

CITY OF ST. AUGUSTA CITY COUNCIL WORKSHOP MEETING

June 17, 2025

7:00 pm

AGENDA

1. Call Meeting to Order – Mayor Schmitz.
2. Pledge of Allegiance.
3. Consent Agenda
 - 3A. Bills Payable
 - 3B. Other
4. CIP Task Order – Moore Engineering
5. Road Condition Survey – Review Select Drone Footage
6. Initial Budget Discussion
7. Adjourn.

REMINDERS: Council Workshop Meeting, Tuesday, June 17, 7:00pm
Juneteenth Holiday, Thursday, June 19, City Hall Closed
Planning Commission Meeting, Monday, June 30, 6:00pm
City Council Meeting, Tuesday, July 1, 7:00pm
4th of July Holiday, Friday, July 4, City Hall Closed
Council Workshop Meeting, Tuesday, July 15, 7:00pm

City of St. Augusta

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*Check Summary Register©

Checks 06/04/25-06/17/25

Name	Check Date	Check Amt	
10100 STATE BANK OF KIMBAL			
24671	STEVES EXCAVATING	6/4/2025	\$80,005.00 CIP - PWD 2024 ST PROJECT
24672	BILL MCCABE	6/4/2025	\$30.94 G - BILL RX
24673	CRAFTSMAN CUSTOM HOMES	6/4/2025	\$200.00 G - ROW REFUND CRAFTSMAN CUSTOM H
24674	BLAKE MOTL	6/4/2025	\$50.00 PARK RENTAL REFUND
24675	BLASHACK, CHAD C.	6/9/2025	\$1,779.84
24676	CLAUSSEN, KIM M	6/9/2025	\$1,579.41
24677	HILL, MARY M	6/9/2025	\$875.46
24678	HOLLERMANN, PAUL A.	6/9/2025	\$1,700.85
24679	KIFFMEYER, MARK G.	6/9/2025	\$1,697.85
24680	McCABE, WILLIAM R.	6/9/2025	\$2,936.28
24681	SCHLUETER, STEVEN F.	6/9/2025	\$794.13
24682	VOIGT, MASON M	6/9/2025	\$489.50
24683	WAIBEL, THOMAS F.	6/9/2025	\$613.35
24684	WOLTERS, KENNETH G	6/9/2025	\$615.06
24685	AUGUSTA PLUMBING	6/17/2025	\$10,517.00 Parks - Kiffmeyer electric water heater
24686	BOLTON AND MENK	6/17/2025	\$2,049.00 G - LUTGEN \$1773 GEN PLANNING \$276
24687	CENTER POINT ENERGY	6/17/2025	\$83.15 fire dept - gas usage
24688	CITY OF ST. CLOUD	6/17/2025	\$29,191.06 water dept -
24689	COLD SPRING RECORD, INC	6/17/2025	\$156.95 FIRE - FIRE RELIEF RAFFLE TICKETS 700
24690	CRAFCO, INC	6/17/2025	\$2,500.00 PW - machine rental street fill
24691	GREAT AMERICA FINANCIAL SE	6/17/2025	\$119.82 G - PRINTER COPIER RENTAL
24692	KENNEY PRINTING, INC	6/17/2025	\$140.61 Parade - Flyers
24693	KRACKER JACKS DRUMLINE	6/17/2025	\$625.00 PARADE - REST OF PAYMENT
24694	NORTH STAR SIGNS & ENGRAVI	6/17/2025	\$829.30 PW - SIGNS NO TRUCKS, TRUCK ROUTE
24695	RMB ENVIRONMENTAL LABORA	6/17/2025	\$359.49 sewer dept - SAMPLE TESTING
24696	WEST CENTRAL SANITATION	6/17/2025	\$634.20 general - garbage service
24697	XCEL ENERGY	6/17/2025	\$88.75 G - CITY HALL ELECTRIC
24698	AFLAC	6/17/2025	\$515.48 g - employee paid insurance
24699	GOPHER STATE ONE-CALL	6/17/2025	\$46.80 water dept - locates
24700	HARVEST BANK	6/17/2025	\$1,250.00 Parade - Becker Marching Band
24701	LUX TRUCKS MOBILE SERVICE	6/17/2025	\$480.00 G - tire swap older truck to newer truck
24702	MOORE ENGINEERING	6/17/2025	\$30,639.50 CIP - 2024 street improvements
24703	NORTH STAR SIGNS & ENGRAVI	6/17/2025	\$360.00 G - 8-TRUCK ROUTE SIGNS, 12-NO TRUCKS
24704	OSMAN SHRINE CYCLE CORP	6/17/2025	\$1,250.00 PARADE - OSMAN SHRINE CYCLE CORP
24705	RMB ENVIRONMENTAL LABORA	6/17/2025	\$276.93 sewer dept - samples
24706	ST CLOUD SHRINE CLUB	6/17/2025	\$1,250.00 Parade - Shrine Club go karts
25313e	MN DEPT OF REVENUE	6/9/2025	\$954.96 emp pd state taxes
25314e	PERA	6/9/2025	\$2,430.64 emp pd pera
25315e	STATE BANK OF KIMBALL	6/9/2025	\$4,903.65 941 taxes
25316e	JOHN HANCOCK	6/9/2025	\$150.00 JOHN HANCOCK
Total Checks			\$185,169.96

