

CITY OF ST. AUGUSTA CITY COUNCIL MEETING

January 7, 2025
7:00 pm

AGENDA

****Swear In Mayor and Council Members****

1. Call Meeting to Order – Mayor Schmitz.
2. Pledge of Allegiance.
3. Consent Agenda
 - 3A. Minutes of the December 3, 2024 City Council meeting.
 - 3B. Agenda.
 - 3C. Bills Payable, Receipts and Treasurer’s Report.
 - 3D. Bill McCabe’s attendance at Ehlers Finance Seminar
 - 3E. Gambling Permits – St. Mary HOC (June 22, 2025) and St. Wendelin (July 27, 2025)
 - 3F. Temporary Liquor Licenses – St. Mary HOC (June 22) and St. Wendelin (July 27)
 - 3G. Bill McCabe’s attendance at annual MCMA Conference
4. Sheriff’s Report
5. Building Inspector’s Report –Mike Wallen.
6. Fire Department
 - 6A. Monthly Report
 - 6B. Hire Travis Barker
 - 6C. Other
7. Open Forum -10 Minute Limit.
8. GSDC – Fractional Economic Development Services
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) Weed Inspector
11. Resolution No. 2025-01- Setting Compensation for Elected and Appointed Officials, Boards

- and Adopting 2025 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. 2025-02, Designating Officials Authorized to Sign Approved Checks.
 17. Resolution No. 2025-03, Designating the Polling Place for 2026 Elections
 18. Ordinance #2025-01, Establishing 2025 Fee Schedule
 19. Adopting Data Practices Policies
 20. Engineer's Report
 - 20A. Pay Request #3, 2024 Street Project
 - 20B. Pay Request #1, Otta Seal Project
 - 20C. Project Updates
 21. Planning Commission Recommendation Cannabis Ordinance
 22. Computer Quotes
 23. Council Member Comments/Purview.
 24. Clerk's Report
 - 24A. League of MN Cities Insurance Dividends
 - 24B. Advertise for Teresa's Job
 - 24C.
 25. Adjourn.

REMINDERS: Planning Commission Meeting, Monday, January 6, 2025 6:00pm
 Regular City Council Meeting, Tuesday, January 7, 2025 7:00pm
 Regular City Council Workshop Meeting, Tuesday, January 21, 2025 7:00pm
 Regular City Council Meeting, Tuesday, February 4, 2025 7:00pm

**City of St. Augusta
City Council Meeting
Tuesday, January 7, 2025**

Administrative Summary

Consent Agenda – all items are included in the packets

Building Inspector’s Report/Sheriff’s Report – the Sheriff’s report from November is included and hopefully I will have the December report for the updated packet on Tuesday. The Building Inspector’s monthly report is included in the packet. Mike will also be in attendance to give a brief review of 2024 activity.

Fire Department – the monthly report is included with the packets along with a letter that recommends we hire Travis Barker to the department. He has all his training as he has been on the Clearwater department.

GSDC Fractional Economic Development Services – NeTia Bauman will be in attendance to discuss the Greater St. Cloud Development Corporation as well as introduce a Fractional Economic Development Service they are proposing to provide. We could have a part time dedicated economic development professional who is paid by the GSDC working for us.

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>
Open, Open	2025
Rick Christen, Lee Meier	2026
Ron Kraemer	2027

Ron Kraemer is being appointed for another three year term.

(b) Park Board: **We would like to recommend we do away with the park board in favor of having all park issues come to a work session of the entire city council as we will also be proposing having a work session meeting on the 3rd Tuesday of every month. If you choose to continue as we have in the past see below.**

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

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

Dave Glenn and Lee Meier 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>
Vacant, (Council Rep)	2025
Dan Miller, (Council Rep)	2026
John McDowall	2027

John McDowall will be appointed for another 3 year term.

(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. Jonathan Springer is our assigned residential assessor.

(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: Chris Bunders and Tyson Hajicek of Moore Engineering.

(h) Planning Consultant: I am recommending we go with Robin Caufman and Dylan Edwards of Bolten and Menk. Robin has provided a proposal that has been included in your packets.

(i) Building Inspector: Mike Wallen, with Inspectron.

(k) Weed inspector: Mark Kiffmeyer is the current weed inspector but I think we should update and appoint Paul Hollermann for 2025 as he does most of the ditch mowing.

Resolution #2025-01, 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.
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 (work session) Tuesday of each month, beginning at 7:00 pm. at St. Augusta City Hall. 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 the Monday prior to the first Tuesday of each month beginning at 6:00 pm.

EDA. The EDA meets as necessary.

Designate Official Newspaper - St. Cloud Times.

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

Resolutions #2025-02 and #2025-03 –included in your packets.

Ordinance #2025-01, Establishing the 2025 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 2.5% to cover the contract increases with St. Cloud.

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

Engineer’s Report – Chris has included two pay apps in the packet along with his monthly project update memos.

Planning Commission Recommendation – Cannabis Ordinance – I have included the proposed draft zoning ordinance dealing with cannabis businesses and will have a recommendation from the planning commission on Tuesday. Mike will also provide a draft cannabis business regulation ordinance that will be available for the updated packet on Tuesday.

Computer Quotes – I have submitted two quotes to replace my Surface Pro.

Clerk’s Report – I have included the LMC dividend information for your information. I also included the position description for Teresa’s position as she will be retiring at the end of May. I would like to advertise for the position, conduct interviews toward the end of February so we can approve a new hire in March, leaving us with two months to train the replacement.

**MINUTES OF THE CITY COUNCIL
ST. AUGUSTA, MINNESOTA
December 3, 2024**

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, Hommerding, Coleman and Schmitz; Fire Chief Kramer, Attorney Couri, Engineer Hajicek, Engineer Bunders, Water/Sewer Operator Blashack and Clerk/Administrator McCabe.

OTHERS PRESENT: Brent Genereux, Amy Brand, Mark Skaalerud, Paul Shea, Jill Shea

CONSENT AGENDA: Mr. McCabe indicated he would add his attendance at the 2025 Winter EDAM conference as item 2E. He also asked for approval on a rebate for an overpaid utility bill in the amount of \$203.04.

A motion was made to approve the consent agenda as amended by Mr. Schmitz, seconded by Ms. Coleman. Motion carried 4-0.

The following items were approved with the consent agenda:

City Council Minutes, November 12, 2024

City Council Agenda, December 12, 2024.

Bill Payable, Receipts and Treasurer's Report dated December 3, 2024 and for ePayments #25158e – 25177e and Checks #26153 – 26234.

Tri-County Humane Society Contract.

Mr. McCabe's attendance at the 2025 Winter EDAM Conference.

SHERIFF'S REPORT: Mr. McCabe reported that Lt. Widmer had contacted him and explained that because they have switched software, they wouldn't have a report ready for the meeting. He indicated they would double up the report next month.

**BUILDING INSPECTOR'S
REPORT:**

Mr. McCabe presented the November building inspector's report indicating there were 15 permits issued during the month including one new single family home bringing the total new single family home for the year to 21.

A motion was made to approve the building inspector's report as presented by Mr. Schmitz, seconded by Ms. Coleman. Motion carried 4-0.

**FIRE DEPT.
REPORT:**

Chief Kramer presented the October monthly report indicating there were 12 calls for the month bringing the total to 127 on the year as compared to 107 at this time in 2023. Monthly training was a hands on LP tank fire class presented by Fire Inc.

A motion was made to approve the report by Mr. Schmitz, seconded by Mr. Hommerding. Motion carried 4-0.

OPEN FORUM: Ms. Brand thanked the Mayor and Mr. Coleman for their service.

ENGINEER'S REPORT:

Mr. Hajicek was in attendance to introduce Chris Bunders who would be replacing John Morast as our City Engineer. Mr. Bunders took a few minutes to cover his experience and background in engineering. He stated he looked forward to working with us.

Mr. Bunders gave a brief update on the Otta Seal project. He explained they will be working with the contractor on warranty issues.

Mr. Bunders also gave a brief update on the 2024 Street project and issues that are still open. Mr. Hajicek indicated they are working through pay requests.

A motion was made to approve the engineer's report

TRUTH-IN-TAXATION PUBLIC HEARING:

Mr. McCabe opened explaining the proposed 2025 final budget has a projected 13.54% increase in revenues and a 9.07% increase in expenditures. Both the revenue and expenditure increases are mostly due to the water and sewer funds and an update to historical revenues and expenditures versus budgeted numbers. The general fund revenues were projected to be up 13.58% compared to expenditures up 8.66%. He indicated the proposed levy was up 15% resulting in a 1.045% increase in the tax rate. Taxable values across the city have increased 10% from payable 2024 to payable 2025.

Mayor Zenzen declared the public hearing open and asked for comments.

Mayor Zenzen declared the public hearing closed.

A motion was made to approve Resolution #2024-26, adopting the final levy by Mr. Backes, seconded by Mr. Hommerding. Motion carried 4-0.

A motion was made to approve the final budget as amended by Mr. Schmitz, seconded by Mr. Hommerding. Motion carried 4-0.

WASTEWATER PUMP QUOTES:

Mr. Blashack was in attendance to present quotes to either repair or replace the pumps in the Kiffmeyer Park lift station. He stated the annual inspection shows at least one of the pumps in beginning to fail and talked about how they determined it was failing. He recommended we go with the quote to replace as it is close to the cost of replacement. He indicated the existing pumps have probably used up their useful life and answered a question on what the actual blow by entailed. Mr. Couri suggested that we

need a second quote, regardless if we go with repair or replacement. Mr. Blashack answered additional questions about the additional adder.

****** Mr. Backes entered the meeting at 7:35pm. ******

A motion was made to approve the replacement of the pumps at an amount not to exceed \$63,491. 52 and to authorize the use of ARPPA funds on the expenditure by Mayor Zenzen, seconded by Ms. Coleman. Motion carried unanimously.

**COUNCIL MEMBER
PURVIEW:**

Mr. Scihmitz thanked Mayor Zenzen and Ms. Coleman for their service.

Ms. Coleman echoed Mr. Schmitz's comment and congratulated the incoming council membes.

Mr. Backes and Mayor Zenzen also echoed the previous comments.

**CITY ADMINISTRATOR
REPORT:**

Mr. Couri asked to have a brief discussion on what the Council wanted in the cannabis ordinance. He explained that the statute was going to be one of those that is not easy to enforce. There was discussion on what we would need to include in the draft ordinance as well as on our intention to enforce or to delegate our authority to the County. There was a general consensus on what we would like to see in the ordinance and Mr. Couri indicated he would have a draft soon for a public hearing at the next Council meeting.

ADJOURMENT: A motion was made to adjourn at 8:40 pm by Mr. Hommerding, seconded by Mr. Schmitz.

Approved this 7th Day of January, 2025.

Jeff Schmitz, Mayor

Attest:

William R. McCabe, Clerk/Administrator

City of St. Augusta

*Receipt Book

December 2024

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
15892 R	607-41000-3710	Storm Sewer Sales	\$5,287.04	12/3/2024	SW - Dec 24 rct	12 03 24 rct 2
15892 R	602-49450-3720	Sewer Sales	\$1,812.99	12/3/2024	sewer - Dec 24 rct	12 03 24 rct 2
15892 R	606-49450-3728	Sewer Replacement Fund	\$83.41	12/3/2024	SRF - Dec 24 rct	12 03 24 rct 2
15892 R	605-43160-3740	Electricity Sales	\$28.72	12/3/2024	EU - Dec 24 rct	12 03 24 rct 2
15892 R	601-49400-3710	Water Sales	\$2,383.97	12/3/2024	water dept - Dec 24 rct	12 03 24 rct 2
15893 R	101-41000-3221	Building Permits	\$303.00	12/3/2024	general - Augusta Plmb	12 02 03 rct
15894 R	101-41000-3212	Dividends	\$213.08	12/3/2024	general - Stearns Elec dividends	12 02 03 rct
15895 R	606-49450-3728	Sewer Replacement Fund	\$48.56	12/3/2024	SRF - Dec 24 rct	12 02 03 rct
15895 R	602-49450-3720	Sewer Sales	\$993.46	12/3/2024	sewer - Dec 24 rct	12 02 03 rct
15895 R	605-43160-3740	Electricity Sales	\$18.44	12/3/2024	EU - Dec 24 rct	12 02 03 rct
15895 R	601-49400-3710	Water Sales	\$1,796.94	12/3/2024	water dept - Dec 24 rct	12 02 03 rct
15895 R	607-41000-3710	Storm Sewer Sales	\$6,338.12	12/3/2024	SW - Dec 24 rct	12 02 03 rct
15896 R	603-43254-3720	Sewer Special Assessments	\$5,633.48	12/3/2024	Dec 2024 tax settlement	12 02 24 tax se
15896 R	603-43254-3710	Water Special Assessments	\$2,812.51	12/3/2024	Dec 2024 tax settlement	12 02 24 tax se
15896 R	450-41000-3100	General Property Taxes	\$191,193.56	12/3/2024	Dec 2024 tax settlement	12 02 24 tax se
15896 R	351-47000-3100	General Property Taxes	\$16,458.85	12/3/2024	Dec 2024 tax settlement	12 02 24 tax se
15896 R	101-41000-3100	General Property Taxes	\$361,462.58	12/3/2024	Dec 2024 tax settlement	12 02 24 tax se
15898 R	601-49400-3710	Water Sales	\$409.02	12/12/2024	water dept - Dec 24 rct	12 05 24 rct
15898 R	602-49450-3720	Sewer Sales	\$407.42	12/12/2024	sewer - Dec 24 rct	12 05 24 rct
15898 R	607-41000-3710	Storm Sewer Sales	\$2,403.60	12/12/2024	SW - Dec 24 rct	12 05 24 rct
15898 R	605-43160-3740	Electricity Sales	\$6.43	12/12/2024	EU - Dec 24 rct	12 05 24 rct
15898 R	606-49450-3728	Sewer Replacement Fund	\$16.11	12/12/2024	SRF - Dec 24 rct	12 05 24 rct
15899 R	101-41000-3340	Electric Permits	\$136.00	12/12/2024	general - H&S	12 06 24 rct
15900 R	101-41000-3210	Business Licenses/Permits	\$100.00	12/12/2024	general - Waste Management garba	12 06 24 rct
15901 R	602-49450-3720	Sewer Sales	\$134.23	12/12/2024	sewer - Dec 24 rct	12 06 24 rct
15901 R	607-41000-3710	Storm Sewer Sales	\$1,923.30	12/12/2024	SW - Dec 24 rct	12 06 24 rct
15901 R	606-49450-3728	Sewer Replacement Fund	\$5.86	12/12/2024	SRF - Dec 24 rct	12 06 24 rct
15901 R	605-43160-3740	Electricity Sales	\$3.84	12/12/2024	EU - Dec 24 rct	12 06 24 rct
15901 R	601-49400-3710	Water Sales	\$132.22	12/12/2024	water dept - Dec 24 rct	12 06 24 rct
15902 R	605-43160-3740	Electricity Sales	\$18.12	12/12/2024	EU - Dec 24 rct	12 09 24 rct
15902 R	606-49450-3728	Sewer Replacement Fund	\$28.52	12/12/2024	SRF - Dec 24 rct	12 09 24 rct
15902 R	602-49450-3720	Sewer Sales	\$819.79	12/12/2024	sewer - Dec 24 rct	12 09 24 rct
15902 R	607-41000-3710	Storm Sewer Sales	\$1,222.20	12/12/2024	SW - Dec 24 rct	12 09 24 rct
15902 R	601-49400-3710	Water Sales	\$1,027.99	12/12/2024	water dept - Dec 24 rct	12 09 24 rct
15903 R	101-41000-3210	Business Licenses/Permits	\$100.00	12/12/2024	general - Augusta Cloud & Vape tob	12 10 24 rct
15904 R	606-49450-3728	Sewer Replacement Fund	\$0.82	12/12/2024	SRF - Dec 24 rct	12 31 24 ct cc
15904 R	602-49450-3720	Sewer Sales	\$38.17	12/12/2024	sewer - Dec 24 rct	12 31 24 ct cc
15904 R	601-49400-3710	Water Sales	\$36.56	12/12/2024	water dept - Dec 24 rct	12 31 24 ct cc
15904 R	605-43160-3740	Electricity Sales	\$2.00	12/12/2024	EU - Dec 24 rct	12 31 24 ct cc
15905 R	601-49400-3130	General Sales and Use Tax	\$23.12	12/12/2024	water dept - Dec 24 rct	12 10 24 rct
15905 R	605-43160-3740	Electricity Sales	\$56.97	12/12/2024	EU - Dec 24 rct	12 10 24 rct
15905 R	606-49450-3728	Sewer Replacement Fund	\$111.27	12/12/2024	SRF - Dec 24 rct	12 10 24 rct
15905 R	602-49450-3720	Sewer Sales	\$3,282.04	12/12/2024	sewer - Dec 24 rct	12 10 24 rct
15905 R	607-41000-3710	Storm Sewer Sales	\$2,749.26	12/12/2024	SW - Dec 24 rct	12 10 24 rct
15905 R	601-49400-3710	Water Sales	\$3,248.25	12/12/2024	water dept - Dec 24 rct	12 10 24 rct
15908 R	606-49450-3728	Sewer Replacement Fund	\$27.00	12/12/2024	SRF - Dec 24 rct	12 11 24 rct
15908 R	602-49450-3720	Sewer Sales	\$768.54	12/12/2024	sewer - Dec 24 rct	12 11 24 rct
15908 R	605-43160-3740	Electricity Sales	\$15.49	12/12/2024	EU - Dec 24 rct	12 11 24 rct
15908 R	601-49400-3130	General Sales and Use Tax	\$2.31	12/12/2024	water dept - Dec 24 rct	12 11 24 rct
15908 R	601-49400-3710	Water Sales	\$751.42	12/12/2024	water dept - Dec 24 rct	12 11 24 rct

City of St. Augusta

01/02/25 10:41 AM

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*Receipt Book

December 2024

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
15908R	607-41000-3710	Storm Sewer Sales	\$316.80	12/12/2024	SW - Dec 24 rct	12 11 24 rct
15909R	101-41000-3500	Fines and Forfeits	\$56.65	12/12/2024	general - misdemeanors	12 31 24 city cc
15910R	603-43254-3720	Sewer Availability Charges	\$3,000.00	12/17/2024	SAC - Arvola	12 13 24 rct
15910R	101-41000-3221	Building Permits	\$2,980.88	12/17/2024	general - Arvola	12 13 24 rct
15910R	101-41000-3225	Right of Way Permits	\$300.00	12/17/2024	general - Arvola	12 13 24 rct
15910R	601-49400-3710	Meter Sales	\$350.00	12/17/2024	water dept - Arvola	12 13 24 rct
15910R	603-43254-3710	Water Availability Charges	\$3,000.00	12/17/2024	WAC - Arvola	12 13 24 rct
15911R	607-41000-3710	Storm Sewer Sales	\$748.80	12/17/2024	SW - Dec 24 rct	12 13 24 rct
15911R	602-49450-3720	Sewer Sales	\$1,684.89	12/17/2024	sewer - Dec 24 rct	12 13 24 rct
15911R	606-49450-3728	Sewer Replacement Fund	\$26.46	12/17/2024	SRF - Dec 24 rct	12 13 24 rct
15911R	605-43160-3740	Electricity Sales	\$66.48	12/17/2024	EU - Dec 24 rct	12 13 24 rct
15911R	601-49400-3710	Water Sales	\$1,669.91	12/17/2024	water dept - Dec 24 rct	12 13 24 rct
15911R	601-49400-3130	General Sales and Use Tax	\$10.45	12/17/2024	water dept - Dec 24 rct	12 13 24 rct
15912R	450-42270-3623	Contributions and Donations	\$2,000.00	12/17/2024	CIP - fire dept, Club Almar	12 16 24 rct
15913R	601-49400-3710	Water Sales	\$921.12	12/17/2024	water dept - Dec 24 rct	12 16 24 rct
15913R	601-49400-3130	General Sales and Use Tax	\$10.26	12/17/2024	water dept - Dec 24 rct	12 16 24 rct
15913R	605-43160-3740	Electricity Sales	\$13.39	12/17/2024	EU - Dec 24 rct	12 16 24 rct
15913R	606-49450-3728	Sewer Replacement Fund	\$29.75	12/17/2024	SRF - Dec 24 rct	12 16 24 rct
15913R	602-49450-3720	Sewer Sales	\$934.79	12/17/2024	sewer - Dec 24 rct	12 16 24 rct
15913R	607-41000-3710	Storm Sewer Sales	\$1,280.76	12/17/2024	SW - Dec 24 rct	12 16 24 rct
15914R	101-41000-3221	Building Permits	\$101.00	12/27/2024	general - Intelligent Design Corp	12 17 24 rct
15915R	101-41000-3210	Business Licenses/Permits	\$100.00	12/27/2024	general - West Central Sanitation ga	12 17 24 rct
15916R	601-49400-3130	General Sales and Use Tax	\$2.31	12/27/2024	water dept - Dec 24 rct	12 17 24 rct
15916R	605-43160-3740	Electricity Sales	\$37.46	12/27/2024	EU - Dec 24 rct	12 17 24 rct
15916R	606-49450-3728	Sewer Replacement Fund	\$90.41	12/27/2024	SRF - Dec 24 rct	12 17 24 rct
15916R	602-49450-3720	Sewer Sales	\$1,489.37	12/27/2024	sewer - Dec 24 rct	12 17 24 rct
15916R	607-41000-3710	Storm Sewer Sales	\$834.80	12/27/2024	SW - Dec 24 rct	12 17 24 rct
15916R	601-49400-3710	Water Sales	\$1,505.08	12/27/2024	water dept - Dec 24 rct	12 17 24 rct
15917R	101-41000-3410	Assessment Search Fees	\$10.00	12/27/2024	general - S Ball	12 18 24 rct.
15918R	450-41000-3340	Cable TV Franchise Fee	\$595.50	12/27/2024	CIP - general, Midco	12 18 24 rct.
15919R	607-41000-3710	Storm Sewer Sales	\$295.58	12/27/2024	SW - Dec 24 rct	12 31 24 city cc
15921R	101-41000-3221	Building Permits	\$101.00	12/27/2024	general - Augusta Plmb	12 18 24 rct.
15923R	607-41000-3710	Storm Sewer Sales	\$1,464.52	12/27/2024	SW - Dec 24 rct	12 18 24 rct.
15923R	602-49450-3720	Sewer Sales	\$3,801.93	12/27/2024	sewer - Dec 24 rct	12 18 24 rct.
15923R	606-49450-3728	Sewer Replacement Fund	\$149.01	12/27/2024	SRF - Dec 24 rct	12 18 24 rct.
15923R	605-43160-3740	Electricity Sales	\$32.58	12/27/2024	EU - Dec 24 rct	12 18 24 rct.
15923R	601-49400-3710	Water Sales	\$3,513.16	12/27/2024	water dept - Dec 24 rct	12 18 24 rct.
15923R	601-49400-3130	General Sales and Use Tax	\$34.33	12/27/2024	water dept - Dec 24 rct	12 18 24 rct.
15924R	607-41000-3710	Storm Sewer Sales	\$28.80	12/27/2024	STW - Dec 2024 STW payment	12 31 24 city cc
15925R	607-41000-3710	Storm Sewer Sales	\$559.20	12/27/2024	SW - Dec 24 rct	12 19 24 rct
15925R	601-49400-3710	Water Sales	\$713.86	12/27/2024	water dept - Dec 24 rct	12 19 24 rct
15925R	601-49400-3130	General Sales and Use Tax	\$2.31	12/27/2024	water dept - Dec 24 rct	12 19 24 rct
15925R	605-43160-3740	Electricity Sales	\$8.75	12/27/2024	EU - Dec 24 rct	12 19 24 rct
15925R	606-49450-3728	Sewer Replacement Fund	\$24.19	12/27/2024	SRF - Dec 24 rct	12 19 24 rct
15925R	602-49450-3720	Sewer Sales	\$705.55	12/27/2024	sewer - Dec 24 rct	12 19 24 rct
15926R	101-41000-3210	Business Licenses/Permits	\$100.00	12/27/2024	general - Dollar General tobacco lice	12 23 24 rct
15927R	605-43160-3740	Electricity Sales	\$18.56	12/27/2024	EU - Dec 24 rct	12 23 24 rct
15927R	606-49450-3728	Sewer Replacement Fund	\$41.63	12/27/2024	SRF - Dec 24 rct	12 23 24 rct
15927R	602-49450-3720	Sewer Sales	\$984.40	12/27/2024	sewer - Dec 24 rct	12 23 24 rct
15927R	607-41000-3710	Storm Sewer Sales	\$403.20	12/27/2024	SW - Dec 24 rct	12 23 24 rct

City of St. Augusta

*Receipt Book

December 2024

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
15927 R	601-49400-3710	Water Sales	\$982.04	12/27/2024	water dept - Dec 24 rct	12 23 24 rct
15928 R	101-41000-3212	Dividends	\$4,252.00	1/2/2025	general - dividends	12 24 24 rct
15929 R	450-41000-3130	General Sales and Use Tax	\$25,974.45	1/2/2025	CIP - general, sales tax	12 24 24 rct
15930 R	101-41000-3210	Business Licenses/Permits	\$100.00	1/2/2025	general - Midwest Investments tobac	12 24 24 rct
15931 R	605-43160-3740	Electricity Sales	\$8.60	12/27/2024	EU - Dec 24 rct	12 31 24 cty cc
15931 R	601-49400-3710	Water Sales	\$788.14	12/27/2024	water dept - Dec 24 rct	12 31 24 cty cc
15931 R	602-49450-3720	Sewer Sales	\$263.69	12/27/2024	sewer - Dec 24 rct	12 31 24 cty cc
15931 R	606-49450-3728	Sewer Replacement Fund	\$40.33	12/27/2024	SRF - Dec 24 rct	12 31 24 cty cc
15932 R	101-41000-3340	Electric Permits	\$36.00	1/2/2025	general - Meek	12 24 24 rct
15933 R	606-49450-3728	Sewer Replacement Fund	\$53.00	1/2/2025	SRF - Dec 24 rct	12 24 24 rct
15933 R	601-49400-3710	Water Sales	\$1,557.43	1/2/2025	water dept - Dec 24 rct	12 24 24 rct
15933 R	605-43160-3740	Electricity Sales	\$35.85	1/2/2025	EU - Dec 24 rct	12 24 24 rct
15933 R	602-49450-3720	Sewer Sales	\$1,533.29	1/2/2025	sewer - Dec 24 rct	12 24 24 rct
15933 R	607-41000-3710	Storm Sewer Sales	\$1,823.03	1/2/2025	SW - Dec 24 rct	12 24 24 rct
15933 R	601-49400-3130	General Sales and Use Tax	\$2.47	1/2/2025	water dept - Dec 24 rct	12 24 24 rct
15934 R	101-41000-3221	Building Permits	\$101.00	12/27/2024	general - Renewal by Anderson	12 27 24 rct
15935 R	101-41000-3221	Building Permits	\$101.00	12/27/2024	general - Renewal by Anderson	12 27 24 rct
15936 R	101-41000-3210	Business Licenses/Permits	\$100.00	12/27/2024	general - SFP tobacco license	12 27 24 rct
15937 R	606-49450-3728	Sewer Replacement Fund	\$69.51	12/27/2024	SRF - Dec 24 rct	12 27 24 rct
15937 R	602-49450-3720	Sewer Sales	\$2,001.80	12/27/2024	sewer - Dec 24 rct	12 27 24 rct
15937 R	607-41000-3710	Storm Sewer Sales	\$1,334.40	12/27/2024	SW - Dec 24 rct	12 27 24 rct
15937 R	605-43160-3740	Electricity Sales	\$41.58	12/27/2024	EU - Dec 24 rct	12 27 24 rct
15937 R	601-49400-3130	General Sales and Use Tax	\$20.74	12/27/2024	water dept - Dec 24 rct	12 27 24 rct
15937 R	601-49400-3710	Water Sales	\$1,993.68	12/27/2024	water dept - Dec 24 rct	12 27 24 rct
15938 R	101-41000-3340	Electric Franchise Fee	\$5,345.00	12/27/2024	general - Stearns Electric	12 31 24 cty cc
15939 R	101-41000-3931	Election Assistance	\$1,655.00	12/27/2024	elec - reimbursement from County	12 31 24 cty cc
15940 R	450-41000-3180	State Hwy Aid	\$6,331.50	12/27/2024	CIP - general, small city assist	12 31 24 cty cc
15940 R	450-41000-3180	Local Government Aid	\$69,020.21	12/27/2024	CIP - general, LGA	12 31 24 cty cc
15942 R	606-49450-3728	Sewer Replacement Fund	\$9.58	1/2/2025	SRF - Dec 24 rct	12 30 24 rct
15942 R	602-49450-3720	Sewer Sales	\$253.76	1/2/2025	sewer - Dec 24 rct	12 30 24 rct
15942 R	605-43160-3740	Electricity Sales	\$6.34	1/2/2025	EU - Dec 24 rct	12 30 24 rct
15942 R	601-49400-3710	Water Sales	\$246.15	1/2/2025	water dept - Dec 24 rct	12 30 24 rct
15942 R	607-41000-3710	Storm Sewer Sales	\$288.80	1/2/2025	SW - Dec 24 rct	12 30 24 rct
15943 R	101-41000-3410	Assessment Search Fees	\$10.00	1/2/2025	general - S Ball	12 31 24 rct 2
15944 R	601-49400-3710	Water Sales	\$789.25	1/2/2025	water dept - Dec 24 rct	12 31 24 rct 2
15944 R	605-43160-3740	Electricity Sales	\$5.03	1/2/2025	EU - Dec 24 rct	12 31 24 rct 2
15944 R	606-49450-3728	Sewer Replacement Fund	\$32.04	1/2/2025	SRF - Dec 24 rct	12 31 24 rct 2
15944 R	602-49450-3720	Sewer Sales	\$715.67	1/2/2025	sewer - Dec 24 rct	12 31 24 rct 2
15944 R	607-41000-3710	Storm Sewer Sales	\$1,134.40	1/2/2025	SW - Dec 24 rct	12 31 24 rct 2
15946 R	607-41000-3710	Storm Sewer Sales	\$316.80	1/2/2025	SW - Dec 24 rct	12 31 24 rct
15946 R	601-49400-3710	Water Sales	\$216.21	1/2/2025	water dept - Dec 24 rct	12 31 24 rct
15946 R	605-43160-3740	Electricity Sales	\$2.00	1/2/2025	EU - Dec 24 rct	12 31 24 rct
15946 R	606-49450-3728	Sewer Replacement Fund	\$6.94	1/2/2025	SRF - Dec 24 rct	12 31 24 rct
15946 R	602-49450-3720	Sewer Sales	\$221.35	1/2/2025	sewer - Dec 24 rct	12 31 24 rct
Grand Total			\$783,846.52			

