

CITY OF ST. AUGUSTA CITY COUNCIL MEETING

May 19, 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 5, 2020 City Council meeting.
 - 3B. Agenda.
 - 3C. Bills Payable, Receipts and Treasurer's Report.
 - 3D. Other
4. 2019 Audit Presentation
5. Public Hearing – Vacate Portion of Utility and Drainage Easement
 - 5A. Resolution #2020-06
6. Review Landwehr IUP
7. Emergency Declaration Review
 - 7A. Parks
 - 7B. Office
8. Council Member Comments/Purview.
9. Clerk's Report.
10. Adjourn.

REMINDERS: Regular City Council Meeting, Tuesday, June 2, 2020 7:00pm

CITY OF ST. AUGUSTA CITY COUNCIL MEETING

May 19, 2020

7:00 pm

VIA ZOOM

Administrative Summary

Consent Agenda – all items have been included in the packets.

2019 Audit Presentation – Jason Miller, with Smith Schaefer and Associates will be on and present the 2019 financial statement. The financial statement will be sent to you separately from the packet. The two standard letters along with Mr. Miller's power point will be included in the packets.

Vacate Drainage and Utility Easement – I have included a map of the parcel along with the public hearing notice.

Review Landwehr IUP – I have included the IUP in the packets. We simply need to have a discussion to make sure they are following the permit.

Emergency Declaration Discussion – We don't need to do anything if we want to allow the declaration to continue. We will need to discuss parks and opening the office amongst other items.

MINUTES OF THE CITY COUNCIL
ST. AUGUSTA, MINNESOTA
May 5, 2020

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

PRESENT: Mayor Zenzen, Council Members Backes, Reinert, Schulzetenberg and Genereux; Attorney Couri, Engineer Boots; Fire Chief Tabatt, Fire Captain Kramer, Fire Lieutenant Voigt, Fire Lieutenant Claseman, Stearns County Deputy Hemmesch, and Clerk/Administrator McCabe.

OTHERS PRESENT: Bryan Brown, Troy Voigt

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

The following items were approved with the consent agenda:

City Council Minutes, April 7, 2020.

Bill Payable, Receipts and Treasurer's Report dated May 5, 2020
and for US Bank payment and Checks #23359-
23410.

City Council Agenda, May 5, 2020

City Council Board of Review and Equalization Minutes, April 7.
St. August Legion On Sale and Sunday Liquor License; Club
Almar On Sale, Off Sale and Sunday Liquor License; Hayloft On
Sale, Off Sale and Sunday Liquor License; DeLux Liquor Off Sale
License and Mini Mart II Off Sale Liquor License

SHERIFF'S REPORT: Lt. Hemmesch was in attendance and presented the report for April. He indicated there were 44 contract hours spent and he reviewed the call types and indicated there were seven citations issued. He answered questions from the Council.

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

**BUILDING INSPECTOR'S
REPORT:**

The written report (spreadsheet with the quarterly building permits) was presented and Mr. McCabe stated it included one additional new single family dwelling.

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

**FIRE DEPT.
REPORT:**

Chief Tabatt presented the monthly report indicating there were 12 calls in March, bringing the total for the year to 31. Monthly training was cancelled due to COVID 19.

Mayor Zenzen asked about PPE and was told they received addition equipment from Stearns County.

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

Lt. Voigt said the corn stalks are around the fire hall and received a quote from Craig Cordie at approximately \$800. Mr. McCabe indicated he had visited with staff to rent a machine. Lt. Voigt stated

A motion was made to approve up to \$1,000 from C&J Customized at the fire hall and ball park by Ms. Schulzetenberg, seconded by Mr. Backes. Motion carried unanimously.

Lt. Claseman asked about the ordinance and Mr. Couri indicated he would look into it and bring it back to the next meeting.

Troy Voigt of Voigt Bus indicated they have another bus to destroy and wondered if they would be interested in practice. Chief Tabatt thanked him and said they would be interested.

OPEN FORUM:

no comments offered.

**ENGINEER'S
REPORT:**

Mr. Boots presented the bid tabulation along with a recommendation to award the 2020 Street Project to Knife River Corporation. He reviewed the bid tabulation and explained that once a contract was signed, the timeline for the project would be established.

A motion was made to approve the bids and award the contract for the 2020 Street Project to Knife River Corporation in an amount of \$218,458.10 by Mr. Reinert, seconded by Mr. Genereux. Motion carried unanimously.

Mr. Boots indicated they have a Share Point set up for the MS4.

**SEAL COATION
QUOTES:**

Mr. McCabe presented three quotes for the 2020 seal coating project which entails seal coating 230th Street from 43rd Avenue to State Highway 15 and 53rd Avenue from 230th Street to County Road 141.

He indicated he thought the bids were good and recommended we go with the low bid from Astech in the amount of \$54,926.88.

A motion was made to approve the bid of Astech in the amount of \$54,926.88 by Mr. Reinert, seconded by Ms. Schulzetenberg. Motion carried unanimously.

PATCHING QUOTES/RESOLUTION

#2020-05, OFFICIAL

CONFLICT OF

INTEREST:

Mr. McCabe presented quotes to patch two sections of road, the first was discussed last month and will be billed to the farmer who caused the damage and the second on 28th Avenue that blew out about three weeks ago. Mr. Reinert's company is the apparent low bidder and thus we will need to adopt the resolution approving the contract with an interested officer.

A motion was made to approve Resolution #2020-05 and by Ms. Schulzetenberg, seconded by Mr. Backes. Motion carried 4-0 with Mr. Reinert abstaining.

