



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, February 13, 2024 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. February 13, 2024 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. January 9, 2024 – Regular City Council Minutes	
b. January 23, 2024 – Regular City Council Minutes	
c. Establish Board of Equalization Meeting – April 17, 2024 – 7:00 PM	
5. Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
a. WOW Dates: June 5 & 19, July 24, August 7 & 21	
b. Farm to Table: September 14	
7. Reports of Boards and Committees:	INFORMATION
a. Administrator’s Report	
b. Public Works Superintendent Report, Scott Bunke	
c. Chief of Police Report, Jose Pelaez	
d. Library Board, David Kramer	
e. Planning & Zoning, Wayne Getz	
f. Park Board, Dave Braun	
g. EDA, Wayne Getz	
h. School Board, John Steffel	
i. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. Resolution #04-2024 Accepting and Awarding Bids - 11 th Street Project	APPROVE
9. Resolution #03-2024 LBPR Grant Agreement	APPROVE
10. Ordinance #659 Amending Admin Fines and Fees (2 nd Reading)	APPROVE
11. Letter of Resignation – Mara Ruhoff	INFORMATION
12. CEDA Representative Cris Gastner Departure	INFORMATION
13. Closed Session – Performance Evaluation – Minn. Stat. 13D.05, subd. 3(a)	APPROVE
14. Update City Administrator Employment Agreement	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, February 13, 2024**

4. Consent Agenda

a. January 9, 2024 – Regular City Council Minutes

b. January 23, 2024 – Regular City Council Minutes

c. Establish Board of Equalization Meeting – April 17, 2024 – 7:00 PM – Winona County Assessor John Conway requested the aforementioned date for the Board of Equalization meeting. Mayor Schaber and Councilmember Braun are both certified trained members to cover this meeting. Please note this is a Wednesday evening, not the typical council meeting night.

8. Resolution #04-2024 Accepting and Awarding Bids – 11th Street Project – Please review the attached resolution for the 11th Street Project. There were seven bids submitted with the lowest bidder being Fitzgerald Excavating.

9. Resolution #03-2024 LBRP Grant Agreement – Please review the attached resolution to agree to the terms and conditions of a grant received from the Minnesota State Transportation Fund to replace the culvert at 11th Street East. The total city portion of the project is projected to be approximately \$77,000.

10. Ordinance #659 Amending Admin Fines and Fees (2nd Reading) – The change is to simply remove the ordinance is to remove building permit fees.

11. Letter of Resignation – Mara Ruhoff – Administrative Assistant Mara Ruhoff has turned in a letter of resignation with her final date of employment on February 23, 2024. A job posting has been posted in multiple locations including our website, Facebook page, and multiple newspapers.

12. CEDA Representative Cris Gastner Departure – Mr. Gastner has decided to leave CEDA at the end of February. He has been the St. Charles representative for more than 15 years. Our new CEDA representative is Will Giesen. Mr. Giesen has a finance background, most recently working at Sterling State Bank, he started at CEDA January 2024. He is currently shadowing Mr. Gastner.

13. Closed Session – Performance Evaluation – Minn. Stat. 13D.05, subd. 3(a) – This is to perform the annual review for City Administrator Langholz.

14. Update City Administrator Employment Agreement

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, January 9, 2024, 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), Jose Pelaez (Police Chief), and Kyler Nesbit (Police Officer).

OTHERS IN ATTENDANCE: Michael Peterson (HSEM) and Tom Wiener (WSE).

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

4. Consent Agenda:

- a. December 12, 2023 – Regular City Council Minutes**
- b. Hire Member for the Fire Department**
- c. 2024 Ambulance Agreements**

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

5. Notices and Communications. None

6. Review of Payables and Financials.

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

7. Reports of Boards and Committees. The Council reviewed reports from the City Administrator, Public Works, Police, Library, EDA, and School Board.

8. Basic Emergency Management Certificate Presentation

Michael Peterson from the Minnesota Department of Homeland Security and Emergency Management presented Chief Pelaez with his Basic Emergency Management Certificate. Chief Pelaez completed 130 hours of training to earn this certification.

9. Professional Services Agreement – Building Inspection Services - MNSPECT

The council reviewed the proposal from MNSPEC with a recommendation by the City Administrator and office staff to approve the agreement from MNSPECT. Councilmember Kramer stated that he understood there have been difficulties between city staff and CMS/WSE and that he is comfortable with the change since it received full staff support.

Motion to approve the professional services agreement with MNSPECT and terminate services with WSE/CMS in ten business days: **Wayne Getz**

No further discussion.

Motion declared carried.

10. Whitewater River Restoration Phase Two Grant

City Administrator Langholz stated that St. Charles was once again selected as a grant recipient from the MN DNR to assist with phase two of the Whitewater River Restoration Project. The grant is for \$500,000.00 with a 10% or \$50,000.00 match to be made by the city. The project is slated to occur in 2025. WHKS is completing the grant contract, and it will be returned to the council at a future meeting for approval.

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, January 23, 2024, 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: None.

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 #01-2024 Establishing Building Permit Fees

b. Resolution #02-2024 Accepting Donations for the St. Charles Ambulance

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

5. Notices and Communications.

6. Review of Financials.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

7. Pay Equity Report

Administrator Langholz reviewed the pay equity report with the council and stated that St. Charles is in compliance with the State.

Motion to approve: **John Steffel**

No further Discussion.

Motion declared carried.

8. Ordinance #659 Amending Admin Fines and Fees (1st Reading)

Mr. Langholz stated that the only change is to remove building permit fees from the ordinance and that these would be established by resolution moving forward.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion declared carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator



City Administrator's Report— January 2024

- Attended Meetings Regarding:
 - Council Meetings
 - EDA Meeting
 - Subdivision & Zoning Ordinance Update
 - Ambulance Steering Committee
 - Leadership Growth Group
 - City Administrator Meeting
 - Fire Meeting
 - MNSPECT Building Permit Onboarding

- Zoning Administration
 - Ordinance Enforcement
 - Enforcement of Development Agreement

- Misc.
 - Annual Police & Fire Aid Reporting
 - Administer Performance Reviews
 - Finalize Ambulance Contracts
 - Pay Equity Reporting
 - Summary Budget Statement Publishing
 - Ordinance Updates
 - Audit Fieldwork
 - Bid Opening – 11th Street Project
 - FT EMT Interviews
 - Business view Magazine Interview

January 2024 Public Works Report:

Street Department

Tree trimming, Christmas Décor taken down, plowed and hauled snow. Changed cutting edges on multiple units, Changed oil filter, fuel filters, etc on the Service Grader. Working on sewer manholes maps, cleaning sewer lines, crack filling on the roads, wash up equipment and trucks.

Electric Department

Tree Trimming, install a new service @ bills, take down Christmas decorations, unloaded semis with single phase transformer & 3 phase transformers, replace street lights with LED, substation & power plant reports, replace glass cut outs and arresters with poly units. Clean up pole yard, disconnect and reconnect for no pay, rubber gloves and sleeves tested, plow snow, haul snow, wash trucks and work on stocking shelves & trucks, work on meters. Checked on orders to venders and misc.

Water Department

Daily checks on wells, lift stations, pump houses, water towers, and finals and rereads. Did water samples, plowing and sanding hills, hauling snow, cleaning of trucks, crack sealing streets.

All employees attended safety meetings for the month.

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



February 13, 2024

Police Department

- Officers completed OSHA-mandated *AWAIR/Employee right-to-know training* (online).
- Officers completed Lexipol's Daily Training Bulletins (department policy training).
- Officers have been enrolled in Spanish on Patrol Online Training. The growing Hispanic population creates a language barrier for police officers. Spanish on Patrol (Law Enforcement) teaches police officers to speak and understand job-specific words and phrases needed to assure public safety. As this population segment grows, the number of Spanish-speaking crime victims and offenders also grows. However, police officers don't have to be bilingual to be more effective in the field. Spanish for Law Enforcement features words and phrases for a range of duties – from traffic stops, DUI, and domestic disturbances, to issuing commands, collecting information and much more. This is a six-month online course (42 credit hours) from which Officers will be able to receive Minnesota POST credits. Spanish on Patrol is the primary Spanish language training provided for Law Enforcement Officers in the state of Texas where obtaining this training certification is mandatory.
- Chief Pelaez attended Budgeting and Staffing training at the Minnesota Bureau of Criminal Apprehension (BCA) in St. Paul.
- Monthly Targeted Traffic Enforcement: Officers conducted focused traffic enforcement in the area of Whispering Hills Dr. through the month, due to concerns of speeding motorists. No violations were observed.

Police Reserves

- Reserve Officers attended their mandatory monthly meeting/training. Reserves Officers received report writing training and discussed upcoming special events.

Emergency Management

- Chief Pelaez and Sgt. Jones attended *the Integrated Public Alert and Warning System (IPAWS) Workshop* in the city of Winona. This training was hosted by the Winona County Emergency Management and facilitated by the Minnesota Department of Public Safety and the Emergency Communication Networks.
- Chief Pelaez attended Minnesota Fusion Center's online meeting on current and emerging threats in the state.
- Chief Pelaez attended Region 1's Joint Powers Board meeting in Rochester.
- Chief Pelaez attended FEMA's National Exercise Support Program webinar.

Respectfully submitted,

Chief, Jose Pelaez

INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION



LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



January 23, 2024 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find reports for the month of December. The St. Charles crew handled 40 incidents for the month and made contact with 37 patients. December was the busiest month of the year and the most calls run in one month over the last 6 years. Lewiston Ambulance assisted with 2 additional calls. The 2023 call total was 346 incidents. This is a +116-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 December along with a breakdown of “call hours” each member provided. 31 days x 24 hours of coverage= 744 hours x2 crew members=1,488 required hours. SC was staffed 1,417 hours (95% of the month) and the remaining 71 hours (5%) 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 that. Historically the availability of our volunteers improves during the winter months.

-We continue to promote our ride along program and currently have 6 additional candidates interested.

-Interviews for the Full-Time EMT position are scheduled for the middle of January.

-A membership meeting was held on 12/13/23. Administrator Langholz was present and spoke to the crew.

-8 of the 9 recruits we hired have completed their EMT class and passed their psychomotor exam on 1/10/24. They will now be working toward their final step which is passing the NREMT written exam.

-Training Officer Cage conducted an optional training on respiratory emergencies in December. Members from both St. Charles & Lewiston attended.

-Members completed annual safety training on 1/10/24 with Ambulance Director Essig.

