



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, March 12, 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. March 12, 2024 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. Advertisement of Summer Park & Rec Job List	
b. 2024 Summer Park & Rec Brochure	
c. Resolution #05-2024 Appointment of Election Judges	
d. February 13, 2024 – City Council Minutes	
e. February 27, 2024 – City Council Minutes	
f. Resolution #06-2024 - Accepting a Donation for the St. Charles Public Library	
5. Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
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. Park Board, Dave Braun	
f. EDA, Wayne Getz	
g. School Board, John Steffel	
h. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. Certificate of Recognition – Officer Floerke	PRESENTATION
9. RCA – Loan Agreement Addendum	APPROVE
10. RCA - Administrative Assistant Hire	APPROVE
11. RCA - Purchase Jaws of Life	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, March 12, 2024**

---

**4. Consent Agenda**

- a. **Advertisement of Summer Park & Rec Job List**
- b. **2024 Summer Park & Rec Brochure**
- c. **Resolution #05-2024 Appointment of Election Judges**
- d. **February 13, 2024 – City Council Minutes**
- e. **February 27, 2024 – City Council Minutes**
- f. **Resolution #06-2024 – Accepting a Donation for the St. Charles Public Library**

**8. Certificate of Recognition – Officer Floerke** – Please review the memo provided by Chief Pelaez.

**9. RCA – Loan Agreement Addendum** – Please review the attached RCA.

**10. RCA – Administrative Assistant Hire** – Please review the attached RCA.

**11. RCA – Purchase Jaws of Life** – Please review the attached RCA.

**ST. CHARLES PARK & RECREATION DEPARTMENT  
JOB LISTINGS  
2024**

**Aquatic Center Staff:**

- Aquatic Center Manager (must be certified)
- Lifeguards (must be certified)
- Swim Lessons Manager (must be certified)
- WSI (Certified Water Safety Instructor)
- Cashiers

Each individual job duties can be obtained at City Hall in St. Charles. Positions run from approx. (May 13<sup>th</sup> - August 18<sup>th</sup>, 2024). Apply at City Hall in St. Charles by 5:00 p.m. on April 12<sup>th</sup>, 2024. E.O.E.

**Recreation Assistant:**

Includes organization & implementation of all Summer Youth Programs. Must have knowledge of various recreation activities is required. Flexible hours to include days, evenings & weekends. Average between 10 to 20 hours per week for 10 weeks. Apply at City Hall in St. Charles by 5:00 p.m. on April 12<sup>th</sup>, 2024. E.O.E.

**Park Assistant:**

Knowledge of lawn maintenance, equipment & ballfield maintenance is required. Flexible hours to include days & weekends. Average between 30 to 40 hours per week (May 1<sup>st</sup> – August 31<sup>st</sup>, 2024). Apply at City Hall in St. Charles by 5:00 p.m. on April 12<sup>th</sup>, 2024. E.O.E.

**Contact:**

**Rick Schaber  
Park/Recreation Director  
City of St. Charles  
830 Whitewater Ave.  
St. Charles, MN 55973  
(507)932-3020  
[rschaber@stcharlesmn.org](mailto:rschaber@stcharlesmn.org)**

## **INTRODUCTION**

**WELCOME TO SUMMER 2024:** In this brochure, you will find all the information you need to get involved & enjoy your summer with the St. Charles Park/Recreation Department.

**PAVILION RESERVATIONS:** The City of St. Charles has pavilions, which may be reserved in many of our City Parks. A rental fee & deposit are required. For reservations or more information, please contact City Hall either by phone or in person. \* New this year – reservations may be submitted for approval online at [www.stcharlesmn.org](http://www.stcharlesmn.org) (under facility rentals).

**PICNIC TABLE RENTAL:** There will be 4 picnic tables available for a small rental fee of \$5.00 per/table. They can be reserved by stopping at City Hall or contacting City Hall at (507)932-3020.

**FINANCIAL ASSISTANCE:** The Park/Recreation Department has an adjustable fee scale set up for families with low incomes. If you would like to inquire about these fees, please contact the Park/Recreation Director at City Hall.

**CANCELLATION ANNOUNCEMENTS:** All Park/Recreation program related activities that are cancelled will be announced on KTTT.COM, on [www.facebook.com/stcharlesmn/](http://www.facebook.com/stcharlesmn/) & on [www.stcharlesmn.org](http://www.stcharlesmn.org)

**HAT/HELMET POLICY:** For the protection of the youth, we require all t-ball, girl's softball & boy's baseball players to wear both hats and helmets when batting. Helmets are to be worn for player safety & hats are worn to help control the spread of lice.

**REGISTRATION INFORMATION:** Everyone wishing to participate in a Park/Recreation program must complete a registration form/waiver & return it to the Park/Recreation Department at City Hall or Elementary School Office or online line at [www.stcharlesmn.org](http://www.stcharlesmn.org) by the program deadline.

**VOLUNTEER COACHES:** In an effort to create more family involvement, the girl's softball & boy's baseball programs will be played on weekday evenings. The Park/Recreation Department is seeking adult volunteers to coach those teams. Teams may have more than one coach. Coaches will be expected to exemplify the Park/Recreation philosophy & model positive sportsmanship. If you are interested in coaching, please contact Rick Schaber (932-3020) as soon as possible.

## **SUMMER PROGRAMS**

**GOAL & INTENT:** The Park/Recreation Department's goal for each program is to provide participants with the opportunity to learn the basic skills & strategies of the game. It is not our intent to have a "win at all cost" attitude. Our staff will do their best to allow equal playing time. With that being said, it is nearly impossible to have exactly equal playing time. "Kids would rather play & lose, than not play & win".

### T-BALL

AGES: Boys & Girls (Pre K & Kindergarten)  
**\*Participants must be registered for kindergarten for the 2024-25 school year** or they are currently in Kindergarten as of May 2024 to participate in T-Ball.

TIME: (9:00AM – 10:00AM) \*The first day will be team organization & a clinic\*  
\*Games are played on Mondays & Wednesdays (9am to 10am or 10am to 11am)

START DATE: Monday, June 3<sup>rd</sup>, 2024.

ENDING DATE: Wednesday, July 24<sup>th</sup>, 2024.

DEADLINE: Friday, May 31<sup>st</sup>, 2024.

LOCATION: High School Ballfields

COST: \$25.00 per / person

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### 8 & UNDER GIRLS SOFTBALL

AGES: Girls (1<sup>st</sup> & 2<sup>nd</sup> grades) \*The grade that they are in as of May of 2024\*

TIME: (10:00AM - 11:00AM) \*Practices will be on Tuesdays & Thursdays\*

START DATE: Tuesday, June 4<sup>th</sup>, 2024.

ENDING DATE: Thursday, July 25<sup>th</sup>, 2024.

DEADLINE: Monday, April 1<sup>st</sup>, 2024.

LOCATION: High School Ballfields

COST: \$30.00 per / person

**\*\*\*This team will play games against other local communities on week nights. Games will be played at City Park in St. Charles for our home games & at other local communities for the away games.**

In this program, the girls will be introduced into the game of softball. The basic fundamentals will be taught, while promoting good sportsmanship.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

## GIRLS SOFTBALL

AGES: Girls (3<sup>rd</sup> - 6<sup>th</sup> grades) \*The grade that they are in as of May 2024\*

START TIME: 7:00 PM

START DATE: Sunday, April 7<sup>th</sup>, 2024. (Informational/Parent Meeting)  
**We encourage any first time/new parents to this program to attend this meeting!!!**

ENDING DATE: End of July 2024.

DEADLINE: Monday, April 1<sup>st</sup>, 2024.

LOCATION: Elementary School Auditorium

COST: 10 & Under and 12 & Under = \$40.00 per / person  
**Registration is due by Monday, April 1<sup>st</sup>!!!**

At this meeting, you will receive information on the upcoming season. Practices typically do not start until late May or early June for our youth softball programs.

In this program, the girls will host & travel to other communities for their games. Games are not scheduled to start until the second week of June.

The objectives of this program are to teach youth the fundamentals of the game, while also promoting good sportsmanship.

This is a semi-competitive program (playing to win, but not at all cost). Playing time will be determined by the coaching staff & is not designed to be equal. Although playing time is not designed to be equal, the coaches are asked to give each participant an opportunity to participate.

