The City Council of the City of St. Charles welcomes you to its Regular Meeting
of Tuesday, October 13, 2015 at 6:00 p.m.
at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. October 13, 2015 Agenda	APPROVE
4. Meeting Minutes -September 8, 2015 -September 22, 2015	APPROVE
5. October Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees: 7a. Administrator's Report, Nick Koverman 7b. Public Works Superintendent Report, Kyle Karger 7c. Chief of Police Report, Ken Frank 7d. Library Board Report, Dave Braun (TBD) 7e. EDA Report, Wayne Getz 7f. Planning & Zoning, David Kramer 7g. Park Board, Orv Dahl (TBD) 7h. School Board, David Kramer (TBD)	INFORMATION
8. Public Hearing—Alley Vacation 14th & Bluff	INFORMATION
9. Ordinance #580 Vacating Public Alley (1st Reading)	APPROVE
10. Fort Culvert Discussion	DISCUSS
11. Social Host Ordinance	INFORMATION
12. Resolution # 29-2015 Accepting Donation Ruth A. Jacobs	APPROVE
13. 2016 Preliminary Enterprise Budgets	INFORMATION
14. GASB 67/68 Pension Engagement Letter	APPROVE
15. Resolution #30-2015 Authorizing Participation in PERA	APPROVE

UNSCHEDULED PUBLIC APPEARANCES: Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.
ADJOURNMENT

***Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.**

WELCOME TO
ST. CHARLES
GATEWAY TO WHITEWATER

MEMORANDUM for the CITY COUNCIL of St. Charles for Tuesday, October 13, 2015

8. Public Hearing—Alley Vacation 14th & Bluff. The Council will hold a public hearing for a proposed alley vacation behind 14th Street and Bluff Avenue.

9. Ordinance #580 Vacating a Public Alley (1st Reading). The first reading of the proposed alley vacation under Ordinance #580 is recommended for approval.

10. Fort Culvert Discussion. Continued discussion will take place as Mayor Schaber has new information to relay to the City Council with respect to the City's interest in partnering to solve the problem and vacate the cartway.

11.Social Host Ordinance. Police Chief Ken Frank and Whitewater Coalition chairperson, Pastor Heather Klason, will be present to provide information to the Council on Social Host Ordinances and answer any questions. No action is requested at this time.

12. Resolution #29-2015 Accepting A Donation-Ruth A. Jacobs Trust. A donation has been given to the City from the Trust of Ruth A. Jacobs that is outlined in the proposed resolution.

13. 2016 Preliminary Enterprise Budgets. Enclosed is a brief memo regarding the preliminary Enterprise Budgets. Kristine Engstrand will be on hand to help present the preliminary budget and answer any questions.

14. GASB 67/68 Pension Engagement Letter. New pension accounting requirements for fire relief association (FRA) pension plans and sponsoring cities are required. With the help of Tom Wente of Smith Schaefer & Associates, the city's auditing firm, only four companies in the upper Midwest are qualified to perform such service. The proposed company of Van Iwaarden Associates was the least costly and also serves as the League of Minnesota Cities' actuarial partner. It the recommendation to approve the letter of engagement with VanIwaarden to begin the process.

15. Resolution #30-2015 Authorizing Participation in PERA. Please see the enclosed PERA resolution for consideration.

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, September 8, 2015 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
David Kramer (absent)
Dave Braun (absent)
Orv Dahl
Wayne Getz
Mayor John Schaber

STAFF PRESENT:
Kristine Huinker and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Dan White, Bryan Todd (Post Bulletin) and Craig Hilmer (St. Charles Press).

1. ESTABLISH QUOROM/CALL TO ORDER
Quorum was established with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL of the AGENDA:
Motion to approve: **Orv Dahl**
No discussion.
Motion carried.

4. MEETING MINUTES
-August 18, 2015
Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

-August 25, 2015
Motion to approve: **Orv Dahl**
No further discussion.
Motion carried.

5. APPROVAL of SEPTEMBER PAYABLES
Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

6. Notices and Communications. None.

7. Reports of Boards and Communications. Various reports were given.

8. 2016 Preliminary Budget Discussion. Kristine Engstrand demonstrated for the Council that if the goal is to only levy for the EMS building of 8.16 percent, then an adjustment to the Capital Improvement Plan from $290,000 to $275,600 would need to be made. This would be a one-time fix and would be increased in 2017. This was the cleanest of the options available to the Council. No further questions were asked of staff related to individual line items. Admin. Koverman outlined the remainder of the budget process. The preliminary levy will be presented at the September 22nd meeting with a final levy presented at the first meeting in December. No further questions were asked.

9. Resolution #23-2015 EDA Levy Adoption. Admin. Koverman presented the Council with the EDA levy that is presented annually as a separate line item on the tax statement for the EDA levy. The amount is based on the taxable market value which increased. The amount for the 2016 levy will increase from $34,086 to $34,859. No further questions were asked. A motion to approve the resolution was made.
Motion to approve: **Orv Dahl**
No further discussion.
Motion carried.

10. Administrator's Review Letter. Mayor Schaber presented a letter for approval from the City Council for Administrator Koverman's review. No further comments were added.
Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES
-Dan White at 730 Whitewater Avenue relayed to the Council that he felt Gladiolus Days went well and that the Rolling Hills Transit service continues to be a valuable service to the community.

Motion to adjourn at 6:12 p.m.
Motion to approve: **Wayne Getz**
Motion declared carried.

_____
John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, September 22, 2015 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
David Kramer
Dave Braun (absent)
Orv Dahl
Wayne Getz
Mayor John Schaber

STAFF PRESENT:
Kristine Engstrand (City Accountant), Janell Dahl (Deputy City Clerk), Kyle Karger (PW Supt.), Lyle Peterson (Fire Chief), Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Dan White, Bryan Todd (Post Bulletin), Rick Engstrom, and Craig Hilmer (St. Charles Press).

1. ESTABLISH QUOROM/CALL TO ORDER
Quorum was established with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL of the AGENDA:
Motion to approve the agenda: **Orv Dahl**
No discussion.
Motion carried.

4. Notices and Communications. Admin. Koverman relayed an invitation from the SE MN Together to discuss the workforce shortage as well as the invitation to discuss the promotional program that was also awarded through SMIF. He also shared the invitation to the United Methodist Church dedication ceremony on October 11.

5. Review of Financials. No questions.

6. Reports of Boards and Committees. Admin. Koverman provided an update on the Library Board meeting. Clm. Kramer discussed the school board's progress on seeking various capital improvement projects and the potential implications to the local tax levy as they seek to leverage local dollars for state dollars.

7. Public Hearing-Special Assessments. A motion to open the public hearing for the special assessments was moved at 6:05 p.m.
Motion to approve: **Orv Dahl**
No further discussion.
Motion carried.
Mayor Schaber welcomed anyone who wished to come forward regarding their special assessment to be heard. He called once, twice, three times. Having no one come forward, he called for a motion to close the public hearing. A motion was made at 6:07 p.m.
Motion to approve: **David Kramer**
No further discussion.
Motion carried.

8. Resolution #24-2015 Adopting Special Assessment. Hearing no further discussion, a motion was made to approve Resolution #24-2015 as presented.
Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

9. Fort Culvert. Mayor Schaber addressed the Council and briefly described the meeting held between himself, Clm. Kramer, Steve Pearson, Mr. Fort and Neil Britton, an engineer with Widseth Smith Nolting. The Council reviewed the bid from Mr. Pearson as it related to the discussion and the options put forth. Clm. Getz asked city engineer Rick Engstrom what the city should or should not do. Mr. Engstrom recounted for the Council that when the 2007 flood occurred, no overflow problem was determined. The issue at hand was the freezing of the pipe that is due to the weeping and the improper installation of the

secondary culvert that was not installed at the proper depth or pitch. Clm. Kramer expressed that he felt the addition drainage pipe would take care of the pipe freezing. Mr. Engstrom relayed that he felt the pipe could be run along side the existing culvert and still be effective. The probable cost of that work would only be about $10,000. Clm. Kramer relayed that while it was his opinion that it was not a city street, but rather a private drive, through his conversations with the owner he believed the owner would be reluctant and that vacation of the road would not be palatable. Clm. Dahl expressed that if the city agrees to fix the problem, as has been discussed in the past, he believed the vacation should be part of the deal because if it was not the property owner would come back in the future. Supt. Kyle Karger asked if the 6-inch pipe was big enough and would allow the water to properly drain. Engstrom then explained to the Council how the pipe would effectively work. A motion was made by Clm. Dahl to approve the tiling work and then to vacate the cartway. Clm. Kramer offered an amendment to the motion to allow for the removal of the 15" culvert at the top of the hill, the grading/reshaping of the roadway, and ditch work along the cartway. The Council concurred with the amendment. No further discussion was held.
Motion to approve: **Orv Dahl**
Motion amended: **David Kramer**
No further discussion.
Motion carried.

10. EPA Impact on Rice Rules. Admin. Koverman expressed that for more information if the Council wished that Richard Heinemann from UMMEG was available for a phone conference to talk through more of the requirements of the NESHAP/Rice Rules that are being imposed by the federal Environmental Protection Agency. According to Koverman, it was also relayed during a Dairyland Power meeting that he attended the prior week,that they are assuming that the municipal electric companies will be complying with the new rule. The Council expressed that they had the information they needed and it was their understanding that the upgrade was necessary in order to remain in compliance and receive the credit from Dairyland. No more discussion was held.

11. Resolution #25-2015 Accepting and Awarding Bids for Diesel Engine Retrofit. Tom Nigon, electrical engineer with Star Energy Services, reviewed the various bids and tabulation of points for the City Council. He reviewed the bids from Fairbanks Morse Engine ($152,287), Farabee Mechanical Inc. ($193,352), and Ziegler Power Systems ($206,910). Mr. Nigon reviewed the point tabulation and noted several points with the various bids. He described the point system and relayed that Ziegler Power Systems scored the best with 92.1 points. He noted some points of concern with the associated bids, expressing that it was called out that various pieces of work would need to be performed by the owner (city) and that it could be added to the overall cost of the project. In addition, if work needed to be completed but not all the materials/labor were ready, the owner would be charged for down time. Based on his analysis of the submitted bids, Mr. Nigon recommended accepting the bid from Ziegler Power Systems. The Council did not have any further questions. Clm. Kramer expressed that several of the points posed significant risk, which helped to validate the recommendation of Mr. Nigon. A motion to approve the resolution as presented was made.
Motion: **Wayne Getz**
No discussion.
Motion carried.