Jeffery J Schmitz

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City of St. Augusta

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***Check Detail Register©**

Checks 06/05/25-06/17/25

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 STATE BANK OF KIMBAL					
24685	06/17/25	AUGUSTA PLUMBING			
E 101-45200-220		Repair/Maint Supply	\$3,283.00		Parks - Kiffmeyer park well tank
E 450-45200-430		Miscellaneous	\$5,126.00		Parks - Hidden Lake electric water heater
E 450-45200-430		Miscellaneous	\$2,108.00		Parks - Kiffmeyer electric water heater
		Total	\$10,517.00		
24686	06/17/25	BOLTON AND MENK			
E 101-41000-307		Planning (GENERAL)	\$2,049.00	0364514	G - LUTGEN \$1773 GEN PLANNING \$276
		Total	\$2,049.00		
24687	06/17/25	CENTER POINT ENERGY			
E 101-42270-387		Fire Dept Utilities	\$83.15		fire dept - gas usage
		Total	\$83.15		
24688	06/17/25	CITY OF ST. CLOUD			
E 601-49400-312		Water/Contract Services	\$17,207.21	AR034565	water dept -
E 602-49450-313		Sewer/Contract Services	\$6,997.54	AR034565	sewer dept -
E 602-47000-602		NR2 Project - principal/int	\$4,986.31	AR034565	sewer dept -
		Total	\$29,191.06		
24689	06/17/25	COLD SPRING RECORD, INC			
E 101-42270-430		Miscellaneous	\$156.95	53956	FIRE - FIRE RELIEF RAFFLE TICKETS 700
		Total	\$156.95		
24690	06/17/25	CRAFCO, INC			
E 101-41130-220		Repair/Maint Supply	\$2,500.00		PW - machine rental street fill
		Total	\$2,500.00		
24691	06/17/25	GREAT AMERICA FINANCIAL SERVICES			
E 101-41000-413		Office Equipment/Rental	\$119.82	39361687	G - PRINTER COPIER RENTAL
		Total	\$119.82		
24692	06/17/25	KENNEY PRINTING, INC			
E 608-41000-430		Miscellaneous	\$140.61	21230A	Parade - Flyers
		Total	\$140.61		
24693	06/17/25	KRACKER JACKS DRUMLINE			
E 608-41000-430		Miscellaneous	\$625.00		PARADE - REST OF PAYMENT
		Total	\$625.00		
24694	06/17/25	NORTH STAR SIGNS & ENGRAVING			
E 101-41130-226		Sign Repair Materials	\$596.00	27994	PW - SIGNS NO TRUCKS, TRUCK ROUTE
E 608-41000-430		Miscellaneous	\$233.30	27996	Parade - banners
		Total	\$829.30		
24695	06/17/25	RMB ENVIRONMENTAL LABORATORIES			
E 602-49450-316		Sample Analysis	\$359.49	D072236	D02 sewer dept - SAMPLE TESTING
		Total	\$359.49		
24696	06/17/25	WEST CENTRAL SANITATION			

