



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, December 12, 2023 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. December 12, 2023 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. November 14, 2023 – Regular City Council Minutes	
b. November 28, 2023 – Regular City Council Minutes	
c. Designate Official Newspaper	
d. Designate Official Depositories	
e. Designate Acting Mayor	
f. Designate Mayoral Committees	
g. Designate City Attorney	
h. Cancel the December 26, 2023 Council Meeting	
i. Hiring Members for the Fire Department	
j. RCA – Leave Time Carryover	
5. Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
a. Administrator’s Report, Andrew Langholz	
b. Public Works Report, Scott Bunke	
c. Chief of Police Report, Jose Pelaez	
d. Library Board Report, David Kramer	
e. Park Board, Dave Braun	
f. EDA, Wayne Getz	
g. School Board, John Steffel	
h. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. Brittany Hennessy – Habitat for Humanity Executive Director	PRESENTATION
9. Presentation & Bid Advertisement – 11 th Street Project	PRESENTATION/APPROVE
10. 2024 Truth In Taxation Hearing & Presentation	HOLD
11. Ordinance #656 Amending Water Rates (2 nd Reading)	APPROVE
12. Ordinance #657 Amending Sewer Rates (2 nd Reading)	APPROVE
13. Ordinance #658 Amending Admin Fines and Fees (2 nd Reading)	APPROVE
14. RCA – Subdivision and Zoning Ordinance Update Proposal	APPROVE
15. Resolution #40-2023 2024 Interfund Loan from CIP to the Electric Fund	APPROVE
16. Resolution #38-2023 Approving Final Levy Collectible 2024	APPROVE
17. Resolution #39-2023 Establishing 2024 Budget	APPROVE
18. Earned Sick & Safe Time Policy	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. Each member of the audience is allotted one three minute block of time to speak.

ADJOURNMENT



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, December 12, 2023**

4. Consent Agenda

- a. November 14, 2023 – Regular City Council Minutes**
- b. November 28, 2023 – Regular City Council Minutes**
- c. Designate Official Newspaper** – Designation of the St. Charles Press as the Official Newspaper for the City of St. Charles for 2024.
- d. Designate Official Depositories** – Designation of Merchants Bank of St. Charles, Bremer Bank of St. Charles, and Wells Fargo Investments for 2024.
- e. Designate Acting Mayor** – 2024 Acting Mayor Dave Braun.
- f. Designate Mayoral Committees** –
Proposed Boards to Serve for 2024:
Dave Braun—Park Board
David Kramer—P&Z, Library, Sanitary District, Public Works
John Steffel—School Board
Wayne Getz—Sanitary District, High Speed Rail, EDA, P&Z
John Schaber—EDA, Communication and Technology, Public Safety, High Speed Rail
- g. Designate City Attorney** – Designation of Flaherty & Hood as the City Attorney is recommended for 2024.
- h. Cancel the December 26, 2023 Council Meeting**
- i. Hiring Members for the Fire Department** – The Fire Department has solicited for new recruits, conducted interviews, and performed background checks. They are requesting the council’s approval to hire Jared Wohlferd, David Hanson III, Joseph Dammann, Carl Griffen II, and Cory Dunlay.
- j. RCA – Leave Time Carryover** – Please see the attached RCA.

8. Brittany Hennessy – Habitat for Humanity Executive Director – Mrs. Hennessy would like to introduce herself and provide an update on the construction occurring in the South Fork Additions.

9. Presentation & Bid Advertisement – 11th Street Project – Daren Sikkink from WHKS will be in attendance to share the plans for the proposed 11th Street Project that the city intends on pursuing in partnership with the State of MN in 2024. The project is located along 11th Street between Wabasha Ave and St. Charles Ave. The culvert, bridge, street, and multi-use path will be replaced along that area. At the end of the presentation, Mr. Sikkink will be seeking a motion to advertise for bids.

- 10. 2024 Truth In Taxation Hearing & Presentation** – City Administrator Langholz will give a PowerPoint presentation regarding the St. Charles 2024 budget.
- 11. Ordinance #656 Amending Water Rates (2nd Reading)** – Approval recommended.
- 12. Ordinance #657 Amending Sewer Rates (2nd Reading)** - Approval recommended.
- 13. Ordinance #658 Amending Admin Fines and Fees (2nd Reading)** – Approval recommended.
- 14. RCA – Subdivision and Zoning Ordinance Update Proposal** – Please see the enclosed RCA from City Administrator Langholz and a proposal from HKGi.
- 15. Resolution #40-2023 2024 Interfund Loan from CIP to Electric Fund** – Please see the attached resolution.
- 16. Resolution #38-2023 Approving Final Levy Collectible 2024** – Please see the enclosed resolution for consideration.
- 17. Resolution #39-2023 Establishing 2024 Budget** – Please see the enclosed resolution for consideration.
- 18. Earned Sick & Safe Time Policy** – Please see the attached policy. Seeking a motion to approve the policy.

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

MEMBERS PRESENT:

Mayor John Schaber
Wayne Getz
David Kramer
Dave Braun
John Steffel

MEMBERS ABSENT:

STAFF PRESENT: Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Scott Schossow (SC Ambulance), Nathan Boice (SC Ambulance), Mitch Walch and employee (Whitewater Properties), and Mike Bubany.

1. ESTABLISH QUORUM/CALL TO ORDER

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

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve: **Dave Braun**
No further discussion.
Motion declared carried.

4. Consent Agenda:

- a. **October 10, 2023 – Regular City Council Minutes**
- b. **October 24, 2023 - Regular City Council Minutes**
- c. **October 24, 2023 – Work Session Minutes**
- d. **Winter Parking Exemptions**
- e. **Resolution #33-2023 Providing Variance from Section 152.41 of the Zoning Ordinance**

Motion to approve: **Wayne Getz**
No further discussion.
Motion declared carried.

5. Notices and Communications. None

6. Review of Payables & Financials.

Motion to approve: **David Kramer**
No further discussion.
Motion declared carried.

7. Reports of Boards and Committees. The Council reviewed reports from the City Administrator, Police Department, Library, Park, Planning & Zoning, School Board, and the Ambulance Steering Committee.

8. Mike Bubany Presentation

Mike Bubany of David Drown Associates provided his annual presentation to the council, which was primarily focused on the capital improvement fund and enterprise funds. The most significant factor contributing to the proposed tax levy is the \$220,000 levy to support the ambulance service. Mr. Bubany stated that he has worked with a number of cities that are also contributing large sums of money to support their services, mostly in rural areas.

9. DESCASB Board Term Appointment

Motion to appoint Wayne Getz: **Dave Braun**

Seconded by: **John Steffel**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: None

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

John Schaber, Mayor

ATTEST

Andrew Langholz, City Administrator

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

MEMBERS PRESENT:

Mayor John Schaber
Dave Braun
Wayne Getz
John Steffel
David Kramer

MEMBERS ABSENT: None.

STAFF PRESENT: Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Resident Tyler Phelps and Mitchell Walch and Jason Reed from Whitewater Properties.

1. ESTABLISH QUORUM/CALL TO ORDER

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

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve the agenda.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

4. Consent Agenda.

- a. Resolution #34-2023 Certifying Polling Place for Election
- b. Resolution #35-2023 Cigarette Licenses
- c. Resolution #36-2023 Liquor Licenses
- d. Resolution #37-2023 Waste Management Rates 2024
- e. CardConnect Merchant Services Agreement
- f. 2024 CEDA Contract

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

5. Notices and Communications.

City Administrator Langholz stated that the levy has been reduced to 19.39%. He also shared that the council could cancel the December 26, 2023 meeting if the budget is approved at the December 12th meeting after the Truth & Taxation hearing. The council agreed to this suggestion.

6. Review of Financials.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

7. Preliminary Enterprise Fund Budgets

Administrator Langholz reviewed a memo that was provided to council regarding enterprise funds and stated that the proposed changes aligned with what Mr. Bubany and the Council agreed to at a previous meeting.

8. Ordinance #656 Amending Water Rates (1st Reading)

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

9. Ordinance #657 Amending Sewer Rates (1st Reading)

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

10. Ordinance #658 Amending Admin Fines and Fees (1st Reading)

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

11. Police Squad – Early Lease Payoff

A recommendation from Administrator Langholz and Mike Bubany to pay off the lease for the squad cars early would save the city \$14,514.21 in interest payments. Reserves from the CIP fund will be utilized to make the payment.

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances:

Resident Tyler Phelps presented on behalf of an urban bow hunt within the city limits of St. Charles to reduce the whitetail deer population.

Developer Mitchell Walch supplied a Developer’s Certificate of Compliance regarding the South Fork Additions Third. He also questioned a fee on a TIF check he received and had two questions on e-mails he sent to the city.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion declared carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator



Request for City Council Action

Date: December 8, 2023

Requested Council Date: December 12, 2023

Originating Department: Administrative

Council Action Requested: Carryover of Leave Time - Approve

Background Information:

On December 27, 2022 the Council approved the carryover of time for Scott Bunke and Cassie Smith due to their inability to utilize their time due to staffing changes.

While Mr. Bunke has been able to use all of his time, Mrs. Smith has been unable to utilize all of her hours carried over from 2022. This was in large part due to her taking on additional duties while the city hired a new City Administrator and City Accountant.

With these changes and added responsibilities, additional time was required of Mrs. Smith, with minimal opportunity to use the time till Q4 of 2023.

Mrs. Smith’s excess carryover time declined from 202.50 hours in 2022 to a proposed 118.50 hours in 2023. A concerted effort will be made in 2024 to utilize all excess time.

Request:

City Council to approve Cassie Smith’s excess Vacation and Compensatory Time to be carried over and used in 2024.

Cassie’s Excess Hours:
Vacation – 32.75 hours
Comp Time – 85.75 hours

Approved December 12, 2023 by the City Council of the City of St. Charles, Minnesota.