Girls will be divided into teams according to their grade level:

10 & Under (3<sup>rd</sup> & 4<sup>th</sup> grades)

12 & Under (5<sup>th</sup> & 6<sup>th</sup> grades)

Games will be played on:

10 & Under (Wednesdays)

12 & Under (Mondays)

\*\*\*Families are encouraged to donate any pants, cleats &/or gloves that have been outgrown to other families in the program. Please bring your items that you would like to donate to the April 7<sup>th</sup> meeting or you can drop them off at City Hall.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

**Adult volunteer coaches are needed for the Girls Softball Programs. If you are interested, please contact Rick at City Hall at (507)932-3020.**

## BOYS BASEBALL

AGES: Boys (1<sup>st</sup> - 8<sup>th</sup> grades) \*The grade that they are in as of May 2024\*

START TIME: 7:00 PM

START DATE: Sunday, April 7<sup>th</sup>, 2024 (Informational/Parent Meeting).  
**We encourage any first time/new parents to this program to attend this meeting!!!**

ENDING DATE: End of July 2024.

DEADLINE: Monday, April 1<sup>st</sup>, 2024.

LOCATION: Elementary School Auditorium

COST: 8 & Under = \$40.00 per / person  
10U, 12U and 14 & Under = \$60.00 per / person  
**Registration is due by Monday, April 1<sup>st</sup>!!!**

At this meeting, you will receive information on the upcoming season. Practices typically do not start until early May for our youth baseball programs. In this program, the boys will host & travel to other communities for their games. Games are not scheduled to start until the last week of May.

The objectives of this program are to teach youth the fundamentals of the game, while also promoting good sportsmanship.

This is a semi-competitive program (playing to win, but not at all cost). Playing time will be determined by the coaching staff & is not designed to be equal. Although playing time is not designed to be equal, the coaches are asked to give each participant an opportunity to participate.

Boys will be divided into teams according to their grade level:

- 8 & Under (1<sup>st</sup> & 2<sup>nd</sup> grades)
- 10 & Under (3<sup>rd</sup> & 4<sup>th</sup> grades)
- 12 & Under (5<sup>th</sup> & 6<sup>th</sup> grades)
- 14 Under (7<sup>th</sup> & 8<sup>th</sup> grades)

Games will be played on:

- 8 & Under (Tuesdays & Thursdays)
- 10 & Under (Mondays, Thursdays & Weekends)
- 12 & Under (Wednesdays, Fridays & Weekends)
- 14 & Under (Tuesdays, Fridays & Weekends)

\*\*\*Families are encouraged to donate any pants, cleats &/or gloves that have been outgrown to other families in the program. Please bring your items that you would like to donate to the April 7<sup>th</sup> meeting or you can drop them off at City Hall.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

**Adult volunteer coaches are needed for the Boys Baseball Programs. If you are interested, please contact Rick at City Hall at (507)932-3020.**

### **TRACK & FIELD CAMP**

AGES: Boys & Girls (3<sup>rd</sup> – 6<sup>th</sup> grades) \*The grade that they are in as of May 2024\*  
TIME: 9:00AM – 10:00AM (Mondays, Tuesdays, Wednesdays & Thursdays)  
START DATE: Monday, June 10<sup>th</sup>, 2024.  
ENDING DATE: Thursday, June 27<sup>th</sup>, 2024.  
DEADLINE: Friday, May 31<sup>st</sup>, 2024.  
LOCATION: High School Track  
COST: \$25.00 per / person

This program will be run by Eric Klein (Head Boys Coach) & Russ Barclay (Head Girls Coach) of our High School Track & Field Programs. At this camp, participants will get instruction on a number of track/field events & will then work on those skills at each practice.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### **SUMMER KICKBALL**

AGES: Boys & Girls (Pre K & K) (1<sup>st</sup> & 2<sup>nd</sup> grades)  
**\*Participants must be registered for kindergarten for the 2024-25 school year &/or the grade that they are in as of May 2024.**  
TIME: Tuesdays (Pre K & K = 9:00AM -10:00AM)  
Tuesdays (1<sup>st</sup> & 2<sup>nd</sup> = 10:00AM -11:00AM)  
START DATE: Tuesday, June 4<sup>th</sup>, 2024.  
ENDING DATE: Tuesday, July 23<sup>rd</sup>, 2024.  
DEADLINE: Friday, May 31<sup>st</sup>, 2024.  
LOCATION: High School Ball fields  
COST: \$20.00 per / person

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)



### SUMMER DANCE

AGES: Boys & Girls (K - 6<sup>th</sup> grades) \*The grade that they are in as of May 2024\*  
START DATE: Tuesday, June 4<sup>th</sup>, 2024.  
CLASS DATES: (Tuesday's & Thursday's)  
June 4<sup>th</sup>, 6<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> & 27<sup>th</sup> and July 2<sup>nd</sup>, 9<sup>th</sup> & 11<sup>th</sup>.  
ENDING DATE: Tuesday, July 16<sup>th</sup>, pictures at 11:30AM & performance at 1:00PM.  
DEADLINE: Friday, May 31<sup>st</sup>, 2024.  
LOCATION: Elementary School  
COST: \$40.00 per / person  
TIMES: Grades: K - 1 12:00PM - 12:45PM  
2 - 3 1:00PM - 1:45PM  
4 - 6 2:00PM - 2:45PM

This class is similar to the SCES dance camps, but with more time for dance technique & skills. Routines may be taught in the style of Jazz/Funk, Hip Hop, Lyrical, Kick/Precision & Novelty depending on class preference & progress. Each class will start with a warm-up & end with stretching. Proper & safe techniques will be taught as well as performance poise & presentation. Dancers should wear comfortable clothes (t-shirt & shorts) & gym shoes. They should bring a filled water bottle. This class is taught by SCHS Varsity Dance Team members & supervised by their coaching staff. All participants will receive a t-shirt (please indicate size on registration form) & awards.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### JUNIOR GOLF CAMP

AGES: Boys & Girls (K - 6<sup>th</sup> grades) \*The grade that they are in as of May 2024\*  
TIMES: 1:00PM – 2:00PM (K – 3<sup>rd</sup> grades)  
2:15PM – 3:15PM (4<sup>th</sup> – 6<sup>th</sup> grades)  
DATES: July 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup>, 2024  
DEADLINE: Friday, July 12<sup>th</sup>, 2024  
LOCATION: St. Charles Golf Course  
COST: \$25.00 per/person

\*\*\*GOLFERS MUST HAVE THEIR OWN CLUBS\*\*\*

In this program, participants will receive instruction on the basics of golf. Our instructor for this camp is Heather Sullivan. If you have any questions, please contact Heather Sullivan at (507)269-3926 or at [hdsullivan726@hotmail.com](mailto:hdsullivan726@hotmail.com)

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

**SAND/BEACH VOLLEYBALL CAMP**

AGES: Boys & Girls (3<sup>rd</sup> – 6<sup>th</sup> grades) \*The grade that they are in as of May 2024\*  
START DATE: Tuesday, June 18<sup>th</sup>, 2024  
CLASS DATES: June 18<sup>th</sup>, 20<sup>th</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 27<sup>th</sup> & 28<sup>th</sup> and July 1<sup>st</sup>, 2<sup>nd</sup>, 8<sup>th</sup>, 9<sup>th</sup> & 12<sup>th</sup> .  
ENDING DATE: Friday, July 12<sup>th</sup>, 2024.  
DEADLINE: Friday, June 14<sup>th</sup>, 2024.  
LOCATION: City Park Sand Volleyball Courts.  
COST: \$25.00 per/person.  
TIMES: Grades: 3<sup>rd</sup> – 4<sup>th</sup> (9:30AM – 10:30AM)  
5<sup>th</sup> – 6<sup>th</sup> (10:30AM – 11:30AM)

This camp (instructed by SCHS varsity volleyball players) will teach the fundamentals of sand/beach volleyball which will translate from sand volleyball to court volleyball, as well as highlight the differences between the two.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

**MEL BROWNELL FAMILY AQUATIC CENTER**

The Aquatic Center features a 181-foot water slide, six lap swim lanes, one diving board, a drop slide, zero-depth entry with three water features, large sun deck, a concession area & much more fun & excitement for everyone. The Aquatic Center is for people of ALL ages!!!

**OPENING/CLOSING DATES:** The Aquatic Center will open for public use beginning Saturday, June 1<sup>st</sup>, 2024 through Sunday, August 18<sup>th</sup>, 2024 (**dates subject to change**).

