

**CITY OF ST. AUGUSTA  
CITY COUNCIL MEETING**

**April 1, 2025**

**7:00 pm**

**AGENDA**

1. Call Meeting to Order – Mayor Schmitz.
2. Pledge of Allegiance.
3. Consent Agenda
  - 3A. Minutes of the March 4, 2025 City Council meeting.
  - 3B. Agenda.
  - 3C. Bills Payable, Receipts and Treasurer’s Report.
  - 3D. Minutes of the March 18, 2025 City Council workshop meeting
  - 3E. B. McCabe and J. Schmitz attendance at LMC Annual Conference
  - 3F. Other
4. Sheriff’s Report
5. Building Inspector’s Report – Mike Wallen.
6. Fire Department
  - 6A. Monthly Report
  - 6B. Other
7. Open Forum -10 Minute Limit.
8. Engineer’s Report
  - 8A. 2024 Street Improvement Update
  - 8B. 2024 Otta Seal Update
  - 8C. Quote for Street Condition Mapping
9. Smartboard Quote
10. Dust Coating Quote
11. Sweeping Quote
12. Fertilizer Quote
13. Amended Personnel Policy
14. Planning Commission Recommendation
  - 14A. Ordinance #2025-04, Amending Zoning Ordinance as it Relates to Accessory Structures
15. Council Member Comments/Purview.
16. Clerk's Report.
17. Adjourn.

REMINDERS: Planning Commission Public Hearing, Monday, March 31, 2025 6:00pm  
Board of Review and Equalization Meeting, Tuesday, April 1, 2025 5:30pm  
Regular City Council Meeting, Tuesday, April 1, 2025 7:00pm  
City Council Workshop Meeting, Tuesday, April 15, 2025 7:00pm  
Area Cities Meeting, Tuesday, April 29, 2025 5:30pm site TBD  
Regular Planning Commission Meeting, Monday, May 5  
Regular City Council Meeting, Tuesday, May 6, 2025 7:00pm

**CITY OF ST. AUGUSTA  
CITY COUNCIL MEETING**

**April 1, 2025**

**7:00 pm**

**Administrative Summary**

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

**Sheriff/Building Inspector Reports** – I will have these for the updated packets Tuesday.

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

**Engineer's Report** – Chris has included updates on both the 2024 Street Project and Otta Seal project in the packets along with a scope for starting the CIP planning by submitting quotes on preparing a road inventory either by vehicle or by drone. The quote for that work is also included in the packets.

**Smartboard Quote** – I have included a quote in the packets to purchase a smartboard for our Council room. It is very similar to the one the Fire Hall purchased last year.

**Dust Coating Quote** – I have included one quote from Crow River in the packets. I am hoping to have the quote from Central Minnesota Dust Control by Tuesday. Last year we contracted with Central Minnesota Dust Control at a total of \$15,042.60.

**Street Sweeping Quote** – I included the quote from Pearson Brothers in the packets. They did the sweeping last year at a total price of \$5,860 and the quoted amount was \$130/hour per broom.

**Fertilizer Quote** – when we approved the quotes before, they hadn't quoted the Hidden Lake Park shelter area because we didn't do that last year due to the bad well.

**Amended Personnel Policy** – I have made a few amendments to the policy, basically changing our hours from 8-4:30 Monday to Friday to 7 until 4:30, Monday to Thursday and 7 until 11 on Fridays. There is also a change in the work week and pay day because we will now have someone in that position full-time.

**MINUTES OF THE CITY COUNCIL  
ST. AUGUSTA, MINNESOTA  
March 4, 2025**

**\*\* Prior to the start of the meeting, Mayor Schmitz and the Council Members honored former Mayor Mike Zenzen by presenting a plaque, with the gavel he used as mayor thanking him for his almost 25 years of service to the City of St. Augusta.**

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

**PRESENT:** Mayor Schmitz, Council Members Backes, Hommerding, Skaalerud and Genereux; Fire Chief Kramer, Fire Captain Voigt, Fire Captain Savage, Firefighter Alex Bahr, Firefighter Lauren Bahr, Attorney Couri, Engineer Hajicek, and Clerk/Administrator McCabe.

**OTHERS PRESENT:** Stearns County Attorney Janell Kendall, Mike Zenzen, Paul Shea, Brent Ahmann,

**CONSENT AGENDA:** Mr. McCabe indicated we would add temporary liquor licenses for the Luxemburg Recreation Club on July 11-13 and August 8-10 as item 3H.

**A motion was made by Mr. Genereux, seconded by Mr. Hommerding to approve the consent agenda as amended. Motion carried 4-0.**

The following items were approved with the consent agenda:

City Council Minutes, February 4, 2025.

City Council Agenda, March 4, 2025.

Bill Payable, Receipts and Treasurer's Report dated March 4, 2025  
and for ePayments #25229e – 25246e and Checks  
#26376 – 26424.

City Council Workshop Minutes, February 4, 2025.

3.2 On Sale Liquor Licenses – St. Augusta Sports and Lux Rec Club  
Liquor, Tobacco and THC License to SKGK Ventures, LLC  
Gambling Permit, Angel Reins Stable, May 17, St. Augusta Legion  
Temporary Liquor Licenses – Lux Rec Club (July 11-13 and August  
8-10).

**SHERIFF'S REPORT:** No report was given.

**BUILDING INSPECTOR'S  
REPORT:**

Mr. McCabe presented the monthly building report stating there were seven permits issued during the month.

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

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**Mr. Backes entered the meeting at 7:03pm.**

**FIRE DEPT.  
REPORT:**

Chief Kramer presented the January monthly report indicating there were 14 calls for the month bringing the total to 14 for the year as compared to 12 at this time in 2024. Monthly training was fit testing and physicals. Fire Inc. also held an active shooter class.

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

Chief Kramer presented quotes for a fire blanket and blanket cabinet indicating that this would be the only way they would be able to put out a fire on an electric vehicle. There was discussion on if one is enough as each blanket is a one time use.

**A motion was made to authorize the purchase of the fire blanket and cabinet at a cost of \$1,804.95 by Mr. Backes, seconded by Mr. Genereux. Motion carried unanimously.**

Chief Kramer presented a quote for new computer software that he explained would better keep track of truck checks, inventory and anything else they might possibly need. They would like to try it for a year and see how it works. Mr. Couri indicated it isn't an issue as long as the city owns the data and the personal phones are only accessing the data.

**A motion was made to approve the software at an initial cost of \$2,605 by Mr. Backes, seconded by Mr. Skaalerud. Motion carried unanimously.**

**OPEN FORUM:** No comments offered.

**STEARNS COUNTY  
PROSECUTION CONTRACT  
REVIEW:**

Stearns County Attorney, Janell Kendall, was in attendance to present a review of the prosecution contract. She provided information on the diversion program indicating things are trending down and diversion will also be in charge of truancy. She went through prosecution stuff and the felony charges. She indicated that St. Augusta had a pardon from a 2005 case.

**ENGINEER'S  
REPORT:**

Mr. Hajicek was in attendance and indicated there wasn't anything really to report. Chris will bring to next months meeting project close out on both the 2024 Street Project and the Otta Seal project.

Mr. Hommerding asked about the Terrace Hills shoulder restoration and if the price was still good. Mr. Voigt indicated

**CIP QUOTES:**

A letter submitted by Shannon Sweeny of David Drown and Associates was submitted quoting their cost to develop a financial capital

improvement plan (CIP) for the City of St. Augusta as discussed at the February 18 workshop meeting.

**A motion was made to approve the CIP quotes by Mr. Genereux, seconded by Mr. Skaalerud. Motion carried unanimously.**

#### **CRACK FILL**

##### **MACHINE QUOTE:**

A quote for the purchase of a new crack fill machine was presented. Mr. McCabe explained a used compressor could be purchased separately for \$5,000 saving over \$22,000 on the quoted cost. There was discussion as to what has been done in the past. Mr. McCabe suggested we refer to an upcoming work session meeting. He also asked to approve \$5,000 to purchase a used air compressor.

**A motion was made to approve purchasing a used \$5,000 air compressor by Mr. Backes, seconded by Mr. Hommerding. Motion carried unanimously.**

#### **RESOLUTION #2025-05, AUTHORIZING A CONTRACT WITH AN INTERESTED**

##### **OFFICER:**

Mr. Couri explained how these contracts are allowed statutorily and how the vote would have to go forward. Mr. Skaalerud asked if there is a timeline. Mr. Couri stated it usually isn't but can have a timeline and if we do put a timeline on, we should do it annually.

**A motion was made to approve Resolution #2025-05, Authorizing a Contract with an Interested Officer by Mr. Backes, seconded by Mr. Skaalerud. Motion carried 4-0 with Mayor Schmitz abstaining.**

#### **HIRE ACCOUNTING**

##### **TECH POSITION:**

Mr. McCabe indicated the committee interviewed four individuals and he felt one candidate stood out from the rest. He reported a criminal background check was completed and there was nothing to indicate we shouldn't hire. He stated she asked to be at \$30/hour and Mr. McCabe wondered if she would take less if we got there within a couple of years. She countered that by stating she would like additional vacation.

**A motion was made to offer Kim Claussen the position at \$30/hour with 2 weeks of vacation by Mr. Backes, seconded by Mr. Skaalerud. Motion carried unanimously.**

#### **COUNCIL MEMBER**

##### **PURVIEW:**

Mr. Hommerding reported the stop sign was down at 238<sup>th</sup> Street and Gaelic Road.

Mr. Genereux asked about our plan for Gaberdine Road and Mr. McCabe indicated the feasibility report showed it wasn't feasible to do water and sewer at this time.

**CITY ADMINISTRATOR**

**REPORT:** Mr. McCabe indicated our final 2025 tax rate was included with the packets for information.

**ADJOURMENT:** A motion was made to adjourn at 8:15 pm by Mr. Skaalerud seconded by Mr. Genereux.

Approved this 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Jeff Schmitz, Mayor

Attest:

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

City of St. Augusta

03/27/25 11:20 AM

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\*Receipt Book

March 2025

| Refer  | Account        | Last Dim Descr              | Amount     | Tran Date | Comments                                 | Batch Name     |
|--------|----------------|-----------------------------|------------|-----------|--|----------------|
| 16081R | 101-41000-3210 | Business Licenses/Permits   | \$475.00   | 3/11/2025 | general - cannabis, off sale, tobacco    | 03 03 25 rct   |
| 16083R | 101-41000-3221 | Building Permits            | \$101.00   | 3/11/2025 | general - Opies                          | 03 03 25 rct   |
| 16084R | 608-41000-3623 | Contributions and Donations | \$300.00   | 3/11/2025 | stapf - Heavenly Paws                    | 03 03 25 rct   |
| 16085R | 101-41000-3340 | Electric Franchise Fee      | \$4,078.40 | 3/11/2025 | general - Center Point                   | 03 03 25 rct   |
| 16086R | 605-43160-3740 | Electricity Sales           | \$11.74    | 3/11/2025 | EU - Mar 25 rct                          | 03 03 25 rct   |
| 16086R | 601-49400-3710 | Water Sales                 | \$1,030.81 | 3/11/2025 | water dept - Mar 25 rct                  | 03 03 25 rct   |
| 16086R | 607-41000-3710 | Storm Sewer Sales           | \$57.60    | 3/11/2025 | SW - Mar 25 rct                          | 03 03 25 rct   |
| 16086R | 606-49450-3728 | Sewer Replacement Fund      | \$42.11    | 3/11/2025 | SRF - Mar 25 rct                         | 03 03 25 rct   |
| 16086R | 602-49450-3720 | Sewer Sales                 | \$989.70   | 3/11/2025 | sewer - Mar 25 rct                       | 03 03 25 rct   |
| 16087R | 606-49450-3728 | Sewer Replacement Fund      | \$6.88     | 3/11/2025 | SRF - Mar 25 rct                         | 03 04 25 rct   |
| 16087R | 605-43160-3740 | Electricity Sales           | \$3.87     | 3/11/2025 | EU - Mar 25 rct                          | 03 04 25 rct   |
| 16087R | 602-49450-3720 | Sewer Sales                 | \$330.07   | 3/11/2025 | sewer - Mar 25 rct                       | 03 04 25 rct   |
| 16087R | 607-41000-3710 | Storm Sewer Sales           | \$85.50    | 3/11/2025 | SW - Mar 25 rct                          | 03 04 25 rct   |
| 16087R | 601-49400-3710 | Water Sales                 | \$320.75   | 3/11/2025 | water dept - Mar 25 rct                  | 03 04 25 rct   |
| 16088E | 101-41000-430  | Miscellaneous               | \$1,894.16 | 3/11/2025 | general - put withholding tax into sales | 03 06 25 rct   |
| 16089R | 101-41000-3103 | Sales Tax                   | \$7.88     | 3/11/2025 | general - shelter rental tax             | 03 05 25 rct   |
| 16089R | 101-41000-3225 | Park Shelter Rental         | \$150.00   | 3/11/2025 | general - A Kirchner                     | 03 05 25 rct   |
| 16090R | 101-41000-3225 | Park Shelter Rental         | \$175.00   | 3/11/2025 | general - Walz                           | 03 05 25 rct   |
| 16090R | 101-41000-3103 | Sales Tax                   | \$7.88     | 3/11/2025 | general - shelter rental tax             | 03 05 25 rct   |
| 16093R | 601-49400-3710 | Water Sales                 | \$121.54   | 3/11/2025 | water dept - Mar 25 rct                  | 03 05 25 rct   |
| 16093R | 605-43160-3740 | Electricity Sales           | \$6.16     | 3/11/2025 | EU - Mar 25 rct                          | 03 05 25 rct   |
| 16093R | 606-49450-3728 | Sewer Replacement Fund      | \$3.15     | 3/11/2025 | SRF - Mar 25 rct                         | 03 05 25 rct   |
| 16093R | 602-49450-3720 | Sewer Sales                 | \$125.58   | 3/11/2025 | sewer - Mar 25 rct                       | 03 05 25 rct   |
| 16094R | 101-41000-3221 | Building Permits            | \$101.00   | 3/11/2025 | general - Lutgen                         | 03 06 25 rct   |
| 16095R | 608-41000-3623 | Contributions and Donations | \$200.00   | 3/11/2025 | stapf - Hayloft parade fund donation     | 03 06 25 rct   |
| 16096R | 608-41000-3623 | Contributions and Donations | \$150.00   | 3/11/2025 | stapf - Augusta Auto Body parade fu      | 03 06 25 rct   |
| 16097R | 602-49450-3720 | Sewer Sales                 | \$544.83   | 3/11/2025 | sewer - Mar 25 rct                       | 03 06 25 rct   |
| 16097R | 601-49400-3710 | Water Sales                 | \$596.76   | 3/11/2025 | water dept - Mar 25 rct                  | 03 06 25 rct   |
| 16097R | 601-49400-3130 | General Sales and Use Tax   | \$4.62     | 3/11/2025 | water dept - Mar 25 rct                  | 03 06 25 rct   |
| 16097R | 606-49450-3728 | Sewer Replacement Fund      | \$22.28    | 3/11/2025 | SRF - Mar 25 rct                         | 03 06 25 rct   |
| 16097R | 607-41000-3710 | Storm Sewer Sales           | \$28.80    | 3/11/2025 | SW - Mar 25 rct                          | 03 06 25 rct   |
| 16097R | 605-43160-3740 | Electricity Sales           | \$11.21    | 3/11/2025 | EU - Mar 25 rct                          | 03 06 25 rct   |
| 16098R | 101-41000-3221 | Building Permits            | \$248.38   | 3/11/2025 | general - Bates                          | 03 07 25 rct   |
| 16100R | 606-49450-3728 | Sewer Replacement Fund      | \$29.45    | 3/11/2025 | SRF - Mar 25 rct                         | 03 07 25 rct   |
| 16100R | 605-43160-3740 | Electricity Sales           | \$13.94    | 3/11/2025 | EU - Mar 25 rct                          | 03 07 25 rct   |
| 16100R | 601-49400-3710 | Water Sales                 | \$731.00   | 3/11/2025 | water dept - Mar 25 rct                  | 03 07 25 rct   |
| 16100R | 602-49450-3720 | Sewer Sales                 | \$753.24   | 3/11/2025 | sewer - Mar 25 rct                       | 03 07 25 rct   |
| 16101E | 101-41000-430  | Miscellaneous               | \$792.25   | 3/11/2025 | general - core and main refund           | 03 10 25 rct   |
| 16102R | 601-49400-3710 | Water Sales                 | \$1,306.74 | 3/11/2025 | water dept - Mar 25 rct                  | 03 10 25 rct   |
| 16102R | 602-49450-3720 | Sewer Sales                 | \$1,270.55 | 3/11/2025 | sewer - Mar 25 rct                       | 03 10 25 rct   |
| 16102R | 606-49450-3728 | Sewer Replacement Fund      | \$52.35    | 3/11/2025 | SRF - Mar 25 rct                         | 03 10 25 rct   |
| 16102R | 605-43160-3740 | Electricity Sales           | \$28.28    | 3/11/2025 | EU - Mar 25 rct                          | 03 10 25 rct   |
| 16103R | 101-41000-3221 | Building Permits            | \$101.00   | 3/11/2025 | general - Eco Water                      | 03 11 25 rct   |
| 16104R | 606-49450-3728 | Sewer Replacement Fund      | \$27.85    | 3/11/2025 | SRF - Mar 25 rct                         | 03 11 25 rct   |
| 16104R | 602-49450-3720 | Sewer Sales                 | \$984.77   | 3/11/2025 | sewer - Mar 25 rct                       | 03 11 25 rct   |
| 16104R | 605-43160-3740 | Electricity Sales           | \$12.00    | 3/11/2025 | EU - Mar 25 rct                          | 03 11 25 rct   |
| 16104R | 601-49400-3710 | Water Sales                 | \$954.44   | 3/11/2025 | water dept - Mar 25 rct                  | 03 11 25 rct   |
| 16105R | 101-41000-3500 | Fines and Forfeits          | \$452.68   | 3/11/2025 | general - Feb 25 misdemeanors            | Mar 25 st cy c |
| 16107R | 101-41000-3210 | Business Licenses/Permits   | \$120.00   | 3/18/2025 | general - Lux Rec temp liquor licens     | 03 12 25 rct   |
| 16108R | 601-49400-3710 | Water Sales                 | \$886.93   | 3/18/2025 | water dept - Mar 25 rct                  | 03 12 25 rct   |