-The steering committee met on 01/16/24. 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

December 2023- SC Ambulance
Incident Detail Report

Incident Date	Call #	Disposition	Dispatch Complaint	Incident City
December-23	SC 23-307	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
December-23	SC 23-308	Treated & Transported by this EMS Unit	Transfer/Interfacility/Palliative Care	City of Rochester
December-23	SC 23-309	No Treatment/Transport Required	Falls	City of Saint Charles
December-23	SC 23-310	Treated & Transported by this EMS Unit	Pain	City of Saint Charles
December-23	SC 23-311	Treated & Transported by this EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
December-23	SC 23-312	Treated & Transported by this EMS Unit	Traffic/Transportation Incident	City of Saint Charles
December-23	SC 23-313	Treated & Transported by this EMS Unit	Hemorrhage/Laceration	City of Saint Charles
December-23	SC 23-314	Treated and Released (per protocol)	Falls	City of Saint Charles
December-23	SC 23-315	Treated & Transported by this EMS Unit	Traffic/Transportation Incident	City of Saint Charles
December-23	SC 23-316	Treated & Transported by this EMS Unit	Eye Problem/Injury	City of Saint Charles
December-23	SC 23-317	Treated & Transported by this EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
December-23	SC 23-318	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
December-23	SC 23-319	Treated & Transported by this EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
December-23	SC 23-320	Treated & Transported by this EMS Unit	Back Pain (Non-Traumatic)	City of Saint Charles
December-23	SC 23-321	No Treatment/Transport Required	Sick Person	City of Saint Charles
December-23	SC 23-322	Treated and Released (per protocol)	Falls	City of Saint Charles
December-23	SC 23-323	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
December-23	SC 23-324	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
December-23	SC 23-325	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
December-23	SC 23-326	Treated & Transported by this EMS Unit	Pain	City of Saint Charles
December-23	SC 23-327	Treated & Transported by this EMS Unit	Pain	City of Saint Charles
December-23	SC 23-328	Treated & Transported by this EMS Unit	Pain	City of Saint Charles
December-23	SC 23-329	Treated & Transported by this EMS Unit	Alcohol/Substance Abuse/Withdrawal	City of Saint Charles
December-23	SC 23-330	Treated & Transported by this EMS Unit	Unconscious/Fainting/Near-Fainting	City of Saint Charles
December-23	SC 23-331	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
December-23	SC 23-332	Treated & Transported by this EMS Unit	Unconscious/Fainting/Near-Fainting	City of Saint Charles
December-23	SC 23-333	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
December-23	SC 23-334	Treated & Transported by this EMS Unit	Breathing Problem	City of Saint Charles
December-23	SC 23-335	Canceled Prior to Arrival at Scene	Falls	City of Saint Charles
December-23	SC 23-336	Treated & Transported by this EMS Unit	Headache	City of Saint Charles
December-23	SC 23-337	Treated & Transported by this EMS Unit	Diabetic Problem	City of Saint Charles
December-23	SC 23-338	No Treatment/Transport Required	Falls	City of Saint Charles
December-23	SC 23-339	Treated & Transported by this EMS Unit	Stroke/CVA	City of Saint Charles

December 2023- SC Ambulance
Incident Detail Report

December-23	SC 23-340	Canceled On or After Arrival at Scene	Medical Transport	City of Saint Charles
December-23	SC 23-341	Treated & Transported by this EMS Unit	Medical Transport	City of Saint Charles
December-23	SC 23-342	Person Refused Evaluation, Care, and Transport	Chest Pain (Non-Traumatic)	City of Saint Charles
December-23	SC 23-343	No Treatment/Transport Required	Falls	City of Saint Charles
December-23	SC 23-344	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
December-23	SC 23-345	Treated, Transferred Care	Abdominal Pain/Problems	City of Saint Charles
December-23	SC 23-346	Canceled Prior to Arrival at Scene	Falls	City of Saint Charles

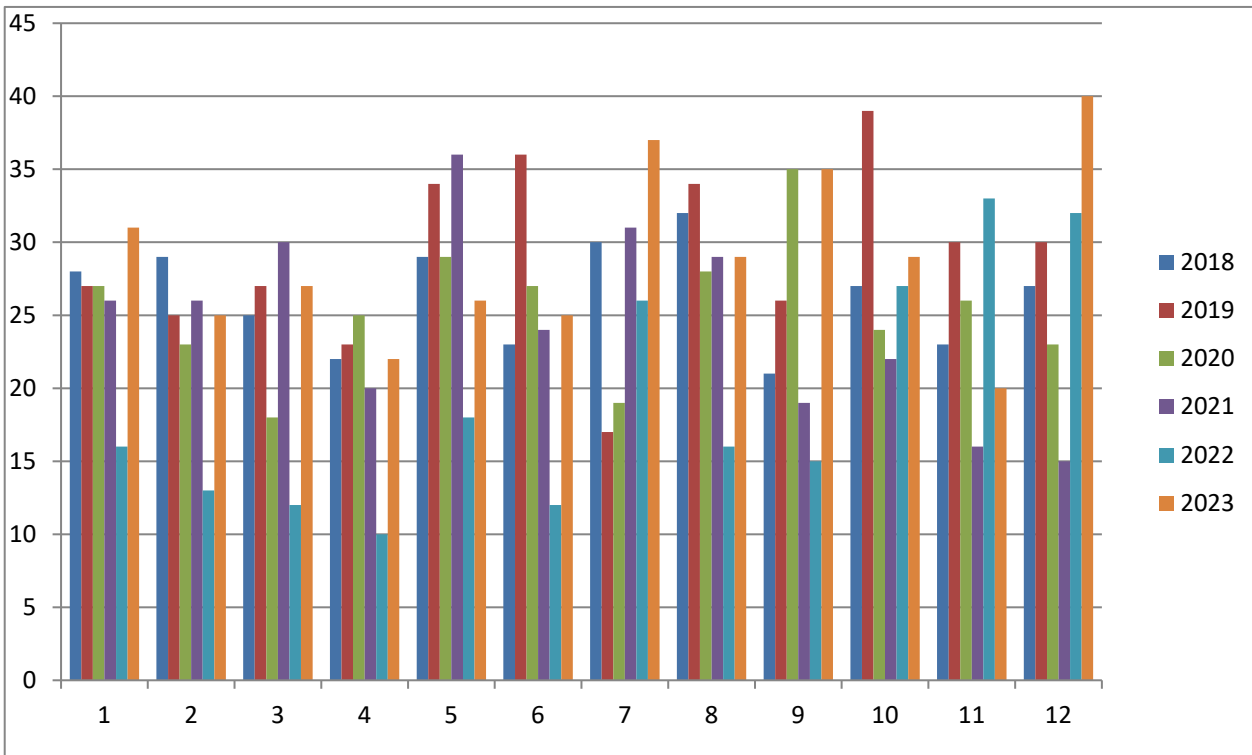
TOTAL INCIDENTS: 40

PT. CONTACTS: 37

St. Charles Ambulance Report
01/01/2023-12/31/2023

	2018	2019	2020	2021	2022	2023	Month Avg	Pts
January	28	27	27	26	16	31	25.83	28
February	29	25	23	26	13	25	23.50	25
March	25	27	18	30	12	27	23.17	26
April	22	23	25	20	10	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	40	27.83	37
Total Runs	316	348	304	294	230	346		323
Mid Year (June 30th)	156	172	149	162	81	156		
Monthly Avg	26.3	29.0	25.3	24.5	19.2	28.8		

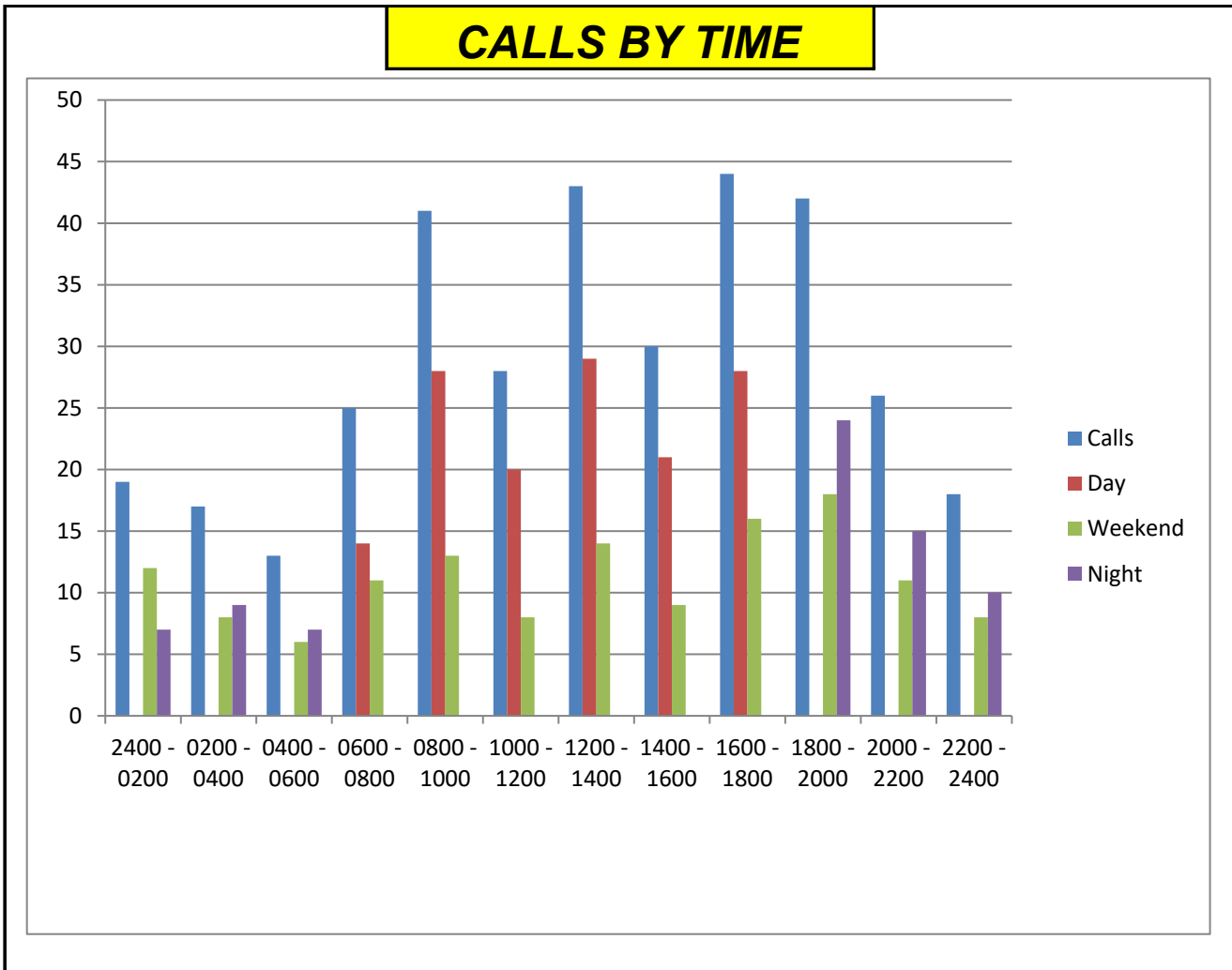
AMBULANCE RUNS BY MONTH



St. Charles Ambulance Report
01/01/2023-12/31/2023

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	19		12	7	18
0200 - 0400	17		8	9	17
0400 - 0600	13		6	7	11
0600 - 0800	25	14	11		21
0800 - 1000	41	28	13		39
1000 - 1200	28	20	8		27
1200 - 1400	43	29	14		41
1400 - 1600	30	21	9		30
1600 - 1800	44	28	16		40
1800 - 2000	42		18	24	37
2000 - 2200	26		11	15	26
2200 - 2400	18		8	10	16
	346	140	134	72	323

40% of Calls During Day
39% of Calls During Weekend
21% of Calls During Night



SC AMBULANCE
DECEMBER 2023- CALL HOUR REPORT

Member	Weekday	Weekend	Total	
Fruth, Dave	86.5	250	336.5	
Loftus, Kenny	94	74	168	
Cage, Todd	80	82	162	
Kramer, Katherine	108	14	122	PT EMPLOYEE-SC
Boice, Nathan	34.5	78	112.5	
Majerus, Gary	84	24	108	
Fohrman, Austin	93.5	10	103.5	
Carlson, Aaron	73	17	90	
Graham, Mark	75	11	86	
Jonsgaard, Nickole	49	28	77	
Smith, Jacob	66	10	76	PT EMPLOYEE-SC
Hutsell, Jared	0	51	51	
Brindamour, Isaiah	15	30	45	
Zabel, Emmaline	24.5	18	42.5	
Arndt, Madison	38	0	38	
Pelaez, Cassara	30	8	38	
Ferden, Sarah	9	27.5	36.5	
Ambulance, Lewiston	35.5	0	35.5x2	
Mockenhaupt, Jerel	25	0	25	
Engstrand, Kristine	24	0	24	
Burt, Shiela	2.5	18	20.5	
Essig, Matt	18.5	0	18.5	LEWISTON FT EMPLOYEE
Schossow, Scott	0	13	13	
Schell, Miranda	8	0	8	LEWISTON PT EMPLOYEE
Dailey, Paige	0	0	0	LOA
Weissing, Friedrich	0	0	0	LOA
TOTALS	1047	763.5	1775	

