

**CITY OF ST. AUGUSTA  
CITY COUNCIL MEETING  
JANUARY 20, 2026  
7:00 pm  
AGENDA**

1. Call Meeting to Order – Mayor Schmitz.
2. Pledge of Allegiance.
3. Consent Agenda
  - 3A. Bill's Payable and Treasurer's Report
  - 3B. St. Augusta American Legion excluded BINGO approval dates 3/22/26, 5/2/26, 11/7/26, and 11/15/26
  - 3C. Other
4. David Drown discussion on CIP budget for Gaberdine, includes Bill McCabe.
5. Bolton & Menk Proposal for Process Improvements for 2026.
6. Group meeting with planning commission to update ordinances.
  - 6A. Mike repeal THC ordinance
  - 6B. Bolton & Menk amendment suggestions.
7. Council Member Comments/Purview.
  - 7A. Genereux submitted pics for snow removal options.
8. Clerks report –
  - 8A. Midco emails – are we still using them?

**REMINDERS:**      Regular City Council Meeting, Wednesday, February 4, 2026 7:00pm  
                            Regular City Council Meeting, Tuesday, February 17, 2026 7:00pm  
                            Regular City Council Meeting, Tuesday, March 3, 2026 7:00pm  
                            Regular City Council Meeting, Tuesday, March 17, 2026 7:00pm

**City of St. Augusta  
City Council Meeting  
Tuesday, January 6, 2026**

**Administrative Summary**

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

**Shannon Sweeney with David Drown** – Shannon will discuss his recommendations on the use of the CIP budget and project timeline. His proposal is included in your packet. Bill will also be here as a rep for Moore to discuss their CIP GIS tool, and also, he has knowledge of past discussions of our current project and the budget for that project.

**St. Augusta American Legion** – just asking for approval for their extra BINGO dates.

**Bolton & Menk Proposal** – Jeff and I had a meeting with Robin on Dec 18<sup>th</sup> on future planning and their role with the city. Jeff wants her to be included in conversations especially in her specialty area of zoning/ordinances. She sent a proposal for you to review along with a fee schedule and timeline. GIS App and MS4 are listed on there, but Moore has provided the city with an updated GIS system, so I don't know that you want to pay for another one just yet.

**Group meeting with planning commission** – A general discussion on meeting preparedness and clarification on who to go to if there are questions that need to be answered to make educated decisions is the basic idea of this discussion. And then go over a few ordinances and update zoning based on issues with language.

**Ordinance 2022-02** – Mike has advised we repeal this ordinance as we can no longer apply it.

The cannabis zoning ordinance Mike mentions was approved 1/7/25, so we don't need to do anything with this.

# City of St. Augusta

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## \*Receipt Book

Transactions between 01/07/2026 and 01/20/2026

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
	16893 R 101-41000-3221	Building Permits	\$101.00	1/7/2026	G - Thelen plumbing #25-00351	1 2 26 RCT3
	16896 R 602-49450-3720	Sewer Sales	\$0.00	1/7/2026	sewer -	1 2 26 RCT3
	16896 R 607-41000-3710	Storm Sewer Sales	\$28.80	1/7/2026	SW -	1 2 26 RCT3
	16896 R 606-49450-3728	Sewer Replacement Fund	\$0.00	1/7/2026	SRF -	1 2 26 RCT3
	16896 R 605-43160-3740	Electricity Sales	\$0.00	1/7/2026	EU -	1 2 26 RCT3
	16896 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 2 26 RCT3
	16896 R 601-49400-3710	Water Sales	\$0.00	1/7/2026	water dept -	1 2 26 RCT3
	16900 R 602-49450-3720	Sewer Sales	\$338.20	1/7/2026	sewer -	1 2 25 RCT
	16900 R 606-49450-3728	Sewer Replacement Fund	\$10.64	1/7/2026	SRF -	1 2 25 RCT
	16900 R 605-43160-3740	Electricity Sales	\$6.00	1/7/2026	EU -	1 2 25 RCT
	16900 R 601-49400-3710	Water Sales	\$330.33	1/7/2026	water dept -	1 2 25 RCT
	16900 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 2 25 RCT
	16900 R 607-41000-3710	Storm Sewer Sales	\$86.40	1/7/2026	SW -	1 2 25 RCT
	16901 R 101-41000-3221	Building Permits	\$101.00	1/7/2026	G - PRECISE	1 2 26 RCT4
	16902 R 601-49400-3710	Water Sales	\$73.13	1/7/2026	water dept -	1 2 26 RCT4
	16902 R 607-41000-3710	Storm Sewer Sales	\$0.00	1/7/2026	SW -	1 2 26 RCT4
	16902 R 602-49450-3720	Sewer Sales	\$76.33	1/7/2026	sewer -	1 2 26 RCT4
	16902 R 606-49450-3728	Sewer Replacement Fund	\$1.60	1/7/2026	SRF -	1 2 26 RCT4
	16902 R 605-43160-3740	Electricity Sales	\$4.00	1/7/2026	EU -	1 2 26 RCT4
	16902 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 2 26 RCT4
	16903 R 101-41000-3340	Electric Permits	\$145.00	1/7/2026	G - BERTRAM #25-1212	1 6 26 RCT2
	16904 R 101-41000-3221	Building Permits	\$101.00	1/7/2026	G - MECH ENG. #25-296	1 2 26 RCT4
	16906 R 101-41000-3221	Building Permits	\$202.00	1/7/2026	G - LEGACY #25-338, 330	1 6 26 RCT2
	16907 R 101-41000-3225	Park Shelter Rental	\$1,134.24	1/7/2026	G - 9 PARK RENTALS	1 5 26 RCT2
	16907 R 101-41000-3103	Sales Tax	\$70.92	1/7/2026	general - shelter rental tax	1 5 26 RCT2
	16908 R 101-41000-3103	Sales Tax	\$7.88	1/7/2026	general - shelter rental tax	1 7 26 RCT2
	16908 R 101-41000-3225	Park Shelter Rental	\$175.00	1/7/2026	G -	1 7 26 RCT2
	16909 R 607-41000-3710	Storm Sewer Sales	\$28.80	1/7/2026	SW -	1 7 26 RCT2
	16909 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 7 26 RCT2
	16909 R 601-49400-3710	Water Sales	\$0.00	1/7/2026	water dept -	1 7 26 RCT2
	16909 R 101-41000-3225	Park Shelter Rental	\$2,926.36	1/7/2026	G - PARK RESERVATIONS 21	1 6 26 RCT
	16909 R 602-49450-3720	Sewer Sales	\$0.00	1/7/2026	sewer -	1 7 26 RCT2
	16909 R 101-41000-3103	Sales Tax	\$165.48	1/7/2026	general - shelter rental tax	1 6 26 RCT
	16909 R 605-43160-3740	Electricity Sales	\$0.00	1/7/2026	EU -	1 7 26 RCT2
	16909 R 606-49450-3728	Sewer Replacement Fund	\$0.00	1/7/2026	SRF -	1 7 26 RCT2
	16910 R 101-41000-3410	Assessment Search Fees	\$10.00	1/7/2026	G - EPIC	1 6 26 RCT2
	16911 R 101-41000-3225	Park Shelter Rental	\$175.00	1/7/2026	G -	1 7 26 RCT2
	16911 R 101-41000-3103	Sales Tax	\$7.88	1/7/2026	general - shelter rental tax	1 7 26 RCT2
	16912 R 101-41000-3221	Building Permits	\$202.00	1/7/2026	G - FINKEN 2 PERMITS	1 7 26 RCT2
	16913 R 101-41000-3103	Sales Tax	\$7.88	1/7/2026	general - shelter rental tax	1 6 26 RCT2
	16913 R 101-41000-3225	Park Shelter Rental	\$150.00	1/7/2026	G - PARK RESERVATION	1 6 26 RCT2
	16914 R 101-41000-3103	Sales Tax	\$7.88	1/7/2026	general - shelter rental tax	1 7 26 RCT
	16914 R 101-41000-3225	Park Shelter Rental	\$175.00	1/7/2026		1 7 26 RCT
	16915 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 6 26 RCT2
	16915 R 601-49400-3710	Water Sales	\$611.59	1/7/2026	water dept -	1 6 26 RCT2
	16915 R 602-49450-3720	Sewer Sales	\$585.63	1/7/2026	sewer -	1 6 26 RCT2
	16915 R 606-49450-3728	Sewer Replacement Fund	\$15.52	1/7/2026	SRF -	1 6 26 RCT2
	16915 R 607-41000-3710	Storm Sewer Sales	\$992.80	1/7/2026	SW -	1 6 26 RCT2
	16915 R 605-43160-3740	Electricity Sales	\$19.02	1/7/2026	EU -	1 6 26 RCT2
	16917 R 607-41000-3710	Storm Sewer Sales	\$0.00	1/7/2026	SW -	1 2 26 RCT2

**City of St. Augusta**  
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Transactions between 01/07/2026 and 01/20/2026

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
16917R	602-49450-3720	Sewer Sales	\$59.85	1/7/2026	sewer -	1 2 26 RCT2
16917R	606-49450-3728	Sewer Replacement Fund	\$2.86	1/7/2026	SRF -	1 2 26 RCT2
16917R	605-43160-3740	Electricity Sales	\$2.21	1/7/2026	EU -	1 2 26 RCT2
16917R	601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 2 26 RCT2
16917R	601-49400-3710	Water Sales	\$60.26	1/7/2026	water dept -	1 2 26 RCT2
16918R	602-49450-3720	Sewer Sales	\$85.82	1/7/2026	sewer -	1 6 26 RCT3
16918R	606-49450-3728	Sewer Replacement Fund	\$3.69	1/7/2026	SRF -	1 6 26 RCT3
16918R	605-43160-3740	Electricity Sales	\$3.96	1/7/2026	EU -	1 6 26 RCT3
16918R	601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 6 26 RCT3
16918R	601-49400-3710	Water Sales	\$86.47	1/7/2026	water dept -	1 6 26 RCT3
16918R	607-41000-3710	Storm Sewer Sales	\$28.80	1/7/2026	SW -	1 6 26 RCT3
16919R	606-49450-3728	Sewer Replacement Fund	\$0.00	1/7/2026	SRF -	1 5 26 RCT
16919R	607-41000-3710	Storm Sewer Sales	\$28.80	1/7/2026	SW -	1 5 26 RCT
16919R	602-49450-3720	Sewer Sales	\$76.13	1/7/2026	sewer -	1 5 26 RCT
16919R	601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 5 26 RCT
16919R	601-49400-3710	Water Sales	\$73.33	1/7/2026	water dept -	1 5 26 RCT
16919R	605-43160-3740	Electricity Sales	\$0.00	1/7/2026	EU -	1 5 26 RCT
16921R	101-41000-3410	Assessment Search Fees	\$10.00	1/12/2026	G - EPIC	1 8 26 RCT
16922R	101-41000-3225	Park Shelter Rental	\$150.00	1/7/2026	g -	1 7 26 RCT
16922R	101-41000-3103	Sales Tax	\$7.88	1/7/2026	general - shelter rental tax	1 7 26 RCT
16923R	101-41000-3225	Park Shelter Rental	\$149.12	1/7/2026	G -	1 7 26 RCT
16923R	101-41000-3103	Sales Tax	\$7.88	1/7/2026	general - shelter rental tax	1 7 26 RCT
16924R	450-41000-3130	General Sales and Use Tax	\$28,635.19	1/7/2026	G - AUG SALES TAX	1 7 26 RCT
16925R	101-41000-3221	Building Permits	\$126.00	1/12/2026	G - MARK DAVID PLUMBING #26-0	1 8 26 RCT
16926R	605-43160-3740	Electricity Sales	\$0.00	1/12/2026	EU -	1 8 26 RCT
16926R	607-41000-3710	Storm Sewer Sales	\$86.40	1/12/2026	SW -	1 8 26 RCT
16926R	602-49450-3720	Sewer Sales	\$0.00	1/12/2026	sewer -	1 8 26 RCT
16926R	606-49450-3728	Sewer Replacement Fund	\$0.00	1/12/2026	SRF -	1 8 26 RCT
16926R	601-49400-3130	General Sales and Use Tax	\$0.00	1/12/2026	water dept -	1 8 26 RCT
16926R	601-49400-3710	Water Sales	\$0.00	1/12/2026	water dept -	1 8 26 RCT
16927R	101-41000-3340	Electric Permits	\$65.00	1/12/2026	G - PERMIT	1 9 26 RCT2
16928R	607-41000-3710	Storm Sewer Sales	\$847.20	1/7/2026	SW -	1 7 26 RCT
16928R	602-49450-3720	Sewer Sales	\$285.60	1/7/2026	sewer -	1 7 26 RCT
16928R	606-49450-3728	Sewer Replacement Fund	\$9.67	1/7/2026	SRF -	1 7 26 RCT
16928R	601-49400-3710	Water Sales	\$257.69	1/7/2026	water dept -	1 7 26 RCT
16928R	605-43160-3740	Electricity Sales	\$6.12	1/7/2026	EU -	1 7 26 RCT
16928R	601-49400-3130	General Sales and Use Tax	\$0.00	1/7/2026	water dept -	1 7 26 RCT
16929R	101-41000-3103	Sales Tax	\$7.88	1/12/2026	general - shelter rental tax	1 9 26 rct3
16929R	101-41000-3225	Park Shelter Rental	\$150.00	1/12/2026	g - kiff	1 9 26 rct3
16930R	101-41000-3221	Building Permits	\$1,977.25	1/12/2026	G - MARK LOEHRER #26-000001	1 9 26 RCT2
16931R	101-41000-3103	Sales Tax	\$7.88	1/12/2026	general - shelter rental tax	1 9 26 RCT2
16931R	101-41000-3225	Park Shelter Rental	\$150.00	1/12/2026	G - KIFFMEYER	1 9 26 RCT2
16932R	602-49450-3720	Sewer Sales	\$683.25	1/12/2026	sewer -	1 9 26 RCT2
16932R	607-41000-3710	Storm Sewer Sales	\$415.20	1/12/2026	SW -	1 9 26 RCT2
16932R	606-49450-3728	Sewer Replacement Fund	\$20.72	1/12/2026	SRF -	1 9 26 RCT2
16932R	605-43160-3740	Electricity Sales	\$5.99	1/12/2026	EU -	1 9 26 RCT2
16932R	601-49400-3130	General Sales and Use Tax	\$6.96	1/12/2026	water dept -	1 9 26 RCT2
16932R	601-49400-3710	Water Sales	\$665.98	1/12/2026	water dept -	1 9 26 RCT2
16933R	101-41000-3103	Sales Tax	\$7.88	1/12/2026	general - shelter rental tax	1 12 26 rct3
16933R	101-41000-3225	Park Shelter Rental	\$150.00	1/12/2026	g	1 12 26 rct3