City of St. Augusta

\*Receipt Book

March 2025

| Refer  | Account        | Last Dim Descr              | Amount      | Tran Date | Comments                                | Batch Name       |
|--------|----------------|-----------------------------|-------------|-----------|---|------------------|
| 16108R | 601-49400-3130 | General Sales and Use Tax   | \$10.41     | 3/18/2025 | water dept - Mar 25 rct                 | 03 12 25 rct     |
| 16108R | 605-43160-3740 | Electricity Sales           | \$15.98     | 3/18/2025 | EU - Mar 25 rct                         | 03 12 25 rct     |
| 16108R | 606-49450-3728 | Sewer Replacement Fund      | \$32.34     | 3/18/2025 | SRF - Mar 25 rct                        | 03 12 25 rct     |
| 16108R | 602-49450-3720 | Sewer Sales                 | \$902.45    | 3/18/2025 | sewer - Mar 25 rct                      | 03 12 25 rct     |
| 16108R | 607-41000-3710 | Storm Sewer Sales           | \$28.80     | 3/18/2025 | SW - Mar 25 rct                         | 03 12 25 rct     |
| 16109R | 608-41000-3623 | Contributions and Donations | \$50.00     | 3/18/2025 | stapf - St. Augusta Sports              | 03 13 25 rct     |
| 16110R | 450-42270-3623 | Contributions and Donations | \$2,000.00  | 3/18/2025 | CIP - fire dept, Club Almar raffle proc | 03 13 25 rct     |
| 16111R | 601-49400-3130 | General Sales and Use Tax   | \$12.64     | 3/18/2025 | water dept - Mar 25 rct                 | 03 13 25 rct     |
| 16111R | 605-43160-3740 | Electricity Sales           | \$17.49     | 3/18/2025 | EU - Mar 25 rct                         | 03 13 25 rct     |
| 16111R | 606-49450-3728 | Sewer Replacement Fund      | \$32.52     | 3/18/2025 | SRF - Mar 25 rct                        | 03 13 25 rct     |
| 16111R | 602-49450-3720 | Sewer Sales                 | \$2,162.52  | 3/18/2025 | sewer - Mar 25 rct                      | 03 13 25 rct     |
| 16111R | 607-41000-3710 | Storm Sewer Sales           | \$28.80     | 3/18/2025 | SW - Mar 25 rct                         | 03 13 25 rct     |
| 16111R | 601-49400-3710 | Water Sales                 | \$1,928.67  | 3/18/2025 | water dept - Mar 25 rct                 | 03 13 25 rct     |
| 16112R | 608-41000-3623 | Contributions and Donations | \$500.00    | 3/18/2025 | stapf - fire dept auxillary parade don  | 03 14 25 rct     |
| 16113R | 101-41000-3103 | Sales Tax                   | \$7.88      | 3/18/2025 | general - shelter rental tax            | 03 14 25 rct     |
| 16113R | 101-41000-3225 | Park Shelter Rental         | \$150.00    | 3/18/2025 | general - DM Myer                       | 03 14 25 rct     |
| 16114R | 608-41000-3623 | Contributions and Donations | \$400.00    | 3/18/2025 | stapf - Augusta Plmb                    | 03 14 25 rct     |
| 16115R | 601-49400-3130 | General Sales and Use Tax   | \$2.31      | 3/18/2025 | water dept - Mar 25 rct                 | 03 14 25 rct     |
| 16115R | 605-43160-3740 | Electricity Sales           | \$43.73     | 3/18/2025 | EU - Mar 25 rct                         | 03 14 25 rct     |
| 16115R | 606-49450-3728 | Sewer Replacement Fund      | \$33.92     | 3/18/2025 | SRF - Mar 25 rct                        | 03 14 25 rct     |
| 16115R | 602-49450-3720 | Sewer Sales                 | \$1,157.44  | 3/18/2025 | sewer - Mar 25 rct                      | 03 14 25 rct     |
| 16115R | 601-49400-3710 | Water Sales                 | \$1,118.11  | 3/18/2025 | water dept - Mar 25 rct                 | 03 14 25 rct     |
| 16116R | 101-41000-3103 | Sales Tax                   | \$7.88      | 3/18/2025 | general - shelter rental tax            | 03 17 25 rct     |
| 16116R | 101-41000-3225 | Park Shelter Rental         | \$150.00    | 3/18/2025 | general - D Ellis                       | 03 17 25 rct     |
| 16117R | 450-41000-3340 | Cable TV Franchise Fee      | \$593.34    | 3/18/2025 | CIP - general, Midco                    | 03 17 25 rct     |
| 16118R | 601-49400-3710 | Water Sales                 | \$2,277.34  | 3/18/2025 | water dept - Mar 25 rct                 | 03 17 25 rct     |
| 16118R | 601-49400-3130 | General Sales and Use Tax   | \$27.65     | 3/18/2025 | water dept - Mar 25 rct                 | 03 17 25 rct     |
| 16118R | 605-43160-3740 | Electricity Sales           | \$31.37     | 3/18/2025 | EU - Mar 25 rct                         | 03 17 25 rct     |
| 16118R | 606-49450-3728 | Sewer Replacement Fund      | \$80.95     | 3/18/2025 | SRF - Mar 25 rct                        | 03 17 25 rct     |
| 16118R | 602-49450-3720 | Sewer Sales                 | \$2,274.28  | 3/18/2025 | sewer - Mar 25 rct                      | 03 17 25 rct     |
| 16119R | 101-41000-3340 | Electric Permits            | \$36.00     | 3/18/2025 | general - Bertram                       | 03 18 25 rct     |
| 16120R | 601-49400-3130 | General Sales and Use Tax   | \$8.17      | 3/18/2025 | water dept - Mar 25 rct                 | 03 18 25 rct     |
| 16120R | 605-43160-3740 | Electricity Sales           | \$30.29     | 3/18/2025 | EU - Mar 25 rct                         | 03 18 25 rct     |
| 16120R | 606-49450-3728 | Sewer Replacement Fund      | \$78.40     | 3/18/2025 | SRF - Mar 25 rct                        | 03 18 25 rct     |
| 16120R | 602-49450-3720 | Sewer Sales                 | \$1,868.86  | 3/18/2025 | sewer - Mar 25 rct                      | 03 18 25 rct     |
| 16120R | 601-49400-3710 | Water Sales                 | \$2,036.08  | 3/18/2025 | water dept - Mar 25 rct                 | 03 18 25 rct     |
| 16121R | 101-41000-3620 | Miscellaneous Revenues      | \$810.00    | 3/26/2025 | general - overpayment to Couri & Ru     | 03 19 25 rct     |
| 16122R | 101-41000-3180 | State Fire Training         | \$1,000.00  | 3/18/2025 | general - firefighters sbr reimbursem   | Mar 25 st city c |
| 16123R | 101-41000-3221 | Building Permits            | \$101.00    | 3/26/2025 | general - Lutgen                        | 03 19 25 rct     |
| 16125R | 606-49450-3728 | Sewer Replacement Fund      | \$15.23     | 3/26/2025 | SRF - Mar 25 rct                        | 03 19 25 rct     |
| 16125R | 602-49450-3720 | Sewer Sales                 | \$1,668.06  | 3/26/2025 | sewer - Mar 25 rct                      | 03 19 25 rct     |
| 16125R | 605-43160-3740 | Electricity Sales           | \$10.00     | 3/26/2025 | EU - Mar 25 rct                         | 03 19 25 rct     |
| 16125R | 601-49400-3130 | General Sales and Use Tax   | \$2.31      | 3/26/2025 | water dept - Mar 25 rct                 | 03 19 25 rct     |
| 16125R | 601-49400-3710 | Water Sales                 | \$1,438.87  | 3/26/2025 | water dept - Mar 25 rct                 | 03 19 25 rct     |
| 16126R | 101-41000-3103 | Sales Tax                   | \$15.76     | 3/26/2025 | general - shelter rental tax            | 03 20 25 rct     |
| 16126R | 101-41000-3225 | Park Shelter Rental         | \$350.00    | 3/26/2025 | general - Spoden                        | 03 20 25 rct     |
| 16127R | 450-41000-3130 | General Sales and Use Tax   | \$29,946.22 | 3/26/2025 | CIP - general, sales tax proceeds       | 03 20 25 rct     |
| 16128R | 602-49450-3720 | Sewer Sales                 | \$812.81    | 3/26/2025 | sewer - Mar 25 rct                      | 03 21 24 rct 2   |
| 16128R | 601-49400-3710 | Water Sales                 | \$793.81    | 3/26/2025 | water dept - Mar 25 rct                 | 03 21 24 rct 2   |
| 16128R | 601-49400-3130 | General Sales and Use Tax   | \$8.53      | 3/26/2025 | water dept - Mar 25 rct                 | 03 21 24 rct 2   |



City of St. Augusta

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\*Receipt Book

March 2025

| Refer              | Account        | Last Dim Descr            | Amount              | Tran Date | Comments                   | Batch Name      |
|--------------------|----------------|---------------------------|---------------------|-----------|----------------------------|-----------------|
| 16128R             | 606-49450-3728 | Sewer Replacement Fund    | \$24.28             | 3/26/2025 | SRF - Mar 25 rct           | 03 21 24 rct 2  |
| 16128R             | 607-41000-3710 | Storm Sewer Sales         | \$28.80             | 3/26/2025 | SW - Mar 25 rct            | 03 21 24 rct 2  |
| 16128R             | 605-43160-3740 | Electricity Sales         | \$15.02             | 3/26/2025 | EU - Mar 25 rct            | 03 21 24 rct 2  |
| 16129R             | 602-49450-3720 | Sewer Sales               | \$1,252.54          | 3/26/2025 | sewer - Mar 25 rct         | 03 24 25 rct    |
| 16129R             | 606-49450-3728 | Sewer Replacement Fund    | \$42.32             | 3/26/2025 | SRF - Mar 25 rct           | 03 24 25 rct    |
| 16129R             | 605-43160-3740 | Electricity Sales         | \$47.75             | 3/26/2025 | EU - Mar 25 rct            | 03 24 25 rct    |
| 16129R             | 607-41000-3710 | Storm Sewer Sales         | \$57.60             | 3/26/2025 | SW - Mar 25 rct            | 03 24 25 rct    |
| 16129R             | 601-49400-3710 | Water Sales               | \$1,219.26          | 3/26/2025 | water dept - Mar 25 rct    | 03 24 25 rct    |
| 16130R             | 101-41000-3410 | Assessment Search Fees    | \$10.00             | 3/26/2025 | general - Epic Properties  | 03 25 25 rct    |
| 16131R             | 101-41000-3340 | Electric Permits          | \$36.00             | 3/26/2025 | general - Carlson and Sons | 03 25 25 rct    |
| 16132R             | 602-49450-3720 | Sewer Sales               | \$3,005.59          | 3/26/2025 | sewer - Mar 25 rct         | 03 25 25 rct    |
| 16132R             | 607-41000-3710 | Storm Sewer Sales         | \$28.80             | 3/26/2025 | SW - Mar 25 rct            | 03 25 25 rct    |
| 16132R             | 606-49450-3728 | Sewer Replacement Fund    | \$110.22            | 3/26/2025 | SRF - Mar 25 rct           | 03 25 25 rct    |
| 16132R             | 605-43160-3740 | Electricity Sales         | \$55.58             | 3/26/2025 | EU - Mar 25 rct            | 03 25 25 rct    |
| 16132R             | 601-49400-3130 | General Sales and Use Tax | \$42.15             | 3/26/2025 | water dept - Mar 25 rct    | 03 25 25 rct    |
| 16132R             | 601-49400-3710 | Water Sales               | \$3,029.25          | 3/26/2025 | water dept - Mar 25 rct    | 03 25 25 rct    |
| 16134R             | 605-43160-3740 | Electricity Sales         | \$5.62              | 3/26/2025 | EU - Mar 25 rct            | 03 26 25 rct    |
| 16134R             | 606-49450-3728 | Sewer Replacement Fund    | \$9.66              | 3/26/2025 | SRF - Mar 25 rct           | 03 26 25 rct    |
| 16134R             | 602-49450-3720 | Sewer Sales               | \$295.40            | 3/26/2025 | sewer - Mar 25 rct         | 03 26 25 rct    |
| 16134R             | 607-41000-3710 | Storm Sewer Sales         | \$28.80             | 3/26/2025 | SW - Mar 25 rct            | 03 26 25 rct    |
| 16134R             | 601-49400-3710 | Water Sales               | \$290.70            | 3/26/2025 | water dept - Mar 25 rct    | 03 26 25 rct    |
| 16136R             | 450-41000-3180 | Local Government Aid      | \$8,709.35          | 3/26/2025 | CIP - general, State MN    | Mar 25 st cty c |
| 16137R             | 101-41000-3340 | Electric Franchise Fee    | \$5,346.00          | 3/26/2025 | general - Stearns Electric | Mar 25 st cty c |
| 16138R             | 602-49450-3720 | Sewer Sales               | \$490.92            | 3/26/2025 | sewer - Mar 25 rct         | 03 20 25 rct    |
| 16138R             | 601-49400-3710 | Water Sales               | \$475.68            | 3/26/2025 | water dept - Mar 25 rct    | 03 20 25 rct    |
| 16138R             | 605-43160-3740 | Electricity Sales         | \$8.09              | 3/26/2025 | EU - Mar 25 rct            | 03 20 25 rct    |
| 16138R             | 606-49450-3728 | Sewer Replacement Fund    | \$15.42             | 3/26/2025 | SRF - Mar 25 rct           | 03 20 25 rct    |
| <b>Grand Total</b> |                |                           | <b>\$102,540.15</b> |           |                            |                 |

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## \*Check Summary Register©

Checks 03/19/25-04/01/25

| Name                              | Check Date                 | Check Amt |  |
|-----------------------------------|----------------------------|-----------|--|
| <b>10100 STATE BANK OF KIMBAL</b> |                            |           |  |
| 25252e                            | US BANK BAHR               | 3/26/2025 | \$286.98 fire dept - supplies returned, Bound Tree       |
| 25253e                            | US BANK BLASHACK           | 3/26/2025 | \$158.66 pw dept - fuel Mar 2025                         |
| 25254e                            | US BANK HOLLERMANN         | 3/26/2025 | \$113.52 pw dept - fuel for Mar 2025                     |
| 25255e                            | US BANK KIFFMEYER          | 3/26/2025 | \$293.91 pw dept - fuel for Mar 2025                     |
| 25256e                            | US BANK KRAMER             | 3/26/2025 | \$1,580.72 fire dept - emails, Google                    |
| 25257e                            | US BANK MCCABE             | 3/26/2025 | \$839.32 general - city day capitol, LMC                 |
| 25258e                            | US BANK RASMUSON           | 3/26/2025 | \$506.26 general - hall telephone, Midco                 |
| 25259e                            | US BANK SCHREINER          | 3/26/2025 | \$144.07 fire dept - supplies, Oreillys                  |
| 25260e                            | US BANK SKOGSTAD           | 3/26/2025 | \$185.78 fire dept - used wrong card, reimbursed see rec |
| 25261e                            | STATE BANK OF KIMBALL      | 3/27/2025 | \$198.65 941 taxes                                       |
| 25262e                            | PERA                       | 3/27/2025 | \$498.96 emp pd pera                                     |
| 25263e                            | STATE BANK OF KIMBALL      | 3/27/2025 | \$1,081.42 941 taxes                                     |
| 25264e                            | MN DEPT OF REVENUE         | 3/27/2025 | \$1,474.73 emp pd state taxes                            |
| 25265e                            | PERA                       | 3/27/2025 | \$2,169.48 emp pd pera                                   |
| 25266e                            | STATE BANK OF KIMBALL      | 3/27/2025 | \$3,906.62 941 taxes                                     |
| 25267e                            | US BANK SCHREINER          | 4/1/2025  | \$100.00 fire dept - supplies, O'Reilly                  |
| 26440                             | KRAMER, JOSEPH S.          | 3/25/2025 | \$703.86   |
| 26441                             | BILL MCCABE                | 3/26/2025 | \$50.00 g - McCabe sensors                               |
| 26442                             | BACKES, JUSTIN A           | 3/28/2025 | \$1,086.01   |
| 26443                             | GENEREUX, BRENT            | 3/28/2025 | \$1,089.55   |
| 26444                             | HOMMERDING, MARLIN H.      | 3/28/2025 | \$1,086.01   |
| 26445                             | SCHMITZ, JEFFREY, J        | 3/28/2025 | \$1,868.43   |
| 26446                             | SKAALERUD, MARK A          | 3/28/2025 | \$1,086.01   |
| 26447                             | BLASHACK, CHAD C.          | 3/27/2025 | \$1,779.84   |
| 26448                             | HILL, MARY M               | 3/27/2025 | \$960.30   |
| 26449                             | HOLLERMANN, PAUL A.        | 3/27/2025 | \$1,700.85   |
| 26450                             | KIFFMEYER, MARK G.         | 3/27/2025 | \$1,697.85   |
| 26451                             | MCCABE, WILLIAM R.         | 3/27/2025 | \$2,936.28   |
| 26452                             | RASMUSON, TERESA M.        | 3/27/2025 | \$156.57   |
| 26453                             | SCHLUETER, STEVEN F.       | 3/27/2025 | \$115.33   |
| 26454                             | ALEXANDER BAHR             | 4/1/2025  | \$212.80 fire dept - conf mileage (304x.70)              |
| 26455                             | BOLTON AND MENK            | 4/1/2025  | \$1,018.50 general - Honer Review                        |
| 26456                             | BOUND TREE MEDICAL         | 4/1/2025  | \$384.00 fire dept - defribillator                       |
| 26457                             | CARRIE ARCHIBALD           | 4/1/2025  | \$157.88 parks dept - refund cancellation                |
| 26458                             | CITY OF ST. CLOUD          | 4/1/2025  | \$32,484.04 sewer dept - 2024 design                     |
| 26459                             | COURI & RUPPE PLLP         | 4/1/2025  | \$420.00 general - general legal counsel                 |
| 26460                             | DESIGN ELECTRIC            | 4/1/2025  | \$210.00 pw dept - flashing beacon repair                |
| 26461                             | F.I.R.E.                   | 4/1/2025  | \$650.00 fire dept - fire ground operations              |
| 26462                             | JOE KRAMER                 | 4/1/2025  | \$212.80 fire dept - mileage to conf (304x.70)           |
| 26463                             | KNIFE RIVER                | 4/1/2025  | \$544.64 pw dept - clean sand                            |
| 26464                             | LMCIT                      | 4/1/2025  | \$36,062.26 all depts property casualty insurance        |
| 26465                             | LUKE SKOGSTAD              | 4/1/2025  | \$212.80 fire dept - conf mileage (304x.70)              |
| 26466                             | MINNESOTA RURAL WATER ASS  | 4/1/2025  | \$519.65 water dept - membership 5/25-4/26               |
| 26467                             | NORTH STAR SIGNS & ENGRAVI | 4/1/2025  | \$90.00 general - plaque for Zenzen                      |
| 26468                             | RMB ENVIRONMENTAL LABORA   | 4/1/2025  | \$245.58 sewer dept - ww effluent                        |
| 26469                             | SHAWN STEINHOFER           | 4/1/2025  | \$212.80 fire dept - conf mileage (304x.70)              |
| 26470                             | STATION AUTOMATION, INC    | 4/1/2025  | \$2,605.00 fire dept - software setup                    |
| 26471                             | STERICYCLE INC             | 4/1/2025  | \$30.45 fire dept - subscription                         |
| 26472                             | TRAUT COMPANIES            | 4/1/2025  | \$70.00 water dept - sample #'s 250291 & 250292          |
| 26473                             | BRENT GENEREUX             | 4/1/2025  | \$45.00 general - 1st qtr 2025 meetings                  |
| 26474                             | LEROY MEIER                | 4/1/2025  | \$135.00 general - 1st qtr 2025 meetings                 |
| 26475                             | MARK SKAALERUD             | 4/1/2025  | \$45.00 general - 1st qtr 2025 meetings                  |
| 26476                             | PAUL SHEA                  | 4/1/2025  | \$90.00 general - 1st qtr 2025 meetings                  |

City of St. Augusta

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**\*Check Summary Register©**

Checks 03/19/25-04/01/25

| Name  | Check Date                 | Check Amt |   |
|-------|----------------------------|-----------|---|
| 26477 | RICHARD CHRISTEN           | 4/1/2025  | \$135.00 general - 1st qtr 2025 meetings      |
| 26478 | RON KRAEMER                | 4/1/2025  | \$90.00 general - 1st qtr 2025 meetings       |
| 26480 | ZAYO GROUP                 | 4/1/2025  | \$346.54 sewer dept - telephone               |
| 26481 | BILL MCCABE                | 4/1/2025  | \$210.00 general - 3/5-3/28 mileage (300x.70) |
| 26482 | FLOW MEASUREMENT CONTRO    | 4/1/2025  | \$782.00 water dept - pipe certification      |
| 26483 | GALLS                      | 4/1/2025  | \$37.58 fire dept - uniforms                  |
| 26484 | KELLY C JOHNSON INC        | 4/1/2025  | \$646.85 general - Mar 2025 permits           |
| 26485 | KENNEY PRINTING, INC       | 4/1/2025  | \$140.60 stapf - flyers                       |
| 26486 | MPCA                       | 4/1/2025  | \$400.00 MS4 - permitting                     |
| 26487 | NORTH STAR SIGNS & ENGRAVI | 4/1/2025  | \$30.00 general - name plates Shea, Ahmann    |
| 26488 | T MOBILE                   | 4/1/2025  | \$39.65                                       |
|       | <b>Total Checks</b>        |           | <b>\$109,372.39</b>                           |

Jeffery J Schmitz

FILTER: [Check Date] between #03/19/25# and #04/01/25# and [Check Nbr]>0 and [Cash Act]='10100'

