

**CITY OF ST. AUGUSTA**  
**CITY COUNCIL MEETING**  
**March 2, 2021**  
**7:00 pm**  
**VIA ZOOM**  
**AGENDA**

1. Call Meeting to Order – Mayor Zenzen.
2. Pledge of Allegiance.
3. Consent Agenda
  - 3A. Minutes of the January 5, 2021 City Council meeting.
  - 3B. Agenda.
  - 3C. Bills Payable, Receipts and Treasurer's Report
  - 3D. Gambling Permit, St. Wendelin Church
  - 3E. Temporary Liquor License, St. Wendelin Church (July 25)
  - 3F. Temporary Liquor License, St. Mary HOC (June 26-27)
  - 3G. Liquor License, Luxemburg Rec Club
  - 3H. Liquor License, St. Augusta Sports, Inc.
  - 3I. Other
4. Sheriff's Report
5. Building Inspector's Report – Mark Harren.
6. Fire Department
  - 6A. Monthly Report
  - 6B. Tire Quote for Engine #2
  - 6C. Quotes for replacing the AED
  - 6D. Amend Firefighter Job Description
  - 6E. Update and Amend SOG's
  - 6F. End Probation for Tanner Toenjes and Luke Skogstad
  - 6G. Other
7. Public Works Street Update
  - 7A. Discuss 2021 Seal Coat Project
  - 7B. Quotes for Cement work to fix drains in shop
8. Open Forum -10 Minute Limit.
9. South Trunk Utility In Lieu of Assessment
10. Engineer's Report
  - 10A. 2021 Street Project Update
  - 10B. Other
11. Planning Committee Recommendation
12. Wastewater Treatment Facility Capacity Agreement Amendment
13. Council Member Comments/Purview.
14. Clerk's Report.
  - 14A. St. Cloud Chamber Letter
  - 14B. Tax Rate Information
  - 14C. Other
15. Adjourn.

REMINDERS: Board of Review and Equalization, Tuesday, April 6, 2021 5:30pm  
Regular City Council Meeting, Tuesday, April 6, 2021 7:00pm

**CITY OF ST. AUGUSTA**  
**CITY COUNCIL MEETING**  
**March 2, 2021**  
**7:00 pm**

**Consent Agenda** – all items are included in the packets

**Sheriff's/Building Inspector's Reports** – I hope to have these for the updated packets on Tuesday.

**Fire Department**

**Monthly Report** – included in the packet.

**Tire Quotes for Engine #2** – two quotes have been included in the packets

**Replace AED Quotes** – again, two quotes have been included in the packets.

**Amend Firefighter Job Description** – as we were reviewing the SOG's we noted a change that needs to be made. It is included in the packets.

**Update and Amend the SOG's** – two versions are included in the packets, one tracking the changes and one final version.

**End Probation** – Tanner and Luke are finalizing their training and were hired prior to COVID, thus have been probationary for longer than normal.

**Public Works Street Update** – Mark will be in attendance to discuss a seal coat project for the summer as well as quotes he expects to receive on Monday to replace and fix the drains in the shop.

**South Trunk Utility In Lieu of Assessment** – one of the property owners (Mark Kiffmeyer) would like to have a discussion about their proposed In Lieu of Assessment.

**Engineers Report** – Mr. Boots will have a brief update about our 2021 Street Project.

**Planning Commission Recommendation** – we will have a recommendation after Monday's meeting.

**Wastewater Treatment Facility Capacity Amendment** – included in the packets.

**Clerk's Report** – there is a letter from the Chamber and our tax rate information included in the packets.

**MINUTES OF THE CITY COUNCIL  
ST. AUGUSTA, MINNESOTA  
February 2, 2021**

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

**PRESENT:** Mayor Zenzen, Council Members Backes, Genereux, Coleman and Schmitz; City Attorney Ruppe; Engineer Boots; Engineer Ostendorf, Fire Chief Tabatt, Assistant Chief Orth, Fire Captain Steinhofer, Fire Captain Kramer, Fire Lieutenant Claseman, Fire Lieutenant Savage, Fire Lieutenant Voigt, Fire Lieutenant Sandhurst, Fire Department L. Stang, Fire Department Cordie, Stearns County Deputy Hemmesch, Treasurer Rasmuson and Clerk/Administrator McCabe.

**OTHERS PRESENT:** Justin Lysen, Sherry Stang, and County Attorney Janelle Kendall

**CONSENT AGENDA:** Mr. McCabe indicated he has added the St. Mary HOC gambling permit under the consent agenda.

**A motion was made to approve the consent agenda items 3A – 3D by Mr. Backes second by Ms. Coleman. Motion carried unanimously.**

The following items were approved with the consent agenda:

City Council Minutes, January 5, 2021  
Bill Payable, Receipts and Treasurer's Report dated February 2, 2021 and for US Bank payment, MN PFA Electronic payment and Checks #24021-24063.  
City Council Agenda, February 2, 2021  
St. Mary HOC Gambling permit.

**SHERIFF'S REPORT:** Lt. Hemmesch presented the Sheriff's report. He indicated 42.75 hours were spent on the contract during the month. He also reviewed the call types and answered questions from the Council.

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

**BUILDING INSPECTOR'S  
REPORT:**

Mr. McCabe indicated a report was not provided as there was only the issuance of a plumbing and mechanical permit during the month.

**FIRE DEPT.  
REPORT:**

Chief Tabatt was in attendance and presented the December run and training report bringing the total calls as of the end of the year to 130, compared with 120 at this time in 2019. Fire Inc., provided HazMat/ICS refresher training during the month.

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

Chief Tabatt provided two quotes to replace the backup generator at the fire hall as well as provide for an automatic transfer switch to replace the manual transfer switch.

**A motion was made to approve the quote from Augusta Electric in an amount of \$29,020 by Mr. Backes, seconded by Ms. Coleman Motion carried unanimously.**

Mr. McCabe provided a memorandum on the process used and recommendation for hiring a new fire chief. He indicated the committee appointed by the council in December is recommending promoting Captain Joe Kramer to Fire Chief effective upon Chief Tabatt's resignation/retirement (February 7).

**A motion was made to appoint Joe Kramer fire chief effective February 7, 2021 by Ms. Coleman, seconded by Mr. Schmitz. Motion carried unanimously.**

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**The meeting was zoom bombed. Mr. McCabe ended the meeting and resent a meeting notification to everyone who was in attendance at the time the meeting was zoom bombed. This took place at approximately 7:32pm. The meeting resumed at about 7:45pm.**

**COUNTY ATTORNEY  
REPORT:**

Janelle Kendall was present to report on county prosecution activity. She began with a letter explaining the diversion program and it showed misdemeanors are down. Ms. Kendall presented on gross misdemeanors and felonies, throughout the county and St. Augusta specific. She answered questions and thanked the participants for their interest.

**ENGINEER'S  
REPORT:**

Mr. Boots presented the bid tabulation along with a recommendation of Notice of Award for the 2021 Street Project. He indicated the bids came in well under the engineer's estimate, which was also included in the packets.

**A motion was made to approve the bid and award the contract to Knife River Corporation in a construction amount of \$432,951.50**

**by Mr. Backes, seconded by Mr. Genereux. Motion carried unanimously.**

Mr. Boots and Ms. Ostendorf presented a proposal for renewing the MS4 permit. Ms. Ostendorf explained this is done periodically and laid out the project understanding and scope.

**A motion was made to approve hiring Moore Engineering to renew the MS4 permit on a motion by Mr. Genereux, seconded by Ms. Coleman. Motion carried unanimously.**

**COUNCIL MEMBER  
PURVIEW:**

**CITY ADMINISTRATOR  
REPORT:**

Mr. McCabe reported there were still approximately 40 residents who had never paid their storm water utility bill. There is also one resident who hasn't paid the water and sewer bill since February of last year. He suggested we call for a public hearing in April and he will send notices on or about March 1.

Mr. McCabe reported he is dealing with at least two businesses that will want to be on the next planning commission agenda for site plan reviews. One will also require a change in zoning. Both are along County Road 75.

Mr. McCabe reported he had been contacted by MIDCO and they intend to expand their service area this summer. They indicated they would send a map with the exact locations, but he hasn't received it yet.

**ADJOURMENT: A motion was made to adjourn to the closed session at 8:54 pm by Mr. Genereux seconded by Backes. Meeting Adjourned.**

Approved this 2<sup>nd</sup> day of February, 2021.

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Michael G. Zenzen, Mayor

Attest:

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William R. McCabe, Clerk/Administrator

## City of St. Augusta

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**\*Receipt Book**

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
12393 R	101-41000-322	Building Permits	\$970.37	2/3/2021	general - Precise	02 01 21 rct
12394 R	101-41000-322	Park Shelter Rental	\$125.00	2/3/2021	general - K. Newman	02 01 21 rct
12394 R	101-41000-310	Sales Tax	\$5.91	2/3/2021	general - shelter rental tax	02 01 21 rct
12395 R	601-49400-371	Water Sales	\$276.57	2/3/2021	water dept - Feb 21 rct	02 01 21 rct
12395 R	606-49450-372	Sewer Replacement Fund	\$11.64	2/3/2021	SRF - Feb 21 rct	02 01 21 rct
12395 R	602-49450-372	Sewer Sales	\$343.32	2/3/2021	sewer - Feb 21 rct	02 01 21 rct
12395 R	607-41000-371	Storm Sewer Sales	\$115.20	2/3/2021	SW - Feb 21 rct	02 01 21 rct
12396 R	101-41000-341	Assessment Search Fees	\$10.00	2/3/2021	general - Epic Property	02 02 21 rct
12397 R	101-41000-341	Assessment Search Fees	\$10.00	2/3/2021	general - Heartland Title	02 02 21 rct
12398 R	101-41000-334	Gas Franchise Fee	\$4,014.00	2/3/2021	general - Center Point Energy	02 02 21 rct
12399 R	605-43160-374	Electricity Sales	\$6.06	2/3/2021	EU - Feb 21 rct	02 02 21 rct
12399 R	607-41000-371	Storm Sewer Sales	\$357.60	2/3/2021	SW - Feb 21 rct	02 02 21 rct
12399 R	606-49450-372	Sewer Replacement Fund	\$48.96	2/3/2021	SRF - Feb 21 rct	02 02 21 rct
12399 R	601-49400-313	General Sales and Use Tax	\$5.51	2/3/2021	water dept - Feb 21 rct	02 02 21 rct
12399 R	601-49400-371	Water Sales	\$1,122.50	2/3/2021	water dept - Feb 21 rct	02 02 21 rct
12399 R	602-49450-372	Sewer Sales	\$1,951.45	2/3/2021	sewer - Feb 21 rct	02 02 21 rct
12400 R	101-41000-341	Assessment Search Fees	\$10.00	2/16/2021	general - Stearns County Abstract	02 05 21 rct
12401 R	101-41000-334	Gas Franchise Fee	\$0.00	2/16/2021		02 05 21 rct
12401 R	101-41000-334	Gas Franchise Fee	\$0.00	2/16/2021		02 05 21 rct
12401 R	101-41000-334	Gas Franchise Fee	\$4,372.60	2/16/2021	general - X-cel energy	02 05 21 rct
12402 R	607-41000-371	Storm Sewer Sales	\$57.60	2/16/2021	SW - Feb 21 rct	02 05 21 rct
12402 R	601-49400-371	Water Sales	\$1,600.75	2/16/2021	water dept - Feb 21 rct	02 05 21 rct
12402 R	601-49400-313	General Sales and Use Tax	\$4.30	2/16/2021	water dept - Feb 21 rct	02 05 21 rct
12402 R	605-43160-374	Electricity Sales	\$16.10	2/16/2021	EU - Feb 21 rct	02 05 21 rct
12402 R	606-49450-372	Sewer Replacement Fund	\$58.64	2/16/2021	SRF - Feb 21 rct	02 05 21 rct
12402 R	602-49450-372	Sewer Sales	\$2,012.49	2/16/2021	sewer - Feb 21 rct	02 05 21 rct
12403 R	101-41000-322	Park Shelter Rental	\$150.00	2/16/2021	general - A McCoy	02 08 21 rct
12403 R	101-41000-310	Sales Tax	\$5.91	2/16/2021	general - shelter rental tax	02 08 21 rct
12404 R	101-41000-322	Park Shelter Rental	\$125.00	2/16/2021	general - G. Wertz	02 08 21 rct
12404 R	101-41000-310	Sales Tax	\$5.91	2/16/2021	general - shelter rental tax	02 08 21 rct
12405 R	101-41000-341	Assessment Search Fees	\$10.00	2/16/2021	general - Stearns County Abstract	02 08 21 rct
12406 R	601-49400-371	Water Sales	\$2,152.64	2/16/2021	water dept - Feb 21 rct	02 08 21 rct
12406 R	601-49400-313	General Sales and Use Tax	\$2.15	2/16/2021	water dept - Feb 21 rct	02 08 21 rct
12406 R	605-43160-374	Electricity Sales	\$57.95	2/16/2021	EU - Feb 21 rct	02 08 21 rct
12406 R	606-49450-372	Sewer Replacement Fund	\$80.50	2/16/2021	SRF - Feb 21 rct	02 08 21 rct
12406 R	602-49450-372	Sewer Sales	\$2,711.95	2/16/2021	sewer - Feb 21 rct	02 08 21 rct
12406 R	607-41000-371	Storm Sewer Sales	\$259.20	2/16/2021	SW - Feb 21 rct	02 08 21 rct
12407 R	101-41000-310	Sales Tax	\$5.91	2/16/2021	general - shelter rental tax	02 10 21 rct
12407 R	101-41000-322	Park Shelter Rental	\$150.00	2/16/2021	general - S. Murphy	02 10 21 rct
12408 R	607-41000-371	Storm Sewer Sales	\$115.00	2/16/2021	SW - Feb 21 rct	02 10 21 rct
12408 R	602-49450-372	Sewer Sales	\$1,585.67	2/16/2021	sewer - Feb 21 rct	02 10 21 rct
12408 R	606-49450-372	Sewer Replacement Fund	\$54.21	2/16/2021	SRF - Feb 21 rct	02 10 21 rct
12408 R	601-49400-371	Water Sales	\$1,303.12	2/16/2021	water dept - Feb 21 rct	02 10 21 rct
12408 R	605-43160-374	Electricity Sales	\$28.00	2/16/2021	EU - Feb 21 rct	02 10 21 rct
12409 R	101-41000-341	Assessment Search Fees	\$10.00	2/16/2021	general - Epic Properties	02 11 21 rct
12410 R	101-41000-322	Park Shelter Rental	\$125.00	2/16/2021	general - B. Blommel	02 11 21 rct
12410 R	101-41000-310	Sales Tax	\$5.91	2/16/2021	general - shelter rental tax	02 11 21 rct
12411 R	606-49450-372	Sewer Replacement Fund	\$57.12	2/16/2021	SRF - Feb 21 rct	02 11 21 rct
12411 R	601-49400-371	Water Sales	\$1,814.37	2/16/2021	water dept - Feb 21 rct	02 11 21 rct
12411 R	601-49400-313	General Sales and Use Tax	\$14.59	2/16/2021	water dept - Feb 21 rct	02 11 21 rct
12411 R	605-43160-374	Electricity Sales	\$12.00	2/16/2021	EU - Feb 21 rct	02 11 21 rct

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Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
12411 R	602-49450-372	Sewer Sales	\$1,181.34	2/16/2021	sewer - Feb 21 rct	02 11 21 rct
12412 R	450-41000-334	Cable TV Franchise Fee	\$575.40	2/16/2021	CIP - general, Midco	02 12 21 rct
12413 R	601-49400-371	Water Sales	\$991.02	2/16/2021	water dept - Feb 21 rct	02 12 21 rct
12413 R	601-49400-313	General Sales and Use Tax	\$5.37	2/16/2021	water dept - Feb 21 rct	02 12 21 rct
12413 R	605-43160-374	Electricity Sales	\$19.11	2/16/2021	EU - Feb 21 rct	02 12 21 rct
12413 R	606-49450-372	Sewer Replacement Fund	\$35.46	2/16/2021	SRF - Feb 21 rct	02 12 21 rct
12413 R	602-49450-372	Sewer Sales	\$1,316.01	2/16/2021	sewer - Feb 21 rct	02 12 21 rct
12413 R	607-41000-371	Storm Sewer Sales	\$300.00	2/16/2021	SW - Feb 21 rct	02 12 21 rct
12414 R	101-41000-322	Park Shelter Rental	\$150.00	2/23/2021	general - C Murphy	02 16 21 rct
12414 R	101-41000-310	Sales Tax	\$5.91	2/23/2021	general - shelter rental tax	02 16 21 rct
12415 R	101-41000-322	Park Shelter Rental	\$125.00	2/23/2021	general - B. Millard	02 16 21 rct
12415 R	101-41000-310	Sales Tax	\$5.91	2/23/2021	general - shelter rental tax	02 16 21 rct
12416 R	101-41000-341	Assessment Search Fees	\$10.00	2/23/2021	general - Stearns County Abstract	02 16 21 rct
12417 R	101-41000-341	Assessment Search Fees	\$10.00	2/23/2021	general - Heartland Title	02 16 21 rct
12418 R	601-49400-371	Water Sales	\$3,045.83	2/23/2021	water dept - Feb 21 rct	02 16 21 rct
12418 R	601-49400-313	General Sales and Use Tax	\$21.05	2/23/2021	water dept - Feb 21 rct	02 16 21 rct
12418 R	605-43160-374	Electricity Sales	\$31.97	2/23/2021	EU - Feb 21 rct	02 16 21 rct
12418 R	606-49450-372	Sewer Replacement Fund	\$119.82	2/23/2021	SRF - Feb 21 rct	02 16 21 rct
12418 R	602-49450-372	Sewer Sales	\$4,011.03	2/23/2021	sewer - Feb 21 rct	02 16 21 rct
12419 R	101-41000-321	Business Licenses/Permits	\$20.00	2/23/2021	general - St. Wendelins	02 18 21 rct
12420 R	101-41000-322	Park Shelter Rental	\$150.00	2/23/2021	general - S. Bissett	02 18 21 rct
12420 R	101-41000-310	Sales Tax	\$5.91	2/23/2021	general - shelter rental tax	02 18 21 rct
12421 R	606-49450-372	Sewer Replacement Fund	\$50.82	2/23/2021	SRF - Feb 21 rct	02 18 21 rct
12421 R	601-49400-313	General Sales and Use Tax	\$2.15	2/23/2021	water dept - Feb 21 rct	02 18 21 rct
12421 R	602-49450-372	Sewer Sales	\$1,577.88	2/23/2021	sewer - Feb 21 rct	02 18 21 rct
12421 R	607-41000-371	Storm Sewer Sales	\$172.00	2/23/2021	SW - Feb 21 rct	02 18 21 rct
12421 R	601-49400-371	Water Sales	\$1,277.09	2/23/2021	water dept - Feb 21 rct	02 18 21 rct
12421 R	605-43160-374	Electricity Sales	\$35.60	2/23/2021	EU - Feb 21 rct	02 18 21 rct
12422 R	450-41000-313	General Sales and Use Tax	\$24,069.00	2/23/2021	CIP - general, sales tax	02 19 21 rct
12423 R	601-49400-371	Water Sales	\$1,122.02	2/23/2021	water dept - Feb 21 rct	02 19 21 rct
12423 R	605-43160-374	Electricity Sales	\$24.33	2/23/2021	EU - Feb 21 rct	02 19 21 rct
12423 R	606-49450-372	Sewer Replacement Fund	\$45.97	2/23/2021	SRF - Feb 21 rct	02 19 21 rct
12423 R	602-49450-372	Sewer Sales	\$1,371.35	2/23/2021	sewer - Feb 21 rct	02 19 21 rct
12423 R	607-41000-371	Storm Sewer Sales	\$144.00	2/23/2021	SW - Feb 21 rct	02 19 21 rct
12424 R	101-41000-322	Building Permits	\$38.58	2/23/2021	general - H&S	02 22 21 rct
12425 R	101-41000-322	Building Permits	\$36.00	2/23/2021	general - Neighborhood Plmb	02 22 21 rct
12426 R	101-41000-341	Assessment Search Fees	\$10.00	2/23/2021	general - S. Ball	02 22 21 rct
12427 R	101-41000-321	Business Licenses/Permits	\$50.00	2/23/2021	general - Luxembourg Rec Club	02 22 21 rct
12428 R	101-41000-341	Assessment Search Fees	\$10.00	2/23/2021	general - Stearns County Abstract	02 22 21 rct
12429 R	101-41000-334	Electric Franchise Fee	\$4,714.00	2/23/2021	general - Stearns Electric	02 22 21 rct
12430 R	606-49450-372	Sewer Replacement Fund	\$73.52	2/23/2021	SRF - Feb 21 rct	02 22 21 rct
12430 R	602-49450-372	Sewer Sales	\$2,280.67	2/23/2021	sewer - Feb 21 rct	02 22 21 rct
12430 R	605-43160-374	Electricity Sales	\$45.80	2/23/2021	EU - Feb 21 rct	02 22 21 rct
12430 R	601-49400-313	General Sales and Use Tax	\$2.15	2/23/2021	water dept - Feb 21 rct	02 22 21 rct
12430 R	601-49400-371	Water Sales	\$1,854.57	2/23/2021	water dept - Feb 21 rct	02 22 21 rct
12430 R	607-41000-371	Storm Sewer Sales	\$28.80	2/23/2021	SW - Feb 21 rct	02 22 21 rct
12431 R	607-41000-371	Storm Sewer Sales	\$57.60	2/25/2021	SW - Feb 21 rct	02 24 21 rct
12431 R	601-49400-371	Water Sales	\$2,234.14	2/25/2021	water dept - Feb 21 rct	02 24 21 rct
12431 R	601-49400-313	General Sales and Use Tax	\$6.87	2/25/2021	water dept - Feb 21 rct	02 24 21 rct
12431 R	605-43160-374	Electricity Sales	\$37.12	2/25/2021	EU - Feb 21 rct	02 24 21 rct
12431 R	606-49450-372	Sewer Replacement Fund	\$91.01	2/25/2021	SRF - Feb 21 rct	02 24 21 rct

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**\*Receipt Book**

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
12431 R	602-49450-372	Sewer Sales	\$2,517.57	2/25/2021	sewer - Feb 21 rct	02 24 21 rct
12433 R	450-41130-362	Miscellaneous Revenues	\$1,292.95	2/25/2021	CIP - pw, 4th Qtr 2020 ag tax	02 11 21 ag
12434 R	101-41000-350	Fines and Forfeits	\$946.57	2/25/2021	general - misdemeanors	02 16 21 mis
<b>Grand Total</b>			<b>\$86,704.95</b>			



# City of St. Augusta

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## \*Check Summary Register©

February 2021 to March 2021

Name	Check Date	Check Amt
<b>10100 STATE BANK OF KIMBAL</b>		
Paid Chk# 024064 BLASHACK, CHAD C.	2/4/2021	\$1,419.12
Paid Chk# 024065 HOLLERMANN, PAUL A.	2/4/2021	\$1,103.30
Paid Chk# 024066 KIFFMEYER, MARK G.	2/4/2021	\$1,355.50
Paid Chk# 024067 McCABE, WILLIAM R.	2/4/2021	\$2,261.61
Paid Chk# 024068 RASMUSON, TERESA M.	2/4/2021	\$69.68
Paid Chk# 024069 SCHLUETER, STEVEN F.	2/4/2021	\$156.21
Paid Chk# 024070 JOHN HANCOCK	2/4/2021	\$900.00 g - pay 3 21 def comp - Kiffme
Paid Chk# 024071 BILL MCCABE	2/10/2021	\$50.00 g - McCabe co-pay x2
Paid Chk# 024072 BILL MCCABE	2/16/2021	\$25.00 g - McCabe co-pay
Paid Chk# 024073 BLASHACK, CHAD C.	2/17/2021	\$1,419.12
Paid Chk# 024074 HOLLERMANN, PAUL A.	2/17/2021	\$1,103.30
Paid Chk# 024075 KIFFMEYER, MARK G.	2/17/2021	\$1,355.50
Paid Chk# 024076 McCABE, WILLIAM R.	2/17/2021	\$2,261.61
Paid Chk# 024077 RASMUSON, TERESA M.	2/17/2021	\$26.76
Paid Chk# 024078 SCHLUETER, STEVEN F.	2/17/2021	\$112.44
Paid Chk# 024079 BARTELL, DUANE J.	2/18/2021	\$20.81
Paid Chk# 024080 LOMMEL, GLEN F.	2/18/2021	\$230.74
Paid Chk# 024081 JOHN HANCOCK	2/18/2021	\$900.00 g - pay 4 21 def comp - Kiffme
Paid Chk# 024082 BILL MCCABE	2/23/2021	\$75.37 g - McCabe RX items
Paid Chk# 024083 KRAMER, JOSEPH S.	2/23/2021	\$419.99
Paid Chk# 024084 TABATT, MICHAEL A.	2/23/2021	\$297.82
Paid Chk# 024085 MN DEPT OF REVENUE	2/25/2021	\$819.35 emp pd state taxes
Paid Chk# 024086 ALTERNATIVE GARAGE DOOR R	3/2/2021	\$793.36 pw dept - springs/labor
Paid Chk# 024087 BORDER STATES	3/2/2021	\$34.98 pw dept - supplies
Paid Chk# 024088 CASEYS TRUCK AND TRAILER	3/2/2021	\$1,006.80 pw dept - Sterling repairs
Paid Chk# 024089 CENTER POINT ENERGY	3/2/2021	\$361.26 fire dept - gas usage
Paid Chk# 024090 CENTRAL MCGOWAN	3/2/2021	\$59.79 fire dept - EMS supplies
Paid Chk# 024091 CENTRAL MN FIRE AID ASSN	3/2/2021	\$50.00 fire dept - 2021 dues
Paid Chk# 024092 COURI & RUPPE PLLP	3/2/2021	\$1,521.25 general - Winkleman
Paid Chk# 024093 F.I.R.E.	3/2/2021	\$600.00 fire dept - fire behavior
Paid Chk# 024094 GOPHER STATE ONE-CALL	3/2/2021	\$81.05 sewer dept - locates
Paid Chk# 024095 IT TECHNOLOGIES	3/2/2021	\$1,764.00 CIP - pw dept, boring analysis
Paid Chk# 024096 MARCO	3/2/2021	\$101.50 general - copier contract
Paid Chk# 024097 MN DEPT OF HEALTH	3/2/2021	\$1,151.82 water dept - 1st quarter hook
Paid Chk# 024098 NORTH STAR SIGNS & ENGRAVI	3/2/2021	\$629.00 pw dept - 911 signs
Paid Chk# 024099 RMB ENVIRONMENTAL LABORA	3/2/2021	\$73.00 sewer dept - WW effluent testi
Paid Chk# 024100 SC TIMES	3/2/2021	\$737.24 general - ordinance publicatio
Paid Chk# 024101 STEARNS COUNTY SHERIFF	3/2/2021	\$14,244.45 general - 2nd half 2020 contra
Paid Chk# 024102 STEARNS ELECTRIC ASSOCIATI	3/2/2021	\$1,571.93 general - Lion's Sign
Paid Chk# 024103 SUMMIT COMPANIES	3/2/2021	\$209.30 fire dept - fire extinguisher
Paid Chk# 024104 TRAUT COMPANIES	3/2/2021	\$50.00 water dept - sample #'s 21011
Paid Chk# 024105 WORKMED MIDWEST PA	3/2/2021	\$51.50 pw dept - drug test
Paid Chk# 024106 AFLAC	3/2/2021	\$501.58 g - employee paid insurance
Paid Chk# 024107 ALLSTREAM	3/2/2021	\$435.51 sewer dept - telephone
Paid Chk# 024108 CITY OF ST. AUGUSTA	3/2/2021	\$84.13 general - Feb 2021 usage
Paid Chk# 024109 CITY OF ST. CLOUD	3/2/2021	\$22,407.66 water dept - Jan 2021 usage

City of St. Augusta

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**\*Check Summary Register©**

February 2021 to March 2021

	Name	Check Date	Check Amt	
Paid Chk# 024110	GOPHER STATE ONE-CALL	3/2/2021	\$12.15	sewer dept - locates
Paid Chk# 024111	KELLY C JOHNSON INC	3/2/2021	\$763.30	general - Jan and Feb 2021 per
Paid Chk# 024112	MOORE ENGINEERING	3/2/2021	\$55,513.75	SW - MS4
Paid Chk# 024113	PETTY CASH	3/2/2021	\$55.19	general - petty cash
	<b>Total Checks</b>		<b>\$121,248.73</b>	

