



The City Council of the City of St. Charles welcomes you to its  
 Regular Meeting of Tuesday, August 23, 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. Approval of the Agenda	
4. Notices and Communications –	
5. Review of Financials	
6. Welcome Rick Almich – Interim Administrator	
7. Public Hearing-Body Worn Camera Policy	HOLD
8. Body Worn Camera Policy	APPROVE
9. 2023 Preliminary Budget	DISCUSS
10. Ordinance #640 Amending Zoning Map C-2 – R-1 (2 <sup>nd</sup> Reading)	APPROVE
11. St. Charles Ambulance Service-EMS RB Letter of Consent	DISCUSSION
12. 2022/2023 Ambulance Purchase	DISCUSS/APPROVE
13. Pay Request No. 4 Dunn Blacktop – 2021 Street Improvements	APPROVE
14. Pay Request No. 3 Floorcoat Midwest	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



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**MEMORANDUM for the CITY COUNCIL of St. Charles for**  
**Tuesday, August 23, 2022**

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**6. Welcome – Rick Almich Interim Administrator.**

**7. Public Hearing-Body Worn Camera Policy.** A public hearing will be held to take comment

**8. Body Worn Camera Policy.** Council is not required to adopt the policy as this is a police department policy, but as it stands with past practice, a motion can be entertained.

**9. 2023 Preliminary Budget. Enclosed is a 2023 preliminary budget for consideration.** More updated numbers will be presented as the tax capacity is ascertained from the County.

**10. Ordinance #640 Amending Zoning Map C-2 – R-1 (2<sup>nd</sup> Reading).** Enclosed is Ordinance #640 for consideration.

**11. St. Charles Ambulance Service-EMSRB Letter of Consent.** An update will be provided and a potential letter of intent to submit to the EMSRB will be discussed.

**12. 2022/2023 Ambulance Purchase.** The proposed replacement of the 2009 ambulance is included for consideration.

**13. Pay Request No. 4 Dunn Blacktop – 2021 Street Improvements.** Please see enclosed request.

**14. Pay Request No. 3 Floorcoat Midwest.** Please see the enclosed request for consideration.

## Use of Body-Worn Cameras (BWCs) Policy

### 423.1 PURPOSE

The primary purpose of using Body-Worn Cameras (BWCs) is to capture evidence arising from police-citizen encounters.

### 423.2 SCOPE

This policy provides guidelines for the use of BWCs by members of this department while in the performance of their duties (Minn. Stat. § 626.8473) and administering the data that result. The Chief of Police or the chief's designee may supersede this policy by providing specific instructions for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

This policy does not apply to the use of squad-based (dash-camera) recording systems, interviews or interrogations conducted at any St. Charles Police Department facility, undercover operations, wiretaps or eavesdropping (concealed listening devices), nor personal digital voice recording devices, unless captured by a BWC.

### 423.3 POLICY

The St. Charles Police Department may provide members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public. Furthermore, It is the policy of this department to authorize and require the use of department-issued BWCs as set forth below, and to administer BWC data as provided by law.

### 423.4 DEFINITIONS

The following phrases and words have special meaning as used in this policy:

**Body Worn Camera (BWC)**- A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

**MGDPA or Data Practices Act**- Refers to the Minnesota Government Data Practices Act. Stat. § 13.01, et seq.

**Records Retention Schedule**- Refers to the General Records Retention Schedule for the City of St. Charles.

**Law enforcement-related information**- means information captured or available for capture by use of BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.

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# St. Charles Police Department

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**Evidentiary value-** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

**General citizen contact-** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.

**Adversarial-** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

**Unintentionally recorded footage-** is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

**Department-** means the St. Charles Police Department, St. Charles, Minnesota.

**Member-** means a St. Charles Police Department employee, who has been issued a BWC and who has been properly trained in its use, who is acting in a St. Charles Police Department job description which requires that person be licensed by the Minnesota Board of Peace Officer Standards and Training.

**Official duties-** for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

**Redact-** means to blur video or distort audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

**CAD-** means Computer Aided Dispatch

**Critical Incident-** means an incident involving: the use of deadly force by a peace officer; the discharge of a firearm by a peace officer in the course of duty, if a notice is required under section 626.553, subdivision 2; an in-custody death; and/or the use of force by a peace officer that resulted or was likely to result in substantial bodily harm, great bodily harm or death.

#### **423.5 COORDINATOR**

The Chief of Police or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

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- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
  - 1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (See the Protected Information and the Records Maintenance and Release policies).
- (b) Establishing procedures for accessing data and recordings.
  - 1. These procedures should include the process to obtain written authorization for access to non-public data by SCPD members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging or marking events.
- (e) Establishing an inventory of portable recorders including:
  - 1. Total number of devices owned or maintained by the St. Charles Police Department.
  - 2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.
  - 3. Total amount of recorded audio and video data collected by the devices and maintained by the St. Charles Police Department.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the St. Charles Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.

#### **423.6 MEMBER PRIVACY EXPECTATION**

All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

#### **423.7 MEMBER RESPONSIBILITIES**

A. Members may use only Department issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this Department.

B. Members who have been issued BWCs shall operate and use them consistent with this policy. Members will be required to log into the body camera application prior to the beginning of their schedule shift. Members will be required to log into the body camera application using their assigned log in credentials. Members will be required to remain logged into the body camera

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application until the end of their scheduled shift. At the end of the officers scheduled shift the members shall log out of the body camera application.

C. Members shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Members will be responsible for making sure the battery for their BWC is fully charged at the beginning of their scheduled shift.

D. Members noting a malfunction during testing or at any other time shall promptly report the malfunction to the member's shift commander or supervisor and shall send an email message to the Chief of Police indicating the issue. Shift commanders or the Chief of Police shall take prompt action to address malfunctions and document the steps taken in writing.

E. Members should wear their issued BWCs at the location on their body and in the manner specified in training.

F. Members must document BWC use, and non-use as follows:

1. Whenever a member makes a recording, the existence of the recording shall be documented in an incident report or in a CAD record if no incident report is written.
2. Whenever a member fails to record an activity that is required to be recorded under this policy or fails to record for the entire duration of the activity, the officer must document the circumstances and reasons for not recording in an incident report. The shift commanders and/or the Chief of Police shall review these reports and initiate any corrective action deemed necessary.

G. The department will maintain the following records and documents relating to BW use, which are classified as public data:

1. The total number of BWCs owned or maintained by the agency.
2. A daily record of the total number of BWCs actually deployed and used by officers and, if applicable, the precincts in which they were used.
3. The total amount of recorded BWC data collected and maintained; and
4. This policy, together with the Records Retention Schedule.

H. Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

#### **423.8 GENERAL GUIDELINES FOR BODY-WORN CAMERA RECORDING**

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder at any time the member believes it would be appropriate or valuable to record an incident.

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Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

#### 423.8.1 SURREPTITIOUS RECORDINGS

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

#### 423.8.2 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

#### 423.8.3 ACTIVATION OF THE BWCS

- A. Member shall activate their BWCs when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, Terry stops of motorists or pedestrians, arrests, searches, suspect, victim and witness interviews and interrogations, prisoner transports and during any law enforcement/ citizen contacts that becomes adversarial. The BWC should be activated when arriving at the location of the call or complaint before deputy gets out of the squad car. If a member is handling a call for service by telephone the BWC should be activated prior to making a phone call. The deputy should place the phone on speaker mode to capture both the deputy side of the conversation as well as the person the deputy is speaking to.
  - B. However, members need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Members Responsibility section of this policy (423.7) mentioned above.
  - C. Members have discretion to record or not record general citizen contacts.
  - D. Members have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded.
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- E. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their BWC. If circumstances change, members shall reactivate their cameras as required by this policy to capture information having evidentiary value.
- F. When members are conducting search warrants of people or places the BWC should be activated. If searching places, once all non law enforcement personnel have left the scene or area of the search the BWC may be muted. The BWC may be muted during the search to prevent any operational security breaches of on going investigations. The recording of any evidence that is located during the search should still be video recorded on the BWC and the BWC should not be shut off until the search is complete and members have left the scene of the search.

#### 423.8.4 PROHIBITED USE OF BWCS

Members are prohibited from using department-issued BWCs for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued BWC. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Notwithstanding any other provision in this policy, members shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

Members shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy.

To the extent possible, members shall not use BWCs to record video depicting strip searches, reviews of private sexual images and/or videos, and/or images and videos showing or suspected of showing child sexual exploitation. It does not defeat the purpose of this policy to block the video recording, but maintain audio recording, of strip searches, reviews of private sexual images and/or videos, and/or images and videos showing or suspected of showing child sexual exploitation.

#### 423.9 SPECIAL GUIDELINES FOR RECORDING

Members may, in the exercise of sound discretion, determine:

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- A. To use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value unless such recording is otherwise expressly prohibited.
- B. Officers shall use their BWCs and squad-based audio/video system to record the transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.
- C. The BWC system is equipped with a remote Live Stream feature which allows authorized individuals to remotely start a live stream of an officers BWC. An officers BWC who has been remotely started for live streaming shall always be notified prior to and when the live streaming of the BWC happens. Notification attempts to the member that a live stream will be started will be made by phone by calling or texting the member prior to the live stream starting.
- D. The BWC system has an automatic trigger which activates the system when an officer is traveling at 90 mph or faster.
- E. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.

#### **423.10 DOWNLOADING AND LABELING BWC DATA**

- A. Each member using a BWC is responsible for assuring the data from his or her camera properly transferred to the designated cloud storage. However, if the officer is involved in a critical incident, the Shift Commander or the Chief of Police shall take custody of the officer's BWC and assume responsibility for assuring the transfer of the data from it.
  - B. Members shall label the BWC data files at the time of capture or transfer to storage as trained and should consult with a shift commander or the Chief of Police if in doubt as to the appropriate labeling or selecting the appropriate retention.
  - C. Members shall use the appropriate tag when categorizing their BWC recordings. Members shall label the recording with the appropriate ICR number. Members shall also set the appropriate retention for the BWC recording by either leaving the recording set to the default 180 days or changing to 7 years or indefinite.
  - D. The following are examples of incidents or situations for setting the appropriate retention of BWC videos but is not all inclusive. If a member is in doubt as to what to set the retention for a recording, they should error on the side of setting the retention to 7 years.
    - 1. Incidents or encounters that do not result in arrests or the need for continued investigation, casual encounters with citizens that are not adversarial, traffic
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stops that do not result in citations and are not adversarial, incidents deemed by an officer's discretion will not be needed for further evidentiary value. All the BWC recordings can have the retention schedule of 180 days.

2. Incidents or encounters where an individual is arrested or charged with a crime, is likely to be charged with a crime, is given a traffic citation or some other citation. All the BWC recordings aforementioned can have the retention schedule of 7 years
3. Incidents or encounters that results in the use of force or are deemed to be critical incidences as defined in the St. Charles Police Department policy. All the BWC recordings aforementioned can have a retention schedule of indefinite.

#### **423.11 RETENTION OF BWC RECORDINGS**

- A. All BWC data shall be retained for a minimum period of 180 days. There are no exceptions for erroneously recorded or non-evidentiary data
  - B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.
  - C. Certain kinds of BWC data must be retained for seven years:
    1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.
    2. Data documenting circumstances that have given rise to a formal complaint against an officer.
  - D. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.
  - E. Subject to Part F (below), all other BWC footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 180 days.
  - F. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.
  - G. The department shall maintain an inventory of BWC recordings having evidentiary value.
  - H. The department will post this policy together with a link to its Records Retention Schedule, on its website.
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#### **423.12 ADMINISTERING ACCESS TO BWC DATA**

- A. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:
    - 1. Any person or entity whose image or voice is documented in the data.
    - 2. The officer who collected the data.
    - 3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.
  - B. **BWC data is presumptively private.** BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:
    - 1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities.
    - 2. Some BWC data is classified as confidential (see C. below).
    - 3. Some BWC data is classified as public (see D. below).
  - C. **Confidential data.** BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below.
  - D. **Public data.** The following BWC data is public:
    - 1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
    - 2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
    - 3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted. In addition, any data on undercover officers must be redacted.
    - 4. Data that documents the final disposition of a disciplinary action against a public employee. However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g. certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.
  - E. **Access to BWC data by non-employees.** Members shall refer members of the media or public seeking access to BWC data to the Chief of Police, who shall process the request in accordance with the MGDPA and other governing laws. In particular:
    - 1. An individual shall be provided with access and allowed to review recorded BWC data about him- or herself and other data subjects in the recording, but access shall not be granted:
      - (a) If the data was collected or created as part of an active investigation.
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- (b) To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access. Examples could include portions that would reveal identities protected by Minn. Stat. § 13.82, 17; Minn. Stat. § 626.557 and/or Minn. Stat. § 260E.35.
  - 2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:
    - (a) Data on other individuals in the recording who do not consent to the release must be redacted.
    - (b) Data that would identify undercover officers must be redacted.
    - (c) Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.
- F. **Access by peace officers and law enforcement employees.** No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:
  - 1. Members may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance.
  - 2. The Chief of Police is authorized to review relevant recordings any time he is investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.
  - 3. When involved in a critical incident, neither the member nor the officer's attorney will be permitted to view any video(s), including BWC and/or dash camera materials, prior to providing a voluntary interview. However, the member may view the video following the voluntary interview if they request to do so to assist in clarifying any portion of their statement. The viewing of the video will be limited to the incident captured on the member's own dash camera or BWC.
  - 4. Members are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.
  - 5. Members seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.
- G. **Other authorized disclosures of data.** Members may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Members should generally limit these displays in order to protect against the incidental disclosure of individual identities that are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,



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1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement, specified purposes that are documented in writing at the time of the disclosure.
2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

#### **423.13 DATA SECURITY SAFEGUARDS**

- A. Personally owned devices, including but not limited to computers and mobile devices, shall not be programed or used to access or view agency BWC data.
- B. Members shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the Chief of Police.
- C. Members shall not change any technical settings to their BWC or the BWC application without prior authorization from the Sheriff or his/her designee.
- D. As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

#### **423.14 ACCOUNTABILITY AND COMPLIANCE**

The Chief of Police shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09. Further, any member who accesses or releases recordings without authorization may be subject to discipline (See the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).