**\*Check Detail Register©**

Batch: 04 01 25 addl,04 01 25 pc pay

| Check #                           | Check Date | Vendor Name                        | Amount   | Invoice   | Comment                                 |
|-----------------------------------|------------|------------------------------------|----------|-----------|---|
| <b>10100 STATE BANK OF KIMBAL</b> |            |                                    |          |           |   |
| <b>26473</b>                      | 04/01/25   | <b>BRENT GENEREUX</b>              |          |           |   |
| E 101-41120-106                   |            | Planning Commission wag            | \$45.00  |           | general - 1st qtr 2025 meetings         |
|                                   |            | Total                              | \$45.00  |           |   |
| <b>26474</b>                      | 04/01/25   | <b>LEROY MEIER</b>                 |          |           |   |
| E 101-41120-106                   |            | Planning Commission wag            | \$135.00 |           | general - 1st qtr 2025 meetings         |
|                                   |            | Total                              | \$135.00 |           |   |
| <b>26475</b>                      | 04/01/25   | <b>MARK SKAALERUD</b>              |          |           |   |
| E 101-41120-106                   |            | Planning Commission wag            | \$45.00  |           | general - 1st qtr 2025 meetings         |
|                                   |            | Total                              | \$45.00  |           |   |
| <b>26476</b>                      | 04/01/25   | <b>PAUL SHEA</b>                   |          |           |   |
| E 101-41120-106                   |            | Planning Commission wag            | \$90.00  |           | general - 1st qtr 2025 meetings         |
|                                   |            | Total                              | \$90.00  |           |   |
| <b>26477</b>                      | 04/01/25   | <b>RICHARD CHRISTEN</b>            |          |           |   |
| E 101-41120-106                   |            | Planning Commission wag            | \$135.00 |           | general - 1st qtr 2025 meetings         |
|                                   |            | Total                              | \$135.00 |           |   |
| <b>26478</b>                      | 04/01/25   | <b>RON KRAEMER</b>                 |          |           |   |
| E 101-41120-106                   |            | Planning Commission wag            | \$90.00  |           | general - 1st qtr 2025 meetings         |
|                                   |            | Total                              | \$90.00  |           |   |
| <b>26480</b>                      | 04/01/25   | <b>ZAYO GROUP</b>                  |          |           |   |
| E 602-49450-321                   |            | Telephone                          | \$346.54 |           | sewer dept - telephone                  |
|                                   |            | Total                              | \$346.54 |           |   |
| <b>26481</b>                      | 04/01/25   | <b>BILL MCCABE</b>                 |          |           |   |
| E 101-41000-208                   |            | Training, Inst., Travel            | \$210.00 |           | general - 3/5-3/28 mileage (300x.70)    |
|                                   |            | Total                              | \$210.00 |           |   |
| <b>26482</b>                      | 04/01/25   | <b>FLOW MEASUREMENT CONTROL CO</b> |          |           |   |
| E 601-49400-210                   |            | Operating Supplies (GEN            | \$521.60 | Q2502138  | water dept - pipe certification         |
| E 602-49450-210                   |            | Operating Supplies (GEN            | \$260.40 | Q2502138  | sewer dept - lift station certification |
|                                   |            | Total                              | \$782.00 |           |   |
| <b>26483</b>                      | 04/01/25   | <b>GALLS</b>                       |          |           |   |
| E 101-42270-389                   |            | uniforms                           | \$37.58  | 030880243 | fire dept - uniforms                    |
|                                   |            | Total                              | \$37.58  |           |   |
| <b>26484</b>                      | 04/01/25   | <b>KELLY C JOHNSON INC</b>         |          |           |   |
| E 101-41220-742                   |            | Electrical Insp                    | \$646.85 |           | general - Mar 2025 permits              |
|                                   |            | Total                              | \$646.85 |           |   |
| <b>26485</b>                      | 04/01/25   | <b>KENNEY PRINTING, INC</b>        |          |           |   |
| E 608-41000-220                   |            | Repair/Maint Supply                | \$140.60 | 21084A    | stapf - flyers                          |
|                                   |            | Total                              | \$140.60 |           |   |
| <b>26486</b>                      | 04/01/25   | <b>MPCA</b>                        |          |           |   |
| E 607-41000-206                   |            | Association Dues/LMC, A            | \$400.00 |           | MS4 - permitting                        |

City of St. Augusta

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**\*Check Detail Register©**

Batch: 04 01 25 addl,04 01 25 pc pay

| Check #         | Check Date | Vendor Name                             | Amount            | Invoice | Comment                            |
|-----------------|------------|---|-------------------|---------|------------------------------------|
| Total           |            |   | \$400.00          |         |                                    |
| <b>26487</b>    | 04/01/25   | <b>NORTH STAR SIGNS &amp; ENGRAVING</b> |                   |         |                                    |
| E 101-41000-200 |            | Office Supplies (GENERA                 | \$30.00           | 27768   | general - name plates Shea, Ahmann |
| Total           |            |   | \$30.00           |         |                                    |
| <b>26488</b>    | 04/01/25   | <b>T MOBILE</b>                         |                   |         |                                    |
| E 101-41000-324 |            | Internet mobile                         | \$39.65           |         |                                    |
| Total           |            |   | \$39.65           |         |                                    |
| <b>10100</b>    |            |   | <b>\$3,173.22</b> |         |                                    |

Fund Summary

**10100 STATE BANK OF KIMBAL**

|                             |            |
|-----------------------------|------------|
| 101 GENERAL FUND            | \$1,504.08 |
| 601 WATER FUND              | \$521.60   |
| 602 SEWER FUND              | \$606.94   |
| 607 STORMWATER UTILITY      | \$400.00   |
| 608 ST. AUGUSTA PARADE FUND | \$140.60   |
|                             | \$3,173.22 |

Jeffery J Schmitz

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Batch: Apr 1 2025 cc mtg, Apr 2025 USBank

| Check #                           | Check Date | Vendor Name               | Amount | Invoice    | Comment  |
|-----------------------------------|------------|---------------------------|--------|------------|--|
| <b>10100 STATE BANK OF KIMBAL</b> |            |                           |        |            |  |
| <b>25252 e</b>                    | 03/26/25   | <b>US BANK BAHR</b>       |        |            |  |
| E 101-42270-232                   |            | EMS Supplies              |        | (\$47.00)  | fire dept - supplies returned, Bound Tree                            |
| E 101-42270-208                   |            | Training, Inst., Travel   |        | \$333.98   | fire dept - lodging, Duluth Conf                                     |
|                                   |            | Total                     |        | \$286.98   |  |
| <b>25253 e</b>                    | 03/26/25   | <b>US BANK BLASHACK</b>   |        |            |  |
| E 101-41130-212                   |            | Motor Fuels               |        | \$48.88    | pw dept - fuel Mar 2025  |
| E 601-49400-212                   |            | Motor Fuels               |        | \$48.39    | water dept - fuel Mar 2025   |
| E 602-49450-212                   |            | Motor Fuels               |        | \$48.39    | sewer dept - fuel Mar 025  |
| E 601-49400-208                   |            | Training, Inst., Travel   |        | \$6.50     | water dept - parking at conf, City of St. Cloud                      |
| E 602-49450-208                   |            | Training, Inst., Travel   |        | \$6.50     | sewer dept - parking at conf, City of St. Cloud                      |
|                                   |            | Total                     |        | \$158.66   |  |
| <b>25254 e</b>                    | 03/26/25   | <b>US BANK HOLLERMANN</b> |        |            |  |
| E 101-41130-212                   |            | Motor Fuels               |        | \$32.50    | pw dept - fuel for Mar 2025  |
| E 601-49400-212                   |            | Motor Fuels               |        | \$32.51    | water dept - fuel for Mar 2025                                       |
| E 602-49450-212                   |            | Motor Fuels               |        | \$32.51    | sewer dept - fuel for Mar 2025                                       |
| E 601-49400-208                   |            | Training, Inst., Travel   |        | \$8.00     | water dept - conf parking, City of St. Cloud                         |
| E 602-49450-208                   |            | Training, Inst., Travel   |        | \$8.00     | sewer dept - conf parking, City of St. Cloud                         |
|                                   |            | Total                     |        | \$113.52   |  |
| <b>25255 e</b>                    | 03/26/25   | <b>US BANK KIFFMEYER</b>  |        |            |  |
| E 101-41130-212                   |            | Motor Fuels               |        | \$167.15   | pw dept - fuel for Mar 2025  |
| E 101-41130-220                   |            | Repair/Maint Supply       |        | \$29.69    | pw dept - supplies, Menards  |
| E 101-41130-220                   |            | Repair/Maint Supply       |        | \$42.50    | pw dept - supplies, Ziegler  |
| E 101-41130-220                   |            | Repair/Maint Supply       |        | \$119.56   | pw dept - supplies, Menards  |
| E 101-41130-220                   |            | Repair/Maint Supply       |        | (\$64.99)  | pw dept - dbi paid Handyman's for a shovel they credited our account |
|                                   |            | Total                     |        | \$293.91   |  |
| <b>25256 e</b>                    | 03/26/25   | <b>US BANK KRAMER</b>     |        |            |  |
| E 101-42270-323                   |            | Internet                  |        | \$244.80   | fire dept - emails, Google   |
| E 101-42270-208                   |            | Training, Inst., Travel   |        | \$1,335.92 | fire dept - lodging 3 firefighters, Duluth Conf                      |
|                                   |            | Total                     |        | \$1,580.72 |  |
| <b>25257 e</b>                    | 03/26/25   | <b>US BANK MCCABE</b>     |        |            |  |
| E 101-41000-208                   |            | Training, Inst., Travel   |        | \$125.00   | general - city day capitol, LMC                                      |
| E 101-41110-331                   |            | Travel Expenses           |        | \$125.00   | general - city day capitol, LMC                                      |
| E 101-41000-200                   |            | Office Supplies (GENERA   |        | \$21.51    | general - supplies, Costco   |
| E 101-41110-331                   |            | Travel Expenses           |        | \$13.19    | general - parking, Town Square St. Paul                              |
| E 101-41110-331                   |            | Travel Expenses           |        | \$227.41   | general - lodging meeting, DoubleTree                                |
| E 101-41000-208                   |            | Training, Inst., Travel   |        | \$227.41   | general - lodging meeting, DoubleTree                                |
| E 101-41000-200                   |            | Office Supplies (GENERA   |        | \$99.80    | general - office supplies, Office Depot                              |
|                                   |            | Total                     |        | \$839.32   |  |
| <b>25258 e</b>                    | 03/26/25   | <b>US BANK RASMUSON</b>   |        |            |  |
| E 101-41000-321                   |            | Telephone                 |        | \$182.12   | general - hall telephone, Midco                                      |
| E 101-41000-323                   |            | Internet                  |        | \$85.00    | general - hall internet, Midco                                       |
| E 101-42270-321                   |            | Telephone                 |        | \$154.14   | fire dept - telephone, Midco   |

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Batch: Apr 1 2025 cc mtg, Apr 2025 USBank

| Check #         | Check Date | Vendor Name                   | Amount      | Invoice  | Comment   |
|-----------------|------------|-------------------------------|-------------|----------|---|
| E 101-42270-323 |            | Internet                      | \$85.00     |          | fire dept - telephone, Midco                              |
|                 |            | Total                         | \$506.26    |          |   |
| <b>25259 e</b>  | 03/26/25   | <b>US BANK SCHREINER</b>      |             |          |   |
| E 101-42270-220 |            | Repair/Maint Supply           | \$59.29     |          | fire dept - supplies, Oreillys                            |
| E 101-42270-220 |            | Repair/Maint Supply           | \$57.94     |          | fire dept - supplies, Auto Value                          |
| E 101-42270-220 |            | Repair/Maint Supply           | \$26.84     |          | fire dept - supplies, Auto Value                          |
|                 |            | Total                         | \$144.07    |          |   |
| <b>25260 e</b>  | 03/26/25   | <b>US BANK SKOGSTAD</b>       |             |          |   |
| E 101-42270-430 |            | Miscellaneous                 | \$185.78    |          | fire dept - used wrong card, reimbursed see receipt 16141 |
|                 |            | Total                         | \$185.78    |          |   |
| <b>26454</b>    | 04/01/25   | <b>ALEXANDER BAHR</b>         |             |          |   |
| E 101-42270-208 |            | Training, Inst., Travel       | \$212.80    |          | fire dept - conf mileage (304x.70)                        |
|                 |            | Total                         | \$212.80    |          |   |
| <b>26455</b>    | 04/01/25   | <b>BOLTON AND MENK</b>        |             |          |   |
| E 101-41000-307 |            | Planning (GENERAL)            | \$640.68    | 0358191  | general - Honer Review                                    |
| E 101-41000-307 |            | Planning (GENERAL)            | \$377.82    | 0358191  | general - comp plan                                       |
|                 |            | Total                         | \$1,018.50  |          |   |
| <b>26456</b>    | 04/01/25   | <b>BOUND TREE MEDICAL</b>     |             |          |   |
| E 101-42270-232 |            | EMS Supplies                  | \$384.00    | 85684565 | fire dept - defibrillator                                 |
|                 |            | Total                         | \$384.00    |          |   |
| <b>26457</b>    | 04/01/25   | <b>CARRIE ARCHIBALD</b>       |             |          |   |
| E 101-45200-342 |            | Refunds                       | \$157.88    |          | parks dept - refund cancellation                          |
|                 |            | Total                         | \$157.88    |          |   |
| <b>26458</b>    | 04/01/25   | <b>CITY OF ST. CLOUD</b>      |             |          |   |
| E 601-49400-312 |            | Water/Contract Services       | \$17,523.46 | AR033930 | water dept - Jan 25 usage                                 |
| E 602-49450-313 |            | Sewer/Contract Services       | \$6,929.60  | AR033930 | sewer dept - Jan 25 treatment charges                     |
| E 602-47000-602 |            | NR2 Project - principal/int   | \$4,986.31  | AR033930 | sewer dept - Jan 25 NR2                                   |
| E 602-47000-618 |            | Digester Design               | \$3,044.67  | AR033935 | sewer dept - 2024 design                                  |
|                 |            | Total                         | \$32,484.04 |          |   |
| <b>26459</b>    | 04/01/25   | <b>COURI &amp; RUPPE PLLP</b> |             |          |   |
| E 101-41000-304 |            | Legal Fees                    | \$420.00    |          | general - general legal counsel                           |
|                 |            | Total                         | \$420.00    |          |   |
| <b>26460</b>    | 04/01/25   | <b>DESIGN ELECTRIC</b>        |             |          |   |
| E 101-41130-220 |            | Repair/Maint Supply           | \$210.00    | 25700    | pw dept - flashing beacon repair                          |
|                 |            | Total                         | \$210.00    |          |   |
| <b>26461</b>    | 04/01/25   | <b>F.I.R.E.</b>               |             |          |   |
| E 101-42270-208 |            | Training, Inst., Travel       | \$650.00    | 7353     | fire dept - fire ground operations                        |
|                 |            | Total                         | \$650.00    |          |   |
| <b>26462</b>    | 04/01/25   | <b>JOE KRAMER</b>             |             |          |   |
| E 101-42270-208 |            | Training, Inst., Travel       | \$212.80    |          | fire dept - mileage to conf (304x.70)                     |

**\*Check Detail Register©**

Batch: Apr 1 2025 cc mtg, Apr 2025 USBank

| Check #         | Check Date | Vendor Name                             | Amount             | Invoice    | Comment                                 |
|-----------------|------------|---|--------------------|------------|---|
| Total           |            |   | \$212.80           |            |   |
| <b>26463</b>    | 04/01/25   | <b>KNIFE RIVER</b>                      |                    |            |   |
| E 101-41130-220 |            | Repair/Maint Supply                     | \$544.64           | 1098637    | pw dept - clean sand                    |
| Total           |            |   | \$544.64           |            |   |
| <b>26464</b>    | 04/01/25   | <b>LMCIT</b>                            |                    |            |   |
| E 101-41000-160 |            | Insurance (bldgs/equip)                 | \$8,128.06         |            | all depts property casualty insurance   |
| E 101-41130-160 |            | Insurance (bldgs/equip)                 | \$5,392.28         |            | all depts property casualty insurance   |
| E 101-45200-160 |            | Insurance (bldgs/equip)                 | \$9,728.48         |            | all depts property casualty insurance   |
| E 101-42270-160 |            | Insurance (bldgs/equip)                 | \$7,680.56         |            | all depts property casualty insurance   |
| E 601-49400-162 |            | General Prop/Equip Ins.                 | \$2,566.44         |            | all depts property casualty insurance   |
| E 602-49450-162 |            | General Prop/Equip Ins.                 | \$2,566.44         |            | all depts property casualty insurance   |
| Total           |            |   | \$36,062.26        |            |   |
| <b>26465</b>    | 04/01/25   | <b>LUKE SKOGSTAD</b>                    |                    |            |   |
| E 101-42270-208 |            | Training, Inst., Travel                 | \$212.80           |            | fire dept - conf mileage (304x.70)      |
| Total           |            |   | \$212.80           |            |   |
| <b>26466</b>    | 04/01/25   | <b>MINNESOTA RURAL WATER ASSN</b>       |                    |            |   |
| E 601-49400-433 |            | Dues and Subscriptions                  | \$519.65           |            | water dept - membership 5/25-4/26       |
| Total           |            |   | \$519.65           |            |   |
| <b>26467</b>    | 04/01/25   | <b>NORTH STAR SIGNS &amp; ENGRAVING</b> |                    |            |   |
| E 101-41000-200 |            | Office Supplies (GENERA                 | \$90.00            | 27747      | general - plaque for Zenzen             |
| Total           |            |   | \$90.00            |            |   |
| <b>26468</b>    | 04/01/25   | <b>RMB ENVIRONMENTAL LABORATORIES</b>   |                    |            |   |
| E 602-49450-316 |            | Sample Analysis                         | \$245.58           | D071495    | sewer dept - ww effluent                |
| Total           |            |   | \$245.58           |            |   |
| <b>26469</b>    | 04/01/25   | <b>SHAWN STEINHOFER</b>                 |                    |            |   |
| E 101-42270-208 |            | Training, Inst., Travel                 | \$212.80           |            | fire dept - conf mileage (304x.70)      |
| Total           |            |   | \$212.80           |            |   |
| <b>26470</b>    | 04/01/25   | <b>STATION AUTOMATION, INC</b>          |                    |            |   |
| E 101-42270-300 |            | support services                        | \$2,605.00         |            | fire dept - software setup              |
| Total           |            |   | \$2,605.00         |            |   |
| <b>26471</b>    | 04/01/25   | <b>STERICYCLE INC</b>                   |                    |            |   |
| E 101-42270-220 |            | Repair/Maint Supply                     | \$30.45            | 8010029706 | fire dept - subscription                |
| Total           |            |   | \$30.45            |            |   |
| <b>26472</b>    | 04/01/25   | <b>TRAUT COMPANIES</b>                  |                    |            |   |
| E 601-49400-316 |            | Sample Analysis                         | \$70.00            | 377264     | water dept - sample #'s 250291 & 250292 |
| Total           |            |   | \$70.00            |            |   |
| <b>10100</b>    |            |   | <b>\$80,452.42</b> |            |   |



**\*Check Detail Register©**

Batch: Apr 1 2025 cc mtg, Apr 2025 USBank

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---------|------------|-------------|--------|---------|---------|
|---------|------------|-------------|--------|---------|---------|

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**Fund Summary**

**10100 STATE BANK OF KIMBAL**

|                  |             |
|------------------|-------------|
| 101 GENERAL FUND | \$41,809.47 |
| 601 WATER FUND   | \$20,774.95 |
| 602 SEWER FUND   | \$17,868.00 |
|                  | <hr/>       |
|                  | \$80,452.42 |