Attest: _____
Andrew Langholz, City Administrator

Mayor John Schaber

Date: 12/12/23

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____



City Administrator's Report— November 2023

- Attended Meetings Regarding:
 - Council Meetings
 - Building Inspection Meetings
 - City Administrator Luncheon
 - Planning Meeting
 - Chamber Meeting
 - Health Insurance Meeting
 - Bremer Bank Account Meeting
 - Subdivision & Zoning Ordinance Update

- 2024 Budget
 - Meetings With Department Heads
 - Developing Enterprise Fund budgets
 - Determining rate changes

- Ambulance
 - Steering Committee Meeting
 - Generated & sent donation letter

- Zoning Administration
 - Ordinance Enforcement
 - Enforcement of Development Agreement

- Compensation Study
 - Review and respond to workbooks and questions submitted by Flaherty & Hood

- Misc.
 - Earned Sick & Safe Time Policies
 - Review quotes to replace portable and vehicle mounted radios

November 2023 Public Works Report:

Street Department

Cutting brush and trees Wabasha Ave, Single phase lines around town, 1st Street west. Plowing Snow and sanding, taking down flower pots and emptying the big flower pots in front of City Hall, sweeping streets, maintenance on plow trucks (put on tires, oil changes, wings & plows). Doing Sign inventory & replacements, hauling compost, washing trucks, loaders, and equipment. Fire extinguisher check and maintenance, pulling & cutting trees out of Whitewater River, 2 water main repairs. Work on Christmas lights and hung them, burn the pile of trees at the city shop, put new bearings in street sweeper, flushing hydrants, black top patching around town, repaired 2 catch basins (dig out the old all the way down and build new up), clean out leaves from catch basins, dirt and seeding projects around town, maintenance on bobcat skid loader, case loader, pick up trucks, Electric Bucket truck and Black top roller.

Electric Department

Install and repair 3 phase J-Box and basement and make up new elbows (1st street, Meadow View, and 15th Street East), 2 days of switching and rerouting for each J-Box and then put it back to normal. Dirt and seed around boxes and fixing ruts left by equipment, substation and power plant reports, maintenance on both substations and power plant. Test rubber gloves, sleeves, line hoses, ground kits etc. Replace TX and elbows at 131 Renea Dr, Power outage on Highway 74 North replace several connections and sleeves, replaced several old streetlights with new LED. Routine run of generators and small generators at the pump houses, firehall, city hall and do maintenance on them. Install anchors on poles around town, clearing trees from lines, several temporaries put in for new construction, temp-permanent hook-ups for electricity. 3 electrical hook-ups on Roberts Street, take down and install 2 new overhead service at St. Charles Ave and Wabasha Ave. Dig in new electric service Northern Hills Point, Whispering Hills, Sweetwater and new street light at NRB. Leveling single phase Junctions and basements,

disconnects and reconnects, hanging Christmas décor, disconnect Millers Market and Ace for solar and Reenergize. Assist with the 2 water main breaks, cleaning up equipment used for power outages disconnect solar farm for maintenance and reenergize. Power outage on East Ave and High School. Doing Cleaning and starting to do inventory, doing the daily locates, emails, orders and misc that come along.

Water Department

Daily routine checks of wells, pump house, lift stations, towers and finals, water samples, repair fluoride leak in wells, fixed C-5 pump in well 3, flushed hydrants, replaced water meters, lowered curb stops, cleaned up I-90 Booster, water tower Whispering Hills maintenance. Cutting trees with Street and Electrical Departments. Plowed, sanded, and hauled compost. Repaired 2 water main breaks.

All employees attended safety meetings and wish you all a Merry Christmas and Happy New Year!!

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



December 12, 2023

Police Department

- Through the month of November, Officers completed: *Portable Fire Extinguisher, and To Serve, Protect, and Document (Part 2 of 2) (PATROL)* training.
- Through the month of November, Officers completed LEXIPOL's policy Daily Training Bulletins.
- On November 6th, Chief Pelaez was a guest speaker at RCTC's Law Enforcement Ethics Class.
- November 14th and 15th, Ofc. Wolters attended the Annual Towards Zero Deaths (TZD) State Conference. This year, the conference was held in the city of Rochester.
- November 21st and 22nd, Officers completed POST-mandated Use of Force training.

Police Reserves

- Reserve Officer attended their monthly (November) meeting and completed Use of Force training.

Emergency Management

- Through the month of November, Chief Pelaez completed the following Emergency Management courses: Critical Asset Risk Management, Advanced Critical Infrastructure Protection, Leadership and Influence, and NWS Winter Weather Hazards (Offered through the Minnesota Department of Emergency Management and Homeland Security); FEMA's ICS-400 (Taught by TEEX).
- Chief Pelaez and Administrator Langholz had a follow-up meeting with Sid Sanoki (Sales Rep., ANCOM) regarding the current plan to replace all the current emergency radios (city agency wide). We are currently exploring ways to reduce the cost to replace the radios (e.g., encryption needs, number of radios [need v. want]).
- Next City Emergency Management Committee (Quarterly) meeting is scheduled for Tuesday, December 19, 2023, at 5PM (location to be determined). City Council members are welcome and encouraged to attend.

Respectfully submitted,

Chief, Jose Pelaez

INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION



LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



December 12, 2023 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find reports for the month of November. The St. Charles crew handled 20 incidents for the month and made contact with 19 patients. Lewiston Ambulance assisted with 9 additional calls. The YTD call total at the end of November was 306 incidents. This is a +108-increase compared to 2022. The monthly incident report is included that shows the dispatch reasons. Additional reports in the packet show the “on-call” schedule for the month of November along with a breakdown of “call hours” each member provided. 30 days x 24 hours of coverage= 720 hours x2 crew members=1,440 required hours. SC was staffed 1,254 hours (87% of the month) and the remaining 186 hours (13%) the truck was run out of Lewiston or covered by Lewiston staff. We implemented a scheduling change, requiring members to sign up in 15-day increments. We continue to build off of that. Historically the availability of our volunteers improves during the winter months.

-We continue to promote our ride along program and currently have 4 additional candidates interested.

-The crew will be holding a membership meeting on 12/13/23 to discuss the current state of the service and plans moving forward.

-A X-Mas Party was held on 12/2/23 between members of both St. Charles & Lewiston. It was a great night for team building and to thank our families for their support!

-We will continue to rotate the trucks so they both get used. Truck 623 (New truck) is currently the primary vehicle, and we will rotate to 621 at the end of December.

-The EMT class is nearing its final stages. 8 of 9 recruits are still currently enrolled. Students will complete their written exams before Christmas and take their practical skills in the beginning of January.

-The application period for the full-time EMT position has been extended until the end of December. We are investing in a recruitment agency to hopefully attract a larger pool of candidates. We hope to have the position hired sometime in January.

-The steering committee met on 11/21/23. Additional updates will be provided by members Schossow and/or Boice.

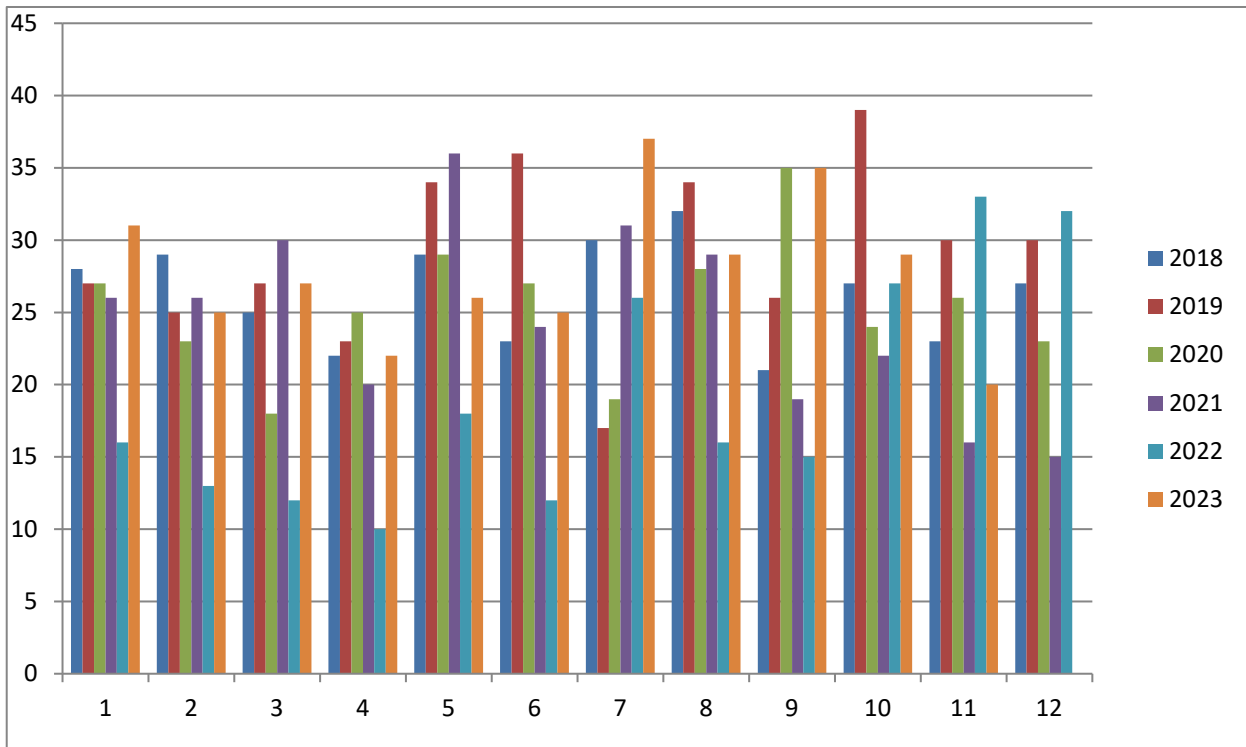
-Please feel free to contact me with any questions or concerns. Thank you for your continued support!