12 and 13. Fire Relief Contribution and Fire Department Volunteer Roster. Fire Chief Lyle Peterson presented information to the Council with respect to the fire relief benefit paid to volunteers. The account showed the funds were stable with a total fund of $735,000 to date that could be used toward retirements. Currently fireman earn $1,800 for every year served. Chief Peterson showed to the Council how if everyone retired, the fund would still be whole. The request to the Council was to increase the benefit to $2,000 for every year of service which would be retroactive. He again showed how the fund would remain whole, but also indicated that fireman need to be vested 10 years before they can collect any funds, but must either be 20 years of service or 50 years of age to collect. The pay would not begin until Jan. 1 of 2016 he indicated.

As part of his presentation he then requested that the Council extend the number of rostered volunteers from 28 to 30 volunteers. He expressed that as he conducts interview, he wants to be able to offer positions if there are in town spots that could be possible. It was questioned how that compares to other departments. Chief Peterson expressed that it may be higher than surrounding departments, but that he does not try to keep up with his counterparts, but rather lead by example.

A motion was made to approve the increase of annual benefit from $1,800/year of service to $2,000/year of service.
Motion to approve: **David Kramer**
No further discussion.
Motion carried.

A motion was made to increase the fire department volunteer roster from 28-30 members.
Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

14. Resolution #26-2015 Approving 2016 Preliminary Levy. Admin. Koverman presented the resolution with the points of a preliminary levy at 9.89 percent. Mayor Schaber expressed that this amount could be reduced, but would be the highest it could be set at. A motion to approve the resolution as presented was made.
Motion to approve: **David Kramer**
No further discussion.
Motion carried.

15. Resolution #28-2015 Approving Interfund Loan Repayment. City Accountant Kristine Engstrand presented Council with the interfund loan agreement from the Capital Improvement Fund to the General Fund which originally was taken in the amount of $50,000 for the I-90 Construction Fund. The Capital Improvement Fund was in the position to repay the existing $30,000 loan back to the General Fund on the date of September 22, 2015. Engstrand offered that it helps to clean up the funds and was CIP fund was in the position to be able to do so. Hearing no further questions, a motion was made to approve the resolution as presented.
Motion to approve: **Orv Dahl**
No further discussion.
Motion carried.

16. Resolution #27-2015 Part-time Officer to PERA. Admin. Koverman relayed that when an officer meets the required amount, the officer must be added to PERA. A motion was made to approve the resolution as presented.
Motion to approve: **David Kramer**
No further discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES
None
Motion to adjourn at 6:49 p.m.
Motion to approve: **Wayne Getz**
Motion declared carried.

_____
John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

City Administrator's Report—September 2015

Sept 1—Held Community Foundation meeting and signed the papers officially starting the St. Charles Area Community Foundation in partnership with SMIF.

Sept 7—Attended the Fire Department's Fire Relief meeting with Mayor Schaber. Discussion was held with respect to the benefit contribution for the fire pensions as well as the number of volunteers that serve the department.

Sept 9—Met with residents to review the proposed alley vacation and answer questions.

Sept 16—Attended Dairyland Power Cooperative meeting to listen to updates on the Dairyland system and listen to the long-term planning of DPC. Also, the RICE rules and other legislative policies were discussed that may affect how DPC operates.

Sept 17—Attended a SMIF sponsored meeting with Clm. Kramer and Bernadine Stevens to learn about empowering communities through philanthropy.

Sept 22—Attended a preconstruction meeting for the storm sewer pipe that will be installed in the alley for the EMS building.

Sept 23—Attended the Community Foundation meeting.

Sept 24—MMUA conducted a safety meeting for admin. staff, public works, police and sanitary district staff. Attended area administrator's meeting in Lanesboro.

Sept 28—Cris Gastner and I met with Joe Wheeler with SEMMCHRA as he provided an update on discussions and how he hopes to grow the Southfork Subdivision. Mr. Wheeler is working with a private developer to investigate "affordable housing" options and how to best move forward with a concept for Southfork.

Sept 29—Met with HBC, Motorola, and the local contractors/project manager with respect to the police department renovation. Attended the Sanitary District meeting with local developers Nancy Heim and Dan Pearson to request the waiving of SAC fees for 2016. Through the partnership the request was approved.

Public Works Report – September 2015

- Working on Big Gain's new primary riser pole; locates; installed new temporary meters
- Wired up new metering CTs at High School; substation and power plant reports; disconnects for City Hall
- Power jetting sewer lines; weed spraying; locates; dug holes for protective poles at Big Gain
- Replaced light bulbs at Library and City Hall; installed new underground wire and overhead transformer south of pool
- Moved three phase transformer behind City Hall; trimmed trees; landscaped and seeded around electric projects
- Pulled electric meters for City Hall; cleaned up power plant; plowed in new primary wire at Dollar General
- Planted and watered trees by North 74 bridge; rubber goods; replaced hoses and spark plug wires on Fire Hall generator
- Replaced power cords on reclosers at substation; wire City of St. Charles signs for LED lighting
- Dug in new house service; High School secondary cover-up for new meter socket and multiple temporary power installations
- New transformer at Dollar General for construction services; changed out transformer for large one and changed out old secondary pedestal behind Circle Drive
- Installed new secondary blocks; updated electrical maps for City Engineer
- De-energized primary three phase on Whitewater Avenue so Dollar General excavators could dig for gas tank
- Hung ribbons on lines in alley by new Fire Hall by request from contractor with cranes and lifts working in alley
- Dairyland Power conference attended by Nick Koverman and Rick Boyum
- Pole removals on Big Gain project
- MMUA safety training; check transformer PCB paperwork; assist in tree planting by Hwy 74 bridge; set up dia-electric truck testing for Digger Dereck and bucket truck
- Ordered electrical material for projects; replaced Hwy 74 South street light pole that was damaged; removed electric meter on house for siding crew
- Record electrical affidavits; repaired sign at 1097 Oakview Drive; put topper and equipment back on new water truck; checked sweeper and greased

- Removed and replaced sidewalk on 3rd Street; installed new water run and curbs at Brookwood Park; installed new catch basins and curbs on Circle Drive
- Continuing to jet-vac one third of towns sewer lines; sweeping streets for leaves and debris
- Checked over sewer truck and repaired counter; helped clean out evidence room and garage at City Hall
- Cleaned out old shop for Ambulance and Police vehicles and storage; replaced battery on portable generator; fleet vehicle maintenance
- Located, videoed and repaired storm sewer lines in new Dollar General lot; handicap ramp and sidewalk replacements
- Cleaned up shop brush dump and hauled out ashes and stumps; got bituminous patch done before winter by Cabin Coffee
- Checked wells, lift stations, and booster stations daily; helped locate property pins
- Water samples; repaired chemical pump; checked water maps for WHKS Engineering for replacement map
- Adjusted and tested chlorine in water system; filed meter information into computer; filled pothole on West 13th Street
- Replaced water meters; changed oil in Well #3 motor; located curb stops; flushed dead end hydrants; repaired City hydrants; cleaned catch basins

Sincerely,
Kyle Karger
Public Works Superintendent

City of St. Charles Police Department
Chief – Ken Frank #601
830 Whitewater Avenue
St. Charles, MN 55972
(507) 932-3020 · (507) 932-5301 FAX

October 9, 2015

- Temporary relocation of the department has been completed.

- The four part-time officer's hired this past summer and early fall have progressed through the training process and are all working shifts with limited supervision. The progress of each officer has varied according to their start date.

- I have scheduled mandatory LETG Training. Recently Rob Floerke, Matt Loken & Cassie Smith attended LETG Train the Trainer course in Winona with the idea of bringing back information that would reinforce how we are using this law enforcement record keeping system, establish system wide uniform applications and improve officers ability to utilize its capabilities.

- Several Officers are scheduled to attend e-dui training in Winona Wednesday the 14th. This is a refresher for some and a new training to all recent part-time hires. This involves using the system to electronic alcohol and drug impaired drivers.

- My self and Officer Hewitt are scheduled to attend a 2 hour presentation on Friday October 16 in reference to the department being allowed access to view certain electronic Minnesota court records and documents stored in the Minnesota Court Information System for cases in Minnesota district courts.

- Part-time officers Hohensee, Loken and Herman have been approved to work a combined 20 hours TZD "seat belt enforcement" shifts during the month of October. Their wages will be reimbursed and some of the restrictions I have instituted will that the shifts will be 4 hours max and the radius will be within 5 miles of St. Charles. One shift will be outside of the City in a designated area within Winona County.

- All department equipment has been working and maintained; squad car maintenance expenses have increased significantly due to the aging fleet.

Respectfully Submitted,

Chief Ken Frank

City of St. Charles
Economic Development Authority
Regular Meeting
Minutes
October 9th, 2015

1. Meeting was called to order at 7:03 am at City Hall by Greg Gall. Present were: Gall, Jim Allen, Dan Pearson, Wayne Getz, Mark Linderbaum, Mayor John Schaber, EDA Coordinator Cris Gastner, and City Administrator Nick Koverman. Absent: Bill Spitzer
2. **Minutes:** The minutes were discussed and approved
3. **Financials:** The financials were discussed and approved
4. **Business Items**:
   a. Billboard Discussion
   The board discussed their thoughts on the billboard presentation from the last meeting. Consensus of the group was to get additional information from other sign companies for comparison, and to see what other options may exist.

   b. Housing Incentive
   Nick and developers Dan Pearson and Nancy Heim attended the meeting of the sanitary district and the district voted to continue waiving the SAC/WAC fees for 2016. The board discussed that this will probably be the last year offering the full housing incentive and that it should begin being phased back in 2017. A motion was made by Linderbaum and seconded by Pearson to continue the housing incentive as is for 2016. All Ayes, Motion carries

   c. Southeastern MN Together
   Nearest meeting will be held in Winona on December 3rd.

   d. Updates
   Gastner informed the Board that Krenzke Meats had been approved for a revolving loan to purchase a new smoker.

   Gastner also let the Board know that he has begun planning a joint DMC/Journey to Growth meeting in St. Charles in the near future based on the success of their event in Stewartville and their desire to hold additional similar events in other CEDA communities.

   Gastner has started to have discussions with CEDA staff about a Small Cities Development Block grant application for St. Charles for 2017 for additional funds to continue the successful commercial rehab program and look at some potential rental rehabilitation dollars.

Meeting was adjourned.

Ribbon cuttings were held at Pocketwatch Photography and the St. Charles Athletic Club.