City of St. Augusta

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*Check Summary Register©

Checks 12/04/24-01/07/25

Name	Check Date	Check Amt	
10100 STATE BANK OF KIMBAL			
25178e	BANK FEES	12/5/2024	\$10.00 general - USB card fee
25179e	MN DEPT OF REVENUE	12/5/2024	\$1,578.61 emp pd state taxes
25180e	STATE BANK OF KIMBALL	12/5/2024	\$227.38 941 taxes
25181e	BLUE CROSS BLUE SHIELD	12/10/2024	\$4,428.96 Chad - employer paid insurance
25182e	STEARNS ELECTRIC ASSOCIATI	12/12/2024	\$1,720.25 fire dept - fire hall
25183e	PERA	12/18/2024	\$2,092.83 emp pd pera
25184e	STATE BANK OF KIMBALL	12/18/2024	\$3,746.54 941 taxes
25185e	JOHN HANCOCK	12/18/2024	\$1,150.00 g - pay 26 24 def comp Rasmuson
25186e	MN DEPT OF REVENUE	12/27/2024	\$2,241.74 emp pd state taxes
25187e	STATE BANK OF KIMBALL	12/27/2024	\$141.36 941 taxes
25188e	US BANK BLASHACK	12/27/2024	\$196.41 pw dept - fuel for Dec 24
25189e	US BANK KIFFMEYER	12/27/2024	\$571.00 pw dept - fuel for Dec 24
25190e	US BANK BAHR	12/27/2024	\$393.95 fire dept - EMS supplies, Bound Tree
25191e	US BANK HOLLERMANN	12/27/2024	\$1,146.14 pw dept - fuel for Dec 24
25192e	US BANK MCCABE	12/27/2024	\$640.69 general - office supplies, Office Depot
25193e	US BANK KRAMER	12/27/2024	\$279.66 fire dept - keys, Security Locksmith
25194e	US BANK RASMUSON	12/27/2024	\$235.06 general - telephone, Midco
25195e	US BANK SCHREINER	12/27/2024	\$81.08 fire dept - supplies, NTE
25196e	JOHN HANCOCK	1/2/2025	\$1,150.00 g - pay 1 2025 def comp Rasmuson
25197e	PERA	1/2/2025	\$2,138.91 emp pd pera
25198e	STATE BANK OF KIMBALL	1/2/2025	\$3,849.54 941 taxes
26229	GREAT AMERICA FINANCIAL SE	12/4/2024	\$137.11 general - copier contract
26235	BLASHACK, CHAD C.	12/4/2024	\$1,735.94
26236	HILL, MARY M	12/4/2024	\$950.61
26237	HOLLERMANN, PAUL A.	12/4/2024	\$1,663.60
26238	KIFFMEYER, MARK G.	12/4/2024	\$1,651.61
26239	McCABE, WILLIAM R.	12/4/2024	\$2,862.54
26240	RASMUSON, TERESA M.	12/4/2024	\$132.13
26241	SCHLUETER, STEVEN F.	12/4/2024	\$149.86
26242	TYLER ROTHSTEIN	12/5/2024	\$203.04 water dept - refund overpayment
26243	RASMUSON, TERESA M.	12/5/2024	\$1,042.62
26244	BILL MCCABE	12/11/2024	\$102.29 g - McCabe eye exam
26245	BLASHACK, CHAD C.	12/18/2024	\$1,735.94
26246	HILL, MARY M	12/18/2024	\$828.82
26247	HOLLERMANN, PAUL A.	12/18/2024	\$1,663.60
26248	KIFFMEYER, MARK G.	12/18/2024	\$1,651.61
26249	McCABE, WILLIAM R.	12/18/2024	\$2,862.54
26250	RASMUSON, TERESA M.	12/18/2024	\$128.87
26251	SCHLUETER, STEVEN F.	12/18/2024	\$112.39
26252	KRAMER, JOSEPH S.	12/27/2024	\$813.75
26262	BRENT GENEREUX	1/7/2025	\$90.00 general - 4th qtr 2024 pc mtgs
26263	LEROY MEIER	1/7/2025	\$90.00 general - 4th qtr 2024 pc mtgs
26264	MARK SKAALERUD	1/7/2025	\$90.00 general - 4th qtr 2024 pc mtgs
26265	RICHARD CHRISTEN	1/7/2025	\$90.00 general - 4th qtr 2024 pc mtgs
26266	RON KRAEMER	1/7/2025	\$90.00 general - 4th qtr 2024 pc mtgs
26267	ZAYO GROUP	1/7/2025	\$653.67 sewer dept - telephone
26268	AMS ELECTRIC	1/7/2025	\$2,345.00 parks dept - labor to install power for irrigation
26269	ASTECH	1/7/2025	\$7,500.00 pw dpt - mastic repair
26270	BOLTON AND MENK	1/7/2025	\$5,001.00 general - billing for comp plan update
26271	CASEYS TRUCK AND TRAILER	1/7/2025	\$1,619.58 pw dept - work on intl #4
26272	CENTER POINT ENERGY	1/7/2025	\$423.33 fire dept - gas usage
26273	CENTRAL MCGOWAN, INC 13915	1/7/2025	\$45.00 fire dept - cylinder maint fee
26274	CITY OF ST. AUGUSTA	1/7/2025	\$77.75 general - Nov 24 usage

City of St. Augusta

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*Check Summary Register©

Checks 12/04/24-01/07/25

Name	Check Date	Check Amt	
26275	CITY OF ST. CLOUD	1/7/2025	\$63,080.95 water dept - Sep 24 usage
26276	COURI & RUPPE PLLP	1/7/2025	\$1,902.50 general - general legal counsel
26277	CRESCENT INVESTIGATIVE SER	1/7/2025	\$50.00 fire dept - background check Barker
26278	F.I.R.E.	1/7/2025	\$650.00 fire dept - hazmat refresher
26279	FIRE SAFETY USA	1/7/2025	\$9,629.50 fire dept - hoses
26280	GALLS	1/7/2025	\$1,320.76 fire dept - uniforms
26281	GOPHER STATE ONE-CALL	1/7/2025	\$59.40 water dept - locates
26282	GREAT AMERICA FINANCIAL SE	1/7/2025	\$124.57 general - copier contract
26283	GREATER ST CLOUD DEVELOP	1/7/2025	\$5,000.00 general - association dues
26284	H&S HEATING	1/7/2025	\$127.34 general - furnace servicing
26285	KELLY C JOHNSON INC	1/7/2025	\$352.75 general - Dec 2024 permits
26286	KNIFE RIVER	1/7/2025	\$822.51 pw dept - clean sand
26287	LAND O AKES OIL & PROPANE	1/7/2025	\$353.86 fire dept - fill tanks
26288	NELSONS SANITATION & RENTA	1/7/2025	\$5,573.20 sewer dept - jetting (.60 lf @ 9,042 lf)
26289	NORTH STAR SIGNS & ENGRAVI	1/7/2025	\$75.00 general - name plates
26290	RMB ENVIRONMENTAL LABORA	1/7/2025	\$390.84 sewer dept - ww effluent
26291	GANNETT MN LOCALIQ	1/7/2025	\$217.18 general - cannabis ordinance public hearing
26292	STEARNS COUNTY AUDITOR/TR	1/7/2025	\$1,950.00 elec - poll pad rental, omni ballot
26293	STERICYCLE INC	1/7/2025	\$30.45 fire dept - subscription
26294	SUNRAY PRINTING SOLUTIONS I	1/7/2025	\$113.19 general - business cards Schmitz
26295	T MOBILE	1/7/2025	\$39.65 general - mobile internet service
26296	TRAUT COMPANIES	1/7/2025	\$70.00 water dept - samples 242060 & 242061
26297	WEST CENTRAL SANITATION	1/7/2025	\$191.93 general - garbage service
26298	WORKMED MIDWEST PA	1/7/2025	\$151.00 pw dept - drug testing Hollermann, Kiffmeyer
26299	BILL MCCABE	1/7/2025	\$220.00 g - McCabe co pay St. Cloud Orthopedics
26300	CENTRAL LANDSCAPE SUPPLY	1/7/2025	\$67.00 pw dept - supplies
26301	CITY OF ST. AUGUSTA	1/7/2025	\$77.70 general - Dec 2024 usage
26302	COMPASS MINERALS AMERICA I	1/7/2025	\$3,076.87 pw dept - bulk coarse
26303	INSPECTRON	1/7/2025	\$34,186.90 general - 4th qtr 2024 inspections
26304	LEAGUE OF MN CITIES	1/7/2025	\$4,730.00 general - 2025 membership dues
26305	MINNESOTA MAYORS ASSN	1/7/2025	\$30.00 general - Schmitz 2025 membership
26306	MN DEPT OF LABOR & INDUSTR	1/7/2025	\$2,785.12 general - 4th qtr 2024 surcharge
26307	MN DEPT OF REVENUE	1/7/2025	\$362.00 water dept - 4th qtr 2024 sales tax (5265x6.785
26308	XCEL ENERGY	1/7/2025	\$858.21 general - Dec 2024 usage
Total Checks			\$205,234.69

Michael G. Zenzen

FILTER: [Check Date] between #12/04/24# and #01/07/25# and [Check Nbr]>0 and [Cash Act]='10100'

***Check Detail Register©**

Batch: Jan 7 2024 addl

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 STATE BANK OF KIMBAL					
26299	01/07/25	BILL MCCABE			
		G 101-21710		\$70.00	g - McCabe co pay St. Cloud Orthopedics general - (mileage 150x.70)
		E 101-41000-208		\$150.00	
		Other Deductions			
		Training, Inst., Travel			
		Total		\$220.00	
26300 CENTRAL LANDSCAPE SUPPLY					
26300	01/07/25	Repair/Maint Supply		\$67.00	pw dept - supplies
		E 101-41130-220		\$67.00	
		Total		\$67.00	
26301 CITY OF ST. AUGUSTA					
26301	01/07/25	city halls sewer/water expe		\$77.70	general - Dec 2024 usage
		E 101-41000-736		\$77.70	
		Total		\$77.70	
26302 COMPASS MINERALS AMERICA INC.					
26302	01/07/25	Repair/Maint Supply		\$3,076.87	pw dept - bulk coarse
		E 101-41130-220		1418448	
		Total		\$3,076.87	
26303 INSPECTRON					
26303	01/07/25	support services		\$34,186.90	general - 4th qtr 2024 inspections
		E 101-41220-300		1456	
		Total		\$34,186.90	
26304 LEAGUE OF MN CITIES					
26304	01/07/25	Association Dues/LMC, A		\$4,730.00	general - 2025 membership dues
		E 101-41000-206		\$4,730.00	
		Total		\$4,730.00	
26305 MINNESOTA MAYORS ASSN					
26305	01/07/25	Dues and Subscriptions		\$30.00	general - Schmitz 2025 membership
		E 101-41110-433		\$30.00	
		Total		\$30.00	
26306 MN DEPT OF LABOR & INDUSTRY					
26306	01/07/25	Bldg Permit Surcharge		\$2,785.12	general - 4th qtr 2024 surcharge
		E 101-41220-722		\$2,785.12	
		Total		\$2,785.12	
26307 MN DEPT OF REVENUE					
26307	01/07/25	State Sales Tax		\$362.00	water dept - 4th qtr 2024 sales tax (5265x6.785%)
		E 601-49400-113		\$362.00	
		Total		\$362.00	
26308 XCEL ENERGY					
26308	01/07/25	Gas Utilities		\$858.21	general - Dec 2024 usage
		E 101-41000-383		\$858.21	
		Total		\$858.21	
		10100		\$46,393.80	

Fund Summary

10100 STATE BANK OF KIMBAL	
101 GENERAL FUND	\$46,031.80
601 WATER FUND	\$362.00
	\$46,393.80

Michael G. Zenzen

City of St. Augusta

***Check Detail Register©**

Batch: Jan 7 2025 mtg, Jan 7 2025 pc 4th py, Jan 7 2025 USB cc

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 STATE BANK OF KIMBAL					
25188 e	12/27/24	US BANK BLASHACK			
E 101-41130-212		Motor Fuels	\$109.66		pw dept - fuel for Dec 24
E 601-49400-212		Motor Fuels	\$13.71		water dept - fuel for Dec 24
E 602-49450-212		Motor Fuels	\$13.71		sewer dept - fuel for Dec 24
E 101-45200-220		Repair/Maint Supply	\$59.33		parks dept - keys, Central Locksmiths
		Total	\$196.41		
25189 e	12/27/24	US BANK KIFFMEYER			
E 101-41130-212		Motor Fuels	\$311.31		pw dept - fuel for Dec 24
E 101-41130-220		Repair/Maint Supply	\$215.74		pw dept - supplies, NTE
E 101-41130-220		Repair/Maint Supply	\$43.95		pw dept - supplies, Menards
		Total	\$571.00		
25190 e	12/27/24	US BANK BAHR			
E 101-42270-232		EMS Supplies	\$393.95		fire dept - EMS supplies, Bound Tree
		Total	\$393.95		
25191 e	12/27/24	US BANK HOLLERMANN			
E 101-41130-212		Motor Fuels	\$600.05		pw dept - fuel for Dec 24
E 601-49400-212		Motor Fuels	\$75.01		water dept - fuel for Dec 24
E 602-49450-212		Motor Fuels	\$75.01		sewer dept - fuel Dec 24
E 101-41130-220		Repair/Maint Supply	\$137.53		pw dept - supplies, FleetPride
E 601-49400-210		Operating Supplies (GEN)	\$129.27		water dept - supplies, FleetPride
E 602-49450-210		Operating Supplies (GEN)	\$129.27		sewer dept - supplies, FleetPride
		Total	\$1,146.14		
25192 e	12/27/24	US BANK MCCABE			
E 101-41000-200		Office Supplies (GENERA)	\$202.52		general - office supplies, Office Depot
E 101-42270-220		Repair/Maint Supply	\$43.17		fire dept - supplies, Spectrum
E 101-41000-208		Training, Inst., Travel	\$395.00		general - conference, McCabe EDAM
		Total	\$640.69		
25193 e	12/27/24	US BANK KRAMER			
E 101-42270-220		Repair/Maint Supply	\$43.50		fire dept - keys, Security Locksmith
E 101-42270-220		Repair/Maint Supply	\$236.16		fire dept - emails, Google
		Total	\$279.66		
25194 e	12/27/24	US BANK RASMUSON			
E 101-41000-321		Telephone	\$154.23		general - telephone, Midco
E 101-41000-323		Internet	\$80.83		general - internet, Midco
		Total	\$235.06		
25195 e	12/27/24	US BANK SCHREINER			
E 101-42270-220		Repair/Maint Supply	\$81.08		fire dept - supplies, NTE
		Total	\$81.08		
26262	01/07/25	BRENT GENEREUX			
E 101-41120-106		Planning Commission wag	\$90.00		general - 4th qtr 2024 pc mtgs
		Total	\$90.00		

City of St. Augusta

***Check Detail Register©**

Batch: Jan 7 2025 mtg,Jan 7 2025 pc 4th py,Jan 7 2025 USB cc

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
26263	01/07/25	LEROY MEIER			
E 101-41120-106		Planning Commission wag	\$90.00		general - 4th qtr 2024 pc mtgs
		Total	\$90.00		
26264	01/07/25	MARK SKAALERUD			
E 101-41120-106		Planning Commission wag	\$90.00		general - 4th qtr 2024 pc mtgs
		Total	\$90.00		
26265	01/07/25	RICHARD CHRISTEN			
E 101-41120-106		Planning Commission wag	\$90.00		general - 4th qtr 2024 pc mtgs
		Total	\$90.00		
26266	01/07/25	RON KRAEMER			
E 101-41120-107		Park Board Wages	\$90.00		general - 4th qtr 2024 pc mtgs
		Total	\$90.00		
26267	01/07/25	ZAYO GROUP			
E 602-49450-321		Telephone	\$324.40	21064542	sewer dept - telephone
E 602-49450-321		Telephone	\$329.27	21147051	sewer dept - telephone
		Total	\$653.67		
26268	01/07/25	AMS ELECTRIC			
E 101-45200-220		Repair/Maint Supply	\$2,345.00		parks dept - labor to install power for irrigation pump
		Total	\$2,345.00		
26269	01/07/25	ASTECH			
E 101-41130-220		Repair/Maint Supply	\$7,500.00	24-574	pw dpt - mastic repair
		Total	\$7,500.00		
26270	01/07/25	BOLTON AND MENK			
E 101-41000-307		Planning (GENERAL)	\$5,001.00	0351644	general - billing for comp plan update
		Total	\$5,001.00		
26271	01/07/25	CASEYS TRUCK AND TRAILER			
E 101-41130-220		Repair/Maint Supply	\$690.78	22110	pw dept - work on intl #4
E 101-41130-220		Repair/Maint Supply	\$136.27	22371	pw dept - work on intl #20
E 101-41130-220		Repair/Maint Supply	\$276.00	22374	pw dept - work on intl HV507
E 101-41130-220		Repair/Maint Supply	\$516.53	22381	pw dept - work on intl #4
		Total	\$1,619.58		
26272	01/07/25	CENTER POINT ENERGY			
E 101-42270-387		Fire Dept Utilities	\$423.33		fire dept - gas usage
		Total	\$423.33		
26273	01/07/25	CENTRAL MCGOWAN, INC 139156			
E 101-42270-220		Repair/Maint Supply	\$45.00	0000019226	fire dept - cylinder maint fee
		Total	\$45.00		
26274	01/07/25	CITY OF ST. AUGUSTA			
E 101-41000-736		city halls sewer/water expe	\$77.75		general - Nov 24 usage

City of St. Augusta

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$77.75	
26275	01/07/25	CITY OF ST. CLOUD			
E 601-49400-312		Water/Contract Services	\$22,075.88	AR032900	water dept - Sep 24 usage
E 602-49450-313		Sewer/Contract Services	\$4,875.48	AR032900	sewer dept - Sep 24 treatment charges
E 602-47000-602		NR2 Project - principal/int	\$4,986.26	AR032900	sewer dept - Sep 24 NR2
E 601-49400-312		Water/Contract Services	\$20,501.66	AR033016	water dept - Oct 24 usage
E 602-49450-313		Sewer/Contract Services	\$5,655.41	AR033016	sewer dept - Oct 24 treatment charges
E 602-47000-602		NR2 Project - principal/int	\$4,986.26	AR033016	sewer dept - Oct 24 NR2
			Total	\$63,080.95	
26276	01/07/25	COURI & RUPPE PLLP			
E 101-41000-304		Legal Fees	\$1,902.50		general - general legal counsel
			Total	\$1,902.50	
26277	01/07/25	CRESCENT INVESTIGATIVE SERVICES			
E 101-42270-430		Miscellaneous	\$50.00		fire dept - background check Barker
			Total	\$50.00	
26278	01/07/25	F.I.R.E.			
E 101-42270-208		Training, Inst., Travel	\$650.00	7192	fire dept - hazmat refresher
			Total	\$650.00	
26279	01/07/25	FIRE SAFETY USA			
E 101-42270-220		Repair/Maint Supply	\$389.50	194363	fire dept - hoses
E 450-42270-419		Turn Out Gear	\$9,240.00	194498	CIP - fire dept, bunker boots
			Total	\$9,629.50	
26280	01/07/25	GALLS			
E 101-42270-389		uniforms	\$1,320.76	029909205	fire dept - uniforms
			Total	\$1,320.76	
26281	01/07/25	GOPHER STATE ONE-CALL			
E 601-49400-314		Gopher State One Calls	\$29.70	4080758- IN	water dept - locates
E 602-49450-314		Gopher State One Calls	\$29.70	4080758- IN	sewer dept - locates
			Total	\$59.40	
26282	01/07/25	GREAT AMERICA FINANCIAL SERVICES			
E 101-41000-300		support services	\$124.57	38245857	general - copier contract
			Total	\$124.57	
26283	01/07/25	GREATER ST CLOUD DEVELOPMENT			
E 101-41000-206		Association Dues/LMC, A	\$5,000.00	6291	general - association dues
			Total	\$5,000.00	
26284	01/07/25	H&S HEATING			
E 101-41000-520		Buildings and Structures	\$127.34	33047-1	general - furnace servicing
			Total	\$127.34	
26285	01/07/25	KELLY C JOHNSON INC			
E 101-41220-742		Electrical Insp	\$352.75		general - Dec 2024 permits

City of St. Augusta

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$352.75	
26286	01/07/25	KNIFE RIVER			
E 101-41130-220		Repair/Maint Supply	\$273.44	1096429	pw dept - clean sand
E 101-41130-220		Repair/Maint Supply	\$274.94	1096922	pw dept - clean sand
E 101-41130-220		Repair/Maint Supply	\$274.13	1097051	pw dept - clean sand
Total			\$822.51		
26287	01/07/25	LAND O AKES OIL & PROPANE			
E 101-42270-212		Motor Fuels	\$353.86	45832	fire dept - fill tanks
Total			\$353.86		
26288	01/07/25	NELSONS SANITATION & RENTAL IN			
E 602-47005-733		Jetting	\$5,425.20		sewer dept - jetting (.60 lf @ 9,042 lf)
E 101-45200-410		Rentals	\$74.00		parks dept - HLP final payment
E 101-45200-410		Rentals	\$74.00		parks dept - KP final payment
Total			\$5,573.20		
26289	01/07/25	NORTH STAR SIGNS & ENGRAVING			
E 101-41000-200		Office Supplies (GENERA	\$75.00	27514	general - name plates
Total			\$75.00		
26290	01/07/25	RMB ENVIRONMENTAL LABORATORIES			
E 602-49450-316		Sample Analysis	\$276.93	D069367	sewer dept - ww effluent
E 602-49450-316		Sample Analysis	\$113.91	D069802	sewer dept - ww effluent
Total			\$390.84		
26291	01/07/25	GANNETT MN LOCALIQ			
E 101-41000-205		Ordinance Publication	\$217.18	0006802287	general - cannabis ordinance public hearing
Total			\$217.18		
26292	01/07/25	STEARNS COUNTY AUDITOR/TREAS			
E 101-41410-202		Printing & Binding	\$1,950.00	2024-000000	elec - poll pad rental, omni ballot
Total			\$1,950.00		
26293	01/07/25	STERICYCLE INC			
E 101-42270-220		Repair/Maint Supply	\$30.45	8009121444	fire dept - subscription
Total			\$30.45		
26294	01/07/25	SUNRAY PRINTING SOLUTIONS INC			
E 101-41000-200		Office Supplies (GENERA	\$113.19	27585	general - business cards Schmitz
Total			\$113.19		
26295	01/07/25	T MOBILE			
E 101-41000-324		Internet mobile	\$39.65		general - mobile internet service
Total			\$39.65		
26296	01/07/25	TRAUT COMPANIES			
E 601-49400-316		Sample Analysis	\$70.00	375667	water dept - samples 242060 & 242061
Total			\$70.00		
26297	01/07/25	WEST CENTRAL SANITATION			

City of St. Augusta

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41000-384		Refuse/Garbage Disposal	\$155.39	13295821	general - garbage service
E 101-42270-384		Refuse/Garbage Disposal	\$36.54	13295821	fire dept - garbage service
		Total	\$191.93		
26298	01/07/25	WORKMED MIDWEST PA			
E 101-41130-430		Miscellaneous	\$151.00	00052870-00	pw dept - drug testing Holermann, Kiffmeyer
		Total	\$151.00		
		10100	\$113,935.90		

Fund Summary

10100 STATE BANK OF KIMBAL	
101 GENERAL FUND	\$34,579.86
450 CAPITAL PROJECT FUND	\$9,240.00
601 WATER FUND	\$42,895.23
602 SEWER FUND	\$27,220.81
	<u>\$113,935.90</u>

Michael G. Zenzen

	General Fund	CIP Fund	Debt Service	SAC/WAC Fund	Water Fund	Sewer Fund	Storm Water	Sewer Debt	Street Light	ARPA Funds	2025 Parade	Monthly Totals
Cash Balance 12/31/2024(un-audited)	\$ 1,446,542	\$ 1,524,661.26	\$ 101,837	\$ 278,717	\$ 91,708	\$ 639,460	\$ 111,984	\$ 169,500	\$ 8,030	\$ 40,435	\$ 4,200	\$ 4,417,074
Receipts January 2025												\$ -
Ex. January 2025	\$ 93,704	\$ 9,240.00			\$ 45,278	\$ 29,241	\$ 577					\$ 178,040
Receipts February 2025												\$ -
Ex. February 2025												\$ -
Receipts March 2025												\$ -
Ex. March 2025												\$ -
Receipts April 2025												\$ -
Ex. April 2025												\$ -
Receipts May 2025												\$ -
Ex. May 2025												\$ -
Receipts June 2025												\$ -
Ex. June 2025												\$ -
Receipts July 2025												\$ -
Ex. July 2025												\$ -
Receipts August 2025												\$ -
Ex. August 2025												\$ -
Receipts September 2025												\$ -
Ex. September 2025												\$ -
Receipts October 2025												\$ -
Ex. October 2025												\$ -
Receipts November 2025												\$ -
Ex. November 2025												\$ -
Receipts December 2025												\$ -
Ex. December 2025												\$ -
Cash Balance	\$ 1,352,838	\$ 1,515,421.26	\$ 101,837	\$ 278,717	\$ 46,430	\$ 610,219	\$ 111,407	\$ 169,500	\$ 8,030	\$ 40,435	\$ 4,200	\$ 4,239,034

2025 CIP Breakdown	Unallocated	Admin	Park	Streets	Fire	Total
Beginning Balance -12/31/2024						
Un-Audited	\$386,131.77	\$73,937.15	\$1,312,713.40	(\$445,608.56)	\$197,487.50	\$1,524,661.26
Boots					\$ (9,240.00)	(\$9,240.00)
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Totals	\$386,131.77	\$73,937.15	\$1,312,713.40	(\$445,608.56)	\$188,247.50	\$1,515,421.26