Approved by the St. Charles City Council on August 23, 2022, following a public hearing

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John Schaber, Mayor

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## INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND COUNCIL MEMBERS  
**FROM:** MELISSA KRUSMARK AND NICK KOVERMAN  
**SUBJECT:** 2023 GOVERNMENTAL BUDGETS  
**DATE:** 8/19/2022  
**CC:** NICK KOVERMAN

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Enclosed is the preliminary 2023 budget for governmental funds. The proposed preliminary budget is \$1,931,779 an increase of \$345,638 or 21.77%. Contributing factors to the increase are the 2022A GO Equipment Bond, an anticipated increase in health insurance, and pending results of a Work Comp study and settlement of union contracts. As of right now, we are awaiting the total tax capacity information from Winona County to show the true impact of this preliminary levy.

10 General Fund – the General Fund levy increased \$201,524. The pending Work Comp Study results and a change in cost pooling for health insurance have been the leading factors in this increase. Inflation has also made it necessary to adjust certain budgetary items to bring them in line with actual costs.

20 Advertising Fund - the Advertising Fund levy decreased \$2,860. After looking at trends for the last few years we found that some line items could be reduced.

21 Fire Fund- levy increased \$3,029 which is salary/insurance cost increases.

24 Celebration Fund – No Change.

25 Capital Improvement Fund – included in the budget packet is a list of the planned capital expenditures totaling \$256,737 in 2023. MnDOT's Hwy 74 bridge reconstruction with trails has been shifted, again, to 2024. The city van is up for replacement, staff is working on getting an estimate to decide if we will replace in 2023 or move it to a future date. A new pool feature is planned for the pool along with resurfacing the tennis courts. The Street department has planned street maintenance, the plow truck lease, and a portion of the purchase of a new plow truck.

26 Library Fund – levy increased \$37,880. This increase is due to salary/insurance costs and the anticipation of some building maintenance.

58 2018A Street Bond – the required levy amount for this bond is \$81,165.

61 2019A GO Refinancing Bond – \$73,956. This is the required levy to cover debt service, less \$40,000 annual transfer from Water Fund.

62 2021A GO Bond – the required levy amount for this bond is \$502,914; after contributions from the Water and Sewer Funds of \$50,532.

63 2021B GO Bond – This is the refunding of the 2015A EMS bond. The required levy amount for this bond is \$79,081 after the continued contributions from Ambulance, Fire, and Electric departments.

64 2022A GO Equipment Bond – The required levy amount for the bond is \$89,666; after contributions from Fire and ARPA funds, the levy amount will be \$29,666.

Please let me know if you have any questions regarding the 2023 budget.

Melissa

**CITY OF ST. CHARLES**  
**Capital Improvement Schedule**

<b>2023</b>			
<b>Department</b>	<b>Description</b>	<b>Amount</b>	<b>Fund</b>
Admin	City Car	\$ 20,000	25 Capital Improvement Fu
Parks	Pool feature	\$ 15,000	moved from 2022
	Tennis court - high school	\$ 50,000	25 Capital Improvement Fu
Street	Street Maintenance	\$ 20,000	25 Capital Improvement Fu
	Freightliner w/plow&dump 25%	\$ 57,500	25 Capital Improvement Fu
	Plow Truck Lease (5/6)	\$ 36,137	25 Capital Improvement Fu
	Salt Shed		
Police	Squad Lease	\$ 48,000	
Sidewalks	Annual Improvements	\$ 10,000	25 Capital Improvement Fu
		<u>\$ 256,637</u>	

Preliminary Levy Summaries

<b>Fund</b>	<b>Fund #</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
General	10	103,507	121,200	172,837	213,037	251,639	312,537	323,767	366,307	427,646	629,170
Tax Abatement		10,085	10,085	10,085	10,085	10,085	3,960	21,840			
CIP	25	290,000	275,600	280,600	275,600	255,000	245,000	240,000	396,965	185,788	257,137
Fire	21	67,600	64,600	66,036	69,036	69,036	66,171	68,181	71,753	71,971	75,000
Advertising	20	20,275	21,275	21,275	21,275	21,275	21,275	20,360	20,360	20,360	17,500
Economic Development		-									
Celebration	24	6,500	6,500	6,500	6,500	6,500	7,000	7,000	7,000	7,000	7,000
Bonded Debt 2011A		219,965	216,877	217,565	217,565	197,565	203,538	-	-		
Bonded Debt 2015A	55	-	76,736	94,891	94,891	94,891	96,411	73,816	99,655		
Bonded Debt 2018A	58	-	-	-		-	22,858	78,600	81,585	79,695	81,165
GO Refunding 2019A	61							209,019	82,235	70,470	73,956
GO Debt 2021A	62									500,095	502,914
GO Refunding 2021B	63									81,806	79,081
2022A-Equipment	64										29,666
Emergency Mgmt		10,500	-	-	-	-	-				
Library	26	102,638	106,000	101,640	110,620	110,652	114,565	129,798	128,686	141,310	179,190
<b>Levy reduction options</b>											
<b>Total Levy</b>		<b>831,070</b>	<b>898,873</b>	<b>971,429</b>	<b>1,018,609</b>	<b>1,016,643</b>	<b>1,093,315</b>	<b>1,172,381</b>	<b>1,254,546</b>	<b>1,586,141</b>	<b>1,931,779</b>
<b>Levy Dollar increase</b>		<b>#REF!</b>	<b>67,803</b>	<b>72,556</b>	<b>47,180</b>	<b>45,214</b>	<b>76,672</b>	<b>79,066</b>	<b>82,165</b>	<b>331,595</b>	<b>345,638</b>
<b>Levy % increase</b>		<b>#REF!</b>	<b>8.16%</b>	<b>8.07%</b>	<b>4.86%</b>	<b>4.65%</b>	<b>7.54%</b>	<b>7.23%</b>	<b>7.01%</b>	<b>26.43%</b>	<b>21.79%</b>

## GENERAL FUND

		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
10-40001	GEN PROPERTY TAX	\$ (369,940.85)	\$ (451,296.00)	\$ (243,509.26)	\$ (629,170.00)
10-40010	MARKET VALUE CREDIT	\$ (184.10)	\$ -	\$ -	
10-41000	CIGARETTE LICENSES	\$ (350.00)	\$ (250.00)	\$ -	\$ (250.00)
10-41100	DOG\CAT LICENSES	\$ (805.00)	\$ (6,000.00)	\$ (1,560.00)	\$ (6,000.00)
10-41200	LIQUOR LICENSES	\$ (8,200.00)	\$ (8,000.00)	\$ (50.00)	\$ (8,000.00)
10-41300	OTHER PERMITS	\$ (3,470.00)	\$ -	\$ (1,300.00)	
10-43050	GRANTS	\$ (7,731.52)	\$ -	\$ -	
10-43051	CORONAVIRUS RELIEF AID	\$ -	\$ -	\$ -	
10-43100	LOCAL GNMT AID	\$ (1,068,092.00)	\$ (1,011,732.00)	\$ (505,866.00)	\$ (1,037,168.00)
10-43200	PERA REIMBURSEMENT	\$ -	\$ (2,412.00)	\$ -	\$ (2,412.00)
10-43350	OTHER AID	\$ -	\$ -	\$ -	
10-43550	HIGHWAY AID	\$ (4,297.94)	\$ (4,500.00)	\$ (4,371.67)	\$ (4,500.00)
10-45020	STREET DEPARTMENT FEES	\$ -	\$ -	\$ (2,388.72)	
10-45021	ZONING FEES	\$ (4,453.64)	\$ -	\$ (13,350.00)	
10-45022	BUILDING PERMITS	\$ (56,071.20)	\$ (30,500.00)	\$ (17,189.83)	\$ (30,500.00)
10-45200	GAIN/LOSS ON INVESTMENT	\$ (13,326.00)	\$ -	\$ -	
10-47001	INTEREST INCOME	\$ (3,975.83)	\$ (5,000.00)	\$ (1,969.84)	\$ (5,000.00)
10-47003	CITY SPECIAL ASSMNT	\$ (3,356.30)	\$ (500.00)	\$ (579.06)	\$ (500.00)
10-47004	TRANSFERS FROM OTHER FUNDS	\$ (120,000.00)	\$ (120,000.00)	\$ -	\$ (120,000.00)
10-47012	RHT TRANSPORT FEES	\$ -	\$ -	\$ -	
10-47102	OTHER LOCAL REVENUES - PW	\$ (1,316.64)	\$ -	\$ -	
10-47104	OTHER LOCAL REVENUES- GENERAL	\$ (17,811.89)	\$ -	\$ (7,422.60)	
10-47300	COMMUNITY CTR RENT	\$ (8,674.50)	\$ (4,000.00)	\$ (2,657.50)	\$ (4,000.00)
10-47301	COPIES/FAX-CITY HALL	\$ (346.00)	\$ (100.00)	\$ (39.50)	\$ (100.00)
10-47302	MAPS	\$ -	\$ -	\$ -	
10-47400	CABLE FRANCISE FEES	\$ (37,417.25)	\$ (45,000.00)	\$ (27,071.08)	\$ (45,000.00)
10-47401	GAS FRANCHISE FEES	\$ (17,920.74)	\$ (18,000.00)	\$ (13,557.12)	\$ (18,000.00)

Budgeted Revenues	Total 2022	\$ (1,707,290.00)	Total 2023	\$ (1,910,600.00)
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**GENERAL FUND**2021 Actual  
12/31/20212022 Budget  
1/1/20222022 Actual  
12/31/2022

2023 Recommended Budget

**Council**

10-100-50100	REGULAR SALARIES	\$	25,380.00	\$	26,700.00	\$	17,050.47	\$	26,700.00
10-100-50250	EMP CONT-FICA	\$	2,069.81	\$	2,050.00	\$	1,290.56	\$	2,050.00
10-100-51010	Payroll Processing Fees	\$	225.40	\$	-	\$	-		
10-100-51490	MISCELLANEOUS	\$	(631.11)	\$	-	\$	-		
10-100-52120	TRANSPORTATION & TRAINING	\$	-	\$	1,000.00	\$	468.39	\$	1,000.00
10-100-52160	ADVERTISING & PUBLISHING	\$	-	\$	-	\$	-		
10-100-52190	MEMBERSHIPS	\$	-	\$	200.00	\$	1,995.50	\$	200.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$</b>	<b>29,950.00</b>	<b>Total 2023</b>	<b>\$</b>	<b>29,950.00</b>
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**Elections**

10-120-50100	REGULAR SALARIES	\$	-	\$	5,500.00	\$	1,289.00		
10-120-51040	OFFICE SUPPLIES	\$	-	\$	1,000.00	\$	176.73		
10-120-51490	MISCELLANEOUS	\$	471.15	\$	700.00	\$	341.87		
10-120-52100	COMMUNICATIONS	\$	-	\$	-	\$	-		
10-120-52120	TRANSPORTATION & TRAINING	\$	-	\$	-	\$	-		

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$</b>	<b>7,200.00</b>	<b>Total 2023</b>	<b>\$</b>	<b>-</b>
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**Administration**

10-130-50100	REGULAR SALARIES	\$	111,072.28	\$	112,940.00	\$	73,199.24	\$	127,000.00
10-130-50200	HEALTH & LIFE INSURANCE	\$	16,532.94	\$	20,500.00	\$	15,124.18	\$	25,000.00
10-130-50225	EMPL CONT-PERA	\$	8,757.29	\$	8,510.00	\$	5,305.35	\$	9,050.00
10-130-50250	EMP CONT-FICA	\$	7,679.46	\$	8,825.00	\$	5,129.08	\$	9,200.00
10-130-50280	WORKERS COMPENSATION	\$	1,949.00	\$	2,500.00	\$	2,534.00	\$	2,500.00
10-130-51010	Payroll Processing Fees	\$	295.21	\$	-	\$	-		
10-130-51020	BANK FEES	\$	(1.00)	\$	-	\$	-		
10-130-51030	INVESTMENT FEES	\$	1,001.64	\$	1,000.00	\$	332.94	\$	1,000.00
10-130-51040	OFFICE SUPPLIES	\$	3,949.01	\$	5,000.00	\$	2,405.11	\$	5,000.00
10-130-51050	COMPUTER SUPPLIES	\$	743.44	\$	2,000.00	\$	1,177.07	\$	2,000.00
10-130-51070	GAS & OIL	\$	517.11	\$	1,000.00	\$	762.10	\$	1,000.00

