



The City Council of the City of St. Charles welcomes you to its
 Regular Meeting of Tuesday, February 28, 2023 at 6:00 p.m.
 at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. February 28, 2023 Agenda	APPROVE
4. Notices and Communications	
a. Ambulance Report - January	
5. Meeting Minutes	APPROVE
a. December 27, 2022	
b. January 10, 2023	
c. February 7, 2023	
6. Review of Financials	
7. Staff, Board, Commission & Committee Reports	APPROVE
a. Administrator's Report	
b. Library Board Report, David Kramer	
c. Planning & Zoning, Wayne Getz	
d. School Board, John Steffel	
e. Chamber of Commerce Board, John Steffel	
8. Resn #7-2023 Accept an Ambulance Donation (Carolyn Meyer Willson)	APPROVE
9. Resn #8-2023 Accept a Park & Rec. Donation (Hiawatha Sno Seekers)	APPROVE
10. Resn #9-2023 Accept a Park & Rec. Donation (Loyal Order of Moose)	APPROVE
11. LMCIT Municipal Tort Liability Waiver	APPROVE
12. Public Hearing - Ordinance #651 – City Organizations	HOLD
13. Ordinance #651 – City Organizations (1 st Reading)	APPROVE
14. Ordinance #652 – Zoning Map Amendment (1 st Reading)	APPROVE
15. Reactivation of Police Reserve Unit (Volunteer Unit)	APPROVE
16. Appointment of Terry Jones to Planning Commission	APPROVE
17. Request for Alley Vacation (848 Wabasha Ave)	DISCUSS/APPROVE
18. 2023 SEMCAC – CIP Contract	APPROVE

UNSCHEDULED PUBLIC APPEARANCES: Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

ADJOURNMENT



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, February 28, 2023**

8. Resn #7-2023 Accept an Ambulance Donation (Carolyn Meyer Willson) – It is protocol to accept a large donation by resolution when the donor provides a designation on where the donation is to be spent. Mrs. Meyer Willson has donated \$2,000.00 to the SC Ambulance. I recommend the council approve the resolution accepting the donation.

9. Resn #8-2023 Accept a Park & Rec. Donation (Hiawatha Sno Seekers) – The Hiawatha Sno Seekers have donated \$500.00 towards the Parks and Recreation Department, specifically for batting cages. I recommend the council approve the resolution accepting the donation.

10. Resn #9-2023 Accept a Park & Rec. Donation (Loyal Order of Moose) – The Loyal Order of Moose #1114 have donated \$2,015.99 towards the Parks and Recreation Department, specifically for batting cages. I recommend the council approve the resolution accepting the donation.

11. LMCIT Municipal Tort Liability Waiver – The City Council has traditionally decided to not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04. I would recommend that the council continue to not waive the tort limits.

12. Public Hearing – Ordinance #651 – City Organizations. – Conduct hearing.

13. Ordinance #651 – City Organizations (1st Reading) – The Planning Commission was presented with changes to Chapter 33.02 of the City Code as recommended by City Administrator Langholz, Interim City Administrator Rich Almich, and Kim Lindquist from WSB. The changes included a reduction in the number of members on the Planning Commission from nine (9) to five (5). The proposed adjustments change wording that requires one meeting per month and removes unnecessary language.

14. Ordinance #652 – Zoning Map Amendment (1st Reading) – The Planning Commission held a public hearing for a rezoning request from Fred Troendle for his property located at 436 12th St W. Mr. Troendle requested the zoning be changed from I2 – General Industry to R-2 - Multiple Family Residential. This would allow the erection of a church on the property as a permitted use. The Planning Commission made a motion in support of the zoning change and recommended the City Council do the same.

15. Reactivation of Police Reserve Unit (Volunteer Unit) – Chief Pelaez will be in attendance to speak on this topic.

16. Appointment of Terry Jones to Planning Commission – The passage of Ordinance #650: Committees at the January 24, 2023 council meeting removed term limits for individuals serving on Commissions. Mr. Jones has served on the Planning Commission for two terms as well an extension for one year, which expired at the end of 2022. I reached out to Mr. Jones who agreed to rejoin the Planning Commission if he was appointed again. The Planning Commission made a motion to recommend the City Council approve his appointment.

17. Request for Alley Vacation (848 Wabasha Ave) – This topic was introduced and then tabled at the June 22, 2021 city council meeting. When this topic was first brought to the council’s attention, the council discussed the feasibility of building on the parcels west and north of this alley, as well as access points. I spoke with Kyle Karger who now believes the alley should not be vacated since the two lots west of this alley have separate owners. I agree with Mr. Karger. In addition, the council would also need to make a finding that the vacation is “in the interest of the public.” The mere long-term non-use of a street or alley by the public does not necessarily equate with a finding that the vacation is in the interest of the public. The city didn’t receive a petition signed by the majority of the abutting property owners to begin the vacation process, nor did the council present or pass a resolution to begin the process. Statutorily this means that there is no resolution that needs to be made to deny the vacation request. If they council chooses to proceed with the vacation request either a petition would need to be submitted or the council would need to approve a resolution to do so by a four-fifths vote. The property-owner may be in attendance to speak on the matter if more clarification is need by the council.

17. 2023 SEMCAC – CIP Contract – Enclosed is the annual contract for consideration.

LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



February 28, 2023 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find the monthly incident report from January. The St. Charles crew responded to 31 incidents in the month of January which was our busiest January over the last 5 years. 6 of 31 days in the month of January minimum staffing was not met with Lewiston covering the schedule. 4 of those 6 days however were weekdays from the time of 0600-1800 which is when we have the least number of available members. Only 1 of the 6 days minimum staffing was not met was for a period of more than 6 hours but not more than 10 hours. This was a significant improvement in staffing compared to the last 6 months. St. Charles provided 1,849 hours of coverage with Lewiston providing just 68 hours. Lewiston responded to 4 calls in St. Charles for the month of January.

-Training was conducted on 02/08/23 and provided by SE EMS. Members trained on Oxygenation & Ventilation skills. Our Medical Director, Dr. Dennis Laudon, is planning to attend our March training. A membership meeting was also held on 2/8 and Administrator Langholz was in attendance and met the crew.

-1 member retired from the St. Charles crew in January. We thank Bria Majerus for her years of service and commitment to the community!

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

-Matt is still completing his individual membership meetings which have been taking 2 to 2.5 hours per member.

-Crew is attempting to create and organize a recruitment packet and begin to take applications of new members. Discussion was held about running an EMT class in St. Charles in the fall of 2023.

-Meetings are still being held by the cities to finalize agreements. Administrator Langholz can provide updates.