City of St. Augusta

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Checks 06/05/25-06/17/25

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41000-384		Refuse/Garbage Disposal	\$225.22		general - garbage service
E 101-45200-384		Refuse/Garbage Disposal	\$372.59		parks dept - garbage service
E 101-42270-384		Refuse/Garbage Disposal	\$36.39		fire dept - garbage service
		Total	\$634.20		
24697	06/17/25	XCEL ENERGY			
E 101-41000-383		Gas Utilities	\$88.75		G - CITY HALL ELECTRIC
		Total	\$88.75		
24698	06/17/25	AFLAC			
G 101-21710		Other Deductions	\$364.40		g - employee paid insurance
G 601-21710		Other Deductions	\$75.54		g - employee paid insurance
G 602-21710		Other Deductions	\$75.54		g - employee paid insurance
		Total	\$515.48		
24699	06/17/25	GOPHER STATE ONE-CALL			
E 601-49400-314		Gopher State One Calls	\$23.40	5050764	water dept - locates
E 602-49450-314		Gopher State One Calls	\$23.40	5050764	sewer dept - locates
		Total	\$46.80		
24700	06/17/25	HARVEST BANK			
E 608-41000-430		Miscellaneous	\$1,250.00		Parade - Becker Marching Band
		Total	\$1,250.00		
24701	06/17/25	LUX TRUCKS MOBILE SERVICE			
E 101-42270-220		Repair/Maint Supply	\$480.00	W 3568	G - tire swap older truck to newer truck
		Total	\$480.00		
24702	06/17/25	MOORE ENGINEERING			
E 450-41130-230		Overlaying	\$11,281.00		CIP - DRONE FOOTAGE FOR CIP
E 450-41130-230		Overlaying	\$16,707.00	SIN002910	CIP - 2024 street improvements
E 607-41000-303		Engineering Fees	\$494.00	SIN002937	STORMWATER - implement storm water permit
E 450-41130-233		Seal Coating	\$2,157.50	SIN002968	CIP - 2024 OTTA SEAL ENGINEERING FEES
		Total	\$30,639.50		
24703	06/17/25	NORTH STAR SIGNS & ENGRAVING			
E 101-41130-226		Sign Repair Materials	\$360.00	28012	G - 8-TRUCK ROUTE SIGNS, 12-NO TRUCKS
		Total	\$360.00		
24704	06/17/25	OSMAN SHRINE CYCLE CORP			
E 608-41000-430		Miscellaneous	\$1,250.00		PARADE - OSMAN SHRINE CYCLE CORP
		Total	\$1,250.00		
24705	06/17/25	RMB ENVIRONMENTAL LABORATORIES			
E 602-49450-316		Sample Analysis	\$276.93		sewer dept - samples
		Total	\$276.93		
24706	06/17/25	ST CLOUD SHRINE CLUB			
E 608-41000-430		Miscellaneous	\$1,250.00		Parade - Shrine Club go karts
		Total	\$1,250.00		
25313 e	06/09/25	MN DEPT OF REVENUE			

City of St. Augusta

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Checks 06/05/25-06/17/25

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21702		State Withholding	\$888.22		State Tax - MN
G 601-21702		State Withholding	\$22.25		State Tax - MN
G 602-21702		State Withholding	\$22.25		State Tax - MN
G 607-21702		State Withholding	\$22.24		State Tax - MN
Total			\$954.96		
25314 e	06/09/25	PERA			
G 101-21704		PERA	\$367.00		KIFFMEYER, MARK G.
G 101-21704		PERA	\$589.79		McCABE, WILLIAM R.
G 601-21704		PERA	\$34.57		McCABE, WILLIAM R.
G 602-21704		PERA	\$34.57		McCABE, WILLIAM R.
G 607-21704		PERA	\$34.57		McCABE, WILLIAM R.
G 101-21704		PERA	\$150.46		SCHLUETER, STEVEN F.
G 101-21704		PERA	\$367.00		BLASHACK, CHAD C.
G 101-21704		PERA	\$349.87		HOLLERMANN, PAUL A.
G 101-21704		PERA	\$141.79		HILL, MARY M
G 601-21704		PERA	\$8.34		HILL, MARY M
G 602-21704		PERA	\$8.34		HILL, MARY M
G 607-21704		PERA	\$8.34		HILL, MARY M
G 101-21704		PERA	\$285.60		CLAUSSEN, KIM M
G 601-21704		PERA	\$16.80		CLAUSSEN, KIM M
G 602-21704		PERA	\$16.80		CLAUSSEN, KIM M
G 607-21704		PERA	\$16.80		CLAUSSEN, KIM M
Total			\$2,430.64		
25315 e	06/09/25	STATE BANK OF KIMBALL			
G 101-21701		Federal Withholding	\$1,789.06		941 taxes
G 101-21703		FICA Tax Withholding	\$2,240.48		941 taxes
G 101-21709		Medicare	\$524.00		941 taxes
G 601-21701		Federal Withholding	\$52.71		941 taxes
G 601-21703		FICA Tax Withholding	\$51.86		941 taxes
G 601-21709		Medicare	\$12.12		941 taxes
G 602-21701		Federal Withholding	\$52.71		941 taxes
G 602-21703		FICA Tax Withholding	\$51.86		941 taxes
G 602-21709		Medicare	\$12.12		941 taxes
G 607-21701		Federal Withholding	\$52.73		941 taxes
G 607-21703		FICA Tax Withholding	\$51.86		941 taxes
G 607-21709		Medicare	\$12.14		941 taxes
Total			\$4,903.65		
25316 e	06/09/25	JOHN HANCOCK			
G 101-21710		Other Deductions	\$150.00		JOHN HANCOCK
Total			\$150.00		
10100			\$91,802.29		