Unallocated - Reserved

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

	2025	Spent/Received	% of Budget	Remaining Amount
Revenues	Budget	As of January 7, 2024	Spent	
General Fund	\$1,273,500	\$ -	0.00%	\$1,273,500
Capital Improvement Fund	\$1,089,833	\$ -	0.00%	\$1,089,833
Water Fund	\$331,500	\$ -	0.00%	\$331,500
Sewer Fund	\$352,000	\$ -	0.00%	\$352,000
Sewer Debt Fund	\$12,000	\$ -	0.00%	\$12,000
Street Light Fund	\$5,600	\$ -	0.00%	\$5,600
WAC/SAC Improvement Fund	\$41,759	\$ -	0.00%	\$41,759
Debt Service	\$41,000	\$ -	0.00%	\$41,000
Storm Water	\$50,000	\$ -	0.00%	\$50,000
American Rescue Plan	\$0			\$0
2025 Parade		\$ -		
Total Revenues	\$3,197,192	\$ -	0.00%	\$3,197,192
Expenditures				
General Fund	\$1,235,686	\$ 93,704	7.58%	\$1,141,982
Capital Improvement Fund	\$995,800	\$ 9,240	0.93%	\$986,560
Water Fund	\$297,681	\$ 45,278	15.21%	\$252,403
Sewer Fund	\$306,004	\$ 29,241	9.56%	\$276,763
Storm Water Utility Fund	\$42,073	\$ 577	1.37%	\$41,496
Street Light Fund	\$4,380	\$ -	0.00%	\$4,380
WAC/SAC Improvement Fund	\$0	\$ -		\$0
Debt Service	\$36,000	\$ -	0.00%	\$36,000
American Rescue Plan		\$ -		\$0
Total Expenditures	\$2,917,624	\$ 178,040	6.10%	\$2,739,584

General Fund				
	2025	Spent/Received	% of Budget	Remaining Amount
	Budget	As of January 3, 2025	Spent	
Administration	\$ 441,531	\$ 26,828	6.08%	\$ 414,703
Council	\$ 37,825	\$ 30	0.08%	\$ 37,795
Boards and Commissions	\$ 3,500	\$ 450	12.86%	\$ 3,050
Building Inspection	\$ 142,000	\$ 37,325	26.29%	\$ 104,675
Elections	\$ 2,100	\$ 1,950	92.86%	\$ 150
Fire	\$ 236,069	\$ 4,097	1.74%	\$ 231,972
Streets	\$ 268,256	\$ 19,767	7.37%	\$ 248,489
Parks	\$ 104,405	\$ 3,256	3.12%	\$ 101,149
Total General Fund	\$ 1,235,686	\$ 93,704	7.58%	\$ 1,141,982

	General Fund	CIP Fund	Debt Service	SAC/WAC Fund	Water Fund	Sewer Fund	Storm Water	Sewer Debt	Street Light	ARPA Funds	2025 Parade	Monthly Totals
Cash Balance 12/31/2023(audited)	\$ 1,338,111	\$ 1,778,190.00	\$ 96,774	\$ 128,580	\$ 138,569	\$ 630,393	\$ 88,008	\$ 159,125	\$ 7,472	\$ 48,638		\$ 4,413,860
Receipts January 2024	\$ 20,628	\$ 35,351.88	\$ 683	\$ 1,229	\$ 22,176	\$ 27,673	\$ 9,423	\$ 831	\$ 376			\$ 118,372
Ex. January 2024	\$ 51,834	\$ 8,187.00			\$ 25,520	\$ 19,022	\$ 1,130		\$ 323	\$ 6,560		\$ 112,577
Receipts February 2024	\$ 31,890	\$ 3,319.59		\$ 18,000	\$ 23,210	\$ 22,437	\$ 2,784	\$ 854	\$ 365			\$ 102,860
Ex. February 2024	\$ 137,180				\$ 41,330	\$ 36,224	\$ 3,360		\$ 323	\$ 1,163		\$ 219,581
Receipts March 2024	\$ 41,898	\$ 3,983.11		\$ 60,000	\$ 20,929	\$ 21,035	\$ 1,649	\$ 717	\$ 349			\$ 150,559
Ex. March 2024	\$ 60,107				\$ 6,254	\$ 5,656	\$ 1,140					\$ 73,157
Receipts April 2024	\$ 17,754	\$ 50,376.52		\$ 12,000	\$ 19,442	\$ 19,271	\$ 568	\$ 713	\$ 290			\$ 120,415
Ex. April 2024	\$ 57,866				\$ 23,373	\$ 15,819	\$ 1,137		\$ 323	\$ 480		\$ 98,997
Receipts May 2024	\$ 155,964	\$ 2,675.34		\$ 12,000	\$ 22,373	\$ 22,033	\$ 302	\$ 819	\$ 392			\$ 216,557
Ex. May 2024	\$ 145,373	\$ 29,239.36			\$ 24,177	\$ 17,898	\$ 575		\$ 323			\$ 217,586
Receipts June 2024	\$ 359,317	\$ 178,834.13	\$ 15,344	\$ 11,475	\$ 24,666	\$ 21,061	\$ 750	\$ 875	\$ 351			\$ 612,673
Ex. June 2024	\$ 112,319	\$ 3,792.50			\$ 26,682	\$ 16,934	\$ 1,127		\$ 323			\$ 161,178
Receipts July 2024	\$ 182,304	\$ 281,199.61	\$ 6,576	\$ 8,346	\$ 27,156	\$ 24,741	\$ 115	\$ 1,108	\$ 387			\$ 531,934
Ex. July 2024	\$ 73,202	\$ 616,034.80			\$ 23,785	\$ 16,778	\$ 1,538		\$ 323			\$ 731,660
Receipts August 2024	\$ 25,219	\$ 29,906.40			\$ 25,373	\$ 17,149	\$ 779	\$ 833	\$ 336			\$ 99,595
Ex. August 2024	\$ 68,981	\$ 500,441.62			\$ 59,482	\$ 67,870	\$ 572		\$ 323			\$ 697,669
Receipts September 2024	\$ 7,173	\$ 2,602.76		\$ 6,000	\$ 25,254	\$ 18,789		\$ 866	\$ 321			\$ 61,006
Ex. September 2024	\$ 200,311	\$ 35,794.72			\$ 43,041	\$ 16,516	\$ 1,192		\$ 323			\$ 297,178
Receipts October 2024	\$ 54,054	\$ 63,783.63			\$ 30,765	\$ 23,487		\$ 1,094	\$ 440		\$ 3,600	\$ 177,223
Ex. October 2024	\$ 146,510	\$ 31,976.27			\$ 29,096	\$ 19,000	\$ 3,140		\$ 323			\$ 230,046
Receipts November 2024	\$ 72,052	\$ 41,981.70	\$ 956	\$ 6,640	\$ 24,062	\$ 22,526	\$ 6,448	\$ 771	\$ 327		\$ 600	\$ 176,363
Ex. November 2024	\$ 128,540	\$ 14,757.36			\$ 6,266	\$ 7,013	\$ 1,550		\$ 323			\$ 158,450
Receipts December 2024	\$ 377,764	\$ 295,115.22	\$ 16,459	\$ 14,446	\$ 25,141	\$ 22,847	\$ 30,753	\$ 894	\$ 427			\$ 783,847
Ex. December 2024	\$ 55,362	\$ 2,435.00	\$ 34,955		\$ 28,401	\$ 15,252	\$ 13,137		\$ 569			\$ 150,111
												\$ -
Cash Balance	\$ 1,446,542	\$ 1,524,661.26	\$ 101,837	\$ 278,717	\$ 91,708	\$ 639,460	\$ 111,984	\$ 169,500	\$ 8,030	\$ 40,435	\$ 4,200	\$ 4,412,873

2024 CIP Breakdown	Unallocated	Admin	Park	Streets	Fire	Total
Beginning Balance -12/31/2023						
Audited	\$386,131.77	\$66,672.04	\$1,158,888.85	\$15,448.24	\$151,049.10	\$1,778,190.00
Air Bottles					\$ (8,187.00)	(\$8,187.00)
January Property Tax				\$ 5,448.53	\$ 1,362.13	\$6,810.66
January Sales Tax			\$ 12,964.71	\$ 12,964.72		\$25,929.43
January Cable Franchise Fees		\$ 611.79				\$611.79
Meat Raffle Proceeds (Jan, 17, 2024)					\$ 2,000.00	\$2,000.00
February Cable Franchise Fees		\$ 596.41				\$596.41
Gravel Tax				\$ 723.18		\$723.18
Meat Raffle Proceeds (Feb. 13, 2024)					\$ 2,000.00	\$2,000.00
March Sales Tax			\$ 692.16	\$ 692.16		\$1,384.32
March Cable Franchise Fees		\$ 598.79				\$598.79
Meat Raffle Proceeds (Mar. 19, 2024)					\$ 2,000.00	\$2,000.00
April Sales Tax			\$ 47,750.00			\$47,750.00
April Cable Franchise Fees		\$ 626.52				\$626.52
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
Fire Radios					\$ (2,390.00)	(\$2,390.00)
Fire Misc. Tools					\$ (2,484.12)	(\$2,484.12)
2024 Street Project Engineering				\$ (24,365.24)		(\$24,365.24)
May Cable Franchise Fees		\$ 627.25				\$627.25
Aggregate Tax				\$ 48.09		\$48.09
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
Fire Clothing					\$ (2,597.50)	(\$2,597.50)
2024 Street Project Engineering (Testing)				\$ (1,195.00)		(\$1,195.00)
June Cable Franchise Fees		\$ 605.83				\$605.83
June Property Tax				\$ 147,929.48	\$ 30,298.82	\$178,228.30
July Property Tax				\$ 63,398.36	\$ 12,985.21	\$76,383.57
Street Project Engineering (Testing)				\$ (550.00)		(\$550.00)
Lawn Mower			\$ (8,657.99)			(\$8,657.99)
Fire Clothing					\$ (1,412.68)	(\$1,412.68)
Street Project Construction				\$ (605,414.13)		(\$605,414.13)
Street Patching				\$ (28,750.00)		(\$28,750.00)
Fire Radios					\$ (3,066.40)	(\$3,066.40)
Fire Department Smart Board					\$ (3,148.00)	(\$3,148.00)
July Sales Tax			\$ 38,054.23	\$ 38,054.23		\$76,108.46
Local Government Aid				\$ 64,481.50		\$64,481.50
Small Cities Street Aid				\$ 63,081.50		\$63,081.50
Park Dedication			\$ 525.00			\$525.00
July Cable Franchise Fees		\$ 602.16				\$602.16
Aggregate Tax				\$ 17.42		\$17.42
Street Project Engineering (Construction)				\$ (126,975.71)		(\$126,975.71)
Otto Seal Engineering				\$ (5,500.00)		(\$5,500.00)
Relief Association Tools					\$ (899.52)	(\$899.52)
AED for Hidden Lake Park			\$ (7,800.00)			(\$7,800.00)
2024 Street Project Construction				\$ (325,201.51)		(\$325,201.51)
August Sales Tax			\$ 14,366.18	\$ 14,366.17		\$28,732.35
Park Dedication			\$ 575.00			\$575.00
August Cable Franchise Fees		\$ 599.05				\$599.05
2024 Street Project Engineering (Testing)				\$ (8,480.00)		(\$8,480.00)
Radios					\$ (26,415.20)	(\$26,415.20)
September Cable Franchise Fees		\$ 602.76				\$602.76
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
October Sales Tax			\$ 28,320.73	\$ 28,320.73		\$56,641.46
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
Seal Coat Engineering				\$ (2,788.75)		(\$2,788.75)
2024 Street Project Engineering				\$ (29,187.52)		(\$29,187.52)
October Local Government Aid				\$ 4,538.27		\$4,538.27
October Cable Franchise Fees		\$ 603.90				\$603.90
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
2024 Street Project Engineering				\$ (2,250.00)		(\$2,250.00)
Otta Seal Engineering				\$ (12,507.36)		(\$12,507.36)
November Property Tax				\$ 9,226.48	\$ 1,889.76	\$11,116.24
November Cable Franchise Fees		\$ 595.15				\$595.15
Aggregate Tax				\$ 175.72		\$175.72
November Sales Tax			\$ 14,047.30	\$ 14,047.29		\$28,094.59
2024 Street Project Engineering				\$ (635.00)		(\$635.00)
Otta Seal Engineering				\$ (1,800.00)		(\$1,800.00)
December Property Tax				\$ 158,690.66	\$ 32,502.90	\$191,193.56
December Sales Tax			\$ 12,987.23	\$ 12,987.22		\$25,974.45
Local Government Aid				\$ 69,020.21		\$69,020.21
Small Cities Street Aid				\$ 6,331.50		\$6,331.50
December Cable Franchise Fees		\$ 595.50				\$595.50
Meat Raffle Proceeds					\$ 2,000.00	\$2,000.00
Totals	\$386,131.77	\$73,937.15	\$1,312,713.40	(\$445,608.56)	\$197,487.50	\$1,524,661.26

Unallocated - Reserved

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

	2024	Spent/Received	% of Budget	Remaining Amount
Revenues	Budget	As of December 31, 2024	Spent	
General Fund	\$1,121,200	\$ 1,399,316	124.81%	(\$278,116)
Capital Improvement Fund	\$993,013	\$ 1,019,395	102.66%	(\$26,382)
Water Fund	\$278,000	\$ 365,149	131.35%	(\$87,149)
Sewer Fund	\$275,000	\$ 324,258	117.91%	(\$49,258)
Sewer Debt Fund	\$12,500	\$ 13,012	104.09%	(\$512)
Street Light Fund	\$4,500	\$ 5,931	131.80%	(\$1,431)
WAC/SAC Improvement Fund	\$35,759	\$ 162,137	453.42%	(\$126,378)
Debt Service	\$41,000	\$ 40,291	98.27%	\$709
Storm Water	\$55,000	\$ 57,226	104.05%	(\$2,226)
American Rescue Plan	\$0		#DIV/0!	\$0
2025 Parade		\$ 4,200		
Total Revenues	\$2,815,972	\$ 3,390,916	120.42%	(\$574,944)
Expenditures				
General Fund	\$1,135,264	\$ 1,306,620	115.09%	(\$171,356)
Capital Improvement Fund	\$945,800	\$ 1,242,659	131.39%	(\$296,859)
Water Fund	\$243,864	\$ 362,008	148.45%	(\$118,144)
Sewer Fund	\$271,667	\$ 265,179	97.61%	\$6,488
Storm Water Utility Fund	\$36,154	\$ 30,157	83.41%	\$5,997
Street Light Fund	\$4,380	\$ 3,802	86.79%	\$578
WAC/SAC Improvement Fund	\$0		#DIV/0!	\$0
Debt Service	\$36,000	\$ 34,955	97.10%	\$1,045
American Rescue Plan		\$ 8,203	#DIV/0!	(\$8,203)
Total Expenditures	\$2,673,129	\$ 3,253,583	121.71%	(\$580,454)

General Fund				
	2024	Spent/Received	% of Budget	Remaining Amount
	Budget	As of December 31, 2024	Spent	
Administration	\$ 410,988	\$ 464,097	112.92%	\$ (53,109)
Council	\$ 35,531	\$ 25,943	73.01%	\$ 9,588
Boards and Commissions	\$ 3,500	\$ 3,815	109.00%	\$ (315)
Building Inspection	\$ 89,500	\$ 246,180	275.06%	\$ (156,680)
Elections	\$ 12,350	\$ 7,805	63.20%	\$ 4,545
Fire	\$ 237,043	\$ 211,133	89.07%	\$ 25,910
Streets	\$ 251,432	\$ 253,233	100.72%	\$ (1,801)
Parks	\$ 94,919	\$ 94,414	99.47%	\$ 506
Total General Fund	\$ 1,135,264	\$ 1,306,620	115.09%	\$ (171,357)



Event Details



2025 MINNESOTA PUBLIC FINANCE SEMINAR

Ehlers is privileged to share in your mission of building vibrant, sustainable, and equitable communities across our great state. Yet, fulfilling that mission isn't just about public finance solutions; these are only the fundamentals of our work. It's really about people pulling together to create smart plans, build community consensus, and share in the hard work that helps bring generational projects to life! That's why we're honored to invite you to our annual Minnesota Public Finance Seminar. This year, we are offering two-track optional workshops covering the foundations of both public financing and municipal finance. This programming is ideal for new staff members or a refresher for all. Beginning Thursday afternoon, two learning tracks will bring public finance, TIF and development concepts to life with actual stories and case studies from communities across Minnesota. Plus, we're excited to host a general "ask the experts" session where our senior-most advisors will answer your most pressing questions! And finally, Daniel Lightfoot and his colleagues from the League of Minnesota Cities will join us to share the latest news from the Minnesota State Legislature. We hope you can attend!

For those of you joining us from Greater Minnesota, we have again arranged a room block with The Westin. Please be sure to make your reservation no later than January 9, 2025.

DATE & TIME

Thursday, February 6, 2025 - Friday, February 7, 2025

8:15 am - 6:00 pm

[Add to Calendar](#)

LOCATION

The Westin Edina Galleria
3203 West 69th Street
Edina, Minnesota 55435

[Map](#)

REGISTRATION

\$100 - \$475 per person

[REGISTER NOW](#)

SESSIONS AT A GLANCE

Tax Increment Financing (TIF) 101: From Concept to Creation

Schane Rudlang - Ehlers, Keith Dahl - Ehlers

Understanding the fundamentals of tax increment financing (TIF) is critical to help fill financial gaps and drive development initiatives forward. Join Ehlers' advisors as they discuss basic principles of TIF and explain how it can be used effectively. This session will explore the building

[More](#)

Municipal Finance: Navigating the Fiscal Year

Dan Tienter - Ehlers, Pa Thao - The City of Edina

Perfect for newer finance professionals or those refreshing their skills, this pre-seminar workshop takes you on an engaging journey through a Finance Department's typical fiscal year. Together, we will explore essential responsibilities, key reports, and foundational documents

[More](#)

Take Charge! Local Government's Role in Economic (Re)Development

Stacie Kvilvang - Ehlers, Jason Aarsvold - Ehlers

Communities have long-regulated development with several common tools including comprehensive planning, land use designations, zoning and construction of infrastructure. Yet, beyond those measures, the private market has generally dictated the type and pace of

Ehlers' 2025 Minnesota Public Finance Seminar
February 6 - 7, 2025
The Westin Edina Galleria
Event Agenda

Day 1 - Thursday, February 6, 2025		
7:30am	Pre-Seminar Workshop Check-In & Breakfast <i>GW Baird Ballroom & Pre-Function</i>	
8:15am	Tax Increment Financing (TIF) 101 <i>GW Baird Ballroom</i>	Municipal Finance 101: Navigating the Fiscal Year <i>Cahill Ballroom</i>
9:30am	Take Charge! Local Government's Role in Economic (Re)Development <i>GW Baird Ballroom</i>	From Proceeds to Payoff: Managing Debt Effectively <i>Cahill Ballroom</i>
10:45am	Municipal Debt 101: The Basics of Bond Issuance <i>GW Baird Ballroom</i>	Back to Basics: Minnesota's Budget & Property Tax Levy Process <i>Cahill Ballroom</i>
11:30am	Full Seminar Attendee Check-In & Lunch <i>GW Baird Ballroom & Pre-function</i>	
12:45pm	By the Book: A Guide to Financial Policies <i>Cahill Ballroom</i>	Can We Build It? Laying the Foundation for Successful Community Development <i>Cahill Ballroom</i>
1:45pm	Break	
2:00pm	It's Tricky! Special Assessments & General Obligation Improvement Bonds <i>Cahill Ballroom</i>	Tax Increment Financing (TIF) 201: From Creation to Compliance <i>Cahill Ballroom</i>
3:00pm	Break	
3:15pm	General Session: Ask the Experts <i>GW Baird Ballroom</i>	
4:30pm	Reception <i>Pre-Function</i>	

Day 2 - Friday, February 7, 2025		
7:45am	Breakfast & Opening Remarks <i>GW Baird Ballroom & Pre-Function</i>	
8:15am	General Session: Legislative Update with The League of Minnesota Cities <i>GW Baird Ballroom</i>	
9:30am	Break	
9:45am	Investing Public Funds in Today's Marketplace <i>Cahill Ballroom</i>	Beyond the Side Hustle: Extending Support to Small Businesses <i>GW Baird Ballroom</i>
10:45am	Break	
11:00am	What's up?! Assessors' Update on Minnesota Property Valuation <i>Cahill Ballroom</i>	Rapid Fire! City Development Snapshots from Across Minnesota <i>GW Baird Ballroom</i>
12:00pm	Departure	

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: St. Wendelin Church of Luxemburg

Previous Gambling Permit Number: X- 04295-24-018

Minnesota Tax ID Number, if any: 8534400

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 22714 Hwy 15

City: St. Augusta State: MN Zip: 56301 County: Stearns

Name of Chief Executive Officer (CEO): Fr. Erik Lundgren

CEO Daytime Phone: 320-252-1799

CEO Email: _____

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): shelly@holysaintsmn.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

 A current calendar year Certificate of Good Standing

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Wendelin Catholic Church of Luxemburg

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

Check one:

City: St. Augusta Zip: 56301 County: Stearns

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 27, 2025

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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- awards less than \$50,000 in prizes during a calendar year.

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: St. Mary Help of Christians Church Previous Gambling Permit Number: X- 73003-24-061

Minnesota Tax ID Number, if any: 8340039 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 24588 County Road 7

City: St. Augusta State: MN Zip: 56301 County: Stearns

Name of Chief Executive Officer (CEO): Fr. Erik Lundgren

CEO Daytime Phone: 320-252-1799 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): shelly@holysaintsmn.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

Secretary of State website, phone numbers:
www.sos.state.mn.us
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 IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Mary Help of Christians Church

Physical Address (do not use P.O. box): 24588 County Road 7

Check one:

City: St. Augusta Zip: 56301 County: Stearns

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 22, 2025

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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



AGENDA

The conference program will be held at Madden's on Gull Lake in Brainerd, Minnesota. As additional conference information becomes available, the agenda below will be updated.

Wednesday, April 30

12 - 4:30 p.m. - Optional Golf Scramble

The Gravel Pit Golf Course - 13-Hole Scramble

2 - 4:30 p.m. - Optional Pre-Conference Networking Activities

The Gravel Pit Golf Course

2 p.m. - Registration Open

4:30 - 5 p.m. - First Time Attendees and New Members Reception

5 - 5:45 p.m. - Welcome Reception

5:45 - 7 p.m. - Dinner and Annual Business Meeting

7 - 8 p.m. - Conference Welcome and Opening General Session

8 - 10 p.m. - Evening Reception

Thursday, May 1

7:30 - 9:00 a.m. - Attendee Hot Breakfast

9:00 a.m. - 12 p.m. - General Session: Role Growth and Learning: LEGO Serious Play

To develop an enhanced connection to their role and peers, a LEGO Serious Play workshop is recommended for city government personnel to explore inspiration, challenges, and solutions. This experience will allow each participant to explore deeper and more creative outcomes using the hand-mind connection by building with LEGO bricks. Participants will respond to customized prompts to tell their own stories that create a common experience and have fun in the process. Possible workshop prompts may include:

- *What about my role inspires me/what is happening in my city?*
- *What does a successful version of my role look like?*
- *What are some challenges facing my city (relevant to my position)?*
- *What are ways to solve some of the common challenges experienced by our table?*

12 - 1 p.m. - Lunch

1 - 1:50 p.m. - Breakout Sessions

2 - 2:50 p.m. - Breakout Sessions

3:30 - Work-Life Balance Activity - 5k Run/Walk

5:15 - 5:45 p.m. - Reception

5:45 - 7:30 p.m. - Celebrate Public Service Dinner and Awards Program

8 - 10:30 p.m. - President's Reception

Friday, May 2

7 - 9 a.m. - Attendee Hot Breakfast

9 - 9:30 a.m. - ICMA Update

9:30 - 10:45 a.m. - Closing General Session: "Take a Zero!" How Your Off Hours Can Fuel Your Work Hours

Speaker: Allison Young

Pioneering psychologist Carl Jung said, "The creation of something new is not accomplished by the intellect, but by play." What we do during our free time can significantly impact our success at work. Pursuing hobbies, sports, or even simply changing our surroundings can have powerful effects on our mental and physical well-being, flexibility, problem-solving skills as well as resilience in the workplace. Alison Young, an experienced long-distance backpacker who's walked over 12,000 miles across six continents, is your expert guide on this transformative journey.

10:45 a.m. - Grab n' Go Box Lunch

ST AUGUSTA CONTRACT

November 2024

TOTAL HOURS: 36

[See attached activity list for details]

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	24084611	2574	11/1/2024 04:20:00	11/1/2024 07:46:23	[11/01/2024 07:46:18 : MOB : 2574] Thoma -complete 0400-0500 contract -no issues
ST AUGUSTA	24084858	2585	11/1/2024 20:45:08	11/1/2024 21:48:45	[11/01/2024 21:48:39 : MOB : 2585] GRAVDAHL -ONE HOUR CONTRACT (2045-2145HRS) -PATROLLED RESIDENCIAL AND COMMERCIAL AREAS, PARKS, AND MAJOR ROADS. -STRONG VEH PRESENCE, NO VIOLATIONS OBSERVED. -TRAFFIC/SPEED IN TOWNSITE, NO EGREGIOUS SPEEDS. NO REPORT [11/01/2024 21:12:42 : MOB : 2585] KIFFMEYER PARK CLEAR [11/01/2024 20:55:23 : MOB : 2585] SPOKE WITH EMPLOYEE AT BRADBURY STAMM. HE AND SON WERE UNLOCKING A TRAILER TO HOOK IT UP. SPOKE BRIEFLY ABOUT RECENT THEFTS, DAMAGES TO PROPERTY APPROX ONE MONTH AGO. -THANKED ME FOR STOPPING IN.
ST AUGUSTA	24084944	2554	11/2/2024 08:46:34	11/2/2024 09:53:33	[11/02/2024 09:53:29 : MOB : 2554] PLATZ -1 HOUR COMPLETE -1 TRAFFIC STOP -PATROLLED TOWN SITE, NEIGHBORHOODS
ST AUGUSTA	24085278	2556K9	11/3/2024 20:40:15	11/3/2024 21:42:30	[11/03/2024 21:42:21 : MOB : 2556K9] 1 HR CONTRACT. THUNSTEDT
ST AUGUSTA	24085364	2554	11/4/2024 08:49:13	11/4/2024 09:51:16	[11/04/2024 09:51:10 : MOB : 2554] PLATZ -1 HOUR COMPLETE -1 TRAFFIC STOP -PATROLLED TOWNSITE, NEIGHBORHOODS, BUSINESS AREA NEAR 67TH AVE

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	24085499	2556K9	11/4/2024 17:48:39	11/4/2024 18:48:10	[11/04/2024 18:48:07 : MOB : 2556K9] 1 HR CONTRACT. THUNSTEDT
ST AUGUSTA	24085584	2543	11/5/2024 04:33:40	11/5/2024 05:44:06	[11/05/2024 05:43:42 : MOB : 2543] BAROS -1 HR CONTRACT COMPLETED. 0433-0533. -PATROLLED RESIDENTIAL AND BUSINESS AREAS. -LIGHT TRAFFIC. -NO WINTER PARKING VIOLATIONS SEEN.
ST AUGUSTA	24085839	2512	11/6/2024 04:49:24	11/6/2024 05:49:40	[11/06/2024 05:49:34 : MOB : 2552] ROMSTAD 2552 -PATROLLED BUSINESS AND RES AREAS -ALL APPEARED NORMAL -0449--549 HOURS -TOTAL TIME OF CONTR 1 HOUR
ST AUGUSTA	24086033	2588	11/6/2024 18:47:08	11/6/2024 19:51:42	[11/06/2024 19:51:32 : MOB : 2588] TROEN -STARTED 18:47 -ENDED 19:50 -ONE TRAFFIC STOP VW SPEED -WG S-54/BWC -NO REP
ST AUGUSTA	24086185	2544	11/7/2024 12:19:31	11/7/2024 13:21:01	[11/07/2024 13:20:58 : MOB : 2544] NO UNUSUAL ACTIVITY TO REPORT
ST AUGUSTA	24086351	2580	11/8/2024 04:47:32	11/8/2024 05:48:28	[11/08/2024 05:48:22 : MOB : 2580] N.WALTHER -PATROLLED MOST AREAS OF THE CITY -NO ISSUES -NO WINTER PARKING VIOLATIONS FOUND -1 HOUR CONTRACT TIME -0447-0548 HOURS