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Transactions between 01/07/2026 and 01/20/2026

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
16934R	607-41000-3710	Storm Sewer Sales	\$57.60	1/12/2026	SW -	1 12 26 rct3
16934R	602-49450-3720	Sewer Sales	\$0.00	1/12/2026	sewer -	1 12 26 rct3
16934R	606-49450-3728	Sewer Replacement Fund	\$0.00	1/12/2026	SRF -	1 12 26 rct3
16934R	605-43160-3740	Electricity Sales	\$0.00	1/12/2026	EU -	1 12 26 rct3
16934R	601-49400-3130	General Sales and Use Tax	\$0.00	1/12/2026	water dept -	1 12 26 rct3
16934R	601-49400-3710	Water Sales	\$0.00	1/12/2026	water dept -	1 12 26 rct3
16935R	602-49450-3720	Sewer Sales	\$825.81	1/12/2026	sewer -	1 9 26 RCT
16935R	601-49400-3130	General Sales and Use Tax	\$0.00	1/12/2026	water dept -	1 9 26 RCT
16935R	606-49450-3728	Sewer Replacement Fund	\$27.08	1/12/2026	SRF -	1 9 26 RCT
16935R	605-43160-3740	Electricity Sales	\$16.00	1/12/2026	EU -	1 9 26 RCT
16935R	607-41000-3710	Storm Sewer Sales	\$28.80	1/12/2026	SW -	1 9 26 RCT
16935R	601-49400-3710	Water Sales	\$807.79	1/12/2026	water dept -	1 9 26 RCT
16936R	601-49400-3130	General Sales and Use Tax	\$0.00	1/12/2026	water dept -	1 12 26 rct3
16936R	601-49400-3710	Water Sales	\$73.13	1/12/2026	water dept -	1 12 26 rct3
16936R	606-49450-3728	Sewer Replacement Fund	\$0.01	1/12/2026	SRF -	1 12 26 rct3
16936R	602-49450-3720	Sewer Sales	\$76.33	1/12/2026	sewer -	1 12 26 rct3
16936R	607-41000-3710	Storm Sewer Sales	\$0.00	1/12/2026	SW -	1 12 26 rct3
16936R	605-43160-3740	Electricity Sales	\$0.00	1/12/2026	EU -	1 12 26 rct3
16937R	602-49450-3720	Sewer Sales	\$139.99	1/12/2026	sewer -	1 9 26 rct4
16937R	607-41000-3710	Storm Sewer Sales	\$0.00	1/12/2026	SW -	1 9 26 rct4
16937R	606-49450-3728	Sewer Replacement Fund	\$6.24	1/12/2026	SRF -	1 9 26 rct4
16937R	605-43160-3740	Electricity Sales	\$2.00	1/12/2026	EU -	1 9 26 rct4
16937R	601-49400-3130	General Sales and Use Tax	\$0.00	1/12/2026	water dept -	1 9 26 rct4
16937R	601-49400-3710	Water Sales	\$138.37	1/12/2026	water dept -	1 9 26 rct4
16939R	101-41000-3500	Fines and Forfeits	\$59.99	1/12/2026	general -	1 12 26 rct2
16940R	101-41000-3340	Electric Permits	\$14.00	1/15/2026	G - #1164 REMAINING BALANCE	1 13 26 rct
16941R	606-49450-3728	Sewer Replacement Fund	\$11.78	1/12/2026	SRF -	1 12 26 rct
16941R	450-42270-3623	Contributions and Donations	\$2,000.00	1/15/2026	FD - CLUB ALMAR MEAT RAFFLE	1 13 26 rct
16941R	602-49450-3720	Sewer Sales	\$270.94	1/12/2026	sewer -	1 12 26 rct
16941R	605-43160-3740	Electricity Sales	\$4.90	1/12/2026	EU -	1 12 26 rct
16941R	601-49400-3130	General Sales and Use Tax	\$0.00	1/12/2026	water dept -	1 12 26 rct
16941R	601-49400-3710	Water Sales	\$282.60	1/12/2026	water dept -	1 12 26 rct
16941R	607-41000-3710	Storm Sewer Sales	\$0.00	1/12/2026	SW -	1 12 26 rct
16942R	606-49450-3728	Sewer Replacement Fund	\$113.80	1/15/2026	SRF -	1 13 26 rct
16942R	602-49450-3720	Sewer Sales	\$3,494.70	1/15/2026	sewer -	1 13 26 rct
16942R	605-43160-3740	Electricity Sales	\$52.00	1/15/2026	EU -	1 13 26 rct
16942R	601-49400-3130	General Sales and Use Tax	\$28.30	1/15/2026	water dept -	1 13 26 rct
16942R	601-49400-3710	Water Sales	\$3,467.06	1/15/2026	water dept -	1 13 26 rct
16942R	607-41000-3710	Storm Sewer Sales	\$1,106.40	1/15/2026	SW -	1 13 26 rct
16943R	101-41000-3225	Park Shelter Rental	\$175.00	1/15/2026	G - HL	1 14 26 RCT
16943R	101-41000-3103	Sales Tax	\$7.88	1/15/2026	general - shelter rental tax	1 14 26 RCT
16944R	602-49450-3720	Sewer Sales	\$218.84	1/15/2026	sewer -	1 13 26 RCT2
16944R	607-41000-3710	Storm Sewer Sales	\$0.00	1/15/2026	SW -	1 13 26 RCT2
16944R	606-49450-3728	Sewer Replacement Fund	\$8.63	1/15/2026	SRF -	1 13 26 RCT2
16944R	605-43160-3740	Electricity Sales	\$6.00	1/15/2026	EU -	1 13 26 RCT2
16944R	601-49400-3130	General Sales and Use Tax	\$0.00	1/15/2026	water dept -	1 13 26 RCT2
16944R	601-49400-3710	Water Sales	\$214.28	1/15/2026	water dept -	1 13 26 RCT2
16945R	101-41000-3340	Electric Permits	\$81.00	1/15/2026	G - #21-0101	1 14 26 RCT
16946R	607-41000-3710	Storm Sewer Sales	\$28.80	1/15/2026	SW -	1 15 26 rct2
16946R	606-49450-3728	Sewer Replacement Fund	\$0.00	1/15/2026	SRF -	1 15 26 rct2

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Transactions between 01/07/2026 and 01/20/2026

Refer	Account	Last Dim Descr	Amount	Tran Date	Comments	Batch Name
	16946 R 602-49450-3720	Sewer Sales	\$0.00	1/15/2026	sewer -	1 15 26 rct2
	16946 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/15/2026	water dept -	1 15 26 rct2
	16946 R 601-49400-3710	Water Sales	\$0.00	1/15/2026	water dept -	1 15 26 rct2
	16946 R 605-43160-3740	Electricity Sales	\$0.00	1/15/2026	EU -	1 15 26 rct2
	16948 R 601-49400-3710	Water Sales	\$992.36	1/15/2026	water dept -	1 14 26 RCT
	16948 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/15/2026	water dept -	1 14 26 RCT
	16948 R 607-41000-3710	Storm Sewer Sales	\$172.60	1/15/2026	SW -	1 14 26 RCT
	16948 R 602-49450-3720	Sewer Sales	\$1,009.46	1/15/2026	sewer -	1 14 26 RCT
	16948 R 606-49450-3728	Sewer Replacement Fund	\$30.92	1/15/2026	SRF -	1 14 26 RCT
	16948 R 605-43160-3740	Electricity Sales	\$20.20	1/15/2026	EU -	1 14 26 RCT
	16949 R 601-49400-3710	Water Sales	\$247.13	1/15/2026	water dept -	1 14 26 RCT2
	16949 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/15/2026	water dept -	1 14 26 RCT2
	16949 R 607-41000-3710	Storm Sewer Sales	\$28.80	1/15/2026	SW -	1 14 26 RCT2
	16949 R 602-49450-3720	Sewer Sales	\$246.95	1/15/2026	sewer -	1 14 26 RCT2
	16949 R 606-49450-3728	Sewer Replacement Fund	\$10.90	1/15/2026		1 14 26 RCT2
	16949 R 605-43160-3740	Electricity Sales	\$4.00	1/15/2026	EU -	1 14 26 RCT2
	16950 R 601-49400-3715	Water Connect/Reconnect Fe	\$75.00	1/15/2026	WATER - Terdora Hundely	1.15.26 RCT
	16951 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/15/2026	water dept -	1.15.26 RCT
	16951 R 607-41000-3710	Storm Sewer Sales	\$287.20	1/15/2026	SW -	1.15.26 RCT
	16951 R 602-49450-3720	Sewer Sales	\$1,026.06	1/15/2026	sewer -	1.15.26 RCT
	16951 R 605-43160-3740	Electricity Sales	\$26.74	1/15/2026	EU -	1.15.26 RCT
	16951 R 601-49400-3710	Water Sales	\$1,121.19	1/15/2026	water dept -	1.15.26 RCT
	16951 R 606-49450-3728	Sewer Replacement Fund	\$26.28	1/15/2026	SRF -	1.15.26 RCT
	16952 R 602-49450-3720	Sewer Sales	\$366.64	1/15/2026	sewer -	1 15 26 rct3
	16952 R 605-43160-3740	Electricity Sales	\$14.17	1/15/2026	EU -	1 15 26 rct3
	16952 R 607-41000-3710	Storm Sewer Sales	\$0.00	1/15/2026	SW -	1 15 26 rct3
	16952 R 606-49450-3728	Sewer Replacement Fund	\$10.11	1/15/2026	SRF -	1 15 26 rct3
	16952 R 601-49400-3710	Water Sales	\$355.93	1/15/2026	water dept -	1 15 26 rct3
	16952 R 601-49400-3130	General Sales and Use Tax	\$0.00	1/15/2026	water dept -	1 15 26 rct3
<b>Grand Total</b>			<b>\$64,397.92</b>			

**City of St. Augusta**

01/16/26 7:59 AM

Page 1

**\*Check Summary Register©**

Checks 01/07/26-01/20/26

	Name	Check Date	Check Amt
<b>10100 STATE BANK OF KIMBAL</b>			
25483e	BLUE CROSS BLUE SHIELD	1/15/2026	\$6,750.71 Chad - employer paid insurance
25484e	STEARNS ELECTRIC ASSOCIATI	1/15/2026	\$1,917.09 fire dept - fire hall
25485e	PERA	1/16/2026	\$1,870.81 emp pd pera
25486e	SHELTER POINT	1/16/2026	\$78.84 MN PAID LEAVE
25487e	STATE BANK OF KIMBALL	1/16/2026	\$3,243.88 941 taxes
25488e	JOHN HANCOCK	1/16/2026	\$150.00 G - Mark \$100, Paul \$50
28782	BOLTON AND MENK	1/20/2026	\$285.00 G - Services from 11/8-12/5
28783	CENTER POINT ENERGY	1/20/2026	\$786.86 fire dept - gas usage
28784	CITY OF ST. CLOUD	1/20/2026	\$30,377.65 water dept -
28785	CLEAN EARTH GEOTHERMAL	1/20/2026	\$712.87 FD - SERVICE CLEANINGS 2 FURNAHCES 3
28786	DVS RENEWAL	1/20/2026	\$297.00
28787	FIRE SAFETY USA	1/20/2026	\$685.45 FD - TANK TO PUMP PIPE, BALL VALVE
28788	GALLS	1/20/2026	\$30.90 FD - SHIRT
28789	GREAT AMERICA FINANCIAL SE	1/20/2026	\$132.78 G - PRINTER LEASE
28790	IAMRESPONDING	1/20/2026	\$505.00 FD - EXCEEDING 100 EVENT ANNUAL LIMIT
28791	INSPECTRON	1/20/2026	\$28,542.65 G - DEC 2025
28792	LEAGUE OF MN CITIES	1/20/2026	\$810.00 STORM - MN CITIES STORMWATER COALIT
28793	RMB ENVIRONMENTAL LABORA	1/20/2026	\$113.91 sewer dept -
28794	STERICYCLE INC	1/20/2026	\$32.77 FIRE DEPT - SUBSCRIPTION
28795	TRAUT COMPANIES	1/20/2026	\$70.00 w - sample analysis
28796	TRI-COUNTY HUMANE SOCIETY	1/20/2026	\$300.00 G - 3 STRAY CATS INTAKE
28797	WEST CENTRAL SANITATION	1/20/2026	\$266.70 general - garbage service
28798	BLASHACK, CHAD C.	1/16/2026	\$1,921.65
28799	CLAUSSEN, KIM M	1/16/2026	\$2,446.63
28800	HILL, MARY M	1/16/2026	\$995.02
28801	HOLLERMANN, PAUL A.	1/16/2026	\$1,555.60
28802	KIFFMEYER, MARK G.	1/16/2026	\$1,763.23
28803	SCHLUETER, STEVEN F.	1/16/2026	\$203.81
<b>Total Checks</b>			<b>\$86,846.81</b>

