

# CITY OF ST. AUGUSTA CITY COUNCIL MEETING

January 2, 2024  
7:00 pm

## AGENDA

1. Call Meeting to Order – Mayor Zenzen.
2. Pledge of Allegiance.
3. Consent Agenda
  - 3A. Minutes of the December 5, 2023 City Council meeting.
  - 3B. Agenda.
  - 3C. Bills Payable, Receipts and Treasurer’s Report.
  - 3D. Bill McCabe’s attendance at EDAM Winter Conference
  - 3E. Tri-County Humane Society Agreement
  - 3F. Minutes of the December 11, 2023 City Council meeting.
4. Sheriff’s Report
5. Building Inspector’s Report –Mike Wallen.
6. Fire Department
  - 6A. Monthly Report
  - 6B. Other
7. Open Forum -10 Minute Limit.
8. CAP Homes Discussion
9. Elect Acting Mayor
10. Appoint Boards, Commissions, Officials and Council Representatives:
  - (a) Planning Commission (7 members).
  - (b) Park Board-5 members plus a representative from the City Council and the Planning Commission.
    - (b1) Council Representative to Park Board.
  - (c) Economic Development Authority (5 members, of which 2 are Council Members).
  - (d) Council Fire Department Representatives.
  - (e) City Assessor.
  - (f) City Attorney:
    - (f1) Civil
    - (f2) Prosecuting.
  - (g) City Engineer.
  - (h) Planning Consultant
  - (i) Building Official
  - (j) Animal Control Officer.
  - (k) Weed Inspector
11. Resolution No. 2024-01- Setting Compensation for Elected and Appointed Officials, Boards and Adopting 2024 Compensation Schedule.

12. Meetings routinely attended by City Council Members.
13. Schedule Regular Meeting Times of City Council, Boards and Commissions.
14. Designate Official Newspaper.
15. Designate Official Depositories.
16. Resolution No. 2024-02, Designating Officials Authorized to Sign Approved Checks.
17. Resolution No. 2024-03, Designating the Polling Place for 2025 Elections
18. Ordinance #2024-01, Establishing 2024 Fee Schedule
19. Adopting Data Practices Policies
20. Engineer's Report
  - 20A. 2024 Street Project Schedule
- .23. Council Member Comments/Purview.
24. Clerk's Report
25. Adjourn.

REMINDERS:           Comp Plan Interviews, Monday, January 8, 2024 6:00pm  
                          Planning Commission Meeting, Tuesday, January 9, 2024 6:00pm  
                          Regular City Council Meeting, Tuesday, February 6, 2024 7:00pm

**City of St. Augusta  
City Council Meeting  
Tuesday, January 2, 2024**

**Administrative Summary**

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

**Building Inspector’s Report/Sheriff’s Report** –I hope to have the updated monthly reports for the updated packets on Tuesday.

**Fire Department** – the monthly report is included with the packets

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

**Appoint Boards, Commissions, Officials and Council Representatives –**

(a) Planning Commission: 5 members - Terms are:

	<u>Term Expires December 31</u>
Ron Kraemer,	2024
Mark Skaalerud, Brent Genereux	2025
Rick Christen, Lee Meier	2026

Rick Christen and Lee Meier are being appointed for another three year term.

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

	<u>Term Expires December 31</u>
Dave Glenn, Lee Meier	2024
Camille Murphy and Colleen Lommel	2025
Don Meyer, John Olson, Jr.	2026

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

(b1) Council Representative to Park Board: *For you to choose (currently Marlin Hommerding).*

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

	<u>Term Expires December 31</u>
John McDowall	2024
Vacant, (Council Rep)	2025
Dan Miller, (Council Rep)	2026

- (d) Representative to Fire Departments: Currently Justin Backes and Jeff Schmitz.
- (e) Designate City Assessor: St. Augusta has contracted with the Stearns County Assessor's office to serve as City Assessor. Don Ramler has retired and I have not been told who our replacement will be.
- (f) City Attorney: Civil: Couri & MacArthur. Our main contact is Mike Couri for general counsel.  
Prosecuting Attorney - St. Augusta accepted a contract with the Stearns County Attorney's office for municipal prosecution.
- (g) City Engineer: John Morast and Tyson Hajicek of Moore Engineering.
- (h) Planning Consultant: Cindy Nash with Collaborative Planning.
- (i) Building Inspector: Mike Wallen, with Inspectron.
- (k) Weed inspector: Mark Kiffmeyer is the current weed inspector.

**Resolution #2024-01, Setting Compensation** – I have included the resolution that set the salary scale equal to what was approved in the final budget adopted in December.

**Meetings routinely attended by Council Members** –  
City Council meetings  
Public Hearings of St. Augusta Planning Board.  
Park Board by Council representative.  
St. Cloud Area Intergovernmental Meetings.  
Stearns County Municipal League Meetings

**Schedule Regular Meeting Times of City Council, Boards and Commissions** –  
City Council. Regular City Council meetings are on the first and third Tuesday of each month, beginning at 7:00 pm. at St. Augusta City Hall. The meeting on the third Tuesday has only been scheduled if sufficient business exists for a meeting. If a regular meeting date falls on the date of a statutory holiday, the meeting will be the Wednesday immediately following the holiday, at 7:00 pm.  
Planning Commission. As needed our regular meetings of the Planning Board are on a Monday prior to the first Tuesday of each month beginning at 6:00 pm.

Park Board. The Park Board meetings are scheduled as needed with the intent being shortly before a Council meeting so the Council can act on any recommendations.

EDA. The EDA meets as necessary.

**Designate Official Newspaper** - St. Cloud Times.

**Official Depositories** - Harvest Bank, Steifel, Huntington Bank and US Bank.

**Resolutions #2024-02 and #2024-03** –included in your packets.

**Ordinance #2024-01, Establishing the 2024 Fee Schedule** – the ordinance and fee schedule are included in the packets. On the general fee schedule the things that changed water and sewer fees were increased by 2.03% to cover the contract increases with St. Cloud. We also have reduced the sewer debt fee by \$10/month as our big debt service payments have expired.

**Data Practices Policies** – we need to adopt these policies annually and they are included in the packets.

**Engineer's Report** – Tyson will be in attendance to introduce John Morast who will serve as your primary contact. They will also go over the 2024 Street project schedule that has been included in the packets.

**Clerk's Report** –

**MINUTES OF THE CITY COUNCIL  
ST. AUGUSTA, MINNESOTA  
December 5, 2023**

**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, Schmitz, Coleman and Hommerding; Engineer Boots, Attorney Couri, Fire Chief Kramer, Assistant Fire Chief Steinhofer; Stearns County Deputy Meeland, and Clerk/Administrator McCabe.

**OTHERS PRESENT:** Brent Ahmann, Chad Erdmann, Amy Brand, Victoria Ludtke,

**CONSENT AGENDA: A motion was made to approve the consent agenda by Mr. Backes, seconded by Ms. Coleman. Motion carried unanimously.**

The following items were approved with the consent agenda:

City Council Minutes, November 7, 2023.  
Bill Payable, Receipts and Treasurer's Report dated December 5, 2023 and for US Bank payment and Checks #24885e – 24904e and #28449 -28500 and #25187-25277.  
City Council Personnel Policy Workshop Minutes, November 21, 2023.  
Pleasure Land Stormwater BMP Maintenance Agreement  
Amended Personnel Policy

**SHERIFF'S REPORT:** Deputy Meeland was in attendance and presented the November Sheriff's report. He indicated there were 38 hours spent on the contract and reviewed the call types.

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

**BUILDING INSPECTOR'S REPORT:**

Mr. McCabe presented the monthly building inspector's report. He noted there were 24 total permits issued during the month of November including one new home permit bringing the total to the year to 27.

**A motion was made to approve the building inspectors report by Mr. Backes, seconded by Mr. Schmitz. Motion carried unanimously.**

**FIRE DEPT. REPORT:**

The fire report was submitted indicating there were 13 calls for the month of October bringing the total to the year to 107. Training was done by Fire Inc and was a SCBA confidence course trailer and in house training of dodge ball air management.

**A motion was mad to approve the fire report as presented by Mr. Backes, seconded by Mr. Schmitz. Motion carried unanimously.**

Chief Kramer also presented a quote for new office computers for the fire hall totaling \$4,199.93.

**A motion was made to authorize the expenditure of \$4,199.93 by Mr. Backes, seconded by Ms. Coleman. Motion carried unanimously.**

Assistant Chief Steinhofer presented a quote for new SCBA bottles.

**A motion was made to approve the purchase of the new SCBA bottles in an amount of \$8,100 by Mr. Backes, seconded by Mr. Hommerding. Motion carried unanimously.**

**CENTER POINT ENERGY  
GAS FRANCHISE  
ORDINANCE  
#2023-05:**

Mr. McCabe presented a proposed gas franchise ordinance for Center Point Energy as the existing has recently expired.

**A motion was made to adopt Ordinance #2023-05 by Mr. Backes, seconded by Mr. Schmitz. Motion carried unanimously.**

**TRUTH-IN-TAXATION  
PUBLIC HEARING,  
FINAL 2024 BUDGET AND  
FINAL LEVY:**

Mayor Zenzen opened the public hearing on the proposed final budget and tax levy. Mr. McCabe explained the final budget saw an overall reduction in expenditures and revenues, mostly due the expiration of debt. He noted the proposed final levy was an increase of 6.68% but the overall tax rate was negative.

**A motion was made to adopt the final budget as presented and approve Resolution #2023-16, approving the final levy by Mr. Backes, seconded by Mr. Schmitz. Motion carried unanimously.**

**OPEN FORUM:**

Mr. Erdmann indicated he was in to start the process on his permit application.

**ENGINEER'S  
REPORT:**

Mr. Boots presented a task order for the 2024 Street Project.

**A motion was made to approve the task order by Mr. Backes, seconded by Ms. Coleman. Motion carried unanimously.**

Mr. Boots had included a summary of the final plans for the 2024 Street Project and he also indicated he had a complete copy if anyone wanted to review the plans. He indicated we needed to approve the plans and call for advertisement of bids.

**A motion was made to approve the plans for the 2024 Street Project and call for bids by Mr. Schmitz, seconded by Mr. Hommerding. Motion carried unanimously.**

**COUNCIL MEMBER  
PURVIEW:**

Mr. Schmitz indicated he has received complaints about noise on engine brakes. He visited with the State DOT representative about signage and the rep stated he needed to know that it could be enforced. Deputy Meeland stated we have an ordinance and suggested we work with the highway department and county on where to put signs.

Ms. Coleman asked Mr. Couri if we could require single sex groups to have meetings within the City. Mr. Couri stated it is really up to whoever is hosting the meeting as long as it isn't on City property.

Mr. Schmitz indicated people are parking on the cul-de-sac near the storage units and wondered if this is allowed. Mr. McCabe stated we have an ordinance that prohibits them from parking. Mr. Couri explained the process.

**A motion was made to provide a prospective bonus of \$200 to regular staff and \$100 to part time employees by Mr. Backes, seconded by Mr. Schmitz. Motion carried unanimously.**

Mayor Zenzen indicated he had calls on 13<sup>th</sup> Avenue and what is going on in Emerald Ponds.

**CITY ADMINISTRATOR  
REPORT:**

Mr. McCabe requested authorization to hire Mason Voigt as a part time snow plow driver.

**A motion was made to hire Mason Voigt as a part time snow plow driver at \$21.18/hour by Mr. Backes, seconded by Ms. Coleman. Motion carried unanimously.**

Mr. McCabe provided a presentation from Nuvei along with a proposal to move to their system for online payments. He indicated the only cost to the city would be \$9.95/month and nuvei would solicit customers and provide support for the system. Nuvei is a partner with the utility billing software of Banyon Data.

**A motion was made to approve moving forward with Nuvei by Mr. Schmitz, seconded by Mr. Backes. Motion carried unanimously.**

**ADJOURNMENT: A motion was made to adjourn at 8:15pm by Mr. Hommerding, seconded by Mr. Schmitz. Motion carried unanimously.**

Approved this 2<sup>nd</sup> day of January, 2024.