Jeffery J Schmitz

|                                     | 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               | \$ 29,679    | \$ 34,518.92    | \$ 384       | \$ 6,000     | \$ 24,364  | \$ 23,615  | \$ 9,440    | \$ 925     | \$ 484       |            |             | \$ 129,409     |
| Ex. January 2025                    | \$ 98,425    | \$ 51,261.85    |              |              | \$ 39,986  | \$ 30,270  | \$ 577      |            | \$ 323       |            |             | \$ 220,844     |
| Receipts February 2025              | \$ 14,832    | \$ 31,353.09    |              |              | \$ 19,530  | \$ 20,106  | \$ 669      | \$ 640     | \$ 357       |            |             | \$ 87,487      |
| Ex. February 2025                   | \$ 104,935   | \$ 141,685.21   |              |              | \$ 22,120  | \$ 19,328  | \$ 14,747   |            | \$ 323       |            |             | \$ 303,139     |
| Receipts March 2025                 | \$ 14,039    | \$ 41,248.91    |              |              | \$ 20,676  | \$ 20,890  | \$ 374      | \$ 659     | \$ 368       |            | \$ 1,600    | \$ 99,854      |
| Ex. March 2025                      | \$ 75,158    | \$ 231,978.40   |              |              | \$ 7,717   | \$ 5,718   | \$ 1,170    |            | \$ 323       |            |             | \$ 322,065     |
| Receipts April 2025                 |              |                 |              |              |            |            |             |            |              |            |             | \$ -           |
| Ex. April 2025                      | \$ 43,414    |                 |              |              | \$ 21,297  | \$ 18,475  | \$ 400      |            |              |            | \$ 141      | \$ 83,726      |
| 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                        | \$ 1,183,160 | \$ 1,206,856.72 | \$ 102,221   | \$ 284,717   | \$ 65,158  | \$ 630,279 | \$ 105,572  | \$ 171,724 | \$ 8,269     | \$ 40,435  | \$ 5,659    | \$ 3,804,050   |

| 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)   |
| 2024 Street Project             |              |               |                | \$ (42,021.85)  |                 | (\$42,021.85)  |
| January Sales Tax               |              |               | \$ 15,965.22   | \$ 15,965.21    |                 | \$31,930.43    |
| January Cable Franchise Fees    |              | \$ 588.49     |                |                 |                 | \$588.49       |
| Meat Raffle Proceeds            |              |               |                |                 | \$ 2,000.00     | \$2,000.00     |
| Administrator Computer          |              | \$ (2,582.99) |                |                 |                 | (\$2,582.99)   |
| 2024 Street Project Engineering |              |               |                | \$ (1,620.00)   |                 | (\$1,620.00)   |
| Otta Seal Engineering           |              |               |                | \$ (1,783.06)   |                 | (\$1,783.06)   |
| Otta Seal Project               |              |               |                | \$ (135,699.16) |                 | (\$135,699.16) |
| February Sales Tax              |              |               | \$ 14,385.59   | \$ 14,385.58    |                 | \$28,771.17    |
| February Cable Franchise Fees   |              | \$ 581.92     |                |                 |                 | \$581.92       |
| Meat Raffle Proceeds            |              |               |                |                 | \$ 2,000.00     | \$2,000.00     |
| Radios                          |              |               |                |                 | \$ (26,978.40)  | (\$26,978.40)  |
| Pumper Truck                    |              |               |                |                 | \$ (200,000.00) | (\$200,000.00) |
| Public Works - Air Compressor   |              |               |                |                 | \$ (5,000.00)   | (\$5,000.00)   |
| March Sales Tax                 |              |               | \$ 14,973.11   | \$ 14,973.11    |                 | \$29,946.22    |
| March Cable Franchis Fees       |              | \$ 593.34     |                |                 |                 | \$593.34       |
| Local Government Aid            |              |               |                | \$ 8,709.35     |                 | \$8,709.35     |
| Meat Raffle Proceeds            |              |               |                |                 | \$ 2,000.00     | \$2,000.00     |
|                                 |              |               |                |                 |                 | \$0.00         |
|                                 |              |               |                |                 |                 | \$0.00         |
|                                 |              |               |                |                 |                 | \$0.00         |
|                                 |              |               |                |                 |                 | \$0.00         |
| Totals                          | \$386,131.77 | \$73,117.91   | \$1,358,037.32 | (\$572,699.38)  | (\$37,730.90)   | \$1,206,856.72 |

**Unallocated - Reserved**

|                             |               |
|-----------------------------|---------------|
| Eagle Drive                 | \$ 17,912.00  |
| 215th Street                | \$ 53,375.50  |
| Trails (Sales Tax Specific) | \$ 332,500.00 |

|                           | <b>2025</b>        | <b>Spent/Received</b>      | <b>% of Budget</b> | <b>Remaining Amount</b> |
|---------------------------|--------------------|----------------------------|--------------------|-------------------------|
| <b>Revenues</b>           | <b>Budget</b>      | <b>As of April 1, 2024</b> | <b>Spent</b>       |                         |
| General Fund              | \$1,273,500        | \$ 64,393                  | 5.06%              | \$1,209,107             |
| Capital Improvement Fund  | \$1,089,833        | \$ 107,161                 | 9.83%              | \$982,673               |
| Water Fund                | \$331,500          | \$ 71,632                  | 21.61%             | \$259,868               |
| Sewer Fund                | \$352,000          | \$ 72,259                  | 20.53%             | \$279,741               |
| Sewer Debt Fund           | \$12,000           | \$ 2,462                   | 20.52%             | \$9,538                 |
| Street Light Fund         | \$5,600            | \$ 1,424                   | 25.43%             | \$4,176                 |
| WAC/SAC Improvement Fund  | \$41,759           | \$ 6,000                   | 14.37%             | \$35,759                |
| Debt Service              | \$41,000           | \$ 430                     | 1.05%              | \$40,570                |
| Storm Water               | \$50,000           | \$ 11,318                  | 22.64%             | \$38,682                |
| American Rescue Plan      | \$0                |                            |                    | \$0                     |
| 2025 Parade               |                    | \$ 2,050                   |                    |                         |
| <b>Total Revenues</b>     | <b>\$3,197,192</b> | <b>\$ 339,130</b>          | <b>10.61%</b>      | <b>\$2,858,062</b>      |
|                           |                    |                            |                    |                         |
|                           |                    |                            |                    |                         |
| <b>Expenditures</b>       |                    |                            |                    |                         |
|                           |                    |                            |                    |                         |
| General Fund              | \$1,235,686        | \$ 349,750                 | 28.30%             | \$885,936               |
| Capital Improvement Fund  | \$995,800          | \$ 424,925                 | 42.67%             | \$570,875               |
| Water Fund                | \$297,681          | \$ 95,197                  | 31.98%             | \$202,485               |
| Sewer Fund                | \$306,004          | \$ 77,869                  | 25.45%             | \$228,135               |
| Storm Water Utility Fund  | \$42,073           | \$ 18,069                  | 42.95%             | \$24,004                |
| Street Light Fund         | \$4,380            | \$ 970                     | 22.14%             | \$3,410                 |
| WAC/SAC Improvement Fund  | \$0                | \$ -                       |                    | \$0                     |
| Debt Service              | \$36,000           | \$ -                       | 0.00%              | \$36,000                |
| American Rescue Plan      |                    | \$ -                       |                    | \$0                     |
| 2025 Parade               |                    | \$ 141                     |                    | (\$141)                 |
| <b>Total Expenditures</b> | <b>\$2,917,624</b> | <b>\$ 966,920</b>          | <b>33.14%</b>      | <b>\$1,950,704</b>      |

| <b>General Fund</b>       |                     |                            |                    |                         |
|---------------------------|---------------------|----------------------------|--------------------|-------------------------|
|                           | <b>2025</b>         | <b>Spent/Received</b>      | <b>% of Budget</b> | <b>Remaining Amount</b> |
|                           | <b>Budget</b>       | <b>As of April 1, 2025</b> | <b>Spent</b>       |                         |
| Administration            | \$ 441,531          | \$ 157,529                 | 35.68%             | \$ 284,002              |
| Council                   | \$ 37,825           | \$ 8,504                   | 22.48%             | \$ 29,321               |
| Boards and Commissions    | \$ 3,500            | \$ 990                     | 28.29%             | \$ 2,510                |
| Building Inspection       | \$ 142,000          | \$ 39,269                  | 27.65%             | \$ 102,731              |
| Elections                 | \$ 2,100            | \$ 2,045                   | 97.40%             | \$ 55                   |
| Fire                      | \$ 236,069          | \$ 43,199                  | 18.30%             | \$ 192,870              |
| Streets                   | \$ 268,256          | \$ 73,115                  | 27.26%             | \$ 195,141              |
| Parks                     | \$ 104,405          | \$ 25,098                  | 24.04%             | \$ 79,307               |
| <b>Total General Fund</b> | <b>\$ 1,235,686</b> | <b>\$ 349,750</b>          | <b>28.30%</b>      | <b>\$ 885,936</b>       |

**MINUTES OF THE CITY COUNCIL WORKSHOP MEETING  
ST. AUGUSTA, MINNESOTA  
March 18, 2025**

- CALL TO ORDER:** The meeting was called to order by Mayor Schmitz at 7:00 PM with the Pledge of Allegiance.
- PRESENT:** Mayor Schmitz, Council Members Backes, Hommerding, Genereux and Skaalerud; and Clerk/Administrator McCabe.
- OTHERS PRESENT:** Steve Gapinski, Robin Caufman, Paul Shea, Amy Brand,
- CONSENT AGENDA:** **A motion was made by Mr. Backes, seconded by Mr. Hommerding to approve the consent agenda. Motion carried unanimously.**

The following items were approved with the consent agenda:

Bill Payable dated March 18, 2025 for ePayments #25247e – 25251e and Checks #26425 - 26439.  
City Council Workshop Agenda, February 18, 2025

**STIFEL INVESTMENT PRESENTATION:**

Steve Gapinski was in attendance to review our investment portfolio. He indicated the portfolio is averaging about 5.5% whereas the fed rate today is about 4%. He discussed liquidity, laddering and recommended if there are additional funds to be invested, now would be the time to invest as rates are still good but anticipated to come down.

**DETACHED STRUCTURE DISCUSSION:**

Mr. McCabe indicated Robin Caufman was in attendance to go over the draft accessory structure ordinance. Ms. Caufman reviewed the ordinance and answered questions from the Council. There was discussion on items that needed to be amended prior to the public hearing. Staff was tasked with cleaning up the proposed draft for the public hearing scheduled on April 1.

**PERSONNEL POLICY REVIEW:**

Mr. McCabe provided the personnel policy for review. There was a discussion on work hours and potentially changing the work schedule and office hours. Mr. McCabe stated he would work with staff to come up with a proposal for the next meeting.

**ADJOURNMENT:** **A motion was made to adjourn at 8:40pm by Mr. Hommerding seconded by Mr. Skaalerud.**

Approved this 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Jeff Schmitz, Mayor

Attest:

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

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# ST AUGUSTA CONTRACT

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MARCH 2025

TOTAL HOURS: 44

[See attached activity list for details]



# Monthly Contract Report

## Results



**Agency:** SCSO  
**Agency #:** MN0730000

**Print Date/Time:** 04/01/2025 10:37  
**Total Records :** 44

| Incident Number | Call Date/Time   | Incident Type | Location Venue |
|-----------------|------------------|---------------|----------------|
| 2025-25004537   | 03/03/2025 19:47 | Contract      | ST AUGUSTA     |
| 2025-25004362   | 03/01/2025 00:35 | Contract      | ST AUGUSTA     |
| 2025-25004390   | 03/01/2025 12:33 | Contract      | ST AUGUSTA     |
| 2025-25004429   | 03/01/2025 23:45 | Contract      | ST AUGUSTA     |
| 2025-25004559   | 03/04/2025 05:02 | Contract      | ST AUGUSTA     |
| 2025-25004577   | 03/04/2025 11:06 | Contract      | ST AUGUSTA     |
| 2025-25004624   | 03/05/2025 00:40 | Contract      | ST AUGUSTA     |
| 2025-25004630   | 03/05/2025 05:03 | Contract      | ST AUGUSTA     |
| 2025-25004736   | 03/06/2025 08:23 | Contract      | ST AUGUSTA     |
| 2025-25004795   | 03/06/2025 22:43 | Contract      | ST AUGUSTA     |
| 2025-25004920   | 03/08/2025 10:40 | Contract      | ST AUGUSTA     |
| 2025-25004950   | 03/08/2025 18:14 | Contract      | ST AUGUSTA     |
| 2025-25005004   | 03/09/2025 16:52 | Contract      | ST AUGUSTA     |
| 2025-25005037   | 03/10/2025 02:16 | Contract      | ST AUGUSTA     |
| 2025-25005127   | 03/11/2025 09:08 | Contract      | ST AUGUSTA     |
| 2025-25005220   | 03/12/2025 01:51 | Contract      | ST AUGUSTA     |
| 2025-25005369   | 03/13/2025 13:24 | Contract      | ST AUGUSTA     |
| 2025-25005389   | 03/13/2025 19:14 | Contract      | ST AUGUSTA     |
| 2025-25005468   | 03/14/2025 18:55 | Contract      | ST AUGUSTA     |
| 2025-25005507   | 03/15/2025 09:41 | Contract      | ST AUGUSTA     |
| 2025-25005543   | 03/15/2025 22:44 | Contract      | ST AUGUSTA     |
| 2025-25005550   | 03/16/2025 01:01 | Contract      | ST AUGUSTA     |
| 2025-25005589   | 03/16/2025 17:47 | Contract      | ST AUGUSTA     |
| 2025-25005628   | 03/17/2025 09:33 | Contract      | ST AUGUSTA     |
| 2025-25005692   | 03/18/2025 01:50 | Contract      | ST AUGUSTA     |
| 2025-25005749   | 03/18/2025 13:44 | Contract      | ST AUGUSTA     |
| 2025-25005875   | 03/19/2025 20:32 | Contract      | ST AUGUSTA     |
| 2025-25005896   | 03/20/2025 07:50 | Contract      | ST AUGUSTA     |
| 2025-25006010   | 03/21/2025 00:48 | Contract      | ST AUGUSTA     |
| 2025-25006110   | 03/22/2025 01:02 | Contract      | ST AUGUSTA     |
| 2025-25006123   | 03/22/2025 13:43 | Contract      | ST AUGUSTA     |
| 2025-25006192   | 03/23/2025 17:46 | Contract      | ST AUGUSTA     |
| 2025-25006239   | 03/24/2025 08:12 | Contract      | ST AUGUSTA     |
| 2025-25006331   | 03/25/2025 19:00 | Contract      | ST AUGUSTA     |
| 2025-25006346   | 03/26/2025 01:51 | Contract      | ST AUGUSTA     |





# Monthly Contract Report

## Results



**Agency:** SCSO  
**Agency #:** MN0730000

**Print Date/Time:** 04/01/2025 10:37  
**Total Records :** 44

| Incident Number | Call Date/Time   | Incident Type | Location Venue |
|-----------------|------------------|---------------|----------------|
| 2025-25006394   | 03/26/2025 13:42 | Contract      | ST AUGUSTA     |
| 2025-25006485   | 03/27/2025 13:14 | Contract      | ST AUGUSTA     |
| 2025-25006527   | 03/28/2025 04:56 | Contract      | ST AUGUSTA     |
| 2025-25006594   | 03/28/2025 19:13 | Contract      | ST AUGUSTA     |
| 2025-25006620   | 03/29/2025 09:58 | Contract      | ST AUGUSTA     |
| 2025-25006635   | 03/29/2025 17:05 | Contract      | ST AUGUSTA     |
| 2025-25006682   | 03/30/2025 17:27 | Contract      | ST AUGUSTA     |
| 2025-25006693   | 03/31/2025 02:00 | Contract      | ST AUGUSTA     |
| 2025-25005286   | 03/12/2025 17:54 | Contract      | ST AUGUSTA     |



# St Augusta Monthly Report

## Results



**Agency:** SCSO  
**Agency #:** MN0730000

**Print Date/Time:** 04/01/2025 00:08  
**Total Records :** 96

| Incident Number | Call Date/Time   | Incident Type                | Location Venue |
|-----------------|------------------|------------------------------|----------------|
| 2025-25006462   | 03/27/2025 09:17 | Abandoned Vehicle            | ST AUGUSTA     |
| 2025-25005736   | 03/18/2025 12:52 | Agency Assist                | ST AUGUSTA     |
| 2025-25006020   | 03/21/2025 07:36 | Agency Assist                | ST AUGUSTA     |
| 2025-25004921   | 03/08/2025 11:35 | Alarm                        | ST AUGUSTA     |
| 2025-25005313   | 03/13/2025 03:45 | Alarm                        | ST AUGUSTA     |
| 2025-25005397   | 03/13/2025 22:02 | Alarm                        | ST AUGUSTA     |
| 2025-25006080   | 03/21/2025 16:41 | Alarm                        | ST AUGUSTA     |
| 2025-25006208   | 03/23/2025 22:08 | Alarm                        | ST AUGUSTA     |
| 2025-25006413   | 03/26/2025 18:42 | Alarm                        | ST AUGUSTA     |
| 2025-25006672   | 03/30/2025 15:37 | Alarm                        | ST AUGUSTA     |
| 2025-25005040   | 03/10/2025 05:54 | Animal Complaint             | ST AUGUSTA     |
| 2025-25004560   | 03/04/2025 06:19 | Attempted Entry              | ST AUGUSTA     |
| 2025-25005672   | 03/17/2025 17:42 | ATV Complaint                | ST AUGUSTA     |
| 2025-25005669   | 03/17/2025 16:25 | Behavioral Health            | ST AUGUSTA     |
| 2025-25006126   | 03/22/2025 14:36 | Building Fire                | ST AUGUSTA     |
| 2025-25006576   | 03/28/2025 16:08 | Burglary                     | ST AUGUSTA     |
| 2025-25005595   | 03/16/2025 18:58 | Citizen Contact              | ST AUGUSTA     |
| 2025-25006104   | 03/21/2025 22:00 | Citizen Contact              | ST AUGUSTA     |
| 2025-25004857   | 03/07/2025 17:54 | Compliance Check             | ST AUGUSTA     |
| 2025-25004859   | 03/07/2025 18:01 | Compliance Check             | ST AUGUSTA     |
| 2025-25004860   | 03/07/2025 18:11 | Compliance Check             | ST AUGUSTA     |
| 2025-25004861   | 03/07/2025 18:17 | Compliance Check             | ST AUGUSTA     |
| 2025-25004862   | 03/07/2025 18:20 | Compliance Check             | ST AUGUSTA     |
| 2025-25004863   | 03/07/2025 18:41 | Compliance Check             | ST AUGUSTA     |
| 2025-25006089   | 03/21/2025 18:05 | Crash/No Injuries            | ST AUGUSTA     |
| 2025-25004656   | 03/05/2025 10:38 | Crash/Property Damage-County | ST AUGUSTA     |
| 2025-25004952   | 03/08/2025 18:26 | Disorderly                   | ST AUGUSTA     |
| 2025-25006580   | 03/27/2025 11:57 | Dispute                      | ST AUGUSTA     |
| 2025-25006585   | 03/28/2025 18:10 | Dispute                      | ST AUGUSTA     |
| 2025-25004521   | 03/03/2025 15:37 | Driving Complaint            | ST AUGUSTA     |
| 2025-25005441   | 03/14/2025 13:48 | Driving Complaint            | ST AUGUSTA     |
| 2025-25004626   | 03/05/2025 00:55 | Driving Intoxicated          | ST AUGUSTA     |
| 2025-25006359   | 03/26/2025 09:00 | Driving Intoxicated          | ST AUGUSTA     |
| 2025-25004918   | 03/08/2025 10:37 | Duplicate Call               | ST AUGUSTA     |



