



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, April 11, 2023 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. April 11, 2023 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. Council Meeting Minutes – March 14, 2023	
b. Council Work Session Minutes – March 15, 2023	
c. Council Meeting Minutes – March 28, 2023	
d. House Burning Permit	
e. Resn. #15-2023 Appointment of Election Judges for 2023	
5. April Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
a. Administrator’s Report	
b. Chief of Police Report, Jose Pelaez	
c. Library Board Report, David Kramer	
d. Planning & Zoning, Wayne Getz	
e. EDA, Wayne Getz	
f. School Board, John Steffel	
g. Chamber of Commerce, Chamber Representative	
8. Ordinance #653 – Fee Schedule (2 nd Reading)	APPROVE
9. Commercial Rehabilitation Fund Request – #01-23	APPROVE
10. Assistance Request for Downtown Residential Rental Project - #02-23	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
Tuesday, April 11, 2023**

4. Consent Agenda

- a. Council Meeting Minutes – March 14, 2023**
- b. Council Work Session Minutes – March 15, 2023**
- c. Council Meeting Minutes – March 28, 2023**
- d. House Burning Permit**

- The SCFD has been recruited to do a house burn for the house located at 436 W 12th Street. I am waiting to receive the actual permit. By approving the consent agenda, the council is granting me permission to sign off on the permit once all paperwork has been submitted.

- e. Resn. #15-2023 Appointment of Election Judges for 2023**

- Attached is a resolution that includes the date, time, and location of the elections and a list of election judges.

8. Ordinance #653 – Fee Schedule (2nd Reading) – This document is unchanged from the first reading.

9. Commercial Rehabilitation Fund Request – #01-23 – Attached is a recommendation from the EDA to approve a forgivable loan. Cris Gastner will be in attendance to field questions.

10. Assistance Request for Downtown Residential Rental Project - #02-23 – Attached is a recommendation from the EDA to approve a forgivable loan for the downtown residential rental project. Cris Gastner will be in attendance to field questions.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, March 14, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Council members:
Mayor John Schaber
Dave Braun
Wayne Getz
David Kramer
John Steffel

MEMBERS ABSENT:

STAFF PRESENT: Scott Bunke (Electric Foreman), Kyle Karger (Public Works Director), and Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE:

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present 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 as amended.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

4. Meeting Minutes

February 28, 2023

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

5. Review of March Payables. No questions were asked.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

6. Notices and Communications. None

7. Reports of Boards and Committees: The Council reviewed reports from Public Works, Police Department, Library Board, Park Board, EDA, School Board, and Chamber of Commerce.

8. Ordinance #651 – City Organizations (2nd Reading).

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

9. Ordinance #652 – Zoning Map Amendment (2nd Reading).

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

10. Resn #10-2023 – Accept a SCPD Donation (Winona Area Crime Stoppers).

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

11. Pay Request – Rick Almich.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

12. Letter of Resignation – Public Works Director Kyle Karger.

The Council thanked Mr. Karger for his service to the City of St. Charles.

Unscheduled Public Appearances: None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL WORK SESSION
for Wednesday, March 15, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Council members:
Mayor John Schaber
Dave Braun
Wayne Getz
David Kramer
John Steffel

MEMBERS ABSENT:

STAFF PRESENT: Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Renee Hewitt (SC Ambulance), Kenny Loftus (SC Ambulance), and Scott Schossow (SC Fire).

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. March 14, 2023 – Agenda.

4. St. Charles Ambulance. The council discussed reclaiming the St. Charles license for the ambulance service, funding, and the possibility of forming a Joint Powers Agreement (JPA). The council directed Administrator Langholz to finalize the contracts and work with crew members to develop a steering committee to pursue reclaiming ownership of the license.

5. South Fork Fifth Addition (SFFA). Mr. Langholz stated that the SFFA would be postponed till fall of 2022. He continues to work with the developer to develop a sketch plan for the entire subdivision.

6. Compensation Study. Mr. Langholz stated that there are several positions that the council may want to address during the 2024 and 2025 budgets for adjustment. He continues to work through the compensation study to provide them with accurate information.

7. Sergeant Jones Step & Wage Recalculation. The council discussed an oversight that occurred regarding compensation when promoting Officer Brady Jones to the Sergeant position.

8. Part-time Police Officers. The council discussed the possibility of adding additional part-time police officers to cover vacation, sick, comp, or unpaid leave situations within the department. Mr. Langholz was directed to meet with Chief Pelaez, Sergeant Jones, and other officers to discuss the possibility and develop a plan.

9. Public Works Director Position. Mr. Langholz requested input from the council regarding filling the Public Works Director position upon Mr. Karger's retirement. The council is considering promoting Scott Bunke to the position, as he has been working as the interim when Mr. Karger has been absent. The council directed Mr. Langholz to speak with the city attorney to ensure the legality of this process, or whether there needs to be an internal or external posting for the position.

10. Street Vacation. Mr. Langholz reviewed the stipulations associated with vacating a street with the council. The council discussed access to the parcels west of the proposed vacation.

11. Laserfiche. Administrator Langholz explained that Laserfiche is a software that he would like to use for record management. The software would allow the reduction and permanent safekeeping of records that are required to be maintained by the city. He has directed staff to generate an RFP that will be sent to vendors for costs associated with its implementation and upkeep.

12. Consent Agenda. The council is in favor of implementing a consent agenda.

13. Council Input.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, March 28, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Council members:
Mayor John Schaber
Dave Braun
Wayne Getz
David Kramer
John Steffel

MEMBERS ABSENT:

STAFF PRESENT: Jose Pelaez (Police Chief), Melissa Krusmark (City Accountant), and Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Jason Boynton (Auditor) and Josh Elsing.

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present 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 as amended.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

4. Consent Agenda:

- a. Advertisement of Summer Park & Rec Job List
- b. 2023 Summer Park & Rec Brochure
- c. Pay Request – Snow Contracting, LLC
- d. Resn. #11-2023 Requesting Dynamic Speed Display Sign
- e. Resn. #12-2023 Accept an Ambulance Donation (St. Charles Township)
- f. Move Council Meeting from May 9th to May 10th at 6:00 p.m.
- g. Move Council Meeting from August 8th to August 9th at 6:00 p.m.

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

5. Notices and Communications. None

6. Review of Financials.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

7. 2022 St. Charles Audit – Smith Schafer & Associates. Jason Boynton from Smith Schafer & Associates presented audit findings for the City of St. Charles. Overall, the city has received an unmodified opinion for the 2022 audit. The City has a policy to have between 35 – 50% of operating reserves, the audit shows the city is at the low end of that continuum at 36%.

Motion to approve 2022 audit: **Wayne Getz**

No further discussion.

Motion declared carried.

8. Resn. #13-2023 Close Obsolete Fund Accounts and Transfer Money.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

9. Ambulance Service Agreement.

10. Ambulance Premises License Agreement

11. Ambulance Equipment Loan Agreement

Motion to approve: **David Braun**

No further discussion.

Motion declared carried.

12. Sergeant Jones Step & Wage Recalculation.

Motion to approve backpay and adjust Sergeant Jones to Step 4 of the Sergeant Pay Scale. **David Kramer**

No further discussion.

Motion declared carried.

13. Public Hearing – Ordinance #653 – Fee Schedule.

Motion to open public hearing at 6:27. **Wayne Getz**

Mayor Schaber called for public comments, there were none.

Motion to close the public hearing at 6:28. **Wayne Getz**

14. Ordinance #653 - Fee Schedule (1st Reading).

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

15. Resn. #14-2023 Accepting/Awarding Sanitary Sewer Lining.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

16. Promotion of Scott Bunke to Director of Public Works.

Motion to approve the promotion of Scott Bunk to the Director of Public works contingent on successful terms of labor agreement. **Wayne Getz**

Council member Steffel stated that he believes Mr. Bunke would do a good job in the position so he doesn't want to vote against the promotion. However, he would also support a motion to post the position internally, since he believes it would promote transparency, therefore, he stated that he intends on abstaining from the vote.

Motion in favor. **Wayne Getz, Dave Braun, and David Kramer**

Abstention. **John Steffel**

Motion declared carried.

Unscheduled Public Appearances: None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

436 W 12th Street. St Charles, MN. site map



I Understand that the only building to be burned under this permit is the building indicated on this site map.

Lead Instructor: _____

Fire Chief: _____

**City of St. Charles
Resolution #15-2023**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE SPECIAL
PRIMARY ELECTION MAY 9, 2023; AND THE SPECIAL GENERAL
ELECTION ON AUGUST 8, 2023**

The Council of the City of St. Charles hereby resolves that:

1. The persons named below are hereby appointed Judges for the Special Primary Election May 9, 2023; and the Special General Election on August 8, 2023. The judges appointed, the precinct and hours of voting are as follows:

City-wide Precinct:	Ward 1, Precinct 1
Voting Place:	St. Charles Community Center 830 Whitewater Avenue
Voting Time:	7:00 a.m. to 8:00 p.m.

<u>Name</u>	<u>Address</u>
Terry Brinkman	825 Church Ave.
Aleshia Crouch	1554 Church Ave.
Carol Davitt	1500 Oakview Dr.
John Gregoire	549 St. Charles Ave.
Teresa Hegard	1373 Sunset Dr.
Cindy Kahn	1361 Soppa Dr.
Andrew Langholz	331 East 5 th St
Janis Martin	1600 Bluff Ave.
Wendy Miller	997 East 15 th St.
Janine Nessler	96 Cedar Hills Ct.
Mary Polley	183 Northern Hills Dr.
Sid Polley	183 Northern Hills Dr.
Mara Ruhoff	606 Wabasha Ave.
Glen Seresse	1325 Soppa Dr.
Mary Seresse	1325 Soppa Dr.
Steve Sinn	28184 Highway 74
Cassie Smith	513 Church Ave.
Kenneth Splittstoesser	140 Gladiola Dr
Gene Steward	194 Northern Hills Dr.
Nancy Steward	194 Northern Hills Dr.
Clayton Wiskow	425 Whitewater Ave.
Joanne Wohlferd	10007 Frisby Drive
Dennis Wohlferd	10007 Frisby Drive
Jack Thoreson	831 Richland Ave.
Sue Vermilya	301 Northern Hills Dr.