Jeffery J Schmitz

FILTER: [Check Date] between #01/07/26# and #01/20/26# and [Check Nbr]&gt;0 and [Cash Act]='10100'

**\*Check Detail Register©**

Checks 01/07/26-01/20/26

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 STATE BANK OF KIMBAL</b>					
25483 e	01/15/26	BLUE CROSS BLUE SHIELD			
E 602-49450-131		Employer Paid Health	\$553.54	26010245176	Chad - employer paid insurance
E 601-49400-131		Employer Paid Health	\$553.54	26010245176	Chad - employer paid insurance
E 101-41130-131		Employer Paid Health	\$2,005.65	26010245176	Mark, Paul - employer paid insurance
G 101-21710		Other Dedications	\$1,375.66	26010245176	Mark/Paul - employee paid family insurance
E 101-41000-131		Employer Paid Health	\$886.66	26010245176	Kim - employer paid insurance
E 101-41130-131		Employer Paid Health	\$1,375.66	26010245176	MARK/PAUL - EMPLOYER PAID FAMILY
		Total	\$6,750.71		
25484 e	01/15/26	STEARNS ELECTRIC ASSOCIATION			
E 101-42270-387		Fire Dept Utilities	\$360.25		fire dept - fire hall
E 101-45200-381		Electric Utilities	\$54.34		parks dept - HLP
E 101-41000-381		Electric Utilities	\$211.15		general - city hall
E 101-42270-387		Fire Dept Utilities	\$71.75		fire dept - fire hydrant
E 101-41000-381		Electric Utilities	\$58.00		general - 2 meters
E 602-49450-381		Electric Utilities	\$300.49		sewer dept - lift station 1
E 101-41000-381		Electric Utilities	\$67.66		general - city hall
E 101-41000-381		Electric Utilities	\$9.75		general - street light
E 602-49450-381		Electric Utilities	\$99.37		sewer dept - lift station 2
E 605-43160-380		Utility Services (GENERA	\$90.75		EU - Emerald Ponds
E 101-45200-381		Electric Utilities	\$44.00		parks dept - KP
E 605-43160-380		Utility Services (GENERA	\$124.50		EU - Blackberry Farms
E 605-43160-380		Utility Services (GENERA	\$108.00		EU - Emerald Ponds
E 101-41000-381		Electric Utilities	\$129.37		general - State Hwy 15 light
E 602-49450-381		Electric Utilities	\$37.75		sewer dept - lift station
E 101-41000-381		Electric Utilities	\$41.65		general - Lion's Sign
E 601-49400-381		Electric Utilities	\$35.62		water dept - flow meter
E 101-45200-381		Electric Utilities	\$72.69		parks dept - HLP shelter
		Total	\$1,917.09		
25485 e	01/16/26	PERA			
G 101-21704		PERA	\$369.61		KIFFMEYER, MARK G.
G 607-21704		PERA	\$19.34		KIFFMEYER, MARK G.
G 101-21704		PERA	\$33.24		SCHLUETER, STEVEN F.
G 101-21704		PERA	\$58.02		BLASHACK, CHAD C.
G 601-21704		PERA	\$155.79		BLASHACK, CHAD C.
G 602-21704		PERA	\$155.80		BLASHACK, CHAD C.
G 607-21704		PERA	\$19.34		BLASHACK, CHAD C.
G 101-21704		PERA	\$297.07		HOLLERMANN, PAUL A.
G 601-21704		PERA	\$36.87		HOLLERMANN, PAUL A.
G 602-21704		PERA	\$36.87		HOLLERMANN, PAUL A.
G 101-21704		PERA	\$18.48		HILL, MARY M
G 601-21704		PERA	\$73.94		HILL, MARY M
G 602-21704		PERA	\$73.94		HILL, MARY M
G 607-21704		PERA	\$18.50		HILL, MARY M
G 101-21704		PERA	\$428.40		CLAUSSEN, KIM M
G 601-21704		PERA	\$25.20		CLAUSSEN, KIM M
G 602-21704		PERA	\$25.20		CLAUSSEN, KIM M

**\*Check Detail Register©**

Checks 01/07/26-01/20/26

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 607-21704		PERA	\$25.20		CLAUSSEN, KIM M
		Total	\$1,870.81		
<b>25486 e</b>	<b>01/16/26</b>	<b>SHELTER POINT</b>			
G 101-21712		MN Paid Leave	\$50.78		MN Paid Leave Benefit
G 601-21712		MN Paid Leave	\$12.29		MN Paid Leave Benefit
G 602-21712		MN Paid Leave	\$12.29		MN Paid Leave Benefit
G 607-21712		MN Paid Leave	\$3.48		MN Paid Leave Benefit
		Total	\$78.84		
<b>25487 e</b>	<b>01/16/26</b>	<b>STATE BANK OF KIMBALL</b>			
G 101-21701		Federal Withholding	\$757.65		941 taxes
G 101-21703		FICA Tax Withholding	\$1,067.12		941 taxes
G 101-21709		Medicare	\$249.56		941 taxes
G 601-21701		Federal Withholding	\$193.29		941 taxes
G 601-21703		FICA Tax Withholding	\$258.48		941 taxes
G 601-21709		Medicare	\$60.46		941 taxes
G 602-21701		Federal Withholding	\$193.33		941 taxes
G 602-21703		FICA Tax Withholding	\$258.44		941 taxes
G 602-21709		Medicare	\$60.44		941 taxes
G 607-21701		Federal Withholding	\$55.11		941 taxes
G 607-21703		FICA Tax Withholding	\$72.96		941 taxes
G 607-21709		Medicare	\$17.04		941 taxes
		Total	\$3,243.88		
<b>25488 e</b>	<b>01/16/26</b>	<b>JOHN HANCOCK</b>			
G 101-21710		Other Dedications	\$150.00		G - Mark \$100, Paul \$50
		Total	\$150.00		
<b>28782</b>	<b>01/20/26</b>	<b>BOLTON AND MENK</b>			
E 101-41000-307		Planning (GENERAL)	\$285.00	0384127	G - Services from 11/8-12/5
		Total	\$285.00		
<b>28783</b>	<b>01/20/26</b>	<b>CENTER POINT ENERGY</b>			
E 101-42270-387		Fire Dept Utilities	\$786.86		fire dept - gas usage
		Total	\$786.86		
<b>28784</b>	<b>01/20/26</b>	<b>CITY OF ST. CLOUD</b>			
E 601-49400-312		Water/Contract Services	\$18,266.21	AR036333	water dept -
E 602-49450-313		Sewer/Contract Services	\$7,125.13	AR036333	sewer dept -
E 602-47000-602		NR2 Project - principal/int	\$4,986.31	AR036333	sewer dept -
		Total	\$30,377.65		
<b>28785</b>	<b>01/20/26</b>	<b>CLEAN EARTH GEOTHERMAL</b>			
E 101-42270-220		Repair/Maint Supply	\$712.87	17733	FD - SERVICE CLEANINGS 2 FURNAHCES 3 UNIT HEATERS
		Total	\$712.87		
<b>28786</b>	<b>01/20/26</b>	<b>DVS RENEWAL</b>			
E 101-41130-430		Miscellaneous	\$155.25		
E 101-41130-430		Miscellaneous	\$20.25		

**\*Check Detail Register©**

Checks 01/07/26-01/20/26

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41130-430		Miscellaneous	\$20.25		
E 101-41130-430		Miscellaneous	\$20.25		
E 101-41130-430		Miscellaneous	\$20.25		
E 101-41130-430		Miscellaneous	\$20.25		
E 101-42270-220		Repair/Maint Supply	\$20.25		
E 101-41130-430		Miscellaneous	\$20.25		
		Total	\$297.00		
<b>28787</b>	<b>01/20/26</b>	<b>FIRE SAFETY USA</b>			
E 101-42270-220		Repair/Maint Supply	\$685.45	251228	FD - TANK TO PUMP PIPE, BALL VALVE
		Total	\$685.45		
<b>28788</b>	<b>01/20/26</b>	<b>GALLS</b>			
E 101-42270-389		uniforms	\$30.90	033695344	FD - SHIRT
		Total	\$30.90		
<b>28789</b>	<b>01/20/26</b>	<b>GREAT AMERICA FINANCIAL SERVICES</b>			
E 101-41000-413		Office Equipment/Rental	\$132.78	40946370	G - PRINTER LEASE
		Total	\$132.78		
<b>28790</b>	<b>01/20/26</b>	<b>IAMRESPONDING</b>			
E 101-42270-206		Association Dues/LMC, A	\$505.00	INV14578	FD - EXCEEDING 100 EVENT ANNUAL LIMIT
		Total	\$505.00		
<b>28791</b>	<b>01/20/26</b>	<b>INSPECTRON</b>			
E 101-41220-300		support services	\$28,542.65	1751	G - DEC 2025
		Total	\$28,542.65		
<b>28792</b>	<b>01/20/26</b>	<b>LEAGUE OF MN CITIES</b>			
E 607-41000-206		Association Dues/LMC, A	\$810.00		STORM - MN CITIES STORMWATER COALITION CONTRIBUTION
		Total	\$810.00		
<b>28793</b>	<b>01/20/26</b>	<b>RMB ENVIRONMENTAL LABORATORIES</b>			
E 602-49450-316		Sample Analysis	\$113.91		sewer dept -
		Total	\$113.91		
<b>28794</b>	<b>01/20/26</b>	<b>STERICYCLE INC</b>			
E 101-42270-220		Repair/Maint Supply	\$32.77	8013011648	FIRE DEPT - SUBSCRIPTION
		Total	\$32.77		
<b>28795</b>	<b>01/20/26</b>	<b>TRAUT COMPANIES</b>			
E 601-49400-316		Sample Analysis	\$70.00	385991	w - sample analysis
		Total	\$70.00		
<b>28796</b>	<b>01/20/26</b>	<b>TRI-COUNTY HUMANE SOCIETY</b>			
E 101-41000-625		Animal Impound	\$300.00	042025	G - 3 STRAY CATS INTAKE
		Total	\$300.00		
<b>28797</b>	<b>01/20/26</b>	<b>WEST CENTRAL SANITATION</b>			
E 101-41000-384		Refuse/Garbage Disposal	\$226.17	13643224	general - garbage service
E 101-45200-384		Refuse/Garbage Disposal	\$36.54	13643224	parks dept - garbage service

**\*Check Detail Register©**

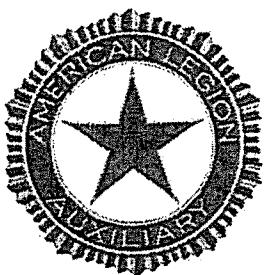
Checks 01/07/26-01/20/26

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42270-384		Refuse/Garbage Disposal	\$3.99	13643224	fire dept - garbage service
		Total	\$266.70		
		10100	\$77,960.87		

**Fund Summary****10100 STATE BANK OF KIMBAL**

101 GENERAL FUND	\$42,822.15
601 WATER FUND	\$19,741.69
602 SEWER FUND	\$14,032.81
605 LIGHTING UTILITY	\$323.25
607 STORMWATER UTILITY	\$1,040.97
	\$77,960.87

Jeffery J Schmitz



AMERICAN LEGION AUXILIARY  
Department of Minnesota Headquarters  
State Veterans Service Bldg 20 W 12th NO 314  
St Paul, MN 55155  
[www.ALAFforVeterans.org](http://www.ALAFforVeterans.org)

December 14, 2016

AMERICAN LEGION AUXILIARY DEPARTMENT HEADQUARTERS  
TAX EXEMPT INFORMATION

To Whom It May Concern:

This letter confirms that American Legion Auxiliary, Department of Minnesota, Inc., State Veterans Service Bldg 20 W 12th NO 314; St Paul, MN 55155; is a not-for-profit veterans support, advocacy, youth development, and patriotic community service organization that has operated continuously as a separately incorporated entity affiliated with the American Legion Auxiliary, established in 1919 and nationally headquartered in Indianapolis, Indiana.

The American Legion Auxiliary Department of Minnesota is duly registered with the Internal Revenue Service and is tax exempt under section 501(c)(19) of the Internal Revenue Code as part of the American Legion Auxiliary national group exemption. Contributions may be tax deductible according to the Internal Revenue Code and Internal Revenue Service regulations.

American Legion Auxiliary Department of Minnesota, Inc., federal tax Exemption Identification Number is:

EIN 410121904

The American Legion Auxiliary, Inc. National Group Exemption Number is:  
GEN 0964

American Legion Auxiliary affiliated Departments and Units are separately incorporated, each with its own tax identification number, and are exempt under the national organization's Group Exemption.

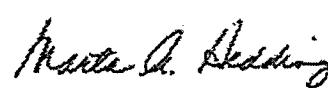
Sincerely,



Sandie Deutsch  
Department Secretary



Mary "Dubbie" Buckler  
National Secretary



Marta Hedding  
National Treasurer

AMERICAN LEGION AUXILIARY  
NATIONAL HEADQUARTERS  
777 North Meridian Street  
Indianapolis, Indiana 46204

May 10, 1973

Group Exemption Number - 0964

EXHIBIT B

March 26, 1973 T:MS:EO:R:1  
American Legion Auxiliary  
c/o Doris Anderson  
777 North Meridian Street  
Indianapolis, Indiana 46204

DO 31

Mesdames:

This refers to the letter from the National Judge Advocate dated January 2, 1973, requesting that your ruling letter of March 14, 1946, be modified to show that you are recognized to be exempt from Federal income tax under section 501 (c)(19) of the Internal Revenue Code. You state that you are an auxiliary of The American Legion, an organization which limits its membership to persons who have served in the Armed Services of the United States during a period of war.