A motion was made to award the contract to Diversified Paving in the amount of \$9,660 by Mr. Backes, seconded by Ms. Schulzetenberg. Motion carried 4-0 with Mr. Reinert abstaining

EAGLES LANDING

TRAFFIC

STUDY:

Mr. McCabe presented a proposal to do a speed study in Eagle's Landing as they had put up signs stating the speed limit was 30MPH. He also included in the packets an email from Mr. Couri explaining the process of establishing the speed limit on a city road. Mayor Zenzen indicated he read the statute to say the City can just post a speed limit of 25MPH in any residential zone. Mr. Couri and Mr. McCabe responded this is the case for most urbanized residential zones, but there are some factors that prevent this being the case. One is if there are arterial or collector roads within the subdivision and the other being if there is a road in the subdivision more than ½ mile in length. Mr. Couri noted some of the differences between the typical traffic study and what this statute allows. He indicated he believed this can be a generalized study that would work for more than one subdivision. Mr. McCabe stated Ms. Miner indicated that was the case and she would have the outline in place for future subdivisions. Mr. Genereux wondered what the existing complaint was, is it because of the kids? Ms. Schulzetenberg wondered what the existing speed limit was and was told probably 55mph. Mr. Genereux and Mayor Zenzen wondered if the neighborhood should share in the cost. Mr. Backes asked why we didn't just allow the installed signs to remain up. Mr. McCabe responded they were in violation of both state statute and our sign ordinance. Mr. Couri added if they were allowed, we would have

people throughout the city installing their own signs. Ms. Schulzetenberg wondered if this will benefit more neighborhoods throughout the city, why we would request this neighborhood to share in the cost. Mr. Couri suggested we look to other cities to see if they have used this new statute and not recreate the wheel. Mr. McCabe said he would make some inquiries. Ms. Schulzetenberg asked if we had data from the speed trailer that we had just put out. Lt. Hemmesch indicated the speed trailer was out in the fall of 2018 and again in 2019, but one time the trailer didn't capture the data. He was going to look to see if he still had the data. Lt. Hemmesch also indicated they have had extra patrols in the neighborhood over the last month, and he stated the data doesn't support there being excessive speeding. Lt. Hemmesch stated he would work on placing the speed trailer in Eagle's Landing again and try and capture additional data. Consensus at this time is to wait for the data from the Sheriff's department before we make a decision on the proposed study.

**COUNCIL MEMBER
PURVIEW:**

Ms. Schulzetenberg inquired if a permit is necessary for driveway or parking areas. Mr. McCabe responded a building permit isn't required but a right-of-way permit may be required. Specifically addressing the expanded parking area at a business Mr. McCabe stated the CUP required a paved surface but didn't identify where or how big the surface would be.

Ms. Schulzetenberg wondered if there had been any park board meetings. Mayor Zenzen responded that we are still targeting opening the parks for Memorial Day weekend and people will have to understand the use is at their discretion/risk. Mr. McCabe was directed to reopen the playgrounds but to post a notice they are not cleaned.

Mr. Genereux indicated he knew Mr. McCabe was going to bring up the parking ordinance specifically related to Blackberry Farms, but he also said there is an issue in Pine View specifically at the Winkleman residence with vehicles being parked on the grass.

**CITY ADMINISTRATOR
REPORT:**

Mr. McCabe started with the vehicle parking ordinance. He asked for direction on what the Council would like to see in an amended ordinance after reminding them the existing ordinance says all vehicles must be licensed and operable. Mayor Zenzen indicated there needs to be an allowance for campers. Mr. Genereux brought up the businesses being run out of a residential home and the vehicles and problems that creates. Ms. Schulzetenberg indicated she thought gravel was acceptable for overflow areas. Mr. Couri stated we have gone to court to get an order on proving a vehicle is operable. Lt. Hemmesch said they work closely with Environmental Services on these issues and they already have a process in place. Mr. Voigt stated he believes it is an enforcement issue, as most people want their

neighborhood to look clean and safe. He suggested one community hired an intern to look for and send infraction notifications. Mr. Backes stated he would rather stay with the existing system as we don't have the staff to go out looking for issues. Mr. Couri suggested we identify the worst cases and then determine how much time we devote to the issue.

Mr. McCabe indicated he was sitting on a few public hearing requests waiting to see when we can meet in person again. Mr. Couri stated the public hearings can be held via Zoom. Mr. McCabe stated he would schedule a public hearing at our next Council meeting for a drainage and utility easement vacation along with the review of the IUP for Landwehr. The meeting will be scheduled for May 19, 2020 at 7:00pm. A Planning Commission public hearing will be scheduled for June 1, 2020 with the Dollar General site plan and variance requests along with the IUP renewal for Rice Contracting.

ADJOURMENT: A motion was made to adjourn at 9:05pm by Mr. Reinert, seconded by Mr. Genereux. Meeting Adjourned.

Approved this 2nd day of June, 2020.

Michael G. Zenzen, Mayor

Attest:

William R. McCabe, Clerk/Administrator

City of St. Augusta

05/15/20 9:52 AM

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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	607-41000-371	Storm Sewer Sales	\$28.80	5/14/2020	SW - 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	606-49450-372	Sewer Replacement Fund	\$36.54	5/14/2020	SRF - 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	601-49400-371	Water Sales	\$1,047.62	5/14/2020	water dept - May 20 rcts	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
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	606-49450-372	Sewer Replacement Fund	\$62.77	5/14/2020	SRF - 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
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	607-41000-371	Storm Sewer Sales	\$86.40	5/14/2020	SW - May 20 rcts	05 07 20 rct
11894 R	605-43160-374	Electricity Sales	\$86.40	5/14/2020	EU - 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	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
11898 R	605-43160-374	Electricity Sales	\$37.03	5/14/2020	EU - 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	601-49400-371	Water Sales	\$1,201.43	5/14/2020	water dept - 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	602-49450-372	Sewer Sales	\$2,598.86	5/14/2020	sewer - May 20 rcts	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
Grand Total			\$26,568.32			