**GENERAL FUND**

		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
10-130-51370	BOARD RECOGNITION	\$ 550.00	\$ 1,300.00	\$ 58.09	\$ 1,300.00
10-130-51620	PROPERTY TAXES/ANNEXATIONS	\$ 1,650.00	\$ 10,250.00	\$ 10,061.00	\$ 10,250.00
10-130-51625	TAX ABATEMENTS	\$ -	\$ 3,960.00	\$ 3,742.12	\$ 3,960.00
10-130-51900	TRANSFER TO OTHER FUNDS	\$ 25,200.00	\$ 15,200.00	\$ -	\$ 15,200.00
10-130-52020	PRF SERVICE-AUDITING	\$ 7,315.00	\$ 10,000.00	\$ 7,900.00	\$ 10,000.00
10-130-52030	PRF SERVICE-LEGAL	\$ 29,234.25	\$ 19,500.00	\$ 29,691.25	\$ 23,000.00
10-130-52050	BUILDING INSPECTOR	\$ 31,550.03	\$ 20,000.00	\$ 13,252.51	\$ 20,000.00
10-130-52060	ENGINEER SERVICES	\$ -	\$ 4,450.00	\$ -	\$ 4,450.00
10-130-52070	ASSESSOR SERVICES	\$ 18,953.00	\$ 18,500.00	\$ 19,122.00	\$ 19,500.00
10-130-52080	PLANNING SERVICES	\$ 3,852.27	\$ 3,000.00	\$ 1,597.55	\$ 3,000.00
10-130-52090	OTHER PRF SERVICES	\$ 8,836.94	\$ 4,300.00	\$ 5,749.85	\$ 7,000.00
10-130-52100	COMMUNICATIONS	\$ 5,556.93	\$ 4,000.00	\$ 4,695.44	\$ 6,000.00
10-130-52120	TRANSPORTATION & TRAINING	\$ 4,054.47	\$ 4,000.00	\$ 5,131.73	\$ 6,000.00
10-130-52170	INSURANCE	\$ 4,999.34	\$ 6,000.00	\$ 5,013.30	\$ 6,000.00
10-130-52190	MEMBERSHIPS	\$ 13,064.60	\$ 14,500.00	\$ 360.00	\$ 14,500.00
10-130-52230	VEHICLE REPAIR	\$ 35.00	\$ 1,000.00	\$ 4,028.63	\$ 1,000.00
10-130-52280	COPIER MAINTENANCE	\$ 6,107.91	\$ 5,000.00	\$ 3,017.75	\$ 5,000.00
10-130-52290	COMPUTER MAINTENANCE	\$ 13,478.00	\$ 10,000.00	\$ 9,034.12	\$ 10,000.00
10-130-53900	SALES & USE TAX	\$ 212.00	\$ 300.00	\$ 203.00	\$ 300.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 317,535.00</b>	<b>Total 2023</b>	<b>\$ 348,210.00</b>
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**City Hall**

10-150-50100	REGULAR SALARIES	\$ 4,093.58	\$ 9,170.00	\$ 4,776.53	\$ 9,500.00
10-150-50225	EMPL CONT-PERA	\$ 301.32	\$ 615.00	\$ 358.25	\$ 615.00
10-150-50250	EMP CONT-FICA	\$ 338.22	\$ 721.00	\$ 365.39	\$ 750.00
10-150-50280	WORKERS COMPENSATION	\$ 41.00	\$ 100.00	\$ 54.00	\$ 100.00
10-150-51010	Payroll Processing Fees	\$ 169.50	\$ -	\$ -	
10-150-51160	CLEANING SUPPLIES	\$ 1,579.60	\$ 1,500.00	\$ 1,010.35	\$ 1,500.00
10-150-52170	INSURANCE	\$ 3,194.75	\$ 4,500.00	\$ 6,075.30	\$ 5,500.00
10-150-52180	UTILITIES	\$ 11,467.29	\$ 17,250.00	\$ 11,474.48	\$ 17,250.00
10-150-52215	CITY PROMOTION	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00



**GENERAL FUND**

		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
10-150-52220	REPAIR & MAINTENANCE	\$ 12,637.29	\$ 10,000.00	\$ 4,990.26	\$ 10,000.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 44,856.00</b>	<b>Total 2023</b>	<b>\$ 46,215.00</b>
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**Emergency Management**

10-230-51070	GAS & OIL	\$ -	\$ -	\$ -	
10-230-51080	OXYGEN	\$ -	\$ -	\$ -	
10-230-51090	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	
10-230-51180	OTHER SUPPLIES	\$ -	\$ -	\$ -	
10-230-51900	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	
10-230-52080	PLANNING SERVICES	\$ -	\$ -	\$ -	
10-230-52090	OTHER PRF SERVICES	\$ 2,952.28	\$ 5,900.00	\$ 2,988.86	\$ 5,900.00
10-230-52120	TRANSPORTATION & TRAINING	\$ -	\$ -	\$ -	
10-230-52180	UTILITIES	\$ -	\$ -	\$ -	
10-230-52210	EQUIPMENT REPAIR	\$ -	\$ 3,000.00	\$ 2,091.40	\$ 3,000.00
10-230-52230	VEHICLE REPAIR	\$ -	\$ -	\$ -	
10-230-52260	RENTALS	\$ -	\$ -	\$ -	

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 8,900.00</b>	<b>Total 2023</b>	<b>\$ 8,900.00</b>
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**Senior Center**

10-440-52170	INSURANCE	\$ -	\$ -	\$ -	
10-440-52180	UTILITIES	\$ 9,075.41	\$ 7,500.00	\$ 7,847.51	\$ 9,000.00
10-440-52220	REPAIR & MAINTENANCE	\$ 1,920.02	\$ 1,500.00	\$ 2,283.60	\$ 1,500.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 9,000.00</b>	<b>Total 2023</b>	<b>\$ 10,500.00</b>
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## GENERAL FUND

2021 Actual  
12/31/20212022 Budget  
1/1/20222022 Actual  
12/31/2022

2023 Recommended Budget

Police Department

10-43150	POLICE AID	\$	(47,003.85)	\$	(62,000.00)	\$	-	\$	(45,000.00)
10-46000	COURT FINES & OTHER	\$	(8,354.94)	\$	(15,000.00)	\$	(6,347.31)	\$	(15,000.00)
10-47005	DONATIONS - POLICE	\$	(250.00)	\$	-	\$	(240.00)		
10-47006	SEIZED CAR REVENUE	\$	(500.00)	\$	-	\$	-		
10-47101	OTHER LOCAL REVENUES - POLICE	\$	(30.00)	\$	-	\$	(8,250.07)		
10-47303	POLICE REPORTS	\$	(345.00)	\$	(150.00)	\$	(275.00)	\$	(150.00)

Budgeted Revenues	Total 2022	\$	(77,150.00)	Total 2023	\$	(60,150.00)
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10-220-50100	REGULAR SALARIES	\$	420,447.76	\$	450,000.00	\$	288,795.51	\$	515,900.00
10-220-50101	OVERTIME SALARIES	\$	11,585.23	\$	5,000.00	\$	-	\$	5,000.00
10-220-50102	TEMPORARY SALARIES	\$	8,138.34	\$	5,000.00	\$	-	\$	5,000.00
10-220-50200	HEALTH & LIFE INSURANCE	\$	62,436.66	\$	87,955.00	\$	23,073.40	\$	102,000.00
10-220-50225	EMPL CONT-PERA	\$	78,107.59	\$	73,980.00	\$	51,125.66	\$	79,000.00
10-220-50250	EMP CONT-FICA	\$	6,376.20	\$	11,640.00	\$	4,002.15	\$	7,000.00
10-220-50280	WORKERS COMPENSATION	\$	15,566.00	\$	17,500.00	\$	20,246.00	\$	19,250.00
10-220-51010	Payroll Processing Fees	\$	250.81	\$	-	\$	-		
10-220-51040	OFFICE SUPPLIES	\$	1,573.81	\$	1,500.00	\$	654.27	\$	1,500.00
10-220-51070	GAS & OIL	\$	17,137.24	\$	12,000.00	\$	13,412.09	\$	14,000.00
10-220-51100	CLOTHING ALLOWANCE	\$	3,962.18	\$	4,500.00	\$	1,514.41	\$	4,800.00
10-220-51180	OTHER SUPPLIES	\$	1,840.59	\$	3,000.00	\$	737.88	\$	3,000.00
10-220-52030	PRF SERVICE-LEGAL	\$	8,000.00	\$	9,000.00	\$	4,000.00	\$	15,000.00
10-220-52090	OTHER PRF SERVICES	\$	7,446.04	\$	7,000.00	\$	6,584.98	\$	7,000.00
10-220-52100	COMMUNICATIONS	\$	6,337.69	\$	6,000.00	\$	3,404.65	\$	6,000.00
10-220-52110	RADIO MAINTENTANCE	\$	2,382.48	\$	2,500.00	\$	-	\$	2,500.00
10-220-52120	TRANSPORTATION & TRAINING	\$	9,621.87	\$	8,000.00	\$	5,714.58	\$	8,000.00
10-220-52170	INSURANCE	\$	18,599.45	\$	24,500.00	\$	21,204.30	\$	22,000.00
10-220-52190	MEMBERSHIPS	\$	762.48	\$	500.00	\$	568.00	\$	500.00
10-220-52220	REPAIR & MAINTENANCE	\$	826.00	\$	500.00	\$	359.16	\$	500.00
10-220-52230	VEHICLE REPAIR	\$	9,103.08	\$	4,000.00	\$	2,566.57	\$	4,000.00
10-220-52280	COPIER MAINTENANCE	\$	1,274.10	\$	1,300.00	\$	741.62	\$	1,300.00

**GENERAL FUND**

		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
10-220-52290	COMPUTER MAINTENANCE	\$ 3,335.29	\$ 3,000.00	\$ 1,612.50	\$ 3,000.00
10-220-52295	ANIMAL CONTROL	\$ 1,615.90	\$ 2,000.00	\$ 637.63	\$ 2,000.00
10-220-52300	AMMUNITION/EQUIPMENT	\$ 7,729.55	\$ 7,000.00	\$ 8,725.62	\$ 8,000.00
Budgeted Expenditures Total 2022			\$ 747,375.00	Total 2023	\$ 836,250.00

## GENERAL FUND

2021 Actual  
12/31/20212022 Budget  
1/1/20222022 Actual  
12/31/2022

2023 Recommended Budget

<u>Street Dept</u>						
10-300-50100	REGULAR SALARIES	\$	118,641.76	\$	102,815.00	\$ 70,477.26 \$ 125,000.00
10-300-50200	HEALTH & LIFE INSURANCE	\$	24,703.98	\$	18,000.00	\$ 18,045.53 \$ 29,000.00
10-300-50225	EMPL CONT-PERA	\$	9,206.61	\$	9,000.00	\$ 5,285.67 \$ 9,500.00
10-300-50250	EMP CONT-FICA	\$	9,097.62	\$	8,035.00	\$ 5,210.01 \$ 9,200.00
10-300-50280	WORKERS COMPENSATION	\$	10,431.00	\$	11,000.00	\$ 13,569.00 \$ 13,100.00
10-300-51010	Payroll Processing Fees	\$	210.32	\$	-	\$ -
10-300-51040	OFFICE SUPPLIES	\$	104.75	\$	250.00	\$ - \$ 250.00
10-300-51070	GAS & OIL	\$	18,845.59	\$	19,000.00	\$ 20,410.60 \$ 23,000.00
10-300-51100	CLOTHING ALLOWANCE	\$	3,082.65	\$	2,600.00	\$ 1,185.54 \$ 2,600.00
10-300-51180	OTHER SUPPLIES	\$	1,770.79	\$	2,500.00	\$ 157.83 \$ 2,500.00
10-300-51300	SALT	\$	14,002.99	\$	25,000.00	\$ 21,708.31 \$ 25,000.00
10-300-51310	SAND	\$	5,051.22	\$	12,000.00	\$ 7,339.17 \$ 12,000.00
10-300-51320	ROAD ROCK	\$	4,477.43	\$	4,000.00	\$ 2,313.68 \$ 4,000.00
10-300-51330	PATCHING	\$	3,410.50	\$	10,000.00	\$ 781.50 \$ 10,000.00
10-300-51340	SNOW REMOVAL	\$	450.00	\$	2,500.00	\$ - \$ 2,500.00
10-300-51360	STREET SIGNS	\$	2,023.38	\$	4,300.00	\$ 892.59 \$ 4,300.00
10-300-52030	PRF SERVICE-LEGAL	\$	-	\$	-	\$ -
10-300-52060	ENGINEER SERVICES	\$	-	\$	3,000.00	\$ 624.00 \$ 3,000.00
10-300-52100	COMMUNICATIONS	\$	1,153.81	\$	800.00	\$ 701.90 \$ 800.00
10-300-52110	RADIO MAINTENTANCE	\$	-	\$	500.00	\$ - \$ 500.00
10-300-52120	TRANSPORTATION & TRAINING	\$	1,962.50	\$	1,000.00	\$ - \$ 1,000.00
10-300-52170	INSURANCE	\$	3,118.12	\$	5,000.00	\$ 3,587.30 \$ 5,000.00
10-300-52180	UTILITIES	\$	1,553.42	\$	4,000.00	\$ 1,506.88 \$ 4,000.00
10-300-52190	MEMBERSHIPS	\$	-	\$	-	\$ 76.68
10-300-52220	REPAIR & MAINTENANCE	\$	13,831.65	\$	14,000.00	\$ 3,790.08 \$ 13,000.00
10-300-52230	VEHICLE REPAIR	\$	19,551.24	\$	18,000.00	\$ 18,837.77 \$ 15,000.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$</b>	<b>277,300.00</b>	<b>Total 2023</b>	<b>\$</b>	<b>314,250.00</b>
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Forestry