NEW RECRUITS/RIDE ALONG CANDIDATES				
Member	Weekday	Weekend	Total	
Johnson, Polly	33	39	72	EMT RECRUIT
Neumann, Blake	62	8	70	EMT RECRUIT
Todd, Anna	30	14	44	EMT RECRUIT
Brown, Cindy	0	36	36	EMT RECRUIT
Kronebusch, Isaiah	28	6	34	EMT RECRUIT
Schott, Carrie	8	24	32	EMT RECRUIT
Sengthongphet, Amber	14.5	0	14.5	
Ziarnik, Taylor	12	0	12	
Bailey, Nikki	6	0	6	EMT RECRUIT
Kramer, Daniel	0	0	0	
MacPartland, Valerie	0	0	0	EMT RECRUIT
Owens, Kennedie	0	0	0	NEW RA 12/27/23
Reiman, Tanya	0	0	0	
Stafslie-Dumale, Abbi	0	0	0	NEW RA 12/27/23
TOTALS	193.5	127	320.5	

DATE	LEWISTON COVERED	SC COVERED	TOTAL	NOTES
1-Dec	23	25	48	
2-Dec	0	48	48	
3-Dec	0	48	48	
4-Dec	0	48	48	
5-Dec	24	24	48	
6-Dec	0	48	48	
7-Dec	0	48	48	MIRANDA TRAINING (DIDN'T COUNT HER 8 HOURS)
8-Dec	0	48	48	
9-Dec	0	48	48	
10-Dec	0	48	48	
11-Dec	0	48	48	
12-Dec	24	24	48	
13-Dec	0	48	48	
14-Dec	0	48	48	MATT AS A 3RD CREW MEMBER (DIDN'T COUNT HIS 6 HOURS)
15-Dec	0	48	48	
16-Dec	0	48	48	
17-Dec	0	48	48	
18-Dec	0	48	48	MATT TRAINING (DIDN'T COUNT HIS 4 HOURS)
19-Dec	0	48	48	
20-Dec	0	48	48	MATT TRAINING (DIDN'T COUNT HIS 8.5 HOURS)
21-Dec	0	48	48	
22-Dec	0	48	48	
23-Dec	0	48	48	
24-Dec	0	48	48	
25-Dec	0	48	48	
26-Dec	0	48	48	
27-Dec	0	48	48	
28-Dec	0	48	48	
29-Dec	0	48	48	
30-Dec	0	48	48	
31-Dec	0	48	48	
TOTALS	71	1417	1488	# OF HOURS REQUIRED TO COVER 31 DAYS WITH 2 CREW

SC COVERED= 95%
LEWISTON COVERED= 5%

NOTES
1,448 HOURS REQUIRED TO COVER SCHEDULE WITH 2 PEOPLE & 2,232 IF COVERING ALL 31 DAYS WITH 3 PEOPLE
1810.5 TOTAL HOURS PROVIDED BY SC VOLUNTEERS & 2 PT EMPLOYEES (Some days nobody, some 2 & some 3)
64% OF THE 1810.5 HOURS PROVIDED BY 8 VOLUNTEERS (1166.5 HOURS)
11% PROVIDED BY THE 2 PT. EMPLOYEES (198 HOURS)

Dec 2023 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					Dec 1	2
					SC Amb Lewiston Ambulance 06:00-17:30 Dave Fruth 17:30-06:00 Emmaline Zabel 17:30-06:00 Sarah Ferden 17:30-06:00	SC Amb Todd Cage 06:00-06:00 Emmaline Zabel 06:00-12:00 Dave Fruth 06:00-06:00 Isaiah Kronebusch 12:00-18:00 Polly Johnson 18:00-06:00
3 SC Amb Jared Hutsell 06:00-18:00 Dave Fruth 06:00-18:00 Nathan Boice 18:00-06:00 Katherine Kramer * 04:00-06:00	4 SC Amb Katherine Kramer 06:00-18:00 Jacob Smith 06:00-18:00 Isaiah Kronebusch 06:00-16:00 Todd Cage 18:00-00:00 Sarah Ferden 18:00-20:30 Cassara Pelaez 18:00-20:00 Polly Johnson 19:00-04:00 Nickole Jonsgaard 20:00-06:00 Kenny Loftus 20:30-06:00 Aaron Carlson * 00:00-06:00	5 SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Dave Fruth 18:00-06:00 Polly Johnson 18:00-04:00	6 SC Amb Katherine Kramer 06:00-18:00 Mark Graham 06:00-18:00 Shiela Burt 06:00-08:30 Todd Cage 18:00-06:00 Aaron Carlson 18:00-06:00 Blake Neumann 18:00-03:00	7 SC Amb Todd Cage 06:00-08:00 Kenny Loftus 06:00-08:00 Madison Arndt 06:00-18:00 Jacob Smith 08:00-18:00 Miranda Schell 08:00-16:00 Mark Graham 16:00-18:00 Austin Fohrman 18:00-06:00 Katherine Kramer 18:00-06:00 Blake Neumann 18:00-03:00	8 SC Amb Gary Majerus 06:00-06:00 Katherine Kramer 06:00-18:00 Amber Sengthongphe 08:30-15:00 Shiela Burt 18:00-22:00 Dave Fruth 18:00-06:00 Jared Hutsell 22:00-06:00	9 SC Amb Jared Hutsell 06:00-06:00 Emmaline Zabel 06:00-12:00 Sarah Ferden 06:00-09:30 Nickole Jonsgaard 23:00-06:00
10 SC Amb Dave Fruth 06:00-12:00 Sarah Ferden 06:00-18:00 Kenny Loftus 06:00-12:00 Carrie Schott 06:00-18:00 Nathan Boice 12:00-06:00 Dave Fruth 12:00-06:00 Aaron Carlson 18:00-23:00 Nickole Jonsgaard 23:00-06:00	11 SC Amb Katherine Kramer 06:00-18:00 Gary Majerus 06:00-18:00 Carrie Schott 08:00-16:00 Amber Sengthongphe 16:00-00:00 Aaron Carlson 18:00-06:00 Kenny Loftus 18:00-06:00 Isaiah Kronebusch * 00:00-06:00	12 SC Amb Lewiston Ambulance 06:00-18:00 Gary Majerus 18:00-06:00 Emmaline Zabel 18:00-06:00 Katherine Kramer 18:00-06:00 Blake Neumann 18:00-06:00	13 SC Amb Katherine Kramer 06:00-18:00 Emmaline Zabel 06:00-18:00 Mark Graham 06:00-09:00 Blake Neumann 06:00-06:00 Jerel Mockenhaupt 09:00-18:00 Gary Majerus 18:00-06:00 Dave Fruth 18:00-03:00 Sarah Ferden 18:00-00:00 Todd Cage * 00:00-06:00	14 SC Amb Gary Majerus 06:00-18:00 Todd Cage 06:00-08:00 Mark Graham 06:00-18:00 Blake Neumann 06:00-14:00 Matt Essig 09:00-15:00 Taylor Ziamnik 16:00-22:00 Katherine Kramer 18:00-06:00 Kenny Loftus 18:00-06:00 Cassara Pelaez 18:00-22:00 Dave Fruth 22:00-06:00	15 SC Amb Katherine Kramer 06:00-18:00 Dave Fruth 06:00-06:00 Nathan Boice 18:00-06:00 Cindy Brown 18:00-06:00	16 SC Amb Katherine Kramer 06:00-18:00 Kenny Loftus 06:00-10:00 Shiela Burt 06:00-12:00 Cindy Brown 06:00-06:00 Jacob Smith 10:00-20:00 Isaiah Brindamour 12:00-06:00 Dave Fruth 18:00-06:00 Kenny Loftus 20:00-06:00
17 SC Amb Dave Fruth 06:00-18:00 Isaiah Brindamour 06:00-18:00 Kenny Loftus 06:00-11:00 Anna Todd 07:00-21:00 Jared Hutsell 11:00-13:00 Todd Cage 13:00-16:00 Kenny Loftus 16:00-06:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00 Polly Johnson 21:00-04:00	18 SC Amb Gary Majerus 06:00-18:00 Austin Fohrman 06:00-08:00 Anna Todd 06:00-19:00 Nickole Jonsgaard 08:00-18:00 Matt Essig 08:00-12:00 Jacob Smith 12:00-16:00 Cassara Pelaez 16:00-20:00 Jacob Smith 18:00-20:00 Kenny Loftus 18:00-06:00 Todd Cage 20:00-00:00 Aaron Carlson * 00:00-06:00	19 SC Amb Austin Fohrman 06:00-18:00 Mark Graham 06:00-18:00 Anna Todd 06:00-23:00 Aaron Carlson 18:00-21:00 Kenny Loftus 18:00-06:00 Cassara Pelaez 18:00-22:00 Dave Fruth 21:00-06:00 Nickole Jonsgaard 23:00-06:00	20 SC Amb Austin Fohrman 06:00-08:30 Mark Graham 06:00-18:00 Nickole Jonsgaard 06:00-09:00 Matt Essig 08:30-17:00 Jerel Mockenhaupt 09:00-18:00 Nickole Jonsgaard 09:00-15:00 Nikki Bailey 15:00-17:00 Aaron Carlson 17:00-06:00 Nathan Boice 18:00-06:00 Madison Arndt 18:00-06:00	21 SC Amb Austin Fohrman 06:00-06:00 Todd Cage 06:00-08:00 Madison Arndt 06:00-08:00 Nickole Jonsgaard 08:00-15:00 Jacob Smith 08:00-18:00 Taylor Ziamnik 11:00-17:00 Isaiah Brindamour 15:00-06:00 Dave Fruth 18:00-06:00 Isaiah Kronebusch 18:00-06:00	22 SC Amb Gary Majerus 06:00-06:00 Austin Fohrman 06:00-08:00 Jacob Smith 08:00-18:00 Cassara Pelaez 16:00-20:00 Dave Fruth 18:00-06:00 Todd Cage 20:00-06:00	23 SC Amb Dave Fruth 06:00-06:00 Todd Cage 06:00-09:00 Kenny Loftus 06:00-09:00 Cassara Pelaez 09:00-13:00 Blake Neumann 10:00-18:00 Nathan Boice 12:00-06:00 Nickole Jonsgaard 23:00-06:00
24 SC Amb Nathan Boice 06:00-12:00 Kenny Loftus 06:00-14:00 Polly Johnson 06:00-12:00 Austin Fohrman 12:00-22:00 Scott Schossow 12:00-18:00 Kenny Loftus 18:00-06:00 Todd Cage 22:00-06:00 Nickole Jonsgaard 23:00-06:00	25 SC Amb Todd Cage 06:00-00:00 Aaron Carlson 06:00-09:00 Kenny Loftus 09:00-06:00 Aaron Carlson * 00:00-06:00	26 SC Amb Austin Fohrman 06:00-18:00 Kenny Loftus 06:00-07:30 Nathan Boice 07:30-18:00 Cassara Pelaez 16:00-20:00 Polly Johnson 16:00-06:00 Dave Fruth 18:00-06:00 Kenny Loftus 18:00-06:00 Todd Cage 20:00-06:00	27 SC Amb Todd Cage 06:00-08:00 Mark Graham 06:00-18:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 08:00-15:00 Nickole Jonsgaard 08:00-14:00 Austin Fohrman 15:00-18:00 Todd Cage 18:00-06:00 Aaron Carlson 18:00-06:00 Cassara Pelaez 18:00-22:00	28 SC Amb Austin Fohrman 06:00-06:00 Kristine Engstrand 06:00-12:00 Jacob Smith 08:00-16:00 Nikki Bailey 12:00-16:00 Cassara Pelaez 16:00-20:00 Dave Fruth 18:00-06:00 Todd Cage 20:00-00:00 Kristine Engstrand * 00:00-06:00	29 SC Amb Kristine Engstrand 06:00-18:00 Mark Graham 06:00-16:00 Madison Arndt 06:00-18:00 Cassara Pelaez 16:00-20:00 Dave Fruth 18:00-06:00 Todd Cage 20:00-06:00	30 SC Amb Dave Fruth 06:00-06:00 Shiela Burt 06:00-14:00 Todd Cage 06:00-06:00 Carrie Schott 06:00-18:00 Mark Graham 14:00-18:00
31 SC Amb Dave Fruth 06:00-06:00 Jared Hutsell 06:00-11:00 Mark Graham 06:00-13:00 Scott Schossow 11:00-18:00 Polly Johnson 16:00-06:00 Kenny Loftus 18:00-06:00	<p>RED= LEWISTON AMBULANCE COVERED</p> <p>YELLOW= LEWISTON EMPLOYEE</p> <p>GREEN= SC PT EMPLOYEE</p> <p>BLUE= RIDE ALONG CANDIDATE/RECRUIT</p> <p>NO COLOR= SC VOLUNTEER</p>					

* Indicates time starts on following calendar day

LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



February 13, 2024 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find reports for the month of January 2024. The St. Charles crew handled 34 incidents for the month and made contact with 30 patients. January 2024 was the busiest January over the last 6 years. This seems to be a common theme each time we report our calls to you. Lewiston Ambulance assisted with 4 additional calls. All 4 of those calls were true mutual aid as the SC truck was already on an incident. 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 January along with a breakdown of "call hours" each member provided. 31 days x 24 hours of coverage= 744 hours x2 crew members=1,488 required hours. SC was staffed 1,464 hours (98% of the month) and the remaining 24 hours (2%) 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 that. Historically the availability of our volunteers improves during the winter months.