Adopted this 11th day of April, 2023 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Andrew Langholz, Administrator

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
111324								
03/23	03/13/2023	104593	AB S LEASING CO INC	031323	SOLAR REBATE - 522 WE	70-600-51611	2,476.19	2,476.19
Total 111324:								2,476.19
111325								
03/23	03/13/2023	107338	AMERITUS ST. CHARLES	031323	2022 SOLAR REBATE-406	70-600-51611	131.24	131.24
Total 111325:								131.24
111326								
03/23	03/13/2023	107339	BLAHNIK, ANTHONY	031323	2022 SOLAR REBATE-149	70-600-51611	60.16	60.16
Total 111326:								60.16
111327								
03/23	03/13/2023	103348	EVENSON, PAUL	031323	2022 SOLAR REBATE-207	70-600-51611	518.61	518.61
Total 111327:								518.61
111328								
03/23	03/13/2023	106895	JOHNSTON, TIMOTHY J	031323	2022 SOLAR REBATE-204	70-600-51611	2,986.91	2,986.91
Total 111328:								2,986.91
111329								
03/23	03/13/2023	105558	KREIDERMACHER, PAUL	031323	2022 SOLAR REBATE-140	70-600-51611	2,723.91	2,723.91
Total 111329:								2,723.91
111330								
03/23	03/13/2023	106657	MALONEY, MARK	031323	2022 SOLAR REBATE-192	70-600-51611	161.89	161.89
Total 111330:								161.89
111331								
03/23	03/13/2023	107159	MINNSOLAR, INC	031323	2022 SOLAR REBATE-244	70-600-51611	4,461.71	4,461.71
Total 111331:								4,461.71
111332								
03/23	03/13/2023	8520	RED S WELDING	031323	2022 SOLAR REBATE-138	70-600-51611	4,608.98	4,608.98
Total 111332:								4,608.98
111333								
03/23	03/13/2023	104941	REYNOLDS, KEN	031323	2022 SOLAR REBATE-720	70-600-51611	28.07	28.07
Total 111333:								28.07
111334								
03/23	03/13/2023	107161	SOPPA FARMS	031323	2022 SOLAR REBATE-244	70-600-51611	2,760.89	2,760.89

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111334:								2,760.89
111335								
03/23	03/13/2023	100184	SOPPA, LINUS	031323	2022 SOLAR REBATE-488	70-600-51611	24,755.68	24,755.68
Total 111335:								24,755.68
111339								
03/23	03/17/2023	104593	AB S LEASING CO INC	031723	SOLAR REBATE - 966 WA	70-600-51611	1,441.59	1,441.59
Total 111339:								1,441.59
111340								
03/23	03/17/2023	100238	ACTIVE TOOL & DIE, INC.	20833	SKID LOADER SHAFT	70-600-52230	160.00	160.00
Total 111340:								160.00
111341								
03/23	03/17/2023	100679	ALTEC INDUSTRIES, INC.	51169608	DIELECTRIC TEST AND I	70-600-52230	949.14	949.14
03/23	03/17/2023	100679	ALTEC INDUSTRIES, INC.	51169632	YEARLY DIELECTRIC TE	70-600-52230	1,302.53	1,302.53
03/23	03/17/2023	100679	ALTEC INDUSTRIES, INC.	51169638	DIELECTRIC YEARLY INS	70-600-52230	1,594.29	1,594.29
Total 111341:								3,845.96
111342								
03/23	03/17/2023	107338	AMERITUS ST. CHARLES	031723	2022 SOLAR REBATE-406	70-600-51611	49.86	49.86
Total 111342:								49.86
111343								
03/23	03/17/2023	100587	B&S RENTALS, INC	6372	PORTABLE TOILET RENT	10-430-52260	600.00	600.00
Total 111343:								600.00
111344								
03/23	03/17/2023	100370	BAKER & TAYLOR BOOK	2037365750	BOOKS	26-130-53400	137.83	137.83
Total 111344:								137.83
111345								
03/23	03/17/2023	521	BECKLEYS, INC.	91622	MOBILE SHREDDING	10-130-52090	71.50	71.50
Total 111345:								71.50
111346								
03/23	03/17/2023	107339	BLAHNIK, ANTHONY	031723	2022 SOLAR REBATE-149	70-600-51611	16.92	16.92
Total 111346:								16.92
111347								
03/23	03/17/2023	101071	CONSOLIDATED ENERG	2109302	DEF FLUID FOR DIESAL	70-600-52220	250.45	250.45
Total 111347:								250.45
111348								
03/23	03/17/2023	100064	CUSTOM COMMUNICATI	543760	FIRE ALARM INSPECTIO	21-210-52090	685.44	685.44

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111348:								685.44
111349								
03/23	03/17/2023	1554	DALCO ENTERPRISE, IN	4056539	urinal screens	10-150-51160	112.83	112.83
Total 111349:								112.83
111350								
03/23	03/17/2023	1620	DOVER-EYOTA, ST. CHAR	8207	FEBRUARY FLOW CHAR	72-620-52370	37,650.38	37,650.38
Total 111350:								37,650.38
111351								
03/23	03/17/2023	103348	EVENSON, PAUL	031723	2022 SOLAR REBATE-207	70-600-51611	145.87	145.87
Total 111351:								145.87
111352								
03/23	03/17/2023	102553	FLOERKE, ROB	031423	UNIFROM REIMBURSEM	10-220-51100	118.11	118.11
Total 111352:								118.11
111353								
03/23	03/17/2023	4029	HAWKINS WATER TREAT	6422773	CHLORINE CYLINDER RE	71-610-51180	90.00	90.00
03/23	03/17/2023	4029	HAWKINS WATER TREAT	6422774	CHEMICALS	10-411-51120	10.00	10.00
Total 111353:								100.00
111354								
03/23	03/17/2023	102843	IRBY TOOL & SAFETY	S013384091.0	6) HIGH VOLTAGE LINE G	70-600-52550	818.75	818.75
Total 111354:								818.75
111355								
03/23	03/17/2023	106895	JOHNSTON, TIMOTHY J	031723	2022 SOLAR REBATE-204	70-600-51611	840.11	840.11
Total 111355:								840.11
111356								
03/23	03/17/2023	105558	KREIDERMACHER, PAUL	031723	2022 SOLAR REBATE-140	70-600-51611	766.14	766.14
Total 111356:								766.14
111357								
03/23	03/17/2023	106657	MALONEY, MARK	031723	2022 SOLAR REBATE-192	70-600-51611	45.54	45.54
Total 111357:								45.54
111358								
03/23	03/17/2023	101325	MIDWEST LEAK DETECTI	2312	LEAK DETECTION SERVI	71-610-52090	343.00	343.00
Total 111358:								343.00
111359								
03/23	03/17/2023	107159	MINNSOLAR, INC	031723	2022 SOLAR REBATE-244	70-600-51611	3,257.07	3,257.07

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111359:								3,257.07
111360								
03/23	03/17/2023	105595	NEUMANN OIL COMPANY	13781	DIESAL AND GAS	71-610-51070	2,499.31	2,499.31
Total 111360:								2,499.31
111361								
03/23	03/17/2023	102619	NUSS TRUCKS	177499	PLOW TRUCK DIFFEREN	10-300-52230	879.34	879.34
Total 111361:								879.34
111362								
03/23	03/17/2023	8520	RED S WELDING	031723	2022 SOLAR REBATE-138	70-600-51611	2,702.25	2,702.25
Total 111362:								2,702.25
111363								
03/23	03/17/2023	104941	REYNOLDS, KEN	031723	2022 SOLAR REBATE-720	70-600-51611	7.90	7.90
Total 111363:								7.90
111364								
03/23	03/17/2023	107341	RMTD	031723	2022 SOLAR REBATE ADJ	70-600-51611	1,594.39	1,594.39
Total 111364:								1,594.39
111365								
03/23	03/17/2023	103301	SOLUTION BUILDERS IN	SB0440	RECYCLE ROUTER/SWIT	10-130-52290	20.00	20.00
Total 111365:								20.00
111366								
03/23	03/17/2023	107161	SOPPA FARMS	031723	2022 SOLAR REBATE-244	70-600-51611	1,048.86	1,048.86
Total 111366:								1,048.86
111367								
03/23	03/17/2023	100184	SOPPA, LINUS	031723	2022 SOLAR REBATE-AD	70-600-51611	18,071.77	18,071.77
Total 111367:								18,071.77
111368								
03/23	03/17/2023	101363	TDS METROCOM	507052000003	EMERGENCY LINES	22-200-52100	441.78	441.78
Total 111368:								441.78
111369								
03/23	03/17/2023	104408	VISA - BREMER BANK	97890323	AMAZON-KLEENEX	10-150-51160	5,684.71	5,684.71
Total 111369:								5,684.71
111370								
03/23	03/17/2023	107340	WILLIAMSON, ERIC	031523	SHAKOPEE 12U BASEBA	10-413-52440	1,365.20	1,365.20

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111370:								1,365.20
111371								
03/23	03/17/2023	107272	WSB	R0218390001	PLANNING SERVICES	10-130-52080	2,161.75	2,161.75
Total 111371:								2,161.75
111372								
03/23	03/24/2023	103893	BSN SPORTS	920853873	BASEBALL/SOFTBALL EQ	10-413-52440	2,080.00	2,080.00
Total 111372:								2,080.00
111373								
03/23	03/24/2023	105350	DELTA DENTAL	MBR00001940	SUPPLEMENTAL DENTAL	10-21706	95.00	95.00
Total 111373:								95.00
111374								
03/23	03/24/2023	102843	IRBY TOOL & SAFETY	S013443385.0	RUBBER GOODS TESTIN	70-600-52090	695.62	695.62
Total 111374:								695.62
111375								
03/23	03/24/2023	6541	MERCHANTS BANK	032423	LANHOLZ 1ST HALF HSA	10-21706	3,240.00	3,240.00
Total 111375:								3,240.00
111376								
03/23	03/24/2023	101432	METRO SALES INCORPO	INV2245824	COPIER MAINT	10-130-52280	440.98	440.98
Total 111376:								440.98
111377								
03/23	03/24/2023	107344	NESBIT, KYLER	032223	FLASHLIGHT BATTERIES	10-220-51180	11.79	11.79
Total 111377:								11.79
111378								
03/23	03/24/2023	100462	PEARSON & STEMPE E	8358	LED LIGHTS	26-130-52200	7,385.00	7,385.00
Total 111378:								7,385.00
111379								
03/23	03/24/2023	7528	PEARSON BACKHOE SE	7268	WATERMAIN BREAKS (2)	71-610-52220	5,626.00	5,626.00
Total 111379:								5,626.00
111380								
03/23	03/24/2023	9120	SELCO	051096	LIBRARY CARDS	26-130-51040	174.00	174.00
Total 111380:								174.00
111381								
03/23	03/24/2023	107206	SNOW CONTRACTING, L	PAYREQ5FIN	PARK TRAILS	36-300-53570	6,225.14	6,225.14

