



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Wednesday, November 9, 2022 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. November 9, 2022 - Agenda	APPROVE
4. Meeting Minutes	APPROVE
4a. October 11, 2022 (TBD)	
4b. October 25, 2022 (TBD)	
5. November Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
6a. 4-H Family Nights	
6b. Coffee and Conversation	
6c. Hubert's Men	
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Jose Pelaez	
7d. Library Board Report, David Kramer	
7e. Park Board, Dave Braun	
7f. Planning & Zoning, Wayne Getz	
7g. EDA, Wayne Getz	
7h. School Board, John Steffel	
8. Resolution #46-2022 Canvassing of Municipal Election (TBD)	APPROVE
9. Winter Parking Exemptions	APPROVE
10. SEMMCHRA Grant – CDAP Modification Approval	INFORMATION
11. RCA Ambulance Power Load vs Performance Load Purchase	APPROVE
12. Pay Request No. 2 – School Trail Improvements	APPROVE
13. Pay Request No. 3 (Final) – 2021 Gravel Alley Improvements	APPROVE
14. Construction Management Services (CMS) Memo	INFORMATION
15. DESCASD Board Term Appointment	APPROVE
16. City Hall Closings & Meeting Dates	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



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Wednesday, November 9, 2022**

8. **Resolution #46-2022 Canvassing of Municipal Election:** Please see the enclosed resolution for consideration.
9. **Winter Parking Exemptions:** A list of properties will be presented for approval.
10. **SEMMCHRA Grant – CDAP Modification Approval:** Please see the included letter regarding SEMMCHRA's request to extend the original grant target areas defined in the SCDP application to citywide residents meeting and to modify the financial packet for owner occupied rehabilitation projects.
11. **RCA – Ambulance Power Load vs Performance Load Purchase:** Please see the enclosed Request for Council Action.
12. **Pay Request #2 – School Trail Improvements:** A pay request has been submitted by Schumacher Excavating Inc. and reviewed by WHKS Engineers for payment.
13. **Pay Request #3 (Final) – 2021 Gravel Alley Improvements:** A pay request has been submitted by Dunn Blacktop Company and reviewed by WHKS Engineers for payment.
14. **Construction Management Services (CMS) Memo:** Please see the enclosed memo and rate sheet for the upcoming year's services.
15. **DESCASD Board Term Appointment:** Enclosed is a requested board term appointment to the DESCASD for the expiring 2-year board term of Clm. David Kramer.
16. **City Hall Closings & Meeting Dates:** City Hall will be closed the following dates in observance of the holidays: Friday, November 11, Thursday and Friday, November 24th & 25th, December 26th, 2022 and January 2nd, 2023.
The City Hall office will also be closing early December 30th at 3 p.m. for year-end file transfer. If necessary, the second council meeting of December will be held Wednesday, December 28th. The first meeting of the year would also be Tuesday, January 3rd, 2023 at 5 p.m.

WINONA COUNTY 4-H FAMILY ACTIVITY NIGHTS

All youth in grades K - 5th are welcome to attend Winona County 4-H Activity Nights at the St. Charles Library from 6:30-7:30pm. Please visit the link below for more information & to sign up.

<https://z.umn.edu/FamilyActivityNights>



UNIVERSITY OF MINNESOTA EXTENSION



JOIN 4-H FROM 6:30PM-7:30PM FOR FAMILY
ACTIVITY NIGHTS - SESSIONS ARE FREE!

November 17th, January 12th,
February 16th, March 16th, April
13th, & May 11th

AT THE ST. CHARLES LIBRARY



COFFEE & CONVERSATION

MONDAYS

10:30 - 11:30 AM

WEEKLY at the St. Charles Public Library

KICKOFF - NOVEMBER 21

Join us every Monday morning for **FREE** coffee, while connecting with others in the community

Special Guest Speaker:
Doug Ohman



Hidden in Plain View - Cemeteries of Minnesota

Walk along with Doug as he photographs cemeteries and uncovers stories of the long forgotten. Learn where the only Revolutionary War soldier to die in Minnesota is buried. Learn the difference between a cemetery and graveyard and much more.



HUBERT'S MEN

The Forgotten Dynasty of
St. Charles High School
1926 - 1931

**Wed., November 16
6:30 PM
St. Charles
Public Library**

The amazing story about a
young coach, his winning
program and its impact
upon the student athletes
of a small town.



Presented By:
**Thomas E.
Wright, MD**



St. Charles Police Department
830 Whitewater Ave.
St. Charles, MN 55972
Chief, Jose Pelaez #601
(507) 932-8020



November 8, 2022

- Through the month October, Officers completed POST-mandated *Serving Those with Autism Disorder-Part 4 of 4 (PATROL) training*. This course prepares Officers to use strategies and practices that promote safe, effective, and positive outcomes in specific call types and enforcement contacts involving autism spectrum disorder.
- Through the month October, Officers completed POST-mandated *Duty to Intervene (PATOL) training*. This course helps Officers recognize when they have a legal duty, under federal and state law, to intervene and protect people against excessive force and other unconstitutional conduct by other officers.
- Through the month of October, Officers completed OSHA-mandated *Portable Fire Extinguisher (PATROL)* training.
- October 3rd through the 4th, Chief Pelaez attended the Minnesota Crime Prevention Association Annual Conference (Alexandria, MN). The conference covered topics such as Catalytic Converter Theft, Human Trafficking, Open-Source Intelligence, Law Enforcement Media Training, Crime Prevention Tactics, Church Safety, Mental Health Co-Responders, FBI Community Relations, and other topics.
- October 5th, Officers participated in a Small Unmanned Aerial System (sUAS) (A.K.A Drones) training. The training was taught by Special Agent, Gianfranco Medica from the Federal Aviation Administration (FAA) and it covered topics such as drone federal regulations, enforcement, and reporting.
- October 6th, the department hosted its second annual "Mi Voz" listening session. Mi Voz is a listening session series with the local Hispanic community where community members can express their concerns related to public safety as well as obtain education in different local laws. Member from the Winona Area Habitat for Humanity also presented to the attendees on the upcoming housing project coming to the city of St. Charles.
- October 7th, Chief Pelaez the Faith in Blue regional conference (Minnetonka, MN). Faith & Blue is a U.S.-wide initiative that strengthens communities by fostering relationships between houses of worship and law enforcement entities. National Faith & Blue week is October 8th-11th.
- October 11th through 12th, Officers completed POST-mandated Use of Force training.
- October 13th, Officers Wolters and Nesbit participated in the Fall Literacy event at the St. Charles Elementary School.
- October 18th, Chief Pelaez participated in the Winona State University Criminal Justice Career Fair.
- October 26th, Chief Pelaez participated in the St. Mary's University Career Fair.
- October 28th, Officers completed Emergency Medical Responder (EMR) recertification training.
- The department recently acquired seven new NARCAN kits to replace our expired kits. The kits were free and were given to us by the Southeast Emergency Medical Services (SEEMS). NARCAN (Naloxone) is a potentially lifesaving nasal spray medication designed to help reverse the effects of an opioid overdose in minutes.

Respectfully submitted,

Chief, Jose Pelaez

INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION



October 28, 2022

The Honorable John Schaber
Mayor, City of St. Charles
830 Whitewater Avenue Street
St. Charles, MN 55972

Dear Mayor Schaber

RE: City of St. Charles – CDAP-19-0051-O-FY20

I wish to notify you that a request had been made by Southeastern MN Multi-County Housing & Redevelopment Authority (SEMMCHRA), administrator for the above-mentioned grant to extend the original grant target areas defined in the Small Cities Development Program (SCDP) application to citywide and to modify the financial packet for owner occupied rehabilitation projects.


It is not a practice for DEED to approve grant modification during mid grant. However, SEMMCHRA had provided substantial evidence of undue hardship in achieving the goals set in the application due to define target areas in the SCDP application and the income loan-tiering financial packet. SEMMCHRA had also provided evidence of interest in areas outside the target area. Since the current population threshold for citywide application is 5,000 and the city's population is below 5,000, DEED is satisfied that with these changes, the SCDP will still be maintaining HUD's impact directive.

The Small Cities unit have been advocating for 100% deferred loans for owner occupied housing rehabilitation projects. Since projects goals are not being met as expected, the change in the financial packet for owner occupied housing rehabilitation participants will assist in removing the existing barrier and allow for more active participation. For this change to be permitted, any loans agreements that have already been executed under this grant must be revised to meet the new financial packet of 100% deferred forgivable loan.

This approval was considered based on a case-by-case basis, considering proven hardship cause by several reasons including the COVID-19 pandemic. Please keep in mind that all rules and regulations attached to the grant mentioned above must be followed. Please retain this letter as an official approval acknowledgment and must be included in the grantee's grant records.

DEED recognizes the City of Wabasha and SEMMCHRA's dedication to successfully administer SCDP grants and the desire to reach the goals originally set for the grant. If you have any questions, please feel free to contact your respective SCDP representative, Emajeane Hanson-Ford at (651) 259-7461 or emajeane.hanson-ford@state.mn.us.