City of St. Augusta

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***Check Detail Register©**
Checks 06/05/25-06/17/25

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Fund Summary					
<u>10100 STATE BANK OF KIMBAL</u>					
101		GENERAL FUND	\$18,558.54		
450		CAPITAL PROJECT FUND	\$37,379.50		
601		WATER FUND	\$17,504.80		
602		SEWER FUND	\$12,917.86		
607		STORMWATER UTILITY	\$692.68		
608		ST. AUGUSTA PARADE FUND	\$4,748.91		
			<u>\$91,802.29</u>		

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City of St. Augusta

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Checks 06/04/25-06/17/25

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10100 STATE BANK OF KIMBAL					
24671	06/04/25	STEVES EXCAVATING			
E 450-41130-230		Overlaying	\$80,005.00		CIP - PWD 2024 ST PROJECT
		Total	\$80,005.00		
24672	06/04/25	BILL MCCABE			
G 101-21710		Other Deductions	\$30.94		G - BILL RX
		Total	\$30.94		
24673	06/04/25	CRAFTSMAN CUSTOM HOMES			
E 101-41000-430		Miscellaneous	\$200.00		G - ROW REFUND CRAFTSMAN CUSTOM HOMES
		Total	\$200.00		
24674	06/04/25	BLAKE MOTL			
E 101-45200-342		Refunds	\$50.00		PARK RENTAL REFUND
		Total	\$50.00		
24685	06/17/25	AUGUSTA PLUMBING			
E 101-45200-220		Repair/Maint Supply	\$3,283.00		Parks - Kiffmeyer park well tank
E 450-45200-430		Miscellaneous	\$5,126.00		Parks - Hidden Lake electric water heater
E 450-45200-430		Miscellaneous	\$2,108.00		Parks - Kiffmeyer electric water heater
		Total	\$10,517.00		
24686	06/17/25	BOLTON AND MENK			
E 101-41000-307		Planning (GENERAL)	\$2,049.00	0364514	G - LUTGEN \$1773 GEN PLANNING \$276
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E 101-42270-387		Fire Dept Utilities	\$83.15		fire dept - gas usage
		Total	\$83.15		
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E 601-49400-312		Water/Contract Services	\$17,207.21	AR034565	water dept -
E 602-49450-313		Sewer/Contract Services	\$6,997.54	AR034565	sewer dept -
E 602-47000-602		NR2 Project - principal/int	\$4,986.31	AR034565	sewer dept -
		Total	\$29,191.06		
24689	06/17/25	COLD SPRING RECORD, INC			
E 101-42270-430		Miscellaneous	\$156.95	53956	FIRE - FIRE RELIEF RAFFLE TICKETS 700
		Total	\$156.95		
24690	06/17/25	CRAFCO, INC			
E 101-41130-220		Repair/Maint Supply	\$2,500.00		PW - machine rental street fill
		Total	\$2,500.00		
24691	06/17/25	GREAT AMERICA FINANCIAL SERVICES			
E 101-41000-413		Office Equipment/Rental	\$119.82	39361687	G - PRINTER COPIER RENTAL
		Total	\$119.82		
24692	06/17/25	KENNEY PRINTING, INC			
E 608-41000-430		Miscellaneous	\$140.61	21230A	Parade - Flyers