Our records show that on January 18, 1933, you received a letter recognizing you to be exempt from Federal income tax. On October 31, 1946, your individual ruling letter was modified to include your auxiliary units and departments. The letter held that you and your subordinates were recognized to be exempt from Federal income tax under section 101 (8) of the 1939 Code. By letter dated January 17, 1955, we held that you and your subordinates were recognized to be exempt under section 501 (c) (4) of the 1954 Code and that contributions made to the units listed were deductible as provided by section 170 of the Code.

Based on the information furnished we rule that you and your subordinate departments and units are recognized as being exempt from Federal income tax under section 501 (c) (19) of the Code.

You are required to file the annual return, Form 990, on or before the 15th day of the 5th month after the end of your annual accounting period if your annual gross receipts are normally more than \$10,000.00.

Failure to file the Form 990 by this date may subject you to a penalty of \$10 for each day during which such failure continues, up to a maximum of \$5,000. Your subordinates will have to file an annual information return, Form 990, if their gross receipts in each taxable year are normally more than \$5,000. If you do not include the subordinates in a group return, each must file an annual return by the 15th day of the 5th month after its annual accounting period closes.

You and your subordinates are not required to file Federal income tax returns unless you or your subordinates are subject to the tax on unrelated business income under section 511 of the Code, if so, you and your subordinates must file an income tax return on Form 990-T. In this letter we are not determining whether any of your, or your subordinates', present or proposed activities is unrelated trade or business as defined in section 513 of the Code.

Unless specifically excepted, you and your subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes). Also, unless excepted, you and your subordinates are liable for tax under the Federal Unemployment Tax Act if, during the current or preceding calendar year, you have one or more employees at any time in each of 20 weeks, or you pay wages of \$1,500 or more in any calendar quarter. Any questions concerning excise, employment, or other Federal taxes should be submitted to your key District Director in Cincinnati, Ohio.

Contributions made to your exempt subordinate units are deductible as provided by section 170 of the Code.

You should advise each of the subordinates of the provisions of this ruling, including the requirements for filing information or other returns.

Each year within 45 days after the close of your annual accounting period, please send the following to the Philadelphia Service Center, 11601 Roosevelt Boulevard, Philadelphia, Pennsylvania 19155, Attention: EOR Branch:

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates.
2. A list of the names, mailing addresses including ZIP codes, and employer identification numbers (if required for group exemption letter purposes) of subordinates on your group exemption roster that during the year:
  - a. changed names or addresses;
  - b. were deleted from the roster;
  - c. were added to the roster.

An annotated directory of subordinates will not be accepted for the purpose.

3. For subordinates added to the roster, a letter signed by one of your principal officers containing or attaching:
  - a. a statement that the information which your present group exemption letter is based applies to the new subordinates;
  - b. a statement that each has given you written authorization to add its name to the roster;
  - c. a list of those to which the Service previously issued rulings or determination letters relating to exemption.
4. If applicable, a statement that your group exemption roster did not change during the year.

To the extent that this ruling is inconsistent with it this ruling modifies our ruling issued to you on October 31, 1946.

Your key District Director is being advised of this action.

Sincerely yours,

Duane B. Johnson  
Director,  
Miscellaneous and Special  
Provisions Tax Division



# Application for Unit Charter of the American Legion Auxiliary

## Provisions of the American Legion Auxiliary Constitution

### ARTICLE III OF THE CONSTITUTION

#### Eligibility

Section 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters and sisters of members of The American Legion, and to the mothers, wives, daughters and sisters of all men and women who were in the armed forces of the United States between April 6, 1917, and November 11, 1918, or between December 7, 1941, and the date of the cessation of hostilities as fixed by the United States Government, all dates inclusive, or who, being citizens of the United States at the time of the entry therein, served on active duty in the armed forces of any of the Governments associated with the United States during either of said World Wars, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible to membership in The American Legion.

Section 2. There shall be two classes of membership, senior and junior.

- (a) Senior membership shall be the functioning (or active) group, composed of members over the age of eighteen years; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this article shall be classed as a senior member.
- (b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the senior membership. Upon reaching the age of eighteen years, junior members shall automatically be admitted into active membership with full privileges.
- (c) Dues of both classes shall be paid annually.

### ARTICLE VII

#### Unit Organization

Section 1. Units shall be chartered by the National President and National Secretary upon receipt of the charter application properly executed and accompanied by the per capita dues and individual membership record forms. The Application for Unit charters shall be signed by the Department President and the Commander and Adjutant of The American Legion Post to which the Unit is attached, and said charter shall be closed thirty days after the application has been signed by the Commander of said American Legion Post.

Section 2. The minimum membership of a Unit shall be ten.

Section 3. Units shall be given the name, number and location of The American Legion Posts to which they are attached.

Section 4. When a Unit ceases to function, or its charter has been revoked or cancelled, the charter and all Unit records and funds shall be immediately forwarded to Department Headquarters.

Section 5. No person may, at any time, be a member of more than one Unit.

Section 6. Any member in good standing in a Unit, removing from her Unit, shall be entitled to a transfer certificate from her Unit, stating her membership and the duration thereof.

Section 7. Any member in good standing, holding a transfer certificate may make application to another Unit for membership. She shall be entitled to active membership in the Unit to which she transfers. No dues shall be transferred.

Section 8. A Unit member may withdraw providing her current dues are fully paid. Upon withdrawal, however, she shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which said dues are paid. In the event a member wishes to remove her membership from one Unit to another during the current year, it shall be done by transfer and not by withdrawal.

### ARTICLE X OF THE BY-LAWS

#### CHARTERS

Section 2. The Department Executive Committee may revoke, cancel or suspend Unit charters.

##### INSTRUCTIONS (Read carefully)

1. The Unit President or other person designated by the Unit to receive the charter when issued, must sign the certificate at the foot of this application.

2. Applications must be made in triplicate, one original bearing the signatures of applicants eligible for membership and two copies bearing the same names typewritten. All three will be forwarded to the Department Headquarters, after having been signed by the Commander and the Adjutant of the Post to which the Unit is to be attached. The original application will be returned with endorsement to the local Unit with the charter. One copy of application will be retained by Department Headquarters, and the other by National Headquarters.

3. Each copy of the application must bear THE SIGNATURES called for in the first and second endorsements on reverse side of application.

4. The following must be forwarded to Department Headquarters along with the application for charter:

a. Department and Unit copies of Individual Membership Applications, signed by a Post Adjutant if eligibility is derived from a living relative, or accompanied by "Statement of Services" if eligibility is derived from a deceased relative, or accompanied by a copy of discharge papers if eligible in applicant's own right.

b. Department and National membership dues for all names appearing on the application for charter.

c. Charter fee in amount designated by the Department.

d. Department and National copies (white and yellow) of remittance sheet, Form 104, listing names appearing on the charter application.

To the American Legion Auxiliary, Department of MINNESOTA

We, the undersigned, hereby certify that we are entitled to membership in the AMERICAN LEGION AUXILIARY under ARTICLE III of the National Constitution, as above quoted. We hereby request the issuance of a charter for the formation of an Auxiliary Unit at St. Augusta, to be attached to St. Augusta.

Post No. 621, Department of Minnesota

On issuance of a charter we hereby agree to organize and maintain a Unit under the above name with the minimum membership designated by the National Constitution. We hereby further agree to uphold the principles of The American Legion and the American Legion Auxiliary and to comply with all rules and regulations prescribed by the Department and National organizations. This Auxiliary Unit shall be in all things subject to the jurisdiction of those bodies.

#### ADDRESSES

Mrs. James Lansing President 233 St. Cloud, Minnesota

NAMES	
<u>Mrs. Richard Medeck</u>	<u>Secretary</u>
<u>Mrs. Frank Voigt</u>	<u>Treasurer</u>
<u>Mrs. Felix Koenig</u>	
<u>Mrs. Len Henkemeyer</u>	
<u>Mrs. Roger Hanesky</u>	
<u>Mrs. Ray Toenies</u>	
<u>Mrs. Harold Loehr</u>	
<u>Mrs. Ralph Lansing</u>	
<u>Mrs. Leo Beumer</u>	
<u>Mrs. Eddie King</u>	
<u>Mrs. John Toenies</u>	
<u>ST. AUGUSTA, MINNESOTA</u>	
(Place)	

<u>Route 3, St. Cloud, Minnesota</u>
<u>Route 3, St. Cloud, Minnesota</u>
<u>529-10th Ave. N., St. Cloud, Minnesota</u>
<u>330-24th Ave. N., St. Cloud, Minnesota</u>
<u>45-29th Ave. N., St. Cloud, Minnesota</u>
<u>R#3, St. Cloud, Minnesota Exec. Bld.</u>
<u>R#3, St. Cloud, Minnesota Exec. Bld.</u>
<u>Clearwater Road, St. Cloud, Minnesota</u>
<u>R.3, St. Cloud, Minnesota</u>
<u>Pt. 3, St. Cloud, Minnesota</u>
<u>203-15th Ave. North, St. Cloud, Minnesota</u>

OCTOBER 16, 1957

(Date)

I hereby certify to the accuracy and good faith of the above application. The charter when issued is to be mailed to me at the address below.

Mrs. James Lansing President 233 St. Cloud, Minnesota

INTERNAL REVENUE SERVICE  
P. O. BOX 25209  
CINCINNATI, OH 45201

Date: NOV 22 2005

MINNESOTA STATE VETERANS MEMORIAL  
ASSOCIATION  
15550 HWY 115  
LITTLE FALLS, MN 56345

DEPARTMENT OF THE TREASURY

Employer Identification Number:

41-1679519

DLN:

17053305032005

Contact Person:

WILLIAM M HARRICK

ID# 31447

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

DECEMBER 31

Public Charity Status:

170(b) (1) (A) (vi)

Form 990 Required:

YES

Effective Date of Exemption:

OCTOBER 26, 2005

Contribution Deductibility:

YES

Advance Ruling Ending Date:

DECEMBER 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

FIRST ENDORSEMENT

Date Oct. 2, 1957

To the Department:

The foregoing application has been approved by St. Augusta Post, No. 621, of  
The American Legion, Department of Minnesota, to which the Auxiliary Unit is to be attached.

Attest:

William Beumer  
Post Adjutant

George Blomquist  
Post Commander

SECOND ENDORSEMENT

Date 12/31, 1957

Address 222 Walker Rdq.

To the American Legion Auxiliary,  
National Headquarters,  
Indianapolis, Ind.

I certify that I have examined the foregoing application. Approval is (is-not) recommended.  
Charter to be issued under the name of the American Legion Auxiliary Unit of St. Augusta  
Post No. 621, of The American Legion, Department of Minnesota.

Ann Binger (Mrs. Lawrence H.)  
Department President  
(Department of Minnesota)

THIRD ENDORSEMENT

Date 1-7, 1958

To the President, Department Organization,

The American Legion Auxiliary, Department of MINNESOTA

Returned. Approved. Charter issued and inclosed herewith.

Jane Gould Richardson  
National Secretary

FOURTH ENDORSEMENT

Date January 24, 1958

To Mrs. James Lansing  
Name of President of Auxiliary Unit

Forwarded. Charter applied for herewith inclosed.

Ann Binger  
Department President  
(Department of MINNESOTA)

**DDA****David Drown Associates, Inc.**  
**Public Finance Advisors**

Cologne Office:  
10555 Orchard Road  
Cologne, MN 55322  
Phone: (952) 356-2992  
shannon@daviddrown.com

January 13, 2026

City of St. Augusta  
Attn: Kim Claussen, Interim Administrator Clerk  
1914 250<sup>th</sup> Street  
St. Augusta, MN 56301

**RE: Capital Improvement Planning**

Honorable Mayor, City Council Members, and Ms. Claussen:

The City of St. Augusta previously engaged David Drown Associates, Inc. to assist with capital improvement planning for a variety of projects. A project list has been provided consisting mostly of street reconstruction activity for which the City intends to pay for with cash from its Capital Improvement Fund. Based on a prioritization provided by staff, and some assumptions outlined below, I would recommend that the projects be constructed in the following timeline.

Project Name:	Project Type:	Estimated Cost:	Implementation Year:
238th St/Gaberidine/240th Street	Road/Trail Project	<b>2,227,665.52</b>	<b>2026</b>
28th Ave/215th Street	Road Project	<b>2,284,608.24</b>	<b>2028</b>
Vienna Hills	Road Project	524,653.28	<b>2029</b>
Gor-Ann Homesite	Road Project	201,462.53	<b>2029</b>
Starlight Acres	Road Project	133,101.90	<b>2029</b>
<b>Total 2029:</b>		<b>859,217.71</b>	

A series of assumptions have been used in our financial model including the following:

- 1) Estimated construction costs will inflate by 5% per year.
- 2) The City will levy \$1,000,000 annually through at least 2029 to be used for street reconstruction and replenishment of the CIP fund for park projects (attached graph assumes through 2030 to fully replenish the fund).
- 3) It is assumed that the total estimated market value of the City (for property tax purposes) will inflate by 5% per year which is conservative based on recent history (annual average of 12% over the last four years).

Based on the assumptions outlined above we do not see any upward pressure on the City's tax levy beyond 2026 due to inflationary increases in spending and based on the recommended timeline for implementing the projects outlined above. I have attached a few graphs from our financial model that project tax levy, water rates, and cost impacts to a \$360,000 home.

**Other Considerations:**

Based on our review of historical financial information and a projection forward for the water enterprise, we believe the City will see some inflationary pressure that would require annual increases of approximately 3.5% to water rates going forward to achieve a cash position of approximately \$200,000 in the water fund. The impacts of those increases are included in the water fund projection as well as the impact to a home valued at \$360,000 in 2025.

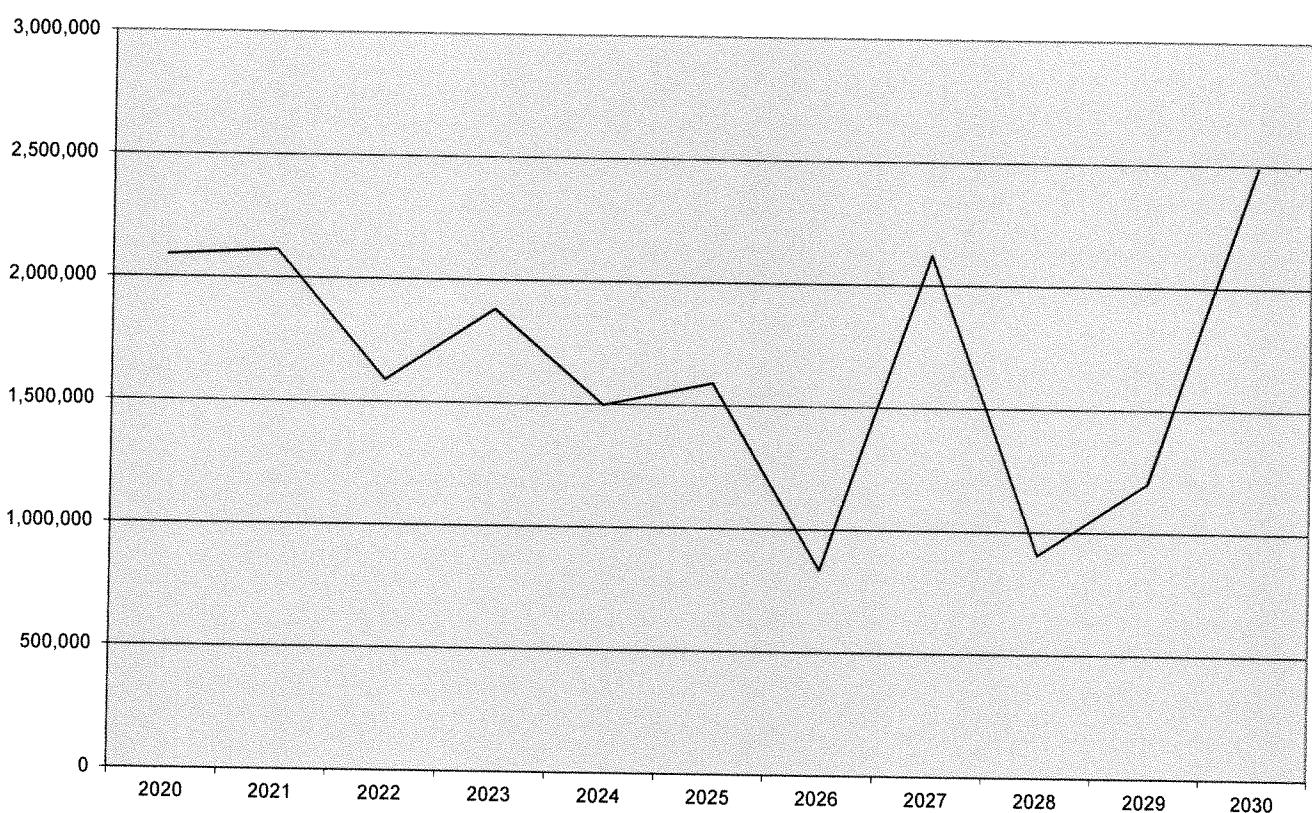
Please feel free to contact me if you have any questions regarding the information provided.

Sincerely,

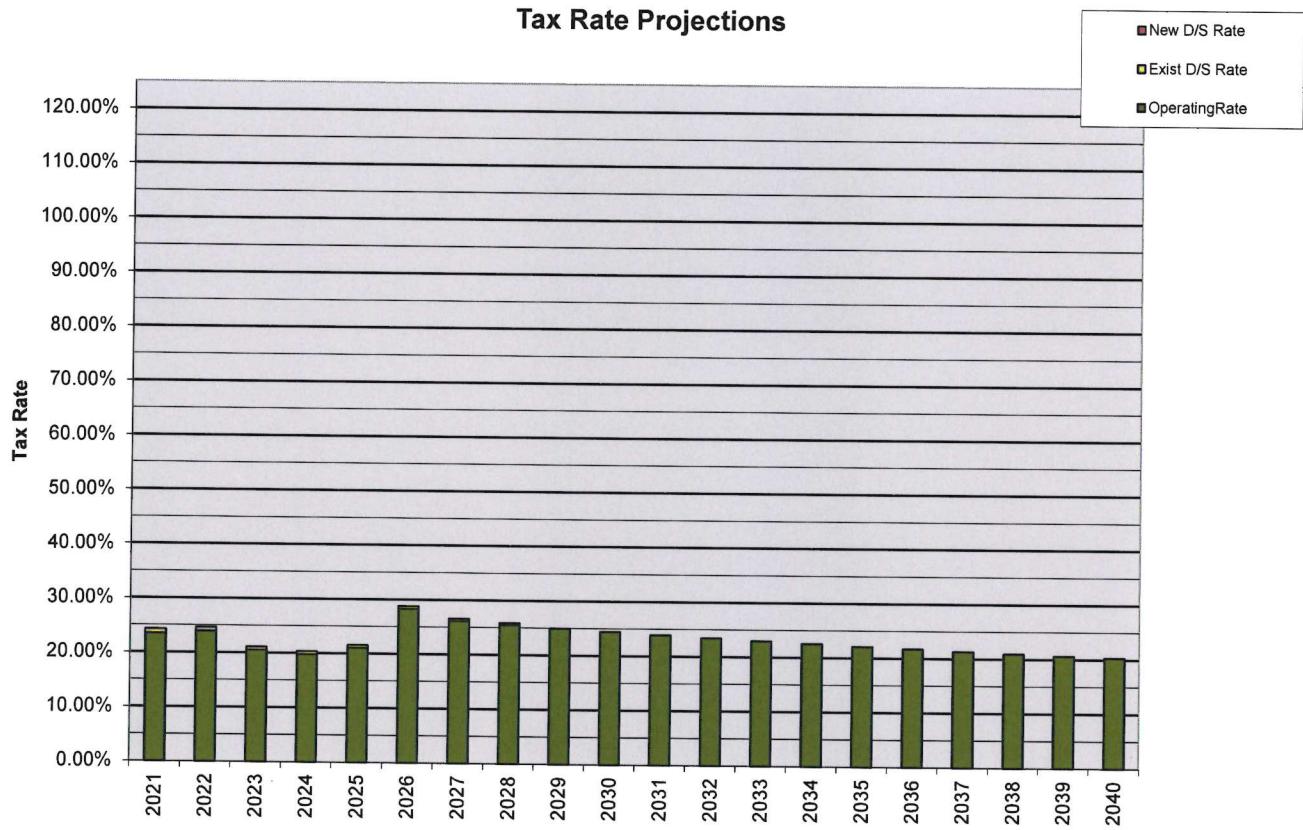


Shannon Sweeney  
David Drown Associates, Inc.

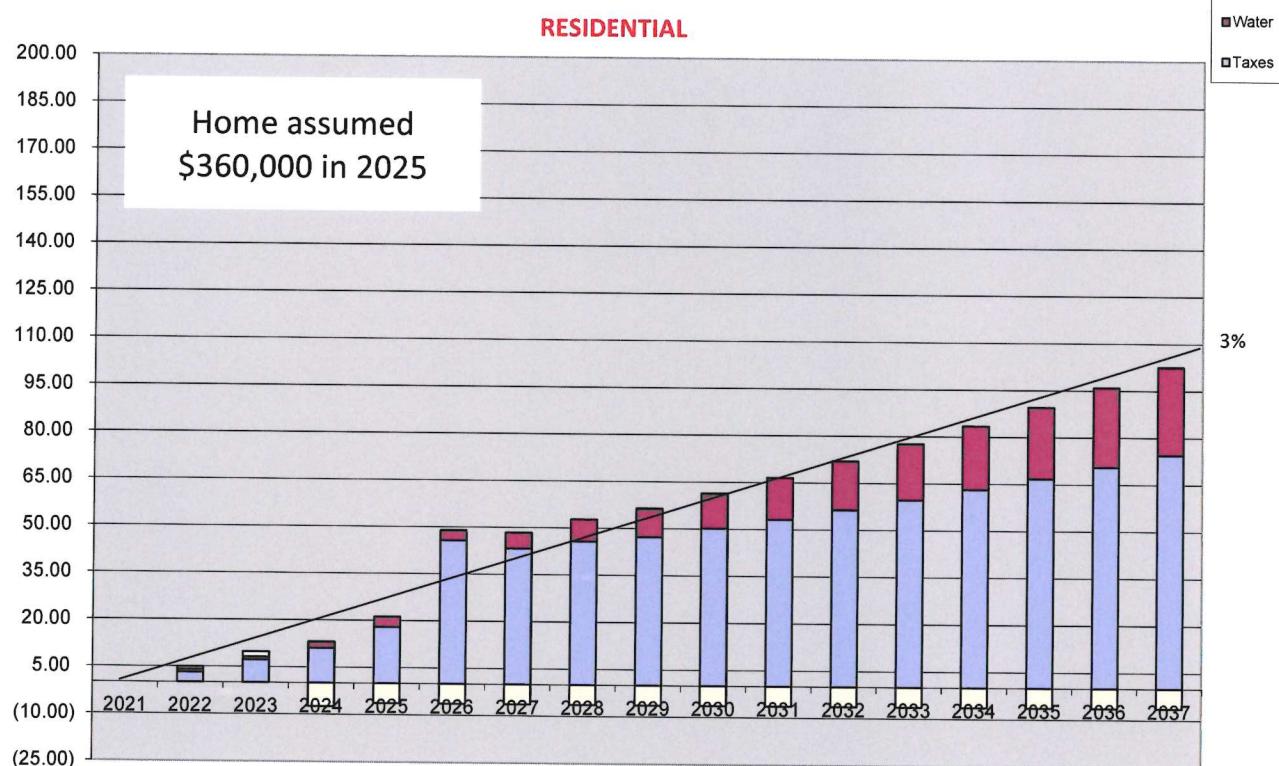
**Capital Improvement Fund  
Reserves**



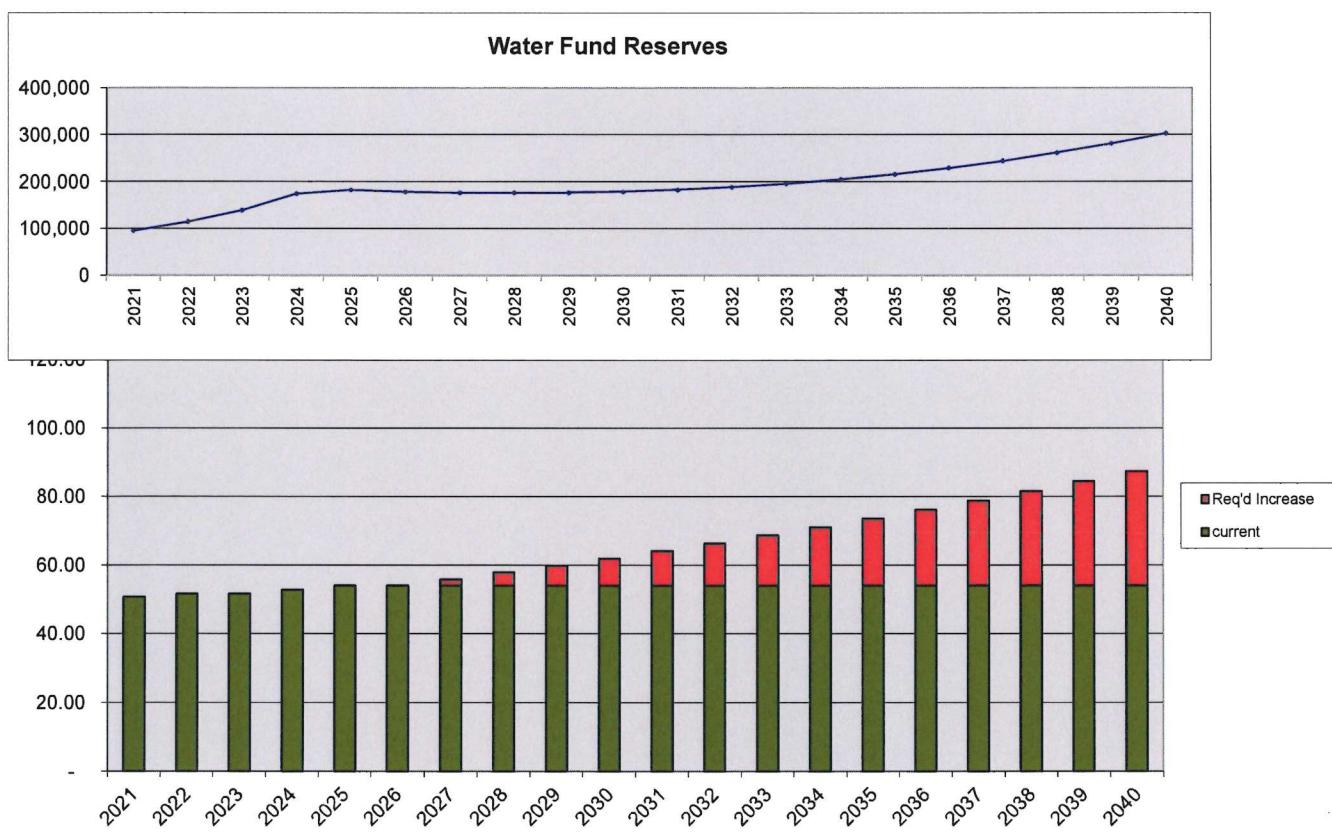
### Tax Rate Projections



**MONTHLY Cost Increase above 2021 levels**  
**(Typical Value Home, MV inflation, 5K water user)**



### Monthly Water Bill ~ (5,000 gpm)





## Funding Report (2026 - 2031)

	Name	2026	2027	2028	Total
Funding	Starlight Acres <input checked="" type="checkbox"/>	\$133,102			\$133,102
Map	Gor-Ann Homesite <input checked="" type="checkbox"/>	\$201,463			\$201,463
Owner Info	Vienna Hills <input checked="" type="checkbox"/>			\$524,653	\$524,653
	238th St/Gaberdine Rd/240th Street Road Improvements <input checked="" type="checkbox"/>	\$2,227,666			\$2,227,666
	28th Ave/215th Street Improvements <input checked="" type="checkbox"/>		\$2,284,608		\$2,284,608
	Total	\$2,562,230	\$2,284,608	\$524,653	\$5,371,491