# St Augusta Monthly Report

## Results



**Agency:** SCSO  
**Agency #:** MN0730000

**Print Date/Time:** 04/01/2025 00:08  
**Total Records :** 96

| Incident Number | Call Date/Time   | Incident Type           | Location Venue |
|-----------------|------------------|-------------------------|----------------|
| 2025-25004842   | 03/07/2025 12:13 | Finance                 | ST AUGUSTA     |
| 2025-25004836   | 03/07/2025 11:45 | Fire Alarm              | ST AUGUSTA     |
| 2025-25005565   | 03/16/2025 07:47 | Fire Alarm              | ST AUGUSTA     |
| 2025-25004567   | 03/04/2025 08:52 | Follow Up - Legacy Case | ST AUGUSTA     |
| 2025-25006546   | 03/28/2025 10:24 | Harassment              | ST AUGUSTA     |
| 2025-25005533   | 03/15/2025 19:19 | Hazard                  | ST AUGUSTA     |
| 2025-25006590   | 03/28/2025 19:15 | Juvenile Problem        | ST AUGUSTA     |
| 2025-25004398   | 03/01/2025 14:22 | Medical Emergency       | ST AUGUSTA     |
| 2025-25004948   | 03/08/2025 17:53 | Medical Emergency       | ST AUGUSTA     |
| 2025-25005396   | 03/13/2025 21:51 | Medical Emergency       | ST AUGUSTA     |
| 2025-25005411   | 03/14/2025 07:42 | Medical Emergency       | ST AUGUSTA     |
| 2025-25005580   | 03/16/2025 14:20 | Medical Emergency       | ST AUGUSTA     |
| 2025-25005954   | 03/20/2025 13:47 | Medical Emergency       | ST AUGUSTA     |
| 2025-25005989   | 03/20/2025 18:19 | Medical Emergency       | ST AUGUSTA     |
| 2025-25006038   | 03/21/2025 11:40 | Medical Emergency       | ST AUGUSTA     |
| 2025-25006120   | 03/22/2025 12:07 | Medical Emergency       | ST AUGUSTA     |
| 2025-25006169   | 03/23/2025 07:57 | Medical Emergency       | ST AUGUSTA     |
| 2025-25006183   | 03/23/2025 14:42 | Medical Emergency       | ST AUGUSTA     |
| 2025-25006298   | 03/25/2025 11:02 | Medical Emergency       | ST AUGUSTA     |
| 2025-25006646   | 03/29/2025 23:10 | Medical Emergency       | ST AUGUSTA     |
| 2025-25006314   | 03/25/2025 13:59 | Missing Person Adult    | ST AUGUSTA     |
| 2025-25006684   | 03/30/2025 19:41 | Noise Complaint         | ST AUGUSTA     |
| 2025-25006731   | 03/31/2025 19:07 | Paper Service           | ST AUGUSTA     |
| 2025-25005222   | 03/12/2025 03:12 | Parking Complaint       | ST AUGUSTA     |
| 2025-25005223   | 03/12/2025 03:14 | Parking Complaint       | ST AUGUSTA     |
| 2025-25005785   | 03/19/2025 01:28 | Parking Complaint       | ST AUGUSTA     |
| 2025-25005841   | 03/19/2025 15:27 | Patrol                  | ST AUGUSTA     |
| 2025-25006399   | 03/26/2025 15:29 | Patrol                  | ST AUGUSTA     |
| 2025-25006219   | 03/24/2025 00:49 | Personal Assist         | ST AUGUSTA     |



# St Augusta Monthly Report

## Results



**Agency:** SCSO  
**Agency #:** MN0730000

**Print Date/Time:** 04/01/2025 00:08  
**Total Records :** 96

| Incident Number | Call Date/Time   | Incident Type       | Location Venue |
|-----------------|------------------|---------------------|----------------|
| 2025-25006481   | 03/27/2025 11:57 | Personal Assist     | ST AUGUSTA     |
| 2025-25006586   | 03/28/2025 18:23 | Personal Assist     | ST AUGUSTA     |
| 2025-25005838   | 03/19/2025 14:56 | Property Damage     | ST AUGUSTA     |
| 2025-25005323   | 03/13/2025 08:57 | Speed Trailer       | ST AUGUSTA     |
| 2025-25005036   | 03/10/2025 01:46 | Stalled Vehicle     | ST AUGUSTA     |
| 2025-25004625   | 03/05/2025 00:46 | Suspicious Incident | ST AUGUSTA     |
| 2025-25005691   | 03/18/2025 01:33 | Suspicious Incident | ST AUGUSTA     |
| 2025-25006009   | 03/21/2025 00:18 | Suspicious Incident | ST AUGUSTA     |
| 2025-25004471   | 03/02/2025 20:37 | Traffic Stop        | ST AUGUSTA     |
| 2025-25004486   | 03/03/2025 05:47 | Traffic Stop        | ST AUGUSTA     |
| 2025-25004542   | 03/03/2025 20:19 | Traffic Stop        | ST AUGUSTA     |
| 2025-25004616   | 03/04/2025 20:30 | Traffic Stop        | ST AUGUSTA     |
| 2025-25004956   | 03/08/2025 19:59 | Traffic Stop        | ST AUGUSTA     |
| 2025-25004957   | 03/08/2025 20:14 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005304   | 03/12/2025 22:58 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005434   | 03/14/2025 12:25 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005448   | 03/14/2025 15:21 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005450   | 03/14/2025 16:10 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005547   | 03/16/2025 00:01 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005551   | 03/16/2025 01:27 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005593   | 03/16/2025 18:47 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005698   | 03/18/2025 06:29 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005733   | 03/18/2025 11:42 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005742   | 03/18/2025 13:29 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005750   | 03/18/2025 14:01 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005763   | 03/18/2025 16:34 | Traffic Stop        | ST AUGUSTA     |
| 2025-25005788   | 03/19/2025 04:55 | Traffic Stop        | ST AUGUSTA     |
| 2025-25006086   | 03/21/2025 17:35 | Traffic Stop        | ST AUGUSTA     |
| 2025-25006193   | 03/23/2025 18:24 | Traffic Stop        | ST AUGUSTA     |
| 2025-25006562   | 03/28/2025 14:09 | Traffic Stop        | ST AUGUSTA     |
| 2025-25006679   | 03/30/2025 16:37 | Traffic Stop        | ST AUGUSTA     |
| 2025-25004491   | 03/03/2025 08:18 | Vagrancy            | ST AUGUSTA     |
| 2025-25006095   | 03/21/2025 18:44 | Warrant             | ST AUGUSTA     |



# St Augusta Monthly Report

## Results



**Agency:** SCSO  
**Agency #:** MN0730000

**Print Date/Time:** 04/01/2025 00:08  
**Total Records :** 96

| Permits      | Issue_Date | CONSTTYPE                                       | prmtsno | prmtstr   | POLNAME                   | App_Company                             | Valuation |
|--------------|------------|---|---------|-----------|---------------------------|---|-----------|
| AUG25-000023 | 03/03/2025 | Residential Window/Door Replacement (Same Size) | 23826   | GABERDINE | THOMAS & LINDA ANDERSON   | LUTGEN COMPANIES                        | 13290     |
| AUG25-000024 | 03/03/2025 | Interior Remodel                                | 2425    | TOPAZ     | RILEY BATES               | RILEY BATES                             | 10000     |
| AUG25-000025 | 03/12/2025 | Residential Siding                              | 5051    | 250TH     | STEPHEN R VOIGT REV TRUST | LUTGEN COMPANIES                        | 38375     |
| AUG25-000026 | 03/26/2025 | Deck/Porch                                      | 6447    | 230TH     | JACOB LUKKARILA           | JACOB LUKKARILA                         | 5000      |
| AUG25-000027 | 03/26/2025 | In Ground Pool                                  | 5029    | RED HAWK  | JONATHAN D STEINKE        | BLAISER POOLS                           | 100000    |
| AUG25-000028 | 03/27/2025 | New Construction                                | 22964   | TOPAZ     | ROLLING GREEN INC         | FRONTIER HOMES LLC                      | 250000    |
| AUG25-000029 | 03/27/2025 | Residential New Construction                    | 22964   | TOPAZ     | ROLLING GREEN INC         | B&DPLUMBING ,HEATING & AIR CONDITIONING | 11400     |
| AUG25-000030 | 03/27/2025 | Residential New Construction                    | 22964   | TOPAZ     | ROLLING GREEN INC         | B&DPLUMBING ,HEATING & AIR CONDITIONING | 9300      |
| AUG25-000031 | 03/31/2025 | Residential Window/Door Replacement (Same Size) | 24310   | 69TH      | DAVID C PENNERTZ          | LUTGENS OF ALBANY INC                   | 30225     |



## St. Augusta Fire Department

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

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

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

E-mail: fire.hall@staugustafd.org

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

---

## February 2025 Run report

### Emergency calls as of report date:

- 2-1-25 Medical
- 2-5-25 Medical
- 2-11-25 Medical
- 2-12-25 Medical
- 2-13-25 Medical
- 2-13-25 Medical
- 2-14-25 Medical
- 2-14-25 Medical
- 2-14-25 Medical
- 2-15-25 Medical
- 2-16-25 Medical
- 2-17-25 Medical
- 2-20-25 Fire (Mutual aid Kimball)
- 2-21-25 Medical
- 2-21-25 Medical
- 2-23-25 CO Alarm

16 calls for February

30 calls for 2025 (26 calls as of this date last year)

### Monthly training:

February's training we had Center Point Energy out for training. We also did multiple training's at the Lutgen property on 15.

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**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:**

- Extra mobilization was requested by Kraemer due to a delay in a DNR permit related to a culvert replacement. Moore has requested a formal change order request and justification for this claim from Kraemer. We are still waiting to receive these documents to substantiate the claim.

---

**PROJECTED ACTIVITY NEXT PERIOD:**

- Approve or deny extra mobilization claim.
- Request the IC-134's and Lien Waivers from the contractor.
- Send out Certification of substantial completion has been sent out to contractor for signature.
- Send out Final pay application releasing retainage has been sent to contractor for signature.

---

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

- None



**MILESTONE SCHEDULE/COMMENTS:**

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- Shouldering work is anticipated in St Augusta for the end of April. Moore will send a reminder to the contractor.

**PROBLEMS ENCOUNTERED:**

---

- None

**SUMMARY OF PROJECT DECISIONS:**

---

- None

**OUT OF SCOPE SERVICES:**

---

- None

---

**Moore Project Number:** 21008J

**Project Contract Name:** 2024 OTTA Seal Improvements

**Location of Work:** 48<sup>th</sup> Avenue & Beaver Lake Road

**PM/Engineer:** Josiah Rostad

**Prepared By:** Chris Bunders

**Submitted To:** Bill McCabe

***Preliminary Engineering, Environmental Documentation***

**SUMMARY OF ACTIVITIES:**

---

- We have received the IC-134's and Lien Waivers from ASTECH.
- Certification of substantial completion has been sent out to ASTECH for signature.
- Final pay application releasing retainage has been sent to ASTECH for signature.

**PROJECTED ACTIVITY NEXT PERIOD:**

---

- No performance bond exists for this project, so we will be using the 1-year correction period, according to the contract, to address any issue we identify this summer.

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

---

- None

**MILESTONE SCHEDULE/COMMENTS:**

---

- The 1-year correction period ends on October 3, 2025. A full field review of the project will be conducted by Moore at least 1 month before this date to ensure we get any work done that is needed before the end date.

**PROBLEMS ENCOUNTERED:**

---

- None

**SUMMARY OF PROJECT DECISIONS:**

---

- 

**OUT OF SCOPE SERVICES:**

---

- None



Project Name: St. Augusta - Road Inspections

Project Number:

Client: Billing Rates

DATE: 3/28/2025 Standard Billing Rates - 2025





EVM DATE:

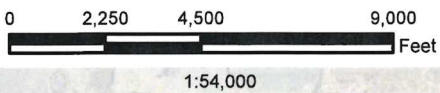
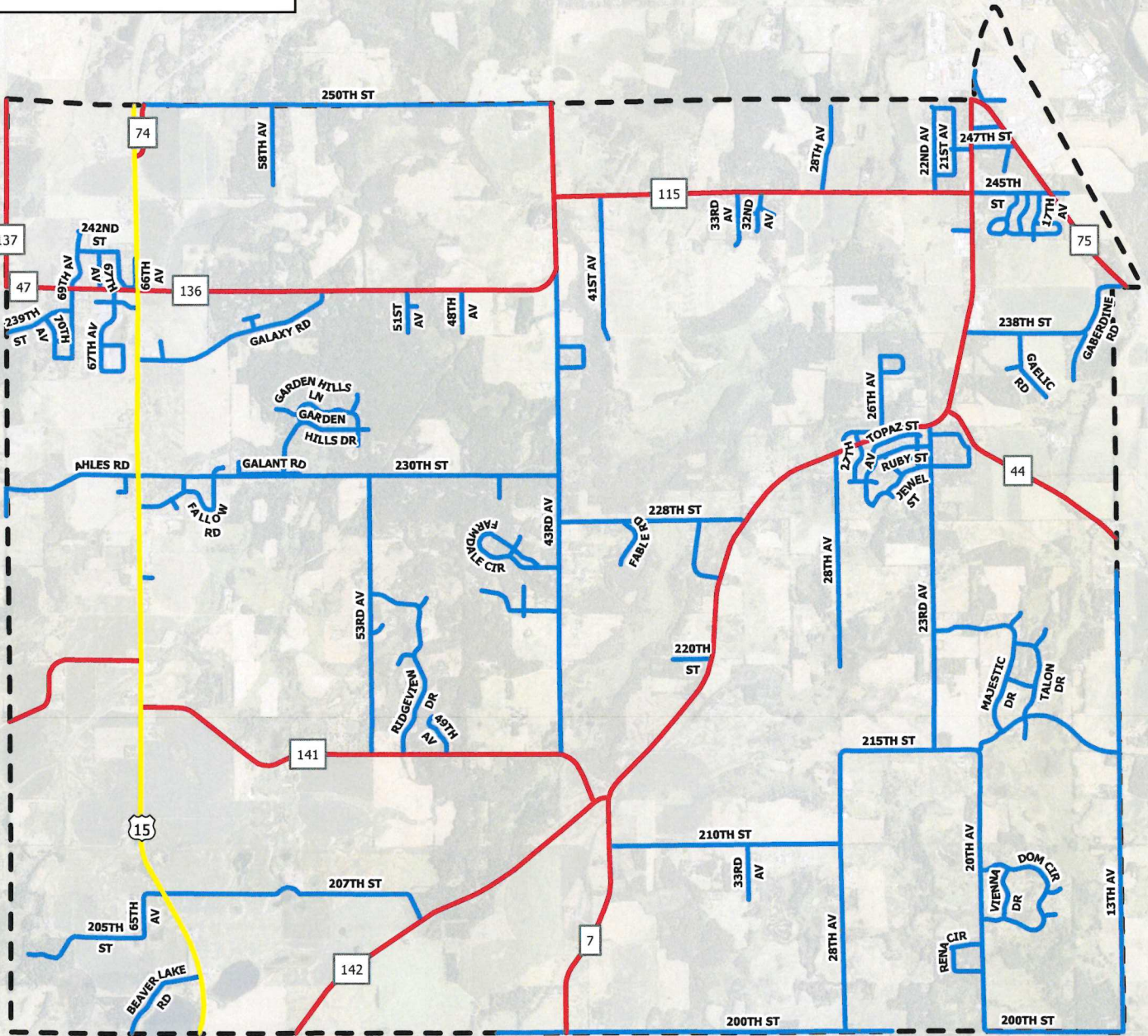
| PHASE   | TASK NO.                      | PHASE DESCRIPTION        | Group | Defined Limits | Duration | TASK TOTAL | TASK HOURS TOTAL | LABOR TOTAL |       |        |     | SURVEY |    |    |    | SUBCONSULTANT | MISC EXPENSE | MILEAGE | # OF MILES | MISC EXPENSE | PER DIEM | SUBCONSULTANT      |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
|---|-------------------------------|--------------------------|-------|----------------|----------|------------|------------------|-------------|-------|--------|-----|--------|----|----|----|---------------|--------------|---------|------------|--------------|----------|--------------------|----------------------|---|---------------|-------------------------------|---|-----|-------------------------------|---|------------------------------|---|--|------------------------------|--|--|--------------|--|--|-------------------|--|--|----------|--|--|--------|--|--|---------|--|--|--------|--|--|-----------|--|--|-----------|--|--|----------------|--|--|-------------------|--|--|-------------------|--|--|------------------------|--|--|--------------------------|--|--|--------------------|--|--|------------------|--|--|------------------|--|--|-------------|--|--|----------------|--|--|
|   |                               |                          |       |                |          |            |                  | 15%         | 15%   | \$0.67 | 15% | 16     | 16 | 14 | 14 |               |              |         |            |              |          |                    | 1                    | 1 | 1             | 1                             | 1 | 1   | 1                             | 1 | 1                            | 1 |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900 - Survey Services   |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.001                       | Road Inspections         |       |                |          | \$8,342    | 33.00            | \$6,492     | \$575 | \$235  |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.002                       | Technology/Equipment fee |       |                |          | \$6,727    |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.003                       | Project Management       |       |                |          | \$1,040    | 4.00             | \$1,040     | \$575 |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.004                       |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.005                       |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.006                       |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.007                       |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.008                       |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.009                       |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| 900   | 900.010                       |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| PHASE 900 - Survey Services SUBTOTAL  |                               |                          |       |                |          | \$8,342    | \$37             | \$7,532     | \$575 | \$235  |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| PROJECT TOTALS  |                               |                          |       |                |          | \$8,342    |                  | \$7,532     | \$575 | \$235  |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| PROJECT TOTAL INCLUDING CONTINGENCIES   |                               |                          |       |                |          | \$8,342    |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| <table border="0"> <tr> <td><b>Group Names</b></td> <td><b>Billing Rates</b></td> <td></td> </tr> <tr> <td>Environmental</td> <td>Standard Billing Rates - 2025</td> <td></td> </tr> <tr> <td>GIS</td> <td>Premised Billing Rates - 2025</td> <td></td> </tr> <tr> <td>Construction Engineering-Min</td> <td></td> <td></td> </tr> <tr> <td>Construction Engineering-Min</td> <td></td> <td></td> </tr> <tr> <td>Municipal-WF</td> <td></td> <td></td> </tr> <tr> <td>Municipal-Bis-Min</td> <td></td> <td></td> </tr> <tr> <td>PM Civil</td> <td></td> <td></td> </tr> <tr> <td>PM Env</td> <td></td> <td></td> </tr> <tr> <td>PM Insp</td> <td></td> <td></td> </tr> <tr> <td>PM LWR</td> <td></td> <td></td> </tr> <tr> <td>Survey-MN</td> <td></td> <td></td> </tr> <tr> <td>Survey-WF</td> <td></td> <td></td> </tr> <tr> <td>Survey-Bis-Min</td> <td></td> <td></td> </tr> <tr> <td>Transportation-MN</td> <td></td> <td></td> </tr> <tr> <td>Transportation-WF</td> <td></td> <td></td> </tr> <tr> <td>Transportation-Bis-Min</td> <td></td> <td></td> </tr> <tr> <td>Water Resources-Plymouth</td> <td></td> <td></td> </tr> <tr> <td>Water Resources-WF</td> <td></td> <td></td> </tr> <tr> <td>Water Wastewater</td> <td></td> <td></td> </tr> <tr> <td>Local Government</td> <td></td> <td></td> </tr> <tr> <td>Nonbillable</td> <td></td> <td></td> </tr> <tr> <td>Communications</td> <td></td> <td></td> </tr> </table> |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          | <b>Group Names</b> | <b>Billing Rates</b> |   | Environmental | Standard Billing Rates - 2025 |   | GIS | Premised Billing Rates - 2025 |   | Construction Engineering-Min |   |  | Construction Engineering-Min |  |  | Municipal-WF |  |  | Municipal-Bis-Min |  |  | PM Civil |  |  | PM Env |  |  | PM Insp |  |  | PM LWR |  |  | Survey-MN |  |  | Survey-WF |  |  | Survey-Bis-Min |  |  | Transportation-MN |  |  | Transportation-WF |  |  | Transportation-Bis-Min |  |  | Water Resources-Plymouth |  |  | Water Resources-WF |  |  | Water Wastewater |  |  | Local Government |  |  | Nonbillable |  |  | Communications |  |  |
| <b>Group Names</b>  | <b>Billing Rates</b>          |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Environmental   | Standard Billing Rates - 2025 |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| GIS   | Premised Billing Rates - 2025 |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Construction Engineering-Min  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Construction Engineering-Min  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Municipal-WF  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Municipal-Bis-Min   |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| PM Civil  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| PM Env  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| PM Insp   |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| PM LWR  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Survey-MN   |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Survey-WF   |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Survey-Bis-Min  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Transportation-MN   |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Transportation-WF   |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Transportation-Bis-Min  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Water Resources-Plymouth  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Water Resources-WF  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Water Wastewater  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Local Government  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Nonbillable   |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |
| Communications  |                               |                          |       |                |          |            |                  |             |       |        |     |        |    |    |    |               |              |         |            |              |          |                    |                      |   |               |                               |   |     |                               |   |                              |   |  |                              |  |  |              |  |  |                   |  |  |          |  |  |        |  |  |         |  |  |        |  |  |           |  |  |           |  |  |                |  |  |                   |  |  |                   |  |  |                        |  |  |                          |  |  |                    |  |  |                  |  |  |                  |  |  |             |  |  |                |  |  |



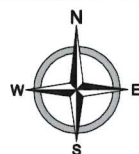


# Legend

-  City Limits
-  Local Road - 299,648 LF
-  County Road - 114,708 LF
-  State Road - 26,744 LF



## CITY ROADS ST. AUGUSTA, MINNESOTA





March 28, 2025

SMARTBOARDS  
City of St. Augusta 1914 250th Street  
Saint Augusta, MN 56301

Bill McCabe

RE: #D2123

Hello Bill,

Thank you for your patience while I put this quote together. You will see a breakdown of pricing on page five.