**HOURS:** The Aquatic Center will be open to the public from 1:00PM to 5:00PM & 7:00PM to 9:00PM, seven days a week.

**DAILY RATES:** Youth (18 & under)..... \$5.00 per/day  
Adults..... \$5.00 per/day

**ELECTRONIC PUNCH CARDS (GOOD FOR THE 2024 SEASON ONLY):** These electronic punch cards will be replacing the strip tickets that were sold in the past. These punch cards must be purchased at City Hall. After you have purchased your original card (the system will only allow (2) cards per/purchase), you will be able to purchase/reload additional punches online.

- 20 admissions = \$75.00 (\$3.75 per/admission)
- One punch good for one adult or one youth per/day.

**MEMBERSHIPS (GOOD FOR THE 2024 SEASON ONLY):** Family Membership = \$190.00  
Single Membership = \$85.00

\*\*\* Memberships purchased before May 1<sup>st</sup>, 2024 will be sold at a 10% cost reduction

**AQUATIC CENTER RENTAL:** The Aquatic Center can be rented for birthday parties, family groups, organizations, company parties & other activities.

<b><u>Rental Rates:</u></b>	10	-	25	=	\$175.00
	26	-	50	=	\$225.00
	51	-	75	=	\$275.00
	76	&	Up	=	\$325.00

<b><u>Rental Hours:</u></b>	9:00PM – 11:00PM	(Monday - Sunday)
	10:30AM – 12:30PM	(Saturday or Sunday)

\$50.00 Deposit is required per/group.

To reserve a date to rent the Aquatic Center for your group, please call City Hall at 932-3020 or reserve online at [www.stcharlesmn.org](http://www.stcharlesmn.org) **A two-week notice is required.**

**STORM WARNINGS:** If the Aquatic Center closes due to inclement weather before 5:00PM & the weather then clears, the staff will be called back & the Aquatic Center will re-open at 7:00PM. If the Aquatic Center closes after 7:00PM because of inclement weather, the Aquatic Center will remain closed.

**SWIM LESSONS**

**MASS REGISTRATION:** Mass Registration on **Saturday, April 6<sup>th</sup>, 2024 is “ONLINE ONLY” & starts at 10:00AM (a Credit Card (VISA/Master Card) must be used for payment).** All Aquatic Center activities can be registered for at mass registration. Aquatic Center Punch Cards/Memberships will also be available for purchase. After mass registration on Saturday, April 6<sup>th</sup>, you may register at City Hall or online until the Aquatic Center opens, at which time you will be required to register at the Aquatic Center. Absolutely no early registrations will be accepted. No registrations will be accepted without payment or properly filled out & completed waivers. Please have alternative times & sessions in mind in case classes are full.

**PROGRAM SCHEDULE:**

Lap Swim	7:00AM- 8:00AM	(Monday – Friday)
	5:00PM – 6:00PM	(Monday – Friday)
Swim Lessons	8:00AM – Noon	(Monday – Thursday)
Swim Team	Noon – 1:00PM	(Monday – Thursday)
Open Swim	1:00PM – 5:00PM	(Monday – Sunday)
	7:00PM – 9:00PM	(Monday – Sunday)
Parent/Child Lessons	8:30AM – 9:30AM	(Saturdays)
	9:30AM – 10:30AM	(Saturdays)
Aquatic Center Rental	9:00PM – 11:00PM	(Monday – Sunday)
	10:30AM – 12:30PM	(Saturday or Sunday)
Adult Lessons	T.B.A.	
Water Aerobics:	T.B.A.	

**SWIM LESSON STRUCTURE:**

<u>Level 1</u> (Tots)	\$50.00	Must be 4 years old by the start of the class.
<u>Level 2</u> (Beginners I)	\$50.00	Must have passed level 1 or be able to pass skills test
<u>Level 3</u> (Beginners II)	\$50.00	Must have passed level 2 or be able to pass skills test
<u>Level 4</u> (Advanced Begin)	\$50.00	Must have passed level 3 or be able to pass skills test
<u>Level 5</u> (Intermediate)	\$50.00	Must have passed level 4 or be able to pass skills test
<u>Level 6</u> (Swimmers)	\$50.00	Must have passed level 5 or be able to pass skills test
<u>Level 7</u> (Guard Start)	\$50.00	Must have passed level 6 or be able to pass skills test

**SPECIAL CLASSES & OPPORTUNITIES:**

Swim Team: \$50.00 Monday – Thursday (Noon – 1:00PM) Ages 8-18 only.  
(June 3<sup>rd</sup> – July 25<sup>th</sup>) The team will participate in area swim meets, host a swim meet & learn to swim competitively.

Parent/Child: \$40.00 Saturday (8:30AM – 9:30AM or 9:30AM – 10:30AM)  
#1 (June 8<sup>th</sup> – June 29<sup>th</sup>) Infants to 4 years old. At least one parent per/child must be with them in the water. This is a great introduction for kids to the water.  
#2 (July 13<sup>th</sup> – August 3<sup>rd</sup>)

Adult Swim Lessons: \$40.00 Whether your goal is to become a stronger swimmer or to overcome a fear of the water, these self-paced lessons will help you meet your goals. Dates & times will be flexible, so please contact city hall at 932-3020 if you are interested.

\*\* All instructors are trained & certified by the Red Cross & are qualified to teach all classes. If you have questions on your or about your child’s physical condition, please consult your physician.

**GUARD START PROGRAM/LEVEL 7:**

The American Red Cross has officially adopted the Guard Start Program! We will offer four sessions of Guard Start this summer. The Guard Start program is a junior lifeguard program for children between the ages of 13-15 who want to enhance their aquatic skills & build a foundation for future courses in lifeguarding. This two-week course will focus on Prevention, Fitness, Response, Leadership & Professionalism. Students will also be instructed in basic CPR/First Aid. Participants will be paired with a certified lifeguard to observe & practice the skills they have learned.

**SPECIAL EVENTS:**

Kids Triathlon: July 4<sup>th</sup>, 2024. Check the events board at the Aquatic Center for more info.

Water Aerobics: Check the events board at the Aquatic Center for more info.

Swim Meet: The Aquatic Center will be closed to the public for this event. Check the events board at the Aquatic Center for more info.

## SWIM LESSONS DATES & SESSION SCHEDULE

Session 1:	June 3 <sup>rd</sup> – June 13 <sup>th</sup> (Monday – Thursday)
Session 2:	June 17 <sup>th</sup> – June 27 <sup>th</sup> (Monday – Thursday)
Session 3:	July 8 <sup>th</sup> – July 18 <sup>th</sup> (Monday – Thursday)
Session 4:	July 22 <sup>nd</sup> – August 1 <sup>st</sup> (Monday – Thursday)

<u>Session 1:</u>	June 3 <sup>rd</sup> – June 13 <sup>th</sup>
8:00AM – 9:00AM	Level 7
9:00AM – 9:30AM	Levels 3, 4 & 6
9:30AM – 10:00AM	Levels 2, 3, 4 & 5
10:00AM – 10:30AM	Levels 2, 3, 4 & 5
10:30AM – 11:00AM	Levels 1, 2, 4 & 6
11:00AM – 11:30AM	Levels 1, 2, 3 & 5
11:30AM – 12:00PM	Levels 1, 2, 3 & 5

<u>Session 2:</u>	June 17 <sup>th</sup> – June 27 <sup>th</sup>
8:00AM – 9:00AM	Level 7
9:00AM – 9:30AM	Levels 2, 3, 4 & 5
9:30AM – 10:00AM	Levels 2, 3, 4 & 5
10:00AM – 10:30AM	Levels 2, 3, 4 & 5
10:30AM – 11:00AM	Levels 1, 2, 3 & 6
11:00AM – 11:30AM	Levels 1, 2, 3 & 4
11:30AM – 12:00PM	Levels 1, 2, 3 & 5

<u>Session 3:</u>	July 8 <sup>th</sup> – July 18 <sup>th</sup>
8:00AM – 9:00AM	Level 7
9:00AM – 9:30AM	Levels 4, 5 & 6
9:30AM – 10:00AM	Levels 2, 3, 4 & 5
10:00AM – 10:30AM	Levels 1, 2, 3 & 4
10:30AM – 11:00AM	Levels 1, 2, 4 & 5
11:00AM – 11:30AM	Levels 1, 3, 4 & 6
11:30AM – 12:00PM	Levels 1, 2, 3 & 5

<u>Session 4:</u>	July 22 <sup>nd</sup> – August 1 <sup>st</sup>
8:00AM – 9:00AM	Level 7
9:00AM – 9:30AM	Levels 2, 3 & 4
9:30AM – 10:00AM	Levels 3, 4, 5 & 6
10:00AM – 10:30AM	Levels 3, 4, 5 & 6
10:30AM – 11:00AM	Levels 1, 2, 3 & 6
11:00AM – 11:30AM	Levels 1, 2, 3 & 4
11:30AM – 12:00PM	Levels 1, 2, 3 & 5

**City of St. Charles  
Resolution #05-2024**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE  
PRIMARY ELECTION AUGUST 13, 2024 AND THE GENERAL AND  
MUNICIPAL ELECTION ON NOVEMBER 5, 2024**

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

1. The persons named below are hereby appointed Judges for the Primary Election on August 13, 2024; and the General and Municipal Election on November 5, 2024. The judges appointed, the precinct and hours of voting are as follows:

Voting Place: St. Charles Community Center, 830 Whitewater Avenue

Voting Time: 7:00 a.m. to 8:00 p.m.