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111381:								6,225.14
111382								
03/23	03/24/2023	107345	STANGLER ELECTRONIC	1501	TROUBLESHOOT/REPAIR	10-130-51050	75.00	75.00
Total 111382:								75.00
111383								
03/23	03/24/2023	106474	THREADS CUSTOM APP	4926	POLO SHIRTS	10-220-52300	493.50	493.50
Total 111383:								493.50
111384								
03/23	03/24/2023	103562	TITAN MACHINERY	18159183	LOADER TENTIONER	10-300-52230	174.66	174.66
Total 111384:								174.66
111385								
03/23	03/24/2023	100805	USA BLUE BOOK	285004	WELL TESTING CHEMICA	71-610-51180	384.67	384.67
Total 111385:								384.67
111386								
03/23	03/24/2023	105396	WABASHA SAND, GRAVE	8322	WINTER SAND	10-300-51310	2,780.20	2,780.20
Total 111386:								2,780.20
111387								
03/23	03/24/2023	11000	WHKS & CO.	47798	11TH ST. RECONSTRUCT	10-300-52060	5,000.64	5,000.64
03/23	03/24/2023	11000	WHKS & CO.	47823	LEAD/ COPPER RULE EN	71-610-52060	784.32	784.32
03/23	03/24/2023	11000	WHKS & CO.	47843	SANITARY SEWER LININ	72-620-52060	1,675.52	1,675.52
Total 111387:								7,460.48
111388								
03/23	03/24/2023	107113	WOLTERS, MYLES	032123	UNIFORM PANTS & BOO	10-220-51100	245.00	245.00
Total 111388:								245.00
111411								
03/23	03/31/2023	7570	POSTMASTER	033023	2023 permit fee	10-130-52090	290.00	290.00
Total 111411:								290.00
111412								
03/23	03/31/2023	104645	ANOVA	636817	MEMORIAL BENCHES	10-430-51180	3,711.00	3,711.00
Total 111412:								3,711.00
111413								
03/23	03/31/2023	100370	BAKER & TAYLOR BOOK	2037387143	BOOKS	26-130-53400	158.02	158.02
Total 111413:								158.02
111414								
03/23	03/31/2023	103893	BSN SPORTS	921007728	REC EQUIPMENT	10-413-52440	4,094.03	4,094.03

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111414:								4,094.03
111415								
03/23	03/31/2023	103270	CEDA	033123	2ND QTR EDA SERVICES	34-130-52090	10,327.00	10,327.00
Total 111415:								10,327.00
111416								
03/23	03/31/2023	100781	CITY OF LEWISTON	SCAMB008	APRIL CONSULTING SER	22-200-52010	4,000.00	4,000.00
Total 111416:								4,000.00
111417								
03/23	03/31/2023	107343	CITY OF ST. PAUL	53172	TRAINING	10-220-52120	200.00	200.00
Total 111417:								200.00
111418								
03/23	03/31/2023	100652	CLOBES, KRIS	032923	meals-sewer school 3/27-3	72-620-52120	50.04	50.04
Total 111418:								50.04
111419								
03/23	03/31/2023	107342	FBI-LEEDA	200084101	TRAINING	10-220-52120	795.00	795.00
Total 111419:								795.00
111420								
03/23	03/31/2023	102081	FIRE SAFETY USA	169392	COAT NAMES	21-210-51150	261.95	261.95
03/23	03/31/2023	102081	FIRE SAFETY USA	169893	295 REPAIRS	21-210-52210	1,478.50	1,478.50
Total 111420:								1,740.45
111421								
03/23	03/31/2023	107261	JOHN DEERE FINANCIAL	032523	60" broom for green machi	10-300-52230	1,400.10	1,400.10
Total 111421:								1,400.10
111422								
03/23	03/31/2023	105659	JONES, BRADY	1214	VEST REPAIR-UNIFORM	10-220-51100	30.00	30.00
Total 111422:								30.00
111423								
03/23	03/31/2023	102897	LEWISTON AMBULANCE	23-013	ERM TRAINING 2 PEOPE	21-210-52120	1,000.00	1,000.00
Total 111423:								1,000.00
111424								
03/23	03/31/2023	107229	MEDPRO MIDWEST GRO	20936	QUARTERLY COT CONTR	22-200-53370	146.50	146.50
Total 111424:								146.50
111425								
03/23	03/31/2023	6618	MN DEPT OF PUBLIC SA	M133483	GENERATION PLANT HA	70-600-52090	25.00	25.00
03/23	03/31/2023	6618	MN DEPT OF PUBLIC SA	M133488	SWIMMING POOL HAZ M	10-411-52090	100.00	100.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
03/23	03/31/2023	6618	MN DEPT OF PUBLIC SA	M133490	WELL 3 HAZMAT FEE	71-610-52090	100.00	100.00
03/23	03/31/2023	6618	MN DEPT OF PUBLIC SA	M133491	WELL 4 HAZMAT FEE	71-610-52090	100.00	100.00
03/23	03/31/2023	6618	MN DEPT OF PUBLIC SA	M133493	WELL 5 HAZMAT FEE	71-610-52090	100.00	100.00
Total 111425:								425.00
111426								
03/23	03/31/2023	107346	NEOTECH SOLUTIONS, I	1704	POWER PLANT CONTRO	70-600-52510	2,500.00	2,500.00
Total 111426:								2,500.00
111427								
03/23	03/31/2023	105595	NEUMANN OIL COMPANY	13887	DIESAL AND GAS	10-300-51070	1,937.19	1,937.19
Total 111427:								1,937.19
111428								
03/23	03/31/2023	7570	POSTMASTER	033123	APR'23 UTILITY BILLS	23-130-52100	497.24	497.24
Total 111428:								497.24
111429								
03/23	03/31/2023	105822	RELIABLE RACING	51478001	POLYPOLE W/HOOKS	10-430-52220	1,441.50	1,441.50
Total 111429:								1,441.50
111430								
03/23	03/31/2023	103861	SMIF	2023PLEDGE	2023 PLEDGE	10-130-52090	1,500.00	1,500.00
Total 111430:								1,500.00
111431								
03/23	03/31/2023	103301	SOLUTION BUILDERS IN	SB50602	ROUTER/SWITCH AT GE	70-600-52220	303.75	303.75
Total 111431:								303.75
111432								
03/23	03/31/2023	100762	STAPLES CREDIT PLAN	8069645210	PAPER	10-130-51040	444.90	444.90
Total 111432:								444.90
111433								
03/23	03/31/2023	9506	T & R ELECTRIC	171646	3) THREE PHASE TRANS	70-600-53350	27,610.35	27,610.35
03/23	03/31/2023	9506	T & R ELECTRIC	171647	2) THREE PHASE TRANS	70-600-53350	23,460.00	23,460.00
Total 111433:								51,070.35
111434								
03/23	03/31/2023	101388	THEIS PRINTING	48786	BUSINESS CARDS-BUNK	70-600-51040	351.00	351.00
Total 111434:								351.00
111435								
03/23	03/31/2023	104294	US BANK EQUIPMENT FI	497478941	COPIER LEASE	26-130-52280	109.00	109.00
Total 111435:								109.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
111436								
03/23	03/31/2023	105396	WABASHA SAND, GRAVE	8343	339 TONS OF WINTER SA	10-300-51310	4,076.04	4,076.04
Total 111436:								4,076.04
111437								
03/23	03/31/2023	101238	ZIEGLER, INC.	307318	POWER PLANT ENGINE #	70-600-52505	3,300.72	3,300.72
03/23	03/31/2023	101238	ZIEGLER, INC.	307384	3) LOUVER MOTORS RE	70-600-52505	1,572.36	1,572.36
03/23	03/31/2023	101238	ZIEGLER, INC.	307397	LIFT STATION GENERATE	71-610-52220	1,446.42	1,446.42
Total 111437:								6,319.50
111439								
04/23	04/07/2023	107290	B&C PLUMBING & HEATI	56063	FURNACE REPAIR AT CH	10-150-52220	727.19	727.19
Total 111439:								727.19
111440								
04/23	04/07/2023	101568	BUNKE, SCOTT	2023SEWERS	Reimburse meals from Se	72-620-52120	117.12	117.12
Total 111440:								117.12
111441								
04/23	04/07/2023	102008	CENTER POINT LARGE P	1997408	BOOKS	26-130-53400	147.42	147.42
Total 111441:								147.42
111442								
04/23	04/07/2023	105006	CIVIC PLUS	258128	MARCH CIVIC REC FEES	10-130-52290	313.51	313.51
Total 111442:								313.51
111443								
04/23	04/07/2023	1541	DAVID S SMALL ENGINE	033123	CHAINSAW MAINTENAN	10-300-52220	202.58	202.58
Total 111443:								202.58
111444								
04/23	04/07/2023	3627	GOPHER STATE ONE-CA	3030759	MARCH LOCATES	72-620-52090	12.15	12.15
Total 111444:								12.15
111445								
04/23	04/07/2023	100970	HBCI	164040423	PHONES/INTERNET	10-413-52100	1,378.67	1,378.67
Total 111445:								1,378.67
111446								
04/23	04/07/2023	103532	IBEW LOCAL UNION 160	033123	MARCH UNION DUES	10-21710	675.89	675.89
Total 111446:								675.89
111447								
04/23	04/07/2023	105311	KOENIG AND SONS EQUI	11129	SWEEPER BUSHINGS	10-300-52230	88.67	88.67
Total 111447:								88.67

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
111448								
04/23	04/07/2023	100213	LELS, INC.	040123	APRIL UNION DUES	10-21711	405.00	405.00
Total 111448:								405.00
111449								
04/23	04/07/2023	100039	LMC INSURANCE TRUST	WC1002015-7	2023 WORKERS COMP P	72-620-50280	109,761.00	109,761.00
Total 111449:								109,761.00
111450								
04/23	04/07/2023	6542	MICROMARKETING ASS	917627	AUDIOBOOKS	26-130-53430	29.99	29.99
Total 111450:								29.99
111451								
04/23	04/07/2023	100359	MILLERS MARKET	033123	READING PROGRAM	26-130-52130	418.47	418.47
Total 111451:								418.47
111452								
04/23	04/07/2023	6509	MMUA	61441	MMUA ELECTRICAL TRAI	70-600-52090	750.00	750.00
Total 111452:								750.00
111453								
04/23	04/07/2023	103012	PODEINS POWER EQUIP	147865	POLARIS RANGER OIL	70-600-52230	345.70	345.70
Total 111453:								345.70
111454								
04/23	04/07/2023	9120	SELCO	051133	PC SUPPORT	26-130-52290	614.37	614.37
Total 111454:								614.37
111455								
04/23	04/07/2023	9170	SMITH, SCHAFER & ASS	17712	2022 FINAL AUDIT BILLIN	71-610-52020	17,350.00	17,350.00
Total 111455:								17,350.00
111456								
04/23	04/07/2023	103301	SOLUTION BUILDERS IN	SB50627	MAY REMOTE SUPPORT	72-620-52290	2,041.00	2,041.00
Total 111456:								2,041.00
111457								
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266253	fasteners park bench	10-430-52220	3.83	3.83
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266254	garage light	10-430-52220	31.01	31.01
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266262	trash cans	10-430-52220	174.38	174.38
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266264	hook ladder screw	10-300-52220	11.41	11.41
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266296	socket adapters	10-300-52220	18.57	18.57
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266326	ace spray paint	10-300-52220	13.54	13.54
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266330	disinfectant	26-130-51160	12.58	12.58
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266334	softnr salt	10-150-52220	365.68	365.68
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266344	ace spray paint	10-300-52220	27.11	27.11
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266354	gorilla tape, mounting tape	70-600-52220	19.93	19.93
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266364	dry earse markers	70-600-52220	7.73	7.73