---

Michael G. Zenzen, Mayor

Attest:

---

William R. McCabe, Clerk/Administrator

**\*Receipt Book**

December 2023

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
14985 R	605-43160-3740	Electricity Sales	\$13.88	12/12/2023	EU - Dec 23 rct	12 01 23 rct
14985 R	606-49450-3728	Sewer Replacement Fund	\$16.97	12/12/2023	SRF - Dec 23 rct	12 01 23 rct
14985 R	602-49450-3720	Sewer Sales	\$644.70	12/12/2023	sewer - Dec 23 rct	12 01 23 rct
14985 R	607-41000-3710	Storm Sewer Sales	\$1,296.00	12/12/2023	SW - Dec 23 rct	12 01 23 rct
14985 R	601-49400-3710	Water Sales	\$449.22	12/12/2023	water dept - Dec 23rct	12 01 23 rct
14986 R	101-41000-3221	Building Permits	\$101.00	12/12/2023	general - Precise Refrig	12 04 23 rct
14987 R	601-49400-3710	Water Sales	\$30.00	12/12/2023	general - J Wucherer	12 04 23 rct
14988 R	606-49450-3728	Sewer Replacement Fund	\$10.46	12/12/2023	SRF - Dec 23 rct	12 04 23 rct
14988 R	602-49450-3720	Sewer Sales	\$303.43	12/12/2023	sewer - Dec 23 rct	12 04 23 rct
14988 R	605-43160-3740	Electricity Sales	\$7.11	12/12/2023	EU - Dec 23 rct	12 04 23 rct
14988 R	601-49400-3710	Water Sales	\$3,076.90	12/12/2023	water dept - Dec 23rct	12 04 23 rct
14988 R	607-41000-3710	Storm Sewer Sales	\$892.80	12/12/2023	SW - Dec 23 rct	12 04 23 rct
14989 R	101-41000-3221	Building Permits	\$101.00	12/12/2023	general - Mech Bros	12 05 23 rct
14990 R	601-49400-3710	Meter Sales	\$325.00	12/12/2023	water dept - ICM Homes	12 05 23 rct
14990 R	603-43254-3710	Water Availability Charges	\$3,000.00	12/12/2023	WAC - ICM Homes	12 05 23 rct
14990 R	101-41000-3225	Right of Way Permits	\$300.00	12/12/2023	general - ICM Homes	12 05 23 rct
14990 R	603-43254-3720	Sewer Availability Charges	\$3,000.00	12/12/2023	SAC - ICM Homes	12 05 23 rct
14990 R	101-41000-3221	Building Permits	\$3,380.88	12/12/2023	general - ICM Homes	12 05 23 rct
14991 R	101-41000-3410	Assessment Search Fees	\$10.00	12/12/2023	general - S Ball	12 05 23 rct
14992 R	101-41000-3221	Building Permits	\$201.00	12/12/2023	general - Quad City	12 05 23 rct
14993 R	101-41000-3340	Electric Permits	\$36.00	12/12/2023	general - Starry Elec	12 05 23 rct
14994 R	602-49450-3720	Sewer Sales	\$706.01	12/12/2023	sewer - Dec 23 rct	12 05 23 rct
14994 R	601-49400-3710	Water Sales	\$470.54	12/12/2023	water dept - Dec 23rct	12 05 23 rct
14994 R	607-41000-3710	Storm Sewer Sales	\$3,100.58	12/12/2023	SW - Dec 23 rct	12 05 23 rct
14994 R	606-49450-3728	Sewer Replacement Fund	\$20.74	12/12/2023	SRF - Dec 23 rct	12 05 23 rct
14995 R	450-42270-3623	Contributions and Donations	\$2,000.00	12/12/2023	CIP - fire dept, Club Almar	12 06 23 rct
14996 R	101-41000-3340	Electric Permits	\$136.00	12/12/2023	general - Bertram Elec	12 06 23 rct
14997 R	101-41000-3410	Assessment Search Fees	\$20.00	12/12/2023	general - Epic	12 06 23 rct
14999 R	602-49450-3720	Sewer Sales	\$902.85	12/12/2023	sewer - Dec 23 rct	12 06 23 rct
14999 R	607-41000-3710	Storm Sewer Sales	\$2,919.52	12/12/2023	SW - Dec 23 rct	12 06 23 rct
14999 R	606-49450-3728	Sewer Replacement Fund	\$49.92	12/12/2023	SRF - Dec 23 rct	12 06 23 rct
14999 R	605-43160-3740	Electricity Sales	\$11.21	12/12/2023	EU - Dec 23 rct	12 06 23 rct
14999 R	601-49400-3130	General Sales and Use Tax	\$2.25	12/12/2023	water dept - Dec 23 rct	12 06 23 rct
14999 R	601-49400-3710	Water Sales	\$1,293.44	12/12/2023	water dept - Dec 23rct	12 06 23 rct
15001 R	601-49400-3710	Water Sales	\$473.40	12/12/2023	water dept - Dec 23rct	12 07 23 rct
15001 R	601-49400-3130	General Sales and Use Tax	\$2.25	12/12/2023	water dept - Dec 23 rct	12 07 23 rct
15001 R	605-43160-3740	Electricity Sales	\$10.00	12/12/2023	EU - Dec 23 rct	12 07 23 rct
15001 R	606-49450-3728	Sewer Replacement Fund	\$12.34	12/12/2023	SRF - Dec 23 rct	12 07 23 rct
15001 R	602-49450-3720	Sewer Sales	\$624.53	12/12/2023	sewer - Dec 23 rct	12 07 23 rct
15001 R	607-41000-3710	Storm Sewer Sales	\$1,458.18	12/12/2023	SW - Dec 23 rct	12 07 23 rct
15002 R	607-41000-3710	Storm Sewer Sales	\$1,875.03	12/12/2023	SW - Dec 23 rct	12 08 23 rct
15002 R	601-49400-3130	General Sales and Use Tax	\$17.60	12/12/2023	water dept - Dec 23 rct	12 08 23 rct
15002 R	602-49450-3720	Sewer Sales	\$1,417.11	12/12/2023	sewer - Dec 23 rct	12 08 23 rct
15002 R	605-43160-3740	Electricity Sales	\$14.00	12/12/2023	EU - Dec 23 rct	12 08 23 rct
15002 R	606-49450-3728	Sewer Replacement Fund	\$43.12	12/12/2023	SRF - Dec 23 rct	12 08 23 rct
15002 R	601-49400-3710	Water Sales	\$1,171.78	12/12/2023	water dept - Dec 23rct	12 08 23 rct
15003 R	101-41000-3221	Building Permits	\$101.00	12/12/2023	general - Opies	12 11 23 rct
15004 R	601-49400-3710	Water Sales	\$1,583.44	12/12/2023	water dept - Dec 23rct	12 11 23 rct
15004 R	605-43160-3740	Electricity Sales	\$16.95	12/12/2023	EU - Dec 23 rct	12 11 23 rct
15004 R	606-49450-3728	Sewer Replacement Fund	\$51.49	12/12/2023	SRF - Dec 23 rct	12 11 23 rct

# City of St. Augusta

12/28/23 10:46 AM

Page 2

## \*Receipt Book

December 2023

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
15004 R	602-49450-3720	Sewer Sales	\$1,497.70	12/12/2023	sewer - Dec 23 rct	12 11 23 rct
15004 R	607-41000-3710	Storm Sewer Sales	\$789.60	12/12/2023	SW - Dec 23 rct	12 11 23 rct
15006 R	101-41000-3221	Building Permits	\$101.00	12/12/2023	general - M Schlangen Const	12 11 23 rct 2
15007 R	101-41000-3340	Electric Permits	\$250.00	12/12/2023	general - KB Elec	12 11 23 rct 2
15008 R	101-41000-3221	Building Permits	\$101.00	12/12/2023	general - D Voigt	12 11 23 rct 2
15009 R	101-41000-3221	Building Permits	\$196.00	12/12/2023	general - Midwest Elec	12 11 23 rct 2
15010 R	101-41000-3340	Electric Permits	\$136.00	12/12/2023	general - J Becker	12 11 23 rct 2
15011 R	607-41000-3710	Storm Sewer Sales	\$2,056.00	12/12/2023	SW - Dec 23 rct	12 11 23 rct 2
15011 R	601-49400-3130	General Sales and Use Tax	\$16.43	12/12/2023	water dept - Dec 23 rct	12 11 23 rct 2
15011 R	602-49450-3720	Sewer Sales	\$3,564.13	12/12/2023	sewer - Dec 23 rct	12 11 23 rct 2
15011 R	601-49400-3710	Water Sales	\$2,882.33	12/12/2023	water dept - Dec 23rct	12 11 23 rct 2
15011 R	606-49450-3728	Sewer Replacement Fund	\$110.97	12/12/2023	SRF - Dec 23 rct	12 11 23 rct 2
15011 R	605-43160-3740	Electricity Sales	\$59.86	12/12/2023	EU - Dec 23 rct	12 11 23 rct 2
15012 R	101-41000-3340	Electric Permits	\$144.00	12/12/2023	general - Steams Electric	12 08 23 rct se
15013 R	101-41000-3500	Fines and Forfeits	\$379.96	12/12/2023	general - misdemeanors	12 31 23 cty ct
15015 R	101-41000-3410	Assessment Search Fees	\$10.00	12/20/2023	general - Epic	12 13 23 rct
15016 R	601-49400-3130	General Sales and Use Tax	\$4.76	12/20/2023	water dept - Dec 23 rct	12 13 23 rct
15016 R	602-49450-3720	Sewer Sales	\$967.10	12/20/2023	sewer - Dec 23 rct	12 13 23 rct
15016 R	607-41000-3710	Storm Sewer Sales	\$404.00	12/20/2023	SW - Dec 23 rct	12 13 23 rct
15016 R	606-49450-3728	Sewer Replacement Fund	\$28.75	12/20/2023	SRF - Dec 23 rct	12 13 23 rct
15016 R	605-43160-3740	Electricity Sales	\$9.83	12/20/2023	EU - Dec 23 rct	12 13 23 rct
15016 R	601-49400-3710	Water Sales	\$784.63	12/20/2023	water dept - Dec 23rct	12 13 23 rct
15017 R	101-41000-3620	Miscellaneous Revenues	\$2,093.78	12/20/2023	general - withholding refund, submis	12 14 23 rct
15019 R	101-41000-3212	Dividends	\$1,564.00	12/20/2023	general - dividends from League	12 14 23 rct
15020 R	606-49450-3728	Sewer Replacement Fund	\$33.41	12/20/2023	SRF - Dec 23 rct	12 14 23 rct
15020 R	607-41000-3710	Storm Sewer Sales	\$645.60	12/20/2023	SW - Dec 23 rct	12 14 23 rct
15020 R	602-49450-3720	Sewer Sales	\$1,051.51	12/20/2023	sewer - Dec 23 rct	12 14 23 rct
15020 R	605-43160-3740	Electricity Sales	\$9.92	12/20/2023	EU - Dec 23 rct	12 14 23 rct
15020 R	601-49400-3710	Water Sales	\$847.78	12/20/2023	water dept - Dec 23rct	12 14 23 rct
15021 R	101-41000-3221	Building Permits	\$38,080.88	12/20/2023	general - Blattner	12 15 23 rct
15022 R	101-41000-3221	Building Permits	\$101.00	12/20/2023	general - Piper Plmb	12 18 23 rct
15023 R	607-41000-3710	Storm Sewer Sales	\$489.60	12/20/2023	SW - Dec 23 rct	12 18 23 rct
15023 R	601-49400-3710	Water Sales	\$3,134.22	12/20/2023	water dept - Dec 23rct	12 18 23 rct
15023 R	605-43160-3740	Electricity Sales	\$28.66	12/20/2023	EU - Dec 23 rct	12 18 23 rct
15023 R	602-49450-3720	Sewer Sales	\$4,477.04	12/20/2023	sewer - Dec 23 rct	12 18 23 rct
15023 R	606-49450-3728	Sewer Replacement Fund	\$135.40	12/20/2023	SRF - Dec 23 rct	12 18 23 rct
15024 R	101-41000-3340	Electric Permits	\$597.00	12/20/2023	general - Design Electric	12 18 23 rct 2
15025 R	601-49400-3130	General Sales and Use Tax	\$9.67	12/20/2023	water dept - Dec 23 rct	12 15 23 rct
15025 R	605-43160-3740	Electricity Sales	\$25.94	12/20/2023	EU - Dec 23 rct	12 15 23 rct
15025 R	606-49450-3728	Sewer Replacement Fund	\$37.12	12/20/2023	SRF - Dec 23 rct	12 15 23 rct
15025 R	602-49450-3720	Sewer Sales	\$1,172.39	12/20/2023	sewer - Dec 23 rct	12 15 23 rct
15025 R	607-41000-3710	Storm Sewer Sales	\$916.80	12/20/2023	SW - Dec 23 rct	12 15 23 rct
15025 R	101-41000-3210	Business Licenses/Permits	\$100.00	12/20/2023	general - Midwest Investment, tobac	12 18 23 rct 2
15025 R	601-49400-3710	Water Sales	\$944.60	12/20/2023	water dept - Dec 23rct	12 15 23 rct
15027 R	450-41000-3340	Cable TV Franchise Fee	\$613.28	12/20/2023	CIP - general, Midco	12 18 23 rct
15029 R	605-43160-3740	Electricity Sales	\$37.58	12/20/2023	EU - Dec 23 rct	12 18 23 rct 2
15029 R	607-41000-3710	Storm Sewer Sales	\$1,521.60	12/20/2023	SW - Dec 23 rct	12 18 23 rct 2
15029 R	601-49400-3130	General Sales and Use Tax	\$11.64	12/20/2023	water dept - Dec 23 rct	12 18 23 rct 2
15029 R	602-49450-3720	Sewer Sales	\$2,137.88	12/20/2023	sewer - Dec 23 rct	12 18 23 rct 2
15029 R	606-49450-3728	Sewer Replacement Fund	\$60.97	12/20/2023	SRF - Dec 23 rct	12 18 23 rct 2