**LG240B Application to Conduct Excluded Bingo****No Fee****ORGANIZATION INFORMATION**

Organization Name: <u>St. Augusta American Legion Auxiliary Unit 621</u>	Previous Gambling Permit Number: _____		
Minnesota Tax ID Number, if any: <u>4102904</u>	Federal Employer ID Number (FEIN), if any: _____		
Mailing Address: <u>1874 247th St</u>			
City: <u>St Augusta</u>	State: <u>MN</u>	Zip: <u>56301</u>	County: <u>Stearns</u>
Name of Chief Executive Officer (CEO): <u>Anne Nikolas</u>			
CEO Daytime Phone: <u>320-266-1479</u>	CEO Email: <u>annenikolas5@gmail.com</u> (permit will be emailed to this email address unless otherwise indicated below)		
Email permit to (if other than the CEO): _____			

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal     Religious     Veterans     Other Nonprofit Organization

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

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

 **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year from:

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

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

 **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

 **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

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

**EXCLUDED BINGO ACTIVITY**Has your organization held a bingo event in the current calendar year?  Yes     No

If yes, list the dates when bingo was conducted: \_\_\_\_\_

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: 3/22/2026, 5/2/2026, 11/07/2026, 11/15/2026  
**-OR-**

conducted on up to 12 consecutive days in connection with a:

county fair    Dates: \_\_\_\_\_

civic celebration    Dates: \_\_\_\_\_

Minnesota State Fair    Dates: \_\_\_\_\_

Person in charge of bingo event: Anne Nikolas/Tina Rapaway    Daytime Phone: 320-266-1479Name of premises where bingo will be conducted: St Augusta American Legion Post 621Premises street address: 1874 247th StCity: St. Cloud    If township, township name: \_\_\_\_\_    County: Stearns

# LG240B Application to Conduct Excluded Bingo

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: St. Augusta

Signature of City Personnel:

Kim Clausen

Title: Intuzim Admin Date: 1.7.26

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: \_\_\_\_\_

Signature of County Personnel:

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: Anne Nikolas

## MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113  
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

**Questions?**  
Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at [www.mn.gov/gcb](http://www.mn.gov/gcb).

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Real People. Real Solutions.

## MEMORANDUM - DRAFT

Date: January 5, 2025

To: Kim Claussen, City Clerk/Administrator

From: Robin Caufman and Dylan Edwards, Consultant Planners

Subject: Proposed Services and Process Improvements for 2026  
City of St. Augusta  
Project No.: 25X.137496

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Thank you for meeting on December 18, 2025, to discuss ways we can improve planning processes in the city of St. Augusta. As we work, we aim to ensure that the pace of work meets the city's needs while keeping costs manageable and convenient for the city. The following memo outlines the services we discussed with hourly estimates and a timeline of deliverables.

### Completed Tasks

#### 1. Develop Inquiry Tracker

We have created a spreadsheet tracking all planning/zoning inquiries we receive. See attached. The tracker includes:

- Parcel address/PID
- Name
- Contact information
- Questions asked
- Responses given
- Dates of receipt and reply

Additionally, a separate sheet will be provided for inquiries that result in a formal application so we can track the necessary steps such as public hearing notice, completeness review, preparing staff report, resolutions, and Planning Commission and City Council Meetings.

#### 2. Create Application Checklists

We have created several application forms related to common planning and zoning requests including variances, conditional or interim use permits, or subdivisions. There is also general information cover form to collect all necessary information from applicants in one place. Each form also include references to the city's zoning requirements and the information that they need to submit with the application. Once the city has reviewed and OK'd the forms, we will convert them to a fillable PDF form for the city to post on the website. People can complete the form on their computer or print it off and fill it out by hand and submit to the city.

### **3. Provide Website Development Guide Content**

We have drafted a step-by-step planning and zoning guide that the city can have its web person add to the website with links to the city's zoning map, code, and application forms.

### **4. Fee Schedule Review**

We have gathered 3 sample fee schedules for comparable area cities. We can review these with the city and work with you to update the city's fee schedule. This will identify additional opportunities for revenue capture in city processes, enabling competitiveness while reducing taxpayer subsidies for processing applications. We will also assist with the public hearing notices and resolutions. This would take approximately 5-6 hours.

## **Proposed Services**

### **5. Zoning Code Updates**

We will review notes from the recent zoning code update and provide the Planning Commission and City Council and propose additional updates to address items not during the 2024 update and issues related to agricultural uses and accessory buildings. Additionally, we will address inconsistencies and offer a selection of recommended solutions to recent and emerging zoning code issues. We will work with the city's attorney on the edits, notices, resolutions, and meetings to review edits. Depending on the extent of the edits, we estimate up to 32 hours.

### **6. Subdivision Ordinance Updates**

Our in-house Subdivision Ordinance expert, Kristi Trisko, has reviewed the city's subdivision ordinance and indicates that it is very thorough. She recommends the following updates to make it more user friendly for both the city and property owners. We estimate updating the subdivision ordinance would take us 36 hours to update, including the following

- Combine and reformat all sections including the table of contents into one document to be easier to navigate and search
- Review and update all sections based on current Minnesota State Statutes
- Add a minor plat option for 3 to 5 lots
- Reorganize the ordinance placing all processes, administrative and enforcement before filing and review procedures, design and construction standards, followed by improvements and financial arrangements to make it more user-friendly
- Review the details of the platting processes to determine if sections can be either reworded or combined to eliminate any duplicative language to make it more plain language and understandable by the general public
- Verify that the ordinance conforms with the zoning ordinance and Comp Plan

### **7. GIS Application**

I've reached out to our GIS team to see what it would take to set up a GIS system that you and city staff could use as well as a portal for the public to add to the city's website. Early next year I can get a scope of work and cost estimate that includes staff time to program and license fees

## 8. MS4 Support

We have a meeting schedule on January 14, 2026 to discuss MS4 and stormwater management services. The first step would be to complete an audit or review of your existing MS4 process and documentation. Based on that assessment, we would identify recommendations for implementation. We will put together a cost estimate following our meeting. It might also be helpful to prepare some public communications such as website content or an article for the local paper about MS4, what it is and why the city needs to manage stormwater. We can assist with preparing these.

## Timeline

The following table provides a list of the actions we will take over the first quarter of the new year:

Task	Begin	End
Fee Schedule Review	January	March
Zoning Code Updates	January	April
Subdivision Ordinance Updates	January	April
GIS App	February	April
MS4 - Audit	January	February
MS4 – Implementation	March	Ongoing

## Hours and Budget Estimate

Task	Robin	Dylan	Other	Cost
Fee Schedule Review	2	4		\$1,000
Zoning Updates	8	24		\$6,000
Subdivision Updates	9	8	Kristi 19	\$6,500
GIS	2		Scott 25	TBD
MS4 Audit	4		TBD	TBD
MS4 Implementation	6		As Needed	TBD

While these may reflect some upfront costs, they will save staff time in responding to public inquiries, application reviews, and research. These process improvements will also promote a more customer service approach to planning and zoning activities.

# APPLICATION FOR LAND DEVELOPMENT ACTIVITY



<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Zoning Amendment (map or Text)	<input type="checkbox"/> CUP/IUP
<input type="checkbox"/> Variance/Appeal	<input type="checkbox"/> Easement Vacation
<input type="checkbox"/> Administrative Subdivision	<input type="checkbox"/> Other

Applicant's Name

Phone

Mailing Address

e-mail address

Property Owner's Name (if different)

Property Owner's Mailing Address (if different)

**Provide also contact information of Architects, Engineers, Contractors and/or other development professionals on separate page(s) along with a notation of their pertinent licenses**

Description of Property: Parcel ID # (PIN)

Current Zoning

Proposed Zoning

Name of Development:

Street Address:

Total Acreage:

Acreage To Be Developed:

Type of Water Supply:

Sewage Disposal:

Proposed Activity including number/size of lots and/or buildings, type of use, public improvements proposed or need\hardship for Variance. (Attached additional pages if needed)

Describe Any Development Constraints such as wetlands, shoreland, floodplain, existing structures/uses, etc. (Attached ADDITION pages if needed)

**Application fee(s) due at the time of application; fee schedule is available on the city's website or by calling city hall. In addition to the application fee, any consultation fees charged for the review of this permit (Engineering, Legal or similar outside professionals) shall be the responsibility of the applicant and will be forwarded by the City to the applicant for payment. The City reserves the right to hold any and all final approvals or authorizations for proceeding on activities related to this application until such payments are made in full to the City of St. Augusta.**

Signatures:

Property Owner

Date      Applicant

Date

# PLANNING TO BUILD OR MAKE IMPROVEMENTS TO YOUR PROPERTY?

The City of St. Augusta recently updated its zoning code to simplify the process and make it easier for property owners to use. If you are planning to build or make improvements to your property, please review the following steps to ensure compliance with zoning requirements:

## STEP 1: LOCATE YOUR PROPERTY

Use the city's zoning map to identify what zoning district applies to your property. Knowing your district will help you understand the permitted uses and applicable standards for your property.

[Link to zoning map](#)

In addition to the zoning district, determine if your property is in the Shoreland District or a Floodplain. Hatched areas on the map indicate properties that must meet Shoreland requirements.

## STEP 2: REVIEW ZONING CODE

Consult the zoning code for detailed requirements associated with your zoning district. The document is available online and in paper format at City Hall.

[Link to zoning code](#)

## STEP 3: IDENTIFY REQUIRED FORMS

Determine which forms or applications you need to complete. At this stage, the city recommends contacting staff to review your proposed project. This early check ensures that your project is an allowable use and meets zoning requirements before you invest significant time and money. City staff will provide up to one hour of consultation at no cost to review requirements and confirm compliance.

It would be helpful to have a survey of your property, so you know the exact boundaries, if there are any easements, and the placement of utilities. You can often find one in your property title documentation, or you can hire a surveyor to prepare one for you.

## STEP 4: SUBMIT APPLICATIONS AND FEES

Once you decide to proceed with your project, it is the property owner's responsibility to complete the necessary forms and submit applicable fees before the city conducts its official review process. A list of forms and descriptions of when each is required, along with the corresponding fees, is available from the city.

- **Land use application**: Provides general information about the property, including address, description of project, and contact information. Must be completed for all projects.
- **Variance application**: If your project does not meet all the standards and requirements of the zoning code, you can request the city to consider a variance.
- **Conditional or Interim Use Permit**: If the land use table indicates that a use may be considered as a conditional or interim use, you will need to complete this form explaining how it meets the conditions outlined in the zoning code.
- **Preliminary Plat**: Property owners or developers proposing to subdivide a larger parcel into two or more parcels, OR add new public roads or utilities, must go through the platting process. Complete this form and provide supplemental information for the city to review for compliance with subdivision and zoning requirements.
- **Fee Schedule**: [Click here](#) for a list of fees related to land use applications, building permits or other development related fees.

# CONDITIONAL AND INTERIM USE PERMIT CHECKLIST



A conditional and interim use permit allows a use that complies with the Comprehensive Plan, provided that said use maintains harmony and compatibility with surrounding uses and is in keeping with the architectural character and design standards of existing uses and development. Please review Section 3 Administration – Land Use and Amendment Processes and Procedures for a complete review of code related to conditional and interim uses.

## Required findings:

1. Not a Burden on Public Facilities. The conditional use will not be detrimental to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted
2. Compatible with Existing and Planned Adjacent Uses. The establishment of conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.
3. Adequate Utilities and Infrastructure. Adequate utilities, access streets, drainage, and other necessary facilities have been or will be provided for the proposed conditional use.
4. Adequate Parking and Loading. All adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed conditional use.
5. No Adverse Effect on Adjacent Properties. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result from the proposed conditional use
6. Not a Traffic Hazard. Proper facilities are or will be provided to eliminate any traffic generation or traffic hazard resulting from the proposed conditional use.
7. Related to the City's Needs. That there is a demonstrated need for the proposed use.
8. Consistent with the Comprehensive Plan. That the proposed use complies with any land use plan adopted by the City.
9. Not Impacting Wetlands. That the affected property does not contain any wetlands or public waters over which the United States, the State of Minnesota, or their respective agencies or political subdivisions have control or jurisdiction or which are otherwise regulated by the United States, the State of Minnesota, or their respective agencies or political subdivisions.