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266373	tape	10-300-52220	13.54	13.54
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266378	batteries	26-130-51160	19.37	19.37
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266380	broom	10-300-52220	6.78	6.78
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266389	door stops	10-150-52220	24.18	24.18
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266411	sandpaper	10-300-52220	15.49	15.49
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266460	pilot drill bit	70-600-52220	15.49	15.49
04/23	04/07/2023	102007	ST. CHARLES ACE HARD	266475	thermostat	10-150-52220	29.08	29.08
Total 111457:								809.70
111458								
04/23	04/07/2023	9050	ST. CHARLES NAPA	560430	OIL FILTER	10-300-52220	26.97	26.97
04/23	04/07/2023	9050	ST. CHARLES NAPA	560483	15W40 OIL	10-300-52220	56.97	56.97
04/23	04/07/2023	9050	ST. CHARLES NAPA	560617	FUSE HOLDER	10-300-52220	6.47	6.47
04/23	04/07/2023	9050	ST. CHARLES NAPA	560717	OIL	71-610-52220	243.00	243.00
04/23	04/07/2023	9050	ST. CHARLES NAPA	560733	BATTERY	70-600-52220	204.56	204.56
04/23	04/07/2023	9050	ST. CHARLES NAPA	560874	TAR REMOVER	10-300-52220	17.98	17.98
04/23	04/07/2023	9050	ST. CHARLES NAPA	561064	CARB CABLE,KIT	70-600-52220	16.57	16.57
04/23	04/07/2023	9050	ST. CHARLES NAPA	561100	CARB GASKET	10-300-52220	3.69	3.69
04/23	04/07/2023	9050	ST. CHARLES NAPA	561256	socket adptr, hex bits	70-600-52220	47.96	47.96
Total 111458:								624.17
111459								
04/23	04/07/2023	101841	UMMEG	2648	SYSTEM CONTROL	70-600-52350	1,185.97	1,185.97
04/23	04/07/2023	101841	UMMEG	6070	RUGBY WIND	70-600-52350	8,903.42	8,903.42
04/23	04/07/2023	101841	UMMEG	6083	SOLAR	70-600-52350	11,366.39	11,366.39
04/23	04/07/2023	101841	UMMEG	6097	2022 RSF True-up	70-600-52350	34,703.45	34,703.45
Total 111459:								56,159.23
111460								
04/23	04/07/2023	105598	UTILITY CONSULTANTS, I	115617	4) COLIFORM TESTS	71-610-52090	92.40	92.40
Total 111460:								92.40
111461								
04/23	04/07/2023	104408	VISA - BREMER BANK	97890423	USPS-RUBBER GOODS	70-600-52090	4,719.15	4,719.15
Total 111461:								4,719.15
111462								
04/23	04/07/2023	105084	VISION DESIGN GROUP I	110798	MONTHLY HOSTING	20-130-52160	50.00	50.00
Total 111462:								50.00
111463								
04/23	04/07/2023	11041	WINONA COUNTY AUDIT	R290012442T	2023 PROPERTY TAXES	10-130-51620	190.00	190.00
04/23	04/07/2023	11041	WINONA COUNTY AUDIT	R290260020T	2023 PROPERTY TAXES	10-130-51620	8,470.00	8,470.00
Total 111463:								8,660.00
111464								
04/23	04/07/2023	100476	WINONA COUNTY RECO	202300000482	RECORD REZONING-TR	10-130-52080	46.00	46.00
04/23	04/07/2023	100476	WINONA COUNTY RECO	202300000506	RECORD VARIANCE-HEI	10-130-52080	46.00	46.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111464:								92.00
111465								
04/23	04/07/2023	103383	ZARNOTH BRUSH WORK	193099	SWEEPER BROOM/GUTT	10-300-52220	1,609.80	1,609.80
Total 111465:								1,609.80
10000238								
04/23	04/06/2023	101498	AFLAC	85504	SUPPLEMENTAL INSURA	10-21713	1,711.75	1,711.75
Total 10000238:								1,711.75
10000239								
04/23	04/06/2023	101758	AMERITAS	4392470423	SUPPLEMENTAL INSURA	10-21706	404.03	404.03
Total 10000239:								404.03
10000240								
04/23	04/06/2023	107330	BLUE CROSS BLUE SHIE	230331159068	MAY HEALTH INSURANC	10-21706	21,790.56	21,790.56
Total 10000240:								21,790.56
10000241								
04/23	04/06/2023	5530	KWIK TRIP, INC.	30005500323	PD-Fuel	10-220-51070	157.69	157.69
Total 10000241:								157.69
10000242								
04/23	04/06/2023	103628	MN ENERGY RESOURCE	4505706689	POOL-NATURAL GAS	10-411-52180	60.77	60.77
04/23	04/06/2023	103628	MN ENERGY RESOURCE	4505898463	CITY CTY GARAGE-NATU	10-300-52180	285.82	285.82
04/23	04/06/2023	103628	MN ENERGY RESOURCE	4506078060	EMS BUILD.-NATURAL G	22-200-52180	901.33	901.33
04/23	04/06/2023	103628	MN ENERGY RESOURCE	4506080050	LIBRARY-NATURAL GAS	26-130-52180	659.38	659.38
04/23	04/06/2023	103628	MN ENERGY RESOURCE	4506323755	CHURCH-NATURAL GAS	10-440-52180	286.82	286.82
04/23	04/06/2023	103628	MN ENERGY RESOURCE	4507153081	SENIOR CENTER-NATUR	10-440-52180	1,095.56	1,095.56
04/23	04/06/2023	103628	MN ENERGY RESOURCE	4508398850	COLD STORAGE-NATUR	10-300-52180	216.07	216.07
04/23	04/06/2023	103628	MN ENERGY RESOURCE	4508948822	SHOP-NATURAL GAS	10-300-52180	563.87	563.87
Total 10000242:								4,069.62
10000243								
04/23	04/06/2023	106595	PSN	275573	RT24373-UTILITY	70-600-51020	2,890.70	2,890.70
04/23	04/06/2023	106595	PSN	275574	RT24374-OTHER	70-600-51020	6.87	6.87
04/23	04/06/2023	106595	PSN	275575	RT24383-ADM CIT	70-600-51020	1.13	1.13
04/23	04/06/2023	106595	PSN	275642	RT25031-BUILD PRM	70-600-51020	29.00	29.00
04/23	04/06/2023	106595	PSN	275643	RT25033-METER DEP	70-600-51020	7.52	7.52
04/23	04/06/2023	106595	PSN	275644	RT25034-ATV PRM	70-600-51020	1.31	1.31
04/23	04/06/2023	106595	PSN	275645	RT25036-PET LIC	70-600-51020	4.82	4.82
Total 10000243:								2,941.35
10000244								
04/23	04/06/2023	106776	THE HARTFORD	301713769389	LIFE INSURANCE	10-21706	672.88	672.88
Total 10000244:								672.88

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
10000245								
04/23	04/06/2023	102986	VERIZON WIRELESS	9930931581	LIBRARY HOTSPOT	26-130-52100	665.42	665.42
Total 10000245:								665.42
10000246								
04/23	04/06/2023	103836	WASTE MANAGEMENT	0003294-2808	MARCH WIN CTY TAX	23-20550	27,142.10	27,142.10
Total 10000246:								27,142.10
10000247								
04/23	04/06/2023	104123	WEX BANK	88261194	MARCH POLICE FUEL	10-220-51070	2,437.59	2,437.59
Total 10000247:								2,437.59
Grand Totals:								540,301.67

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-130-50280	3,293.00	.00	3,293.00
10-130-51040	439.41	.00	439.41
10-130-51050	75.00	.00	75.00
10-130-51070	30.67	.00	30.67
10-130-51620	8,660.00	.00	8,660.00
10-130-52020	4,800.00	.00	4,800.00
10-130-52080	2,253.75	.00	2,253.75
10-130-52090	2,454.73	.00	2,454.73
10-130-52100	549.46	.00	549.46
10-130-52120	386.54	.00	386.54
10-130-52230	388.17	.00	388.17
10-130-52280	340.29	.00	340.29
10-130-52290	1,138.38	.00	1,138.38
10-150-50280	132.00	.00	132.00
10-150-51160	129.82	.00	129.82
10-150-52180	766.89	.00	766.89
10-150-52220	1,504.62	.00	1,504.62
10-20200	257.77	155,301.17-	155,043.40-
10-21706	26,202.47	.00	26,202.47
10-21710	675.89	.00	675.89
10-21711	405.00	.00	405.00
10-21713	1,711.75	.00	1,711.75
10-220-50280	25,356.00	.00	25,356.00
10-220-51040	340.00	.00	340.00
10-220-51070	1,795.14	.00	1,795.14
10-220-51100	462.84	.00	462.84
10-220-51180	11.79	.00	11.79
10-220-52090	178.87	.00	178.87
10-220-52100	382.54	.00	382.54
10-220-52120	1,265.00	.00	1,265.00
10-220-52190	294.00	.00	294.00
10-220-52230	400.00	.00	400.00
10-220-52280	100.69	.00	100.69
10-220-52290	504.49	.00	504.49

GL Account	Debit	Credit	Proof
10-220-52300	1,044.10	145.95-	898.15
10-300-50280	17,255.00	.00	17,255.00
10-300-51070	1,937.19	.00	1,937.19
10-300-51310	6,856.24	.00	6,856.24
10-300-52060	5,000.64	.00	5,000.64
10-300-52100	92.38	.00	92.38
10-300-52180	159.86	.00	159.86
10-300-52220	2,030.90	.00	2,030.90
10-300-52230	2,532.03	111.82-	2,420.21
10-411-50280	6,191.00	.00	6,191.00
10-411-51120	10.00	.00	10.00
10-411-51180	31.13	.00	31.13
10-411-52090	100.00	.00	100.00
10-411-52100	24.07	.00	24.07
10-411-52120	300.00	.00	300.00
10-411-52180	60.77	.00	60.77
10-413-52100	82.27	.00	82.27
10-413-52440	8,227.19	.00	8,227.19
10-430-50280	9,220.00	.00	9,220.00
10-430-51180	3,711.00	.00	3,711.00
10-430-52220	1,650.72	.00	1,650.72
10-430-52230	139.99	.00	139.99
10-430-52260	600.00	.00	600.00
10-440-52180	615.49	.00	615.49
20-130-52160	50.00	.00	50.00
20-20200	.00	50.00-	50.00-
21-20200	.00	24,625.75-	24,625.75-
21-210-50280	19,099.00	.00	19,099.00
21-210-51040	89.99	.00	89.99
21-210-51070	458.55	.00	458.55
21-210-51150	703.90	.00	703.90
21-210-51180	40.47	.00	40.47
21-210-52020	630.00	.00	630.00
21-210-52090	342.72	.00	342.72
21-210-52100	331.96	.00	331.96
21-210-52120	1,000.00	.00	1,000.00
21-210-52180	450.66	.00	450.66
21-210-52210	1,478.50	.00	1,478.50
22-200-51070	310.92	.00	310.92
22-200-52010	4,000.00	.00	4,000.00
22-200-52020	140.00	.00	140.00
22-200-52100	221.84	.00	221.84
22-200-52180	450.67	.00	450.67
22-200-52220	270.51	.00	270.51
22-200-53370	146.50	.00	146.50
22-20200	.00	5,540.44-	5,540.44-
23-130-51350	23,343.59	.00	23,343.59
23-130-52100	124.31	.00	124.31
23-130-52290	408.20	.00	408.20
23-20200	.00	27,674.61-	27,674.61-
23-20550	2,170.58	.00	2,170.58
23-20560	1,627.93	.00	1,627.93
25-130-52020	1,400.00	.00	1,400.00
25-130-53575	1,217.28	.00	1,217.28
25-20200	.00	2,617.28-	2,617.28-
26-130-50280	830.00	.00	830.00
26-130-51040	241.88	.00	241.88
26-130-51160	31.95	.00	31.95