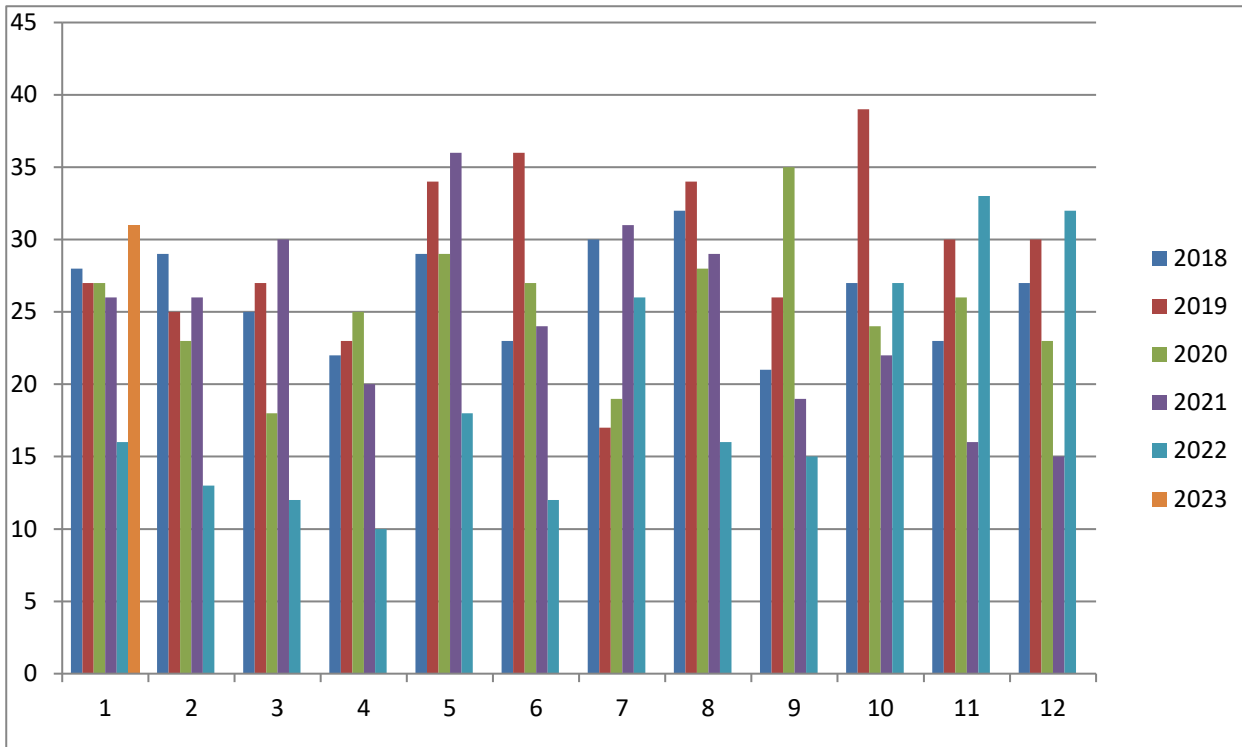
-Please feel free to contact me with any questions or concerns.

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

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

	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		23.20	
March	25	27	18	30	12		22.40	
April	22	23	25	20	10		20.00	
May	29	34	29	36	18		29.20	
June	23	36	27	24	12		24.40	
July	30	17	19	31	26		24.60	
August	32	34	28	29	16		27.80	
September	21	26	35	19	15		23.20	
October	27	39	24	22	27		27.80	
November	23	30	26	16	33		25.60	
December	27	30	23	15	32		25.40	
Total Runs	316	348	304	294	230	31		28
Mid Year (June 30th)	156	172	149	162	81	31		
Monthly Avg	26.3	29.0	25.3	24.5	19.2	31.0		

AMBULANCE RUNS BY MONTH



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

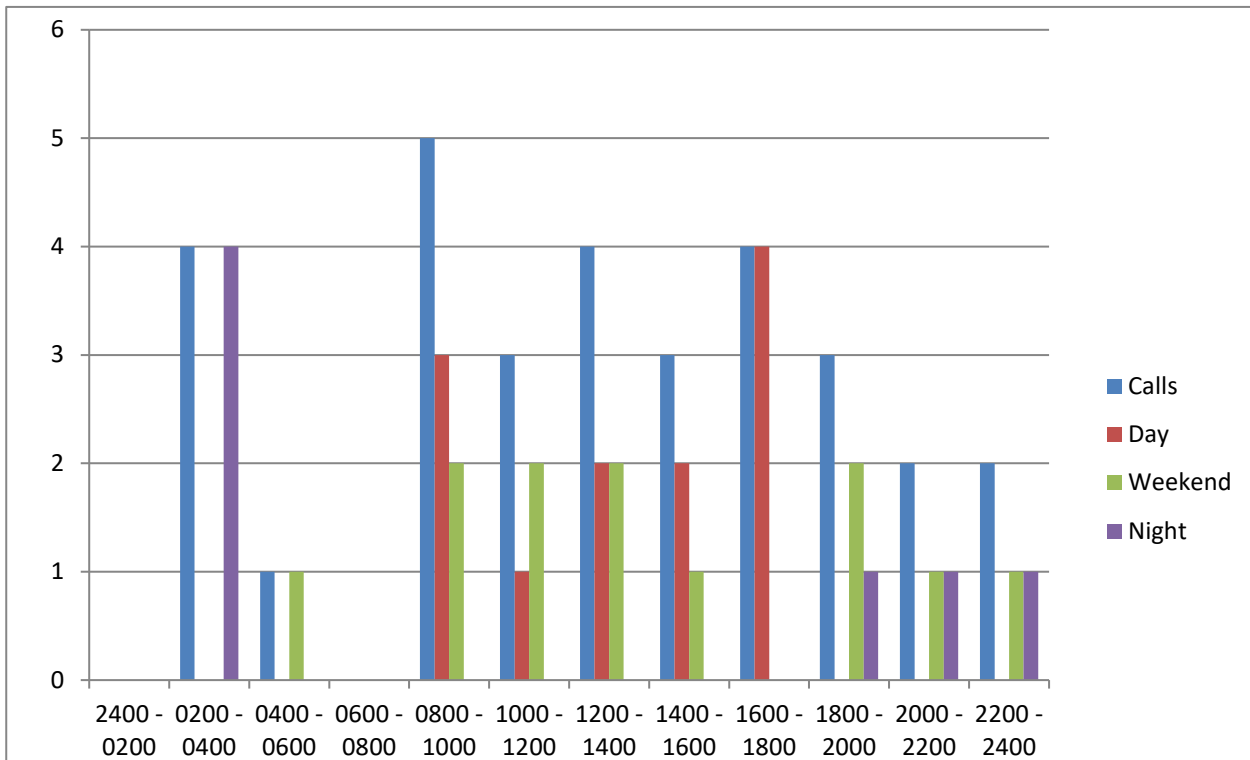
Times	Calls	Day	Weekend	Night	Pts
2400 - 0200					
0200 - 0400	4			4	4
0400 - 0600	1		1		1
0600 - 0800					
0800 - 1000	5	3	2		4
1000 - 1200	3	1	2		3
1200 - 1400	4	2	2		4
1400 - 1600	3	2	1		3
1600 - 1800	4	4			3
1800 - 2000	3		2	1	2
2000 - 2200	2		1	1	2
2200 - 2400	2		1	1	2
	31	12	12	7	28

39% of Calls During Day

39% of Calls During Weekend

22% of Calls During Night

CALLS BY TIME



**MINUTES of the REGULAR MEETING of the ST. CHARLES CITY COUNCIL
for Tuesday, December 27, 2022 held at 6:00 p.m. at
8:30 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Councilmen:

Mayor John Schaber

Dave Braun

John Steffel

Wayne Getz

David Kramer

STAFF PRESENT: Melissa Krusmark City Accountant, Rick Almich Interim City Administrator, Cassie Smith Deputy City Clerk

OTHERS IN ATTENDANCE: Colleen Ihrke St. Charles Press and Cris Gastner CEDA

1. ESTABLISH QUORUM/CALL TO ORDER

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

3. APPROVAL of the AGENDA:

Motion to approve the agenda.