City of St. Augusta

05/15/20 9:53 AM

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*Check Summary Register©

May 2020

Name	Check Date	Check Amt	
10100 STATE BANK OF KIMBAL			
Paid Chk# 023411 BILL MCCABE	5/13/2020	\$224.99	g - McCabe rx
Paid Chk# 023412 BLASHACK, CHAD C.	5/14/2020	\$1,465.69	
Paid Chk# 023413 HOLLERMANN, PAUL A.	5/14/2020	\$1,034.25	
Paid Chk# 023414 KIFFMEYER, MARK G.	5/14/2020	\$1,339.36	
Paid Chk# 023415 McCABE, WILLIAM R.	5/14/2020	\$2,252.33	
Paid Chk# 023416 RASMUSON, TERESA M.	5/14/2020	\$9.07	
Paid Chk# 023417 SCHLUETER, STEVEN F.	5/14/2020	\$94.47	
Paid Chk# 023418 WOLTERS, KENNETH G	5/14/2020	\$133.64	
Paid Chk# 023419 JOHN HANCOCK	5/14/2020	\$900.00	g - def comp pay 10 20 - Rasmu
Paid Chk# 023420 AFLAC	5/19/2020	\$501.58	g - employee paid insurance
Paid Chk# 023421 BARB REIVER	5/19/2020	\$130.35	parks dept - park cancellation
Paid Chk# 023422 BILL SMELTER	5/19/2020	\$36.00	general - duplicate permit
Paid Chk# 023423 CENTER POINT ENERGY	5/19/2020	\$126.42	fire dept - gas usage
Paid Chk# 023424 COURI & RUPPE PLLP	5/19/2020	\$885.00	general - 250th Street
Paid Chk# 023425 EHLINGER LAWN SERVICES INC	5/19/2020	\$7,840.00	pw dept - street sweeping
Paid Chk# 023426 ERKENS WATER	5/19/2020	\$294.95	parks dept - HLP water softene
Paid Chk# 023427 IT TECHNOLOGIES	5/19/2020	\$1,180.00	CIP - 2020 street project
Paid Chk# 023428 KATHERINE FOLTA	5/19/2020	\$155.91	parks dept - park cancellation
Paid Chk# 023429 LAND O AKES OIL & PROPANE	5/19/2020	\$307.07	fire dept - fill fuel tanks
Paid Chk# 023430 ML SCHENDZIELOS AND SONS I	5/19/2020	\$1,575.00	pw dept - blading city roads
Paid Chk# 023431 NELSONS SANITATION & RENTA	5/19/2020	\$900.00	sewer dept - clean 2 lift stat
Paid Chk# 023432 SC TIMES	5/19/2020	\$387.57	CIP - pw dept, 2020 street pro
Paid Chk# 023433 STEARNS COUNTY AUDITOR/TR	5/19/2020	\$20,998.56	general - assessing fees
Paid Chk# 023434 STEARNS ELECTRIC ASSOCIATI	5/19/2020	\$1,458.33	EU - Emerald Ponds
Paid Chk# 023435 WEST CENTRAL SANITATION	5/19/2020	\$604.22	parks dept - garbage service
Total Checks		\$44,834.76	

Michael G. Zenzen

FILTER: None

***Check Detail Register©**

May 2020

			Check Amt	Invoice	Comment
10100 STATE BANK OF KIMBAL					
Paid Chk#	023420	5/19/2020	AFLAC		
G 101-21710	Other Deductions		\$270.54		g - employee paid insurance
G 601-21710	Other Deductions		\$75.54		g - employee paid insurance
G 602-21710	Other Deductions		\$75.54		g - employee paid insurance
G 101-21710	Other Deductions		\$79.96	769891	g - employee paid insurance
Total AFLAC			\$501.58		
Paid Chk#	023421	5/19/2020	BARB REIVER		
E 101-45200-342	Refunds		\$130.35		parks dept - park cancellation
Total BARB REIVER			\$130.35		
Paid Chk#	023422	5/19/2020	BILL SMELTER		
E 101-41000-430	Miscellaneous		\$36.00		general - duplicate permit
Total BILL SMELTER			\$36.00		
Paid Chk#	023423	5/19/2020	CENTER POINT ENERGY		
E 101-42270-387	Fire Dept Utilities		\$126.42		fire dept - gas usage
Total CENTER POINT ENERGY			\$126.42		
Paid Chk#	023424	5/19/2020	COURI & RUPPE PLLP		
E 101-41000-304	Legal Fees		\$660.00		general - general legal counsel
E 101-41000-304	Legal Fees		\$225.00		general - 250th Street
Total COURI & RUPPE PLLP			\$885.00		
Paid Chk#	023425	5/19/2020	EHLINGER LAWN SERVICES INC		
E 101-41130-220	Repair/Maint Supply		\$7,840.00		pw dept - street sweeping
Total EHLINGER LAWN SERVICES INC			\$7,840.00		
Paid Chk#	023426	5/19/2020	ERKENS WATER		
E 101-45200-220	Repair/Maint Supply		\$7.00	238461	parks dept - HLP water softener repairs
E 101-45200-220	Repair/Maint Supply		\$287.95	242602	parks dept - HLP water softener repairs
Total ERKENS WATER			\$294.95		
Paid Chk#	023427	5/19/2020	IT TECHNOLOGIES		
E 450-41130-230	Overlaying		\$1,180.00		CIP - 2020 street project
Total IT TECHNOLOGIES			\$1,180.00		
Paid Chk#	023428	5/19/2020	KATHERINE FOLTA		
E 101-45200-430	Miscellaneous		\$155.91		parks dept - park cancellation
Total KATHERINE FOLTA			\$155.91		
Paid Chk#	023429	5/19/2020	LAND O LAKES OIL & PROPANE		
E 101-42270-212	Motor Fuels		\$307.07	28116	fire dept - fill fuel tanks
Total LAND O LAKES OIL & PROPANE			\$307.07		
Paid Chk#	023430	5/19/2020	ML SCHENDZIELOS AND SONS INC		
E 101-41130-220	Repair/Maint Supply		\$1,575.00	8353	pw dept - blading city roads
Total ML SCHENDZIELOS AND SONS INC			\$1,575.00		
Paid Chk#	023431	5/19/2020	NELSONS TOILET RENTAL		
E 602-49450-220	Repair/Maint Supply		\$900.00		sewer dept - clean 2 lift stations
Total NELSONS TOILET RENTAL			\$900.00		
Paid Chk#	023432	5/19/2020	ST. CLOUD TIMES		