Payment options are on page three.

Please let me know if you have any questions and thanks again!

-Christine  
Smartboards.com  
Presentation Products, Inc.

*Christine Laughren*

Christine Laughren  
Marketing & E-Commerce Manager  
claughren@presentationproducts.com  
(212) 584 4763



## **Proposal For #D2123:**

**Bill McCabe**

**SMARTBOARDS**

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

**WORK SITE:**

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



# Proposal Summary

## EQUIPMENT AND PROFESSIONAL SERVICES

| Description           | Amount            |
|-----------------------|-------------------|
| Equipment & Materials | \$3,648.00        |
| Miscellaneous Items   | -\$500.00         |
| <b>Total</b>          | <b>\$3,148.00</b> |

|                  |                   |
|------------------|-------------------|
| <b>SUBTOTAL:</b> | \$3,148.00        |
| <b>TAX:</b>      | \$0.00            |
| <b>TOTAL:</b>    | <b>\$3,148.00</b> |

### ACCEPTANCE AND AUTHORIZATION TO PROCEED

I authorize Presentation Products, Inc. to proceed with this Quote No. 30853 entitled #D2123 in the amount of \$3,148.00 with payment terms of Shopify (Paid online ) in accordance with the Terms and Conditions and schedules included in this proposal as follows:

- Schedule A: Technical Scope of Work
- Schedule B: Bill of Materials, Services and Pricing
- Terms and Conditions

If a contract is signed separately from this proposal document, the information contained in this proposal will be considered part of this contractual agreement, so make sure your contractual agreement matches the information included in this proposal.

### PAYMENT INFORMATION

- Presentation Products' Vendor Number / Federal Tax ID Number is: 22-3348910
- ( ) Our organization is exempt from sales and use tax. Tax exempt certificate No. \_\_\_\_\_ is attached.  
(Sales tax will be removed from your order upon receipt of valid certificate.)
- ( ) I am paying by Purchase Order No. \_\_\_\_\_ attached. (Minimum PO amount is \$250.00)
- ( ) I am paying by check to Presentation Products, Inc. 171 Madison Avenue, New York, NY 10016
- ( ) I am paying by Bank Wire Presentation Products, Inc.  
**Bank:** JPMorgan Chase Bank, N.A. **Branch Address:** 2 Park Avenue New York, NY 10016 **Routing:** 021000021 **Account No.**3969878215
- ( ) I am paying by credit card  
Presentation Products, Inc. is hereby authorized to charge \$3,148.00 plus a 4% convenience fee on my credit card.

( ) AMEX ( ) VISA ( ) MC Number \_\_\_\_\_ Exp Date \_\_\_\_\_ SIC \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

### City of St. Augusta

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

### Presentation Products, Inc.

BY: Christine Laughren  
TITLE: Marketing & E-Commerce Manager  
SIGNATURE: Christine Laughren

## Schedule A. Technical Scope of Work

Thank you for allowing us to offer you the best in audiovisual solutions. Smartboards.com is owned and operated by Presentation Products, Inc. We are resellers of SMART Technologies and other interactive flat panel manufacturers, and AV solutions.

This quote does not include tax; documentation required for all tax-exempt purchases. Submit your tax-exempt documentation [here](#). Please note that the following proposal is for the sale of Audiovisual Equipment ONLY.

Unless otherwise stated, current lead time on equipment is 4-6 weeks from receipt of signed confirmation, valid Purchase Order, Credit Approval and all required mobilization fees.

RETURN POLICY: 20% Restocking fee charged plus freight in original unopened and undamaged box. Custom parts and software ARE NOT RETURNABLE.

**\*\*Please note: SMART Technologies has a NO RETURN POLICY on all Smart Boards and accessories. \*\***

[See our full Return and Pricing Policy here](#)

## Schedule B. Bill of Materials, Services and Pricing

| PART NUMBER       | MANUFACTURER       | DESCRIPTION   | QTY  | UNIT PRICE | TOTAL PRICE |
|-------------------|--------------------|---|------|------------|-------------|
| SMAR-GX175-V3     | Smart Technologies | SMART Board GX075-V3 interactive display with embedded OS                             | 1.00 | \$3,249.00 | \$3,249.00  |
| PPI-Discout       | PPI                | Preferred Customer Discount - GX175-V3  | 1.00 | -\$500.00  | -\$500.00   |
| SMAR-SOW3-SBID-75 | Smart Technologies | 3 Year SMART Assure warranty upgrade with RM for SMART Board 75" interactive displays | 1.00 | \$249.00   | \$249.00    |
| SMAR-WM-SBID-200  | Smart Technologies | SMART Wall Mount for MX-V2, 7000, 6000 and GX series                                  | 1.00 | \$150.00   | \$150.00    |
| FREIGHT-BOX SALE  | PPI                | LTL Freight w/ Liftgate Service (FREE)  | 1.00 | \$0.00     | \$0.00      |

# Terms & Conditions

**THIS SERVICES AGREEMENT** (the "Agreement") is made and entered into as set forth on this Agreement, by and between Presentation Products, Inc. ("PPI"), New Jersey S Corporation with offices at 171 Madison Avenue – 12th Floor, New York, NY 10016 United States of America and SMARTBOARDS (the "Client"). The purpose of this document is to formalize an agreement between PPI and Client for the purpose of obtaining services related to supplying, installing, programming, operating, servicing or support of presentation equipment and systems.

**ENGAGEMENT:** PPI shall perform the services (the "Services") identified in this Proposal, including the attached Executive Summary, Schedule A. Technical Scope of Work, and Schedule B. Bill of Materials, Services, and Pricing (the "Statement of Work").

**LIMITATIONS AND EXCLUSIONS:** Client shall be responsible for dedicated electrical A/C power and conduits (as required) to all specified locations. All A/V conduits shall be dedicated for PPI wiring and of adequate size. Client shall be responsible for all LAN and CCTV cables and connections. Client shall be responsible for modifications to ceilings, walls, finish work, and custom paint finishes (if required), provided however that PPI will be responsible for the costs of repairing any damage if such damage is caused by PPI personnel or representatives. Client and PPI shall agree upon the project schedule. Client shall provide access to facility, furniture, and owner furnished equipment (O.F.E.) in accordance with that schedule. Unless otherwise specified in this Agreement, Client shall supply all computer equipment, including but not limited to desktop computers, laptops, and network hardware. Equipment and labor prices are estimated based on the project detailed in this signed Agreement. Any delays, changes, or additions to the project may affect the cost. PPI shall not be liable for failures or delays in manufacture, delivery, or installation resulting from any cause or causes beyond its reasonable control.

**PAYMENT:** If an undisputed invoice remains unpaid for more than sixty (60) days after the due date, upon at least seven (7) days written notice to Client, PPI will cause the Statement of Work to be put on hold until the outstanding, undisputed invoice is paid.

**CHANGES:** Both Client and PPI recognize that during the course of a Statement of Work, modifications, refinements, or other changes may be appropriate or necessary to satisfy Client's objectives, but which deviate from previously approved Statement of Work. All changes in the Statement of Work shall become effective only when mutually agreed to by the parties in writing and (a) will be fully documented in a written change order, detailing their impact on the Statement of Work, the timing, pricing, performance of the services, provision of the deliverables, the corresponding specifications, and any other terms and conditions and (b) such change order has been executed by duly authorized representative of each of the parties hereto. Such duly executed change order shall be considered an amendment to the applicable Statement of Work and governed in accordance with the terms and conditions of this Agreement.

**RETURN POLICY:** 30% Restocking fee charged plus freight in original unopened and undamaged box. Installed parts, custom parts, and software ARE NOT RETURNABLE.

**SCHEDULING CHANGES:** If Client cancels a confirmed, scheduled appointment with less than 48 hours (two business days) notice, a reasonable service charge may be applied to compensate PPI for lost time and any agreed-upon time of completion may be postponed. PPI will reschedule the appointment at the earliest mutually agreeable date available.

**SITE READINESS POLICY:** If PPI personnel arrive at the job site for a confirmed appointment and find conditions that require delay or postponement of the work, a reasonable service charge may be applied, and any agreed-upon time of completion may be postponed. These conditions include but are not limited to lack of preparatory work by the general contractor, electrical contractor or other trade as called out in the scope of work document. PPI will reschedule the appointment at the earliest mutually agreeable date available after site conditions permit. If PPI agrees to do some or all of the work that was to be done by others, a change order will be required.

**SUBCONTRACTORS:** PPI agrees that it will not engage subcontractors for responsibilities related to this engagement without the prior express written consent of Client. If such consent is given, PPI shall ensure that such subcontractor's contract: (A) contains provisions which are no less onerous than those set out in this Agreement and ensures that such subcontractor will protect Confidential Information in a manner consistent with all applicable laws, rules, and regulations; and (B) terminates automatically on termination of this Agreement for any reason with respect to any services to Client, or their respective representatives.

**OWNER FURNISHED EQUIPMENT ("OFE") POLICY:** All OFE must be on-site and readily available to PPI personnel at the time a confirmed, scheduled appointment begins unless otherwise stated in Schedule A. Technical Scope of Work. The OFE must reasonably be configured per the PPI's written requirements which shall be provided at least ten business days prior to scheduled appointment and in good working condition. If the OFE does not meet these criteria and work must be delayed or postponed, a reasonable service charge may be applied, and any agreed-upon time of completion may be postponed. PPI will reschedule the appointment at the earliest mutually agreeable date available when the OFE is ready. If PPI personnel have to retrieve, repair, or reconfigure OFE, a change order may be required unless otherwise stated in the Statement of Work. If PPI must replace OFE, a change order may be required.

**WARRANTY:** PPI warrants their work will be performed in a professional and workmanlike manner with no material defects for 90 days from the owner utilizing each system for the intended purpose ("Beneficial Use"). This warranty shall apply only to work performed and materials supplied by PPI. It shall not supersede or replace the manufacturer's warranty on any equipment or materials provided by PPI. It shall not apply to the failure of equipment supplied by Client or materials provided by Client's other vendors, except as otherwise stated in this Agreement. It shall not apply to situations arising from abuse, neglect, or error caused by persons other than PPI's representatives, acts of God, fire, or any situation other than the equipment or system's normal intended use. If Client informs PPI of a breach of the foregoing warranty during the warranty period, PPI shall promptly re-perform the applicable work in a conforming manner, at no additional cost to Client.

**ACCEPTANCE:** Acceptance of any part of the work shall not bind Client to accept any non-conforming work simultaneously provided by PPI, nor deprive Client of the right to reject any previous or future non-conforming work. Any non-conforming work shall be corrected by PPI without any additional compensation until acceptance by Client to Client's full satisfaction.

**CODE OF CONDUCT:** PPI shall at all times comply with our Code of Conduct policy located on our website at <https://www.presentationproducts.com/codeofconduct>

**OWNERSHIP:** PPI agrees that Client shall have full right, title and interest (including, without limitation, all intellectual property and moral rights) in and to all developments (including, without limitation, trade secrets, inventions, algorithms, processes, formulas, source and object code, data, programs, other works of authorship, know how, improvements, discoveries, developments, designs and techniques), made solely for Client under the scope of PPI's engagement, by PPI solely or with others (i) within the scope of PPI's engagement with Client; or (ii) which are created using Client's resources, property or information (collectively, "Developments"). PPI hereby assigns and transfers to Client all right, title and interest in and to all Developments. Notwithstanding anything contained hereinabove to the contrary, Client shall have no claim or right, title and interest (including, without limitation, all intellectual property and moral rights) in and to all software developed by PPI outside the scope of PPI's engagement and shall discontinue use of such software immediately upon termination of this agreement.

**INSURANCE:** During the term of this Agreement, PPI shall at all times maintain Commercial General Liability Insurance and Worker 's Compensation insurance (in form and amounts as required by law) at its own expense in full force and effect. PPI shall maintain Commercial General Liability Insurance on an occurrence policy form with a minimum limit of liability of \$1,000,000.00 per occurrence in respect to injuries, death or property damage; \$1,000,000 for personal and advertising injury; \$1,000,000 aggregate for products-complete operations; and \$2,000,000 general aggregate. Such insurance shall not be terminated or reduced without providing Client with at least thirty (30) days advance written notice. Client may request copy of the Certificate of Insurance at any time. PPI

shall also maintain Professional Liability Insurance of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate; and Commercial Umbrella Insurance providing excess limits for the Employer's Liability, Commercial General Liability and Comprehensive Auto Liability with a minimum of \$5,000,000 each occurrence and in the aggregate.

**INDEMNIFICATION:** Each party agrees to indemnify, defend and hold harmless the other, its agents, employees, directors and officers from and against any and all liability or expense, including defense costs and legal fees, incurred in connection with claims for damages of any nature, including but not limited to bodily or personal injury, death, property damage, or other damages arising from the performance of or failure to perform under this Agreement, except to the extent that it is determined that the liability was the direct consequence of the gross negligence or willful misconduct of the indemnified party, its agents, employees, directors, or officers. This provision shall survive termination of this Agreement. Notwithstanding anything contained hereinabove to the contrary, upon receipt of any claim, the Indemnities shall deliver said information, including any documentation related thereto, to the other party within ten (10) days of receipt thereof and shall, thereafter, cooperate with any reasonable requests made by the other party and/or its counsel in connection with the defense of the claim. Failure to comply with these obligations shall serve to waive any right to indemnification with regard to the claim involved. Upon transmission of the claim to the other party, the Indemnities may assist in defense of the claim with counsel of their choice at its own expense. EITHER PARTY'S TOTAL LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT, OR OTHERWISE, SHALL NOT EXCEED THE TOTAL AMOUNTS PAID UNDER THE AGREEMENT (EXCEPT WITH RESPECT TO A BREACH OF PPI'S OBLIGATIONS WITH RESPECT TO DATA SECURITY AND PRIVACY, A BREACH OF A PARTY'S OBLIGATIONS UNDER THE SECTION ENTITLED "CONFIDENTIAL INFORMATION", AS SET FORTH IN THIS SECTION ENTITLED "INDEMNIFICATION" AND THE SECTION "NON-HIRING")

**TERMINATION:** Client may terminate this Agreement, in whole or in part, upon thirty (30) days prior notice for any reason whatsoever without cause, and in such event, Client shall pay PPI for (i) all Services properly performed through the date of termination; and (ii) all documented out-of-pocket costs necessarily incurred by PPI by reason of such termination. However, PPI shall not be entitled to recover anticipated profits on account of Services unperformed. In addition, Client may terminate this Agreement, in whole or in part, upon written notice for cause, upon ten (10) days prior notice, if PPI is in default of its obligations pursuant to this Agreement.

**CONFIDENTIAL INFORMATION:** The parties acknowledge that, in connection with PPI's services to Client, either party may disclose (the "Disclosing Party") to the other (the "Receiving Party"), its confidential and proprietary information and trade secrets (collectively, the "Confidential Information"). The term "Confidential Information" includes the existence of this Agreement, and any information, technical data, or know-how in any form or medium, that the Disclosing Party has provided to the Receiving Party, whether or not specifically labeled or identified as "confidential" that relate to business, products, services, research and development of the Disclosing Party, or any of its subsidiaries, affiliates, suppliers, distributors or customers, including, but not limited to, that which relates to research, product or service plans, business practices, patient data, agreement terms, products, services, employees, suppliers, customers, students, education records, technology or other strategic partners, owners, markets, software, know-how, developments, inventions, processes, designs, drawings, engineering, hardware configuration information, marketing, finances, notes, analyses or studies and all tangible and intangible embodiments thereof of any kind whatsoever, whether conveyed in writing or orally. "Confidential Information" shall include the identity of Client as a client of PPI and any information regarding the terms and subject matter of Client's engagement of PPI. The Receiving Party hereby agrees that it will not publicly divulge, disseminate, publish or otherwise disclose any Confidential Information without the Disclosing Party's prior written consent, and the Receiving Party will not use any such Confidential Information for any purposes other than as the Disclosing Party requests. The Receiving Party agrees that its confidentiality obligations will not apply to any portion of the Confidential Information which (i) was at the time of disclosure to Receiving Party part of the public domain by publication or otherwise; (ii) became part of the public domain after disclosure to the Receiving Party, except by breach of this Agreement; (iii) was already properly and lawfully in the Receiving Party's possession at the time it was received from the Disclosing Party; (iv) was or is lawfully received by the Receiving Party from a third party who was under no obligation of confidentiality with respect thereto; or (v) was or is independently developed by the Receiving Party without reference to the Confidential Information. If the Receiving Party is served with any subpoena or other compulsory judicial or administrative process calling for production of Confidential Information, the Receiving Party agrees that, prior to complying with such process, the Receiving Party will immediately notify the Disclosing Party in order that the Disclosing Party may take such action as it deems necessary or useful to protect its interests. The Receiving Party agrees to reasonably cooperate with the Disclosing Party in this regard. Upon termination of this Agreement, all records, drawings, notebooks, and other documents pertaining to any Confidential Information, whether prepared by the Receiving Party or others, shall be returned to the Disclosing Party upon the Disclosing Party's reasonable request.

**INFORMATION SECURITY:** PPI shall at all times comply with our Information Security and Data Privacy and Protection policy located on our website at <https://www.presentationproducts.com/ISDPP>

**NON-PUBLICITY:** PPI shall not disclose orally or in writing the fact that Client is a client of PPI to third parties and agrees not to issue any press release or make any public announcement relating to the subject matter of this Agreement without the prior written consent of Client. Neither PPI nor Client will use the trade name or trademarks of the other in any news release, publicity, advertising, or endorsement without the prior written consent of the other.

**CLAIMS AND DISPUTES:** All disputes arising hereunder, unless resolved by mutual agreement of the parties, shall be resolved pursuant to the laws of New York by the state or federal courts located in the County of New York in the State of New York, and PPI waives its right to a trial by jury. PPI further agrees that it shall continue its performance under this Agreement during the pendency of any dispute, provided Client shall continue to pay all undisputed amounts due hereunder.

**NON-SOLICITATION:** Neither Party shall, without the prior written consent of the other (such consent to be at the sole discretion of the other), either directly or indirectly, initiate recruitment or solicit any of the personnel of the other with whom they come into contact as a result of the relationship created by this Agreement, for a period of twelve months after such contact has terminated. The foregoing restriction will not prohibit the hiring of a person who responded to a general advertisement, cold call, or who otherwise submitted an application by a third-party recruiting firm.

**REPRESENTATIONS AND WARRANTIES:** PPI represents and warrants that (a) it possesses the requisite expertise, knowledge, and skills necessary to perform the services as set forth in the Statement of Work; (b) PPI's services will be performed in a workmanlike and professional manner in accordance with the highest industry standards and all applicable laws; (c) the work product shall conform in all material respects to the specifications, performance standards, and criteria set forth in the Statement of Work; (d) PPI has all rights, approvals, and/or licenses necessary to provide the services and work product free of encumbrances, and neither the services nor the work product, nor any portion thereof, violates, infringes upon, or misappropriates any patent, copyright, trade secret, trade name, or other intellectual property rights, moral rights, or proprietary rights of any third party, or breach any contract by which PPI is bound; and (e) PPI will comply with the policies and procedures, and guidelines regarding information protection, systems and data security, and privacy established by Client and agreed to by PPI, as described in this Agreement.