Respectfully submitted,
Cris Gastner, EDA Coordinator

ORDINANCE #580
CITY OF ST. CHARLES

COUNTY OF WINONA

AN ORDINANCE TO VACATE A PUBLIC ALLEY

The City of St. Charles does ordain:

Section 1. That the following described public alley be and hereby is vacated and abolished:

The public alley described as the 20 foot wide alley lying North of Lot Five (5) and South of Lots One (1), Two (2), Three (3) and Four (4), in Block Nine (9), Birge's First Addition to the City of St. Charles, Winona County, Minnesota.

Section 2. That this ordinance shall take effect thirty days after its publication.

Adopted this ____ day of _____, 2015 by the City Council of the City of St. Charles, Minnesota.

_____
John Schaber, Mayor

Attest:

_____
Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____
Nays: _____
Absent: _____
Abstain _____

Second Reading:

Date: _____

Ayes: _____
Nays: _____
Absent: _____
Abstain _____

Published:

Date: _____

Winona County
GIS Services

Location Map

Legend

- ParcelLines
- County Boundary

Notes

Revision # :

160 0 80 160 Feet

PROJECTION: WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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Creation Date: 10/9/2015 3:27:02 PM

Map Auto-generated by Winona County (GIS Department Map Server).

What a Social Host Ordinance IS:

- Is different from State laws that prohibit adults from providing alcohol to minors.
- Makes it unlawful to provide an environment where underage drinking takes place.
- Can be successful in reducing the number of underage drinking parties.
- Have found that it's predominantly 22 - 25 years olds who host underage drinking parties.
- Considers a family member of the property owner who is at the event a host, regardless of their age.
- Includes a tenant of a rented apartment, townhome, home or other dwelling, when they provide an environment where underage drinking takes place.
- Excludes landlords and property owners while they are away from the property, provided they were unaware that illegal alcohol consumption was going to occur on their property.
- Is a misdemeanor offense with a maximum penalty of 90 days in jail and a $1,000 fine.
- A city ordinance is only enforceable within that city.
- A county ordinance is only enforceable within the unincorporated areas of the county.

What a Social Host Ordinance ISN'T:

- Doesn't change any other State Laws.
- Isn't the same as State laws that prohibit adults from providing alcohol to minors.
- An ordinance violation alone will not result in a property owner losing their property.
- A city ordinance is not enforceable outside city limits, unless the county also adopts an ordinance.
- A county ordinance is not enforceable within a city, unless the city also adopts an ordinance.
- Doesn't include landlords and property owners while they are away from the property, provided they were unaware that illegal alcohol consumption was going to occur on their property.
- Parents cannot be charged under a social host ordinance if **in their presence** they allow **their own child** to consume alcohol in their residence.

Understanding the Need For and Use of Social Host Ordinances in Minnesota *Updated 08/30/2012*

Underage alcohol use poses important public health and public safety risks. According to a 2003 report by the National Research Council's Institute of Medicine (NRCIM), underage drinking costs the nation at least $53 billion a year, mostly because of traffic deaths and violent crime.[1] This should be of concern to professionals, policymakers, parents and others who are attempting to reduce the negative consequences of underage alcohol use. Knowing the locations where this behavior is most likely to occur can help alert parents to times when they need to exercise greater monitoring and supervision, and support the adoption of effective policies to protect children.

Data, from 62,495 persons aged 12 to 20, which was published in the 2008 National Survey on Drug Use and Health conducted by the Substance Abuse and Mental Health Services Administration reported that: of current underage alcohol users aged 12 to 20, 53.4 percent drank at someone else's home the last time they used alcohol, and another 30.3 percent drank in their own home.[2] Statistics like these support the recommendation to hold individuals accountable for teen drinking parties. This recommendation was a highlighted suggestion from the previously mentioned NRCIM's 2003 report, which has been a catalyst for many recent social host ordinances.[1]

Social Host Ordinances in Minnesota

In 2006, not a single social host ordinance existed in Minnesota. As of August 30, 2012, 88 cities and 21 counties have adopted a social host ordinance, and several more are actively considering it.

Cities with social host ordinances have found success in a reduction in the number of underage drinking parties. They have also found that it's predominantly 22 or 23 years olds who are hosting these parties. From a prosecutor's standpoint, enforcement of the ordinance gives them a great tool to help curb underage consumption.

Why the Need for Social Host Ordinances?

For many years, Minnesota laws have made it unlawful for a person to provide alcohol to anyone under age 21. Additionally, Minnesota Statute 340A.801 allows only civil actions against a person over age 21 who knowingly provides alcohol to anyone under age 21. The courts have ruled, however, that individuals who allow a party to take place in a home where they know minors will consume alcohol, who do not take the alcoholic beverages away from the minors or who fail to stop the party, cannot be prosecuted because these actions do not fall within the meaning of providing or furnishing alcohol to minors. These loopholes, are the basis of the need for social host ordinances or similar state laws.

What Exactly is a Social Host Ordinance?

Before adopting a social host ordinance, it is essential that each policy maker, police chief, sheriff, city or county attorney and other community leaders, clearly understand what a social host ordinance is—and of equal if not greater importance—understand what it is not.

A social host ordinance makes it unlawful to provide an environment where underage drinking takes place, regardless of who provided the alcohol. It addresses how a typical person ought to behave when there is potential harm to those under the legal age to drink. As a misdemeanor, any host found criminally responsible for violating a social host ordinance will face a penalty of time in jail and/or up to $1,000 in fines.

An ordinance can be written in a number of different ways.

One example is to write the ordinance so that the individual does not meet the definition of a host if they are unaware of illegal alcohol consumption on their property while away from their residence. However, it can be written to consider them a host if they are not present, but it's found that they supported the event by knowing it was going to occur. Additionally, a family member of the property owner who is at the event could be considered a host, regardless of their age or who provided the alcohol. For example, a 16 year old, who doesn't own the home, could be considered the host if other underage persons were drinking at his or her parents' residence without their knowledge.

Parents cannot be charged under a social host ordinance if, in their presence, they allow their underage child to consume alcohol in their residence. Allowing someone else's child to do so would be illegal. Parents are responsible for the safety and actions of their underage child.

Ordinances can also be written to include a tenant of a rented apartment, townhome, home or other dwelling as a social host if they provide an environment where underage drinking takes place. These ordinances can be written to exclude landlords and property owners as a host while they are away from the property, provided they were unaware that illegal alcohol consumption was going to occur on their property.

over

Adopting a Social Host Ordinance in Your Community

Minnesota laws give cities and counties the authority to adopt and enforce this type of ordinance. It is important to note, however, that county ordinances are not enforceable within incorporated areas (i.e. cities). For example, non-incorporated areas such as townships would fall under the county ordinance, whereas cities within the county would need to adopt a similar ordinance for it to be enforceable within their city limits. The County Attorney's Office should be the primary source to obtain an official opinion on this issue.

Engaging law enforcement, heath, schools, parents and youth to combat the problems associated with underage drinking and binge drinking such as alcohol poisoning, increased injuries and sexual assaults, lowered school and job performance, traffic crashes and ultimately deaths, through education, outreach, enforcement and policy changes will make your communities safer and healthier. Talk to your local police chief, sheriff and city or county prosecutors about enacting a social host ordinance in your community.

For data on underage drinking in your community visit: http://sumn.org/.

For additional Social Host Ordinance information contact:

Lindsey Carlson, MADD-MN. Email: Lindsey.carlson@madd.org Phone: (651) 523-0802.

1Ritter, J. (2007, Jan. 4). Laws crash underage drinking parties. *USA Today.* Retrieved December 21, 2009 from www.usatoday.com
2Download the full report at: www.oas.samhsa.gov/2k8/location/underage.pdf

Source: Prevention With Impact, Vol. 28 No.2, February, 2010

(As of 08/30/2012):

Minnesota cities with social host ordinances: [88]
Aitkin, Albert Lea, Anoka, Apple Valley, Austin, Baxter, Bayport, Belle Plaine, Blooming Prairie, Bloomington, Brainerd, Breckenridge, Breezy Point, Brooklyn Park, Cambridge, Canby, Chaska, Clarkfield, Cloquet, Comfrey, Cottage Grove, Crookston, Cross Lake, Crystal, Duluth, Echo, Elko/New Market, Elk River, Fairfax, Falcon Heights, Faribault, Fergus Falls, Forest Lake, Glencoe, Golden Valley, Goodview, Grand Marais, Granite Falls, Hibbing, Hopkins, Isanti, Jordan, Kenyon, Lakeville, Mankato, Maple Grove, Minneapolis, Minnetonka, Moorhead, Mora, New Prague, New London, New Ulm, Northfield, Oak Park Heights, Olivia, Osseo, Owatonna, Otsego, Pine River, Plymouth, Princeton, Prior Lake, Ramsey, Redwing, Rochester, Rosemount, Roseville, Savage, St. Cloud, Shakopee, Shorewood, Sleepy Eye, South St. Paul, Spicer, Springfield, St. Paul, St. Paul Park, Stillwater, Verndale, Wadena, Walker, Waseca, West St. Paul, Willmar, Winona, Woodbury, Zumbrota.