10-500-51140	TREES, BUSHES, FLOWERS	\$	10,926.68	\$	9,000.00	\$ 1,958.40 \$ 11,250.00
10-500-52170	INSURANCE	\$	-	\$	-	\$ -

**GENERAL FUND**

		2021 Actual	2022 Budget	2022 Actual	2023 Recommended Budget
		12/31/2021	1/1/2022	12/31/2022	
10-500-52220	REPAIR & MAINTENANCE	\$ 20,481.51	\$ 16,500.00	\$ 13,225.00	\$ 18,750.00
Budgeted Expenditures		Total 2022	\$ 25,500.00	Total 2023	\$ 30,000.00

## GENERAL FUND

2021 Actual  
12/31/20212022 Budget  
1/1/20222022 Actual  
12/31/2022

2023 Recommended Budget

Pool

10-45030	POOL-DAILY FEES	\$	(20,736.00)	\$	(17,000.00)	\$	(15,558.00)	\$	(17,000.00)
10-45031	POOL-MEMBERSHIPS	\$	(22,393.00)	\$	(20,000.00)	\$	(22,551.00)	\$	(22,000.00)
10-45032	POOL-TICKETS	\$	(8,770.00)	\$	(8,000.00)	\$	(8,462.00)	\$	(8,000.00)
10-45033	POOL-LESSONS	\$	(30,820.00)	\$	(22,000.00)	\$	(28,680.00)	\$	(28,000.00)
10-45034	POOL-SWIM TEAM	\$	(2,360.00)	\$	(2,400.00)	\$	(1,215.00)	\$	(2,400.00)
10-45035	POOL-CONCESSIONS	\$	(15,578.35)	\$	(10,000.00)	\$	(11,823.00)	\$	(10,000.00)
10-45036	POOL-RENTALS	\$	(4,400.00)	\$	(1,500.00)	\$	(3,350.00)	\$	(3,000.00)
10-45037	POOL-MISCELLANEOUS REVENUE	\$	(21,035.24)	\$	-	\$	(1,762.60)		
10-45038	POOL-ISD #858	\$	(3,000.00)	\$	(3,000.00)	\$	(3,000.00)	\$	(3,000.00)
10-47007	DONATIONS - POOL	\$	(500.00)	\$	-	\$	-		

Budgeted Revenues	Total 2022	\$	(83,900.00)	Total 2023	\$	(93,400.00)
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10-411-50100	REGULAR SALARIES	\$	-	\$	-	\$	-		
10-411-50105	POOL-MANAGER	\$	9,133.76	\$	7,000.00	\$	10,283.70	\$	9,500.00
10-411-50106	POOL-LIFEGUARD	\$	45,760.32	\$	34,000.00	\$	37,667.02	\$	45,000.00
10-411-50107	POOL-LESSONS	\$	21,361.50	\$	19,100.00	\$	22,265.25	\$	22,000.00
10-411-50108	POOL-LABORER	\$	14,165.72	\$	11,000.00	\$	9,556.69	\$	11,000.00
10-411-50109	POOL - SWIM TEAM	\$	2,422.46	\$	1,500.00	\$	3,286.28	\$	3,000.00
10-411-50250	EMP CONT-FICA	\$	7,102.86	\$	5,355.00	\$	6,354.17	\$	7,200.00
10-411-50280	WORKERS COMPENSATION	\$	3,715.00	\$	4,000.00	\$	4,833.00	\$	4,700.00
10-411-51010	Payroll Processing Fees	\$	146.66	\$	-	\$	-		
10-411-51040	OFFICE SUPPLIES	\$	42.16	\$	100.00	\$	233.39	\$	100.00
10-411-51060	CONCESSION SUPPLIES	\$	10,896.87	\$	10,000.00	\$	11,055.34	\$	11,000.00
10-411-51070	GAS & OIL	\$	-	\$	-	\$	-		
10-411-51120	POOL CHEMICALS	\$	4,582.99	\$	7,000.00	\$	4,491.58	\$	7,000.00
10-411-51160	CLEANING SUPPLIES	\$	5.91	\$	1,000.00	\$	4.75	\$	1,000.00
10-411-51180	OTHER SUPPLIES	\$	882.08	\$	2,200.00	\$	2,146.54	\$	2,200.00
10-411-52090	OTHER PRF SERVICES	\$	350.81	\$	500.00	\$	302.88	\$	500.00
10-411-52100	COMMUNICATIONS	\$	1,316.17	\$	500.00	\$	648.75	\$	500.00
10-411-52120	TRANSPORTATION & TRAINING	\$	2,377.70	\$	1,500.00	\$	1,958.64	\$	2,000.00

**GENERAL FUND**

		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
10-411-52170	INSURANCE	\$ 10,971.78	\$ 17,500.00	\$ 8,002.30	\$ 11,000.00
10-411-52180	UTILITIES	\$ 30,252.07	\$ 19,000.00	\$ 18,395.87	\$ 28,000.00
10-411-52220	REPAIR & MAINTENANCE	\$ 31,201.08	\$ 12,000.00	\$ 12,564.66	\$ 12,000.00
10-411-53900	SALES & USE TAX	\$ 4,115.00	\$ 3,500.00	\$ 3,288.00	\$ 3,500.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 156,755.00</b>	<b>Total 2023</b>	<b>\$ 181,200.00</b>
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**Rec**

10-45040	REC-YOUTH ENTRY FEE	\$ (21,597.50)	\$ (25,000.00)	\$ (12,793.00)	\$ (25,000.00)
10-45041	REC-ADULT ENTRY FEE	\$ (2,550.00)	\$ (3,000.00)	\$ (1,621.00)	\$ (2,500.00)
10-45042	REC-SPONSORSHIPS	\$ (6,820.00)	\$ (4,000.00)	\$ (6,325.00)	\$ (6,000.00)
10-45043	REC-MISCELLANEOUS REVENUE	\$ (1,983.00)	\$ -	\$ (140.00)	

<b>Budgeted Revenues</b>	<b>Total 2022</b>	<b>\$ (32,000.00)</b>	<b>Total 2023</b>	<b>\$ (33,500.00)</b>
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10-413-50100	REGULAR SALARIES	\$ 68,918.08	\$ 79,700.00	\$ 51,575.45	\$ 86,500.00
10-413-50102	TEMPORARY SALARIES	\$ 17,430.13	\$ 35,330.00	\$ 9,195.75	\$ 20,000.00
10-413-50200	HEALTH & LIFE INSURANCE	\$ 10,580.91	\$ 12,000.00	\$ 7,969.77	\$ 13,500.00
10-413-50225	EMPL CONT-PERA	\$ 4,228.92	\$ 6,077.00	\$ 3,868.18	\$ 6,000.00
10-413-50250	EMP CONT-FICA	\$ 5,300.89	\$ 6,230.00	\$ 4,649.15	\$ 6,000.00
10-413-51010	Payroll Processing Fees	\$ 96.49	\$ -	\$ -	
10-413-52100	COMMUNICATIONS	\$ 1,755.18	\$ 2,000.00	\$ 1,361.52	\$ 2,000.00
10-413-52120	TRANSPORTATION & TRAINING	\$ 829.78	\$ 1,000.00	\$ 402.66	\$ 1,000.00
10-413-52170	INSURANCE	\$ -	\$ -	\$ -	
10-413-52190	MEMBERSHIPS	\$ 692.78	\$ 700.00	\$ 524.25	\$ 700.00
10-413-52220	REPAIR & MAINTENANCE	\$ 570.00	\$ -	\$ 874.02	
10-413-52440	REC PROGRAMS	\$ 28,582.38	\$ 25,000.00	\$ 30,688.50	\$ 30,000.00
10-413-53900	SALES & USE TAX	\$ 187.00	\$ 1,625.00	\$ 119.00	\$ 1,625.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 169,662.00</b>	<b>Total 2023</b>	<b>\$ 167,325.00</b>
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## GENERAL FUND

2021 Actual  
12/31/20212022 Budget  
1/1/20222022 Actual  
12/31/2022

2023 Recommended Budget

Park

10-45044	PARK-RENTALS	\$	(2,245.00)	\$	(2,000.00)	\$	(1,990.00)	\$	(2,000.00)
10-45045	PARK-MISCELLANEOUS REVENUE	\$	-	\$	-	\$	-		
10-47100	DONATIONS-PARK & REC	\$	(2,603.36)	\$	-	\$	(2,260.00)		
10-47103	OTHER LOCAL REVENUES - PARKS	\$	-	\$	-	\$	(2,234.51)		

<b>Budgeted Revenues</b>	<b>Total 2022</b>	<b>\$</b>	<b>(2,000.00)</b>	<b>Total 2023</b>	<b>\$</b>	<b>(2,000.00)</b>
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10-430-50100	REGULAR SALARIES	\$	38,732.60	\$	32,545.00	\$	19,752.49	\$	36,000.00
10-430-50102	TEMPORARY SALARIES	\$	8,423.75	\$	10,712.00	\$	8,648.75	\$	10,000.00
10-430-50200	HEALTH & LIFE INSURANCE	\$	5,234.07	\$	6,000.00	\$	3,984.86	\$	6,750.00
10-430-50225	EMPL CONT-PERA	\$	3,844.84	\$	2,700.00	\$	1,481.53	\$	4,000.00
10-430-50250	EMP CONT-FICA	\$	4,894.58	\$	3,450.00	\$	2,163.42	\$	5,000.00
10-430-50280	WORKERS COMPENSATION	\$	5,516.00	\$	6,000.00	\$	7,176.00	\$	7,000.00
10-430-50300	BAD DEBT EXPENSE	\$	-	\$	-	\$	-		
10-430-51010	Payroll Processing Fees	\$	210.32	\$	-	\$	-		
10-430-51070	GAS & OIL	\$	2,061.82	\$	5,500.00	\$	1,644.61	\$	5,500.00
10-430-51130	RESTROOM SUPPLIES	\$	385.39	\$	400.00	\$	580.31	\$	400.00
10-430-51180	OTHER SUPPLIES	\$	8,319.32	\$	1,000.00	\$	14,648.34	\$	1,000.00
10-430-52060	ENGINEER SERVICES	\$	-	\$	3,000.00	\$	25,824.48	\$	3,000.00
10-430-52100	COMMUNICATIONS	\$	-	\$	-	\$	-		
10-430-52120	TRANSPORTATION & TRAINING	\$	1,805.00	\$	1,000.00	\$	-	\$	1,000.00
10-430-52170	INSURANCE	\$	6,912.09	\$	9,000.00	\$	4,671.30	\$	8,000.00
	MAINSTREET MAINTENANCE							\$	6,600.00
10-430-52220	REPAIR & MAINTENANCE	\$	13,995.04	\$	10,000.00	\$	12,286.15	\$	10,000.00
10-430-52230	VEHICLE REPAIR	\$	3,313.06	\$	500.00	\$	1,272.43	\$	500.00
10-430-52240	TRACTOR REPAIRS	\$	502.82	\$	2,600.00	\$	206.92	\$	2,600.00
10-430-52250	MOWER REPAIRS	\$	1,832.16	\$	1,500.00	\$	838.80	\$	1,500.00
10-430-52260	RENTALS	\$	6,795.00	\$	6,000.00	\$	3,610.00	\$	6,000.00
10-430-52270	LAWN MAINTENANCE	\$	11,498.08	\$	6,000.00	\$	2,660.70	\$	12,000.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$</b>	<b>107,907.00</b>	<b>Total 2023</b>	<b>\$</b>	<b>126,850.00</b>
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**ADVERTISING FUND**

		2021 Actual	2022 Budget	2022 Actual	2023 Recommended Budget
		12/31/2021	1/1/2022	12/31/2022	
20-40001	GEN PROPERTY TAX	\$ (20,662.88)	\$ (20,360.00)	\$ (11,006.72)	\$ (17,500.00)
20-40010	MARKET VALUE CREDIT	\$ -	\$ -	\$ -	
20-45200	GAIN/LOSS ON INVESTMENT	\$ -	\$ -	\$ -	
20-47001	INTEREST INCOME	\$ -	\$ -	\$ -	
20-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	
20-47005	DONATIONS ADVERTISING	\$ -	\$ (1,500.00)	\$ -	\$ (1,500.00)
20-47100	OTHER LOCAL REVENUES	\$ -	\$ -	\$ (500.00)	