Matt Essig
Director
Lewiston Ambulance
St. Charles Ambulance
ambulance@lewistonmn.org
ambulance@stcharlesmn.org
507-523-2982

St. Charles Ambulance Report
01/01/2023-11/30/2023

	2018	2019	2020	2021	2022	2023	Month Avg	Pts
January	28	27	27	26	16	31	25.83	28
February	29	25	23	26	13	25	23.50	25
March	25	27	18	30	12	27	23.17	26
April	22	23	25	20	10	22	20.33	22
May	29	34	29	36	18	26	28.67	23
June	23	36	27	24	12	25	24.50	24
July	30	17	19	31	26	37	26.67	34
August	32	34	28	29	16	29	28.00	28
September	21	26	35	19	15	35	25.17	31
October	27	39	24	22	27	29	28.00	26
November	23	30	26	16	33	20	24.67	19
December	27	30	23	15	32		25.40	
Total Runs	316	348	304	294	230	306		286
Mid Year (June 30th)	156	172	149	162	81	156		
Monthly Avg	26.3	29.0	25.3	24.5	19.2	27.8		

AMBULANCE RUNS BY MONTH

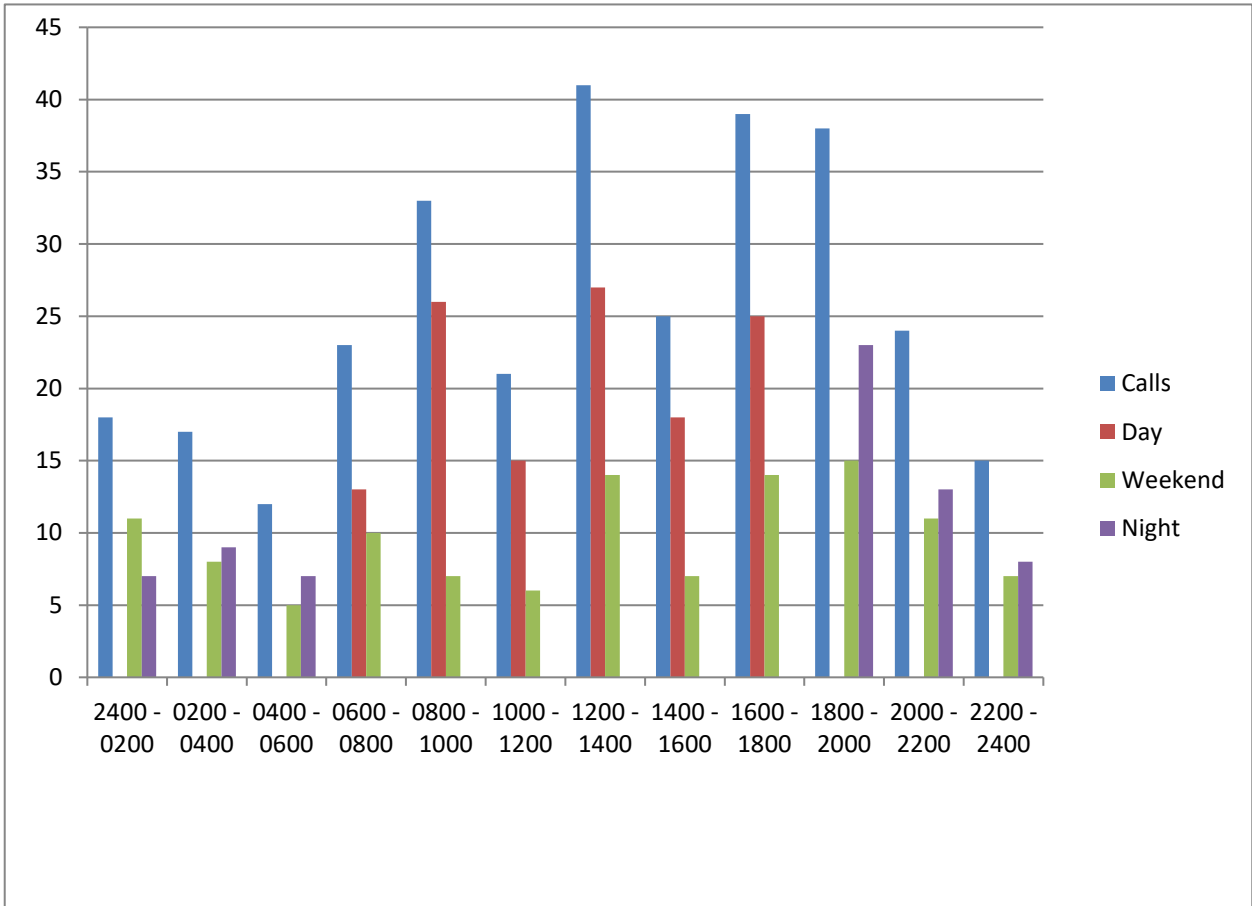


St. Charles Ambulance Report
01/01/2023-11/30/2023

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	18		11	7	17
0200 - 0400	17		8	9	17
0400 - 0600	12		5	7	10
0600 - 0800	23	13	10		19
0800 - 1000	33	26	7		31
1000 - 1200	21	15	6		20
1200 - 1400	41	27	14		40
1400 - 1600	25	18	7		25
1600 - 1800	39	25	14		36
1800 - 2000	38		15	23	33
2000 - 2200	24		11	13	24
2200 - 2400	15		7	8	14
	306	124	115	67	286

41% of Calls During Day
38% of Calls During Weekend
21% of Calls During Night

CALLS BY TIME



November 2023
Incident Detail Report- SC Ambulance

Incident Date	Call #	Disposition	Dispatch Complaint	Incident City
Nov-23	SC 23-287	Treated & Transported by this EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
Nov-23	SC 23-288	Treated, Transferred Care	Traffic/Transportation Incident	City of Saint Charles
Nov-23	SC 23-289	Treated & Transported by this EMS Unit	Medical Transport	City of Saint Charles
Nov-23	SC 23-290	Treated & Transported by this EMS Unit	Breathing Problem	City of Saint Charles
Nov-23	SC 23-291	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
Nov-23	SC 23-292	Treated & Transported by this EMS Unit	Traumatic Injury	City of Saint Charles
Nov-23	SC 23-293	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
Nov-23	SC 23-294	Treated & Transported by this EMS Unit	Overdose/Poisoning/Ingestion	City of Saint Charles
Nov-23	SC 23-295	Treated & Transported by this EMS Unit	Pain	City of Saint Charles
Nov-23	SC 23-296	Transport Refused by Patient (AMA)	Falls	City of Saint Charles
Nov-23	SC 23-297	No Treatment/Transport Required	Falls	City of Saint Charles
Nov-23	SC 23-298	Canceled Prior to Arrival at Scene	Falls	City of Saint Charles
Nov-23	SC 23-299	No Treatment/Transport Required	Falls	City of Saint Charles
Nov-23	SC 23-300	No Treatment/Transport Required	Falls	City of Saint Charles
Nov-23	SC 23-301	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
Nov-23	SC 23-302	Treated & Transported by this EMS Unit	Unknown Problem/Person Down	City of Saint Charles
Nov-23	SC 23-303	Treated and Released (per protocol)	Falls	Fremont Twp.
Nov-23	SC 23-304	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
Nov-23	SC 23-305	Treated & Transported by this EMS Unit	Breathing Problem	City of Saint Charles
Nov-23	SC 23-306	Treated & Transported by this EMS Unit	Unconscious/Fainting	City of Saint Charles

TOTAL INCIDENTS: 20
PATIENT CONTACTS: 19

NOVEMBER 2023
CALL HOUR REPORT SUMMARY

Member	Weekday	Weekend	Total	
Fruth, Dave	160	205	365	
Cage, Todd	66.5	81	147.5	
Boice, Nathan	66	48	114	
Schossow, Scott	83	14	97	
Kramer, Katherine	83	12	95	
Loftus, Kenny	79	13	92	
Smith, Jacob	57	32	89	
Graham, Mark	73	12	85	
Ambulance, Lewiston	79	0	79 X2	
Majerus, Gary	38	36	74	
Fohrman, Austin	70	0	70	
Brindamour, Isaiah	0	68	68	
Carlson, Aaron	45	18	63	
Mockenhaupt, Jerel	45	0	45	
Zabel, Emmaline	32	12	44	
Ferden, Sarah	29.5	10	39.5	
Hutsell, Jared	0	38	38	
Arndt, Madison	23	12	35	
Engstrand, Kristine	34	0	34	
Pelaez, Cassara	13	16	29	
Burt, Shiela	15	12	27	
Essig, Matt	27	0	27	
Jonsgaard, Nickole	13	0	13	
Schell, Miranda	11	0	11	
Weissing, Friedrich	0	0	0	LOA
Dailey, Paige	0	0	0	LOA
TOTALS	1025	639	1664	

RECRUITS/RIDE ALONG CANDIDATES				
Johnson, Polly	54	66	120	EMT CLASS
Kronebusch, Isaiah	66	0	66	EMT CLASS
Brown, Cindy	20	28	48	EMT CLASS
Neumann, Blake	39	0	39	EMT CLASS
Jonsgaard, Nickole	12	20.5	32.5	NEW HIRE
Sengthongphet, Amber	14.5	5	19.5	
MacPartland, Valerie	8	9	17	EMT CLASS
Schott, Carrie	0	8	8	EMT CLASS
Bailey, Nikki	5	0	5	EMT CLASS
Contreras, Jose	0	0	0	
Kramer, Daniel	0	0	0	
Reiman, Tanya	0	0	0	
Todd, Anna	0	0	0	EMT CLASS
TOTALS	218.5	136.5	355	

November 2023
Call Hour Report Detail

DATE	LEWISTON COVERED	SC COVERED	TOTAL	NOTES
1-Nov	0	48	48	
2-Nov	9	39	48	Miranda covered 9 hours to make a crew
3-Nov	15	33	48	Matt covered 5 hours to make a crew
4-Nov	0	48	48	
5-Nov	0	48	48	
6-Nov	24	24	48	Lewiston covered 0600-1800
7-Nov	24	24	48	Lewiston covered 0600-1800
8-Nov	0	48	48	Matt helping train (did not count hours)
9-Nov	0	48	48	
10-Nov	24	24	48	Lewiston covered 0600-1800
11-Nov	0	48	48	
12-Nov	0	48	48	
13-Nov	0	48	48	
14-Nov	24	24	48	Lewiston covered 0600-1800
15-Nov	0	48	48	
16-Nov	0	48	48	Matt helping train (did not count hours)
17-Nov	0	48	48	
18-Nov	0	48	48	
19-Nov	0	48	48	
20-Nov	22	26	48	Lewiston covered 0600-1700
21-Nov	13	35	48	Matt covered 7 hours to make a crew + Lewiston covered 1500-1800
22-Nov	0	48	48	
23-Nov	0	48	48	
24-Nov	0	48	48	
25-Nov	0	48	48	
26-Nov	0	48	48	
27-Nov	0	48	48	
28-Nov	24	24	48	Lewiston covered 0600-1800
29-Nov	0	48	48	
30-Nov	7	41	48	Matt covered 7 hours to make a crew
TOTALS	186	1254	1440	# OF HOURS REQUIRED TO COVER 30 DAYS WITH 2 CREW

SC COVERED= 87%
LEWISTON COVERED= 13%

NOTES
1,440 HOURS REQUIRED TO COVER SCHEDULE WITH 2 PEOPLE & 2,160 IF COVERING ALL 30 DAYS WITH 3 PEOPLE
1664 TOTAL HOURS PROVIDED BY SC VOLUNTEERS & 2 PT EMPLOYEES (Some days nobody, some 2 & some 3)
49% OF THE 1664 HOURS PROVIDED BY 5 VOLUNTEERS (815.5 HOURS)
11% PROVIDED BY THE 2 PT. EMPLOYEES (184 HOURS)