***Check Detail Register©**

May 2020

		Check Amt	Invoice	Comment
E 450-41130-230	Overlaying	\$387.57	0003295783	CIP - pw dept, 2020 street project advertise for bids
Total ST. CLOUD TIMES		\$387.57		
Paid Chk# 023433 5/19/2020 STEARNS COUNTY AUDITOR/TREAS				
E 101-41000-302	Assessor Contract	\$20,998.56	2020-0000009	general - assessing fees
Total STEARNS COUNTY AUDITOR/TREAS		\$20,998.56		
Paid Chk# 023434 5/19/2020 STEARNS ELECTRIC ASSOCIATION				
E 101-42270-387	Fire Dept Utilities	\$179.57		fire dept - fire hall
E 101-45200-381	Electric Utilities	\$36.94		parks dept - HLP
E 101-41000-381	Electric Utilities	\$131.07		general - city hall
E 101-42270-387	Fire Dept Utilities	\$48.96		fire dept - fire hydrant
E 101-41000-381	Electric Utilities	\$38.00		general - 2 meters
E 602-49450-381	Electric Utilities	\$317.25		sewer dept - lift station 1
E 101-41000-381	Electric Utilities	\$37.14		general - city hall
E 101-41000-381	Electric Utilities	\$10.95		general - street light
E 602-49450-381	Electric Utilities	\$79.45		sewer dept - lift station 2
E 605-43160-380	Utility Services (GENERAL)	\$90.75		EU - Emerald Ponds
E 101-45200-381	Electric Utilities	\$35.85		parks dept - KP
E 605-43160-380	Utility Services (GENERAL)	\$124.50		EU - Blackberry Farms
E 605-43160-380	Utility Services (GENERAL)	\$108.00		EU - Emerald Ponds
E 101-41000-381	Electric Utilities	\$85.53		general - State Hwy 15 light
E 602-49450-381	Electric Utilities	\$27.75		sewer dept - lift station
E 101-41000-381	Electric Utilities	\$29.81		general - Lion's Sign
E 601-49400-381	Electric Utilities	\$25.74		water dept - flow meter
E 101-45200-381	Electric Utilities	\$51.07		parks dept - HLP shelter
Total STEARNS ELECTRIC ASSOCIATION		\$1,458.33		
Paid Chk# 023435 5/19/2020 WEST CENTRAL SANITATION				
E 101-41000-384	Refuse/Garbage Disposal	\$164.08		general - garbage service
E 101-45200-384	Refuse/Garbage Disposal	\$413.06		parks dept - garbage service
E 101-42270-384	Refuse/Garbage Disposal	\$27.08		fire dept - garbage service
Total WEST CENTRAL SANITATION		\$604.22		
10100 STATE BANK OF KIMBAL		\$37,380.96		

Fund Summary**10100 STATE BANK OF KIMBAL**

101 GENERAL FUND	\$33,988.87
450 CAPITAL PROJECT FUND	\$1,567.57
601 WATER FUND	\$101.28
602 SEWER FUND	\$1,399.99
605 LIGHTING UTILITY	\$323.25
	\$37,380.96

Michael G. Zenzen



City of St. Augusta
May 19, 2020

AUDIT

- **Audit Opinion**
 - Provides reasonable, but not absolute, assurance that financials are free of material misstatement
 - Audit procedures include: outside confirmation of certain balances and transactions, sample tests of documentary evidence, inquiries of employees and management, analytical procedures applied to balances and certain other testing procedures
 - Unmodified opinion – Financial Statements fairly stated in all material respects
- **Minnesota Legal Compliance**
 - Seven areas required to be tested by the State of Minnesota: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions and tax increment financing. The items required to be tested for each area are listed in the Office of the State Auditor's Minnesota Legal Compliance Guide for Political Subdivisions
 - Testing covered all of the listed areas and consisted of inquiries, sighting of documents and testing on a sample basis
 - One exception noted – City's records showed uncashed checks held for more than three years

FUND TYPES

- **Governmental**
 - General Fund
 - Special Revenue Fund
 - Debt Service Fund
 - Capital Projects Fund
- **Enterprise**
 - Water
 - Sewer
 - Street Light Utility
 - Storm Water

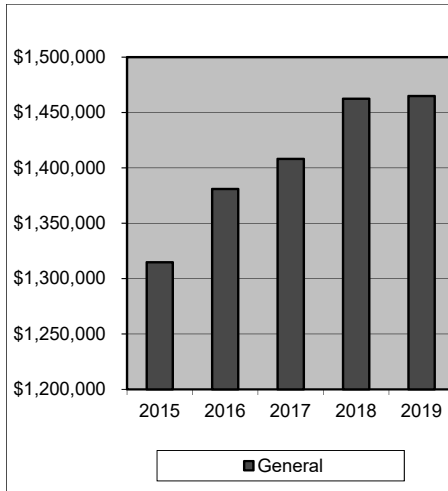
3

Governmental Funds

Revenues

4

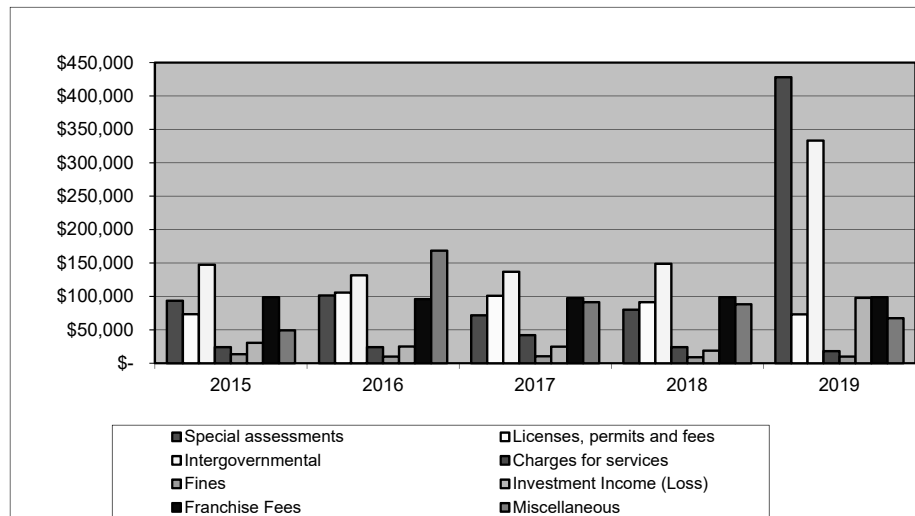
PROPERTY AND SALES TAX REVENUES



- Property and sales tax revenues in total increased by less than 1% in 2019, 4% in 2018, 2% in 2017, 5% in 2016, and 2% in 2015.
- In 2019, property and sales tax revenues represented 57% of governmental revenues excluding transfers
- Property and sales tax revenues have grown from \$1,314,736 in 2015 to \$1,464,865 in 2019