Michael G. Zenzen

FILTER: None

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March 2021

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**10100 STATE BANK OF KIMBAL**

Paid Chk# 024106 3/2/2021 AFLAC

G 101-21710	Other Deductions	\$350.50		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
<b>Total AFLAC</b>		<b>\$501.58</b>		

Paid Chk# 024107 3/2/2021 ALLSTREAM INTEGRA

E 101-41000-321	Telephone	\$192.91		general - city hall telephone
E 101-42270-321	Telephone	\$132.92		fire dept - telephone
E 602-49450-321	Telephone	\$109.68		sewer dept - telephone
<b>Total ALLSTREAM INTEGRA</b>		<b>\$435.51</b>		

Paid Chk# 024108 3/2/2021 CITY OF ST. AUGUSTA

E 101-41000-736	city halls sewer/water expense	\$84.13		general - Feb 2021 usage
<b>Total CITY OF ST. AUGUSTA</b>		<b>\$84.13</b>		

Paid Chk# 024109 3/2/2021 CITY OF ST. CLOUD

E 601-49400-312	Water/Contract Services	\$11,508.47		water dept - Jan 2021 usage
E 602-49450-313	Sewer/Contract Services	\$4,920.10		sewer dept - Jan 2021 treatment charges
E 602-47000-602	NR2 Project - principal/int	\$5,979.09		sewer dept - Jan 2021 NR2
<b>Total CITY OF ST. CLOUD</b>		<b>\$22,407.66</b>		

Paid Chk# 024110 3/2/2021 GOPHER STATE ONE-CALL

E 601-49400-314	Gopher State One Calls	\$6.07		water dept - locates
E 602-49450-314	Gopher State One Calls	\$6.08		sewer dept - locates
<b>Total GOPHER STATE ONE-CALL</b>		<b>\$12.15</b>		

Paid Chk# 024111 3/2/2021 KELLY C JOHNSON INC

E 101-41220-742	Electrical Insp	\$763.30		general - Jan and Feb 2021 permits
<b>Total KELLY C JOHNSON INC</b>		<b>\$763.30</b>		

Paid Chk# 024112 3/2/2021 MOORE ENGINEERING

E 607-41000-303	Engineering Fees	\$4,996.00	26163	SW - MS4
E 101-41000-303	Engineering Fees	\$1,332.50	26163	general - CIS implementation
E 450-41130-230	Overlaying	\$40,067.00	26165	CIP - pw dept, 2021 street project
E 101-41000-303	Engineering Fees	\$9,118.25	26166	general - 205th Street
<b>Total MOORE ENGINEERING</b>		<b>\$55,513.75</b>		

Paid Chk# 024113 3/2/2021 PETTY CASH

E 101-41000-211	Petty Cash	\$55.19		general - petty cash
<b>Total PETTY CASH</b>		<b>\$55.19</b>		

**10100 STATE BANK OF KIMBAL \$79,773.27****Fund Summary****10100 STATE BANK OF KIMBAL**

101 GENERAL FUND	\$12,029.70
450 CAPITAL PROJECT FUND	\$40,067.00
601 WATER FUND	\$11,590.08
602 SEWER FUND	\$11,090.49
607 STORMWATER UTILITY	\$4,996.00
	<b>\$79,773.27</b>

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March 2021

			Check Amt	Invoice	Comment
<b>10100 STATE BANK OF KIMBAL</b>					
Paid Chk#	022229E	2/24/2021	<b>US BANK BLASHACK</b>		
E 601-49400-212	Motor Fuels		\$53.31		water dept - fuel for city vehicles
E 602-49450-212	Motor Fuels		\$53.31		sewer dept - fuel for city vehicles
E 101-41130-212	Motor Fuels		\$53.30		pw dept - fuel for city vehicles
E 607-41000-208	Training, Inst., Travel		\$129.00		sw - MS4 training, MN Erosion Control
E 601-49400-316	Sample Analysis		\$3.00		water dept - sample transport, UPS
E 101-41130-220	Repair/Maint Supply		\$2.48		pw dept - supplies, Red Neck
E 101-41130-220	Repair/Maint Supply		\$1.69		pw dept - supplies, Red Neck
<b>Total US BANK BLASHACK</b>			<b>\$296.09</b>		
Paid Chk#	022230E	2/24/2021	<b>US BANK CORDIE</b>		
E 101-42270-220	Repair/Maint Supply		\$223.56		fire dept - truck washing supplies, Image Wash
E 101-42270-220	Repair/Maint Supply		\$40.88		fire dept - truck washing supplies, Amazon
<b>Total US BANK CORDIE</b>			<b>\$264.44</b>		
Paid Chk#	022231E	2/24/2021	<b>US BANK HOLLERMANN</b>		
E 101-41130-212	Motor Fuels		\$182.63		pw dept - fuel for city vehicles
E 601-49400-212	Motor Fuels		\$91.33		water dept - fuel for city vehicles
E 602-49450-212	Motor Fuels		\$91.33		sewer dept - fuel for city vehicles
E 607-41000-208	Training, Inst., Travel		\$69.00		sw - MS4 training, MN Erosion Control
E 607-41000-208	Training, Inst., Travel		\$60.00		sw - MS4 training, MN Erosion
E 101-41130-220	Repair/Maint Supply		\$20.21		pw dept - supplies, Midway Iron
E 101-41130-220	Repair/Maint Supply		\$5.20		pw dept - supplies, Red Neck
E 101-41130-220	Repair/Maint Supply		\$64.26		pw dept - supplies, Ziegler's
E 101-41130-220	Repair/Maint Supply		\$7.12		pw dept - supplies, Ziegler's
E 101-41130-220	Repair/Maint Supply		\$9.90		pw dept - supplies, Builders First
<b>Total US BANK HOLLERMANN</b>			<b>\$600.98</b>		
Paid Chk#	022232E	2/24/2021	<b>US BANK KIFFMEYER</b>		
E 101-41130-212	Motor Fuels		\$238.48		pw dept - fuel for city vehicles
E 101-41130-220	Repair/Maint Supply		\$2.15		pw dept - supplies, Dollar General
E 101-41130-220	Repair/Maint Supply		\$66.69		pw dept - supplies, Menards
E 101-41130-220	Repair/Maint Supply		\$513.66		pw dept - repairs truck #6, Central Hydraulics
E 101-41130-220	Repair/Maint Supply		\$478.60		pw dept - repairs truck #12, Central Hydraulics
E 101-41130-220	Repair/Maint Supply		\$336.41		pw dept - trailer repairs, Simonson Lumber
E 101-41130-220	Repair/Maint Supply		\$454.84		pw dept - trailer repairs, Redneck Trailer
E 101-41130-220	Repair/Maint Supply		\$32.48		pw dept - supplies, Auto Value
E 101-41130-220	Repair/Maint Supply		\$119.32		pw dept - repairs truck #4, North Centerl Intl
E 101-41130-220	Repair/Maint Supply		\$549.69		pw dept - parts, Fastenal
<b>Total US BANK KIFFMEYER</b>			<b>\$2,792.32</b>		
Paid Chk#	022233E	2/24/2021	<b>US BANK MCCABE</b>		
E 101-41000-300	support services		\$19.98		general - remote backup, DriCrashPlan
E 601-49400-316	Sample Analysis		\$9.00		water dept - delivery of sample, Speedee
<b>Total US BANK MCCABE</b>			<b>\$28.98</b>		
Paid Chk#	022234E	2/24/2021	<b>US BANK VOIGT</b>		
E 101-42270-220	Repair/Maint Supply		\$24.69		pw dept - supplies, Home Depot
<b>Total US BANK VOIGT</b>			<b>\$24.69</b>		
Paid Chk#	022235E	2/24/2021	<b>US BANK TABATT</b>		
E 101-42270-220	Repair/Maint Supply		\$217.68		fire dept - supplies, Aspen Mills
<b>Total US BANK TABATT</b>			<b>\$217.68</b>		

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March 2021

			Check Amt	Invoice	Comment
Paid Chk#	022236E	2/24/2021	<b>US BANK RASMUSON</b>		
E 101-42270-323	Internet		\$54.95		fire dept - internet, Arvig
E 101-41000-323	Internet		\$98.61		general - internet, Midco
E 101-41000-384	Refuse/Garbage Disposal		\$335.88		general - garbage, West Central
E 101-42270-384	Refuse/Garbage Disposal		\$59.33		fire dept - garbage, West Central
	<b>Total US BANK RASMUSON</b>		<b>\$548.77</b>		
	<b>10100 STATE BANK OF KIMBAL</b>		<b>\$4,773.95</b>		

**Fund Summary**

<b><u>10100 STATE BANK OF KIMBAL</u></b>	
101 GENERAL FUND	\$4,214.67
601 WATER FUND	\$156.64
602 SEWER FUND	\$144.64
607 STORMWATER UTILITY	\$258.00
	<b>\$4,773.95</b>

Michael G. Zenzen

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March 2021

			Check Amt	Invoice	Comment
<b>10100 STATE BANK OF KIMBAL</b>					
Paid Chk#	024086	3/2/2021	<b>ALTERNATIVE GARAGE DOOR REPAIR</b>		
E 101-41130-220	Repair/Maint Supply		\$793.36	3546	pw dept - springs/labor
<b>Total ALTERNATIVE GARAGE DOOR REPAIR</b>			\$793.36		
Paid Chk#	024087	3/2/2021	<b>BORDER STATES</b>		
E 101-41130-220	Repair/Maint Supply		\$34.98	921549865	pw dept - supplies
<b>Total BORDER STATES</b>			\$34.98		
Paid Chk#	024088	3/2/2021	<b>CASEYS TRUCK AND TRAILER</b>		
E 101-41130-220	Repair/Maint Supply		\$396.24	21120	pw dept - Sterling repairs
E 101-41130-220	Repair/Maint Supply		\$610.56	21140	pw dept - Sterling repairs
<b>Total CASEYS TRUCK AND TRAILER</b>			\$1,006.80		
Paid Chk#	024089	3/2/2021	<b>CENTER POINT ENERGY</b>		
E 101-42270-387	Fire Dept Utilities		\$361.26		fire dept - gas usage
<b>Total CENTER POINT ENERGY</b>			\$361.26		
Paid Chk#	024090	3/2/2021	<b>CENTRAL MCGOWAN</b>		
E 101-42270-232	EMS Supplies		\$59.79	00430485	fire dept - EMS supplies
<b>Total CENTRAL MCGOWAN</b>			\$59.79		
Paid Chk#	024091	3/2/2021	<b>CENTRAL MN FIRE AID ASSN</b>		
E 101-42270-206	Association Dues/LMC, APO		\$50.00		fire dept - 2021 dues
<b>Total CENTRAL MN FIRE AID ASSN</b>			\$50.00		
Paid Chk#	024092	3/2/2021	<b>COURI &amp; RUPPE PLLP</b>		
E 101-41000-304	Legal Fees		\$1,475.00		general - general legal counsel
E 101-41000-304	Legal Fees		\$46.25		general - Winkleman
<b>Total COURI &amp; RUPPE PLLP</b>			\$1,521.25		
Paid Chk#	024093	3/2/2021	<b>F.I.R.E.</b>		
E 101-42270-208	Training, Inst., Travel		\$600.00	4784	fire dept - fire behavior
<b>Total F.I.R.E.</b>			\$600.00		
Paid Chk#	024094	3/2/2021	<b>GOPHER STATE ONE-CALL</b>		
E 601-49400-314	Gopher State One Calls		\$40.53		water dept - locates
E 602-49450-314	Gopher State One Calls		\$40.52		sewer dept - locates
<b>Total GOPHER STATE ONE-CALL</b>			\$81.05		
Paid Chk#	024095	3/2/2021	<b>IT TECHNOLOGIES</b>		
E 450-41130-230	Overlaying		\$930.00	38494	CIP - pw dept, boring analysis and report 2021 street imp project
E 450-41130-230	Overlaying		\$834.00	38495	CIP - pw dept, analysis and report 2021 street imp project
<b>Total IT TECHNOLOGIES</b>			\$1,764.00		
Paid Chk#	024096	3/2/2021	<b>MARCO</b>		
E 101-41000-300	support services		\$101.50		general - copier contract
<b>Total MARCO</b>			\$101.50		
Paid Chk#	024097	3/2/2021	<b>MN DEPT OF HEALTH</b>		
E 601-49400-312	Water/Contract Services		\$1,151.82		water dept - 1st quarter hook ups (474)
<b>Total MN DEPT OF HEALTH</b>			\$1,151.82		
Paid Chk#	024098	3/2/2021	<b>NORTH STAR SIGNS &amp; ENGRAVING</b>		
E 101-41130-220	Repair/Maint Supply		\$175.00	23312	pw dept - 911 signs

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March 2021

			Check Amt	Invoice	Comment
E 101-42270-220	Repair/Maint Supply		\$454.00	23332	fire dept - lettering
<b>Total</b>	<b>NORTH STAR SIGNS &amp; ENGRAVING</b>		<b>\$629.00</b>		
Paid Chk# 024099	3/2/2021	<b>RMB ENVIRONMENTAL</b>			
E 602-49450-316	Sample Analysis		\$73.00		sewer dept - WW effluent testing
<b>Total</b>	<b>RMB ENVIRONMENTAL</b>		<b>\$73.00</b>		
Paid Chk# 024100	3/2/2021	<b>ST. CLOUD TIMES</b>			
E 450-41130-230	Overlaying		\$624.59	0003672267	CIP - pw dept, 2021 street project advertisement for bids
E 101-41000-205	Ordinance Publication		\$112.65	0003672267	general - ordinance publication
<b>Total</b>	<b>ST. CLOUD TIMES</b>		<b>\$737.24</b>		
Paid Chk# 024101	3/2/2021	<b>STEARNS COUNTY SHERIFF</b>			
E 101-41000-306	Police/Sheriff (contract)		\$14,244.45		general - 2nd half 2020 contract
<b>Total</b>	<b>STEARNS COUNTY SHERIFF</b>		<b>\$14,244.45</b>		
Paid Chk# 024102	3/2/2021	<b>STEARNS ELECTRIC ASSOCIATION</b>			
E 101-42270-387	Fire Dept Utilities		\$231.92		fire dept - fire hall
E 101-45200-381	Electric Utilities		\$38.00		parks dept - HLP
E 101-41000-381	Electric Utilities		\$171.04		general - city hall
E 101-42270-387	Fire Dept Utilities		\$53.28		fire dept - fire hydrant
E 101-41000-381	Electric Utilities		\$38.00		general - 2 meters
E 602-49450-381	Electric Utilities		\$263.05		sewer dept - lift station 1
E 101-41000-381	Electric Utilities		\$63.01		general - city hall
E 101-41000-381	Electric Utilities		\$9.75		general - street light
E 602-49450-381	Electric Utilities		\$74.49		sewer dept - lift station 2
E 605-43160-380	Utility Services (GENERAL)		\$90.75		EU - Emerald Ponds
E 101-45200-381	Electric Utilities		\$48.50		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		\$113.27		general - State Hwy 15 light
E 602-49450-381	Electric Utilities		\$27.75		sewer dept - lift station
E 101-41000-381	Electric Utilities		\$30.84		general - Lion's Sign
E 601-49400-381	Electric Utilities		\$25.74		water dept - flow meter
E 101-45200-381	Electric Utilities		\$60.04		parks dept - HLP shelter
<b>Total</b>	<b>STEARNS ELECTRIC ASSOCIATION</b>		<b>\$1,571.93</b>		
Paid Chk# 024103	3/2/2021	<b>SUMMIT COMPANIES</b>			
E 101-42270-220	Repair/Maint Supply		\$202.30	1563460	fire dept - fire extinguisher maint
E 101-42270-220	Repair/Maint Supply		\$7.00	1588139	fire dept - fire extinguisher maint
<b>Total</b>	<b>SUMMIT COMPANIES</b>		<b>\$209.30</b>		
Paid Chk# 024104	3/2/2021	<b>TRAUT COMPANIES</b>			
E 601-49400-316	Sample Analysis		\$50.00		water dept - sample #'s 21011 & 21012
<b>Total</b>	<b>TRAUT COMPANIES</b>		<b>\$50.00</b>		
Paid Chk# 024105	3/2/2021	<b>WORKMED MIDWEST PA</b>			
E 101-41130-430	Miscellaneous		\$51.50	00030993-11	pw dept - drug test
<b>Total</b>	<b>WORKMED MIDWEST PA</b>		<b>\$51.50</b>		
<b>10100</b>	<b>STATE BANK OF KIMBAL</b>		<b>\$25,092.23</b>		

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March 2021

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

101 GENERAL FUND	\$20,633.49
450 CAPITAL PROJECT FUND	\$2,388.59
601 WATER FUND	\$1,268.09
602 SEWER FUND	\$478.81
605 LIGHTING UTILITY	\$323.25
	<hr/>
	\$25,092.23

Michael G. Zenzen



	General Fund	CIP Fund	Debt Service	SAC/WAC Fund	Water Fund	Sewer Fund	Storm Water	Sewer Debt	Street Light	Monthly Totals
Cash Balance 12/31/2020(un-audited)	\$ 1,190,307	\$ 1,981,647.10	\$ 81,146	\$ 652,562	\$ (9,448)	\$ (25,159)	\$ 64,319	\$ 107,521	\$ 4,066	\$ 4,046,961
Receipts January 2021	\$ 21,112	\$ 29,248.76	\$ 1,664	\$ 29,963	\$ 20,565	\$ 24,939	\$ 9,570	\$ 778	\$ 402	\$ 138,242
Ex. January 2021	\$ 90,395	\$ 2,688.91	\$ 495		\$ 45,943	\$ 65,987	\$ 883		\$ 323	\$ 206,716
Receipts February 2021	\$ 16,399	\$ 25,937.35			\$ 18,859	\$ 22,861	\$ 1,607	\$ 728	\$ 314	\$ 86,705
Ex. February 2021	\$ 32,007				\$ 17,383	\$ 27,914	\$ 1,682		\$ 323	\$ 79,309
Receipts March 2021										\$ -
Ex. March 2021	\$ 36,527	\$ 42,455.59			\$ 12,939	\$ 11,638	\$ 5,254		\$ 323	\$ 109,138
Receipts April 2021										\$ -
Ex. April 2021										\$ -
Receipts May 2021										\$ -
Ex. May 2021										\$ -
Receipts June 2021										\$ -
Ex. June 2021										\$ -
Receipts July 2021										\$ -
Ex. July 2021										\$ -
Receipts August 2021										\$ -
Ex. August 2021										\$ -
Receipts September 2021										\$ -
Ex. September 2021										\$ -
Receipts October 2021										\$ -
Ex. October 2021										\$ -
Receipts November 2021										\$ -
Ex. November 2021										\$ -
Receipts December 2021										\$ -
Ex. December 2021										\$ -
Cash Balance	\$ 1,068,888	\$ 1,991,688.71	\$ 82,315	\$ 682,525	\$ (46,289)	\$ (82,899)	\$ 67,676	\$ 109,027	\$ 3,812	\$ 3,876,745

2020 CIP Breakdown	Unallocated	Admin	Park	Streets	Fire	Total
Beginning Balance -12/31/2020						
Un-Audited	\$486,590.90	\$52,087.06	\$763,109.34	\$643,560.55	\$36,299.25	\$1,981,647.10
Wildland Fire Gear					\$ (2,688.91)	(\$2,688.91)
January Sales Tax			\$ 10,642.67	\$ 10,642.67		\$21,285.34
January Property Tax				\$ 6,209.86	\$ 1,182.82	\$7,392.68
January Cable Franchise Fees		\$ 570.74				\$570.74
February Sales Tax			\$ 12,034.50	\$ 12,034.50		\$24,069.00
February Cable Franchise Fees		\$ 575.40				\$575.40
Aggregate Tax				\$ 1,292.95		\$1,292.95
2021 Street Project Engineering				\$ (42,455.59)		(\$42,455.59)
						\$0.00
						\$0.00
						\$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	\$53,233.20	\$785,786.51	\$631,284.94	\$34,793.16	\$1,991,688.71

**Unallocated - Reserved**

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

	<b>2021</b>	<b>Spent/Received</b>	<b>% of Budget</b>	<b>Remaining Amount</b>
<b>Revenues</b>	<b>Budget</b>	<b>As of Mar. 2, 2021</b>	<b>Spent</b>	
General Fund	\$856,568	\$ 37,541	4.38%	\$819,027
Capital Improvement Fund	\$738,086	\$ 55,192	7.48%	\$682,895
Water Fund	\$321,922	\$ 40,213	12.49%	\$281,709
Sewer Fund	\$541,850	\$ 48,770	9.00%	\$493,081
Sewer Debt Fund	\$12,500	\$ 1,532	12.26%	\$10,968
Street Light Fund	\$4,500	\$ 733	16.28%	\$3,767
WAC/SAC Improvement Fund	\$98,968	\$ 29,963	30.28%	\$69,005
Debt Service	\$89,434	\$ 1,671	1.87%	\$87,763
Storm Water	\$50,000	\$ 11,177	22.35%	\$38,823
Total Revenues	\$2,713,828	\$ 226,791	8.36%	\$2,487,037
<b>Expenditures</b>				
General Fund	\$858,511	\$ 158,930	18.51%	\$699,581
Capital Improvement Fund	\$703,000	\$ 45,145	6.42%	\$657,856
Water Fund	\$322,343	\$ 76,265	23.66%	\$246,078
Sewer Fund	\$542,271	\$ 105,540	19.46%	\$436,731
Storm Water Utility Fund	\$26,071	\$ 7,820	29.99%	\$18,251
Street Light Fund	\$4,380	\$ 970	22.14%	\$3,410
WAC/SAC Improvement Fund	\$288,702		0.00%	\$288,702
Debt Service	\$36,495	\$ 495	1.36%	\$36,000
Total Expenditures	\$2,781,773	\$ 395,163	14.21%	\$2,386,610

<b>General Fund</b>				
	<b>2021</b>	<b>Spent</b>	<b>% of Budget</b>	<b>Remaining Amount</b>
	<b>Budget</b>	<b>As of Mar. 2, 2021</b>	<b>Spent</b>	
Administration	\$ 305,062	\$ 57,855	18.96%	\$ 247,207
Council	\$ 28,113	\$ -	0.00%	\$ 28,113
Boards and Commissions	\$ 3,500	\$ -	0.00%	\$ 3,500
Building Inspection	\$ 59,800	\$ 36,445	60.95%	\$ 23,355
Elections	\$ 2,700	\$ 1,919	71.09%	\$ 781
Fire	\$ 180,240	\$ 11,732	6.51%	\$ 168,508
Streets	\$ 202,333	\$ 47,844	23.65%	\$ 154,489
Parks	\$ 76,763	\$ 3,134	4.08%	\$ 73,629
<b>Total General Fund</b>	\$ 858,511	\$ 158,930	18.51%	\$ 699,581

## LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is ~~\$100~~ otherwise the fee is ~~\$150~~.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization

Name: ST. WENDELIN CHURCH OF LUXEMBURG Previous Gambling Permit Number: 04295

Minnesota Tax ID

Number, if any: \_\_\_\_\_

Federal Employer ID

Number (FEIN), if any: \_\_\_\_\_

Mailing

Address: 22714 Hwy 15

City: ST. CLOUD State: MN Zip: 56301 County: STEARNS

Name of Chief Executive Officer (CEO): FR. MATTHEW CRANE

Daytime Phone: 320-252-1799 Email: MICRPARISH@GMAIL.COM

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): ST. WENDELIN, PARISH GROUNDS

Address (do not use P.O. box): 22714 Hwy 15

City or

Township: ST. CLOUD, MN Zip: 56301 County: STEARNS

Date(s) of activity (for raffles, indicate the date of the drawing): JULY 25TH, 2021

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

☒ Bingo ☒ Paddlewheels ☒ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ \_\_\_\_\_)

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **List of Licensees**, or call 651-539-1900.



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7513 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization St. Mary Help of Christians		Date organized 1873	Tax exempt number 8340039
Address 24588 County Road 7	City St. Augusta	State MN	Zip Code 56301
Name of person making application Father Matthew Crane		Business phone 320-252-1799	Home phone 
Date(s) of event June 26-27, 2021	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Father Matthew Crane	City St. Augusta	State MN	Zip Code 56301
Organization officer's name 	City 	State MN	Zip Code 
Organization officer's name 	City 	State MN	Zip Code 

Location where permit will be used. If an outdoor area, describe.  
Church Parish Center located at 24588 County Road 7, St. Augusta, MN 56301

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of St. Augusta  
\_\_\_\_\_  
City or County approving the license  
\$40  
\_\_\_\_\_  
Fee Amount  
December 27, 2019  
\_\_\_\_\_  
Date Fee Paid

03/02/2021  
\_\_\_\_\_  
Date Approved  
June 26-27, 2021  
\_\_\_\_\_  
Permit Date  
bmccabe@staugustamn.com  
\_\_\_\_\_  
City or County E-mail Address  
320-7654-0387  
\_\_\_\_\_  
City or County Phone Number

\_\_\_\_\_  
Signature City Clerk or County Official

**CLERKS NOTICE:** Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY  
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY  
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7513 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Church of St. Wendelin		Date organized	Tax exempt number 41-0777928	
Address 22714 State Highway 15		City St. Augusta	State MN	Zip Code 56301
Name of person making application John Ludwig		Business phone		Home phone
Date(s) of event July 25, 2021	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name Father Ronald Weyrens	City St. Augusta	State MN	Zip Code 56301	
Organization officer's name	City	State MN	Zip Code	
Organization officer's name	City	State MN	Zip Code	

Location where permit will be used. If an outdoor area, describe.  
On church grounds

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of St. Augusta  
City or County approving the license  
\$20  
Fee Amount  
February 16, 2021  
Date Fee Paid

03/02/2021  
Date Approved  
July 25, 2021  
Permit Date  
bmccabe@staugustamn.com  
City or County E-mail Address  
320-654-0387  
City or County Phone Number

Signature City Clerk or County Official

**CLERKS NOTICE:** Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY  
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY  
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2ONSS License Period Ending: 3/31/2021 Iden: 19007  
Issuing Authority: St. Augusta  
Licensee Name: Luxemburg Recreation Club  
Trade Name: Luxemburg Recreation Club  
Address: 22718 State Hwy 15  
St. Augusta, MN 56301  
Business Phone: 3202535223  
License Fees: Off Sale: \$0.00 On Sale: \$100.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature 7-28-75 DOB SSN Date 2-11-21  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



**ST. AUGUSTA ACTIVITY**

**February 2021**

**TOTAL HOURS: 40**

***(SEE ATTACHED ACTIVITY LIST FOR DETAILS)***

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	21009275	2577	02/01/2021 02:01:52	02/01/2021 03:11:05	[02/01/2021 03:10:58 : MOB : 2577] OKERSTROM -STARTED 0201, ENDED 0301, 1 HOUR
ST AUGUSTA	21009667	2548	02/02/2021 10:26:09	02/02/2021 11:25:21	[02/02/2021 11:24:20 : MOB : 2548] -PATROLLED TOWN, NO ISSUES.
ST AUGUSTA	21009853	2553	02/02/2021 18:31:01	02/02/2021 19:32:05	[02/02/2021 19:31:58 : MOB : 2553] - CONTR STARTED AT 1831 - PATROLLED BUSINESS AND RESIDENTIAL AREAS - CONTR ENDED AT 1931 - 1 HOUR CONTR HAGSTROM
ST AUGUSTA	21009954	2578	02/03/2021 02:42:21	02/03/2021 03:42:06	[02/03/2021 03:42:01 : MOB : 2578] -1 HR ST AUGUSTA CONTR. 0242-0342 -PATROLLED THE CITY -WINTER PARKING BRAEGELMANN
ST AUGUSTA	21010348	2548	02/04/2021 14:33:55	02/04/2021 16:20:36	[02/04/2021 16:20:23 : MOB : 2548] -patrolled town, no issues.
ST AUGUSTA	21010472	2551	02/04/2021 22:47:59	02/04/2021 23:47:40	[02/04/2021 23:47:35 : MOB : 2551] SALFER - 1 HOUR CONTRACT COMPLETE. 2247 TO 2347. - PATROLLED NEIGHBORHOODS/ CO RDS. - NOTHING TO REPORT.
ST AUGUSTA	21010495	2578	02/05/2021 02:45:11	02/05/2021 03:49:55	[02/05/2021 03:49:48 : MOB : 2578] -1 HR ST AUGUSTA CONTR. 0245-0345 HRS -PATROLLED THE CITY -WINTER PARKING BRAEGELMANN

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	21010894	2585	02/06/2021 05:18:35	02/06/2021 06:18:46	[02/06/2021 06:18:17 : MOB : 2585] GRAVDAHL - ONE HOUR CONTRACT (0518 - 0618) - PATROLLED RESIDENCIAL AND COMMERCIAL AREAS. - NO TRAFFIC VIOLATIONS SEEN, NO STOPS - ALL APPEARED SECURE AND NOTHING SUSPICIOUS.
ST AUGUSTA	21010911	2545	02/06/2021 08:03:06	02/06/2021 09:01:04	[02/06/2021 09:00:58 : MOB : 2545] -TRAFFIC STOP CITATION ISSUED 23RD AVE AND CR 7 STOP SIGN -PATROLED EMERALD POND AND EAGLES LANDING. -ENDED CONTRACT AT 0900 HOURS.  [2/6/2021 08:31:58 : pos6 : 01LJHELD] [02/06/2021 08:30:15 : MOB : 2545] -STARTED CONTRACT 0800 HOURS -PATROLED CR 75, 238TH ST, 22ND AVE,
ST AUGUSTA	21011080	2543	02/06/2021 23:36:41	02/07/2021 00:45:37	[02/07/2021 00:45:31 : MOB : 2543] BAROS -1 HR CONTRACT COMPLETED, 2335-0040. -PATROLLED CITY AND RESIDENTIAL AREAS. -HAD A VDITCH TO START CONTRACT HANDLED BY 2552.
ST AUGUSTA	21011118	2552	02/07/2021 04:26:11	02/07/2021 05:26:31	[02/07/2021 05:26:27 : MOB : 2552] ROMSTAD 2552 -PATROLLED BUSINESS AND RESIDENTIAL -ALL APPEARED NORMAL -TOTAL TIME OF CONTRACT 1 HOUR
ST AUGUSTA	21011138	2542	02/07/2021 09:03:36	02/07/2021 10:07:26	[02/07/2021 10:07:07 : MOB : 2542] BRETH -CONTRACT TIME 0906-1007 -PATROLLED CO RD 47, RESIDENTIAL AREAS, STORAGE SHEDS AND BUSINESS AREAS ON 67TH, 68TH, 69TH AND 70TH AVES NORTH AND SOUTH OF CO RD 47, CO RD 136, CO RD 115, DOWNTOWN BUSINESS AND RESIDENTIAL AREAS, 43RD AVE, 230TH, RIDGEVIEW DR, HWY 15, LUX AREA -NOT A WHOLE LOT OF TRAFFIC OR ACTIVITY -TOTAL TIME ON CONTRACT = 1HR

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	21011326	2512	02/08/2021 03:34:48	02/08/2021 04:47:54	[02/08/2021 04:47:38 : MOB : 2512] SGT FRIDAY CHECKED THE AREA AROUND DELUX BUSINESS CENTER, RESIDENTIAL AND BUSINESS AREAS
ST AUGUSTA	21011518	2551	02/08/2021 18:54:35	02/08/2021 19:54:06	[02/08/2021 19:53:02 : MOB : 2551] SALFER - 1 HOUR CONTRACT COMPLETE. 1854 TO 1954 HOURS. - PATROLLED NEIGHBORHOODS AND COUNTY ROADS. - NOTHING TO REPORT.
ST AUGUSTA	21011616	2512	02/09/2021 04:47:25	02/09/2021 06:22:12	[02/09/2021 06:22:06 : MOB : 2512] SGT FRIDAY DEPUTY OKERSTROM SPENT 25 MINUTES ON CONTRACT BEFORE BEING CALLED AWAY I SPENT 35 MINUTES CHECKING BUSINESS PARK, CR 115, RESIDENTIAL AND BUSINESS AREAS AROUND CR 7/CR 75
ST AUGUSTA	21011977	2586	02/10/2021 04:00:40	02/10/2021 05:01:13	[02/10/2021 05:01:04 : MOB : 2586] PREUSSE// PATROLLED NEIGHBORHOODS, STORAGE UNITS, BUSINESS'S, AND ATTEMPTED TRAFFIC ENFORCEMENT.
ST AUGUSTA	21012253	2567	02/11/2021 09:41:06	02/11/2021 10:41:56	[02/11/2021 10:41:53 : MOB : 2567]  - PATROLLED RESIDENTIAL AREAS, LOCAL BUSINESSES AND RURAL / COUNTY ROADS OF COMMUNITY. - ALL APPEARED NORMAL, NO SUSPICIOUS ACTIVITY AFOOT. - START OF CONTRACT - 0941. - END OF CONTRACT - 1041. - TOTAL CONTRACT TIME: 1 HOUR.
ST AUGUSTA	21012520	2585	02/12/2021 03:35:58	02/12/2021 04:39:21	[02/12/2021 04:39:17 : MOB : 2585] GRAVDAHL - ONE HR CONTRACT COMPLETED. - 0335-0435HRS - PATROLLED RESIDENTIAL AND COMMERCIAL AREAS, ALL APPEARED SECURE. - NO TRAFFIC VIOLATIONS SEEN.

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	21013053	2568	02/13/2021 21:15:02	02/13/2021 22:15:40	[02/13/2021 22:15:20 : MOB : 2568] LUST CONTRACT 2115 HOURS TO 2215 HOURS PATROLLED -CO RDS/AVES/MISC HOUSING ADDITIONS/BUSINESS AREAS/TOWNSITE/STORAGE FACILITIES/ECT
ST AUGUSTA	21013100	2565	02/14/2021 01:05:36	02/14/2021 02:49:00	[02/14/2021 02:48:57 : MOB : 2565] -ONE HOUR CONTRACT -WINTER PARKING COMPLETED. ONE WARNING -TWO TRAFFIC STOPS. ONE LEAD TO A CITATION FOR DRIVER AND PASSENGER BEING ARRESTED ON WARRANTS YOUNKIN
ST AUGUSTA	21013324	2555	02/15/2021 00:04:36	02/15/2021 01:04:41	[02/15/2021 01:04:33 : MOB : 2555] end 0104 total time 1 hour c.schwegel  [02/15/2021 01:01:48 : MOB : 2555] lux townsite  [02/15/2021 00:56:50 : MOB : 2555] terrace hills  [02/15/2021 00:47:46 : MOB : 2555] cherrywood estates  [02/15/2021 00:40:32 : MOB : 2555] emerald ponds  [02/15/2021 00:37:10 : MOB : 2555] eagles landing  [02/15/2021 00:26:00 : MOB : 2555] blackberry farms  [02/15/2021 00:21:17 : MOB : 2555] res/business areas around townsite

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	21013352	2552	02/15/2021 04:22:27	02/15/2021 05:22:11	[02/15/2021 05:22:03 : MOB : 2552] ROMSTAD 2552 -PATROLLED BUSINESS AND RESIDENTIAL AREAS -ALL APPEARED NORMAL -TOTAL TIME OF CONTRACT 1 HOUR
ST AUGUSTA	21013483	2543	02/15/2021 18:49:30	02/15/2021 20:00:23	[02/15/2021 20:00:08 : MOB : 2543] BAROS -1 HR CONTRACT COMPLETED, 1850-2000. -PATROLLED CITY STREETS AND RURAL AREAS. -LIGHT TRAFFIC.
ST AUGUSTA	21013592	2585	02/16/2021 03:28:20	02/16/2021 04:35:18	[02/16/2021 04:35:15 : MOB : 2585] GRAVDAHL - ONE HOUR CONTRACT (0328-0428) - PATROLLED MAIN AVENUES OF TRAVEL, TRAFFIC ENFORCEMENT ON CR 7. NO VIOLATIONS FOUND, NO STOPS. -ALL APPEARED NORMAL. NO REPORT.
ST AUGUSTA	21013887	2558	02/17/2021 04:45:51	02/17/2021 05:45:39	[02/17/2021 05:45:36 : MOB : 2558] 0445-START OF CONTRACT -PATROLLED RES AND BUSINESS AREAS 0545-END OF CONTRACT TOTAL TIME OF CONTRACT - 1 HOUR
ST AUGUSTA	21014166	2584	02/18/2021 00:20:04	02/18/2021 01:41:25	[02/18/2021 01:41:18 : MOB : 2584] DROVE THROUGH BOTH INDUSTRIAL PARKS, RESIDENTAL AREAS, TOWN SITE, & LUX TOWN SITE. ALL APPEARED NORMAL & NO REPORTED ISSUES. MINIMAL VEH TRAFFIC & NO ONE OBSERVED IN AREA ON FOOT. COMPLETED WINTER PARKING & XPAT WHILE ON CONTR. - MERKLING / NR
ST AUGUSTA	21014436	2551	02/18/2021 23:11:22	02/19/2021 00:18:35	[02/19/2021 00:18:31 : MOB : 2551] SALFER - 1 HOUR CONTRACT COMPLETE. 2311 TO 0011 HOURS. - NOTHING TO REPORT

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	21014544	2547	02/19/2021 12:54:21	02/19/2021 14:06:21	[02/19/2021 14:06:14 : MOB : 2547] WELLS-1254-1324 -CHECKED AREAS AROUND LUX -NEIGHBORHOODS -BUSINESSES 1324-1354 -CHECKED AREAS AROUND THE TOWNSITE -NEIGHBORHOODS -BUSINESSES -EMERALD PONDS -EAGLES LANDING -ONE HR COMPLETE
ST AUGUSTA	21014800	2577	02/20/2021 05:09:12	02/20/2021 06:10:16	[02/20/2021 06:09:59 : MOB : 2577] OKERSTROM -STARTED 0509, ENDED 0609, 1 HOUR -PATROLLED ST AUGUSTA
ST AUGUSTA	21015073	2546	02/21/2021 00:51:35	02/21/2021 02:06:22	[02/21/2021 02:06:12 : MOB : 2546] JENSEN -DROVE RESIDENTIAL AND DID PARKING -CHECKED LOTS AND SAW NO VEHICLES NO REPORT
ST AUGUSTA	21015338	2565	02/22/2021 03:33:42	02/22/2021 04:33:33	[02/22/2021 04:33:28 : MOB : 2565] -one hour contract -nothing suspicious seen younkin
ST AUGUSTA	21015814	2540K9	02/23/2021 17:41:27	02/23/2021 18:45:05	[02/23/2021 18:44:57 : MOB : 2540K9] TOTAL TIME 1 HR MAYERS  [02/23/2021 18:44:40 : MOB : 2540K9] RAN RADAR AND VISUALLY REMINDED PEOPLE ABOUT THE SPEED LIMIT.. WENT THROUGH TOWN CLUB ALMAR AND LEIGION ARE BUSY.  [02/23/2021 18:25:01 : MOB : 2540K9]

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	21016042	2542	02/24/2021 13:10:48	02/24/2021 14:35:05	<p>[02/24/2021 14:34:56 : MOB : 2542]  BRETH  -CONTRACT DONE FROM 1310-1432  -NEVER LEFT THE FIREHALL  -WORKED ON ANIMAL COMPLAINT 21015974, THEFT 21016033  AND REACTIVATED THEFT 17083408  -ALL WERE IN ST AUGUSTA  -TOTAL TIME ON CONTRACT = 1 HR</p> <p>[2/24/2021 13:12:04 : pos8 : asrosenb]  pending for 2542</p>
ST AUGUSTA	21016585	2556K9	02/25/2021 18:52:15	02/25/2021 20:47:52	<p>[02/25/2021 20:47:46 : MOB : 2556K9]  1 HOUR CONTRACT. THUNSTEDT</p> <p>[02/25/2021 19:50:09 : MOB : 2556K9]  -CLEARED AT 1855 BACK ON CONTRACT 1949</p> <p>[02/25/2021 18:55:58 : pos5 : 01MLKiffme]  PULLED 56 OFF CONTRACT FOR AN ALARM</p>
ST AUGUSTA	21016690	2558	02/26/2021 02:52:41	02/26/2021 03:52:58	<p>[02/26/2021 03:52:45 : MOB : 2558]  0252-START OF CONTRACT  -PATROLLED RES AND BUSINESS AREAS-VERY LITTLE TRAFFIC  0352-END OF CONTRACT  TOTAL TIME OF CONTRACT - 1 HOUR</p>
ST AUGUSTA	21016738	2548	02/26/2021 09:50:22	02/26/2021 10:59:37	<p>[02/26/2021 10:58:10 : MOB : 2548]  -PATROLLED TOWN, NO ISSUES.</p>
ST AUGUSTA	21017334	2576	02/28/2021 00:29:10	02/28/2021 01:33:44	<p>[02/28/2021 01:33:38 : MOB : 2576]  PATROLLED GREGORY PARK / 67TH AVE / DELUX AREA / LUX /  CO RD 141 / 43RD AV / FIRE HALL AREA / CO RD 136 - ONE HOUR  CONTRACT 0029-0129</p>
ST AUGUSTA	21017363	2577	02/28/2021 02:09:59	02/28/2021 03:09:18	<p>[02/28/2021 03:09:10 : MOB : 2577]  OKERSTROM  -STARTED 0209, ENDED 0309, 1 HOUR  -PATROLLED ST AUGUSTA</p>



Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	21017457	2567	02/28/2021 14:03:30	02/28/2021 15:03:49	[02/28/2021 15:03:34 : MOB : 2567] - PATROLLED RESIDENTIAL AREAS, LOCAL BUSINESSES AND RURAL / COUNTY ROADS OF COMMUNITY. - ALL APPEARED NORMAL, NO SUSPICIOUS ACTIVITY AFOOT. - START OF CONTRACT - 1403. - END OF CONTRACT - 1503. - TOTAL CONTRACT TIME: 1 HOUR.

## STEARNS COUNTY CITATIONS

03/01/2021

<u>Offense Date</u>	<u>City</u>	<u>Officer Name</u>	<u>Citation Number</u>	<u>Case #</u>	<u>Statute</u>	<u>Charge</u>	
02/14/2021 12:40:	St. Augusta	BONFIELD DAVID	730021056928	21013184	609.2242.1(1)	DOMESTIC ASSAULT - FEAR OF IMMEDIATE	True
02/14/2021 12:40:	St. Augusta	BONFIELD DAVID	730021056928	21013184	609.2242.1(2)	DOMESTIC ASSAULT-MISDEMEANOR-IN	True
02/22/2021 11:34:	St. Augusta	BRETH PAUL	730021052855	21015411	518B.01.14(a)	VIOLATE ORDER FOR PROTECTION	True
02/05/2021 07:33:	St. Augusta	KERN DENNIS	730021061789	21010525	169.14.2(a)(3)	TRAFFIC - SPEEDING - EXCEED	Fals
02/19/2021 16:08:	St. Augusta	MILNE ZACHARY	730021061344	21014595	169.791.2(a)	INSURANCE - NO PROOF	Fals
02/03/2021 04:44:	St. Augusta	PREUSSE MITCHELL	73002136366	21009965	169.14.2(a)(3)	TRAFFIC - SPEEDING - EXCEED	Fals
02/10/2021 06:02:	St. Augusta	PREUSSE MITCHELL	73002136367	21011984	169.14.2(a)(8)	TRAFFIC - SPEEDING - EXCEED	Fals
02/22/2021 17:31:	St. Augusta	SIMON KEITH	730021063814	21015511	168.09.4	EXPIRED REGISTRATION < 12 MONTHS	True
02/28/2021 14:29:	St. Augusta	SIMON KEITH	730021063833	21017463	169.14.2(a)	TRAFFIC - SPEEDING - EXCEED	Fals
02/28/2021 15:11:	St. Augusta	SIMON KEITH	730021063834	21017471	168.09.4	EXPIRED REGISTRATION < 12 MONTHS	True
02/01/2021 16:52:	St. Augusta	SIMON KEITH	730021062849	21009464	169.14.2(a)(3)	TRAFFIC - SPEEDING - EXCEED	Fals
02/19/2021 20:44:	St. Augusta	SIMON KEITH	730021063249	21014676	168.09.4	EXPIRED REGISTRATION < 12 MONTHS	True
02/21/2021 17:04:	St. Augusta	SIMON KEITH	730021063254	21015209	169.71.4(3)	VEHICLE - WINDOW RESTRICTIONS	True
02/05/2021 21:39:	St. Augusta	YOUNKIN NATHANIEL	730021060173	21010780	171.24.2	DAR -DRIVING AFTER REVOCATION	True
02/14/2021 02:01:	St. Augusta	YOUNKIN NATHANIEL	730021063491	21013114	169.791.2(a)	INSURANCE - NO PROOF	Fals
02/14/2021 02:01:	St. Augusta	YOUNKIN NATHANIEL	730021063491	21013114	171.24.1	DAS-DRIVING AFTER SUSPENSION	Fals
02/06/2021 08:31:	St. Augusta	ZWACK SHIRLEY	730021053167	21010913	169.30(b)	FAILURE TO STOP AT STOP SIGN	True
02/06/2021 08:31:	St. Augusta	ZWACK SHIRLEY	730021053167	21010913	169.791.2(a)	INSURANCE - NO PROOF	Fals

TOTAL: 18

# CONTRACT DATES - FEBRUARY 2021

<u>Actual Incid City</u>	<u>Date Received</u>	<u>Comp</u>	<u>Call Number</u>	<u>Complaint</u>	<u>First Unit</u>
ST AUGUSTA	02/01/2021 02:01:52	03:11:05	21009275	CONTR	2577
ST AUGUSTA	02/02/2021 10:26:09	11:25:21	21009667	CONTR	2548
ST AUGUSTA	02/02/2021 18:31:01	19:32:05	21009853	CONTR	2553
ST AUGUSTA	02/03/2021 02:42:21	03:42:06	21009954	CONTR	2578
ST AUGUSTA	02/04/2021 14:33:55	16:20:36	21010348	CONTR	2548
ST AUGUSTA	02/04/2021 22:47:59	23:47:40	21010472	CONTR	2551
ST AUGUSTA	02/05/2021 02:45:11	03:49:55	21010495	CONTR	2578
ST AUGUSTA	02/06/2021 05:18:35	06:18:46	21010894	CONTR	2585
ST AUGUSTA	02/06/2021 08:03:06	09:01:04	21010911	CONTR	2545
ST AUGUSTA	02/06/2021 23:36:41	00:45:37	21011080	CONTR	2543
ST AUGUSTA	02/07/2021 04:26:11	05:26:31	21011118	CONTR	2552
ST AUGUSTA	02/07/2021 09:03:36	10:07:26	21011138	CONTR	2542
ST AUGUSTA	02/08/2021 03:34:48	04:47:54	21011326	CONTR	2512
ST AUGUSTA	02/08/2021 18:54:35	19:54:06	21011518	CONTR	2551
ST AUGUSTA	02/09/2021 04:47:25	06:22:12	21011616	CONTR	2512
ST AUGUSTA	02/10/2021 04:00:40	05:01:13	21011977	CONTR	2586
ST AUGUSTA	02/11/2021 09:41:06	10:41:56	21012253	CONTR	2567
ST AUGUSTA	02/12/2021 03:35:58	04:39:21	21012520	CONTR	2585
ST AUGUSTA	02/13/2021 21:15:02	22:15:40	21013053	CONTR	2568
ST AUGUSTA	02/14/2021 01:05:36	02:49:00	21013100	CONTR	2565
ST AUGUSTA	02/15/2021 00:04:36	01:04:41	21013324	CONTR	2555
ST AUGUSTA	02/15/2021 04:22:27	05:22:11	21013352	CONTR	2552
ST AUGUSTA	02/15/2021 18:49:30	20:00:23	21013483	CONTR	2543
ST AUGUSTA	02/16/2021 03:28:20	04:35:18	21013592	CONTR	2585
ST AUGUSTA	02/17/2021 04:45:51	05:45:39	21013887	CONTR	2558
ST AUGUSTA	02/18/2021 00:20:04	01:41:25	21014166	CONTR	2584
ST AUGUSTA	02/18/2021 23:11:22	00:18:35	21014436	CONTR	2551
ST AUGUSTA	02/19/2021 12:54:21	14:06:21	21014544	CONTR	2547
ST AUGUSTA	02/20/2021 05:09:12	06:10:16	21014800	CONTR	2577
ST AUGUSTA	02/21/2021 00:51:35	02:06:22	21015073	CONTR	2546
ST AUGUSTA	02/22/2021 03:33:42	04:33:33	21015338	CONTR	2565
ST AUGUSTA	02/23/2021 17:41:27	18:45:05	21015814	CONTR	2540K9
ST AUGUSTA	02/24/2021 13:10:48	14:35:05	21016042	CONTR	2542
ST AUGUSTA	02/25/2021 18:52:15	20:47:52	21016585	CONTR	2556K9
ST AUGUSTA	02/26/2021 02:52:41	03:52:58	21016690	CONTR	2558
ST AUGUSTA	02/26/2021 09:50:22	10:59:37	21016738	CONTR	2548
ST AUGUSTA	02/28/2021 00:29:10	01:33:44	21017334	CONTR	2576
ST AUGUSTA	02/28/2021 02:09:59	03:09:18	21017363	CONTR	2577
ST AUGUSTA	02/28/2021 14:03:30	15:03:49	21017457	CONTR	2567

# ALL CALLS - FEBRUARY 2021

City	Date Received	Call Number	Complaint	Description
ST AUGUSTA	02/18/2021 22:18:14	21014432	AL	ALARM
ST AUGUSTA	02/08/2021 18:17:31	21011506	ALFALSE	FALSE ALARM
ST AUGUSTA	02/14/2021 19:42:04	21013272	ALFALSE	FALSE ALARM
ST AUGUSTA	02/14/2021 22:09:54	21013304	ALFALSE	FALSE ALARM
ST AUGUSTA	02/06/2021 03:35:14	21010889	ALMED	ALARM MEDICAL
ST AUGUSTA	02/23/2021 17:27:59	21015812	ANI	ANIMAL COMPLAINT
ST AUGUSTA	02/24/2021 09:27:21	21015974	ANI	ANIMAL COMPLAINT
ST AUGUSTA	02/26/2021 04:30:43	21016695	ASSTA	AGENCY ASSIST
ST AUGUSTA	02/19/2021 22:17:06	21014721	ASSTA	AGENCY ASSIST
ST AUGUSTA	02/14/2021 00:42:35	21013098	ASSTA	AGENCY ASSIST
ST AUGUSTA	02/11/2021 10:22:15	21012265	CHK	BAD CHECKS
ST AUGUSTA	02/26/2021 14:06:07	21016794	CIVIL	CIVIL MATTER
ST AUGUSTA	02/10/2021 21:38:00	21012179	COMMPOP	COMMUNITY POLICING
ST AUGUSTA	02/06/2021 23:36:41	21011080	CONTR	CONTRACT
ST AUGUSTA	02/08/2021 18:54:35	21011518	CONTR	CONTRACT
ST AUGUSTA	02/09/2021 04:47:25	21011616	CONTR	CONTRACT
ST AUGUSTA	02/10/2021 04:00:40	21011977	CONTR	CONTRACT
ST AUGUSTA	02/07/2021 04:26:11	21011118	CONTR	CONTRACT
ST AUGUSTA	02/07/2021 09:03:36	21011138	CONTR	CONTRACT
ST AUGUSTA	02/08/2021 03:34:48	21011326	CONTR	CONTRACT
ST AUGUSTA	02/12/2021 03:35:58	21012520	CONTR	CONTRACT
ST AUGUSTA	02/14/2021 01:05:36	21013100	CONTR	CONTRACT
ST AUGUSTA	02/15/2021 00:04:36	21013324	CONTR	CONTRACT
ST AUGUSTA	02/15/2021 04:22:27	21013352	CONTR	CONTRACT
ST AUGUSTA	02/13/2021 21:15:02	21013053	CONTR	CONTRACT
ST AUGUSTA	02/06/2021 05:18:35	21010894	CONTR	CONTRACT
ST AUGUSTA	02/06/2021 08:03:06	21010911	CONTR	CONTRACT
ST AUGUSTA	02/05/2021 02:45:11	21010495	CONTR	CONTRACT
ST AUGUSTA	02/01/2021 02:01:52	21009275	CONTR	CONTRACT
ST AUGUSTA	02/02/2021 10:26:09	21009667	CONTR	CONTRACT
ST AUGUSTA	02/02/2021 18:31:01	21009853	CONTR	CONTRACT
ST AUGUSTA	02/03/2021 02:42:21	21009954	CONTR	CONTRACT
ST AUGUSTA	02/04/2021 14:33:55	21010348	CONTR	CONTRACT
ST AUGUSTA	02/04/2021 22:47:59	21010472	CONTR	CONTRACT
ST AUGUSTA	02/26/2021 09:50:22	21016738	CONTR	CONTRACT
ST AUGUSTA	02/28/2021 00:29:10	21017334	CONTR	CONTRACT
ST AUGUSTA	02/28/2021 02:09:59	21017363	CONTR	CONTRACT
ST AUGUSTA	02/28/2021 14:03:30	21017457	CONTR	CONTRACT
ST AUGUSTA	02/23/2021 17:41:27	21015814	CONTR	CONTRACT
ST AUGUSTA	02/24/2021 13:10:48	21016042	CONTR	CONTRACT
ST AUGUSTA	02/25/2021 18:52:15	21016585	CONTR	CONTRACT
ST AUGUSTA	02/26/2021 02:52:41	21016690	CONTR	CONTRACT
ST AUGUSTA	02/20/2021 05:09:12	21014800	CONTR	CONTRACT
ST AUGUSTA	02/21/2021 00:51:35	21015073	CONTR	CONTRACT
ST AUGUSTA	02/22/2021 03:33:42	21015338	CONTR	CONTRACT
ST AUGUSTA	02/18/2021 23:11:22	21014436	CONTR	CONTRACT
ST AUGUSTA	02/19/2021 12:54:21	21014544	CONTR	CONTRACT
ST AUGUSTA	02/18/2021 00:20:04	21014166	CONTR	CONTRACT
ST AUGUSTA	02/11/2021 09:41:06	21012253	CONTR	CONTRACT
ST AUGUSTA	02/15/2021 18:49:30	21013483	CONTR	CONTRACT
ST AUGUSTA	02/16/2021 03:28:20	21013592	CONTR	CONTRACT
ST AUGUSTA	02/17/2021 04:45:51	21013887	CONTR	CONTRACT
ST AUGUSTA	02/27/2021 07:07:13	21017037	CRASH	ACCIDENT
ST AUGUSTA	02/10/2021 06:20:39	21011986	CRASH	ACCIDENT
ST AUGUSTA	02/14/2021 12:40:45	21013184	DOM	DOMESTIC
ST AUGUSTA	02/13/2021 02:28:31	21012804	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	02/03/2021 02:38:35	21009952	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	02/26/2021 03:53:51	21016694	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	02/22/2021 00:20:18	21015316	DOORCHK	DOOR CHECK(S)

City	Date_Received	Call_Number	Complaint	Description
ST AUGUSTA	02/24/2021 00:35:49	21015909	DOORCHK	DOOR CHECK(S)
ST AUGUSTA	02/24/2021 17:43:56	21016138	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	02/19/2021 16:07:05	21014596	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	02/10/2021 21:54:49	21012181	DWI	DRUNK DRIVER ARREST
ST AUGUSTA	02/20/2021 15:58:57	21014900	FIREC	FIRE CAR
ST AUGUSTA	02/10/2021 22:43:50	21012196	FPROP	FOUND PROPERTY
ST AUGUSTA	02/08/2021 09:13:08	21011363	FRAUD	FRAUD
ST AUGUSTA	02/16/2021 09:16:51	21013625	FRAUD	FRAUD
ST AUGUSTA	02/05/2021 07:40:35	21010528	FUP	FOLLOW UP
ST AUGUSTA	02/17/2021 09:43:42	21013996	INFO	MATTER OF INFORMATION
ST AUGUSTA	02/16/2021 23:30:51	21013844	K9TRAIN	CANINE TRAINING
ST AUGUSTA	02/24/2021 00:27:59	21015908	K9TRAIN	CANINE TRAINING
ST AUGUSTA	02/28/2021 20:09:49	21017544	LIGHTSON	LIGHTS ON PROGRAM
ST AUGUSTA	02/19/2021 21:59:05	21014708	MED	MEDICAL EMERGENCY
ST AUGUSTA	02/21/2021 23:45:56	21015308	MED	MEDICAL EMERGENCY
ST AUGUSTA	02/05/2021 14:23:07	21010639	MED	MEDICAL EMERGENCY
ST AUGUSTA	02/15/2021 14:29:00	21013430	MED	MEDICAL EMERGENCY
ST AUGUSTA	02/22/2021 11:34:13	21015411	OPFV	OFP VIOLATION
ST AUGUSTA	02/24/2021 11:58:17	21016025	PAPSV	PAPER SERVICE
ST AUGUSTA	02/03/2021 22:11:28	21010202	PARKPAT	PARK PATROL
ST AUGUSTA	02/03/2021 23:50:48	21010219	RW	REPORT WRITING
ST AUGUSTA	02/02/2021 08:09:30	21009634	RW	REPORT WRITING
ST AUGUSTA	02/25/2021 12:09:14	21016334	SCHOOLP	SCHOOL PATROL
ST AUGUSTA	02/20/2021 02:11:59	21014787	SUSS	SUSPICIOUS SMELL
ST AUGUSTA	02/23/2021 02:32:13	21015607	SUSV	SUSPICIOUS VEHICLE
ST AUGUSTA	02/04/2021 23:05:19	21010474	SUSV	SUSPICIOUS VEHICLE
ST AUGUSTA	02/14/2021 00:27:31	21013096	SUSV	SUSPICIOUS VEHICLE
ST AUGUSTA	02/06/2021 16:22:01	21010991	THEFT	THEFT
ST AUGUSTA	02/24/2021 12:29:39	21016033	THEFT	THEFT
ST AUGUSTA	02/05/2021 15:34:08	21010657	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	02/05/2021 21:39:12	21010780	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/05/2021 22:21:54	21010811	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/05/2021 22:38:16	21010818	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/05/2021 22:43:30	21010823	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/05/2021 22:57:58	21010834	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/06/2021 00:27:44	21010851	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/05/2021 07:32:00	21010525	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/06/2021 08:28:32	21010913	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/04/2021 15:49:04	21010370	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/03/2021 21:34:32	21010192	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/03/2021 04:44:27	21009965	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/01/2021 16:30:00	21009461	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/01/2021 16:48:56	21009464	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/01/2021 23:34:37	21009578	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/14/2021 16:41:57	21013233	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/13/2021 05:37:11	21012817	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/11/2021 16:35:28	21012394	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/14/2021 01:42:50	21013109	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/14/2021 02:01:20	21013114	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/14/2021 04:58:18	21013135	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/08/2021 15:17:27	21011448	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/08/2021 15:21:44	21011449	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/08/2021 15:39:57	21011455	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/07/2021 14:59:31	21011171	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/07/2021 15:05:32	21011177	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/07/2021 15:11:38	21011180	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/07/2021 15:20:06	21011184	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/07/2021 00:01:28	21011085	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/10/2021 07:27:38	21011997	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/23/2021 04:57:33	21015620	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/23/2021 17:09:27	21015806	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/24/2021 19:20:18	21016165	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/24/2021 21:22:07	21016185	TRAFFIC STOP	TRAFFIC STOP

City	Date_Received	Call_Number	Complaint	Description
ST AUGUSTA	02/25/2021 20:33:36	21016617	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/28/2021 14:28:12	21017463	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/28/2021 14:40:58	21017467	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/28/2021 15:09:39	21017471	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/28/2021 17:33:22	21017507	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/27/2021 17:04:24	21017176	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/27/2021 17:23:20	21017184	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/27/2021 20:29:03	21017242	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/27/2021 22:31:23	21017299	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/26/2021 17:22:08	21016866	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/26/2021 19:12:25	21016898	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/20/2021 03:16:14	21014796	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/21/2021 15:39:01	21015191	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/21/2021 15:45:53	21015195	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/21/2021 17:01:29	21015209	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/21/2021 17:13:06	21015211	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/21/2021 17:13:22	21015212	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/21/2021 17:17:06	21015214	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/22/2021 16:28:22	21015492	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/22/2021 17:27:58	21015511	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/22/2021 17:42:28	21015517	Traffic Stop	TRAFFIC STOP
ST AUGUSTA	02/22/2021 17:49:13	21015520	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/20/2021 18:25:51	21014949	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/16/2021 06:03:36	21013602	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/19/2021 16:08:11	21014595	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/19/2021 18:41:34	21014643	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/19/2021 20:38:59	21014676	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	02/16/2021 07:32:20	21013611	TRAIN	TRAINING
ST AUGUSTA	02/20/2021 08:58:20	21014818	UNEMP FRAUD	UNEMPLOYMENT FRAUD
ST AUGUSTA	02/18/2021 07:28:08	21014212	VDITCH	VEHICLE IN THE DITCH
ST AUGUSTA	02/06/2021 23:22:43	21011077	VDITCH	VEHICLE IN THE DITCH
ST AUGUSTA	02/17/2021 22:01:54	21014138	WEBTRAIN	TRAINING ONLINE
ST AUGUSTA	02/26/2021 12:36:05	21016779	WEBTRAIN	TRAINING ONLINE
ST AUGUSTA	02/03/2021 20:35:20	21010180	WELF	WELFARE CHECK
ST AUGUSTA	02/18/2021 01:09:46	21014176	XPAT	EXTRA PATROL



## **St. Augusta Fire Department**

**January 2021**

### **Emergency calls as of report date**

1. 1-13-21 Fire (cancel)
2. 1-20-21 Medical
3. 1-21-21 Medical
4. 1-21-21 Medical
5. 1-23-21 Medical
6. 1-24-21 Fire

6 calls for January

6 calls for 2021 (13 calls this time 2020)

### **Monthly training**

January's training was held by Fire Inc. They put on a fire behavior class.





Heartland Tire Inc.  
3827 Roosevelt Rd.  
St. Cloud, MN. 56301  
320-217-6150  
www.heartlandtireservice.com  
An Equal Opportunity Employer

## Estimate

Bill To Customer  
Estimate # 10016530  
Service Advisor Trevor Backmann  
Technician NA

Appointment 2/12/2021 8:40 AM  
Promised 2/12/2021 8:00 PM

## Service

### Change Medium Truck Tire

Dismount and Install tire and new valve stem where applicable, clean and seal tire to wheel seat, set tire pressure to proper inflation.

Dismount/Mount Truck Tire	4 Hour	\$30.00 / Hour	\$120.00
138803738 - 11R225 Marathon RSD	4 Unit	\$331.09 / Unit	\$1,324.36
Valve - Medium Truck Tire High Pressure Valve Stem	4 Unit	\$7.00 / Unit	\$28.00
tire Balance			\$128.00
		<b>Sub</b>	<b>\$1,600.36</b>

### Please Note

Some wheels require lug nut re-torque. Ask your Service Consultant for details.  
Keeping your tires properly inflated and rotated will assist in maximizing tire wear life and vehicle handling.

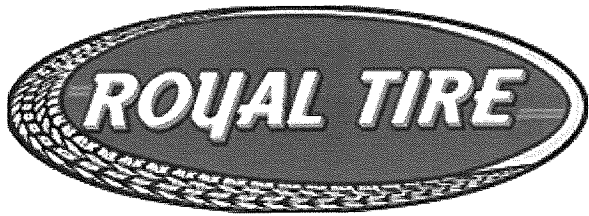
### FEDERAL EXCISE TAX 2939 FET - FET

4 Unit	\$29.39 / Unit	\$117.56
	<b>Sub</b>	<b>\$117.56</b>

Total Parts	\$1,469.92
Total Labor	\$248.00
Total Before Taxes & Miscellaneous Charges	\$1,717.92
<b>Grand Total</b>	<b>\$1,717.92</b>

This Estimate is based on visual inspection, and does not include additional items which may be required after disassembly. Occasionally, after work is started, worn, broken, or damaged parts maybe discovered which were not evident upon the initial inspection. Prices on parts and labor are current and subject to change. All parts are assumed to be New Part not provided by the original equipment manufacturer unless otherwise noted. Estimates are valid for 30 days.

Date \_\_\_\_\_ Prepared By \_\_\_\_\_



# QUOTE

St Cloud I94 Commercial  
4021 Roosevelt Road  
Saint Cloud, MN 56301  
Phone: (320) 257-2977

REMIT PAYMENT TO:  
Royal Tire Inc  
PO BOX 64776  
ST PAUL, MN 55164-0776

Invoice Date	Cust No.	Order No.	Page	Invoice No.
02/12/2021	300316	301 - 239464	1 / 1	
License: Mileage: 0				

Sold To: 46316

CITY OF ST AUGUSTA  
1914 250TH ST  
ST. AUGUSTA, MN 56301-7706

Ship To:

CITY OF ST AUGUSTA  
1914 250TH ST  
ST. AUGUSTA, MN 56301-7706

Purchase Ord. No.	Sales Person	Main Phone	Other Phone	Ship Via	Terms: 1ST 10TH		
142		(320) 654-0387					
Item No.	Description	Qty Ordered	Qty Shipped	F.E.T.	Price	Net Extension	
005313	BS M726 ELA LRG 14PLY 11R22.5	4	4	25.23	425.01	1,800.96	
MNC25	TRK MT/DISMT & SWITCH ON VEHICLE	4	4		40.00	160.00	
MNC30	TRUCK SPIN BALANCE	4	4		32.00	128.00	
TP3070	ALUM ST 510/509	4	4		8.95	35.80	
TP3600	FLO-THRU VALVE CAP	4	4		1.85	7.40	
DISPC	TRK/IND TIRE DISPOSAL	4	4		16.00	64.00	
SHOPSCML	ENVIRO FEES/SHOP S- COMM'L	1	1		24.48	24.48	

**DO NOT PAY. THIS IS A QUOTE.**

Sub-Total Parts: 1,932.64  
Sub-Total Labor: 288.00  
Non-Taxable Amount: 2,220.64  
Taxable Amount: 0.00  
**Total: 2,220.64**

A FINANCE CHARGE OF 1.5%/MONTH (18%/ANNUAL RATE)  
WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

CUSTOMER SIGNATURE

X \_\_\_\_\_

**RE-CHECK TORQUE AFTER THE FIRST 50 TO 100 MILES OF SERVICE**



## New AEDs

Quote Number: 10240894

Remit to: **Stryker Medical**

P.O. Box 93308

Version: 1

Chicago, IL 60673-3308

Prepared For: CITY OF ST AUGUSTA

Rep: Jon Dilley

Attn:

Email: jon.p.dilley@stryker.com

Phone Number: (952) 239-9823

Quote Date: 02/24/2021

Expiration Date: 05/25/2021

### Delivery Address

Name: CITY OF ST AUGUSTA

Account #: 1334038

Address: 1914 250TH ST

SAINT AUGUSTA

Minnesota 56301

### End User - Shipping - Billing

Name: CITY OF ST AUGUSTA

Account #: 1334038

Address: 1914 250TH ST

SAINT AUGUSTA

Minnesota 56301

### Bill To Account

Name: CITY OF ST AUGUSTA

Account #: 1334038

Address: 1914 250TH ST

SAINT AUGUSTA

Minnesota 56301

## Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99512-001262	LIFEPAK CR2 Defibrillator, Semi-Automatic, WIFI, English, handle, 8 year warranty. Includes 1 PR QUIK-STEP electrodes and 1 battery (4 years each), LIFELINKcentral AED Program Manager Basic Account, USB cable, Operating Instructions	2	\$1,762.50	\$3,525.00
Equipment Total:					\$3,525.00

## Price Totals:

Grand Total: \$3,525.00

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.



## New AEDs

Quote Number: 10240894

Version: 1

Prepared For: CITY OF ST AUGUSTA

Attn:

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Jon Dilley

Email: [jon.p.dilley@stryker.com](mailto:jon.p.dilley@stryker.com)

Phone Number: (952) 239-9823

Quote Date: 02/24/2021

Expiration Date: 05/25/2021

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AUTHORIZED CUSTOMER SIGNATURE

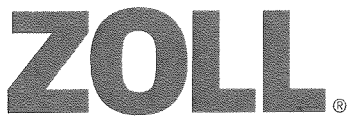
**Deal Consummation:** This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

**Confidentiality Notice:** Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

**Terms:** Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

**Cancellation and Return Policy:** In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

**ZOLL Medical Corporation**

Worldwide HeadQuarters  
269 Mill Rd  
Chelmsford, Massachusetts 01824-4105  
(978) 421-9655 Main  
(800) 348-9011  
(978) 421-0015 Customer Support  
FEDERAL ID#: 04-2711626

**TO: St. Augusta Fire Department**  
23415 43rd Avenue  
St. Augusta, MN 55353

Attn: **Craig Cordie**

email: [ems.coordinator@staugustafd.org](mailto:ems.coordinator@staugustafd.org)

Tel: 320-420-0109

**QUOTATION 374159 V:1**

**DATE:** February 18, 2021

**TERMS:** Net 30 Days

**FOB:** Shipping Point

**FREIGHT:** Prepay and Add

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
1	8502-001103-01	ZOLL AED 3 BLS EMS/ FIRE Package. includes: Product Documentation, ZOLL AED 3 Battery Pack, Carry Case, CPR Stat padz, Pedi padz II. Six (6) year factory warranty.	3	\$3,650.00	\$2,920.00	\$8,760.00 *
2	7800-9923	Physio LifePak 500BI Trade-In	2		(\$100.00)	(\$200.00) **
<p style="text-align: center;">*Reflects Discount Pricing.</p> <p style="text-align: center;">**Trade-In Value valid if all equipment purchased is in good operational and cosmetic condition, and includes all standard accessories. Customer assumes responsibility for shipping trade-in equipment to ZOLL Chelmsford within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.</p> <p style="text-align: center;">**Trade value guaranteed only through March 31, 2021.</p>						
<b>TOTAL</b>						<b>\$8,560.00</b>

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <http://www.zoll.com/GTC> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. DELIVERY WILL BE MADE 60-90 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. PRICES QUOTED ARE VALID UNTIL MARCH 31, 2021.
3. APPLICABLE TAX, SHIPPING & HANDLING WILL BE ADDED AT THE TIME OF INVOICING.
4. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTABLE BY ZOLL.
5. FORWARD PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT [esales@zoll.com](mailto:esales@zoll.com) OR FAX TO 978-421-0015.
6. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.
7. PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING [www.zollwebstore.com](http://www.zollwebstore.com).

Soren Norrgard  
EMS Territory Manager  
612-250-0299

## **FIREFIGHTER JOB DESCRIPTION**

### **POSITION PURPOSE**

Firefighters have the responsibility of protecting life and property from the hazards of fire. This protection is offered by applying fire suppression methods to control and stop property damage, by saving lives through rescue from fire or other hazardous environments, and through public fire safety education to prevent fires. Firefighters respond to emergency calls to provide efficient and immediate care to the critically ill and injured. Firefighters assist in other types of emergencies and disasters that may occur in the community.

### **SUPERVISION RECEIVED**

Works under the supervision of all Fire Department officers, specifically the Captain and Lieutenant.

### **PRINCIPLE RESPONSIBILITIES**

Responds to fire alarms and other emergency calls, extinguishes or controls fires as a member of a team under the supervision of an officer.

### **TASKS**

1. Selects, drags, lifts and carries hose and nozzle depending on type of fire, and correctly applies a stream of water or chemicals onto fire.
2. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
3. Creates openings in buildings for ventilation or entrance, using ax, chisel, crow bar, power saw, or other equipment.
4. Protects property from water and smoke by use of positive pressure ventilation, waterproof salvage covers, smoke ejectors, and other equipment.
5. Administers first aid and CPR to injured persons.
6. Communicates with superior officers and other firefighters during emergency operations, may include use of portable two-way radios.
7. Wears appropriate protective clothing and equipment to include self-contained breathing apparatus (SCBA) depending on potential hazard exposure.

### **PRINCIPLE RESPONSIBILITIES**

**Maintains fire apparatus and equipment as part of a team under the supervision of an officer.**

### **TASKS**

1. Performs assigned duties in maintaining, equipment, buildings, grounds, and hydrants.
2. Conducts annual hose testing in accordance with NFPA 1962.

**Conducts fire prevention classes, inspections and pre-fire planning as part of a team under the supervision of an officer, when the need arises.**

### **TASKS**

1. Meets with schools and community groups during fire prevention week or when otherwise requested to conduct fire prevention classes.
2. Conducts walk-through of buildings to give fire prevention tips.
3. Participates in pre-fire planning of target hazards in coverage area.

**Attends regular and assigned training sessions to maintain and upgrade fire fighting, and first aid skills.**

**TASKS**

1. Actively participates in drills, demonstrations and courses in hydraulics, pump operation and maintenance, and fire fighting techniques.

**Performs as driver/operator of fire apparatus under supervision of an officer.**

**TASKS**

1. Drives and operates fire fighting vehicles and equipment.
2. Maintains vehicles and equipment in a safe and operational condition according to the manufacturer's instructions.

**Responds to emergency medical calls to provide efficient and immediate care to the critically ill and injured at the First Responder Level under the supervision of an officer.**

**TASKS**

1. When patients need extrication from entrapment, the firefighter assesses the extent of injury and gives emergency care and protection to the entrapped patient and uses the prescribed techniques and tools for removing the patient safely.
2. Determines the nature and extent of illness and injury and establishes priority for required emergency care.

**NATURE AND SCOPE:** (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

**RELATIONSHIPS:** Must be able to work as a team member under stress caused by emergencies, danger, or criticism and must be able to work fast while concentrating very hard.

**KNOWLEDGES, SKILLS AND ABILITIES:** Mathematical Development (GED Level 2): Must be able to multiply, divide, use fractions and read graphs. Language Development (GED Level 3): Must be able to read fire-related textbooks, write reports with proper grammar and speak correctly in public. Knows English grammar and vocabulary of over 5,000 words; can understand and communicate using non-technical written or spoken English. A high school diploma or equivalent is desirable. Post secondary or technical college courses in fire fighting are desirable.

**PROBLEM SOLVING:** Reasoning Development (GED Level 4): Must be able to interpret instructions and use logic to solve concrete problems.

**PHYSICAL REQUIREMENTS:** Vision; normal vision needed with or without correction. Requires both near and far acuity. Hearing; normal hearing is needed. To do this work the firefighter must discriminate among similar sounds in environments with a great deal of background noise. Lifting; the firefighter may be required to lift 100 pounds or more. Walking and/or mobility; must be able to walk or crawl while carrying or lifting. Must be able to ascend and descend stairs or ladders. Must be able to balance and have the ability to steady oneself and keep from falling. Must be capable of reaching (extend the hands or arms in any direction); handling (seizing, holding, grasping, turning, or otherwise working with hands), fingering (picking, pinching, or otherwise working with the fingers); and feeling (perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of the fingertips). Must be able to apply a leg lock with either leg upon a ground ladder to provide a safe anchor when operating hose lines or performing rescue work.



## **SPECIAL REQUIREMENTS**

1. Must be at least (18) years of age or older at time of hire.
2. Must possess, or able to obtain by time of hire, a valid Minnesota Driver's License.
3. No felony convictions or disqualifying criminal histories within the past seven (7) years.
4. The ability to read and write the English language.
5. The ability to meet Fire Department physical standards.
6. Live within 15 minutes of St. Augusta Fire Department

**WORK ENVIRONMENT:** The firefighter works both inside where there may be protection from weather conditions and outside where there may be no effective protection from the weather. The firefighter may work in extreme cold where the temperature is low enough to cause marked bodily discomfort and variations in temperature which accompany extreme cold that may cause abrupt bodily reaction. They also may be required to work in extremes of heat where temperatures are high enough to cause bodily discomfort and variations in temperature which accompany extreme heat that may cause abrupt bodily reaction. The firefighter will encounter wet conditions and high humidity where atmospheric conditions have a moisture content high enough to cause bodily discomfort. The firefighter will frequently encounter noise and/or vibration exceeding 80 decibels, constant or intermittent, to cause distraction or possible hearing loss. The firefighter will also encounter a variety of physical hazards such as proximity to moving parts, electrical shock, working on high places, exposure to burns and radiant energy, exposure to explosive toxic chemicals and biologic agents.

**The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.**

## **ST. AUGUSTA FIRE DEPARTMENT**

### **MISSION STATEMENT**

03/02/2021

The mission of the St. Augusta Fire Department is to save lives and property by providing our community with fire suppression, emergency services when called upon, and public fire safety education. We pledge to provide these services as paid on call firefighters to the best of our ability and in a professional manner.

### **GENERAL REQUIREMENTS**

#### **SECTION 1: ST. AUGUSTA FIRE DEPARTMENT**

The Fire Department shall not consist of more than thirty (30) firefighters, including one (1) Chief and one (1) Assistant Chief.

#### **SECTION 2: FIREFIGHTER SELECTION**

##### **PURPOSE**

The purpose of these policies is to establish a uniform and equitable system for the selection of firefighters for the city of St. Augusta. Firefighters are held to a high standard by society, and the city desires that its residents and visitors have the utmost confidence in the integrity, competence and reliability of its firefighters. These policies are designed to ensure that a fair and effective process is followed in the selection of firefighters.

##### **NON-DISCRIMINATION**

It is the policy of the city of St. Augusta to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status with regard to public assistance, age or disability. No person shall be discriminated against with regard to the selection of firefighters. It is the responsibility of all city officials and fire department supervisors/officers to insure the implementation of this policy.

##### **SELECTION RESPONSIBILITIES**

Subject to the discretion of the city council or its designee, the fire department has primary responsibility for performing such selection components as application review, reference/ background checks, oral interviews, and physical agility testing. The fire department is also responsible for recommending candidates for final selection by the city council or its designee. The city council or its designee is considered the final selection authority.

##### **MINIMUM REQUIREMENTS**

Must maintain minimum requirements as listed in Firefighter job description

##### **APPLICATION SUBMISSION**

###### **Preliminary Screening**

The Fire Chief or his/ her designee(s) will review the initial applications for completeness and compliance with minimum requirements established for the firefighter position. If the application is incomplete on its face or discloses that the applicant does not meet the minimum requirements, the application shall be rejected.

### BACKGROUND/ REFERENCE CHECK

At the time the candidate submits the written application they will be advised that the fire department will conduct a background/ reference check pursuant to Minn. Statute Section 299F.036. The candidate will provide appropriate releases to the fire department.

### ORAL INTERVIEW

After the background check has been completed an oral interview committee created by the fire department will interview all applicants who have passed the written application and background check. The interview committee may consist of the Fire Chief, fire department officers, city administrator, city council members, and fire fighters appointed by the fire chief. The interview committee will have a list of predetermined interview question to be asked of all applicants. Following the completion of all interviews, the interview committee will meet and, by consensus, agree on the successful applicants based on an evaluation of the applicant's responses to the interview questions and overall qualifications. The names of the successful candidates will be forwarded to the fire chief who will present the names to the city council or city council designee for approval.

### CONDITIONAL OFFERS

Approved candidates will be made conditional offers that are contingent on a candidate's successful completion of a medical exam and agility test.

### MEDICAL EXAMINATION

Candidates approved by the city council of its designee will be notified of the requirement to pass a medical examination of the fire departments selected physician. The medical examination will be position related and consistent with business necessity. The fire department will provide the physician with a copy of the position description for firefighter. The physician may request copies of the candidate's medical records.

### AGILITY TEST

All candidates will be required to pass a physical agility test to assess capabilities to work under stressful circumstances. All candidates will be required to sign a release form prior to taking the test and will be informed of possible hazards. The test will be administered by a minimum of three people designated by the fire chief. All test criteria will be predetermined and the same test will be administered to all candidates in one hiring pool. The test may be adjusted as need to meet changing requirements in the fire service.

### RESCINDING A CONDITIONAL OFFER OF EMPLOYMENT

If the results of the medical exam or physical agility indicate that the candidate should not be hired for the position, the fire chief is to notify the city council or its designee. The city council or its designee will be responsible for making the decision to rescind the conditional offer of employment. In the case of rescission based on results of a medical examination, the city must notify the affected candidate within 10 days of its final decision to rescind the job offer.

### ORIENTATION MEETING

Candidates who have successfully completed the medical exam and physical agility test will meet with the fire chief or his/her designee for a firefighter orientation meeting to further discuss position duties,

performance expectations, training requirements, and the fire departments policies and operating procedures.

### PROBATIONARY PERIOD

All new fire fighters will be placed on a one-year probationary period during which time they will have quarterly performance reviews. These reviews will be based on input from all regular members of the fire department. The formal review will be held in private and a copy of the review will be placed in the firefighters personnel file. Probationary firefighters will not operate fire trucks when responding to emergencies using red lights and siren. All members shall give priority to probationary firefighters to operate equipment in non-emergencies. The probationary firefighter shall complete the required hours of truck familiarization and driving. This training will cover all trucks in the fire department. The probationary firefighter shall complete the required hours of pump training. This pump training will cover all trucks and pumping equipment in the fire department. All training must be completed in the one-year probationary period and will be recorded on a probationary firefighter form and kept in the firefighters personnel file. No probationary firefighter shall enter a structure fire until they have completed Firefighter II or equivalent training, and been approved to do so by the Fire Chief.

## **SECTION 3: PROMOTION OF FIRE DEPARTMENT OFFICERS**

### PURPOSE

The purpose of these policies is to establish a uniform and equitable system for the promotion to officer positions in the city of St. Augusta Fire Department. The officers shall be comprised of the following positions: Fire Chief, Assistant Fire Chief, Captains (3), Lieutenants (3).

### PROMOTIONAL COMMITTEE

There shall be a promotional committee made up of the current Fire Chief and (2) officers designated by the Fire Chief, (2) members of department at large and city representative(s). This committee will be in charge of reviewing the promotional process prior to each promotional posting. All question selection for the oral interview and the promotional testing will be determined by the promotional committee.

### NON-DISCRIMINATION

It is the policy of the city of St. Augusta to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status with regard to public assistance, age or disability. No person shall be discriminated against with regard to the selection of firefighters. It is the responsibility of all city officials and fire department supervisors/officers to insure the implementation of this policy.

### PROMOTIONAL RESPONSIBILITIES

The promotional committee will make their selection from the top candidates and forward their selections to the fire chief or designee for approval. The fire chief or designee will then submit the selections to the city council for final approval.

~~A promotional list will be maintained for a period of (2) two years from the previous test interview date. The list will contain the names of the top candidates from the testing process and will contain the names from the filled positions plus (2) two candidates. The reason for this list is to eliminate the testing process if a position is vacated within a two year period.~~

#### FILING FOR POSITION

A position posting labeled “Internal Posting” shall be placed in the fire station listing the most current requirements of the open officer position. To file for any officer position, an applicant must meet the minimum requirements for years of service, and experience as outlined in the fire departments position guidelines. The fire chief or his/ her designee will verify each applicant’s qualifications. For Lieutenant position each filing member shall submit a letter of intent with a resume outlining activities or functions the applicant has or is participating in including: education, fire prevention activities, call response, meeting attendance, etc. For Captain and Assistant Chief position each filing member shall submit a letter of intent.

#### ORAL INTERVIEW

The promotion committee shall conduct oral interviews for the selection of officers. Interviews will be offered to all applicants meeting the minimum requirements for the position. The promotional committee will be provided with a list of predetermined interview questions and or situations that pertain to the level of leadership required for the position. Each candidate shall be ranked by the promotional committee and the list shall be submitted to the fire chief.

#### LIEUTENANT PROMOTIONAL TESTING

Promotional testing will be conducted to assess the qualification of each individual that has applied for the position. The test may include written essay questions, verbal scenario based questions or hands on manipulative type questions. Each candidate shall be ranked by the promotional committee and a list shall be submitted to the fire chief.

#### LIEUTENANT OFFICER PROBATION

All newly promoted Lieutenants shall be placed on probation for a period of (1) one year. This probation is to allow the current officers the ability to mentor and correct any deficiencies in the actions of the newly promoted officers. If the officer on probation is unable to fulfill the duties of the position they may be demoted back to the position of firefighter.

#### INSUFFICIENT APPLICATIONS

In the case of no qualified applicants the position will remain vacant until a qualified applicant is promoted.

#### OFFICER POSITIONS VACATED DUE TO RESIGNATION, DEMOTION, PROMOTION OR DISCHARGE

A vacated position shall be posted and a 14 -day period shall be established for filing, using the same application, interview and selection process outlined in the above procedures. If several positions are open, the higher ranking position will be filled first. The positions shall be filled as soon as practical.

### **SECTION 4: LINE OFFICERS**

The line officers of the St. Augusta Fire Department are the Fire Chief, Assistant Chief, (3) Captains, and (3) Lieutenants. The qualifications are set forth in the detailed job description and how each is chosen is set forth in SECTION 3 above. There is one additional administrative officer of the fire department designated as Secretary. This position is voted on by the membership.

## **SECTION 5: MEMBERS**

All members are considered City of St. Augusta employees as far as workers compensation and general liability insurance is concerned. Members are covered from the instant that an emergency is paged out until that member arrives back at their place of residence or regular employment by the most direct route. If an injury is sustained, workers compensation benefits shall be based on the member's full time employment plus Fire Department's employment.

## **SECTION 6: FIRE CALLS**

Members are expected to respond to all calls for which they are available. They must meet the requirements as specified in the St. Augusta Fire Departments Standard Operating Guidelines (S.O.G.)

## **SECTION 7: MEETINGS**

**7.1** The regular business meetings of the St. Augusta Fire Department shall occur on the first Monday of each month at 7:00 p.m. The hour may change by a vote of the members at any regular meeting. If the meeting falls on a legal holiday, it shall be postponed until the following Monday night or a night decided upon by the membership in attendance. All members shall meet minimum attendance requirements as specified in the St. Augusta Fire Departments S.O.G.

**7.2**

**7.3** A quorum shall consist of two thirds of the active membership

**7.4** The Chief of the Department may call special meetings whenever he/ she deems them necessary or by written request of five members of the St. Augusta Fire Department stating the purpose and urgency of the meeting. The request is then submitted to the Chief.

**7.5** Meetings will be conducted in an orderly manner.

**7.6** The order of business meetings shall be:

- Call meeting to order
- Reading of minutes of previous meeting
- Treasurers report
- Unfinished and Old business
- New business
- Payment of bills
- Good of the Department
- Adjournment

## **SECTION 8: TRAINING**

Drills and training sessions will be held on the third Monday of each month at 6pm, special training sessions may be called by the Chief or designee as is deemed necessary. All members are required to meet attendance requirements as specified in the Departments S.O.G.

## **SECTION 9: COMPENSATION**

All members shall be compensated for the time as outlined in the Departments S.O.G. All members shall be paid on an annual basis.

## **SECTION 11: BOARD OF REVIEW**

- 11.1** There shall be a (7) member board to be made up of the following: the Fire Chief, (2) officers designated by the Fire Chief, (2) members from the Department at large, elected by the members of the Department, two members appointed by city council, and the Secretary of the St. Augusta Fire Department to record the minutes of each meeting and to provide a copy to the members of this Board. The Board will elect one member to be Chair. Members of this Board will serve a three-year term. A quorum of not less than (5) members of the Board is needed to vote on any Fire Department matter. Pay for each Fire Department member of this Board will be the same as fire meetings.
- 11.2** The Board will meet once a year to review all rules and regulations and S.O.G.'s of the St. Augusta Fire Department, and any grievances that may arise from time to time. Any member has the right to a private hearing with the Board provided they have presented a written request for a hearing to the chair of the Board.
- 11.3** The Board shall meet at the beginning of every year and review all members' activities for the past year. Any member not meeting the minimum requirements of the St. Augusta Fire Department will be requested to appear before the Board. After the member has appeared before the Board and the Board has heard the reasons for not meeting the minimum requirements set forth in the policy, the Board has (1)one of (3)three options for disciplinary action. The board may choose to recommend to put the member on probation for one year, recommend expulsion to the city council or take no action. It is recommended that the board use progressive discipline unless quick decisive action is warranted.

## **SECTION 12: AMENDING OF RULES AND REGULATIONS**

- 12.1** Any minor amendments to these Rules and Regulations such as the permanent changing of a meeting or drill (night or time) shall require a motion and a second from the floor and passed by two-thirds of the membership vote.
- 12.2** Any major amendments shall be proposed in writing and referred to the Board of Review for review. The Board shall conduct hearings or meetings and recommend for approval or disapproval the changes at a future regular meeting. The fire department membership shall then vote on the Board's recommendation. Passing the amendment shall require concurrence of two-thirds of the membership present at the regular meeting. Any changes will then be brought to the city council for approval or disapproval. If warranted the city council has the ability to vote against the department membership if the decision is for the good of the fire department.

## **SECTION 13: RELEASE OF INFORMATION**

- 13.1**Members of the St. Augusta Fire Department shall NOT make any comments or release any information to any news media personnel concerning fire cause, damage, firefighters' procedures, etc. Only statements authorized by the Fire Chief or the commanding officer shall be released to the news media by a person authorized by the Fire Chief or commanding officer to do so. All firefighters coming into contact with the news media shall direct them to the Fire Chief or commanding officer.
- 13.2**Members of the St. Augusta Fire Department shall not perform any act or make statements, oral or written, for publication or otherwise that tend to bring the Fire Department or it's officers into disrepute or ridicule, or that destructively criticizes the Fire Department or it's officers in the performance of their official duties; or that tend to disrupt or impair the performance of official duties and obligations of the officers of the Fire Department; or that tend to interfere with, or subvert the reasonable supervision of, or discipline of, Fire Department members or officers.
- 13.3**Constructive criticism of any Fire Department operation, employee, or policy is encouraged. Whenever there are such constructive criticisms, it shall be discussed with members of the Fire Department and shall be transmitted up the chain of command for appropriate action.

- 13.4 All information and matters discussed at regular meetings of the Fire Department shall be treated as public unless covered by HIPPA or personnel.

## **ST. AUGUSTA FIRE DEPARTMENT SUGGESTED OPERATING GUIDELINES**

### **ARTICLE 1: PURPOSE**

The purpose of these regulations is to provide a basis for orderly and disciplined performance of duty. Their publication will promote a knowledge of what is expected of personnel generally, and of officers and firefighters specifically. This should result in a greater degree of self-assurance in all positions. In relationships between ranks, it shall be our individual aim to build continuous mutual respect and confidence that is so essential to our successful operation.

### **ARTICLE 2: KNOWLEDGE OF REGULATIONS**

Every member is required to establish and maintain a working knowledge of all regulations currently in force, the Suggested Operating Guidelines (S.O.G.) of the St. Augusta Fire Department, and the general and specific orders of the St. Augusta Fire Department. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the regulation or policy in question.

### **ARTICLE 3: COOPERATION WITH OTHER AGENCIES**

Members shall cooperate with all law enforcement agencies, other fire departments, and other public safety organizations to give aid and information as such organizations may be entitled to receive consistent with Fire Department orders. If a member of the department has a problem with any other agency the department is involved with, the member shall not take the matter into their own hands but shall refer the complaint up through the chain of command.

### **ARTICLE 5: INTERFACE WITH CITY OFFICIALS**

All inquiries of the Fire Department by City of St. Augusta officials should be directed to the Fire Chief.

### **ARTICLE 6: CONDUCT**

- 6.1** Members shall be courteous and orderly in their dealings with the public. They shall perform their duties without using harsh, violent, profane, or insolent language. Visitors at the station shall be courteously received and escorted through the station if they so request. Routine procedures and practices will be explained.
- 6.2** Every member shall accord respect to their superior officers and fellow firefighters at **ALL** times and shall refrain from critical or derogatory comments.
- 6.3** When addressing superior officers, members shall observe a respectful attitude and use proper title, particularly in the presence of the public. Officers will do the same when addressing all members of the Fire Department.



## **ARTICLE 7: ORDERS**

- 7.1** All members shall promptly obey any lawful order emanating from any superior officer or commanding officer.
- 7.2** No commanding or supervising officer shall knowingly issue an order that is in violation of any Fire Department rule or in disregard for life safety or firefighter safety.
- 7.3** Should any order conflict with any previous order from any other officer, the member shall promptly and respectfully call attention to such conflict of order for the benefit of said officer. If said officer does not change their order to remove such conflicts, their order shall stand.
- 7.4** When an officer issues an order, being fully aware that such order conflicts with a previous order as discussed in **7.3** above, they shall be held accountable for any harmful results that may ensue from the interference with the execution of the previous order.
- 7.5** Members in doubt as to the nature or details of their assignment shall seek such information from their superiors by going through the chain of command.

## **ARTICLE 8: FIREFIGHTERS RESPONSE**

### **SECTION 1: EMERGENCY RESPONSE**

- 1.1** All Fire Department members shall carry their pagers at all times in that they are available to respond to emergency calls.
- 1.2** All Fire Department members shall make a minimum of 30 percent of the department's emergency calls. This figure is posted semi-annually.
- 1.3** All Fire Department members shall be prompt in reporting to the fire station for all emergency calls unless otherwise told by the commanding officer on scene.
- 1.4** All Fire Department members shall obey **ALL** traffic laws when responding to a reported emergency whether in their own vehicle or a Fire Department vehicle. Members responding in their own vehicle shall report to the command post upon arrival at the scene. Should a member arrive on scene prior to an officer, they shall be in command until the first officer arrives.
- 1.5** When operating Fire Department equipment on an emergency call, operator will display both red lights and siren. When the first piece of equipment arrives on scene, the officer in charge will evaluate the emergency and advise other units.
- 1.6** After reporting to a fire call, no member shall leave the fire scene unless released by the officer in charge and shall respond back to the station to prepare equipment for the next emergency.
- 1.7** Members responding to the station shall follow S.O.G. in apparatus and personnel response. Upon arriving on the scene, all personnel, except for the first in apparatus, shall stay with their equipment until ordered to assist at the scene by the Incident Commander.
- 1.8** Any St. Augusta Fire Department member who encounters a smoke filled area or a possible IDLH (immediately dangerous to life and health) situation shall wear a self-contained breathing apparatus (SCBA). Except in an emergency, no fire fighter shall enter a building or contaminated area after using two bottles of air until they have had a rest. When there are fire fighters in a building or contaminated area with SCBA on, there will be a standby crew of at least two fire fighters with SCBA ready to enter in case of an emergency. No member of the St. Augusta Fire Department shall enter a building or area alone to conduct a search.
- 1.9** When responding to emergencies on Interstate Highway 94 or Highway 15, only Fire Department vehicles will be used. No personnel vehicles will be used to respond. The first truck on the scene will evaluate the amount of equipment needed on the scene. There will be no less than two trucks on scene if available. The first truck on scene will attend to the emergency and position the apparatus to act as a shield for operations. The second truck will position farther down the road to act as a shield for operations if they are not needed at the emergency. If two pieces of apparatus are needed to mitigate the situation a third truck will proceed to the scene to act as a blocker and so on.

### **SECTION 2: PROTECTIVE CLOTHING**

All fire fighters will be issued an individual set of personal protective clothing (turn out gear) and are expected to take reasonable care of it and will report any lost or worn out gear to the Chief of the St. Augusta Fire Department. All turn out gear will be inspected once a year.

- 2.1** Members of the St. Augusta Fire Department shall have all their turn out gear with them when responding to an emergency and shall wear only St. Augusta Fire Department issued turn out gear.
- 2.2** In all cases, fire fighters at or near the emergency scene must be wearing their turn out gear properly until the emergency is stabilized. The officer in charge will determine when the emergency is stabilized.
- 2.3** When responding to a grass fire and to training, fire fighters shall bring their complete turn out gear with them and be ready to respond to an emergency if needed.
- 2.4** Any fire fighter not wearing proper turn out gear at a fire scene or emergency shall not participate in activities at the scene and shall forfeit any pay for the call that said member was not properly dressed.

### **SECTION 3: NON-EMERGENCY**

- 3.1** All members are expected to be at all non-emergency functions on time and prepared for the scheduled activity.
- 3.2** No member shall consume any alcoholic beverage during a business or training meeting. No alcoholic beverages shall be allowed into the fire station.

### **SECTION 4: MEETINGS**

All members are required to attend a minimum of nine (9) of twelve (12) monthly meetings.

### **SECTION 5: TRAINING**

All members are required to attend a minimum of nine (9) of twelve (12) training meetings per year and any other special training meetings called by the Chief of the St. Augusta Fire Department during the year.

### **SECTION 6: CLEAN UP**

All members are expected to assist in the clean up after all emergency calls unless excused by the officer in charge. All members shall be expected to assist in clean up after training meetings and any other function unless excused by the coordinator of the training or function.

### **SECTION 7: SPECIAL ACTIVITIES**

All members shall be expected to attend any special meeting or training exercises called for by the Chief or designee of the St. Augusta Fire Department.

## **ARTICLE 9 - PHYSICAL FITNESS**

### **SECTION 1:**

All members of the St. Augusta Fire Department shall maintain a good physical condition so they can handle the strenuous physical activity required of firefighters.

### **SECTION 2:**

Any member may be requested by the Fire Chief of the St. Augusta Fire Department to submit to a physical examination or substance abuse test by a physician or testing agency selected by the City. Expenses for such examination or test will be paid for by the Fire Department.

### **SECTION 3:**

All members shall immediately report to an officer any accidents, sickness, or injury occurring while on duty, no matter how trivial.

### **SECTION 4:**

All members shall report to the Chief of the St. Augusta Fire Department any sickness or physical disability that effects their ability to perform any facet of their required duties under their job description.

## **ARTICLE 10 – INTOXICATION**

### **SECTION 1: RESPONDING TO EMERGENCIES**

- 1.1 No member of the St. Augusta Fire Department shall respond to an emergency while under the influence of alcoholic beverages or drugs or be unfit for duty because of their use.
- 1.2 No member of the St. Augusta Fire Department shall drive or be in physical control of any Fire Department vehicle or equipment while under the influence of alcohol or drugs.

### **SECTION 2: FIRE DEPARTMENT PROPERTY**

- 2.1 Members shall not use any alcoholic beverages or drugs while on Fire Department property.
- 2.2 No alcoholic beverages or drugs shall be consumed in or on Fire Department vehicles.

### **SECTION 3:**

No member shall use any alcoholic beverage or drug at any fire scene, training exercise, or while operating a Fire Department vehicle.

## **ARTICLE 11 – FACIAL HAIR**

### **SECTION 1:**

All members must conform to the following:

- 1.1 No facial hair is allowed that interferes with the proper operation of a SCBA face piece.
- 1.2 Facial hair must not extend into the jaw line, be present on the bottom of the chin or upper neck.
- 1.3 Beards, mustaches, and sideburns all fall into the category of facial hair.

## **ARTICLE 12 – LEAVES OF ABSENCE**

### **SECTION 1: LEAVES OF ABSENCE**

Leaves of absence shall be granted as stated in Sections 2, 3, and 4 of this Article. Any member on leave of absence (INACTIVE STATUS) shall surrender all Fire Department property. Member must maintain training during leave of absence or make up training upon return prior to responding to any calls.

### **SECTION 2: MEDICAL LEAVE**

- 2.1 Any member who is hospitalized for any reason or incapacitated by injury or illness will automatically be placed on medical leave. The Board of Review will determine whether the medical leave is service or non-service related.

- 2.2 A fire fighter may be excused if they are under a doctor's care and have written proof. Missed meetings and calls will be taken into consideration when the fire fighters yearly percentages are calculated.

### **SECTION 3: MEDICAL LEAVE - SERVICE RELATED**

- 3.1 The chief or designee shall determine the length of leave in each individual case. In no case shall the length of leave extend longer than five years.
- 3.2 At the discretion of the chief or designee, a member on leave under 3.1 may be required to perform light duty as stated in Article 13. The chief or designee may require an evaluation of the circumstances by a physician selected by the City of St. Augusta to see if it is possible for the member to meet the light duty requirements.

### **SECTION 4: MEDICAL LEAVE - NON-SERVICE RELATED**

- 4.1 Only members in good standing with department S.O.G.'s and not on probation may be granted a leave of absence for non-service related reasons.
- 4.2 After five (5) calendar days, a doctor's written release will be required before any fire fighter returns to active duty.
- 4.3 No leave shall exceed ninety (90) days. Prior to the ninety (90) day deadline, a letter of intent from the member and their doctor must be submitted to the Board of Review as to medical progress. The fire fighter may apply for a second ninety (90) day period of leave of light duty.
- 4.4 A hearing between the fire fighter and the chief or designee shall be held to determine whether the individual meets the light duty criteria for active status or whether an additional leave of up to ninety (90) days of inactive status will be granted. The chief or designee may require an evaluation of the circumstances by a physician selected by the City to see if it is possible for the member to meet light duty requirements.
- 4.5 If a member does not return to active status or take personal leave as provided in Section 5 within the 180 calendar day period, they shall be reviewed by the general membership for expulsion.

### **SECTION 5: PERSONAL LEAVE**

- 5.1 Each member in good standing with department S.O.G.'s may be granted up to one (1) year of personal leave by the Board of Review upon request in writing by the member for such leave. Personal leave will be considered INACTIVE LEAVE.
- 5.2 Any member may receive one (1) additional year of personal leave upon request in writing for this additional year being submitted to the prior to the expiration of the first leave. Failure to request the additional leave prior to the expiration shall mean no additional leave will be requested or granted.

### **SECTION 6: MILITARY LEAVE**

Any member reporting for military service shall be given a leave of absence for the period they are called to duty. Returning members shall be governed by State law.

## **ARTICLE 13 – LIGHT DUTY POLICY**

The purpose of the light duty policy is to provide the St. Augusta Fire Department with the ability to utilize the experience and knowledge of its fire fighters while they may not be able to perform 100 percent of the functions of a fire fighter. This policy allows a fire fighter that has been injured, either on or off duty, to share the knowledge and skills learned through the years in functions described within this policy while still not being able to perform 100 percent of fire fighter responsibilities.

### **SECTION 1: APPLICATION FOR LIGHT DUTY**

- 1.1 An injured fire fighter may apply for light duty by submitting a doctor's affidavit to the Fire Chief or designee stating that the doctor approves of the fire fighter performing all of the functions listed in Article 13 Section 3 and listing the type of disability and the projected length of disability.
- 1.2 At any time, if the Fire Chief or designee feels that the fire fighter is abusing the requirements of light duty, the Chief or designee may discontinue the light duty and revert back to Article 10, Leave of Absence.

## **SECTION 2: QUALIFICATIONS FOR LIGHT DUTY**

- 2.1 To qualify for light duty, a fire fighter shall be an active member in good standing with the S.O.G.'s of the Fire Department.
- 2.2 A fire fighter on light duty shall provide to the Fire Chief or designee a letter from the attending physician that indicates the fire fighter's disability and the need to remain on light duty. Failure to provide the documentation every ninety (90) days shall grounds for dropping the fire fighter from the light duty position.

## **SECTION 3: LIGHT DUTY REQUIREMENTS**

- 1.1 The fire fighter shall maintain the minimum fire fighter's response levels as stated in Article 7.
- 1.2 The fire fighter shall respond to the station in all cases when the pager is activated. The fire fighter will only be allowed to respond to an incident at the request of the commanding officer, and upon arriving at the incident, the fire fighter shall report directly to the commanding officer.
- 1.3 Duties of a fire fighter on light duty include but are not limited to:
  1. Responsible for manning the dispatch office, and assisting in cleaning of the station and equipment when it returns from the call.
  2. Assisting the Training Officer(s) in preparation and presentation of drills.
  3. Assist Fire Chief or designee in surveying and preparing preplans if required.
  4. Assist Fire Chief or designee in administrative duties if required.
  5. Filling out fire reports, monthly reports, updating maps, preplans, and data entry, if required.

## **ARTICLE 14 – ST. AUGUSTA FIRE DEPARTMENT PROPERTY**

All fire fighter equipment including all items issued to members (boots, bunker pants and coat, helmet, gloves, coveralls, shirts, badges, keys, I.D. cards, etc.) is the property of the St. Augusta Fire Department. All equipment issued shall be surrendered to the Fire Chief or designee upon taking a leave of absence, resigning, or retiring from the St. Augusta Fire Department.

## **ARTICLE 15 – USE OF IDENTIFICATION**

### **SECTION 1:**

The intent of official identification of all members via uniform, badge, or I.D. card is to allow the member to obtain admission to an area or structure where they are allowed in an emergency.

### **SECTION 2:**

No member shall use their badge, I.D. card, uniform, or position to solicit special privileges for themselves or others. Misuse may lead to termination of employment.

## **ST. AUGUSTA FIRE DEPARTMENT**

### **MISSION STATEMENT**

032/0247/2021

The mission of the St. Augusta Fire Department is to save lives and property by providing our community with fire suppression, emergency services when called upon, and public fire safety education. We pledge to provide these services as paid on call firefighters to the best of our ability and in a professional manner.

### **GENERAL REQUIREMENTS**

#### **SECTION 1: ST. AUGUSTA FIRE DEPARTMENT**

The Fire Department shall not consist of more than thirty (30) firefighters, including one (1) Chief and one (1) Assistant Chief.

#### **SECTION 2: FIREFIGHTER SELECTION**

##### **PURPOSE**

The purpose of these policies is to establish a uniform and equitable system for the selection of firefighters for the city of St. Augusta. Firefighters are held to a high standard by society, and the city desires that its residents and visitors have the utmost confidence in the integrity, competence and reliability of its firefighters. These policies are designed to ensure that a fair and effective process is followed in the selection of firefighters.

##### **NON-DISCRIMINATION**

It is the policy of the city of St. Augusta to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status with regard to public assistance, age or disability. No person shall be discriminated against with regard to the selection of firefighters. It is the responsibility of all city officials and fire department supervisors/officers to insure the implementation of this policy.

##### **SELECTION RESPONSIBILITIES**

Subject to the discretion of the city council or its designee, the fire department has primary responsibility for performing such selection components as application review, reference/ background checks, oral interviews, and physical agility testing. The fire department is also responsible for recommending candidates for final selection by the city council or its designee. The city council or its designee is considered the final selection authority.

##### **MINIMUM REQUIREMENTS**

Must maintain minimum requirements as listed in Firefighter job description

##### **APPLICATION SUBMISSION**

###### **Preliminary Screening**

The Fire Chief or his/ her designee(s) will review the initial applications for completeness and compliance with minimum requirements established for the firefighter position. If the application is incomplete on its face or discloses that the applicant does not meet the minimum requirements, the application shall be rejected.

#### BACKGROUND/ REFERENCE CHECK

At the time the candidate submits the written application they will be advised that the fire department will conduct a background/ reference check pursuant to Minn. Statute Section 299F.036. The candidate will provide appropriate releases to the fire department.

#### ORAL INTERVIEW

After the background check has been completed an oral interview committee created by the fire department will interview all applicants who have passed the written application and background check. The interview committee may consist of the Fire Chief, fire department officers, city administrator, city council members, and fire fighters appointed by the fire chief. The interview committee will have a list of predetermined interview question to be asked of all applicants. Following the completion of all interviews, the interview committee will meet and, by consensus, agree on the successful applicants based on an evaluation of the applicant's responses to the interview questions and overall qualifications. The names of the successful candidates will be forwarded to the fire chief who will present the names to the city council or city council designee for approval.

#### CONDITIONAL OFFERS

Approved candidates will be made conditional offers that are contingent on a candidate's successful completion of a medical exam and agility test.

#### MEDICAL EXAMINATION

Candidates approved by the city council or its designee will be notified of the requirement to pass a medical examination of the fire departments selected physician. The medical examination will be position related and consistent with business necessity. The fire department will provide the physician with a copy of the position description for firefighter. The physician may request copies of the candidate's medical records.

#### AGILITY TEST

All candidates will be required to pass a physical agility test to assess capabilities to work under stressful circumstances. All candidates will be required to sign a release form prior to taking the test and will be informed of possible hazards. The test will be administered by a minimum of three people designated by the fire chief. All test criteria will be predetermined and the same test will be administered to all candidates in one hiring pool. The test may be adjusted as need to meet changing requirements in the fire service.

#### RESCINDING A CONDITIONAL OFFER OF EMPLOYMENT

If the results of the medical exam or physical agility indicate that the candidate should not be hired for the position, the fire chief is to notify the city council or its designee. The city council or its designee will be responsible for making the decision to rescind the conditional offer of employment. In the case of rescission based on results of a medical examination, the city must notify the affected candidate within 10 days of its final decision to rescind the job offer.

#### ORIENTATION MEETING

Candidates who have successfully completed the medical exam and physical agility test will meet with the fire chief or his/her designee for a firefighter orientation meeting to further discuss position duties,

performance expectations, training requirements, and the fire departments policies and operating procedures.

#### PROBATIONARY PERIOD

All new fire fighters will be placed on a one-year probationary period during which time they will have quarterly performance reviews. These reviews will be based on input from all regular members of the fire department. The formal review will be held in private and a copy of the review will be placed in the firefighters personnel file. Probationary firefighters will not operate fire trucks when responding to emergencies using red lights and siren. All members shall give priority to probationary firefighters to operate equipment in non-emergencies. The probationary firefighter shall complete the required hours of truck familiarization and driving. This training will cover all trucks in the fire department. The probationary firefighter shall complete the required hours of pump training. This pump training will cover all trucks and pumping equipment in the fire department. All training must be completed in the one-year probationary period and will be recorded on a probationary firefighter form and kept in the firefighters personnel file. No probationary firefighter shall enter a structure fire until they have completed Firefighter II or equivalent training, and been approved to do so by the Fire Chief.

### **SECTION 3: PROMOTION OF FIRE DEPARTMENT OFFICERS**

#### PURPOSE

The purpose of these policies is to establish a uniform and equitable system for the promotion to officer positions in the city of St. Augusta Fire Department. The officers shall be comprised of the following positions: Fire Chief, Assistant Fire Chief, ~~Truck~~ Captains (3), Lieutenants (3).

#### PROMOTIONAL COMMITTEE

There shall be a promotional committee made up of the current ~~Fire Chief and (2) officers designated by the Fire Chief, (2) members of department at large -fire department-officers~~ and city representative(s). This committee will be in charge of reviewing the promotional process prior to each promotional posting. All question selection for the oral interview and the promotional testing will be determined by the promotional committee, ~~and submitted to the fire chief for approval. If the fire chief position is vacant the committee will submit the questions to the city council or it's designee for approval.~~

#### NON-DISCRIMINATION

It is the policy of the city of St. Augusta to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status with regard to public assistance, age or disability. No person shall be discriminated against with regard to the selection of firefighters. It is the responsibility of all city officials and fire department supervisors/officers to insure the implementation of this policy.

#### PROMOTIONAL RESPONSIBILITIES

The promotional committee will make their selection from the top candidates and forward their selections to the fire chief or designee for approval. The fire chief or designee will then submit the selections to the city council for final approval. ~~In the case of a vacant fire chief or assistant fire chief position; the city council will perform the duties of the promotional committee in regards to following the hiring process for these positions.~~

#### PROMOTIONAL LIST

~~A promotional list will be maintained for a period of (2) two years from the previous test interview.~~

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date. The list will contain the names of the top candidates from the testing process and will contain the names from the filled positions plus (2) two candidates. The reason for this list is to eliminate the testing process if a position is vacated within a two year period.

A promotional list will be not be maintained

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#### FILING FOR POSITION

A position posting labeled "Internal Posting" shall be placed in the fire station listing the most current requirements of the open officer position. To file for any officer position, an applicant must meet the minimum requirements for years of service, and experience as outlined in the fire departments position guidelines. The fire chief or his/ her designee will verify each applicant's qualifications. For Lieutenant position each filing member shall submit a letter of intent with a resume outlining activities or functions the applicant has or is participating in including: education, fire prevention activities, call response, meeting attendance, etc. For Captain and Assistant Chiefs position each filing member shall submit a letter of intent.

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#### ORAL INTERVIEW

The promotion committee shall conduct oral interviews for the selection of officers. Interviews will be offered to all applicants meeting the minimum requirements for the position. The promotional committee will be provided with a list of predetermined interview questions and or situations that pertain to the level of leadership required for the position. Each candidate shall be ranked by the promotional committee and the list shall be submitted to the fire chief.

#### LIEUTENANT PROMOTIONAL TESTING

Promotional testing will be conducted to assess the qualification of each individual that has applied for the position. The test may include written essay questions, verbal scenario based questions or hands on manipulative type questions. Each candidate shall be ranked by the promotional committee and a list shall be submitted to the fire chief.

#### LIEUTENANT OFFICER PROBATION

All newly promoted Lieutenants officers shall be placed on probation for a period of (1) one year. This probation is to allow the current officers the ability to mentor and correct any deficiencies in the actions of the newly promoted officers. If the officer on probation is unable to fulfill the duties of the position they may be demoted back to the position of firefighter.

#### INSUFFICIENT APPLICATIONS

In the case of no qualified applicants the position will remain vacant until a qualified applicant is promoted.

#### OFFICER POSITIONS VACATED DUE TO RESIGNATION, DEMOTION, PROMOTION OR DISCHARGE

A vacated position shall be posted and a 14 30-day period shall be established for filing, using the same application, interview and selection process outlined in the above procedures. If several positions are open, the higher ranking position will be filled first. The positions shall be filled as soon as practical.

#### SECTION 4: LINE OFFICERS

The line officers of the St. Augusta Fire Department are the Fire Chief, Assistant Chief, (32) Truck Captains, and (34) Lieutenants. The qualifications are set forth in the detailed job description and how each is chosen is set forth in SECTION 3 above. There is one additional administrative officer of the fire department designated as Secretary/Treasurer. This position is voted on by the membership at the last business meeting in December. This is a one year term beginning January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

#### SECTION 5: MEMBERS

All members are considered City of St. Augusta employees as far as workers compensation and general liability insurance is concerned. Members are covered from the instant that an emergency is paged out until that member arrives back at their place of residence or regular employment by the most direct route. If an injury is sustained, workers compensation benefits shall be based on the member's full time employment plus Fire Department's employment.

#### SECTION 6: FIRE CALLS

Members are expected to respond to all calls for which they are available. They must meet the requirements as specified in the St. Augusta Fire Departments Standard Operating Guidelines (S.O.G.)

#### SECTION 7: MEETINGS

- 7.1 The regular business meetings of the St. Augusta Fire Department shall occur on the first Monday of each month at 7:00 p.m. The hour may change by a vote of the members at any regular meeting. If the meeting falls on a legal holiday, it shall be postponed until the following Monday night or a night decided upon by the membership in attendance. All members shall meet minimum attendance requirements as specified in the St. Augusta Fire Departments S.O.G.
- 7.2 ~~The annual meeting of the St. Augusta Fire Department shall occur on the first Monday of January.~~
- 7.3 A quorum shall consist of two thirds of the active membership
- 7.4 The Chief of the Department may call special meetings whenever he/ she deems them necessary or by written request of five members of the St. Augusta Fire Department stating the purpose and urgency of the meeting. The request is then submitted to the Chief.
- 7.5 Meetings will be conducted in an orderly manner.
- 7.6 The order of business meetings shall be:
  - Call meeting to order
  - Reading of minutes of previous meeting
  - Treasurers report
  - Unfinished and Old business
  - New business
  - Payment of bills
  - Good of the Department
  - Adjournment

#### SECTION 8: TRAINING

Drills and training sessions will be held on the third Monday of each month at 6pm, special training sessions may be called by the Chief or designee as is deemed necessary. All members are required to meet attendance requirements as specified in the Departments S.O.G.

## SECTION 9: COMPENSATION

All members shall be compensated for the time as outlined in the Departments S.O.G. All members shall be paid on an annual basis.

## SECTION 10: FLOWERS AND MEMORIALS

- Flowers or Memorials are to be sent to all St. Augusta Fire Department firefighters and retired firefighters in case of death and to the spouses of active members. Amount to be determined by the membership and purchased from the General Fund of the Relief Association.
- ~~10.1 Flowers and/or appropriate gift shall be sent to all St. Augusta Firefighters in the hospital after a second day.~~
- ~~10.1 In the event of any of the above situations, any St. Augusta Firefighter or firefighters family member shall notify the Fire Chief of the Department.~~

## SECTION 11: BOARD OF REVIEW

- 11.1 There shall be a (7) member board to be made up of the following: the Fire Chief, ~~(2) officers designated by the Fire Chief, of the St. Augusta Fire Department, Assistant Chief of the Department, two (2) members from the Department at large, elected by the members of the Department, two members appointed by city council of the St. Augusta City Administration appointed by the Mayor, and the Secretary of the St. Augusta Fire Department to record the minutes of each meeting and to provide a copy to the members of this Board. The Board will elect one member to be Chair. Members of this Board will serve a three-year term. A quorum of not less than (5) members of the Board is needed to vote on any Fire Department matter. Pay for each Fire Department member of this Board will be the same as fire meetings. Members appointed by the Mayor shall not receive pay beyond their compensation as an employee of the City of St. Augusta.~~
- 11.2 The Board will meet once a year to review all rules and regulations and S.O.G.'s of the St. Augusta Fire Department, ~~pay compensation~~, and any grievances that may arise from time to time. Any member has the right to a private hearing with the Board provided they have presented a written request for a hearing to the chair of the Board. ~~If the Board does not feel the matter is serious enough to call a special meeting, the matter will be handled at the regular annual meeting and the member must be notified of the decision.~~
- 11.3 The Board shall meet at the ~~beginning end~~ of every year and review all members' activities for the past year. Any member not meeting the minimum requirements of the St. Augusta Fire Department will be requested to appear before the Board. After the member has appeared before the Board and the Board has heard the reasons for not meeting the minimum requirements set forth in the policy, the Board has (1)one of (3)three options for disciplinary action. The board may choose to ~~recommend to~~ put the member on probation for one year, ~~remove one year of service from the member's pension or~~ recommend expulsion to the city council ~~or take no action~~. It is recommended that the board use progressive discipline unless quick decisive action is warranted.

## SECTION 12: AMENDING OF RULES AND REGULATIONS

- 12.1 Any minor amendments to these Rules and Regulations such as the permanent changing of a meeting or drill (night or time) shall require a motion and a second from the floor and passed by two-thirds of the membership vote.

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12.2 Any major amendments shall be proposed in writing and referred to the Board of Review for review. The Board shall conduct hearings or meetings and recommend for approval or disapproval the changes at a future regular meeting. The fire department membership shall then vote on the Board's recommendation. Passing the amendment shall require concurrence of two-thirds of the membership present at the regular meeting. Any changes will then be brought to the city council for approval or disapproval. If warranted the city council has the ability to vote against the department membership if the decision is for the good of the fire department.

#### **SECTION 13: ~~ARTICLE 4: RELEASE OF INFORMATION~~**

13.1 Members of the St. Augusta Fire Department shall NOT make any comments or release any information to any news media personnel concerning fire cause, damage, firefighters' procedures, etc. Only statements authorized by the Fire Chief or the commanding officer shall be released to the news media by a person authorized by the Fire Chief or commanding officer to do so. All firefighters coming into contact with the news media shall direct them to the Fire Chief or commanding officer.

13.2 Members of the St. Augusta Fire Department shall not perform any act or make statements, oral or written, for publication or otherwise that tend to bring the Fire Department or it's officers into disrepute or ridicule, or that destructively criticizes the Fire Department or it's officers in the performance of their official duties; or that tend to disrupt or impair the performance of official duties and obligations of the officers of the Fire Department; or that tend to interfere with, or subvert the reasonable supervision of, or discipline of, Fire Department members or officers.

13.3 Constructive criticism of any Fire Department operation, employee, or policy is encouraged. Whenever there are such constructive criticisms, it shall be discussed with members of the Fire Department and shall be transmitted up the chain of command for appropriate action.

13.4 All members will treat as confidential the business of the Fire Department. All information and matters discussed at regular meetings of the Fire Department shall be treated as public unless covered by HIPPA or personnel confidential and not discussed with outsiders.

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### **ST. AUGUSTA FIRE DEPARTMENT SUGGESTED OPERATING GUIDELINES**

#### **ARTICLE 1: PURPOSE**

The purpose of these regulations is to provide a basis for orderly and disciplined performance of duty. Their publication will promote a knowledge of what is expected of personnel generally, and of officers and firefighters specifically. This should result in a greater degree of self-assurance in all positions. In relationships between ranks, it shall be our individual aim to build continuous mutual respect and confidence that is so essential to our successful operation.

#### **ARTICLE 2: KNOWLEDGE OF REGULATIONS**

Every member is required to establish and maintain a working knowledge of all regulations currently in force, the Suggested Operating Guidelines (S.O.G.) of the St. Augusta Fire Department, and the general and specific orders of the St. Augusta Fire Department. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the regulation or policy in question.

#### **ARTICLE 3: COOPERATION WITH OTHER AGENCIES**

Members shall cooperate with all law enforcement agencies, other fire departments, and other public safety organizations to give aid and information as such organizations may be entitled to receive

consistent with Fire Department orders. If a member of the department has a problem with any other agency the department is involved with, the member shall not take the matter into their own hands but shall refer the complaint up through the chain of command.

#### **ARTICLE 4: RELEASE OF INFORMATION**

- ~~4.113.1 Members of the St. Augusta Fire Department shall NOT make any comments or release any information to any news media personnel concerning fire cause, damage, firefighters' procedures, etc. Only statements authorized by the Fire Chief or the commanding officer shall be released to the news media by a person authorized by the Fire Chief or commanding officer to do so. All firefighters coming into contact with the news media shall direct them to the Fire Chief or commanding officer.~~
- ~~4.113.1 Members of the St. Augusta Fire Department shall not perform any act or make statements, oral or written, for publication or otherwise that tend to bring the Fire Department or it's officers into disrepute or ridicule, or that destructively criticizes the Fire Department or it's officers in the performance of their official duties; or that tend to disrupt or impair the performance of official duties and obligations of the officers of the Fire Department; or that tend to interfere with, or subvert the reasonable supervision of, or discipline of, Fire Department members or officers.~~
- ~~4.113.1 Constructive criticism of any Fire Department operation, employee, or policy is encouraged. Whenever there are such constructive criticisms, it shall be discussed with members of the Fire Department and shall be transmitted up the chain of command for appropriate action.~~
- ~~4.113.1 All members will treat as confidential the business of the Fire Department. All information and matters discussed at regular meetings of the Fire Department shall be treated as confidential and not discussed with outsiders.~~

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#### **ARTICLE 5: INTERFACE WITH CITY OFFICIALS**

All inquires of the Fire Department by City of St. Augusta officials should be directed to the Fire Chief.

#### **ARTICLE 6: CONDUCT**

- 6.1 Members shall be courteous and orderly in their dealings with the public. They shall perform their duties without using harsh, violent, profane, or insolent language. Visitors at the station shall be courteously received and escorted through the station if they so request. Routine procedures and practices will be explained.
- 6.2 Every member shall accord respect to their superior officers and fellow firefighters at **ALL** times and shall refrain from critical or derogatory comments.
- 6.3 When addressing superior officers, members shall observe a respectful attitude and use proper title, particularly in the presence of the public. Officers will do the same when addressing all members of the Fire Department.

#### **ARTICLE 7: ORDERS**

- 7.1 All members shall promptly obey any lawful order emanating from any superior officer or commanding officer.
- 7.2 No commanding or supervising officer shall knowingly issue an order that is in violation of any Fire Department rule or in disregard for life safety or firefighter safety.
- 7.3 Should any order conflict with any previous order from any other officer, the member shall promptly and respectfully call attention to such conflict of order for the benefit of said officer. If said officer does not change their order to remove such conflicts, their order shall stand.
- 7.4 When an officer issues an order, being fully aware that such order conflicts with a previous order as discussed in 7.3 above, they shall be held accountable for any harmful results that may ensue from the interference with the execution of the previous order.

- 7.5 Members in doubt as to the nature or details of their assignment shall seek such information from their superiors by going through the chain of command.

## ARTICLE 8: FIREFIGHTERS RESPONSE

### SECTION 1: EMERGENCY RESPONSE

- 1.1 All Fire Department members shall carry their pagers at all times in that they are available to respond to emergency calls.
- 1.2 All Fire Department members shall make a minimum of ~~430~~ percent of the department's emergency calls. This figure is posted semi-annually ~~by the secretary~~.
- 1.3 All Fire Department members shall be prompt in reporting to the fire station for all emergency calls unless otherwise told by the commanding officer on scene.
- 1.4 All Fire Department members shall obey **ALL** traffic laws when responding to a reported emergency whether in their own vehicle or a Fire Department vehicle. Members responding in their own vehicle shall report to the command post upon arrival at the scene. Should a member arrive on scene prior to an officer, they shall be in command until the first officer arrives.
- 1.5 When operating Fire Department equipment on an emergency call, operator will display both red lights and siren. When the first piece of equipment arrives on scene, the officer in charge will evaluate the emergency and advise other units.
- 1.6 After reporting to a fire call, no member shall leave the fire scene unless released by the officer in charge and shall respond back to the station to prepare equipment for the next emergency.
- 1.7 Members responding to the station shall follow S.O.G. in apparatus and personnel response. Upon arriving on the scene, all personnel, except for the first in apparatus, shall stay with their equipment until ordered to assist at the scene by the Incident Commander.
- 1.8 Any St. Augusta Fire Department member who encounters a smoke filled area or a possible IDLH (immediately dangerous to life and health) situation shall wear a self-contained breathing apparatus (SCBA). Except in an emergency, no fire fighter shall enter a building or contaminated area after using two bottles of air until they have had a rest. When there are fire fighters in a building or contaminated area with SCBA on, there will be a standby crew of at least two fire fighters with SCBA ready to enter in case of an emergency. No member of the St. Augusta Fire Department shall enter a building or area alone to conduct a search.
- 1.9 When responding to emergencies on Interstate Highway 94 or Highway 15, only Fire Department vehicles will be used. No personnel vehicles will be used to respond. The first truck on the scene will evaluate the amount of equipment needed on the scene. There will be no less than two trucks on scene if available. The first truck on scene will attend to the emergency and position the apparatus to act as a shield for operations. The second truck will position farther down the road to act as a shield for operations if they are not needed at the emergency. If two pieces of apparatus are needed to mitigate the situation a third truck will proceed to the scene to act as a blocker and so on.

### SECTION 2: PROTECTIVE CLOTHING

All fire fighters will be issued an individual set of personal protective clothing (turn out gear) and are expected to take reasonable care of it and will report any lost or worn out gear to the Chief of the St. Augusta Fire Department. All turn out gear will be inspected once a year.

- 2.1 Members of the St. Augusta Fire Department shall have all their turn out gear with them when responding to an emergency and shall wear only St. Augusta Fire Department issued turn out gear.
- 2.2 In all cases, fire fighters at or near the emergency scene must be wearing their turn out gear properly until the emergency is stabilized. The officer in charge will determine when the emergency is stabilized.
- 2.3 When responding to a grass fire and to training, fire fighters shall bring their complete turn out gear with them and be ready to respond to an emergency if needed.
- 2.4 Any fire fighter not wearing proper turn out gear at a fire scene or emergency shall not participate in activities at the scene and shall forfeit any pay for the call that said member was not properly dressed.

### **SECTION 3: NON-EMERGENCY**

- 3.1 All members are expected to be at all non-emergency functions on time and prepared for the scheduled activity.
- 3.2 No member shall consume any alcoholic beverage during a business or training meeting. No alcoholic beverages shall be allowed into the fire station.

### **SECTION 4: MEETINGS**

All members are required to attend a minimum of nine (9) of twelve (12) monthly meetings.

### **SECTION 5: TRAINING**

All members are required to attend a minimum of nine (9) of twelve (12) training meetings per year and any other special training meetings called by the Chief of the St. Augusta Fire Department during the year.

### **SECTION 6: CLEAN UP**

All members are expected to assist in the clean up after all emergency calls unless excused by the officer in charge. All members shall be expected to assist in clean up after training meetings ~~and~~ any other function unless excused by the coordinator of the training or function.

### **SECTION 7: SPECIAL ACTIVITIES**

All members shall be expected to attend any special meeting or training exercises called for by ~~the training coordinator or~~ the Chief or designee of the St. Augusta Fire Department.

## **ARTICLE 9: PHYSICAL FITNESS**

### **SECTION 1:**

All members of the St. Augusta Fire Department shall maintain a good physical condition so they can handle the strenuous physical activity required of firefighters.

### **SECTION 2:**

Any member may be requested by the Fire Chief of the St. Augusta Fire Department to submit to a physical examination or substance abuse test by a physician or testing agency selected by the City. Expenses for such examination or test will be paid for by the Fire Department.

### **SECTION 3:**

All members shall immediately report to an officer any accidents, sickness, or injury occurring while on duty, no matter how trivial.

### **SECTION 4:**

All members shall report to the Chief of the St. Augusta Fire Department any sickness or physical disability that effects their ability to perform any facet of their required duties under their job description.

## **ARTICLE 10 – INTOXICATION**

## SECTION 1: RESPONDING TO EMERGENCIES

- 1.1 No member of the St. Augusta Fire Department shall respond to an emergency while under the influence of alcoholic beverages or drugs or be unfit for duty because of their use.
- 1.2 No member of the St. Augusta Fire Department shall drive or be in physical control of any Fire Department vehicle or equipment while under the influence of alcohol or drugs.

## SECTION 2: FIRE DEPARTMENT PROPERTY

- 2.1 Members shall not use any alcoholic beverages or drugs while on Fire Department property.
- 2.2 No alcoholic beverages or drugs shall be consumed in or on Fire Department vehicles.

## SECTION 3:

No member shall use any alcoholic beverage or drug at any fire scene, training exercise, or while operating a Fire Department vehicle.

## ARTICLE 11 – FACIAL HAIR

### SECTION 1:

All members must conform to the following:

- 1.1 No facial hair is allowed that interferes with the proper operation of a SCBA face piece.
- 1.2 Facial hair must not extend into the jaw line, be present on the bottom of the chin or upper neck.
- 1.3 Beards, mustaches, and sideburns all fall into the category of facial hair.

## ARTICLE 12 – LEAVES OF ABSENCE

### SECTION 1: LEAVES OF ABSENCE

Leaves of absence shall be granted as stated in Sections 2, 3, and 4 of this Article. Any member on leave of absence (INACTIVE STATUS) shall surrender all Fire Department property. Member must maintain training during leave of absence or make up training upon return prior to responding to any calls.

### SECTION 2: MEDICAL LEAVE

- 2.1 Any member who is hospitalized for any reason or incapacitated by injury or illness will automatically be placed on medical leave. The Board of Review will determine whether the medical leave is service or non-service related.
- 2.2 A fire fighter may be excused if they are under a doctor's care and have written proof. Missed meetings and calls will be taken into consideration when the fire fighters yearly percentages are calculated.

### SECTION 3: MEDICAL LEAVE - SERVICE RELATED

- 3.1 The ~~Board of Review chief or designee~~ shall determine the length of leave in each individual case. In no case shall the length of leave extend longer than five years.
- 3.2 At the discretion of the ~~Board of Review chief or designee~~, a member on leave under 3.1 may be required to perform light duty as stated in Article 13. The ~~Board of Review chief or designee~~ may require an evaluation of the circumstances by a physician selected by the City of St. Augusta to see if it is possible for the member to meet the light duty requirements.



#### SECTION 4: MEDICAL LEAVE - NON-SERVICE RELATED

- 4.1 Only members in good standing with department S.O.G.'s and not on probation may be granted a leave of absence for non-service related reasons.
- 4.2 After five (5) calendar days, a doctor's written release will be required before any fire fighter returns to active duty.
- 4.3 No leave shall exceed ninety (90) days. Prior to the ninety (90) day deadline, a letter of intent from the member and their doctor must be submitted to the Board of Review as to medical progress. The fire fighter may apply for a second ninety (90) day period of leave of light duty.
- 4.4 A hearing between the fire fighter and the ~~Board of Review chief or designee~~ shall be held to determine whether the individual meets the light duty criteria for active status or whether an additional leave of up to ninety (90) days of inactive status will be granted. The ~~Board of Review chief or designee~~ may require an evaluation of the circumstances by a physician selected by the City to see if it is possible for the member to meet light duty requirements.
- 4.5 If a member does not return to active status or take personal leave as provided in Section 5 within the 180 calendar day period, they shall be reviewed by the general membership for expulsion.

#### SECTION 5: PERSONAL LEAVE

- 5.1 Each member in good standing with department S.O.G.'s may be granted up to one (1) year of personal leave by the Board of Review upon request in writing by the member for such leave. Personal leave will be considered INACTIVE LEAVE.
- ~~5.2 Any member may receive one (1) additional year of personal leave upon request in writing for this additional year being submitted to the Board of Review prior to the expiration of the first leave. Failure to request the additional leave prior to the expiration shall mean no additional leave will be requested or granted. The Board of Review shall then make a recommendation to the general membership as to the approval or denial of the request.~~
- ~~5.3.2 The membership shall vote on the Board of Review's recommendation for the additional leave. A majority vote of all members present at the business meeting where the question arises shall be required to approve the leave.~~

#### SECTION 6: MILITARY LEAVE

Any member reporting for military service shall be given a leave of absence for the period they are called to duty. Returning members shall be governed by State law.

#### ARTICLE 13 – LIGHT DUTY POLICY

The purpose of the light duty policy is to provide the St. Augusta Fire Department with the ability to utilize the experience and knowledge of it's fire fighters while they may not be able to perform 100 percent of the functions of a fire fighter. This policy allows a fire fighter that has been injured, either on or off duty, to share the knowledge and skills learned through the years in functions described within this policy while still not being able to perform 100 percent of fire fighter responsibilities.

#### SECTION 1: APPLICATION FOR LIGHT DUTY

- 1.1 An injured fire fighter may apply for light duty by submitting a doctor's affidavit to the Fire Chief ~~or designee~~ ~~Assistant Fire Chief~~ stating that the doctor approves of the fire fighter performing all of the functions listed in Article 13 Section 3 and listing the type of disability and the projected length of disability.
- ~~1.2 The Fire Chief shall review the request for light duty and make a recommendation to the Board of Review for their approval or disapproval. If the Board of Review determines the applying fire fighter does not meet the criteria of the Light Duty Policy, the Board of Review shall deny the request for light duty.~~

~~1.3 Upon the approval of the light duty application by the Board of Review, the fire fighter shall have a maximum of three (3) years from the date of approval to either return to full duty as a fire fighter or resign from the St. Augusta Fire Department.~~

~~1.4.2 At any time, if the Fire Chief or designee feels that the fire fighter is abusing the requirements of light duty, the Chief or designee may shall make a recommendation to the Board of Review for the discontinuation of the light duty and reverting back to Article 10, Leave of Absence.~~

## SECTION 2: QUALIFICATIONS FOR LIGHT DUTY

- 2.1 To qualify for light duty, a fire fighter shall be an active member in good standing with the S.O.G.'s of the Fire Department.
- 2.2 A fire fighter on light duty shall provide to the Fire Chief or designee a letter from the attending physician that indicates the fire fighter's disability and the need to remain on light duty. Failure to provide the documentation every ninety (90) days shall grounds for dropping the fire fighter from the light duty position.

## SECTION 3: LIGHT DUTY REQUIREMENTS

- 1.1 The fire fighter shall maintain the minimum fire fighter's response levels as stated in Article 7.
- 1.2 The fire fighter shall respond to the station in all cases when the pager is activated. The fire fighter will only be allowed to respond to an incident at the request of the commanding officer, and upon arriving at the incident, the fire fighter shall report directly to the commanding officer.
- 1.3 Duties of a fire fighter on light duty include but are not limited to:
  1. Responsible for manning the dispatch office, and assisting in cleaning of the station and equipment when it returns from the call.
  2. Assisting the Training Officer(s) Coordinator in preparation and presentation of drills.
  3. Assist Fire Chief or designee in surveying and preparing preplans if required.
  4. Assist Fire Chief or designee in administrative duties if required.
  5. Filling out fire reports, monthly reports, updating maps, preplans, and data entry, if required.

## ARTICLE 14 – ST. AUGUSTA FIRE DEPARTMENT PROPERTY

All fire fighter equipment including all items issued to members (boots, bunker pants and coat, helmet, gloves, coveralls, shirts, badges, keys, I.D. cards, etc.) is the property of the St. Augusta Fire Department. All equipment issued shall be surrendered to the Fire Chief or designee upon taking a leave of absence, resigning, or retiring from the St. Augusta Fire Department.

## ARTICLE 15 – USE OF IDENTIFICATION

### SECTION 1:

The intent of official identification of all members via uniform, badge, or I.D. card is to allow the member to obtain admission to an area or structure where they are allowed in an emergency.

### SECTION 2:

No member shall use their badge, I.D. card, uniform, or position to solicit special privileges for themselves or others. Misuse may lead to termination of employment.



## Quote

Customer: (1002212739) ST AUGUSTA FIRE DEPARTMENT  
Date: 02/25/2021

Page 1 of 1  
Quote Number: 17683338  
Quote Expiration: 05/26/2021

Sold To:  
ST AUGUSTA FIRE DEPARTMENT  
1914 250TH ST  
SAINT AUGUSTA, MN 56301-7706  
JASON KOSHIOL

Ship To:  
ST AUGUSTA FIRE DEPARTMENT  
1914 250TH ST  
SAINT AUGUSTA, MN 56301-7706  
JASON KOSHIOL

Line	Item	Description	Qty	Retail	Your Price	Ext Total
1	TR121 NAV 36 OB	MENS POLYESTER UNIFORM TROUSERS	1		63.99	63.99
2	SH874 WHT 165 35	TEX TROP2 MENS LS SHIRT	1		57.99	57.99
3	UA032 DKNV REG	3IN POLYESTER CLIP ON TIE	1		6.99	6.99
4	HW2747 NAV LG	A5 IOWA HAT W/SENTRY SNAP ADJ	1		68.99	68.99
5	FW944 10 M	ORIGINAL SWAT DRESS OXFORD CLARINO SHOE	1		68.39	68.39
6	NT030 GLD PLSH CB	1/2 X 2 3/8 IN NAMETAG	1		9.99	9.99
7	CX125 GLD	TIE BAR W/FIRE AX	1		9.99	9.99
8	JA476 46 REG GFD	6 BUTTON DRESS COAT W/FD BUTTONS	1		187.99	187.99

Quote is valid for 90 days

Galls is required to collect sales tax on shipments to certain states. Sales tax will be added where applicable. For tax exempt customers, state laws require us to have signed tax exemption or resale certificates on file at our office. If you are tax exempt, please email or fax this information, (including your Galls account number) to Tax@galls.com or fax 859-268-5946.

SUBTOTAL: 474.32  
SHIPPING:  
TAX.....  
TOTAL....: 474.32

Export Restrictions - This may contain commodities restricted in the United States International Trade Regulations.

1340 Russell Cave Rd  
Lexington, KY 40505  
Tel: 800-876-4242 Fax: 877-914-2557

## Galls, LLC Invoice Credit Terms and Conditions of Sale

Payment - Invoices for items delivered pursuant to any sales order are payable only in United States currency. You, your business, and/or your agency (the "Buyer") understand that Galls, LLC (the "Seller") may impose and charge a finance charge that is the greater of 1.5% per month or the highest rate allowed by law on any amount which becomes past due and delinquent. Returned checks may be assessed a \$25.00 service fee. Additionally, Buyer shall be responsible for all collection costs, court costs, and reasonable attorney's fees in connection with the recovery of delinquent amounts.

All sales are made pursuant to these Credit Terms and Conditions of Sale, and Seller objects to any different or additional terms or conditions contained in Buyer's purchase order or any other document submitted by Seller. Payments may be applied against open balances at the sole discretion of Seller and may be applied across accounts if Buyer has more than one account with Seller. Credit memos are non-refundable and may be applied to open invoices at Seller's sole discretion.

Credit Terms - Any extension of credit is based upon all amounts payable on or before the due date on any written, quoted, or agreed terms, and shall be paid in accordance with such terms. If not paid on or before such date, accounts shall be considered delinquent and subject to the additional finance charges as set forth herein.

Buyer agrees to provide Seller, upon request, with an updated credit application as a condition to the continued extension of credit. Buyer acknowledges and agrees that Seller may utilize outside credit reporting services and financial institutions to obtain information on the Buyer as a condition precedent to or for continued extension of credit. Seller may terminate any credit availability within its sole discretion and without prior notice. Buyer's continued solvency is a precondition to any sale made by Seller.

Delays - Where a specific shipping date is not designated on the face hereof or in a subsequent writing signed by the Seller, the Seller shall not be responsible for any delays, nor shall Seller be liable for any loss or damages resulting from such delays. Seller shall not be liable for any delays in filling this order caused by accidents to machinery, differences with employees, strikes, labor shortage, fire, floods, priorities requested or required by an instrumentality of the United States Government or the government of any state, delays in transportation, restrictions imposed by any federal, state or municipal law or regulation, whether valid or invalid, or causes beyond the control of the Seller.

Warranty - Seller shall pass through to Buyer all manufacturer warranties and return policies applicable to Buyer's order. Seller shall take all reasonable actions to ensure that Buyer receives the benefit of such pass through warranties and return policies. Buyer's sole remedies for any goods sold hereunder shall be as provided in such warranties and return policies and shall be solely against the applicable manufacturer. SELLER, ON BEHALF OF ITSELF, DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, RELATING TO SUCH GOODS.

Restocking - If a cancellation of an order or a return by Buyer is accepted or initiated by Seller and/or the manufacturer, it may be subject to a restocking charge at the discretion of Seller.

Delivery and Transportation - Products sold herein are sold FOB at the place indicated on the face of this sales order unless otherwise agreed to in writing by Seller and Buyer. The method and agency of transportation and the routing will be designated by the Seller. In the event the Buyer requests alternative shipment or routing, all extra packing, shipping and transportation charges thereby resulting will be for the Buyer's account.

Waiver - No provision herein shall be deemed a waiver by reason of any previous waiver, and no breach of any provision shall be deemed a waiver by reason of any previous breach.

Governing Law - The sole jurisdiction and venue shall be the courts of the Commonwealth of Kentucky.

Export Restrictions - This transaction may contain commodities restricted in the United States International Trade Regulations. If at a later date the Buyer decides these commodities will be exported from the United States please reference the United States Department of Commerce Bureau of Industry and Security Export Administration Regulations (15 CFR 730-774), the United States Department of State International Traffic in Arms Regulations (22 CFR 120-130) as well as any other applicable laws. These laws apply to private, commercial, and government agency export transactions. As an exporter, the Buyer will be responsible for compliance with all U.S. laws relating to the export of these items.

\*Designates this item is on the Galls GSA Contract (GS-07F-0157M) all other items are OPEN MARKET.



**BORDER STATES**  
Supply Chain Solutions™

Border States Electric Supply

Border States Electric - STC  
2800 1 1/2 Street South  
Saint Cloud MN 56301  
Phone: 320-251-1761

City of St Augusta MN  
1914 250th St  
Saint Augusta MN 56301-7706

## Quote

Page: 1 of 1

BSE Quote: 25996687  
Sold-To Acct #: 113390  
Valid From: 02/24/2021 To: 03/03/2021  
PO No: MILWAUKEE

Created By: Steven Schlueter  
Tel No: 320-203-4244  
Fax No: 320-251-1077

Inco Terms:  
FOB ORIGIN

Payment Terms:  
Net 25th prox

Taxes, if applicable, are not included.

Cust Item	BSE Item	Material MFG - Description	Quantity	Price	Per	UoM	Value
	000010	3541005 MIW - 2998-23 M18 FUEL 3PC COMBO KIT	2 EA	499.00	/ 1	EA	998.00
	000020	3225529 MIW - 48-11-1850 M18 5.0AH XC BATTERY ATTENTION: Hazardous material: Check Shipping Requirements. DO NOT SHIP AIR !!	2 EA	0.02	/ 1	EA	0.04
	000030	2898975 MIW - 48-59-1806 M18 6 BAY CHARGER	1 EA	125.74	/ 1	EA	125.74
<b>Total Value</b>							<b>1,123.78</b>

To access BSE's Terms and Conditions of Sale, please go to  
<https://www.borderstateselectric.com>

Shipping and handling fees in this quote are an estimate only and will  
be finalized at the time of Invoice.

All clerical errors contained herein are subject to correction. In the event of any cost or price increases from manufacturers or other suppliers, caused by, but not limited to, currency fluctuations, raw material or labor prices, fuel or transportation cost increases, and any import tariffs, taxes, fees, or surcharges, BSE reserves the exclusive right to change its pricing at the time of shipping and will provide notice of any such change to its customers prior to costs being incurred.



TO: **St. Augusta Fire Department**  
23415 43rd Avenue  
St. Augusta, MN 55353

Attn: **Craig Cordie**

email: [ems.coordinator@staugustafd.org](mailto:ems.coordinator@staugustafd.org)

Tel: 320-420-0109

## ZOLL Medical Corporation

Worldwide HeadQuarters  
269 Mill Rd  
Chelmsford, Massachusetts 01824-4105  
(978) 421-9655 Main  
(800) 348-9011  
(978) 421-0015 Customer Support  
FEDERAL ID#: 04-2711626

**QUOTATION 374818 V:1**

DATE: February 24, 2021

TERMS: Net 30 Days

FOB: Shipping Point

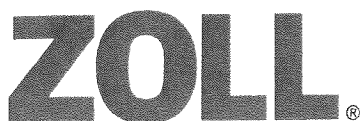
FREIGHT: Prepay and Add

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
1	601-2130011-01	<p><b>X Series® Manual Monitor/Defibrillator</b> with 4 trace tri-mode display monitor/ defibrillator/ printer, comes with Real CPR Help®, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5" (16.5cm) diagonal screen, full 12 ECG lead view with both dynamic and static 12-lead mode display.</p> <p><b>Accessories Included:</b></p> <ul style="list-style-type: none"><li>• MFC cable</li><li>• MFC CPR connector</li><li>• A/C power adapter/ battery charger</li><li>• A/C power cord</li><li>• One (1) roll printer paper</li><li>• 6.6 Ah Li-ion battery</li><li>• Carry case</li><li>• Declaration of Conformity</li><li>• Operator's Manual</li><li>• Quick Reference Guide</li><li>• <b>One (1)-year EMS warranty</b></li></ul> <p><b>Advanced Options:</b> <b>Real CPR Help Expansion Pack</b> CPR Dashboard quantitative depth and rate in real time, release indicator, interruption timer, perfusion performance indicator (PPI) • See - Thru CPR artifact filtering</p> <p><b>Masimo Pulse Oximetry</b></p>	1	\$32,475.00	\$26,629.50	\$26,629.50 *

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <http://www.zoll.com/GTC> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. DELIVERY WILL BE MADE 60-90 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. PRICES QUOTED ARE VALID FOR 60 DAYS.
3. APPLICABLE TAX, SHIPPING & HANDLING WILL BE ADDED AT THE TIME OF INVOICING.
4. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTABLE BY ZOLL.
5. FORWARD PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT [esales@zoll.com](mailto:esales@zoll.com) OR FAX TO 978-421-0015.
6. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.
7. PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING [www.zollwebstore.com](http://www.zollwebstore.com).

Soren Norrgard  
EMS Territory Manager  
612-250-0299



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ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
		<b>SP02 &amp; SpCO</b> <ul style="list-style-type: none"><li>• Signal Extraction Technology (SET)</li><li>• Rainbow SET ( for SpCO &amp; SpMet)</li></ul> <b>NIBP Welch Allyn Includes:</b> <ul style="list-style-type: none"><li>• Smartcuff 10 foot Dual Lumen hose</li><li>• SureBP Reusable Adult Medium Cuff</li></ul> <b>Interpretative 12- Lead ECG:</b> <ul style="list-style-type: none"><li>• 12-Lead one step ECG cable- includes 4- Lead limb lead cable and removable precordial 6- Lead set</li></ul>				
2	8000-0341	SpO2/SpCO/SpMet Rainbow Reusable Patient Cable: Connects to Single Use Sensors (4 ft)	1	\$245.00	\$200.90	\$200.90 *
3	8000-000371	SpO2/SpCO/SpMet Rainbow DCI Adult Reusable Sensor with connector (3 ft)	1	\$845.00	\$692.90	\$692.90 *
4	8000-002005-01	Cable Sleeve, Propaq / X Series, ZOLL Blue	1	\$52.45	\$40.96	\$40.96 *
5	8000-0895	Cuff Kit with Welch Allyn Small Adult, Large Adult and Thigh Cuffs	1	\$157.50	\$129.15	\$129.15 *
6	8000-0580-01	Six hour rechargeable Smart battery	1	\$519.75	\$405.92	\$405.92 *

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EMS Territory Manager  
612-250-0299

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ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE	
7	8200-000100-01	Single Bay Charger for the SurePower and SurePower II batteries.	1	\$992.25	\$774.95	\$774.95	*
8	8900-0402	<i>CPR stat•padz</i> HVP Multi-Function CPR Electrodes - 1 pair	2	\$78.75	\$61.50	\$123.00	*
9	8900-0810-01	<i>pedi•padz® II</i> Pediatric Multi-Function Electrodes - Designed for use with the AED Plus. The AED recognizes when pedi•padz II are connected and automatically proceeds with a pediatric ECG and adjusts energy to pediatric levels. Twenty four (24) month shelf-life. One pair.	1	\$99.75	\$71.25	\$71.25	*
10	8000-000875-01	Paper, Thermal, BPA Free ( box of 6)	1	\$24.00	\$19.68	\$19.68	*
*Reflects Discount Pricing.							

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**TOTAL \$29,088.21**

Soren Norrgard  
EMS Territory Manager  
612-250-0299

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**MACQUEEN  
EQUIPMENT**



**MACQUEEN  
EMERGENCY**

MacQueen Emergency  
4817 Viking Blvd NE Suite 102  
East Bethel, MN 55092

Ship To: SAME AS BELOW

Invoice To: CITY OF ST. AUGUSTA  
1914 250Th St  
St. Cloud MN 56301

Branch 08 - EAST BETHEL MN		
Date 02/24/2021	Time 16:19:03 (O)	Page 2
Account No STAUG001	Phone No 3206540387	Est No 01 000083
Ship Via	Purchase Order ESTIMATE	
Tax ID No		
		Salesperson 272 / 275

ESTIMATE EXPIRY DATE: 03/26/2021

**PARTS ESTIMATE - NOT AN INVOICE**

Part#	Description	U	Qty	Price	Amount
with Twist Lock					
(1) 22-890322 Master Control Kit					
Carrying Case (19.3" H x 24.6" W x 12" D)					
22-889050G2	MODEL 50 LIFT		1	5319.05	5319.05
Paratech MAXIFORCE® Air Lifting Bag					
Model 50 - 5 Lift Bag Set (Total Lift Capacity: 102.9 US Tons)					
Includes:					
(1) 22-888140G2, KPI-12 ALB, 15" X 15"					
(2) 22-888150G2, KPI-17 ALB, 15" X 21"					
(2) 22-888160G2, KPI-22 ALB, 20" X 20"					
*Control Kit(s) and Accessories Sold Separately*					

Subtotal: 8884.40

Tax: .00

TOTAL: 8884.40

Authorization: \_\_\_\_\_



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Part#	Description	U	Qty	Price	Amount
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\*\*\*THIS ESTIMATE DOES NOT INCLUDE THE COST OF SHIPPING\*\*\*

22-890300G2-150	MASTER CONTROL		1	3565.35	3565.35
Paratech Air Lifting Bag Master Control Kit, G2-150					
Includes:					
(1) 22-890900G3-150 Dual Deadman Safety Relief & Controller Valve (New)					
(1) 22-895401G2 Regulator G2 200 PSI CGS- 5,500-0 psi w/ CGA 347 Inlet					
(1) 22-890513 Air Hose, 3/8 in X 16 ft, Black					
(1) 22-890514 Air Hose, 3/8 in X 16 ft, Blue					
(1) 22-890515 Air Hose, 3/8 in X 16 ft, Yellow					
(1) 22-890516 Air Hose, 3/8 in X 16 ft, Red					
(1) 22-890517 Air Hose. 3/8 in X 16 ft, Green					
(4) 22-890490-150 Inline Relief Valves, 165 psi					
(2) 22-890682 Paratech Nipples with 1/4" Female NPT					
(4) 22-890686 Paratech Nipple for ALB 3/8"-24 LH THD					
(1) 22-890731 Paratech Nipple with Tire Chuck					
(1) 22-890732 Shutoff Adapter Nipple with Industrial Nipple w/ Valve					
(2) 22-890736 "Y" with 2 Couplings and 1 Nipple					
(1) 22-890749 Shutoff Adapter Nipple					

VisitUsOnline  
www.macqueengroup.com



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4817 Viking Blvd NE Suite 102  
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Ship To: SAME AS BELOW

Invoice To: CITY OF ST. AUGUSTA  
1914 250Th St  
St. Cloud MN 56301

Branch 08 - EAST BETHEL MN		
Date 02/26/2021	Time 15:31:37 (O)	Page 1
Account No STAUG001	Phone No 3206540387	Est No 01 000088
Ship Via	Purchase Order ESTIMATE	
Tax ID No		
		Salesperson 272 / 275

ESTIMATE EXPIRY DATE: 03/28/2021

**PARTS ESTIMATE - NOT AN INVOICE**

Part#	Description	U	Qty	Price	Amount
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\*\*\*THIS ESTIMATE DOES NOT INCLUDE THE COST OF SHIPPING\*\*\*

04XD0F57-0801010101A	CHIEF XD W/PG-O		4	704.70	2818.80
Elkhart Brass Chief XD Handline Nozzle w/ Spinning Teeth and Pistol Grip, 1 1/2" NH Female Threaded Swiveling Inlet, 125 GPM @ 100 psi Operating Pressure (Orange in Color Bale Handle, Bumper, and Pistol Grip Insert)					

Subtotal: 2818.80

Tax: .00

TOTAL: 2818.80

Authorization: \_\_\_\_\_



**MACQUEEN  
EQUIPMENT**



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EMERGENCY**

MacQueen Emergency  
4817 Viking Blvd NE Suite 102  
East Bethel, MN 55092

**Ship To:** SAME AS BELOW

**Invoice To:** CITY OF ST. AUGUSTA  
1914 250Th St  
St. Cloud MN 56301

Branch 08 - EAST BETHEL MN		
Date 02/26/2021	Time 9:47:39 (O)	Page 1
Account No STAUG001	Phone No 3206540387	Est No 02 000082
Ship Via	Purchase Order ESTIMATE	
Tax ID No		
		Salesperson 272 / 275

ESTIMATE EXPIRY DATE: 03/31/2021

**PARTS ESTIMATE - NOT AN INVOICE**

Part#	Description	U	Qty	Price	Amount
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\*\*\*ALL SUPERVAC PRICING INCLUDES FREE FREIGHT TO ANY SINGLE  
CONTINENTAL U.S. DESTINATION\*\*\*  
\*\*\*THIS ESTIMATE EXPIRES MARCH 31ST, 2021 DUE TO PRICE  
INCREASE ON APRIL 1, 2021\*\*\*

V18-BL-08-AC-SP	18" MILWAUKEE		2	4473.59	8947.18
-----------------	---------------	--	---	---------	---------

SuperVac Space Saver V18-BL, 18"  
Variable Speed 8.0Ah MILWAUKEE®  
RedLithium High Output XC Battery  
Powered (w/ Shore Line Option) PPV Fan  
(10,230 cfm Output)

Includes:

- (6) Point Polymer Blades
- Precision Spun Steel Shroud
- Curved Folding Handle
- Compact Roll Cage Aluminum Frame
- Flat Proof Tires
- (5) Position Tilt Plate
- Stream Shaper Guard
- (2) 8.0 Ah REDLITHIUM HIGH OUTPUT

XC8.0 Batteries

- (1) 115V AC SuperCharger™
- Added Shore Power Option (120V-AC)
- Up to 30 min Run Time at Max Airflow
- (5) Year Product Component Warranty-
- (3) Motor/Battery Warranty
- (25.75" H x 25.75" W x 11.75" D, 46  
lbs. w/ Batteries)

\*Accessories Sold Separately\*

→ ask about upgrade to 12.0 Ah



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<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
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Subtotal: 8947.18

Tax: .00

TOTAL: 8947.18

Authorization: \_\_\_\_\_



1-800-525-1976  
www.hotsy.com

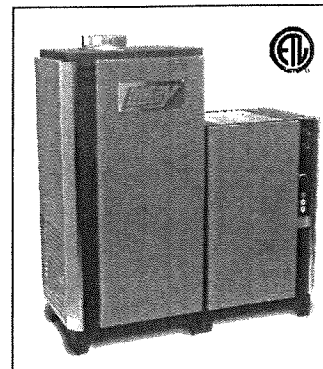
\$ 14000

**Model: 943N**

**#(1.109-696.0)**

**Type:** Hot water, high pressure, electric powered washer. Machine shall be capable of operating on fresh water. Machine shall be manually operated with appropriate safety controls. Must be ETL, UL, CGA or CSA certified. Must be certified by a Nationally Recognized Testing Laboratory like ETL, UL, and/or CSA to the pressure washer industry safety standard UL1776 or CSA B140.11-M89. All equipment built in an ISO-9001, 2008 registered factory.

<b>Discharge, gpm/lpm</b>	4.0/15.1	<b>Burner Fuel</b>	Nat Gas
<b>Pressure, psi/bar</b>	2000/138	<b>Btu/hr</b>	364, 835
<b>Electric Motor, hp</b>	5.0	<b>Amps</b>	25
<b>Volts</b>	230, 1 phase		



#### **Pressure Hose:**

All high-pressure hoses shall be 3/8" ID single wire braid type with a 12000-PSI burst pressure, RMA class A cover with Continuous Impression Branding and Chemigum interior hose. Fittings shall be skive mounted swedge fittings, swivel on both ends and protected by bend restrictor guards. This hose shall have a 4 to 1 safety rating with an operating pressure of 3000 PSI at 250 Deg. F. and be 50' in length.

#### **Trigger Gun:**

Insulated pistol type safety shut off gun supplied shall be rated for 10.5 gpm (39.75) at 5075 psi (349.9 bar) and 320°F (160°C). Constructed of PA66 Nylon shell with cast brass body, stainless steel seat and ball check.

#### **Wand:**

A 36" Chrome plated wand with Zytel polymer insulated grip and side handle for left or right handed operation safety and comfort. This wand shall use 1/4" MNPT's on both ends, and be quick coupled to the trigger gun for both ease of usage during operation and storage.

#### **Nozzle:**

Appropriately sized color-coded high-pressure nozzle's for single gun operation shall be supplied with 1/4" quick coupler fittings for ease of changing nozzles. These nozzles shall be supplied in 0, 15, and 40 Deg. Spray patterns for various cleaning needs.

#### **Pump Drive:**

The pump drive system shall be of the belt drive type using double groove pulleys, 2 belts equipped with an auto-tensioning system and shall be enclosed inside a pumping cabinet.

#### **High Pressure Pump:**

The high-pressure pump shall be a Hotsy pump with ceramic plunger, oil bath crankcase, forged brass head rated for pressure of up to 3000 PSI (207 Bar) and Buna-N and cloth "U" seals. Assembled with NEST Technology. Pump shall feature a 7 year crankcase warranty.

#### **Unloader Valve:**

The pressure washer shall be equipped with a pressure actuated unloader valve set to maximum machine operating pressure. This unloader valve shall operate in conjunction with the single trigger gun to give safe operation of the equipment to start and stop the water flow from the nozzle.

#### **Chassis:**

The washer chassis shall be a welded mild steel assembly with an enclosed cabinet, covering all belts, pulleys and moving parts. A float tank shall be mounted inside this frame work for added protection. All chassis surfaces shall be covered with a powder coat paint after all surfaces have been properly phosphatized to provide optimal adhesion properties for the paint.

#### **Controls:**

All machine controls shall be 24 volt low voltage, mounted on a control panel providing equipment control by the operator at a safe and comfortable position. These controls shall include pump start/stop switch, burner start/stop switch, interlocked with the pump switch, hour meter and an adjustable thermostat with a range of 32 to 240 Deg. F.

#### **Auto Start/Stop with Shutdown:**

Machine features in smart control, pre-programmed; auto start/stop and auto shutdown (time delay shutdown) to turn machine off in the event the machine is left on and unattended. These features can be customized, or times adjusted as needed and/or required by customer.

#### **Burner System:**

The burner system shall be of the naturally aspirated burner spuds mounted in a ring configuration. The coil used with this draft system shall have the coil pancakes spaced precisely for maximum heat removal from the burner flames without flame impingement or draft flow restriction, thus causing coil sooting or improper heating.

#### **Burner Controls:**

These controls shall operate the burner system through the means of a pressure switch that will not allow the burner to ignite if water pressure of 380 PSI or greater is not present in the pump and coil system. This pressure switch shall operate the gas valve only.

#### **Heating Coil:**

The heating coil for the pressure washer shall be constructed from 151' of schedule 80 pipe. This pipe shall have a burst pressure of 17,500 PSI and shall be wound in an upright coil position. This will provide a combustion chamber and top layer pancake system adequate for the amount of BTU's needed to heat the high pressure water up to 120 Deg. or more above inlet water temperature. Machine shall come with a full 5 year warranty from the date of purchase.

#### **Safety Relief Valve:**

This device shall be located at the discharge port of the coil for over pressurization protection and safety of the operator.

#### **Detergent Application:**

This equipment shall have the capability of applying detergent at a preset ratio determined by the owner. It shall be capable of applying the detergent at high pressure through means of an off/on detergent valve mounted on the control panel and plumbed to the inlet of the pump, thus allowing the benefits of the coil cleaning additives of the detergent to be applied to the inside of the heating coil.

#### **Dimensions:**

Length; 47.5"  
Width; 21"  
Height; 51" (Including connectors and flue outlet)  
Machine Weight; 550 lbs.  
Shipping Weight; 685 lbs.



JDL Masonry LLC

18751 Co Rd 7  
South Haven, MN 55382  
jeff@jdlmasonry.com  
320-290-9662

## Estimate

Date	Estimate #
2/27/2021	2021-109

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

Project

Description	Qty	Rate	Total
<b>MAINTENANCE SHOP TRENCH DRAIN REPAIRS</b>  Saw cut and remove existing concrete at drain areas in shop. Area figured as roughly 4'x12' at each drain to achieve repairs needed. Form up new trench style drain and pour new concrete at these areas using 5000psi fiber mesh mix. We will add a rebar grid in new concrete as needed for extra strength, along with drilling dowels into the existing concrete. All demo materials will be hauled away.  We are assuming the existing floor is 5" thick.  Suggest we do one drain at a time with at least a ten day period between work being done to achieve curing before use. City to take care of buying and installing new grates at drain dew to the design wanted.	2	2,250.00	4,500.00
Any questions please call Jeff.		<b>Total</b>	\$4,500.00

**EXHIBIT A  
CHANGE ORDER NO. 1**

<u>Item No. &amp; Description</u>			<u>Unit</u>	<u>Quantity</u>	<u>Bid Unit Price</u>	<u>Decrease in Contract Price</u>	<u>Increase in Contract Price</u>
1.	2104.503	REMOVE PIPE CULVERTS	LF	43	\$ — 12.00		\$ 516.00
2.	2112.604	SUBGRADE PREPARATION	SY	303	\$ <del>5.75</del> 1.07		\$ 324.21
3.	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	51	\$ — 27.50		\$ 1,402.50
4.	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2B)	TON	35	\$ <del>72.00</del> 55.00		\$ 1,925.00
		TYPE SP 12.5 NON WEARING COURSE					
5.	2360.509	MIXTURE (2B)	TON	35	\$ <del>72.00</del> 55.00		\$ 1,925.00
6.	2501.502	24" RC PIPE APRON	EA	2	\$ — 1,050.00		\$ 2,100.00
7.	2501.503	24" RC PIPE CULVERT CLASS III	LF	38	\$ <del>97.95</del> 80.00		\$ 3,040.00
<b>TOTALS</b>						\$ -	\$ 11,232.71
<b>NET CHANGE IN CONTRACT PRICE</b>						\$ -	\$ 11,232.71

ORIGINAL CONTRACT PRICE	\$	432,951.50
AMOUNT FROM PREVIOUS CHANGE ORDER	\$	-
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER	\$	432,951.50
INCREASE THIS CHANGE ORDER	\$	11,232.71
CONTRACT PRICE INCORPORATING THIS CHANGE ORDER	\$	444,184.21

**JUSTIFICATION**

1. Remove & dispose of topsoil and earth or existing aggregate, compact the subgrade, install 6" of Aggregate Base (CV) Class 5, 2" of Type SP 12.5 Non Wearing Course Mixture (2B), 2" Type SP 9.5 Wearing Course Mixture (2B) at the St. Augusta Fire Hall. Exact locations are shown on Sheet C-207.
2. Remove existing 24" CSP culvert at the intersection of 223rd St and 43rd Ave and replace with a 24" RCP culvert with aprons.



# **EXHIBIT C**

## **OF THE WASTEWATER TREATMENT SYSTEM USE AGREEMENT**

### **WWTF POOL CAPACITY**

#### **ARTICLE I**

#### **DEFINITIONS**

**Pool Capacity (PC):** Pool Capacity is the reserve of wastewater treatment capacity to be constructed in the WWTF expansion project, but not to be initially allocated to any of the Contract Users. The total Pool Capacity to be constructed in the WWTF expansion project is 1,350,000 gallons per day (1.35 MGD).

**Pool Capacity Unit (PCU):** A PCU is a unit of wastewater treatment capacity equal to 25,000 gallons per day (0.025 MGD) of domestic strength wastewater.

**Contract Users:** Includes all of the parties to this Agreement (i.e. - the cities of St. Cloud, St. Augusta, St. Joseph, Sartell, Sauk Rapids and Waite Park) who are working together cooperatively to provide for the rehabilitation, upgrade and expansion of the St. Cloud Area Wastewater Treatment Facilities (WWTF).

**Review Committee:** The purpose/role of this committee shall be to review and decide requests to purchase, sell, or reallocate Pool Capacity and to take related actions as necessary to fulfill the terms of this Agreement. This committee shall consist of the following members: The St. Cloud Public Utilities Director or her/his designee, the St. Cloud Public Services Director or her/his designee, a St. Cloud City Council Member, and one representative each to be appointed by the City Councils of St. Augusta, St. Joseph, Sartell, Sauk Rapids and Waite Park. The St. Cloud Public Utilities Director or designee (Director) shall act as chair of the Review Committee. Review Committee proceedings shall be governed by Roberts Rules. A simple majority vote of the full committee (i.e.- five affirmative votes) shall be required for approval of Committee actions.

**Wet Weather Period (WWP):** A WWP is a time when the total monthly wastewater flow to the WWTF is elevated by ten percent (10%) or more above the average flow rate due to inflow and/or infiltration as determined by the St. Cloud Public Utilities Director and presented to the Review Committee.

#### **ARTICLE II**

#### **POOL CAPACITY**

**Initial Responsibility for Payment:** Contract Users shall be responsible for the payment of a portion of the initial cost to construct Pool Capacity in accordance with the following table:

**TABLE "A"**  
**Initial Responsibility for Payment of Pool Capacity Construction Costs**

<u>City</u>	<b>**Initial Share of Pool Capacity Costs**</b>		
	<u>Gals./day</u>	<u>PCU's</u>	<u>Percent</u>
St. Cloud	350,000	14	25.92%
Sartell	225,000	9	16.67%
Sauk Rapids	225,000	9	16.67%
St. Joseph	225,000	9	16.67%
Waite Park	225,000	9	16.67%
St. Augusta	<u>100,000</u>	<u>4</u>	<u>7.40%</u>
Total:	1,350,000	54	100.00%

The payments to be made by each Contract User for its proportionate share of Pool Capacity are included in the overall payments for expansion and rehabilitation of the WWTF as provided elsewhere in this Agreement.

**Value of Pool Capacity Units:** The cost/value of each PCU shall be based on the actual bid prices and construction costs for the WWTF Rehab, Upgrade and Expansion (RUE). In addition to the RUE, any applicable additions to treatment facility capital value (i.e. future improvement or expansion projects) that benefit the Contract User will be valued as a cost per PCU to be considered in addition to the RUE. The value of the PCU shall be formally set by the Review Committee following receipt of bids and construction of each applicable treatment facility project. The PCU value for each applicable project thusly set by the Review Committee shall be known as the "Initial PCU Value". The Initial PCU Value for the WWTF RUE had been determined at \$135,073.343 in 2010 dollars. The PCU value will be adjusted on January 15<sup>th</sup> of each year by application of the below formula. The adjustment formula shall be applied separately to each Initial PCU Value for each applicable project.

Adjusted PCU Value = Initial PCU Value multiplied by the ratio of the Engineering News Record (ENR) Construction Cost Index at the time of adjustment divided by the ENR Construction Cost Index at the time of construction.

Adjusted PCU Value = Initial PCU Value x (ENR2 / ENR1)

Where ENR1 = ENR Minneapolis Construction Cost Index,  
General Purpose, at time of construction

and ENR 2 = ENR Minneapolis Construction Cost Index,  
General Purpose, at time of adjustment

**Qualifying Criteria to Apply for Pool Capacity:** A Contract User may, under any of the following circumstances, make application to purchase Pool Capacity:

1. *Ordinary Growth* - In the event that a Contract User's monthly average flow during any period of six consecutive months, exclusive of WWP periods, exceeds 90% of the Contract User's allocated capacity.
2. *Annexation of Existing Developed Areas* - In the event that a Contract User is about to enter an annexation agreement that involves the provision of wastewater collection services to an existing developed area and the resultant increase in wastewater flow is expected to cause the Contract User's monthly average flow to exceed 90% of that Contract User's allocated capacity within the subsequent 24-month period. This provision does not apply to orderly annexation areas that exist as of the date of this Agreement.
3. *Pending Commercial or Industrial Development* - In the event that a Contract User is about to enter an agreement that involves the provision of wastewater collection services to a proposed significant commercial or industrial development and the resultant wastewater flow increase is expected to cause the City's monthly average flow to exceed 90% of that Contract User's allocated capacity within the subsequent 24-month period.

**Sale of Pool Capacity to New Contract User:** If the City of St. Cloud receives a request from an entity that is not currently a Contract User to receive conveyance and treatment of wastewater, Pool Capacity may be sold by any one, or a combination of, existing Contract User(s) to meet the capacity request of the potential new Contract User. Pool Capacity for each Contract User choosing to sell will be reduced by the amount of each Contract User's respective sale amount, reducing total Pool Capacity available in reserve. Determination of selling Contract Users will be based on Contract User's desire to sell, in consideration of desire to sell of all Contract Users. Contract Users with a desire to sell agree to offer a sale amount and convene in the interest of determining the sale distribution amongst willing sellers. If a sale distribution cannot be agreed upon, and if the quantity of PCUs desired to be sold from all Contract Users exceeds the total purchase request, the sale will be proportioned amongst all selling Contract Users based on existing PCU units available.

**Submission of Applications:**

1. Applications to purchase Pool Capacity Units must be made in writing and submitted to the Director of Public Utilities for the City of St. Cloud (Director). Applications shall include background and supporting information as necessary to allow for the fair evaluation of the Application, or as requested by the Director or the Review Committee.
2. PCU requests shall be in units rounded to the nearest hundredth. Multiple PCU allocations may be requested/considered, however, if necessary to meet near term needs of existing developed areas that are in the process of being annexed and/or the needs of pending commercial or industrial development areas.
3. Applications for Pool Capacity will not be accepted unless PC is available. If PC is not available, qualifying Contract User's may apply for Lease Capacity, if available, as provided under another section of this Agreement.

**Consideration of Applications:**

1. The Director shall, within 30 days of receipt, convene a meeting of the Review Committee to consider applications for Pool Capacity. This will include a review of available PCUs, existing capacity utilization, determination of willing sellers, and distribution of sale amounts amongst willing sellers. The applicant will be invited to the Review Committee meeting to present information and answer questions.
2. If the Review Committee finds that an Application meets the qualifying criteria set forth herein, and the cumulative amount of this and all previous PCU's requested for purchase by the applicant is less than or equal to that it's initial cost share of PCU's as shown in Table "A", then the Review Committee shall approve the Application without additional payment.
3. If the Review Committee finds that an Application is consistent with the terms of this Agreement, but the cumulative amount of this and all previous PCU's requested for purchase by the applicant exceeds that it's initial cost share of PCU's as shown in Table "A", then the Review Committee shall approve the Application subject to the payment of the amount indicated in the "Payment" section below.
4. If an Application is approved, PC will ordinarily be allocated in units rounded to the nearest hundredth. If the Review Committee approves only a portion of such request, it shall be in units rounded to the nearest hundredth and accompanied by a written statement stating the reasons for such action.
5. If the Review Committee finds that an Application does not meet the qualifying criteria or does not otherwise comply with the terms of this Agreement, then the Committee shall deny the request. In this event the Review Committee shall prepare a written statement indicating the reasons for the denial.

**PCU Payment, Debt Service Redistribution, and Reimbursement Methodology**

An applicant shall be required to make payment for PCU requests in the form of an **Upfront Payment** as well as participation in remaining debt service. The value of the **Upfront Payment** will be dependent upon applicable project debt principal paid down at the time of the sale versus debt principal remaining on each underlying project component of the established PCU value. Selling Contract Users will be reimbursed based on the percentage of the sale applicable to each Contract User less any outstanding debt service to be offset by purchasing Contract User's new debt allocation percent. A PCU purchase request will involve determining the **Upfront Payment** for the purchasing Contract User, redistributing any remaining debt service based on revised debt service allocations due to redistribution of PCU units, and calculating reimbursements for selling Contract Users. The steps for determining each of these components are outlined below with an example calculation included in Attachment A.

**Upfront Payment Calculation for Purchasing Contract User**

Steps for calculation of the **Upfront Payment** are as follows:

1. Determine **Value of Sale**: **Value of Sale** will be equal to approved number of PCU units being sold multiplied by the value of each PCU, defined herein.
2. Recalculate Debt Service Allocation Percentages: Existing Debt Service allocation percentages will be revised using cost allocation methodology within the existing contract user agreements, considering reallocation of PCU units due to purchase request. The original cost allocation methodology is outlined in the 2009 Pool Capacity and Cost Allocation memorandum (*Pool Capacity and Cost Allocation, March 4, 2009, Black & Veatch Corporation*) included as Attachment B.
3. Determine **Change in Debt Allocation Percent** for Purchasing Contract User: **Change in Debt Allocation Percent** equals **New Debt Allocation Percent** less **Existing Debt Allocation Percent**.
4. Identify **Outstanding Principal**: **Outstanding Principal** equals principal remaining on applicable debt service as of date of sale.
5. Determine **Change in Debt Allocation Value** for Purchasing Contract User: Purchasing Contract User's **Change in Debt Allocation Value** is equal to **Change in Debt Allocation Percent** multiplied by **Outstanding Principal**.
6. Determine **Upfront Payment**: **Upfront Payment** is equal to **Value of Sale** less **Change in Debt Allocation Value** for purchasing Contract User.

### **Debt Service Redistribution**

The recalculated debt service allocation percentages for the WWTF RUE as well as recalculated debt service allocation for any applicable additions to treatment facility PCU value will be used to redistribute remaining debt service payments for each project component.

### **Reimbursements for Selling Contract User**

The **Contract User Reimbursements** are a distribution of the **Total Upfront Payment**. Steps for calculation of **Contract User Reimbursements** are as follows:

1. Calculate Reimbursements for Selling Contract Users without Debt Outstanding: For Selling Contract Users without debt outstanding (i.e. project cost share was prepaid), Contract User Reimbursement equals PCU Value multiplied by PCUs sold.
2. Calculate Reimbursements for Selling Contract Users with Debt Outstanding: For Selling Contract Users with debt outstanding, Contract User Reimbursement equals Total Upfront Payment less reimbursements calculated under Step 1, multiplied by proportion of remaining PCUs sold, excluding PCUs accounted for in Step 1.

**Payment Timing:** The amount required herein shall be paid in full within 60 days of the date of approval by the Review Committee. Payment shall be made to the City of St. Cloud Public Utilities for reimbursement to selling Contract Users. If payment is not received within the time specified, the Review Committee's action to allocate PCU to the applicant shall be considered

null and void. If applicant cannot meet specified timeline, a written request to adjust the payment timing can be submitted to the Review Committee for consideration.

**Capacity Report:** The Director shall annually provide a written report to the Contract Users summarizing the wastewater flow rates, allocated WWTF capacity, and allocated Pool Capacity for each Contract User, and the status of the Pool Capacity reserve.

### **ARTICLE III LEASE CAPACITY**

**Application for Lease Capacity:** If a Contract User meets the qualifying criteria to apply for Pool Capacity, but all 54 PCU's have been allocated, then that Contract User may make application to lease Unused Capacity, if available.

**Unused Capacity:** In the event that a Contract User makes application to lease Unused Capacity from other Contract Users, then the Review Committee shall review the existing flow rates for all Contract Users. If at that time the Review Committee finds that the average flow for any Contract User during any period of six consecutive months, exclusive of WWP periods, is less than 90% of that Contract User's allocated capacity, then the Review Committee may declare a portion of that Contract User's allocated capacity to be Unused Capacity

The maximum amount of a City's allocated capacity that may be declared to be Unused Capacity shall be determined by multiplying a City's total allocated capacity by ninety percent (90%) and then subtracting that City's average monthly flow during the preceding six consecutive month period exclusive of WWP periods, and then rounding PCU's to the nearest hundredth.

Unused Capacity will be removed from the City's allocated capacity until additional plant capacity is made available by expansion or other means and shall be assigned to the Unused Capacity Pool as described below. Unused capacity will be returned to a City when additional plant capacity is made available to all lease holders.

A City may opt not to allow the reassignment of any portion of its allocated capacity to the Unused Capacity Pool, however, in this event, that City shall agree to work proactively with the other Contract Users in good faith to expand the capacity of the WWTF.

**Unused Capacity Pool:** The Unused Capacity thusly determined from all Cities shall be assigned to the Unused Capacity Pool. Unused Capacity may then be subject to the Lease provisions set forth herein if so determined by the Review Committee.

**Lease of Unused Capacity:**

1. If Unused Capacity from one or more cities has been declared by the Review Committee and a City meets the qualifying criteria to apply for Pool Capacity then that City is eligible to lease Unused Capacity from the Unused Capacity Pool.
2. Unused Capacity will be allocated by the Review Committee in PCU's rounded to the nearest hundredth whenever possible up to the number of PCU's that exceeds the applicant's

demonstrated need according to the qualifying criteria for Pool Capacity. Unused Capacity thusly allocated to an applicant shall also be known as Lease Capacity.

3. If the Review Committee finds that an Application does not meet the qualifying criteria or does not otherwise comply with the terms of this Agreement, then the Committee shall deny the request. In this event the Review Committee shall prepare a written statement indicating the reasons for the denial.

**Lease Terms:**

1. Once allocated, Lease Capacity shall be assigned to the applicant City until any of the following events occur: a) the WWTF is expanded, b) the Review Committee determines that the applicant no longer needs or qualifies for Lease Capacity, or c) this Agreement is otherwise lawfully terminated.
2. An applicant shall be required to make annual payment in the following amount in consideration for Lease Capacity:

Annual Lease Payment = Number of leased PCU's multiplied by the most recently determined PCU value for each applicable project multiplied by a factor of .05 (5.0%).

Annual Lease Payment = Number of PCU's x Adjusted PCU Value for each applicable project x .050

3. The lease payment shall be made in a lump sum within 30 days of the approval of the lease by the Review Committee, and shall thereafter be paid annually within 30 days of receipt of invoice which will follow after the January 15<sup>th</sup> PCU value adjustment. The initial lease payment will be pro-rated from the date of approval of the Lease Capacity to the end of the year.
4. Payments shall be made directly to the City of St. Cloud Public Utilities and deposited in the Lease Capacity Account. If payment is not received within the time specified, the Review Committee may take action to revoke the lease.

**Distribution of Lease Capacity Account Funds:**

The distribution of lease capacity account funds will be made annually. Funds will be distributed to those Cities for which an Unused Capacity determination has been made in proportionate to each Contract User's share of the Total Unused Capacity Pool. Distributions shall be made within 30 days after the Lease Capacity Payments are due.

## **ARTICLE IV DISPUTES AND REMEDIES**

In addition to the remedies provided in this Exhibit and Article IV of Wastewater Treatment System Use Agreement and those normal remedies provided by law for breach of contract, the parties specifically agree that this Agreement may be enforced in a Court of competent jurisdiction by an action to require specific performance.

**POOL CAPACITY AGREEMENT – AMENDMENT NO. 1 – SIGNATURE PAGE**

**CITY OF ST CLOUD**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**CITY OF SARTELL**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**CITY OF ST. JOSEPH**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**CITY OF WAITE PARK**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**CITY OF SAUK RAPIDS**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**CITY OF ST AUGUSTA**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date



ATTACHMENT A  
PCU PAYMENT, DEBT SERVICE REDISTRIBUTION, AND REIMBURSEMENT METHODOLOGY

Inputs

POOL CAPACITY SALE DETAILS

Sale Overview

Purchasing User - "New" or Existing Contract User Name	New
Purchase Amount - MGD	0.453
Purchase Amount - PCU Units	18.120
Purchase Date - Month and Year	December 2021

Sale Distribution

	Existing Pool Capacity		Sale - PCU	Sale Distribution
	Available	Sale - MGD		
St. Cloud	0.350	0.000	0.000	0%
Sartell	0.225	0.128	5.120	28%
Sauk Rapids	0.225	0.000	0.000	0%
St. Augusta*	0.100	0.100	4.000	22%
St. Joseph	0.225	0.225	9.000	50%
Waite Park	0.225	0.000	0.000	0%
Total	1.35	0.453	18.120	100%

PCU Value

	RUE	NR2
Project Cost Year	2010	2018
PCU Value - Project Cost Year	\$ 135,075.43	\$ 54,902.28
ENR CCI - Project Cost Year	10,086.5	13,127.9
ENR CCI- Sale Month and Year	13,455.00	13,455.00
PCU Value - Sale Year	180,186	56,270

UPFRONT PAYMENT CALCULATION FOR PURCHASING CONTRACT USER

Step 1: Determine Value of Sale

Value of Sale will be equal to approved number of PCU units being sold multiplied by the value of each PCU.

	RUE	NR2
PCU Units	18.120	18.120
PCU Value - Sale Year	180,186	56,270
Value of Sale	\$ 3,264,966	\$ 1,019,614

Step 2: Recalculate Debt Service Allocation Percentages

Debt Service Allocation Percentages are revised using cost allocation methodology within the existing contract user agreements, considering reallocation of PCU units due to purchase request. The original cost allocation methodology is outlined in the 2009 Pool Capacity and Cost Allocation memorandum (Pool Capacity and Cost Allocation, March 4, 2009, Black & Veatch Corporation).

RUE Debt Service Allocation

Contract User	Existing Allocation %	Revised Allocation %
St. Cloud	37.26%	37.26%
Sartell	29.89%	28.17%
Sauk Rapids	12.96%	12.96%
St. Augusta	0.00%	0.00%
St. Joseph	11.28%	8.27%
Waite Park	8.61%	8.61%
New	0.00%	4.73%
Total	100.00%	100.00%

NR2 Debt Allocation

Contract User	Existing Allocation %	Revised Allocation %
St. Cloud	34.47%	34.47%
Sartell	27.65%	26.06%
Sauk Rapids	11.99%	11.99%
St. Augusta	7.50%	6.26%
St. Joseph	10.44%	7.65%
Waite Park	7.96%	7.96%
New	0.00%	5.61%
Total	100.00%	100.00%

ATTACHMENT A  
PCU PAYMENT, DEBT SERVICE REDISTRIBUTION, AND REIMBURSEMENT METHODOLOGY

Inputs

Step 3: Determine Change in Debt Allocation Percent for Purchasing Contract User

Change in Debt Allocation Percent equals New Debt Allocation Percent less Existing Debt Allocation Percent.

	RUE	NR2
Purchasing Contract User - Existing Debt Allocation Percent	0.00%	0.00%
Purchasing Contract User - New Debt Allocation Percent	4.73%	5.61%
Purchasing Contract User - Change in Debt Allocation Percent	4.73%	5.61%

Step 4: Identify Outstanding Principal

Principal Remaining on applicable projects as of date of sale.

	RUE	NR2
Remaining Debt Principal (12/31/2021)	\$ 20,343,000	\$ 13,968,000

Step 5: Determine Change in Debt Allocation Value for Purchasing Contract User

Change in Debt Allocation Value equals Change in Debt Allocation Percent multiplied by Outstanding Principal

Purchasing Contract User - Change in Debt Allocation Percent	4.73%	5.61%
Remaining Debt Principal (12/31/2021)	\$ 20,343,000	\$ 13,968,000
Purchasing Contract User - Change in Debt Allocation Value	\$ 962,016	\$ 784,121

Step 6: Determine Upfront Payment

Upfront Payment is equal to Value of Sale less Change in Debt Allocation Value for Purchasing Contract User.

Value of Sale	\$ 3,264,966	\$ 1,019,614
Purchasing Contract User - Change in Debt Allocation Value	\$ 962,016	\$ 784,121
Purchasing Contract User - Total Upfront Payment	2,302,950	235,492

REIMBURSEMENTS FOR SELLING CONTRACT USERS

Step 1: Calculate Reimbursements for Selling Contract Users without Debt Outstanding

For Selling Contract Users without debt outstanding, (i.e. project cost share was prepaid), Contract User Reimbursement equals PCU Value multiplied by PCUs sold.

Contract User	RUE	NR2
St. Cloud	\$ -	\$ -
Sartell	\$ -	\$ -
Sauk Rapids	\$ -	\$ -
St. Augusta*	\$ 720,742.95	\$ -
St. Joseph	\$ -	\$ -
Waite Park	\$ -	\$ -
Total	\$ 720,742.95	\$ -

Step 2: Calculate Reimbursements for Selling Contract Users with Debt Outstanding

For Selling Contract Users with debt outstanding, Contract User Reimbursement equals Total Upfront Payment less reimbursements calculated under Step 1 multiplied by proportion of remaining PCUs sold, excluding PCUs accounted for in Step 1.

	RUE	NR2
Remaining Contract User Reimbursements	\$ 1,582,207	\$ 235,492
Contract User	RUE	NR2
St. Cloud	\$ -	\$ -
Sartell	\$ 573,718	\$ 66,541
Sauk Rapids	\$ -	\$ -
St. Augusta	\$ -	\$ 51,985
St. Joseph	\$ 1,008,489	\$ 116,966
Waite Park	\$ -	\$ -
Total	\$ 1,582,207	\$ 235,492

Total Reimbursement Summary

Contract User	RUE	NR2	Total
St. Cloud	\$ -	\$ -	\$ -
Sartell	\$ 573,718	\$ 66,541	\$ 640,259
Sauk Rapids	\$ -	\$ -	\$ -
St. Augusta	\$ 720,743	\$ 51,985	\$ 772,728
St. Joseph	\$ 1,008,489	\$ 116,966	\$ 1,125,455
Waite Park	\$ -	\$ -	\$ -
Total	\$ 2,302,950	\$ 235,492	\$ 2,538,442

## Pool Capacity and Cost Allocations

### A. Introduction

This memorandum discusses the inclusion of capacity in excess of that projected as necessary to meet the joint future needs of the cities of St. Cloud (facility owner), Sartell, Sauk Rapids, St. August, St. Joseph, and Waite Park to accommodate unanticipated growth. This additional capacity is termed pool.

Also discussed is the methodology for allocation of treatment upgrade, expansion, and rehabilitation flows and costs by city.

### B. Pool Capacity

Pool capacity would be available to any Project Partner on a first come first serve basis and would not be pre-allocated to any city. The cost for the initially assigned pool capacity for each Partner would be included in the overall payments for the Phase I project costs (treatment upgrade, expansion, and rehabilitation). Each Partner would receive a credit equal to their initial pool assignment. Following are the proposed initial pool capacities.

<b>Table 1</b> <b>Initial Phase I Pool Capacities</b>		
<b>City</b>	<b>Capacity, gpd</b>	<b>Percent of Total, %</b>
St. Cloud	350,000	25.93
Sartell	225,000	16.67
Sauk Rapids	225,000	16.67
St. Augusta	100,000	7.41
St. Joseph	225,000	16.67
Waite Park	225,000	16.67
<b>Total</b>	<b>1,350,000</b>	<b>100.00</b>

It is anticipated that the pool capacity will be evaluated as part of any expansion that follows Phase I and reestablished as desired at that time.

### C. Flow Allocations

It is currently planned that the facility would be expanded in two phases. Phase I construction will be completed by year 2012 and operational through year 2017. Phase II construction will be completed in year 2017 operational through year 2030. Due to the uncertainties in treatment, capacity, and pool requirements beyond year 2017, it is recommended that a facility plan be commissioned in the future as the need for the Phase II expansion approaches. Therefore, cost allocations are presented only for Phase I. Flow allocations are shown for both phases however, no pool allowance is included in the Phase II projections.

Following are the projected flow allocations for each city.

Table 2					
	Phase I Flow Allocations				Phase II Total Flow Allocation (no pool)
City	Current Contract, mgd	Flow Projection, mgd	Pool Allocation, mgd	Total Flow Allocation, mgd	Total Flow, mgd
St Cloud	9.27	7.56	0.350	7.910	8.80
Sartell	0.81	2.20	0.225	2.425	3.11
Sauk Rapids	1.33	1.57	0.225	1.795	1.96
St Augusta	0.00	0.38	0.100	0.480	0.88
St Joseph	0.60	0.89	0.225	1.115	1.72
Waite Park	0.99	1.05	0.225	1.275	1.43
<b>Total</b>	<b>13.00</b>	<b>13.65</b>	<b>1.350</b>	<b>15.000</b>	<b>17.90</b>

#### D. Cost Allocations

The facility improvement costs were separated into the following three categories. The costs are for construction and do not include engineering.

*Treatment Upgrades* – This category includes improvements to the existing facilities and new facilities that will be necessary to meet the anticipated more stringent NPDES permit requirements. Based on several discussions with the Minnesota Pollution Control Agency (MPCA), the additional requirements will likely be imposed on the facility as part of the permit renewal process in future years. The upgrade costs were allocated to each community based on their Phase I projected flows relative to the overall total projected flow. The estimated total Phase I treatment upgrade cost is \$15,930,909.

Table 3					
Treatment Upgrade Costs					
City	2017 Flow Projection (no pool), mgd	2017 Total Plant Demand, mgd	Percent of Total Demand, %	Total Upgrade Cost, \$	City's Share of Total Upgrade Cost, \$
St Cloud <sup>1</sup>	7.91	13.65	57.95	15,930,909	9,231,757
Sartell	2.20	6.09	36.13	6,699,152	2,420,055
Sauk Rapids	1.57	6.09	25.78	6,699,152	1,727,039
St Augusta	0.38	6.09	6.24	6,699,152	418,009
St Joseph	0.89	6.09	14.61	6,699,152	979,022
Waite Park	1.05	6.09	17.24	6,699,152	1,155,026
<b>Total</b>	-	-	-	-	<b>15,930,909</b>

<sup>1</sup>St Cloud's current contract amount of 9.27 mgd is greater than their 2017 allocation of 7.91 mgd. Therefore, no expansion is required to meet St Cloud's demands. St Cloud's share of the treatment upgrade cost is based on their percentage of the total 2017 flow projection of 13.65 mgd and their total allocation of 7.91 mgd. The other cities' costs are based on their percentage of the combined projected flow for the 5 cities. The sum of the other cities' flow is 6.09 mgd, so their individual portion of the total upgrade cost is their individual component of the fraction not paid by St Cloud (\$15,930,090-\$9,231,757=\$6,699,152).

*Expansion* – This category includes improvements to the existing facilities and new facilities that would be needed to meet the total projected flow demands for each community plus the pool allowance. The expansion costs were allocated to each community based on their total flow allocation for Phase I (projected + pool) minus their current contracted flow. The estimated total Phase I expansion cost is \$17,194,066.

<b>Table 4 Expansion Costs</b>					
<b>City</b>	<b>Current Contract, mgd</b>	<b>2017 Total Flow Allocation, mgd</b>	<b>Expansion Flow Requirement, mgd</b>	<b>Percent of Expansion Flow, %</b>	<b>City's Share of Total Expansion Cost, \$</b>
St Cloud	9.27	7.910	0	0.00	0
Sartell	0.81	2.425	1.62	48.38%	8,265,397
Sauk Rapids	1.33	1.795	0.47	13.86%	2,397,985
St Augusta	0.00	0.480	0.48	14.16%	2,449,006
St Joseph	0.60	1.115	0.51	15.04%	2,602,069
Waite Park	0.99	1.275	0.29	8.55%	1,479,608
<b>Total</b>	<b>13.00</b>	<b>15.000</b>	<b>3.37</b>	<b>100.00</b>	<b>17,194,066</b>

*Rehabilitation* – This category includes renovation and replacement of existing facilities due to physical condition, obsolescence, or incompatibility with current operations. The conversion from gaseous chlorine to ultraviolet disinfection is also planned. Only the costs for rehabilitations needed within the next 5 years were included. Since the rehabilitation improvements will have a useful life until the end of Phase II, these costs were allocated to each community based on their Phase II total projected flow relative to the total projected Phase II flow of 17.90 mgd. The estimated total Phase I rehabilitation cost is \$14,875,025.

<b>Table 5 Rehabilitation Costs</b>			
<b>City</b>	<b>Phase II Total Flow Allocation, mgd</b>	<b>Percentage of Total Phase II Flow, %</b>	<b>City's Share of Total Rehabilitation Cost, \$</b>
St Cloud	8.80	49.16	7,312,861
Sartell	3.11	17.37	2,584,432
Sauk Rapids	1.96	10.95	1,628,774
St Augusta	0.88	4.92	731,286
St Joseph	1.72	9.61	1,429,332
Waite Park	1.43	7.99	1,188,340
<b>Total</b>	<b>17.90</b>	<b>100.00</b>	<b>14,875,025</b>

*Basis of Costs* - The construction costs (includes construction and contingency) were estimated based on conceptual designs and facility condition assessments and priced using historical data from similar projects. No engineering costs are included. All costs were based on January, 2006 estimated prices and projected to January 1, 2010 using an annual inflation rate of 5.5 percent. Following are the cost allocations for each city.

Table 6 Construction Cost Allocations				
City	Upgrades, \$	Expansion, \$	Rehabilitation, \$	Total Construction Cost, \$
St Cloud	9,231,757	0	7,312,861	16,544,618
Sartell	2,420,055	8,265,397	2,584,432	13,269,884
Sauk Rapids	1,727,039	2,397,985	1,628,774	5,753,799
St Augusta	418,009	2,449,006	731,286	3,598,302
St Joseph	979,022	2,602,069	1,429,332	5,010,424
Waite Park	1,155,026	1,479,608	1,188,340	3,822,974
<b>Total</b>	<b>15,930,909</b>	<b>17,194,066</b>	<b>14,875,025</b>	<b>48,000,000</b>



[StCloudAreaChamber.com](http://StCloudAreaChamber.com)

February 24, 2021

City of St. Cloud  
City of Sartell  
City of Sauk Rapids  
City of Waite Park  
City of St. Joseph  
City of St. Augusta  
Stearns County  
Benton County

Dear Mayors, City Council Members and County Commissioners:

The St. Cloud Area Chamber of Commerce Board of Directors recognizes the extreme challenges all local governments have faced as we move through the pandemic of the last year. Thank you for your continued service to our communities and their residents.

Thank you for the reductions and waivers of fees you have extended to businesses over the past year. It has made a substantial difference for them. The St. Cloud Area Chamber of Commerce has also served as a business resource and has extended financial relief to our most stressed members during this time.

We urge you to consider additional reductions and waivers as we move into the second quarter of 2021. We are deeply concerned for all businesses, especially those in our hospitality sector, as we look forward to reopening to 100% occupancy soon.

Until we reach that point, businesses continue to need our assistance to keep their doors open and customers flowing through those doors. Your consideration of this request is greatly appreciated.

Sincerely,

*Teresa Bohnen*

Teresa Bohnen  
President

*Ron Brandenburg*

Ron Brandenburg  
Board Chair

**Serving the Sauk Rapids and Waite Park Chambers of Commerce**

## CITY OF ST AUGUSTA

	NON J/Z NET TAX CAPACITY	J/Z/ NET TAX CAPACITY	TOTAL NET TAX CAPACITY
STEARNS COUNTY	\$4,716,373		\$4,716,373
LESS TAX INCREMENT			
TOTAL	\$4,716,373		\$4,716,373

FUND	CERTIFIED LEVY ON TAXABLE VALUE	LGA REDUCTIONS	HACA	EQUALIZATION AID	NET LEVY ON TAXABLE VALUE	INITIAL TAX RATE
CAPITAL IMPROVEMENT	\$392,361				\$392,361	8.319%
DEBT SERVICE	\$88,434				\$88,434	1.875%
REVENUE	\$662,118				\$662,118	14.039%
TOTALS	\$1,142,913				\$1,142,913	24.233%

This is a copy of the computation of your Certified rate for taxes payable in 2021.  
If you notice any error in your levy, please contact the Auditor's Office immediately.

Copy sent \_\_\_\_\_

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