**INDEPENDENT CONTRACTOR STATUS:** The parties agree that this Agreement creates an independent contractor relationship, not an employment relationship. The parties acknowledge that neither party has, or shall be deemed to have, the authority to bind the other party.

**GENERAL TERMS:** No Waiver. The failure of either party to enforce any of its respective rights under this Agreement at any time for any period shall not be deemed or construed as a waiver by such party of such rights.

**NOTICES:** Unless otherwise specified herein, all notices, requests, demands, and other communications given under this Agreement shall be in writing and delivered personally, by overnight delivery or courier, or by registered mail, with a courtesy copy sent via e-mail, to the other party.

**COUNTERPARTS:** This Agreement may be executed simultaneously in one or more counterparts, each of which, when executed, will be deemed an original, but all of which taken together will constitute one and the same instrument.

**UNENFORCEABILITY:** In the event that any provision of this Agreement shall be determined to be illegal or unenforceable, such provision shall be limited or

eliminated to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect and enforceable.

**ASSIGNABILITY:** This Agreement shall be binding upon and inure to the benefit of and is enforceable by the respective successors and assigns of the parties hereto. PPI may not assign, directly or indirectly, this Agreement, in whole or in part, without the prior written consent of Client.

**AMENDMENTS:** This Agreement may not be changed or modified except in a written instrument signed by the Parties.

**FINAL AGREEMENT:** This Agreement takes precedence over any conflicting statement or provision in the Statement of Work and represents the complete statement of the Agreement of the parties with respect to its subject matter and supersedes all prior oral and written agreements with respect to the subject matter hereof.

**GOVERNING LAW:** This Agreement shall be construed in accordance with the laws of the State of New York without regard to applicable conflicts of law provisions thereof. PPI agrees to submit to the exclusive jurisdiction of the state or federal courts located in the County of New York, New York, and waive any jurisdictional, venue, or inconvenient forum objections to such courts.

**FORCE MAJUERE.** Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement, including without limitation, a failure or delay in performing those rights or obligations within the time limitation, if any, specified herein, when such failure or delay is caused by or results from fire, floods, embargoes, war, acts of war (whether war is declared or not), insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, acts of God, acts, governmental orders, omissions or delays in acting by any governmental authority, including, travel restrictions, quarantines or related governmental acts, outbreaks, epidemics, pandemics, including without limitation the coronavirus (COVID-19) pandemic, or any other cause outside of the reasonable control of the affected party (each a "Force Majeure Event"). Upon the occurrence of a Force Majeure Event, this Agreement shall terminate without further obligation to either party. Any prepaid deposits shall be returned to the payor, except that a party shall be entitled to be reimbursed for any nonrefundable, out-of-pocket expenses incurred in connection with such party's performance under this Agreement and for which such party can provide appropriate receipts or other records. The party so affected shall provide the other party with prompt written notice of any delay or failure to perform that occurs by reason of a Force Majeure Event.

Central Minnesota Dust Control, LLC  
22418 Elbow Drive  
Richmond, MN 56368

# Estimate

Date 3/28/2025  
Estimate # 1024

**Name / Address**

City of St Augusta  
1914 250th St  
St Augusta, MN 56301  
ATTN: MARK KIFFMEYER

| Description                                | Qty              | Rate        |
|--|------------------|-------------|
| Application of dust control at 9 feet wide | 12,000           | 1.28        |
|  | Subtotal         | \$15,360.00 |
|  | Sales Tax (0.0%) | \$0.00      |
|  | Total            | \$15,360.00 |

**Central Minnesota Dust Control, LLC**  
Lakefun@meltel.net

320-597-2150





Greetings,

With the 2025 dust control season approaching, we are happy to provide you with an estimate as well as updated information. Please note the following as you consider your dust control needs this coming year:

-IMPORTANT: We do not necessarily have the same drivers from past years, so to ensure the spray is applied where you want it, make the marking obvious or have a ride along representative from your township. If using markers, have your area designated with flags, ribbons or other brightly colored markers by May 15.

-You will receive an invoice after we have sprayed.

-Our rates are based on the wholesale product pricing. Price includes tax.

- If you contact us after we have sprayed your area, the additional trip adds to our operating costs. This will result in an additional fee of \$50 plus \$2.50/mile for us to travel from our nearest holding site.

-Please note that if fuel costs rise above \$4.00 prices are subject to change.

|  |
|--|
| <b>38% Calcium Chloride Solution</b><br><b>\$1.88 Gallon</b> |
|--|

\*These prices are valid for entities that bill the residents. *We do not bill individual residents.*

\*Our trucks apply the Chloride Solution with electronic metering set at a rate requested by the consumer.

Please complete the following and return to our office:

**Customer:** City of St. Augusta

|             |                     |  |
|-------------|---------------------|--|
| <b>Date</b> | <b>Signature</b>    |  |
|             | <b>Printed Name</b> |  |

Contact Phone Number: \_\_\_\_\_

Please call or email Jake or Michelle with any further questions:

[Jake@crowriverconstruction.com](mailto:Jake@crowriverconstruction.com) (320-444-7633)    [office@crowriverconstruction.com](mailto:office@crowriverconstruction.com) (320-354-1201)





PROPOSAL FOR 2024 STREET SWEEPING

11079 LAMONT AVE. NE HANOVER, MN 55341 PHONE: (736)391-6622 FAX: (736)391-6627

DATE SUBMITTED: 03/26/2025

WE HEREBY SUBMIT THE FOLLOWING ITEMS FOR BID:

TOTAL      \$135.00 PER HOUR PER BROOM

CITY OF ST AUGUSTA  
1914 250<sup>TH</sup> ST,  
ST AUGUSTA, MN 56301  
ATT: BILL MCCABE  
PHONE: 320-654-0387  
FAX: 320-654-1686  
EMAIL: BMCCABE@STAUGUSTAMN.COM

**LOOKING FOR THE FOLLOWING INFORMATION:**

NUMBER OF BROOMS: 2

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED NUMBERS OF DAYS: \_\_\_\_\_

WORK HOURS:

WATER AVAILABILTY: PROVIDED BY CITY

LOCATION/ADDRESS TO MEET:

ONSITE FOREMAN- CONTACT WITH CELL NUMBER:

DISPOSAL OF SWEEPING AND TRUCK PROVIDED BY: CITY

JACK E. PEARSON

PRESIDENT

# ValleyGreen<sup>®</sup> Companies

P.O. Box 263 Sartell, MN 56377 Phone 320-259-5959 Fax 320-259-7632

*Billing Address*

**City of St Augusta  
Bill McCabe  
1914 250th St  
Saint Cloud, MN 56301**

*Service Address*

Hidden Lake Park  
Bill McCabe  
23215 43rd Ave  
Saint Augusta, MN 56301

Customer Number: 108080

3/13/2025

Thank you for giving us the opportunity to submit a lawn care proposal for the 2013 lawn care season. We really appreciate the time you have taken to work with us.

We guarantee the performance of our programs. If you experience a problem or are dissatisfied we offer free service calls with our four and five application programs. We at Valley Green want satisfied customers and will keep working to assure you are pleased.

Our treatment regimen begins in Early May after the snow disappears and continues through October. Most applications will fall within 4-6 weeks of one another. Please call with any questions.

Thank you very much,

Valley Green Companies

Please sign, date, and fill out the information below and mail or fax back to our office at your earliest convenience. You may also reply in an email with an OK and we will get your program scheduled.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Hm Phone \_\_\_\_\_ Wk Phone \_\_\_\_\_ Cell Phone #1 \_\_\_\_\_  
Cell Phone #2 \_\_\_\_\_ Email \_\_\_\_\_

|                | Number of Services | Price Per Service |
|----------------|--------------------|-------------------|
| Liquid Program | 2                  | \$567.53          |

*Total Service Amount* *\$1,135.06*

*Total Service Amount With Tax* *\$1,223.10*

*Total Amount* *\$1,223.10*

## **Purpose**

The purpose of the St. Augusta personnel policy is to establish a uniform and equitable system of personnel administration for all employees of the City of St. Augusta. This handbook provides information to you, as an employee of the city, about certain terms and conditions of your employment. It is not, and should not be considered, an employment contract. As discussed later, your continued employment, and the conditions of that employment, are solely within the City's discretion. The handbook summarizes policies and programs related to your employment. All other policies, including the City's safety policy, shall be observed and considered a part of this personnel policy.

While the City will take every effort to keep your employee handbook current, the information and policies described in this handbook may be changed in any way at any time at the sole discretion of the St. Augusta City Council. You are responsible for complying with the current city policy at all times.

These policies apply to all employees of the City of St. Augusta, except if provisions of a contractual agreement between the City Council and the City Clerk-Administrator differ, provisions of the contract will prevail.

The City of St. Augusta is an Equal Employment Opportunity Employer. This means that you and all of your coworkers, as well as applicants for employment, will be treated equally without regard to race, color, creed, age, physical or mental disability, religion, sex, sexual orientation, national origin, marital status or status with regard to public assistance. Harassment of any sort, including sexual harassment, will not be tolerated.

## **Applicability:**

### **General**

The policies set out in this handbook apply to all City of St. Augusta employees except the following:

1. All elected officials and members of city boards, commissions and committees,
2. Volunteer Firefighters and other volunteer personnel,
3. Consultants rendering professional services,
4. Other persons or firms retained by the City on a contract or sub-contract basis,
5. Temporary and emergency employees – as defined herein,

### **Union – Collective Bargaining Units**

The provisions of the policies and procedures included in this handbook shall apply to all organized personnel who work under negotiated agreements with the City. In the event of a conflict between the terms of an employee agreement and the personnel policy, the negotiated agreement shall take precedence and supersede the policies set out in this handbook. Employees subject to union or other collective bargaining contracts shall be regulated by the terms of that contract when the terms of that contract conflict with these policies.

### **Separate Contracts**

The provisions of the policies and procedures set out in this handbook shall apply to any employee working for the City under a separately approved employment contract. In the event of a conflict between the terms of a separate employment contract and these policies the terms of the employment contract shall take precedence and supersede the policies set out in this handbook.

### **Pre-Employment**

An applicant or employee, including volunteer firefighters, appointed to a position must be of sufficient health to satisfactorily perform the essential duties and responsibilities of the position, as described in the applicable job description.

**Merit and/or Fitness Examination.** When required by law or the City Council, applicants merit and/or fitness for a position will be ascertained by written, oral or other examinations designed to evaluate the ability of the applicant to carry out the requirements of the position for which the applicant has applied and the examination is conducted.

**Physical & Psychological Exam.** After a conditional offer of employment has been made, applicants may be required to undergo and pass an appropriate pre-placement health screening, and may be required to undergo a physical and/or psychological examination prior to appointment to a position. A qualified party approved by the City will conduct conditional offer pre-employment physical or psychological examinations required by the City. The City will pay the total cost of such conditional offer, pre-employment examinations. A medical evaluation report shall be prepared and filed with the Clerk-Administrator and included in the employee's personnel file.

If a medical evaluation report indicates that an otherwise eligible applicant for employment has a mental or physical condition which causes such applicant to be considered as a serious health risk, or whenever the applicant is reported to have a condition that may substantially affect the applicant's ability to perform the essential duties and responsibilities of the position involved, the City may declare the applicant ineligible for consideration for appointment to the position.

**Reference Checks.** The City Clerk-Administrator will be allowed to conduct reference checks for any and all applicants to verify information provided in the applicant's application for employment. Items to be verified may include, but are not limited to: previous employment, reasons for leaving previous places of employment, educational attainment, and other relevant information. Reference checks with current employers will be conducted at the time a candidate is a finalist when candidates so request.

**Background Investigations.** The City Council may request the Stearns County Sheriff's department or other law enforcement agencies to provide criminal history data contained in the Minnesota Criminal Justice Information System. This information must only be about the finalists for city positions of employment. The City Council will obtain the written consent of the finalist before the data is requested. Failure to provide this consent may, at the discretion of the City Council, disqualify the applicant from the prospective position.

**Drug & Alcohol Testing.** All offers of employment made by the City to applicants for positions requiring a commercial drivers' license are subject to the condition of passing a pre-employment drug and alcohol test; and the applicant's written consent authorizing former employers to release to the City all information on the applicant's alcohol tests with a concentration of 0.04% or greater, positive controlled substance tests, and refusals to be tested within the preceding two years; pursuant to federal and state laws, and the City's "Drug and Alcohol Free Workplace Policy".

## **Position Classification and Compensation**

**Position Classification Plan.** The position classification plan adopted by the City Council includes all positions covered by this provision of the policy. Positions may be changed into classes if the positions are similar in terms of the range of difficulty and responsibility. New classes may be created if a new position is created and no classes in which it might be included exist in the current classification plan.

**Compensation Plan.** The employee compensation plan is adopted by the City Council and constitutes the official employee compensation plan for all positions in the municipal service, except where labor agreements take precedence. The City Council may amend the compensation plan at any time that it deems necessary in the interest of the City of St. Augusta, good personnel administration, or as recommended by the City Clerk-Administrator.

**Types of Employment.** Employment with the City of St. Augusta may be on full time, regular part time, limited part time, seasonal, or temporary basis, or any other status designated when

employed, at the sole discretion of the City Council. These categories are described/defined as follows:

- Full-time - Regularly scheduled to work forty (40) hours per workweek for fifty-two weeks per calendar year.
- Regular Part-time – Regular work schedule of at least twenty (20) hours per workweek for fifty two (52) weeks per calendar year.
- Limited Part-time – Irregular work schedule, or regular work schedule of less than twenty (20) hours per week, or regularly scheduled to work fewer than thirty (30) weeks per calendar year.
- Seasonal – Routinely employed from year to year by the city to work during a limited or specified time period, for example Park Maintenance or Seasonal Snow Plow operator.
- Temporary – Hired to work for the city for a limited period of time.

**Fair Labor Standards Act – Exempt and Non-Exempt Positions.** As prepared.

## **Work Schedule and Compensation**

**Work Schedule and Hours.** The City Council is the sole authority in determining work schedules. For scheduling purposes the standard workweek begins at 12:01 am each Monday, and ends at midnight each Sunday. The regularly scheduled work week for full-time exempt and non-exempt employees is up to ten (10) hours per day and forty (40) hours per week, including rest periods and excluding lunch periods. Hours worked in excess of forty (40) per work week by non-exempt employees will be compensated as over-time hours, as discussed later.

Beginning on April 24, 2025 all regular full-time employees will follow a standard work schedule throughout the year. The work schedule will consist of a standard work week beginning on Mondays. Typical hours will be Monday through Thursday from 7am until 4:30pm and Friday from 7am until 11am.. The time schedules are subject to change based on conditions beyond the City's control.

Non-Exempt employees are/will be allowed and encouraged to adjust their hours worked during a workweek so that total hours worked that week do not exceed forty hours with the approval of their immediate supervisor.

Conditions may arise which require employees to work over-time hours with little or no advance notice, such as, but not limited to: snow, sleet, equipment breakdown or other circumstances. The City is not required to provide advance notice in these situations. Failure to work over-time is not grounds for dismissal unless the overtime work is required because of an emergency. Each employee has an obligation to try to work overtime when requested, unless circumstances prevent the employee from working.

It may be necessary to establish regular shifts for some employees or departments based on a schedule other than the standard eight, nine or ten (8, 9 or 10) hour workday, or days other than Monday through Friday. The standard forty (40) hour workweek will still apply to those positions, and the employees affected by these shifts will receive at least two weeks notice of the establishment of such a work schedule, or of being assigned to such a shift.

**Work Attire.** All maintenance employees will be required to wear designated safety apparel. The designated safety apparel includes highly visible reflective vests, t-shirts or coats and steel toed boots that must be worn at all times and other safety gear which will be required when doing tasks that require more safety equipment. This extra gear will include safety glasses, gloves and other apparel depending on the task.

The safety t-shirts and vests will be provided by the City. A boot allowance of \$75/year will be given to all full-time maintenance employees annually on a reimbursement basis. The employee must present an invoice or receipt showing the boots that were purchased to be eligible to receive the boot allowance.

**Over-time Pay.** Hours worked in excess of forty (40) per standard work week by part-time and full-time non-exempt employees will be compensated for at one and one-half (1-½) times the employee's regular rate of pay. For the purpose of computing overtime compensation, overtime hours shall not be pyramided, compounded or paid twice for the same hours worked.

**Compensatory Time.** Non-exempt employees may choose to accept compensatory time as compensation for over-time hours worked, at the employee's discretion. A non-exempt employee may choose compensatory time at a rate of one and one-half (1-1/2) hours of compensatory time for each overtime hour worked over 40 hours per standard work week, in lieu of accepting over-time pay for those over-time hours. Compensatory time may be used in increments of at least one half hour, as approved by the employee's supervisor. Employees may accrue no more than 80 hours of compensatory time, and Public Safety employees may accrue no more than 160 hours of compensatory time. *Employees will receive over-time pay for unused compensatory time when their employment with the city ceases.*

Non-exempt employees will show on their time card if they wish to receive compensatory time for overtime hours worked rather than over-time pay.

**Compensation for working (scheduled or non-scheduled) on a paid holiday.** The regular work schedule for employees in designated positions may require them to work on city holidays, which are listed later in the manual. Circumstances may also arise which require employees to work on a holiday when not otherwise scheduled. Non-exempt employees will be compensated at the rate of one hour of pay for each hour worked on a paid holiday, plus pay for the entire holiday at the employee's regular pay rate.

## Time Off

**Holidays.** Full-time and regular part-time employees receive the following as paid holidays:

| <u>Holiday</u>             | <u>Date</u>              |
|----------------------------|--------------------------|
| New Years Day              | January 1                |
| Martin Luther King Jr. Day | Third Monday in January  |
| President's Day            | Third Monday in February |
| Memorial Day               | Last Monday in May       |
| Juneteenth                 | June 19                  |

|  |                             |
|--|-----------------------------|
| Independence Day                                       | July 4                      |
| Labor Day  | First Monday in September   |
| Veteran's Day  | November 11                 |
| Thanksgiving Day                                       | Fourth Thursday in November |
| Friday after Thanksgiving<br>(in lieu of Columbus Day) | Fourth Friday in November   |
| Christmas Day  | December 25                 |

For the purposes of this policy, when a holiday falls on a Saturday, the preceding Friday will be considered the holiday. When a holiday falls on a Sunday, the following Monday will be considered the holiday.

Note: State statute requires that no public business be conducted on the holidays listed. Also, the policy for when the scheduled holiday falls on a Saturday or Sunday is also spelled out in State Statute (§645.44 subd. 5).

**Vacation.** Full-time employees will accrue paid vacation leave as follows:

Employment Years

- During 1<sup>st</sup> through 5<sup>th</sup> year – 10days/yr
- During 6<sup>th</sup> year – 11 days/yr
- During 7<sup>th</sup> year – 12 days/yr
- During 8<sup>th</sup> year – 13 days/yr
- During 9<sup>th</sup> year – 14 days/yr
- During 10<sup>th</sup> year – 15 days/yr
- During 11<sup>th</sup> through 15<sup>th</sup> year – 18 days/yr
- After 15 Years - 20days/yr

Regular Part-time employees will accrue vacation based on the ratio of time they normally work in relation to a 40-hour work week. For example, a regular part-time employee who normally works 20 hours per week, will accrue half the vacation time as a full time employee.

Vacation time will be accrued on a calendar year basis, with vacation leave accrued on a pro-rata basis from date of employment to December 31. If an employee begins employment between January 1 and June 30, the year hired will count as the first year of employment for vacation benefits; if the employee begins between July 1 and December 31, the following year constitutes the first year for vacation determination. The vacation allocated on January is considered earned and will be available to use beginning with the first business day of the year. Employees who earn and accrue vacation time may carry over no more than half the time they would normally accrue annually unless specifically approved by the City Council. Employees may choose to cash in unused vacation time, in December, at a rate of 50%. For example, an employee who accrues 10 days per year and who carried over 5 days from the previous year and only used 5 days this calendar year may cash in the remaining 10 days and receive pay for 5 days. The City will pay the employee for any unused vacation time when employment is terminated.



Vacation leave is to be approved by the employee's immediate supervisor. Requests for more than one day of vacation leave to be submitted at least one week in advance.