Sincerely,



Natasha D. Kukowski
Small Cities Development Program Manager

cc: Rick Almich, Interim City Administrator
Buffy Beranek; Executive Director, SEMMCHRA

Resolution #46-2022
Canvassing of Municipal Election

(Placeholder)

**To be distributed to the Council at the
meeting after canvassing has been
completed.**



Request for City Council Action

Date: October 13, 2022

Requested Council Date: November 9, 2022

Originating Department: Ambulance Department

Council Action Requested: Power Load vs Performance Load Purchase

Background Information:

Mayor & Council:

As discussed at the October 25th meeting, included in the packet are 2 paper quotes regarding the needed update of the cot fastening systems. One is for a new Power Load device that would no longer require members to lift the stretcher into the ambulance as the device does it for them. The other option is a new Performance Load system which is solely a fastening device and would require an additional upgrade cost for each cot to make them work with the Performance Load. Initially Director Essig presented 3 options, but the used Performance Load system is no longer available to us.

Staff requests a decision on which device to purchase with the recommendation that the additional cost be taken out of ARPA funds.





St. Charles Ambulance PowerLoad and Upgrade kits

Quote Number: 10605997

Version: 1

Prepared For: CITY OF ST CHARLES

Attn:

Remit to: Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Elizabeth Reem

Email: elizabeth.reem@stryker.com

Phone Number: (314) 853-2779

Quote Date: 11/02/2022

Expiration Date: 01/31/2023

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	CITY OF ST CHARLES	Name:	CITY OF ST CHARLES	Name:	CITY OF ST CHARLES
Account #:	1543325	Account #:	1543325	Account #:	1071281
Address:	613 CHURCH AVE	Address:	613 CHURCH AVE	Address:	830 WHITE WATER AVE
	SAINT CHARLES		SAINT CHARLES		SAINT CHARLES
	Minnesota 55972-1423		Minnesota 55972-1423		Minnesota 55972-1129

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD *INCLUDES FLOOR PLATE*	1	\$25,514.06	\$25,514.06
2.0	6500700049	6500 PWRLOAD COMP UPGRADE KIT	2	\$3,587.00	\$7,174.00
Equipment Total:					\$32,688.06

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$408.61
Grand Total:	\$33,096.67

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.



St. Charles Ambulance PowerLoad and Upgrade kits

Quote Number:	10605997	Remit to:	Stryker Medical
			P.O. Box 93308
Version:	1		Chicago, IL 60673-3308
Prepared For:	CITY OF ST CHARLES	Rep:	Elizabeth Reem
Attn:		Email:	elizabeth.reem@stryker.com
		Phone Number:	(314) 853-2779

Quote Date: 11/02/2022
Expiration Date: 01/31/2023

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	CITY OF ST CHARLES	Name:	CITY OF ST CHARLES	Name:	CITY OF ST CHARLES
Account #:	1543325	Account #:	1543325	Account #:	1071281
Address:	613 CHURCH AVE	Address:	613 CHURCH AVE	Address:	830 WHITE WATER AVE
	SAINT CHARLES		SAINT CHARLES		SAINT CHARLES
	Minnesota 55972-1423		Minnesota 55972-1423		Minnesota 55972-1129

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	6500700049	6500 PWRLOAD COMP UPGRADE KIT	2	\$3,587.00	\$7,174.00
2.0	6392000001	PERFORMANCELOAD W/CHARGE,PLATE	1	\$7,190.00	\$7,190.00
2.1	6392026000	STANDARD COMPONENTS			
2.2	6392001901	LABEL, 6392-000-001 SPEC			
2.3	6392001015	INDUCTIVE CHARGING OPTION			
2.4	639207000001	FLOOR PLATE, ASSEMBLY KIT			
2.5	639200200000	ONE PER UNIT, MANUAL, ENGLISH			
2.6	7777881660	1 year parts, labor & travel			
Equipment Total:				\$14,364.00	

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$89.68
Grand Total:	\$14,364.00

Prices: In effect for 30 days
Terms: Net 30 Days



St. Charles Ambulance PowerLoad and Upgrade kits

Quote Number:	10605997	Remit to:	Stryker Medical
			P.O. Box 93308
			Chicago, IL 60673-3308
Version:	1	Rep:	Elizabeth Reem
Prepared For:	CITY OF ST CHARLES	Email:	elizabeth.reem@stryker.com
	Attn:	Phone Number:	(314) 853-2779
Quote Date:	11/02/2022		
Expiration Date:	01/31/2023		

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.