<b>Budgeted Revenues</b>	<b>Total 2022</b>	<b>\$ (21,860.00)</b>	<b>Total 2023</b>	<b>\$ (19,000.00)</b>
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20-130-50102	TEMPORARY SALARIES	\$ -	\$ 360.00	\$ -	
20-130-51370	BOARD RECOGNITION	\$ -	\$ -	\$ -	
20-130-52020	PRF SERVICE-AUDITING	\$ -	\$ -	\$ -	
20-130-52160	ADVERTISING & PUBLISHING	\$ 8,606.87	\$ 12,500.00	\$ 7,023.71	\$ 10,000.00
20-130-52170	INSURANCE	\$ -	\$ -	\$ -	
20-130-52205	FIREWORKS	\$ 3,848.01	\$ 9,000.00	\$ 6,558.50	\$ 9,000.00
20-130-52215	CITY PROMOTION	\$ -	\$ -	\$ -	

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 21,860.00</b>	<b>Total 2023</b>	<b>\$ 19,000.00</b>
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VOLUNTEER FIRE DEPT FUND		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
21-40001	GEN PROPERTY TAX	\$ (72,663.80)	\$ (71,971.00)	\$ (38,921.74)	\$ (75,000.00)
21-40010	MARKET VALUE CREDIT	\$ -	\$ -	\$ -	
21-43050	GRANTS	\$ -	\$ -	\$ (2,500.00)	
21-43051	CORONAVIRUS RELIEF AID	\$ -	\$ -	\$ -	
21-43250	FIRE AID	\$ (38,362.57)	\$ (33,000.00)	\$ -	\$ (33,000.00)
21-45010	FIRE CONTRACTS	\$ (35,404.00)	\$ (32,114.00)	\$ (15,778.00)	\$ (45,000.00)
21-45011	FIRE FEES	\$ (3,235.00)	\$ (10,000.00)	\$ (3,325.00)	\$ (10,000.00)
21-45012	RESCUE SQUAD FEES	\$ 90.00	\$ (1,500.00)	\$ -	\$ (1,500.00)
21-45200	GAIN/LOSS ON INVESTMENT	\$ -	\$ -	\$ -	
21-47001	INTEREST INCOME	\$ (593.89)	\$ (1,500.00)	\$ (128.86)	\$ (1,500.00)
21-47002	TRUCK CONTRIBUTION-FIRE RELIEF	\$ -	\$ -	\$ -	\$ (20,000.00)
21-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	
21-47005	DONATIONS FIRE	\$ (80,275.00)	\$ (9,000.00)	\$ (3,251.50)	\$ (9,000.00)
21-47100	OTHER LOCAL REVENUES	\$ -	\$ (3,000.00)	\$ (480.00)	\$ (3,000.00)
21-47500	BOND/LEASE PROCEEDS	\$ -	\$ -	\$ -	
Budgeted Revenues		Total 2022	\$ (162,085.00)	Total 2023	\$ (198,000.00)

21-210-50100	REGULAR SALARIES	\$ 22,195.16	\$ 22,000.00	\$ -	\$ 23,000.00
21-210-50225	EMPL CONT-PERA	\$ -	\$ -	\$ -	
21-210-50250	EMP CONT-FICA	\$ 907.37	\$ 1,700.00	\$ -	\$ 1,700.00
21-210-50280	WORKERS COMPENSATION	\$ 11,340.00	\$ 11,500.00	\$ 14,750.00	\$ 14,500.00
21-210-50300	BAD DEBT EXPENSE	\$ -	\$ -	\$ -	
21-210-51010	Payroll Processing Fees	\$ 146.66	\$ -	\$ -	
21-210-51030	INVESTMENT FEES	\$ 158.14	\$ -	\$ 41.62	
21-210-51035	INTEREST EXPENSE	\$ 749.23	\$ 750.00	\$ 749.23	
21-210-51040	OFFICE SUPPLIES	\$ 23.70	\$ 500.00	\$ 358.58	\$ 500.00
21-210-51070	GAS & OIL	\$ 1,713.96	\$ 2,500.00	\$ 1,711.44	\$ 2,500.00
21-210-51110	AIR PAC CYLINDER	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
21-210-51150	PERSONAL EQUIPMENT	\$ 6,644.33	\$ 8,000.00	\$ 3,163.84	\$ 8,000.00
21-210-51180	OTHER SUPPLIES	\$ 2,539.42	\$ 1,000.00	\$ 7,609.98	\$ 1,000.00

VOLUNTEER FIRE DEPT FUND		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
21-210-51190	RESCUE SQUAD	\$ 499.90	\$ 2,000.00	\$ -	\$ 2,000.00
21-210-51510	FIREMANS RELIEF PAYMENT	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
21-210-51800	PRINCIPAL ON BONDS	\$ 7,835.00	\$ 7,835.00	\$ 7,835.00	
21-210-51900	TRANSFER TO OTHER FUNDS	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 50,000.00
21-210-52020	PRF SERVICE-AUDITING	\$ 490.00	\$ 500.00	\$ 625.00	\$ 500.00
21-210-52090	OTHER PRF SERVICES	\$ 3,029.69	\$ 2,500.00	\$ 342.72	\$ 2,500.00
21-210-52100	COMMUNICATIONS	\$ 3,914.49	\$ 2,500.00	\$ 2,532.44	\$ 3,000.00
21-210-52110	RADIO MAINTENTANCE	\$ 489.50	\$ 1,500.00	\$ 122.50	\$ 1,500.00
21-210-52120	TRANSPORTATION & TRAINING	\$ 3,420.00	\$ 9,300.00	\$ 5,535.00	\$ 9,300.00
21-210-52140	PUBLIC EDUCATION	\$ 330.14	\$ 1,500.00	\$ -	\$ 1,500.00
21-210-52160	ADVERTISING & PUBLISHING	\$ 373.38	\$ 200.00	\$ -	\$ 200.00
21-210-52170	INSURANCE	\$ 3,895.84	\$ 5,500.00	\$ 5,589.30	\$ 5,500.00
21-210-52180	UTILITIES	\$ 6,375.13	\$ 6,000.00	\$ 5,374.40	\$ 7,000.00
21-210-52190	MEMBERSHIPS	\$ 725.00	\$ 1,000.00	\$ 129.00	\$ 1,000.00
21-210-52200	BUILDING REPAIR & MAINT	\$ 835.42	\$ 5,000.00	\$ 748.72	\$ 5,000.00
21-210-52210	EQUIPMENT REPAIR	\$ 5,906.62	\$ 1,000.00	\$ 1,936.62	\$ 1,000.00
21-210-52230	VEHICLE REPAIR	\$ 8,405.89	\$ 6,000.00	\$ 3,449.94	\$ 6,000.00
21-210-52600	FIRE AID	\$ 38,362.57	\$ 33,000.00	\$ -	\$ 33,000.00
21-210-53250	VEHICLES	\$ 2,466.97	\$ -	\$ -	
21-210-53370	TOOLS & EQUIPMENT	\$ 3,605.96	\$ 4,800.00	\$ 436.17	\$ 4,800.00
Budgeted Expenditures		Total 2022	\$ 162,085.00	Total 2023	\$ 194,000.00

CELEBRATION		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
24-40001	GEN PROPERTY TAX	\$ (7,090.08)	\$ (7,000.00)	\$ (3,794.63)	\$ (7,000.00)
24-40010	MARKET VALUE CREDIT	\$ -	\$ -	\$ -	
24-45047	CONCESSION REVENUES	\$ (300.00)	\$ (800.00)	\$ (300.00)	\$ (800.00)
24-47001	INTEREST INCOME	\$ -	\$ -	\$ -	
24-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	
24-47005	DONATIONS CELEBRATION	\$ (5,875.00)	\$ (3,400.00)	\$ (5,000.00)	\$ (3,400.00)
24-47100	OTHER LOCAL REVENUES	\$ (124.00)	\$ (1,500.00)	\$ -	\$ (1,500.00)
24-47304	DANCES	\$ (5,285.00)	\$ (2,000.00)	\$ -	\$ (2,000.00)
24-47305	SPORTING EVENTS	\$ (396.00)	\$ (1,000.00)	\$ (220.00)	\$ (1,000.00)
24-47306	PAGENTS	\$ (390.00)	\$ (3,000.00)	\$ (660.00)	\$ (3,000.00)
24-47307	BUTTON SALES	\$ (1,020.00)	\$ (1,000.00)	\$ (111.00)	\$ (1,000.00)
24-47308	T-SHIRT SALES	\$ -	\$ -	\$ -	
24-47309	CRAFT SHOW	\$ (800.00)	\$ (1,000.00)	\$ -	\$ (1,000.00)
24-47310	BEER SALES	\$ -	\$ -	\$ -	
24-47311	PARADE ENTRIES	\$ (1,100.00)	\$ -	\$ (1,250.01)	

Budgeted Revenues	Total 2022	\$ (20,700.00)	Total 2023	\$ (20,700.00)
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24-130-51180	OTHER SUPPLIES	\$ 35.00	\$ -	\$ 1,224.00	
24-130-51350	GARBAGE REMOVAL	\$ -	\$ 300.00	\$ -	\$ 300.00
24-130-51515	GLADIOLUS DAYS CELEBRATION	\$ 2,117.48	\$ 1,000.00	\$ 390.00	\$ 1,000.00
24-130-52020	PRF SERVICE-AUDITING	\$ -	\$ -	\$ -	
24-130-52100	COMMUNICATIONS	\$ -	\$ -	\$ -	
24-130-52160	ADVERTISING & PUBLISHING	\$ 4,052.96	\$ 3,800.00	\$ 1,699.95	\$ 3,800.00
24-130-52180	UTILITIES	\$ -	\$ -	\$ -	
24-130-52220	REPAIR & MAINTENANCE	\$ 683.80	\$ 500.00	\$ -	\$ 500.00
24-130-52260	RENTALS	\$ 2,500.00	\$ 4,000.00	\$ -	\$ 4,000.00
24-130-52400	DANCES/MUSIC	\$ 4,467.00	\$ 4,000.00	\$ -	\$ 4,000.00
24-130-52410	T-SHIRTS\BUTTONS	\$ 1,130.00	\$ 1,400.00	\$ 578.75	\$ 1,400.00
24-130-52420	SPORTING EVENTS	\$ 480.00	\$ 1,000.00	\$ -	\$ 1,000.00
24-130-52430	PAGENTS	\$ 1,005.81	\$ 4,000.00	\$ 1,994.90	\$ 4,000.00
24-130-53900	SALES & USE TAX	\$ 597.00	\$ 500.00	\$ 65.00	\$ 500.00

Budgeted Expenditures	Total 2022	\$ 20,500.00	Total 2023	\$ 20,500.00
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**CAPITAL IMPROVEMENT FUND**

		2021 Actual	2022 Budget	2022 Actual	2023 Recommended Budget
		12/31/2021	1/1/2022	12/31/2022	
25-40001	GEN PROPERTY TAX	\$ (398,912.49)	\$ (163,788.00)	\$ (90,625.85)	\$ (257,137.00)
25-40010	MARKET VALUE CREDIT	\$ (184.10)	\$ -	\$ -	
25-43050	GRANTS	\$ -	\$ -	\$ -	
25-43350	OTHER AID	\$ -	\$ -	\$ -	
25-45200	GAIN/LOSS ON INVESTMENT	\$ 10,993.00	\$ -	\$ -	
25-47001	INTEREST INCOME	\$ (2,002.89)	\$ (2,000.00)	\$ (888.41)	\$ (2,000.00)
25-47002	COUNTY SP. ASSMNT	\$ -	\$ (449.00)	\$ -	
25-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	
25-47100	OTHER LOCAL REVENUES	\$ (474.18)	\$ -	\$ -	
25-47120	POOL DONATIONS CIP	\$ -	\$ -	\$ -	
25-47500	BOND/LEASE PROCEEDS	\$ -	\$ -	\$ -	

<b>Budgeted Revenues</b>	<b>Total 2022</b>	<b>\$ (166,237.00)</b>	<b>Total 2023</b>	<b>\$ (259,137.00)</b>
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25-130-51030	INVESTMENT FEES	\$ 491.92	\$ -	\$ 138.73	
25-130-51035	INTEREST EXPENSE	\$ -	\$ -	\$ -	
25-130-51800	PRINCIPAL ON BONDS	\$ -	\$ -	\$ -	
25-130-51900	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	
25-130-52020	PRF SERVICE-AUDITING	\$ 2,250.00	\$ 2,100.00	\$ 2,350.00	\$ 2,500.00
25-130-52090	OTHER PRF SERVICES	\$ -	\$ -	\$ -	
25-130-53000	LAND	\$ 1,498.72	\$ -	\$ -	
25-130-53500	FINANCIAL ADMINISTRATION	\$ -	\$ -	\$ -	\$ 20,000.00
25-130-53510	FIRE	\$ -	\$ -	\$ -	
25-130-53520	POLICE	\$ 23,459.74	\$ 48,000.00	\$ 139,671.88	\$ 48,000.00
25-130-53530	STREET	\$ 96,651.82	\$ 56,137.00	\$ 46,136.74	\$ 113,637.00
25-130-53540	LIBRARY	\$ -	\$ -	\$ -	
25-130-53550	POOL	\$ -	\$ -	\$ -	\$ 15,000.00
25-130-53560	PUBLIC FACILITIES	\$ 675.00	\$ -	\$ -	
25-130-53570	PARK	\$ 57,964.10	\$ 50,000.00	\$ 2,970.00	\$ 50,000.00
25-130-53575	SIDEWALKS	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 166,237.00</b>	<b>Total 2023</b>	<b>\$ 259,137.00</b>
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**LIBRARY FUND**