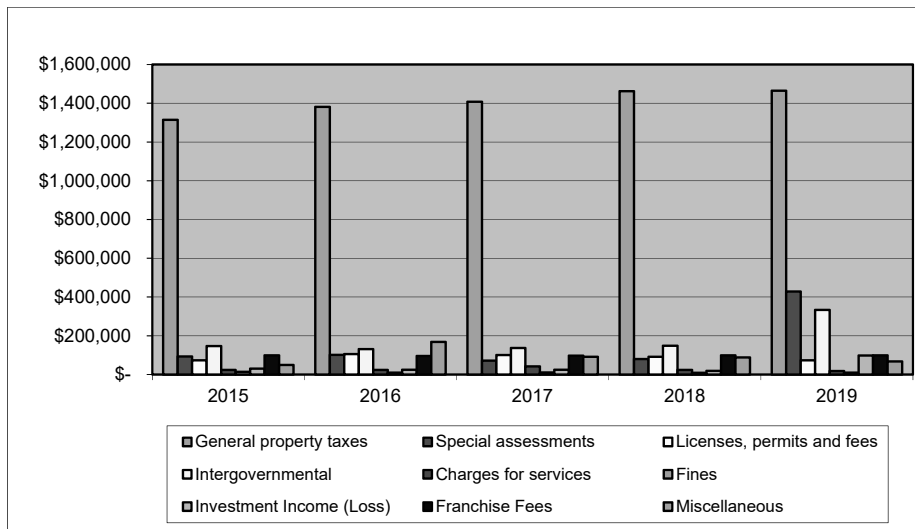
5

OTHER GOVERNMENTAL FUND REVENUES



6

TOTAL GOVERNMENTAL FUND REVENUES



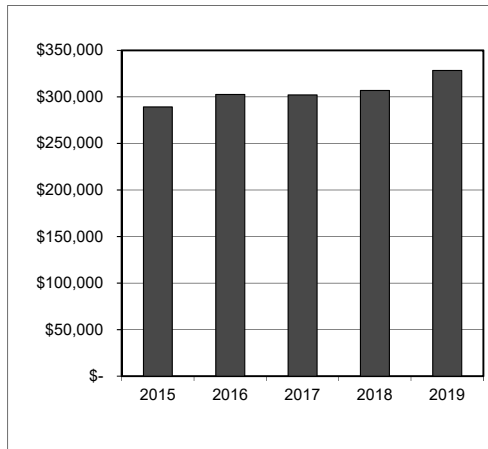
7

Governmental Funds

Expenditures

8

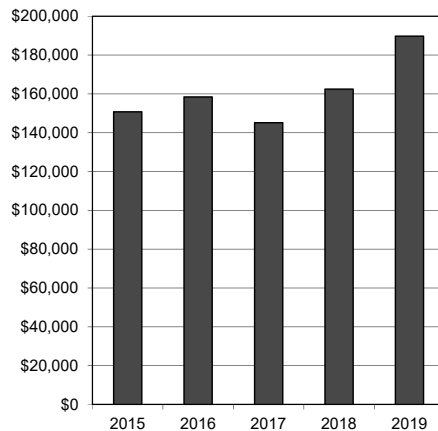
GENERAL GOVERNMENTAL EXPENDITURES



- Includes city clerk, mayor and council, planning commissions, elections, and other general government
- Represented 37% of governmental expenditures (excluding capital projects and debt service) in 2019
- Totaled \$328,430 in 2019, an increase of \$21,570 from 2018

9

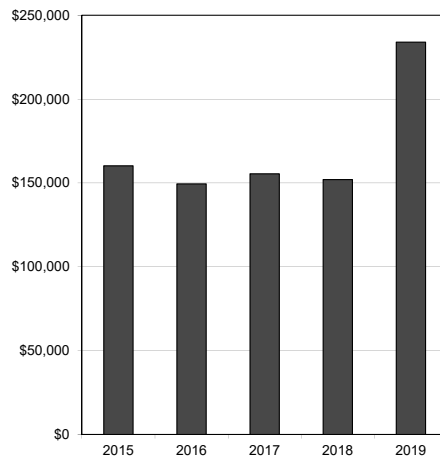
PUBLIC SAFETY EXPENDITURES



- Includes police and fire protection
- Public Safety represented about 21% of total governmental expenditures (excluding capital projects and debt service) in 2019
- Totaled \$189,803 in 2019, an increase of \$27,353 (17%) from 2018

10

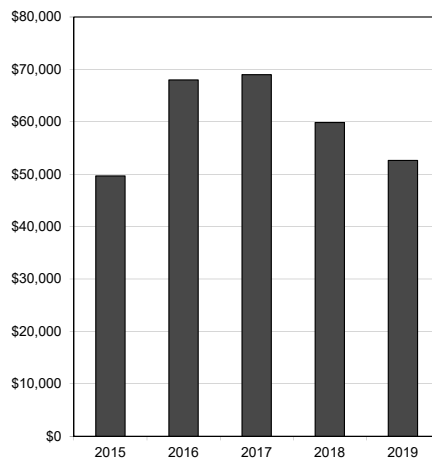
PUBLIC WORKS EXPENDITURES



- Includes personnel services, outside services, supplies and street maintenance materials
- Totaled \$233,988 in 2019 and \$151,933 in 2018 – an increase of approximately 54%

11

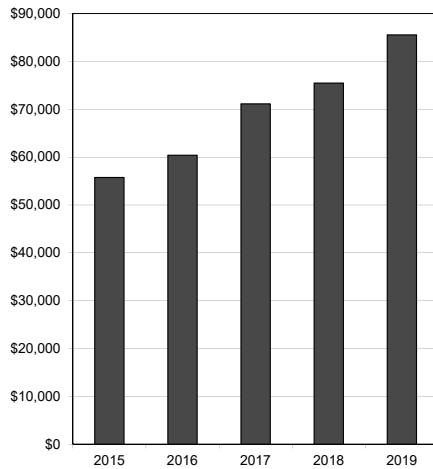
BUILDING INSPECTOR EXPENDITURES



- Includes support services, building permit surcharge and electrical inspections
- Totaled \$52,632 in 2019 and \$59,855 in 2018 – a decrease of approximately 12%

12

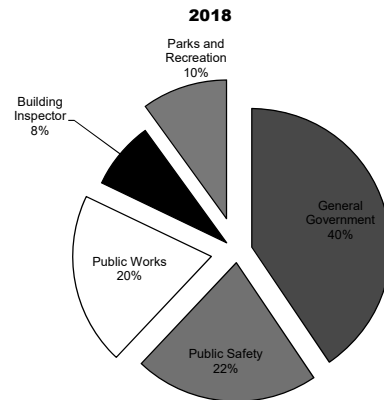
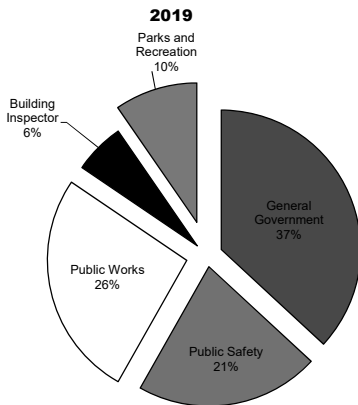
PARKS AND RECREATION EXPENDITURES