Nov 2023 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			Nov 1	2	3	4
			SC Amb Katherine Kramer 06:00-18:00 Mark Graham 06:00-18:00 Todd Cage 06:00-09:00 Isaiah Kronebusch 06:00-16:00 Jerel Mockenhaupt 09:00-18:00 Nathan Boice 18:00-06:00 Todd Cage 18:00-20:00 Dave Fruth 18:00-04:00 Aaron Carlson 20:00-04:00 Todd Cage 04:00-06:00 * Kristine Engstrand 04:00-06:00 *	SC Amb Todd Cage 06:00-08:00 Kenny Loftus 06:00-08:00 Miranda Schell 08:00-17:00 Kristine Engstrand 08:00-14:00 Nathan Boice 14:00-16:00 Scott Schossow 16:00-06:00 Austin Fohrman 17:00-06:00 Cassara Pelaez 17:00-22:00 Nickole Jonsgaard 18:00-06:00	SC Amb Austin Fohrman 06:00-08:00 Kenny Loftus 06:00-08:00 Matt Essig 08:00-13:00 Jacob Smith 08:00-13:00 Nikki Bailey 08:00-13:00 Lewiston Ambulance 13:00-18:00 Jared Hutsell 18:00-06:00 Scott Schossow 18:00-20:00 Polly Johnson 18:00-06:00 Todd Cage 20:00-06:00	SC Amb Todd Cage 06:00-08:00 Dave Fruth 06:00-06:00 Valerie MacPartland 06:00-15:00 Jacob Smith 08:00-18:00 Todd Cage 18:00-06:00 Kenny Loftus 18:00-06:00
5 †	6	7	8	9	10	11
SC Amb Todd Cage 06:00-08:00 Scott Schossow 06:00-18:00 Dave Fruth 06:00-06:00 Cindy Brown 06:00-06:00 Jacob Smith 08:00-18:00 Nathan Boice 18:00-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Todd Cage 18:00-00:00 Cassara Pelaez 18:00-20:00 Kenny Loftus 18:00-06:00 Polly Johnson 18:00-22:00 Dave Fruth 20:00-00:00 Dave Fruth 00:00-06:00 * Sarah Ferden 00:00-06:00 *	SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Emmaline Zabel 18:00-06:00 Sarah Ferden 18:00-20:00 Cindy Brown 18:00-06:00 Dave Fruth 20:00-06:00	SC Amb Katherine Kramer 06:00-17:00 Emmaline Zabel 06:00-20:00 Kenny Loftus 06:00-09:00 Isaiah Kronebusch 06:00-06:00 Jerel Mockenhaupt 09:00-18:00 Matt Essig 17:00-18:00 Todd Cage 18:00-21:30 Scott Schossow 18:00-20:00 Kristine Engstrand 20:00-06:00 Dave Fruth 21:30-06:00	SC Amb Todd Cage 06:00-08:00 Kenny Loftus 06:00-08:00 Mark Graham 06:00-17:00 Kristine Engstrand 08:00-16:00 Todd Cage 16:00-18:00 Dave Fruth 17:00-18:00 Scott Schossow 17:00-18:00 Austin Fohrman 18:00-06:00 Scott Schossow 18:00-06:00 Dave Fruth 18:00-06:00 Cindy Brown 22:00-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Gary Majerus 18:00-06:00 Cassara Pelaez 18:00-20:00 Polly Johnson 18:00-06:00 Todd Cage 20:00-06:00	SC Amb Gary Majerus 06:00-06:00 Todd Cage 06:00-08:00 Dave Fruth 06:00-06:00 Isaiah Brindamour 08:00-06:00 Nickole Jonsgaard 23:00-06:00
12	13	14	15	16	17	18
SC Amb Katherine Kramer 06:00-18:00 Isaiah Brindamour 06:00-18:00 Dave Fruth 06:00-06:00 Nathan Boice 18:00-06:00 Emmaline Zabel 18:00-06:00	SC Amb Gary Majerus 06:00-18:00 Emmaline Zabel 06:00-12:00 Katherine Kramer 06:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Aaron Carlson 18:00-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Gary Majerus 18:00-06:00 Sarah Ferden 18:00-00:00 Dave Fruth 18:00-06:00 Scott Schossow 00:00-06:00 *	SC Amb Jacob Smith 06:00-16:00 Mark Graham 06:00-18:00 Jerel Mockenhaupt 09:00-18:00 Gary Majerus 16:00-06:00 Sarah Ferden 18:00-21:30 Todd Cage 18:00-06:00 Dave Fruth 21:30-06:00	SC Amb Todd Cage 06:00-08:00 Kenny Loftus 06:00-08:00 Madison Arndt 06:00-17:00 Matt Essig 08:00-15:00 Kristine Engstrand 08:00-16:00 Valerie MacPartland 08:00-16:00 Miranda Schell 15:00-17:00 Jacob Smith 16:00-17:00 Amber Sengthongphe 16:00-20:00 Jacob Smith 17:00-18:00 Kenny Loftus 17:00-18:00 Dave Fruth 17:00-06:00 Austin Fohrman 18:00-06:00 Polly Johnson 20:00-06:00	SC Amb Jacob Smith 06:00-15:00 Dave Fruth 06:00-06:00 Isaiah Kronebusch 06:00-12:00 Polly Johnson 12:00-06:00 Nathan Boice 15:00-17:00 Cassara Pelaez 17:00-20:00 Jared Hutsell 20:00-06:00 Sarah Ferden 20:00-06:00	SC Amb Todd Cage 06:00-10:00 Dave Fruth 06:00-06:00 Shiela Burt 06:00-18:00 Cassara Pelaez 10:00-22:00 Carrie Schott 10:00-18:00 Cindy Brown 18:00-22:00 Jared Hutsell 22:00-06:00 Polly Johnson 22:00-06:00 Todd Cage 23:00-06:00
19	20	21	22	23	24	25
SC Amb Dave Fruth 06:00-18:00 Mark Graham 06:00-18:00 Todd Cage 06:00-09:00 Polly Johnson 06:00-04:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00	SC Amb Lewiston Ambulance 06:00-17:00 Aaron Carlson 17:00-06:00 Mark Graham 17:00-18:00 Kenny Loftus 18:00-06:00 Nickole Jonsgaard 20:00-06:00	SC Amb Jacob Smith 06:00-15:00 Kenny Loftus 06:00-08:00 Matt Essig 08:00-15:00 Amber Sengthongphet 08:30-12:00 Nickole Jonsgaard 12:00-15:00 Lewiston Ambulance 15:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Dave Fruth 18:00-06:00 Polly Johnson 18:00-06:00	SC Amb Katherine Kramer 06:00-18:00 Mark Graham 06:00-18:00 Polly Johnson 06:00-16:00 Jerel Mockenhaupt 09:00-18:00 Isaiah Kronebusch 16:00-06:00 Todd Cage 18:00-06:00 Shiela Burt 18:00-06:00 Sarah Ferden 18:00-06:00	SC Amb Todd Cage 06:00-09:00 Kenny Loftus 06:00-11:00 Scott Schossow 06:00-06:00 Blake Neumann 06:00-18:00 Nathan Boice 09:00-11:00 Austin Fohrman 11:00-06:00 Dave Fruth 18:00-06:00 Isaiah Kronebusch 18:00-06:00	SC Amb Katherine Kramer 06:00-08:00 Kenny Loftus 06:00-08:00 Blake Neumann 06:00-14:00 Jacob Smith 08:00-20:00 Katherine Kramer 08:00-18:00 Dave Fruth 15:00-06:00 Madison Arndt 18:00-06:00 Todd Cage 20:00-06:00 Nickole Jonsgaard 23:00-06:00	SC Amb Todd Cage 06:00-22:00 Dave Fruth 06:00-06:00 Isaiah Brindamour 08:00-06:00 Jared Hutsell 22:00-06:00 Nickole Jonsgaard 23:30-06:00
26	27	28	29	30	RED= LEWISTON AMBULANCE COVERED YELLOW- LEWISTON EMPLOYEE GREEN- PT EMPLOYEE (SC) PURPLE- RIDE ALONG CANDIDATE NO COLOR- SC VOLUNTEER	
SC Amb Todd Cage 06:00-08:00 Isaiah Brindamour 06:00-18:00 Dave Fruth 06:00-06:00 Jacob Smith 08:00-18:00 Nathan Boice 18:00-06:00 Amber Sengthongphe 19:00-00:00 Aaron Carlson 00:00-06:00 *	SC Amb Katherine Kramer 06:00-18:00 Mark Graham 06:00-17:00 Cassara Pelaez 17:00-20:00 Amber Sengthongphet 17:00-00:00 Dave Fruth 18:00-06:00 Kenny Loftus 18:00-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Dave Fruth 18:00-06:00 Aaron Carlson 18:00-06:00 Blake Neumann 19:00-03:00	SC Amb Katherine Kramer 06:00-18:00 Mark Graham 06:00-18:00 Shiela Burt 06:00-09:00 Jerel Mockenhaupt 09:00-18:00 Polly Johnson 16:00-04:00 Todd Cage 18:00-06:00 Madison Arndt 18:00-06:00 Cassara Pelaez 18:00-20:00 Kenny Loftus 20:00-06:00	SC Amb Jacob Smith 06:00-18:00 Todd Cage 06:00-09:00 Matt Essig 09:00-16:00 Mark Graham 16:00-18:00 Austin Fohrman 18:00-06:00 Dave Fruth 18:00-06:00 Blake Neumann 19:00-06:00		

* Indicates time starts on following calendar day

† The hour from 01:00 to 02:00 on November 5 exists twice due to Daylight Saving Time.

INTEROFFICE MEMORANDUM

TO: MAYOR AND COUNCIL MEMBERS
FROM: ANDREW LANGHOLZ
SUBJECT: 2024 GOVERNMENTAL BUDGETS AND LEVY UPDATE
DATE: 12/8/2023

The proposed final levy is \$2,177,088 an increase of \$346,746.00 or 18.94%. This is a \$70,311 decrease from the original preliminary levy that was approved by Council in September.