Motion to approve: **David Braun**

No further discussion. Motion carried.

4. Notices and Communications. None

5. Meeting Minutes

Motion to Table to first regular meeting in January 2023: John Steffel

No further discussion. Motion declared carried.

6. Approve December 2022 Financials

Motion to approve: **John Steffel**

No further discussion. Motion declared carried.

7. Resolution #54-2022 Approving Final Levy Collectible 2023 in the amount of \$1,830,342

Motion to approve: **Wayne Getz**

No further discussion. Motion declared carried.

8. Resolution #55-2022 Establishing 2023 budget established at \$9,632,377.00

Motion to approve: **David Kramer**

No further discussion. Motion declared carried.

9. Resolution #56-2022 Approving Liquor License Whitewater Pub

Motion to approve: **David Braun**

No further discussion. Motion declared carried.

10. Second Reading of the following Ordinances:

a. Ordinance #645 Commercial Business District Mixed Use

Motion to approve: **David Kramer**

No further discussion. Motion declared carried.

b. Ordinance #646 Downtown Parking

Motion to approve: **David Kramer**

No further discussion. Motion declared carried.

c. Ordinance #647 Downtown Parking

Motion to approve: **David Kramer**

No further discussion. Motion declared carried.

d. Ordinance #648 Accessory Structures

Motion to approve: **David Kramer**

No further discussion. Motion declared carried.

e. Ordinance #649 Apartment Zoning District

Motion to approve: **David Kramer**

No further discussion. Motion declared carried.

11. Approval of Pay Request 1 – 2022 Sanitary Sewer Lining Visu-sewer \$22,773.88

Motion to approve: **Wayne Getz**

No further discussion. Motion carried.

12. Approve EDA Commercial Rehab Request \$5,000 Good Sport Bar and Grill

Motion to approve: **David Braun**

No further discussion. Motion carried.

13. Approve Leave Time Carryover two employees' vacation and comp time Cassie Smith Vacation 143.25 hours and comp time 179.25 Hours; Scott Bunke Vacation 83 Hours and comp time Approx 118 Hours as of 12/22/22.

Motion to approve: **David Kramer**

No further discussion. Motion declared carried.

14. Appoint Elaine Pierce and Lesa Ihrke to Library Board Three (3) Year Terms.

Motion to approve: **John Steffel**

No further discussion. Motion carried.

15. Set Annual Council Meeting January 3, 2023, at 5:00 p.m.

Motion to approve: **Wayne Getz**

No further discussion. Motion carried.

16. Update provided by Kyle Karger regarding letter received from United States Post Office on relocation of mailboxes for curbside delivery

Unscheduled Public Appearances. None.

Motion to adjourn at 6:15 p.m.: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

**MINUTES of the REGULAR MEETING of the ST. CHARLES CITY COUNCIL
for Tuesday, January 10, 2023 held at 6:00 p.m. at
8:30 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Councilmen:
Mayor John Schaber
Dave Braun
John Steffel
Wayne Getz
David Kramer

STAFF PRESENT: Rick Almich Interim City Administrator, Cassie Smith Deputy City Clerk, and Jose Pelaez Police Chief.

OTHERS IN ATTENDANCE: Mike Bubany David Drown and Associates, Cris Gastner CEDA, Colleen Ihrke St. Charles Press, Mitch & Gabby Walch with Whitewater Properties.

1. ESTABLISH QUORUM/CALL TO ORDER

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

3. APPROVAL of the AGENDA:

Motion to approve the agenda.
Motion to approve: **David Braun**
No further discussion. Motion carried.

4. Meeting Minutes from September 27, 2022, October 11, 2022, October 25, 2022:

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

5. Approve January 2023 Payables in the amount of \$1,068,614.47

Motion to approve: **John Steffel**
No further discussion. Motion declared carried.

7. Reports of Boards and Committees: Reports were given by Chief of Police for the Police Department, David Kramer for the Library Board, Wayne Getz for the EDA, John Steffel for the School Board.

8. Public Hearing – Tax Abatement – Whitewater Properties, LLC / Southfork Addition Fifth:

Motion to close the regular meeting for the Public Hearing on Tax Abatement for Whitewater Properties, LLC/South Fork Addition Fifth at 6:31 p.m.: **David Braun** Seconded: **Wayne Getz**. Motion carried.
Mike Bubany and Cris Gastner Presented and Reviewed materials included in the packet. Public comment.

The Following Agenda Items Were Tabled:

9. Res #01-2023 – Approving Abatement – Whitewater Properties Housing Project 2023

10. Resn #02-2023 – Amending Boundaries of TIF District No. 1-9

11. Resn #03-2023 – Remove Parcels from TIF District 9 for Non-compliance:

Motion to approve: **David Kramer**
Seconded: **John Steffel**. Motion carried.

12. Resn #04-2023 – Joint Powers Agreement with SCPD for Contract #212481

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

13. Resn #05-2023 – Merchants Bank Lessee Authorization

Motion to approve: **Wayne Getz**

No further discussion. Motion carried.

14. Pay Request #3 – Almich

Motion to approve: **Wayne Getz**

No further discussion. Motion carried.

15. Ordinance #650 - Committee Changes (1st Reading)

Motion to approve: **Dave Braun**

No further discussion. Motion carried.

Unscheduled Public Appearances. None.

Motion to adjourn at 6:45 p.m.: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, February 7, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT: Scott Bunke (Electric Foreman), Jose Pelaez (Police Chief), and Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE:

1. ESTABLISH QUORUM/CALL TO ORDER

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

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve the agenda.
Motion to approve: **John Steffel**
No further discussion.
Motion carried.

4. Meeting Minutes

January 3, 2023
Motion to approve: **Dave Braun**
No further discussion.
Motion declared carried.

January 24, 2023
Motion to approve: **David Kramer**
No further discussion.
Motion declared carried.

5. Review of Financials. No questions were asked.

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

6. Notices and Communications. None

7. Reports of Boards and Committees: Chief Pelaez read a letter of regret from a juvenile who agreed as part of their sentencing to take part in a diversion program for their part in vehicle break-ins that occurred throughout the community in 2021. The letter conveyed remorse and for their actions.

8. Approval of Pay Requests. Mayor Schaber presented the following pay requests.

- a. Pay Request 2 – Visu-Sewer
- b. Pay Request 6 – Chippewa Concrete Services
- c. Pay Request – Richard Almich
- d. Pay Request – Bob Frise Enterprises, LLC

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

9. Establish Board of Equalization Meeting – April 19, 2023 at 7:00 p.m.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

10. SCPD Request to Hire Intern. Chief Pelaez requested that the Council approve the hire of Myles Tramill as an intern for the SCPD. Chief Pelaez reviewed Mr. Tramill's qualifications and believes he will be a good fit with the department. Mr. Tramill would be the fourth intern that has worked with the SCPD.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

11. Resn #06-2023 – Update Signatories for City Bank Accounts. The resolution adds City Administrator Andrew Langholz as one of the official signors on all bank accounts.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator



City Administrator's Report—Since January 23, 2023

Week of January 23rd

- Introductions
- Toured the city with Mr. Karger.
- Attended Council meeting.
- Attended UMMEG meeting.
- Reviewed city materials.
- Meeting with Cris Gastner & Mitch Walch to discuss Southfork Addition.