		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
26-40001	GEN PROPERTY TAX	\$ (130,307.47)	\$ (139,660.00)	\$ (75,436.26)	\$ (179,190.00)
26-40010	MARKET VALUE CREDIT	\$ -	\$ -	\$ -	
26-43050	GRANTS	\$ (1,000.00)	\$ -	\$ -	
26-43051	CORONAVIRUS RELIEF AID	\$ -	\$ -	\$ -	
26-43400	LIBRARY AID - WINONA	\$ (19,454.80)	\$ (19,455.00)	\$ (9,727.40)	\$ (19,455.00)
26-43450	LIBRARY AID - OLMSTED	\$ (15,706.00)	\$ (15,425.00)	\$ (15,425.00)	\$ (15,425.00)
26-43500	LIBRARY AID - OTHER	\$ -	\$ -	\$ -	
26-47001	INTEREST INCOME	\$ -	\$ -	\$ -	
26-47004	TRANSFERS FROM OTHER FUNDS	\$ (25,200.00)	\$ (15,200.00)	\$ -	\$ (15,200.00)
26-47005	DONATIONS LIBRARY	\$ (1,201.21)	\$ -	\$ (1,010.76)	
26-47011	FUND RAISING	\$ -	\$ (3,500.00)	\$ -	
26-47100	OTHER LOCAL REVENUES	\$ (376.87)	\$ (700.00)	\$ (49.95)	\$ (700.00)
26-47200	BOOK SALES	\$ (743.36)	\$ -	\$ (28.00)	
26-47201	BOOK FEES\FINES	\$ (693.25)	\$ (2,000.00)	\$ (68.93)	\$ (750.00)
26-47301	COPIES/FAX-LIBRARY	\$ (1,717.35)	\$ (1,000.00)	\$ (1,093.11)	\$ (1,000.00)

<b>ted Revenues</b>	<b>Total 2022</b>	<b>\$ (196,400.31)</b>	<b>\$ (196,940.00)</b>	<b>Total 2023</b>	<b>\$ (231,720.00)</b>
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26-130-50100	REGULAR SALARIES	\$ 100,422.40	\$ 82,000.00	\$ 47,043.89	\$ 96,500.00
26-130-50102	TEMPORARY SALARIES	\$ 10,741.98	\$ 16,500.00	\$ 10,979.93	\$ 17,750.00
26-130-50200	HEALTH & LIFE INSURANCE	\$ 22,237.43	\$ 22,500.00	\$ 17,766.62	\$ 37,750.00
26-130-50225	EMPL CONT-PERA	\$ 7,112.23	\$ 6,800.00	\$ 3,947.39	\$ 7,500.00
26-130-50250	EMP CONT-FICA	\$ 7,706.08	\$ 7,250.00	\$ 4,282.42	\$ 7,900.00
26-130-50280	WORKERS COMPENSATION	\$ 561.00	\$ 600.00	\$ 731.00	\$ 630.00
26-130-51010	Payroll Processing Fees	\$ 242.15	\$ -	\$ -	
26-130-51040	OFFICE SUPPLIES	\$ 1,895.39	\$ 2,000.00	\$ 1,143.58	\$ 2,000.00
26-130-51160	CLEANING SUPPLIES	\$ 136.81	\$ 200.00	\$ 99.83	\$ 200.00
26-130-51180	OTHER SUPPLIES	\$ 370.82	\$ 340.00	\$ 163.58	\$ 340.00
26-130-52020	PRF SERVICE-AUDITING	\$ 490.00	\$ 1,800.00	\$ 625.00	\$ 1,000.00
26-130-52090	OTHER PRF SERVICES	\$ 11,689.41	\$ 10,000.00	\$ 7,602.17	\$ 10,800.00
26-130-52100	COMMUNICATIONS	\$ 1,066.43	\$ 2,000.00	\$ 800.58	\$ 2,000.00

**LIBRARY FUND**

		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
26-130-52120	TRANSPORTATION & TRAINING	\$ -	\$ 750.00	\$ -	\$ 750.00
26-130-52130	READING PROGRAM	\$ 925.40	\$ 1,000.00	\$ 701.38	\$ 1,000.00
26-130-52150	FUND RAISING COST	\$ -	\$ -	\$ -	
26-130-52170	INSURANCE	\$ 3,273.47	\$ 4,200.00	\$ 5,512.30	\$ 5,100.00
26-130-52180	UTILITIES	\$ 10,830.24	\$ 11,000.00	\$ 8,925.25	\$ 11,000.00
26-130-52200	BUILDING REPAIR & MAINT	\$ 1,450.33	\$ 1,500.00	\$ 3,852.50	\$ 3,000.00
26-130-52220	REPAIR & MAINTENANCE	\$ 1,142.52	\$ 1,500.00	\$ 852.49	\$ 1,500.00
26-130-52280	COPIER MAINTENANCE	\$ 1,394.02	\$ 1,500.00	\$ 1,202.44	\$ 1,500.00
26-130-52290	COMPUTER MAINTENANCE	\$ 5,316.41	\$ 7,500.00	\$ 5,003.36	\$ 7,500.00
26-130-53050	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	
26-130-53060	FURNITURE & FIXTURES	\$ 1,397.63	\$ -	\$ -	
26-130-53400	BOOKS/CIRCULATION	\$ 10,705.89	\$ 11,000.00	\$ 6,976.62	\$ 11,000.00
26-130-53410	BOOKS/REFERENCE	\$ -	\$ -	\$ -	
26-130-53420	PERIODICALS	\$ 1,704.21	\$ 2,000.00	\$ 1,772.90	\$ 2,000.00
26-130-53430	AUDIO VISUAL	\$ 2,200.55	\$ 3,000.00	\$ 1,488.45	\$ 3,000.00
26-130-53900	SALES & USE TAX	\$ 184.89	\$ -	\$ 95.00	
<b>Expenditures</b>		<b>Total 2022</b>	<b>\$ 205,197.69</b>	<b>Total 2023</b>	<b>\$ 231,720.00</b>

**TIF 7 - NRB METALS**

		2021 Actual 12/31/2021	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
41-40020	TIF PROCEEDS	\$ (27,777.04)	\$ (25,000.00)	\$ (23,212.30)	\$ (25,000.00)
41-47001	INTEREST INCOME	\$ -	\$ -	\$ -	

<b>Budgeted Revenues</b>	<b>Total 2022</b>	<b>\$ (25,000.00)</b>	<b>Total 2023</b>	<b>\$ (25,000.00)</b>
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41-342-51015	ADMINISTRATION FEES	\$ -	\$ -	\$ -	
41-342-51035	INTEREST EXPENSE	\$ -	\$ -	\$ -	
41-342-51705	TIF CONTRACT REIMBURSEMENT	\$ 6,374.82	\$ 13,000.00	\$ 6,374.82	\$ 13,000.00
41-342-51900	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	
41-342-52020	PRF SERVICE-AUDITING	\$ -	\$ -	\$ 91.00	
41-342-52030	PRF SERVICE-LEGAL	\$ -	\$ -	\$ -	

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 13,000.00</b>	<b>Total 2023</b>	<b>\$ 13,000.00</b>
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TIF 6 - MFC		2021 Actual 12/31/2022	2022 Budget 1/1/2022	2022 Actual 12/31/2022	2023 Recommended Budget
47-40020	TIF PROCEEDS	\$ (9,555.67)	\$ (20,000.00)	\$ (9,555.67)	\$ (20,000.00)
47-47001	INTEREST INCOME	\$ -	\$ -	\$ -	
Budgeted Revenues		Total 2022	\$ (20,000.00)	Total 2023	\$ (20,000.00)
47-342-51705	TIF CONTRACT REIMBURSEMENT	\$ 6,088.19	\$ 16,000.00	\$ 6,088.19	\$ 16,000.00
47-342-51900	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	
47-342-52020	PRF SERVICE-AUDITING	\$ 93.00	\$ 400.00	\$ 93.00	\$ 400.00
47-342-52090	OTHER PRF SERVICES	\$ -	\$ -	\$ -	
Budgeted Expenditures		Total 2022	\$ 16,400.00	Total 2023	\$ 16,400.00

**2018A STREET BOND FUND****2022 Actual  
12/31/2021****2022 Budget  
1/1/2022****2022 Actual  
12/31/2022****2023 Recommended Budget**

58-40001	GEN PROPERTY TAX	\$ (81,876.65)	\$ (79,695.00)	\$ (360.22)	\$ (81,165.00)
58-47001	INTEREST INCOME	\$ -	\$ -	\$ -	
58-47500	BOND/LEASE PROCEEDS	\$ -	\$ -	\$ -	

<b>Budgeted Revenues</b>	<b>Total 2022</b>	<b>\$ (79,695.00)</b>	<b>Total 2023</b>	<b>\$ (81,165.00)</b>
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58-503-51035	INTEREST EXPENSE	\$ 16,800.00	\$ 15,000.00	\$ 7,950.00	\$ 13,200.00
58-503-51036	PAYING AGENT FEES	\$ 495.00	\$ 500.00	\$ -	\$ 500.00
58-503-51800	PRINCIPAL ON BONDS	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
58-503-52090	OTHER PRF SERVICES	\$ -	\$ -	\$ -	

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 75,500.00</b>	<b>Total 2023</b>	<b>\$ 73,700.00</b>
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**2019A GO Refunding Bond**

		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Recommended Budget</b>
		<b>12/31/2021</b>	<b>1/1/2022</b>	<b>12/31/2022</b>	
61-40001	GEN PROPERTY TAX	\$ (84,164.78)	\$ (70,470.00)	\$ (364.74)	\$ (73,956.00)
61-40010	MARKET VALUE CREDIT	\$ -	\$ -	\$ -	
61-47001	INTEREST INCOME	\$ -	\$ -	\$ -	
61-47004	TRANSFERS FROM OTHER FUNDS	\$ (91,048.00)	\$ (40,000.00)	\$ -	\$ (40,000.00)
61-47500	BOND/LEASE PROCEEDS	\$ -	\$ -	\$ -	

<b>Budgeted Revenues</b>	<b>Total 2021</b>	<b>\$ (110,470.00)</b>	<b>Total 2022</b>	<b>\$ (113,956.00)</b>
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61-503-51035	INTEREST EXPENSE	\$ 31,390.00	\$ 26,050.00	\$ 13,445.00	\$ 24,370.00
61-503-51036	PAYING AGENT FEES	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00
61-503-51800	PRINCIPAL ON BONDS	\$ 199,610.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
61-503-51900	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	
61-503-52020	PRF SERVICE-AUDITING	\$ -	\$ -	\$ -	
61-503-52090	OTHER PRF SERVICES	\$ -	\$ -	\$ -	

<b>Budgeted Expenditures</b>	<b>Total 2021</b>	<b>\$ 106,545.00</b>	<b>Total 2022</b>	<b>\$ 104,865.00</b>
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**G.O. BONDS 2021A**

		2021 Actual	2022 Budget	2022 Actual	2023 Recommended Budget
		12/31/2021	1/1/2022	12/31/2022	
62-40001	GEN PROPERTY TAX	\$ -	\$ (500,095.00)	\$ -	\$ (502,914.00)
62-47001	INTEREST INCOME	\$ -	\$ -	\$ -	
62-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ (50,952.00)	\$ -	\$ (50,532.00)
62-47500	BOND/LEASE PROCEEDS	\$ (55,768.52)	\$ -	\$ -	

<b>Budgeted Revenues</b>	<b>Total 2022</b>	<b>\$ (551,047.00)</b>	<b>Total 2023</b>	<b>\$ (553,446.00)</b>
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62-503-51035	INTEREST EXPENSE	\$ -	\$ 105,100.00	\$ 59,377.82	\$ 89,267.00
62-503-51036	PAYING AGENT FEES	\$ -	\$ 500.00	\$ -	\$ 500.00
62-503-51800	PRINCIPAL ON BONDS	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 435,000.00
62-503-52090	OTHER PRF SERVICES	\$ -	\$ -	\$ -	

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 135,600.00</b>	<b>Total 2023</b>	<b>\$ 524,767.00</b>
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**2021B G.O. REFND BOND**

		2021 Actual	2022 Budget	2022 Actual	2022 Recommended Budget
		12/31/2021	1/1/2022	12/31/2022	
63-40001	GEN PROPERTY TAX	\$ -	\$ (81,806.00)	\$ -	\$ (79,081.00)
63-47001	INTEREST INCOME	\$ -	\$ -	\$ -	
63-47004	TRANSFERS FROM OTHER FUNDS	\$ (525.00)	\$ (45,000.00)	\$ -	\$ (45,000.00)
63-47500	BOND/LEASE PROCEEDS	\$ -	\$ -	\$ -	