GL Account	Debit	Credit	Proof
26-130-52020	630.00	.00	630.00
26-130-52090	476.00	.00	476.00
26-130-52100	77.17	.00	77.17
26-130-52130	59.95	.00	59.95
26-130-52180	659.38	.00	659.38
26-130-52200	7,385.00	.00	7,385.00
26-130-52280	109.00	.00	109.00
26-130-52290	138.37	.00	138.37
26-130-53400	443.27	.00	443.27
26-130-53430	116.77	.00	116.77
26-20200	.00	11,198.74-	11,198.74-
34-130-52020	600.00	.00	600.00
34-130-52090	10,327.00	.00	10,327.00
34-20200	.00	10,927.00-	10,927.00-
36-20200	.00	6,225.14-	6,225.14-
36-300-53570	6,225.14	.00	6,225.14
42-20200	.00	300.00-	300.00-
42-342-52020	300.00	.00	300.00
47-20200	.00	300.00-	300.00-
47-342-52020	300.00	.00	300.00
70-20200	.00	229,340.82-	229,340.82-
70-600-50280	22,392.00	.00	22,392.00
70-600-51020	2,941.35	.00	2,941.35
70-600-51040	39.00	.00	39.00
70-600-51611	75,662.51	.00	75,662.51
70-600-52020	3,000.00	.00	3,000.00
70-600-52090	1,846.55	.00	1,846.55
70-600-52100	451.71	.00	451.71
70-600-52180	905.90	.00	905.90
70-600-52220	1,620.15	.00	1,620.15
70-600-52230	4,351.66	.00	4,351.66
70-600-52290	708.58	.00	708.58
70-600-52350	56,159.23	.00	56,159.23
70-600-52505	4,873.08	.00	4,873.08
70-600-52510	2,500.00	.00	2,500.00
70-600-52550	818.75	.00	818.75
70-600-53350	51,070.35	.00	51,070.35
71-20200	.00	22,844.49-	22,844.49-
71-610-50280	5,137.00	.00	5,137.00
71-610-51070	2,499.31	.00	2,499.31
71-610-51180	474.67	.00	474.67
71-610-52020	3,150.00	.00	3,150.00
71-610-52060	784.32	.00	784.32
71-610-52090	1,069.96	.00	1,069.96
71-610-52100	486.87	.00	486.87
71-610-52120	180.00	.00	180.00
71-610-52220	8,654.16	.00	8,654.16
71-610-52290	408.20	.00	408.20
72-20200	.00	43,614.00-	43,614.00-
72-620-50280	856.00	.00	856.00
72-620-52020	2,400.00	.00	2,400.00
72-620-52060	458.24	.00	458.24
72-620-52090	4.05	.00	4.05
72-620-52100	158.53	.00	158.53
72-620-52120	1,041.41	.00	1,041.41
72-620-52220	637.19	.00	637.19
72-620-52290	408.20	.00	408.20
72-620-52370	37,650.38	.00	37,650.38

GL Account	Debit	Credit	Proof
Grand Totals:	540,817.21	540,817.21-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



April 11, 2023 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find additional reports that I will attempt to include each month for you. The yearly incident report and calls by shift should already be familiar to you. SC Ambulance responded to 27 incidents in March. 10 additional incidents were handled by other agencies (9 Lewiston, 1 Altura). I'm also including a monthly incident detail report so you can see where that information is pulled from. New reports include a copy of the March on-call schedule which details how we provided coverage along with a report that shows individual call hours for each member. 31 days x 24 hours of coverage= 744 hours needed. Keep in mind that 2 people are required to cover the schedule. With the help of Lewiston staff we covered the truck 653.5 of 744 hours (88%). If no staff available the truck then came out of Lewiston (90.5 hours) during the month (12%). If we would not have used Lewiston staff to assist, then only 536.5 hours of the 744 required (72%) would there have been a SC truck staffed.

-I've attached a current roster of the members assigned to just the St. Charles station. This roster is current as of 4/1/23.

-Renee Hewitt resigned from the Ambulance Service effective 3/31/23. We thank Renee for 20 years of service in EMS and all that she has done for the St. Charles community and surrounding area!

-Training was conducted on 03/08/23 and provided by SE EMS. Members trained on Adult Cardiac Arrest Management. A staff meeting was held prior to the training and our Medical Director Dr. Dennis Laudon was present virtually. We recently celebrated "National Doctor's Day" and we can't thank Dr. Laudon enough for all of the work he does to provide Medical Direction to both St. Charles & Lewiston Ambulance as well as the SE Regional Program!

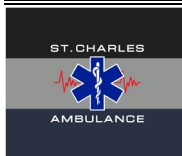
-Members were informed back in February that they will be required to take 36 hours of call time per month effective 4/1/23. This falls under the standard that members in Lewiston are held to.

-Administrator Langholz has reached out to the members of SC Ambulance and has been conducting individual meetings with the crew. He is planning to attend our staff meeting on 4/12 and speak with the group.

-Crew is nearing completion of a recruitment packet that will roll out the end of April/beginning of May. Our goal is to recruit new volunteers over the next few months with a class to be held in St. Charles in September of 2023.

-Part-Time EMT positions were posted the end of March as we are searching for 2 individuals to hire. Their primary responsibilities would be to provide coverage at the St. Charles station. First review of applicants will be on 4/7.

LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



April 11, 2023 Council Report



-Agreements between the cities have been finalized. We thank Administrator Langholz for his work on this project.

-Crew would like to hold an “EMS Week Open House” on Wednesday May 24th from 5pm-7pm at the EMS Building. We plan to serve a hot dog meal and welcome the community to attend and celebrate the work we do in providing EMS coverage for the community.

-Please feel free to contact me with any questions or concerns.

Matt Essig

Director

Lewiston Ambulance

St. Charles Ambulance

507-523-2982

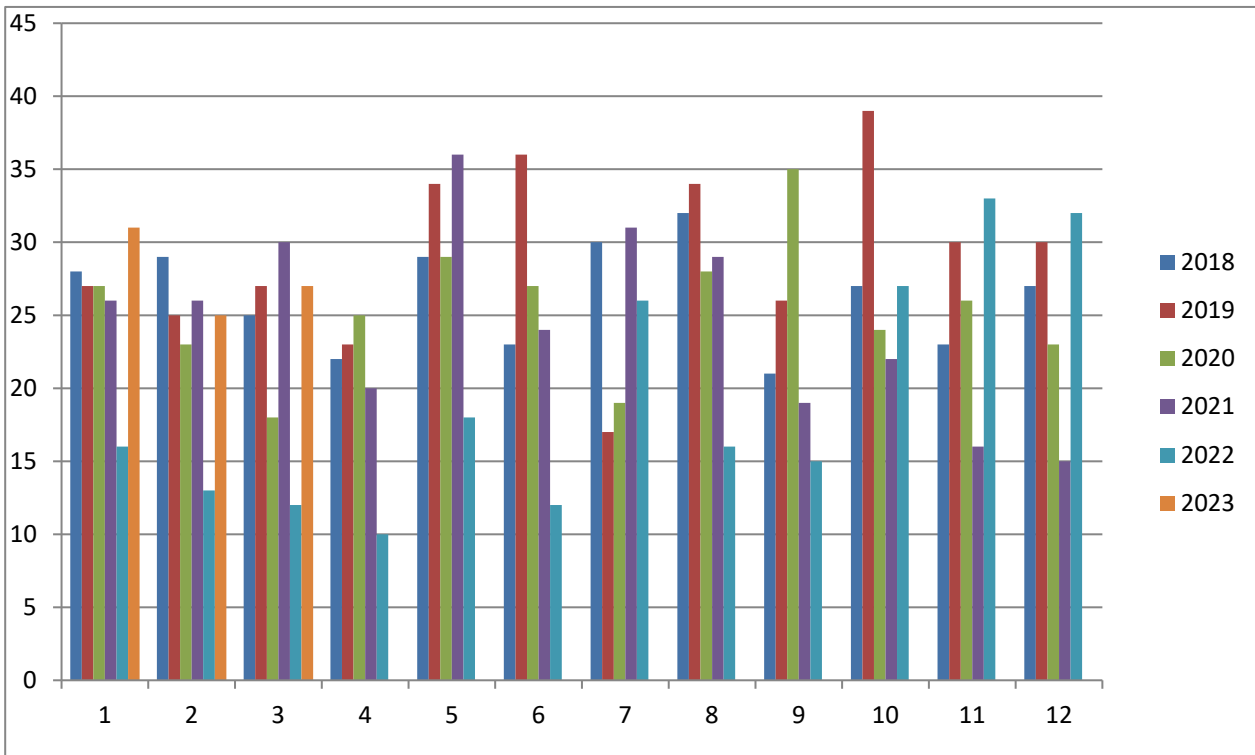
ambulance@lewistonmn.org

ambulance@stcharlesmn.org

St. Charles Ambulance Report
01/01/2023-03/31/2023

	2018	2019	2020	2021	2022	2023	Month Avg	Pts
January	28	27	27	26	16	31	25.83	28
February	29	25	23	26	13	25	23.50	25
March	25	27	18	30	12	27	23.17	26
April	22	23	25	20	10		20.00	
May	29	34	29	36	18		29.20	
June	23	36	27	24	12		24.40	
July	30	17	19	31	26		24.60	
August	32	34	28	29	16		27.80	
September	21	26	35	19	15		23.20	
October	27	39	24	22	27		27.80	
November	23	30	26	16	33		25.60	
December	27	30	23	15	32		25.40	
Total Runs	316	348	304	294	230	83		79
Mid Year (June 30th)	156	172	149	162	81			
Monthly Avg	26.3	29.0	25.3	24.5	19.2	27.7		