There were only a few factors that accounted for the decrease. First, was the council opting to lower the CIP by \$40,000 from \$300,000 to \$260,000. Second, was an increase in revenue that will be received for the Library via Winona County by \$15,604. This was due to a 6% increase in funding by Winona County and a shift in the allocations between Winona County Libraries that worked in our favor. Lastly, was an adjustment I made to Police State Aid received to better align with the actual amounts received in the previous two years.

Ultimately, the two main factors for the final levy increase are the Ambulance at \$220,000 (12.02%) and the CIP which increased by \$120,000 (6.56%), which is 18.58% of the 18.94% increase.

We were able to achieve our goal of reducing the preliminary levy increase from 22.79% to 18.94%. The tax rate will increase from 47.79% to 50.16% in 2024. If a home with an assessed value of \$250,000 didn't change in value from 2023 to 2024, our levy would have increased their taxes by \$59.25 annual increase, or \$4.94 per month. Unfortunately, homes in St. Charles will see an increase in assessed value by an average of more than 10%. I have provided a slide in the Truth & Taxation presentation that illustrates the tax change for the same home with a 10% assessed value increase. The total increase would be \$184.65 annually, or \$15.39 per month.

Please let me know if you have any questions regarding the 2024 budget.

Andrew Langholz

CITY OF ST. CHARLES

ORDINANCE # 656

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA
AMENDING ST. CHARLES CODE - WATER RATES AND
REPEALING ORDINANCE #641**

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

Section 1. Title V: Public Works, Chapter 51 Water, of the City Code of St. Charles, Minnesota, be amended as follows:

§51.03 WATER RATES

(A) Base charge. Each water user shall pay a base charge of ~~(47.56)~~ \$17.95 per month during which water service is furnished.

(B) Commodity charge. Each water user shall pay a commodity charge per 1,000 gallons of water use for each billing period during which water service is furnished based on an incremental tier structure.

Water - Residential

Tier 1 (0 to 20,000 gallons):	(\$3.58)	<u>\$3.68</u> /1,000 gallons
Tier 2 (20,001 to 80,000 gallons):	(\$3.69)	<u>\$3.80</u> /1,000 gallons
Tier 3 (80,001 gallons and above):	(\$3.81)	<u>\$3.92</u> /1,000 gallons

Water — Commercial/Industrial

Tier 1 (0 to 102,000 gallons):	(\$3.58)	<u>\$3.68</u> /1,000 gallons
Tier 2 (Above 102,001 gallons):	(\$3.69)	<u>\$3.80</u> /1,000 gallons

Section 2: This Ordinance shall take effect thirty days after its publication or on January 19th, 2024, whichever is later.

Adopted this 12th day of December 2023 by the City Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

Ordinance #656

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____

CITY OF ST. CHARLES

ORDINANCE # 657

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA
AMENDING ST. CHARLES CODE - SEWER RATES AND
REPEALING ORDINANCE #644**

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

Section 1. Title V: Public Works: Chapter 52 Sewer, of the City Code of St. Charles, Minnesota, be amended as follows:

§52.08 SEWER RATES

Subd. A. Residential sewer use shall be established annually by the amount of water incurred.

Subd. B. The rates for residential, commercial, and industrial property are as follows:

- (1) ~~\$(16.89)~~ \$17.19 base rate per user per month, for the first meter in each residential household.
- (2) ~~\$(6.81)~~ \$7.01 District charge per 1,000 gallons
- (3) ~~\$(0.25)~~ \$0.35 City charge per 1,000 gallons

Effective Date: This Ordinance shall take effect 30 days upon publication or on January 19th, 2024, whichever is later.

Adopted this 12th day of December 2023 by the City Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

Ordinance #657

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____

**CITY OF ST CHARLES
ORDINANCE #658**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES
AND REPEALING ORDINANCE #653**

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

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

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

THE CITY OF ST. CHARLES DOES ORDAIN:

Copy Machine		
Interoffice	\$0.05	Per copy
General Public	\$0.25	Per copy
Faxes		
Interoffice	\$0.25	Per page
General Public	\$1.00	Per page
Maps		
Size: 1" = 800'	\$3.00	
Size: 1" = 400'	\$5.00	
Size: 1" = 200'	\$20.00	
Mileage		
City Car Available	(\$0.45)	<u>80% 2024 IRS Rate</u>
City Car Unavailable	(\$0.575)	<u>2024 IRS Rate</u>
Meal Per Diem		
Breakfast	\$10.00	
Lunch	\$15.00	
Dinner	\$20.00	
Books and Manuals		
Comprehensive Plan	\$25.00	Per copy
City Budget Documents	\$25.00	Per copy
Capital Improvement Plan	\$10.00	Per copy
Zoning Ordinance	\$10.00	Per copy
Subdivision Regulations	\$10.00	Per copy
City Charter	\$10.00	Per copy
Police/Accident Reports	\$5.00	Per copy
Digital Media Copy (DVD/CD)	\$30.00	Per initial copy
- additional copy of DVD/CD	\$5.00	Per additional copy

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

Pet License (2 Year)			
Regular License Fee		\$20.00	
- Neutered/Spayed		\$10.00	
Late Fee		\$15.00	
Multiple Pet		\$20.00	
Replacement Tag		\$0.00	
Chicken License (1 Year)			
		\$25.00	
Specialty Licenses			
ATV Permit Fee (2 year)		\$25.00	
Dance Permit Fees			
Dance		\$10.00	
Officer (4 Hours)	(\$100.00)	<u>\$200.00</u>	Per officer
Additional Officer Hours	(\$25.00)	<u>\$50.00</u>	Each additional hour
Community and Pavilion Center Rental			
Monday-Friday	(\$20.00)	<u>\$25.00</u>	Per hour
- Non-profit rate	(\$15.00)	<u>\$20.00</u>	Per hour
Saturday - Sunday		\$200.00	Weekend Deposit
Kitchen Charge (weekend only if available)		\$20.00	(\$10 paid to Senior Center)
Pavilion Rental Charge	(\$25.00)	<u>\$30.00</u>	5-hour increment
Pavilion Deposit Charge		<u>\$50.00</u>	
- (7 am-noon, noon-5 pm, 5 pm-10pm)			

Church Property Rental (Including deck)		
Base Rate (3 hour rental)	(\$150.00)	\$180.00
Per Additional Hour	(\$50.00)	\$60.00
Rental Deposit		\$200.00

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

Zoning and Subdivisions		
Conditional Use Permit; Home Occupation Permit; Variance & Zoning Amendments – Publishing/Mailing/Recording	(\$50.00)	\$250.00
A) Published Legal Notice	(\$50.00)	
B) 0-10 Mailed Area Notices	(\$45.00)	
C) 11-20 Mailed Area Notices	(\$50.00)	
D) 21-30 Mailed Area Notices	(\$55.00)	
E) Excess Mailed Area Notices	(\$60.00)	

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

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

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

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

Hook-Up Fees		
Sanitary District Connection Fee -Single Family		\$2,640.00
Sanitary District Connection Fee Multi-Family Without Individual Laundry		\$2,115.00
Sanitary District Connect Fee Multi-Family Without Garbage Disposal or Dishwasher		\$1,980.00
Sanitary District Connect Fee Multi-Family Laundry		\$1,580.00

Facilities, Without Garbage Disposals or Dishwasher	
Water Hook-Up Fee	\$700.00
Sewer Hook-Up Fee	\$800.00
Temporary/Permanent Electric Hookup	\$50.00
Water & Sewer Impact Fee	
Water \$1,350.00/Sewer \$2,500.00	\$3,850.00 Per acre
<u>Water Disconnection/Reconnection Fee</u>	
	\$50.00
<u>Electrical Disconnection/Reconnection Fee</u>	
<u>Single Phase</u>	\$50.00
<u>Three Phase</u>	\$150.00
Meter Deposit	
Residential Owner Occupied	\$50.00
Residential Tenant	\$75.00
Commercial	\$100.00
Solar Application Fee	
<20 kW	\$100.00
20 – 39.9 kW	\$250.00
Pre-application/electrical engineer review	\$300.00

Miscellaneous Building Permit Fees			
Install New Fireplace/Woodstove	\$35.00 <u>\$100.00</u>	Install Gas Pipe Line	\$50.00 <u>\$100.00</u>
Replacement of Fireplace Gas Insert	\$25.00 <u>\$100.00</u>	Roof Top (HVAC)	\$95.00 <u>\$100.00</u>
Replace Furnace	\$50.00 <u>\$100.00</u>	Re-Roof	\$50.00 <u>\$100.00</u>
Install Air Conditioner	\$50.00 <u>\$100.00</u>	Re-Side	\$50.00 <u>\$100.00</u>
Install Water Heater	\$50.00 <u>\$100.00</u>	Pool/Spa/Hot Tub (5000 gal. or less)	\$50.00 <u>\$100.00</u>
Demolition	\$75.00 <u>\$175.00</u>	Reactivate permit	\$25.00
Sump Pump Inspection	\$50.00	Fence Permit	\$25.00
Windows (Up to 5)	\$65.00 <u>\$175.00</u>	Exterior Site Work Permit	\$25.00
- Additional Windows (after 5)	\$15.00 <u>/window</u>	Water/Sewer Inspection Fee	\$57.00
Door Replacement	\$65.00 <u>\$150.00</u>		