City of St. Augusta

\*Receipt Book

December 2023

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
15029 R	601-49400-3710	Water Sales	\$1,768.94	12/20/2023	water dept - Dec 23rct	12 18 23 rct 2
15030 R	602-49450-3720	Sewer Sales	\$35.84	12/21/2023	sewer - Dec 23 rct	12 31 23 city ct
15030 R	606-49450-3728	Sewer Replacement Fund	\$1.44	12/21/2023	SRF - Dec 23 rct	12 31 23 city ct
15030 R	601-49400-3710	Water Sales	\$47.55	12/21/2023	water dept - Dec 23rct	12 31 23 city ct
15031 R	606-49450-3728	Sewer Replacement Fund	\$40.83	12/21/2023	SRF - Dec 23 rct	12 20 23 rct
15031 R	601-49400-3130	General Sales and Use Tax	\$5.26	12/21/2023	water dept - Dec 23 rct	12 20 23 rct
15031 R	607-41000-3710	Storm Sewer Sales	\$491.00	12/21/2023	SW - Dec 23 rct	12 20 23 rct
15031 R	602-49450-3720	Sewer Sales	\$1,590.91	12/21/2023	sewer - Dec 23 rct	12 20 23 rct
15031 R	601-49400-3710	Water Sales	\$1,435.37	12/21/2023	water dept - Dec 23rct	12 20 23 rct
15031 R	605-43160-3740	Electricity Sales	\$25.61	12/21/2023	EU - Dec 23 rct	12 20 23 rct
15032 R	606-49450-3728	Sewer Replacement Fund	\$18.83	12/26/2023	SRF - Dec 23 rct	12 21 23 rct
15032 R	605-43160-3740	Electricity Sales	\$8.00	12/26/2023	EU - Dec 23 rct	12 21 23 rct
15032 R	601-49400-3710	Water Sales	\$462.51	12/26/2023	water dept - Dec 23rct	12 21 23 rct
15032 R	607-41000-3710	Storm Sewer Sales	\$144.00	12/26/2023	SW - Dec 23 rct	12 21 23 rct
15032 R	602-49450-3720	Sewer Sales	\$568.22	12/26/2023	sewer - Dec 23 rct	12 21 23 rct
15033 R	101-41000-3210	Business Licenses/Permits	\$100.00	12/26/2023	general - Augusta Cloud tobacco lice	12 22 23 rct
15034 R	101-41000-3340	Electric Permits	\$72.00	12/26/2023	general - Mech Eng	12 22 23 rct
15035 R	101-41000-3210	Business Licenses/Permits	\$100.00	12/26/2023	general - Casey's	12 22 23 rct
15036 R	606-49450-3728	Sewer Replacement Fund	\$49.86	12/26/2023	SRF - Dec 23 rct	12 22 23 rct
15036 R	601-49400-3710	Water Sales	\$1,181.09	12/26/2023	water dept - Dec 23rct	12 22 23 rct
15036 R	605-43160-3740	Electricity Sales	\$30.29	12/26/2023	EU - Dec 23 rct	12 22 23 rct
15036 R	602-49450-3720	Sewer Sales	\$1,433.00	12/26/2023	sewer - Dec 23 rct	12 22 23 rct
15036 R	607-41000-3710	Storm Sewer Sales	\$489.60	12/26/2023	SW - Dec 23 rct	12 22 23 rct
15036 R	601-49400-3130	General Sales and Use Tax	\$2.25	12/26/2023	water dept - Dec 23 rct	12 22 23 rct
15038 R	101-41000-3340	Electric Permits	\$36.00	12/26/2023	general - J Becher	12 23 23 rct
15039 R	450-41000-3130	General Sales and Use Tax	\$25,400.40	12/26/2023	CIP - general, sales tax	12 23 23 rct
15040 R	607-41000-3710	Storm Sewer Sales	\$259.20	12/26/2023	SW - Dec 23 rct	12 23 23 rct
15040 R	601-49400-3710	Water Sales	\$1,107.32	12/26/2023	water dept - Dec 23rct	12 23 23 rct
15040 R	601-49400-3130	General Sales and Use Tax	\$20.33	12/26/2023	water dept - Dec 23 rct	12 23 23 rct
15040 R	605-43160-3740	Electricity Sales	\$17.97	12/26/2023	EU - Dec 23 rct	12 23 23 rct
15040 R	606-49450-3728	Sewer Replacement Fund	\$46.82	12/26/2023	SRF - Dec 23 rct	12 23 23 rct
15040 R	602-49450-3720	Sewer Sales	\$1,310.55	12/26/2023	sewer - Dec 23 rct	12 23 23 rct
15041 R	101-41000-3340	Electric Franchise Fee	\$5,259.00	12/26/2023	general - Stearns Electric	12 22 23 stear
15042 R	450-41000-3180	Local Government Aid	\$55,402.00	12/26/2023	CIP - general, LGA	12 31 23 city ct
15042 R	450-41000-3180	Local Government Aid	\$4,471.55	12/26/2023	CIP - general, mv credit	12 31 23 city ct
15042 R	450-42270-3310	Federal Grants and Aids	\$77,871.50	12/26/2023	CIP - fire dept, public safety aid	12 31 23 city ct
15042 R	450-41000-3180	Local Government Aid	\$77,871.50	12/26/2023	CIP - general, public safety aid	12 31 23 city ct
15043 R	101-41000-3221	Building Permits	\$101.00	12/28/2023	general - Reicher Homes	12 27 23 rct
15044 R	101-41000-3340	Electric Permits	\$136.00	12/28/2023	general - Bertram Elec	12 27 23 rct
15045 R	101-41000-3340	Electric Permits	\$36.00	12/28/2023	general - Erickson Elec	12 27 23 rct
15046 R	606-49450-3728	Sewer Replacement Fund	\$60.82	12/28/2023	SRF - Dec 23 rct	12 27 23 rct
15046 R	602-49450-3720	Sewer Sales	\$2,115.32	12/28/2023	sewer - Dec 23 rct	12 27 23 rct
15046 R	607-41000-3710	Storm Sewer Sales	\$683.20	12/28/2023	SW - Dec 23 rct	12 27 23 rct
15046 R	605-43160-3740	Electricity Sales	\$29.38	12/28/2023	EU - Dec 23 rct	12 27 23 rct
15046 R	601-49400-3710	Water Sales	\$1,738.67	12/28/2023	water dept - Dec 23rct	12 27 23 rct
15047 R	101-41000-3218	Mailbox Posts/911 Signs	\$75.00	12/28/2023	general - B Kronenberg	12 27 23 rct 2
15048 R	601-49400-3710	Water Sales	\$138.68	12/28/2023	water dept - Dec 23rct	12 27 23 rct 2
15048 R	605-43160-3740	Electricity Sales	\$2.00	12/28/2023	EU - Dec 23 rct	12 27 23 rct 2
15048 R	606-49450-3728	Sewer Replacement Fund	\$5.75	12/28/2023	SRF - Dec 23 rct	12 27 23 rct 2
15048 R	602-49450-3720	Sewer Sales	\$170.30	12/28/2023	sewer - Dec 23 rct	12 27 23 rct 2

City of St. Augusta  
\*Receipt Book

December 2023

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
	15048R 607-41000-3710	Storm Sewer Sales	\$172.80	12/28/2023	SW - Dec 23 rct	12 27 23 rct 2
<b>Grand Total</b>			\$377,716.41			

**\*Check Summary Register©**

Checks 12/06/23-01/02/24

	Name	Check Date	Check Amt	
<b>10100</b>	<b>STATE BANK OF KIMBAL</b>			
24907e	PERA	12/6/2023	\$2,030.52	emp pd pera
24908e	STATE BANK OF KIMBALL	12/6/2023	\$3,561.32	941 taxes
24909e	JOHN HANCOCK	12/6/2023	\$1,150.00	g - pay 25 23 def comp Rasmuson
24910e	MN DEPT OF REVENUE	12/12/2023	\$1,473.79	emp pd state taxes
24911e	STATE BANK OF KIMBALL	12/12/2023	\$146.96	941 taxes
24912e	STEARNS ELECTRIC ASSOCIATI	12/12/2023	\$1,735.76	fire dept - fire hall
24913e	BLUE CROSS BLUE SHIELD	12/12/2023	\$5,494.39	Chad - employer paid insurance
24914e	MISCELLANEOUS	12/13/2023	\$116.64	general - US Bank fee Oct 23
24915e	MN DEPT OF REVENUE	12/13/2023	\$700.64	general - withholding tax tax 3rd qtr late/penalty
24916e	BANK FEES	12/14/2023	\$220.39	general - Nov 2023 USB fee
24917e	PERA	12/20/2023	\$2,020.36	emp pd pera
24918e	STATE BANK OF KIMBALL	12/20/2023	\$3,536.09	941 taxes
24919e	JOHN HANCOCK	12/20/2023	\$1,150.00	g - pay 26 23 def comp Kiffmeyer
24920e	MN DEPT OF REVENUE	12/27/2023	\$2,081.00	emp pd state taxes
24922e	STATE BANK OF KIMBALL	12/27/2023	\$123.05	941 taxes
24923e	US BANK BLASHACK	12/28/2023	\$1,146.31	pw dept - Fuel for Dec 23
24924e	US BANK HOLLERMANN	12/28/2023	\$80.00	pw dept - Fuel for Dec 23
24925e	US BANK KIFFMEYER	12/28/2023	\$1,395.08	pw dept - Fuel for Dec 23
24926e	US BANK MCCABE	12/28/2023	\$680.00	general - 1st class stamps
24927e	US BANK RASMUSON	12/28/2023	\$943.61	general - phones, Midco
24928e	US BANK KRAMER	12/28/2023	\$1,314.60	fire dept - emails, Google
24929e	US BANK STEINHOFER	1/2/2024	\$235.00	fire dept - Mn State Fire Chief Assn dues
25278	BLASHACK, CHAD C.	12/6/2023	\$1,679.17	
25279	HILL, MARY M	12/6/2023	\$847.30	
25280	HOLLERMANN, PAUL A.	12/6/2023	\$1,534.67	
25281	KIFFMEYER, MARK G.	12/6/2023	\$1,590.41	
25282	McCABE, WILLIAM R.	12/6/2023	\$2,509.61	
25283	RASMUSON, TERESA M.	12/6/2023	\$99.17	
25284	SCHLUETER, STEVEN F.	12/6/2023	\$145.47	
25285	BAHR, ALEXANDER T.	12/6/2023	\$92.35	
25286	BAHR, LAUREN MARIE	12/6/2023	\$92.35	
25287	BLASHACK, CHAD C.	12/6/2023	\$184.70	
25288	BROCKWAY, RUSTY STEPHEN	12/6/2023	\$92.35	
25289	BUCK, DEREK B	12/6/2023	\$92.35	
25290	CORDIE, CRAIG W	12/6/2023	\$92.35	
25291	HANISH, SCOTT L.	12/6/2023	\$92.35	
25292	HILL, MARY M	12/6/2023	\$184.70	
25293	HOLLERMANN, PAUL A.	12/6/2023	\$92.35	
25294	HUEHN, JEREMY S	12/6/2023	\$92.35	
25295	KIFFMEYER, MARK G.	12/6/2023	\$184.70	
25296	KIRCHNER, ASHLEY	12/6/2023	\$92.35	
25297	KOSHIOL, JASON R.	12/6/2023	\$92.35	
25298	KRAMER, JOSEPH S.	12/6/2023	\$92.35	
25299	McCABE, WILLIAM R.	12/6/2023	\$184.70	
25300	RASMUSON, TERESA M.	12/6/2023	\$184.70	
25301	ROERICK, HERMAN C.	12/6/2023	\$92.35	
25302	SANDHURST, ADAM P.	12/6/2023	\$92.35	
25303	SAVAGE, PATRICK M	12/6/2023	\$92.35	
25304	SCHLUETER, STEVEN F.	12/6/2023	\$184.70	
25305	SCHREINER, CASEY C	12/6/2023	\$92.35	
25306	SCHULTZ, RICK L.	12/6/2023	\$92.35	
25307	SCHWINGHAMMER, JACOB L.	12/6/2023	\$92.35	
25308	SCHWINGHAMMER, LUKE R	12/6/2023	\$92.35	