11/03/22

Mr. Matt Essig
St. Charles Ambulance Service
EMS Manager
St. Charles, MN. 55972

Power Load System/Cot Quote

Installation of Power Load or Performance Load System (**at PSV**) \$ 1,200.00

Total Price of Equipment \$ 1,200.00

Respectfully Submitted,

Mark Rethwisch
Sales Associate

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



November 1, 2022

Mr. Kyle Karger
Public Works Director
City of St. Charles
830 Whitewater Avenue
St. Charles, MN 55972

RE: St. Charles, MN
School Trail Improvements
Pay Request No. 2

Dear Kyle:

Enclosed is Pay Request No. 2 for work on the above referenced project. We recommend the City make payment in the amount of \$119,216.26 to:

Schumacher Excavating Inc.
50 Warren Avenue
Zumbrota, MN 55992

Please contact me if you have any questions.

Sincerely,

WHKS & co.

A handwritten signature in blue ink, appearing to read "D. Sikkink".

Daren D. Sikkink, P.E.

DDS/jm

Enclosure

cc: Richard Almich, City of St. Charles
Rick Schaber, City of St. Charles
Cassie Smith, City of St. Charles
Scott Schumacher, Schumacher Excavating Inc.

2905 South Broadway
Rochester, MN 55904
Phone 507-288-3923



PARTIAL PAYMENT ESTIMATE
FOR CONSTRUCTION WORK COMPLETED

Project: School Trail Improvements
Project No.: 9300.00
Location: St. Charles, Minnesota
Contractor: Schumacher Excavating Inc.

Bid Price: \$262,690.00
Date: Oct. 28, 2022
Estimate #: 2
% Complete: 105%

Item No.	Description	Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	1.00	L.S.	\$18,000.00	0.75	0.25	1.00	\$18,000.00
2	Traffic Control	1.00	L.S.	\$1,000.00	0.75	0.25	1.00	\$1,000.00
3	Clearing	1.60	Acre	\$18,000.00	2.00	0.16	2.16	\$38,880.00
4	Grubbing	1.60	Acre	\$5,000.00	1.60	0.564	2.164	\$10,820.00
5	Temporary Rock Construction Entrance	1.00	Each	\$1,000.00	1.00	0.00	1.00	\$1,000.00
6	Type 2 Ditch Check	12.00	Each	\$80.00	0.00	0.00	-	\$0.00
7	Silt Fence, Machine Sliced	3720.00	L.F.	\$2.00	3,380.00	0.00	3,380.00	\$6,760.00
8	Seeding	2.00	Acres	\$3,000.00	0.00	0.50	0.50	\$1,500.00
9	Erosion Control Blanket, Category 30	5700.00	S.Y.	\$2.00	0.00	2,000.00	2,000.00	\$4,000.00
10	Common Excavation (CV)	3625.00	C.Y.	\$10.00	3,699.10	0.00	3,699.10	\$36,991.00
11	Bituminous Wearing Course Mixture SPWEB240B	640.00	Ton	\$160.00	0.00	647.13	647.13	\$103,540.80
12	Aggregate Base, Class 5 (CV) (P)	820.00	C.Y.	\$35.00	894.10	0.00	894.10	\$31,293.50
13	18" GS Apron	1.00	Each	\$500.00	1.00	0.00	1.00	\$500.00
14	F&I 18" HDPE Culvert Pipe	26.00	L.F.	\$40.00	26.00	0.00	26.00	\$1,040.00
15	F&I 24" Nyloplast Structure with Dome Grate	1.00	Each	\$4,000.00	1.00	0.00	1.00	\$4,000.00
16	Riprap Class III	10.00	C.Y.	\$50.00	10.00	0.00	10.00	\$500.00
17	Pedestrian Ramp	2.00	Each	\$3,000.00	0.00	2.00	2.00	\$6,000.00
18	Topsoil Borrow	70.00	C.Y.	\$10.00	0.00	0.00	-	\$0.00
Items without quantities								
19	Rock Excavation	180.00	C.Y.	\$50.00	180.00	0.00	180.00	\$9,000.00
Total Work Completed								\$274,825.30

Less 5% Retainage \$13,741.27
Less Previous Payments \$141,867.77

Net Payment this Estimate **\$119,216.26**

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



October 21, 2022

Mr. Kyle Karger
Public Works Director
City of St. Charles
830 Whitewater Avenue
St. Charles, MN 55972

RE: St. Charles, MN
2021 Gravel Alley Improvements
Pay Request No. 3-Final

Dear Kyle:

Enclosed is Pay Request No. 3 (Final) for work on the above referenced project. We recommend the City make payment in the amount of \$13,002.88 to:

Dunn Blacktop Company
24206 MN-43
Winona, MN 55987

Acceptance by the City Council will initiate the start of the two-year maintenance bond, as specified in the contract documents.