Table Below – NEW 2024

PLAN REVIEWED PERMIT FEE = (Plan Review Fee + Permit Fee + State Surcharge + Deposit)				
<u>Plan Review Fee Calculation</u>				
<u>Plan Review Application Fee*</u>	<u>\$150.00</u>	-	-	-
<u>Plan Review Fee</u>	<u>65% of Permit Fee.</u>	-	-	-
*The Plan Review Application Fee will applied toward Plan Review Fee if a Permit is issued.				
<u>Valued Permit Fee</u>				
<u>Permit Valuation*</u>	<u>Permit Fee Calculation**</u>			<u>Deposit = % x Permit Fee</u>
<u>\$1-999</u>	<u>\$65.00</u>	-	-	-
<u>\$1000 - \$4,999</u>	<u>\$65.00</u>	<u>+</u>	<u>\$20.00</u>	<u>/\$1000 x for each \$1000 >\$1,000</u> <u>50%</u>
<u>\$5,000 - \$19,999</u>	<u>\$131.00</u>	<u>+</u>	<u>\$6.00</u>	<u>/\$1000 x for each \$1000 >\$5,000</u> <u>50%</u>
<u>\$20,000 - \$99,999</u>	<u>\$226.00</u>	<u>+</u>	<u>\$5.00</u>	<u>/\$1000 x for each \$1000 >\$20,000</u> <u>50%</u>
<u>\$100,000 - \$249,999</u>	<u>\$704.75</u>	<u>+</u>	<u>\$3.75</u>	<u>/\$1000 x for each \$1000 >\$100,000</u> <u>25%</u>
<u>\$250,000 - \$499,999</u>	<u>\$1,266.75</u>	<u>+</u>	<u>\$3.65</u>	<u>/\$1000 x for each \$1000 >\$250,000</u> <u>25%</u>
<u>\$500,000 - \$749,999</u>	<u>\$2,178.50</u>	<u>+</u>	<u>\$3.50</u>	<u>/\$1000 x for each \$1000 >\$500,000</u> <u>25%</u>
<u>\$750,000 - \$999,999</u>	<u>\$3,052.25</u>	<u>+</u>	<u>\$3.25</u>	<u>/\$1000 x for each \$1000 >\$750,000</u> <u>25%</u>
<u>\$1,000,000 - \$1,999,999</u>	<u>\$3,864.50</u>	<u>+</u>	<u>\$3.20</u>	<u>/\$1000 x for each \$1000</u> <u>>\$1,000,000</u> <u>25%</u>
<u>\$2,000,000 - \$4,999,999</u>	<u>\$7,040.75</u>	<u>+</u>	<u>\$2.25</u>	<u>/\$1000 x for each \$1000</u> <u>>\$2,000,000</u> <u>25%</u>
<u>\$5,000,000 - \$9,999,999</u>	<u>\$13,785.75</u>	<u>+</u>	<u>\$2.20</u>	<u>/\$1000 x for each \$1000</u> <u>>\$5,000,000</u> <u>25%</u>
<u>\$10,000,000 and over</u>	<u>\$24,785.75</u>	<u>+</u>	<u>\$2.20</u>	<u>/\$1000 x for each \$1000</u> <u>>\$10,000,000</u> <u>25%</u>
** An additional \$35 Mechanical and/or Plumbing Fee will be added to applicable Permits				
<u>State Surcharge per Minnesota Statute 326B.148</u>				
<u>Permit Valuation*</u>	<u>State Surcharge Fee Calculation</u>			
<u>\$0 - \$1,000,000</u>	<u>\$5/\$10000 x the valuation</u>			
<u>\$1,000,001 - \$2,000,000</u>	<u>\$500 + \$4/\$10000 x value between \$1,000,000 & \$2,000,000)</u>			
<u>\$2,000,001 - \$3,000,000</u>	<u>\$900 + \$3/\$10000 x value between \$2,000,000 & \$3,000,000)</u>			
<u>\$3,000,001 - \$4,000,000</u>	<u>\$1200 + \$2/\$10000 x value between \$3,000,000 & \$4,000,000)</u>			
<u>\$4,000,001 - \$5,000,000</u>	<u>\$1400 + \$1/\$10000 x value between \$4,000,000 & \$5,000,000)</u>			
<u>Greater than \$5,000,000</u>	<u>\$1500 + \$0.50/1000 x value that exceeds \$5,000,000)</u>			
*Permit Valuation in accordance with Section 1300.0160 Subp3 of the MN State Building Code				

Table Below – OLD 2023

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

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

3. Ordinance (~~#629~~) #653 is hereby repealed.

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

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

Mayor John Schaber

Attest:

Andrew Langholz, City Administrator

Ordinance #658

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____



Request for City Council Action

Date: December 8, 2023

Requested Council Date: December 12, 2023

Originating Department: City Administrator

Council Action Requested: Subdivision and Zoning Code Ordinance Proposal

Background Information:

Cities typically rely on a number of governing documents that provide a history of the city, identify current conditions, and act as a roadmap for how, where, and what type of future development occurs. These documents include the Comprehensive Plan, a Housing Study, Subdivision Ordinance, and Zoning Ordinance.

It is important that these documents and the processes within them are up to date. Fortunately, Winona County has hired a firm to conduct a county-wide housing study, which is slated to be completed in early 2024. To build off this momentum, I'm recommending that the City Council approve Phase 1 of the attached proposal from HKGi to update the Subdivision Ordinance. If approved, I would return to the Council later in 2024 to approve additional phases once a tighter budget has been determined. If both the Subdivision and Zoning Ordinance are updated in 2024, I will seek proposals to update the Comprehensive Plan in 2025.

At the December 1st EDA Board Meeting, in a clear show of support, the Board made a motion to provide up to \$10,000 in matching funds for the development of a Subdivision and Zoning Ordinance update for 2024.

Request:

Approve Phase 1 of the proposal from HKGi.

**Collaborate. Listen.
Explore. Create.**



December 6, 2023

Andrew Langholz
City Administrator | City of St. Charles
830 Whitewater Ave
St. Charles, MN 55972

RE: Subdivision and Zoning Code Update

Dear Andrew,

Thank you for the opportunity to submit a proposal for a Subdivision and Zoning Code Update. HKGi understands the challenges communities face when zoning and subdivision codes are outdated and inconsistent. We have worked with communities across Minnesota, Wisconsin, and Iowa to create development codes that are easy to use and reflect modern development trends. Our work has ranged from targeted section updates to full zoning and subdivision code rewrites. Using our experience, we are able to collaborate with you to identify a scope of work that can best meet your needs.

An important first step in a comprehensive code update process is a Preliminary Code Audit. This audit focuses on an evaluation of the subdivision and zoning codes and zoning map to understand how City's regulations function today. This audit also preliminarily evaluates the status of areas of subdivision and zoning codes that are frequently in need of updates due to changes in legislation, court decisions, and modern trends including, but not limited to, park dedication, signage, and parking. As any code update process is a collaborative process, the Preliminary Code Audit includes conversations with Staff, Planning Commission, and City Council to identify issues as well as to evaluate potential approaches, priorities, and phasing. The findings of the Preliminary Code Audit are then used to create a framework, schedule, and refined cost estimates for the drafting of the subdivision and zoning codes which will occur during Tasks Two and Three.

Based on our discussion, it is our understanding that the City has an immediate need to address issues with its subdivision regulations, particularly revolving around subdivision processes and procedures and inconsistencies in interpretation.

The following proposed work scope outlines a potential approach to updating the subdivision and zoning regulations. The approach has been divided into multiple phases. The first phase will focus on identifying the current code issues and potential approaches to address those issues, as well as making the necessary updates to the subdivision code. The second phase will focus on making updates to the zoning code. An optional third phase would involve HKGi in the adoption process of both codes.

800 Washington Avenue North, Suite 103
Minneapolis, MN 55401

Proposed Work Scope

Phase One (\$20,000)

Task 1 - Subdivision and Zoning Code Audit

Estimated Timeline: Two Months

- 1.1 Review the Comprehensive Plan to identify key themes, goals, policies, and implementation initiatives relevant to land use, housing, and economic development.
- 1.2 Complete a full evaluation of the current subdivision and zoning ordinances and zoning map.
- 1.3 Conduct a project orientation meeting with Staff to finalize the project's scope, process, and schedule, as well as confirm key advantages, shortcomings, and gaps of the existing codes. Discuss unwritten policies or processes that need to be addressed as part of the code update.
- 1.4 Identify potential approaches for addressing the needed subdivision and zoning code updates, including organization, format, and zoning map issues. Prepare initial suggested list of update priorities.
- 1.5 Conduct a virtual meeting with Staff to discuss approaches and priorities.
- 1.6 Conduct a Joint Session of the Planning Commission and City Council to introduce the project, present initial findings of the audit, seek input on issues, opportunities, and priorities, and confirm the draft outline and proposed approach to code amendments.
- 1.7 Finalize code audit and proposed approach to the code amendments for Tasks Two and Three.

Task 2 - Subdivision Code Update

Estimated Timeline: Three Months

- 2.1 Prepare the draft subdivision regulations based on the direction established in Task 1.
- 2.2 Conduct review meetings with Staff.
- 2.3 Prepare first draft of entire rewritten subdivision ordinance document.
- 2.4 Conduct a joint meeting of the Planning Commission and City Council to discuss key directions and changes.
- 2.5 Prepare second draft of entire rewritten subdivision ordinance document based on Planning Commission and City Council feedback.

Phase Two (\$10,000 to \$20,000+ depending on audit findings and City priorities)

Task 3 - Zoning Code Update

Estimated Timeline: Four Months

- 3.1 Prepare the draft zoning regulations in a series of sections to facilitate Staff, Planning Commission, and City Council review, focusing on areas of highest priority as identified in the Code Audit.
- 3.2 Conduct section review meetings with Staff.
- 3.3 Collaborate with Staff on identifying needed updates to the Zoning Map.
- 3.4 Conduct a joint meeting of the Planning Commission and City Council to discuss key directions and changes.
- 3.5 Prepare first draft of entire rewritten zoning ordinance document.

Optional Phase Three (\$2,500 to \$3,500 depending on City needs)

Task 4 - Assist with Adoption Process

Estimated Timeline: Two Months

- 4.1 Prepare public hearing drafts of subdivision and zoning ordinances.
- 4.2 Assist Staff with preparations for Planning Commission public hearing.
- 4.3 Prepare third draft of subdivision and zoning ordinances for City Council consideration.
- 4.4 Assist Staff with preparations for City Council meeting presentation and adoption of final subdivision and zoning ordinances.
- 4.5 Prepare final code and project closeout materials.



In addition to the proposed work scope above, HKGi has assembled a firm profile and summary of zoning and subdivision code experience for your review. After reviewing these materials, please do not hesitate to give us a call with any questions, concerns, and/or suggested revisions. We see the development of a work scope as a collaborative process between HKGi and the City. We appreciate the opportunity to submit a proposal and look forward to the opportunity to work with you on this project.

Sincerely,

A handwritten signature in black ink that reads "Rita Trapp".

Rita Trapp, AICP
ASSOCIATE PLANNER
RITA@HKGi.COM
612-252-7135

A handwritten signature in black ink that reads "Beth Richmond".

Beth Richmond, AICP
PLANNER
BETH@HKGi.COM
612-252-7145

FIRM PROFILE



HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest.

HKGi uses a community-based approach that has been at the heart of our practice since the firm's founding. Gathering and responding to community input has always been essential to ensuring that our plans and designs are feasible, supported by the community, and will generate positive results for our clients and their constituents. Our emphasis on listening and collaboration, combined with our technical knowledge, means we deliver custom-built plans that fit each community's unique needs, opportunities, and vision for the future.