AMBULANCE RUNS BY MONTH

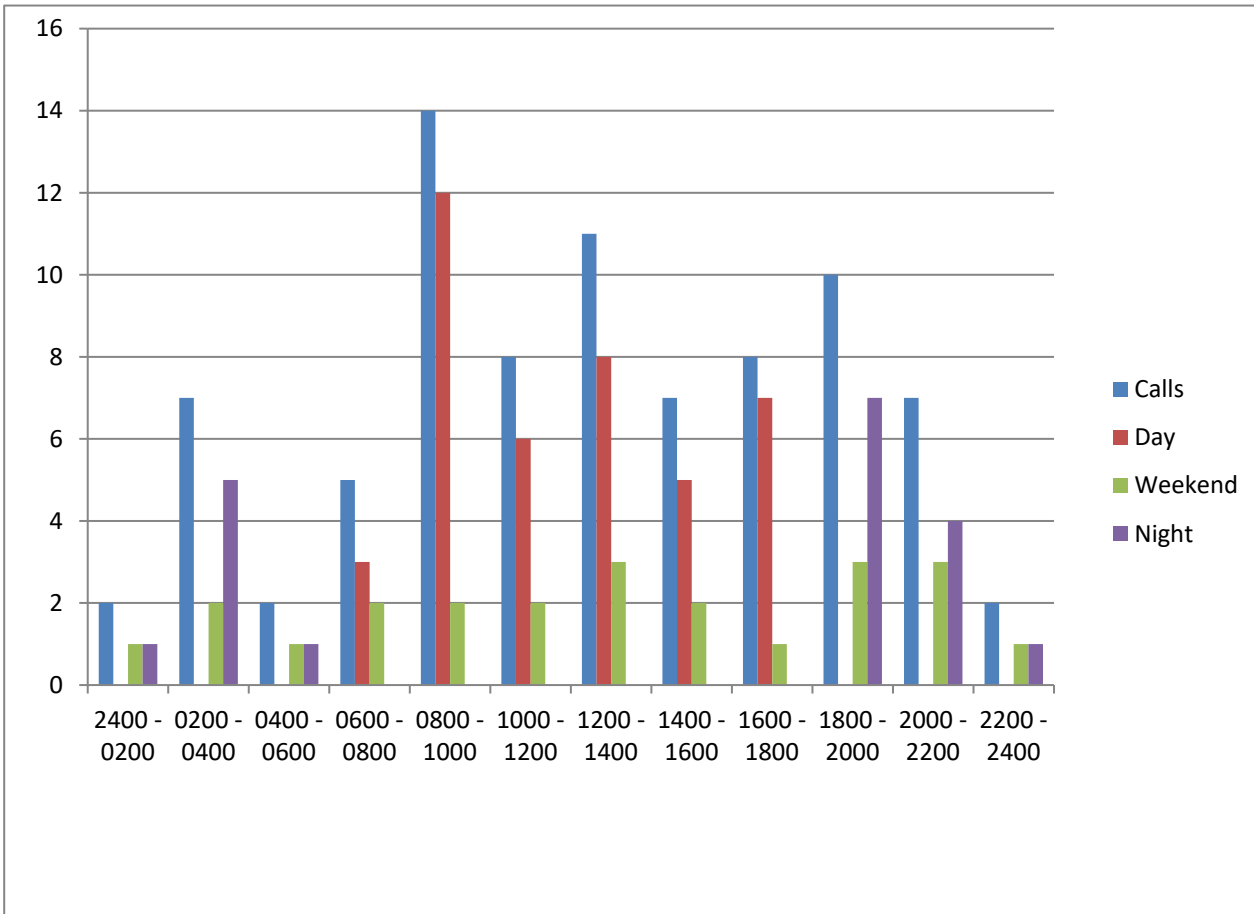


St. Charles Ambulance Report
01/01/2023-03/31/2023

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	2		1	1	2
0200 - 0400	7		2	5	7
0400 - 0600	2		1	1	2
0600 - 0800	5	3	2		4
0800 - 1000	14	12	2		13
1000 - 1200	8	6	2		8
1200 - 1400	11	8	3		11
1400 - 1600	7	5	2		7
1600 - 1800	8	7	1		7
1800 - 2000	10		3	7	9
2000 - 2200	7		3	4	7
2200 - 2400	2		1	1	2
	83	41	23	19	79

49% of Calls During Day
28% of Calls During Weekend
23% of Calls During Night

CALLS BY TIME



MARCH 2023
ST. CHARLES AMBULANCE INCIDENT DETAIL

Call #	Date	Dispatch Time	Shift	Disposition	Dispatch Reason
SC 23-057	March	11:49	Day Shift	Treated & Transported by this EMS Unit	Traffic/Transportation Incident
SC 23-058	March	16:52	Day Shift	Treated & Transported by this EMS Unit	Falls
SC 23-059	March	14:11	Day Shift	Treated & Transported by this EMS Unit	Stroke/CVA
SC 23-060	March	9:48	Day Shift	Treated & Transported by this EMS Unit	Falls
SC 23-061	March	20:22	Weekend Shift	Transport Refused by Patient (AMA)	Falls
SC 23-062	March	17:35	Weekend Shift	Treated and Released (per protocol)	Medical Alarm
SC 23-063	March	11:58	Day Shift	Treated and Released (per protocol)	Chest Pain (Non-Traumatic)
SC 23-064	March	13:50	Day Shift	Treated & Transported by this EMS Unit	Sick Person
SC 23-065	March	8:05	Day Shift	Treated & Transported by this EMS Unit	Falls
SC 23-066	March	18:10	Weekend Shift	Treated & Transported by this EMS Unit	Falls
SC 23-067	March	21:09	Weekend Shift	No Treatment/Transport Required	Falls
SC 23-068	March	19:39	Evening Shift	Treated & Transported by this EMS Unit	Falls
SC 23-069	March	9:00	Day Shift	Treated & Transported by this EMS Unit	Medical Transport
SC 23-070	March	19:23	Evening Shift	Treated & Transported by this EMS Unit	Falls
SC 23-071	March	9:07	Day Shift	Treated & Transported by this EMS Unit	Sick Person
SC 23-072	March	18:55	Evening Shift	Transport Refused by Patient (AMA)	Medical Alarm
SC 23-073	March	8:00	Weekend Shift	Fire Standby	Fire
SC 23-074	March	12:36	Day Shift	Treated, Transferred Care to Another EMS Unit or Agency	Unconscious/Fainting/Near-Fainting
SC 23-075	March	17:33	Day Shift	Treated & Transported by this EMS Unit	Hemorrhage/Laceration
SC 23-076	March	21:27	Evening Shift	Treated & Transported by this EMS Unit	Falls
SC 23-077	March	7:28	Day Shift	Treated & Transported by this EMS Unit	Chest Pain (Non-Traumatic)
SC 23-078	March	17:36	Day Shift	Treated & Transported by this EMS Unit	Stroke/CVA
SC 23-079	March	19:23	Evening Shift	Treated & Transported by this EMS Unit	Falls
SC 23-080	March	18:10	Evening Shift	Treated & Transported by this EMS Unit	Breathing Problem
SC 23-081	March	10:38	Day Shift	Treated and Released (per protocol)	Falls
SC 23-082	March	9:16	Day Shift	Treated & Transported by this EMS Unit	Heart Problems/AICD
SC 23-083	March	12:15	Day Shift	Treated & Transported by this EMS Unit	Back Pain (Non-Traumatic)

TOTAL INCIDENTS: 27

TRANSPORTS= 19

ALS INTERCEPTS= 1

STANDBY= 1

NO LOAD= 6

MUTUAL AID RECEIVED: 10 (9 Lew & 1 Altura)