-We continue to promote our ride along program and currently have 5 additional candidates interested.

-A panel conducted interviews for the FT EMT position in January. An offer was made and accepted by Mr. Jacob Smith. Jacob is a current part-time employee and will move into the full-time position on 2/15/24. We will advertise the part-time opening immediately, and hope to have that filled in March.

-We are excited to announce that 6 of the 8 recruits from the recent EMT class have attempted and passed their written exam! They have now obtained both their National and State certifications and will continue their training on the truck.

-Training will be conducted on 2/22/24. Training Officer Cage will train members on bleeding control and updated equipment/variances.

-All current EMT's who are due to expire on 3/31/24 have successfully completed their renewal education.

-In early February we had MedPro service both stretchers and stair chairs. This is done twice per year. The Zoll cardiac monitor was also sent in for annual preventative maintenance.

-Attached with your monthly information is our 2023 Annual Report. This report is used to document our progress over the year and for historical purposes moving forward. Special thanks to member Cage and member Katie Kramer for their work in completing this report!

-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

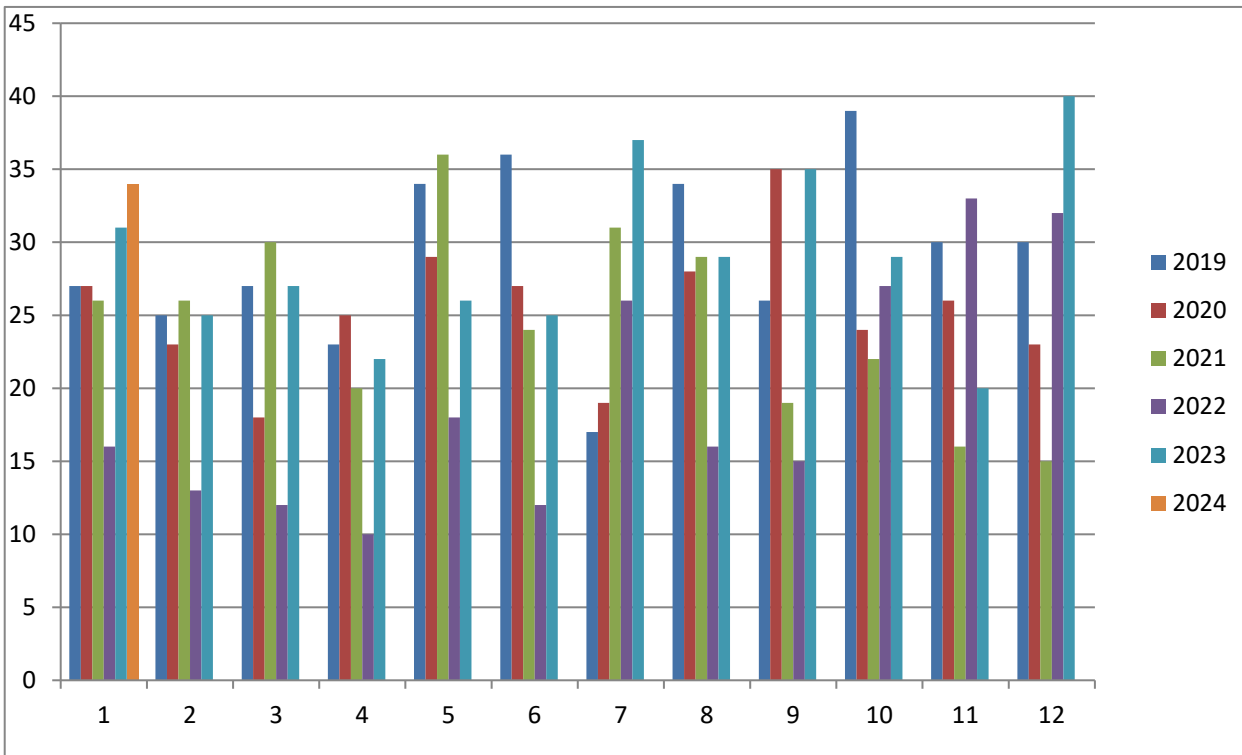
January 2024 Incident Detail
SC Ambulance

Incident Date	Run #	Shift	Crew Disposition	Transport Disposition	Dispatch Reason	Incident City
1/2/2024	SC 24-001	Day Shift	Patient Contact Made	Transport by This EMS Unit	Traumatic Injury	City of Saint Charles
1/2/2024	SC 24-002	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
1/3/2024	SC 24-003	Day Shift	Patient Contact Made	Patient Refused Transport	Falls	St. Charles Township
1/3/2024	SC 24-004	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Hemorrhage/Laceration	City of Saint Charles
1/5/2024	SC 24-005	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
1/6/2024	SC 24-006	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	Saratoga Township
1/6/2024	SC 24-007	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
1/6/2024	SC 24-008	Weekend Shift	Patient Contact Made	Patient Refused Transport	Breathing Problem	City of Saint Charles
1/8/2024	SC 24-009	Day Shift	Patient Contact Made	Patient Refused Transport	Abdominal Pain/Problems	City of Saint Charles
1/8/2024	SC 24-010	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
1/11/2024	SC 24-011	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Abdominal Pain/Problems	City of Saint Charles
1/12/2024	SC 24-012	Day Shift	Patient Contact Made	Transport by This EMS Unit	Breathing Problem	City of Saint Charles
1/13/2024	SC 24-013	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
1/13/2024	SC 24-014	Weekend Shift	Patient Contact Made	Transported & Transferred Care to ALS	Choking	Elba Township
1/14/2024	SC 24-015	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
1/15/2024	SC 24-016	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
1/15/2024	SC 24-017	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
1/16/2024	SC 24-018	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
1/16/2024	SC 24-019	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Hemorrhage/Laceration	City of Saint Charles
1/17/2024	SC 24-020	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Back Pain (Non-Traumatic)	City of Saint Charles
1/17/2024	SC 24-021	Evening Shift	Cancelled on Scene	Cancelled	Cardiac Arrest/Death	City of Saint Charles
1/20/2024	SC 24-022	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
1/20/2024	SC 24-023	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Traffic/Transportation Incident	Whitewater Twp
1/23/2024	SC 24-024	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
1/23/2024	SC 24-025	Day Shift	Cancelled Prior to Arrival at Scene	Cancelled	Well Person Check	City of Saint Charles
1/24/2024	SC 24-026	Day Shift	Cancelled Prior to Arrival at Scene	Cancelled	Well Person Check	City of Saint Charles
1/25/2024	SC 24-027	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
1/25/2024	SC 24-028	Day Shift	Patient Contact Made	Transport by This EMS Unit	Heart Problems/AICD	City of Saint Charles
1/28/2024	SC 24-029	Weekend Shift	Patient Contact Made	Patient Refused Transport	Falls	Saratoga Township
1/28/2024	SC 24-030	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Falls	Elba Township
1/29/2024	SC 24-031	Day Shift	Patient Contact Made	Transport by This EMS Unit	Heart Problems/AICD	St. Charles Township
1/30/2024	SC 24-032	Evening Shift	Cancelled on Scene	Cancelled	Falls	City of Saint Charles
1/31/2024	SC 24-033	Day Shift	Patient Contact Made	Patient Refused Transport	Falls	City of Saint Charles
1/31/2024	SC 24-034	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
				PATIENT CONTACTS: 30	TOTAL INCIDENTS: 34	

St. Charles Ambulance Report
01/01/2024-01/31/2024

	2019	2020	2021	2022	2023	2024	Month Avg	Pts
January	27	27	26	16	31	34	26.83	30
February	25	23	26	13	25		22.40	
March	27	18	30	12	27		22.80	
April	23	25	20	10	22		20.00	
May	34	29	36	18	26		28.60	
June	36	27	24	12	25		24.80	
July	17	19	31	26	37		26.00	
August	34	28	29	16	29		27.20	
September	26	35	19	15	35		26.00	
October	39	24	22	27	29		28.20	
November	30	26	16	33	20		25.00	
December	30	23	15	32	40		28.00	
Total Runs	348	304	294	230	346	34		30
Mid Year (June 30th)	172	149	162	81	156			
Monthly Avg	29.0	25.3	24.5	19.2	28.8	34.0		