Minnesota counties with social host ordinances: [21]

Blue Earth, Cass, Chisago, Cook, Dakota, Freeborn, Goodhue, Hubbard, Isanti, Jackson, Kanabec, Kandiyohi, Mower, Otter Tail, Renville, Rice, Scott, Sherburne, Wilkin, Wright, Yellow Medicine

*** 4a. "Students my child's age risk harming themselves (physically or in other ways) if they drink alcohol (other than for religious purposes or at a ceremony)." You**

% within

	4a. "Students my child's age risk harming themselves (physically or in other ways) if they drink alcohol (other than for religious purposes or at a ceremony)." You						
	Strongly Agree	Agree	Somewhat Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total
St. Charles	62.6%	24.1%	9.8%	.6%	1.7%	1.1%	100.0%
Total	62.6%	24.1%	9.8%	.6%	1.7%	1.1%	100.0%

*** 7a. "I disapprove of students my child's age drinking alcohol (other than for religious purposes or at a ceremony)." You**

% within

	7a. "I disapprove of students my child's age drinking alcohol (other than for religious purposes or at a ceremony)." You					
	Strongly Agree	Agree	Somewhat Agree	Neither Agree nor Disagree	Strongly Disagree	Total
St. Charles	79.8%	14.9%	2.4%	2.4%	.6%	100.0%
Total	79.8%	14.9%	2.4%	2.4%	.6%	100.0%

*** 13a. "Parents should not let their underage children drink alcohol at home." You**

% within

	13a. "Parents should not let their underage children drink alcohol at home." You							
	Strongly Agree	Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Disagree	Strongly Disagree	Total
St. Charles	75.0%	16.1%	4.2%	1.8%	1.8%	.6%	.6%	100.0%
Total	75.0%	16.1%	4.2%	1.8%	1.8%	.6%	.6%	100.0%

*** 18a. "I believe local law enforcement should strongly enforce laws regulating alcohol use by youth under age 21." You**

% within

	18a. "I believe local law enforcement should strongly enforce laws regulating alcohol use by youth under age 21." You							
	Strongly Agree	Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Disagree	Strongly Disagree	Total
St. Charles	68.5%	19.0%	8.9%	1.2%	.6%	1.2%	.6%	100.0%
Total	68.5%	19.0%	8.9%	1.2%	.6%	1.2%	.6%	100.0%

*** 19a. "My community should adopt or strongly enforce our existing social hosting ordinance which makes it unlawful for adults to allow underage youth (other than their children) to drink alcohol in their home." You**

% within

	19a. "My community should adopt or strongly enforce our existing social hosting ordinance which makes it unlawful for adults to allow underage youth (other than their children) to drink alcohol in their home." You						
	Strongly Agree	Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Disagree	Total
St. Charles	64.3%	21.4%	7.1%	6.0%	.6%	.6%	100.0%
Total	64.3%	21.4%	7.1%	6.0%	.6%	.6%	100.0%

Community * Q13a. To what extent do you think the following people agree or disagree with these statements?: "Alcohol use is not essential for the enjoyment of social events." :You

% within Community

		Q13a. To what extent do you think the following people agree or disagree with these statements?: "Alcohol use is not essential for the enjoyment of social events." :You					
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
Community	St. Charles	46.7%	39.9%	11.8%	1.2%	.3%	100.0%
Total		46.7%	39.9%	11.8%	1.2%	.3%	100.0%

Community * Q16a. To what extent do you think the following people agree or disagree with these statements?: "Parents should not let their underage children drink alcohol at home." :You

% within Community

		Q16a. To what extent do you think the following people agree or disagree with these statements?: "Parents should not let their underage children drink alcohol at home." :You					
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
Community	St. Charles	52.9%	29.1%	11.8%	5.9%	.3%	100.0%
Total		52.9%	29.1%	11.8%	5.9%	.3%	100.0%

Community * Q21a. To what extent do you think the following people agree or disagree with these statements?: "I believe local law enforcement should strongly enforce laws regulating alcohol use by youth under age 21." :You

% within Community

		Strongly agree	Agree	Neither agree nor disagree	Disagree	Total
Community	St. Charles	59.5%	33.6%	5.6%	1.2%	100.0%
Total		59.5%	33.6%	5.6%	1.2%	100.0%

Community * Q23a. To what extent do you think the following people agree or disagree with these statements?: "I believe adults who supply alcohol to youth under age 21 in violation of Minnesota law should be arrested and prosecuted." :You

% within Community

		Q23a. To what extent do you think the following people agree or disagree with these statements?: "I believe adults who supply alcohol to youth under age 21 in violation of Minnesota law should be arrested and prosecuted." :You					
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
Community	St. Charles	55.6%	35.1%	6.5%	1.9%	.9%	100.0%
Total		55.6%	35.1%	6.5%	1.9%	.9%	100.0%

Community * Q25a. To what extent...agree or disagree with these statements?: "My community should adopt a social hosting ordinance which makes it unlawful for adults to allow underage youth (other than their children) to drink alcohol in their home." :You

% within Community

		Q25a. To what extent...agree or disagree with these statements?: "My community should adopt a social hosting ordinance which makes it unlawful for adults to allow underage youth (other than their children) to drink alcohol in their home." :You					
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
Community	St. Charles	41.9%	29.8%	16.8%	7.1%	4.3%	100.0%
Total		41.9%	29.8%	16.8%	7.1%	4.3%	100.0%

Community * Q26a. To what extent do you think the following people agree or disagree with these statements?: "I believe it is okay for high school youth to drink at parties if they don't get drunk." :You

% within Community

		Q26a. To what extent do you think the following people agree or disagree with these statements?: "I believe it is okay for high school youth to drink at parties if they don't get drunk." :You					
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
Community	St. Charles	5.0%	2.8%	6.2%	33.7%	52.3%	100.0%
Total		5.0%	2.8%	6.2%	33.7%	52.3%	100.0%

City of St. Charles
Resolution #29-2015

RESOLUTION ACKNOWLEDGING THE DONATION FROM THE RUTH A. JACOBS TRUST

WHEREAS, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

WHEREAS, the City of St. Charles has received a matching grant in the amount of $75,000.00 from the Ruth A. Jacobs Trust to be used by the City of St. Charles (City Park).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts the $75,000.00 donation from the Ruth A. Jacobs Trust.

BE IT FURTHER RESOLVED THAT: the City Council of the City of St. Charles expresses its thanks and appreciation for the award to the City of St. Charles.

Adopted this 13th day of October, 2015 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

_____

John Schaber, Mayor

ATTEST:

_____

Nick Koverman, City Administrator

INTEROFFICE MEMORANDUM

TO: MAYOR AND COUNCIL MEMBERS

FROM: KRISTINE ENGSTRAND

SUBJECT: 2016 ENTERPRISE BUDGETS

DATE: 10/9/2015

CC: NICK KOVERMAN

A few notes regarding the 2016 Enterprise budgets:

Enclosed is the preliminary 2016 budget for enterprise funds. I would like to highlight some of the major changes to this year's budgets.

22 AMBULANCE FUND:

22-40-4615: Ambulance revenues are projected to increase following a $50 base rate increase for 2016.

22-60-6636: Fundraising revenues were adjusted to reflect the actual dollars historically received from the ambulance calendar fundraiser.

Expenditures for the Ambulance Fund budget increased $20,000 for 2016; $15,000 of which is due to the required transfer for the EMS Bond payment.

22-22-200-2-0-330: Fundraising cost was increased to $5,000 in order to reflect actual costs of the calendars.

23 WASTE MANAGEMENT FUND:

23-60-7640 & 23-11-130-2-0-362: Rates are projected to increase 3.0% in 2016; confirmation from Advanced Disposal will be given closer to the end of the year.

NOTE: Reserves will be used to cover the shortage in the budget summary for the transfer to the general fund to cover accrued administrative costs.

70 ELECTRIC FUND (Rates will be held steady for 2016):

70-70-7610: No increase is planned for 2016.

70-33-600-2-0-375/376: Purchased power and transmission costs were adjusted to reflect historical costs.

70-33-600-2-0-910: Fund transfers were increased $15,000 for payment toward the EMS Bond.

70-33-600-3-1-629: Generation repairs were increased $215,000 due to the cost of catalytic conversions on 4 engines.

70-33-600-3-1-735: Underhead conductors were reduced $10,000 to allow room for the catalytic conversions.

70-33-600-3-1-760: Tools & Equipment costs were reduced $15,000 to allow room for the catalytic conversions.

70-33-600-3-1-965: Meters was decreased $10,000 due to finish meter upgrades in 2016.

70-33-600-3-1-997: Generation fuel expense was reduced $20,000 due to the establishment of a reserve fund to cover costs in the event of an emergency as well as historical usage.

NOTE: Reserves will be used to cover the shortage in the budget summary due to the catalytic conversions.

71 WATER FUND:

71-80-7620: No increase is planned for 2016. Mike Bubany with David Drown Associates will be at the October 27th council meeting to review Capital Projects and rates.

71-33-610-3-1-630: The fairground water main loop is planned to cost $35,000.

71-33-610-3-1-955: Water meters expenditure was decreased $55,000 due to the completion of remote meter installation.

72 SEWER FUND:

72-90-7630: Due to the increase in rates from the D-E Sanitary District as well as future CIP plans, sewer rates are planned to increase 3% in 2016. Mike Bubany with David Drown Associates will be at the October 27th council meeting to review Capital Projects and rates.

72-33-620-2-0-380: Dover-Eyota Sanitary District is planning an increase in its rates to St. Charles.

73 STORM WATER FUND:

73-95-7680: Storm Water Revenues are expected to increase .75 Mike Bubany with David Drown Associates will be at the October 27th council meeting to review Capital Projects and rates.

Please let me know if you have any questions. See you Tuesday!

City of St. Charles
2016 Budget Summary

	REVENUE	EXPENSE	DIFFERENCE
Enterprise Funds			
22 AMBULANCE	208,000.00	(192,600.00)	15,400.00
23 WASTE MANAGEMENT	203,280.00	(221,200.00)	(17,920.00)
70 ELECTRIC	2,930,000.00	(3,073,480.00)	(143,480.00)
71 WATER	539,330.00	(436,600.00)	102,730.00
72 SEWER	714,400.00	(694,100.00)	20,300.00
73 STORM WATER MGMT	110,615.00	(78,100.00)	32,515.00

CITY OF ST. CHARLES
Capital Improvement Schedule
2016 - 2031

2016

Department	Description		Amount	Fund	
Water	Fairgrounds watermain loop	$	35,000	71 Water Fund	
Electric	New sys Construction	$	100,000	70 Electric Fund	628, 629, 630, 730, 735, 745, 750
	System Improvements	$	30,000	70 Electric Fund	629, 630, 725, 730, 735, 745, 750
	4 engine catalysts	$	215,000	70 Electric Fund	
Sewer	Manhole Rehab	$	15,000	72 Sewer Fund	
	I&I	$	60,000	72 Sewer Fund	
Storm Water	Catch basin Imp.	$	30,000	73 Storm Water Mgmt Fund	
	Storm Sewer Imp.	$	40,000	73 Storm Water Mgmt Fund	
		$	856,381		

CITY OF ST. CHARLES
2016 St. Charles Revenue Budget Guideline

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 22 AMBULANCE DEPARTMENT FUND					
R 22-10-1610 GEN PROPERTY TAX	$0.00	$4.77	$0.00	$0.00	$0.00
R 22-40-4610 AMBULANCE CONTRACT	$500.00	$600.00	$500.00	$600.00	$500.00
R 22-40-4615 AMBULANCE FEES	$194,250.00	$173,123.38	$180,000.00	$128,996.30	$195,000.00
R 22-40-4690 OTHER CHARGES & SER	$0.00	$350.00	$0.00	$1,800.00	$0.00
R 22-60-3612 GRANTS	$0.00	$26,163.43	$0.00	$0.00	$0.00
R 22-60-4915 GAIN/LOSS ON INVESTM	$0.00	$0.00	$0.00	$0.00	$0.00
R 22-60-6610 INTEREST INCOME	$2,000.00	$584.85	$2,000.00	$265.45	$500.00
R 22-60-6632 DONATIONS	$0.00	$3,893.00	$0.00	$800.00	$0.00
R 22-60-6636 FUND RAISING	$5,000.00	$15,080.00	$5,000.00	$14,138.00	$10,000.00
R 22-60-6645 OTHER LOCAL REVENUE	$3,500.00	$1,575.00	$3,500.00	$2,410.00	$2,000.00
FUND 22 AMBULANCE DEPARTMENT FU	$205,250.00	$221,374.43	$191,000.00	$149,009.75	$208,000.00

