

**A G E N D A**  
**CITY COUNCIL MEETING**  
**MONDAY, OCTOBER 20, 2025**  
**5:30 P.M.**  
**COUNCIL CHAMBERS**

Call to Order.

Pledge of Allegiance.

Roll Call.

- (mot) 1. Adoption of Agenda.
- (mot) 2. Approving Minutes from October 6, 2025
- 3. Recognitions and Awards
- (mot) 4. \*Consent Agenda

Licenses:

Lodging Establishment: Sonya Matter, 103 12<sup>th</sup> Street NE, Austin, MN

Claims:

- a. Pre-list of bills
- b. Investment report

Event Applications:

Downtown Austin Halloween Block Party on October 31, 2025  
Hometown Christmas on November 28, 2025

**PUBLIC HEARINGS:**

- 5. Public hearing on street improvements on 14<sup>th</sup> Avenue NE, 18<sup>th</sup> Street NE, 19<sup>th</sup> Street NE), Project 25303. The amount to be assessed is \$1,153,565.33 at 5.75% for 15 years
  - a. Presentation of the project and associated assessments
  - b. Call for written objections
  - c. Motion to adjourn and continue the hearing on those properties for which written objections to the assessment have been filed
  - (res) d. Resolution declaring the cost
  - (res) e. Resolution adopting the assessment roll

**PETITIONS AND REQUESTS:**

- (mot) 6. Approving four-way stop signs at 2<sup>nd</sup> Avenue NW and Main Street
- (mot) 7. Reviewing a variance for a detached accessory structure request
- (res) 8. Accepting donations

9. Granting the Planning and Zoning Department the power to contract for the removal of junk and/or illegally stored vehicles at the following location:  
(mot) a. 103 21<sup>st</sup> Street NW, Phyoe Property

**CITIZENS ADDRESSING THE COUNCIL**

**REPORTS AND RECOMMENDATIONS:**

City Administrator

City Council

- (mot) Adjourn to **Monday, November 3, 2025** at 5:30 pm in the Council Chambers.

\*All items listed with an asterisk (\*) are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a council member or citizen so requests in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda.

M I N U T E S  
CITY COUNCIL MEETING  
October 6, 2025  
5:30 PM  
Council Chambers

MEMBERS PRESENT: Mayor King. Council Members Paul Fischer, Laura Helle, Michael Postma, Oballa Oballa, and Jason Baskin

MEMBERS ABSENT: Council Member Rebecca Waller and Council Member-at-Large Jeff Austin

STAFF PRESENT: City Administrator Craig Clark, Police Chief David McKichan, Fire Chief Jim McKoy, Public Works Director Steven Lang, Planning and Zoning Director Holly Wallace, Library Director Julie Clinefelter, Parks, Recreation and Forestry Director Jason Schon, City Attorney Craig Byram, Human Resources Director Trish Wiechmann, Administration, Clerk & Cashier Kellie Humphress, and City Clerk Brianne Wolf

APPEARING IN PERSON: Members of the Community

Mayor King called the meeting to order at 5:30 p.m.

Moved by Council Member Fischer, seconded by Council Member Oballa, approving the agenda. Carried.

Moved by Council Member Fischer, seconded by Council Member Helle, approving Council minutes from September 15, 2025 & September 22, 2025. Carried.

Chief McKichan introduced the new part-time CSO/Cadet, Michael Hanson. Mayor King welcomed the new cadet to the police force.

The ArtWorks committee members, Kelsey Ritchie and Lisa Dunlop presented the ArtWorks Festival City Art Award to Council. The piece was called Galaxy Circle and was created by Promila Kumar. It will be displayed at City Hall.

City Administrator Craig Clark announced Senior Accountant Melissa Wilson will be acting as interim Finance Director until the position is filled.

CONSENT AGENDA:

Moved by Council Member Fischer, seconded by Council Member Oballa, approving the consent agenda as follows:

Licenses:

Cab Driver: Abram Menchaca, Austin, MN

Massage Therapist: Jian Guangshao, Austin MN

Mobile Business: Steamworks Café, Grand Marais, MN

Lodging Establishment: Brit A Noser, Inc., 300 2<sup>nd</sup> Avenue NW, Austin, MN

Claims:

- a. Pre-list of bills
- b. Credit Card Report
- c. Financial Report

Event Applications:

Austin Fire Department – Fire Station Open House on October 8, 2025

No Kings 2 on October 18, 2025

Carried.

## PETITIONS AND REQUESTS

A public hearing was held for a tax abatement requested by Bigelow & Lennon. They are proposing to build a single-family home located at 1801 12<sup>th</sup> Avenue NE, parcel number 34.468.0120, valued at approximately \$300,000.00. City Administrator Craig Clark stated the application is in conformance with the City's policy for tax abatement.

There were no comments from the public.

Moved by Council Member Postma, seconded by Council Member Baskin, approving the tax abatement. Carried 5-0.

Mayor King requested public hearings for the fall assessments. He stated for each type of assessment, the individual property owners were mailed a notice of hearing, and a public notice was also published in the Austin Daily Herald. He stated the Clerk's office is requesting Council adopt the assessments set forth in the resolutions presented tonight. He stated the property owners will have until October 31<sup>st</sup>, 2025 to pay the assessments or the assessments will be placed on to their property taxes.

A public hearing was held for the assessment of hazardous housing abatements.

There were no public comments.

Moved by Council Member Baskin, seconded by Council Member Oballa, adopting the assessment roll for hazardous housing. Carried 5-0.

A public hearing was held for the assessment of miscellaneous sidewalk and driveway projects.

There were no public comments.

Moved by Council Member Baskin, seconded by Council Member Postma, adopting the assessment roll for miscellaneous sidewalk and driveway projects. Carried 5-0.

A public hearing was held for the assessment of snow removal.

There were no public comments.

Moved by Council Member Baskin, seconded by Council Member Fischer, adopting the assessment roll for snow removal. Carried 5-0.

A public hearing was held for the assessment of junk removal.

There were no public comments.

Moved by Council Member Oballa, seconded by Council Member Baskin, adopting the assessment roll for junk removal. Carried 5-0.

A public hearing was held for the assessment of grass/weed removal.

Shane Rose, 104 3<sup>rd</sup> Ave SE, stated he received two notices. He stated the property being cited has been partially burned in a fire and he can't afford to fix it. He believes the fees are excessive. Mayor King advised Mr. Rose to set an appointment with Parks, Recreation & Forestry Director Jason Sehon to discuss further.

Craig Clark notified Council about a letter received from Jesse Deisher objecting to mowing fees received for his property located at 401 8<sup>th</sup> Street NE. Mr. Deisher doesn't understand the reasoning for his property being mowed or for the citations.

Council Member Helle questioned the notification process for P&R citations/mowing. Mr. Sehon explained the process on how residents are notified. Council Member Helle questioned the process of notices being delivered via certified mail and City Attorney Craig Byram further elaborated on why that is the most feasible option currently.

Council Member Helle feels there should be some more information given at the time the inspections are completed. She would like more information to be given to the public when they are cited.

Moved by Council Member Fischer, seconded by Council Member Baskin, adopting the assessment roll for grass/weed removal. Carried 5-0.

A public hearing was held for the assessment of tree removal.

There were no public comments.

Moved by Council Member Baskin, seconded by Council Member Postma, adopting the assessment roll for tree removal. Carried 5-0.

A public hearing was held for the assessment of park, recreation and forestry administrative citations.

There were no public comments.

Moved by Council Member Fischer, seconded by Council Member Helle, adopting the assessment roll for park, recreation and forestry administrative citations. Carried 5-0.

A public hearing was held for the assessment of zoning administrative citations.

Jim Sauer 600 38<sup>th</sup> Avenue NE, questioned a citation he received for a “tent” structure he uses on his property for keeping vehicles stored in. He would like to understand the reasoning for the citations.

Planning and Zoning Administrator Holly Wallace stated the structure has not been permitted, it exceeds the square footage allowed and the property owner has exceeded the allowed structures on his property per city code.

Mayor King asked that Mr. Sauer schedule a follow-up meeting with Holly Wallace in Zoning but the citations would be adopted on the assessment roll.

Moved by Council Member Helle, seconded by Council Member Postma, adopting the assessment roll for zoning administrative citations. Carried 5-0.

A public hearing was held for the assessment of rental housing administrative citations.

There were no public comments.

Moved by Council Member Baskin, seconded by Council Member Helle, adopting the assessment roll for rental housing administrative citations. Carried 5-0.

A public hearing was held for the assessment of sump pump administrative citations.

There were no public comments.

Moved by Council Member Fischer, seconded by Council Member Helle, adopting the assessment roll for sump pump administrative citations. Carried 5-0.

A public hearing was held for the assessment of building/substandard housing administrative citations.

There were no public comments.

Moved by Council Member Baskin, seconded by Council Member Postma, adopting the assessment roll for building/substandard housing administrative citations. Carried 5-0.

A public hearing was held for the assessment of lodging establishment administrative citations.

There were no public comments.

Moved by Council Member Fischer, seconded by Council Member Helle, adopting the assessment roll for lodging establishment administrative citations. Carried 5-0.

A public hearing was held for the assessment of fire code administrative citations.

There were no public comments.

Moved by Council Member Oballa, seconded by Council Member Postma, adopting the assessment roll for fire code administrative citations. Carried 5-0.

A public hearing was held for the assessment of backdated sewer usage.

Brandon McFarland, 409 36<sup>th</sup> St NW, stated sewer was put in four years ago and he didn't know the usage wasn't being monitored properly. Public Works Director Steven Lang explained the inspection process and how the homeowner hadn't properly completed these steps. This led to the backdated reading of the sewer usage from May 2021 to current.

Mayor King asked that Mr. McFarland schedule a meeting to follow up with Steven Lang but the but the citations would adopted on the assessment roll.

Moved by Council Member Fischer, seconded by Council Member Helle, adopting the assessment roll for backdated sewer usage. Carried 5-0.

A public hearing was held for the assessment of vacant property administrative citations.

There were no public comments.

Moved by Council Member Fischer, seconded by Council Member Baskin, adopting the assessment roll for vacant property administrative citations. Carried 5-0.

Public Works Director Steven Lang stated they received quotes for replacement of the siding and roofing on the Transfer Station. Items to be replaced in this quote include the siding, roofing, flashing and trim, gutters and downspouts, insulation, overhead door, two service doors and includes the installation of an additional industrial exhaust fan.

Mr. Lang stated they received bids from The Joseph Company, Inc. and Eagle Ridge Construction, LLC. Eagle Ridge Construction, LLC came in with the low bid of \$124,226.00. Mr. Lang requested approval to award this project to them.

Moved by Council Member Baskin, seconded by Council Member Oballa, awarding the bid for the transfer station siding to Eagle Ridge Construction, LLC. Carried 5-0.

City Administrator Craig Clark requested Council approval to authorize Melissa Wilson as the Interim Finance Director and approval to delegate himself and Ms. Wilson as the authorized individuals for the Northland Securities, Inc. account.

Moved by Council Member Baskin, seconded by Council Member Fischer, authorizing the approved individuals for the Northland Securities, Inc account and approving the Interim Finance Director. Carried 5-0.

Moved by Council Member Baskin, seconded by Council Member Fischer, authorizing the City Clerk to sign a waiver stating the city does not waive the statutory tort limits. Carried.

City Administrator Craig Clark stated the agreement presented to Council is a preliminary agreement with Mower County allowing the Austin Police Department to occupy part of their building. The agreement would move to a percentage based versus a fixed cost and the percentage would be 14.89%. This agreement would also transition the IT services and records staff to being City employees.

Council Member Baskin asked why the City is making these changes and would like more background on this.

Chief McKichan stated they have always had these joint powers arrangements with the County. They previously had a set fee for the contract, and now they are moving to a percentage-based contract. They are now contracting for their own IT and moving to their own servers due to the ransomware attack the County endured this summer. They would also take on their own records staffing, giving them control over who they hire and what their staff would do on a day-to-day basis.

Moved by Council Member Oballa, seconded by Council Member Baskin, approving an agreement for the Joint Law Enforcement Center with Mower County. Carried 5-0.

City Administrator Craig Clark stated due to the retirement of Tom Dankert, the Director of Administrative Services, they need to update the responsible authority and compliance official for data requests.

Moved by Council Member Fischer, seconded by Council Member Helle, approving the responsible authority and compliance official for data requests. Carried 5-0.

City Administrator Craig Clark requested Council authorize the extension of the housing tax abatement program. The program would continue from 2026 to 2028.

Moved by Council Member Baskin, seconded by Council Member Postma, authorizing the renewal of the housing tax abatement program for 2026-2028. Carried 5-0.

Public Works Director Steven Lang requested Council approval for setting a public hearing for the Nature Ridge Fourth division.



Moved by Council Member Fischer, seconded by Council Member Oballa, setting a public hearing for October 20, 2025 for this street improvement project. Carried 5-0.

City Clerk Brianne Wolf stated the Clerk's office worked with departments heads to update the fees for 2026 and she requested Council approve the fees for 2026.

Moved by Council Member Oballa, seconded by Council Member Baskin, approving the 2026 fee schedule. Carried 5-0.

City Administrator Craig Clark stated the employee separation incentive program is a voluntary program. It would be offered to qualifying employees that hold a regular full time (32 hours or more per week) position and have active employment status with the city, have a minimum of ten years of service, and employees would be in one of the following groups: UAW – Parks Maintenance, UAW

—  
Street Maintenance (who are general fund supported), AEA – Library employees, and administration. In special circumstances, other positions may also be considered. Mr. Clark stated employees who participate may choose one of the following benefit options, subject to a maximum total value of \$20,000: 1) A cash incentive equal to one week of base pay for each completed year of service, not to exceed: 1) \$20,000. 2) Employer-paid health insurance coverage for the number of months equal to the time until the employee reaches sixty-five (65), capped at a total value of \$20,000. 3) A combination of cash and health insurance coverage, with the combined value not to exceed \$20,000.

Mr. Clark requested Council approve the employee separation incentive program.

Council Member Helle asked how much time the Council had before the end of the year to figure out what they were going to cut if no employees took the voluntary separation and how many positions did administration think needed to be cut.

Mr. Clark stated they would not have a lot of time as the truth in taxation hearing is held at the start of December.

Moved by Council Member Baskin, seconded by Council Member Oballa, approving an employee separation incentive program. (Council Member Fischer and Helle – Nay) Carried 3-2.

Moved by Council Member Baskin, seconded by Council Member Helle, accepting donations to the City of Austin. Carried. 5-0.

Moved by Council Member Fischer, seconded by Council Member Oballa, to grant the Planning and Zoning Department the power to contract for the removal of junk and/or illegally stored vehicles at 515 11th Avenue SW, Beaman Property. Carried.

## REPORTS AND RECOMMENDATIONS

Library Director Julie Clinefelter relayed they will be welcoming Millie the Mill Pond Monster on Thursday, October 16 at the Library. The event will take place from 4 pm to 6 pm and is open to the public. The received a grant and several donations to help bring this vision to life and she will be used as a local attraction.

Council Member Baskin went to a conference in Sioux Falls, SD and stated he learned many other communities are sharing the same problems as Austin. He stated other communities are also trying to balance taxes with inflation. He also noted when looking at the comprehensive plan for the City of Austin, Sioux Falls has done a great job embracing the river that runs through their town and it has transformed the community and the vibe of the city.

Council Member Helle stated the Culture and Arts Commission would like the youth of Mower County to submit their art for judging and placement on utility boxes throughout Austin. She stated the playground equipment is being updated at Todd Park. They will not be removing the Robot. She stated the deer hunt is going to begin around the community. She also thanked Parks, Recreation & Forestry Director Jason Sehon for his work with the Austin Public Schools Austin Transition Program. This program collaborates with special education or special needs individuals, assisting them in gaining on-the-job training. Mr. Sehon has played a role in securing jobs for them within the Parks, Recreation & Forestry department.

Mayor King highlighted Council Member Helle's comments on the transition program. Mayor King stated he was able to go and kick off this program, as this is the second year the City has participated. Mayor King read the Employee anniversaries.

Moved by Council Member Baskin, seconded by Council Member Oballa, adjourning the meeting to October 20, 2025. Carried.

Adjourned: 6:45 p.m.

Approved: October 20, 2025

Mayor: \_\_\_\_\_

City Clerk: \_\_\_\_\_

## Nature Ridge Fourth Development 14<sup>th</sup> Avenue, 18<sup>th</sup> Street and 19<sup>th</sup> Street NE

### Project Scope

- Construction of 1800 feet of roadway for the development of 30 residential lots including:
- Site grading for roadway construction and lot drainage
- Sanitary sewer main, manhole and service construction
- Storm sewer main, manhole, catch basin and drainage tile
- Water services
- Austin Utilities watermain, gas and electric
- Roadway construction with asphalt pavement, curb & gutter aggregate base, sidewalk, and street lighting
- Erosion control, seeding, fertilizer and mulch



### Project Schedule and Phasing

- Bid Project in March
- Construction May through August

### Project Costs

Category	Funding Source	Estimated Cost
Street Improvements	Assessments	\$878,000
Storm Sewer Improvements	Assessments	\$365,000
Sanitary Sewer Improvements	Assessments	\$190,000
AU Water/Gas/Electric	Assessments	\$227,000
City Staffing Expenses	Assessments	\$50,000
<b>Total</b>		<b>\$1,710,000</b>

### Project Assessments

100% of the total project costs will be assessed to the developed/benefitting parcels. The total estimated costs of the project is \$1,710,000 and will be assessed equally across the 30 lots at cost of approximately \$57,000 per lot. A final assessment hearing will be conducted in the fall of 2025, following construction, to establish the final construction costs and assessment amounts. The developer/owner will have the following assessment payment options for each individual lot:

1. Pay the full amount by October 31, 2025, without interest.
  2. Pay at least 50% of the amount by October 31, 2025, the remainder would be added to your property taxes over a 15-year period with an interest rate 2% above borrowing.
  3. Make no payment prior to October 31, 2025, the entire amount would be added to your property taxes over a 15-year period with an interest rate 2% above borrowing.
- *This assessment will first show on taxes in spring 2026.*
  - *Upon sale of each lot from Owner/Developer to any other party, the full assessment allocated to that lot is to be paid in full and at closing on the sale of said lot.*



**RESOLUTION NO.**

**RESOLUTION DECLARING COST TO BE ASSESSED  
AND ORDERING PREPARATION OF PROPOSED ASSESSMENT**

**WHEREAS**, the City Council has approved the project for Nature Ridge Fourth (14<sup>th</sup>  
Avenue NE & 19<sup>th</sup> Street NE

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF AUSTIN,  
MINNESOTA:**

1. The portion of the cost to be assessed against the benefited property owners is declared to be \$1,635,000.
2. Assessments shall be payable in equal annual principal installments extending over a period of fifteen (15) years, the first of the installments to be payable on or before the first Monday in January, 2026, and shall bear interest at the rate of 5.75% per annum from November 1st, 2025.
3. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in the City Clerk's Office for public inspection.
4. The City Recorder shall upon completion of such proposed assessment, notify the Council thereof.

Passed by the Austin City Council this 20th day of October, 2025.

YEAS

NAYS

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

61 Extra Days

Fund -

Code:

Street and Sidewalk Improvements

14th Avenue NE 19th Street NE

Project 25303

Resolution No.

Interest at 5.75% starting November 1, 2025

15 years

NO.	PIN	ADDRESS	PROPERTY OWNER	LEGAL	BLOCK	ADDITION	TOTAL
1	34.465.0930		NATURE RIDGE PROPERTIES OF AUSTIN CO	OL D; EXC PLATS OF NATURE RIDGE 2ND & 3RD		NATURE RIDGE	\$0.00
2	34.471.0160	2011 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 6	2	NATURE RIDGE	\$38,452.18
3	34.471.0150	2009 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 5	2	NATURE RIDGE	\$38,452.18
4	34.471.0140	2007 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 4	2	NATURE RIDGE	\$38,452.18
5	34.471.0130	2005 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 3	2	NATURE RIDGE	\$38,452.18
6	34.471.0120	2003 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 2	2	NATURE RIDGE	\$38,452.18
7	34.471.0110	2001 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 1	2	NATURE RIDGE	\$38,452.18
8	34.471.0100	1913 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 10	1	NATURE RIDGE	\$38,452.18
9	34.471.0090	1911 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 9	1	NATURE RIDGE	\$38,452.18
10	34.471.0080	1909 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 8	1	NATURE RIDGE	\$38,452.18
11	34.71.0070	1907 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 7	1	NATURE RIDGE	\$38,452.18
12	34.471.0060	1905 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 6	1	NATURE RIDGE	\$38,452.18
13	34.471.0050	1903 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 5	1	NATURE RIDGE	\$38,452.18
14	34.471.0040	1901 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 4	1	NATURE RIDGE	\$38,452.18
15	34.471.0030	1319 18TH ST NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 3	1	NATURE RIDGE	\$38,452.18
16	34.471.0020	1317 18TH ST NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 2	1	NATURE RIDGE	\$38,452.18
17	34.471.0010	1315 18TH ST NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 1	1	NATURE RIDGE	\$38,452.18

61 Extra Days

Fund -

Code:

Street and Sidewalk Improvements

14th Avenue NE 19th Street NE

Project 25303

Resolution No.