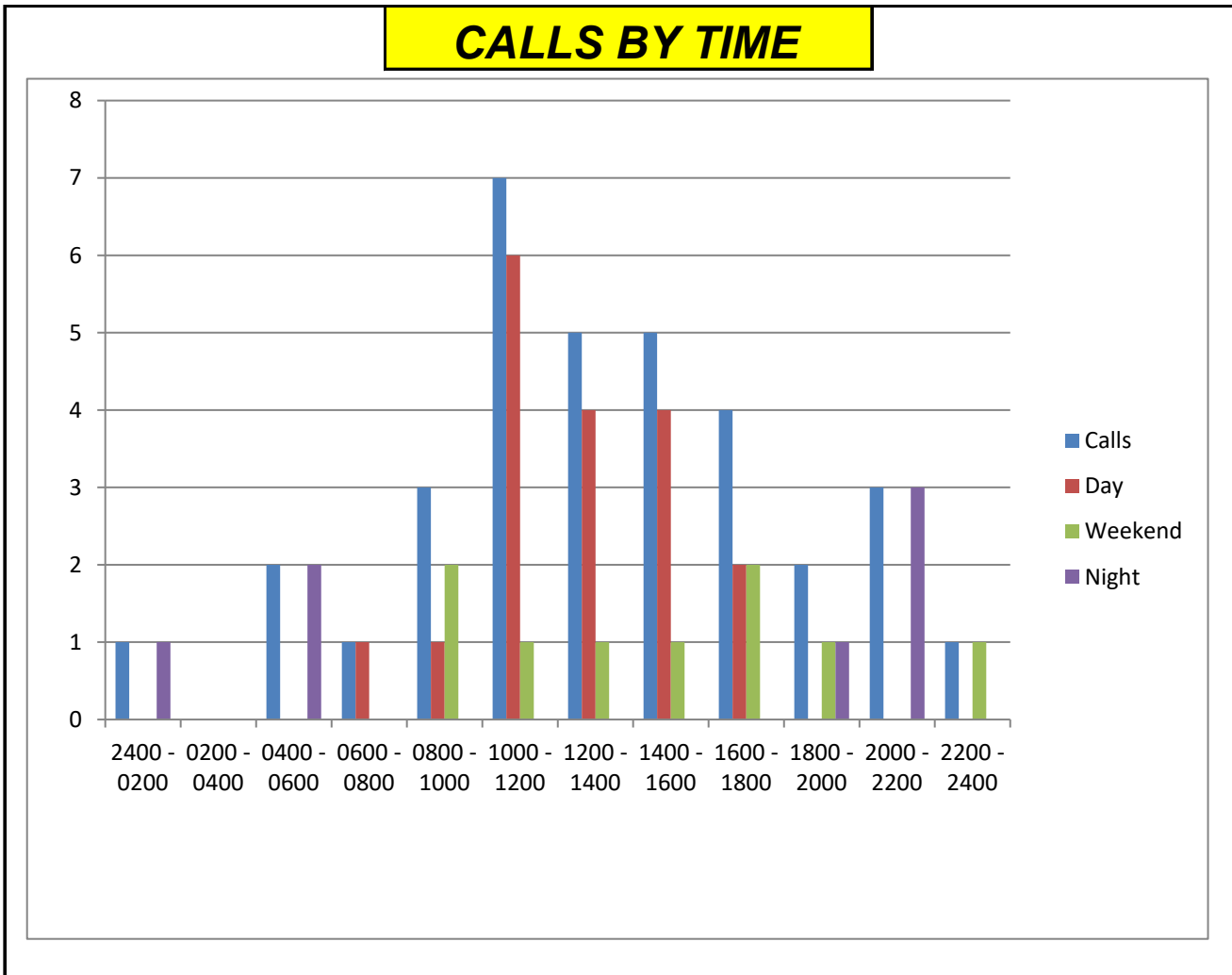
AMBULANCE RUNS BY MONTH



St. Charles Ambulance Report
01/01/2024-01/31/2024

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	1		0	1	1
0200 - 0400	0		0	0	0
0400 - 0600	2		0	2	2
0600 - 0800	1	1	0		1
0800 - 1000	3	1	2		3
1000 - 1200	7	6	1		6
1200 - 1400	5	4	1		5
1400 - 1600	5	4	1		4
1600 - 1800	4	2	2		4
1800 - 2000	2		1	1	1
2000 - 2200	3		0	3	2
2200 - 2400	1		1	0	1
	34	18	9	7	30

53% of Calls During Day
26% of Calls During Weekend
21% of Calls During Night



January 2024 Call Hour Report
SC Ambulance

Member	Weekday	Weekend	Total
Fruth, Dave	83	132	215
Fohrman, Austin	165	0	165
Loftus, Kenny	79	66	145
Majerus, Gary	100	24	124
Graham, Mark	104	13	117
Boice, Nathan	67	48	115
Kramer, Katherine	64.5	44	108.5
Cage, Todd	60	43	103
Carlson, Aaron	62	36	98
Jonsgaard, Nickole	88	0	88
Smith, Jacob	70	10	80
Brindamour, Isaiah	9	70	79
Schossow, Scott	43.5	12	55.5
Hutsell, Jared	2	52	54
Mockenhaupt, Jerel	50	0	50
Engstrand, Kristine	48	0	48
Arndt, Madison	22	22	44
Ferden, Sarah	36	0	36
Schott, Carrie	12	24	36
Zabel, Emmaline	12	24	36
Essig, Matt	35.5	0	35.5
Pelaez, Cassara	15	5	20
Ambulance, Lewiston	12	0	12 x2
Dailey, Paige	9	0	9
Chamberlin, Grace	8	0	8
Burt, Shiela	0	0	0
Weissing, Friedrich	0	0	0
TOTALS	1244.5	625	1869.5

RIDE ALONG CANDIDATE/NEW RECRUIT			
Member	Weekday	Weekend	Total
Dabelstein, Gage	11	77.5	88.5
Bailey, Nikki	45	0	45
Johnson, Polly	17	24	41
Owens, Kennedie	40	0	40
Brown, Cindy	0	36	36
Kronebusch, Isaiah	30	0	30
Stafslie-Dumale, Abbi	26	0	26
Neumann, Blake	21	0	21
Todd, Anna	12	4	16
Kramer, Daniel	12	0	12
MacPartland, Valerie	8	0	8
Ziarnik, Taylor	8	0	8
Reiman, Tanya	0	4	4
Sengthongphet, Amber	0	0	0
TOTALS	230	145.5	375.5

RA CANDIDATE

NEW RECRUIT

NEW RECRUIT

RA CANDIDATE

NEW RECRUIT

NEW RECRUIT

RA CANDIDATE

NEW RECRUIT

NEW RECRUIT

RA CANDIDATE

NEW RECRUIT

RA CANDIDATE

DROPPED OUT OF PROGRAM

DROPPED OUT OF PROGRAM

DATE	LEWISTON COVERED	SC COVERED	TOTAL	NOTES
1-Jan	0	48	48	
2-Jan	0	48	48	
3-Jan	0	48	48	
4-Jan	0	48	48	
5-Jan	0	48	48	
6-Jan	0	48	48	
7-Jan	0	48	48	
8-Jan	0	48	48	
9-Jan	0	48	48	
10-Jan	0	48	48	MATT AS A 3RD CREW MEMBER (DIDN'T COUNT HIS 2 HOURS)
11-Jan	0	48	48	
12-Jan	0	48	48	MATT AS A 3RD CREW MEMBER (DIDN'T COUNT HIS 6 HOURS)
13-Jan	0	48	48	
14-Jan	0	48	48	
15-Jan	0	48	48	
16-Jan	0	48	48	
17-Jan	0	48	48	MATT TRAINING (DIDN'T COUNT HIS 3 HOURS)
18-Jan	0	48	48	
19-Jan	0	48	48	MATT TRAINING (DIDN'T COUNT HIS 6 HOURS)
20-Jan	0	48	48	
21-Jan	0	48	48	
22-Jan	0	48	48	MATT TRAINING (DIDN'T COUNT HIS 9 HOURS)
23-Jan	0	48	48	
24-Jan	0	48	48	MATT TRAINING (DIDN'T COUNT HIS 2 HOURS)
25-Jan	0	48	48	
26-Jan	24	24	48	NO SC CREW 0600-1800 (TRUCK RUN OUT OF LEWISTON)
27-Jan	0	48	48	
28-Jan	0	48	48	
29-Jan	0	48	48	MATT TRAINING (DIDN'T COUNT HIS 7.5 HOURS)
30-Jan	0	48	48	
31-Jan	0	48	48	
TOTALS	24	1464	1488	# OF HOURS REQUIRED TO COVER 31 DAYS WITH 2 CREW

SC COVERED= 98%
LEWISTON COVERED= 2%

NOTES
1,488 HOURS REQUIRED TO COVER SCHEDULE WITH 2 PEOPLE & 2,232 IF COVERING ALL 31 DAYS WITH 3 PEOPLE
1869.5 TOTAL HOURS PROVIDED BY SC VOLUNTEERS & 2 PT EMPLOYEES (1 day nobody, some 2 & some 3)
64% OF THE 1833.5 HOURS PROVIDED BY 9 VOLUNTEERS (1170 HOURS)
10% PROVIDED BY THE 2 PT. EMPLOYEES (188.5 HOURS)

ST. CHARLES AMBULANCE

ANNUAL REPORT 2023



REVITALIZE, REDEFINE, REBUILD!

Renewing our Foundation for the Future

ANNUAL REPORT 2023

2023 Statistics

The St. Charles Ambulance finished 2023 with 346 total incidents. Contact was made with 323 patients, the remainder we either found no patient, were cancelled prior to our arrival, or we were on standby only. St. Charles Ambulance is one of many rural agencies across the State dealing with staffing struggles. We received a mutual aid ambulance into our community 75 times last year. We are thankful for the St. Charles Fire Department who responded to each of those incidents to provide medical care to our patients until an ambulance from either Lewiston or Altura could arrive. Overall, between both the Lewiston Ambulance & St. Charles Ambulance, we responded to 716 incidents. From the time of dispatch until completion of the run, volunteers were gone an average of one hour and eighteen minutes (1:18). For most calls, we responded to the scene non-emergent (without lights and sirens) and were able to leave the scene non-emergent without lights and sirens. This is in accordance with a National Quality Goal to reduce the use of red lights and siren responses as they can be dangerous.



We assessed 141 female patients and 182 male patients with the average age being 65 years old. We were dispatched for multiple reasons. The top 3 dispatch reasons were falls (119), sick person (26) and breathing problems (25). Patients were transported to numerous hospitals in our area. 191 patients were transported to St. Mary's-Rochester, 25 to Olmsted Medical Center-Rochester, 2 to Winona Health, 2 to Gundersen Lutheran-La Crosse; the others either refused transport or required no treatment. Advanced Life Support was required for 15 patients who required a ground ALS Intercept from Mayo Clinic Ambulance.

The summary of calls by shift showed 40% of our calls during the daytime hours of Monday through Friday (6am-6pm), 39% on the weekends, and 21% during the evening. A majority of the mutual aid requests we required were during the daytime hours which is when we have the least amount of volunteers available.

St. Charles Ambulance Engages with Community

We were able to attend multiple public events in 2023! These events gave us the chance to engage and connect with the community outside of an emergency. In May, we held an Open House for EMS Week. Summer found us staffing a tent at WOW, working on recruitment, and encouraging residents to attend our Public Town Hall Meeting. Our Town Hall meeting was at the end of June and provided St. Charles community members a chance to learn more about the state of the Ambulance and provide input for the future of the service. In July, we were able to attend Public Safety Day at the Winona County Fair. We participated in a tractor safety demonstration in August and the Gladiolus Days Parade was the debut for our new Ambulance 623. In September, we also participated in an ECFE "Touch a Truck" Event. We also provided EMS standby for the high school football games. We look forward to planning more events for 2024 to engage with the community!

EMS WEEK
Where Emergency Care Begins
May 21-27, 2023

St. Charles Ambulance
Open House
May 25th 5-7pm

- Hot Dog Meal (Free Will Donation)
- Station Tours with EMS Staff
- Kids Coloring Activities

Contact Us:

- 631 Church Ave
St. Charles, MN 55972
- (507) 523-2982
- ambulance@stcharlesmn.org



St. Charles Ambulance continues collaboration with Lewiston

On October 1, 2022, the City of Lewiston took ownership of the St. Charles Ambulance license with the MN EMSRB. This allows us to operate our ambulance, staffing it when we can, and preserves our own identity without any regulatory consequences. Our volunteers are employees of the City of Lewiston and are now operating under the leadership of Lewiston Ambulance. The goal is to restructure and resume control of our license sometime in the future, but this will require the support of the entire community. This collaboration is now entering its 2nd full year and we continue to see progress. Lewiston Ambulance covered the St. Charles Ambulance PSA for over 1000 hours in 2023. This amounts to 7%. The EMSRB will require us to staff our ambulance 95% of the time for a one-year period before regaining our license. The St. Charles Ambulance has established a steering committee to help with recruitment of new members and organizing efforts for the future direction of the service. The services will remain together through 2024, striving to provide the best prehospital care to residents in our communities!



Ambulance Finances

In the past, the St. Charles Ambulance has relied solely on patient care revenues and community donations to fund the service. Historically, **no tax dollars** have been used for the ambulance service. Reimbursement from insurance companies is at an all-time low, with revenues falling short of funding the needs of the service. The State of Minnesota has calculated the worth of a volunteer to be \$27.00 per hour. A minimum of 17,520 hours is required to staff an ambulance with two clinicians 24 hours per day. The amount contributed by volunteers is over \$473,000 per year. Beginning in 2024, the City of St. Charles will levy City taxpayers to offset the cost of ambulance operations.