CITY OF ST. CHARLES
2016 St Charles Expenditure Budget

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 22 AMBULANCE DEPARTMENT FUND					
DEPT 200 AMBULANCE					
E 22-22-200-1-0-110 REGULAR SALARIES	$85,000.00	$73,485.84	$78,000.00	$53,771.50	$78,000.00
E 22-22-200-1-0-150 EMPL CONT-PERA	$5,500.00	$4,628.54	$5,100.00	$3,494.45	$5,100.00
E 22-22-200-1-0-160 EMP CONT-FICA	$6,500.00	$5,548.75	$6,000.00	$4,062.05	$6,000.00
E 22-22-200-1-0-180 WORKERS COMPENSATION	$7,500.00	$6,735.00	$7,500.00	$6,298.00	$7,000.00
E 22-22-200-2-0-190 BAD DEBT EXPENSE	$0.00	$706.04	$0.00	$0.00	$0.00
E 22-22-200-2-0-200 DEPRECIATION EXPENSE	$0.00	$29,780.00	$0.00	$0.00	$0.00
E 22-22-200-2-0-210 OFFICE SUPPLIES	$500.00	$364.92	$500.00	$382.00	$500.00
E 22-22-200-2-0-213 GAS & OIL	$7,000.00	$5,627.02	$7,000.00	$2,825.76	$6,000.00
E 22-22-200-2-0-216 OXYGEN	$4,500.00	$3,223.42	$4,500.00	$2,707.16	$4,000.00
E 22-22-200-2-0-217 MEDICAL SUPPLIES	$8,000.00	$7,851.23	$8,000.00	$3,365.52	$8,000.00
E 22-22-200-2-0-219 CLOTHING ALLOWANCE	$1,000.00	$514.30	$1,000.00	$251.70	$1,000.00
E 22-22-200-2-0-232 PRESCRIPTION DRUGS	$1,500.00	$2,306.53	$2,000.00	$1,479.17	$2,000.00
E 22-22-200-2-0-235 OTHER SUPPLIES	$2,000.00	$1,931.89	$2,000.00	$1,862.55	$2,000.00
E 22-22-200-2-0-300 PROF. SERVICES	$11,000.00	$9,366.05	$11,000.00	$7,160.31	$11,000.00
E 22-22-200-2-0-305 PRF SERVICE-ACCOUNTING	$1,000.00	$600.00	$1,000.00	$500.00	$1,000.00
E 22-22-200-2-0-310 PRF SERVICE-LEGAL	$0.00	$561.88	$0.00	$0.00	$0.00
E 22-22-200-2-0-320 COMMUNICATIONS	$3,000.00	$2,531.29	$3,000.00	$1,796.26	$3,000.00
E 22-22-200-2-0-321 RADIO MAINTENTANCE	$4,000.00	$83.80	$2,000.00	$300.92	$2,000.00
E 22-22-200-2-0-325 TRANSPORTATION & TRAINI	$8,000.00	$10,932.31	$8,000.00	$12,399.91	$10,000.00
E 22-22-200-2-0-330 FUND RAISING COST	$0.00	$5,100.09	$0.00	$5,449.50	$5,000.00
E 22-22-200-2-0-335 ADVERTISING & PUBLISHING	$2,000.00	$2,142.99	$2,000.00	$0.00	$2,000.00
E 22-22-200-2-0-340 INSURANCE	$3,000.00	$3,452.00	$3,000.00	$2,848.00	$3,000.00
E 22-22-200-2-0-345 UTILITIES	$3,500.00	$4,719.37	$3,500.00	$1,792.90	$3,500.00
E 22-22-200-2-0-350 REPAIR & MAINTENANCE	$1,000.00	$448.41	$1,000.00	$664.64	$0.00
E 22-22-200-2-0-351 VEHICLE REPAIR	$4,000.00	$5,515.06	$4,000.00	$4,759.06	$5,000.00
E 22-22-200-2-0-364 MEMBERSHIPS	$500.00	$896.00	$500.00	$365.00	$500.00
E 22-22-200-2-0-367 COMPUTER MAINTENANCE	$2,000.00	$1,800.00	$2,000.00	$1,800.00	$2,000.00
E 22-22-200-3-1-651 AMBULANCE EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00
E 22-22-200-3-1-760 TOOLS & EQUIPMENT	$6,500.00	$64.00	$3,500.00	$2,118.33	$3,500.00
E 22-22-200-2-0-820 INTEREST EXPENSE	$0.00	$0.00	$0.00	$0.00	$0.00
E 22-22-200-2-0-906 PROPERTY TAXES/ANNEXATI	$0.00	$0.00	$0.00	$0.00	$0.00
E 22-22-200-2-0-910 TRANSFER TO OTHER FUNDS	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$21,500.00
DEPT 200 AMBULANCE	$185,000.00	$197,416.73	$172,600.00	$128,954.69	$192,600.00
FUND 22 AMBULANCE DEPARTMENT FUND	$185,000.00	$197,416.73	$172,600.00	$128,954.69	$192,600.00

CITY OF ST. CHARLES
2016 St. Charles Revenue Budget Guideline

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 23 WASTE MANAGEMENT FUND					
R 23-60-6610 INTEREST INCOME	$500.00	$74.94	$500.00	$17.95	$500.00
R 23-60-7640 GARBAGE SALES	$147,100.00	$142,627.53	$153,720.00	$116,430.17	$158,330.00
R 23-60-7641 RECYCLING FEES	$41,900.00	$46,284.59	$43,155.00	$35,031.25	$44,450.00
FUND 23 WASTE MANAGEMENT FUND	$189,500.00	$188,987.06	$197,375.00	$151,479.37	$203,280.00

CITY OF ST. CHARLES
2016 St Charles Expenditure Budget

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 23 WASTE MANAGEMENT FUND					
DEPT 130 FINANCIAL ADMINISTRATION					
E 23-11-130-2-0-210 OFFICE SUPPLIES	$0.00	$391.27	$400.00	$430.56	$400.00
E 23-11-130-2-0-305 PRF SERVICE-ACCOUNTING	$0.00	$200.00	$200.00	$350.00	$200.00
E 23-11-130-2-0-319 OTHER PRF SERVICES	$0.00	$477.00	$0.00	$0.00	$0.00
E 23-11-130-2-0-320 COMMUNICATIONS	$0.00	$994.06	$1,000.00	$1,196.61	$1,000.00
E 23-11-130-2-0-350 REPAIR & MAINTENANCE	$0.00	$0.00	$0.00	$0.00	$0.00
E 23-11-130-2-0-362 GARBAGE REMOVAL	$180,800.00	$179,432.55	$188,935.00	$124,585.35	$194,600.00
E 23-11-130-3-1-831 CITY CLEANUP	$5,000.00	$5,036.60	$5,000.00	$4,973.41	$5,000.00
E 23-11-130-2-0-910 TRANSFER TO OTHER FUNDS	$0.00	$0.00	$0.00	$0.00	$20,000.00
DEPT 130 FINANCIAL ADMINISTRATION	$185,800.00	$186,531.48	$195,535.00	$131,535.93	$221,200.00
FUND 23 WASTE MANAGEMENT FUND	$185,800.00	$186,531.48	$195,535.00	$131,535.93	$221,200.00

CITY OF ST. CHARLES
2016 St. Charles Revenue Budget Guideline

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 70 ELECTRIC FUND					
R 70-60-4915 GAIN/LOSS ON INVESTM	$0.00	$8,551.88	$0.00	$0.00	$0.00
R 70-70-6610 INTEREST INCOME	$10,000.00	$19,962.95	$10,000.00	$9,280.14	$10,000.00
R 70-70-6630 TRANSFERS FROM OTHE	$10,000.00	$0.00	$10,000.00	$0.00	$10,000.00
R 70-70-6635 SALE OF PROPERTY	$0.00	-$10,166.00	$0.00	$0.00	$0.00
R 70-70-6641 PENALTY INCOME	$20,000.00	$19,841.55	$20,000.00	$14,407.71	$20,000.00
R 70-70-6645 OTHER LOCAL REVENUE	$25,000.00	$18,510.37	$25,000.00	$5,071.19	$20,000.00
R 70-70-6657 CONTRIBUTED CAPITAL	$0.00	$0.00	$0.00	$0.00	$0.00
R 70-70-7610 ELECTRIC SALES	$2,955,117.00	$2,843,203.91	$2,870,000.00	$2,147,387.88	$2,870,000.00
R 70-70-7612 GAIN/LOSS ON MISO IN	$0.00	$0.00	$0.00	$0.00	$0.00
FUND 70 ELECTRIC FUND	$3,020,117.00	$2,899,904.66	$2,935,000.00	$2,176,146.92	$2,930,000.00