Mar 2023 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<p>RED= Lewiston Ambulance covered schedule</p> <p>Yellow= Pd. Lewiston Ambulance Employee</p> <p>Blue= Lewiston Ambulance Volunteer</p> <p>No Color= St. Charles Volunteer</p>			<p>Mar 1</p> <p>SC Amb</p> <p>Austin Fohrman 06:00-08:00 Gary Majerus 06:00-17:00 Miranda Schell 08:00-17:00 Jerel Mockenhaupt 10:00-17:00 Gary Majerus 17:00-06:00 Aaron Carlson 17:00-06:00 Sarah Ferden 18:00-23:00 Todd Cage 23:00-06:00</p>	<p>2</p> <p>SC Amb</p> <p>Gary Majerus 06:00-18:00 Austin Fohrman 06:00-09:00 Brian Roussel 08:00-16:00 Matt Essig 09:00-17:00 Nathan Boice 17:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Jared Hutsell 18:00-00:00 Austin Fohrman * 00:00-06:00</p>	<p>3</p> <p>SC Amb</p> <p>Danielle Hoff 06:00-14:00 Austin Fohrman 06:00-08:30 Kristine Engstrand 08:00-14:00 Matt Essig 08:30-14:00 Lewiston Ambulance 14:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Todd Cage 20:00-06:00</p>	<p>4</p> <p>SC Amb</p> <p>Todd Cage 06:00-06:00 Paige Dailey 06:00-06:00 Austin Fohrman 06:00-18:00</p>
<p>5</p> <p>SC Amb</p> <p>Todd Cage 06:00-08:00 Paige Dailey 06:00-17:00 Gary Majerus 08:00-18:00 Austin Fohrman 17:00-06:00 Aaron Carlson 18:00-06:00</p>	<p>6</p> <p>SC Amb</p> <p>Gary Majerus 06:00-06:00 Austin Fohrman 06:00-08:30 Matt Essig 08:30-16:00 Kenny Loftus 16:00-06:00 Todd Cage 18:00-00:00</p>	<p>7</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-08:00 Grace Chamberlin 08:00-18:00 Matt Essig 08:00-15:00 Gary Majerus 08:00-17:00 Joelle Hammann 13:30-18:00 Nathan Boice 17:00-06:00 Aaron Carlson 18:00-06:00 Scott Schossow 18:00-06:00</p>	<p>8</p> <p>SC Amb</p> <p>Todd Cage 06:00-08:00 Kenny Loftus 06:00-08:00 Miranda Schell 08:00-18:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 10:00-17:00 Gary Majerus 17:00-06:00 Aaron Carlson 18:00-06:00 Sarah Ferden 18:00-23:00 Kenny Loftus 23:00-06:00</p>	<p>9</p> <p>SC Amb</p> <p>Gary Majerus 06:00-17:00 Kenny Loftus 06:00-08:00 Danielle Hoff 08:00-16:00 Matt Essig 09:00-15:30 Todd Cage 15:30-18:00 Kenny Loftus 16:00-22:00 Nathan Boice 17:00-06:00 Austin Fohrman 18:00-06:00 Scott Schossow 22:00-06:00</p>	<p>10</p> <p>SC Amb</p> <p>Austin Fohrman 06:00-08:00 Marshall Ruhoff 06:00-08:00 Kristine Engstrand 08:00-14:00 Matt Essig 08:00-14:00 Lewiston Ambulance 14:00-18:00 Aaron Carlson 18:00-06:00 Kenny Loftus 18:00-06:00</p>	<p>11</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-18:00 Todd Cage 18:00-06:00 Scott Schossow 18:00-06:00 Kenny Loftus 20:00-06:00</p>
<p>12 †</p> <p>SC Amb</p> <p>Nathan Boice 06:00-18:00 Scott Schossow 06:00-12:00 Todd Cage 06:00-08:00 Kenny Loftus 08:00-10:00 Shiela Burt 10:00-18:00 Kenny Loftus 12:00-06:00 Aaron Carlson 18:00-06:00 Austin Fohrman 18:00-06:00</p>	<p>13</p> <p>SC Amb</p> <p>Gary Majerus 06:00-18:00 Austin Fohrman 06:00-09:00 Paige Dailey 06:00-06:00 Juan Gasca Rojas 06:00-14:30 Danielle Hoff 09:00-16:00 Marshall Ruhoff 18:00-20:00 Kenny Loftus 18:00-06:00 Jared Hutsell 20:00-00:00 Gary Majerus * 00:00-06:00</p>	<p>14</p> <p>SC Amb</p> <p>Gary Majerus 06:00-08:00 Kenny Loftus 06:00-08:00 Paige Dailey 06:00-15:00 Kristine Engstrand 08:00-16:00 Danielle Hoff 08:00-16:00 Gary Majerus 16:00-18:00 Shiela Burt 16:00-18:00 Nathan Boice 16:00-06:00 Jared Hutsell 18:00-00:00 Scott Schossow 18:00-06:00 Gary Majerus * 00:00-06:00</p>	<p>15</p> <p>SC Amb</p> <p>Gary Majerus 06:00-08:00 Shiela Burt 06:00-08:00 Austin Fohrman 06:00-08:00 Miranda Schell 08:00-17:00 Jacob Smith 08:00-17:00 Jerel Mockenhaupt 10:00-17:00 Aaron Carlson 17:00-06:00 Nathan Boice 17:00-06:00 Sarah Ferden 18:00-23:00 Kenny Loftus 23:00-06:00</p>	<p>16</p> <p>SC Amb</p> <p>Gary Majerus 06:00-18:00 Todd Cage 06:00-09:00 Matt Essig 09:00-16:30 Todd Cage 16:30-18:00 Jared Hutsell 18:00-00:00 Scott Schossow 18:00-06:00 Austin Fohrman 18:00-06:00 Kristine Engstrand * 00:00-06:00</p>	<p>17</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-17:00 Aaron Carlson 17:00-06:00 Nathan Boice 17:00-18:00 Scott Schossow 18:00-06:00</p>	<p>18</p> <p>SC Amb</p> <p>Gary Majerus 06:00-18:00 Kenny Loftus 06:00-08:30 Terese Market 08:00-16:00 Matt Essig 08:30-12:00 Scott Schossow 12:00-16:00 Aaron Carlson 16:00-06:00 Jared Hutsell 18:00-06:00</p>
<p>19</p> <p>SC Amb</p> <p>Nathan Boice 06:00-18:00 Kenny Loftus 06:00-18:00 Aaron Carlson 18:00-06:00 Jared Hutsell 18:00-00:00 Kenny Loftus * 00:00-06:00</p>	<p>20</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-08:30 Gary Majerus 08:30-06:00 Matt Essig 08:30-15:00 Nathan Boice 15:00-18:00 Kenny Loftus 18:00-06:00</p>	<p>21</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-09:00 Matt Essig 09:00-15:00 Gary Majerus 09:00-18:00 Nathan Boice 15:00-17:00 Katherine Kramer 17:00-06:00 Jared Hutsell 18:00-00:00 Shiela Burt 18:00-06:00 Kenny Loftus * 00:00-06:00</p>	<p>22</p> <p>SC Amb</p> <p>Miranda Schell 06:00-17:00 Gary Majerus 06:00-08:00 Shiela Burt 06:00-10:00 Jacob Smith 08:00-17:00 Jerel Mockenhaupt 10:00-17:00 Aaron Carlson 17:00-06:00 Nathan Boice 17:00-06:00 Kenny Loftus 18:00-06:00</p>	<p>23</p> <p>SC Amb</p> <p>Gary Majerus 06:00-18:00 Jacob Smith 06:00-17:00 Danielle Hoff 08:00-16:00 Nathan Boice 16:00-18:00 Aaron Carlson 17:00-06:00 Nathan Boice 18:00-06:00 Austin Fohrman 18:00-06:00</p>	<p>24</p> <p>SC Amb</p> <p>Austin Fohrman 06:00-08:00 Gary Majerus 06:00-12:00 Kristine Engstrand 08:00-14:00 Katherine Kramer 08:00-14:00 Lewiston Ambulance 14:00-18:00 Aaron Carlson 18:00-06:00 Kenny Loftus 18:00-06:00</p>	<p>25</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-06:00</p>
<p>26</p> <p>SC Amb</p> <p>Austin Fohrman 06:00-08:00 Scott Schossow 06:00-18:00 Katherine Kramer 08:00-18:00 Shiela Burt 08:00-18:00 Aaron Carlson 18:00-06:00 Katherine Kramer 18:00-20:00 Scott Schossow 18:00-06:00 Madison Arndt 20:00-06:00</p>	<p>27</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-08:00 Kristine Engstrand 08:00-14:00 Danielle Hoff 08:00-14:00 Gary Majerus 08:00-18:00 Nathan Boice 14:00-18:00 Todd Cage 18:00-00:00 Kenny Loftus 18:00-06:00 Aaron Carlson * 00:00-06:00</p>	<p>28</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-17:00 Nathan Boice 17:00-06:00 Aaron Carlson 17:00-06:00 Scott Schossow 18:00-06:00</p>	<p>29</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-08:00 Miranda Schell 08:00-17:00 Jacob Smith 08:00-17:00 Jerel Mockenhaupt 10:00-17:00 Todd Cage 17:00-06:00 Austin Fohrman 17:00-18:00 Kenny Loftus 18:00-20:00 Sarah Ferden 18:00-23:00 Aaron Carlson 20:00-06:00 Kenny Loftus 23:00-06:00</p>	<p>30</p> <p>SC Amb</p> <p>Lewiston Ambulance 06:00-08:00 Matt Essig 08:00-14:00 Kristine Engstrand 08:00-14:00 Lewiston Ambulance 14:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Austin Fohrman 18:00-06:00</p>	<p>31</p> <p>SC Amb</p> <p>Kristine Engstrand 06:00-14:00 Austin Fohrman 06:00-08:00 Matt Essig 08:00-14:00 Lewiston Ambulance 14:00-17:00 Aaron Carlson 17:00-06:00 Scott Schossow 17:00-06:00 Kenny Loftus 17:00-06:00</p>	

* Indicates time starts on following calendar day

† The hour from 02:00 to 03:00 on March 12 does not exist due to Daylight Saving Time.

March 2023 Call Hour Report

<i>Member</i>	<i>Weekday</i>	<i>Weekend</i>	<i>Total</i>	
Carlson, Aaron	107	110	217	
Majerus, Gary	194.5	22	216.5	
Loftus, Kenny	104	85.5	189.5	
Boice, Nathan	128	36	164	
Schossow, Scott	81	81	162	
Fohrman, Austin	76	39	115	
Ambulance, Lewiston	54.5	36	90.5	
Cage, Todd	41	49	90	
Essig, Matt	72.5	3.5	76	FT EMPLOYEE
Dailey, Paige	33	35	68	
Engstrand, Kristine	52	0	52	
Schell, Miranda	48	0	48	PT EMPLOYEE
Smith, Jacob	48	0	48	Lewiston Volunteer
Hutsell, Jared	28	18	46	
Hoff, Danielle	45	0	45	
Burt, Shiela	20	18	38	
Mockenhaupt, Jerel	35	0	35	
Kramer, Katherine	19	12	31	
Ferden, Sarah	20	0	20	
Arndt, Madison	0	10	10	
Chamberlin, Grace	10	0	10	Lewiston Volunteer
Market, Terese	0	8	8	
Ruhoff, Marshall	4	0	4	
Meyer, Brenden	0	0	0	No Credentials
Pelaez, Cassara	0	0	0	
Hewitt, Renee	0	0	0	Resigned 3/31
Graham, Mark	0	0	0	Medical LOA
Gasca Rojas, Juan	8.5	0	8.5	Ride Along
Roussell, Brian	8	0	8	Ride Along
Hammann, Joelle	4.5	0	4.5	Ride Along
Kramer, Daniel	0	0	0	Ride Along
TOTALS	1241.5	563	1804.5	

31 DAYS X 24 HOURS= 744 HOURS NEEDED

ST. CHARLES COVERED: 653.5 HOURS OF SCHEDULE (88%) with help from Lewiston staff

LEWISTON COVERED: 90.5 HOURS OF SCHEDULE (12%)

WITHOUT LEWISTON STAFF, ST. CHARLES COVERED 536.5 OF 744 HOURS (72%)

2023 ST. CHARLES AMBULANCE ROSTER

Name	Title
Arndt, Madison	EMT/DRIVER
Boice, Nathan	EMT/DRIVER
Burt, Sheila	EMR
Cage, Todd	PARAMEDIC/DRIVER
Carlson, Aaron	EMT/DRIVER
Dailey, Paige	EMT/DRIVER
Engstrand, Kristine	PARAMEDIC/DRIVER
Ferden, Sarah	EMT/DRIVER
Fohrman, Austin	EMT/DRIVER
Graham, Mark	EMR/DRIVER
Hoff, Danielle	EMT/DRIVER
Hutsell, Jared	EMT/DRIVER
Kramer, Katherine	EMT/DRIVER
Loftus, Kenneth	EMR/DRIVER
Majerus, Gary	EMT/DRIVER
Market, Terese	EMT/DRIVER
Meyer, Brendan	STUDENT
Mockenhaupt, Jerel	EMT/DRIVER
Pelaez, Cassara	EMT/DRIVER
Ruhoff, Marshall	EMT/DRIVER
Schossow, Scott	EMR/DRIVER

EMT'S= 14, EMR'S= 4, PARAMEDIC'S= 2, RECRUIT= 1

TOTAL MEMBERS= 21



City Administrator's Report— March 2023

- Attended Meetings Regarding:
 - Chamber of Commerce
 - St. Charles School Strategic Plan
 - Transit Advisory Committee
 - 2022 Audit Review
 - Main Street Flowers
 - LELS Union Meeting
 - Police Officer Meet and Greet
 - Ambulance Member Interviews
 - Council / Work Session
 - Park Board
 - South Fork Fifth Addition – WHKS – Developer

- Continued to work on compensation study.

- Met with property owner regarding home occupation permit.

- Several zoning related issues in town.

- Processed solar applications.

- Met with Lewiston's City Administrator Bobby Falcon to discuss ambulance contracts.

