



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, May 14, 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. May 14, 2024 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. April 9, 2024 – City Council Minutes	
b. April 17, 2024 – Board of Equalization Minutes	
c. April 23, 2024 – City Council Minutes	
d. Resolution #12-2024: Temporary Liquor License – Winona County Fair	
e. 2024 Junior American Legion Baseball Tournament Request	
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. Planning & Zoning, Wayne Getz	
f. Park Board, Dave Braun	
g. School Board, John Steffel	
h. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. Resolution #13-2024: Denial of Variance Application – 306 St. Charles Ave.	APPROVE
9. South Fork Additions Third Subdivision Acceptance	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, May 14, 2024**

4. Consent Agenda

a. April 9, 2024 – City Council Minutes

b. April 17, 2024 – Board of Equalization Minutes

c. April 23, 2024 – City Council Minutes

d. Resolution #07-2024 – Temporary Liquor License – Winona County Fair –
Please review the attached resolution.

e. 2024 Junior American Legion Baseball Tournament Request – St. Charles is hosting the event August 9-11 and as part of the event, a request from the committee to close a portion of the street between Bluff and East Avenue by the high school ballfields from Thursday, August 8th till Sunday evening, August 11th. A map highlighting the requested street closure location is included for consideration. The pool will remain open, and users will need to enter from the high school parking lot.

8. Resolution #13-2024: Denial of Variance Application – 306 St. Charles Ave. – Please review the attached resolution.

9. South Fork Additions Third Subdivision Acceptance – Please review the memo provided by WHKS recommending the council accept the project. This can be done by a motion.

MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, April 9, 2024, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:

Mayor John Schaber
Wayne Getz
David Kramer
Dave Braun
John Steffel

MEMBERS ABSENT:

STAFF PRESENT: Administrator Andrew Langholz and Scott Schossow representing the St. Charles Ambulance.

OTHERS IN ATTENDANCE: None.

1. ESTABLISH QUORUM/CALL TO ORDER

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

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

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

4. Consent Agenda:

- a. **March 12, 2024 – City Council Minutes**
- b. **March 26, 2024 – City Council Minutes**
- c. **Resolution #07-2024 – Accepting a Donation for the St. Charles Ambulance from the Dover Fire Relief Association**
- d. **Resolution #08-2024 – Accepting a Donation for the St. Charles Ambulance from the Dale & Vicki Pearson Trust**
- e. **RCA – Budgeted 2024 Capital Plan Purchase of City Van**

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. **Reminder – Board of Equalization Meeting 4/17/24 at 7:00 p.m.**

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

8. 2024 Distributed Energy Resources (DER) Report

Administrator Langholz presented the report that is submitted by Star Energy to the State annually.

Motion to accept the report as presented: **David Kramer**

No further discussion.

Motion declared carried.

9. RCA – Public Safety Aid – Radio Replacement Project

Administrator Langholz shared information from a memo that was provided in the council packet. He requested that the Council give approval to proceed with getting final quotes and allow approximately \$80,000 to be used from the reserves in Fund 25 – Capital Improvement.

Motion to approve proceeding with the project: **John Steffel**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

John Schaber, Mayor

ATTEST

Andrew Langholz, City Administrator

MINUTES of the ST. CHARLES BOARD OF EQUALIZATION
for Wednesday, April 17, 2023 held at 7:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
Mayor John Schaber
Dave Braun
Wayne Getz
David Kramer

MEMBER ABSENT:

John Steffel

STAFF PRESENT: Andrew Langholz City Administrator

OTHERS IN ATTENDANCE: John Conway (County Assessor) and Lindsey Brandt (Appraiser).

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Mayor Schaber calling the meeting to order at 7:00 p.m.

2. BUSINESS

County Assessor John Conway and Lindsey Brandt (Appraiser) presented information to the Board of Equalization on the assessment trends countywide and specifically in St. Charles. Mr. Conway stated that the residential ratio is 93.56%, which is between the 90-105% threshold set by the State. With this information and current trends for home sales Mr. Conway lowered the assessed values of more expensive homes slightly, and older homes remained near their value of the current year.

Resident Wayne Getz (Parcel ID: 29.087.005) expressed concern regarding the valuation of his property and would like it reassessed. To avoid a conflict of interest, the council made a motion for no change and the decision would be made at the county level.

Motion to make no change to the valuation of parcel ID: 29.087.005: **Dave Braun**

Seconded by: **David Kramer**

Abstain: **Wayne Getz**

No further discussion.

Motion declared carried.

Lastly, Mr. Conway stated that \$5.2 million in new construction occurred in St. Charles in 2023.

Motion to adjourn at 8:12 p.m.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

John Schaber, Mayor

ATTEST

Andrew Langholz, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, April 23, 2024, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Mayor John Schaber
Dave Braun
Wayne Getz
John Steffel
David Kramer

MEMBERS ABSENT: None.

STAFF PRESENT: Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Bill Spitzer (SEMCAC Director of Transportation).

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. Removal of Melissa Krusmark as a Signor at Bremer Bank

b. Resolution #09-2024 – Accepting a Donation for the St. Charles Ambulance from St. Charles Township

c. Resolution #10-2024 – St. Charles Public Utility Department’s Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities

d. Resolution #11-2024 – Updated Cogeneration and Small Power Production Tariff

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

5. Notices and Communications.

a. Nuisance Enforcement - Administrator Langholz informed the council that he and Police Chief Pelaez performed a nuisance inspection of the city. A total of 49 letters will be sent out to property owners. The inspection is done prior to the city-wide cleanup day, which is scheduled for May 11th from 8:00 – 12:00 pm. This provides the opportunity for property owners to remove waste from their property at no cost.

6. Review of Financials.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

7. SEMCAC Transportation – Director of Transportation Bill Spitzer – Mr. Spitzer presented information to the council regarding Rolling Hills Transit, a public transportation system in SE Minnesota. There were 5,065 passengers from St. Charles that utilized the service in 2023. Mr. Spitzer informed the council that the St. Charles route would be receiving a new bus by the end of 2024, and that prices on buses have greatly increased. While the service is subsidized by MnDOT, a local match must still be made to operate the service. He intends on asking all communities that are served by the system to provide financial support in the future.

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 #12-2024**

**A Resolution Approving A
Seven-Day County Fair Temporary On-Sale Intoxicating Liquor License**

WHEREAS, the Winona County Agricultural & Industrial Fair Association is submitting an application to the City of St. Charles in order to sell Intoxicating Liquor at the Winona County Fairgrounds on Wednesday, Thursday, Friday, Saturday and Sunday July 10-14, 2024.

WHEREAS, the entire perimeter of the site not on the side of the grandstands must be enclosed by a row of safety fencing, each row at least 4 feet in height. If Lessee wishes to use a barrier other than safety fencing, alternative materials with similar safety qualities may be pre-approved by the City; and

WHEREAS, the entire licensed site must be closely monitored by the licensee to ensure that no one leaves the premises with an alcoholic beverage in hand and/or passes such a beverage to anyone off the site; and

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

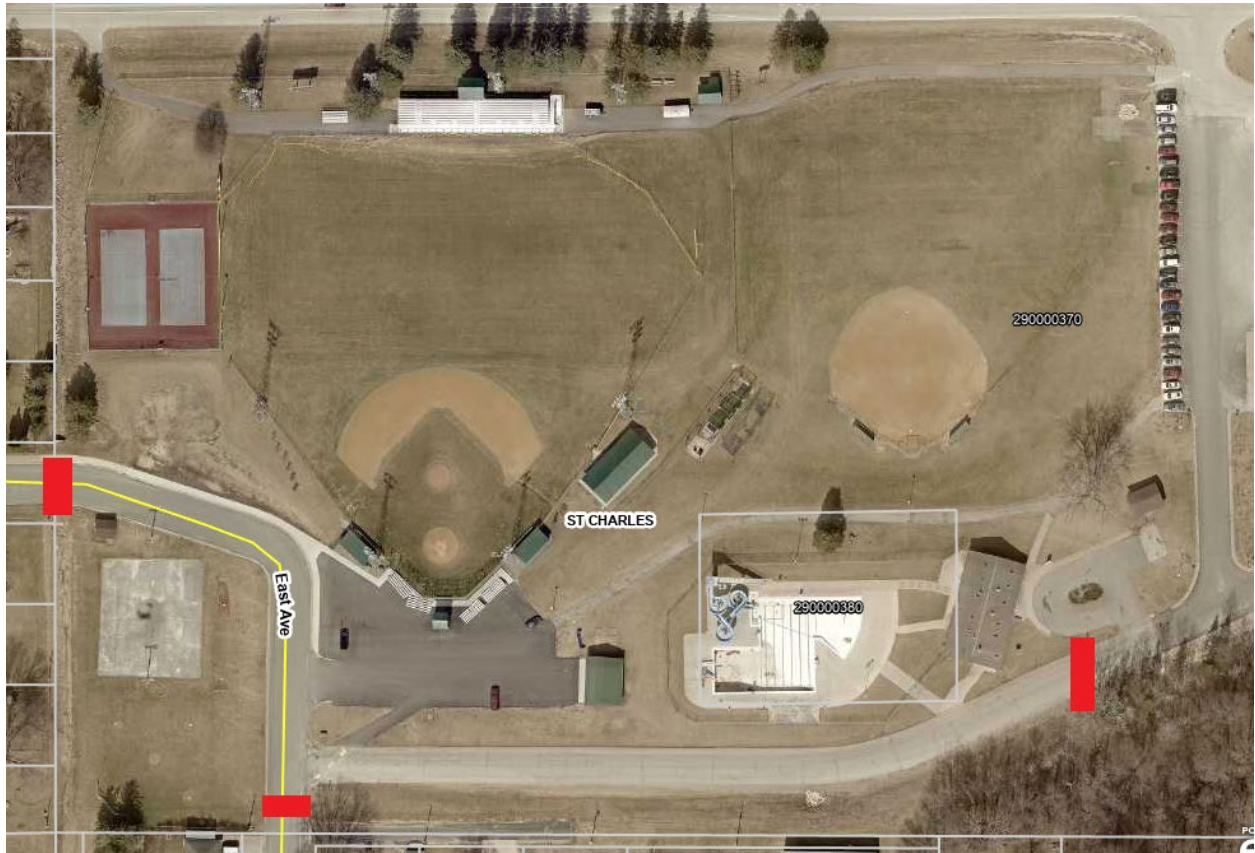
1. The Council of the City of St. Charles hereby approves the Temporary On-Sale Intoxicating Liquor License submitted by the Winona County Agricultural & Industrial Fair Association to the City of St. Charles.

Adopted by the Council of the City of St. Charles, Minnesota this 14th day of May, 2024.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

2024 Junior American Legion Baseball Tournament Street Closure





City Administrator's Report— April 2024

- Attended Meetings Regarding:
 - Council Meetings
 - Board of Equalization Meeting
 - Planning Commission Meeting
 - SEMCAC Transportation Meeting
 - Housing Study Meeting
 - Star Energy Solar Meeting
 - 11th Street Preconstruction Meeting
 - Meetings with Local Organizations
 - Ambulance Steering Committee

- Zoning Administration
 - Nuisance Inspections
 - Ordinance Updates/Review

- Misc.
 - Annual Chamber of Commerce Banquet - Presentation
 - HR Matters – League of MN Cities Salary Survey
 - Land Sale Negotiations

March 2024 Public Works Report:

Street Department

Maintenance at City Hall and library, chairs back and forth to library for the book reading; crack filling; sweeping streets; cleaning catch basins; repair culvert pipe (24"); dirt and seed around town; maintenance on bucket truck and digger truck; cut trees and brush in waterways and dry ponds; assisted the Water Department in flushing hydrants; assisted the Electric Department with setting basements, pedestals, and street light poles; and removed the plow wings off trucks.

Electric Department

Daily routine of checking wells, pump houses, towers, and lift stations; daily finals and re-reads; replaced meters that weren't working or picking up; sanded hills and plowed; located and mapped curb stops; hauled compost; picked up black dirt and hauled to shop (four loads); picked up sand and hauled to shop (two loads); flushing hydrants; working on hydrants; reading meters, hand out disconnect slips; collected water samples and performed testing.

Water Department

Rubber gloves, sleeves, and hoses were sent in for testing; take down security lights around town (people didn't want them anymore); running monthly testing of generators and power plant; daily locates; inventory; installing secondary pedestal and basements; dirt and seed for 2024 underground project; working on new hook ups and installs of new underground; power outages on East 14th street and East 8th street; install new light poles and lights; replaced three bad wood poles with new ones and transferred everything back over; attended generator school; working with Border States on Bi-Directional Meters and reprogram them.

All departments are working great together for the many tasks at hand, and the different tasks that seem to be ever changing!

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



May 14, 2024

Police Department

- Officers completed OSHA-mandated *HAZMAT Awareness Training (Part 2 of 2)* PATROL online training.
- Officers completed Lexipol's Daily Training Bulletins (department policy training).
- Officers completed assigned Spanish of Patrol online lessons.
- Officers completed POST-mandated Use of Force Training (Session 1 of 2).
- SCPD facilitated a Police K-9 demonstration for St. Charles Elementary School students. The presentation was given by Rochester PD K-9 Ofc. Russell and Rochester Animal Control Ofc. Russell.
- Officers participated in Hostile Event Response Training (HERT) in Winona. This was a multi-agency and multi-disciplinary training on school active shooter, and it was hosted by Winona County Emergency Management.
- Chief Pelaez and Sgt. Jones attended the annual Minnesota Chiefs of Police Association's conference in St. Cloud. Sgt. Jones was able to attend after receiving a \$1,000 scholarship from the Minnesota Chiefs of Police Foundation. Chief Pelaez was a guest discussion panelist for two breakout sessions on the topic of Resources for Small Agencies.
- Chief Pelaez gave a presentation on Criminal Procedures to Mr. Kieffer's class at the St. Charles High School.
- Officer McCready attended Taser Instructor re-certification training.

Police Reserves

- Reserve Officers attended their mandatory monthly meeting/training.
- Reserve Officers assisted the Lewiston Police Department with traffic control for the Lewiston's annual Fools Five Run.

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



Emergency Management

- Chief Pelaez attended Region 1's Joint Powers monthly meeting in Rochester.
- ANCOM checked SCPD's mobile radios as Officers reported they were having poor radio reception issues. ANCOM suggested having EM. Ben Klinger to run an optimization on our radios to see if it would solve the issues.
- EM. Ben Klinger was on site and optimized our radios. Officers are monitoring the radios for any persistent issues with radio reception.
- Chief Pelaez attended BCA's Current and Emergent Threats monthly brief (virtual meeting).
- Chief Pelaez attended (in-person) the following training courses required for his Emergency Manager Practitioner certificate: G-0288 Local Volunteer and Donations Management.
- Chief Pelaez attended Minnesota's Homeland Security and Emergency Management's Integrated Preparedness Planning Workshop (IPPW) virtual meeting.

Respectfully submitted,

Chief, Jose Pelaez

LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



May 14, 2024 Council Report

Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find reports for the month of April 2024. The St. Charles crew handled 28 incidents for the month and made contact with 28 patients. Lewiston Ambulance responded to 1 incident with SC for a vehicle crash with multiple patients. 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 April along with a breakdown of “call hours” each member provided. 30 days x 24 hours of coverage= 720 hours x2 crew members=1,440 required hours. SC was staffed 100% of the month. I included the monthly schedule which shows you how we are utilizing paid staff and volunteers. You can also see how the addition of the 6 new EMT’s has helped with scheduling. The next challenge will be getting through the summer months which are historically more difficult to cover. I have included an updated membership roster in the packet.

-Madison Arndt has resigned from the service effective 5/1/24 as she is moving to Iowa to continue her education to become a doctor. We thank Madison for her service to the community over the last 2 years!

-We conducted volunteer interviews on 4/11 and have hired 3 new members. Sean Conklin, Daniel Kramer, and Abbi Staflien-Dumale. All 3 of these recruits have been in our ride along program and already have their EMT certification. They will come on our schedule in May and begin our internal training.

-We hired a new part-time EMT to fill the vacancy left by Jacob Smith who is now the full-time employee. Rachel Russell was hired for this position and will work up to 20 hours per week along with the other part-time employee Katie Kramer. Their working days will vary but will be focused on the days of Friday-Monday from 8am-6pm. Rachel obtained her EMT certification in January of 2024 and will spend the next few months training with other members. She will be a great addition to the team!

-Members will have multiple options to train during the month of May with joint trainings being held in SC & Lewiston along with our monthly in-service training on 5/8/24.

-A committee was established to plan our annual EMS Week open house event. The event will be held on Saturday May 18th from 1pm-3pm at the Station. This will be a “touch a truck” event along with root beer floats.

-Members Boice & Schossow can provide any Steering Committee updates as needed.

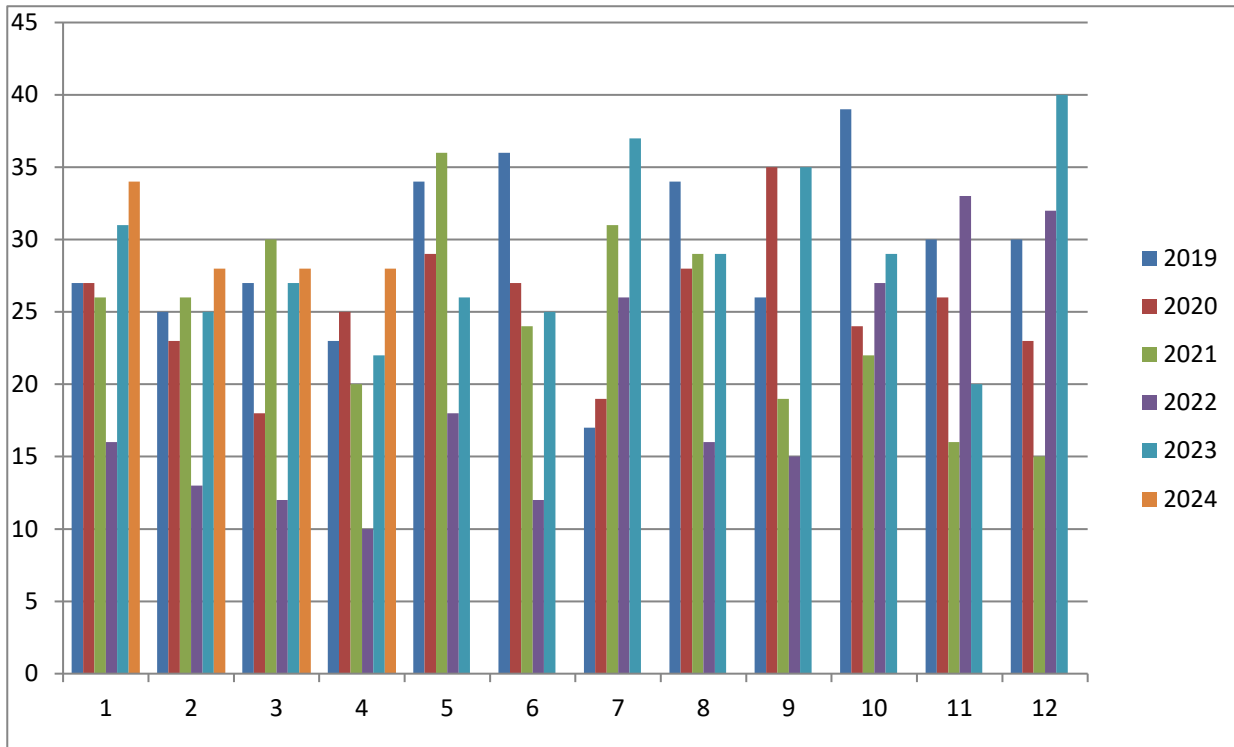
-Please feel free to contact me with any questions or concerns. Thank you for your continued support!

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

St. Charles Ambulance Report
01/01/2024-04/30/2024

	2019	2020	2021	2022	2023	2024	Month Avg	Patients
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	28	23.67	25
April	23	25	20	10	22	28	21.33	28
May	34	29	36	18	26		28.60	
June	36	27	24	12	25		24.80	
July	17	19	31	26	37		26.00	
August	34	28	29	16	29		27.20	
September	26	35	19	15	35		26.00	
October	39	24	22	27	29		28.20	
November	30	26	16	33	20		25.00	
December	30	23	15	32	40		28.00	
Total Runs	348	304	294	230	346	118		111
Mid Year (June 30th)	172	149	162	81	156			
Monthly Avg	29.0	25.3	24.5	19.2	28.8	29.5		

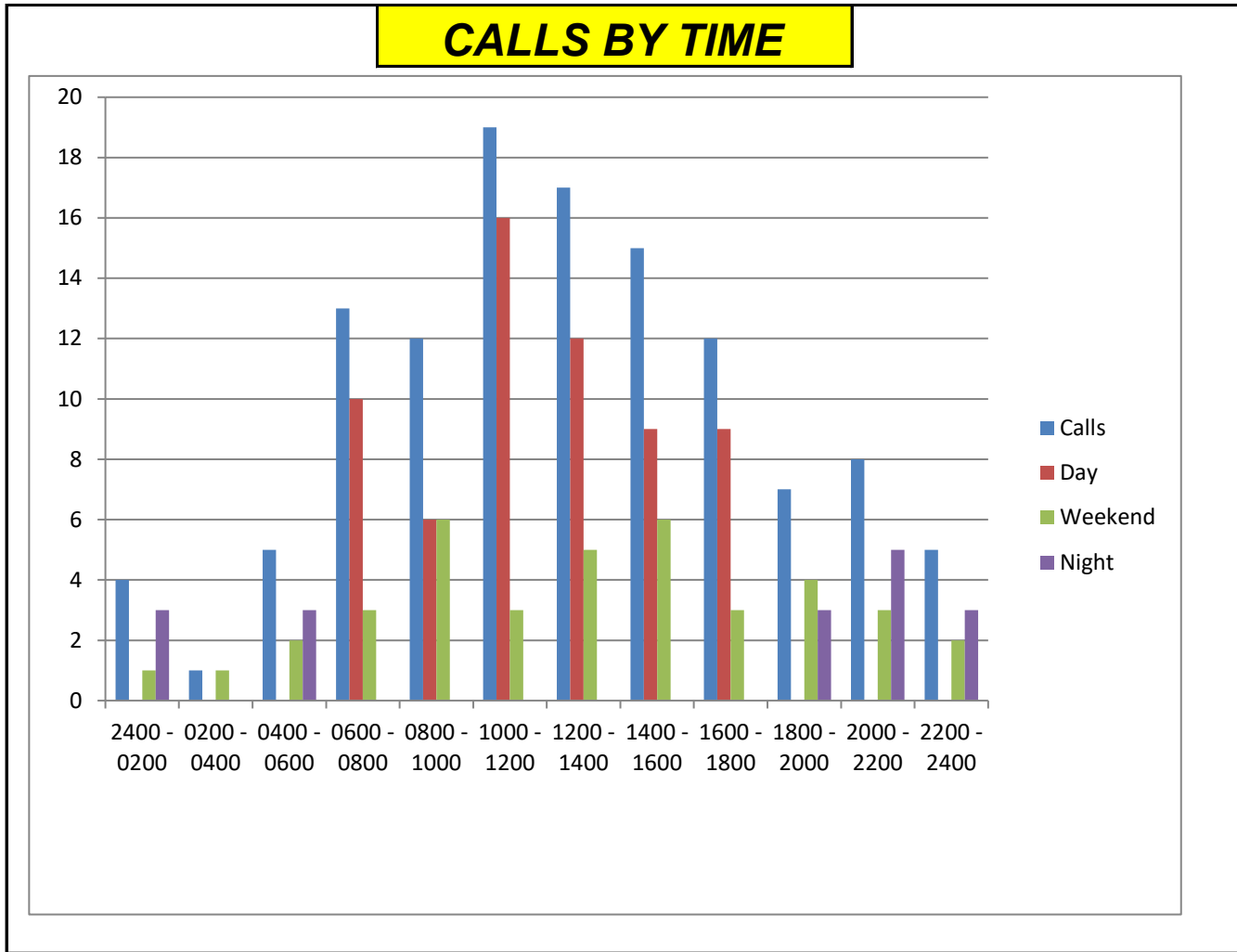
AMBULANCE RUNS BY MONTH



St. Charles Ambulance Report
01/01/2024-04/30/2024

Times	Calls	Day	Weekend	Night	Patients
2400 - 0200	4		1	3	5
0200 - 0400	1		1	0	1
0400 - 0600	5		2	3	5
0600 - 0800	13	10	3		13
0800 - 1000	12	6	6		11
1000 - 1200	19	16	3		17
1200 - 1400	17	12	5		16
1400 - 1600	15	9	6		14
1600 - 1800	12	9	3		12
1800 - 2000	7		4	3	6
2000 - 2200	8		3	5	6
2200 - 2400	5		2	3	5
	118	62	39	17	111

53% of Calls During Day
33% of Calls During Weekend
14% of Calls During Night



APRIL 2024 Incident Detail
SC Ambulance

Incident Date	Call #	Shift	Unit Disposition	Transport Disposition	Dispatch Compliant	City Name
24-Apr	SC 24-091A	Evening Shift	Patient Contact Made	Patient Refused Transport	Traffic/Transportation Incident	City of Saint Charles
24-Apr	SC 24-091B	Evening Shift	Patient Contact Made	No Transport	Traffic/Transportation Incident	City of Saint Charles
24-Apr	SC 24-092	Day Shift	Patient Contact Made	Transport by This EMS Unit	Altered Mental Status	City of Saint Charles
24-Apr	SC 24-093	Day Shift	Patient Contact Made	No Transport	Sick Person	City of Saint Charles
24-Apr	SC 24-094	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Vomiting	City of Saint Charles
24-Apr	SC 24-095A	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Traffic/Transportation Incident	City of Saint Charles
24-Apr	SC 24-095B	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Traffic/Transportation Incident	City of Saint Charles
24-Apr	SC 24-096	Weekend Shift	Patient Contact Made	Patient Refused Transport	Convulsions/Seizure	City of Saint Charles
24-Apr	SC 24-097	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
24-Apr	SC 24-098	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
24-Apr	SC 24-099	Evening Shift	Patient Contact Made	No Transport	Vomiting	City of Saint Charles
24-Apr	SC 24-100	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
24-Apr	SC 24-101	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
24-Apr	SC 24-102	Day Shift	Patient Contact Made	Transport by This EMS Unit	Back Pain (Non-Traumatic)	City of Saint Charles
24-Apr	SC 24-103	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Convulsions/Seizure	City of Saint Charles
24-Apr	SC 24-104	Day Shift	Cancelled on Scene	Cancelled	Breathing Problem	City of Lewiston
24-Apr	SC 24-105	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
24-Apr	SC 24-106	Day Shift	Patient Contact Made	Patient Refused Transport	Traumatic Injury	City of Saint Charles
24-Apr	SC 24-107	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Transfer/Interfacility/Palliative Care	City of Saint Charles
24-Apr	SC 24-108	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Stroke/CVA	City of Saint Charles
24-Apr	SC 24-109	Weekend Shift	Patient Contact Made	ALS Intercept	Unconscious/Fainting/Near-Fainting	Saint Charles Township
24-Apr	SC 24-110	Day Shift	Patient Contact Made	Transport by This EMS Unit	Stroke/CVA	City of Saint Charles
24-Apr	SC 24-111	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Heart Problems/AICD	Saratoga Township
24-Apr	SC 24-112	Day Shift	Patient Contact Made	Transport by This EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
24-Apr	SC 24-114	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
24-Apr	SC 24-113	Day Shift	Standby Public Relation Event	No Transport	Standby	City of Saint Charles
24-Apr	SC 24-115	Day Shift	Patient Contact Made	Transport by This EMS Unit	Traumatic Injury	City of Saint Charles
24-Apr	SC 24-116	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Convulsions/Seizure	City of Saint Charles
24-Apr	SC 24-117	Day Shift	Patient Contact Made	Patient Refused Transport	Breathing Problem	City of Saint Charles
24-Apr	SC 24-118	Day Shift	Patient Contact Made	Patient Refused Transport	Falls	City of Saint Charles

TOTAL INCIDENTS=28
PATIENT CONTACTS=28

April 2024 Call Hour Report
SC Ambulance

Member	Weekday	Weekend	Total	
Majerus, Gary	203	0	203	
Fruth, Dave	83	100	183	
Smith, Jacob	165	0	165	FT Employee
Schossow, Scott	55	72	127	
Boice, Nathan	48	72	120	
Johnson, Polly	102	6	108	
Cage, Todd	58	46	104	
Jonsgaard, Nickole	68	34	102	
Carlson, Aaron	58	36	94	
Kramer, Katherine	24	60	84	PT Employee & Volunteer
Dailey, Paige	69	9	78	
Hutsell, Jared	0	74	74	
Bailey, Nikki	37	33	70	
Graham, Mark	60	8	68	
Kronebusch, Isaiah	68	0	68	
Zabel, Emmaline	20	42	62	
Brindamour, Isaiah	10	50	60	
Fohrman, Austin	40	0	40	
Brown, Cindy	2	36	38	
Arndt, Madison	36	0	36	
Ferden, Sarah	24	12	36	
Engstrand, Kristine	29	3	32	
MacPartland, Valerie	29	0	29	
Mockenhaupt, Jerel	27	0	27	
Schott, Carrie	17	8	25	
Loftus, Kenny	20	0	20	
Pelaez, Cassara	8	7	15	
Essig, Matt	0	0	0	FT Employee
Weissing, Friedrich	0	0	0	LOA
TOTALS	1360	708	2068	

RIDE ALONG CANDIDATES/NEW RECRUITS			
Member	Weekday	Weekend	Total
Dabelstein, Gage	12	60	72
Kramer, Daniel	19	0	19
Arens, Rebecca	2	0	2
Conklin, Sean	0	0	0
Neumann, Blake	0	0	0
Owens, Kennedie	0	0	0
Stafslie-Dumale, Abbi	0	0	0
Todd, Anna	0	0	0
Ziarnik, Taylor	0	0	0
TOTALS	33	60	93

April 2024
Call Hour Report Detail

DATE	LEWISTON COVERED	SC COVERED	TOTAL	NOTES
1-Apr	0	48	48	
2-Apr	0	48	48	
3-Apr	0	48	48	
4-Apr	0	48	48	
5-Apr	0	48	48	
6-Apr	0	48	48	
7-Apr	0	48	48	
8-Apr	0	48	48	
9-Apr	0	48	48	
10-Apr	0	48	48	
11-Apr	0	48	48	
12-Apr	0	48	48	
13-Apr	0	48	48	
14-Apr	0	48	48	
15-Apr	0	48	48	
16-Apr	0	48	48	
17-Apr	0	48	48	
18-Apr	0	48	48	
19-Apr	0	48	48	
20-Apr	0	48	48	
21-Apr	0	48	48	
22-Apr	0	48	48	
23-Apr	0	48	48	
24-Apr	0	48	48	
25-Apr	0	48	48	
26-Apr	0	48	48	
27-Apr	0	48	48	
28-Apr	0	48	48	
29-Apr	0	48	48	
30-Apr	0	48	48	
TOTALS	0	1440	1440	

SC COVERED= 100%
LEWISTON COVERED= 0%

NOTES
1,440 HOURS REQUIRED TO COVER SCHEDULE WITH 2 PEOPLE & 2,160 IF COVERING ALL 30 DAYS WITH 3 PEOPLE
2068 TOTAL HOURS PROVIDED BY SC VOLUNTEERS & 1 PT EMPLOYEE & 1 FT EMPLOYEE (some days 2 & some 3)

Apr 2024 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
	Apr 1 SC Amb Gary Majerus 06:00-18:00 Nikki Bailey 06:00-08:00 Mark Graham 06:00-18:00 Katherine Kramer 08:00-12:00 Paige Dailey 12:00-18:00 Cassara Pelaez 18:00-21:00 Sarah Ferden 18:00-00:00 Kenny Loftus 18:00-06:00 Gary Majerus 21:00-06:00 Isaiah Kronebusch * 00:00-06:00	2 SC Amb Gary Majerus 06:00-18:00 Isaiah Kronebusch 06:00-18:00 Valerie MacPartland 06:00-18:00 Aaron Carlson 18:00-06:00 Scott Schossow 18:00-06:00 Cassara Pelaez 18:00-21:00 Nikki Bailey 21:00-06:00	3 SC Amb Austin Fohrman 06:00-08:00 Isaiah Kronebusch 06:00-09:00 Mark Graham 06:00-18:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 09:00-18:00 Todd Cage 18:00-06:00 Sarah Ferden 18:00-00:00 Nickole Jonsgaard 18:00-06:00 Kenny Loftus * 00:00-06:00	4 SC Amb Gary Majerus 06:00-12:00 Mark Graham 06:00-18:00 Nickole Jonsgaard 06:00-16:00 Jacob Smith 12:00-18:00 Polly Johnson 16:00-04:00 Austin Fohrman 18:00-06:00 Dave Fruth 18:00-06:00	5 SC Amb Austin Fohrman 06:00-08:00 Isaiah Kronebusch 06:00-18:00 Jacob Smith 08:00-18:00 Emmaline Zabel 16:00-06:00 Cassara Pelaez 18:00-20:00 Scott Schossow 18:00-20:00 Todd Cage 20:00-06:00 Jared Hutsell 20:00-06:00	6 SC Amb Todd Cage 06:00-06:00 Emmaline Zabel 06:00-06:00 Scott Schossow 06:00-10:00 Carrie Schott 10:00-18:00 Cindy Brown 18:00-06:00	
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* Indicates time starts on following calendar day

ST. CHARLES AMBULANCE ROSTER
current as of 5/1/2024

Name	Title	RESIDENCY
Bailey, Nikki	EMT/RN	SC
Boice, Nathan	EMT	SC
Brown, Cindy	EMT	OUT OF TOWN
Cage, Todd	Paramedic	SC
Carlson, Aaron	EMT	SC
Conklin, Sean	EMT/RN	OUT OF TOWN
Dailey, Paige	EMT	OUT OF TOWN
Engstrand, Kristine	Paramedic	SC
Ferden, Sarah	EMT	SC
Fohrman, Austin	EMT	SC
Fruth, Dave	EMT	OUT OF TOWN
Graham, Mark	EMR	SC
Hutsell, Jared	EMT	SC
Johnson, Polly	EMT	SC
Jonsgaard, Nickole	EMT/RN	OUT OF TOWN
Kramer, Daniel	EMT	SC
Kramer, Katherine	EMT	SC
Kronebusch, Isaiah	EMT	SC
Loftus, Kenny	EMR	SC
MacPartland, Valerie	EMT/RN	OUT OF TOWN
Majerus, Gary	EMT	SC
Mockenhaupt, Jerel	EMT	SC
Pelaez, Cassara	EMT	SC
Russell, Rachel	EMT	OUT OF TOWN
Schossow, Scott	EMR	SC
Schott, Carrie	EMT/RN	SC
Smith, Jacob	EMT	OUT OF TOWN
Stafslien-Dumale, Abbi	EMT	OUT OF TOWN
Zabel, Emmaline	EMT	OUT OF TOWN

PT EMPLOYEE & VOLUNTEER

PT EMPLOYEE

PT EMPLOYEE

LEAVE OF ABSENCE		
Brindamour, Isaiah	EMT	OUT OF TOWN
Weissing, Friedrich	EMT	OUT OF TOWN

RECRUITS IN TRAINING		
Neumann, Blake	TRAINING	SC
Todd, Anna	TRAINING	SC

**City of St. Charles
Resolution #13-2024**

**A RESOLUTION ADOPTING FINDINGS OF FACT AND REASONS FOR
DENIAL FOR VARIANCE APPLICATION FOR 306 ST. CHARLES AVENUE**

FACTS

1. Mitchel & Stephanie Holliday are the owners of a parcel of land located at 306 St. