has been created to make information available to all parties involved and to serve as an interactive version of the 2017 SWPPP. This site will become the main location for program documentation.
4. **Staff training should be sought out on an annual basis and any training hours and/or certifications should be documented.**
5. **An ongoing, prioritized maintenance schedule for stormwater facilities, particularly ponds, should be created.**

MINIMAL CONTROL MEASURES: IMPLEMENTATION RECOMMENDATIONS

Each minimum control measure (MCM) and its associated BMPs were reviewed to determine if SWPPP changes needed to be made, if practices were being implemented, if progress towards measurable goals was being achieved, and if additional actions needed to be completed. Below is a summary of recommendations for each MCM.

MCM 1: PUBLIC OUTREACH & EDUCATION

1. Moving forward, the new St Augusta MS4 SharePoint site should be used to assist in documenting CMWEA reports and memberships. The SWPPP lists the major avenue for public outreach & education as membership with CMWEA, and distribution of educational materials. The City has maintained membership to meet this goal.
2. CMWEA developed materials should be utilized for conducting public outreach and education.
3. Specific staff responsible for distributing and tracking activity related to public outreach education should be identified in the SWPPP and receive training as needed.

4. The SWPPP identifies an implementation plan with targeted audiences and overall goals. As is relates to contractors/developers and staff, the City should move forward with distributing targeted education and then documenting those actions.
5. Responsible staff should complete and document annual evaluations.

MCM 2: PUBLIC PARTICIPATION

1. The SWPPP states that the City will hold at least one public input meeting to discuss the MS4 program. Those dates should be selected and meetings posted.
2. Public information related to the MS4 program, the SWPPP, annual reports and other documentation should be made accessible to the public. The St. Augusta MS4 Sharepoint site may be one avenue to consider for making this information available.
3. City staff/officials should use the Public Input Forms for collecting and documenting public input, meetings etc.
4. Responsible staff should complete and document annual evaluations.

MCM 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

1. Appropriate staff should be trained and assigned the responsibility to complete the various BMPs.
2. Staff training should be documented.
3. A procedure for inspections should be established regarding expected frequency of inspections, data management, compliance tracking, etc.
4. City staff/officials should use the provided forms for collecting and documenting inspections. Inspections should be incorporated into other related activities for efficiency.
5. While many procedures / tracking forms have been established, the City should incorporate those procedures into day-to-day activities.

MCM 4: CONSTRUCTION SITE RUNOFF CONTROL

1. Specific staff responsible for distributing and tracking activity should be identified.
2. The City has adopted a number of site plan review procedures and design standards under the MS4 general permit. Those procedures and standards should be followed for any qualifying development moving forward.
3. Inspection procedures have been developed. However, implementation of those procedures needs further discussion, specifically:
 - a. Prioritization criteria for which sites will be inspected
 - b. Frequency for construction site inspections
 - c. Assigned staff responsible for completing inspections.
4. City staff/officials should use the provided forms for collecting and documenting inspections. Inspections should be incorporated into other related activities for efficiency.

MCM 5: POST-CONSTRUCTION STORMWATER MANAGEMENT

1. A template for operation and maintenance of stormwater facilities has been created, but not used. The City should discuss ownership, ongoing operation, and controls for maintaining structures created during site development.
2. City staff/officials should use the provided forms for collecting and documenting inspections. Inspections should be incorporated into other related activities for efficiency.

MCM 6: POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

1. The City should implement procedures to inspect its facilities and document actions taken or needed.
2. The City should develop expectations for inspecting facilities,(i.e., how often should inspections be occurring, how many facilities should be fully inspected each year, etc).
3. Staff responsible for implementing the listed BMP should be identified.
4. Facility inventory should be updated in 2020. Updates to the inventory should occur annually, or as soon as a new facility is functional.
5. A procedure and schedule for determining TSS and TP treatment effectiveness of stormwater ponds should be developed.
6. Quarterly inspection of all stockpiles, and storage and material handling areas should be implemented and documented.
7. An ongoing, prioritized maintenance schedule for stormwater facilities, particularly ponds, should be created.
8. A training program for staff should be developed.

RECOMMENDATIONS FOR STAFF TRAINING

Currently the City does not have a formal training program for City staff who may be conducting MS4 related activities. Staff have been receiving training, but documentation of training hours, certifications, etc is lacking. Moving forward, the City should consider a more formalized process for training staff related to the MS4. The current SWPPP does not have a mechanism for documenting staff training. This will need to be created and added to the SWPPP, preferably on the St. Augusta MS4 SharePoint Site.

Training Resources:

MN Stormwater Manual: Employee Training

Recommended training opportunities include:

U of MN: Erosion and Stormwater Management Certification Program

- Municipal Stormwater
 - MR4001 – Regulatory Enforcement
 - MS1108 – Illicit Discharge Management
- Operation and Maintenance of Permanent Stormwater Treatment Practices Certification
 - MR4701 - Inspection and Maintenance of Permanent Stormwater Treatment Practices
 - MR4702 - Permanent Stormwater Treatment Practice Maintenance Re-Certification
 - MR4703 - Stormwater Treatment Practice Operations and Maintenance Plans
- Construction Stormwater Certification
 - EI1001 - Construction Installer
 - EM2001 - Construction Site Management

National Stormwater Center: For MS4 Stormwater Personnel

CMWEA Related Trainings: www.h2youmn.com

PUBLIC WORKS: RECOMMENDATIONS FOR STAFF

To-Do	Recommended Actions
Staff Training	<ol style="list-style-type: none"> 1. Review the MS4 General Permit and SWPPP (SharePoint Site). 2. A training program for staff should be developed, commensurate with their job duties. The training program must address the following: <ul style="list-style-type: none"> • Importance of protecting water quality • Permit requirements relevant to job duties • A schedule to train new and seasonal employees 3. Staff training should be documented and recorded with the SWPPP (SharePoint Site) <ul style="list-style-type: none"> • Name/Description of training event • Names of employees attending • Dates of events 4. Document any stormwater related training received, certifications achieved, etc. on an annual basis.
Education & Outreach	<ol style="list-style-type: none"> 5. Determine the priorities for public education and the main message to focus on. If contractors / developers are the target audience, determine what the message will be, how education will be delivered and what method will be used to track what has been accomplished.
Inspections	<ol style="list-style-type: none"> 6. Construction, post-construction and facility inspections should be completed on a defined schedule. 7. An inspection schedule should be developed. The schedule should include: <ul style="list-style-type: none"> • Frequency of inspections on active construction and post-construction sites. • Frequency of inspections on city-owned/managed facilities.
Site Plan Review	<ol style="list-style-type: none"> 8. Work with City engineer and inspectors to implement adopted stormwater design standards and site plan review criteria. 9. Determine roles and responsibilities for individual staff vs City Engineer. 10. Review existing ordinances and enforcement procedures as well as operation and maintenance agreements and controls for post-construction operations. 11. Determine how new facilities will be maintained, who will be responsible for that maintenance, and how the facility inventory will be updated once constructed.

To-Do	Recommended Actions
Maintenance Procedure and Schedule	<p>12. Conduct a thorough review and site inspection of each municipal operated facility included in the inventory and update information as necessary.</p> <p>13. Determine current functionality of each facility. Develop a schedule for on-going maintenance and upgrades based on design capacity, inspection findings, and resource priority.</p> <p>14. Document pond sediment excavation and removal activities with the following:</p> <ul style="list-style-type: none"> • unique ID number of each stormwater pond • the volume of sediment removed • results from any testing of sediment from each removal activity • location(s) of final disposal of excavated sediment.
Staff Roles & Responsibilities	<p>15. Identify individual staff roles and duties for each BMP listed in the SWPPP.</p> <p>16. Documentation of all actions should take place through the SharePoint site.</p>
Annual Evaluations	<p>17. Complete annual evaluations for all MCM BMP activities.</p>

CITY WEBSITE UPDATES

1. Verify information related to Garbage & Recycling Program is available.
2. Add applicable links to information from the SharePoint site. Moore Engineering Inc. can provide this information and/or assist in updating links.
3. Use the website checklist below to update relevant information (*also located on the St Augusta MS4 SharePoint Site*).

St. Augusta Website Checklist

To Include:

- ☐ SWPPP Application
- ☐ Annual Reports
- ☐ Call number for public input and reports
- ☐ IDDE Ordinance
- ☐ Construction Site and Post Construction Stormwater Management Ordinance
- ☐ Stormwater Management Design Standards
- ☐ Include Links to the following
 - o CMWEA
 - o MPCA

MS4 self-audit checklist

Municipal Separate Storm Sewer System (MS4) Program

Guidance on page 8

Purpose: The purpose of this checklist is to provide MS4 staff guidance on how to conduct a self-audit of a Stormwater Pollution Prevention Program (SWPPP). The MS4 General Permit can be found at https://stormwater.pca.state.mn.us/index.php?title=MS4_General_Permit. The permit is located on the Minnesota Pollution Control Agency (MPCA) Stormwater webpage at <https://www.pca.state.mn.us/water/ms4-general-permit>.

Overall program management

Activity description	Activity complete & available?
Staff and their stormwater responsibilities documented for those who implement components of the SWPPP.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
A map of the MS4 system with the following: <ul style="list-style-type: none"> all pipes 12 inches or more in diameter including their flow direction and an identification (ID) number all outfalls including their ID number and geographic coordinates all structural stormwater best management practices (BMPs) that are part of the MS4 all receiving waters 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Partnerships established to implement the SWPPP or aspects of the SWPPP, including any formal agreements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Enforcement actions conducted are documented, including verbal warnings, with the following information: <ul style="list-style-type: none"> name of the party in noncompliance date, location, and description of the violation, including reference to relevant Regulatory Mechanism corrective actions required and completion schedule date and type of enforcement used referrals to other regulatory organizations (if any) date violation resolved 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
A Pond, Wetland, and Lake Inventory complete and submitted to the MPCA.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
For MS4s that discharge to waters with a total maximum daily load (TMDL) that was approved by the U.S. Environmental Protection Agency before the issuance of the MS4 General Permit. For each TMDL, documentation of the following: <ul style="list-style-type: none"> TMDL project name numeric waste load allocation (WLA) type (i.e., categorical or individual) and units pollutant of concern applicable flow data interim milestones (BMPs) and dates for implementation to make progress toward meeting the WLAs strategies for continued BMP implementation beyond the term of the MS4 General Permit and target dates the applicable WLA will be achieved 	Yes <input type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> Partially
For MS4s with an Alum or Ferric Chloride Phosphorus Treatment System. Documentation of the following: <ul style="list-style-type: none"> geographic coordinates of the system the name or position titles of those responsible for the operation of the system annual reporting information 	Yes <input type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> Partially

Tips for overall program management:

- Develop a process and key contacts for coordinating SWPPP activities across departments.
- Remember to perform an annual evaluation of your SWPPP and SWPPP document.
- Perform an annual evaluation of all written procedures to ensure they reflect current processes and staff.

Questions and concepts to consider:

- Which staff are involved in the implementation of your SWPPP and how are activities coordinated across departments?
- If outside groups are involved in your SWPPP, what are their roles or authorities, and how do you coordinate with them?
- How is your stormwater program funded and what aspects of the SWPPP does the funding cover

MCM 1 - Public education and outreach

Activity description	Activity complete & available?
The SWPPP document describing BMPs to educate the public on the impact stormwater discharges have on water bodies and actions citizens, businesses, and other local organizations can take to reduce the discharge of pollutants to stormwater.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓ Partially
The SWPPP document with measurable goals for each BMP (e.g., number of materials distributed, number of website hits, or number/percentage of behaviors changed) and timeframes and staff responsible for implementation.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓
High priority stormwater-related issue(s) are identified (e.g., specific TMDL reduction targets; responsible management of pet waste, household chemicals, yard waste, or deicing materials).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Outreach and educational materials related to stormwater-related high priority issues are distributed and documented.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Outreach and educational materials related to illicit discharge recognition and reporting are documented.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Implementation plan developed that consists of the following: <ul style="list-style-type: none"> target audience and measurable goals staff responsible for implementation specific activities and schedules to meet measurable goals; description of coordination with education partners, if applicable an annual evaluation of measurable goals 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> ✓ Partially
An annual evaluation of the effectiveness of the implementation plan has been completed.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Modifications made to the program as a result of the annual evaluation are documented.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Public education activities held are documented, including dates of the activities.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Educational materials have been distributed and documented with quantities, descriptions, and dates.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Tips for a successful public education and outreach program:

- Partner with organizations that specialize in public education and outreach, like Soil and Water Conservation Districts or non-profits.
- Partner with neighboring communities to standardize the messaging related to your community's waterbodies.
- Develop culturally appropriate materials in languages applicable to the demographics of your community.
- Conduct baseline screenings (e.g., through surveys) to evaluate the impact of your public education program and extent to which your program is changing behaviors.
- Use a database or spreadsheet to track the number of outreach materials distributed and the date(s) of distribution.

Questions and concepts to consider:

- How were target audiences and high priority topics chosen?
- How do you evaluate the effectiveness of your public education and outreach program?
- Have you established behavior change goals and, if so, what have you done to cause behavior changes within your audiences?
- What methods are you using to reach your target audiences and how do you know if you are successful?
- Are you reevaluating your target audiences periodically?

MCM 2 - Public involvement

Activity description	Activity complete & available?
The SWPPP document identifies public involvement BMPs to solicit public input on the SWPPP.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The SWPPP document identifies measurable goals for each BMP (e.g., numbers of public meetings held or number participants involved in specific activities), associated timeframes, and staff responsible for implementation.	Yes <input type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> Partially
Annual public opportunity for the public to provide input on the SWPPP is held and documented with dates and locations of events and notices to the public.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Access provided to the following: <ul style="list-style-type: none"> SWPPP document annual reports other documentation that supports the SWPPP 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Events and notices to the public of events scheduled are documented with dates and locations.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Public input regarding the SWPPP is considered and documented with MS4 staff responses and subsequent modifications to the SWPPP.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Tips for a successful public involvement program:

- Use existing municipal events, like Public Works Open Houses, fairs, or household hazardous waste collection days to solicit input on your SWPPP. If using an existing, on-going event as your public opportunity for the public to provide input, be sure to follow your local public notice requirements.
- Provide access to the SWPPP in various forms to meet the needs of all residents (i.e., hardcopies in municipal facilities and electronically).

Questions and concepts to consider:

- How are you getting annual input on the SWPPP from the public?
- What is your process for receiving, considering, and responding to public input on the SWPPP?
- How are you involving all groups (e.g., residents, businesses, public officials) in your SWPPP?
- Are you, or have you considered, storm drain stenciling events to involve the public and raise awareness of stormwater impacts?
- What volunteer activities does your community sponsor or partner to host?
- What are your community's public notice requirements?

MCM 3 - Illicit discharge recognition and elimination

Activity description	Activity complete & available?
The SWPPP document identifies BMPs to detect and eliminate illicit discharges into the small MS4.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The SWPPP document identifies measurable goals for each BMP (e.g., number of staff trained, amount of pipe to be televised, or number of dry weather inspections completed) and timeframes and staff responsible for implementation.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓ Partially
Regulatory mechanism adopted to prohibit illicit discharges into your MS4.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Enforcement Response Procedures (ERPs) developed to compel compliance with the regulatory mechanism that prohibits illicit discharges into the MS4.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Illicit discharge detection is incorporated into all inspection and maintenance activities, including during dry weather.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Visual inspections are used to detect and track the source of illicit discharges.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Field staff are trained in illicit discharge recognition.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Priority areas likely to have illicit discharges and more frequent illicit discharge inspections are identified and the dates and locations of inspections documented.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓ Partially
Procedures for investigating, locating, and eliminating the source of illicit discharges has been developed and followed.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓ Partially
Procedures for responding to spills has been developed and followed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Reports of alleged illicit discharges received are documented with dates of the reports and any follow-up actions taken.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Dates of discovery of all illicit discharges are documented with the following: <ul style="list-style-type: none"> location and the responsible party of illicit discharges, if known actions taken including dates to address discovered illicit discharges 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Tips for a successful illicit discharge recognition and elimination program:

- Maintain a database or spreadsheet to collect all required information for illicit discharge discoveries and complaints.
- Coordinate with other municipal operations (fire, police, etc.) to create the procedures for investigating, locating, and eliminating the source of illicit discharges and spill responses to ensure the procedure includes all relevant staff and tools that can be used in various situations (e.g., booms, spill response kits).
- Train all staff on the MS4 General Permit requirements for illicit discharges, including police officers, fire fighters, and building officials.

Questions and concepts to consider:

- How are illicit discharge inspections prioritized and tracked?
- How do you know when to pursue and elevate enforcement actions related to observed illicit discharges?
- How do you use the storm sewer map when you receive a complaint regarding or discover an illicit discharge?
- What tools are available for staff to use while preventing or minimizing impacts of illicit discharges?
- Which staff respond to illicit discharge complaints and how do they evaluate the situation?
- Are the storm sewer or sanitary sewer systems evaluated to determine illicit or cross connections?

MCM 4 - Construction site runoff control

Activity description	Activity complete & available?
The SWPPP document identifies BMPs to develop and support the program that reduces pollutants in stormwater runoff to the small MS4 from construction activity.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The SWPPP document identifies measurable goals for each BMP (e.g., number of trained inspectors) and timeframes and staff responsible for implementation.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓ Partially
Regulatory mechanism has been adopted to address construction site stormwater runoff control.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Site plan review procedures have been developed and followed to ensure compliance with the construction site stormwater runoff control regulatory mechanism.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓ Partially
Site plan review procedures notify applicants of need to get coverage under the MPCA's Construction Stormwater General Permit (Permit number MN R100001) found at https://stormwater.pca.state.mn.us/index.php/Construction_stormwater_permit . This permit is located on the MPCA Construction Stormwater website at https://www.pca.state.mn.us/water/construction-stormwater .	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Written procedures have been developed for consideration of reports submitted by the public related to noncompliance or other stormwater related information at construction sites.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction site inspection procedures have been developed and followed. Procedures must include the following: <ul style="list-style-type: none"> prioritization criteria for sites to be inspected a frequency for construction site inspections name/title of those conducting site inspections 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Construction site inspections are documented by checklists or other written means.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
ERPs to compel compliance with the construction site stormwater runoff control regulatory mechanism has been developed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Site plan reviews of construction site stormwater runoff control are documented with stormwater related comments and supporting information.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Site plan reviewers and construction site inspectors are trained and the training is documented.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓ Partially

Tips for a successful construction stormwater program:

- Fill out a standard checklist during all construction site inspections.
- Ensure your regulatory mechanism requires all erosion, sediment, and waste controls as described in the Construction Stormwater General Permit.
- Fill out a standard checklist during all site plan reviews.
- Document all enforcement actions, including verbal warnings.
- Use a database or spreadsheet to track all required information related to enforcement actions.

Questions and concepts to consider:

- What are the difference between inspecting a private and publically owned/operated construction site?
- What is the process for conducting a construction site inspection and what does the inspector look for onsite?
- What is the process, from application to approval, for a proposed construction project?
- What is the site review process – who is involved, what is evaluated, and how are findings communicated with the applicant?
- How does the construction site inspector know when to pursue and elevate enforcement actions?

MCM 5 - Post-construction stormwater management

Activity description	Activity complete & available?
The SWPPP document identifies BMPs to develop and support the program that prevents or reduces water pollution after construction activity is completed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The SWPPP document identifies measurable goals for each BMP (e.g., number of trained site plan reviewers) and timeframes and staff responsible for implementation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Regulatory mechanism has been adopted to address post-construction storm water management.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Mitigation provisions have been developed for situations where total suspended solids (TSS) or total phosphorus (TP) standards for post-construction stormwater management cannot be met on site and documentation associated with mitigation projects is retained.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Legal mechanism for long-term operation and maintenance of structural stormwater BMPs has been developed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Site plan review procedures to ensure compliance with the post-construction stormwater management regulatory mechanism have been developed and are followed.	Yes <input type="checkbox"/> No <input type="checkbox"/> ✓ Partially
Site plan reviews to determine compliance with the post-construction stormwater management regulatory mechanism are documented with the project name, location, owner and operator, and any checklists and calculations used to determine compliance.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
ERP to compel compliance with the post-construction stormwater management regulatory mechanism has been developed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Tips for a successful post-construction stormwater program:

- Fill out a standard checklist during all site plan reviews to ensure the reviewer is evaluating for appropriate post-construction water quality and design standards.
- Explicitly state the post-construction water quality and volume standards (e.g., retain one inch of runoff for all new impervious for new development; net reduction for redevelopment).
- Adopt Minimal Impact Design Standards for new and redevelopment post-construction water quality and volume standards.
- Track all privately-owned structural stormwater BMPs that have or will need a maintenance agreement.

Questions and concepts to consider:

- Is there an overall comprehensive plan that guides new and re-development standards and other stormwater management strategies?
- What does the site plan reviewer look for when reviewing projects for post-construction stormwater management?
- What is your tool to ensure long-term maintenance of private permanent stormwater BMPs?
- Do you provide technical assistance or guidance on, or require specific, post-construction structural stormwater BMPs?
- Does your private structural stormwater BMP long-term maintenance tool require the owner/operator to report to you at an established frequency, such as annually, regarding the condition of the BMP?

MCM 6 - Pollution prevention/Good housekeeping for municipal operations

Activity description	Activity complete & available?
The SWPPP document identifies BMPs to develop and support the program that prevents or reduces the discharge of pollutants from permittee owned/operated facilities and operations to the small MS4.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The SWPPP document identifies measurable goals for each BMP (e.g., train all staff annually or inspect 20% of outfalls per year) and timeframes and staff responsible for implementation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facilities inventory of municipally owned/operated facilities that contribute pollutants to stormwater has been created.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
BMPs to prevent or reduce pollutants in stormwater discharges for facilities in the Facility Inventory have been implemented.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
BMPs for MS4 discharges that may affect Source Water Protection Areas have been implemented.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedures and schedule for determining TSS and TP treatment effectiveness of stormwater ponds has been developed.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Structural stormwater BMPs are inspected (including illicit discharge screening) annually and inspections are documented.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Stormwater ponds are inspected (including illicit discharge screening) at least once per term of the MS4 General Permit and inspections are documented.	Yes <input type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> Partially
Outfalls are inspected (including illicit discharge screening) at least one per term of the MS4 General Permit and inspections are documented.	Yes <input type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> Partially
Stockpiles and storage and material handling areas are inspected (including illicit discharge screening) quarterly and inspections are documented.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Maintenance is conducted and documented based on outfall, pond, structural stormwater BMP, stockpile, or storage and handling facility inspection findings.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Training program has been developed to train staff commensurate with their job duties. The training program must address the following: <ul style="list-style-type: none"> importance of protecting water quality permit requirements relevant to job duties a schedule to train new and seasonal employees. 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Pond sediment excavation and removal activities documented with the following: <ul style="list-style-type: none"> unique ID number of each stormwater pond the volume of sediment removed results from any testing of sediment from each removal activity location(s) of final disposal of excavated sediment 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Employee training is documented with a list of topics covered, names of employees in attendance, and the date of each event.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Tips for a successful pollution prevention program:

- Use a standard checklist to document all outfall, pond, and structural stormwater BMP inspections.
- If using a standard checklist for inspections and include a section dedicated to illicit discharge assessment.
- Include new and seasonal staff training with other required staff training events.
- Develop a stormwater runoff control plan for facilities on the facility inventory and assign a key contact for each facility.

Questions and concepts to consider:

- What BMPs are in place at each facility in the Facility Inventory?
- Do you subcontract any maintenance activities (e.g., lawn mowing, fertilizer application, snow plowing, etc.) and, if so, are the contractors aware and appropriately trained to protect water quality?
- What are your procedures for inspecting ponds, outfalls, and structural stormwater BMPs?
- What are your procedures for street sweeping and deicing application?

Guidance for MS4 self-audit checklist

MPCA staff conduct audits of SWPPPs to determine compliance with the MS4 General Permit and to provide technical assistance to staff in regulated MS4s. The MPCA's intent is to audit all SWPPPs for MS4s regulated under the MS4 General Permit every seven years. Between MPCA audits, you may want to conduct a self-audit to check your progress with meeting permit requirements. The MS4 General Permit can be found at https://stormwater.pca.state.mn.us/index.php?title=MS4_General_Permit. The permit is located on the Minnesota Pollution Control Agency (MPCA) stormwater webpage at <https://www.pca.state.mn.us/water/ms4-general-permit>.

This document details each of the six Minimum Control Measures (MCMs) described in the MS4 General Permit and the activities required to be implemented and/or documented under each MCM. During the self-audit, you should review each permit requirement and note whether or not the activity is complete. In addition, documentation of the activity should be easily accessible and available for review. If specific documentation is required, it is noted with the activity's description. Also review the MPCA's guidance on the documentation required to be retained under the MS4 General Permit at https://stormwater.pca.state.mn.us/index.php?title=Documentation_requirements_and_documents_to_retain_under_the_MS4_permit.

During the self-audit, review your SWPPP document that was submitted to the MPCA upon application for permit coverage. The SWPPP document has, for each MCM, your MS4-specific measurable goals, established BMPs, timeframes for new BMP implementation, and the name or position title of staff responsible for BMP implementation. The BMPs, measurable goals, and timeframes indicated in the SWPPP document may be changed if you feel your SWPPP would benefit from being updated after your self-audit or annual program evaluation.

Before conducting your self-audit, gather all files, documents, and materials related to your SWPPP, including annual reports, SWPPP document, public notices, maps, written procedures, enforcement action documentation, regulatory mechanism(s), etc. Once all documents are gathered, use the tables in this document to guide the self-audit of your program. To mark an activity complete, you must have all supporting documentation and the activity must meet all of the requirements.

In this document, we have included tips on enhancing your SWPPP for each MCM. These are not direct permit requirements, but methods MPCA staff have observed during audits that make local stormwater programs more effective.

We have also included general questions MPCA staff could ask during an audit. These questions are to prompt thought about your SWPPP in areas MPCA staff may focus during the audit. MPCA staff will ask general questions during the audit, but also questions specific to your SWPPP and stormwater activities. The questions noted in this document are not a final and complete list of questions that can or will be asked during an MPCA audit.

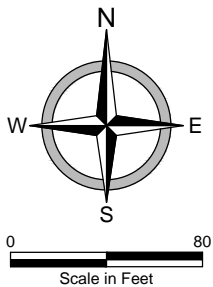
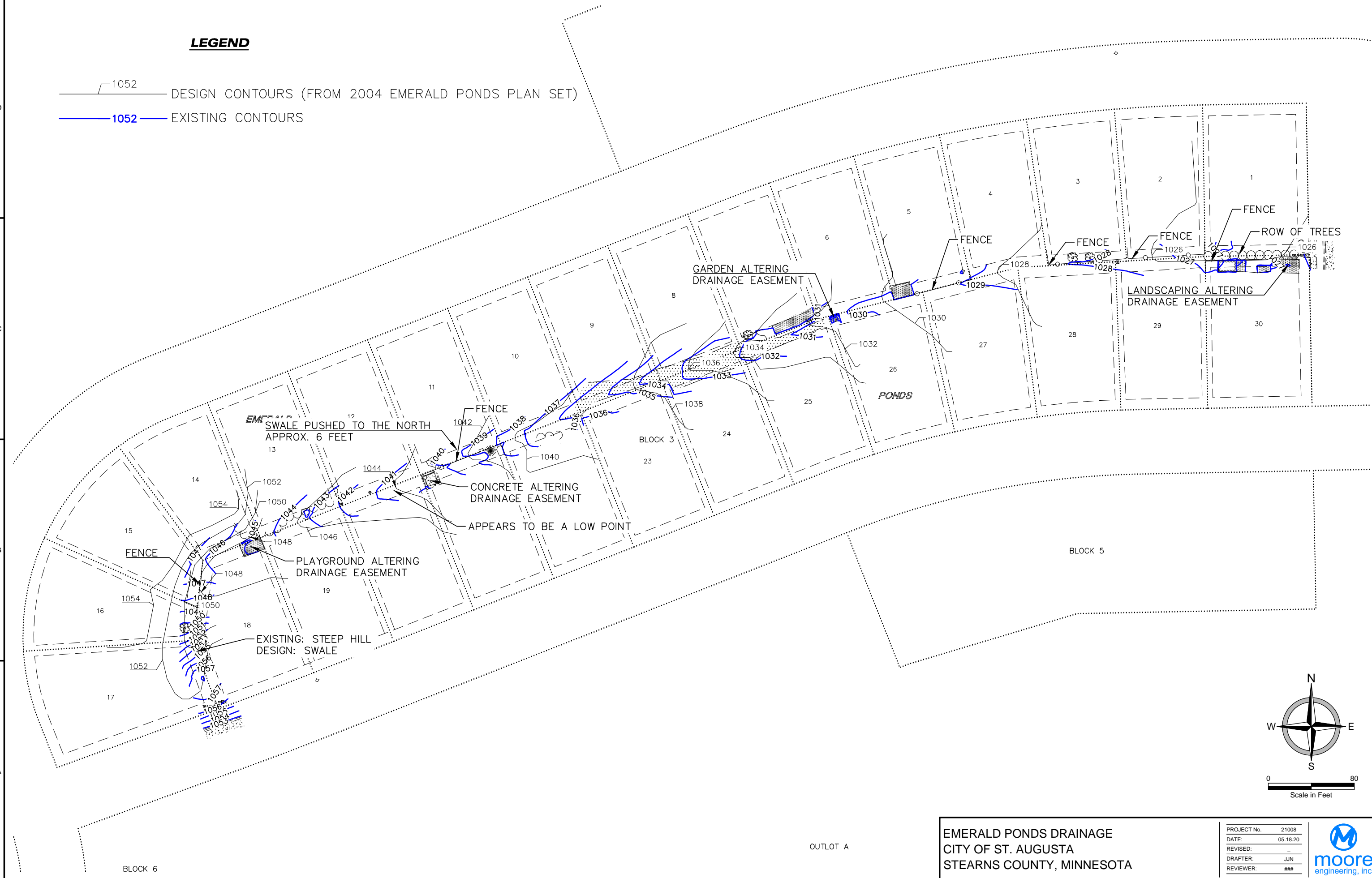
Please note that completing a self-audit, regardless of the results, does not preclude the MPCA from taking enforcement after an MPCA lead audit related to any of the activities required by the MS4 General Permit. If you have any questions relating to your SWPPP, please contact the appropriate MPCA staff, listed on the MS4 Permittee Staff Assignments webpage at https://stormwater.pca.state.mn.us/index.php?title=List_of_MS4_permittee_staff_assignments in the Minnesota Stormwater Manual. The Minnesota Stormwater Manual is located on the MPCA website at <https://www.pca.state.mn.us/water/minnesotas-stormwater-manual>.

For additional information, please refer to the Municipal Separate Storm Sewer System (MS4) Program Self-Audit Guidance on the YouTube website at <https://www.youtube.com/watch?v=4XzbypwEALg&feature=youtu.be>.

FILE LOCATION: R:\Civil 3D Projects - Falls21008 St Augusta Emerald Ponds\DRAWINGS\DESIGN\21008 TOPO.dwg

LEGEND

- 1052 — DESIGN CONTOURS (FROM 2004 EMERALD PONDS PLAN SET)
- 1052 — EXISTING CONTOURS



EMERALD PONDS DRAINAGE
CITY OF ST. AUGUSTA
STEARNS COUNTY, MINNESOTA

PROJECT No.	21008
DATE:	05.18.20
REVISED:	
DRAFTER:	JJN
REVIEWER:	###



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

**NOTICE OF HEARING ON VACATION OF A PORTION OF 250th STREET
WITHIN THE CITY OF ST. AUGUSTA**

NOTICE IS HEREBY GIVEN that the St. Augusta City Council, Stearns County, Minnesota, has scheduled a public hearing to consider the proposed vacation of that part 250th Street legally described as follows:

St. Augusta – 250th Street Vacation

Land Description:

That part of Dedicated 250th Street according to KIFFMEYER ADDITION, said plat is on file and of record in the office of the Recorder in Stearns County, Minnesota, described as follows:

Commencing at a found iron monument which designates the southeasterly corner of Lot 5, Block 1, said KIFFMEYER ADDITION; thence South 89 degrees 49 minutes 42 seconds West on an assumed bearing along the south line of said Lot 5 for a distance of 112.50 feet to the easterly line of said Dedicated 250th Street, said point is the point of beginning; thence northwesterly along the northerly line of said Dedicated 250th Street, on a non-tangential curve concave to the southwest, having a central angle of 126 degrees 49 minutes 08 seconds and a radius of 60.30 feet, for an arc distance of 133.47 feet (chord bearing North 69 degrees 17 minutes 26 seconds West); thence southeasterly on a non-tangential curve concave to the southwest, having a central angle of 124 degrees 26 minutes 40 seconds and a radius of 72.00 feet, for an arc distance of 156.38 feet (chord bearing South 35 degrees 06 minutes 49 seconds East) to the southerly line of said Dedicated 250th Street; thence North 89 degrees 49 minutes 42 seconds East along the southerly line of said Dedicated 250th Street for a distance of 27.79 feet to the southeasterly corner of said Dedicated 250th Street; thence North 00 degrees 10 minutes 18 seconds West along the easterly line of said Dedicated 250th Street for a distance of 66.00 feet to the point of beginning. The above described tract contains 3,853 square feet.

AND

All of Dedicated 250th Street according to WHITE OAK ADDITION, said plat is on file, and of record, in the office of the Recorder in Stearns County, Minnesota. The above described tract contains 7,560 square feet.

SUBJECT TO easements, restrictions and reservations of record, if any.

Said public hearing shall be held on June 2, 2020 at approximately 7:00 p.m. via Zoom meeting. Please contact Bill McCabe at 320-654-0387 for Zoom invitation. At said time and place the City Council shall hear all interested parties and will consider whether to vacate said portion of 250th Street.

Dated this 20th day of May, 2020.

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

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

RESOLUTION #2020-07

RESOLUTION VACATING PORTIONS OF 250th STREET

WHEREAS, 250th Street is a part of the Kiffmeyer Addition, recorded in 1989 and also part of the White Oak Addition, recorded in 2019; and,

WHEREAS, all property adjacent to 250th Street from the point described below is owned by a single entity; and,

WHEREAS, the St. Augusta City Council finds it to be in the interest of the public to vacate said portion of 250th Street.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Augusta, Stearns County, Minnesota, that the portions of 250th Street described as follows be vacated.

That part of Dedicated 250th Street according to KIFFMEYER ADDITION, said plat is on file and of record in the office of the Recorder in Stearns County, Minnesota, described as follows:

Commencing at a found iron monument which designates the southeasterly corner of Lot 5, Block 1, said KIFFMEYER ADDITION; thence South 89 degrees 49 minutes 42 seconds West on an assumed bearing along the south line of said Lot 5 for a distance of 112.50 feet to the easterly line of said Dedicated 250th Street, said point is the point of beginning; thence northwesterly along the northerly line of said Dedicated 250th Street, on a non-tangential curve concave to the southwest, having a central angle of 126 degrees 49 minutes 08 seconds and a radius of 60.30 feet, for an arc distance of 133.47 feet (chord bearing North 69 degrees 17 minutes 26 seconds West); thence southeasterly on a non-tangential curve concave to the southwest, having a central angle of 124 degrees 26 minutes 40 seconds and a radius of 72.00 feet, for an arc distance of 156.38 feet (chord bearing South 35 degrees 06 minutes 49 seconds East) to the southerly line of said Dedicated 250th Street; thence North 89 degrees 49 minutes 42 seconds East along the southerly line of said Dedicated 250th Street for a distance of 27.79 feet to the southeasterly corner of said Dedicated 250th Street; thence North 00 degrees 10 minutes 18 seconds West along the easterly line of said Dedicated 250th Street for a distance of 66.00 feet to the point of beginning. The above described tract contains 3,853 square feet.

AND

All of Dedicated 250th Street according to WHITE OAK ADDITION, said plat is on file, and of record, in the office of the Recorder in Stearns County, Minnesota. The above described tract contains 7,560 square feet.

BE IT FURTHER RESOLVED by the City Council of the City of St. Augusta, Stearns County, Minnesota, that the City intends to install a cul-de-sac at the end of the proposed street

with all the vacated land reverting to the adjoining property owner.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA THIS 2nd DAY
OF JUNE, 2020**

Michael G. Zenzen, Mayor

Attest:

William R. McCabe, Clerk/Administrator

Collaborative Planning, LLC

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Cindy Nash, AICP/EDFP

DATE: June 2, 2020

SUBJECT: **Dollar General** for (1) Variance; and (2) and Site Plan.

LOCATION: Northwest corner of Hwy 115 and Hwy 7

Description of Request

The applicant is proposing to redevelop the site on the northwest corner of County Highway 115 and County Highway 7 in order to construct a Dollar General store.

Item 1: Recommendation on Variances

Public Hearing: June 1, 2020 Planning Commission

The proposed development does not meet all of the ordinance requirements for approval. The applicant is requesting variances to the following items:

1. Reduction in required parking from 42 spaces to 30 spaces.
2. Reduction of rear yard setback from 35 feet to 30 feet.
3. Reduction of the separation between the street surface and the parking lot from 15 feet to approximately 5 feet.

The site is smaller than what would typically be needed to accommodate a building of this size and the required parking while still meeting the requirements of the zoning ordinance.

Variances

The Board of Appeals may grant variances from the ordinance when there is supporting evidence related to various findings required under the Zoning Ordinance. In considering requests for variance, the Zoning Ordinance requires that findings be made such that the proposed action will not:

1. Impair an adequate supply of light and air to adjacent property.
2. Unreasonably increase the congestion in the public street.
3. Increase the danger of fire or endanger the public safety.
4. Unreasonably diminish or impair established property values within the neighborhood, or in any way be contrary to the intent of the Ordinance.
5. Violate the intent and purpose of the Comprehensive Plan.

Further, a variance from the ordinance can be granted if the applicant or owner establishes that there are practical difficulties in complying with the ordinance. Practical difficulties, as used in connection with the granting of a variance, requires an affirmative finding of the following criteria:

- a. The property owner or applicant proposes to use the property in a reasonable manner not permitted by this Ordinance;

- b. The plight of the property owner or applicant is due to circumstances unique to the property and not created by any persons presently or formerly having an interest in the parcel of land.
- c. The variance, if granted, will not alter the essential character of the locality.
- d. Economic considerations alone do not constitute practical difficulties.

Planning Commission Recommendation

The Planning Commission recommended approval of the variances.

Item 2: Recommendation on Site Plan

Use

The proposed use of the property is for a Dollar General store. This use is permitted in the zoning district.

The site is proposed to contain a retail building. The remainder of the site will be parking for customers, loading, dumpsters, and ponding.

Parking and Driveways

The parking areas are proposed to be paved.

The County will need to review the proposed driveways on the site.

A number of the variances are related to the parking and driveways, and additional comments are noted as well in the City Engineer and City Planner comment memos.

Landscaping

A landscaping plan was submitted, but notes should be provided related to the screening fence location.

Engineering

The development should comply with the requirements of the City Engineers memo.

Planning Commission Recommendation on Site Plan

The Planning Commission recommended approval of the site plan, subject to revisions that were discussed during the Planning Commission meeting related to:

- Height of screening fence should be 8 feet tall
- Fence should be extended on the west property line to terminate approximately 21 feet from the south property line.
- Fence should be double-slatted and constructed of low-maintenance materials
- Plans should be adjusted with relation to stormwater features and curbing to provide for additional snow storage in the northwest corner of the property.

All of the Planning Commission comments have been added to the City Planner's revised memo to be addressed by the Developer.

Staff recommends approving the Site Plan subject to the following conditions:

1. All comments contained within the memo from Moore Engineering dated May 27, 2020 and the memo from Collaborative Planning revised dated June 2, 2020 are incorporated herein (collectively referred to as the “Staff Memos”).
2. The Subject Property shall be constructed in substantial compliance with the Site Plans as revised to conform to the requirements of the Staff Memos.
3. No construction shall be permitted on the Subject Property until updated Site Plans addressing the comments of the Staff Memos and the conditions of this Resolution are provided for review and approval by the City Engineer and City Planner. Following approval by the City Engineer and City Planner, these plans shall collectively be known as the “Approved Construction Plans”.
4. If the updated Site Plans addressing the comments of the resolutions, Staff Memos, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then the Final Plat shall be revised by the Developer and submitted for amended approval by the City Council. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.
5. To the extent that there are differences or conflicts between the Approved Construction Plans and this resolution, the terms of this resolution shall be controlling.
6. Signage has not been approved as a part of this application and must be submitted separately for review to the City Planner.
7. The applicant must enter into a stormwater maintenance agreement with the City.
8. Infrastructure will be designed and constructed by the Developer subject to review, approval and inspection by the City Engineer.
9. The Developer shall supply detailed construction plans for sanitary sewer, water main, street access points, and storm sewer improvements for the City Engineer to review and approve. All utility improvements shall be constructed in accordance with the City’s specifications and detail standards.
10. The Developer shall be responsible for obtaining and complying with all necessary permits from any other governmental agencies prior to commencement of development activities on the site.

11. The Developer shall be responsible for ensuring the development of the site is in compliance with all City of St. Augusta ordinances.
12. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed development plans, inspection of improvements, and the preparation of the Developer's Agreement.
13. The Developer shall survey all storm water holding ponds as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.
14. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

Collaborative Planning, LLC

MEMORANDUM

TO: Planning Commission

FROM: Cindy Nash, AICP/EDFP

DATE: May 28, 2020

SUBJECT: **Dollar General** for (1) Variance; and (2) and Site Plan.

LOCATION: Northwest corner of Hwy 115 and Hwy 7

Description of Request

The applicant is proposing to redevelop the site on the northwest corner of County Highway 115 and County Highway 7 in order to construct a Dollar General store.

Item 1: Recommendation on Variances

Public Hearing: June 1, 2020 Planning Commission

The proposed development does not meet all of the ordinance requirements for approval. The applicant is requesting variances to the following items:

1. Reduction in required parking from 42 spaces to 30 spaces.
2. Reduction of rear yard setback from 35 feet to 30 feet.
3. Reduction of the separation between the street surface and the parking lot from 15 feet to approximately 5 feet.

The site is smaller than what would typically be needed to accommodate a building of this size and the required parking while still meeting the requirements of the zoning ordinance.

Variances

The Board of Appeals may grant variances from the ordinance when there is supporting evidence related to various findings required under the Zoning Ordinance. In considering requests for variance, the Zoning Ordinance requires that findings be made such that the proposed action will not:

1. Impair an adequate supply of light and air to adjacent property.
2. Unreasonably increase the congestion in the public street.
3. Increase the danger of fire or endanger the public safety.
4. Unreasonably diminish or impair established property values within the neighborhood, or in any way be contrary to the intent of the Ordinance.
5. Violate the intent and purpose of the Comprehensive Plan.

Further, a variance from the ordinance can be granted if the applicant or owner establishes that there are practical difficulties in complying with the ordinance. Practical difficulties, as used in connection with the granting of a variance, requires an affirmative finding of the following criteria:

- a. The property owner or applicant proposes to use the property in a reasonable manner not permitted by this Ordinance;

- b. The plight of the property owner or applicant is due to circumstances unique to the property and not created by any persons presently or formerly having an interest in the parcel of land.
- c. The variance, if granted, will not alter the essential character of the locality.
- d. Economic considerations alone do not constitute practical difficulties.

Staff Recommendation

The Planning Commission should make a recommendation regarding the proposed variances.

Item 2: Recommendation on Site Plan

Use

The proposed use of the property is for a Dollar General store. This use is permitted in the zoning district.

The site is proposed to contain a retail building. The remainder of the site will be parking for customers, loading, dumpsters, and ponding.

Parking and Driveways

The parking areas are proposed to be paved.

The County will need to review the proposed driveways on the site.

A number of the variances are related to the parking and driveways, and additional comments are noted as well in the City Engineer and City Planner comment memos.

Landscaping

A landscaping plan was submitted, but notes should be provided related to the screening fence location.

Engineering

The development should comply with the requirements of the City Engineers memo.

Staff Recommendation on Site Plan

Staff recommends approving the Site Plan subject to the following conditions:

1. All comments contained within the memo from Moore Engineering dated May 27, 2020 and the memo from Collaborative Planning dated May 28, 2020 are incorporated herein (collectively referred to as the "Staff Memos").
2. The Subject Property shall be constructed in substantial compliance with the Site Plans as revised to conform to the requirements of the Staff Memos.
3. No construction shall be permitted on the Subject Property until updated Site Plans addressing the comments of the Staff Memos and the conditions of this Resolution are

provided for review and approval by the City Engineer and City Planner. Following approval by the City Engineer and City Planner, these plans shall collectively be known as the “Approved Construction Plans”.

4. If the updated Site Plans addressing the comments of the resolutions, Staff Memos, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then the Final Plat shall be revised by the Developer and submitted for amended approval by the City Council. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.
5. To the extent that there are differences or conflicts between the Approved Construction Plans and this resolution, the terms of this resolution shall be controlling.
6. Signage has not been approved as a part of this application and must be submitted separately for review to the City Planner.
7. The applicant must enter into a stormwater maintenance agreement with the City.
8. Infrastructure will be designed and constructed by the Developer subject to review, approval and inspection by the City Engineer.
9. The Developer shall supply detailed construction plans for sanitary sewer, water main, street access points, and storm sewer improvements for the City Engineer to review and approve. All utility improvements shall be constructed in accordance with the City’s specifications and detail standards.
10. The Developer shall be responsible for obtaining and complying with all necessary permits from any other governmental agencies prior to commencement of development activities on the site.
11. The Developer shall be responsible for ensuring the development of the site is in compliance with all City of St. Augusta ordinances.
12. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed development plans, inspection of improvements, and the preparation of the Developer’s Agreement.
13. The Developer shall survey all storm water holding ponds as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.

14. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

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

RESOLUTION #2020-08

**A RESOLUTION APPROVING VARIANCES FOR A PROJECT KNOWN AS DOLLAR
GENERAL**

WHEREAS, DGOGStaugustamn01222020 LLC (“Developer”), a Missouri limited liability company, is the applicant for an application related to property legally described as follows:

THAT PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 123 NORTH, RANGE 28 WEST OF THE 5TH PRINCIPAL MERIDIAN, STEARNS COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, THENCE NORTH 89 DEGREES 38 MINUTES 46 SECONDS WEST, 198.00 FEET ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, THENCE NORTH 00 DEGREES 46 MINUTES 14 SECONDS EAST, 33.00 FEET; THENCE NORTH 00 DEGREES 19 MINUTES 46 SECONDS WEST, 7.00 FEET TO THE NORTH RIGHT-OF-WAY LINE OF COUNTY HIGHWAY 115 BEING THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING, THENCE NORTH 00 DEGREES 19 MINUTES 46 SECONDS WEST, 257.00 FEET; THENCE SOUTH 89 DEGREES 38 MINUTES 46 SECONDS EAST, 163.67 FEET TO THE WEST RIGHT-OF-WAY LINE OF COUNTY HIGHWAY 7; THENCE SOUTH 00 DEGREES 27 MINUTES 50 SECONDS EAST, 244.39 FEET ALONG SAID WEST RIGHT-OF-WAY LINE; THENCE SOUTH 37 DEGREES 13 MINUTES 36 SECONDS WEST, 15.78 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO SAID NORTH RIGHT-OF-WAY LINE OF COUNTY HIGHWAY 115; THENCE NORTH 89 DEGREES 38 MINUTES 41 SECONDS WEST, 154.62 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

(the “Subject Property”); and

WHEREAS, the Developer has submitted an application for a Variance and Site Plan so as to allow the Developer to improve the Subject Property for a use as shown in the plans for Dollar General, the most recent revision of said preliminary and final plat and plans prepared by Overland Engineering, LLC. and last updated March 16, 2020 (unless noted differently below) and containing the following sheets:

1. A0.0 Cover Sheet
2. M1 Mechanical Plan
3. A1.1 Floor Plan Details
4. A7.1 Signage and Signage Details
5. E5 Site Lighting and Photometric Plan
6. SU1 Site Utility Plan
7. M1 Mechanical Plan
8. 1 ALTA/NSPS Land Title Survey (Sheet 1 of 2)
9. 2 ALTA/NSPS Land Title Survey (Sheet 2 of 2)
10. C1 Site Plan
11. C1.1 Demolition Plan
12. C2 Grading Plan

13. C3 Sedimentation and Erosion Control Plan
14. C4 Details
15. C5 Landscape Plan

(the “Site Plans”); and

WHEREAS, the application was reviewed by the Planning Commission at its meeting on June 1, 2020. The Planning Commission recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED, the City Council makes the following findings:

1. The variances requested do not result in any changes to an adequate supply of light and air to adjacent property.
2. The variances requested do not increase the congestion in the public street.
3. The variances requested do not increase the danger of fire or endanger the public safety.
4. The variances requested do not unreasonably diminish or impair established property values within the neighborhood, or in any way be contrary to the intent of the Ordinance.
5. The variances requested do not violate the intent and purpose of the Comprehensive Plan.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the City Council makes the following findings:

1. The property owner or applicant proposes to use the property in a reasonable manner not permitted by this Ordinance as the site can be designed in a suitable manner for the proposed use and mitigate for the variances proposed;
2. The plight of the property owner or applicant is due to circumstances unique to the property and not created by any persons presently or formerly having an interest in the parcel of land.
3. The variances, if granted, will not alter the essential character of the locality.
4. Economic considerations alone do not constitute practical difficulties.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council hereby approves the following variances:

1. Reduction in required parking from 42 spaces to 30 spaces.
2. Reduction of rear yard setback from 35 feet to 30 feet.
3. Reduction of the separation between the street surface and the parking lot from 15 feet to approximately 5 feet.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the variances are subject to the following conditions:

1. The variances shall expire and be considered null and void if construction of the improvements as shown on the Site Plans has not begun by June 2, 2021.
2. All comments contained within the memo from Moore Engineering dated May 27, 2020 and the memo from Collaborative Planning revised dated June 2, 2020 are incorporated herein (collectively referred to as the “Staff Memos”).
3. The Subject Property shall be constructed in substantial compliance with the Site Plans as revised to conform to the requirements of the Staff Memos.
4. No construction shall be permitted on the Subject Property until updated Site Plans addressing the comments of the Staff Memos and the conditions of this Resolution are provided for review and approval by the City Engineer and City Planner. Following approval by the City Engineer and City Planner, these plans shall collectively be known as the “Approved Construction Plans”.
5. If the updated Site Plans addressing the comments of the resolutions, Staff Memos, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then the Final Plat shall be revised by the Developer and submitted for amended approval by the City Council. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.
6. To the extent that there are differences or conflicts between the Approved Construction Plans and this resolution, the terms of this resolution shall be controlling.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 2nd day of June, 2020.

Michael G. Zenzen, Mayor

Attest:

William R. McCabe, Clerk/Administrator

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

RESOLUTION #2020-09

**A RESOLUTION APPROVING A SITE PLAN FOR A PROJECT KNOWN AS DOLLAR
GENERAL**

WHEREAS, DGOGStaugustamn01222020 LLC (“Developer”), a Missouri limited liability company, is the applicant for an application related to property legally described as follows:

THAT PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 123 NORTH, RANGE 28 WEST OF THE 5TH PRINCIPAL MERIDIAN, STEARNS COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, THENCE NORTH 89 DEGREES 38 MINUTES 46 SECONDS WEST, 198.00 FEET ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, THENCE NORTH 00 DEGREES 46 MINUTES 14 SECONDS EAST, 33.00 FEET; THENCE NORTH 00 DEGREES 19 MINUTES 46 SECONDS WEST, 7.00 FEET TO THE NORTH RIGHT-OF-WAY LINE OF COUNTY HIGHWAY 115 BEING THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING, THENCE NORTH 00 DEGREES 19 MINUTES 46 SECONDS WEST, 257.00 FEET; THENCE SOUTH 89 DEGREES 38 MINUTES 46 SECONDS EAST, 163.67 FEET TO THE WEST RIGHT-OF-WAY LINE OF COUNTY HIGHWAY 7; THENCE SOUTH 00 DEGREES 27 MINUTES 50 SECONDS EAST, 244.39 FEET ALONG SAID WEST RIGHT-OF-WAY LINE; THENCE SOUTH 37 DEGREES 13 MINUTES 36 SECONDS WEST, 15.78 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO SAID NORTH RIGHT-OF-WAY LINE OF COUNTY HIGHWAY 115; THENCE NORTH 89 DEGREES 38 MINUTES 41 SECONDS WEST, 154.62 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

(the “Subject Property”); and

WHEREAS, the Developer has submitted an application for a Variance and Site Plan so as to allow the Developer to improve the Subject Property for a use as shown in the plans for Dollar General, the most recent revision of said preliminary and final plat and plans prepared by Overland Engineering, LLC. and last updated March 16, 2020 (unless noted differently below) and containing the following sheets:

1. A0.0 Cover Sheet
2. M1 Mechanical Plan
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5. E5 Site Lighting and Photometric Plan
6. SU1 Site Utility Plan
7. M1 Mechanical Plan
8. 1 ALTA/NSPS Land Title Survey (Sheet 1 of 2)
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10. C1 Site Plan
11. C1.1 Demolition Plan
12. C2 Grading Plan

13. C3 Sedimentation and Erosion Control Plan
14. C4 Details
15. C5 Landscape Plan

(the “Site Plans”); and

WHEREAS, the application was reviewed by the Planning Commission at its meeting on June 1, 2020. The Planning Commission recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the application for a Site Plan subject to the following conditions:

1. All comments contained within the memo from Moore Engineering dated May 27, 2020 and the memo from Collaborative Planning revised dated June 2, 2020 are incorporated herein (collectively referred to as the “Staff Memos”).
2. The Subject Property shall be constructed in substantial compliance with the Site Plans as revised to conform to the requirements of the Staff Memos.
3. No construction shall be permitted on the Subject Property until updated Site Plans addressing the comments of the Staff Memos and the conditions of this Resolution are provided for review and approval by the City Engineer and City Planner. Following approval by the City Engineer and City Planner, these plans shall collectively be known as the “Approved Construction Plans”.
4. If the updated Site Plans addressing the comments of the resolutions, Staff Memos, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then the Final Plat shall be revised by the Developer and submitted for amended approval by the City Council. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.
5. To the extent that there are differences or conflicts between the Approved Construction Plans and this resolution, the terms of this resolution shall be controlling.
6. Signage has not been approved as a part of this application and must be submitted separately for review to the City Planner.
7. The applicant must enter into a stormwater maintenance agreement with the City.
8. Infrastructure will be designed and constructed by the Developer subject to review, approval and inspection by the City Engineer.
9. The Developer shall supply detailed construction plans for sanitary sewer, water main, street access points, and storm sewer improvements for the City Engineer to

review and approve. All utility improvements shall be constructed in accordance with the City's specifications and detail standards.