Week of January 30th

- Introductory meeting in Lewiston to discuss future operations of St. Charles Ambulance Service.
- Introductory meeting with WHKS to discuss previous, current, and future projects.
- Introductory meeting with Flaherty-Hood to discuss Market Compensation Study.
- Introductory meeting with Melissa Reeder to discuss implementing Laserfiche for records retention.

Week of February 6th

- Council Meeting.
- Ambulance Meeting.
- Planning Commission Meeting.

Week of February 13th

- Project FINE introductory meeting.
- Library Board meeting & coffee meet and greet.
- Bank signor setup.

Week of February 20th

- Introductory meeting with Joshua Laven IBEWS Union Rep.
- Meeting with Mike Bubany to discuss 2023/2024 Electrical CIP funding.
- Reviewed union agreements.
- Meeting with Lewiston City Administrator Bobby Falcon regarding Ambulance Contracts.
- Meeting with Daren from WHKS to discuss developments.

City of St. Charles
Resolution #07-2023

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES VOLUNTEER
AMBULANCE FROM CAROLYN MEYER WILLSON**

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 Volunteer Ambulance has received a donation in the amount of \$2,000.00 from Carolyn Meyer Willson to be used by the St. Charles Volunteer Ambulance Association.

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 \$2,000.00 donation from Carolyn Meyer Willson.

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

Adopted this 28th day of February, 2023 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

City of St. Charles
Resolution #08-2023

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES PARK AND
RECREATION DEPARTMENT FROM HIAWATHA SNO SEEKERS**

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 Volunteer Ambulance has received a donation in the amount of \$500.00 from Hiawatha Sno Seekers to be used by the St. Charles Park & Rec Department for batting cages.

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 Hiawatha Sno Seekers.

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

Adopted this 28th day of February, 2023 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

City of St. Charles
Resolution #09-2023

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES PARK AND
RECREATION DEPARTMENT FROM LOYAL ORDER OF MOOSE NO.1114**

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 Volunteer Ambulance has received a donation in the amount of \$2,015.99 from Loyal Order of Moose No.1114 to be used by the St. Charles Park & Rec Department for batting cages.

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 \$2,015.99 donation from Loyal Order of Moose No.1114.

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

Adopted this 28th day of February, 2023 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

City of St. Charles

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

CITY OF ST. CHARLES

ORDINANCE # 651

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING CHAPTER 33: CITY ORGANIZATIONS TO MODIFY THE MEMBERSHIP AND OPERATIONS OF THE PLANNING COMMISSION

THE CITY OF ST. CHARLES DOES ORDAIN: (deleted material is ~~lined-out~~; new material is underlined; sections and subsections which are not being amended are omitted):

Section 1. § 33.02 PLANNING COMMISSION

(A) Commission. The Commission shall be a city planning agency authorized by M.S. § 462.354, as it may be amended from time to time.

(B) Composition.

(1) The Planning Commission shall consist of 9 5 members. All 9 5 members shall be appointed by the Council, and at least 1 appointee must be a Council member.

(2) Board members may be removed by a 4/5 vote of the Council. ~~The City Engineer and the City Attorney shall be members ex-officio.~~

(3) Members shall be appointed for terms of 3 years. Appointees shall hold offices until their successors are appointed and qualified. The terms of ex-officio members shall correspond to their respective official tenures.

(4) Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Upon appointment to the Commission each member shall take an oath to faithfully perform the duties of the office. ~~All members shall serve without compensation.~~

(C) Meetings.

(1) Organization. The Commission shall elect someone as chair from among the appointed members for a term of 1 year. The Commission may create and fill other offices as it may determine. The City Administrator shall act as secretary of the Planning Commission but shall not be a member.

(2) Meetings and reports. The Commission shall hold at least 1 regular meeting each month if there is business that needs to take place. It shall adopt rules for the transaction of business and shall keep a public record of its resolutions, transactions, and findings. ~~On or about January 1 of each year the Commission shall submit to the Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the Council.~~

(3) ~~Program of work. The Commission shall revise and adopt a program of work resolution outlining proposed activities in the exercise of its powers and the performance of its duties and shall report the revision annually to the Council. The report shall include outlines of the following:~~

- ~~— (a) Data and information to be assembled as a basis for the city plan;~~
~~— (b) Subjects to be covered by the city plan; and~~
~~— (c) Types of procedure necessary to make the city plan effective.~~

(D) Zoning plan. The Planning Commission, upon instructions by the Council, shall prepare a revised zoning plan for the city. Before recommending the plan to the Council, the Commission shall hold at least 1 public hearing thereon after published notice.

(E) Plats.

(1) Filing required. Every proposed plat of land within the city or within 2 miles of the city limits and not within a town which itself requires the approval of the plats, shall be submitted to the Council before being filed. No plat of land shall be filed unless and until first approved by the Council.

(2) Penalty. Any person who violates this provision or who sells land or offers land for sale or contracts for the sale of land by reference to or by other use of any plat before the plat has been approved by the Planning Commission and the Council in accordance with the provisions of this section shall be guilty of a misdemeanor. Before acting on the plat the Council shall submit the plat to the Planning Commission for its recommendations.

Section 2. This Ordinance shall take effect thirty days after its publication.

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

Mayor John Schaber

Attest:

Andrew Langholz, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain _____

Published:

Date: _____

CITY OF ST. CHARLES

ORDINANCE #652

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

THE CITY OF ST. CHARLES DOES ORDAIN:

Section 1. That the following described real property located within the city limits of the City of St. Charles, County of Winona, State of Minnesota, be rezoned from I-2 (General Industry) to R-2 (Multi-Family Residential): Owners, Fredrick and Sandra Troendle. See Attached Exhibit A, Winona County, Minnesota.

Section 2. That the zoning map be changed accordingly.

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

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

John Schaber, Mayor

Attest:

Andrew Langholz, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

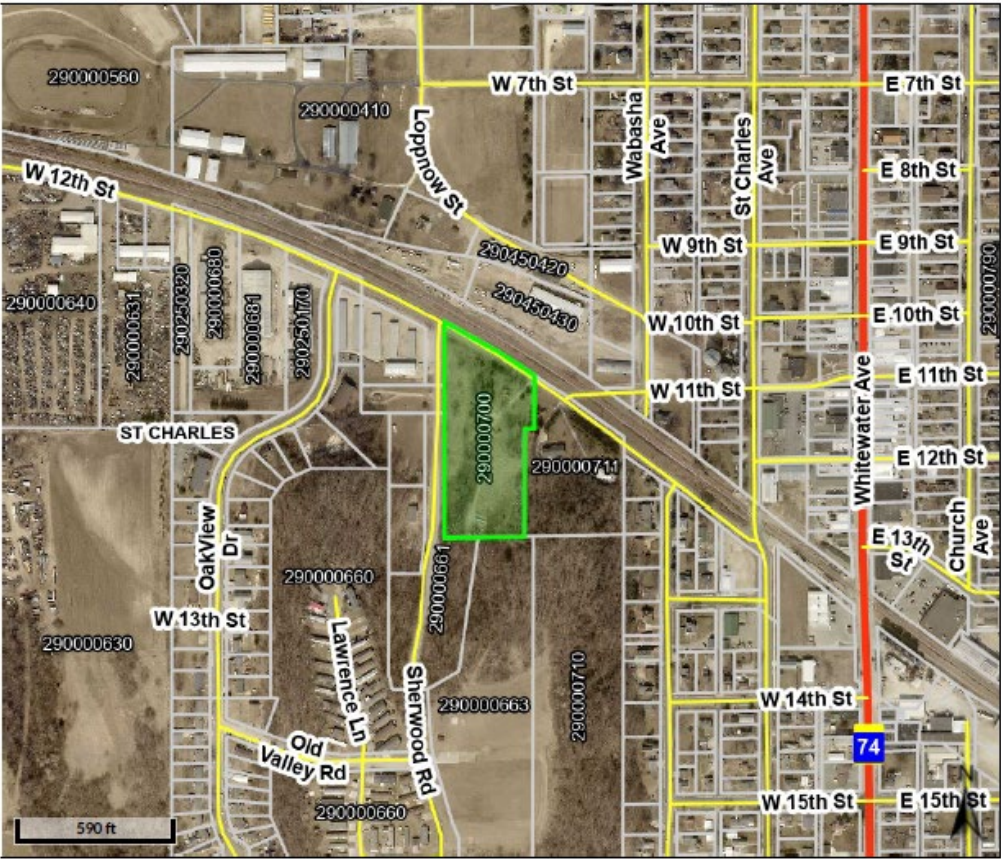
Absent: _____

Abstain _____

Published:

Date: _____

Exhibit A



Overview



Legend

- Roads
 - Interstate
 - US/State Highway
 - City Streets
 - County Road
 - Township Road
 - Private Drive
 - Other
- Municipalities
- Winona Boundary
- Parcel

Parcel ID	290000700	Alternate ID	n/a	Owner Address	TROENDLE,FREDRICK J
Sec/Twp/Rng	19-106-010	Class	201 - RESIDENTIAL		SANDRA S TROENDLE
Property Address	436 12TH ST W	Acreage	4.9		949 WHITEWATER AVE STE 1
	ST CHARLES				SAINT CHARLES, MN 55972
District	SAINT CHARLES CITY				
Brief Tax Description	Sect-19 Twp-106 Range-010 LIMITS ST CHARLES Lot-029 4.90 AC LIMITS PARCEL CONTG 4.9 ACRES EX: E 34' S 388' LOT 29				
	(Note: Not to be used on legal documents)				

Note: This map is created from data contained in Winona County GIS and is for reference purposes only. While significant effort has been invested to depict boundary extents as accurately as possible per existing records, this map should not be considered a replacement for professional land survey.

Date created: 2/14/2023
Last Data Uploaded: 2/14/2023 2:47:17 AM

Developed by Schneider
GEOSPATIAL

**Request for City Council Action**

Date: February 7, 2023

Requested Council Date: February 7, 2023

Originating Department: Police Department & Administration

Council Action Requested: Reactivation of Police Reserve Unit (Volunteer Unit)

Background Information

A Police Reserves Unit is a valuable crime prevention and force-multiplier tool for law enforcement agencies to have and they operate at a very low cost. Police Reserve Officers assist sworn police officers in their daily patrol activities; they are an additional crime deterrent asset; they provide traffic and crowd control at community events, critical incidents, major crime scenes, and/or natural disasters, among other duties. Additionally, Police Reserve Officers provide community members an additional opportunity to volunteer and serve their community; they augment full-time St. Charles Police Officers, primarily during community events, low staffing levels, and training days; they create a pool of potential police candidates; and they help improve quality of life by enhancing safety.

In the past, the St. Charles Police Department had a volunteer Police Reserve Unit, however, such unit unfortunately either faded away due to lack of membership or was deactivated back in 2008-2009. Chief Pelaez was himself a volunteer Police Reserve Officer for the City of Winona Police Department for approximately two years before becoming a sworn peace officer. Working as a Reserve Officer, especially for those wanting to later become sworn police officers, can provide excellent hands-on experience and can certainly help those individuals build their resume and stand out from other candidates.

Chief Pelaez is looking at reactivating the Police Reserve Unit and hiring up to five volunteer police reserve officers. Organizational structure, training plan, and policies and procedures are already in place (all were modeled after Winona Police Department's, Goodview Police Department's, and Northfield Police Department's Police Reserve Programs).

Initial Cost for the Program

- Estimated cost to outfit one (1) Police Reserve Officer: \$275.00 (\$1,375 for 5 Reserve Officers)
- Estimated cost for one (1) Police Reserve Badge: \$140 (only 2 more needed).





Request for City Council Action

Annual maintenance cost for the program

- Estimated maintenance cost (annual budget): \$300

Workmen's Compensation

Each Reserve Officer will be considered an employee of the City of St. Charles (just like Firefighters and EMTs) and will be covered under Workmen's Comp in the event they get injured on the job. Subject to workmen's comp regulations, the department will keep accurate records of volunteer hours, to include duty hours, training hours, and other activities.