Interest at 5.75% starting November 1, 2025

15 years

18	34.471.0170	1314 18TH ST NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 1	3	NATURE RIDGE	\$38,452.18
19	34.471.0180	1900 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 2	3	NATURE RIDGE	\$38,452.18
20	34.471.0190	1902 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 3	3	NATURE RIDGE	\$38,452.18
21	34.471.0200	1904 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 4	3	NATURE RIDGE	\$38,452.18
22	34.471.0210	1906 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 5	3	NATURE RIDGE	\$38,452.18
23	34.471.0220	1908 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 6	3	NATURE RIDGE	\$38,452.18
24	34.471.0230	1910 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 7	3	NATURE RIDGE	\$38,452.18
25	34.471.0240	1912 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 8	3	NATURE RIDGE	\$38,452.18
26	34.471.0250	1914 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 9	3	NATURE RIDGE	\$38,452.18
27	34.471.0260	2000 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 1	4	NATURE RIDGE	\$38,452.18
28	34.471.0270	2004 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 2	4	NATURE RIDGE	\$38,452.18
29	34.471.0280	2006 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 3	4	NATURE RIDGE	\$38,452.18
30	34.471.0290	2008 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 4	4	NATURE RIDGE	\$38,452.18
31	34.471.0300	2010 14TH AVE NE	NATURE RIDGE PROPERTIES OF AUSTIN CO	LOT 5	4	NATURE RIDGE	\$38,452.18

**TOTAL****\$1,153,565.40**

**RESOLUTION NO.**

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed on all objections to the proposed assessment for the following local improvement:

Nature Ridge Fourth (14<sup>th</sup> Avenue NE & 19<sup>th</sup> Street NE

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN, MINNESOTA:**

1. Such proposed assessment, a copy which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement and the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual principal installments extending over fifteen (15) years, the first of the installments to be payable on the first Monday in January 2026 and shall bear interest at the rate of 5.75 percent per annum. The first installment shall be added interest on the entire assessment from November 1, 2025 until December 31, 2026. To each subsequent installment when due shall be added interest one (1) year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, except that no interest shall be charged if the entire assessment is paid by October 31st of the assessing year. The remaining principal balance may be paid at any time to the City Clerk with interest accrued to December 31st of the payment year.
4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax list of the County and such assessment shall be collected and paid over the same manner as other municipal taxes.

Passed by the Austin City Council this 20th day of October, 2025.

YEAS

NAYS

ATTEST:

APPROVED:

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City Clerk

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Mayor



City of Austin  
500 Fourth Avenue N.E.  
Austin, Minnesota 55912-3773



Steven J. Lang, P.E.  
City Engr./Public Works Dir.  
507-437-9949  
Fax 507-437-7101  
slang@ci.austin.mn.us

## Memorandum

**To:** Mayor & Council  
**From:** Steven Lang  
**Date:** March 31, 2025  
**Subject:** North Main Street, temporary bump outs

Temporary Bumpouts  
Approved 7-0 vote  
04/21/2025

In the fall of 2022, Council reviewed options for the downtown signal lights on North Main Street. Below is a table summarizing Council direction for the Main Street signals:

### Summary

Intersection	Traffic Control Options	Cost	Warranted in 2042	Public Opinion	Decision
N Main Street & 4 <sup>th</sup> Avenue NW	4-Way Stop	\$150,000	Warranted	42%	4-way stop 6-0
	Traffic Signal (Current)	\$450,000	Warranted	58%	
N Main Street & 2 <sup>nd</sup> Avenue NW	2-Way Stop (Recommended)	\$150,000	N/A	—	2-way stop 6-0
	4-Way Stop	\$150,000	Not Warranted	—	
	Traffic Signal (Current)	\$450,000	Not Warranted	—	

Following this decision, the signal lights were placed in flashing red mode making them a 4-way stop until a project could be planned to complete the necessary upgrades.

**North Main Street & 4<sup>th</sup> Avenue (looking north)**



**2<sup>nd</sup> Avenue & North Main Street (looking east)**





The proposed project would include the following:

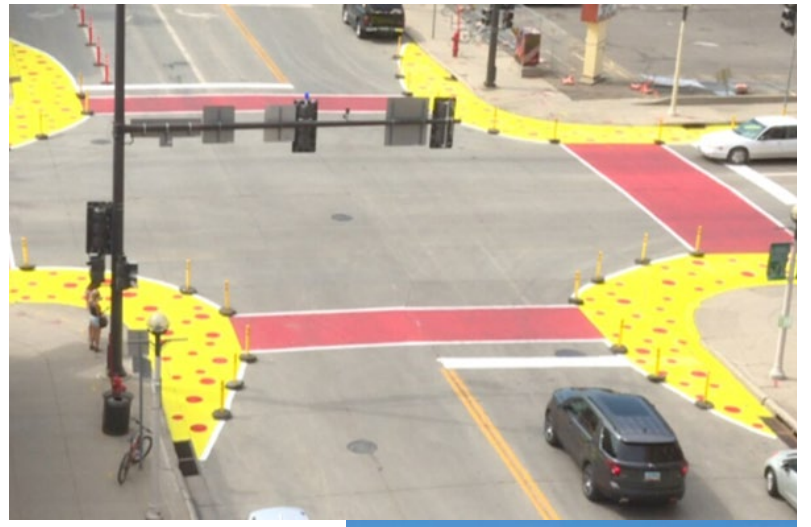
- Signal light removal and street light upgrades
- Pedestrian bump outs with upgraded ped ramps
- Drainage modifications
- Stop sign installation closer to the driving lane for improved visibility
- The project is currently identified in the CIP for construction in 2029.

We have received multiple complaints about the signals in the flashing red mode. They are in poor visual condition and the flashing red condition makes it seem as though they are broken. On that note, the signal light at 4<sup>th</sup> Avenue has stopped working and a 4-way stop sign has been placed in the center of the intersection for the past few months.

We feel that a better temporary installation would be the removal of the signal lights and replacement with delineators and stop signs. Shown below are examples of bump outs using delineators and samples of upgraded stop signs for the downtown area.







The estimated cost is \$7,000 for the stop signs and delineators. We have additional funding available in the citywide street name sign and stop sign improvement project to cover this cost. We would request Council approval for the downtown stop signs and temporary bump out upgrades.



City of Austin  
500 Fourth Avenue N.E.  
Austin, Minnesota 55912-3773



Planning & Zoning Department  
507-437-9950  
Fax 507-437-7101

## Memorandum

**To:** Mayor and City Council

**From:** Austin Planning Commission

**Re:** Recommendation for Variance Requested by:  
Leonard Germer  
1508 6th Ave NW  
Austin, MN 55912

**Date:** October 16, 2025

---

At the October 14, 2025, meeting of the Austin Planning Commission, the Commission reviewed a request from the petitioner for a variance from City Code Section 11.031 Subd.1(b), which limits the total aggregate area of all "accessory structures" to 1,200 square feet and limits detached structures to two (2) for properties under one acre, within a residential district.

The petitioner has requested to add a 160 sq. ft. shed in addition to 2 existing detached garages. The total square footage with the proposed addition is 1310. The total lot coverage with all structures is 30% (40% lot coverage is the maximum allowed).

Two property owners, who received notice of the public hearing, attended the meeting in support of the petitioner's request and/or interest. There was no opposition.

After review, the Planning Commission, with five members present, recommended approving the variance by the following vote:

Ayes – 5                      Nays – 0

The Planning Commission made the following findings regarding this request:

1. The requested variance is in harmony with the general purposes and intent of the zoning ordinance.
2. The variance, if granted, would not alter the essential character of the locality in which the property is situated.
3. There are circumstances unique to the property not created by the landowner.
4. The landowner intends to use the land in a reasonable manner not permitted by the ordinance.

**PETITIONER:** Leonard Germer  
1508 6<sup>th</sup> Ave NW  
Austin, MN 55912

**LEGAL  
DESCRIPTION:**

**CURRENT LAND  
USE AND ZONING**

**CLASSIFICATION:** "R-2" Multi-Family Residential District  
Use: Single-Family Residence

**SURROUNDING  
ZONING:**

North	-	Residential	-	"R-2" District
South	-	Residential	-	"R-1" District
East	-	Residential	-	"R-2" District
West	-	Residential	-	"A-1" District Fayette-Sherman Park

**REQUESTED  
ACTION:**

The petitioner has two (2) detached structures and wishes to add a third. He is requesting a variance of from City Code Section 11.031, which allows a maximum of two (2) detached structures with an aggregate square footage of 1200 sq. ft. for a parcel under one acre, for a residential lot.

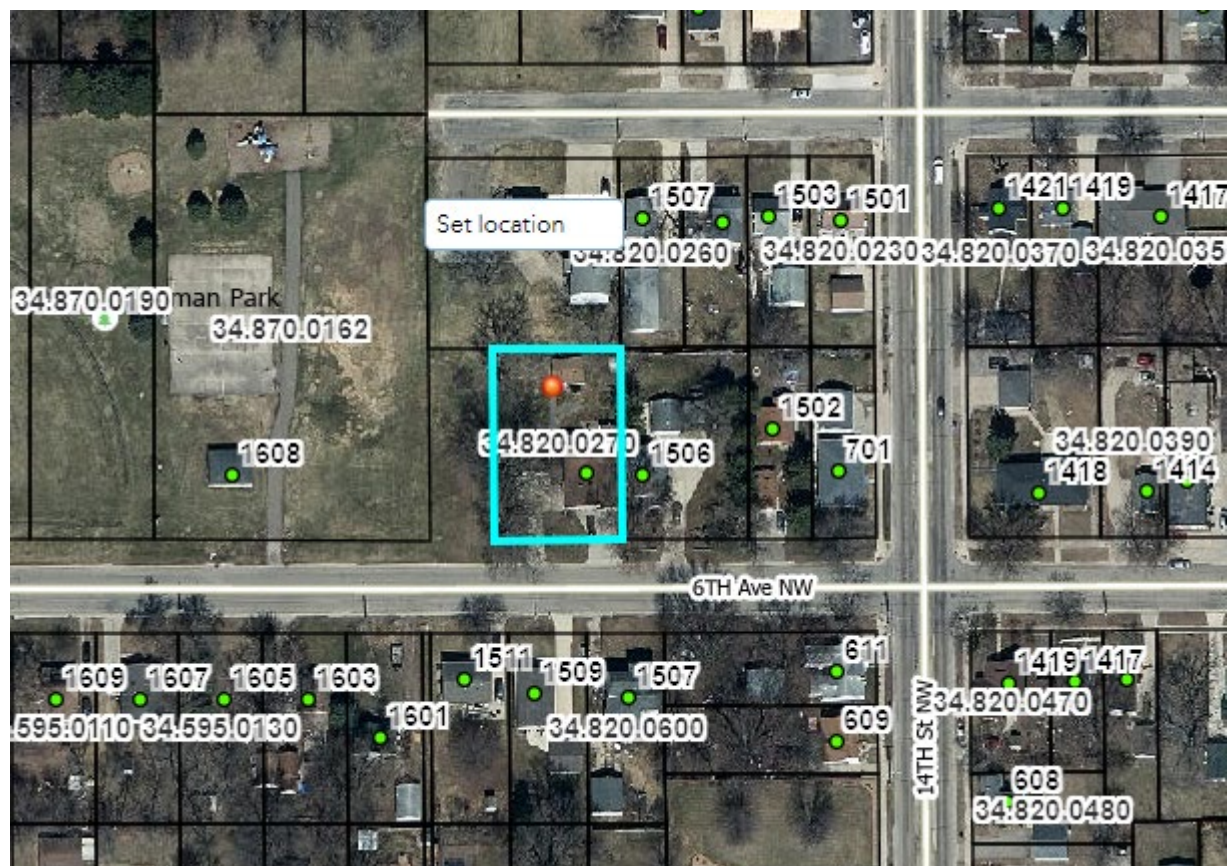
The property in question is approximately 0.54 acres, the total aggregate square footage of the structures is approximately 1300 sq. ft.  
Existing garage: 650 sq. ft.  
Existing shed: 500 sq. ft.  
Proposed new shed: 160 sq. ft.

The Planning Commission and City Council must decide if the request meets the statutory requirements for granting a variance:

1. The variance is in harmony with the general purposes and intent of the zoning ordinance.
2. The variance is consistent with the comprehensive plan.
3. The proposal puts the property to use in a reasonable manner.
4. There are unique circumstances to the property not created by the landowner.
5. The variance, if granted, will not alter the essential character of the locality in which the property is situated.

**STAFF REPORT:** This is a recommendation to council.





## APPLICATION FOR CONSIDERATION OF PLANNING REQUEST

(This form should be filled out in duplicate by typing or printing in ink)

\*\*Applications are due by the 20<sup>th</sup> day of the prior Month\*\*  
i.e. an application for a June meeting is due by May 20<sup>th</sup>

CITY OF AUSTIN

Street Location of Property: 1508 6th Ave NWLegal Description of Property: Out lot 4 102.18 Subdivision CD  
34820 Out lots 9+10 BLK 3Owner: Name Leonard P. Germer Phone 509-438-4446Address 1508 6th Ave NWCity Austin State MN Zip 55912Type of Request: \_\_\_\_\_ Variance ☒ CUP \_\_\_\_\_ IUP \_\_\_\_\_ Rezone \_\_\_\_\_ Other \_\_\_\_\_Fee Total \$ 300.00

Applicable to Section \_\_\_\_\_ of the Austin City Zoning Ordinance, as amended

Description of Request Requesting storage unit of 8x20ft to accommodate  
my need for year around waterproof, vermin proof unit.  
This will be 3<sup>rd</sup> shed.Reason for Request I currently do not have room to put my belongings  
for my crafts and other items. The unit would protect from weather  
and animals and insects.Present Zoning Classification ResidentialExisting Use of the Property HomeHas a request for a rezoning, variance, or conditional use permit on the subject site or any part thereof been  
previously sought? NO When? \_\_\_\_\_Signature of Applicant Leonard P. Germer Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ by the Planning Commission on \_\_\_\_\_ (date)

Approved \_\_\_\_\_ Denied \_\_\_\_\_ by the Common Council

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# PLOT PLAN

ADDRESS: 1508 6th Ave NW

LEGAL

DESCRIPTION:

LOT

BLOCK

ADDITION

SITE AREA: \_\_\_\_\_ SQ. FT.

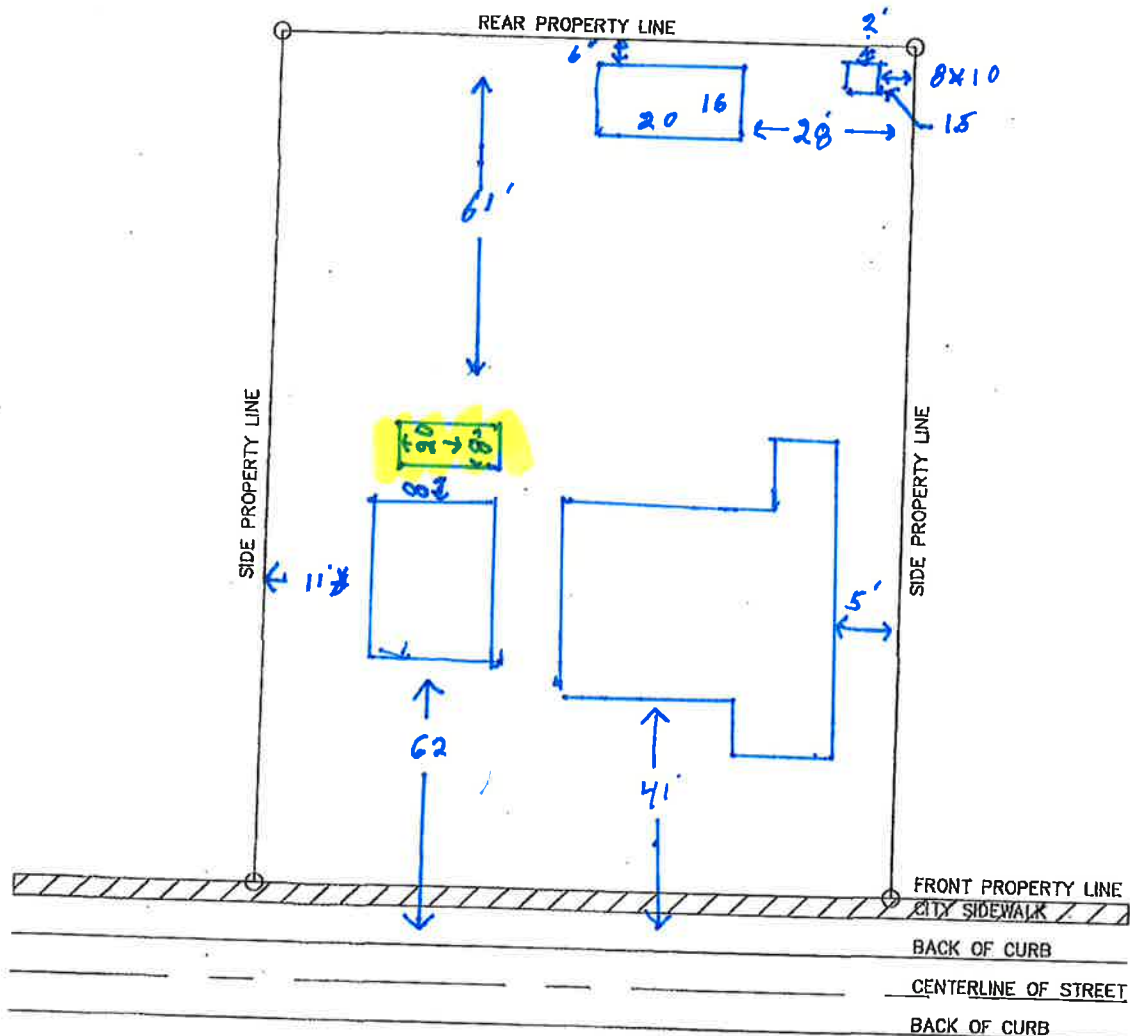
AREA OF SITE OCCUPIED BY BUILDING: 160 SQ. FT.

INSTRUCTIONS TO APPLICANT:

COVERAGE PERCENTAGE: \_\_\_\_\_ %

FOR NEW BUILDINGS AND BUILDING ADDITIONS THE FOLLOWING INFORMATION MUST BE PROVIDED IN THE SPACE BELOW:

- 1) Location of proposed construction and existing improvements.
- 2) Show buildings (square footage) and setback distances of existing buildings and new structures.
  - a) How far the new building will be away from the front property line.
  - b) How far the new building will be away from the side property line.
  - c) How far the new building will be away from the rear property line.
  - d) How far the new building will be away from existing structures.
- 3) Show easements.
- 4) Indicate whether property is a corner lot.
- 5) Show street and avenue location.



SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE:

Leonard P. Hume

**NOTICE OF PUBLIC HEARING  
FOR A VARIANCE FROM THE  
AUSTIN CITY PLANNING COMMISSION**

**NOTICE IS HEREBY GIVEN** that the City of Austin has received an application from Leonard Germer at 1508 6<sup>th</sup> Ave NW for a variance from City Code 11.031 limiting the number of detached accessory structures on a parcel one acre or less in a “R-1” district.

Said petition will be heard at a regular meeting of the Austin City Planning Commission on **Tuesday, October 14th**, at 5:30 pm in the Council Chambers of the Austin Municipal Building located at 500 4<sup>th</sup> Avenue NE at which time you may appear, if you desire, either in person, or by agent or attorney, in opposition to or in support of the petition.



---

BY ORDER OF THE AUSTIN  
CITY PLANNING COMMISSION  
/s/  
Holly Wallace  
Planning and Zoning Administrator

**AFFIDAVIT OF MAILING**  
**PUBLIC HEARING VARIANCE NOTICE**  
**STATE OF MINNESOTA**  
**COUNTY OF MOWER**

Lauren K Bakken, being first duly sworn, disposes and says: "I am a United states citizen, over 21 years of age, and the engineering clerk of the City of Austin, MN."

On Monday September 29, 2025, acting on behalf of the City Planning Commission, I deposited in the United States Post Office in Austin, Minnesota copies of the attached notice of a hearing, enclosed in sealed envelopes, with postage thereon fully prepaid, address to the following persons at the addresses appearing below their respective names:

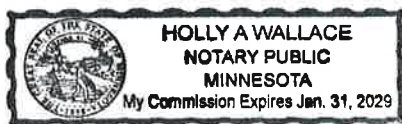
Germer Variance  
See attached list

There is delivery service by United States mail between the place of mailing and the places so addressed.

  
\_\_\_\_\_  
Lauren K Bakken

Subscribed and sworn to before me  
This 29<sup>th</sup> Day of September.

  
\_\_\_\_\_  
Notary Public



Germer Variance Mailing List

34.820.0550 Martha Gonzalez 609 14<sup>th</sup> St NW

Mailing Address- 17424 540<sup>th</sup> Ave Austin MN 55912

34.820.0540 Heather Novak 611 14<sup>th</sup> St NW

Mailing Address- 16919 897<sup>th</sup> Ave Austin MN 55912

34.820.0600 Lynda Edwards 1507 6<sup>th</sup> Ave NW

Mailing Address- 1209 2<sup>nd</sup> Ave NW Austin MN 55912

34.820.0610 Charlotte Oleary 1509 6<sup>th</sup> Ave NW

34.820.0640 HRA 1511 6<sup>th</sup> Ave NW

Mailing Address- 308 2<sup>nd</sup> Ave NE Austin MN 55912

34.595.0150 Manette Black 1601 6<sup>th</sup> Ave NW

34.595.0140 146 Properties LLC 1603 6<sup>th</sup> Ave NW

Mailing Address- 2728 Marion Rd SE Rochester MN 55904

34.595.0130 146 Properties LLC 1605 6<sup>th</sup> Ave NW

Mailing Address- 2728 Marion Rd SE Rochester MN 55904

34.595.0120 HRA 1607 6<sup>th</sup> Ave NW

Mailing Address- 2728 Marion Rd SE Rochester MN 55904

34.820.0270 Leonard Germer 1508 6<sup>th</sup> Ave NW

34.820.0280 Neil Dickie 1506 6<sup>th</sup> Ave NW

34.820.0300 Mark Bawek 1502 6<sup>th</sup> Ave NW

34.820.0310 Le Xuan Trang 701 14<sup>th</sup> St NW

34.820.0380 Michael Gei Khaw 1418 6<sup>th</sup> Ave NW

34.820.0360 Caleb Baumgartner 1419 7<sup>th</sup> Ave NW

34.820.0370 Felix Marquez 1421 7<sup>th</sup> Ave NW

34.820.0230 Raja Dey 1501 7<sup>th</sup> Ave NW

Mailing Address- 105 3<sup>rd</sup> Ave SW Austin MN 55912

34.820.0240 Eddy Soe 1503 7<sup>th</sup> Ave NW

Mailing Address- 811 7<sup>th</sup> Ave SW Austin MN 55912

34.820.0250 Travis Hommerding 1505 7<sup>th</sup> Ave NW

Mailing Address- 85739 185<sup>th</sup> St Albert Lea MN 56007

34.820.0260 Charles Fawver 1507 7<sup>th</sup> Ave NW

Mailing Address- 1805 14<sup>th</sup> St SW Austin MN 55912

34.820.0262 Charles Fawver 1509 7<sup>th</sup> Ave NW

Mailing Address- 1805 14<sup>th</sup> St SW Austin MN 55912

34.820.0220 New Age Properties LLC 1500 7<sup>th</sup> Ave NW

Mailing Address- 303 27<sup>th</sup> Dr NW Austin MN 55912

34.820.0210 Glenn Thaisen 1502 7<sup>th</sup> Ave NW

34.820.0200 Georgia Andrews 1504 7<sup>th</sup> Ave NW

34.820.0190 Veronica Sebastian Pedro 1506 7<sup>th</sup> Ave NW

Mailing Address- 1406 8<sup>th</sup> St NW Austin MN 55912

34.820.0181 James & Susan Tweet

Mailing Address- 809 19<sup>th</sup> St SW Austin MN 55912

34.870.0161 Charles Fawver

Mailing Address- 1805 14<sup>th</sup> St SW Austin MN 55912

34.870.0160 Dennis Block 1601 8<sup>th</sup> Ave NW

RESOLUTION NO.

**ACCEPTING DONATIONS TO THE 2025 4<sup>TH</sup> GRADE JR. FIRE PROGRAM**

WHEREAS, the City has received the following donations for the  
2025 4<sup>th</sup> Grade Jr. Fire Program as follows:

Applebee's Grill & Bar  
Arby's  
Austin Bruins  
Austin Parks, Recreation & Forestry Board  
Caribou Coffee  
Culver's  
Dairy Queen  
Domino's  
Echo Lanes  
El Patron Mexican Grill & Bar  
Games People Play  
Godfather's Pizza  
Hardee's  
Hy-Vee  
Kenny's Oak Grill  
Perkins  
Pizza Hut  
Pizza Ranch  
Qdoba  
Scooter's Coffee  
Smyth Companies  
Sweet Reads  
Taco John's  
Tendermaid Sandwich Shop  
The Hormel Foundation  
Walmart Supercenter

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Austin  
accepts said gifts to the City of Austin.

Passed by a vote of yeas and nays this 20th day of October, 2025.

YEAS

NAYS

ATTEST:

APPROVED:

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City Clerk

---

Mayor

**City of Austin  
Zoning Department**



**500 Fourth Avenue N.E.  
Austin, Minnesota 55912-3773  
Phone: 507-437-9950  
Fax: 507-437-7101  
www.ci.austin.mn.us**

September 24<sup>th</sup>, 2025

Aung Phyoe  
Or Current Resident  
103 21<sup>st</sup> St NW  
Austin, MN 55912

RE: Violations at 103 21<sup>st</sup> St NW, Austin, MN 55912

Dear Aung:

The City of Austin Planning and Zoning Department has observed a violation of City Code on your property. An investigation of this complaint was conducted on September 24<sup>th</sup>, 2025 at this site and the following issues need to be resolved:

- 1. Remove all junk/garbage from property**
- 2. All refuse must be contained in watertight containers and lawfully disposed of, at least once each week during the year.**

The violation of Austin City Code Sections 10.01 Subd 2, 3 & 4, 10.14 Subd.1(B) 4 and 10.14 Subd.4-6 were found. These City Code sections read as follows:

**City Code Section 10.01 Subd. 2. *Disposal required.*** Every person shall, in a sanitary manner, store and dispose of refuse that may accumulate upon property owned or occupied by him or her in accordance with the terms of this section. Garbage shall be collected or otherwise lawfully disposed of, at least once each week during the year.

**City Code Section 10.01 Subd 3. Deposit of garbage or refuse. It is unlawful:**

D. For any person to deposit anywhere within the city any refuse in a manner that it may be carried or deposited by the elements upon any public place or any other premises within the city;

**City Code Section 10.01 Subd. 4 Containers**

A. *General requirement.* Every householder, occupant or owner of any residence and any restaurant, industrial establishment or commercial establishment shall provide on the premises one or more containers to receive and contain all refuse which may accumulate between collections or other disposal. All normal accumulations of refuse shall be deposited in such containers, except that leaves, trimmings from shrubs, grass clippings, shavings, excelsior and other rubbish of similar volume and weight may be stored in closed containers not meeting the requirements of Subpar. B. Tree limbs under four inches in diameter in five-foot lengths and tied in bundles not to exceed 60 pounds, bundles of newspapers, cardboard or magazines tied securely not to exceed 60 pounds. Furniture, rugs and carpeting will be accepted by a licensed hauler if notified 24 hours in advance of regular pickup time. The following articles will not be accepted as refuse and must be deposited at a designated demolition site: stone, sod, earth,

concrete, building materials unless placed in covered garbage cans, automobile parts, except tune-up parts, inflammable liquids, tree trunk sections over four inches in diameter. Tires and white goods need not be accepted as refuse by licensed garbage haulers, but shall be disposed of at the depository as designated by the County Board.

B. *Container requirements.* Each container shall be watertight, shall be impervious to insects and rodents and shall not exceed 32 gallons in capacity, garbage containers when full shall not exceed 60 pounds in weight, when waste is collected by licensed haulers by mechanical lifting devices, the use of the container shall not exceed 90 gallons or limited, as defined by the hauler. Containers shall be maintained in good and sanitary condition. Any container not conforming to the requirements of this section or having ragged or sharp edges or any other defect likely to hamper or injure the person collecting the contents shall be promptly replaced after notice by the city. Notwithstanding the foregoing, grass clippings and leaves may be temporarily stored in bags provided by licensed garbage haulers for pick up by licensed garbage haulers or in plastic bags provided by the owner for ultimate disposal at a site designated by the Council.

C. *Placement.*

1. Garbage containers shall be placed in a driveway or open area outside of the garage or where public alley - garbage shall be placed adjacent to the alley, easily accessible for pickup to be made. Other refuse - properly bagged or bundled such as leaves, clippings or brush shall be placed by the curb of the street or by the alley for collection. Containers must be placed properly for pickup prior to 5:30 a.m. on the day of collection to insure service.

2. At the request of the garbage hauler, garbage containers may be placed on boulevard, curbside or other convenience place in front yard for collection, but the containers shall not be permitted to remain on curbside or in front yard for more than 24 consecutive hours.

**City Code Section 10.14, Subd. 1(B):**

**JUNK.** All scrap metal, rags, batteries, paper, trash, rubber tires, debris, waste, wood, and/or construction materials not used in connection with a building or which is carried as inventory in an on-going construction business at a lawful place of business, dismantled vehicles, machinery and appliances or parts thereof and parts of vehicles, glass, tinware, plastic, aluminum and/or steel cans, old or discarded household goods, household furnishings or furniture, hardware or appliances. Neatly stacked firewood located so as to comply with the setback requirements as set forth in Chapter 11 and in accordance with side yard or rear yard setback requirements shall not be considered junk.

**City Code Section 10.14, Subd. 4. *Notice and abatement.***

**B. *Public nuisances affecting health***

5. Accumulations of manure, refuse, junk or other debris;

**D. *Public nuisances affecting peace and safety.***

16. Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies or other material in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from accumulation;

**City Code Section 10.14, Subd. 4(E-G)**

**NOTICE AND ABATEMENT.**

E. Whenever a public officer or other person charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, the City enforcement



officer shall notify in writing the owner or occupant of the premises of such fact and order that such nuisance be terminated and abated.

**F.** The notice shall be served in person or by certified or registered mail. If the premises are not occupied and the owner is unknown, the notice may be served by posting it on the premises. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding ten (10) days, within which the nuisance is to be abated.

**G.** If an emergency exists that presents an immediate danger to citizens affecting their safety, the officer shall require immediate abatement of such nuisance. If the notice is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the Council and may take such other appropriate action as may be necessary. The Council may, after notice to the owner or occupant, provide for the abating of the nuisance by the City.

**City Code Section 10.14, Subd. 5:**

**RECOVERY OF COST.** The owner of the premises on which a nuisance has been abated by the City shall be personally liable for the cost to the City of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Recorder shall prepare a bill for the cost and mail it to the owner. There upon, the amount shall be immediately due and payable at the Office of the City Recorder. Ownership shall be presumed to be the owner as shown on the records of the County Treasurer unless the City Recorder has reason to know that such information is not accurate, in which event, notice shall be given to such other person as the City Recorder has reason to believe is, in fact, the true owner of said premises.

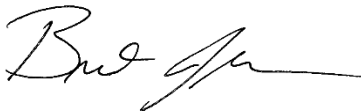
**City Code Section 10.14, Subd. 6:**

**ASSESSMENT.** If the cost of abating said nuisance is not paid in full to the City Recorder before September 1, next, then on or before September 1, next, following the abatement of the nuisance, the City Recorder shall list the total unpaid charges along with other such charges, as well as other charges for current services to be assessed under Minnesota Statutes 429.101 against each separate lot or parcel to which charges are attributable. The Council may then spread the charges against such property under that statute and other pertinent statutes for certification to the County Auditor and collection along with current taxes the following year or in annual installments, not exceeding ten (10), as the Council may determine in each case.

Please resolve the City Code violations within **10 days** of the date of this letter, or the matter will be referred to the Austin City Council for corrective action. Council generally meets the first and third Mondays of every month. You will be fined a maximum of \$100, the amount varies depending on the type of violations.

Your cooperation with this matter will be greatly appreciated, and if you have any questions, please call me at my office at (507)437-9950.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Johnson", written in a cursive style.

Brent Johnson  
Zoning Inspector

City of Austin  
Zoning Department



500 Fourth Avenue N.E.  
Austin, Minnesota 55912-3773  
Phone: 507-437-9950  
Fax: 507-437-7101  
[www.ci.austin.mn.us](http://www.ci.austin.mn.us)

## Memorandum

**To:** Mayor and City Council

**Cc:** Aung Phyo, 103 21<sup>st</sup> St NW, Austin, MN 55912

**From:** Holly Wallace, Planning & Zoning Administrator

**Re:** Accumulation of Refuse and Junk  
At 103 21<sup>st</sup> St NW, Phyo Property

**Date:** October 17, 2025

---

May I ask the City Council to approve granting the Planning & Zoning Department the power to contract for the removal of refuse and junk at 103 21<sup>st</sup> St NW. The property owner has been notified of this violation to the City Code Sections 10.14 Subd.1(B), 10.14 Subd.4-6 but has failed to resolve this issue. (See Attached)

Therefore, I am requesting the Mayor and City Council to approve empowering the Planning & Zoning Department to act on the removal of this junk. Such action is permitted by the City Code Section 10.14.

Thank You





October 15, 2025

12:05 PM

103 21st St NW