ZONING ORDINANCES AND REGULATORY TOOLS

For our zoning ordinance and regulatory tools work, HKGi's planners can tap into a broad range of community planning and design experience to aid in creating effective ordinances. Our planning staff are experienced at comprehensive planning, development application reviews, ordinance revisions, and redevelopment, corridor, and growth area planning. This breadth of experience means that we understand how to transform a variety of planning guidance and direction into enforceable zoning language. We also understand the impact that zoning ordinances can have on development. Our day-to-day planning work reviewing development applications gives us insight into how to craft ordinances that meet community objectives while minimizing unintended consequences.

LOCATION

800 Washington Ave. N., #103
Minneapolis, MN 55401
www.hkgi.com
612-338-0800

PRINCIPALS

- Paul Paige, PLA (MN), President
- Brad Scheib, AICP, Vice President
- Bryan Harjes, PLA (MN, MI), LEED AP, Vice President
- Gabrielle Grinde, PLA (MN), Vice President

ASSOCIATES

- Rita Trapp, AICP, LEED AP
- Jeff Miller, AICP

STAFF

- 4 Certified Planners
- 7 Licensed Landscape Architects
- 8 Planners/Urban Designers
- 2 Marketing Communications





Rita Trapp AICP, LEED AP
Associate | Planner
rita@hkgi.com

Years of Experience: 21

Education

B.S., Land Use Geography and Economics, University of Wisconsin-Eau Claire

Registration

American Institute of Certified Planners
- Cert. #021555

Awards

2018 MN APA Excellence in Community Engagement Award - Chanhassen Parks and Recreation System Plan

2017 National APA President's Council Leadership Award

2009 ASLA-MN Honor Award for Planning and Research - Saint Paul Park and Recreation Vision Plan

Introduction

For nearly two decades Rita has provided many of HKGi's long-standing clients with general planning services. In this role she has been responsible for revising zoning ordinances and other regulatory tools, conducting development application reviews, writing planning reports, and conducting code analyses.

She blends technical planning knowledge with exceptional communication and management skills to provide her clients with outstanding project leadership and efficient engagement and communications processes. With her depth of experience and knowledge of a range of planning best practices, Rita is considered one of HKGi's top zoning experts. Not only does she work with zoning ordinances on a daily basis, she has also conducted comprehensive planning for many Minnesota communities and is experienced at translating comprehensive plan direction into zoning ordinance language.

Relevant Project Experience

- Zoning Ordinance Amendments | Lindström, MN
- Zoning Ordinance Revision | Maplewood, MN
- Zoning and Subdivision Ordinance Study | Golden Valley, MN
- Unified Development Code Rewrite | Winona, MN
- Zoning Ordinance Revisions | Mound, MN
- Zoning Ordinance Code Update | Kasson, MN
- Uniform Development Code Rewrite | Onalaska, WI
- Zoning & Subdivision Ordinance Update | Johnston, IA
- Zoning Ordinance Update | Roseville, MN
- Development Code Audit | St. Louis Park, MN
- Zoning Ordinance Revisions | St. Michael, MN
- Zoning Ordinance | Grand Rapids, MN
- General Planning Services | Marine on St. Croix, MN
- Zoning Code Update and General Planning Services | Savage, MN
- Zoning Code Update | Fridley, MN





Beth Richmond AICP

Planner

beth@hkgi.com

Years of Experience: 5

Education

Master of Urban and Regional Planning,
University of Wisconsin-Madison

B.A., Political Science, College of St.
Benedict (MN)

Registration

American Institute of Certified Planners
- Cert. #32948

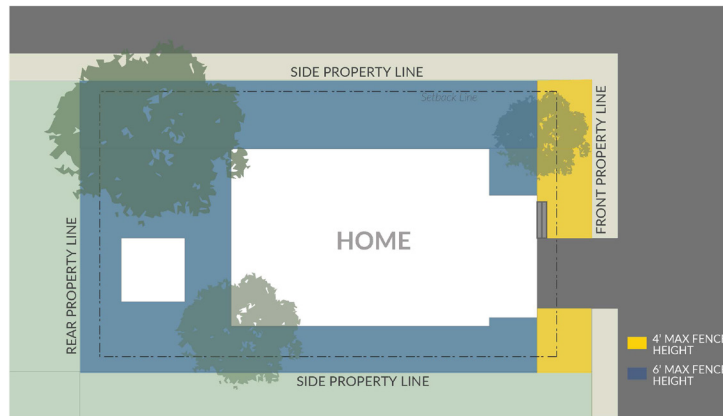
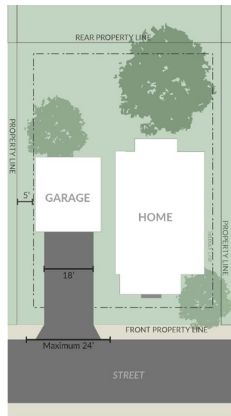
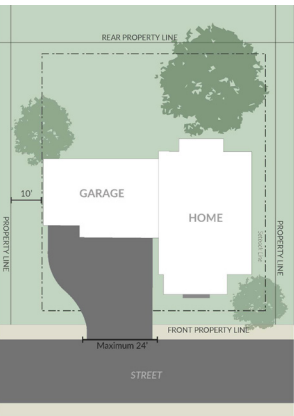
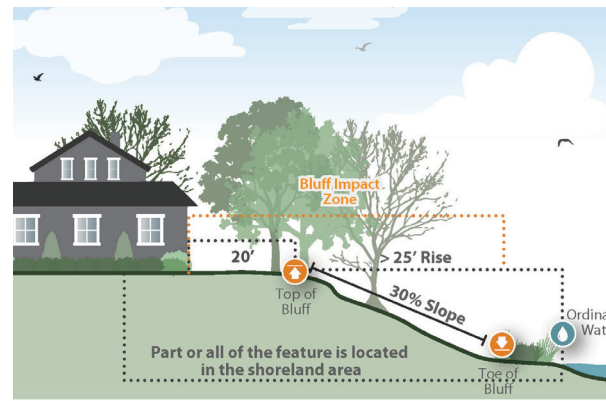
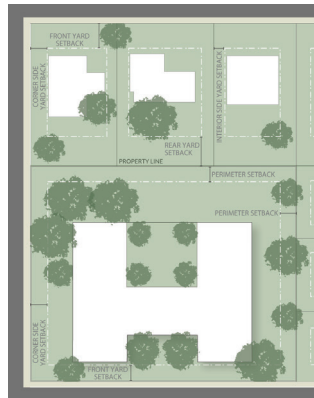
Introduction

Beth provides general planning services to several of HKGi's municipal clients. She has proven to be a skilled, knowledgeable, and efficient planner who provides her clients with outstanding service for the review of development proposals, ordinance writing, and planning communications. In addition to general planning services, Beth assists with comprehensive planning, grant writing, and zoning ordinance writing and amendments. Beth is a seasoned professional who is skilled at working with clients and presenting important information to community boards, commissions, and decision makers. She has a strong working knowledge of planning practices and trends.

Relevant Project Experience

- Zoning Code Update | Fridley, MN
- General Planning Services | Marine on St. Croix, MN
- Zoning Code Update | Rosemount, MN
- Zoning Code Update and General Planning | Savage, MN
- General Planning Services | St. Francis, MN
- Comprehensive Plan and Zoning Code Update | St. Michael, MN
- General Planning Services | Byron, MN
- Housing Study and Zoning Ordinance Revisions | Grand Marais, MN
- General Planning Services | Greenfield, MN
- Zoning Ordinance Update | Johnston, IA
- Zoning Ordinance Update | Kasson, MN
- General Planning Services | Lindström, MN
- General Planning Services | Maplewood, MN
- General Planning Services | Medicine Lake, MN
- General Planning Services | Richmond, MN
- Zoning Ordinance Update | Roseville, MN
- Zoning Ordinance Audit | St. Louis Park, MN
- General Planning Services | Stillwater, MN
- General Planning Services | Victoria, MN

Zoning Ordinance & Regulatory Tools Planning



Examples of visual communications graphics from zoning ordinance revisions in several HKGi client communities. HKGi has developed and revised zoning ordinances and reviewed development applications in a variety of different sizes and types of communities.

Regulatory tools such as zoning ordinances, design guidelines, and development codes translate planning visions and recommendations into enforceable policy language that shapes the physical development of the community. They are essential in determining a community's character, be it the preservation of historic qualities, promoting the use of high-quality building materials, or specifying building massing or density to create or preserve neighborhood livability.

Creation of effective regulatory tools requires a deep understanding of how the shapes, materials and design of the built environment influence a community's character, but it also requires an ability to understand how development codes and other regulations can influence potential new development or redevelopment initiatives. Development codes and regulatory tools can have both positive and negative impacts on development. HKGi brings decades' worth of experience writing, revising, and interpreting

development codes. Our veteran planners are able to draw on this experience to draft regulatory tools that will achieve a community's desired results while minimizing unintended impacts to development.

HKGi's work in this area has addressed a variety of topics including:

- » Accessory Dwelling Units
- » Accessory Structures
- » Short-term Vacation Rentals
- » Buildable Area
- » Historic Preservation
- » Home Occupations
- » Housing
- » Kennels
- » Wild & Scenic River Ordinances
- » Mixed-Use Land Uses
- » Outdoor Storage
- » Screening
- » Seasonal Road Side Stands
- » Shoreland Ordinances
- » Zoning Districts

CITY OF ST. CHARLES
RESOLUTION #40-2023

**A RESOLUTION ESTABLISHING AN INTERFUND LOAN FOR THE
2024 ELECTRIC PROJECT**

WHEREAS, the St. Charles Electric Utility will be facilitating a large project in 2024, that replaces overhead lines with an underground system; and,

WHEREAS, the Electric Utility is in need of short term financing for this project in the amount of \$500,000.00 toward the total purchase price of \$675,000.00; and,

WHEREAS, the City Council has utilized an advisor that recommended that the Capital Improvement Fund would be a valid source to proceed with an interfund loan transfer; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Minnesota, as follows:

1. Interfund Loan Established. An interfund loan (the “Loan”) is hereby established in the amount of \$500,000 with funds to be allocated to the Electric Fund as of January 2, 2024.
2. Effective Date. The loan shall be effective as of January 2, 2024 (the “Effective Date”).
3. Sources of Loan Funds. The source of funds for the Loan (the “Source Fund”) shall be from the Capital Improvement Fund, in the amount of \$500,000.00.
4. Interest Rate and Accrual. The Electric Fund shall accrue interest expense to be repaid with principal at an annual percentage rate of 2.0 percent.
5. Loan Repayment. The Loan shall be repaid over three years, with principal and interest payments due on or before December 31st of each year (2024, 2025, & 2026). The amortization schedule is listed below. Notwithstanding, the City shall retain the authority to prepay all or a portion of the Loan at any time during the Loan period (a “Prepayment”) or amend such Repayment period. Such Repayment or Prepayment shall be conducted by resolution of the City Council. Principal and interest Repayment or Prepayments shall be allocated to the Source Fund.