10. The Developer shall be responsible for obtaining and complying with all necessary permits from any other governmental agencies prior to commencement of development activities on the site.
11. The Developer shall be responsible for ensuring the development of the site is in compliance with all City of St. Augusta ordinances.
12. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed development plans, inspection of improvements, and the preparation of the Developer's Agreement.
13. The Developer shall survey all storm water holding ponds as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.
14. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 2nd day of June, 2020.

Attest:

Michael G. Zenzen, Mayor

William R. McCabe, Clerk/Administrator

**City of St. Augusta
Stearns County, Minnesota**

Interim Use Permit

On Tuesday, June 2, 2020 after a planning commission public hearing, duly noticed and held on Monday, June 1, 2020 the City Council granted an Interim Use Permit as follows:

Interim Use Permit 2020-01

That: Rice Contracting and Development Services, 10100 Sucker Creek Road, Rice, Minnesota be granted an Interim Use Permit for the purpose of operating a Burrow Pit (mining and fill) in an Agricultural Zone.

That: The Interim Use Permit is applicable to the following described property:

SE ¼, Section 9, Twp. 123N, Rng. 28W, St. Augusta, Stearns County, Minnesota.

That: The Interim Use Permit is granted subject to the following conditions:

1. The permit be granted for three years with a review after one year to assure the conditions are being met.
2. Dust control measures are put in place to limit dust in the area.
3. The knob at the south curve of County Road 136 be reshaped to the previous grade by the end of September, 2020.
4. Only County Road 136 be allowed as a haul road within the City of St. Augusta. If other roads/routes need to be utilized approval must be requested from the City.
5. The site needs to be properly screened, stabilized and sloped to coincide with the NPDES permit requirements and the requirements of the City Engineer that were included in the original permit dated May 15, 2017
6. If screening is done on site, approval must first be requested from the City.
7. Top soil is retained and stored on site for the restoration of the site.
8. Hours of operation are 7am to 7pm per the zoning ordinance.

ADOPTED by the City Council this 2nd Day of June, 2020.

Michael G. Zenzen, Mayor

ATTEST TO:

William R. McCabe, City Administrator

20. Signs: No sign shall be so located as to restrict the sight lines and orderly operation and traffic movement within any parking lot or driveway. All signs shall be in conformance with Section 31 of this Ordinance.
21. Cart Storage: Retail commercial uses exceeding fifty-five thousand (55,000) square feet in gross floor area may be required to provide ample space for the storage of customer service carts within off-street parking areas. The need and specific amount of required cart storage space shall be determined as part of site plan review. When required, cart storage areas shall not occupy required off-street parking space, shall be clearly delineated, and include facilities for cart confinement.

20.06 MAINTENANCE: It shall be the joint and several responsibility of the lessee and owner of the principal use, uses or buildings to maintain in a neat and adequate manner, the parking space, access ways, striping, landscaping and required screening.

20.07 LOCATION: All accessory off-street parking facilities as required by this Section shall be located and restricted as follows:

- A. Required accessory off-street parking shall be on the same lot under the same ownership or lease as the principal use being served, except under the provisions of Subd. 20.11 and 20.12 of this Section.
- B. Except for single family dwellings, head-in parking, directly off of and adjacent to a public street, with each stall having its own direct access to the public street, shall be prohibited.
- C. There shall be no off-street parking within fifteen (15) feet of any street surface.
- D. The boulevard portion of the street right-of-way shall not be used for parking.
- E. Required accessory off-street parking for non-residential uses shall not be provided in front yards (or in side yards in the case of a corner lot) in any residential district, except as allowed for model homes and temporary real estate offices by Section 19 of this Ordinance.
- F. In the case of single family dwellings, parking shall be prohibited in any portion of the front yard, except designated driveways leading directly into a garage or one (1) open, surfaced space located on the side of a driveway, away from the principal use. Said extra space shall be surfaced with either concrete, asphalt or in cases of existing gravel driveways, gravel may be used for such additional parking. At any time an improvement is made to property requiring a building permit, all non-conforming surfacing of parking areas or driveways existing on the lot in question shall be brought into full compliance with this Section.

- G. With the exception of seasonal recreational equipment of limited size and weight, the same parking standards for seasonal recreational equipment shall apply as outlined herein. In cases of seasonal recreational equipment of limited size and weight, the surfacing required herein shall not apply and the equipment may be parked over what is traditionally grass. Seasonal recreational equipment of limited size and weight may include boats, campers designed to be mounted on automotive vehicles, snowmobiles, boat trailers, motorcycle trailers and tent or travel trailers.
- H. Violations may be enforced through tagging.

20.08 USE OF REQUIRED AREA: Required accessory off-street parking spaces in any district shall not be utilized for open storage, sale or rental of goods, repair work, storage of inoperable vehicles, and/or storage of snow.

20.09 NUMBER OF OFF-STREET PARKING SPACES REQUIRED: The following minimum number of off-street parking spaces shall be provided and maintained by ownership, easement, and/or lease for and during the life of the respective uses hereinafter set forth.

USE	NUMBER OF PARKING SPACES REQUIRED
Subd. 1. Residential:	
Single Family Dwellings	Two (2) spaces.
Subd. 2. Institutional/Educational/Cultural:	
Auditoriums, Theaters, Religious Institutions, Sports Arenas	One (1) space for each four (4) permanent seats based on the design capacity of the main assembly hall. Facilities as may be provided in conjunction with such buildings or uses shall be subject to additional requirements which are imposed by this Ordinance.
Community Center, Physical Culture Studio, Libraries, Museums	One (1) space for each three hundred (300) square feet of floor area.
Nursing Homes, Rest Homes	One (1) space for each four (4) beds.
Private or Private Non-Profit Baseball Fields	One (1) space for each eight (8) seats of design capacity.

COVID-19 Preparedness Plan

The City of St. Augusta is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Administration and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and administration and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Administration and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **City of St. Augusta** administration and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **City of St. Augusta**. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19, and Executive Order 20-54 and 20-59, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers;
- Administration and supervision necessary to ensure effective implementation of the plan;
- protection and controls for face to face customer interaction; and
- communications and instructions for customers.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. **All employees will review the attached health screening questions every day that they report to work.**

City of St. Augusta will follow the FMLA policies related to COVID-19 that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

City of St. Augusta has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Workers, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors. **Signs will be posted at all workplaces and on front door of the City Hall.**

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls: At the City Center the reception area will have protective plexiglass for the workers. All City Center employees who have to deal with customers will wear 3 ply masks or cloth masks. All Street, Public Utility and Police employees will stagger their shifts and ride in separate vehicles when possible or practical. If employees have to be working in close proximity to one another, they will need to use the proper Personal Protective Equipment (PPE).

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. **Staff will use approved disinfectant and cleaners. Individuals are responsible for their own work areas. Two employees as assigned will be responsible to clean high touch areas at the end of the regular work day. Street Dept., and Public Utilities are responsible to implement their own cleaning procedure with special attention given to common areas.**

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. The maximum amount of fresh air is being brought into the workplace. Air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Communications and training

This COVID-19 Preparedness Plan was communicated to all workers and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and on site customer interaction will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or on site interaction. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Administration and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **City of St. Augusta** Administration and was posted throughout the workplace June 3, 2020. It will be updated as necessary.

Certified by:

Bill McCabe
City Administrator

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

Health screenings

Five questions that all employees need to answer every work day.

1. A new fever (100.4°F or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New shortness of breath that you cannot attribute to another health condition?

4. A new sore throat that you cannot attribute to another health condition?
5. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

- **Temperature checks** are allowed but not required.

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

I have read the City of St. Augusta/Public Utilities COVID-19 Preparedness Plan and agree to fully comply with the policy.

Employee Name

Date