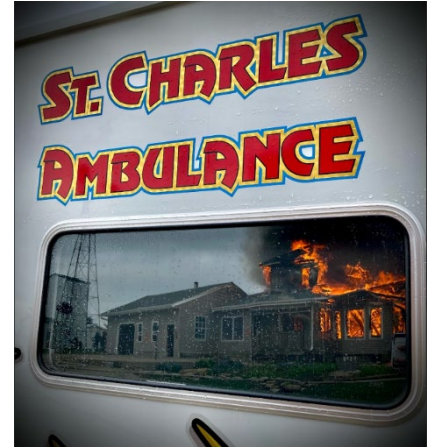
Staffing

Staffing on ambulances in rural America is at a crisis level and St. Charles Ambulance is no exception. For more than ten years, the service has relied on clinicians from out of town who commit to staying at our facility in town so we can maintain appropriate staffing. The service uses a “12-hour mutual aid agreement”, where the EMSRB allows another service to provide coverage for up to 12 hours every 24 hours. This mutual aid is provided primarily by Lewiston Ambulance. As part of this agreement, St. Charles Ambulance no longer provides coverage to Olmsted County. The service carries a hardship variance which allows us to run a call with 1 EMT and 1 EMR if needed. It is almost impossible to rely on the volunteer model in the current climate, so we are moving to a hybrid model.



ANNUAL REPORT 2023

In 2023, the City of St. Charles committed most of the ambulance reserve fund to hire two permanent part time employees and one temporary part employee. This has helped stabilize coverage during the daytime. In 2024, the City of St. Charles has levied for a full time EMT that will further stabilize staffing. At the end of 2023, our membership consisted of 2 Paramedics, 20 Emergency Medical Technicians, and 4 Emergency Medical Responders. Our team continues to be strong and committed. We hosted an EMT course with 8 people who have agreed to volunteer for our service. We await their completion of the National Registry Certification testing process. It is important to know that even after passing the test, it takes a training period of roughly one year for a new volunteer to be able to provide patient care by themselves in the back of the ambulance. We currently have 8 members who serve with both the Ambulance and Fire Department. We are proud of the relationship between the services. We also have 7 members who do not live in or near St. Charles. These members stay in our Ambulance Station for 12 or 24 hour shifts when taking call time. These members took 21% of the call time in 2023. Over 21,000 hours of “call time” were provided by our members in 2023. This does not include the hours spent teaching, training, attending meetings, or attending to tasks around the station.



Retirements/Separations from Service

The following members have resigned from the ambulance service this year. Many of these people had already retired once from the service and returned in October 2021 to help the community in a time of need. We thank these people for serving our community!

- Renee Hewitt
- Danielle Hoff
- Marshall Ruhoff
- Bria Majerus
- Terese Market

The St. Charles Ambulance Fleet

Ambulance 623



Ambulance 623 arrived in August. It is a 2022 chassis and uses the box from the 2009 ambulance, which was totaled in 2022. The ambulance has a Stryker Power Load cot system that assists in loading the patient in the ambulance, reducing the likelihood of injuries for our EMS clinicians.

Ambulance 621



Ambulance 621 is a 2006 model. Significant mechanical work was completed on Ambulance 621 in 2022, so it could remain in service. It currently has around 180,000 miles. It is too old to be considered for a remount when it reaches the end of its usable life.

ANNUAL REPORT 2023

Accomplishments

- Added 12 new members including paid staff
- Hosted EMT course with 8 new recruits
- Made numerous improvements to station living quarters
- 4 of our members were trained as American Heart Association CPR Instructors
- Community Engagement (Public Relations, transparency efforts, events, fundraising, etc)
- Increased Ambulance coverage
- Retention efforts that include membership appreciation dinner and Lewiston/St. Charles Christmas Party
- A positive change in the culture with a focus on cohesiveness within the team
- Steering committee formed
- Positive Social media presence

Recruitment/Fundraising Efforts

The fundamental goals of 2023 were recruitment and communication with the community to promote awareness for the need of new members and financial support. Last summer, the postcard below was mailed to local residents where they had a chance to learn more about the service (left QR), donate (right QR), or contact to get signed up for the Fall 2023 EMT course. We are working to keep the information up to date in the recruitment folder.

ST. CHARLES AMBULANCE NEEDS YOU!

What happens if I am alone, need an ambulance, and no one comes?
What happens if my family member needs an ambulance and no one comes?
What if I am working alongside my co-worker and they collapse? Is no one coming?

HELP ANSWER THE CALL TODAY!

Seeking EMTs or those interested in becoming an EMT
Interested? Sign Up for the Fall 2023 EMT Course.
We also offer a ride-along program!

FOR MORE INFORMATION,
SCAN THE QR CODE →

OR

VISIT STCHARLESMN.ORG



(507) 523-2982
ambulance@stcharlesmn.org

TO DONATE TO THE ST. CHARLES
AMBULANCE SERVICE, SCAN THE QR
CODE BELOW



OR SEND A CHECK TO:
ST. CHARLES AMBULANCE
830 WHITEWATER AVE.
ST. CHARLES, MN 55972

PRSR STD
ECRWSS
U.S. POSTAGE
PAID
EDDM RETAIL

LOCAL
POSTAL CUSTOMER

Members of the steering committee and Administrator Langholz worked to create an annual donation letter to be sent to residents of the PSA. The St. Charles Ambulance has received over \$30,000 in donations, which will be used for capital equipment expenditures. The donation letter will be once per year in the fall. A feature in the spring newsletter will highlight accomplishments of the ambulance service and the EMS Week 2024 Open House.

ANNUAL REPORT 2023



Dear Friends and Neighbors:

The St. Charles Ambulance is an essential service that provides high quality, rapid healthcare services to those in need. In order for the Ambulance to continue providing superior care, we are requesting donations to assist in purchasing new equipment.

We'd like to share the latest information about the service, and how your donation will be utilized.

- Due to staffing issues, the Basic Life Support (BLS) license once owned by the St. Charles Ambulance Service was transferred to Lewiston in October 2022. Fortunately, an ambulance continues to be stationed at St. Charles EMS building. Lewiston has allowed St. Charles time to rebuild our membership, reconfigure how the service will operate in the future, and reinvest in the service. The goal is to reclaim the license and create a resilient and sustainable service.
- The St. Charles Ambulance historically responds to 300-350 calls per year. We have 31 members on the service, 9 of which are currently enrolled in an EMT class. All members receive continuous training to maintain a high level of proficiency in the skillset necessary to excel in their positions.
- The service will be transitioning from a solely volunteer based model to a hybrid model that will include one paid full-time EMT and multiple part-time EMTs in 2024. This change will bolster staffing rates and signifies a show of support from the St. Charles City Council that it is committed to providing a top-tier ambulance service for the area.
- With your assistance, the service intends to purchase a refurbished Zoll Monitor (\$25,000), a Lucas Device (\$20,000), and a new computer for the ambulance rig (\$3,500). All donations will be used directly for the purchase of equipment, unless otherwise specified. Every dollar helps!

Even with the upcoming changes we still need your help! We encourage anyone interested in joining the service to contact us. We are always looking for EMTs, especially to cover daytime hours. For more information, please contact Ambulance Director Matt Essig at (507) 523-2982.

Donations made to the St. Charles Ambulance Service are tax deductible. You may mail your contribution to or drop it off at St. Charles City Hall at the address provided below. You may also scan the QR code. We thank you for your support!



Donation QR Code

Please Make Checks Payable To:
St. Charles Ambulance Service
830 Whitewater Avenue, St. Charles, MN 55972

NAME _____ DONATION AMOUNT \$ _____

ADDRESS _____ CITY _____

ANNUAL REPORT 2023

The City of St. Charles is committed to providing high quality prehospital care to our residents and surrounding communities. There have been hundreds of members over the last 50 years who have poured their heart and soul into the service and our goal is to continue that effort! Change is inevitable within any organization. The one thing we know for sure is that the men and women who belong to the St. Charles Ambulance are committed to making a difference. These members volunteer thousands of hours a year to be “on call”, take mandatory and additional training classes, and then respond to calls. These volunteers save the taxpayers roughly \$500,000 every year just in wages. They leave their family at a moment’s notice to help someone else and ask for nothing in return. There is no denying we have much work to do and many questions to answer moving forward. We are looking to the future and have questions to answer regarding truck replacement that is cost effective and sustainable. We will start to look at facility maintenance and improvements as we approach our buildings’ ten-year anniversary. We will continue to focus on how we can recruit and retain members who live in town and come from out of town. We want to make sure we are providing the best service to our community, no matter the model, while being fiscally responsible to our residents. We are very thankful for the support our city officials and community has provided us. We will continue to improve and answer the call when our community needs us!



Submitted,

Handwritten signature of Todd M. Cage in black ink.

Todd M. Cage, M.Ed., NRP, FAEMS
Training Officer
ambulance@stcharlesmn.org
507-523-2982

Submitted,

Handwritten signature of Matthew L. Essig in black ink.

Matthew L. Essig, NREMT
Ambulance Director
ambulance@stcharlesmn.org
507-523-2982

2023 INCIDENT STATISTICS

2023 TOTAL AMBULANCE RUNS	346
POSSIBLE PATIENT CONTACTS	350
ACTUAL PATIENT CONTACTS	323

TIME FROM DISPATCH UNTIL EN-ROUTE
Overall: 3.46 Minutes
Day Shift: 2.95 Minutes
Night Shift: 4.1 Minutes
Weekend Shift: 3.6 Minutes

RUNS BY CITY/TOWNSHIP LOCATION	
City of St. Charles	292
St. Charles Township	18
Saratoga Township	17
Elba Township	8
Fremont Township	4
City of Elba	2
City of Rochester	2
City of Utica	1
City of Winona	1
City of Lewiston	1

TIME FROM DISPATCH UNTIL ON SCENE
Overall: 6.8 Minutes
Day Shift: 6.4 Minutes
Night Shift: 6.8 Minutes
Weekend Shift: 7.3 Minutes

AVG. MINUTES ON SCENE UNTIL TRANSPORT
Overall: 15.1 Minutes
Day Shift: 15.2 Minutes
Night Shift: 12.4 Minutes
Weekend Shift: 16.7 Minutes

PATIENT DEMOGRAPHICS	
Number of Female Patient's	141
Number of Male Patient's	182
Age of Patient's	
Less than 1	2
1-4	6
5-9	1
10-14	3
15-19	5
20-24	7
25-34	15
35-44	19
45-54	18
55-64	33
65-74	92
75-84	60
85-94	55
95+	7

AGENCIES RESPONDING WITH US	
St. Charles Police Department	264
St. Charles Fire Department	22
Winona Co. Sheriff's Department	10
MN State Patrol	6
Lewiston Fire Department	4
Lewiston Ambulance	2
Wilson Fire	1
Altura Ambulance	1
Altura Fire Department	1
Winona Fire Department	1
Winona Police Department	1
Pickwick Fire/Rescue	1
Winona Ambulance Service	1

2023 INCIDENT STATISTICS

PATIENT DESTINATIONS	
St. Mary's Hospital	191
No Treatment Needed	42
Treated & Released	31
Olmsted Medical Center	25
Cancelled	15
Refused Transport (AMA)	13
Standby	13
Treat/Transport by Private Vehicle	8
Refused Care/Transport	4
Winona Health	2
Gundersen Lutheran, La Crosse	2
SC Assisted Living	1
Deceased at Scene	1
Treated/Transferred to Law Enforcement	1
No Pt. Found	1