Funding

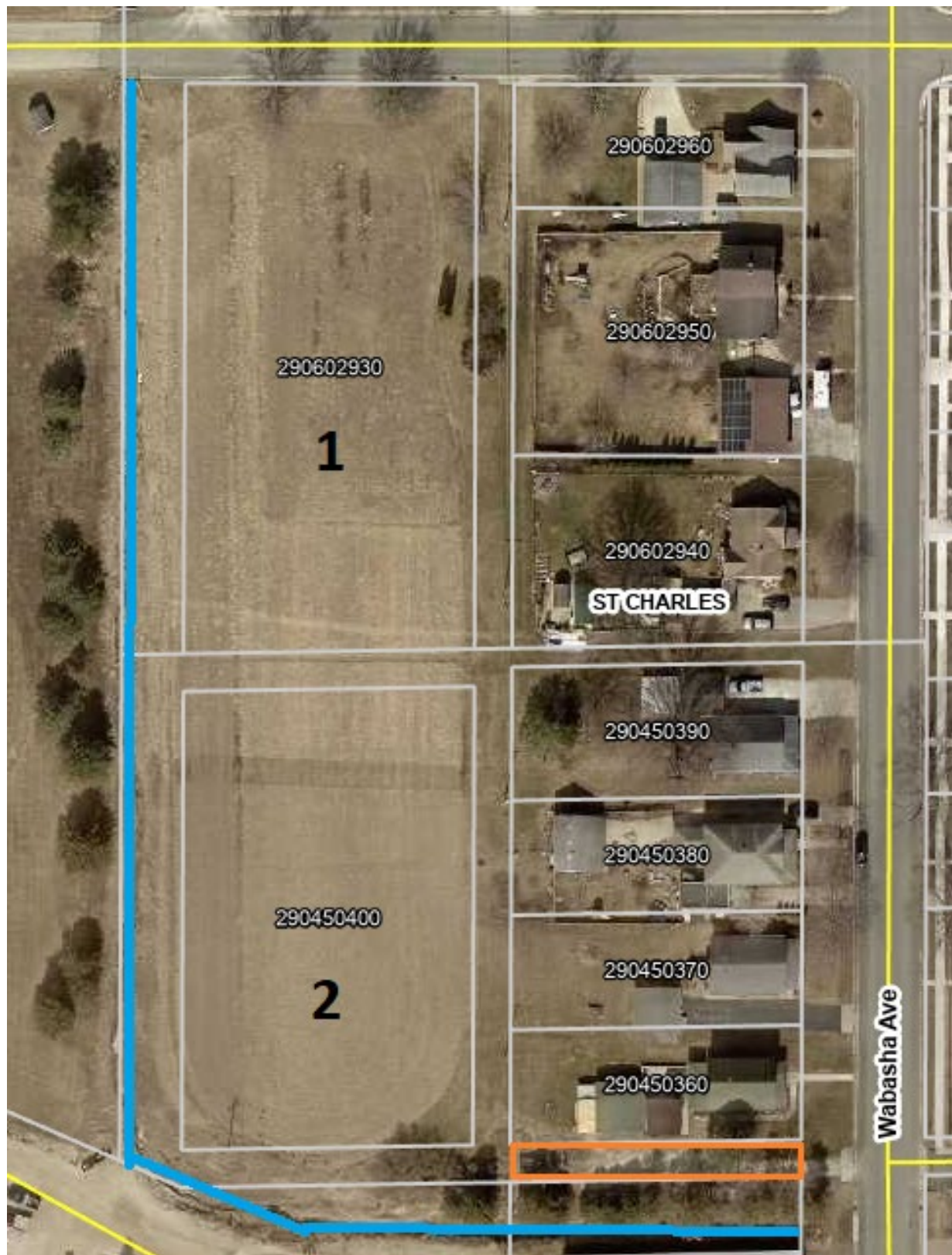
On top of the estimated \$300 annual budget for the Police Reserve Unit, which will be generated by re-allocating funds from other budget lines, Chief Pelaez will be seeking for donations and tapping into different grants to help cover the total initial cost to outfit up to 5 police reserve officers.

Recommendation

A Police Reserve Unit would be an important crime prevention asset for the St. Charles Police Department and the St. Charles community. Not only would it benefit the department, or those who aspire to later become sworn police officers, but it will also provide citizens an opportunity to give something back to their community and make it a safer place. It is Chief Pelaez's recommendation to reactivate the Police Reserve Unit to provide additional crime prevention services to our community and create additional volunteer opportunities for citizens.



Requested Alley Vacation: 848 Wabasha Ave



**City of St. Charles Conservation Improvement Program
For
Low-Income Participants**

This Agreement is between Semcac, a Community Action Agency and the City of St. Charles Electric Utility, a municipal electric company (“Company”) that offers the Conservation Improvement Program (CIP) funding through its utility to assist with conservation of the energy source offered by Company.

WITNESSETH:

WHEREAS, Semcac is a non-profit agency in the business of providing energy efficiency services to low-income residents of Minnesota; and the City of St. Charles Electric Utility.

WHEREAS, Semcac performs Weatherization services for low-income customers in Company’s service territory; and replaces existing inefficient room air conditioners, and/or refrigerators, clothes washers, and light emitting diode (LED) bulbs with new ENERGY STAR® rated appliances where needed.

WHEREAS, the Company and Semcac desire to contract for the performance of certain appliance replacement services in Minnesota by Semcac, as specified in Article I set forth below, and upon the terms and conditions of this Agreement (the “Services”).

NOW THEREFORE, for the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

ARTICLES

I. Scope of Work

A. Introduction

Semcac will carry out the work described in Article I.C. Participants in Company’s Low-Income Program must receive their electric utility service exclusively from the Company and must meet the low-income eligibility as defined in the current Department of Energy State Plan (“State Plan”) submitted by the State of Minnesota.

All Services will be in compliance with Federal Regulation 10 CFR 440 and any other applicable local, state and federal laws, rules or regulations. Semcac warrants and represents to the Company that the Services provided will be performed by qualified and competent personnel in accordance with industry practice and the high standards of care and practice appropriate to the nature of the Services rendered, that the equipment supplied will meet the equipment and other specifications provided herein or by the Company, and the Services will be fit for the particular purpose intended by the Company, and be free from defects. Semcac will document all Services performed hereunder according to data collection requirements described in Article I.D.

B. Consumer Selection and Participation

1. Qualifying customers:

Qualifying low-income customers must reside in an owner-occupied residence or occupy a rental property and own the appliances.

2. The suggested order of ranking:

- a. Owner-occupied residence
- b. Consumers with highest electrical usage
- c. Senior citizens over the age of 60
- d. Handicapped consumers
- e. Families with children under the age of six
- f. Renters that own the appliances

Semcac will use its best efforts to prioritize those homes in the order they appear on the priority list; beginning with the top-ranked home, inasmuch as is feasible and practical in Semcac's reasonable judgment.

Semcac will also use its best efforts to prioritize by the following rank/order appliances to be replaced within the home when more than one Energy Efficiency Measure (EEM) is replaced:

- a. Light Emitting Diode (LED) bulbs
- b. Refrigerators
- c. Room air conditioners
- d. Clothes washers

C. Energy Efficiency Measures to be implemented

Semcac will ensure that the following Energy Efficiency Measures ("EEMs") will be added to the Services performed, where applicable, feasible and allowed by the consumer. The Company will fund the cost of performing or installing these EEMs according to Article II of this Agreement.

- a. Light Emitting Diode (LED) bulbs will be given to eligible participants who 1) receive electricity from the Company and 2) agree to have the LED installed in high usage areas (minimum average usage of 3 hours/day). Semcac will contact the Company or the Company to make arrangements for pick-up or delivery of the ENERGY STAR qualified LEDs to be installed at the consumer's residence before purchasing them from a local distributor. The existing incandescent lights will be removed and properly recycled. This service will be done with the consumer's knowledge.

b. Refrigerator Replacement (EEM)

A refrigerator will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working refrigerator removed and properly recycled by a contractor, and 3) agree to have the new refrigerator professionally installed by a contractor. Semcac will work with a local contractor to obtain the best price for an ENERGY STAR rated refrigerator to be installed at the consumer's residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. This service will be done with the consumer's knowledge.

c. Room Air Conditioner (RAC) Replacement (EEM)

A room air conditioner will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working room air conditioner(s) removed and properly recycled by a contractor, and 3) agree to have the equipment professionally installed by a contractor. Semcac will work with a local contractor to obtain the best price for an ENERGY STAR room air conditioner to be installed at the consumer's residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. Up to two room air conditioners will be replaced per household. This service will be done with the consumer's knowledge.

d. Clothes Washer Replacement (EEM)

A clothes washer will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working clothes washer removed and properly recycled by a contractor, and 3) agree to have the new clothes washer professionally installed by a contractor. Semcac will work with a local distributor to obtain the best price for an ENERGY STAR rated and Consortium for Energy Efficiency (CEE) Tier 3 model clothes washer to be placed in the consumer's residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. This service will be done with the consumer's knowledge.

e. Eligible Weatherization Activities. The weatherization work under this program will be in accordance with the applicable federal and state guidelines for site-built houses and mobile homes in effect from time to time during this Agreement. Only work deemed cost-effective under the guidelines is to be performed. MMBTU savings are required for each energy conservation measure.