- Primarily salaries and related benefits, insurance, supplies and utilities
- Totaled \$85,523 in 2019 and \$75,480 in 2018 – an increase of 13%

13

GOVERNMENTAL FUND EXPENDITURES

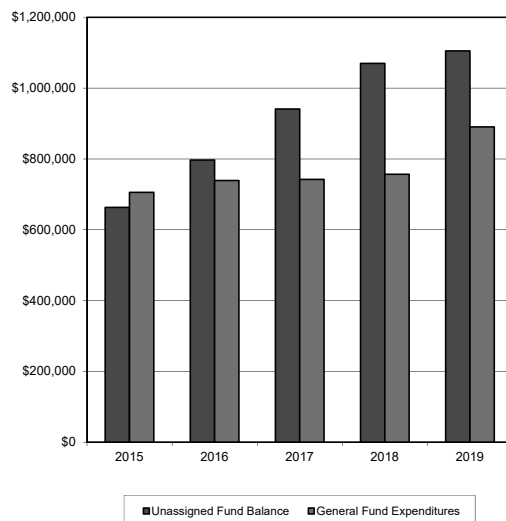


14

General Fund Reserves

15

GENERAL FUND - RESERVES



- Unassigned General Fund balance as a % of General Fund expenditures
 - 2019 124%
 - 2018 141%
 - 2017 125%
 - 2016 108%
 - 2015 94%
- State Auditor recommendation is 35 to 50% in unassigned fund balance

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PURPOSES AND BENEFITS OF RESERVES

Purpose of Reserves

- Cash flow timing differences
- Intergovernmental revenue cutbacks
- Capital outlay replacement
- Emergency or unanticipated expenditures
- Special City Council projects
- Unfunded mandates

Benefits of Reserves

- Favorable bond rating
- Higher investment earnings
- Provides resources for minor projects or feasibility reports
- Avoids temporary overdrafts prior to major receipts
- Allows time to study effects of revenue cuts
- Avoids overburdening of annual budgets for certain capital outlay
- Provides the City greater options to deal with unexpected events

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City Financial Data Comparison

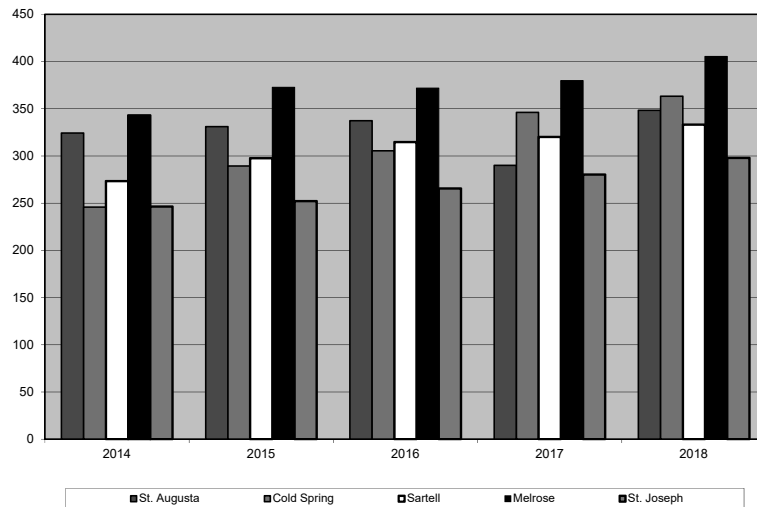
18

CITY FINANCIAL DATA COMPARISON

- City financial data comparative information taken from city reporting forms submitted to the Office of the State Auditor
 - Most recent information available is for 2018
- Compared property tax revenue and current expenditures per capita for St. Augusta to four other area cities: Cold Spring, Sartell, Melrose and St. Joseph
 - Current expenditures include General Government, Public Safety, Public Works, Parks and Recreation
- St. Augusta ranked 232nd out of 233 cities with populations of 2,500 or more for current expenditures per capita in 2018
 - Ranked 229th out of 229 cities in 2017 and 2016, 230th out of 230 cities in 2015, and 229th out of 229 cities in 2014

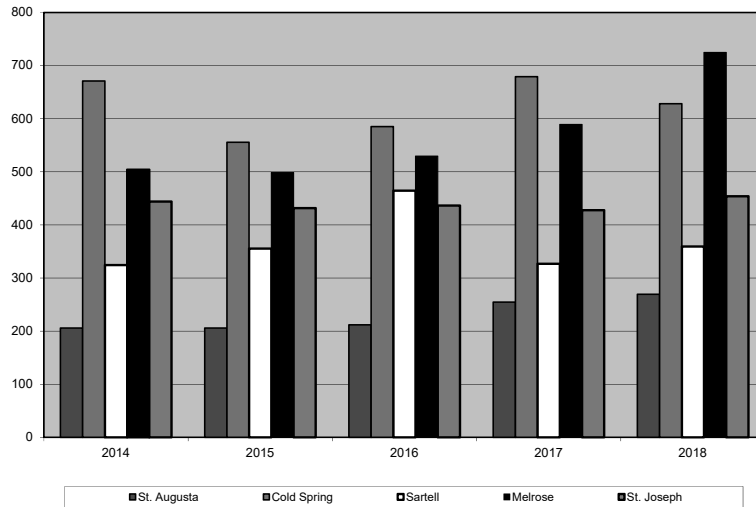
19

PROPERTY TAX REVENUE (PER CAPITA)



20

TOTAL CURRENT EXPENDITURES (PER CAPITA)

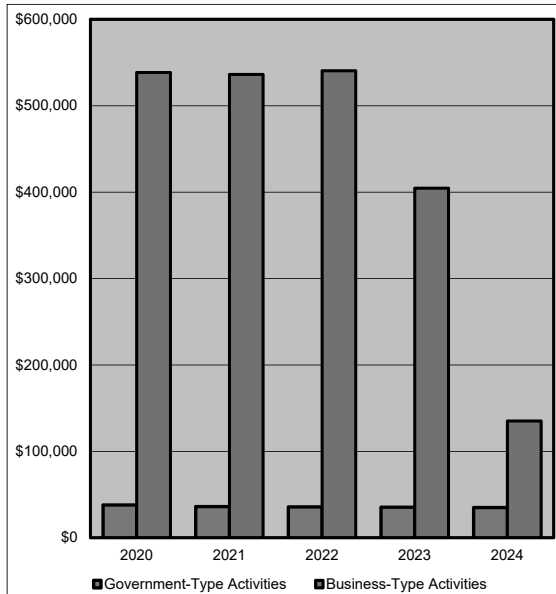


21

Debt Service

22

5-YEAR DEBT SERVICE REQUIREMENTS



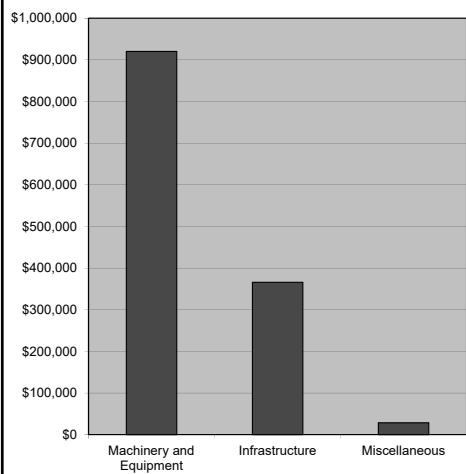
- All debt payments are being paid on a timely basis
- Includes principal and interest

23

Capital Projects

24

CAPITAL OUTLAY EXPENDITURES



- Major capital outlay expenditures in 2019 were for:
 - 2019 street project
 - Fire truck pumper
 - Rescue rig
 - Skid steer
 - Extraction equipment
- Major capital outlay expenditures in 2018 were for:
 - 2018 street project
 - Fire department turn out gear
 - Parks department truck
 - Hidden Lake Park dugout covers

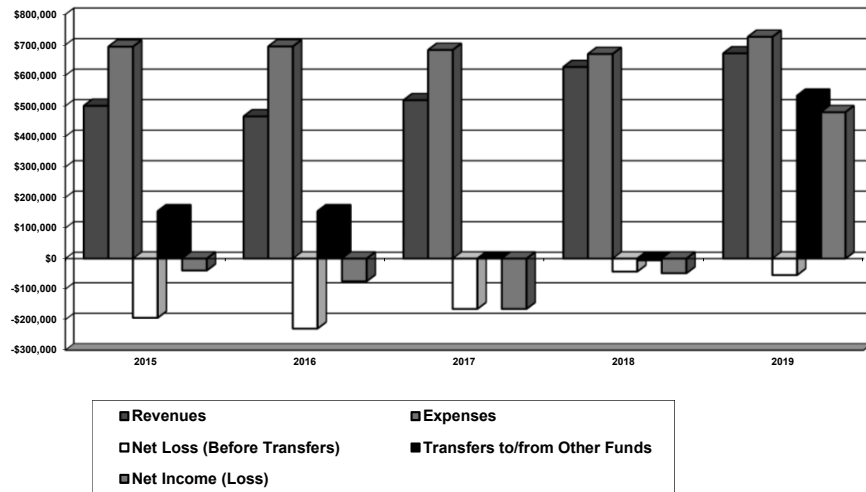
25

Enterprise Funds

Operational Trends

26

ENTERPRISE FUNDS



27

ENTERPRISE FUNDS (CONTINUED)

- Water, sewer, street light and storm water utility services supported by ratepayers
- Population and commercial industrial growth has been fairly stagnant in the past five years, resulting in relatively stable operating revenues, operating expenses, other income and other expense
- Revenues include charges for services, special assessment income, investment earnings and grant revenue
- Expenses include cost of services, personnel, depreciation, materials and supplies, investment losses and interest expense

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SUMMARY

- **Unmodified audit opinion**
- **One Minnesota Legal Compliance exception in 2019**
- **Unassigned general fund balance of \$1,104,968 (124% of 2019 expenditures)**
- **Bonds and notes outstanding of \$3,453,000 at 12/31/19**

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

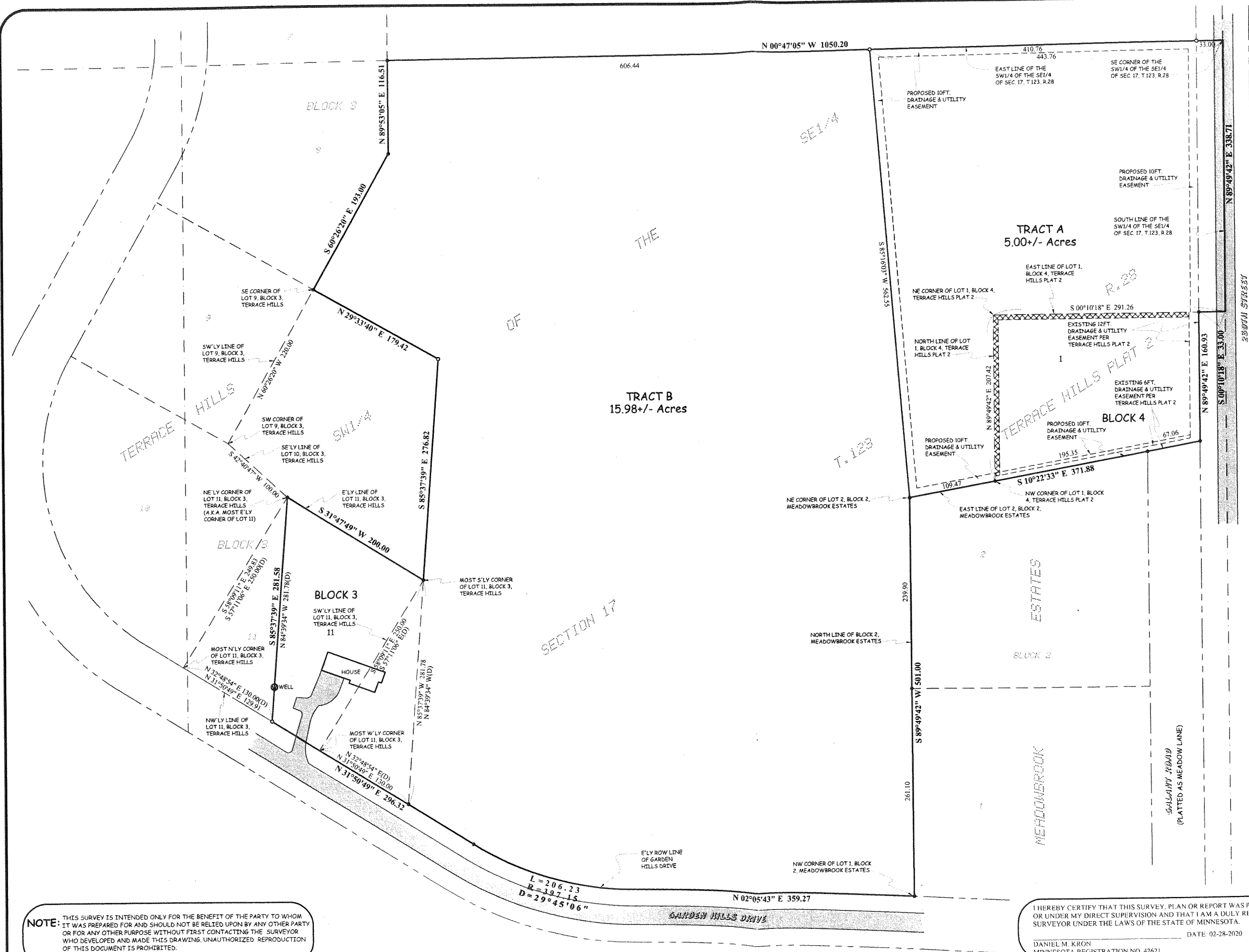
**NOTICE OF HEARING ON VACATION OF A UTILITY AND DRAINAGE
EASEMENT IN TERRACE HILLS PLAT 2
WITHIN THE CITY OF ST. AUGUSTA**