Terry Brinkman	Wendy Miller
Carol Davitt	Mary Polley
John Gregoire	Sid Polley
Teresa Hegard	Shelly Schossow
Andrew Langholz	Glen Seresse
Janis Martin	Mary Seresse
Bernie McNab	Cassie Smith
Sandy McNab	Kenneth Splittstoesser
Gene Steward	Jack Thoreson
Nancy Steward	Sue Vermilya
Joanne Wohlferd	Dennis Wohlferd

Adopted this 12th day of March 2024 by the Council of the City of St. Charles, Minnesota.

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

Attest: \_\_\_\_\_  
**Andrew Langholz, Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, February 13, 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 Scott Schossow (St. Charles Ambulance).

**OTHERS IN ATTENDANCE:** Scott Huneke (WHKS) and Gabrielle Walch (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: **Dave Braun**  
No further discussion.  
Motion declared carried.

**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**

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

**5. Review of Payables.**

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

**6. Notices and Communications.**

- a. **WOW Dates : June 5 & 19, July 24, August 7 & 21**
- b. **Farm to Table: September 14**



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

**8. Resolution #04-2024 Accepting and Awarding Bids – 11<sup>th</sup> Street Project**

Resolution to approve: **Dave Braun**

No further discussion.

Motion declared carried.

**9. Resolution #03-2024 LBRP Grant Agreement**

Resolution to approve: **David Kramer**

No further discussion.

Motion declared carried.

**10. Ordinance #659 Amending Admin Fines and Fees (2<sup>nd</sup> Reading)**

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**11. Letter of Resignation – Mara Ruhoff**

The council was informed that 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)**

Mayor Schaber entertained a motion to close the open meeting to administer a performance evaluation for City Administrator Langholz pursuant to Minn. Stat. 13D.05, subd. 3(a).

Motion to close meeting: **Dave Braun**

Seconded by: **Wayne Getz**

No further discussion.

Motion declared carried at 6:10 p.m.

Motion to reopen the open meeting: **Dave Braun**

No further discussion.

Motion declared carried at 6:37 p.m.

Mayor Schaber read the following summary and conclusion.

The City Council has given City Administrator Langholz a positive performance evaluation. The evaluation addressed topic such as leadership, communication, job performance, productivity, and additional criteria.

**14. Update City Administrator Employment Agreement**

Motion to update the City Administrator Employment Agreement: **David Kramer**

No further discussion.

Motion declared carried.

**Unscheduled Public Appearances:**

Gabriel Walch representing Whitewater Properties inquired about the status of a TIF payment.

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, February 27, 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:** Will Giesen (CEDA).

**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. Whitewater River Restoration Phase 2 – Grant Agreement
- b. LMCIT Municipal Tort Liability Waiver
- c. Temporary Liquor License – Library Fundraiser

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

**5. Notices and Communications.**

**6. Review of Financials & Payables.**

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**7. CEDA Representative – Will Giesen**

Will Giesen introduced himself to the council. He currently splits his time between St. Charles and Plainview.

**8. End of Day Closing Procedures**

Mr. Langholz shared a proposal to update closing procedures to help reduce compensatory time accumulation. Payments made prior to 4:30 pm would be processed the same day, while payments after 4:30 pm would be processed the next business day. This will allow staff time to finish reports prior to the end of their shift.

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 of St. Charles**  
**Resolution #06-2024**

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES LIBRARY  
FROM THE BREMER BANK.**

**WHEREAS**, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

**WHEREAS**, the St. Charles Public Library has received a donation in the amount of \$500.00 from Bremer Bank to be used by the St. Charles Library Department for the 2024 Library Board Fundraiser.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT:** the City Council of the City of St. Charles acknowledges and accepts the \$500.00 donation from Bremer Bank.

**BE IT FURTHER RESOLVED THAT:** the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 12th day of March 2024 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

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

ATTEST:

\_\_\_\_\_  
**Andrew Langholz, City Administrator**



## City Administrator's Report— February 2024

---

- Attended Meetings Regarding:
  - Council Meetings
  - EDA Meeting
  - Subdivision & Zoning Ordinance Update
  - Ambulance Steering Committee
  - PZ Meeting
  
- Zoning Administration
  - Ordinance Enforcement
  - Enforcement of Development Agreement
  
- Misc.
  - Versatile Woodwork Grand Opening
  - 2023 Audit Fieldwork
  - Developer Queries – Multiple Meetings
  - Affordable Housing Webinar
  - Administrative Assistant Job Posting, Applicant Review, and Interview Setup
  - MCMA Winter Workshop
  - MNSPECT Workflow Setup
  - CEDA Representative Transition

## February 2024 Public Works Report:

### Street Department

Addressing issues found by safety coordinator at City Hall, Library, and Old Shop (secure helving in Senior Center, Community Center, Park & Rec, and City Hall). Old city shop ceiling was coming down in places, secured it with new plywood. Crack filling streets, work on small engines, cut down trees, swept streets before and dafter crack filling, assisted line crew for pole change out and maintenance on pickups, loader sweeper and dump trucks.

### Electric Department

Installing new cut outs and arrestors on pols around town, hook up 3 phase car chargers at Whitewater Dodge, fix street lights, fix damage poles from wood pecks, wrap poles for protection, unloading semis for 2024 electrical project, installing new poles and removing old pols and transfer everything back onto poles, cleaning, substation and power plant, urge test for Dairyland, program meters for solar projects, replace some meters not working, disconnects and reconnects for no payments, hand out door tags, temp to permanent hook ups, m working on water shut offs around town locating putting orders together and stocking shelves, locates and cutting trees.

### Water Department

Daily checks on wells, water towers, lift station and finals, water samples, mapping curb stops, matting water main breaks & years, reading meters, crack filling with the street department and replaced meters.

All employees attended CPR and First Aid Training

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



March 12, 2024

Police Department

- Officers completed OSHA-mandated *Bloodborne Pathogens* PATROL training.
- Officers completed Lexipol's Daily Training Bulletins (department policy training).
- Officers completed assigned Spanish of Patrol online lessons.
- Chief Pelaez attended a virtual briefing from the BCA's Fusion Center on trending threats in Minnesota and throughout the country.
- Chief Pelaez attended the Minnesota Police and Peace Officers Association's (MPPOA) Legislative Conference in Rochester.
- Chief Pelaez attended MN-Region 10's Chiefs quarterly meeting.

Police Reserves

- Reserve Officers attended their mandatory monthly meeting/training. Reserves Officers received refresher training on Emergency Radio Operations.
- Reserve Officers and long with sworn Officers attended a career fair held at the St. Charles High School.

Emergency Management

- Chief Pelaez attended the Annual Governor's Homeland Security and Emergency Management Conference (Feb 6-7), in Brooklyn Center, MN.
- HSEM Region 1's Joint Powers Board meeting was cancelled due to the Governor's Conference.
- Chief Pelaez attended BCA's Elections Security online conference.
- Winona County Emergency Manager, Ben Klinger, visited St. Charles and checked on the city's two radio repeaters that needed attention as they haven't been upgraded in many years, and which might be the cause of some of the emergency radio issues in the area. Klinger will be contacting ANCOM (Motorola) to have them possibly service the two radio repeaters.