City of St. Augusta

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Checks 06/04/25-06/17/25

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Total			\$140.61		
24693	06/17/25	KRACKER JACKS DRUMLINE			
E 608-41000-430		Miscellaneous	\$625.00		PARADE - REST OF PAYMENT
Total			\$625.00		
24694	06/17/25	NORTH STAR SIGNS & ENGRAVING			
E 101-41130-226		Sign Repair Materials	\$596.00	27994	PW - SIGNS NO TRUCKS, TRUCK ROUTE
E 608-41000-430		Miscellaneous	\$233.30	27996	Parade - banners
Total			\$829.30		
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E 602-49450-316		Sample Analysis	\$359.49		D072236 D02 sewer dept - SAMPLE TESTING
Total			\$359.49		
24696	06/17/25	WEST CENTRAL SANITATION			
E 101-41000-384		Refuse/Garbage Disposal	\$225.22		general - garbage service
E 101-45200-384		Refuse/Garbage Disposal	\$372.59		parks dept - garbage service
E 101-42270-384		Refuse/Garbage Disposal	\$36.39		fire dept - garbage service
Total			\$634.20		
24697	06/17/25	XCEL ENERGY			
E 101-41000-383		Gas Utilities	\$88.75		G - CITY HALL ELECTRIC
Total			\$88.75		
25313 e	06/09/25	MN DEPT OF REVENUE			
G 101-21702		State Withholding	\$888.22		State Tax - MN
G 601-21702		State Withholding	\$22.25		State Tax - MN
G 602-21702		State Withholding	\$22.25		State Tax - MN
G 607-21702		State Withholding	\$22.24		State Tax - MN
Total			\$954.96		
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G 101-21704		PERA	\$367.00		KIFFMEYER, MARK G.
G 101-21704		PERA	\$589.79		McCABE, WILLIAM R.
G 601-21704		PERA	\$34.57		McCABE, WILLIAM R.
G 602-21704		PERA	\$34.57		McCABE, WILLIAM R.
G 607-21704		PERA	\$34.57		McCABE, WILLIAM R.
G 101-21704		PERA	\$150.46		SCHLUETER, STEVEN F.
G 101-21704		PERA	\$367.00		BLASHACK, CHAD C.
G 101-21704		PERA	\$349.87		HOLLERMANN, PAUL A.
G 101-21704		PERA	\$141.79		HILL, MARY M
G 601-21704		PERA	\$8.34		HILL, MARY M
G 602-21704		PERA	\$8.34		HILL, MARY M
G 607-21704		PERA	\$8.34		HILL, MARY M
G 101-21704		PERA	\$285.60		CLAUSSEN, KIM M
G 601-21704		PERA	\$16.80		CLAUSSEN, KIM M
G 602-21704		PERA	\$16.80		CLAUSSEN, KIM M
G 607-21704		PERA	\$16.80		CLAUSSEN, KIM M
Total			\$2,430.64		

City of St. Augusta

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Checks 06/04/25-06/17/25

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25315 e	06/09/25	STATE BANK OF KIMBALL			
G 101-21701		Federal Withholding	\$1,789.06		941 taxes
G 101-21703		FICA Tax Withholding	\$2,240.48		941 taxes
G 101-21709		Medicare	\$524.00		941 taxes
G 601-21701		Federal Withholding	\$52.71		941 taxes
G 601-21703		FICA Tax Withholding	\$51.86		941 taxes
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G 602-21703		FICA Tax Withholding	\$51.86		941 taxes
G 602-21709		Medicare	\$12.12		941 taxes
G 607-21701		Federal Withholding	\$52.73		941 taxes
G 607-21703		FICA Tax Withholding	\$51.86		941 taxes
G 607-21709		Medicare	\$12.14		941 taxes
		Total	\$4,903.65		
25316 e	06/09/25	JOHN HANCOCK			
G 101-21710		Other Deductions	\$150.00		JOHN HANCOCK
		Total	\$150.00		
		10100	\$136,019.52		

Fund Summary

10100 STATE BANK OF KIMBAL

101 GENERAL FUND	\$17,635.08
450 CAPITAL PROJECT FUND	\$87,239.00
601 WATER FUND	\$17,405.86
602 SEWER FUND	\$12,541.99
607 STORMWATER UTILITY	\$198.68
608 ST. AUGUSTA PARADE FUND	\$998.91
	<u>\$136,019.52</u>

