



## STAFF MEMO

<b>Prepared by:</b> City Clerk	<b>Meeting Date:</b> 1-5-26	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b>	<b>Agenda Item #</b> <b>4f</b>
<b>Reviewed by:</b>	<b>Item:</b> Pay Application 5 CSAH 2/MN St Roundabout		
<b>Priority:</b>	None		

### **ACTION REQUESTED**

Authorize payment to Stearns County Highway Dept in the amount of \$6,051.27.

### **BOARD/COMMISSION/COMMITTEE RECOMMENDATION**

none

### **PREVIOUS COUNCIL ACTION**

The council approved project management with Stearns County Highway Dept. City Council approved the local portion of funding for the CSAH 2/MN St roundabout.

### **REFERENCE AND BACKGROUND**

Pay Application #5 is for services less 5% retainage. The payment is made to Stearns County Highway Dept. Stearns County pays the contractor less retainage for the project.

### **BUDGET IMPACT**

\$6,051.27 – construction fund

### **STAFF RECOMMENDED ACTION**

Execute payment for Pay Application #5.

### **SUPPORTING DATA/ATTACHMENTS**

Pay Voucher #5  
Invoice 192-2025

# STEARNS COUNTY HIGHWAY

P.O. Box 246  
 St. Cloud, MN 56302  
 320-255-6180 Fax 320-255-6186

# INVOICE

**INVOICE NO:** 192-2025  
**DATE:** 12/22/2025

**To:** City of St. Joseph  
 Attn.: dmurphy@cityofstjoseph.com; lbartlett@cityofstjoseph.com  
 ap@cityofstjoseph.com  
 P O Box 668  
 St. Joseph, MN 56374

<b>SP 073-070-028</b>
-----------------------

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	SP 073-070-028		
	Work Certified to date	\$1,530,507.52	
	Local Participation	\$126,874.55	\$126,874.55
	Less Retainage 5%		\$ (6,343.73)
	Less paid to date		\$ (114,479.58)
	rounding		\$ 0.03
	 Total Amount Due		 \$6,051.27
	 <b>A copy of the pay voucher and funding by source report is attached.</b>		
		<b>TOTAL DUE</b>	<b>\$ 6,051.27</b>

Make all checks payable to: Stearns County Highway.  
 If you have any questions concerning this invoice, contact Tracey Worzala, Office Manager 320-255-6180.

**THANK YOU FOR YOUR BUSINESS!**