Year	Beginning Balance	Interest	Principal	Ending Balance
2024	\$ 500,000.00	\$ 10,000.00	\$ 163,377.34	\$ 336,622.66
2025	\$ 336,622.66	\$ 6,732.45	\$ 166,644.88	\$ 169,977.78
2026	\$ 169,977.78	\$ 3,399.56	\$ 169,977.78	\$ 0.00

Whereupon said resolution was passed and adopted by the City Council of the City of St. Charles, Minnesota, this 12th day of December 2023.

SIGNED:

WITNESSED:

John Schaber, Mayor

Andrew Langholz, City Administrator

(CITY SEAL)

CITY OF ST. CHARLES

Resolution #38-2023

**A Resolution Approving Final 2023
Tax Levy Collectible in 2024**

WHEREAS, the City of St. Charles requires revenue to meet its expenses.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES that the following sum of money be levied for the current year, collectible in 2024, upon the property in said City of St. Charles, for the following purposes:

FUND	<u>2024</u>
General Fund	\$ 619,372
Capital Improvement Fund	\$ 260,000
Fire	\$ 103,900
Library	\$ 184,039
Debt Service 2018A	\$ 79,118
Debt Service 2019A	\$ 77,153
Debt Service 2021A	\$ 498,714
Debt Service 2021B	\$ 81,692
Debt Service 2022A	\$ 25,000
Advertising	\$ 19,000
Celebration	\$ 9,100
Ambulance	<u>\$ 220,000</u>
Total Final Levy	\$ 2,177,088

The City Administrator is hereby authorized to transmit a copy of this resolution to the County Auditor of Winona County, Minnesota.

Adopted this 12th day of December 2023 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

**City of St. Charles
Resolution #39-2023**

**A RESOLUTION ESTABLISHING THE 2024 BUDGET
OF THE CITY OF ST. CHARLES, MINNESOTA**

WHEREAS, the proposed budget has been duly noticed and publicly examined by the City Council; and,

WHEREAS, the required truth-in-taxation hearing has been duly noticed and heard;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA THAT:

The Council of the City of St. Charles hereby resolves that the 2024 Budget of the City of St. Charles is established at \$11,066,021.34 is hereby approved.

The City Administrator is hereby directed to have on file and available for public inspection the executed “form” copy of the 2024 Budget.

Adopted this 12th day of December 2023 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

City of St. Charles

Sick and Safe Leave Policy

SICK AND SAFE LEAVE. (SSL)

“Sick and Safe Leave” is paid time off to all employees (including fulltime, part-time, continuous part-time, and temporary/seasonal employees) performing work for at least eighty (80) hours in a year for the City. Employees are eligible to use Sick and Safe Leave time as it accrues.

Calendar Year. The 12-month period is calculated by calendar year. The calendar year for St. Charles is January 1st thru December 31st. SSL hours or a portion thereof will be posted to the employees’ SSL account each pay period.

Pay Rate. The hourly rate of SSL is the same hourly rate an employee earns from employment with the City. SSL will not be paid at an overtime rate.

Sick and Safe Leave Use. SSL may be used as it is accrued in the smallest increment of time tracked by the City’s payroll system, (15-minute increment) for the following circumstances:

An employee’s own:

- Mental or physical illness, injury, or other health condition.
- Need for medical diagnosis, care, or treatment, of a mental or physical illness.
- Injury or health condition.
- Need for preventative care.
- Closure of the employee’s place of business due to weather or other public emergency.
- The employee’s inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim services organization.
 - Obtain psychological or other counseling.
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

Care of a family member:

- With mental or physical illness, injury, or other health condition.
- Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition.
- Who need preventative medical or health care whose school or place of care has been closed due to weather or other public emergency.
- When it has been determined by health authority of a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease.

Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:

- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
- Obtain services from a victim services organization.
- Obtain psychological or other counseling.
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner.
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling or foster sibling.
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparent or step grandparent.
- A child of a sibling of the employee.
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law.
- Any of the above family members of a spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

Reporting. If the need for SSL is foreseeable, the City requires seven (7) days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for SSL as soon as practicable. Employees must inform their direct supervisor or manager by telephone.

Documentation. When an employee uses SSL for more than three (3) consecutive days, the City may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, SSL for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. If an employee has been incapacitated, the employee may be required to provide evidence of physical ability to perform work duties. In accordance with state law, the City will not require an employee using SSL to find a replacement worker to cover the hours the employee will be absent.

Worker's Compensation. When an employee is eligible for worker's compensation, the employee may choose to be paid his or her regular wage with the excess of the regular wage over the worker's compensation payment being the amount charged in time against the employee's SSL account. When the SSL account is exhausted, the employee will receive worker's compensation only.

FMLA. It is the intention of this policy to be fully compliant with the Family and Medical Leave Act (FMLA), and in no case will this policy precede FMLA.

Retaliation Prohibited. The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting SSL rights, requesting an SSL absence, or pursuing remedies. Further, the use of SSL will not be factored into any attendance point system the City may use.

Complaint. An employee alleging a violation of the Minnesota Earned Sick & Safe Time Law may file a complaint with the Minnesota Department of Human Rights or the Minnesota Department of Labor and Industry.

Violation. Any violation of this policy by a City employee will be cause for appropriate disciplinary action up to and including discharge.

Disclaimer. Nothing in this section, regardless of its clarity or specificity, creates, or is intended to create an express or implied contract, covenant, promise, representation between the city and its employees related to SSL.

The City may change or eliminate this policy, or portions thereof, at its discretion at any time, and without notice.

This section does not vest in any employee a right, benefit, or privilege related to SSL, not otherwise required by law, which cannot be changed or eliminated by the city council, in its exclusive discretion, at any time without notice to employees.

SSL or any components thereof not otherwise required by law shall remain solely within the discretion of the employer to modify, establish, or eliminate.

The forgoing enumeration of the employer's authority related to SSL shall not be deemed to exclude other inherent management rights and functions.

CONTINUOUS PART-TIME & TEMPORARY AND SEASONAL EMPLOYEES.

Continuous Part-time Employees. (i.e., custodians, library assistants, volunteer firefighters, volunteer EMTs, part-time EMTS).

Temporary and Seasonal Employees. (i.e., pool, recreation, and summer maintenance staff employees)

Considered Working. Continuous part-time & temporary and seasonal employees do not accrue = SSL hours while being absent from work while using accumulated SSL. An employee must be working to accrue SSL hours.

Holiday Pay. Continuous part-time & temporary and seasonal employees do not receive holiday pay. If an employee uses SSL on a holiday, it will be paid at their normal rate.

Accrual. For continuous part-time and temporary and seasonal employees, SSL time is earned at a rate of one (1) hour of leave time for every thirty (30) hours worked by an employee, up to a maximum of forty-eight (48) hours of SSL per year. An employee must work at least 80 hours in a calendar year for an employer prior to accumulating SSL.

Carryover.

Continuous part-time employees are eligible to carryover up to eighty (80) hours accrued but unused SSL into the following year. Any additional accrued SSL time beyond eighty (80) hours will be forfeited. Continuous part-time employees are not eligible for a payout of their accrued SSL at the end of their employment with the City.

Temporary and seasonal employees will receive a payout of their unused accrued SSL at the end of each calendar year.

Employees who separate from employment and are rehired within ninety (90) calendar days will be treated as if they were never separated from employment for the purposes of this policy. All previously accrued and unused SSL will be reinstated if it was not previously paid out.

Dual Positions. If a temporary/seasonal employee (i.e., lifeguard) is also employed by the City under a job classified as continuous part-time (i.e., library assistant), the employee will accrue SSL at the regular rate. However, the employee would be considered a continuous part-time employee and would adhere to those requirements.

FULL-TIME AND PART-TIME EMPLOYEES.

Accrual & Carryover. Full-time and part-time employees who are regularly scheduled to work at least thirty (30) hours per week earn Sick and Safe Leave time at a rate of eight (8) hours per one (1) calendar month, up to a total accrued Sick and Safe Leave time of (120) days. Part-time employees regularly scheduled at least thirty (30) hours per week will earn Sick and Safe Leave time on a prorated basis. Any additional accrued Sick and Safe Leave time beyond (120) day will be forfeited. The use of SSL shall be considered working for full-time and part-time employees.

Holiday During Sick Leave. If a regularly scheduled holiday falls during an employee's SSL, it will not be considered SSL, but Holiday Leave.

Separation of Employment. Upon leaving employment with the EMPLOYER in good standing, the employees will be paid for accumulated sick leave hours at the employee's base rate of pay as of the date that the employee separates employment with the EMPLOYER up to the following maximum dollar amounts:

- If 5 through 9 consecutive years of full-time employment with the EMPLOYER, began employment with the EMPLOYER before January 1, 2018, and also meet all the requirements to receive a pension from a State of Minnesota public employees' pension program on the date of separation from employment with EMPLOYER, then up to a maximum of \$2,500.
- If 10 through 14 consecutive years of full-time employment with the EMPLOYER and also meet all the requirements to receive a pension from a State of Minnesota public employees' pension program on the date of separation from employment with EMPLOYER, then up to a maximum of \$5,000.
- If 15 through 19 consecutive years of full-time employment with the EMPLOYER and also meet all the requirements to receive a pension from a State of Minnesota public employees' pension program on the date of separation from employment with EMPLOYER, then up to a maximum of \$7,500.
- If 20 or more consecutive years of full-time employment with the EMPLOYER and also meet all the requirements to receive a pension from a State of Minnesota public employees' pension program on the date of separation from employment with EMPLOYER, then up to a maximum of \$10,000.

Effective on the date employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents, all payments specified in this section will be deposited into the employee's post-employment health care savings plan account. In addition, in the event of an employee's death, deposits may not be made to an HCSP account after death.

Personal Time. Employees may use up to sixteen (16) hours annually of SSL time as personal time off.