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ST AUGUSTA	24086669	2579	11/9/2024 11:15:08	11/9/2024 12:18:54	[11/09/2024 12:18:49 : MOB : 2579] ROMSTAD 2579 - GENERAL PATROL THROUGHOUT - LIGHT TRAFFIC - ONE TRAFFIC STOP - ONE HOUR CONTRACT
ST AUGUSTA	24086935	2540	11/10/2024 17:44:32	11/10/2024 18:48:37	[11/10/2024 18:48:26 : MOB : 2540] 1HR MAYERS [11/10/2024 18:41:05 : MOB : 2540] STOPPED SEVERAL CARS ON CR 115 IN THE 30 MPH ZONE...GAVE A FEW VERBAL WARNINGS AND ISSUED ON CITE.. [11/10/2024 17:50:55 : MOB : 2540] CHECKED ON THE NEW CONSTRUCTION HOUSE ON CR 136...NOTHING BUT DEER AROUND THE PROPERTY. [11/10/2024 17:48:47 : MOB : 2540] DROVE THROUGH THE UPPER PARKING AREA OF QUIET OAKS HOSPICE. LOWER LEVEL PARKING PRETTY EMPTY AS WELL.
ST AUGUSTA	24087023	2550	11/11/2024 08:13:42	11/11/2024 09:22:27	[11/11/2024 09:22:23 : MOB : 2550] FISCHER -CONTRACT COMPLETE 0915 -NOTHING TO REPORT [11/11/2024 08:14:25 : MOB : 2550] FISCHER -CONTRACT INITIATED 0813

ALL CALLS - NOVEMBER 2024 - ST AUGUSTA

City	Date Received	Call Number	Complaint	Description
ST AUGUSTA	11/9/2024 04:09:06	24086623	AL	ALARM
ST AUGUSTA	11/9/2024 07:43:44	24086639	ALFALSE	FALSE ALARM
ST AUGUSTA	11/7/2024 05:38:42	24086103	ALFALSE	FALSE ALARM
ST AUGUSTA	11/5/2024 23:35:37	24085815	ALFALSE	FALSE ALARM
ST AUGUSTA	11/2/2024 12:41:16	24084970	ALFALSE	FALSE ALARM
ST AUGUSTA	11/4/2024 04:31:52	24085314	ALFALSE	FALSE ALARM
ST AUGUSTA	11/9/2024 18:20:04	24086736	ALFALSE	FALSE ALARM
ST AUGUSTA	11/10/2024 08:19:06	24086859	ALFALSE	FALSE ALARM
ST AUGUSTA	11/5/2024 18:48:10	24085768	ALMED	ALARM MEDICAL
ST AUGUSTA	11/3/2024 09:21:54	24085184	ASSTP	PERSONAL ASSIST
ST AUGUSTA	11/8/2024 09:48:43	24086388	ASSTP	PERSONAL ASSIST
ST AUGUSTA	11/1/2024 14:34:11	24084753	BHEALTH	BEHAVIORAL HEALTH
ST AUGUSTA	11/1/2024 20:51:07	24084862	CC	CITIZEN CONTACT
ST AUGUSTA	11/3/2024 08:42:55	24085182	CO	CARBON MONOXIDE CALL WITHO
ST AUGUSTA	11/2/2024 08:46:34	24084944	CONTR	CONTRACT
ST AUGUSTA	11/1/2024 20:45:08	24084858	CONTR	CONTRACT
ST AUGUSTA	11/1/2024 04:20:00	24084611	CONTR	CONTRACT
ST AUGUSTA	11/3/2024 20:40:15	24085278	CONTR	CONTRACT
ST AUGUSTA	11/4/2024 08:49:13	24085364	CONTR	CONTRACT
ST AUGUSTA	11/4/2024 17:48:39	24085499	CONTR	CONTRACT
ST AUGUSTA	11/5/2024 04:33:40	24085584	CONTR	CONTRACT
ST AUGUSTA	11/6/2024 18:47:08	24086033	CONTR	CONTRACT
ST AUGUSTA	11/6/2024 04:49:24	24085839	CONTR	CONTRACT
ST AUGUSTA	11/7/2024 12:19:31	24086185	CONTR	CONTRACT
ST AUGUSTA	11/8/2024 04:47:32	24086351	CONTR	CONTRACT
ST AUGUSTA	11/11/2024 08:13:42	24087023	CONTR	CONTRACT
ST AUGUSTA	11/9/2024 11:15:08	24086669	CONTR	CONTRACT
ST AUGUSTA	11/10/2024 17:44:32	24086935	CONTR	CONTRACT
ST AUGUSTA	11/3/2024 16:26:50	24085238	CRASH	ACCIDENT
ST AUGUSTA	11/7/2024 21:59:34	24086320	DRIVE	DRIVING COMPLAINT
ST AUGUSTA	11/5/2024 17:27:48	24085746	HAR	HARASSMENT COMPLAINT
ST AUGUSTA	11/7/2024 18:59:48	24086289	INFO	MATTER OF INFORMATION
ST AUGUSTA	11/3/2024 22:41:06	24085290	K9TRAIN	CANINE TRAINING
ST AUGUSTA	11/8/2024 02:18:22	24086346	MA	MOTORIST ASSIST
ST AUGUSTA	11/8/2024 01:48:22	24086342	MED	MEDICAL EMERGENCY
ST AUGUSTA	11/10/2024 15:10:37	24086914	MED	MEDICAL EMERGENCY
ST AUGUSTA	11/9/2024 09:40:32	24086654	PAPSV	PAPER SERVICE
ST AUGUSTA	11/6/2024 17:54:45	24086020	PAPSV	PAPER SERVICE
ST AUGUSTA	11/1/2024 04:19:56	24084612	PARKS	SEASONAL PARKING
ST AUGUSTA	11/1/2024 11:47:32	24084710	SNOWBIRD	SNOWBIRD
ST AUGUSTA	11/6/2024 06:52:29	24085857	SUSA	SUSPICIOUS ACTIVITY
ST AUGUSTA	11/11/2024 11:27:21	24087042	THEFTV	THEFT FROM VEHICLE
ST AUGUSTA	11/10/2024 18:06:34	24086940	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/10/2024 18:16:09	24086944	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/11/2024 06:32:16	24087012	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/9/2024 11:38:56	24086674	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/9/2024 19:09:32	24086745	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/6/2024 19:40:19	24086042	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/2/2024 09:30:45	24084948	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/5/2024 09:33:11	24085627	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/4/2024 09:38:09	24085375	TRAFFIC STOP	TRAFFIC STOP
ST AUGUSTA	11/11/2024 20:14:13	24087126	WELF	WELFARE CHECK



St Augusta Monthly Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 12/10/2024 08:09
Total Records : 72

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-24100684	11/18/2024 17:32	Agency Assist	ST AUGUSTA
2024-24100997	11/22/2024 01:04	Alarm	ST AUGUSTA
2024-24100614	11/18/2024 05:49	Behavioral Health	ST AUGUSTA
2024-24100470	11/16/2024 12:18	Behavioral Health	ST AUGUSTA
2024-24100854	11/20/2024 13:16	Behavioral Health	ST AUGUSTA
2024-24100674	11/18/2024 15:52	Child Pornography	ST AUGUSTA
2024-24101584	11/29/2024 13:35	Civil Matter	ST AUGUSTA
2024-24100298	11/14/2024 13:32	Civil Matter	ST AUGUSTA
2024-24100879	11/20/2024 17:31	Crash Investigation	ST AUGUSTA
2024-24100827	11/20/2024 07:54	Crash/No Injuries	ST AUGUSTA
2024-00100007	11/12/2024 07:57	Crash/No Injuries	ST AUGUSTA
2024-24100878	11/20/2024 17:15	Crash/No Injuries	ST AUGUSTA
2024-24100831	11/20/2024 09:11	Driving Complaint	ST AUGUSTA
2024-24101528	11/28/2024 07:24	Dumping/Littering	ST AUGUSTA
2024-24101532	11/28/2024 07:46	Dumping/Littering	ST AUGUSTA
2024-24100557	11/17/2024 18:03	Extra Patrol	ST AUGUSTA
2024-24100565	11/17/2024 18:19	Extra Patrol	ST AUGUSTA
2024-24100571	11/17/2024 18:29	Extra Patrol	ST AUGUSTA
2024-00100005	11/12/2024 08:05	Finance	ST AUGUSTA
2024-24100739	11/19/2024 11:13	Finance	ST AUGUSTA
2024-24101434	11/27/2024 08:43	Finance	ST AUGUSTA
2024-24100541	11/17/2024 13:01	Fire	ST AUGUSTA
2024-24100670	11/18/2024 15:36	Harassment	ST AUGUSTA
2024-24100354	11/15/2024 08:00	Harassment	ST AUGUSTA
2024-00000220	11/12/2024 13:53	Medical Emergency	ST AUGUSTA
2024-00000241	11/13/2024 01:55	Medical Emergency	ST AUGUSTA
2024-00000427	11/18/2024 17:32	Medical Emergency	ST AUGUSTA
2024-00000431	11/18/2024 17:56	Medical Emergency	ST AUGUSTA
2024-00000485	11/20/2024 00:25	Medical Emergency	ST AUGUSTA
2024-24100806	11/20/2024 00:25	Medical Emergency	ST AUGUSTA
2024-00000514	11/20/2024 13:16	Medical Emergency	ST AUGUSTA



St Augusta Monthly Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 12/10/2024 08:09
Total Records : 72

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-24101275	11/25/2024 14:42	Medical Emergency	ST AUGUSTA
2024-24101602	11/29/2024 18:31	Medical Emergency	ST AUGUSTA
2024-00000811	11/29/2024 18:31	Medical Emergency	ST AUGUSTA
2024-00000009	11/29/2024 18:31	Medical Emergency	ST AUGUSTA
2024-00100078	11/12/2024 18:53	Meeting	ST AUGUSTA
2024-24101037	11/22/2024 12:58	Paper Service	ST AUGUSTA
2024-24100515	11/17/2024 00:50	Parking Complaint	ST AUGUSTA
2024-24100607	11/18/2024 02:24	Parking Complaint	ST AUGUSTA
2024-24101003	11/22/2024 04:29	Parking Complaint	ST AUGUSTA
2024-24101105	11/23/2024 04:06	Parking Complaint	ST AUGUSTA
2024-24101619	11/30/2024 01:28	Parking Complaint	ST AUGUSTA
2024-24100707	11/19/2024 03:22	Parking Complaint	ST AUGUSTA
2024-24101333	11/26/2024 04:39	Parking Complaint	ST AUGUSTA
2024-24101366	11/26/2024 12:14	Patrol	ST AUGUSTA
2024-24100270	11/14/2024 10:38	Personal Assist	ST AUGUSTA
2024-24101241	11/25/2024 10:10	Personal Assist	ST AUGUSTA
2024-24101420	11/26/2024 23:00	Personal Assist	ST AUGUSTA
2024-24100286	11/14/2024 13:15	Property Damage	ST AUGUSTA
2024-24101636	11/30/2024 15:13	Property Found	ST AUGUSTA
2024-24100628	11/18/2024 10:03	Sexual Assault	ST AUGUSTA
2024-00100040	11/12/2024 13:53	Suicide Attempt	ST AUGUSTA
2024-24101617	11/30/2024 00:54	Suspicious Incident	ST AUGUSTA
2024-00100012	11/12/2024 08:58	Suspicious Incident	ST AUGUSTA
2024-00100170	11/13/2024 15:09	Suspicious Incident	ST AUGUSTA
2024-00100243	11/14/2024 06:58	Suspicious Incident	ST AUGUSTA
2024-00100006	11/12/2024 08:07	Theft	ST AUGUSTA
2024-24100926	11/21/2024 09:47	Theft	ST AUGUSTA
2024-24100980	11/21/2024 20:44	Traffic Stop	ST AUGUSTA
2024-24101526	11/28/2024 05:14	Traffic Stop	ST AUGUSTA
2024-24100507	11/16/2024 22:24	Traffic Stop	ST AUGUSTA
2024-24100805	11/20/2024 00:07	Traffic Stop	ST AUGUSTA
2024-24100969	11/21/2024 17:46	Traffic Stop	ST AUGUSTA



St Augusta Monthly Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 12/10/2024 08:09
Total Records : 72

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-24100971	11/21/2024 18:23	Traffic Stop	ST AUGUSTA
2024-24101235	11/25/2024 09:49	Traffic Stop	ST AUGUSTA
2024-00000003	11/13/2024 01:55	Unknown	ST AUGUSTA
2024-00000004	11/17/2024 13:01	Unknown	ST AUGUSTA
2024-00000005	11/18/2024 17:32	Unknown	ST AUGUSTA
2024-00000006	11/18/2024 17:56	Unknown	ST AUGUSTA
2024-00000007	11/20/2024 00:25	Unknown	ST AUGUSTA
2024-00000008	11/25/2024 14:42	Unknown	ST AUGUSTA
2024-24100731	11/19/2024 10:09	Vulnerable Adult Complaint	ST AUGUSTA

CONTRACTS - NOVEMBER 2024 - ST AUGUSTA

<u>Actual Incid City</u>	<u>Date Received</u>	<u>Comp</u>	<u>Call Number</u>	<u>Complaint</u>	<u>First Unit</u>
ST AUGUSTA	11/1/2024 04:20:00	07:46:23	24084611	CONTR	2574
ST AUGUSTA	11/1/2024 20:45:08	21:48:45	24084858	CONTR	2585
ST AUGUSTA	11/2/2024 08:46:34	09:53:33	24084944	CONTR	2554
ST AUGUSTA	11/3/2024 20:40:15	21:42:30	24085278	CONTR	2556K9
ST AUGUSTA	11/4/2024 08:49:13	09:51:16	24085364	CONTR	2554
ST AUGUSTA	11/4/2024 17:48:39	18:48:10	24085499	CONTR	2556K9
ST AUGUSTA	11/5/2024 04:33:40	05:44:06	24085584	CONTR	2543
ST AUGUSTA	11/6/2024 04:49:24	05:49:40	24085839	CONTR	2512
ST AUGUSTA	11/6/2024 18:47:08	19:51:42	24086033	CONTR	2588
ST AUGUSTA	11/7/2024 12:19:31	13:21:01	24086185	CONTR	2544
ST AUGUSTA	11/8/2024 04:47:32	05:48:28	24086351	CONTR	2580
ST AUGUSTA	11/9/2024 11:15:08	12:18:54	24086669	CONTR	2579
ST AUGUSTA	11/10/2024 17:44:32	18:48:37	24086935	CONTR	2540
ST AUGUSTA	11/11/2024 08:13:42	09:22:27	24087023	CONTR	2550



Monthly Contract Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 12/09/2024 13:56
Total Records : 22

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-00100047	11/12/2024 15:03	Contract	ST AUGUSTA
2024-00100242	11/14/2024 08:11	Contract	ST AUGUSTA
2024-24100326	11/14/2024 20:06	Contract	ST AUGUSTA
2024-24100430	11/15/2024 20:51	Contract	ST AUGUSTA
2024-24100448	11/16/2024 01:48	Contract	ST AUGUSTA
2024-24100490	11/16/2024 18:32	Contract	ST AUGUSTA
2024-24100514	11/17/2024 00:49	Contract	ST AUGUSTA
2024-24100692	11/18/2024 18:44	Contract	ST AUGUSTA
2024-24100704	11/19/2024 02:21	Contract	ST AUGUSTA
2024-24100880	11/20/2024 17:46	Contract	ST AUGUSTA
2024-24100902	11/21/2024 01:30	Contract	ST AUGUSTA
2024-24101083	11/22/2024 21:04	Contract	ST AUGUSTA
2024-24101150	11/23/2024 21:02	Contract	ST AUGUSTA
2024-24101163	11/24/2024 01:56	Contract	ST AUGUSTA
2024-24101200	11/24/2024 18:35	Contract	ST AUGUSTA
2024-24101236	11/25/2024 10:00	Contract	ST AUGUSTA
2024-24101330	11/26/2024 03:32	Contract	ST AUGUSTA
2024-24101483	11/27/2024 14:55	Contract	ST AUGUSTA
2024-24101517	11/27/2024 23:04	Contract	ST AUGUSTA
2024-24101525	11/28/2024 05:08	Contract	ST AUGUSTA
2024-24101611	11/29/2024 21:47	Contract	ST AUGUSTA
2024-24101657	11/30/2024 23:27	Contract	ST AUGUSTA

Stearns County Sheriff's Office Citations from APS

12/2/2024

<u>Offense Date</u>	<u>City</u>	<u>Officer Name</u>	<u>Citation Number</u>	<u>Case #</u>	<u>Statute</u>	<u>Charge</u>
11/10/2024 6:18:00	St. Augusta	MAYERS MATTHEW	730024100703	24086944	169.14.2(a)(3)	TRAFFIC - SPEEDING - EXCEED
11/2/2024 5:12:00P	St. Augusta	TROEN ANDREW	730024091104	24062648	169A.20.1(8)	TRAFFIC - DWI - OPERATE MOTOR VEHICLE
11/2/2024 5:12:00P	St. Augusta	TROEN ANDREW	730024091104	24062648	169A.27.1	TRAFFIC - DWI - FOURTH-DEGREE DRIVING
11/2/2024 5:12:00P	St. Augusta	TROEN ANDREW	730024091104	24062648	169A.20.1(2)	TRAFFIC - DWI - OPERATE MOTOR VEHICLE
11/9/2024 7:09:00P	St. Augusta	ULBRICHT JORDAN	730024097265	24086745	169.14.2(a)(3)	TRAFFIC - SPEEDING - EXCEED
11/11/2024 6:34:00,	St. Augusta	WATSON NATHAN	730024080607	24087012	169.14.2(a)	TRAFFIC - SPEEDING - EXCEED

TOTAL: 6

ST AUGUSTA CONTRACT

December 2024

TOTAL HOURS: 43

[See attached activity list for details]



St Augusta Monthly Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 01/07/2025 07:28
Total Records : 98

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-24101895	12/04/2024 00:56	911 Hang-up/Open Line	ST AUGUSTA
2024-24103656	12/27/2024 15:40	Agency Assist	ST AUGUSTA
2024-24103802	12/29/2024 17:02	Agency Assist	ST AUGUSTA
2024-24102414	12/10/2024 04:45	Alarm	ST AUGUSTA
2024-24102741	12/14/2024 00:07	Alarm	ST AUGUSTA
2024-24103737	12/28/2024 15:54	Alarm	ST AUGUSTA
2024-24103890	12/30/2024 23:25	Alarm	ST AUGUSTA
2024-24102381	12/09/2024 12:43	Animal Complaint	ST AUGUSTA
2024-24103269	12/21/2024 12:36	Animal Complaint	ST AUGUSTA
2024-24102891	12/16/2024 15:21	Behavioral Health	ST AUGUSTA
2024-24102942	12/17/2024 03:30	Behavioral Health	ST AUGUSTA
2024-24103716	12/28/2024 09:05	Burglary	ST AUGUSTA
2024-24102121	12/06/2024 11:15	Business Assist	ST AUGUSTA
2024-24103859	12/30/2024 14:15	Business Assist	ST AUGUSTA
2024-24103557	12/26/2024 13:17	Child Pornography	ST AUGUSTA
2024-24102707	12/13/2024 17:42	Compliance Check	ST AUGUSTA
2024-24102708	12/13/2024 17:43	Compliance Check	ST AUGUSTA
2024-24102711	12/13/2024 17:47	Compliance Check	ST AUGUSTA
2024-24102849	12/16/2024 05:37	Crash/No Injuries	ST AUGUSTA
2024-24102861	12/16/2024 09:23	Crash/No Injuries	ST AUGUSTA
2024-24102909	12/16/2024 17:43	Crash/No Injuries	ST AUGUSTA
2024-24103144	12/19/2024 20:28	Crash/No Injuries	ST AUGUSTA
2024-24103279	12/21/2024 16:16	Crash/No Injuries	ST AUGUSTA
2024-24102017	12/05/2024 11:27	Death Investigation	ST AUGUSTA
2024-24103495	12/25/2024 10:52	Dispute	ST AUGUSTA
2024-24103949	12/31/2024 16:58	Driving Complaint	ST AUGUSTA
2024-24103027	12/18/2024 00:51	Driving Intoxicated	ST AUGUSTA
2024-24101852	12/03/2024 14:52	Dumping/Littering	ST AUGUSTA
2024-24102441	12/10/2024 12:33	Hazard	ST AUGUSTA
2024-24102114	12/06/2024 09:29	Hit and Run	ST AUGUSTA
2024-24101996	12/05/2024 08:12	Matter of Information	ST AUGUSTA
2024-24102252	12/07/2024 18:18	Matter of Information	ST AUGUSTA
2024-24103469	12/24/2024 19:56	Medical Alarm	ST AUGUSTA



St Augusta Monthly Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 01/07/2025 07:28
Total Records : 98

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-24102259	12/07/2024 18:48	Medical Emergency	ST AUGUSTA
2024-24102516	12/11/2024 11:42	Medical Emergency	ST AUGUSTA
2024-24103444	12/24/2024 02:59	Medical Emergency	ST AUGUSTA
2024-24103490	12/25/2024 05:27	Medical Emergency	ST AUGUSTA
2024-24103500	12/25/2024 12:30	Medical Emergency	ST AUGUSTA
2024-24103873	12/30/2024 16:21	Medical Emergency	ST AUGUSTA
2024-24102130	12/06/2024 12:59	Paper Service	ST AUGUSTA
2024-24102384	12/09/2024 14:18	Paper Service	ST AUGUSTA
2024-24102626	12/12/2024 14:27	Paper Service	ST AUGUSTA
2024-24101719	12/02/2024 02:01	Parking Complaint	ST AUGUSTA
2024-24101801	12/03/2024 02:11	Parking Complaint	ST AUGUSTA
2024-24101982	12/05/2024 02:38	Parking Complaint	ST AUGUSTA
2024-24102220	12/07/2024 02:45	Parking Complaint	ST AUGUSTA
2024-24102296	12/08/2024 05:57	Parking Complaint	ST AUGUSTA
2024-24102335	12/09/2024 02:20	Parking Complaint	ST AUGUSTA
2024-24102493	12/11/2024 03:32	Parking Complaint	ST AUGUSTA
2024-24102671	12/13/2024 02:00	Parking Complaint	ST AUGUSTA
2024-24102751	12/14/2024 05:05	Parking Complaint	ST AUGUSTA
2024-24102813	12/15/2024 05:17	Parking Complaint	ST AUGUSTA
2024-24102846	12/16/2024 02:35	Parking Complaint	ST AUGUSTA
2024-24103031	12/18/2024 04:44	Parking Complaint	ST AUGUSTA
2024-24103094	12/19/2024 01:23	Parking Complaint	ST AUGUSTA
2024-24103252	12/21/2024 03:12	Parking Complaint	ST AUGUSTA
2024-24103345	12/23/2024 03:21	Parking Complaint	ST AUGUSTA
2024-24103443	12/24/2024 03:01	Parking Complaint	ST AUGUSTA
2024-24103706	12/28/2024 05:16	Parking Complaint	ST AUGUSTA
2024-24103775	12/29/2024 01:25	Parking Complaint	ST AUGUSTA
2024-24103821	12/30/2024 04:53	Parking Complaint	ST AUGUSTA
2024-24103894	12/31/2024 02:13	Parking Complaint	ST AUGUSTA
2024-24103649	12/27/2024 14:15	Patrol	ST AUGUSTA
2024-24102317	12/08/2024 18:41	Permit	ST AUGUSTA
2024-24102691	12/13/2024 09:14	Personal Assist	ST AUGUSTA
2024-24103059	12/18/2024 11:27	Personal Assist	ST AUGUSTA



St Augusta Monthly Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 01/07/2025 07:28
Total Records : 98

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-24103216	12/20/2024 17:29	Personal Assist	ST AUGUSTA
2024-24103661	12/27/2024 16:06	Personal Assist	ST AUGUSTA
2024-24103605	12/26/2024 22:07	Stalled Vehicle	ST AUGUSTA
2024-24103355	12/23/2024 08:34	Stolen Vehicle	ST AUGUSTA
2024-24103867	12/30/2024 15:15	Stolen Vehicle	ST AUGUSTA
2024-24102101	12/06/2024 01:45	Suspicious Incident	ST AUGUSTA
2024-24102233	12/07/2024 13:29	Suspicious Incident	ST AUGUSTA
2024-24102719	12/13/2024 19:11	Suspicious Incident	ST AUGUSTA
2024-24102737	12/13/2024 22:28	Suspicious Incident	ST AUGUSTA
2024-24103731	12/28/2024 14:22	Test Record	ST AUGUSTA
2024-24103176	12/20/2024 11:52	Theft	ST AUGUSTA
2024-24103848	12/30/2024 12:34	Theft	ST AUGUSTA
2024-24101697	12/01/2024 16:41	Traffic Stop	ST AUGUSTA
2024-24101752	12/02/2024 12:59	Traffic Stop	ST AUGUSTA
2024-24101756	12/02/2024 14:32	Traffic Stop	ST AUGUSTA
2024-24101762	12/02/2024 15:09	Traffic Stop	ST AUGUSTA
2024-24101972	12/04/2024 20:34	Traffic Stop	ST AUGUSTA
2024-24101975	12/04/2024 21:42	Traffic Stop	ST AUGUSTA
2024-24102113	12/06/2024 09:13	Traffic Stop	ST AUGUSTA
2024-24102271	12/07/2024 21:00	Traffic Stop	ST AUGUSTA
2024-24103013	12/17/2024 18:06	Traffic Stop	ST AUGUSTA
2024-24103017	12/17/2024 18:43	Traffic Stop	ST AUGUSTA
2024-24103333	12/22/2024 21:36	Traffic Stop	ST AUGUSTA
2024-24103430	12/23/2024 22:49	Traffic Stop	ST AUGUSTA
2024-24103464	12/24/2024 17:25	Traffic Stop	ST AUGUSTA
2024-24103465	12/24/2024 17:39	Traffic Stop	ST AUGUSTA
2024-24103594	12/26/2024 18:44	Traffic Stop	ST AUGUSTA
2024-24103799	12/29/2024 16:15	Traffic Stop	ST AUGUSTA
2024-24103960	12/31/2024 20:27	Traffic Stop	ST AUGUSTA
2024-24102258	12/07/2024 18:14	Unwanted	ST AUGUSTA
2024-24102110	12/06/2024 08:41	Vehicle In The Ditch	ST AUGUSTA
2024-24102757	12/14/2024 09:24	Welfare Check	ST AUGUSTA



St Augusta Monthly Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 01/07/2025 07:28
Total Records : 98



Monthly Contract Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 01/07/2025 07:27
Total Records : 43

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-24101894	12/04/2024 00:01	Contract	ST AUGUSTA
2024-24102099	12/06/2024 00:30	Contract	ST AUGUSTA
2024-24102175	12/06/2024 18:45	Contract	ST AUGUSTA
2024-24102235	12/07/2024 14:06	Contract	ST AUGUSTA
2024-24102297	12/08/2024 06:45	Contract	ST AUGUSTA
2024-24102308	12/08/2024 17:20	Contract	ST AUGUSTA
2024-24102409	12/09/2024 21:12	Contract	ST AUGUSTA
2024-24102428	12/10/2024 10:02	Contract	ST AUGUSTA
2024-24102491	12/11/2024 03:17	Contract	ST AUGUSTA
2024-24102582	12/11/2024 21:32	Contract	ST AUGUSTA
2024-24102605	12/12/2024 10:59	Contract	ST AUGUSTA
2024-24102670	12/13/2024 01:55	Contract	ST AUGUSTA
2024-24102767	12/14/2024 15:17	Contract	ST AUGUSTA
2024-24101999	12/05/2024 08:55	Contract	ST AUGUSTA
2024-24101971	12/04/2024 20:32	Contract	ST AUGUSTA
2024-24101851	12/03/2024 14:53	Contract	ST AUGUSTA
2024-24101769	12/02/2024 16:55	Contract	ST AUGUSTA
2024-24101670	12/01/2024 07:51	Contract	ST AUGUSTA
2024-24101662	12/01/2024 02:11	Contract	ST AUGUSTA
2024-24102799	12/14/2024 23:25	Contract	ST AUGUSTA
2024-24102819	12/15/2024 10:19	Contract	ST AUGUSTA
2024-24102843	12/16/2024 01:33	Contract	ST AUGUSTA
2024-24102887	12/16/2024 15:11	Contract	ST AUGUSTA
2024-24103012	12/17/2024 18:03	Contract	ST AUGUSTA
2024-24103030	12/18/2024 03:31	Contract	ST AUGUSTA
2024-24103148	12/19/2024 23:53	Contract	ST AUGUSTA
2024-24103159	12/20/2024 05:22	Contract	ST AUGUSTA
2024-24103191	12/20/2024 14:05	Contract	ST AUGUSTA
2024-24103250	12/21/2024 02:11	Contract	ST AUGUSTA
2024-24103260	12/21/2024 09:46	Contract	ST AUGUSTA
2024-24103310	12/22/2024 11:56	Contract	ST AUGUSTA
2024-24103332	12/22/2024 20:49	Contract	ST AUGUSTA
2024-24103341	12/23/2024 01:42	Contract	ST AUGUSTA
2024-24103463	12/24/2024 17:11	Contract	ST AUGUSTA
2024-24103489	12/25/2024 04:48	Contract	ST AUGUSTA



Monthly Contract Report

Results



Agency: SCSO
Agency #: MN0730000

Print Date/Time: 01/07/2025 07:27
Total Records : 43

Incident Number	Call Date/Time	Incident Type	Location Venue
2024-24103511	12/25/2024 17:55	Contract	ST AUGUSTA
2024-24103567	12/26/2024 11:30	Contract	ST AUGUSTA
2024-24103592	12/26/2024 18:13	Contract	ST AUGUSTA
2024-24103620	12/27/2024 04:54	Contract	ST AUGUSTA
2024-24103704	12/28/2024 04:15	Contract	ST AUGUSTA
2024-24103798	12/29/2024 15:34	Contract	ST AUGUSTA
2024-24103818	12/30/2024 04:41	Contract	ST AUGUSTA
2024-24103958	12/31/2024 19:57	Contract	ST AUGUSTA

Permits	Issue_Date	CONSTTYPE	prmtsno	prmtstr	POLNAME	App_Company	Valuation
AUG24-000250	12/02/2024	Residential Furnace	24230	FOREST VIEW	FLOYD PFANNENSTEIN	AUGUSTA PLUMBING & HEATING	4825
AUG24-000251	12/02/2024	Residential Furnace	4437	FARMDALE	LEAH SANNER	AUGUSTA PLUMBING & HEATING	3350
AUG24-000252	12/04/2024	New Construction	22982	TOPAZ	ROLLING GREEN INC	ARVOLA BUILDERS INC	300000
AUG24-000253	12/16/2024	Residential Furnace	23826	GABERDINE	THOMAS & LINDA ANDERSON	AUGUSTA PLUMBING LLC	8399
AUG24-000254	12/17/2024	Residential Fireplace	23150	43rd Avenue	GENE M HANSEN	FIRE WORKS FIREPLACE	8300
AUG24-000255	12/23/2024	Interior Remodel	3213	COUNTY RD 115	ROBERT LUDVIG	MAD CITY WINDOWS & BATHS	4412
AUG24-000256	12/23/2024	Residential Interior Remodel	3213	COUNTY RD 115	ROBERT LUDVIG	MAD CITY WINDOWS & BATHS	3782
AUG24-000257	12/23/2024	Residential Window/Door Replacement (Same Size)	24302	69TH	BRETT R & NANCY HANSON	RENEWAL BY ANDERSEN LLC	27166
AUG24-000258	12/23/2024	Residential Window/Door Replacement (Same Size)	22552	FABLE	DAVID T & JOYCE M QUAYLE	RENEWAL BY ANDERSEN LLC	27714
AUG24-000259	12/26/2024	Residential Furnace	1649	FOREST GLEN	LYNDSEY E PETERSON	MECHANICAL ENERGY SYSTEMS	5614



St. Augusta Fire Department

Physical Address: 23415 43rd Ave.