CITY OF ST. CHARLES
2016 St Charles Expenditure Budget

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 70 ELECTRIC FUND					
DEPT 600 ELECTRIC DEPARTMENT					
E 70-33-600-1-0-110 REGULAR SALARIES	$337,845.00	$337,453.97	$347,700.00	$263,798.64	$352,290.00
E 70-33-600-1-0-140 HEALTH INSURANCE	$64,675.00	$62,221.46	$77,390.00	$65,753.41	$84,875.00
E 70-33-600-1-0-150 EMPL CONT-PERA	$24,500.00	$23,969.19	$26,100.00	$19,615.05	$26,425.00
E 70-33-600-1-0-160 EMP CONT-FICA	$25,845.00	$23,059.86	$26,600.00	$18,257.44	$26,950.00
E 70-33-600-1-0-170 UNEMPLOYMENT COMPENSAT	$2,000.00	$0.00	$2,000.00	$0.00	$2,000.00
E 70-33-600-1-0-180 WORKERS COMPENSATION	$7,700.00	$6,674.00	$7,700.00	$7,886.00	$7,700.00
E 70-33-600-2-0-190 BAD DEBT EXPENSE	$0.00	$4,996.98	$0.00	-$137.68	$0.00
E 70-33-600-2-0-200 DEPRECIATION EXPENSE	$0.00	$273,745.00	$0.00	$0.00	$0.00
E 70-33-600-2-0-205 BANK FEES	$12,000.00	$16,722.21	$14,000.00	$13,061.35	$14,000.00
E 70-33-600-2-0-210 OFFICE SUPPLIES	$2,000.00	$1,990.03	$2,000.00	$1,569.40	$2,000.00
E 70-33-600-2-0-213 GAS & OIL	$9,500.00	$7,005.45	$9,500.00	$3,367.99	$7,500.00
E 70-33-600-2-0-219 CLOTHING ALLOWANCE	$6,000.00	$5,171.94	$6,000.00	$3,919.63	$6,000.00
E 70-33-600-2-0-235 OTHER SUPPLIES	$1,850.00	$2,625.66	$3,850.00	$2,831.54	$3,850.00
E 70-33-600-2-0-305 PRF SERVICE-ACCOUNTING	$7,000.00	$5,500.00	$7,000.00	$6,400.00	$7,000.00
E 70-33-600-2-0-310 PRF SERVICE-LEGAL	$3,500.00	$1,562.13	$3,500.00	$1,380.00	$3,500.00
E 70-33-600-2-0-311 COLLECTION SERVICES	$500.00	$52.48	$500.00	$0.00	$500.00
E 70-33-600-2-0-315 ENGINEER SERVICES	$30,000.00	$33,559.87	$10,000.00	$9,022.25	$10,000.00
E 70-33-600-2-0-319 OTHER PRF SERVICES	$10,000.00	$11,984.37	$10,000.00	$15,916.27	$12,000.00
E 70-33-600-2-0-320 COMMUNICATIONS	$6,000.00	$6,014.35	$6,000.00	$4,548.05	$6,000.00
E 70-33-600-2-0-321 RADIO MAINTENTANCE	$1,000.00	$0.00	$1,000.00	$120.00	$1,000.00
E 70-33-600-2-0-325 TRANSPORTATION & TRAINI	$10,000.00	$7,616.39	$10,000.00	$10,169.68	$8,000.00
E 70-33-600-2-0-335 ADVERTISING & PUBLISHING	$1,100.00	$0.00	$1,100.00	$0.00	$1,100.00
E 70-33-600-2-0-340 INSURANCE	$22,000.00	$18,053.00	$22,000.00	$18,986.00	$22,000.00
E 70-33-600-2-0-345 UTILITIES	$5,000.00	$6,018.07	$5,000.00	$5,447.82	$5,000.00
E 70-33-600-2-0-347 BUILDING REPAIR	$1,000.00	$1,240.68	$1,000.00	$1,046.53	$2,000.00
E 70-33-600-2-0-350 REPAIR & MAINTENANCE	$19,000.00	$24,105.21	$22,000.00	$23,792.53	$23,000.00
E 70-33-600-2-0-351 VEHICLE REPAIR	$12,000.00	$16,004.94	$12,000.00	$3,791.96	$12,000.00
E 70-33-600-2-0-355 RENTALS	$1,000.00	$1,791.72	$1,000.00	$546.00	$1,000.00
E 70-33-600-2-0-362 GARBAGE REMOVAL	$0.00	$0.00	$0.00	$0.00	$0.00
E 70-33-600-2-0-364 MEMBERSHIPS	$2,000.00	$90.00	$2,000.00	$484.65	$2,000.00
E 70-33-600-2-0-370 INTEREST ON METER DEPOSI	$500.00	$6.04	$500.00	$4.98	$500.00
E 70-33-600-2-0-375 PURCHASED POWER	$1,150,000.00	$1,203,047.14	$1,200,000.00	$700,603.49	$1,150,000.00
E 70-33-600-2-0-376 TRANSMISSION COSTS	$244,000.00	$249,254.21	$300,000.00	$191,355.58	$350,000.00
E 70-33-600-3-1-510 BUILDINGS	$0.00	$0.00	$0.00	$5,594.35	$0.00
E 70-33-600-3-1-627 FEMA PROJECT	$0.00	$0.00	$0.00	$0.00	$0.00
E 70-33-600-3-1-628 SUBSTATION REPAIRS	$205,000.00	$0.00	$5,000.00	$5,089.67	$5,000.00
E 70-33-600-3-1-629 GENERATION REPAIRS	$32,000.00	$29,146.12	$32,000.00	$24,593.53	$247,000.00
E 70-33-600-3-1-630 OTHER IMPROVEMENTS/CIP	$16,000.00	$11,427.70	$16,000.00	$35,065.00	$16,000.00
E 70-33-600-3-1-715 VEHICLES	$25,000.00	$0.00	$0.00	$0.00	$0.00
E 70-33-600-3-1-725 POLES, TOWERS & FIXTURES	$11,000.00	$1,212.79	$11,000.00	$7,763.96	$6,000.00
E 70-33-600-3-1-730 OVERHEAD CONDUCTORS &	$12,000.00	-$100.00	$12,000.00	$15,540.40	$12,000.00
E 70-33-600-3-1-735 UNDERGROUND CONDUCTOR	$40,000.00	$0.00	$40,000.00	$37,408.17	$30,000.00
E 70-33-600-3-1-740 STREET LIGHTS	$8,000.00	$0.00	$12,000.00	$10,498.59	$12,000.00
E 70-33-600-3-1-745 LINE TRANSFORMERS	$35,000.00	$0.00	$35,000.00	$44,435.26	$30,000.00
E 70-33-600-3-1-750 NEW SERVICES CONSTRUCTI	$10,000.00	$8,527.98	$10,000.00	$8,070.66	$10,000.00
E 70-33-600-3-1-760 TOOLS & EQUIPMENT	$38,000.00	$23,162.75	$38,000.00	$37,847.54	$23,000.00
E 70-33-600-2-0-810 PRINCIPAL ON BONDS	$225,000.00	$0.00	$230,000.00	$0.00	$235,000.00
E 70-33-600-2-0-820 INTEREST EXPENSE	$56,640.00	$60,145.26	$52,140.00	$26,070.00	$47,340.00
E 70-33-600-2-0-830 PAYING AGENT FEES	$950.00	$0.00	$950.00	$0.00	$950.00
E 70-33-600-2-0-910 TRANSFER TO OTHER FUNDS	$120,000.00	$120,000.00	$120,000.00	$120,035.00	$135,000.00
E 70-33-600-2-0-961 ENERGY PROGRAM	$80,000.00	$80,182.92	$80,000.00	$44,009.21	$80,000.00

CITY OF ST. CHARLES
2016 St Charles Expenditure Budget

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
E 70-33-600-3-1-965 ELECTRIC METERS	$14,000.00	$0.00	$24,000.00	$35,697.63	$14,000.00
E 70-33-600-2-0-996 SALES & USE TAX	$0.00	$846.00	$0.00	$0.00	$0.00
E 70-33-600-2-0-997 GENERATION FUEL	$70,000.00	$24,996.96	$40,000.00	$8,425.21	$20,000.00
DEPT 600 ELECTRIC DEPARTMENT	$3,018,105.00	$2,711,084.83	$2,895,530.00	$1,859,682.74	$3,073,480.00
FUND 70 ELECTRIC FUND	$3,018,105.00	$2,711,084.83	$2,895,530.00	$1,859,682.74	$3,073,480.00

CITY OF ST. CHARLES
2016 St. Charles Revenue Budget Guideline

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 71 WATER FUND					
R 71-60-4915 GAIN/LOSS ON INVESTM	$0.00	$258.00	$0.00	$0.00	$0.00
R 71-60-6630 TRANSFERS FROM OTHE	$0.00	$0.00	$0.00	$0.00	$0.00
R 71-80-6610 INTEREST INCOME	$2,000.00	$2,512.47	$2,000.00	$1,223.23	$1,000.00
R 71-80-6645 OTHER LOCAL REVENUE	$4,300.00	$7,714.36	$4,300.00	$3,116.50	$4,300.00
R 71-80-6657 CONTRIBUTED CAPITAL	$0.00	$0.00	$0.00	$0.00	$0.00
R 71-80-7615 WAC & SAC FEES	$0.00	$0.00	$0.00	$0.00	$0.00
R 71-80-7616 HOOK UP FEES	$0.00	$9,800.00	$0.00	$3,500.00	$0.00
R 71-80-7620 WATER SALES	$532,030.00	$514,499.32	$532,030.00	$400,351.74	$532,030.00
R 71-80-7625 WATER METER SALES	$2,000.00	$5,778.89	$2,000.00	$3,597.28	$2,000.00
FUND 71 WATER FUND	$540,330.00	$540,563.04	$540,330.00	$411,788.75	$539,330.00