## General Standards for CUP and IUP

As may be applicable, the evaluation of any proposed conditional use permit request shall be subject to and include, but not limited to, the following general performance standards and criteria:

1. A street of sufficient capacity shall serve the use and the site in question, accommodating the generated traffic type and volume.
2. The site design for access and parking shall minimize internal and external traffic conflicts and follow Section 20 of this Ordinance.
3. If applicable, a pedestrian circulation system shall be clearly defined, and appropriate provisions shall be made to protect such areas from encroachment by parked or moving vehicles.

4. Adequate off-street parking and off-street loading shall be provided in compliance with Sections 20 and 21 of this Ordinance.
5. Loading docks and drive-up facilities shall be positioned to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any abutting residential use or district, and to be in compliance with Section 21 of this Ordinance.
6. Whenever a non-residential use abuts a residential use or district, a buffer area with screening and landscaping shall be provided in compliance with Section 15.07 of this Ordinance.
7. General site screening and landscaping shall be provided in compliance with Section 15.07 of this Ordinance.
8. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall comply with Section 15.10 of this Ordinance.
9. Potential exterior noise generated by the use shall be identified, and mitigation measures as necessary shall be imposed to ensure compliance with Section 15.14 of this Ordinance.
10. The site drainage system shall be subject to the review and approval of the City Engineer.
11. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing or potential buildings and areas as to impair property values or have a blighting influence. All sides of the principal and accessory structures must have the same or coordinated, harmonious exterior finish materials and treatment.
12. Provisions shall be made for an interior location for recycling and trash handling and storage, or an outdoor, enclosed receptacle area shall be provided in compliance with Section 15.15 of this Ordinance.
13. All signs and informational or visual communication devices shall comply with Section 31 of this Ordinance.
14. The use and site shall be in compliance with any applicable federal or state laws or regulations, and any related permits shall be obtained and documented for the City.
15. Any applicable business licenses mandated by City regulations are approved and obtained.
16. The hours of operation may be restricted when there is potential negative impact upon a residential use or district.
17. The use complies with all applicable performance standards of the zoning district in which it is located

### **Specific IUP Standards**

- The use is allowed as an interim use in the respective zoning district.
- The date or event that will terminate the use can be identified with certainty.
- The use will not impose additional unreasonable costs on the public.
- The user agrees to any conditions that the City Council deems appropriate for permission of the use.

### **Application Materials:**

- Legal description of the parcel.
- Letter explaining the variance is justified to use the land, structure, or building reasonably.
- A Certificate of Survey, if requested by the City.

- A site plan (one hard and one digital copy) including:
  - Name and address of developer/owner.
  - Name and address of architect/designer.
  - Date of plan preparation.
  - Dates and description of all revisions.
  - Name of project or development.
  - Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less).
  - North point indication.
  - Lot dimension and area.
  - Required and proposed setbacks.
  - Location, setback, and dimension of all buildings on the lot including both existing and proposed structures.
  - Location of all adjacent buildings, wells and septic systems located within one hundred (100) feet of the exterior boundaries of the property in question.
  - Location, number, and dimensions spaces of existing and proposed parking
  - Location, number, and dimensions spaces of existing and proposed loading
  - Curb cuts, driveways.
  - Vehicular circulation.
  - Sidewalks, walkways.
  - Location and type of all proposed lighting.
  - Location of recreational and service areas.
  - Location of rooftop equipment and proposed screening.
  - Provisions for storage and disposal of waste, garbage, and recyclables.
  - Location of proposed well and sewage treatment systems. Landscaping and screening plans, if necessary.
  - Waste facilities, including enclosure and screening, if necessary.
- Grading/Storm Water Drainage Plan, if necessary including:
  - Existing contours at two (2) foot intervals.
  - Proposed grade elevations, two (2) foot maximum intervals.
  - Drainage plan including configuration of drainage areas and calculations.
  - Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
  - Spot elevations.
  - Proposed driveway grades.
  - Surface water ponding and treatment areas.
  - Erosion control measures.
  - Wetland boundaries.
- Landscape Plan:
  - Planting Schedule (table) containing:
    - Symbols.
    - Quantities.
    - Common names.
    - Botanical names.
    - Sizes of plant material.
    - Root specification (bare root, balled and burlapped, potted, etc.)

- Special planting instructions.
- Location, type, and size of all existing significant trees to be removed or preserved.
- Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
- Typical sections in details offences, tie walls, planter boxes, tot lots, picnic areas, berms, and the like.

## **Conditional Use Permit Procedure**

1. Applicants should schedule a Pre-application Meeting with staff to discuss the request.
2. Application submittal.
3. Completeness Review/Determination. City staff will review and determine within 15 days whether the application is complete or incomplete.
4. Neighborhood & Newspaper Notification—At least 10 days before the public hearing, the City Clerk will publish notice in the official newspaper and send notice to property owners within ½ mile of the property. The notice is due on Tuesday and will be published on Friday.
5. The Planning Commission will hold a public hearing on the requested Conditional Use Permit within 45 days of its filing date and prepare a report for the City Council.
6. Based on findings of fact, the City Council will review the Planning Commission report and decide whether to approve, approve with conditions, or deny the requested Conditional Use Permit.

---

### **Key Dates: For City Use**

\_\_\_\_\_ **Meeting Date:** Pre-Application Meeting

\_\_\_\_\_ Submittal Date - 30 days (typ.) before Planning & Zoning Hearing

- Planning Commission typically meets on the First Monday

(See *St. Augusta Planning Commission Deadlines for Submission*)

\_\_\_\_\_ Completeness Review/Determination of Application

\_\_\_\_\_ Neighborhood & Newspaper Notification (At least 10 days before meeting)

- Published on Fridays
- Deadline before Tuesday at noon

\_\_\_\_\_ **Meeting Date:** Public Hearing at Planning Commission

\_\_\_\_\_ **Meeting Date:** City Council acting as Board of Adjustments

\_\_\_\_\_ Date Approved or Denied

## **PRELIMINARY PLAT CHECKLIST**

The applicant shall submit one full-sized hard copy (11 x 17 inches) and an electronic copy of the following required information to the City, as specified in Subdivision Ordinance Section 2.01-2.02, Preliminary Plat requirements.



## **PRE SUBMISSION MEETING SKETCH PLAN REQUIREMENTS**

- Formal request for subdivision.
- Five (5) copies of the plat sketch including the following minimum information:
  - Plat boundary.
  - North arrow.
  - Scale.
  - General location of proposed streets, easements, alleys, pedestrian ways, ponds, water detention areas, etc.
  - Designation of land use and current and proposed zoning.
  - Significant topographical or physical features.
  - General lot locations and layout.
- An eight and one-half by eleven (8½ X 11) inch reduction of the sketch plan.
- Payment of application fee as established by City Council resolution.
- Escrow deposit to pay review costs of City staff and consultants.
- In cases of multi-phased subdivisions, applicable preliminary plat submission information as outlined in Section 2.02 of this Ordinance

## **PRELIMINARY PLAT SUBMISSION REQUIREMENTS:**

The applicant shall submit a preliminary plat together with any necessary supplementary information. The preliminary plat shall contain the information set forth in the subsections that follow (upon specific request, the City may exempt an applicant from the submission of data that is not considered relevant to the application):

- General Requirements:
  - The proposed name of the subdivision; names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in the County.
  - Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
  - Name, address and phone number of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer and designer of the plan.
  - Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.
  - North point and key map of the area, showing well-known geographical points for orientation within a one-half (½) mile radius.
  - Date of preparation.
  - Existing Conditions:
    - Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.
    - Existing zoning classifications for land in and abutting the subdivision.
    - Total area of the proposed plat.
    - Location, right-of-way width and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements and section, corporate and school district lines within the plan, to a distance one hundred fifty (150) feet beyond the plat.

- Boundary lines of adjoining unsubdivided or subdivided land, within one hundred fifty (150) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.
- A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined by Minnesota Statutes 115B.02, Subd. 8., as may be amended. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.
- For plats where public sanitary sewer and water service are not to be utilized, the applicant shall provide geotechnical data prepared by a qualified soils engineer, showing the location and results of tests to ascertain subsurface soil, rock and ground water conditions and availability, including soil percolation tests.
- Proposed Design Features:
  - Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross-sections, and proposed names of streets in conformance with City Street identification policies. The name of any street heretofore used in the City or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.
  - Locations and widths of proposed alleys and pedestrian ways.
  - Location, dimension and purpose of all easements.
  - Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlots.
  - Minimum front and side street building setback line.
  - When lots are located on a curve, the width of the lot at the building setback line, as defined by the City Zoning Ordinance, as amended.
  - Building pads intended for construction.
  - Areas, other than streets, alleys, bikeways, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- Supplementary Information:
  - Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the Zoning Administrator, consultants, advisory bodies and/or City Council to adequately address the application and site in question.
    - Proposed protective covenants or private restrictions.
    - A tree preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.
    - Statement revealing the effect of the development on traffic, fire hazards, and congestion of population. The applicant may be required to have formal studies performed to the City's satisfaction which show the effect of the proposed development on traffic, fire hazards, or other matters of public concern.
    - If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.
    - Where the applicant owns property adjacent to that which is being proposed for the subdivision, it shall be required that the applicant submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions and land uses and the provisions of the City's adopted Comprehensive Plan.

- Where structures are to be placed on large or excessively deep lots which are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be re-subdivided in the future.
- An environmental assessment worksheet (EAW) shall be submitted if the City Council, Minnesota Environmental Quality Board or other groups or agencies determine that one is required by law. Whenever a project that does not require an environmental assessment worksheet is suspected to have the potential for environmental effects, the State, County, or City may require the preparation of a discretionary environmental assessment worksheet in order to determine whether an environmental impact statement is needed.
- Applications, statements and supporting documentation and plans for rezoning, variances or conditional use permits approvals being sought for the subdivision.
- Where irregular shaped lots have been proposed, house plans shall be submitted which demonstrate such lots to be buildable and the resulting structure compatible in size and character to the surrounding area.
- Identification of outlots for the purpose of locating area identification signs, as may be allowed by Section 31 of the Zoning Ordinance.
- Such other applicable information as may be required by the City.
- Preliminary Grading Plan: The applicant shall submit a preliminary grading, drainage, and erosion control plan which shall include the following information:
  - North arrow.
  - Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.
  - Lot and block numbers.
  - Building pad locations, proposed building types, and proposed elevations.
  - Topography in two (2) foot contour intervals with existing contours shown as dashed lines and proposed contours as solid lines. Existing topography shall extend one hundred (100) feet outside of the tract or a distance necessary to demonstrate the impact of surface drainage upon surrounding properties.
  - Location, size, and elevation of all existing natural features, including but not limited to, wooded areas, marshes, water courses, water bodies, areas of steep slope, and other significant features.
  - Location of all existing storm drainage facilities, including, but not limited to, pipes, manholes, catch basins, ponding areas, swales, and drainage channels within one hundred (100) feet of the parcel.
  - Existing pipe grades, rim and invert elevations, and ordinary high water mark shall be shown. Also, spot elevations at drainage break points and direction arrows indicating site, swale, and lot drainage.
  - The delineation of all wetlands in accordance with criteria established by the Army Corps of Engineers and/or Minnesota Department of Natural Resources. Such wetland delineations shall be performed by a party certified as qualified by the Army Corps of Engineers and/or the Minnesota Department of Natural Resources.
  - One hundred (100) year floodplain elevations and the regulatory flood protection elevation taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.
  - Location and elevations of all street high and low points.
  - All street design grades and typical street sections.
  - Phasing of grading.
  - The location of all oversize non-typical easements.
  - A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of

- velocity and erosion control measures, design of sediment control measures, and landscaping of the erosion and sediment control system. Locations and standard detail plates for each measure shall be included on the plan.
- All re-vegetation measures proposed for the subdivision, including seed and mulch types and application rates shall be included on the plan.
- Preliminary Utility Plan:
  - Location, dimension, and purpose of all easements.
  - Location and size of existing sewers, water mains, culverts, or other underground facilities within and extending one hundred (100) feet beyond the proposed subdivision boundary. Such data as grades, invert elevations, and location of catch basins, manholes, and hydrants shall also be shown.
  - Water Supply, Public: Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed to provide service in accordance with design standards approved by the City Engineer.
  - Water Supply, Private: In areas where public water service is unavailable or not proposed, individual wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Private water wells designs shall be installed in accordance with the Minnesota Well Code.
  - Sewage Disposal, Public: Sanitary sewer mains and service connections shall be installed in accordance with the design standards of the City as approved by the City Engineer.
  - Sewage Disposal, Private: All on-site private septic systems shall be installed in accordance with all applicable Minnesota Pollution Control Agency and Minnesota Individual Sewage Treatment Systems
  - Standards (Minnesota Rules, Chapter 7080), as may be amended, including provision of a second alternative location for an on-site private septic system.
  - Locations, grades, rim and invert elevations, and sizes of all sanitary sewer facilities to serve the proposed subdivision.
  - Location of all proposed hydrants and valves for all proposed water mains.

#### **Process overview:**

In addition to the city engineering, public works, and planning staff, the following organizations may be required to review the preliminary plat.

- Stearns County, if the plat is adjacent to or includes any County roadway, park, or facility
- Department of Natural Resources, or if the subdivision is located within any shoreland or floodplain.
- MnDOT, if abutting a state or federal highway, or access is requested from a state or federal highway.

#### **Preliminary Plat Procedure Overview**

1. Applicant should set up a Pre-application Meeting with staff to discuss the preliminary plat before application submittal.
2. Applicant Submit a Complete Application.
3. City staff and consultants review and determine if the application is complete/incomplete within 10 days.
4. The Planning Commission holds a public hearing on the preliminary plat within 45 days of its filing date.
  - a. At least 10 days before the public hearing, the City Clerk will publish notice of the time and place thereof in the official newspaper and send notice to property owners within ¼ mile of the exterior boundary of the proposed plat.