Mailing Address: 1914 250th 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 2024 Run report

Emergency calls as of report date:

- 11-2-24 Fire (Alarm)
- 11-3-24 Fire (CO Alarm)
- 11-3-24 Medical (Canceled)
- 11-5-24 Medical
- 11-9-24 Medical (Canceled)
- 11-10-24 Medical
- 11-13-24 Medical
- 11-17-24 Fire
- 11-18-24 Medical
- 11-18-24 Medical
- 11-20-24 Medical (Canceled)
- 11-25-24 Medical
- 11-29-24 Medical

13 calls for November

140 calls for 2024 (115 calls as of this date last year)

Monthly training:

November's training we cleaned all the trucks and our SCBA's, masks and changed all the batteries. The training night held by Fire Inc. was canceled because we had an extended call.



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

December 16, 2024

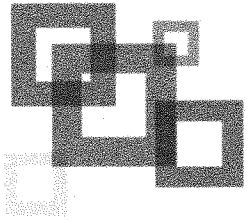
Dear City Council,

The promotion committee conducted an interview of one candidate for the open Firefighter position. We evaluated the results from our interview process and came up with the following recommendation. To hire the candidate upon an approved background check.

1. Travis Barker

Sincerely,

Joe Kramer
Chief
St. Augusta Fire Department

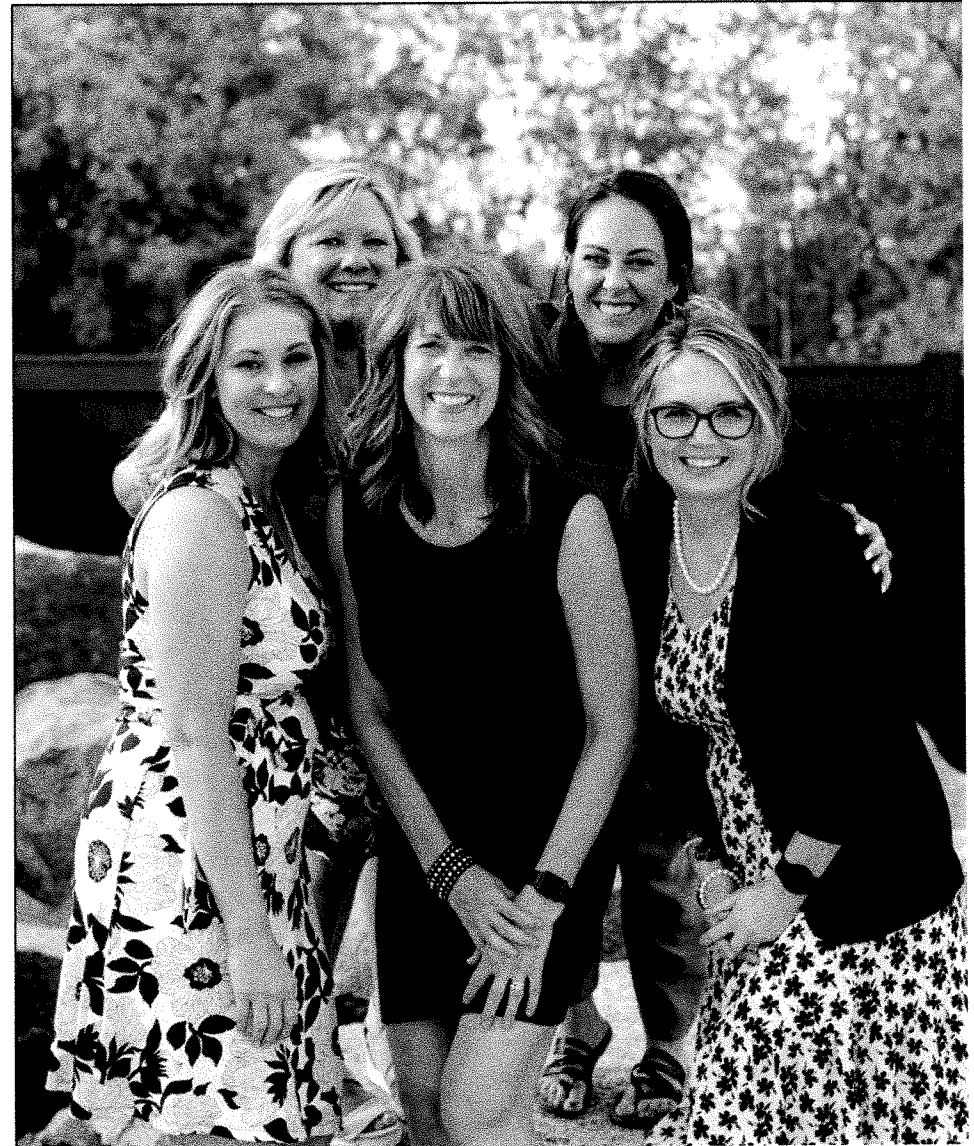


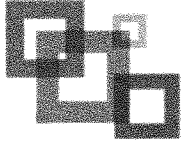
**GREATER
ST. CLOUD**
DEVELOPMENT CORPORATION

GSDC: A YEAR OF TRANSITION

NOVEMBER 12TH, 2024

**NETIA BAUMAN, CECD
CEO & PRESIDENT**





ABOUT US

MISSION

We lead inclusive and equitable economic development for the benefit of the Greater St. Cloud Community.

VISION

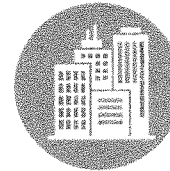
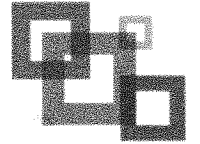
Greater St. Cloud is a growing and vibrant community where talented people choose to live, work, and engage.

PURPOSE

Shaping tomorrow by providing the resources, connections, and expertise to optimize your success.



STRATEGIC PRIORITIES



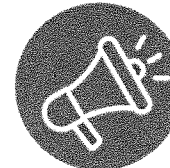
BUSINESS VITALITY

Retention, expansion, start-up, attraction



TALENT RESOURCING

Recruitment, retention, development, talent pipeline



PROMOTING THE REGION

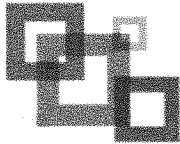
Communicate internally and externally, collaboration



QUALITY OF LIFE

Inclusive and welcoming, affordable living, public infrastructure and amenities, downtown revitalization, safety and security

OUR TEAM



NETIA BAUMAN
CEO & PRESIDENT



LESLIE DINGMANN
BUSINESS DEVELOPMENT
DIRECTOR



GAIL CRUIKSHANK
TALENT DIRECTOR

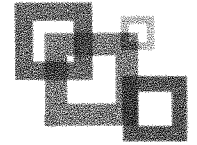


TAMMY CAMPION
COMMUNICATIONS
SPECIALIST



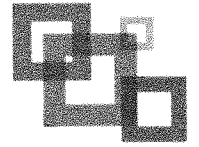
JENNIE WEBER
ADMINISTRATIVE &
PROGRAM SPECIALIST

WHAT'S NEW?

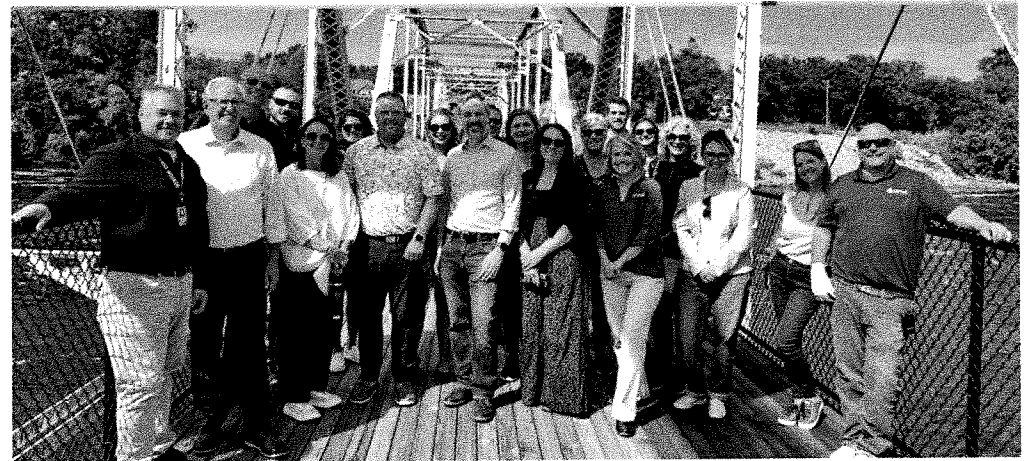


- Increased capacity with new staff
- Increased support for childcare initiatives
- Co-hosting a regional Housing Initiative with CentraCare and others
- Launched a HR Strategic Leadership Affinity group
- Created a targeted attraction strategy geared toward emerging industries like MedTech
- Developed a robust strategic MarComm plan to equitably promote the region with new mediums
- Established a quarterly Industry Innovator's Forum
- Secured \$475,000 in grants to expand programmatic activities for startups + small business support.
- Launched Thrive MN, a 1:1 Growth Strategy consulting program, free and customizable
- Joined the MN MedTech 3.0 (MMT3.0) coalition (first and only innovation hub in the US)
- Launched a revised BRE Champions program

BUSINESS VITALITY



GSDC Staff at BRE visit at Hydrostat in Rice.



GSDC staff with local, regional and state partners during a DEED tour of the Sartell Mill District.

69

Conducted Business Retention & Expansion Visits (YTD compared to 41 total prior year), including renewed Partner Visit model to strengthen regional partnerships.



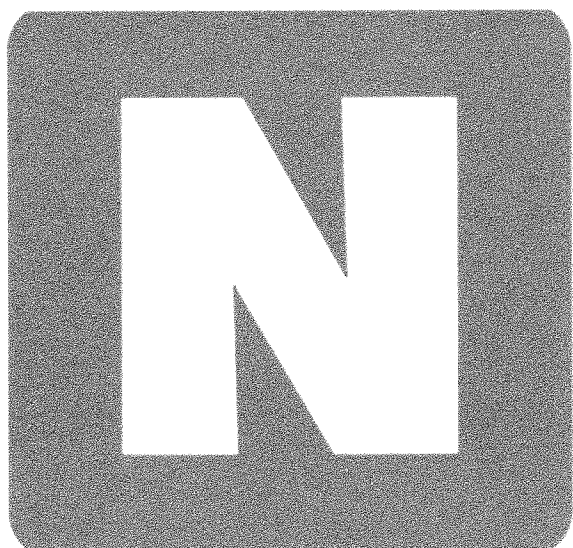
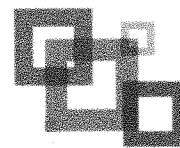
8

Providing support and technical assistance, along with partners, on current expansion projects in our region.



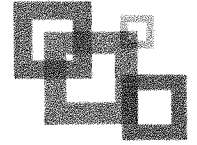
6

Providing support and technical assistance, along with partners, on current attraction projects in our region.



Niron
Magnetics
Clean Earth Magnet®

BUSINESS VITALITY



2024 Trailblazer Pitch Competition winner, ModernKind.



GSDC launched a new regional Resource Matchmaking series in March. This event brought over 90 attendees to Iron Street Distillery.

57

Launched NEW 1:1 Growth Strategy initiative (Thrive MN) to support businesses with over 50 support requests and over 20 active clients.



50/50

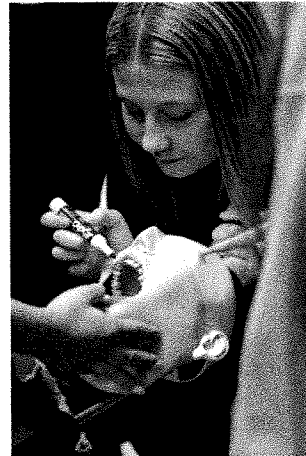
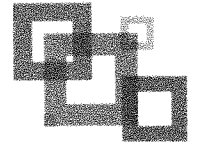
50/50 of our Thrive clients are early/startups AND existing businesses looking to expand within the greater St. Cloud region.



3

First early win will result in new business on East End St. Cloud coming this fall. Positioned for future growth!

TALENT RESOURCING



GSDC's Talent Director, Gail Cruikshank leads and supports future talent development opportunities.

GSDC continues to serve as the fiscal host and largely supports EPIC. Pictured is Emily Davis, Commissioner Varilek and friends at EPIC 2023 at SCTCC.

5

Coordinated a 5-part webinar series to elevate workplaces. The first session is scheduled to go live in September and aims to encourage more “employers of choice” in the region.



1

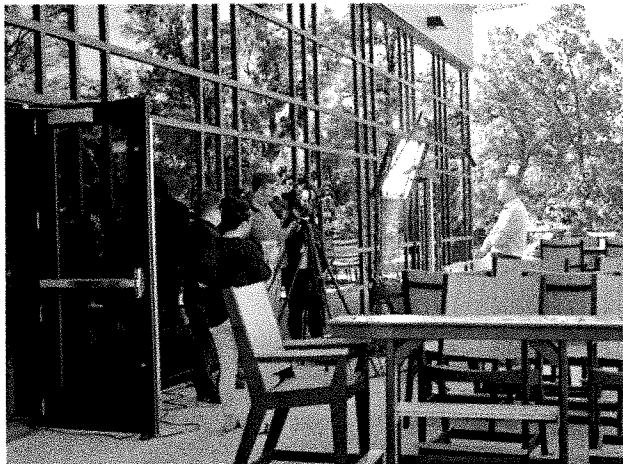
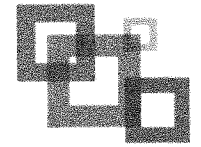
Established an SCSU International Student Immigrant Employment program to retain student talent.



11

Supported 11 community leaders seeking job transition to retain local talent.

PROMOTING THE REGION



GSDC filming new regional attraction campaign at The Clearing.



Ad campaign pairing tourism + talent attraction, featuring The Clearing.



One of over 50 social media posts promoting Benton County.

46

Hosted and/or presented to over 40 organizations and 1,200 attendees to promote the region, inform and educate, and drive collaboration.



1

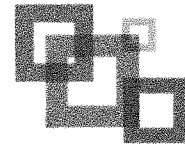
Launched a new Strategic Marketing & Communications Plan, which includes targeted audiences and multiple mediums.



1

Secured the anchor episode position in an upcoming TV series that promotes rural communities.

QUALITY OF LIFE



13

Facilitated numerous stakeholder engagement sessions to strengthen collaborative partnerships and solicit input on education, business, talent, business development, and other opportunities.




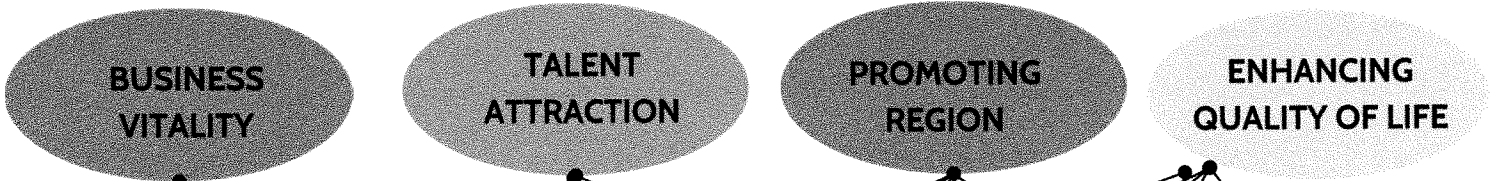
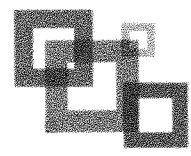
35

Facilitate the regions' MYALP program to build up emerging leaders. This year, we had 9 new candidates.



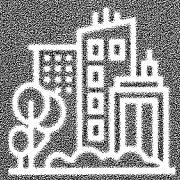
1

Joined MN MedTech 3.0 Coalition and actively working on our regions' roles in MNCUBATOR, health talent, and data access .




REGION 7W EDD

Support efforts to establish an EDA-designated Economic Development District for R7W to leverage grant opportunities.



DOWNTOWN

Contribute to downtown revitalization and reinvestment to catalyze regional economic growth.




REGIONAL COLLABORATION

Cultivate opportunities to amplify and unify local and regional stakeholders and compliment efforts.



BRE&A

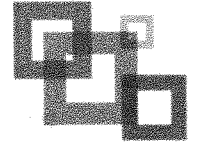
Strengthen Business Retention, Expansion & Attraction initiatives to amplify presence, awareness, and intentionality through ELED.



IMAGE

Improve our regional competitive advantage by shaping a positive image that incorporates collaborative partnerships & more.

WHY FRACTIONAL EDS?



**TAILORED EXPERTISE FOR
SMALLER CITIES**

COST-EFFECTIVE SOLUTIONS

ENHANCED REGIONAL COLLABORATION

**LEVERAGING NETWORK AND
RESOURCES**

**CAPACITY-BUILDING AND
SKILL TRANSFER**

COMMITMENT TO INCLUSIVE GROWTH

ETA: EARLY 2025

QUESTIONS?

nbauman@greaterstcloud.com

C: 320-437-1430

501 West St. Germain St, Suite 100
St. Cloud, MN 56301

THANK YOU!



6 KEY BENEFITS

Fractional Economic Development Services



1

TAILORED EXPERTISE FOR SMALLER CITIES

- Specialized expertise tailored to the unique needs and challenges of smaller cities within the greater St. Cloud region.
- Dedicated support and resources from a professional with the capacity to assist smaller cities in developing strategic economic development plans, attracting investments, and fostering local business growth.

2

COST-EFFECTIVE SOLUTIONS

- A cost-effective solution for smaller cities that may not have the resources to hire full-time economic development staff.
- By sharing the cost of hiring a fractional economic developer among multiple cities, the GSDC can maximize its impact and reach while minimizing financial strain on individual municipalities.

3

ENHANCED REGIONAL COLLABORATION

- Collaboration among smaller cities facilitated by a fractional economic developer strengthens regional cohesion and collective action.
- By working together on common economic development goals, cities can leverage their combined resources, expertise, and networks to attract larger investments and spur regional economic growth.

4

LEVERAGING NETWORK AND RESOURCES

- The fractional economic developer, as part of the GSDC's network, can tap into a wide range of resources, including industry connections, funding opportunities, and best practices.
- This access to resources enhances the capabilities of smaller cities to compete in the regional and global marketplace, ultimately benefiting the entire region.

5

CAPACITY BUILDING AND SKILL TRANSFER

- Fractional economic developers not only provide direct support but also engage in capacity building activities to empower local leaders and stakeholders.
- Through training, mentorship, and knowledge transfer, these professionals help build the capacity of smaller cities to sustainably manage their own economic development initiatives in the long term.

6

DEMONSTRATING COMMITMENT TO INCLUSIVE GROWTH

- Offering fractional economic developers to smaller cities demonstrates the GSDC's commitment to inclusive growth and equitable development across the entire region.
- By ensuring that smaller communities have access to the same level of support and expertise as larger cities, the EDO contributes to narrowing economic disparities and fostering a more resilient regional economy.



Real People. Real Solutions.



3721 23rd St S Suite 102
St Cloud, MN 56301
Phone: (320) 426-6350
Bolton-Menk.com

November 26, 2024

City of St. Augusta
1914 250th St,
St Augusta, MN 56301

RE: Proposal for Planning Services

Dear Bill:

As the City of St. Augusta determines its planning service needs for 2025, Bolton & Menk appreciates the opportunity to outline planning related services that we can provide. We are excited to provide the city with high-quality planning and zoning reviews and consistent customer service that builds on the work we've done on the city's 2024 Comprehensive Plan and Zoning Code Update.

Understanding of Planning Needs

St. Augusta is a community with fluctuating planning needs that would benefit from a firm that can provide a range of services related to planning such as variance applications, permit reviews, staff reports, and special projects. Some months may have several applications requiring review and presentation to the Planning Commission while other months will not have any items. With Bolton & Menk, you will have access to a team of consultant planners to review applications or attend Planning Commission or City Council meetings as needed.

Planning Approach

Bolton & Menk would serve as an extension of city staff and take a team approach. Robin Caufman, who has over 30 years of planning related experience, will serve as your primary contact and be responsible for activities performed on behalf of the City of St. Augusta. Dylan Edwards, Planner I, will support Robin with review, analysis, and report preparation. He currently serves other community in this role such as Albertville and Faribault. Sarah Swedburg will provide GIS support and serve as a backup if neither Robin nor Dylan are available to attend a meeting. This approach provides St. Augusta with the best value and best service by having access to both senior level strategic planning experience and planning staff at lower hourly rates to do most of the work.

We are familiar with the City of St. Augusta through our recent work on the comprehensive plan and zoning code update. We have developed a service delivery plan based on our experience and understanding of the city's needs, which includes the following staff and their roles.

- Robin Caufman, Planner Project Manager, will serve as lead planner and will be your primary contact
- Dylan Edwards, Planner I, will complete application reviews and write staff reports for planning related projects, such as permits, variances, development proposals, and zoning requests
- Sarah Swedburg, Planner II, will support Robin and Dylan, by maintaining the city's zoning and land use GIS maps and serving as backup if they are unavailable

Fee Estimate

On-call services will be billed on an hourly basis, according to the city's needs. Bolton & Menk does not charge for mileage or incidentals. The following table shows the 2024 hourly rates for our key personnel; rates are adjusted annually:

Employee	Hourly Rate
Robin Caufman, Senior Planner	\$194
Sarah Swedburg, Planner II	\$142
Dylan Edwards, Planner I	\$125
Sarah Fangmeier, Administrative	\$95

Other Services

Bolton & Menk can provide a variety of other services such as environmental reviews, wetland delineations, parks planning, tree inspections, small area plans, housing studies, or other special planning studies. Other services are not detailed in this proposal, but a scope and cost estimate can be provided, as needed.

See the attached fee schedule for more information about the types of other services and hour rates. We will work with the city to define the scope of services and budget for other special projects as projects arise.

We are excited for the opportunity to continue serving the City of St. Augusta and your planning needs. Please contact me at 320-402-0854 or Robin.Caufman@Bolton-Menk.com if you have any questions regarding our proposal.

Respectfully submitted,

Bolton & Menk, Inc.



Robin Caufman
Senior Planner

**CITY OF ST. AUGUSTA
COUNTY OF STEARNS
RESOLUTION # 2025-01**

**SETTING COMPENSATION FOR ELECTED AND APPOINTED OFFICIALS AND BOARDS
AND APPROVING 2025 COMPENSATION SCHEDULE**

WHEREAS, the City of St. Augusta has established fees to seeks to establish the compensation for all boards, commissions and employees, including but not limited to: Mayor, City Council, Planning Commission, Park Board, Election Officials, Clerk, Treasurer and all other appointed employees of the City; and,

WHEREAS, the St Augusta City Council seeks to maintain an orderly compensation system.

NOW, THEREFORE, BE IT RESOLVED by the St. Augusta City Council that the following compensation for elected and appointed officials and employees is hereby approved:

<u>Mayor:</u>	\$692.94/month; \$15.00/hour other
<u>City Council:</u>	\$415.78/month; \$15.00/hour other
<u>Planning Commission:</u>	\$50.00/meeting,
<u>Park Board:</u>	\$50.00/meeting
<u>EDA</u>	\$50.00/meeting
<u>Clerk-Administrator:</u> - William R. McCabe:	\$128,402.99/year
<u>Treasurer/Planning:</u> – Teresa Rasmuson	\$35,178/year
<u>Admin Asst./Utility Billing Clerk – Mary Hill:-</u>	\$27.08/hour
<u>Public Works/Roads:</u> - Mark Kiffmeyer	\$32.58/hour
<u>Public Works/Water Sewer:</u> – Chad Blashack	\$32.58/hour
<u>Public Works Assistant</u> - Paul Hollermann	\$31.05/hour
<u>Public Works/Roads:</u> – Seasonal	\$22.39/hour
<u>Park Maintenance:</u> (Seasonal)–	
Steve Schlueter	\$22.39/hour
Ken Wolters	\$22.39/hour
Tom Waibel	\$22.39/hour
Mason Voigt	\$22.39/hour
<u>Election Judges:</u>	\$15.00/hour
<u>Fire Fighters – Training/Calls</u>	\$16.19/hour
<u>Fire Fighters – Probation Training</u>	\$12.50/hour

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA THIS 7th DAY OF
JANUARY, 2025.**

Jeff Schmitz, Mayor

Attest:

William R. McCabe, City Clerk-Administrator

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

RESOLUTION # 2025-02

**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 7th DAY
OF JANUARY 2025.**

Jeff Schmitz, Mayor

ATTEST:

William R. McCabe, City Administrator

City of St. Augusta, Minnesota
Resolution 2025-03

A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2026

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 250th Street, St. Augusta, MN 56301 as the polling place for the 2026 Elections.

Adoption by the City Council of the City of St. Augusta on this 7th Day of January, 2025

Jeff Schmitz, Mayor

ATTEST:

William R. McCabe, City Administrator/Clerk

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

ORDINANCE NO. 2025-01

2025 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 7th day of January, 2025.