**\*Check Summary Register©**

Checks 12/06/23-01/02/24

Name	Check Date	Check Amt	
25309	SKOGSTAD, LUCAS MILES	12/6/2023	\$92.35
25310	STANG, DARYL J.	12/6/2023	\$92.35
25311	STANG, DUANE J.	12/6/2023	\$92.35
25312	STEINHOFER, SHAWN G.	12/6/2023	\$92.35
25313	VOIGT, BENJAMIN M.	12/6/2023	\$92.35
25314	VOIGT, MASON M	12/6/2023	\$92.35
25315	WAIBEL, THOMAS F.	12/6/2023	\$92.35
25316	WOLTERS, KENNETH G	12/6/2023	\$92.35
25317	RASMUSON, TERESA M.	12/6/2023	\$862.84
25319	BILL MCCABE	12/13/2023	\$58.83 g - McCabe co pay
25320	DIJITAL MAJIK COMPUTER CLINI	12/18/2023	\$4,199.93 CIP - fire dept, 4 computers/printer
25321	BLASHACK, CHAD C.	12/20/2023	\$1,679.17
25322	HILL, MARY M	12/20/2023	\$759.52
25323	HOLLERMANN, PAUL A.	12/20/2023	\$1,534.67
25324	KIFFMEYER, MARK G.	12/20/2023	\$1,590.41
25325	McCABE, WILLIAM R.	12/20/2023	\$2,509.61
25326	RASMUSON, TERESA M.	12/20/2023	\$181.36
25327	SCHLUETER, STEVEN F.	12/20/2023	\$109.10
25328	BILL MCCABE	12/21/2023	\$70.00 g - McCabe co pay
25329	KRAMER, JOSEPH S.	12/26/2023	\$689.28
25330	BILL MCCABE	12/27/2023	\$161.38 g - McCabe co pay
25331	BRENT GENEREUX	1/2/2024	\$90.00 general - 4th qtr 2023 meetings
25332	LEROY MEIER	1/2/2024	\$90.00 general - 4th qtr 2023 meetings
25333	RICHARD CHRISTEN	1/2/2024	\$45.00 general - 4th qtr 2023 meetings
25334	RON KRAEMER	1/2/2024	\$90.00 general - 4th qtr 2023 meetings
25335	AFLAC	1/2/2024	\$515.48 g - employee paid insurance
25336	CENTER POINT ENERGY	1/2/2024	\$238.74 fire dept - utility
25337	CENTRAL MN FIRE AID ASSN	1/2/2024	\$50.00 fire dept - annual dues
25338	CITY OF ST. CLOUD	1/2/2024	\$31,648.58 water dept - Oct 23 usage
25339	COMPASS MINERALS AMERICA I	1/2/2024	\$2,519.43 pw dept - bulk coarse
25340	CORE & MAIN LP	1/2/2024	\$6,560.00 ARPA - radios
25341	COURI & RUPPE PLLP	1/2/2024	\$2,194.00 general - general legal counsel
25342	DVS RENEWAL	1/2/2024	\$222.75 pw dept - 2000 Strg Ste
25343	F.I.R.E.	1/2/2024	\$650.00 fire dept - Hazmat refresher
25344	GREATER ST CLOUD DEVELOP	1/2/2024	\$5,000.00 general - annual dues
25345	H&S HEATING	1/2/2024	\$493.76 fire dept - service/repair
25346	IAMRESPONDING	1/2/2024	\$915.00 fire dept - annual renewal
25347	INITIATIVE FOUNDATION	1/2/2024	\$250.00 general - central Mn economic development init
25348	LAND O AKES OIL & PROPANE	1/2/2024	\$579.00 fire dept - fuel tank fill
25349	MACQUEEN EMERGENCY	1/2/2024	\$8,187.00 CIP - fire dept, air bottles
25350	MARCO	1/2/2024	\$104.98 general - copier contract
25351	NORTH STAR SIGNS & ENGRAVI	1/2/2024	\$90.00 pw dept - decals for doors
25352	RMB ENVIRONMENTAL LABORA	1/2/2024	\$380.06 sewer dept - ww effluent
25353	SC TIMES	1/2/2024	\$834.67 general - Pleasureland
25354	TIM GETTLEN	1/2/2024	\$200.00 pw dept - 22501 Fairfield Rd row refund
25355	TRAUT COMPANIES	1/2/2024	\$70.00 water dept - sample #'s 232045 & 232046
25356	WEST CENTRAL SANITATION	1/2/2024	\$248.05 general - garbage service
25357	ZIEGLER	1/2/2024	\$54.44 pw dept - supplies
25363	CITY OF ST. AUGUSTA	1/2/2024	\$86.14 general - Dec 23 usage
25364	COLLABORATIVE PLANNING LLC	1/2/2024	\$1,200.00 general - Pleasureland
25365	KELLY C JOHNSON INC	1/2/2024	\$374.00 general - Dec 2023 permits
25366	MN DEPT OF REVENUE	1/2/2024	\$330.00 water dept - 4th qtr 2023 sales tax (\$4,800)
25367	STORMY LANDSCAPING	1/2/2024	\$2,475.00 sewer dept - install gates/fencing
<b>Total Checks</b>			<b>\$124,442.79</b>

**\*Check Detail Register©**

Batch: 01 02 24 addl cks

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 STATE BANK OF KIMBAL</b>					
<b>25358</b>	02/02/24	<b>CITY OF ST. AUGUSTA</b>			
E 101-41000-736		city halls sewer/water expe		\$86.14	general - Dec 23 usage
		Total		\$86.14	
<b>25359</b>					
	02/02/24	<b>COLLABORATIVE PLANNING LLC</b>			
E 101-41000-307		Planning (GENERAL)		\$1,200.00	general - Pleasureland
		Total		\$1,200.00	
<b>25360</b>					
	02/02/24	<b>KELLY C JOHNSON INC</b>			
E 101-41220-742		Electrical Insp		\$374.00	general - Dec 2023 permits
		Total		\$374.00	
<b>25361</b>					
	02/02/24	<b>MN DEPT OF REVENUE</b>			
E 601-49400-113		State Sales Tax		\$330.00	water dept - 4th qtr 2023 sales tax (\$4,800)
		Total		\$330.00	
<b>25362</b>					
	02/02/24	<b>STORMY LANDSCAPING</b>			
E 602-49450-220		Repair/Maint Supply		\$2,475.00	sewer dept - install gates/fencing
		Total		\$2,475.00	
		<b>10100</b>		<b>\$4,465.14</b>	

Fund Summary

<b>10100 STATE BANK OF KIMBAL</b>	
101 GENERAL FUND	\$1,660.14
601 WATER FUND	\$330.00
602 SEWER FUND	\$2,475.00
	<b>\$4,465.14</b>

Michael G. Zenzen



**\*Check Detail Register©**  
 Batch: 01 02 24 cc mtg,PC 4th qtr pay 2023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 STATE BANK OF KIMBAL</b>					
<b>25331</b>	01/02/24	<b>BRENT GENEREUX</b>			
E 101-41120-106		Planning Commission wag	\$90.00		general - 4th qtr 2023 meetings
		Total	\$90.00		
<b>25332</b>	01/02/24	<b>LEROY MEIER</b>			
E 101-41120-106		Planning Commission wag	\$90.00		general - 4th qtr 2023 meetings
		Total	\$90.00		
<b>25333</b>	01/02/24	<b>RICHARD CHRISTEN</b>			
E 101-41120-106		Planning Commission wag	\$45.00		general - 4th qtr 2023 meetings
		Total	\$45.00		
<b>25334</b>	01/02/24	<b>RON KRAEMER</b>			
E 101-41120-106		Planning Commission wag	\$90.00		general - 4th qtr 2023 meetings
		Total	\$90.00		
<b>25335</b>	01/02/24	<b>AFLAC</b>			
G 101-21710		Other Deductions	\$364.40		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
		Total	\$515.48		
<b>25336</b>	01/02/24	<b>CENTER POINT ENERGY</b>			
E 101-42270-387		Fire Dept Utilities	\$238.74		fire dept - utility
		Total	\$238.74		
<b>25337</b>	01/02/24	<b>CENTRAL MN FIRE AID ASSN</b>			
E 101-42270-206		Association Dues/LMC, A	\$50.00		fire dept - annual dues
		Total	\$50.00		
<b>25338</b>	01/02/24	<b>CITY OF ST. CLOUD</b>			
E 601-49400-312		Water/Contract Services	\$20,457.23		water dept - Oct 23 usage
E 602-49450-313		Sewer/Contract Services	\$5,215.44		sewer dept - Oct 23 treatment charges
E 602-47000-602		NR2 Project - principal/int	\$5,975.91		sewer dept - Oct 23 NR2
		Total	\$31,648.58		
<b>25339</b>	01/02/24	<b>COMPASS MINERALS AMERICA INC.</b>			
E 101-41130-220		Repair/Maint Supply	\$2,519.43	1262675	pw dept - bulk coarse
		Total	\$2,519.43		
<b>25340</b>	01/02/24	<b>CORE &amp; MAIN LP</b>			
E 451-41000-430		Miscellaneous	\$4,320.00	T871807	ARPA - radios
E 451-41000-430		Miscellaneous	\$2,240.00	U031679	ARPA - radios
		Total	\$6,560.00		
<b>25341</b>	01/02/24	<b>COURI &amp; RUPPE PLLP</b>			
E 101-41000-304		Legal Fees	\$1,666.25		general - general legal counsel
E 101-41000-304		Legal Fees	\$527.75		general - Pleasureland
		Total	\$2,194.00		

**\*Check Detail Register©**

Batch: 01 02 24 cc mtg,PC 4th qtr pay 2023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>25342</b>	01/02/24	<b>DVS RENEWAL</b>			
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2000 Strg Ste
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2023 Msot
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2011 Ford
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2002 Norm Trailer
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2004 Intl
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 20214 Intl
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2022 GMC Sierra
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2018 Ford F35
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2005 Form SrW
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2024 Intl Hv
E 101-41130-430		Miscellaneous	\$20.25		pw dept - 2021 Intl Hv
		Total	\$222.75		
<b>25343</b>	01/02/24	<b>F.I.R.E.</b>			
E 101-42270-208		Training, Inst., Travel	\$650.00	6587	fire dept - Hazmat refresher
		Total	\$650.00		
<b>25344</b>	01/02/24	<b>GREATER ST CLOUD DEVELOPMENT</b>			
E 101-41000-206		Association Dues/LMC, A	\$5,000.00	5904	general - annual dues
		Total	\$5,000.00		
<b>25345</b>	01/02/24	<b>H&amp;S HEATING</b>			
E 101-42270-220		Repair/Maint Supply	\$493.76	30389-2	fire dept - service/repair
		Total	\$493.76		
<b>25346</b>	01/02/24	<b>IAMRESPONDING</b>			
E 101-42270-206		Association Dues/LMC, A	\$915.00		fire dept - annual renewal
		Total	\$915.00		
<b>25347</b>	01/02/24	<b>INITIATIVE FOUNDATION</b>			
E 101-41110-433		Dues and Subscriptions	\$250.00		general - central Mn economic development initiative
		Total	\$250.00		
<b>25348</b>	01/02/24	<b>LAND O AKES OIL &amp; PROPANE</b>			
E 101-42270-212		Motor Fuels	\$579.00	41886	fire dept - fuel tank fill
		Total	\$579.00		
<b>25349</b>	01/02/24	<b>MACQUEEN EMERGENCY</b>			
E 450-42270-430		Miscellaneous	\$8,187.00	021492PP	CIP - fire dept, air bottles
		Total	\$8,187.00		
<b>25350</b>	01/02/24	<b>MARCO</b>			
E 101-41000-300		support services	\$104.98	518400759	general - copier contract
		Total	\$104.98		
<b>25351</b>	01/02/24	<b>NORTH STAR SIGNS &amp; ENGRAVING</b>			
E 101-41130-220		Repair/Maint Supply	\$90.00		pw dept - decals for doors
		Total	\$90.00		
<b>25352</b>	01/02/24	<b>RMB ENVIRONMENTAL LABORATORIES</b>			

**\*Check Detail Register©**

Batch: 01 02 24 cc mtg,PC 4th qtr pay 2023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-316		Sample Analysis	\$275.52	D054651	sewer dept - ww effluent
E 602-49450-316		Sample Analysis	\$104.54	D055115	sewer dept - ww effluent
		Total	\$380.06		
<b>25353</b>	01/02/24	<b>SC TIMES</b>			
E 101-41000-203		Legal Notice Publication	\$125.61		general - Pleasureland
E 101-41000-203		Legal Notice Publication	\$113.81		general - A&E
E 101-41000-203		Legal Notice Publication	\$595.25		genral - Pleasureland easement vacation
		Total	\$834.67		
<b>25354</b>	01/02/24	<b>TIM GETTLEN</b>			
E 101-41130-342		Refunds	\$200.00		pw dept - 22501 Fairfield Rd row refund
		Total	\$200.00		
<b>25355</b>	01/02/24	<b>TRAUT COMPANIES</b>			
E 601-49400-316		Sample Analysis	\$70.00		water dept - sample #'s 232045 & 232046
		Total	\$70.00		
<b>25356</b>	01/02/24	<b>WEST CENTRAL SANITATION</b>			
E 101-41000-384		Refuse/Garbage Disposal	\$211.64		general - garbage service
E 101-42270-384		Refuse/Garbage Disposal	\$36.41		fire dept - garbage service
		Total	\$248.05		
<b>25357</b>	01/02/24	<b>ZIEGLER</b>			
E 101-41130-220		Repair/Maint Supply	\$54.44	001242979	pw dept - supplies
		Total	\$54.44		
		<b>10100</b>	<b>\$62,320.94</b>		