Respectfully submitted,

Chief, Jose Pelaez





# LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



## March 12, 2024 Council Report



Mayor Schaber & Council  
CC: Administrator Langholz

-Attached you will find reports for the month of February 2024. The St. Charles crew handled 28 incidents for the month and made contact with 28 patients. February 2024 was the busiest February over the last 6 years. This seems to be a common theme each time we report our calls to you. Lewiston Ambulance assisted with 1 additional call which was mutual aid for a Motor Vehicle Crash. 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 February along with a breakdown of "call hours" each member provided. 29 days x 24 hours of coverage= 696 hours x2 crew members=1,392 required hours. SC was staffed 1,390 hours (99% of the month) and the remaining 2 hours (1%) 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. Heading into the month of March we have good traction with 16 of the first 17 days fully covered.

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

-Mr. Jacob Smith started in his full-time role on 2/15/24. He will be slowly trained in additional administrative duties with his primary focus being to staff the truck and help train new members.

-The 6 new EMT's who completed and passed their exams have already started to help on the schedule as credentialed members. We will continue to train them over the next year.

-Training will be conducted on 3/13/24 by the SE EMS Consortium. This will be our first NCCR training of the year.

-On 3/4/25 we had the Stryker Rep inspect and service the Lucas 3 CPR Device. Both batteries are original (2016) and need to be replaced.

-We had a number of both St. Charles & Lewiston members be trained as CPR Instructors. We hope to offer more of this training to the public throughout the year.

-New members are scheduled to take the CEVO 4 Ambulance Driving course on 3/16/24. We will conduct this course in-house.

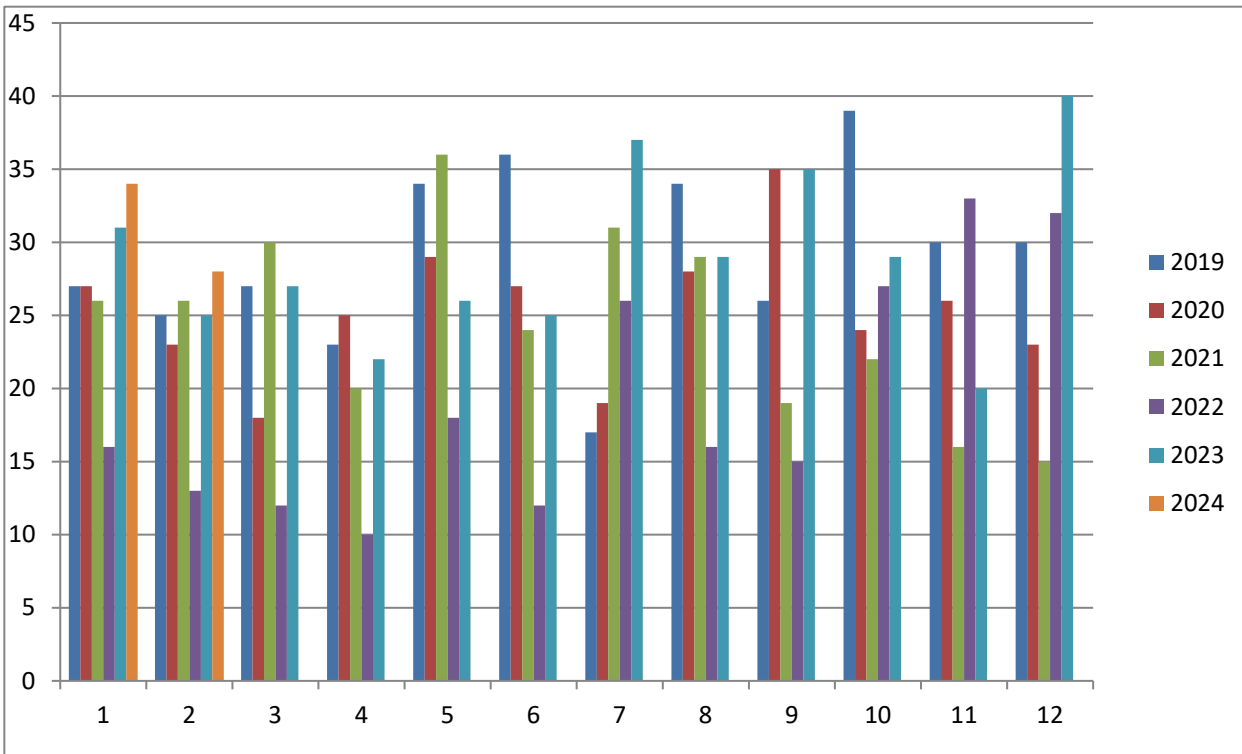
-Please feel free to contact me with any questions or concerns. Thank you for your continued support!

Matt Essig  
Director  
Lewiston Ambulance  
St. Charles Ambulance  
[ambulance@lewistonmn.org](mailto:ambulance@lewistonmn.org)  
[ambulance@stcharlesmn.org](mailto:ambulance@stcharlesmn.org)  
507-523-2982

St. Charles Ambulance Report  
01/01/2024-02/29/2024

	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	28	23.33	28
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	
<b>Total Runs</b>	348	304	294	230	346	62		58
<b>Mid Year (June 30th)</b>	172	149	162	81	156			
<b>Monthly Avg</b>	29.0	25.3	24.5	19.2	28.8	31.0		