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



April 11, 2023

- Through the month of March, Officers completed OSHA-mandated *Hazardous Materials Awareness Part 1 of 2* (PATROL) training.
- Through the month of March, Officers completed *Liability Issues in Emergency Vehicle and Pursuit Operations* (PATROL) training. This course will help officers recognize emergency vehicle and pursuit driving circumstances where officer discretion exists, and to exercise that discretion responsibly.
- Through the month of March, Officers completed LEXIPOL daily department policy training.
- March 14th-17th, Officer Wolters completed 34 hrs. of *STORM Foundation Use of Force Instructor Training* (Rochester, MN).
- March 22nd, during staff meeting, Officers had a Meet & Greet with new City Administrator, Andrew Langholz. Officers also received Sexual Assault Response and Investigation training taught by the Winona County Attorney's Office. Finally, Officers received training on new AEDs; the class was instructed by Ofc. Hewitt.
- March 27th-31st, Officers completed 8 hrs. of *Active Killer Response Training*. The training was instructed by Officers/Deputies from Winona County Sheriff's Office and the Winona Police Department, also members of the Winona County Emergency Response Team (ERT).
- March 28th, Officer Nesbit completed 8 hrs. of Chemical Irritants Instructor Training (Sherburn County).

Respectfully submitted,

Chief, Jose Pelaez



**CITY OF ST CHARLES
ORDINANCE #653**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES
AND REPEALING ORDINANCE #629**

THE CITY OF ST. CHARLES DOES ORDAIN (deleted material is stricken and enclosed in brackets; new material is underlined; subsections which are not being amended are omitted):

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

THE CITY OF ST. CHARLES DOES ORDAIN:

Copy Machine		
Interoffice	\$0.05	Per copy
General Public	\$0.25	Per copy
Faxes		
Interoffice	\$0.25	Per page
General Public	\$1.00	Per page
Maps		
Size: 1" = 800'	\$3.00	
Size: 1" = 400'	\$5.00	
Size: 1" = 200'	\$20.00	
Mileage		
City Car Available	\$0.45	
City Car Unavailable	\$0.575	
Meal Per Diem		
Breakfast	\$10.00	
Lunch	\$15.00	
Dinner	\$20.00	
Books and Manuals		
Comprehensive Plan	\$25.00	Per copy
City Budget Documents	\$25.00	Per copy
Capital Improvement Plan	\$10.00	Per copy
Zoning Ordinance	\$10.00	Per copy
Subdivision Regulations	\$10.00	Per copy
City Charter	\$10.00	Per copy
Police/Accident Reports	\$5.00	Per copy
Digital Media Copy (DVD/CD)	\$30.00	Per initial copy
- additional copy of DVD/CD	\$5.00	Per additional copy

City Day Labor and Equipment – Per Hour		
Day Labor Per Person (Water Tank -Min 1/2 hr. charge)		\$50.00
Day Labor Per Person (Nights/Weekends)		\$75.00
Water Base Charge/Minimum 1,000 gallons (per project)	As set by Council through Ordinance	
Equipment: Pickup, Water Tap		\$60.00
Equipment: Dump Truck, Flatbed, Tractor		\$80.00
Equipment: Grader, Loader, Sweeper, Boom Truck, Digger Derrick		\$90.00
Goods and Materials		
	Cost/Postage + 10%	
Copperhorn	(\$88.00)	<u>\$97.00</u>
Meter Spuds	(\$20.00)	<u>\$25.00</u>
Remote Water Meter	(\$270.00)	<u>\$330.00</u>
Water Valve Extension & Cover		\$30.00
Water Usage (Per 1000 Gallons)	As set by Council through Ordinance	
Meter Bottom		\$6.00
Sand & Salt Mixture	\$80.00	Per Yard
<u>Replacement Key</u>	<u>\$5.00</u>	<u>Plus administrative expenses</u>

Pet License (2 Year)		
Regular License Fee		\$20.00
- Neutered/Spayed		\$10.00
Late Fee		\$15.00
Multiple Pet		\$20.00
<u>Replacement Tag</u>		<u>\$0.00</u>
Chicken License (1 Year)		
		\$25.00
Specialty Licenses		
ATV Permit Fee (2 year)		\$25.00
Dance Permit Fees		
Dance		\$10.00
Officer (4 Hours)	\$100.00	Per officer
Additional Officer Hours	\$25.00	Each additional hour
Community and Pavilion Center Rental		
Monday-Friday	\$20.00	Per hour
- Non-profit rate	\$15.00	Per hour
Saturday - Sunday	\$200.00	Weekend Deposit
Kitchen Charge (weekend only if available)	\$20.00	(\$10 paid to Senior Center)
Pavilion Rental Charge		
	\$25.00	5-hour increment
- (7 am-noon, noon-5 pm, 5 pm-10pm)		

Administrative Fines/Fees	
Statute/Ordinance Description	Fine/Fee
- Building Code Violation (various)	\$50.00
- Failure to License animals	\$25.00
- Various Offenses; animals	\$25.00
- Public Nuisance (various)	\$50.00
- Snowmobile Violations	\$50.00
- Failure to License ATV	\$50.00
- Garbage Refuse Scavenging	\$25.00
- Vehicle on Bike Path	\$25.00
- Loud music/party (certain hours)	\$50.00
- Unauthorized service/meter tampering	\$50.00
- Snow Parking (\$70.10)	\$25.00

Zoning and Subdivisions	
Conditional Use Permit; Home Occupation Permit; Variance & Zoning Amendments	\$50.00
A) Published Legal Notice	\$50.00
B) 0-10 Mailed Area Notices	\$45.00
C) 11-20 Mailed Area Notices	\$50.00
D) 21-30 Mailed Area Notices	\$55.00
E) Excess Mailed Area Notices	\$60.00

Preliminary Plat Application	
A) Application	\$925.00
B) Each Lot in Subdivision	\$25.00

Final Plat Application	
A) Application	\$925.00
B) Each Lot in Subdivision	\$25.00

Subdivision Inspection Fees		
Street & Utility Inspection Fee	\$4,500.00	Up to 15 lots
- <u>Additional lot Inspection Fee (16+ lots)</u>	\$300.00	Per additional lot

Parkland Dedication Fee	
Per Residential Lot	\$650.00
Per Commercial/ Industrial Acre	\$250.00

Hook-Up Fees	
Sanitary District Connection Fee -Single Family	\$2,640.00
Sanitary District Connection Fee Multi-Family Without Individual Laundry	\$2,115.00
Sanitary District Connect Fee Multi-Family Without Garbage Disposal or Dishwasher	\$1,980.00
Sanitary District Connect Fee Multi-Family Laundry Facilities, Without Garbage Disposals or Dishwasher	\$1,580.00
Water Hook-Up Fee	\$700.00
Sewer Hook-Up Fee	\$800.00
Temporary/Permanent Electric Hookup	\$50.00

Water & Sewer Impact Fee	
Water \$1,350.00/Sewer \$2,500.00	\$3,850.00 Per acre
Meter Deposit	
Residential Owner Occupied	\$50.00
Residential Tenant	\$75.00
Commercial	\$100.00
Solar Application Fee	
<20 kW	\$100.00
20 – 39.9 kW	\$250.00
Pre-application/electrical engineer review	\$300.00

Building Permit Fees	Fee
Value \$1-\$500	\$25.00
Value \$501-\$2,000	\$25.00 for the first \$500.00 plus \$1.75 for each additional hundred or fraction thereof, to and including \$2,000.00
Value \$2,001-\$25,000	\$51.25 for the first \$2,000.00 plus \$4.30 for each additional thousand or fraction thereof, to and including \$25,000.00
Value \$25,001-\$50,000	\$150.15 for the first \$25,000.00 plus \$3.65 for each additional thousand or fraction thereof, to and including \$50,000.00
Value \$50,001-\$100,000	\$241.40 for the first \$50,000.00 plus \$2.45 for each additional thousand or fraction thereof, to and including \$100,000.00
Value \$100,001+	\$363.90 for the first \$100,000.00 plus \$1.75 for each additional thousand or fraction thereof.
Plan Check Fee:	75% of building permit fee
State Surcharge:	Valuation multiplied by .0005
Water/Sewer Inspection Fee:	\$ 57.00
Plumbing Fee:	\$ 50.00
Mechanical Fee:	\$ 50.00

Miscellaneous Building Permit Fees			
Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	\$50.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	\$50.00	Re-Roof	\$50.00
Install Air Conditioner	\$50.00	Re-Side	\$50.00
Install Water Heater	\$50.00	Pool/Spa/Hot Tub (5000 gal. or less)	\$50.00
Demolition	\$75.00	Reactivate permit	\$25.00
Sump Pump Inspection	\$50.00	Fence Permit	\$25.00
Windows (Up to 5)	\$65.00	Exterior Site Work Permit	<u>\$25.00</u>
- Additional Windows (after 5)	<u>\$15.00/window</u>		
Door Replacement	\$65.00		

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.

3. Ordinance (~~#626~~) #629 is hereby repealed.

4. This Ordinance shall take effect and be in force 30 days after its publication of summary.

Adopted this ____ day of _____ 2023 by the Council of the City of St. Charles, Minnesota.

Mayor John Schaber

Attest:

Andrew Langholz, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____

ST. CHARLES **REQUEST FOR CITY COUNCIL ACTION**

Meeting Date: April 11, 2023

General: X

Department: EDA

Item Requested: Approval of Commercial Rehab Fund Request #01-23

=====

Summary of the Issue

Existing commercial building owner has requested a forgivable loan from the EDA Commercial Rehabilitation Fund

Background

The applicants would like to make significant long-term improvements to their building to enhance their business.

Based on the Committee’s review of the documentation, they determined the project for the Versatile Woodwork building met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards façade and window improvements on the building. The total project costs were \$20,000-\$30,000 therefore the request is the max of \$5000. Because the project meets all eligibility requirements for the program and there is remaining 2023 funding in the program, EDA recommended approval at their meeting on April 7th 2023 .

Funding

Approval will require \$5000 from the EDA Funds. Council action will serve to authorize the loan. Loan will be structured as a 5 year forgivable loan with 20% forgiven each year.

Recommendation

The EDA approved by motion, the following recommendations:

1. To approve Request # 01-23 as recommended by the EDA and described above.
2. To authorize the staff to prepare all necessary loan documents.

ST. CHARLES **REQUEST FOR CITY COUNCIL ACTION**

Meeting Date: April 11, 2023

General: X

Department: EDA

Item Requested: Approval of Assistance Request For Downtown Residential Rental Project

Summary of the Issue

Existing commercial building owner has requested a forgivable loan from the EDA Fund

Background

The applicant would like to make significant long-term improvements to their building in order to add residential rental units and commercial units.

Based on the Committee's review of the documentation, they determined the complete project will provide 9 rental residential units and 2 rental commercial spaces. The funds will be used towards reconstruction of the exterior of the building. The total project costs will be \$700,000 - \$900,000 and the request is \$40000. The EDA moved to recommend approval of the request to City Council by vote.

Funding would be distributed in in phases based on trigger points based on construction project completion.

Funding

Approval will require \$40000 from the EDA Funds. Council action will serve to authorize the loan. Loan will be structured as a 5 year forgivable loan with 20% forgiven each year.

Recommendation

The EDA approved by motion, the following recommendations:

1. To approve Request # 02-23 as requested and described above.
2. To authorize the staff to prepare all necessary loan documents.