<b>Budgeted Revenues</b>	<b>Total 2022</b>	<b>\$ (126,806.00)</b>	<b>Total 2023</b>	<b>\$ (124,081.00)</b>
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63-503-51035	INTEREST EXPENSE	\$ -	\$ 24,986.00	\$ -	\$ 32,868.00
63-503-51036	PAYING AGENT FEES	\$ -	\$ -	\$ -	\$ 495.00
63-503-51800	PRINCIPAL ON BONDS	\$ -	\$ -	\$ -	\$ 79,000.00
63-503-52020	PRF SERVICE-AUDITING	\$ -	\$ -	\$ -	

<b>Budgeted Expenditures</b>	<b>Total 2022</b>	<b>\$ 24,986.00</b>	<b>Total 2023</b>	<b>\$ 112,363.00</b>
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**2022A G.O. EQUIPMENT-FIRE****2021 Actual  
12/31/2021****2022 Budget  
1/1/2022****2022 Actual  
12/31/2022****2023 Recommended Budget**

64-40001	GEN PROPERTY TAX	\$ -	\$ -	\$ -	\$ (29,666.00)
64-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	\$ (60,000.00)
64-47500	BOND/LEASE PROCEEDS	\$ -	\$ -	\$ (719,160.00)	

<b>Budgeted Revenues</b>	<b>Total 2021</b>	<b>\$ -</b>	<b>Total 2022</b>	<b>\$ (89,666.00)</b>
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64-503-51035	INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ 29,929.00
64-503-51036	PAYING AGENT FEES	\$ -	\$ -	\$ -	\$ 495.00
64-503-51800	PRINCIPAL ON BONDS	\$ -	\$ -	\$ -	\$ 65,000.00
64-503-52020	PRF SERVICE-AUDITING	\$ -	\$ -	\$ -	
64-503-53250	VEHICLES	\$ -	\$ -	\$ 718,838.00	

<b>Budgeted Expenditures</b>	<b>Total 2021</b>	<b>\$ -</b>	<b>Total 2022</b>	<b>\$ 95,424.00</b>
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**CITY OF ST. CHARLES**

**ORDINANCE #640**

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA  
AMENDING ST. CHARLES ZONING DISTRICT TO REFLECT AN AMENDMENT OF  
THE ZONING MAP AND THE SERVICE COMMERCIAL DISTRICT**

**THE CITY OF ST. CHARLES DOES ORDAIN:**

Section 1. That the following described real property located within the city limits of the City of St. Charles, County of Winona, State of Minnesota, be rezoned from C-2 Service Commercial to R-1 (Single Family Residential District): Owners, Southeast Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA). See Attached Exhibit A, Winona County, Minnesota.

Section 2. That the zoning map be changed accordingly.

Section 3: This Ordinance shall take effect thirty days after its publication.

Adopted this 23<sup>rd</sup> day of August 2022 by the City Council of the City of St. Charles, Minnesota.

\_\_\_\_\_  
**John Schaber, Mayor**

Attest:

\_\_\_\_\_  
**Nick Koverman, City Administrator**

*First Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

*Second Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain \_\_\_\_\_

*Published:*

Date: \_\_\_\_\_



Zoning Map

St. Charles, MN



Parcel

Rezoned Parcel

CITY ZONING

C-2 Service Commercial

R-1 One & Two Family Residential

N



Feet

0 50 100 200 300 400 500





08/03/22

Mr. Nick Koverman  
St Charles Ambulance  
201 W 3<sup>rd</sup> St  
St Charles, MN. 55972

### PRICE QUOTATION

#### 2022 HORTON EMERGENCY VEHICLES

Type III Ambulance – **Remount 2011 Body**

#### CHASSIS

##### **2022 Ford E 450 RV Cutaway Chassis**

158" Wheelbase

Mileage – New – Delivery Miles Only

**7.3 Liter V8 Gasoline Engine**

6 Speed Automatic Overdrive Transmission

Cab Interior Color - Gray

Radial Tires

Intermittent Wipers

Tilt Steering Wheel

AM-FM Digital Stereo Radio with Bluetooth

High Back Cloth Captains Chairs

Cruise Control

Electric Locks

Electric Windows

Anti-Lock Brakes

Handling Package

Heavy Duty Alternator

Cab Air Bags

#### MODULAR BODY

Builder = Horton Emergency Vehicles 2011

Model = Type III, - 553 Horton Remount

**CHASSIS UNIT PRICE = \$ 39,707.00**

**HORTON TYPE III AMBULANCE BODY = \$ 15,000.00**

**Base Remount Conversion of Type III Body****\$ 52,999.00**

(Includes wiring harnesses for new chassis, chassis tie downs, seals, gaskets, chassis frame prep, original heat/ac unit, transfer of compatible lights, new siren speakers, new stainless steel wheel simulators, complete new interior upholstery, all new exterior door handles, original switch panels, re-install chassis cab console, original interior flooring)

**ADDITIONAL OPTIONAL ITEMS INCLUDED ON THIS UNIT**

<b>Customer Graphics Stripe/Chevrons</b>	<b>\$ 5,800.00</b>
Complete Body Repaint (base color white)	\$ 14,850.00
Remove Curbside Window – Weld in Structure for HOPS System – Refinish	\$ 453.00
Dri Dek Installed in All Exterior Compartments and Shelves	\$ 325.00
Install New Rear Mud Flaps	\$ 136.00
Replace Rear Bumper Step on Rear of Vehicle	\$ 1,189.00
Replace Rear Module Diamond Plate Corner Guards (4)	\$ 193.00
Replace the Diamond Plate Rear Riser Skirt	\$ 157.00
Replace Front Stone Guards	\$ 158.00
Replace Stainless Steel Rub Rails (4)	\$ 815.00
Replace Rear Fenders, Polished Aluminum	\$ 437.00
Aluminum Diamond Plate Star Punched Running Boards	\$ 554.00
Replace Fuel Fill Polished Bezel	\$ 99.00
Replace Grabber Rear Door Hold Opens	\$ 76.00
Upgrade Ext. Door Handles to new Tri-Mark Free Floating with chrome finish	STD
Replace Gas Piston Door Checks on all Exterior Doors	\$ 333.00
Install Emergency Latch Release System on all Entrance Doors	\$ 463.00
Replace License Plate Mount and light	\$ 92.00
Replace Front & Rear ICC Lights with LED's	\$ 289.00
Replace Exterior Compartment Lights with LED's (8)	\$ 396.00
Replace Side Marker Lights with Whelen 700 Series LED's	\$ 241.00
Replace Tail Light Cluster with Whelen 600 Series LED Brake, Tail, Turn, B/U	\$ 891.00
Replace All Whelen 900 Series Load/Scene Lights with LED Scene Lights (6)	\$ 2,550.00
Replace All Ext. Compt. Lights with LED Compt. Lights	\$ 432.00
Change Interior Dome Lights to LED (6)	\$ 409.00
Install LED Upgrade Kits in existing Fluorescents (3)	\$ 321.00
Replace Stepwell Light with LED	\$ 67.00
Replace Rear Heat / AC System – Pro-Air	\$ 1,143.00
Replace Side Halogen Flashers with Whelen 900 Series LED Lights (4)	\$ 1,462.00
Replace Front Wall Flashers with Whelen 900 Series Split LED's R/B (4)	\$ 1,512.00
Replace Front Wall Flashers with Whelen 900 Series LED Lights (2)	\$ 731.00
Replace Front Wall Center White Halogen with Whelen 900 Series LED Light 1	\$ 365.00
Replace Rear Wall Halogen Flashers with Whelen 900 Series LED Lights (2)	\$ 731.00
Replace Rear Wall Window Level Flashers with 900 Series Split LED's R/B (2)	\$ 756.00
Replace Rear Wall Center KKK Flasher with 600 Series LED – Amber	\$ 96.00
Replace Grill Lights with Whelen TIR3 LED's (2)	\$ 191.00
Replace Front Intersection Lights with Whelen 700 Series Split LED Lights (2)	\$ 428.00
Replace Rear Intersection Lights with Whelen 700 Series Split LED Lights (2)	\$ 428.00
Install Electric Locks to All Exterior Module Doors (7 Doors Total)	\$ 909.00
Install Hidden Switch in Grill Area to Unlock Module Doors	\$ 113.00
Wire Module Compt. Electric Door Locks to the chassis door lock switches	\$ 84.00



Replace Exhaust Fans in Patient Compartment	\$ 68.00
Install In Power Battery Timer Switch	\$ 440.00
Install Voyager 2 Camera System with Monitor	\$ 1,243.00
Install Front Console Extension with Drink Holders & Note Book Slots	\$ 450.00
Replace Back Up Alarm	\$ 54.00
Pre-Wire for Fog Lights	\$ 87.00
Re-Install Power Inverter	STD
Install New Kusssmaul 20 Amp Auto Eject Shoreline	\$ 516.00
Install Shoreline Indicator Light	\$ 90.00
ADD (1) 125 Volt Outlet	\$ 103.00
Replace Gas Strut Hold Opens on all Interior Cabinets	\$ 45.00
Replace Solid Surface Counter Tops	\$ 1,002.00
ADD Slide Out Drawer in Main Wall Cabinet below Telemetry Counter	\$ 201.00
Apply Stainless to Back Wall of Action Area & CPR Seat	\$ 488.00
ADD Vertical Rail with Storage Pouch to Head End of Squad Bench	\$ 1,048.00
Replace Curbside Wall Panel to accommodate 4-point belts	\$ 158.00
Replace Captains Chair Attendant Seat, w/USSC 4-point restraint, & child seat	\$ 2,177.00
Install HOPS 4-point restraint system on Squad Bench & CPR Seat with Vests	\$ 4,909.00
Replace Existing Flooring with Loncoin Onyx Flooring	\$ 1,198.00
Replace Power Load Floor Plate	\$ 95.00
Replace Suction Canister System	\$ 172.00
Replace Oxygen Tank Bracket Straps	\$ 78.00
Replace Rear Stainless Threshold at rear doors	\$ 207.00
Replace Entrance Door Panels (3)	\$ 361.00
Replace Rear Radio Speakers	\$ 78.00
Replace Windows in Rear Doors	\$ 370.00
Replace Window in Curbside Entry Door	\$ 246.00
Install Intellitec Digital LED Clock Above Rear Doors	\$ 415.00
Replace Interior Upholstery	\$ 317.00
Front End Alignment – Prior to Delivery	\$ N/C

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<b>TOTAL PRICE OF ABOVE OPTIONS</b>	<b>\$ 57,291.00</b>
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Transportation to AEV, and returned to PSV	\$ 5,000.00
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<b>NET PRICE DELIVERED TO ST. CHARLES, MN.</b>	<b>\$ 169,997.00</b>
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<b>Less Trade of Your Crashed 2009 Horton Type III E-450 Ambulance -</b>	<b>\$ 15,000.00</b>
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<b>TOTAL PRICE DELIVERED TO ST. CHARLES, MN.</b>	<b>\$ 154,997.00.</b>
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**Delivery of this Vehicle Would Be Approximately 200 Days.**

**Respectfully Submitted,**

Mark Rethwisch  
Sales Manager

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



August 16, 2022

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

RE: St. Charles, MN  
2021 Streets Improvements  
Pay Request No. 4

Dear Kyle:

Enclosed is Pay Request No. 4 for work on the above referenced project. We recommend the City make payment in the amount of \$284,792.77 to:

Dunn Blacktop Company  
24206 MN-43  
Winona, MN 55987

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: Nick Koverman, City of St. Charles  
Sam Costigan, Dunn Blacktop Company