### **Sick and Safe Time Leave**

Sick and safe time leave is an authorized absence from work with pay, granted to employees. This policy is indented to comply with the provisions of Minnesota Statute §181.9445 – 181.9448 as amended from time to time.

#### Eligible Employees

Employees eligible to earn and accrue sick and safe time leave include:

- Full and regular part-time employees
- Limited part-time employees
- Seasonal and temporary employees

#### Accrual

Sick and safe time leave shall be accrued as follows:

- Full-time employees shall accrue sick and safe time leave at the rate of four (4) hours per month. Sick and safe time leave shall accrue to a maximum of 480 hours. Upon reaching 480 hours of accrued leave, no further accruals shall be allowed.
- Regular part-time employees shall accrue prorated sick and safe time at the rate of one (1) hour for every thirty (30) hours worked. Sick and safe time leave shall accrue to a maximum of 240 hours. Upon reaching 240 hours of accrued leave, no further accruals shall be allowed.
- All other eligible employees shall accrue sick and safe time leave at the rate of one (1) hour for every thirty (30) hours worked to a maximum of eighty (80) hours. Upon reaching an accrual of eighty (80) hours, no further accruals shall be allowed.

Accrued sick leave totaling more than 80 hours (10 days) may be cashed in at a rate of 50% of current earnings. Employees will be eligible to receive a cash payment for any unused sick leave at a rate of 25% of current earnings at the time of retirement or termination.

Sick and safe time can be donated by an employee with excess of 80 hours to any employee who is out of sick and safe time hours. When using donated sick and safe time hours, regardless of the situation, the payout will be at the lowest wage (i.e. an employee who earns \$25/hour is donating hours to an employee who earns \$28/hour, will be paid out at \$25/hour.)

#### Use of Sick and safe time leave

Sick and safe time leave may be used under the following circumstances as provided for under Minnesota Statute §181.9447 as may be amended from time to time.

An eligible employee's:

- mental or physical illness, injury, or other health condition;

- need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
- need for preventive medical or health care;
- care of a family member:
  - with a mental or physical illness, injury, or other health condition;
  - who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
  - who needs preventive medical or health care;
- absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
  - seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
  - obtain services from a victim services organization;
  - obtain psychological or other counseling;
  - seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
  - seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;
- closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency;
- the employee's inability to work or telework because the employee is: (i) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and
- when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For the purposes of this policy, a public emergency shall include a declared emergency as defined in Minnesota Statute § 12.03 or a declared local emergency under Minnesota Statute §12.29.

After accrued sick leave has been exhausted, vacation or compensatory leave may be used to the extent the employee is entitled to such leave.

Family member shall be defined as provided in Minnesota Statute §181.9445 subdivision 7 as may be amended from time to time. This shall include:

- An eligible employee's:
  - child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
  - spouse or registered domestic partner;
  - sibling, stepsibling, or foster sibling;
  - biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
  - grandchild, foster grandchild, or step grandchild;
  - grandparent or step grandparent;
  - a child of a sibling of the employee;
  - a sibling of the parents of the employee; or
  - a child-in-law or sibling-in-law;
- any of the family members listed in clause (1) of a spouse or registered domestic partner;
- any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and

up to one individual annually designated by the employee.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent;
- Keep his/her immediate supervisor informed of their or their family members status;

After an absence of three (3) or more consecutive days, documentation may require reasonable documentation that the used sick and safe time is covered by this policy. Such documentation shall be as follows:

- For earned sick and safe time related to an illness, medical, or mental condition or diagnosis, reasonable documentation may include a signed statement by a health care professional indicating the need for use of earned sick and safe time. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for the purposes of this paragraph may include a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose covered by this policy.

- For earned sick and safe time under related to domestic abuse, sexual assault and/or stalking, a court record or document signed by a volunteer or employee of a victims services organization, an attorney, a police officer, or an antiviolence counselor as reasonable documentation.
- For earned sick and safe time to care for a family member, reasonable documentation a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose as reasonable documentation.

The city will not require disclosure of details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use earned sick and safe time under this policy.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick and safe time leave will be subject to discipline up to and including termination.

Employees must normally use sick and safe time leave prior to using other paid compensation, and prior to an unpaid leave of absence.,

Sick and safe time leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

**Accrual of Leave during Vacation or Sick Leave.** An employee using earned vacation or sick leave will accrue vacation and sick leave at the standard applicable accrual rate when using vacation or sick leave. For the purpose of calculating the accrual of vacation and sick leave, an employee using earned vacation or sick leave will be considered to be working.

**Parental (Maternity/Paternity) Leave.** See MN Statutes § re: Parental Leave

Full time and regular part time employees employed by the City for at least one year may request unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six (6) weeks, and must begin not more than six (6) weeks after the birth or adoption of the child. An employee using this leave is entitled to return to work in the same position and at the same rate of pay the employee was receiving before leave began.

This leave will count towards FMLA leave used if the employee has any FMLA leave remaining at the time this leave commences. The two leaves will run concurrently until the twelve week FMLA leave is exhausted. An employee may use accrued vacation or sick leave or

compensatory time for either FMLA leave or Parental Leave. However, use of accrued sick leave or vacation leave is not required for the portion of leave counted as parental leave.

### **Family and Medical Leave of Absence (FMLA) Policy**

The US Family and Medical Leave Act of 1993 permits eligible employees (as defined under the Act) to take up to 12 weeks of unpaid leave during a twelve month period for the following reasons: birth of a child; placement of a child with the employee for adoption or foster care; for a serious health condition (as defined under the Act) which makes the employee unable to perform his/her job; to care for the employee's spouse, son or daughter, or parent who has a serious health condition (as defined under the Act).

Eligibility: Employees who have been employed by the City of St. Augusta for at least 12 months and who have worked at least 1,250 hours during the 12 months preceding the requested leave are eligible for FMLA leave.

Notice of Request for FMLA Leave: Employees seeking to use FMLA leave must file a request for FMLA leave to the Clerk-Administrator at least 30 calendar days before the leave would begin where the leave is foreseeable. Employees must notify the Clerk-Administrator as soon as practical if circumstances require that FMLA leave begin in fewer than 30 days.

Medical Certification: If the leave is for a medical reason, the requesting employee must provide a medical certification to the Clerk-Administrator in a timely manner. The certification must state the date of the requested leave's onset, the probable duration of the leave, and the appropriate medical information regarding the requested leave. If the leave is for the employee's own serious health condition, the certification must also state that the employee is unable to perform the functions of his/her job. If the leave is for an ill or injured family member, the certification must state that the employee is needed to care for the family member and include an estimate of the amount of time needed. The City reserves the right to require a second and third medical opinion (at the City's expense) and to require re-certification, at reasonable intervals, of the continuing need for the leave. The City also reserves the right to require a fitness for duty medical certification at the end of a leave taken for the employee's own serious health condition.

Intermittent Leave: Family and Medical (FMLA) Leave may be taken intermittently or on a reduced schedule if such a leave is deemed to be medically necessary. The City may require the employee to transfer, temporarily, to an alternative position, with equivalent pay and benefits, to better accommodate the requested intermittent leave. All requests for intermittent leave will be evaluated on a case by case basis.

Job Protection: An employee returning from FMLA leave will be reinstated in his/her former position, or a position equivalent in pay, benefits and other terms and conditions of employment. The employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been terminated had the employee not been on leave, the employee is not entitled to reinstatement in a former or comparable position. In such circumstances, the employee retains all rights under the layoff and recall system under a collective bargaining agreement, as if the employee had not taken FMLA leave.

Health Care Coverage The City will continue to pay its share or portion of the premium for employee health care coverage while an employee is on an approved FMLA leave. It will be the responsibility of the employee to pay the employee share of the insurance premium. If an employee's contribution to the payment of medical insurance is more than 30 days late, the City may terminate the employee's insurance coverage (subject to COBRA requirements). The City reserves the right to recover any and all insurance premiums paid on behalf of an employee who chooses not to return to work following FMLA leave.

Use of Accrued Sick Leave, Vacation and Compensatory Time. During the FMLA leave, employees must use accumulated compensatory time prior to taking an unpaid leave. Employees may choose to use accrued vacation and sick leave while on FMLA leave. Benefits such as sick leave or vacation will not accrue during the time of unpaid leave; however, any benefits accrued prior to commencement of the unpaid leave will not be lost.

Policy Statement: This FMLA Leave of Absence Policy is meant to conform with applicable law(s). Therefore, further clarification of specific terms and requirements of this policy can be found in the Federal Regulations interpreting the US Family and Medical Leave Act of 1993.

**Bereavement Leave.** A maximum of five (5) days paid leave may be granted upon request in the event of a death in the employee's immediate family. For the purpose of this specific policy, immediate family will consist of spouse, child, parent, sister, brother, step parent, foster parent, stepchild or foster child, grand parent and employee's mother in law and/or father in law. Up to two additional days of bereavement leave may be granted, when approved by the Clerk-Administrator, in the event of the death of the employee's spouse, child or parent. A one day bereavement leave with pay may be granted upon request in the event of the death of other relatives or when the employee serves as pall-bearer. Bereavement leave may also be taken in the event of death of other persons living in the employee's household, regardless of the relationship with the employee.

**Jury or Witness Duty.** Employees called for jury duty or subpoenaed as a witness in court, or volunteers to serve as a witness in court, shall receive their usual compensation for days they are scheduled for work. The employee is to remit any payments, per diem or fees, except actual expenses related to this service. If an employee is excused from court duty prior to the end of the work shift, the employee shall return to work or make arrangements for a leave for the balance of the day, with or without pay.

**Military.** Minnesota Statutes Sections 192.26 and 192.61 provide that an employee of any municipality who is a member of the National Guard, the Naval Militia, the Officer's Reserve Corps, the Naval Reserve, the Marine Corps Reserve, or any other reserve component of the military or naval forces of the United States is entitled to a leave of absence without loss of pay, seniority status, efficiency rating or benefits for the time such employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year. Eligible employees shall be paid the difference between their regular pay rate and their lesser military pay provided such off-set is provided by law.

The leave of absence is only in the event the employee returns to employment immediately upon being relieved of military or naval service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the 15 day period allowed for the paid leave of absence. Notice will be given to the City at least fifteen (15) working days in advance of the required absence. The 15 day advance notice may be waived under certain circumstances that are not in the employee's reasonable control.

In accordance with State law, eligible employees will be granted an unpaid leave when called to active duty. If the employee has not used their fifteen days of paid military leave when called to active duty, any unused paid time will be allowed prior to the unpaid leave of absence. Eligibility for continuation of insurance will follow the same procedures as for any terminated or laid off employee when called to active duty. The unpaid leave of absence will not be considered work time for purposes of vacation and sick leave accrual.

Employees returning from unpaid military leave have the right to return to their job or to another job of similar status and pay upon completion of active duty in accordance with state and federal laws.

### **Pay periods and pay days**

The bi-weekly pay periods will begin at 12:00am on Saturday of the first week and run through 11:59pm Friday of the second week. Payday will be the Monday following the Friday ending the pay period unless a holiday falls on that Monday then the payday will be the previous Friday. *It is understood that this change, will cause a day (April 25, 2025) where regular employees are not working in either the previously established pay period, or the newly established pay period. All employees will work Friday, April 25, 2005 from 7am until 11am and during the week of April 28 through May 2, they will work 7am until 3:30pm Monday through Thursday and 7am until 11am on Friday, to even the pay period hours worked.*

Travel expenses and mileage for approved travel will be reimbursed at the standard IRS rates with receipts.

**Probationary period.** The probationary period shall be regarded as an integral part of the terms and conditions of employment.

Any original appointment as a regular employee shall be subject to an initial probationary period. During the probationary period an employee may be transferred or dismissed at the City's sole discretion for any reason. A probationary employee shall have no right to appeal such a decision. Prior to expiration of the initial probationary period, the employee's performance shall be evaluated in writing by the employee's supervisor and given to the City Clerk-Administrator with a recommendation that the employee be dismissed or a statement that the employee has successfully completed the probationary period and can be considered a regular employee. All employees will have a six month initial probationary period.

### **Performance Evaluations**

The Clerk-Administrator will conduct an annual performance review on all full and regular part-time employees

### **Discipline Generally.**

The City shall have the right to discipline employees as the City Council deems necessary. The City shall have the right to lay off employees independent of the discipline process when the City Council deems necessary.

### **Discipline Process**

The following disciplinary measures are intended only to provide examples of types of discipline that may be imposed by the City. They are not meant to be exclusive, or to require the City to exhaust any particular step, in any particular order, or in any particular circumstance. The type of discipline imposed will be based upon the nature and severity of the infraction and the conditions surrounding the incident. The City retains the sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action will be imposed. The City reserves the right to terminate employees at any time when it believes such discipline is warranted.

Disciplinary actions taken by the City may include, but are not necessarily limited to the following:

a) Immediate Termination

An employee may be terminated from employment as a first or last disciplinary step.

b) Demotion

An employee may be demoted for disciplinary reasons if the City determines that such demotion is necessary.

c) Suspension

An employee may be suspended when the employee's behavior warrants such



disciplinary action.

d) Probation

An employee may receive a specific probationary period determined by the Administrator/Clerk or City Council to rectify behavior which requires disciplinary action.

e) Employee Warning

An employee may receive a verbal or written warning from the Administrator/Clerk or City Council to rectify behavior which requires disciplinary action.

REQUEST FOR RECONSIDERATION AND OPTIONAL HEARING PROCEDURE

- a) The procedures outlined in this section of the Agreement are established to provide a review and reconsideration at the employee's request of the application of discipline under this policy.
- b) Request for Reconsideration. A request for reconsideration of any discipline imposed by the City may be made and shall be processed in the following manner:

STEP 1. If the discipline was imposed by the Administrator/Clerk, the employee shall first make a written request for reconsideration by the Administrator/Clerk. Within ten days of such request, the Administrator/Clerk shall provide a written reply to such request. If the disciplinary action is upheld, the Administrator/Clerk shall state the reasons for upholding the disciplinary action.

STEP 2. If the employee is not satisfied with the response to the request for reconsideration, or if the discipline was imposed by the City Council, the employee may request a hearing before the City Council to reconsider the discipline. At such hearing, the employee may appear and present information or argument to the Council relating to the event or events giving rise to the disciplinary action and the disciplinary action imposed. The City Council may take action on the reconsideration request at such hearing, but in any event shall take action on such reconsideration request within 45 days.

Nothing in this Personnel Policy shall be applied in a manner that limits a veteran's rights granted under Minn. Stat. 197.46.

**Benefits**

PERA

## **Use of City Vehicles, Equipment and Property**

Any employee on City business shall use a City vehicle if an appropriate city vehicle is reasonably available. Use of City vehicles, when not part of routine city operations or part of the employee's routine responsibilities and duties of employment, must be approved by the immediate supervisor.

The use of City vehicles for personal reasons is prohibited. Violations of this provision may subject the employee to disciplinary action.

All employees using or operating City vehicles must have a valid drivers license as required for the type of vehicle being operated and follow all traffic regulations; any traffic violation issued to an employee is strictly the employee's responsibility. An employee who receives a DWI, on or off duty, may be subject to dismissal based on the skills required to perform the duties of the position.

Smoking is prohibited in all City vehicles.

City Employees shall not be allowed to use vehicles, equipment or facilities for personal use unless expressly authorized by the City Council.

### **Reasonable Suspicion Drug and Alcohol Testing**

Consistent with Minn. Stat. § 181.951, subd. 3, employees will be subject to alcohol and controlled substance testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol or a controlled substance; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol while working, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the city's policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample, and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify [Human Resources/the City Administrator] of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

### **Training, and Meal/mileage Reimbursements**

Periodically, employees will be required or allowed to attend professional training outside of the City of St. Augusta or to use their own personal vehicle for City business. **All overnight travel must be pre-approved.**

Mileage will be paid for anyone using their own vehicle at the current standard IRS Rate (\$.55/mile in 2009). Forms should be submitted to the City Administrator as soon as possible after incurred to be reimbursed with the bi-monthly payables.

Meal Allowance limits when out of the City or on City Business. Itemized receipts must be presented for reimbursement as soon as possible after incurred to be reimbursed with the bi-monthly payables. A maximum of \$35 will be reimbursed for a full day's meals. Alcoholic beverages are not reimbursable.

Hotel/Motel Accommodations when the stay has been pre-approved will be allowed at a standard two queen/one king room rate. Individuals who upgrade for any reason will be required to cover the difference.

Out of State Travel will only be allowed in special circumstances and must also be pre-approved.

**The City Council amended the meal reimbursement amount at their meeting on April 5, 2022 to \$50/day.**

City of St. Augusta

Ordinance # 2025-04

An Ordinance Amending the St. Augusta Zoning Ordinance Regarding Accessory Structures

THE CITY COUNCIL OF ST. AUGUSTA, STEARNS COUNTY, MINNESOTA, DOES ORDAIN AS FOLLOWS:

Section 1. Rescind and Replace Section. Section 15.04 Accessory Buildings of The St. Augusta Zoning Ordinance is hereby rescinded, and a new Section 15.04 is added as follows:

**15.04 ACCESSORY BUILDINGS**

- A) Farm buildings are exempt from the requirements of this Subsection, and Accessory Residential Dwellings are regulated by Section 23 of this Ordinance.
  
- B) Residential Uses:
  - 1) One of each of the following accessory buildings is allowed in the rear or side yard in Residential districts R-R, R-1, and R-2 and any A-1 lot that is primarily for residential use:
    - a. Detached private garage.
    - b. A shed that is not permanently affixed.
    - c. An enclosed and covered pet kennel.
  - 2) Freestanding gazebos are allowed in the front, rear, or side yard.
  - 3) On larger lots where the primary dwelling or structure is more than 100 feet from the front lot line, accessory buildings or structures may be in a front yard if it is no closer than 100 feet from the front lot line.
  - 4) Detached buildings for this ordinance include buildings attached by a breezeway or other similar method, with no continuous frost depth foundation and a fully enclosed attachment meeting all the standards of Section 16.07.
  - 5) The combined total floor area of a detached accessory building or buildings or detached garages shall not exceed the following maximum area requirements:

| <b>Lot Area Maximum</b> | <b>Total Floor Area of All Detached Accessory Structures</b> |
|-------------------------|--|
| up to 1 acre            | 2,000 square feet  |
| 1 acre to 2.00 acres    | 2,500 square feet  |
| 2.01 to 4.99 acres      | 3,000 square feet  |
| 5 acres to 6.99 acres   | No Limit   |

- 6) Accessory buildings with an area of one thousand (1,000) square feet or less may encroach into the required side and rear yard setbacks within the rear yard of a lot unless it is abutting a street. The setback shall not be less than ten (10) feet.
- C) Except as was otherwise noted, accessory buildings and uses for all principal uses shall conform to the setback requirements specified for the respective zoning district in which they are located.

D) No accessory uses or equipment such as air conditioning cooling structures or condensers that generate noise beyond established state standards may be located in a required side yard except for side yards abutting streets where equipment is fully screened from view

E) Height:

1) Accessory buildings shall comply with the following height limitations:

| Zoning District | Maximum Height   |
|-----------------|--|
| A-1             | 35 feet or the height of the principal structure, whichever is greater |
| R-R, R-1, R-2   | 25 feet  |
| B-1, B-2, I-1   | 35 feet  |

2) Accessory buildings may exceed the height limitations in Section 15.04.E.1 by conditional use permit subject to the provisions of Section 16.02.A of this Ordinance.

F) Building Type and Standards:

Accessory buildings on all lots less than 10 acres (regardless of building structure type – post/pole versus stick) shall be similar in design to the principal building relative to:

1. Exterior color schemes and detailing
2. Building materials and style
3. Overhang depth and details, if overhang is needed

Similar shall mean that the accessory structure has a substantial likeness, resemblance, or characteristics of the principal structure.

Section 2. Effective Date. This Ordinance shall be in force and effect upon adoption and publication in the official newspaper of the City in accordance with applicable law; The City may publish a summary of this Ordinance.

Section 6. Codification. City Staff is directed to codify the revisions to the Zoning Ordinance as enacted in this ordinance.

Passed and adopted by the City Council of the City of St. Augusta on this 1<sup>st</sup> day of April 2025.

ATTEST:

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Jeff Schmitz, Mayor

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William R. McCabe, City Administrator