The following weatherization measures are eligible UW Activities:

- a. Hot water pipe insulation
- b. Wall insulation
- c. Attic insulation
- d. Foundation insulation

- f. Rim joist insulation
- g. Air Infiltration reduction
- h. Mechanical replacements (central home heating equipment, water heater replacement, set back thermostats)
- i. Pressure balancing of floor, belly, and foundation measures (insulate tuck-under garages, foundations, crawl spaces, and rim joist areas)
- j. Water heating improvements (low flow showerhead, faucet aerators, pipe wrap, temperature set back, drain water heat recovery unit)
- k. **Glass/window replacement if cost effective and if prime (existing) window(s) are not repairable**

Use Minnesota Department of Commerce Approved Tool. A standardized National Energy Audit Tool (NEAT), Mobile Home Energy Audit (MHEA), currently known as the Weatherization Assistant (WA) is required for each selected dwelling to identify specific direct-impact weatherization measures to be installed. An MMBTU savings Is required for all energy conservation measures.

D. Data Collection

Semcac will provide the data necessary to evaluate the annual energy saved, the peak demand reduced, and the cost to obtain those savings and reductions. This will include all receipts/purchase orders of the measures/equipment paid for by Semcac and those paid for by the Company. Semcac will provide survey data of homes with potential appliances to be replaced in the future. Semcac will supply reasonable requests for data from the Company in a reasonable time.

Existing appliances should be a minimum of ten (10) years old and in working condition to qualify for replacement, and be recycled in compliance with all environmental regulations. Semcac will provide replacement appliance age(s) to confirm that old equipment qualifies for replacement. Auditor will have the discretion whether old appliances are to be replaced based on a) visual observation of the particular unit, b) the model number of the appliance, c) use of National Energy Audit Tool (NEAT) software or d) data-logger.

II. **Compensation**

A. The Company will fund according to Table A below for the period from January 1, 2023, to December 31, 2023. **Semcac will verify funds are available prior to proceeding with the project.**

Table A

Member Utility	Budget
St. Charles Public Utility Attention: Andrew Langholz 830 Whitewater Avenue St. Charles, MN 55972	\$3,100

- a. There is a maximum of five (5) EEM measures per customer.
- b. Member utility cost to be itemized to show administrative charges, equipment cost, recycling/disposal fee, and other costs.
- c. Administration fees to be a \$50 minimum and not to exceed 15% of Member utility cost for each customer.
- d. Semcac to provide description of Services performed and measures installed.
- e. Funding not to exceed budgeted amount per utility without prior approval by Member utility.
- f. Semcac to administer all transactions including purchase of appliances.

B. Energy Efficiency Measure Requirements

1. Light Emitting Diode (LED) bulbs Requirements:

- a. ENERGY STAR rated LED bulbs to be placed in **high usage** areas of owner-occupied residence (minimum average usage of 3 hours/day.)
- b. Replace and recycle a minimum of four (4) and maximum of ten (10) incandescent light bulbs. Replacement wattage is typically as follows:

Incandescent Bulbs	Minimum Light Output	Light Emitting Diodes (LED)
Watts	Lumens	Watts
40	450	4-5
60	800	6-8
75	1100	9-13
100	1600	16-20
150	2600	25-25

- c. Contact the Company to make arrangements for pick-up or delivery of LEDs before purchasing LEDs from local distributor.
- d. Maximum \$7 per LED, not to exceed actual purchase price, up to a maximum amount of \$70 per household (maximum 10 LEDs).

$$\text{Annual Energy Savings} = \text{LED Wattage} \times 3 \times 840 \text{ hours/year}$$

$$\text{Annual Bill Reduction} = \text{Annual Energy Savings} \times \$0.12/\text{kWh}$$

Savings Example:

ENERGY STAR LED:

Incandescent Bulb:

$$\frac{3 \times 20 \text{ Watts} \times 840 \text{ hours/year}}{1000}$$

$$= 50 \text{ kWh} \times \$0.12/\text{kWh}$$

$$= \$6.00/\text{year cost to operate}$$

$$\frac{3 \times 100 \text{ Watts} \times 840 \text{ hours/year}}{1000}$$

$$= 252 \text{ kWh} \times \$0.12/\text{kWh}$$

$$= \$30.24/\text{year cost to operate}$$

Savings: \$24.24/year or 202 kWh

2. Refrigerator Requirements:

- a. Replacement of refrigerator, for owner-occupied residences or renters that own the appliances, that are at least ten (10) years old and in working condition.
- b. New refrigerator must be ENERGY STAR rated of equal or lesser size.
- c. Replaced refrigerator must be recycled in compliance with all environmental regulations.
- d. \$1,500 maximum amount for refrigerator replacement including administrative charges, appliance cost, recycling fee, and other costs. Maximum amount may only be exceeded with written approval by Company.

Annual Energy Savings: **372 kWh**
 Annual Bill Reduction: 372 kWh x \$0.10/kWh = \$37.20

(Data Source: MN Department of Commerce – Division of Energy Resources)

3. Room Air Conditioner (RAC) Requirements:

- a. Replacement room air conditioners must be for owner-occupied residences or renters that own the appliances.
- b. Old room air conditioner must be at least 10 years old and in working condition.
- c. New room air conditioners must be ENERGY STAR rated.
- d. Limit of two room air conditioners will be replaced per household.
- e. \$500 maximum amount for each room air conditioner replacement including administrative charges, equipment cost, recycling fee and other costs. Maximum amount may only be exceeded with written approval by the Company.
- f. Replaced RAC must be recycled in compliance with all environmental regulations.

RAC w/louvered sides Energy Savings: **90 kWh**
 Annual Bill Reduction: 90 kWh x \$0.10/kWh = \$9.00

RAC w/o louvered sides Energy Savings: **68 kWh**
 Annual Bill Reduction: 68 kWh x \$0.10/kWh = \$6.80

(Data Sources: MN Department of Commerce – Division of Energy Resources)

5. Clothes Washer Requirements:

- a. Replacement of clothes washer must be for owner-occupied residences or renters that own the appliances.
- b. Old clothes washer must be at least ten (10) years old and in working condition.
- c. New clothes washer must be ENERGY STAR rated and a Consortium for Energy Efficiency (CEE) Tier 3 model. The list is updated monthly and can be found at <http://www.cee1.org/resid/seha/rwsh/rwsh-main.php3>.
- d. \$1000 maximum amount for each CEE Tier 3 clothes washer replacement including administrative charges, appliance cost, recycling/disposal fee and other costs. Maximum amount may only be exceeded with written approval by the Company.
- e. Use Appendix A for referencing serial numbers of major appliance brands to determine ages.