Please contact me if you have any questions.

Sincerely,

WHKS & co.

A handwritten signature in blue ink, appearing to read "D. Sikkink", is written over the company name.

Daren D. Sikkink, P.E.

DDS/jm

Enclosure

cc: Richard Almich, City of St. Charles
Cassie Smith, City of St. Charles
Sam Costigan, Dunn Blacktop Company
Fred Kruckow, Dunn Blacktop Company

2905 South Broadway
Rochester, MN 55904
Phone: 507.288.3923



PARTIAL PAYMENT REQUEST
FOR CONSTRUCTION WORK COMPLETED

Project: 2021 Gravel Alley Improvements
Project No.: 9158
Location: St. Charles, MN
Contractor: Dunn Blacktop Company

Bid Price: \$247,240.00
Date: Oct. 21, 2022
Estimate #: Final - 3
% Complete: 105.2%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	L.S.	\$8,300.00	1	1	0.00	1.00	\$ 8,300.00
2	Bituminous Wearing Course Mix SPWEB240B	Ton	\$81.00	2900	3076.76	0.00	3076.76	\$ 249,217.56
3	Adjust Casting	Ea	\$750.00	2	0	0.00	0.00	\$ -
4	Traffic Control	L.S.	\$2,540.00	1	1	0.00	1.00	\$ 2,540.00

Construction Total \$ 260,057.56


Contractor Representative

10-21-2022
Date

Less Previous Payments \$ 247,054.68

Net Payment this Estimate \$ 13,002.88



1700 North Broadway • Suite 128
Rochester, MN 55906
507-282-8206 • FAX 281-0391

TO: City/Township/County Administrator
FROM: Jay Kruger
DATE: October 31, 2022
RE: CMS 2023 Rates/Reminders

Attached is CMS Rate Schedule for 2023.

Joining our office staff full time is Tammy Stolberg.

Inform CMS in writing of any rate changes. i.e. flat fees, reshingle/reside, plumbing or mechanical.

REMINDERS:

If your City has large plan(s) you would like CMS to pick up, call or email and we will let you know when we would be in your area.

Flat fee permits are required to have applicant's signature along with name printed. Include amount being charged on the application. Include the owner's phone number.

Check to see that legal descriptions are correct and complete (required for Certificate of Occupancies).

Approval to start project should come from CMS after plans are at CMS.

WINDOW & DOOR INSTALLATION: PERMIT REQUIRED

Window: When removing an entire window frame down to the rough opening.

Door: When replacing an entire door, frame and jam down to the rough opening.

When applicant submitting plans from Menards, have applicant complete CMS Construction Detail Sheet in addition to Menard plans to help complete plan review.

New construction of residential dwellings and additions: Provide the applicant with required forms (Energy Compliance Certificate & Combustion & Make-up Air Calculations) Applicant can complete and submit to CMS prior to issuing permit. See attached forms.



1700 North Broadway • Suite 128
Rochester, MN 55906
507-282-8206 • FAX 281-0391

RATE STRUCTURE

THE FOLLOWING RATES ARE EFFECTIVE BEGINNING JANUARY 1, 2023
AND ARE IN EFFECT UNTIL DECEMBER 31, 2023.

Certified Building Official	\$59.80/hr
Building Official Consultant	\$59.80/hr
Building Field Inspector	\$59.18/hr
Clerical/Secretarial	\$39.22/hr
Mileage	At legal rate
Other Expenses	At Cost

Dover, Eyota, St. Charles Area Sanitary District

**P.O. Box 396
303 North Richland Ave
St. Charles, Minnesota 55972
Phone: (507) 932-4171
email: district@hbesc.net**

November 1, 2022

Rick Almich
City Administrator
830 Whitewater Ave.
St. Charles, MN 55972

Dear Mr. Almich:

On January 1, 2023, the term of office which David Kramer is serving on the Board of Directors of the Dover Eyota St. Charles Area Sanitary District will expire.

The City of St. Charles will need to appoint a person for a two-year term.

Please sign, affix seal and return two copies of the Certification of Selection before our regular District meeting on January 17, 2023.

Sincerely,



Cathy Kennedy

enclosures