

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.

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William R. McCabe, Administrator

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Michael Zenzen, Mayor