2905 South Broadway  
Rochester, MN 55904  
Phone: 507.288.3923



PARTIAL PAYMENT REQUEST  
FOR CONSTRUCTION WORK COMPLETED

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

Bid Price: \$3,153,574.73  
Date: Aug. 10, 2022  
Estimate #: 4  
% Complete: 78.0%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
<b>Schedule A - Overlay</b>								
1	Mobilization	L.S.	\$119,994.45	1	0.9	0.10	1.00	\$ 119,994.45
2	8 Foot Edge Mill	S.Y.	\$1.59	30000	20718.5	0.00	20718.52	\$ 32,942.45
3	1 3/4" Depth Full Width Mill	S.Y.	\$1.79	14000	11074.6	5522.20	16596.83	\$ 29,708.32
4	Remove Concrete Curb and Gutter	L.F.	\$11.01	5200	4274.0	0.00	4274.00	\$ 47,056.74
5	Remove Concrete Driveway	S.Y.	\$14.74	220	451.3	0.00	451.33	\$ 6,652.65
6	Remove Concrete Walk	S.Y.	\$11.90	780	949.1	0.00	949.11	\$ 11,294.42
7	Adjust Sanitary Manhole Casting	Each	\$1,030.00	83	0.0	0.00	0.00	\$ -
8	Adjust Storm Manhole Casting	Each	\$815.00	31	0.0	0.00	0.00	\$ -
9	Adjust Gate Valve Box	Each	\$460.00	54	3.0	0.00	3.00	\$ 1,380.00
10	Sanitary Sewer Manhole Casting	Each	\$595.00	10	0.0	0.00	0.00	\$ -
11	Storm Sewer Manhole Casting	Each	\$520.00	10	0.0	0.00	0.00	\$ -
12	Gate Valve Box	Each	\$210.00	10	3.0	0.00	3.00	\$ 630.00
13	Topsoil Borrow (LV)	C.Y.	\$25.84	200	150.0	50.00	200.00	\$ 5,168.00
14	Aggregate Shouldering Class 5	C.Y.	\$71.08	180	0.0	180.00	180.00	\$ 12,794.40
15	Type SP 12.5 Non-Wearing Leveing Course Mix SPWEB230B (2")	Ton	\$82.80	2500	268.0	0.00	268.00	\$ 22,190.40
16	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$71.20	14100	9849.7	866.90	10716.60	\$ 763,021.92
17	Type SP 12.5 Wearing Course Mix SPWEB240B (Patching)	Ton	\$112.50	225	456.9	6.00	462.89	\$ 52,074.56
18	Concrete Driveway 6" Reinforced Type A	S.Y.	\$87.32	180	451.33	0.00	451.33	\$ 39,410.43
19	Concrete Driveover Curb and Gutter	L.F.	\$31.77	600	222.0	0.00	222.00	\$ 7,052.94
20	Concrete B624 Curb and Gutter	L.F.	\$35.27	4620	4064.0	0.00	4064.00	\$ 143,337.28
21	Concrete V-Curb	L.F.	\$48.77	150	98.0	0.00	98.00	\$ 4,779.46
22	Concrete Walk 6"	SQ. FT	\$9.42	5200	3966.0	0.00	3966.00	\$ 37,359.72
23	Concrete Walk 4"	SQ. FT	\$8.62	3250	4523.0	0.00	4523.00	\$ 38,988.26
24	Concrete Walk 4" Thickened Edge	SQ. FT	\$13.92	200	0.0	0.00	0.00	\$ -
25	Truncated Domes	S.F.	\$51.00	720	612.0	0.00	612.00	\$ 31,212.00
26	Turf Establishment, Seeding	Acres	\$10,890.00	1	0.9	0.10	1.00	\$ 10,890.00
27	Traffic Control	L.S.	\$14,500.00	1	0.7	0.30	1.00	\$ 14,500.00
28	Material Testing Allowance (\$1,000)	L.S.	\$1,000.00	1	0.0	0.00	0.00	\$ -
<b>Schedule B - Pave Gravel Streets</b>								
1	Mobilization	L.S.	\$34,759.38	1	0.90	0.10	1.00	\$ 34,759.38
2	Remove Bituminous Driveway	S.Y.	\$9.02	150	0	0.00	0.00	\$ -
3	Topsoil Borrow (LV)	C.Y.	\$42.91	300	0	300.00	300.00	\$ 12,873.00
4	Aggregate Shouldering Class 5	C.Y.	\$71.08	170	0	170.00	170.00	\$ 12,083.60
5	Aggregate Base Class 5	C.Y.	\$28.35	1000	526	0.00	525.92	\$ 14,909.75
6	Type SP 12.5 Non-Wearing Course Mix SPNWB230B (2")	Ton	\$72.60	1160	1473	0.00	1473.10	\$ 106,947.06
7	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$72.10	1160	1405	0.00	1405.06	\$ 101,304.83
8	6" Aggregate Driveway Class 5	C.Y.	\$71.08	35	0	0.00	0.00	\$ -
9	3" Bituminous Driveway Pavement	S.Y.	\$13.45	100	0	0.00	0.00	\$ -
10	Turf Establishment	Acres	\$10,890.00	1	0	1.00	1.00	\$ 10,890.00
11	Traffic Control	L.S.	\$9,000.00	1	0.90	0.10	1.00	\$ 9,000.00
12	Material Testing Allowance (\$1000)	L.S.	\$1,000.00	1	0	0.00	0.00	\$ -
<b>Schedule C - Rebuild Streets</b>								
1	Mobilization	L.S.	\$58,802.00	1	0.90	0.10	1.00	\$ 58,802.00
2	Full Depth Reclamation 8" Min. (P)	S.Y.	\$2.84	16500	16500	0.00	16500.00	\$ 46,860.00
3	Remove Bituminous Pavement	S.Y.	\$9.40	100	469.78	2575.80	3045.58	\$ 28,628.43
4	Remove Concrete Curb and Gutter	L.F.	\$16.15	1450	1024	407.00	1431.00	\$ 23,110.65
5	Remove Concrete Driveway Pavement	S.Y.	\$15.61	140	43	22.20	65.20	\$ 1,017.77
6	Remove Bituminous Driveway Pavement	S.Y.	\$15.61	70	29	0.00	28.89	\$ 450.96
7	Remove Concrete Walk	S.Y.	\$12.60	340	291	120.00	410.56	\$ 5,173.00
8	Adjust Casting	Each	\$755.00	6	3	0.00	3.00	\$ 2,265.00



2905 South Broadway  
Rochester, MN 55904  
Phone: 507.288.3923



PARTIAL PAYMENT REQUEST  
FOR CONSTRUCTION WORK COMPLETED

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

Bid Price: \$3,153,574.73  
Date: Aug. 10, 2022  
Estimate #: 4  
% Complete: 78.0%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
9	Adjust Gate Valve & Box	Each	\$445.00	8	1	0.00	1.00	\$ 445.00
10	Clear and Grub Tree	Each	\$1,000.00	1	1	2.00	3.00	\$ 3,000.00
11	Topsoil Borrow (LV)	C.Y.	\$25.84	400	0	400.00	400.00	\$ 10,336.00
12	12' Wide Temp Road	L.S.	\$1.00	1	0	0.00	0.00	\$ -
13	Common Excavation	C.Y.	\$17.68	4800	1496.92	0.00	1496.92	\$ 26,465.55
14	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$81.50	2000	1152	293.60	1445.18	\$ 117,782.17
15	Type SP 12.5 Non-Wearing Course Mix SPNWB230B (2")	Ton	\$82.50	2000	1701	351.40	2052.37	\$ 169,320.53
16	Geotextile Fabric, Type V	S.Y.	\$2.09	11000	5109	0.00	5109.19	\$ 10,678.21
17	Bituminous Roadway Patching	S.Y.	\$25.97	200	0	21.33	21.33	\$ 554.03
18	Aggregate Base Class 5 (Recycled) (P)	C.Y.	\$13.95	3250	1135.38	0.00	1135.38	\$ 15,838.55
19	Aggregate Base Class 5 (Virgin)	C.Y.	\$32.98	125	0	0.00	0.00	\$ -
20	Aggregate Shoulder Class 5	C.Y.	\$83.67	90	0	0.00	0.00	\$ -
21	Aggregate Subbase Correction	C.Y.	\$48.34	100	72	0.00	72.40	\$ 3,499.82
22	Concrete Driveover Curb and Gutter	L.F.	\$31.77	130	0	0.00	0.00	\$ -
23	Concrete B624 Curb and Gutter	L.F.	\$35.27	1200	1228	466.00	1694.00	\$ 59,747.38
24	Concrete B624 Curb and Gutter, 1.5" Head	L.F.	\$31.77	1000	793	0.00	793.00	\$ 25,193.61
25	Concrete B618 Curb and Gutter, 1.5" Head	L.F.	\$31.77	240	0	0.00	0.00	\$ -
26	Concrete Valley Gutter	L.F.	\$37.77	70	0	181.00	181.00	\$ 6,836.37
27	Concrete V-Curb	L.F.	\$48.77	10	0	0.00	0.00	\$ -
28	7" Concrete Walk	Sq. Ft	\$9.92	140	0	0.00	0.00	\$ -
29	6" Concrete Walk	Sq. Ft	\$9.42	930	821	195.00	1016.00	\$ 9,570.72
30	4" Concrete Walk	Sq. Ft	\$8.62	2400	2097	90.00	2187.00	\$ 18,851.94
31	6" Thickened Edge Concrete Walk	Sq. Ft	\$16.92	160	261	0.00	261.00	\$ 4,416.12
32	4" Thickened Edge Concrete Walk	Sq. Ft	\$13.92	50	0	0.00	0.00	\$ -
33	Truncated Domes	Sq. Ft	\$51.00	130	90	22.00	112.00	\$ 5,712.00
34	3" Bituminous Driveway	S.Y.	\$34.38	200	0	0.00	0.00	\$ -
35	6" Aggregate Driveway	C.Y.	\$83.67	20	0	0.00	0.00	\$ -
36	6" Concrete Driveway Reinforced	S.Y.	\$87.32	70	110	0.00	110.06	\$ 9,610.05
37	7" Concrete Driveway Type A	S.Y.	\$87.32	25	105	11.10	116.10	\$ 10,137.85
38	Storm Sewer Structure Type 1	Each	\$3,250.00	3	2	1.00	3.00	\$ 9,750.00
39	12" Reinforced Concrete Pipe	L.F.	\$180.00	22	22	8.00	30.00	\$ 5,400.00
40	18" Reinforced Concrete Pipe	L.F.	\$180.00	22	22	0.00	22.00	\$ 3,960.00
41	18" Reinforced Concrete Apron	Each	\$1,320.00	1	1	0.00	1.00	\$ 1,320.00
42	12" Nyloplast Drop Inlet	Each	\$1,900.00	1	0	0.00	0.00	\$ -
43	12" HDPE Pipe	L.F.	\$105.00	65	0	0.00	0.00	\$ -
44	12" Metal Apron	Each	\$605.00	1	0	0.00	0.00	\$ -
45	Rip-Rap, Class 2	S.Y.	\$42.00	20	20	0.00	20.00	\$ 840.00
46	4" Solid Line - Parking Striping	L.F.	\$0.76	750	0	733.00	733.00	\$ 557.08
47	Handicap Loading Zones and Symbols	Each	\$45.00	5	0	6.00	6.00	\$ 270.00
48	Temporary Rock Construction Entrance	Each	\$1,500.00	4	0	4.00	4.00	\$ 6,000.00
49	Storm Drain Inlet Protection	Each	\$150.00	7	7	0.00	7.00	\$ 1,050.00
50	Seeding	Acre	\$10,890.00	1	0	1.00	1.00	\$ 10,890.00
51	Traffic Control	L.S.	\$10,350.00	1	0.90	0.10	1.00	\$ 10,350.00
52	Ditch Check, Type 2	Each	\$60.00	7	0	0.00	0.00	\$ -
53	Material Testing Allowance (\$1000)	L.S.	\$1,000.00	1	0	0.00	0.00	\$ -

Total Schedule A	\$ 1,432,438.40
Total Schedule B	\$ 302,767.61
Total Schedule C	\$ 724,690.77
Less 5% Retained Amount	\$ 122,994.84
Less Previous Payments	\$ 2,052,109.18
<b>Net Payment this Estimate</b>	<b>\$ 284,792.77</b>

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



August 16, 2022

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

RE: St. Charles, MN  
Casting Adjustments  
Pay Request No. 3

Dear Kyle:

Enclosed is Pay Request No. 3 for work on the above referenced project. We recommend the City make payment in the amount of \$21,436.61 to:

Floorcoat Midwest, LLC  
PO Box 245  
Truman, MN 56088

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 a light blue horizontal line.

Daren D. Sikkink, P.E.

DDS/jm

Enclosure

cc: Nick Koverman, City of St. Charles  
Richard Hanson, Floorcoat Midwest



2905 South Broadway  
Rochester, MN 55904  
Phone: 507.288.3923



PARTIAL PAYMENT REQUEST  
FOR CONSTRUCTION WORK COMPLETED

Project: Casting Adjustments  
Project No.: 9158  
Location: St. Charles, MN  
Contractor: Floorcoat Midwest, LLC

Bid Price: \$169,500.00  
Date: Aug. 10, 2022  
Estimate #: 3  
% Complete: 105.6%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	LS	\$3,000.00	1	1	1.00	2.00	\$ 6,000.00
2	Traffic Control	LS	\$1,400.00	1	1	0.00	1.00	\$ 1,400.00
3	Manhole Concrete Monolithic Seal/Pavement	Each	\$800.00	120	114	10.00	124.00	\$ 99,200.00
4	Manhole Form in Excess of 12" (1" Increments)	Inch	\$40.00	500	481	54.00	534.50	\$ 21,380.00
5	New Manhole Casting and Cover, Neenah R1733-B	Each	\$400.00	40	22	1.00	23.00	\$ 9,200.00
6	Gate Valve Box Concrete Monolithic Seal/Pavement	Each	\$450.00	62	61	14.00	75.00	\$ 33,750.00
7	Gate Valve Box in Excess of 18" (6" Increments)	Each	\$100.00	20	0	0.00	0.00	\$ -
8	Gate Valve Box	Each	\$162.00	20	0	0.00	0.00	\$ -
<b>Materials on Hand</b>								
9	R-1733 Manhole Casting	Each	\$338.05	20	0	0	0.00	\$ -
10	Gate Valve Box & Cover	Each	\$151.05	20	20	-20	0.00	\$ (3,021.00)
<b>Items without quantities</b>								
11	Manhole Concrete Monolithic Seal/Pavement (Utility, Special)	Each	\$2,000.00	4	4	0	4.00	\$ 8,000.00
12	Manhole Concrete Monolithic Seal/Pavement (Square Cut)	Each	\$1,500.00	2	0	2	2.00	\$ 3,000.00

Construction Total \$ 178,909.00

Less 5% Retained Amount \$ 8,945.45

Less Previous Payments \$ 148,526.94

**Net Payment this Estimate \$ 21,436.61**