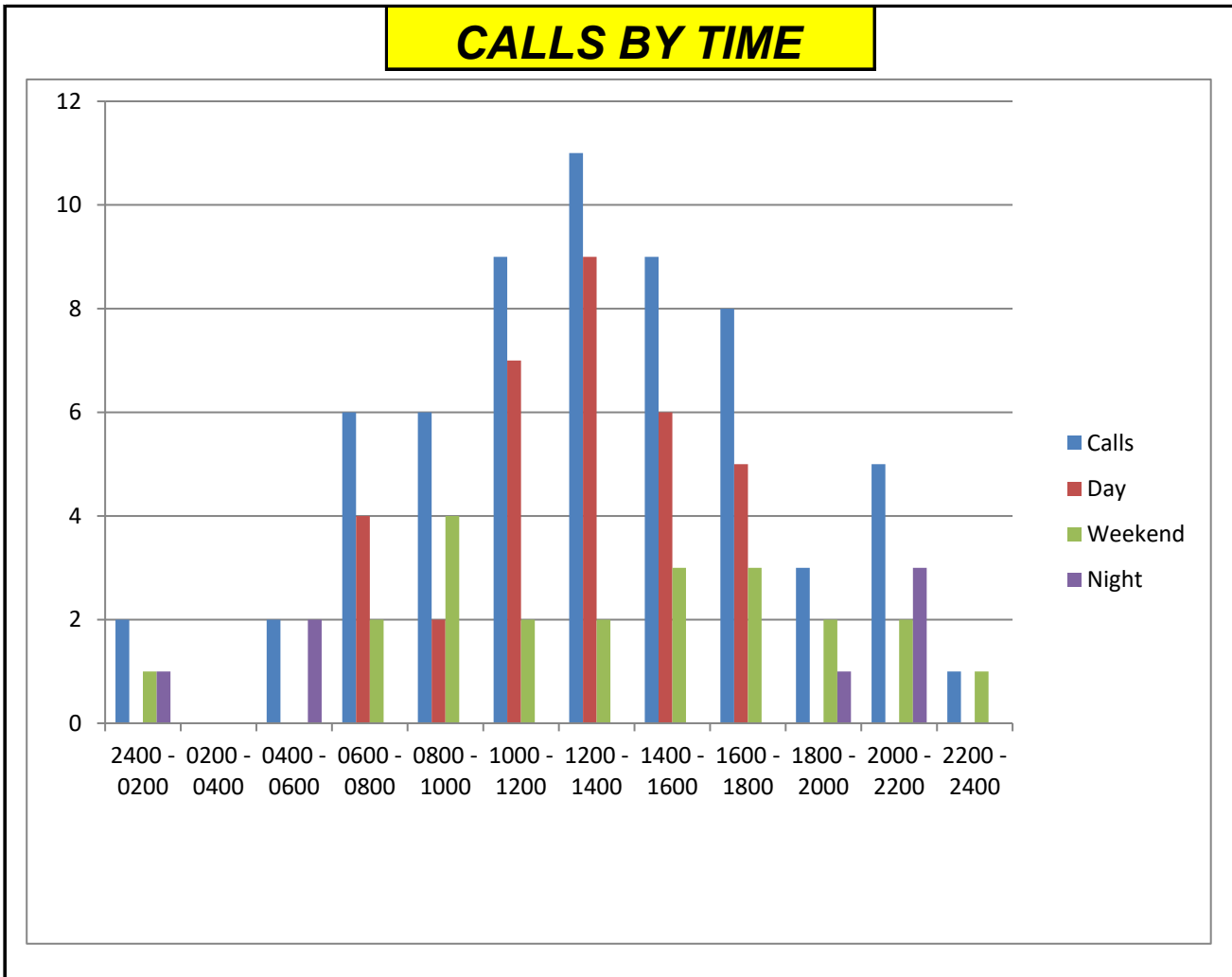
**AMBULANCE RUNS BY MONTH**



St. Charles Ambulance Report  
01/01/2024-02/29/2024

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	2		1	1	2
0200 - 0400	0		0	0	0
0400 - 0600	2		0	2	2
0600 - 0800	6	4	2		6
0800 - 1000	6	2	4		6
1000 - 1200	9	7	2		8
1200 - 1400	11	9	2		11
1400 - 1600	9	6	3		8
1600 - 1800	8	5	3		8
1800 - 2000	3		2	1	2
2000 - 2200	5		2	3	4
2200 - 2400	1		1	0	1
	<b>62</b>	<b>33</b>	<b>22</b>	<b>7</b>	<b>58</b>

53% of Calls During Day  
36% of Calls During Weekend  
11% of Calls During Night



## February 2024 Incident Detail

## St. Charles Ambulance

Incident Date	Response #	Shift	Transport Disposition	Dispatch Reason	Incident City
2/1/2024	SC 24-035	Day Shift	Transport by This EMS Unit (This Crew Only)	Stroke/CVA	City of Saint Charles
2/4/2024	SC 24-036	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Falls	City of Saint Charles
2/4/2024	SC 24-037	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Unconscious/Fainting/Near-Fainting	City of Saint Charles
2/4/2024	SC 24-038	Weekend Shift	No Transport	Unknown Problem/Person Down	City of Saint Charles
2/6/2024	SC 24-039	Day Shift	Transport by This EMS Unit (This Crew Only)	Falls	City of Saint Charles
2/6/2024	SC 24-040	Day Shift	Transport by This EMS Unit (This Crew Only)	Transfer/Interfacility/Palliative Care	City of Saint Charles
2/7/2024	SC 24-041	Day Shift	Cancelled	Medical Alarm	City of Saint Charles
2/8/2024	SC 24-042	Day Shift	Transport by This EMS Unit (This Crew Only)	Psychiatric Problem	City of Saint Charles
2/9/2024	SC 24-043	Day Shift	Transport by This EMS Unit (This Crew Only)	Breathing Problem	City of Saint Charles
2/10/2024	SC 24-044	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Stroke/CVA	City of Saint Charles
2/10/2024	SC 24-045	Weekend Shift	No Transport	Medical Alarm	City of Saint Charles
2/11/2024	SC 24-046	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Traumatic Injury	City of Saint Charles
2/12/2024	SC 24-047	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Falls	City of Saint Charles
2/12/2024	SC 24-048	Day Shift	Transport by This EMS Unit (This Crew Only)	Psychiatric Problem	City of Saint Charles
2/13/2024	SC 24-049	Day Shift	Transport by This EMS Unit (This Crew Only)	Allergic Reaction/Stings	City of Saint Charles
2/16/2024	SC 24-050A	Day Shift	Transport by This EMS Unit (This Crew Only)	Traffic/Transportation Incident	City of Saint Charles
2/16/2024	SC 24-050B	Day Shift	Transport by This EMS Unit (This Crew Only)	Traffic/Transportation Incident	City of Saint Charles
2/18/2024	SC 24-051	Weekend Shift	No Transport	Falls	City of Saint Charles
2/20/2024	SC 24-052	Day Shift	Transport by This EMS Unit (This Crew Only)	Falls	City of Saint Charles
2/20/2024	SC 24-053	Day Shift	Transport by This EMS Unit (This Crew Only)	Psychiatric Problem	City of Saint Charles
2/20/2024	SC 24-054	Evening Shift	Transport by Another EMS Unit	Psychiatric Problem	City of Saint Charles
2/21/2024	SC 24-055	Day Shift	Transport by This EMS Unit (This Crew Only)	Sick Person	City of Saint Charles
2/22/2024	SC 24-056	Day Shift	Transport by This EMS Unit (This Crew Only)	Diabetic Problem	City of Saint Charles
2/24/2024	SC 24-057	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Hemorrhage/Laceration	City of Saint Charles
2/24/2024	SC 24-058	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Abdominal Pain/Problems	City of Saint Charles
2/25/2024	SC 24-059	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Abdominal Pain/Problems	City of Saint Charles
2/25/2024	SC 24-060	Weekend Shift	Transport by This EMS Unit (This Crew Only)	Sick Person	City of Saint Charles
2/27/2024	SC 24-061	Day Shift	Transport by This EMS Unit (This Crew Only)	Chest Pain (Non-Traumatic)	City of Saint Charles
2/29/2024	SC 24-062	Day Shift	Transport by this Unit, Transferred Care to ALS	Convulsions/Seizure	City of Saint Charles

<b>TOTAL INCIDENTS=28</b>
---------------------------

<b>PATIENT CONTACTS=28</b>
----------------------------

February 2024 Call Hour Report  
SC Ambulance

Member	Weekday	Weekend	Total
Fruth, Dave	63	84	147
Fohrman, Austin	137.5	0	137.5
Smith, Jacob	125	2	127
Majerus, Gary	126	0	126
Dailey, Paige	92	19	111
Boice, Nathan	48	48	96
Kramer, Katherine	35.5	60	95.5
Carlson, Aaron	43	48	91
Jonsgaard, Nickole	77	12	89
Loftus, Kenny	60	26	86
Schossow, Scott	26	60	86
Cage, Todd	32	49	81
Graham, Mark	68	12	80
Kronebusch, Isaiah	63	0	63
Brown, Cindy	0	60	60
Johnson, Polly	36	24	60
Brindamour, Isaiah	9	48	57
Hutsell, Jared	0	54	54
Schott, Carrie	24	24	48
Mockenhaupt, Jerel	45	0	45
Arndt, Madison	32	12	44
Engstrand, Kristine	12	24	36
MacPartland, Valerie	38	0	38
Ferden, Sarah	32	0	32
Zabel, Emmaline	17	12	29
Essig, Matt	27	0	27
Bailey, Nikki	14	0	14
Pelaez, Cassara	10	4	14
Burt, Shiela	0	0	0
Weissing, Friedrich	0	0	0
Ambulance, Lewiston	0	0	0
<b>TOTALS</b>	<b>1292</b>	<b>682</b>	<b>1974</b>

**NEW RECRUITS/RIDE ALONG CANDIDATES**

Member	Weekday	Weekend	Total
Owens, Kennedie	28	36	64
Kramer, Daniel	60	0	60
Todd, Anna	0	22	22
Ziarnik, Taylor	8	0	8
Arens, Rebecca	0	0	0
Conklin, Sean	0	0	0
Dabelstein, Gage	0	0	0
Neumann, Blake	0	0	0
Stafslie-Dumale, Abbi	0	0	0
<b>TOTALS</b>	<b>96</b>	<b>58</b>	<b>154</b>

New Sign Up

New Sign Up

February 2024  
Call Hour Detail

DATE	LEWISTON COVERED	SC COVERED	TOTAL	NOTES	
1-Feb	0	48	48	Matt covered 2 hours (Training)	
2-Feb	0	48	48		
3-Feb	0	48	48		
4-Feb	0	48	48		
5-Feb	0	48	48		
6-Feb	0	48	48		
7-Feb	0	48	48		Matt covered 8 hours (Training)
8-Feb	0	48	48		
9-Feb	0	48	48		
10-Feb	0	48	48		
11-Feb	0	48	48		
12-Feb	0	48	48		
13-Feb	0	48	48		
14-Feb	0	48	48		
15-Feb	0	48	48		
16-Feb	0	48	48		Matt covered 2 hours (Training)
17-Feb	0	48	48		
18-Feb	0	48	48		
19-Feb	0	48	48		
20-Feb	0	48	48		
21-Feb	0	48	48		
22-Feb	0	48	48		
23-Feb	0	48	48		
24-Feb	0	48	48		
25-Feb	0	48	48		
26-Feb	0	48	48	Matt covered 7 hours (Training)	
27-Feb	0	48	48		
28-Feb	0	48	48		
29-Feb	2	46	48	Matt covered 6 hours (3rd person) & 2 hours as a 2nd crewmember	
<b>TOTALS</b>	<b>2</b>	<b>1390</b>	<b>1392</b>	# OF HOURS REQUIRED TO COVER 29 DAYS WITH 2 CREW	