DISPATCH REASONS	
Falls	119
Sick Person	28
Breathing Problem	25
Unconscious/Fainting/Near-Fainting	22
Chest Pain (Non-Traumatic)	18
Pain	16
Abdominal Pain/Problems	12
Standby	11
Traffic/Transportation Incident	11
Heart Problems/AICD	10
Medical Transport	9
Stroke/CVA	7
Traumatic Injury	7
Convulsion/Seizure	6
Unknown Problem/Person Down	5
Alcohol Abuse/Substance Abuse/Withdrawal	4
Medical Alarm	4
Overdose/Poisoning/Ingestion	4
Back Pain (non-traumatic)	4
Allergic Reaction/Stings	3
Well Person Check	3
Eye Problem/Injury	2
Fire	2
Psychiatric Problem/Abnormal Behavior/Suicide	2
Transfer/Interfacility	2
Hemorrhage/Laceration	2
Assault/Battery/Abuse Victim	1
Burns & Explosions	1
Carbon Monoxide/Hazmat	1
Choking	1
Diabetic Problem	1
Headache	1
Pregnancy/Childbirth/ Miscarriage	1
Stab/Gunshot Wound/Penetrating Trauma	1

ALS INTERCEPTS	
Mayo Clinic Ambulance	15
Gundersen Air Helicopter	0
Mayo One Helicopter	0

AVERAGE CALL TIME: 1 HOUR & 18 MINUTES	
Day Shift (Monday- Friday 6am-6pm)	140 Calls
Evening Shift (Monday- Thursday 6pm-6am)	72 Calls
Weekend Shift (Friday 6pm- Monday 6am)	134 Calls

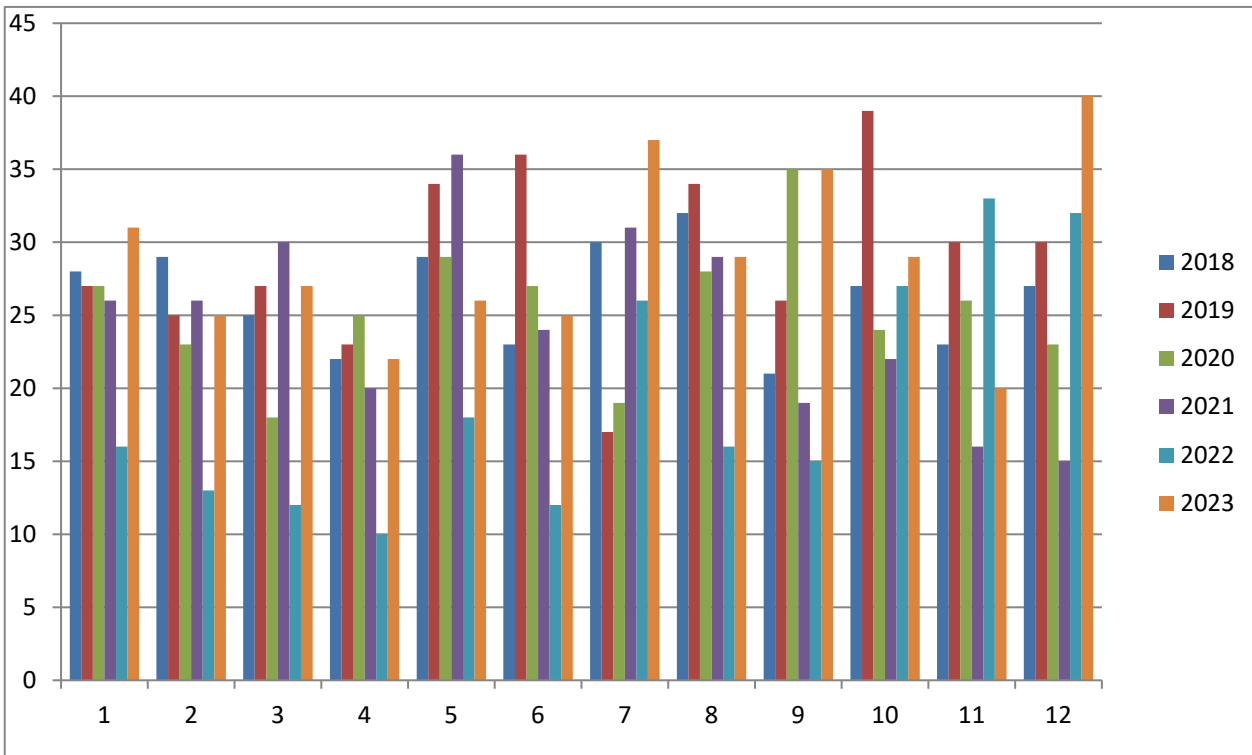
RESPONSE MODES TO SCENE	
NO LIGHTS & SIRENS	199
LIGHTS & SIRENS	140
INITIAL EMERGENT, DOWNGRADED	6
INITIAL NONEMERGENT, UPGRADED	1

STAFFING CHANGES	
Members on January 1, 2023	19
Members on December 31, 2023	31

St. Charles Ambulance Report
01/01/2023-12/31/2023

	2018	2019	2020	2021	2022	2023	Month Avg	Pts
January	28	27	27	26	16	31	25.83	28
February	29	25	23	26	13	25	23.50	25
March	25	27	18	30	12	27	23.17	26
April	22	23	25	20	10	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	40	27.83	37
Total Runs	316	348	304	294	230	346		323
Mid Year (June 30th)	156	172	149	162	81	156		
Monthly Avg	26.3	29.0	25.3	24.5	19.2	28.8		

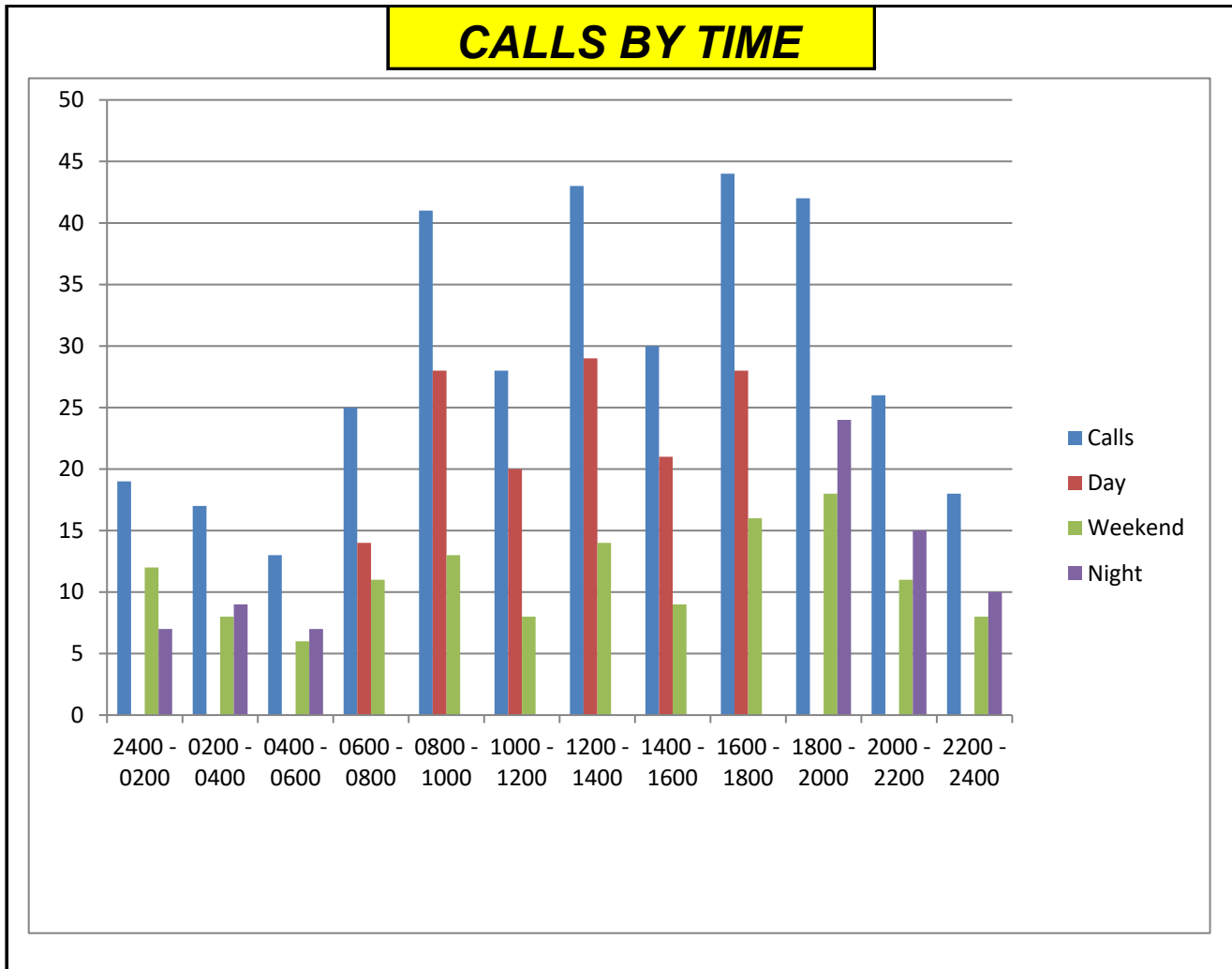
AMBULANCE RUNS BY MONTH



St. Charles Ambulance Report
01/01/2023-12/31/2023

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	19		12	7	18
0200 - 0400	17		8	9	17
0400 - 0600	13		6	7	11
0600 - 0800	25	14	11		21
0800 - 1000	41	28	13		39
1000 - 1200	28	20	8		27
1200 - 1400	43	29	14		41
1400 - 1600	30	21	9		30
1600 - 1800	44	28	16		40
1800 - 2000	42		18	24	37
2000 - 2200	26		11	15	26
2200 - 2400	18		8	10	16
	346	140	134	72	323

40% of Calls During Day
39% of Calls During Weekend
21% of Calls During Night



SC AMBULANCE
2023 CALL HOUR REPORT

Member	Weekday	Weekend	Total	
Fruth, Dave	875.5	1519	2394.5	HIRED 5/23
Cage, Todd	838.5	1014	1852.5	
Loftus, Kenny	907	676	1583	
Boice, Nathan	969.5	568	1537.5	
Schossow, Scott	952.5	467	1419.5	
Majerus, Gary	864.5	502	1366.5	
Carlson, Aaron	840	468	1308	
Fohrman, Austin	1011	226	1237	
Kramer, Katherine	830.5	309	1139.5	PT EMPLOYEE
Ambulance, Lewiston	874	173.5	1047.5	X2
Graham, Mark	666.5	150	816.5	
Smith, Jacob	523.5	235	758.5	PT EMPLOYEE
Hutsell, Jared	108.5	444	552.5	
Engstrand, Kristine	417	110	527	
Mockenhaupt, Jerel	409.5	0	409.5	
Arndt, Madison	227	151	378	
Brindamour, Isaiah	35.5	338.5	374	HIRED 6/23
Essig, Matt	336.5	33.5	370	FT EMPLOYEE
Ferden, Sarah	213	138.5	351.5	
Pelaez, Cassara	214.5	56	270.5	
Dailey, Paige	197	58.5	255.5	LOA (MEDICAL)
Weissing, Friedrich	247	0	247	HIRED 5/23 (LOA MILITARY)
Zabel, Emmaline	147.5	84	231.5	HIRED 6/23
Market, Terese	72	141	213	RESIGNED 9/23
Schell, Miranda	201	0	201	LEWISTON PT EMPLOYEE
Chamberlin, Grace	190.5	7.5	198	PT TEMP EMPLOYEE
Hoff, Danielle	180.5	12	192.5	RESIGNED 3/23
Burt, Shiela	61.5	127.5	189	
Jonsgaard, Nickole	50	28	78	HIRED 11/23
Ruhoff, Marshall	49	16.5	65.5	RESIGNED 7/23
Murphy, Madeline	3	24	27	LEWISTON VOLUNTEER
TOTALS	13513.5	8078	21591.5	