Jeff Schmitz, Mayor

Attest:

William R. McCabe, City Clerk-Administrator

City of St. Augusta
2025
Fee Schedule

Purpose/Application	Amount
Liquor Licenses	
On Sale	\$ 2,000.00
Off Sale	\$ 100.00
Sunday	\$ 200.00
Club up to	\$ 3,000.00
Wine - On Sale	\$ 2,000.00
3.2% - On Sale	\$ 100.00
3.2% - 6Month	\$ 50.00
3.2% - One Day	\$ 20.00
3.2% - Off Sale	\$ 30.00
Consumption and Display	\$ 300.00
Consumption and Display - One Day	\$ 25.00
Investigation - New License, inside Minnesota	actual Cost plus \$25
Investigation - New License, outside Minnesota	actual Cost plus \$25
THC License	\$ 500.00
Tobacco License	\$ 100.00
Residential Garbage Hauler's Licens	\$ 100.00
Cannabis Registration Fee and Microbusiness- Initial and Renewel	\$ 1,000.00
Mezzobusiness and Retail Registration - Initial	\$ 1,500.00
Mezzobisiness and Retail Registration - Renewal	\$ 1,000.00
Multi Family Residential Licensing/Inspection Fee	
Duplex	\$ 75.00
3-6 Units, 1st Unit	\$ 75.00
3-6 Units, Additional Units	\$ 15.00
7-12 Units, 1st Unit	\$ 100.00
7-12 Units, Additional Units	\$ 15.00
13+ Units, 1st Unit	\$ 125.00
13+ Units, Additional Units	\$ 15.00
Sexually Oriented Businesses	
Annual	\$ 5,000.00
Base Investigation	\$ 450.00
Additonal Investigation	Actual Cost
Sign Permit Fee	
fee	Based on Valuation, Minimum \$50
*If footings are required, design needed 2 sets of detailed plans required with sizes and demensions placement of sign and setback requirements	
Work in City Right of Way	
Permit	\$ 300.00
Refund after Clean Up	\$ 200.00

City of St. Augusta
2025
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	\$ 32.09
	Volumetric per 1,000 gallons after 3,000 gallons/month	\$ 8.44
	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	\$ 28.60
	Monthly Debt Service Charge	\$ 10.00
	Volumetric per 1,000 gallons after 3,000 gallons/month	\$ 7.52
	Water 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
2025
Fee Schedule

Assessment Searches		\$	10.00
Copies and Documents			
	8.5 x 11	\$	0.25
	8.5 x 14	\$	0.50

City of St. Augusta
2025

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	Escrow	Total
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 and/or cash) as determined by the City Council prior to City execution of the Final Plat.

City of Saint Augusta Permit Fee Schedule

Residential Permits

Building Permits

Residential Permit Fee	Valuation based using UBC Table 1A
Plan Review Feedback	50% of Permit Fee
State Surcharge	The greater of .0005 x valuation or \$1.00

Building Permits - Maintenance

Roofing	\$100 + \$1.00 State Surcharge = \$101.00
Siding	\$100 + \$1.00 State Surcharge = \$101.00
Demolition	\$150 + \$1.00 State Surcharge = \$151.00
Window Replacement (same size)	\$100 + \$1.00 State Surcharge = \$101.00
Window Replacement (with structural change)	Valuation based using UBC Table 1A
Fences and Walls under 6'	\$100 + \$1.00 State Surcharge = \$101.00

Plumbing Permit

Residential Alteration	\$100 + \$1.00 State Surcharge = \$101.00
Residential New	\$100 + \$1.00 State Surcharge = \$101.00
Sprinkler/Irrigation System	\$100 + \$1.00 State Surcharge = \$101.00

Mechanical Permit

Residential Alteration	\$100 + \$1.00 State Surcharge = \$101.00
Residential Fireplace	\$100 + \$1.00 State Surcharge = \$101.00
Residential New	\$100 + \$1.00 State Surcharge = \$101.00

ISTS Permits - New, Replace or Repair

Permit Fee	\$400
Township Filing Fee	\$25

Commercial Permits

Building Permits

Building Permit Fee	Valuation based using UBC Table 1A
Plan Review Fee	65% of Permit Fee
State Surcharge	The greater of .0005 x valuation or \$.50

Commercial Demolition Permits

Building Permit Fee	Valuation based using UBC Table 1A
Plan Review Fee	65% of Permit Fee
State Surcharge	The greater of .0005 x valuation or \$.50

Plumbing Permits

Building Permit Fee	Valuation based using UBC Table 1A
Plan Review Fee	65% of Permit Fee
State Surcharge	The greater of .0005 x valuation or \$.50

Mechanical Permits

Building Permit Fee	Valuation based using UBC Table 1A
Plan Review Fee	65% of Permit Fee
State Surcharge	The greater of .0005 x valuation or \$.50

Fire Suppression and Alarm Permits

Plan Review Fee	Valuation based using UBC Table 1A
State Surcharge	65% of Permit Fee
	The greater of .0005 x valuation or \$.50

Fences/Walls over 6 Feet & Permanent Signs

Permit Fee	Valuation based using UBC Table 1A
Plan Review Fee	50% of Permit Fee
State Surcharge	The greater of .0005 x valuation or \$.50

Zoning Permits

Agriculture Buildings

Permit Fee	Valuation based - \$100 for \$0 to \$20,000 and \$6.00 per \$1,000 thereafter
No Plan Review Fee	
No Surcharge Fee	

Grain Bins

Flat fee of \$100

Inspections Outside Normal Business Hours

\$60 per hour, 1 hour minimum

Inspections for which no fee is specifically indicated

\$50.00 per inspection

Investigation Fees

Work which was started without a permit shall be subject to an investigation fee equal to the permit fee, less the surcharge

Updated 1/1/2022

1994 UNIFORM BUILDING CODE TABLE 1-A – BUILDING PERMIT FEES Valuation	Fee
\$1 to \$25,000	\$62.25 for the first \$2000 plus \$12.50 for each additional \$1000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$349.75 for the first \$25,000 plus \$9.00 for each additional \$1000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$574.75 for the first \$50,000 plus \$6.25 for each additional \$1000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$887.25 for the first \$100,000 plus \$5.00 for each addtl \$1000, or fraction thereof, to and incl. \$500,000
\$500,001 to \$1,000,000	\$2,887.25 for the first \$500,000 plus \$4.25 for each addtl \$1000, or fraction thereof, to and incl. \$1,000,000
\$1,000,001 and up	\$5,012.25 for the first \$1,000,000 plus \$2.75 for each addtl \$1000, or fraction thereof

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 Tennessean 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 250th Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: bmccabe@staugustamn.com

Data Practices Compliance Official

Name: Bill McCabe

Address: 1914 250th Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: 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 250th 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 250th Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: bmccabe@staugustamn.com

Data Practices Compliance Official

Name: Bill McCabe

Address: 1914 250th Street

Phone number: 320-654-0387

fax number: 320-654-1686

email address: 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.

Contractor's Application for Payment

Owner: <u>City of St. Augusta</u>	Owner's Project No.: _____
Engineer: <u>Moore Engineering, Inc.</u>	Engineer's Project No.: <u>210081</u>
Contractor: <u>OMG Midwest, Inc. dba Minnesota Paving</u>	Contractor's Project No.: _____
Project: _____	
Contract: <u>2024 Street Improvements</u>	
Application No.: <u>3 - FINAL</u>	Application Date: <u>10/17/2024</u>
Application Period: From <u>7/23/2024</u> to <u>10/17/2024</u>	

1. Original Contract Price		\$ 921,306.23
2. Net change by Change Orders		\$ 117,487.88
3. Current Contract Price (Line 1 + Line 2)		\$ 1,038,794.11
4. Total Work completed and materials stored to date (Sum of Column J Unit Price Total)		\$ 1,006,280.61
5. Retainage		
a. <u>5%</u> X \$ 1,006,280.61 Work Completed		\$ 50,314.03
b. _____ X \$ - Stored Materials		\$ -
c. Total Retainage (Line 5.a + Line 5.b)		\$ 50,314.03
6. Amount eligible to date (Line 4 - Line 5.c)		\$ 955,966.58
7. Less previous payments (Line 6 from prior application)		\$ 913,944.73
8. Amount due this application		\$ 42,021.85
9. Balance to finish, including retainage (Line 3 - Line 6)		\$ 82,827.53
 Payment Recommended By Engineer	\$	42,021.85
		<small>(Line 8 or other - attach explanation of the other amount)</small>
 Payment Approved by Owner	\$	_____
		<small>(Line 8 or other - attach explanation of the other amount)</small>

Contractor's Certification

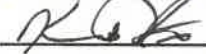
The undersigned Contractor certifies, to the best of its knowledge, the following:


(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Minnesota Paving: Materials

Signature:  **Date:** 1/2/25

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Senior Project Manager</u>	Title: _____
Date: <u>7/30/2024</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Owner: City of St. Augusta
 Engineer: Moore Engineering, Inc.
 Contractor: OMG Midwest, Inc. dba Minnesota Paving & Materials
 Project: 2024 Street Improvements

Contractor's Application for Payment

Owner's Project No.: 0
 Engineer's Project No.: 210081
 Contractor's Project No.: 0

Bid Item No.	Description	Application Period: From 7/23/2024 to 10/17/2024 Application Date: 7/2/2024			Current Contract	Contract Information			Value of Bid Item (C X E) (\$)	Estimated Quantity Installed This Period	Estimated Quantity Incorporated in the Work	Value of Work Completed (F X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		C	D	E		F	G	H								
BASE BID																
1	2021.50-10 MOBILIZATION	1.00	LS	\$ 11,000.00	\$ 11,000.00			1.00	\$ 11,000.00					100%	\$ -	
2	2104.50 REMOVE PIPE CULVERTS	248.00	LF	\$ 8.02	\$ 1,988.96			248.00	\$ 1,988.96					100%	\$ -	
3	2215.50 FULL DEPTH RECLAMATION	18,062.00	SY	\$ 1.59	\$ 28,718.58			18,062.00	\$ 28,718.58					100%	\$ -	
4	2211.51 AGGREGATE BASE (CV) CLASS 5	314.00	CY	\$ 28.08	\$ 8,817.12			314.00	\$ 8,817.12					100%	\$ -	
5	2360.51 TYPE SP 9.5 WEARING COURSE MIXTURE (2B)	1,430.00	TON	\$ 74.00	\$ 105,820.00			1,430.00	\$ 105,820.00					100%	\$ (9,700.00)	
6	2360.51 TYPE SP 12.5 NON WEARING COURSE MIXTURE (2B)	1,906.00	TON	\$ 69.00	\$ 131,514.00			2,014.07	\$ 138,970.83					106%	\$ (7,456.83)	
7	2501.50 18" RC PIPE APRON	4.00	EA	\$ 1,479.06	\$ 5,916.24			4.00	\$ 5,916.24					100%	\$ -	
8	2501.50 24" RC PIPE APRON	4.00	EA	\$ 1,654.54	\$ 6,618.16			4.00	\$ 6,618.16					100%	\$ -	
9	2501.50 18" RC PIPE CULVERT CLASS III	90.00	LF	\$ 70.19	\$ 6,317.10			90.00	\$ 6,317.10					100%	\$ -	
10	2501.50 24" RC PIPE CULVERT CLASS III	110.00	LF	\$ 92.25	\$ 10,147.50			110.00	\$ 10,147.50					100%	\$ -	
11	2540.60 MAIL BOX SUPPORT	44.00	EA	\$ 120.33	\$ 5,294.52			0.00	\$ -					0%	\$ 5,294.52	
12	2563.60 TRAFFIC CONTROL	1.00	LS	\$ 1,654.54	\$ 1,654.54			1.00	\$ 1,654.54					100%	\$ -	
13	2573.50 SILT FENCE, TYPE MS	53.00	LF	\$ 4.01	\$ 212.53			53.00	\$ 212.53					100%	\$ -	
14	2575.50 TURF ESTABLISHMENT	1.00	LS	\$ 2,005.51	\$ 2,005.51			1.00	\$ 2,005.51					100%	\$ -	
15	2511.51 RANDOM RIPRAP CLASS III	43.00	CY	\$ 75.21	\$ 3,234.03			0.00	\$ -					0%	\$ 3,234.03	
16	12000.00 TESTING ALLOWANCE	1.00	ALLOW	\$ 3,000.00	\$ 3,000.00			0.00	\$ -					0%	\$ 3,000.00	
ALTERNATE A - 58TH AVENUE																
A1.	2021.50 MOBILIZATION	1.00	LS	\$ 6,500.00	\$ 6,500.00			1.00	\$ 6,500.00					100%	\$ -	
A2.	2231.50 BITUMINOUS PATCHING MIXTURE	433.00	SY	\$ 25.00	\$ 10,825.00			0.00	\$ -					0%	\$ 10,825.00	
A3.	2232.50 MILL BITUMINOUS SURFACE (2.0")	4,330.00	SY	\$ 1.99	\$ 8,616.70			4,133.00	\$ 8,224.67					95%	\$ 392.03	
A4	2360.51 TYPE SP 9.5 WEARING COURSE MIXTURE (2B)	485.00	TON	\$ 77.00	\$ 37,345.00			487.03	\$ 37,501.31					100%	\$ (156.31)	
A5.	2540.60 MAIL BOX SUPPORT	2.00	EA	\$ 24.66	\$ 49.32			0.00	\$ -					0%	\$ 49.32	
A6.	2563.60 TRAFFIC CONTROL	1.00	LS	\$ 100.28	\$ 100.28			1.00	\$ 100.28					100%	\$ -	
A7.	2573.50 SILT FENCE, TYPE MS	632.00	LF	\$ 4.01	\$ 2,534.32			632.00	\$ 2,534.32					100%	\$ -	
A8.	2575.50 TURF ESTABLISHMENT	1.00	LS	\$ 2,005.51	\$ 2,005.51			1.00	\$ 2,005.51					100%	\$ -	
A9.	12000.00 TESTING ALLOWANCE	1.00	ALLOW	\$ 1,000.00	\$ 1,000.00			0.00	\$ -					0%	\$ 1,000.00	
ALTERNATE B - MEADOW CREEK																
B1.	2021.50 MOBILIZATION	1.00	LS	\$ 5,500.00	\$ 5,500.00			1.00	\$ 5,500.00					100%	\$ -	
B2.	2104.50 REMOVE PIPE CULVERTS	185.00	LF	\$ 8.02	\$ 1,483.70			185.00	\$ 1,483.70					100%	\$ -	
B3.	2101.50 CLEARING AND GRUBBING	1.00	LS	\$ 3,509.64	\$ 3,509.64			1.00	\$ 3,509.64					100%	\$ -	
B4.	2215.50 FULL DEPTH RECLAMATION	11,249.00	SY	\$ 1.80	\$ 20,246.20			11,249.00	\$ 20,246.20					100%	\$ -	
B5.	2211.51 AGGREGATE BASE (CV) CLASS 5	198.00	CY	\$ 30.08	\$ 5,955.84			198.00	\$ 5,955.84					100%	\$ -	
B6.	2360.51 TYPE SP 9.5 WEARING COURSE MIXTURE (2B)	889.00	TON	\$ 75.50	\$ 67,119.50			844.69	\$ 63,774.10					95%	\$ 3,345.40	
B7.	2360.51 TYPE SP 12.5 NON WEARING COURSE MIXTURE (2B)	1,185.00	TON	\$ 71.00	\$ 84,135.00			1,180.38	\$ 83,806.98					100%	\$ 328.02	
B8.	2501.50 15" RC PIPE APRON	2.00	EA	\$ 1,303.58	\$ 2,607.16			2.00	\$ 2,607.16					100%	\$ -	
B9.	2501.50 18" RC PIPE APRON	2.00	EA	\$ 1,479.06	\$ 2,958.12			2.00	\$ 2,958.12					100%	\$ -	
B10.	2501.50 36" RC PIPE APRON	4.00	EA	\$ 3,108.53	\$ 12,434.12			4.00	\$ 12,434.12					100%	\$ -	
B11.	2501.50 15" RC PIPE CULVERT CLASS III	30.00	LF	\$ 65.18	\$ 1,955.40			30.00	\$ 1,955.40					100%	\$ -	
B12.	2501.50 18" RC PIPE CULVERT CLASS III	45.00	LF	\$ 70.19	\$ 3,158.55			45.00	\$ 3,158.55					100%	\$ -	
B13.	2501.50 36" RC PIPE CULVERT CLASS III	62.00	LF	\$ 255.70	\$ 15,853.40			62.00	\$ 15,853.40					100%	\$ -	
B14.	2540.60 MAIL BOX SUPPORT	21.00	EA	\$ 120.33	\$ 2,526.93			0.00	\$ -					0%	\$ 2,526.93	
B15.	2563.60 TRAFFIC CONTROL	1.00	LS	\$ 1,203.30	\$ 1,203.30			1.00	\$ 1,203.30					100%	\$ -	
B16.	2573.50 SILT FENCE, TYPE MS	816.00	LF	\$ 4.01	\$ 3,272.16			800.00	\$ 3,208.00					98%	\$ 64.16	
B17.	2575.50 TURF ESTABLISHMENT	1.00	LS	\$ 2,005.51	\$ 2,005.51			1.00	\$ 2,005.51					100%	\$ -	
B18.	12000.00 TESTING ALLOWANCE	1.00	ALLOW	\$ 1,649.20	\$ 1,649.20			1,640.00	\$ 16,449.20					100%	\$ 2,000.00	
B19.	12000.00 TESTING ALLOWANCE	1.00	ALLOW	\$ 2,000.00	\$ 2,000.00			0.00	\$ -					0%	\$ 2,000.00	
ALTERNATE C - CRESTWOOD HILLS																
		-		\$ -	\$ -			0.00	\$ -					0%	\$ -	

Progress Estimate - Unit Price Work

Owner: City of St. Augusta
 Engineer: Moore Engineering, Inc.
 Contractor: OMG Midwest, Inc. dba Minnesota Paving & Materials
 Project: 2024 Street Improvements
 Contract: 2024 Street Improvements

Contractor's Application for Payment
 Owner's Project No.: 0
 Engineer's Project No.: 210081
 Contractor's Project No.: 0

Application No.: 3 - FINAL Application Period: From 7/23/2024 to 10/17/2024 Application Date: 7/12/2024

A	B	C		D		E		F		G		H		I		J		K		L
		Current Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Estimated Quantity Installed This Period	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)	Materials Currently Stored (not in G)	Work Completed and Materials Stored to Date (H + I)	% of Value of Item (J / I)	Balance to Finish (F - J)								
C1.	2021.90 MOBILIZATION	1.00	LS	\$ 10,000.00	\$ 10,000.00	1.00	\$ 10,000.00		\$ 10,000.00	100%	\$ -									
C2.	2104.50 REMOVE PIPE CURBS	325.00	LF	\$ 8.02	\$ 2,606.50	325.00	\$ 2,606.50		\$ 2,606.50	100%	\$ -									
C3.	2104.50 REMOVE CONCRETE DRIVEWAY PAVEMENT	69.00	SY	\$ 20.45	\$ 1,288.35	69.00	\$ 1,288.35		\$ 1,288.35	100%	\$ -									
C4.	2215.50 FULL DEPTH RECLAMATION	9,289.00	SY	\$ 2.44	\$ 22,665.16	9,289.00	\$ 22,665.16		\$ 22,665.16	100%	\$ -									
C5.	2211.51 AGGREGATE BASE (CV) CLASS 5	316.00	CY	\$ 28.08	\$ 8,873.28	316.00	\$ 8,873.28		\$ 8,873.28	100%	\$ -									
C6.	2260.51 TYPE SP 9.5 WEARING COURSE MIXTURE (2B)	1,022.00	TON	\$ 75.25	\$ 76,905.50	1,122.17	\$ 84,443.29	\$ 84,443.29	\$ 84,443.29	110%	\$ (7,537.79)									
C7.	2260.51 TYPE SP 12.5 NON WEARING COURSE MIXTURE (2B)	1,284.00	TON	\$ 69.50	\$ 89,238.00	1,210.02	\$ 84,096.39	\$ 84,096.39	\$ 84,096.39	94%	\$ 5,141.61									
C8.	2531.50 6" CONCRETE DRIVEWAY PAVEMENT	63.00	SY	\$ 155.43	\$ 9,792.09	76.10	\$ 11,828.22		\$ 11,828.22	121%	\$ (2,036.13)									
C9.	2501.50 15" RC PIPE APRON	12.00	EA	\$ 1,303.58	\$ 15,642.96	12.00	\$ 15,642.96		\$ 15,642.96	100%	\$ -									
C10.	2540.60 15" RC PIPE CULVERT CLASS III	8.00	LF	\$ 65.18	\$ 521.44	252.00	\$ 16,425.36		\$ 16,425.36	100%	\$ -									
C11.	2540.60 MAIL BOX SUPPORT	1.00	EA	\$ 120.33	\$ 120.33	0.00	\$ -		\$ -	0%	\$ 962.64									
C12.	2563.60 TRAFFIC CONTROL	1.00	LS	\$ 902.48	\$ 902.48	1.00	\$ 902.48		\$ 902.48	100%	\$ -									
C13.	2575.50 TUBE ESTABLISHMENT	1.00	LS	\$ 2,005.51	\$ 2,005.51	1.00	\$ 2,005.51		\$ 2,005.51	100%	\$ -									
C14.	2511.51 RANDOM RIPRAP CLASS III	9.00	CY	\$ 75.21	\$ 676.89	9.00	\$ 676.89		\$ 676.89	100%	\$ -									
C15.	2582.50 4" SOLID LINE WHITE MULTI-COMPONENT	6,828.00	LF	\$ 0.42	\$ 2,867.76	6,553.00	\$ 2,752.26		\$ 2,752.26	98%	\$ 115.50									
C16.	2582.50 4" DOUBLE SOLID LINE YELLOW MULTI-COMPONENT	3,414.00	LF	\$ 0.84	\$ 2,867.76	3,466.00	\$ 2,911.44		\$ 2,911.44	102%	\$ (43.68)									
C17.	12000.00 TESTING ALLOWANCE	1.00	ALLOW	\$ 2,000.00	\$ 2,000.00	0.00	\$ -		\$ -	0%	\$ 2,000.00									
*Bolted "Current Item Quantity" indicates a change due to a Change Order				Original Contract Totals	\$ 921,306.23		\$ 903,982.47		\$ 901,982.47	0%	\$ 19,323.76									

Change Order No. 1

D1.	2231.504 BITUMINOUS PATCHING MIXTURE	561.00	SY	\$ 25.00	\$ 14,025.00	0.00	\$ -		\$ -	0%	\$ 14,025.00
D2.	2232.504 MILL BITUMINOUS SURFACE (2.0") - GALANT & BOTH	5,606.00	SY	\$ 1.99	\$ 11,155.94	5,559.00	\$ 11,067.41		\$ 11,067.41	99%	\$ 93.59
D3.	2360.509 TYPE SP 9.5 WEARING COURSE MIXTURE (2B)	627.00	TON	\$ 77.00	\$ 48,279.00	572.49	\$ 44,081.73		\$ 44,081.73	91%	\$ 4,197.27
D4.	2360.51 TYPE SP 12.5 NON WEARING COURSE MIXTURE (2B)	627.00	TON	\$ 70.22	\$ 44,027.94	700.00	\$ 49,154.00		\$ 49,154.00	112%	\$ (5,126.06)

Change Order No. 2

				\$ -	\$ -	0.00	\$ -		\$ -		\$ -
				\$ -	\$ -	0.00	\$ -		\$ -		\$ -
				\$ -	\$ -	0.00	\$ -		\$ -		\$ -

Change Order No. 3

				\$ -	\$ -	0.00	\$ -		\$ -		\$ -
				\$ -	\$ -	0.00	\$ -		\$ -		\$ -
				\$ -	\$ -	0.00	\$ -		\$ -		\$ -

Change Order No. 4

				\$ -	\$ -	0.00	\$ -		\$ -		\$ -
				\$ -	\$ -	0.00	\$ -		\$ -		\$ -
				\$ -	\$ -	0.00	\$ -		\$ -		\$ -

Change Order Summary

Current Contract and Change Orders		Project Totals	\$ 1,038,794.11	\$ 1,006,280.61	\$ 1,006,280.61	97%	\$ 32,513.50
Change Order Summary		Additions	\$ 117,487.88	\$ -	\$ -		\$ 117,487.88
Change Order No. [1]			\$ -	\$ -	\$ -		\$ -
Change Order No. [2]			\$ -	\$ -	\$ -		\$ -
Change Order No. [3]			\$ -	\$ -	\$ -		\$ -
Change Order Totals			\$ 117,487.88	\$ -	\$ -		\$ 117,487.88

Contractor's Application for Payment

Owner: <u>City of St. Augusta</u>	Owner's Project No.: _____
Engineer: <u>Moore Engineering, Inc.</u>	Engineer's Project No.: <u>21008J</u>
Contractor: <u>Astech Corp.</u>	Contractor's Project No.: _____
Project: <u>48th Avenue & Beaver Lake Road</u>	
Contract: <u>2024 Otta Seal Improvements</u>	
Application No.: <u>1</u>	Application Date: <u>12/17/2024</u>
Application Period: From <u>9/18/2024</u> to <u>10/29/2024</u>	

1. Original Contract Price	\$	140,842.80
2. Net change by Change Orders	\$	6,564.00
3. Current Contract Price (Line 1 + Line 2)	\$	147,406.80
4. Total Work completed and materials stored to date (Sum of Column J Unit Price Total)	\$	142,841.22
5. Retainage		
a. <u>5%</u> X \$ <u>142,841.22</u> Work Completed	\$	7,142.06
b. _____ X \$ _____ Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	7,142.06
6. Amount eligible to date (Line 4 - Line 5.c)	\$	135,699.16
7. Less previous payments (Line 6 from prior application)		
8. Amount due this application	\$	135,699.16
9. Balance to finish, including retainage (Line 3 - Line 6)	\$	11,707.64
 Payment Recommended By Engineer	 \$	 135,699.16
		<small>(Line 8 or other - attach explanation of the other amount)</small>
 Payment Approved by Owner	 \$	 _____
		<small>(Line 8 or other - attach explanation of the other amount)</small>

Contractor's Certification

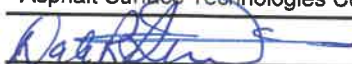
The undersigned Contractor certifies, to the best of its knowledge, the following:

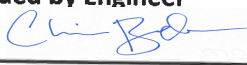
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Asphalt Surface Technologies Corporation a.k.a. Astech Corp

Signature:  **Dale R. Strandberg** **Date:** 12/30/2024

Recommended by Engineer	Approved by Owner
By: 	By: _____
Title: <u>Senior Project Manager</u>	Title: _____
Date: <u>12/31/2024</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: <u>0</u>
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Owner: City of St. Augusta
 Engineer: Moore Engineering, Inc.
 Contractor: Atech Corp.
 Project: 48th Avenue & Beaver Lake Road
 Contract: 2024 Otta Seal Improvements

Contractor's Application for Payment

Owner's Project No.: 0
 Engineer's Project No.: 21008J
 Contractor's Project No.: 0

Application No.: 1		Application Period: From 9/18/2024 to 10/29/2024		Application Date: 12/17/2024																	
A Bid Item No.	B Description	C Contract Information		D Contract Information		E Contract Information		F Contract Information		G Contract Information		H Contract Information		I Contract Information		J Contract Information		K Contract Information		L Contract Information	
		Current Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Installed This Period	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)									
BASE BID																					
1	12000.0000 Mobilization	1.00	LS	\$ 21,000.00	\$ 21,000.00	1.00	1.00	\$ 21,000.00													
2	2211.60 Aggregate Base Special (CV)	120.00	5%	\$ 38.52	\$ 4,622.40	0.00	0.00														
3	2215.00 Full Depth Reclamation	10,940.00	SY	\$ 2.65	\$ 28,991.00	10,940.00	10,940.00	\$ 28,991.00													
4	2357.00 Bituminous Otta Seal	10,940.00	SY	\$ 3.50	\$ 38,290.00	10,940.00	10,940.00	\$ 38,290.00													
5	2357.00 Bituminous Emulsion	10,940.00	GAL	\$ 3.51	\$ 38,399.40	11,322.00	11,322.00	\$ 39,740.22													
6	2563.00 Traffic Control	1.00	LS	\$ 2,500.00	\$ 2,500.00	1.00	1.00	\$ 2,500.00													
7	2573.00 Erosion Control	1.00	LS	\$ 7,040.00	\$ 7,040.00	1.00	1.00	\$ 7,040.00													
				Original Contract Totals				\$ 140,842.80				\$ 137,561.22				\$ 137,561.22				\$ 3,281.58	
*Bolted "Current Item Quantity" indicates a change due to a Change Order																					
Change Order No. [1]																					
1	Fog Seal	10,940.00	SY	\$ 0.60	\$ 6,564.00	8,800.00	8,800.00	\$ 5,280.00													
				Change Order Totals				\$ 6,564.00				\$ 5,280.00				\$ 5,280.00				\$ 1,284.00	
Change Order No. [2]																					
Change Order No. [3]																					
Change Order Totals																					
				Change Order Totals				\$ 6,564.00				\$ 5,280.00				\$ 5,280.00				\$ 1,284.00	
Current Contract and Change Orders																					
				Project Totals				\$ 147,406.80				\$ 142,841.22				\$ 142,841.22				\$ 4,565.58	
Change Order Summary																					
				Change Order No. [1]				\$ 6,564.00				\$ 5,280.00				\$ 5,280.00				\$ 1,284.00	
				Change Order No. [2]				\$ -				\$ -				\$ -				\$ -	
				Change Order No. [3]				\$ -				\$ -				\$ -				\$ -	
				Change Order Totals				\$ 6,564.00				\$ 5,280.00				\$ 5,280.00				\$ 1,284.00	

Moore Project Number: 21008J

Project Contract Name: 2024 OTTA Seal Improvements

Location of Work: 48th Avenue & Beaver Lake Road

PM/Engineer: Josiah Rostad

Prepared By: Chris Bunders

Submitted To: Bill McCabe

Preliminary Engineering, Environmental Documentation

SUMMARY OF ACTIVITIES:

- Performed a field review of the project with Tyson and Bill on 11/26/24.
- Identified 48th and Beaver Road as areas that need to be fixed by the contractor.
- Large aggregate present on the surface of the roadways, appear to have been swept too early and removed all the fine sands.