<b>SC COVERED= 99%</b>
<b>LEWISTON COVERED= 1%</b>

NOTES
1,392 HOURS REQUIRED TO COVER SCHEDULE WITH 2 PEOPLE & 2,088 IF COVERING ALL 31 DAYS WITH 3 PEOPLE
1974 TOTAL HOURS PROVIDED BY SC VOLUNTEERS & 2 PT EMPLOYEES (Some days 2 & some 3)

Feb 2024 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat			
					Feb 1				
					<b>SC Amb</b> Austin Fohrman 06:00-06:00 Valerie MacPartland 06:00-16:00 Paige Dailey 06:00-14:00 Matt Essig 14:00-16:00 Kennedie Owens 14:00-06:00 Mark Graham 16:00-18:00 Dave Fruth 18:00-06:00 Nikki Bailey 21:00-06:00	2	<b>SC Amb</b> Austin Fohrman 06:00-08:00 Gary Majerus 06:00-08:00 Kennedie Owens 06:00-06:00 Jacob Smith 08:00-18:00 Nickole Jonsgaard 08:00-18:00 Cassara Pelaez 18:00-20:00 Cindy Brown 18:00-06:00 Dave Fruth 18:00-06:00 Jared Hutsell 20:00-06:00	3	<b>SC Amb</b> Katherine Kramer 06:00-18:00 Cindy Brown 06:00-06:00 Kenny Loftus 06:00-18:00 Todd Cage 18:00-06:00 Jared Hutsell 18:00-06:00
4	5	6	7	8	9	10			
<b>SC Amb</b> Katherine Kramer 06:00-18:00 Cindy Brown 06:00-18:00 Dave Fruth 06:00-18:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00 Scott Schossow 18:00-06:00	<b>SC Amb</b> Austin Fohrman 06:00-08:00 Nickole Jonsgaard 06:00-15:00 Kenny Loftus 06:00-08:00 Jacob Smith 08:00-18:00 Mark Graham 08:00-17:00 Isaiah Kronebusch 15:00-18:00 Cassara Pelaez 17:00-18:00 Cassara Pelaez 18:00-21:00 Kenny Loftus 18:00-06:00 Sarah Ferden 18:00-22:00 Aaron Carlson 21:00-06:00 Madison Arndt 22:00-06:00	<b>SC Amb</b> Austin Fohrman 06:00-08:00 Kenny Loftus 06:00-08:00 Madison Arndt 06:00-06:00 Jacob Smith 08:00-18:00 Valerie MacPartland 08:00-16:00 Katherine Kramer 16:00-22:00 Nathan Boice 18:00-06:00 Aaron Carlson 22:00-06:00	<b>SC Amb</b> Austin Fohrman 06:00-08:00 Isaiah Kronebusch 06:00-09:00 Mark Graham 06:00-18:00 Matt Essig 08:00-16:00 Jerel Mockenhaupt 09:00-18:00 Katherine Kramer 16:00-22:00 Scott Schossow 18:00-06:00 Sarah Ferden 18:00-00:00 Todd Cage 22:00-06:00 Isaiah Kronebusch * 00:00-06:00	<b>SC Amb</b> Austin Fohrman 06:00-06:00 Carrie Schott 06:00-18:00 Daniel Kramer 06:00-18:00 Nickole Jonsgaard 18:00-06:00 Dave Fruth 18:00-06:00	<b>SC Amb</b> Austin Fohrman 06:00-08:00 Isaiah Kronebusch 06:00-09:00 Nickole Jonsgaard 06:00-15:00 Jacob Smith 08:00-15:00 Isaiah Brindamour 09:00-06:00 Dave Fruth 15:00-06:00 Jerel Mockenhaupt 15:00-18:00 Scott Schossow 18:00-06:00	<b>SC Amb</b> Dave Fruth 06:00-06:00 Isaiah Brindamour 06:00-06:00 Todd Cage 06:00-11:00 Paige Dailey 11:00-06:00			
11	12	13	14	15	16	17			
<b>SC Amb</b> Dave Fruth 06:00-18:00 Kenny Loftus 06:00-18:00 Isaiah Brindamour 06:00-18:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00 Scott Schossow 18:00-06:00	<b>SC Amb</b> Gary Majerus 06:00-18:00 Kenny Loftus 06:00-08:00 Nickole Jonsgaard 08:00-18:00 Mark Graham 08:00-17:00 Cassara Pelaez 17:00-20:00 Dave Fruth 18:00-06:00 Kenny Loftus 18:00-06:00 Sarah Ferden 20:00-00:00 Kristine Engstrand * 00:00-06:00	<b>SC Amb</b> Gary Majerus 06:00-18:00 Austin Fohrman 06:00-18:30 Carrie Schott 06:00-18:00 Nathan Boice 18:00-06:00 Emmaline Zabel 18:00-06:00 Katherine Kramer 18:30-22:00 Aaron Carlson 22:00-06:00	<b>SC Amb</b> Gary Majerus 06:00-08:00 Emmaline Zabel 06:00-11:00 Mark Graham 06:00-18:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 11:00-18:00 Taylor Ziarnik 11:00-19:00 Gary Majerus 18:00-06:00 Sarah Ferden 18:00-00:00 Paige Dailey 18:00-06:00 Scott Schossow * 00:00-06:00	<b>SC Amb</b> Gary Majerus 06:00-18:00 Paige Dailey 06:00-14:00 Daniel Kramer 06:00-18:00 Jacob Smith 08:00-18:00 Austin Fohrman 18:00-06:00 Isaiah Kronebusch 18:00-06:00 Dave Fruth 18:00-06:00	<b>SC Amb</b> Austin Fohrman 06:00-08:00 Gary Majerus 06:00-18:00 Isaiah Kronebusch 06:00-18:00 Matt Essig 08:00-10:00 Jacob Smith 10:00-20:00 Nickole Jonsgaard 18:00-06:00 Todd Cage 20:00-06:00 Jared Hutsell 20:00-06:00	<b>SC Amb</b> Katherine Kramer 06:00-18:00 Dave Fruth 06:00-18:00 Kennedie Owens 06:00-06:00 Kristine Engstrand 18:00-06:00 Polly Johnson 18:00-06:00 Jared Hutsell 18:00-06:00			
18	19	20	21	22	23	24			
<b>SC Amb</b> Katherine Kramer 06:00-18:00 Mark Graham 06:00-18:00 Cindy Brown 06:00-18:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00 Madison Arndt 18:00-06:00	<b>SC Amb</b> Gary Majerus 06:00-06:00 Paige Dailey 06:00-06:00 Daniel Kramer 06:00-18:00 Valerie MacPartland 08:00-16:00 Kenny Loftus 18:00-06:00	<b>SC Amb</b> Gary Majerus 06:00-18:00 Paige Dailey 06:00-15:00 Daniel Kramer 06:00-18:00 Austin Fohrman 15:00-16:00 Katherine Kramer 16:00-22:00 Polly Johnson 16:00-04:00 Nathan Boice 18:00-06:00 Aaron Carlson 22:00-06:00	<b>SC Amb</b> Gary Majerus 06:00-08:00 Nikki Bailey 06:00-09:00 Mark Graham 06:00-18:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 09:00-18:00 Gary Majerus 18:00-06:00 Todd Cage 18:00-06:00 Sarah Ferden 18:00-00:00 Kristine Engstrand * 00:00-06:00	<b>SC Amb</b> Gary Majerus 06:00-18:00 Austin Fohrman 06:00-08:00 Nickole Jonsgaard 06:00-18:00 Jacob Smith 08:00-18:00 Austin Fohrman 18:00-06:00 Paige Dailey 18:00-06:00 Isaiah Kronebusch 18:00-06:00	<b>SC Amb</b> Jacob Smith 06:00-18:00 Nikki Bailey 06:00-08:00 Isaiah Kronebusch 06:00-18:00 Valerie MacPartland 08:00-18:00 Cassara Pelaez 18:00-20:00 Kenny Loftus 18:00-20:00 Polly Johnson 18:00-06:00 Jared Hutsell 20:00-06:00 Todd Cage 20:00-06:00	<b>SC Amb</b> Katherine Kramer 06:00-18:00 Scott Schossow 06:00-06:00 Carrie Schott 06:00-18:00 Todd Cage 18:00-06:00 Anna Todd 18:00-06:00			
25	26	27	28	29	YELLOW= LEWISTON FT EMPLOYEE PURPLE= NEW SC FT EMPLOYEE GREEN= SCT PT EMPLOYEE BLUE= RIDE ALONG				
<b>SC Amb</b> Nathan Boice 06:00-18:00 Emmaline Zabel 06:00-18:00 Carrie Schott 06:00-18:00 Kristine Engstrand 18:00-06:00 Aaron Carlson 18:00-06:00 Anna Todd 18:00-04:00	<b>SC Amb</b> Austin Fohrman 06:00-08:00 Kenny Loftus 06:00-08:00 Valerie MacPartland 06:00-08:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 08:00-16:00 Nickole Jonsgaard 15:00-18:00 Polly Johnson 16:00-04:00 Nickole Jonsgaard 18:00-06:00 Kenny Loftus 18:00-06:00 Aaron Carlson * 04:00-06:00	<b>SC Amb</b> Austin Fohrman 06:00-16:00 Kenny Loftus 06:00-08:00 Daniel Kramer 06:00-18:00 Jacob Smith 08:00-18:00 Katherine Kramer 16:00-22:00 Nathan Boice 18:00-06:00 Cassara Pelaez 18:00-21:00 Aaron Carlson 22:00-06:00 Paige Dailey 22:00-03:00	<b>SC Amb</b> Austin Fohrman 06:00-08:00 Mark Graham 06:00-18:00 Jacob Smith 08:00-16:00 Jerel Mockenhaupt 09:00-18:00 Katherine Kramer 16:00-18:00 Todd Cage 18:00-06:00 Sarah Ferden 18:00-00:00 Katherine Kramer 18:00-22:00 Scott Schossow 22:00-06:00 Paige Dailey * 00:00-06:00	<b>SC Amb</b> Austin Fohrman 06:00-06:00 Kenny Loftus 06:00-08:00 Paige Dailey 06:00-14:00 Matt Essig 08:00-16:00 Katherine Kramer 16:00-18:00 Polly Johnson 16:00-04:00 Dave Fruth 18:00-06:00					

\* Indicates time starts on following calendar day

# MEMO

TO: Andrew Langholz, City Administrator

FROM: Jose Pelaez, Chief of Police

DATE: March 6, 2024

SUBJECT: Certificate of Achievement – Ofc. Robbie Floerke

St. Charles Police Chief, Jose Pelaez, will be presenting a Certificate of Achievement to St. Charles Police Officer, Robbie Floerke #606, for his outstanding performance and commitment to excellence.

Ofc. Floerke exemplified the police department's core value of excellence by going above and beyond his training mandates. In 2023, Ofc. Floerke completed 97 training credit hours, 55 of which are considered Personal Development training courses. Personal development training includes training courses that are not part of the department's mandatory training curriculum, but they are relevant to everyday police work, and are worth P.O.S.T credits. Furthermore, Ofc. Floerke recently completed the online Spanish on Patrol course for which Officers were given 6 months to complete. Ofc. Floerke completed Spanish on Patrol in only one month with a 91% passing grade.

Ofc. Floerke's commitment to personal development and excellence brings great credit upon himself and the St. Charles Police Department.

Chie Pelaez will be presenting Ofc. Floerke with his Certificate of Achievement at the next City Council meeting scheduled for March 12, 2024, at 6:00 PM.

Respectfully,

Jose Pelaez

Chief of Police.





# *ST. CHARLES*

## REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 12<sup>th</sup>, 2024

General:   X  

Department: EDA

Item Requested: **Modify Disbursement Terms for Shahram Vafaei-Makhsoos's ("Mak") Commercial Rehabilitation Loan**

---

---

### Summary of the Issue

Mak has experienced higher costs to complete his project than what he originally anticipated and is requesting the city modify its Repayment Agreement in order to receive the third and fourth \$10,000 disbursements earlier than originally agreed upon.

### Background

Will Giesen, Cris Gastner (CEDA representatives) and Andrew Langholz (City Administrator) met with Mak on February 26, 2024 in which Mak gave an update on his commercial rehab project and he explained how he is seeing an unexpected increase in his costs while fixing up the building. He submitted a request to the EDA to modify the disbursement terms of Commercial Rehabilitation Loan in the original amount of \$40,000.

The EDA Board reviewed the request at their regular meeting on March 1st, 2024. The EDA moved forward a recommendation for approval to City Council for the request.

### Funding

The disbursement's will be changed to the following:

- a. Phase 1 – Project started- ***Received.***
- b. Phase 2 – Façade renovation significantly completed- ***Received.***
- c. Phase 3 – Second floor significantly completed- ***When the bill for the commercial store front windows is received. The city will pay the third \$10,000 disbursement directly to the window vendor.***
- d. Phase 4 – Project completed in full as presented- ***When all the building's windows are installed and the building is sealed, the city will pay the \$10,000 disbursement directly to Mak.***

### Recommendation

The EDA approved by motion, the following recommendations:

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

# Change in Terms Agreement

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

**DESCRIPTION OF EXISTING INDEBTEDNESS:** St. Charles Commercial Rehabilitation Program Repayment Agreement dated July 7, 2023, in the amount of \$40,000, executed between **ECONOMIC DEVELOPMENT AUTHORITY, CITY OF ST. CHARLES**, (the "Lender") and **Shahram Vafaei-Makhsoos** ("the Borrower") and all existing extensions, modifications, and renewals thereof.

**DESCRIPTION OF CHANGE IN TERMS:** Changing the Borrower's 3<sup>rd</sup> disbursement phase from "when second floor is significantly completed" to "when the invoice for commercial store front windows is received by the Borrower". Borrower agrees to submit this invoice to Lender so that the 3<sup>rd</sup> disbursement of \$10,000 will be sent directly to the vendor. Also changing the Borrower's 4<sup>th</sup> disbursement phase from "when the project is completed in full as presented" to "when all the building's windows have been installed and the building is sealed". The 4<sup>th</sup> and final disbursement of \$10,000 will be sent directly to the Borrower.

This change in terms shall be governed by and construed in accordance with the laws of the State of Minnesota.

\_\_\_\_\_  
**Borrower**

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

\_\_\_\_\_  
**Andrew Langholz, City Administrator**

**Request for City Council Action**

Date: March 7, 2024

Requested Council Date: March 12, 2024

Originating Department: Administration

Council Action Requested: Administrative Assistant Hire

Background Information:

On Wednesday, March 7, 2024 the interview committee of Cassie Smith, Shelly Schossow, Adam Zieman, and I conducted three interviews for the Administrative Assistant position. After careful consideration the committee chose to offer the position to Alisha Cole. Ms. Cole most recently has held the role of Office Administrator for nearly five years and her experience will be an asset to the Administration department.

Ms. Cole impressed the committee with his thoughtful answers. She is a positive person who enjoys working with customers and expanding her skillset.

Ms. Cole has successfully completed a background check. I am recommending that the council make a conditional offer to hire Ms. Cole to the position of Administrative Assistant at Step 2 (\$42,120.00) based on her experience in a similar role.





## Request for City Council Action

Date: March 6, 2024

Requested Council Date: March 12, 2024

Originating Department: City Administrator

Council Action Requested: Purchase Jaws of Life

### Background Information:

The new fire truck is currently being outfitted and is slated to be delivered in April.

The Fire Department Officers have requested approval to purchase a new jaws of life unit for the new truck. It will be replacing the previous model that was purchased in 2004.

The new model is electric and portable whereas the one being replaced is pneumatic and would need to be rigged to be compatible with the new truck at an additional expense.

A quote was received for \$34,235.00. This funding to purchase this piece of equipment would come from the reserves in the Fire Fund, which is mostly generated by donation receive by the fire reliefs gambling proceeds.

I have no problem with this purchase as the Fire Fund has healthy reserves. However, this type of purchase is an example of why detailed capital improvement plans are necessary for each department. Most departments do not have additional funding coming in from other sources and a large expenditure can greatly impact our reserves.

### Request:

Approve the purchase of the jaws of life for up to \$34,235.00.