RIDE ALONG CANDIDATES/NEW RECRUITS

Member	Weekday	Weekend	Total
Johnson, Polly	132	217	349
Todd, Anna	258.5	74	332.5
Kronebusch, Isaiah	234.5	30	264.5
Brown, Cindy	59	136	195
Neumann, Blake	151	8	159
Kramer, Daniel	101.5	46	147.5
Jonsgaard, Nickole	56	65.5	121.5
Borck, Emily	18	55	73
Stejskal, Brittany	47	26	73
Schott, Carrie	30	40	70
Fruth, Dave	10	43	53

SC AMBULANCE
2023 CALL HOUR REPORT

Weissing, Friedrich	41	12	53
Patzner, Rebecca	43	7.5	50.5
Rentz, Dominic	48	0	48
Stephens, Logan	38	7	45
Ziarnik, Taylor	43.5	0	43.5
Zabel, Emmaline	43	0	43
MacPartland, Valerie	32	9	41
Sengthongphet, Amber	29	5	34
Gasca Rojas, Juan	32.5	0	32.5
Bailey, Nikki	32	0	32
Roussell, Brian	30.5	1	31.5
Guenther, James	16	8	24
Reiman, Tanya	0	24	24
Smith, Jacob	17	0	17
Essig, Matt	10	0	10
Kramer, Katherine	10	0	10
Burt, Shiela	0	8	8
Hammann, Joelle	4.5	0	4.5
TOTALS	1567.5	822	2389.5

SC AMBULANCE
2023 MEMBER CALLS

CREW MEMBER	# OF CALLS	
Fruth, David	114	HIRED 5/23
Cage, Todd	71	
Kramer, Katherine	63	PT EMPLOYEE
Majerus, Gary	61	
Graham, Mark	59	
Boice, Nathan	55	
Loftus, Kenny	54	
Fohrman, Austin	53	
Schossow, Scott	52	
Smith, Jacob	40	PT EMPLOYEE
Carlson, Aaron	39	
Essig, Matthew	31	LEWISTON FT EMPLOYEE
Mockenhaupt, Jerel	29	
Hutsell, Jared	21	
Ferden, Sarah	20	
Brindamour, Isaiah	18	HIRED 5/23
Engstrand, Kristine	17	
Zabel, Emmaline	16	HIRED 6/23
Dailey, Paige	15	LOA (MEDICAL)
Schell, Miranda	15	PT LEWISTON EMPLOYEE
Pelaez, Cassara	14	
Weissing, Friedrich	14	HIRED 5/23 (MILITARY LOA)
Arndt, Madison	12	
Burt, Shiela	12	
Market , Terese	12	RESIGNED 9/23
Chamberlin, Grace	9	PT TEMP EMPLOYEE
Jonsgaard, Nickole	7	HIRED 11/23
Ruhoff, Marshall	7	RESIGNED 7/23
Hoff, Danielle	6	RESIGNED 3/23

2024 St. Charles Ambulance Roster
(as of 2/8/2024)

Name	Title
Arndt, Madison	EMT
Bailey, Nikki	EMT/RN
Boice, Nathan	EMT
Brindamour, Isaiah	EMT
Brown, Cindy	EMT
Burt, Sheila	EMR
Cage, Todd	Paramedic
Carlson, Aaron	EMT
Dailey, Paige	EMT
Engstrand, Kristine	Paramedic
Ferden, Sarah	EMT
Fohrman, Austin	EMT
Fruth, Dave	EMT
Graham, Mark	EMR
Hutsell, Jared	EMT
Johnson, Polly	EMT
Jonsgaard, Nickole	EMT/RN
Kramer, Katherine	EMT
Kronebusch, Isaiah	EMT
Loftus, Kenny	EMR
MacPartland, Valerie	EMT/RN
Majerus, Gary	EMT
Mockenhaupt, Jerel	EMT
Neumann, Blake	EMT
Pelaez, Cassara	EMT
Schossow, Scott	EMR
Schott, Carrie	EMT/RN
Smith, Jacob	EMT
Todd, Anna	EMT
Weissing, Friedrich	EMT
Zabel, Emmaline	EMT

Blue= New Recruit, Recently completed EMT
Yellow= New Recruit in Process

PARAMEDICS= 2 EMT'S=23 EMR'S=4 RECRUIT'S=2 TOTAL MEMBERS=31



2024 St. Charles Ambulance Steering Committee



Andrew Langholz- City Administrator

Kenny Loftus

Scott Schossow

Todd Cage

Katie Kramer

Austin Fohrman

Nathan Boice

The Steering Committee meets on a monthly basis to talk about improvements and set direction for the service.

**City of St. Charles
Resolution #04-2024**

**A RESOLUTION ACCEPTING BIDS
AND AWARDING CULVERT CONTRACT**

WHEREAS, pursuant to request for SAP 085-597-005, West 11th Street Culvert, bids were received, opened, and tabulated as shown below.

<u>Bidder</u>	<u>Bid</u>
Fitzgerald Excavating	\$290,745.00
Schumacher Excavating Inc.	\$291,432.50
Minnowa Construction Inc	\$297,730.00
Zenke, Inc.	\$302,608.40
Elcor Construction	\$307,257.00
Edge Contracting, Inc.	\$340,195.00
Motiv Excavating & Site Works	\$369,798.50

WHEREAS, upon tabulation of the bids with respect to the specifications, it appears that Fitzgerald Excavating is the lowest responsible bidder that meets the required specifications.

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

1. The Mayor and the City Administrator are authorized and directed to enter into a contract with Fitzgerald Excavating for SAP 085-597-005, West 11th Street Culvert project in the amount of \$290,745.00.

Adopted by the Council of the City of St. Charles, Minnesota this 13th day of February 2024.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

City of St. Charles
Resolution #03-2024
Local Bridge Replacement Program Grant Agreement
Grant Terms and Conditions
SAP 085-597-005

WHEREAS, the City of St. Charles has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 85J55; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$298,283.00** by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that the City of St. Charles does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper city officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

Adopted by the St. Charles City Council this 13th day of February, 2024.

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

**CITY OF ST CHARLES
ORDINANCE #659**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES
AND REPEALING ORDINANCE #658**

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	80% 2024 IRS Rate	
City Car Unavailable	2024 IRS Rate	
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)	\$60.00	
Day Labor Per Person (Nights/Weekends)	\$90.00	
Water Base Charge/Minimum 1,000 gallons (per project)	As set by Council through Ordinance	
Equipment: Pickup, Water Tap	\$60.00	Per Hour
Equipment: Dump Truck, Flatbed, Tractor	\$80.00	Per Hour
Equipment: Grader, Loader, Sweeper, Boom Truck, Digger Derrick	\$90.00	Per Hour
Goods and Materials		
	Cost/Postage + 10%	
Copperhorn	At cost	
Meter Spuds	At cost	
Remote Water Meter	At cost	
Water Valve Extension & Cover	At cost	
Water Usage (Per 1000 Gallons)	As set by Council through Ordinance	
Meter Bottom	At cost	
Sand & Salt Mixture	Cost + 10%	
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)	\$200.00	Per officer
Additional Officer Hours	\$50.00	Each additional hour
Community and Pavilion Center Rental		
Monday-Friday	\$25.00	Per hour
- Non-profit rate	\$20.00	Per hour
Saturday - Sunday	\$200.00	Weekend Deposit
Kitchen Charge (weekend only if available)	\$20.00	(\$10 paid to Senior Center)
Pavilion Rental Charge	\$30.00	5-hour increment
Pavilion Deposit Charge	\$50.00	
- (7 am-noon, noon-5 pm, 5 pm-10pm)		

Church Property Rental (Including deck)	
Base Rate (3 hour rental)	\$180.00
Per Additional Hour	\$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	\$250.00

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 Facilities, Without Garbage Disposals or Dishwasher	\$1,580.00
Water Hook-Up Fee	\$700.00
Sewer Hook-Up Fee	\$800.00
Temporary/Permanent Electric Hookup	\$50.00

Water & Sewer Impact Fee	
Water \$1,350.00/Sewer \$2,500.00	\$3,850.00 Per acre
Water Disconnection/Reconnection Fee	\$50.00
Electrical Disconnection/Reconnection Fee	
Single Phase	\$50.00
Three Phase	\$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	\$100.00	Install Gas Pipe Line	\$100.00
Replacement of Fireplace Gas Insert	\$100.00	Roof Top (HVAC)	\$100.00
Replace Furnace	\$100.00	Re-Roof	\$100.00
Install Air Conditioner	\$100.00	Re-Side	\$100.00
Install Water Heater	\$100.00	Pool/Spa/Hot Tub (5000 gal. or less)	\$100.00
Demolition	\$175.00	Reactivate permit	\$25.00
Sump Pump Inspection	\$50.00	Fence Permit	\$25.00
Windows	\$175.00	Exterior Site Work Permit	\$25.00
		Water/Sewer Inspection Fee	\$57.00
Door Replacement	\$150.00		

PLAN REVIEWED PERMIT FEE = (Plan Review Fee + Permit Fee + State Surcharge + Deposit)
Plan Review Fee Calculation

<u>Plan Review Application Fee*</u>	\$150.00	=	=	=	=
<u>Plan Review Fee</u>	65% of Permit Fee.				

*The Plan Review Application Fee will applied toward Plan Review Fee if a Permit is issued.

Valued Permit Fee

<u>Permit Valuation*</u>			<u>Permit Fee Calculation**</u>	<u>Deposit = % x Permit Fee</u>	
\$1,999	\$65.00	=	=	=	
\$1000 – \$4,999	\$65.00	+	\$20.00	/\$1000 x for each \$1000 > \$1,000	50%
\$5,000 – \$19,999	\$131.00	+	\$6.00	/\$1000 x for each \$1000 > \$5,000	50%
\$20,000 – \$99,999	\$226.00	+	\$5.00	/\$1000 x for each \$1000 > \$20,000	50%
\$100,000 – \$249,999	\$704.75	+	\$3.75	/\$1000 x for each \$1000 > \$100,000	25%
\$250,000 – \$499,999	\$1,266.75	+	\$3.65	/\$1000 x for each \$1000 > \$250,000	25%
\$500,000 – \$749,999	\$2,178.50	+	\$3.50	/\$1000 x for each \$1000 > \$500,000	25%
\$750,000 – \$999,999	\$3,052.25	+	\$3.25	/\$1000 x for each \$1000 > \$750,000	25%
\$1,000,000 – \$1,999,999	\$3,864.50	+	\$3.20	/\$1000 x for each \$1000 > \$1,000,000	25%
\$2,000,000 – \$4,999,999	\$7,040.75	+	\$2.25	/\$1000 x for each \$1000 > \$2,000,000	25%
\$5,000,000 – \$9,999,999	\$13,785.75	+	\$2.20	/\$1000 x for each \$1000 > \$5,000,000	25%
\$10,000,000 and over	\$24,785.75	+	\$2.20	/\$1000 x for each \$1000 > \$10,000,000	25%
** An additional \$35 Mechanical and/or Plumbing Fee will be added to applicable Permits					

State Surcharge per Minnesota Statute 326B.148

<u>Permit Valuation*</u>	<u>State Surcharge Fee Calculation</u>	
\$0 – \$1,000,000	\$5/\$10000 x the valuation	=
\$1,000,001 – \$2,000,000	\$500 + \$4/\$10000 x value between \$1,000,000 & \$2,000,000	=
\$2,000,001 – \$3,000,000	\$900 + \$3/\$10000 x value between \$2,000,000 & \$3,000,000	=
\$3,000,001 – \$4,000,000	\$1200 + \$2/\$10000 x value between \$3,000,000 & \$4,000,000	=
\$4,000,001 – \$5,000,000	\$1400 + \$1/\$10000 x value between \$4,000,000 & \$5,000,000	=
Greater than \$5,000,000	\$1500 + \$0.50/1000 x value that exceeds \$5,000,000	=

*Permit Valuation in accordance with Section 1300.0160 Subp3 of the MN State Building Code

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

3. Ordinance (#658) #659 is hereby repealed.

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

Adopted this ____ day of _____ 2024 by the Council of the City of St. Charles, Minnesota.