CITY OF ST. CHARLES
2016 St Charles Expenditure Budget

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 71 WATER FUND					
DEPT 610 WATER DEPARTMENT					
E 71-33-610-1-0-110 REGULAR SALARIES	$105,465.00	$95,831.70	$105,670.00	$78,420.30	$107,430.00
E 71-33-610-1-0-140 HEALTH INSURANCE	$17,300.00	$17,831.03	$20,430.00	$16,829.39	$20,190.00
E 71-33-610-1-0-150 EMPL CONT-PERA	$7,645.00	$7,085.05	$7,925.00	$5,901.82	$8,060.00
E 71-33-610-1-0-160 EMP CONT-FICA	$8,075.00	$6,943.52	$8,100.00	$5,591.07	$8,220.00
E 71-33-610-1-0-180 WORKERS COMPENSATION	$2,600.00	$1,501.00	$2,600.00	$3,849.00	$2,600.00
E 71-33-610-2-0-200 DEPRECIATION EXPENSE	$0.00	$128,952.00	$0.00	$0.00	$0.00
E 71-33-610-2-0-205 BANK FEES	$0.00	$0.00	$0.00	$76.83	$0.00
E 71-33-610-2-0-210 OFFICE SUPPLIES	$1,000.00	$854.83	$1,000.00	$923.82	$1,000.00
E 71-33-610-2-0-213 GAS & OIL	$3,000.00	$3,138.13	$3,000.00	$1,265.58	$3,000.00
E 71-33-610-2-0-219 CLOTHING ALLOWANCE	$3,000.00	$4,838.37	$3,000.00	$1,795.65	$3,000.00
E 71-33-610-2-0-235 OTHER SUPPLIES	$25,000.00	$14,291.30	$25,000.00	$14,181.15	$25,000.00
E 71-33-610-2-0-305 PRF SERVICE-ACCOUNTING	$4,700.00	$2,400.00	$4,700.00	$2,550.00	$4,700.00
E 71-33-610-2-0-310 PRF SERVICE-LEGAL	$500.00	$492.08	$500.00	$201.25	$500.00
E 71-33-610-2-0-315 ENGINEER SERVICES	$5,000.00	$5,059.68	$5,000.00	$0.00	$5,000.00
E 71-33-610-2-0-319 OTHER PRF SERVICES	$30,000.00	$20,806.31	$30,000.00	$29,879.35	$30,000.00
E 71-33-610-2-0-320 COMMUNICATIONS	$4,000.00	$6,113.66	$4,000.00	$5,243.79	$4,000.00
E 71-33-610-2-0-321 RADIO MAINTENTANCE	$1,000.00	$0.00	$1,000.00	$0.00	$1,000.00
E 71-33-610-2-0-325 TRANSPORTATION & TRAINI	$4,000.00	$1,451.00	$4,000.00	$3,150.34	$4,000.00
E 71-33-610-2-0-340 INSURANCE	$6,000.00	$4,954.00	$6,000.00	$5,993.00	$6,000.00
E 71-33-610-2-0-345 UTILITIES	$50,000.00	$48,017.71	$50,000.00	$32,657.05	$50,000.00
E 71-33-610-2-0-347 BUILDING REPAIR	$1,000.00	$0.00	$1,000.00	$864.57	$1,000.00
E 71-33-610-2-0-350 REPAIR & MAINTENANCE	$9,000.00	$4,584.58	$9,000.00	$8,723.15	$14,000.00
E 71-33-610-2-0-351 VEHICLE REPAIR	$2,500.00	$433.24	$2,500.00	$146.27	$2,500.00
E 71-33-610-2-0-362 GARBAGE REMOVAL	$0.00	$0.00	$0.00	$0.00	$0.00
E 71-33-610-2-0-364 MEMBERSHIPS	$500.00	$0.00	$500.00	$0.00	$500.00
E 71-33-610-2-0-365 MISCELLANEOUS	$0.00	$0.00	$0.00	$0.00	$0.00
E 71-33-610-3-1-510 BUILDINGS	$500.00	$0.00	$500.00	$0.00	$500.00
E 71-33-610-3-1-627 FEMA PROJECT	$0.00	$0.00	$0.00	$0.00	$0.00
E 71-33-610-3-1-630 OTHER IMPROVEMENTS/CIP	$30,000.00	$4,297.84	$100,000.00	$106,205.98	$35,000.00
E 71-33-610-2-0-701 FREEZE/THAW ASSISTANCE	$0.00	$10,847.00	$0.00	$0.00	$0.00
E 71-33-610-3-1-715 VEHICLES	$0.00	$0.00	$0.00	$0.00	$0.00
E 71-33-610-3-1-720 OTHER EQUIPMENT	$3,500.00	$2,842.06	$3,500.00	$2,691.99	$5,000.00
E 71-33-610-3-1-775 WELLS	$3,000.00	$450.19	$3,000.00	$1,554.28	$8,000.00
E 71-33-610-2-0-810 PRINCIPAL ON BONDS	$107,509.00	$0.00	$21,977.00	$21,977.00	$22,721.00
E 71-33-610-2-0-820 INTEREST EXPENSE	$21,662.00	$18,630.00	$18,023.00	$18,023.00	$17,279.00
E 71-33-610-2-0-830 PAYING AGENT FEES	$0.00	$0.00	$0.00	$0.00	$0.00
E 71-33-610-2-0-910 TRANSFER TO OTHER FUNDS	$0.00	$0.00	$0.00	$0.00	$0.00
E 71-33-610-3-1-955 WATER METERS	$30,400.00	$0.00	$80,400.00	$83,830.84	$25,400.00
E 71-33-610-3-1-960 CONNECTING DEVICES	$1,000.00	$1,000.00	$1,000.00	$83.17	$1,000.00
E 71-33-610-3-1-970 WATER MAIN MATERIAL	$5,000.00	$0.00	$5,000.00	$5,064.34	$10,000.00
E 71-33-610-3-1-975 WATER TOWER	$120,000.00	$0.00	$0.00	$0.00	$0.00
E 71-33-610-3-1-980 HYDRANTS	$5,000.00	$0.00	$5,000.00	$4,788.69	$10,000.00
DEPT 610 WATER DEPARTMENT	$618,856.00	$413,646.28	$533,325.00	$462,462.67	$436,600.00
FUND 71 WATER FUND	$618,856.00	$413,646.28	$533,325.00	$462,462.67	$436,600.00

CITY OF ST. CHARLES
2016 St. Charles Revenue Budget Guideline

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 72 SEWER FUND					
R 72-60-4915 GAIN/LOSS ON INVESTM	$0.00	$0.00	$0.00	$0.00	$0.00
R 72-90-6610 INTEREST INCOME	$1,000.00	$728.57	$1,000.00	$253.26	$500.00
R 72-90-6630 TRANSFERS FROM OTHE	$0.00	$0.00	$0.00	$0.00	$0.00
R 72-90-6645 OTHER LOCAL REVENUE	$1,500.00	-$449.64	$0.00	$0.00	$0.00
R 72-90-6657 CONTRIBUTED CAPITAL	$0.00	$0.00	$0.00	$0.00	$0.00
R 72-90-7615 WAC & SAC FEES	$0.00	$5,280.00	$0.00	$0.00	$0.00
R 72-90-7616 HOOK UP FEES	$0.00	$8,000.00	$0.00	$4,000.00	$0.00
R 72-90-7630 SEWER SALES	$693,110.00	$688,878.07	$693,110.00	$535,226.65	$713,900.00
FUND 72 SEWER FUND	$695,610.00	$702,437.00	$694,110.00	$539,479.91	$714,400.00

CITY OF ST. CHARLES
2016 St Charles Expenditure Budget

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 72 SEWER FUND					
DEPT 620 SEWER DEPARTMENT					
E 72-33-620-1-0-110 REGULAR SALARIES	$58,035.00	$55,116.79	$71,235.00	$47,498.28	$72,575.00
E 72-33-620-1-0-140 HEALTH INSURANCE	$8,800.00	$10,223.97	$15,000.00	$10,321.50	$13,725.00
E 72-33-620-1-0-150 EMPL CONT-PERA	$4,205.00	$3,920.95	$5,345.00	$3,560.98	$5,445.00
E 72-33-620-1-0-160 EMP CONT-FICA	$4,440.00	$3,561.08	$5,500.00	$3,170.47	$5,550.00
E 72-33-620-1-0-180 WORKERS COMPENSATION	$400.00	$135.00	$400.00	$362.00	$400.00
E 72-33-620-2-0-200 DEPRECIATION EXPENSE	$0.00	$72,546.00	$0.00	$0.00	$0.00
E 72-33-620-2-0-210 OFFICE SUPPLIES	$1,500.00	$1,220.95	$1,500.00	$1,376.73	$1,500.00
E 72-33-620-2-0-213 GAS & OIL	$200.00	$457.95	$1,000.00	$118.15	$1,000.00
E 72-33-620-2-0-219 CLOTHING ALLOWANCE	$3,700.00	$1,236.97	$3,700.00	$0.00	$3,700.00
E 72-33-620-2-0-235 OTHER SUPPLIES	$1,200.00	$946.63	$1,200.00	$1,176.25	$1,200.00
E 72-33-620-2-0-305 PRF SERVICE-ACCOUNTING	$2,800.00	$2,400.00	$2,800.00	$2,550.00	$2,800.00
E 72-33-620-2-0-310 PRF SERVICE-LEGAL	$400.00	$392.09	$400.00	$201.25	$400.00
E 72-33-620-2-0-315 ENGINEER SERVICES	$2,750.00	$1,853.12	$2,750.00	$0.00	$2,750.00
E 72-33-620-2-0-319 OTHER PRF SERVICES	$4,000.00	$3,892.77	$4,000.00	$1,807.70	$4,000.00
E 72-33-620-2-0-320 COMMUNICATIONS	$2,400.00	$2,411.97	$2,400.00	$2,075.53	$2,400.00
E 72-33-620-2-0-325 TRANSPORTATION & TRAINI	$3,500.00	$789.52	$3,500.00	$3,114.85	$3,500.00
E 72-33-620-2-0-335 ADVERTISING & PUBLISHING	$0.00	$0.00	$0.00	$0.00	$0.00
E 72-33-620-2-0-340 INSURANCE	$1,000.00	$3,389.95	$4,000.00	$3,663.00	$4,000.00
E 72-33-620-2-0-345 UTILITIES	$4,000.00	$4,102.24	$4,000.00	$2,181.00	$4,000.00
E 72-33-620-2-0-350 REPAIR & MAINTENANCE	$10,000.00	$10,381.85	$10,000.00	$5,554.72	$10,000.00
E 72-33-620-2-0-351 VEHICLE REPAIR	$0.00	$0.00	$0.00	$954.18	$0.00
E 72-33-620-2-0-362 GARBAGE REMOVAL	$0.00	$0.00	$0.00	$0.00	$0.00
E 72-33-620-2-0-365 MISCELLANEOUS	$0.00	$0.00	$0.00	$0.00	$0.00
E 72-33-620-2-0-380 DISTRICT PAYMENT	$437,500.00	$411,809.14	$459,375.00	$330,087.57	$473,155.00
E 72-33-620-3-1-510 BUILDINGS	$1,000.00	$0.00	$1,000.00	$0.00	$1,000.00
E 72-33-620-3-1-627 FEMA PROJECT	$0.00	$0.00	$0.00	$0.00	$0.00
E 72-33-620-3-1-630 OTHER IMPROVEMENTS/CIP	$75,000.00	$0.00	$75,000.00	$65,700.89	$75,000.00
E 72-33-620-3-1-720 OTHER EQUIPMENT	$2,000.00	$356.24	$2,000.00	$835.32	$2,000.00
E 72-33-620-3-1-785 SEWER MAINS CONSTRUCTIO	$4,000.00	$0.00	$4,000.00	$0.00	$4,000.00
E 72-33-620-2-0-810 PRINCIPAL ON BONDS	$57,501.00	$0.00	$0.00	$0.00	$0.00
E 72-33-620-2-0-820 INTEREST EXPENSE	$1,946.00	$324.00	$0.00	$0.00	$0.00
E 72-33-620-2-0-830 PAYING AGENT FEES	$0.00	$0.00	$0.00	$0.00	$0.00
E 72-33-620-2-0-910 TRANSFER TO OTHER FUNDS	$0.00	$0.00	$0.00	$0.00	$0.00
DEPT 620 SEWER DEPARTMENT	$692,277.00	$591,469.18	$680,105.00	$486,310.37	$694,100.00
FUND 72 SEWER FUND	$692,277.00	$591,469.18	$680,105.00	$486,310.37	$694,100.00

CITY OF ST. CHARLES
2016 St. Charles Revenue Budget Guideline

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 73 STORM WATER DRAINAGE FUND					
R 73-60-4915 GAIN/LOSS ON INVESTM	$0.00	$0.00	$0.00	-$13.53	$0.00
R 73-95-6610 INTEREST INCOME	$400.00	$46.24	$400.00	$15.45	$100.00
R 73-95-6630 TRANSFERS FROM OTHE	$0.00	$0.00	$0.00	$0.00	$0.00
R 73-95-6645 OTHER LOCAL REVENUE	$0.00	$0.00	$0.00	$0.00	$0.00
R 73-95-6657 CONTRIBUTED CAPITAL	$0.00	$0.00	$0.00	$0.00	$0.00
R 73-95-7680 STORM WATER FEES	$82,668.00	$85,777.83	$97,805.00	$75,724.05	$110,515.00
FUND 73 STORM WATER DRAINAGE FU	$83,068.00	$85,824.07	$98,205.00	$75,725.97	$110,615.00

CITY OF ST. CHARLES
2016 St Charles Expenditure Budget

Account Descr	2014 Budget	2014 Amt	2015 Budget	2015 YTD Amt	2016 Budget
FUND 73 STORM WATER DRAINAGE FUND					
DEPT 630 STORM WATER DEPARTMENT					
E 73-33-630-2-0-110 REGULAR SALARIES	$0.00	$0.00	$0.00	$0.00	$0.00
E 73-33-630-2-0-160 EMP CONT-FICA	$0.00	$0.00	$0.00	$0.00	$0.00
E 73-33-630-3-1-200 DEPRECIATION EXPENSE	$0.00	$18,386.00	$0.00	$0.00	$0.00
E 73-33-630-2-0-305 PRF SERVICE-ACCOUNTING	$1,100.00	$200.00	$1,100.00	$125.00	$1,100.00
E 73-33-630-2-0-315 ENGINEER SERVICES	$2,000.00	$544.00	$2,000.00	$2,000.00	$2,000.00
E 73-33-630-3-1-627 FEMA PROJECT	$0.00	$0.00	$0.00	$0.00	$0.00
E 73-33-630-3-1-630 OTHER IMPROVEMENTS/CIP	$5,000.00	$0.00	$5,000.00	$72.16	$5,000.00
E 73-33-630-3-1-785 SEWER MAINS CONSTRUCTIO	$0.00	$2,214.08	$0.00	$1,526.97	$0.00
E 73-33-630-3-1-912 STORM WATER MGMNT	$70,000.00	$0.00	$70,000.00	$19,020.25	$70,000.00
DEPT 630 STORM WATER DEPARTMENT	$78,100.00	$21,344.08	$78,100.00	$22,744.38	$78,100.00
FUND 73 STORM WATER DRAINAGE FUND	$78,100.00	$21,344.08	$78,100.00	$22,744.38	$78,100.00

VAN IWAARDEN
Retirement planning for employers

July 23, 2015

Mr. Nick Koverman
City Administrator
City of St. Charles
830 Whitewater Ave.
St. Charles, MN 55972

Re: **Engagement Letter for GASB 67/68 Actuarial Services**

Dear Nick:

Thank you for this opportunity to provide GASB 67/68 pension actuarial services to the City of St. Charles and the St. Charles Fire Relief Association. This letter documents the services we will provide for the Relief Association's pension plan and our fees for those services.

Background

Governmental Accounting Standards Board (GASB) statements 67 and 68 will significantly impact the financial statements of Volunteer Fire Relief Associations (VFRAs) and their sponsoring cities. In order to fully comply with these new accounting requirements, pension liabilities must be measured according to GASB rules which are significantly different than Minnesota funding statutes.

We've included a sample GASB 67/68 report which illustrates the following:

- Comparison of the City's pension accounting expense and balance sheet liability (page 1);
- Illustration of the change in Net Pension Liability (the difference between Total Pension Liability and assets "Plan Fiduciary Net Position" on page 7);
- Determination of the discount rate used to measure pension liabilities (page 2). The discount rate is based on a "crossover" calculation that takes into account:
  - The Relief Association's current funded status,
  - Expected investment return, which depends on the fund's investment mix,
  - Projected future contributions and benefit payments to/from the fund; and
  - A municipal bond rate, after the "crossover" point (if any) when pension trust assets are depleted.
- Illustration of the Net Pension Liability's sensitivity to 1% changes in the discount rate, and
- Disclosure of investment returns, data sources, actuarial assumptions and calculation details as required by GASB 67/68.

Scope of the Engagement

We will perform the following services, as chosen by the City and Relief Association:

1. GASB 67/68 "Full" Actuarial Valuations

For 2015, we will prepare a GASB 67/68 actuarial valuation report for the Relief Association and the City's financial statements.

2. GASB 67/68 "Off Year" Valuations

A full actuarial valuation of the Total Pension Liability (TPL) is required every two years. In the "off years" between full valuations, the results will be based on actual assets and an estimated TPL "rolled forward" from the previous valuation.

The FYE2016 reports will contain the required GASB 67 information for the Relief Association and the GASB 68 results for the City's financial statements.

The off-year valuations will need to reflect significant changes since the full valuation. A full actuarial valuation may be required two years in a row if there are significant changes like plan amendments, large asset gains/losses or big movements in prevailing interest rates.

3. Future GASB 67/68 Actuarial Reports

Future 2-year reporting cycles will include a full actuarial report and an "off-year" report that contain both GASB 67 and 68 information for the Relief Association and the City.

4. Other

We will prepare other actuarial and consulting projects requested by you from time to time such as attending meetings, presentations, and miscellaneous consulting.

Our Expertise

We've worked with fire relief pension plans for decades, and we are the actuaries for a majority of the Minnesota fire relief annuity pension plans. Over the last few months we've worked closely with audit firms and the Office of the State Auditor (OSA) to clarify how GASB 67/68 applies to fire relief pension plans. **This knowledge leadership ensures that you receive an actuarial report prepared by an expert in fire relief pension plan GASB 67/68 accounting.**

In addition, we work with over 250 school districts, cities, counties, and other public entities to determine GASB 43/45 retiree medical liabilities. We are also the League of Minnesota Cities' actuarial partner. For decades, we have assisted private employers with similar pension accounting calculations.

Fees and Hourly Billing Rates

The fees for the services described above are outlined below.

GASB 67 & 68 Reporting Beginning in 2015	Fee
FYE2015 GASB 67/68 actuarial report	$2,900
FYE2016 GASB 67/68 "off year" report (if no significant changes)	1,200

Each year also includes up to one hour of free consulting to review the reports with you over the phone. Future actuarial reports will be priced according to a similar schedule.

"Early bird" discount: $100 off 2015 fee for each full month before January 2016 that we receive ***complete*** 12/31/2014 census data, bylaws and asset information.

We'll send a bill for half of the total engagement when we complete the liability calculations based on that data. We'll send a final bill for the other half next year, after we complete your GASB 67/68 report with final 12/31/2015 assets.

This fee quote depends on receiving the census data, asset reconciliation and investment mix in our prescribed format. You can provide census data by updating your MN Schedule Form SC to the valuation date (initially 12/31/2014) and sending that to us.

We are pleased to provide additional consulting services or changes in valuation scope upon request. Additional fees for such requests will be agreed upon by both parties prior to commencement.

Fees and Hourly Billing Rates (Cont.)

Out-of-scope projects are within the City's and Relief Association's control, and time for them will be billed at our normal hourly rates. For 2015, our hourly rates are $115 to $195 for actuarial analysts and $295 for consulting actuaries. Out-of-scope projects include time spent on:

- meetings and preparation,
- significant changes in your plan, accounting or funding arrangements,
- cleanup of inaccurate data or data not provided in the form requested, and
- follow-up for information not provided within 45 days of our first request.

We will notify you if any out-of-scope fees are to apply, and will be happy to estimate fees for additional projects as requested. Out-of-pocket expenses will be passed on to you without markup. Travel time, if it occurs, is billed at 50% of our normal rates.

You have the right to terminate our services at any time, subject to payment of accrued charges for work we have done through the date we receive notice. We will have the same right of termination (including termination for non-payment of fees and expenses), subject to our obligation to give you reasonable notice.

Performance Guarantees

Ever since our firm was founded in 1991, we have operated on three basic principles which shape the way we conduct ourselves with clients, associates, and competitors and give rise to our performance guarantees:

- Do what's right,
- Do the best you can, and
- Treat others as you would like to be treated.

Written Communication

If we send you a document that does not provide the information you need in a way you can easily understand, we will explain it and/or revise it to meet your needs - at no charge.

Peer Review

Every client deliverable is subject to a formal peer review policy to ensure that all of our work products meet the highest consulting and actuarial standards.

Data Security

All staff members sign a formal data security policy that applies to all of our client work. We perform a daily off-site back-up of our network servers to ensure that all client data is protected.

Error Correction

If an error ever makes it through our review process, we will disclose it as soon as we find it and correct it at no charge. This falls under the "Do what's right" heading above.

Overall

It's simple: if it's important to you, it's important to us.

Acknowledgement and Consent

We trust that this letter satisfactorily outlines our services and fees. If you have any questions, please feel free to contact us. Thank you again for choosing Van Iwaarden Associates to assist you with this project.

Sincerely,

Candace A. Gislason

Candace A. Gislason, FSA, MAAA
Consulting Actuary

L/D/C/R: 3/cag/slb

The undersigned authorized representative of the City of St. Charles has read this letter from Van Iwaarden Associates, understands its contents, and agrees on behalf of the City and the Relief Association to the terms, conditions and fees set forth above.

Date: _____, 2015 By _____

Title _____

Resolution #30-2015

A Resolution Authorizing Qualified Part-Time Police Officers to Participate in the City's PERA Plan

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City of St. Charles, Minnesota hereby declares that the position of part-time police officer, currently held by Caleb Hohensee, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;

2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;

3. Said position charges this employee with the prevention and detection of crime;

4. Said position gives this employee the full power of arrest, and

5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Passed and approved this 13th day of October, 2015.

_____
John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

STATE OF MINNESOTA
COUNTY of Winona
I, Nick Koverman, City Administrator of the City of St. Charles, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 1113th day of October; the original of which is on file in this office. I further certify that ____ members voted in favor of this resolution and that ____ members were present and voting.