Jeffery J Schmitz



925 10th Avenue East
West Fargo, ND 58078

P: 701.282.4692
F: 701.282.4530



July 1, 2025

City of St. Augusta
Bill McCabe, City Administrator

1914 250th St
St. Augusta, Minnesota, 56301

Subject: Letter Agreement

City of St. Augusta
Capital Improvement Planning
Moore Project No 21008L

Dear Mr. McCabe,

In accordance with the City of St. Augusta ("Owner") request, Moore Engineering, Inc. ("Moore") is pleased to submit our proposal to provide Capital Improvement Planning assistance.

BACKGROUND:

City of St. Augusta manages over 44 miles of roadways. These facilities require routine maintenance and upkeep. In order to plan for maintenance and improvements, the owner is creating a Capital Improvement Plan (CIP) to help properly plan and budget.

GENERAL DESCRIPTION OF PROJECT:

Moore will assist the owner with evaluating the existing road system, recommending improvements, and creating estimates.

PROJECT OBJECTIVES:

The CIP will give the Owner the required information it needs to make informed decisions on how to use public money in the most effective and timely manner to preserve the city's infrastructure and plan for future growth. The CIP will provide the framework for the city to determine the proposed infrastructure improvements needed over the next five or more years. The CIP will also serve as a document that will align all stakeholders in moving forward on needed infrastructure improvements in a transparent manner.

Scope of Work

To meet the project objectives above, Moore proposes to provide the following services:

100: Existing Roadway Evaluation - Completed

200: Capital Improvement Planning

- Once the pavement type, age, condition and history are determined, Moore will provide a recommended treatment type and schedule for each road segment.
- Owner to help determine planning window (5 year, 10 year, 15 year or 20 year).
- Coordinate with the Public Works and City Council on review of the Comprehensive Plan and action items to be included in the CIP.
- Facilitate one (1) Public Works and City Council meeting to discuss initial scoping of the CIP. Initial agenda items may include the following:
 - Review proposed CIP projects. Identify projects that will require further Study.
 - Discuss the amount and timing of public involvement. Public Involvement can include surveys, Public Input meetings and Public Information meetings.
- Compile engineer's opinion of cost for recommended treatments.
- Prepare up to fifteen (15) preliminary exhibits for proposed CIP projects.

- Complete site visits as necessary to review any site constraints related to the feasibility of the proposed improvements.
- Prepare up to fifteen (15) preliminary cost estimates for CIP projects.

300: CIP Application Buildout

- Facilitate three (3) meetings with the City Administrator to review progress on exhibits and estimates as needed. This will also include an estimated amount of correspondence (email and phone) between each meeting.
- Facilitate two (2) meetings with the Public Works and City Council. This will also include an estimated amount of correspondence (email and phone) between each meeting.
 - The first meeting will review the preliminary list of projects, including exhibits, cost estimates and potential funding sources.
 - The second meeting will discuss and determine the proposed phasing schedule and potential funding sources
- Prepare the body for the CIP, which will provide the priority of each project as determined by the Owner, the proposed schedule for each project, and the potential financial impact to the city based on the schedule.
- Submit the preliminary CIP to the City Council for review. Moore will make any final edits based on comments from the City Council and submit the final CIP for approval.
- Final CIP Document.

Deliverable(s)

- Preliminary Exhibits for proposed projects
- Preliminary Cost Estimates for proposed projects
- Preliminary CIP
- Final CIP

Basis of Proposal

The following items form the basis of this Proposal:

- Moore will evaluate all paved sections of the existing road system.
 - Map provided of pavement conditions
 - GIS site access to review drone aerials for pavement conditions
- Moore will utilize proprietary online CIP application
- Assistance in Public Involvement, such as surveys or public meetings, has not been included in this scope of work. Based on feedback during the preparation of the CIP, Moore can amend this Agreement to include assistance in any public involvement process.
- The estimates prepared for the CIP will be very preliminary and only to be used for general budgeting and planning purposes within the CIP. Additional study may be required to develop more refined cost estimates prior to proceeding into the design phase on any given project.

Schedule

Moore will perform the Scope of Work listed above in accordance with the following schedule:

- 100: Existing Facility Evaluation: drone survey completed
- 200: Capital Improvement Planning: 1-2 months after Existing Facility Evaluation
- 300: CIP Application Buildout:

- Review draft CIP spreadsheet with owner: estimated to be September 2, 2025 (dependent on dates above).
- Final CIP spreadsheet deliverable date is dependent on feedback but is estimated to be within 1 month of revisions by owner.

Fee

Moore will perform the tasks specified in the Scope of Work above on a Category Billing Rate basis using the actual hours worked, times the appropriate Category Billing Rate plus the actual direct expenses incurred, including subconsultant fees, times a multiplier of 1.15. Category Billing Rates and expense costs listed in Attachment 1 are valid through the end of the current year. On January 1 in each subsequent year, Category Billing Rates and reimbursable expenses may be adjusted to meet market conditions.

	Description of Service	Amount
Phase 200	Capital Improvement Planning	\$37,894
Phase 300	CIP Application Buildout & Presentations	\$28,862
	Total Contract Amount	\$66,756

Based on our current understanding of the work, we estimate the overall fee for this project to be **\$66,756.00**. A detailed breakdown of task hours is shown in Attachment 2.

Standard Terms and Conditions

Our services will be provided in accordance with the Attachment 3 "Standard Terms and Conditions for Professional Services", which are integral to this proposal.

Closing

Should you find this Proposal acceptable, please have the authorized representative of the City of St. Augusta sign the Acceptance portion of this letter below and return one (1) fully executed copy of this Proposal to me. Receipt of a fully executed copy of this Proposal will serve as our Agreement and our Notice to Proceed. We appreciate the opportunity to submit this Proposal to City of St. Augusta, and we look forward to working with you on this Project. Should you have any questions or need additional information, please contact me by phone at (612) 699-0399.

Sincerely,




Chris Bunders, PE
Senior Project Manager

Acceptance for City of St. Augusta:

We hereby authorize Moore Engineering, Inc. to proceed with the work described above.

Signature	_____
Name	<u>Bill McCabe</u>
Title	<u>City Administrator</u>
Date	_____

This proposal is intended for the exclusive use of the Owner, and dissemination, distribution, and re-use by Owner requires Moore Engineering’s permission.

<div></div>							LABOR TOTAL	PM	MUNI	
								PROJECT MANAGER	SENIOR PE	PROJECT ENGINEER
Project Name: City of St. Augsta Capital Improvement Project										
Project Number: 21008L										
Client: City of St. Augsta										
DATE: 7/1/2025										
EVM DATE:										
PHASE	TASK NO.	PHASE DESCRIPTION	Defined Limits	Duration	TASK TOTAL	TASK HOURS TOTAL				
Phase	Phase No.	Task Name				Time Estimate				
200		200 - Capital Improvement Planning				\$37,894				
200	200.001	Project Scoping, Work Plan Development			\$8,552	40.00	\$8,552	8	16	16
200	200.002	Prepare preliminary exhibits for new projects			\$9,928	48.00	\$9,928	8	16	24
200	200.003	Site Visits			\$3,296	16.00	\$3,296	4	4	8
200	200.004	Prepare preliminary engineer's estimates			\$7,968	40.00	\$7,968	8	8	24
200	200.005	Public Works and City Council Meeting	1 meeting		\$2,900	12.00	\$2,900	4	8	
200	200.006	Review and correspondence with City on Comprehensive Plan			\$2,350	10.00	\$2,350	10		
200	200.007	Public Works Committee Meeting			\$2,900	12.00	\$2,900	4	8	
PHASE 200 - Capital Improvement Planning SUBTOTAL					\$37,894	\$178	\$37,894	46	60	72
								\$10,810	\$14,700	\$12,384
300		300 - CIP Application Buildout				\$28,862				
300	300.001	Prepare CIP			\$13,184	64.00	\$13,184	16	16	32
300	300.002	Final CIP Presentation to CC			\$2,608	12.00	\$2,608	4	4	4
300	300.003	Meetings and correspondence with City Administrator	3 meetings		\$7,760	32.00	\$7,760	8	24	
300	300.004	Public Works and City Council Meetings	2 meetings		\$5,310	22.00	\$5,310	8	14	
PHASE 300 - CIP Application Buildout SUBTOTAL					\$28,862	\$130	\$28,862	36	58	36
					\$66,756		\$66,756	82	118	108