- b. A Planning Commission meeting may serve as a public hearing, provided the legal requirements pertaining to the same are met.
- c. The Planning Commission prepares a report recommending approval, disapproval, or approval with conditions and submits it to the City Council, along with a copy being sent to the subdivider within 14 days of the public hearing.
- d. The subdivider may proceed with the final plat upon approval by the City Council.

Note: State law requires that the City Council shall act on the preliminary plat within 120 days of submittal of a complete application, unless a delay is agreed to in writing by the subdivider.

#### **Key Dates: For City Use**

Meeting Date: Pre-Application Meeting

Submittal Date - 30 days (typ.) before Planning Commission

- Planning Commission typically on the third Thursday

Completeness Review/Determination of Application

Neighborhood & Newspaper Notification (At least 10 days before meeting)

Published on Fridays

- Deadline before Tuesday at noon

Meeting Date: Public Hearing at Planning Commission

Meeting Date: City Council reviews and acts on Preliminary Plat

Date Approved or Denied

## VARIANCE CHECKLIST



Pursuant to Minn. Stat. Sec. 462.357, subd. 6, as it may be amended occasionally, the City may issue variances from the provisions of this zoning code. A variance is a modification or variation of the provisions of this zoning code as applied to a specific piece of property. Please review Section 3 - Administration – Land Use and Amendment Processes and Procedures for a complete review of code related to variances.

### Required findings:

In considering all requests for a variance and in taking subsequent action, the City staff, the Planning Commission, and the City Council shall make a finding of fact that the proposed action will not:

1. Impair an adequate supply of light and air to adjacent property.
2. Unreasonably increases the congestion in the public street.
3. Increase the danger of fire or endanger public safety.
4. Unreasonably diminish or impair established property values within the neighborhood or in any way contrary to this Ordinance's intent.
5. Violate the intent and purpose of the Comprehensive Plan.
6. Violate any of the terms or conditions of Item 2 below.

### Required Variance Conditions

A variance from the terms of this Ordinance shall not be granted unless it can be demonstrated that:

1. Undue Practical difficulty will result if the variance is denied due to the existence of special conditions and circumstances that are peculiar to the land, structure, or building involved:
  1. Special conditions may include exceptional topographic or water conditions or, in the case of an existing lot or parcel of record, narrowness, shallowness, insufficient area, or property shape.
  2. Undue hardship caused by the special conditions and circumstances may not be solely economic if a reasonable use of the property exists under the terms of this Ordinance.
  3. Special conditions and circumstances causing undue hardship shall not result from lot size or building location when the lot qualifies as a buildable parcel.
2. Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance or deny the applicant the ability to put the property in question to reasonable use.
3. The special conditions and circumstances causing the undue hardship do not result from the applicant's actions.
4. Granting the variance requested will not confer on the applicant any special privilege denied by this Ordinance to other lands, structures, or buildings in the same district.
5. The request is not a use variance.
6. Variance requested is the minimum variance necessary to accomplish the applicant's intended purpose.

### Application Materials:

- Legal description of the parcel.
- Letter explaining the variance is justified to use the land, structure, or building reasonably.

- A Certificate of Survey, if requested by the City.
- A site plan (one hard and one digital copy) including:
  - Name and address of developer/owner.
  - Name and address of architect/designer.
  - Date of plan preparation.
  - Dates and description of all revisions.
  - Name of project or development.
  - Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less).
  - North point indication.
  - Lot dimension and area.
  - Required and proposed setbacks.
  - Location, setback, and dimension of all buildings on the lot including both existing and proposed structures.
  - Location of all adjacent buildings, wells and septic systems located within one hundred (100) feet of the exterior boundaries of the property in question.
  - Location, number, and dimensions spaces of existing and proposed parking
  - Location, number, and dimensions spaces of existing and proposed loading
  - Curb cuts, driveways.
  - Vehicular circulation.
  - Sidewalks, walkways.
  - Location and type of all proposed lighting.
  - Location of recreational and service areas.
  - Location of rooftop equipment and proposed screening.
  - Provisions for storage and disposal of waste, garbage, and recyclables.
  - Location of proposed well and sewage treatment systems. Landscaping and screening plans, if necessary.
  - Waste facilities, including enclosure and screening, if necessary.
- Grading/Storm Water Drainage Plan, if necessary including:
  - Existing contours at two (2) foot intervals.
  - Proposed grade elevations, two (2) foot maximum intervals.
  - Drainage plan including configuration of drainage areas and calculations.
  - Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
  - Spot elevations.
  - Proposed driveway grades.
  - Surface water ponding and treatment areas.
  - Erosion control measures.
  - Wetland boundaries.
- Landscape Plan:
  - Planting Schedule (table) containing:
    - Symbols.
    - Quantities.
    - Common names.
    - Botanical names.
    - Sizes of plant material.
    - Root specification (bare root, balled and burlapped, potted, etc.)
    - Special planting instructions.

- Location, type, and size of all existing significant trees to be removed or preserved.
- Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
- Typical sections in details offences, tie walls, planter boxes, tot lots, picnic areas, berms, and the like.
- 5. Other existing or proposed conditions which could be expected to affect landscaping. Applicable Fees. Any additional consultant fees not covered by the standard fee will be the responsibility of the applicant and will need to be paid before a building permit will be issued.

## **Variance Procedure**

1. Applicant should schedule a Pre-application Meeting with staff to discuss the request.
2. Application submittal.
3. Completeness Review/Determination. City staff will review and determine within 10 days whether the application is complete or incomplete.
4. Neighborhood & Newspaper Notification—At least 10 days prior to the public hearing, the City Clerk will publish notice in the official newspaper and send notice to property owners within ½ mile of the property. The notice is due on Tuesday and will be published on Friday.
5. The Planning Commission will hold a public hearing on the requested variance within 45 days of its filing date and prepare a report for the City Council.
6. The City Council will review the Planning Commission report and decide, based on findings of fact, whether to approve, approve with conditions, or deny the requested variance.

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## **Key Dates: For City Use**

\_\_\_\_\_ **Meeting Date:** Pre-Application Meeting

\_\_\_\_\_ Submittal Date - 30 days (typ.) before Planning Commission

- Planning Commission typically the third Thursday

\_\_\_\_\_ Completeness Review/Determination of Application

\_\_\_\_\_ Neighborhood & Newspaper Notification (At least 10 days before meeting)

- Published on Fridays
- Deadline prior Tuesday at noon

\_\_\_\_\_ **Meeting Date:** Public Hearing at Planning Commission

\_\_\_\_\_ **Meeting Date:** City Council acting as Board of Adjustments

\_\_\_\_\_ Date Approved or Denied

[kclausen@staugustamn.gov](mailto:kclausen@staugustamn.gov)

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**From:** Mike Couri <mike@couriruppe.com>  
**Sent:** Friday, January 16, 2026 2:15 AM  
**To:** kclausen@staugustamn.gov  
**Subject:** Re: Jan 20th mtg  
**Attachments:** Repeal of THC Ordinance, February, 2026.docx; Cannabis zoning ordinance changes, 2026 draft.docx

Kim,

Attached is a draft of the ordinance repealing the City's THC ordinance. The rules issued by the Office of Cannabis Management supersede the City's THC ordinance and the City no longer has authority to enforce this ordinance. For this reason, we recommend repealing the ordinance.

Also attached is an ordinance amending the zoning code to put in place all of the different cannabis uses. This does not show up on the website as being incorporated into the Zoning Code, but it needs to be as the City must allow all of these businesses somewhere within its Zoning Code. It is possible it was passed sometime in 2025, but I do not recall this being passed. Can you check to see if the City has passed it? If not, it should be discussed at the meeting on the 20<sup>th</sup>.

We will still need to prepare an ordinance requiring owners in Emerald Ponds and Blackberry Acres to shovel their sidewalks, and we also need to amend the administrative fine ordinance, but neither of these ordinances involve the Planning Commission so I don't believe they need to be discussed in the joint meeting with the Planning Commission on January 20<sup>th</sup>.

Michael C. Couri  
Couri & Ruppe, P.L.L.P.  
705 Central Avenue East  
P.O. Box 369  
St. Michael, MN 55376  
763-497-1930

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**From:** "kclausen@staugustamn.gov" <kclausen@staugustamn.com>  
**Date:** Thursday, January 15, 2026 at 10:56 AM  
**To:** 'Mike Couri' <mike@couriruppe.com>  
**Subject:** Jan 20th mtg

Good morning Mike,

Do you have anything I need to include in the agenda packet for next Tuesday's meeting. We are discussing and updating zoning ordinances. Bolton & Menk will be in attendance also.  
If you have a moment and could respond to my emails from last Thursday and Tuesday this week I would appreciate it.  
Thank you,

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

**ORDINANCE NO. 2022-06**

**AN ORDINANCE REPEALING ORDINANCE NUMBER \_\_\_\_\_  
REGULATING TETRAHYDROCANNABINOL PRODUCTS**

THE CITY COUNCIL OF THE CITY OF ST. AUGUSTA HEREBY ORDAINS AS FOLLOWS:

**SECTION 1. REPEAL OF ORDINANCE.**

City of St. Augusta ordinance number \_\_\_\_\_ entitled “An Ordinance Regulating Tetrahydrocannabinol Products” is hereby repealed in its entirety.

**SECTION 2. EFFECTIVE DATE.**

This Ordinance shall be in full force and effect upon its publication in the City’s official newspaper.

**ADOPTED** by the City Council of the City of St. Augusta this \_\_\_\_\_ day of February, 2026.

---

Jeff Schmitz, Mayor

ATTEST:

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Kim Claussen, City Administrator



Real People. Real Solutions.

## MEMORANDUM

Date: January 13, 2026

To: Kim Claussen, Interim Administrator Clerk

From: Robin Caufman, Planning Project Manager

Subject: **Recommended Zoning Code Changes for City Consideration**  
St. Augusta, MN

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Following is a list of zoning code changes that need to be made based on a list of previously identified issues as well as the city attorney's comments.

### Previously identified items

- Change mailing list to 350' not ½ mile
- Need to update cites from Section 5 to 3.01; do a search and replace

### City Attorney Comments

We will review Sections 15.04 (Accessory Buildings), 23 (Farms), 24 (Animals), 45 (A-1 General Ag) and 46 (R-R Rural Residential) to address the following comments from the City's Attorney.

- All references to "farmstead" should be deleted. This term is vaguely defined and serves no purpose that is not already served or could not be served by the definition of "farm."
- "Farm" is defined in the definition section as a parcel of land greater than 10 acres in size. In Section 44.04, Table of Uses, Agricultural Uses, the category of "Farms/Farmsteads/Farm animals when a lot is greater than 5 acres in area" is confusing. Does this mean a farm greater than 5 acres in size? If so, that conflicts with the definition of "Farm" which requires at least 10 acres. I recommend deleting Farmstead (see recommendation #1 above) and moving "farm animals when a lot is greater than 5 acres in area" to its own category.
- The word "Tract" or "Tract of land" is used in multiple instances in the ordinance but is undefined. We have had a property owner argue that since tract is undefined, and since the ordinance did not use the term "lot" where it used tract, tract must mean something other than a single lot and can therefore mean more than one lot. I suggest either defining "tract" as a lot assigned one PID number or replacing tract with "lot" or some other defined term.
- There is a combined definition for "Accessory structure or use". These should be split into separate definitions for "Accessory Structure" and "Accessory Use."
- The definition of "Principal Building" is "the primary building on a lot", but "primary" is not defined. This definition is not functional as written as no one knows what a "primary" building is. "Principal Building" needs a clearer definition.
- Section 15.03.C states that no more than one principal building shall be on a lot, except for farms and hobby farms. How do we distinguish between what is a principal building and what is

Name: City of St. Augusta, Zoning Code updates  
Date: January 13, 2026  
Page: 2

not a principal building on a farm? Can we better define principal building on a farm? Can we limit the principal buildings on a farm to 1) the largest building that is used solely or mainly for agricultural production, and 2) a residence in which the property owner, a relative of the property owner or employees of the farm reside? If we adopt this farm building/residence dichotomy, can we limit the number of principal buildings on a farm to 2 buildings, with all others being accessory buildings?

#### **Additional items for consideration**

In addition to the above items that need to be corrected, we recommend we review the following sections to simplify the process and requirements.

- Section 3 Procedures. The process and procedures could be simplified, especially conditions and requirements
- Section 6 Administrative Permits. When is this used? This section seems vague on when it can be used. We recommend clarifying this section.
- Section 10. Site plan review. This section could also be simplified and made easier to understand
- Section 15.04 Accessory Structures. Review and make sure it reflects exactly what the city wants
- Section 16 General Yard, Lot Area and Building Requirements
  - Scale back exterior treatments for commercial and industrial buildings
  - Eliminate minimum square footage and dimensions for housing
- Section 25 – Home occupations. We recommend reviewing and better differentiating between permitted and “interim” home occupations.
  - Process, does the city really review and require annual renewal? Suggest changing to in place unless revoked or increase to 5-year renewal
  - Create Extended Home Business







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## Price & Service Adjustments



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You need powerful solutions, and at Midco®, we're proud to provide the services that keep you on the cutting edge of technology. Like many organizations, we continue to see higher prices in several areas and an overall increase in the cost of doing business. To continue delivering the reliable, high-quality service you expect, we're adjusting our rates for 2026.

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2. Click **Login** and enter your My Account info.
3. From the **Popular Topics** section in the dashboard, select **Manage email accounts**.
4. Click **Delete** next to any you wish to remove from your account.
5. Select **Delete Email**.

If you need help reviewing, deleting or exporting your emails, reach out. Any email address using the @MidcoNetwork.com domain cannot be used outside of Midco's hosting environment.

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**MIDCO BUSINESS**  
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