**Fund Summary**

<b>10100 STATE BANK OF KIMBAL</b>	
101 GENERAL FUND	\$15,324.22
450 CAPITAL PROJECT FUND	\$8,187.00
451 AMERICAN RESCUE PLAN FUND	\$6,560.00
601 WATER FUND	\$20,602.77
602 SEWER FUND	\$11,646.95
	<b>\$62,320.94</b>

Michael G. Zenzen

City of St. Augusta

12/28/23 11:09 AM

Page 1

\*Claim Register©

01 02 24 USB

January 2024

**Claim Type**

Claim#	2429	US BANK BLASHACK	Ck# 024923E	12/28/2023		
Cash Payment	E 101-41130-212	Motor Fuels	pw dept - Fuel for Dec 23			\$101.74
Invoice						
Cash Payment	E 601-49400-212	Motor Fuels	water dept - Fuel for Dec 23			\$25.00
Invoice						
Cash Payment	E 602-49450-212	Motor Fuels	sewer dept - Fuel for Dec 23			\$25.00
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - truck #6, Fat Joes			\$274.55
Invoice						
Cash Payment	E 101-41000-200	Office Supplies (GENERA	general - office supplies, Office Depot			\$376.75
Invoice						
Cash Payment	E 601-49400-210	Operating Supplies (GEN	water dept - meter, Test Equipment			\$343.27
Invoice						
Transaction Date	12/28/2023		STATE BANK OF KI	10100	<b>Total</b>	<b>\$1,146.31</b>

**Claim Type**

Claim#	2430	US BANK HOLLERMANN	Ck# 024924E	12/28/2023		
Cash Payment	E 101-41130-212	Motor Fuels	pw dept - Fuel for Dec 23			\$80.00
Invoice						
Transaction Date	12/28/2023		STATE BANK OF KI	10100	<b>Total</b>	<b>\$80.00</b>

**Claim Type**

Claim#	2431	US BANK KIFFMEYER	Ck# 024925E	12/28/2023		
Cash Payment	E 101-41130-212	Motor Fuels	pw dept - Fuel for Dec 23			\$286.60
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, Fastenal			\$185.23
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - truck #4, Central Hydraulics			\$310.58
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, Midway Iron			\$34.80
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, M and M			\$40.00
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, Midway Iron			\$11.76
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, Menards			\$56.90
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, Menards			\$7.99
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, Midway Iron			\$22.60
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, Menards			\$58.80
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - supplies, M and M			\$10.77
Invoice						
Cash Payment	E 101-41130-220	Repair/Maint Supply	pw dept - repairs, Fairchild			\$369.05
Invoice						
Transaction Date	12/28/2023		STATE BANK OF KI	10100	<b>Total</b>	<b>\$1,395.08</b>

**Claim Type**

Claim#	2434	US BANK KRAMER	Ck# 024928E	12/28/2023		
Cash Payment	E 101-42270-220	Repair/Maint Supply	fire dept - emails, Google			\$224.60
Invoice						

**\*Claim Register©**

01 02 24 USB

January 2024

Cash Payment E 101-42270-208 Training, Inst., Travel fire dept - school in Duluth 4 people, Mn State \$1,090.00  
Fire Chief Assn

Invoice 24 for 24

Transaction Date 12/28/2023 STATE BANK OF KI 10100 **Total** \$1,314.60

**Claim Type**

Claim# 2432 US BANK MCCABE Ck# 024926E 12/28/2023  
Cash Payment E 101-41000-322 Postage general - 1st class stamps \$330.00  
Invoice

Cash Payment E 101-41000-208 Training, Inst., Travel general - conference McCabe, Econ Dev Assn \$350.00  
Invoice 24 for 24

Transaction Date 12/28/2023 Due 12/28/2023 STATE BANK OF KI 10100 **Total** \$680.00

**Claim Type**

Claim# 2433 US BANK RASMUSON Ck# 024927E 12/28/2023  
Cash Payment E 101-41000-321 Telephone general - phones, Midco \$166.00  
Invoice

Cash Payment E 101-41000-323 Internet general - internet, Midco \$93.00  
Invoice

Cash Payment E 101-42270-321 Telephone fire dept - phones, Midco \$147.92  
Invoice

Cash Payment E 101-42270-323 Internet fire dept - internet, Midco \$80.00  
Invoice

Cash Payment E 101-41000-200 Office Supplies (GENERA general - receipt books, Deluxe \$456.69  
Invoice

Transaction Date 12/28/2023 STATE BANK OF KI 10100 **Total** \$943.61

Pre-Written Checks	\$5,559.60
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$5,559.60</b>

Michael G. Zenzen

	General Fund	CIP Fund	Debt Service	SAC/WAC Fund	Water Fund	Sewer Fund	Storm Water	Sewer Debt	Street Light	ARPA Funds	Monthly Totals
Cash Balance 12/31/2022(audited)	\$ 1,208,861	\$ 1,527,107.00	\$ 199,677	\$ 82,873	\$ 114,574	\$ 970,866	\$ 61,528	\$ 145,999	\$ 5,773	\$ 187,917	\$ 4,505,175
Receipts January 2023	\$ 27,468	\$ 58,776.62	\$ 482	\$ 526	\$ 21,525	\$ 26,688	\$ 8,627	\$ 850	\$ 340		\$ 145,282
Ex. January 2023	\$ 66,860		\$ 495	\$ 84,868	\$ 162,914		\$ 1,099		\$ 323		\$ 316,559
Receipts February 2023	\$ 27,349	\$ 37,000.03			\$ 25,303	\$ 31,499	\$ 1,370	\$ 990	\$ 415		\$ 123,926
Ex. February 2023	\$ 83,785	\$ 13,258.00			\$ 33,638	\$ 35,279	\$ 2,020		\$ 323	\$ 31,440	\$ 199,743
Receipts March 2023	\$ 16,354	\$ 52,057.77		\$ 6,000	\$ 21,802	\$ 27,641	\$ 433	\$ 833	\$ 395		\$ 125,515
Ex. March 2023	\$ 56,585	\$ 114,396.60			\$ 6,309	\$ 656,009	\$ 1,285		\$ 647		\$ 835,232
Receipts April 2023	\$ 97,366	\$ 2,690.98		\$ 180,000	\$ 20,495	\$ 24,160	\$ 1,072	\$ 743	\$ 334		\$ 326,860
Ex. April 2023	\$ 75,326	\$ 102,433.45			\$ 22,394	\$ 19,247	\$ 1,653		\$ 249	\$ 28,800	\$ 250,102
Receipts May 2023	\$ 33,406	\$ 17,453.32		\$ 12,000	\$ 21,560	\$ 27,115	\$ 1,124	\$ 842	\$ 406		\$ 113,907
Ex. May 2023	\$ 176,864	\$ 32,936.20			\$ 39,433	\$ 31,815	\$ 1,902				\$ 282,950
Receipts June 2023	\$ 457,748	\$ 234,625.83	\$ 21,477	\$ 41,778	\$ 28,129	\$ 26,225	\$ 1,558	\$ 1,245	\$ 336		\$ 813,121
Ex. June 2023	\$ 151,533	\$ 134,647.30			\$ 5,954	\$ 6,159	\$ 1,211		\$ 323	\$ 3,000	\$ 302,827
Receipts July 2023	\$ 18,538	\$ 58,576.04			\$ 27,927	\$ 26,257	\$ 230	\$ 1,429	\$ 345		\$ 133,301
Ex. July 2023	\$ 87,497	\$ 945.42			\$ 19,823	\$ 17,725	\$ 7,120		\$ 323	\$ 4,320	\$ 137,753
Receipts August 2023	\$ 57,155	\$ 151,110.12		\$ 18,000	\$ 34,979	\$ 26,504	\$ 58	\$ 1,597	\$ 436		\$ 289,840
Ex. August 2023	\$ 142,564	\$ 22,052.61			\$ 33,260	\$ 58,022	\$ 1,649		\$ 323		\$ 257,871
Receipts September 2023	\$ 53,287	\$ 30,586.83		\$ 12,000	\$ 30,841	\$ 26,186	\$ 29	\$ 1,509	\$ 378		\$ 154,817
Ex. September 2023	\$ 58,077	\$ 244,024.41			\$ 80,975	\$ 35,541	\$ 3,460		\$ 323	\$ 1,077	\$ 423,478
Receipts October 2023	\$ 38,542	\$ 11,590.98		\$ 30,000	\$ 36,489	\$ 26,179	\$ 29	\$ 1,435	\$ 446		\$ 144,711
Ex. October 2023	\$ 97,559	\$ 46,576.00			\$ 3,256	\$ 5,132	\$ 3,715		\$ 323	\$ 34,609	\$ 191,171
Receipts November 2023	\$ 397,737	\$ 227,704.94	\$ 17,924	\$ 32,252	\$ 20,332	\$ 25,038	\$ 13,509	\$ 818	\$ 359		\$ 735,675
Ex. November 2023	\$ 168,272	\$ 118,739.88			\$ 38,695	\$ 16,760	\$ 1,022		\$ 323		\$ 343,812
Receipts December 2023											\$ -
Ex. December 2023	\$ 51,515	\$ 55,458.03	\$ 35,288		\$ 32,106	\$ 15,387	\$ 1,381			\$ 36,033	\$ 227,167
Cash Balance	\$ 1,217,374	\$ 1,523,812.56	\$ 203,777	\$ 330,561	\$ (74,800)	\$ 367,283	\$ 62,050	\$ 158,289	\$ 6,482	\$ 48,638	\$ 3,843,465

2023 CIP Breakdown	Unallocated	Admin	Park	Streets	Fire	Total
Beginning Balance -12/31/2022						
Un-Audited	\$367,184.63	\$76,663.85	\$839,421.80	\$239,878.27	\$3,958.45	\$1,527,107.00
January Sales Tax			\$ 25,672.76	\$ 25,672.75		\$51,345.51
January Property Tax				\$ 4,052.28	\$ 715.10	\$4,767.38
January Cable Franchise Fees		\$ 663.73				\$663.73
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
2022 Street Project Inspection				\$ (13,258.00)		(\$13,258.00)
February Sales Tax			\$ 16,909.93	\$ 16,909.92		\$33,819.85
February Cable Franchise Fees		\$ 655.18				\$655.18
Park Dedication Fee			\$ 525.00			\$525.00
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
Seal Coating Engineering				\$ (555.00)		(\$555.00)
Plow Truck Chassis and Registration				\$ (89,004.45)		(\$89,004.45)
Radios					\$ (2,415.00)	(\$2,415.00)
Garage Heaters		\$ (5,800.00)				(\$5,800.00)
2022 Street Project Final				\$ (16,622.15)		(\$16,622.15)
March Sales Tax			\$ 48,239.03	\$ 489.03		\$48,728.06
March Cable Franchise Fees		\$ 663.74				\$663.74
Park Dedication Fee			\$ 525.00			\$525.00
Aggregate Tax				\$ 140.97		\$140.97
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
Radios					\$ (2,449.45)	(\$2,449.45)
2023 Street Project Engineering				\$ (215.00)		(\$215.00)
Wheel Loader				\$ (88,379.00)		(\$88,379.00)
Trailer for Wheel Loader				\$ (11,890.00)		(\$11,890.00)
April Cable Franchise Fees		\$ 690.98				\$690.98
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
Seal Coating Engineering				\$ (1,045.00)		(\$1,045.00)
Garage Heaters		\$ (4,976.00)				(\$4,976.00)
Radios					\$ (26,415.20)	(\$26,415.20)
Park Dedication Fee			\$ 525.00			\$525.00
May Cable Franchise Fees		\$ 678.32				\$678.32
Wheel Loader Sale				\$ 14,250.00		\$14,250.00
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
Street project engineering				\$ (1,122.50)		(\$1,122.50)
Park Ball Field Shed			\$ (4,379.80)			(\$4,379.80)
Plow Truck Build Out				\$ (117,468.00)		(\$117,468.00)
New Mower			\$ (11,677.00)			(\$11,677.00)
June Cable Franchise Fees		\$ 669.08				\$669.08
June Property Tax				\$ 177,807.13	\$ 56,149.62	\$233,956.75
Fire Hall Tables					\$ (945.42)	(\$945.42)
Local Government Aid				\$ 55,402.00		\$55,402.00
July Cable Franchise Fees		\$ 674.04				\$674.04
Center Point Grant					\$ 2,500.00	\$2,500.00
2021 Street Project Final				\$ (10,947.73)		(\$10,947.73)
2022 Street Project (Striping)				\$ (11,104.88)		(\$11,104.88)
August Sales Tax			\$ 66,632.83	\$ 66,632.82		\$133,265.65
August Cable Franchise Fees		\$ 662.49				\$662.49
Aggregate Tax				\$ 1,181.98		\$1,181.98
Sale of Dump Truck				\$ 16,000.00		\$16,000.00
250th Street Overlay Share				\$ (202,995.41)		(\$202,995.41)
Plow Truck Accessories				\$ (940.00)		(\$940.00)
Radios					\$ (4,755.00)	(\$4,755.00)
New Salt Shed Doors		\$ (7,130.00)				(\$7,130.00)
Gravel Road Patches (23rd Ave. & 66th/205th)				\$ (23,304.00)		(\$23,304.00)
Street Patching				\$ (4,900.00)		(\$4,900.00)
September Sales Tax			\$ 13,966.69	\$ 13,966.68		\$27,933.37
September Cable Franchise Fees		\$ 653.46				\$653.46
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
2024 Street Project Engineering				\$ (46,576.00)		(\$46,576.00)
2024 Seal Coat Project				\$ (82,177.15)		(\$82,177.15)
October Cable Franchise Fees		\$ 647.88				\$647.88
Aggregate Tax				\$ 8,943.10		\$8,943.10
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
2024 Street Project Engineering				\$ (36,562.73)		(\$36,562.73)
November Cable Franchise Fees		\$ 642.01				\$642.01
Aggregate Tax				\$ 238.06		\$238.06
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
November Sales Tax			\$ 14,082.36	\$ 14,082.37		\$28,164.73
November Property Tax				\$ 147,941.71	\$ 46,718.43	\$194,660.14
Turn out Gear				\$ (13,684.00)		(\$13,684.00)
2024 Street Project Engineering				\$ (41,774.03)		(\$41,774.03)
Totals	\$367,184.63	\$66,058.76	\$1,010,443.60	\$2,748.04	\$75,377.53	\$1,521,812.56

**Unallocated - Reserved**

Eagle Drive	\$ 17,912.00
215th Street	\$ 53,375.50
Trails (Sales Tax Specific)	\$ 191,000.00

	<b>2023</b>	<b>Spent/Received</b>	<b>% of Budget</b>	<b>Remaining Amount</b>
<b>Revenues</b>	<b>Budget</b>	<b>As of Dec. 5, 2023</b>	<b>Spent</b>	
General Fund	\$1,058,837	\$ 1,276,802	120.59%	(\$217,965)
Capital Improvement Fund	\$836,081	\$ 882,644	105.57%	(\$46,563)
Water Fund	\$272,547	\$ 334,398	122.69%	(\$61,851)
Sewer Fund	\$560,753	\$ 339,181	60.49%	\$221,572
Sewer Debt Fund	\$12,500	\$ 14,017	112.14%	(\$1,517)
Street Light Fund	\$4,500	\$ 5,065	112.56%	(\$565)
WAC/SAC Improvement Fund	\$89,508	\$ 339,830	379.66%	(\$250,322)
Debt Service	\$41,000	\$ 40,437	98.63%	\$563
Storm Water	\$55,000	\$ 27,994	50.90%	\$27,006
American Rescue Plan	\$0		#DIV/0!	\$0
Total Revenues	\$2,930,726	\$ 3,260,368	111.25%	(\$329,642)
<b>Expenditures</b>				
General Fund	\$1,055,402	\$ 1,254,609	118.87%	(\$199,207)
Capital Improvement Fund	\$850,800	\$ 885,908	104.13%	(\$35,108)
Water Fund	\$260,772	\$ 410,341	157.36%	(\$149,569)
Sewer Fund	\$555,580	\$ 1,064,420	191.59%	(\$508,840)
Storm Water Utility Fund	\$36,009	\$ 28,608	79.45%	\$7,401
Street Light Fund	\$4,380	\$ 3,805	86.87%	\$575
WAC/SAC Improvement Fund	\$240,000		0.00%	\$240,000
Debt Service	\$36,795	\$ 35,783	97.25%	\$1,012
American Rescue Plan		\$ 139,279	#DIV/0!	(\$139,279)
Total Expenditures	\$3,039,738	\$ 3,822,753	125.76%	(\$783,015)



<b>General Fund</b>				
	<b>2023</b>	<b>Spent</b>	<b>% of Budget</b>	<b>Remaining Amount</b>
	<b>Budget</b>	<b>As of Dec. 5, 2023</b>	<b>Spent</b>	
Administration	\$ 384,294	\$ 448,086	116.60%	\$ (63,792)
Council	\$ 35,031	\$ 32,614	93.10%	\$ 2,417
Boards and Commissions	\$ 3,500	\$ 2,745	78.43%	\$ 755
Building Inspection	\$ 75,000	\$ 219,347	292.46%	\$ (144,347)
Elections	\$ 2,200	\$ 3,997	181.69%	\$ (1,797)
Fire	\$ 226,521	\$ 202,803	89.53%	\$ 23,718
Streets	\$ 241,191	\$ 252,623	104.74%	\$ (11,432)
Parks	\$ 87,666	\$ 92,394	105.39%	\$ (4,728)
<b>Total General Fund</b>	<b>\$ 1,055,402</b>	<b>\$ 1,254,609</b>	<b>118.87%</b>	<b>\$ (199,207)</b>

	General Fund	CIP Fund	Debt Service	SAC/WAC Fund	Water Fund	Sewer Fund	Storm Water	Sewer Debt	Street Light	ARPA Funds	Monthly Totals
Cash Balance 12/31/2023(un-audited)	\$ 1,252,830	\$ 1,759,242.86	\$ 203,777	\$ 336,561	\$ (51,810)	\$ 391,145	\$ 82,050	\$ 159,125	\$ 6,517	\$ 48,638	\$ 4,188,076
Receipts January 2024											\$ -
Ex. January 2024	\$ 22,021	\$ 8,187.00			\$ 21,226	\$ 14,071				\$ 6,560	\$ 72,065
Receipts February 2024											\$ -
Ex. February 2024											\$ -
Receipts March 2024											\$ -
Ex. March 2024											\$ -
Receipts April 2024											\$ -
Ex. April 2024											\$ -
Receipts May 2024											\$ -
Ex. May 2024											\$ -
Receipts June 2024											\$ -
Ex. June 2024											\$ -
Receipts July 2024											\$ -
Ex. July 2024											\$ -
Receipts August 2024											\$ -
Ex. August 2024											\$ -
Receipts September 2024											\$ -
Ex. September 2024											\$ -
Receipts October 2024											\$ -
Ex. October 2024											\$ -
Receipts November 2024											\$ -
Ex. November 2024											\$ -
Receipts December 2024											\$ -
Ex. December 2024											\$ -
Cash Balance	\$ 1,230,809	\$ 1,751,055.86	\$ 203,777	\$ 336,561	\$ (73,036)	\$ 377,074	\$ 82,050	\$ 159,125	\$ 6,517	\$ 42,078	\$ 4,116,011



	<b>2024</b>	<b>Spent/Received</b>	<b>% of Budget</b>	<b>Remaining Amount</b>
<b>Revenues</b>	<b>Budget</b>	<b>As of Jan. 2, 2023</b>	<b>Spent</b>	
General Fund	\$1,121,200		0.00%	\$1,121,200
Capital Improvement Fund	\$993,013		0.00%	\$993,013
Water Fund	\$278,000		0.00%	\$278,000
Sewer Fund	\$275,000		0.00%	\$275,000
Sewer Debt Fund	\$12,500		0.00%	\$12,500
Street Light Fund	\$4,500		0.00%	\$4,500
WAC/SAC Improvement Fund	\$35,759		0.00%	\$35,759
Debt Service	\$41,000		0.00%	\$41,000
Storm Water	\$55,000		0.00%	\$55,000
American Rescue Plan	\$0		#DIV/0!	\$0
Total Revenues	\$2,815,972	\$ -	0.00%	\$2,815,972
<b>Expenditures</b>				
General Fund	\$1,135,264	\$ 22,021	1.94%	\$1,113,243
Capital Improvement Fund	\$945,800	\$ 8,187	0.87%	\$937,613
Water Fund	\$243,864	\$ 21,226	8.70%	\$222,639
Sewer Fund	\$271,667	\$ 14,071	5.18%	\$257,596
Storm Water Utility Fund	\$36,154		0.00%	\$36,154
Street Light Fund	\$4,380		0.00%	\$4,380
WAC/SAC Improvement Fund	\$0		#DIV/0!	\$0
Debt Service	\$36,000		0.00%	\$36,000
American Rescue Plan		\$ 6,560	#DIV/0!	(\$6,560)
Total Expenditures	\$2,673,129	\$ 72,065	2.70%	\$2,601,064

<b>General Fund</b>				
	<b>2024</b>	<b>Spent</b>	<b>% of Budget</b>	<b>Remaining Amount</b>
	<b>Budget</b>	<b>As of Jan. 2, 2023</b>	<b>Spent</b>	
Administration	\$ 410,988	\$ 11,404	2.77%	\$ 399,584
Council	\$ 35,531	\$ 250	0.70%	\$ 35,281
Boards and Commissions	\$ 3,500	\$ 315	9.00%	\$ 3,185
Building Inspection	\$ 89,500	\$ 374	0.42%	\$ 89,126
Elections	\$ 12,350		0.00%	\$ 12,350
Fire	\$ 237,043	\$ 4,740	2.00%	\$ 232,303
Streets	\$ 251,432	\$ 4,938	1.96%	\$ 246,494
Parks	\$ 94,919		0.00%	\$ 94,919
<b>Total General Fund</b>	<b>\$ 1,135,264</b>	<b>\$ 22,021</b>	<b>1.94%</b>	<b>\$ 1,113,242</b>

Keyword search

HI, BILL MCCABE

CHECK OUT

CONTACT US

SIGN OUT

ABOUT OPPORTUNITIES EVENTS EDUCATION ADVOCACY MEMBERSHIP

JOIN EDAM



# 2024 Winter Conference

**January 25-26, 2024**

Hyatt Regency Bloomington  
3200 East 81st Street, Bloomington, MN 55425

**DETAILS    REGISTRATION    SPEAKERS**

**SPONSORSHIP + EXHIBITORS    CE CREDITS    LODGING**

**HEALTH + SAFETY**

## Join us in January to...

- Discover innovative solutions to challenges facing businesses and communities.
- Connect with thought leaders, entrepreneurs, and decision-makers.
- Build valuable relationships that will strengthen your network of economic development expertise and resources.
- Stay ahead of trends and position your organization for success in an ever-evolving world.
- Celebrate successful economic development projects from around the state.



December 5, 2023

City of St. Augusta  
1914 250<sup>th</sup> St.  
St. Augusta, MN 56301

To Whom It May Concern:

It is time to renew your animal impound contract with the Tri-County Humane Society (TCHS) for the 2024 calendar year. Please review the attached contract, sign, and return to TCHS by December 31, 2023. Handwritten edits to this contract will not be accepted. If you would like to request changes, please contact us.

We appreciate your partnership as we work together to assist animals in need in our community.

Sincerely,

Kari Boehmer  
Customer Service Manager  
(320) 252-0896 ext. 22  
[esm@tricityhumanesociety.org](mailto:esm@tricityhumanesociety.org)

**Tri-County Humane Society**

735 8<sup>th</sup> Street NE St. Cloud, MN 56304 | PO Box 701 St. Cloud, MN 56302 | 320.252.0896  
[esm@tricityhumanesociety.org](mailto:esm@tricityhumanesociety.org) | [www.tricityhumanesociety.org](http://www.tricityhumanesociety.org)





## ANIMAL IMPOUND AGREEMENT

This agreement is between the municipality of **City of St. Augusta** and the Tri-County Humane Society. This agreement is effective **January 1 - December 31, 2024** and may be removed or revised yearly.

The following is mutually agreed upon by the parties:

1. That the Tri-County Humane Society (TCHS) agrees to:
  - a. Receive, feed, and house impounded dogs, cats, and other domestic animals that are retrieved or legally seized by the municipality's community service officer (CSO), animal control officer (ACO), other authorized representatives, or a citizen where verbal authorization has been granted by the municipality.
  - b. Hold stray animals for five business days unless claimed sooner.
  - c. Hold seized animals for ten business days unless a sooner release is authorized by the municipality having custody as per Minnesota State Statute 343.235.
  - d. Examine all animals, perform medical treatment if deemed necessary, and vaccinate and de-worm all dogs and cats upon intake.
  - e. Publicize all stray animals on the TCHS website upon intake.
  - f. Handle all inquiries that come to TCHS concerning the impounded animals.
  - g. Charge citizens a stray impound fee if they are reclaiming their pet within the stray holding period.  
\*Municipality will not be billed for stray animals returned to their owners.
  - h. Charge citizens a seized impound fee upon municipality release if they are reclaiming their pet within the seized holding period. \*Municipality will not be billed for seized animals returned to their owners.
  - i. Take ownership of unclaimed impounded animals at the end of the five-day hold for stray animals or ten-day hold for seized animals and evaluate for adoption, euthanasia, or transfer.
  - j. Invoice the municipality clerk quarterly for unclaimed animals per the schedule below.
  
2. That the municipality agrees to:
  - a. Deliver or authorize delivery of stray or seized animals within their municipality to the TCHS.
  - b. Refer to a veterinarian for animals that are sick, injured, dangerous, or suspected of having rabies if the TCHS intake staff determines the animals' needs are beyond the capabilities of the TCHS.
  - c. Provide a list of names and phone numbers of those who can authorize animal impounds if a stray is brought in by a citizen. (See reverse side.)
  - d. Pay the TCHS quarterly upon receiving invoicing for impound services per the schedule below.

### SCHEDULE

- Holding per dog, cat, or other domestic animal:
  - a. Seized animal held for up to 10 business days: \$150 per animal
  - b. Stray animal held for up to 5 business days: \$75 per animal\*

\*The fee for litters of puppies, kittens, or other animals under 12 weeks of age will be capped at \$150.
- Euthanasia and disposal per animal as deemed necessary:
  - a. \$75 (Disposal fees have increased significantly in the past year as we have moved to cremation services.)

Clerk of Municipality \_\_\_\_\_

Billing Address \_\_\_\_\_

Billing City, State, Zip \_\_\_\_\_

Clerk Phone Number \_\_\_\_\_

Clerk Email \_\_\_\_\_

Clerk Signature \_\_\_\_\_

### Tri-County Humane Society

735 8<sup>th</sup> Street NE St. Cloud, MN 56304 | PO Box 701 St. Cloud, MN 56302 | 320.252.0896  
[csm@tricityhumane.org](mailto:csm@tricityhumane.org) | [www.tricityhumane.org](http://www.tricityhumane.org)

**MINUTES OF THE CITY COUNCIL  
ST. AUGUSTA, MINNESOTA  
City Council Meeting  
December 11, 2023**

**CALL TO ORDER:** The meeting was called to order by Mayor Zenzen at 5:00 PM.

**PRESENT:** Mayor Zenzen, Council Members Backes, Coleman and Schmitz, and Clerk/Administrator McCabe.

**OTHERS PRESENT:** Gary Meyer, Sam Deleo, Fritz Voigt, and Mason Voigt.

**TOBACCO LICENSES:** A motion was made to approve the 2024 Tobacco Licenses as presented by Mr. Backes, seconded by Ms. Coleman. Motion carried unanimously.

**PLANNING COMMISSION  
RECOMMENDATION**

**PLEASURELAND:** Mr. McCabe indicated the planning commission recommended unanimously the preliminary and final plat be approved along with the CUP and Developer's Agreement.

**A motion was made to approve Resolution #2023-18 conditional on the planner and by Mr. Backes, seconded by Mr. Schmitz. Motion carried unanimously.**

**A motion was made to approve the Resolution #2023-19, Approving the CUP and Site Plan by Mr. Backes, seconded by Ms. Coleman. Motion carried unanimously.**

**A motion was made to approve the developer's agreement by Mr. Backes, seconded by Mr. Schmitz. Motion carried unanimously.**

**ADJOURMENT:** A motion was made to adjourn to at 8:10 by Mr. Schmitz, seconded by Ms. Coleman. Meeting Adjourned.

Approved this 2<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
Michael G. Zenzen, Mayor

Attest:

\_\_\_\_\_  
William R. McCabe, Clerk/Administrator

Permits	Issue_Date	PRMTTYPE	CONSTTYPE	prmtsno	prmtstr	POLNAME	App_Company	Valuation
AUG23-000418	12/08/2023	Building	Residential Siding	20294	BEAVER LAKE	SHAWN & VICKIE BARTHEL	MIKE SCHLANGEN CONSTRUCTION	22000
AUG23-000419	12/08/2023	Mechanical	Residential Alteration	2405	RUBY	PAUL E HELLER	OPIES GOLD HEAT N' AIR	6598
AUG23-000420	12/12/2023	Mechanical	Residential Gas Line	22600	STATE HIGHWAY 15	NORBERT J & LOIS I FISCHER	MIDWEST ELECTRIC AND GENERATOR	725
AUG23-000421	12/13/2023	Plumbing	Residential New Construction	22019	MAJESTIC	PATRICK & ARIAS OSBORN	PIPERS PLUMBING	48200
AUG23-000422	12/22/2023	Mechanical	Residential Alteration	24313	69TH	DONALD A CHESLOCK & PATTI A BRUNNER TRUST	H & S HEATING & A/C INC	11431
AUG23-000423	12/26/2023	Mechanical	Residential New Construction	22841	SILVER	ROLLING GREEN INC	Recher HVAC LLC	19000



## *St. Augusta Fire Department*

Physical Address: 23415 43<sup>rd</sup> Ave.

Mailing Address: 1914 250<sup>th</sup> St. \* St. Augusta, MN 56301

Phone: (320) 258-0240 \* Fax: (320) 258-0239

E-mail: fire.hall@staugustafd.org

Fire Chief: Joe Kramer \* Asst. Fire Chief: Shawn Steinhofner

---

## **November 2023**

### **Run report**

#### Emergency calls as of report date:

- 11-1-23 Medical
- 11-7-23 CO Alarm
- 11-12-23 Medical
- 11-13-23 Medical
- 11-15-23 Medical
- 11-17-23 Medical
- 11-21-23 Medical
- 11-27-23 Medical

8 calls for November

115 calls for 2023 (127 calls as of this date last year)

#### Monthly training:

November's training, we did electric car training both nights. Tesla brought up 2 different cars to look at to learn about them for fire and extrication.

Al Evavold – ASE Properties LLC – Clearwater MN

City of St. Augusta

Proposal for Continuing Multi-Family Construction in St. Augusta

Dear City Officials,

On behalf of ASE Properties LLC, a locally owned family business based in Clearwater, I am writing to request an amendment to the Developer Agreement related to the construction of homes on Lots 23-28 Topaz St. This letter is also intended to outline the myriad benefits to continuing the construction of new multi-family units in the city of St. Augusta.

### **Project Background:**

I am writing to address recent developments regarding the construction on the lots specified in Page 24 of the attached Developer Agreement with the City of St. Augusta.

To provide context, the lots in question (28/27 - 26/25 - 24/23) have been the subject of building permits, and the associated addresses and permit issuance dates are outlined below:

- Lot28-2524 Topaz St - Permit Issued Date: 8/11/23
- Lot27-2518 Topaz St - Permit Issued Date: 8/11/23
- Lot26-2506 Topaz St - Permit Issued Date: 9/28/23
- Lot25-2498 Topaz St - Permit Issued Date: 9/28/23
- Lot24-2492 Topaz St - Permit Issued Date: 10/6/23
- Lot23-2486 Topaz St - Permit Issued Date: 10/6/23

The current completion status of these lots is as follows:

- Lot28-2524 Topaz St - 85% completed
- Lot27-2518 Topaz St - 85% completed
- Lot26-2506 Topaz St - 40% completed
- Lot25-2498 Topaz St - 40% completed
- Lot24-2492 Topaz St - 40% completed
- Lot23-2486 Topaz St - 40% completed

The genesis of this matter traces back to my application for a building permit for a twin home in late July 2023. After the initial permit application, I modified the plans to accommodate a duplex twin home configuration with upper and lower units per address (per side). The city administration, in accordance with its ordinance permitting the use of single-family lots as duplexes, granted the necessary permits, as the duplex twin home configuration is a permitted use, and construction commenced.

Some months after the permitted construction was started, I was notified by the city of concerns from some of the neighbors. The concerns of the neighbors prompted a more in-depth review by the city attorney, who contends that, even though I was granted a permit for a duplex twin home configuration, this development contravenes the stipulations of the Developer Agreement. On the evening of November 7th, 2023, the City Council voted in favor of reverting the structures to standard twin homes, eliminating the duplex configuration.

To address this discrepancy, I propose amending the Developer Agreement for the specified lots, allowing for the continuation of the permitted construction of the twin home duplex configuration.

Additionally, in the event that the city issued the permits in error, clarification is needed on who would bear the costs associated with altering plans and reverting structures to twin homes. I posit that, if an error did occur, the responsibility for these costs should rest with the city.

### **City Benefits:**

1. **Economic Growth:** The construction of new multi-family units will significantly contribute to the economic growth of St. Augusta, generating employment opportunities and supporting local businesses.
2. **Increased Property Values:** Multi-family constructions typically result in an uptick in property values, benefiting homeowners and enhancing the overall economic landscape of the community.
3. **Population Growth:** Attracting new residents will foster a vibrant community, ultimately improving the overall quality of life in St. Augusta.

### **Community Park Benefits:**

1. **Enhanced Green Spaces:** We understand the importance of green spaces in fostering community well-being. As part of our commitment to the St. Augusta community, we are willing to invest in and donate towards the City Park Fund.

This contribution will support the development and maintenance of community parks, providing residents with beautiful recreational spaces and strengthening the sense of community.

## Property Maintenance:

1. **Irrigated and Landscaped Yards:** Our construction plans include professionally cared-for lawns and snow removal, contributing not only to the aesthetic appeal of the community but also promoting environmental sustainability.
2. **Black Top Driveways:** To maintain a well-kept building appearance, our units will feature blacktop driveways, ensuring a clean and organized community landscape.

## Tenant Renting Programs:

1. **Thorough Screening:** As part of our commitment to community safety, we conduct thorough tenant screenings and full background checks to ensure that our residents are responsible and respectful members of the community.
2. **Rental Licensing:** We are willing to carry out a rental license with the city, demonstrating our commitment to adhering to all appropriate measures for the well-being of the community.
3. **Current Housing Trends:** In the current economy, various factors drive people towards seeking rental housing. Limited housing supply makes rentals appealing for those undergoing family status changes (divorce, household size adjustments, millennials moving out of parents' homes, marriages, etc.).

## Parking Allocation:

1. **Designated Parking:** All parking spaces will be allocated in the lot on the paved driveways, ensuring an organized and visually appealing parking arrangement for residents.

## Visual Impact:

1. **High-Quality Construction:** The location of these buildings will act as a visual screen from the highway for across-the-street neighbors, featuring high-quality construction that complements the aesthetics of the community.
2. **Proven Track Record:** With ASE Properties LLC's history of working with tenants since 2018, we can provide references attesting that we prioritize tenant well-being and property maintenance.

## Proposed Changes and Costs:

We are aware of the consideration to change the already approved construction plans. However, renovating and changing duplex units into twin homes would incur a substantial cost of over \$104,000. This would not only result in financial loss but also pose a significant setback for our locally owned family business.

## Financial Impact:

We want to emphasize the severity of the situation. The proposed change to twin homes not only translates into a substantial financial loss for ASE Properties LLC but also has profound implications for my family and the viability of our business. **If voted to make them twin homes, this would necessitate selling the properties as is, as they would not financially work for rental purposes due to the increased construction costs and prevailing interest rates.**

## Estimated Costs for Alterations (2524/2518 Topaz St):

1.	<b>Building Permit – \$1941.57:</b>	<ul style="list-style-type: none"><li>Permit fees were based on a valuation of \$680,000, resulting in a fee of \$6601.76. If built as a twin home, the cost valuation would be \$480,000, with a permit fee of \$4660.19. The difference is \$200,000, leading to a permit fee difference of \$1941.57.</li></ul>
2.	<b>Framing Construction - \$12,147.31:</b>	<ul style="list-style-type: none"><li>Framing construction cost to alter the building back to a twin home, including various modifications to trusses, stairs, entry doors, garage partition walls, laundry room, HVAC systems, and siding.</li></ul>
3.	<b>Construction Material Alterations - \$9941.24:</b>	<ul style="list-style-type: none"><li>Expenses for framing materials, truss engineering, sheetrock materials, entry fire door systems, and drywall materials.</li></ul>
4.	<b>Plumbing Alterations – \$6894.12:</b>	<ul style="list-style-type: none"><li>Costs associated with removing added laundry systems, basement sinks, water heaters, and altering waterline piping.</li></ul>
5.	<b>HVAC Alterations – \$22,195.45:</b>	<ul style="list-style-type: none"><li>Expenses for removing two AC/heating systems, altering ductwork, low-volt wiring, condensate lines, and the cost of the first installment for two systems that will be removed.</li></ul>
6.	<b>Electrical Alterations - \$17,498.21:</b>	



- Costs for HVAC high voltage wiring alterations, wiring meter panel systems, light switching entryways, garage wiring, mechanical wiring, laundry wiring, kitchen removal, exterior lighting, and electrical service.

**7. Sheetrock Alterations - \$6714.53:**

- Expenses related to cutting out all required sheetrock for subcontractors, patching back drywall as needed, and performing mud, sand, and texture work.

**Total Costs for Alterations (2524/2518 Topaz St): \$77,332.43**

**Rents:**

- As 4 units: \$5700.00
- As 2 units: \$3600.00

**Estimated Costs for Alterations (2506/2498 Topaz St):**

**1. Building Permit – \$1634.65:**

- Permit fees were based on a valuation of \$680,000, resulting in a fee of \$5558.14. If built as a twin home, the cost valuation would be \$480,000, with a permit fee of \$3923.49. The difference is \$200,000, leading to a permit fee difference of \$1634.65.

**2. Construction Material Alterations - \$2414.20:**

- Expenses for truss engineering.

**3. Plumbing Alterations – \$485.12:**

- Costs associated with altering watermain metering piping.

**4. HVAC Alterations – \$7814.21:**

- Expenses for removing two AC/heating systems of pre-purchased equipment (non-returnable).

**5. Electrical Alterations - \$1200.00:**

- Costs for HVAC high voltage service wiring alterations.

**Total Costs for Alterations (2506/2498 Topaz St): \$13,548.18**

**Rents:**

- As 4 units: \$5700.00
- As 2 units: \$3600.00
- Loss income per month: \$2100.00

## Estimated Costs for Alterations (2492/2486 Topaz St):

1. **Building Permit – \$1634.65:**
  - Permit fees were based on a valuation of \$680,000, resulting in a fee of \$5558.14. If built as a twin home, the cost valuation would be \$480,000, with a permit fee of \$3923.49. The difference is \$200,000, leading to a permit fee difference of \$1634.65.
2. **Construction Material Alterations - \$2414.20:**
  - Expenses for truss engineering.
3. **Plumbing Alterations – \$485.12:**
  - Costs associated with altering watermain metering piping.
4. **HVAC Alterations – \$7814.21:**
  - Expenses for removing four AC/heating systems of pre-purchased equipment (non-returnable).
5. **Electrical Alterations - \$1200.00:**
  - Costs for HVAC high voltage service wiring alterations.

**Total Costs for Alterations (2492/2486 Topaz St): \$13,548.18**

## Rents:

- Total as 4 units: \$5700.00
- Total as 2 units: \$3600.00
- Loss income per month: \$2100.00

## Tax Benefits:

1. **Annual City Tax Benefits (Multi-Family):** \$7632.00 (Based on 3 buildings per plan)
2. **Annual School Tax Benefits (Multi-Family):** \$5485.50 (Based on 3 buildings per plan)
3. **Annual County Tax Benefits (Multi-Family):** \$10,732.50 (Based on 3 buildings per plan)
4. **Annual City Tax Benefits (Twin Home):** \$4385.28 (Based on 3 buildings)
5. **Annual School Tax Benefits (Twin Home):** \$3151.92 (Based on 3 buildings)
6. **Annual County Tax Benefits (Twin Home):** \$6166.80 (Based on 3 buildings)

These tax benefits reflect the financial contribution our project will make to the city, school, and county, considering both the multi-family and twin home options. The figures are based on the proposed number of buildings per plan.

In conclusion, we believe that proceeding with the approved multi-family construction plans will bring numerous benefits to the city, its residents, and our business. We are committed to contributing to the growth and prosperity of St. Augusta and are open to discussions regarding our proposed investments in the community.

Your attention and guidance on this matter are greatly appreciated. I am open to scheduling a meeting at your earliest convenience to discuss this in person.

Sincerely,



**Al Evavold – Owner**

**320-267-8591** *Alex Evavold*

**Hebrews 3:4**

**For every house is built by someone, but the builder of all things is God.**





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

**RESOLUTION # 2024-02**

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

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

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

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

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

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA THIS 2<sup>nd</sup> DAY  
OF JANUARY 2024.**

---

Michael G. Zenzen, Mayor

ATTEST:

---

William R. McCabe, City Administrator

**City of St. Augusta, Minnesota**  
**Resolution 2024-03**

**A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2025**

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

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

The City of St. Augusta designates the City Hall, 1914 250<sup>th</sup> Street, St. Augusta, MN 56301 as the polling place for the 2024 Elections.

Adoption by the City Council of the City of St. Augusta on this 2<sup>nd</sup> Day of January, 2024

\_\_\_\_\_  
Michael G. Zenzen, Mayor

ATTEST:

\_\_\_\_\_  
William R. McCabe, City Administrator/Clerk

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

**ORDINANCE NO. 2024-01**

**2024 SCHEDULE OF FEES**

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

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

**Section 2. 2024 Fee Schedule.** Attached hereto.

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

Approved by the City Council of the City of St. Augusta this 2<sup>nd</sup> day of January, 2024.

---

Michael G. Zenzen, Mayor

Attest:

---

William R. McCabe, City Clerk-Administrator





City of St. Augusta  
2024  
Fee Schedule

**Water Meters**

5/8" x 3/4"	Actual Cost
3/4" home irrigation	Actual Cost
1" Commercial	Actual Cost
1 1/2" Commercial	Actual Cost
Inspection Fee	Actual Cost

**Water**

Base Fee	\$	31.30
Volumetric per 1,000 gallons after 3,000 gallons/month	\$	8.23
WAC Rate	\$	3,000
Monthly Debt Service Charge	\$	5.00

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

**Fire Fill Station Water**

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

**Sanitary Sewer**

Base Fee	\$	27.90
Monthly Debt Service Charge	\$	10.00
Volumetric per 1,000 gallons after 3,000 gallons/month	\$	7.33
ater Supplemental Assistance Replacement Fund/1,000 gallons	\$	0.50
SAC Rate	\$	3,000

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

**Storm Sewer**

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

**Shelter Rental**

Kiffmeyer Park	\$	150.00
Refund - Resident	\$	75.00
Refund - Non-Resident	\$	50.00
Hidden Lake Park	\$	175.00
Refund - Resident	\$	75.00
Refund - Non-Resident	\$	50.00

**Meeting Room Use**

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

City of St. Augusta  
2024  
Fee Schedule

<b>Assessment Searches</b>		\$	10.00
<b>Copies and Documents</b>			
	8.5 x 11	\$	0.25
	8.5 x 14	\$	0.50

City of St. Augusta  
2024

Fee Schedule

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

**Zoning and Land Use**

	<b>Escrow</b>	<b>Total</b>
Administrative Subdivision	\$	50.00
Home Occupation Permit	\$ 250.00	500.00
Zoning Amendment - Map or Text	\$ 250.00	750.00
Appeals	\$ 250.00	750.00
Conditional & Interim Use Permits	\$ 250.00	750.00
Final Plat	\$ 150.00	400.00
Site Plan Review	\$ 250.00	500.00
Petition to Vacate	\$ 250.00	500.00
Variance	\$ 150.00	650.00
Storm Water Application	\$ 100.00	750.00

Preliminary Plat with services

First 8 Lots	\$ 1,000.00	\$	1,500.00
Between 8 and 50 Lots	\$150/lot more than 8		
Greater than 50 Lots	\$75/lot more than 50		

Preliminary Plat without services

First 8 Lots	\$ 800.00	\$	1,300.00
Between 8 and 50 Lots	\$100/lot more than 8		
Greater than 50 Lots	\$60/lot more than 50		

Subdivision Construction and Review Escrow

With Services	\$5,000 plus \$50/lot
Without Services	\$2,500 plus \$50/lot

**\*\* Additional escrow fees may be required up front based on the complexity of the project.**

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

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

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

# City of St. Augusta

## Data Practices Policy for Data Subjects

### Data about You

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

### Classification of Data about You

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

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

The following is an example of public data about you:

*Your name on an application for a City permit.*

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

The following is an example of private data about you:

*Your Social Security number*

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

The following is an example of confidential data about you:

*the identity of the subject of an active criminal investigation*

## Your Rights under the Government Data Practices Act

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

- **Access to Your Data**

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

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

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

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

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

- **When We Collect Data from You**

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

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

- **Protecting your Data**

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

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

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

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

### **How to Make a Request for Your Data**

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

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

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

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

### **How We Respond to a Data Request**

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

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

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

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

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

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

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

## **Data Practices Contacts**

### **Responsible Authority**

Name: Bill McCabe

Address: 1914 250<sup>th</sup> Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: [bmccabe@staugustamn.com](mailto:bmccabe@staugustamn.com)

### **Data Practices Compliance Official**

Name: Bill McCabe

Address: 1914 250<sup>th</sup> Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: [bmccabe@staugustamn.com](mailto:bmccabe@staugustamn.com)



## Copy Costs – Data Subjects

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

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

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

### **Actual Cost of Making the Copies**

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

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

## Data Request Form – Data Subjects

Date of request: \_\_\_\_\_

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

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

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

**These are the data I am requesting:**

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

### Contact Information

Data subject name \_\_\_\_\_

Parent/Guardian name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

### Staff Verification

Identification provided \_\_\_\_\_

We will respond to your request within 10 business days.

## Standards for Verifying Identity

The following constitute proof of identity.

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

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

## City of St. Augusta

### Policy for Ensuring the Security of Not Public Data

#### Legal requirement:

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

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

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

#### Procedures implementing this policy:

##### **Data inventory**

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

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

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

##### **Employee position descriptions**

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

##### **Data sharing with authorized entities or individuals**

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

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

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

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

Recommended actions for ensuring appropriate access include:

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

**Penalties for unlawfully accessing not public data**

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

# **City of St. Augusta**

## **Data Practices Policy for Members of the Public**

### **Right to Access Public Data**

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

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

### **How to Make a Data Request**

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

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

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

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

### **How We Respond to a Data Request**

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

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

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

Information about copy charges is on page 5.

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

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

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

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

### **Requests for Summary Data**

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

## Data Practices Contacts

### **Responsible Authority**

Name: Bill McCabe

Address: 1914 250<sup>th</sup> Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: [bmccabe@staugustamn.com](mailto:bmccabe@staugustamn.com)

### **Data Practices Compliance Official**

Name: Bill McCabe

Address: 1914 250<sup>th</sup> Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: [bmccabe@staugustamn.com](mailto:bmccabe@staugustamn.com)



## **Copy Costs – Members of the Public**

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

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

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

### **For 100 or Fewer Paper Copies – 25 cents per page**

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

### **Most Other Types of Copies – Actual cost**

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

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

## Data Request Form – Members of the Public

Date of request: \_\_\_\_\_

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

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

**These are the data I am requesting:**

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

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

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

**MEI Project Number:** 210081

**Project Contract Name:** Task Order No. 1 - St. Augusta, MN 2024 Street Improvements

**Location of Work:** St. Augusta, MN

**PM/Engineer:** John Morast, PE

**Reporting Period:** 12/01/2023 to 12/15/2023

**Prepared By:** John Morast, PE

**Submitted To:** Bill McCabe

City Administrator

***Preliminary Engineering, Environmental Documentation***

**SUMMARY OF ACTIVITIES:**

- St. Augusta City Council approved plans and approved Call for Bids.
- Plans finalized and QA/QC review completed for advertise plan set.
- Contract documents completed, finalizing bid and award dates for advertisement.
- Geotechnical borings completed.
- Awaiting draft geotechnical report from ITT to finalize reclamation cross-section.
- Developed project advertisement, bid and award schedule.

**PROJECTED ACTIVITY NEXT PERIOD:**

- Meet with City Administrator with new City Engineer.
- Review geotechnical report for any potential road section design changes.
- Plan set design changes, if necessary.
- Project advertisement, bid opening, bid tab review for a recommendation for award at February Council meeting.

**REQUIRED ACTION BY City of St. Augusta:**

- None

**MILESTONE SCHEDULE/COMMENTS:**

- City of St. Augusta City Council approved the 2024 Street Project plans and called for project bids at the Dec. 5<sup>th</sup> Council meeting.
- Moore Engineering is proposing John Morast, PE as the new City Engineer for St. Augusta.
- **2024 Street Project Advertisement, Bidding and Award Schedule**

<i>ACTIVITY</i>	<i>MILESTONE</i>	<i>PERCENT COMPLETE</i>	<i>ACTUAL DATE</i>
City Council plan approval/bid call	12/05/23	100%	12/05/23
Draft geotech report	12/13/23	90%	
Plan revisions, if necessary	12/20/23	95%	
Final plan-set and documents	12/23/23	95%	
Project advertisement (4 weeks)	1/3/24	25%	
Bid opening	1/29/24	0%	
Bid review/award recommendation	2/1/24	0%	
Council project award	2/6/24	0%	
Contractor NTP	2/20/24	0%	
Pre-construction meeting	2/25/24	0%	
<b>Estimated Total % Complete</b>		<b>90%</b>	

**PROBLEMS ENCOUNTERED:**

- None

**SUMMARY OF PROJECT DECISIONS:**

- 

**OUT OF SCOPE SERVICES:**

-