NOTICE IS HEREBY GIVEN that the St. Augusta City Council, Stearns County, Minnesota, has scheduled a public hearing to consider the proposed vacation of a utility and drainage easement on Lot 1, Block 4, Terrace Hills Plat 2 within the City of St. Augusta, Minnesota. The hearing will be held via a Zoom meeting. Please contact City Administrator Bill McCabe at 320-654-0387 for details to join the Zoom meeting.

Said public hearing shall be held on Tuesday, May 19, 2020 at approximately 7:00 p.m. at the St. Augusta City Hall, 1914 250th Street, St. Augusta, Minnesota. At said time and place the City Council shall hear all interested parties and will consider whether to vacate said drainage and utility easement.

Dated this 6th day of May, 2020.

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



Legend

- INDICATES IRON MONUMENT PLACED
- INDICATES IRON MONUMENT FOUND
- INDICATES STEARNS COUNTY CAST IRON MONUMENT
- INDICATES BITUMINOUS SURFACE
- INDICATES DRAINAGE & UTILITY EASEMENT PROPOSED TO BE VACATED

SCALE IN FEET

60 0 30 60 120

NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DANIEL M. KRON
MINNESOTA REGISTRATION NO. 42621

DATE: 02-28-2020

CERTIFICATE OF SURVEY PREPARED BY:

O'MALLEY & KRON
LAND SURVEYORS, INC.

1004 2nd ST. SE
WILLMAR, MN 56201
PH. 320-235-4012
FAX 320-685-3056

CERTIFICATE OF SURVEY PREPARED FOR:

CINDY RAMLER

JOB NO: 2020-36
FILE NAME: 2020-36.DWG
LOCATION: 17-123-28

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

RESOLUTION # 2020-06

RESOLUTION VACATING PORTIONS OF PLATTED EASEMENTS

WHEREAS, the City of St. Augusta has previously approved the plat titled Terrace Hills Plat 2, said plat including drainage and utility easements at the outer border of all lots of record including drainage and utility easements along the rear and east lot lines of Lot 1, Block 4, Terrace Hills Plat 2 (EASEMENTS); and,

WHEREAS, the said EASEMENTS have been delineated in the approved plat titled Terrace Hills Plat 2; and,

WHEREAS, the City of St. Augusta has previously approved a request to attach the said Lots 1 of Block 4, Terrace Hills Plat 2 to some adjoining tracts to the east and north so the drainage is not around the perimeter of the entire parcel; and,

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Augusta, Stearns County, Minnesota:

1. That the platted easements are hereby vacated as described below:

-On the North by the North line of Lot 1, Block 4, said TERRACE HILLS PLAT 2.

-On the West by a line measured 6.00 feet Easterly of, as measured at a right angle to and parallel with the Westerly line of said Lot 1.

-On the South by a line measured 6.00 feet Southerly of, as measured at a right angle to and parallel with the North line of said Lot 1.

-On the East by the East line of said Lot 1.

AND

On the North by a line measured 6.00 feet Southerly of, as measured at a right angle to and parallel with the north line of Lot 1, Block 4, said TERRACE HILLS PLAT 2.

-On the West by a line measured 6.00 feet Westerly of, as measured at a right angle to and parallel with the Easterly line of said Lot 1.

-On the South by a line measured 12.00 feet Northerly of, as measured at a right angle to and parallel with the South line of said Lot 1.

-On the East by the east line of said Lot 1.

2. That this Resolution shall take effect once adopted.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA THIS 16th DAY OF JUNE, 2009

Michael G. Zenzen, Mayor

Attest:

William R. McCabe, Clerk/Administrator

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

Interim Use Permit

On Monday, June 18, 2018 after a planning commission public hearing, duly noticed and held on Monday, June 18, 2018 granted an Interim Use Permit as follows:

Interim Use Permit 2017-01

That: Landwehr Construction, PO Box 1086, St. Cloud, Minnesota be granted an Interim Use Permit for the purpose of operating a Burrow Pit in an Agricultural Zone.

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

The NW ¼ of Section 15, Township 123 North, Range 28 West of the 5th Principal Meridian, Stearns County, Minnesota and the SW ¼ of Section 10, Township 123 North, Range 28 West of the 5th Principal Meridian, Stearns County, Minnesota.

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

1. The permit be granted in three year increments, thus allowing for a periodic review of the site.
2. Only 43rd Avenue to and including County Road 136 be allowed as a haul roads within the City of St. Augusta. If other roads/routes need to be utilized approval must be requested from the City.
3. 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 are included in the attached email.
4. If screening is done on site, approval must first be requested from the City.
5. Top soil is retained and stored on site for the restoration of the site.
6. Hours of operation are 7am to 7pm per the zoning ordinance.

ADOPTED by the City Council this 18th day of June, 2018.

B. J. Kroll, Mayor

ATTEST TO:

William R. McCabe, City Administrator