CEE Tier 3

(Annual Water Savings = 6,542 gallons)

Energy Savings (with gas water heater): **105 kWh**

Annual Bill Reduction = 105 kWh x \$0.10/kWh = \$10.50

Energy Savings (with electric water heater): **272 kWh**

Annual Bill Reduction = 272 kWh x \$0.10/kWh = \$27.20

(Data Source: MN Department of Commerce – Division of Energy Resources)

C. Method of Payment

The Company will “forward-fund” Semcac the annual amount (\$3,100.00) and receive monthly invoices itemizing materials, labor and supplies used on the Project. Copies of receipts/purchase orders will also be provided to verify the costs of the Services actually completed. Each invoice will itemize any applicable sales and/or use taxes. **Invoices, receipts/purchase orders and data collection reports will be sent to the Company’s contact person in Table A.** any unused Company funds will be returned to the Company no later than December 31, 2023. The last invoices, receipts/purchase orders and data collection reports must be received by the Company no later than December 15, 2023.

D. Right to Audit

The Company has the right to review, audit and verify any information connected with this Agreement at Semcac’s regular place of business during normal business

hours. Member utility has the right to conduct on-site inspections to verify Services performed and measures installed.

III. Termination

This Agreement will terminate on December 31, 2023; however, all Parties have the right to terminate this Agreement upon thirty (30) days written notice if Semcac's performance is not satisfactory to Company, or if the Company and Semcac are unable to agree on amendments to the Agreement. Upon notice of termination Semcac will not begin work on any additional homes and will confer with Company as to the status of homes currently receiving Services. Semcac will bill the Company after the in-progress Services have been completed.

IV. Indemnification

Semcac, for itself and the parties Semcac contracts with, agrees to assume all risk of loss and to defend, indemnify and hold the Company, its officers, employees and agents harmless against any and all claims, liabilities, damages, losses, costs or expenses of whatever nature or character for all injuries or damage of any type to any person or property, including injuries or damage of third parties or employees of both parties and employees of or the parties Semcac contracts with pursuant to this Agreement, occasioned wholly or in part by any act or omission of Semcac, and the parties Semcac contracts with pursuant to this Agreement or of anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, resulting from or arising out of the referred Services, or any of the activities of Semcac, and the parties Semcac contracts with pursuant to this Agreement, whether or not such injuries or damage are occasioned in part by Company, its officers, employees or agents.

V. Insurance

Semcac will provide and maintain Public Liability and Property Damage Insurance so as to provide protection and indemnification against any and all such claims or suits in connection with the Services performed pursuant to this Agreement. Upon request, Semcac will furnish to the Company certificates issued by insurance companies showing policies carried and the coverage limits. Coverage must be in accordance with *Minnesota Statutes* Chapter 466 and to the extent of other statutory law (i.e. Workers' Compensation).

VI. Independent Contractor

Semcac agrees that it is an independent contractor and will be at all times solely responsible for itself, as well as its employees, agents, and subcontractors as to workmanship, accidents, injuries, wages, supervision and control. The Company will exercise only limited supervision of the Services in order to keep itself informed as to the progress thereof. This Agreement may not be altered in any

manner so as to change the relationship of Semcac from that of independent contractor or to alter Semcac's responsibilities, except as required under Article II.F.

VII. Laws

This Agreement will be governed by the laws of the State of Minnesota and venue will be in Winona County, Minnesota. Contractor's obligation to perform under this Agreement will remain in effect during the resolution of disputes.

VIII. Amendments

This Agreement contains the entire understanding between the parties and any amendments/waivers must be in writing and signed by both parties. Semcac would like to hold this contract with any/all utilities companies that wish to partner with Semcac and amendments can be done per job when needed.

Semcac

Doug Grout
Executive Director

Date

City of St. Charles

John Schaber
Mayor

Date

Andrew Langholz
City Administrator

Date

APPENDIX A

General Electric Appliances

This information is provided to assist in finding the *manufacturing date* of GE (USA) built appliances. GE makes Hotpoint, GE and the American RCA.

The date code is in the letters on your serial number.

Example serial number: LT221102

LT221102 - **L** = month - June

L**T**221102 - **T** = year 1986 or 1998

LT was built June 1998 or June 1986

Date codes - First letter is the month and the second letter is the year.

A = January D = February F = March G = April H = May L = June M = July R = August S = Sept. T = Oct. V = Nov. Z = Dec.

G = 1980 & 1992 H = 1981 & 1993 L = 1982 & 1994 M = 1983 & 1995 R = 1984 & 1996 S = 1985 & 1997 T = 1986 & 1998 V = 1987 & 1999 Z = 1988 & 2000 A = 1989 & 2001 D = 1990 & 2002

This information is provided to assist in finding the *manufacturing date* of GE (Canadian - Camco) built appliance. Camco makes Hotpoint, GE Moffat and McClary.

The date code is in the letters on your serial number.

Example serial number: MS731902A

The first 2 letters show the manufacturing date.

MS731902A shows the month made - July

M**S**731902A shows the year made - 1997

The above appliance with serial # MS731902A was made in July 1997.

H = 1993 and May L = 1994 and June M = 1995 and July R = 1996 and August S = 1997 and Sept. T = 1998 and Oct. V = 1999 and Nov. Z = 2000 and Dec. A = 2001 and January D = 2002 and February F = 2003 and March G = 2004 and April

Frigidaire Appliances

This information is provided to assist in finding the *manufacturing date* of Frigidaire. Frigidaire makes White/Westinghouse, Tappan, Frigidaire, and Kelvinator.

Example serial number:

NF11910958 = NF(where the product was made)

NF11910958 - 1 = made in 2001

NF11910958 - 19 = 19th week in that year

This washer looks to be made in April of 2001

Example #2 serial number:

LA84501552

LA84501552 = year, this could be 1988 or 1998. If the appliance looks 10 years old it is probably 1988. If the appliance only looks to be a couple of years old, probably 1998 is more likely.

LA84501552 - 45 = 45th week of either 1998 or 1988

Kitchen Aid Appliances

This information is provided to assist in finding the *manufacturing date* of Kitchen Aid.

The serial numbers and letters from your [model/serial tag](#), are required.

I have only a little information on the KA date codes:

Serial example - XL1601009

2001, the 16th week

1st # is factory where the product was made.

2nd # is the year (J = 1999, K = 2000, L = 2001, M = 2002, N =2003, etc)

3rd & 4th #'s = week produced

Maytag Appliances

This information is provided to assist in finding the *manufacturing date* of your Maytag built appliance. Maytag owns Maytag, Jenn-Air, MagicChef.

Example serial number: 15114672UY

15114672UY - UY is the date code. The first letter is the year - U = 1998. The second letter is the month - Y = November. This appliance was made November of 1998.

First letter is the year, second letter is the month.

Whirlpool Appliances

This information is provided to assist in finding the *manufacturing date* of Whirlpool built appliances.

The date code is in the letter on your model number.

Example model numbers: LRS6233BW1= 1994 or SF367PEYW1= 1992 or LE6685XPW1= 1985 or ET22PKXXW0= 1991 or EV150CXKW0 = 1982

K = 1982 or 2001 L = 1983 or 2002 M = 1984 or 2003 P = 1985 or 2004 R = 1986 or 2005 S = 1987 or 2006 T = 1988 or 2007 V = 1989 or 2008 W = 1990 or 2009 X = 1991 or 2010 Y = 1992 or 2011 A = 1993 or 2012 B = 1994 or 2013 D = 1995 or 2014 E = 1996 or 2015 F = 1997 or 2016 G = 1998 or 2017 H = 1999 or 2018 J = 2000 or 2019