PROJECTED ACTIVITY NEXT PERIOD:

- Identify defective work using 13.02 definition of the contract, request that the contractor comes back out to fix these areas. Either with another OTTA Seal lift or chip seal the roadway.

REQUIRED ACTION BY City of St. Augusta:

- None

MILESTONE SCHEDULE/COMMENTS:

- A partial pay application has been signed by the contractor as is included in the CC packet for approval.
- The contractor has requested a final walk-through to discuss defective work. Date of walk-through TBD.

PROBLEMS ENCOUNTERED:

- None

SUMMARY OF PROJECT DECISIONS:

- Request contractor to come out and fix areas identified by field review.
- Put contractor on notice of the potential for defective work and coordinate on a solution.

OUT OF SCOPE SERVICES:

- None

Moore Project Number: 21008I

Project Contract Name: 2024 Street Improvements

Location of Work: St. Augusta

PM/Engineer: Erik Hedman

Prepared By: Chris Bunders

Submitted To: Bill McCabe

Preliminary Engineering, Environmental Documentation

SUMMARY OF ACTIVITIES:

- Reviewed and approved quantities for pay app #3 for MPM, \$42,021.85, retainage \$50,314.05.

PROJECTED ACTIVITY NEXT PERIOD:

- CC has approved a \$106k proposal with the intent for gravel to be removed and topsoil/seed be added to the shoulder areas (as requested by residence).

REQUIRED ACTION BY City of St. Augusta:

Mailbox post update:

- 5522 Garden Hills Drive – swing away post will be removed when conditions allow.
- 547 Garden Hills Lane – post will be taken care of asap
- 23266 Garden Hills Lane – post was replaced and mailbox installed 12/9/24
- 5782 233rd Street – No old post there to reinstall, Homeowner did not specify where old mailbox was at.
- 23274 Garden Hills Lane – lady at house indicated swing away post was sufficient
- 5777 233rd Street – post is ready for mailbox, but unable to remove mailbox from swing away post due to machine screws
- 23370 Terrace Hills Court – No mailbox or post for us to replace, Homeowner indicated the old mailbox was in their garage

-
- 5748 233rd Street – Post they wanted reinstalled was completely covered in plastic, with nothing to be buried in the ground, Homeowner had told inspector in their original phone call it would need a new anchor on the 4x4 and possibly a new 4x4 post.
 - 5598 Garden Hills Lane – were not sure what post they were to install mailbox on, did property owner want mailbox on swing away post with old post removed. The homeowner did not specify what post to install mailbox on, just that the old mailbox was left in the yard.
 - Approve pay app #3 for MPM, \$42,021.85, retainage \$50,314.05.

MILESTONE SCHEDULE/COMMENTS:

- Determine final action on shouldering work to be fixed as requested by residence.

PROBLEMS ENCOUNTERED:

- None

SUMMARY OF PROJECT DECISIONS:

- None

OUT OF SCOPE SERVICES:

- None

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

ORDINANCE #2025-02

AN ORDINANCE AMENDING THE ST. AUGUSTA ZONING CODE TO PROVIDE FOR CANNABIS BUSINESSES

It is hereby ordained by the St. Augusta City Council as follows:

Section 1. Amendment of Section 2.02 of the St. Augusta Zoning Code. Section 2.02 of the St. Augusta Zoning Code is hereby amended to add the following definitions:

Cannabis Business: Any of the cannabis businesses defined by Minnesota Statute 324.01, subd. 14, as may be amended.

Cannabis Cultivator: A cannabis business that conducts an operation pursuant to Minnesota Statutes Section 342.30, as may be amended.

Cannabis Delivery Service: A cannabis business that conducts an operation pursuant to Minnesota Statute Section 341.41 and 342.42, as may be amended.

Cannabis Event Organizer: A cannabis business that conducts an operation pursuant to Minnesota Statute Section 342.39 and 342.40, as may be amended.

Cannabis Event, Temporary: A special, temporary event, as permitted by Minnesota Statute 342.39 and 342.40 and as regulated herein.

Cannabis Manufacturer: A cannabis business that conducts an operation pursuant to Minnesota Statute Section 342.31, as may be amended.

Cannabis, Mezzobusiness: A cannabis business that conducts an operation pursuant to Minnesota Statute Section 342.29, as it may be amended.

Cannabis, Microbusiness: A cannabis business that conducts an operation pursuant to Minnesota Statute Section 342.28, as it may be amended.

Cannabis Sales, Retail: The sale of cannabis plants and seedlings, adult-use cannabis flower, and adult use cannabis products directly to consumers.

Cannabis Retailer: A cannabis business that conducts an operation pursuant to Minnesota Statutes Section 342.32, as may be amended.

Cannabis Sales, Wholesale: The sale of cannabis plants and seedlings, adult-use cannabis flower, and adult use cannabis products to another cannabis business.

Cannabis State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Cannabis Testing Facility: A cannabis business that conducts an operation pursuant to Minnesota Statute Section 342.37 and 342.38, as may be amended.

Cannabis Transporter: A cannabis business that conducts an operation pursuant to Minnesota Statute Section 342.35 and 342.36, as may be amended.

Cannabis Wholesaler- A cannabis business that conducts an operation pursuant to Minnesota Statutes Section 342.33 and 342.34, as may be amended.

Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Light Manufacturing, Lower-Potency Hemp: A hemp business that conducts an operation pursuant to Minnesota Statute Section 342.45, as it may be amended.

Lower-Potency Hemp Edible sales: The sale of lower-potency hemp edibles, that have been obtained from a licensed Minnesota cannabis microbusiness, cannabis mezzobusiness, cannabis manufacturer, cannabis wholesaler, or lower-potency hemp edible manufacturer, directly to consumers.

Lower-Potency Hemp Manufacturer: A low potency hemp business that conducts an operation pursuant to Minnesota Statutes Section 342.45, as may be amended.

Lower-Potency Hemp Edible Retailer: A low potency hemp business that conducts an operation pursuant to Minnesota Statutes Section 342.46, as may be amended.

Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.

Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.

Retail Registration: An approved registration issued by the City of St. Augusta to a state- licensed cannabis retail business.

School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

Unlicensed Cannabis Business: A business that operates in the cannabis industry without being formally registered or authorized under one of the cannabis business types outlined in Minnesota Statute 342.01, Subdivision 14. Such unlicensed cannabis businesses are not permitted in any zoning district within the City's jurisdiction.

Section 2. Amendment of Section 44.04 of the St. Augusta Zoning Code. Section 44.04 of the St. Augusta Zoning Code is hereby amended to add the following uses to the Table of Uses:

Key P = Permitted IUP = Interim Use Permit AP = Administrative Permit C = Conditional Use Permit “-“ = Not Permitted	R-R	R-1	R-2	B-1	B-2	AG-1	I-1	Public/ Institutional
Cannabis Cultivator	-	-	-	-	-	-	IUP	-
Cannabis Delivery Service	-	-	-	IUP	IUP	-	IUP	-
Cannabis Event	-	-	-	IUP	IUP	-	IUP	-
Cannabis Manufacturer	-	-	-	-	-	-	IUP	-
Cannabis Mezzobusiness	-	-	-	-	-	-	IUP	-
Cannabis Microbusiness	-	-	-	-	-	-	IUP	-
Cannabis Retailer	-	-	-	IUP	IUP	-	IUP	-
Cannabis Testing Facility	-	-	-	-	-	-	IUP	-
Cannabis Transporter	-	-	-	-	-	-	IUP	-
Cannabis Wholesaler	-	-	-	-	-	-	IUP	-
Light Manufacturing, Lower-Potency Hemp Edible	-	-	-	-	-	-	IUP	-
Lower-Potency Hemp Manufacturer	-	-	-	-	-	-	IUP	-
Lower-Potency Hemp Edible Retailer	-	-	-	IUP	IUP	-	IUP	-

Section 3. Addition of Section 68 of the St. Augusta Zoning Code. Section 68 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 68—Cannabis Cultivator

Subdivision

- 68.01 Purpose and Intent
- 68.02 Application
- 68.03 General Standards

68.04 Setbacks

68.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Cultivator business as defined by Minn. Stat. 342.30. Such businesses may be undertaken either outdoors or indoors, subject to the regulations of Section 68 of this Ordinance.

68.02 APPLICATION

Cannabis Cultivator businesses may be allowed as an Interim Use Permit in the I-1 zoning district.

68.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis Cultivator businesses.

- A. Requires an interim use permit based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
 1. Must be licensed by the State of Minnesota as a Cannabis Cultivator and in compliance with the standards set by the Office of Cannabis Management.
 2. Buffer Required:
 - a. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - b. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - c. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - d. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
 3. Any area used to cultivate or grow cannabis must meet the setbacks as prescribed in the I-1 zoning district.
 4. Any area where cannabis is grown, handled, or packaged shall be completely fenced as required by the Office of Cannabis Management and equipped with an emergency key box.
 5. No onsite consumption is permitted.
 6. The use must meet all other I-1 District standards listed in Section 51 of this ordinance.

7. Indoor cannabis cultivation and growing facilities within the I-1 District must meet the following standards:
 - a. The facility shall not produce noxious or nuisance causing odors, subject to the following conditions:
 - i. The facility shall be ventilated so that all odors cannot be detected by a person with a normal sense of smell at the exterior of the facility or at any adjoining use or property.
 - ii. Growing cannabis must comply with all applicable laws and shall not produce noxious or dangerous gases or odors or otherwise create a danger to any person or entity in or near the facilities.
 - iii. The applicant shall provide plans that show appropriate odor control systems so as not to produce any noxious or dangerous gases or odors or create any dangers to any person or entity in or near the facility.
 - iv. An odor maintenance plan must be submitted to the City and approved by the City.
 - b. All mechanical and odor suppression equipment and trash enclosures must be screened in a manner that protects adjacent properties from visual impacts and noise levels.
 - c. Outdoor storage of containers, pallets, waste/recycle containers, etc. is prohibited.
 1. Lighting within a greenhouse is permitted between the hours of 4:30 a.m. and 10:00 p.m.
 - d. Noise shall be muffled or otherwise controlled so as not to create a nuisance.
 - e. Water and Wastewater
 1. Management of wastewater shall be in accordance with the Office of Cannabis Management, Minnesota Pollution Control Agency, or local ordinances. Where multiple standards exist, the more restrictive of the standards shall apply.
 2. Water use within the site shall be designed to maximize the amount of water reuse possible.
 - f. No onsite consumption is permitted.
 - g. Off street parking requirements shall be met per Section 20 of this Ordinance.
 - h. Off street loading requirements shall be met per Section 21 of this Ordinance.

68.04 SETBACKS

All Cannabis Cultivator businesses shall, in addition to the buffers set forth in Section 68.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 4. Addition of Section 69 of the St. Augusta Zoning Code. Section 69 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 69—Cannabis Delivery Service

Subdivision

69.01 Purpose and Intent

69.02 Application

69.03 General Standards

69.04 Setbacks

69.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Delivery Service business as defined by Minn. Stat. 342.41 and 342.42. Cannabis delivery services are allowed as an accessory use to a cannabis retail sales establishment or a lower potency hemp retail establishment with an interim use permit, subject to the standards set forth in this Section 69.

69.02 APPLICATION

Cannabis Delivery Service businesses may be allowed as an accessory use to a Cannabis Retail, Cannabis Microbusiness or Cannabis Mezzobusiness establishment in the B-1, B-2 and I-1 zoning districts with an interim use permit, subject to the following standards:

69.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis Delivery Service businesses.

- B. Requires an interim use permit in the B-1, B-2 and I-1 zoning districts based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
1. Must be licensed by the State of Minnesota as a Cannabis Delivery Service and in compliance with the standards set by the Office of Cannabis Management.
 2. Buffer Required:
 - a. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - b. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - c. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - d. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

3. The use must meet all other applicable B-1, B-2 or I-1 District performance standards, listed this ordinance.
4. Only fleet vehicle parking will be permitted outside of the principal structure.
5. Fleet vehicle parking must be screened in accordance with Section 20 of this Ordinance.
6. Fleet vehicle parking may not occupy any required parking spaces.
7. All delivery and loading areas must be screened from view of the public street or adjacent properties.
8. Signage. All signage must meet the size and location requirements of Section 31 of this Ordinance.
9. Off street parking requirements shall be met per Section 20 of this Ordinance.
10. Off street loading requirements shall be met per Chapter 1300 of this Ordinance.
11. No onsite consumption is permitted.
12. The use must meet all other applicable B-1, B-2 and I-1 District standards listed in this ordinance.
13. No onsite consumption is permitted.
14. Off street parking requirements shall be met per Section 20 of this Ordinance.
15. Off street loading requirements shall be met per Section 21 of this Ordinance.

69.04 SETBACKS

All Cannabis Delivery Service businesses shall, in addition to the buffers set forth in Section 69.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 5. Addition of Section 70 of the St. Augusta Zoning Code. Section 70 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 70—Cannabis Event, Temporary

Subdivision

- 70.01 Purpose and Intent
- 70.02 Application
- 70.03 General Standards
- 70.04 Setbacks

70.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Event as defined by Minn. Stat. 342.39 and 342.40. A Cannabis Event may be held only at approved Cannabis Retail or Low Potency Hemp Retail locations, subject to the standards set forth in this Section 70 and upon the issuance of an Interim Use Permit.

70.02 APPLICATION

A Cannabis Event may be allowed as an Interim Use Permit in the B-1, B-2 and I-1 zoning districts, but only at approved Cannabis Retail and Low Potency Hemp Retail Locations.

70.03 GENERAL STANDARDS

The following standards shall apply to all Temporary Cannabis Events:

- A. Requires an interim use permit based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
 1. The Cannabis Event Organizer must be licensed by the State of Minnesota as a Cannabis Event Organizer and must be in compliance with the standards set by the Office of Cannabis Management.
 2. Buffer Required:
 - a. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - b. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - c. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - d. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
 3. The use must meet all other zoning district performance standards for the zoning district in which the Cannabis Event is held.
 4. Temporary Cannabis Events may only be held at approved and registered Cannabis Retail and Low Potency Hemp Retail Locations.
 5. Temporary Cannabis Events must last no more than four consecutive calendar days.
 6. No more than four Temporary Cannabis Events may be conducted at a single location in a calendar year.
 7. Hours of operation for a Temporary Cannabis Event are limited to 10:00 AM to 5:00 PM.
 8. No onsite consumption is permitted
 9. Intoxicating liquor is not allowed for consumption or sale in conjunction with a temporary cannabis event.

10. The Cannabis Event Organizer shall provide security for crowd control.
11. The Cannabis Event Organizer shall provide available toilet facilities on site.
12. Insurance is required for all applicants seeking an outdoor special event permit.
13. Fleet vehicle parking must be screened in accordance with Section 20 of the Zoning Ordinance.
14. Fleet vehicle parking may not occupy any required parking spaces.
15. All delivery and loading areas must be screened from view of the public street or adjacent properties.
16. Signage. All signage must meet the size and location requirements of Section 31 of this Ordinance.
17. Off street parking requirements shall be met per Section 20 of this Ordinance.
18. Off street loading requirements shall be met per Section 21 of this Ordinance.
19. No onsite consumption is permitted.
20. The use must meet all other applicable B-1, B-2 and I-1 zoning District standards required by this ordinance.
21. No onsite consumption is permitted.
22. Off street parking requirements for the anticipated number of attendees shall be met by the Cannabis Event Organizer.

70.04 SETBACKS

All Cannabis Events shall, in addition to the buffers set forth in Section 70.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 5. Addition of Section 71 of the St. Augusta Zoning Code. Section 71 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 71—Cannabis, Low Potency Hemp Manufacturer; Light Manufacturing, Lower Potency Hemp Edible

Subdivision

- 71.01 Purpose and Intent
- 71.02 Application
- 71.03 General Standards
- 71.04 Setbacks

71.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis and/or Low Potency Hemp Manufacturer as defined by Minn. Stat. 342.31 as well as a Lower Potency Hemp Edible Light Manufacturer as defined by Minn. Stat. 342.45.

71.02 APPLICATION

Cannabis and Low Potency Hemp Manufacturers as well as a Lower Potency Hemp Edible Light Manufacturers are allowed as an interim use permit in the I-1 District, subject to the standards set forth in this Section 71, and must be licensed by the State of Minnesota as a Cannabis, Lower-Potency Hemp Manufacturer or Lower Potency Hemp Edible Light Manufacturer and be in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

71.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis and/or Low Potency Hemp Manufacturers as well as a Lower Potency Hemp Edible Light Manufacturer:

- A. Requires an interim use permit based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
 1. Must be licensed by the State of Minnesota as a Cannabis or Low Potency Hemp Manufacturer or a Lower Potency Hemp Edible Light Manufacturer and be in compliance with the standards set by the Office of Cannabis Management.
 2. Buffer Required:
 - a. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - b. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - c. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - d. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
 3. No onsite consumption is permitted.
 4. The use must meet all other applicable I-1 District standards listed in this ordinance.
 5. Outdoor storage of containers, pallets, waste/recycle containers, etc. is prohibited.
 6. Noise shall be muffled or otherwise controlled so as not to become a nuisance.
 7. Off street parking requirements shall be met per Section 20 of this Ordinance.
 8. Off street loading requirements shall be met per Section 21 of this Ordinance.

71.04 SETBACKS

All Cannabis and/or Low Potency Hemp Manufacturers as well as Lower Potency Hemp Edible Light Manufacturers shall, in addition to the buffers set forth in Section 71.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 6. Addition of Section 72 of the St. Augusta Zoning Code. Section 72 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 72—Cannabis Mezzobusiness

Subdivision

- 72.01 Purpose and Intent
- 72.02 Application
- 72.03 General Standards
- 72.04 Setbacks

72.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Mezzobusiness as defined by Minn. Stat. 342.29.

72.02 APPLICATION

Cannabis Mezzobusinesses are allowed as an interim use permit in the I-1 District, subject to the standards set forth in this Section 72, and must be licensed by the State of Minnesota as a Cannabis Mezzobusiness, possess Cannabis Mezzobusiness registration from the City, and be in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

72.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis Mezzobusinesses:

- A. Requires an interim use permit based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
 - 1. Must be licensed by the State of Minnesota as a Cannabis Mezzobusiness and be in compliance with the standards set by the Office of Cannabis Management.
 - 2. Cannabis Mezzobusiness with a state license retail endorsement must be registered with the City.
 - 3. Buffer Required:
 - f. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - g. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - h. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.

- i. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - j. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
4. No onsite consumption is permitted.
 5. The use must meet all other applicable I-1 District standards listed in this ordinance.
 6. Outdoor storage of containers, pallets, waste/recycle containers, etc. is prohibited.
 7. Noise shall be muffled or otherwise controlled so as not to become a nuisance.
 8. Cannabis Mezzobusinesses with a state license retail endorsement must be registered with the city.
 9. Hours of operation are limited to 10:00 AM to 9:00 PM.
 10. Signage. All signage must meet the size and location requirements of Section 31 of this Ordinance.
 11. No outdoor storage or display of equipment or merchandise is permitted.
 12. Temporary Cannabis events may be permitted with an additional Interim Use Permit pursuant to Section 3 of this Ordinance for retail locations not in violation of City Code.
 13. Off street parking requirements shall be met per Section 20 of this Ordinance.
 14. Off street loading requirements shall be met per Section 21 of this Ordinance.

72.04 SETBACKS

All Cannabis Mezzobusinesses shall, in addition to the buffers set forth in Section 72.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 7. Addition of Section 73 of the St. Augusta Zoning Code. Section 73 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 73—Cannabis Microbusiness

Subdivision

- 73.01 Purpose and Intent
- 73.02 Application
- 73.03 General Standards
- 73.04 Setbacks

73.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Microbusiness as defined by Minn. Stat. 342.29.

73.02 APPLICATION

Cannabis Microbusinesses are allowed as an interim use permit in the I-1 District, subject to the standards set forth in this Section 73, and must be licensed by the State of Minnesota as a Cannabis Microbusiness, possess Cannabis Microbusiness registration from the City, and be in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

73.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis Microbusinesses:

- A. Requires an interim use permit based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
 1. Must be licensed by the State of Minnesota as a Cannabis Microbusiness and be in compliance with the standards set by the Office of Cannabis Management.
 2. Cannabis Microbusiness with a state license retail endorsement must be registered with the City.
 3. Buffer Required:
 - a. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - b. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - c. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - d. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
 4. No onsite consumption is permitted.
 5. The use must meet all other applicable I-1 District standards listed in this ordinance.
 6. Outdoor storage of containers, pallets, waste/recycle containers, etc. is prohibited.
 7. Noise shall be muffled or otherwise controlled so as not to become a nuisance.
 8. Cannabis Microbusinesses with a state license retail endorsement must be registered with the city.
 9. Hours of operation are limited to 10:00 AM to 9:00 PM.
 10. Signage. All signage must meet the size and location requirements of Section 31 of this Ordinance.
 11. No outdoor storage or display of equipment or merchandise is permitted.

12. Temporary Cannabis events may be permitted with an additional Interim Use Permit pursuant to City Ordinance Section 3 for retail locations not in violation of City Code.
13. Off street parking requirements shall be met per Section 20 of this Ordinance.
14. Off street loading requirements shall be met per Section 21 of this Ordinance.

73.04 SETBACKS

All Cannabis Microbusinesses shall, in addition to the buffers set forth in Section 73.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 8. Addition of Section 74 of the St. Augusta Zoning Code. Section 74 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 74—Cannabis Retailer, Low Potency Hemp Retailer

Subdivision

- 74.01 Purpose and Intent
- 74.02 Application
- 74.03 General Standards
- 74.04 Setbacks

74.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Retailer as defined by Minn. Stat. 342.32 or a Low Potency Hemp Retailer as defined by Minn. Stat. 342.46.

74.02 APPLICATION

Cannabis Retailers and **Low Potency Hemp Retailers** are allowed as an interim use permit in the B-1, B-2 and I-1 Districts, subject to the standards set forth in this Section 74. Cannabis Retailers must be licensed by the State of Minnesota as a Cannabis Retailers, possess a Cannabis Retail registration from the City, and be in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management. Low Potency Hemp Retailers must be licensed by the State of Minnesota as a Low Potency Hemp Retailer, possess a Low Potency Hemp Retail registration from the City, and be in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

74.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis Retailers and Low Potency Hemp Retailers:

- A. Requires an interim use permit based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:

1. Must be licensed by the State of Minnesota as a Cannabis Retailer or Low Potency Hemp Retailer and in be compliance with the standards set by the Office of Cannabis Management.
2. Cannabis Retailers and Low Potency Hemp Retailers with a state license retail endorsement must be registered with the City.
3. Buffer Required:
 - f. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - g. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - h. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - i. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - j. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
4. No onsite consumption is permitted.
5. The use must meet all other applicable B-1, B-2 and I-1 District standards listed in this ordinance.
6. Outdoor storage of containers, pallets, waste/recycle containers, etc. is prohibited.
7. Noise shall be muffled or otherwise controlled so as not to become a nuisance.
8. Cannabis Retailers and Low Potency Hemp Retailers with a state license retail endorsement must be registered with the city.
9. Hours of operation are limited to 10:00 AM to 9:00 PM.
10. Signage. All signage must meet the size and location requirements of Section 31 of this Ordinance.
11. No outdoor storage or display of equipment or merchandise is permitted.
12. Temporary Cannabis events may be permitted at Cannabis Retailers with an additional Interim Use Permit pursuant to Section 3 of this Ordinance for retail locations not in violation of City Code.
13. Off street parking requirements shall be met per Section 20 of this Ordinance.
14. Off street loading requirements shall be met per Section 21 of this Ordinance.

74.04 SETBACKS

All Cannabis Retailers and Low Potency Hemp Retailers shall, in addition to the buffers set forth in Section 74.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 9. Addition of Section 75 of the St. Augusta Zoning Code. Section 75 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 75—Cannabis Testing Facility

Subdivision

- 75.01 Purpose and Intent
- 75.02 Application
- 75.03 General Standards
- 75.04 Setbacks

75.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Testing Facility as defined by Minn. Stat. 342.37 and 342.38.

75.02 APPLICATION

Cannabis Facilities are allowed as an interim use permit in the I-1 District, subject to the standards set forth in this Section 75, and must be licensed by the State of Minnesota as a Cannabis Testing Facility, and be in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

75.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis Testing Facilities:

- A. Requires an interim use permit based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
 - 1. Must be licensed by the State of Minnesota as a Cannabis Testing Facility and be in compliance with the standards set by the Office of Cannabis Management.
 - 2. Buffer Required:
 - a. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - b. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - c. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - d. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from

continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

3. No onsite consumption is permitted.
4. The use must meet all other applicable I-1 District standards listed in this ordinance.

75.04 SETBACKS

All Cannabis Testing Facilities shall, in addition to the buffers set forth in Section 75.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 10. Addition of Section 76 of the St. Augusta Zoning Code. Section 76 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 76—Cannabis Transporter

Subdivision

- 76.01 Purpose and Intent
- 76.02 Application
- 76.03 General Standards
- 76.04 Setbacks

76.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Transporter business as defined by Minn. Stat. 342.35 and 342.36. Cannabis Transporters are allowed as an interim use permit, subject to the standards set forth in this Section 76.

76.02 APPLICATION

Cannabis Transporter businesses may be allowed in the I-1 zoning district as an interim use subject to the standards set forth in this Section 76, and must be licensed by the State of Minnesota as a Cannabis Transporter and be in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

76.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis Transporter businesses.

- A. Requires an interim use permit in the I-1 zoning district based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
 1. Must be licensed by the State of Minnesota as a Cannabis Delivery Service and be in compliance with the standards set by the Office of Cannabis Management.
 2. Buffer Required:

- a. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - b. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - c. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - d. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
3. The use must meet all other applicable I-1 District performance standards, listed in this ordinance.
 4. Only fleet vehicle parking will be permitted outside of the principal structure.
 5. Fleet vehicle parking must be screened in accordance with Section 20 of this Ordinance.
 6. Fleet vehicle parking may not occupy any required parking spaces.
 7. All delivery and loading areas must be screened from view of the public street or adjacent properties.
 8. Signage. All signage must meet the size and location requirements of Section 31 of this Ordinance.
 9. Off street parking requirements shall be met per Section 20 of the Code of Ordinances of this Ordinance.
 10. Off street loading requirements shall be met per Section 21 of this Ordinance.
 11. No onsite consumption is permitted.

76.04 SETBACKS

All Cannabis Delivery Service businesses shall, in addition to the buffers set forth in Section 76.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 11. Addition of Section 77 of the St. Augusta Zoning Code. Section 77 of the St. Augusta Zoning Code is hereby amended to add the following:

Section 77—Cannabis Wholesaler

Subdivision

77.01 Purpose and Intent

77.02 Application

77.03 General Standards

77.04 Setbacks

77.01 PURPOSE AND INTENT

The purpose of this section is to establish regulations for the operation of a state licensed Cannabis Wholesaler business as defined by Minn. Stat. 342.33 and 342.34. Cannabis Wholesalers are allowed as an interim use permit, subject to the standards set forth in this Section 77.

77.02 APPLICATION

Cannabis Wholesaler businesses may be allowed in the I-1 zoning district as an interim use subject to the standards set forth in this Section 76, and must be licensed by the State of Minnesota as a Cannabis Wholesaler and be in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

77.03 GENERAL STANDARDS

The following standards shall apply to all Cannabis Wholesaler businesses:

- A. Requires an interim use permit in the I-1 zoning district based upon procedures set forth in and regulated in Section 3 of this ordinance, subject to the following conditions:
 1. Must be licensed by the State of Minnesota as a Cannabis Wholesaler and be in compliance with the standards set by the Office of Cannabis Management.
 2. Buffer Required:
 - a. The City of St. Augusta shall prohibit the operation of a cannabis business within 1,000 feet of a school.
 - b. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a daycare.
 - c. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
 - d. The City of St. Augusta shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
 - e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
 3. The use must meet all other applicable I-1 District performance standards of this ordinance.
 4. Only fleet vehicle parking will be permitted outside of the principal structure.
 5. Fleet vehicle parking must be screened in accordance with Section 20 of the Zoning Ordinance.
 6. Fleet vehicle parking may not occupy any required parking spaces.

7. All delivery and loading areas must be screened from view of the public street or adjacent properties.
8. Signage. All signage must meet the size and location requirements of Section 31 of this Ordinance.
9. Off street parking requirements shall be met per Section 20 of this Ordinance.
10. Off street loading requirements shall be met per Section 21 of this Ordinance.
11. No onsite consumption is permitted.

77.04 SETBACKS

All Cannabis Delivery Service businesses shall, in addition to the buffers set forth in Section 77.03, comply with each of the setbacks of the underlying zoning district in which such business is located.

Section 6. Effective Date. This Section shall be effective upon its passage and publication according to law.

Approved by the St. Augusta City Council this 7th day of January, 2025.

Jeff Schmitz, Mayor

William R. McCabe, City Administrator/Clerk

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

**ORDINANCE #2025-02
AN ORDINANCE AMENDING THE ST. AUGUSTA ZONING CODE
TO PROVIDE FOR CANNABIS BUSINESSES**

NOTICE IS HEREBY GIVEN that on January 7, 2024, Ordinance #2025-02 was adopted by the City Council of the City of St. Augusta. This ordinance amends the City's zoning code to add provisions relating to the regulation of cannabis and cannabis businesses within the City of St. Augusta. Due to the length of the ordinance, this summary has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance amendment includes the following components:

- Additions of Definitions relating to Cannabis Businesses.
- Classifications of the various Cannabis Businesses into selected zoning districts in the City's Zoning Code as interim uses.
- Standards and conditions for the operation of Cannabis Businesses and the issuance of interim use permits for the same.

Copies of the full ordinance as adopted are available at the St. Augusta City Hall.

Approved for publication by the City Council of the City of St. Augusta this 7th day of January, 2025.

William R. McCabe
St. Augusta City Administrator

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

ORDINANCE #2025-03

AN ORDINANCE ESTABLISHING CANNABIS BUSINESS REGISTRATION REGULATIONS

The City Council of the City of St. Augusta hereby ordains as follows:

Section 1. ADMINISTRATION

- A. Findings and Purpose. The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City of St. Augusta to protect the public health, safety, welfare of the City of St. Augusta residents by regulating cannabis businesses. The City of St. Augusta finds and concludes the proposed provisions are appropriate and lawful regulations, will promote the community's interest, and are in the public interest and for the public good.
- B. Authority and Jurisdiction. The City of St. Augusta has the authority to adopt this ordinance pursuant to:
 - 1. Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
 - 2. Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
 - 3. Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- C. Severability. If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.
- D. Enforcement. The City of St. Augusta is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

Section 2. DEFINITIONS

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this

ordinance.

- A. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
- B. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
- C. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
- D. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.
- E. Retail Registration: An approved registration issued by the City of St. Augusta to a state-licensed cannabis retail business.
- F. State License: An approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business.

Section 3. REGISTRATION OF CANNABIS BUSINESSES

- A. Consent to registering of Cannabis Businesses
 - 1. No individual or entity may operate a state-licensed cannabis retail business within the City of St. Augusta without first registering with the City.
 - 2. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.
- B. Compliance Checks Prior to Retail Registration
 - 1. Prior to issuance of a cannabis retail business registration, the City of St. Augusta shall conduct a preliminary compliance check to ensure compliance with local ordinances.
 - 2. Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, the City of St. Augusta shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- C. Registration & Application Procedure
 - 1. Fees. A registration fee shall be charged to applicants of retail business license applied for as follows:
 - a. Microbusiness retail registration: Initial registration \$0 + \$1,000 first year renewal. Annual renewal thereafter, \$1,000.

- b. Mezzobusiness retail registration: Initial registration \$500 + \$1,000 first year renewal. Annual renewal thereafter, \$1,000.
 - c. Retail registration: Initial registration \$500 + \$1,000 first year renewal. Annual renewal thereafter, \$1,000.
 - d. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
 - e. Any renewal retail registration fee shall be charged at the time of the second renewal and each subsequent renewal thereafter.
 - f. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.
 - g. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.
2. Application Submittal. The City of St. Augusta shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.
- a. An applicant for a retail registration shall fill out an application form, as provided by the city clerk. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant.
 - ii. Address, email address, and telephone number of the applicant.
 - iii. The address and parcel ID for the property of which the retail registration is sought.
 - iv. Certification that the applicant complies with the requirements of local ordinance established pursuant to Minn. Stat. 342.13.
 - b. The applicant shall include with the form:
 - i. the registration fee as established in the City's fee schedule.
 - ii. a copy of a valid state license or written notice of OCM license preapproval.
 - c. Once an application is considered complete, the City shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.
 - d. The application fee shall be non-refundable once processed.
3. Application Approval
- a. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
 - b. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.
4. Annual Compliance Checks.

- a. The City of St. Augusta shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and this ordinance.
- b. The City of St. Augusta shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.
 - i. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.
- c. Any failures under this section must be reported to the Office of Cannabis Management.

5. Location Change

- a. If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of the City of St. Augusta, it shall notify the City of the proposed location change and submit necessary information to meet all the criteria in this paragraph.

D. Renewal of Registration

- 1. The City of St. Augusta shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.
 - a. A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.
 - b. A cannabis retail registration issued under this ordinance shall not be transferred.
- 2. Renewal Fees.
 - a. The City may charge a renewal fee for the registration starting at the second renewal, as established in City's fee schedule.
- 3. Renewal Application.
 - a. The application for renewal of a retail registration shall include but is not limited to the items required under Section C, 2 of this Chapter.

E. Suspension of Registration

- 1. When Suspension is Warranted.
 - a. The City of St. Augusta may suspend a cannabis retail business's registration if it violates the ordinances of City of St. Augusta or poses an immediate threat to the health or safety of the public. The City of St. Augusta shall immediately notify the

- cannabis retail business in writing the grounds for the suspension.
2. Notification to OCM.
 - a. The City of St. Augusta shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City of St. Augusta and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
 3. Length of Suspension.
 - a. The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.
 - b. The City of St. Augusta may reinstate a registration if it determines that the violations have been resolved.
 - c. The City of St. Augusta shall reinstate a registration if OCM determines that the violation(s) have been resolved.
 4. Civil Penalties.
 - a. Subject to Minn. Stat. 342.22, subd. 5(e) the City of St. Augusta may impose a civil penalty, as specified in the City's Fee Schedule, for registration violations, not to exceed \$2,000.

Section 4. REQUIREMENTS FOR CANNABIS BUSINESSES

A. Number of Retailers

1. The City of St. Augusta limits the number of cannabis retail businesses, or cannabis businesses with retail endorsements, to one registration per 12,500 residents of the City, pursuant to Minn. Stat. 342.13, subd. (h), as it may be amended. However, pursuant to Minn. Stat. 342.13 subd.(i), if Stearns County has one active registration for every 12,500 residents, then the number of new cannabis business registrations within the City of St. Augusta shall be zero.

- ##### **B. Minimum Buffer Requirements per the St. Augusta Zoning Ordinance must be met before a Cannabis Business will be registered by the City.**

Section 5. USE IN PUBLIC PLACES

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of such products.

Section 5. CANNABIS EVENT PERMITS

A. Definitions:

Temporary Cannabis Event: a special, temporary event, as permitted by Minnesota Statue 342.39 and 342.40 and as regulated herein.

B. Permit Requirements:

A. Permit Required: The operator of a temporary cannabis event shall obtain a permit to operate to hold a cannabis event within the city limits.

B. Application for Permit: The application for the permit provided for in this section shall be made to the city clerk by filing the application and paying the fee and by completing an application form as provided by the city clerk. In addition to such information as the city clerk may require, the application shall include:

1. The name of the applicant and property owner along with signatures for agreement to terms and conditions of the special event permit application.
2. The permanent home address and full local address of the applicant and property owner, and the permanent and local telephone numbers of the applicant and property owner.
3. Proof of an Insurance policy for the special event.
4. If signs for special event are needed, plans shall be submitted for city staff review and shall follow all regulations set forth in St. Augusta Zoning Ordinance.
5. A brief description of what is being sold and the location of the merchant on site shall be provided.
6. A brief written description of:
 - a. The nature or purpose of the special event, what the event will be titled, estimated amount of people attending and the applicant's method of operation.
 - b. The location of the special event including address or PID number.
 - c. Dates for when the set up and take down of materials will occur.
 - d. Fire protection and prevention methods including locations of portable fire extinguishers, site and floor plans of the event showing seating arrangement, and fire exit plans.
 - e. The location and type of fencing used for the special event.
 - f. Food services provided for the event and vendor names.
 - g. Lighting plans including location of light sources.
 - h. Medical facilities provided on site.

- i. Event parking areas, traffic circulation routes, and pedestrian paths provided for the event for review by city staff.
- j. Crowd control and security methods including number of security guards during event and location of security.
- k. Solid waste disposal including portable toilets, trash containers, or other facilities and location
- l. The number, size and location of tents on site.
- m. The precise timing of the event including calendar dates and time of day the special event begins and ends.
- n. What is being sold at the event and the location of the merchants on site shall be provided.
- o. Signs advertising the special event.

C. A site plan or survey of property is required for all special events occurring in the City of St. Augusta. Aspects of the special event that shall be included in the site plan include the location of:

- 1. Buildings.
- 2. Parking areas and circulation routes.
- 3. Tents.
- 4. Displays.
- 5. Stages.
- 6. Security.
- 7. Medical facilities.
- 8. Fire hydrants, fire key boxes, and fire department connections.
- 9. Lighting.
- 10. Food/drink areas.
- 11. Fencing.
- 12. Solid waste disposal areas.

D. The applicant shall include the application form and a copy of the OCM cannabis event license application, submitted pursuant to Minnesota Statute 342.39 subd. 2.

- 1. The application shall be submitted to the City for review. If the City determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.
 - i. Once an application is considered complete, the City shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

B. Permit Standards:

1. The application for a Temporary Cannabis Event shall meet the following standards:
 1. Must be licensed by the State of Minnesota as a Cannabis Event Organizer per Minnesota Statute 342.39 and 342.40 and in compliance with the standards set by the Office of Cannabis Management.
 2. Temporary Cannabis Events may only be held at approved Cannabis Retail and Low Potency Hemp Retail Locations.
 3. Temporary Cannabis Events must last no more than four consecutive calendar days.
 4. No more than four Temporary Cannabis Events may be conducted at a single location in a calendar year.
 5. Hours of operation for a Temporary Cannabis Event are limited to 10:00 AM to 5:00 PM.
 6. No onsite consumption is permitted
 7. Intoxicating liquor is not allowed for consumption or sale in conjunction with a temporary cannabis event.
 8. The Cannabis Event Organizer shall provide security for crowd control.
 9. The Cannabis Event Organizer shall provide available toilet facilities on site.
2. A request for a Temporary Cannabis Event permit that meets the requirements of this Ordinance shall be approved.
3. A request for a Temporary Cannabis Event permit that does not meet the requirements of this Chapter shall be denied. The City shall notify the applicant of the standards not met and basis for denial.

Section 6. Effective Date. This Section shall be effective upon its passage and publication according to law.

Approved by the St. Augusta City Council this 7th day of January, 2025.

Jeff Schmitz, Mayor

William R. McCabe, City Administrator/Clerk

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

**ORDINANCE # 2025-03
AN ORDINANCE ESTABLISHING CANNABIS BUSINESS REGISTRATION REGULATIONS**

NOTICE IS HEREBY GIVEN that on January 7, 2024, Ordinance #2025-03 was adopted by the City Council of the City of St. Augusta. This ordinance adopts regulations governing the registration of Cannabis Businesses within the City. Due to the length of the ordinance, this summary has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance amendment includes the following components:

- Requires registration of all cannabis businesses.
- Sets application fees for registration of cannabis businesses.
- Limits the number of cannabis retail businesses or cannabis businesses with a retail endorsement to one such business.
- Provides for annual compliance checks on cannabis businesses for compliance with state law.
- Provides penalties for violation of the ordinance.
- Establishes requirements for the issuance of cannabis event permits.

Copies of the full ordinance as adopted are available at the St. Augusta City Hall.


Approved for publication by the City Council of the City of St. Augusta this 7th day of January, 2025.

William R. McCabe
St. Augusta City Administrator

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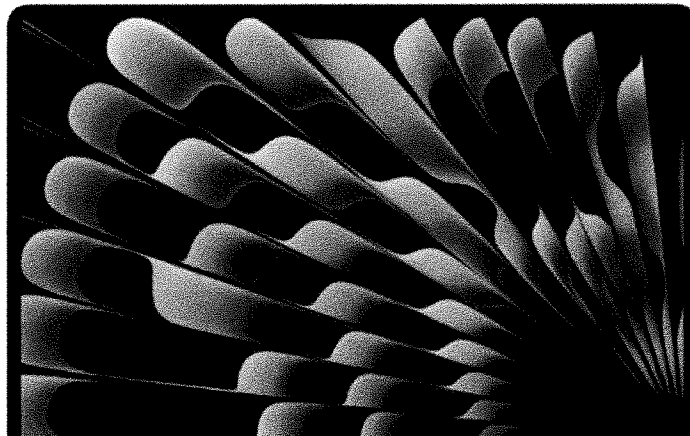
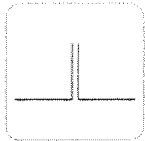
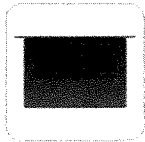
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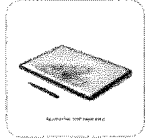
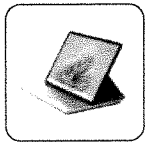
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December 12, 2024

Re: League of Minnesota Cities Insurance Trust Dividend Returns

Dear Member,

Enclosed is a check for your share of the \$3 million dividend from the League of Minnesota Cities Insurance Trust's property/casualty program and a check for your share of the \$5 million dividend from the workers' compensation program. If you are part of only one program, you will find a single check for that program. We encourage you to share this news with your governing body.

A document showing your dividend history and calculation are also enclosed, and a copy will be sent to your insurance agent.

Distributing Surplus Funds to Members

Insurance pools like the Trust need to maintain a fund balance to cover unpredictable future claims. Over time, the balance grows through premiums and investment income. This year, the fund balance grew to be larger than necessary to pay current and future claims and expenses. As a result, the LMCIT Board of Trustees decided to return the extra money to our members in the form of a dividend.

Dividends and Future Planning

Dividends are not guaranteed, and members should not count on them when planning annual budgets. The fund balance fluctuates over time due to factors like member claims, investment results, legislative changes, reinsurance costs, and the Trust's long-term strategic goals.

Each year, the Board evaluates the best uses of any excess funds, which may include returning a dividend or investing in other alternatives, such as reducing reinsurance costs, providing new programs and services, or otherwise responding to the needs of our membership. The goal always remains the same - broad, affordable, and stable coverage.

We welcome your feedback on our current approach and suggestions for the future. Please contact Operations Manager Laura Honeck at lhoneck@lmc.org or (651) 281-1280 with any questions, concerns, or suggestions.

A Continued Partnership

Thank you for being an integral part of our self-insured membership cooperative, created by and for Minnesota cities nearly 45 years ago. Together, we will continue to offer comprehensive coverage and innovative risk management programs tailored to meet your unique needs.

Jake Benson, Council Member, Proctor
Dave Callister, Manager, Plymouth
Luke Fischer, Executive Director, LMC
Clint Gridley, Administrator, Woodbury

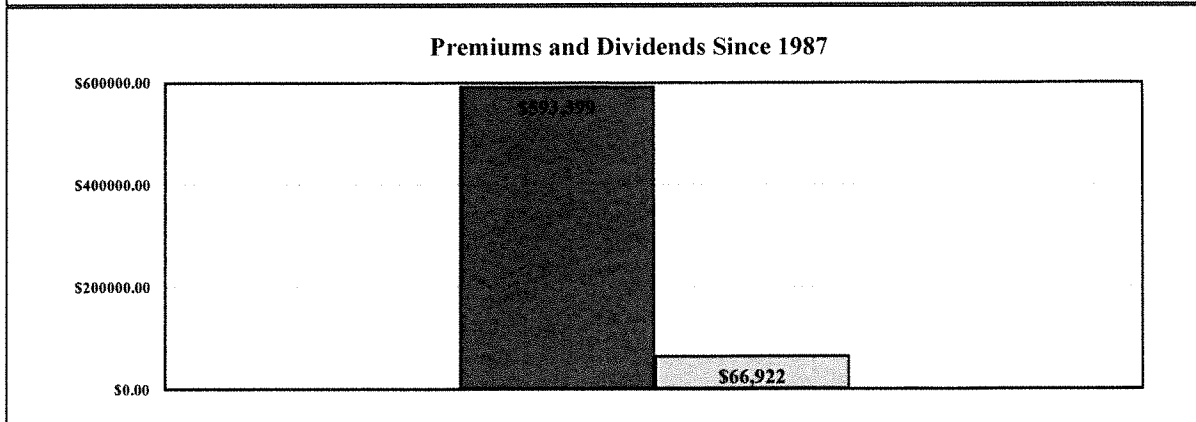
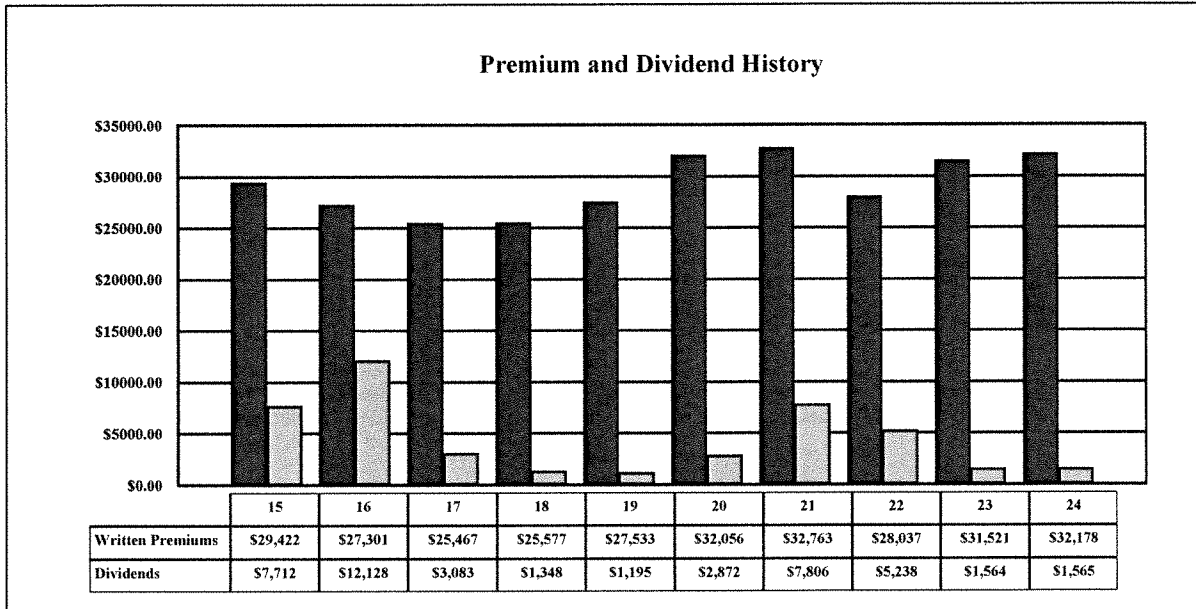
Anna Gruber, Administrator, Sartell
Audrey Nelsen, Council Member, Willmar
Alison Zelms, Administrator, Rochester

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2024 DIVIDEND CALCULATION
AT MAY 31, 2024**

**Arthur J Gallagher Risk Management
Services, LLC**
916 W St Germain St
St. Cloud MN 56301-3424

St. Augusta
1914 250th Street
Saint Augusta, MN 56301-7706

GROSS EARNED PREMIUM	\$549,452
ADJUSTED LOSSES	\$67,933
MEMBERS DIVIDEND PERCENTAGE	0.00052183000
DIVIDEND AMOUNT	\$1,565

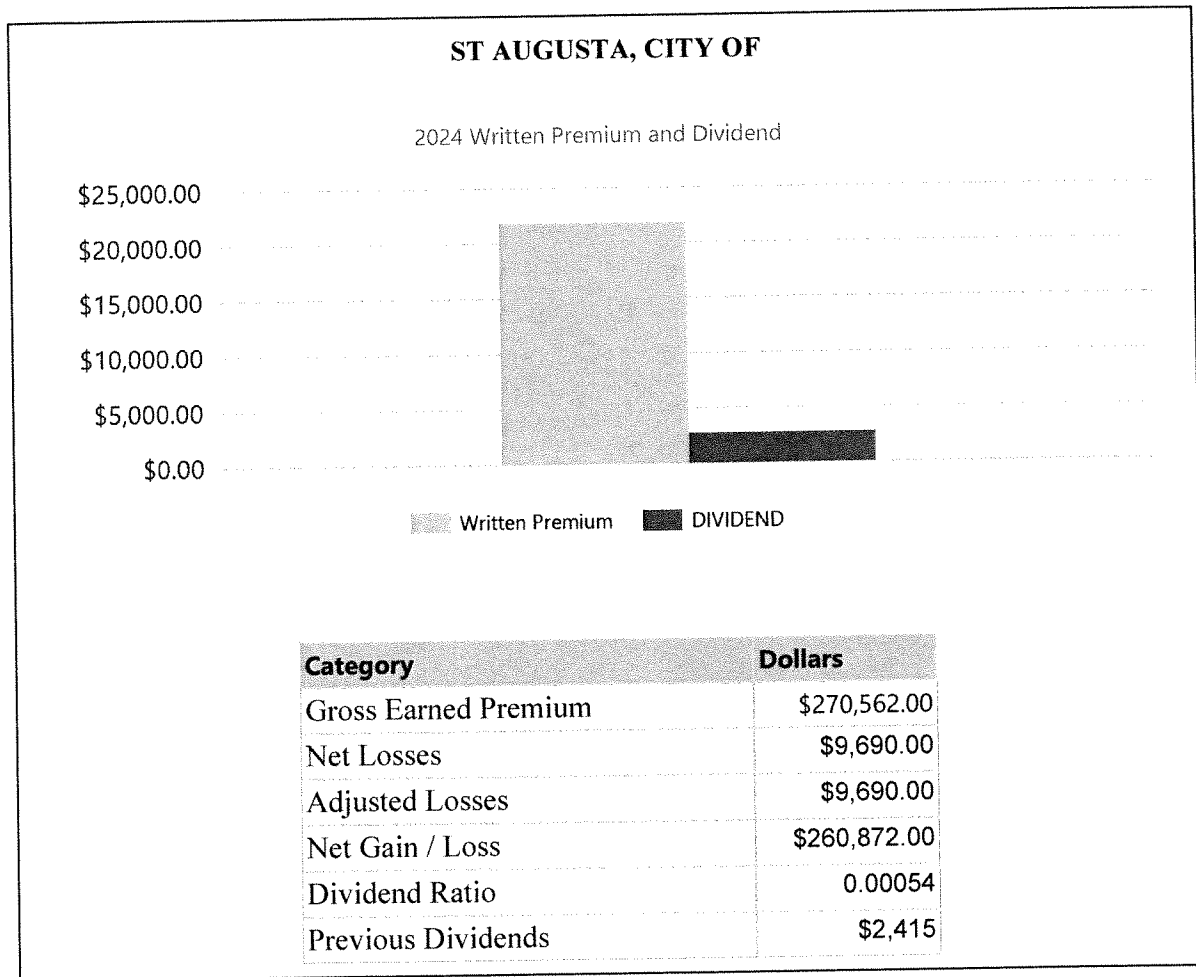


The "gross earned premium" figure is the member's total earned premiums as of May 31, 2024 for the past 20 years. This is the premium figure that is used in the dividend calculation.
The "2024 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2024 (for most members, only a portion of that 2024 written premium would be earned as of May 31, 2024).

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
 WORKER'S COMPENSATION PROGRAM
 2024 DIVIDEND CALCULATION
 AT MAY 31, 2024**

**Arthur J Gallagher Risk Management
 Services, LLC**
 916 W St Germain St,
 St. Cloud MN 563013424

ST AUGUSTA, CITY OF 1914 250th Street Saint Augusta, MN 563017706	GROSS EARNED PREMIUM	\$270,562
	ADJUSTED LOSSES	\$9,690
	MEMBERS DIVIDEND PERCENTAGE	0.00053735000
	DIVIDEND AMOUNT	\$2,687



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2024 for the past 20 years. This is the premium figure that's used in the dividend calculation.
 The "2024 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2024 (for most members, only a portion of that 2024 written premium would be earned as of May 31, 2024).

Accounts Payable/Receivable/Payroll Clerk
City of St. Augusta

Position: Accounts Payable/Receivable/Payroll Clerk
Type: Appointed Employee
Status: Full Time
FLSA Status: Non-Exempt
Drug & Alcohol Subject to pre-employment drug and alcohol screening, not subject to random drug and alcohol screening during employment.
Appointed by: City Council

DESCRIPTION OF WORK

General Statement of Duties and Responsibilities: Responsible for routine bookkeeping for all city activities and transactions including: receiving, tracking and recording all receipts; reviewing and processing payments; processing payroll; coordinating PERA and other employee benefits programs; financial record keeping; monitoring the investment of city funds; and other related financial and accounting matters.

Supervision Received: Works under the general supervision of the Clerk-Administrator.

Supervision Exercised:

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class, nor do the listed examples include all duties that may be found in positions of this class. Duties may vary somewhat from position to position within a class.

- Perform bookkeeping and accounting tasks including, but not limited to: receiving and reporting of all revenues and other money receipts, processing and preparing payments, payroll, preparing and presenting accounting and financial reports, and other related duties.
- Understands the Utility Billing System and fills in as necessary when utility billing clerk is absent
- Communicate via telephone, writing or in person with the City Council, Mayor, City staff, vendors, other interested parties and the public regarding financial and accounting matters, and other matters.
- Coordinate with an Independent Auditor in the preparation of the Annual Financial Audit and Financial Statements
- Investigate and research questions regarding the city's financial matters.
- Attend all Planning Commission Meetings
- Prepare Planning Commission Agendas and Minutes
- Assists other departments as needed.
- Performs other related work as required.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of basic accounting and bookkeeping, financial record keeping, cash control and cash investment, and ability to effectively use this knowledge.
- Knowledge of the basic principles of municipal bookkeeping and accounting, and the ability to effectively implement the knowledge.
- Knowledge of payroll and payroll tax processes and requirements, and ability to effectively utilize that knowledge.

- Knowledge of standard office procedures and equipment including, but not limited to: operation of a computer including basic internet and email; 10-key calculator; photo copier and other office equipment; and ability to effectively utilize the knowledge.
- Ability to communicate effectively and tactfully with the public, City staff and elected officials.
- Ability to perform standard office tasks, including but not limited to typing and word processing, and operation of a business telephone.

MINIMUM QUALIFICATIONS

High School graduate, GED or equivalent.

ESSENTIAL JOB FUNCTIONS:

Communications

Must be able to read, write, hear and speak English sufficiently to understand information and direction; and to communicate effectively verbally and in writing. Must also possess the ability to establish and maintain effective working relationships with superiors, other employees and the general public.

Physical

Ability to perform standard office activities, including being seated for lengthy periods of time, lifting up to 15 pounds from the floor to over head, and traversing an office setting.

Environmental

The vast majority of work is performed indoors in a heated and air conditioned office.

Vision

Employee needs vision adequate, corrected or uncorrected, to perform the duties of this position.

Intellectual

Must be capable of reasonable judgment and possess sound reasoning skills; must have the ability to learn and apply new information, policies, and practices and apply this knowledge to the tasks and responsibilities set out for this position.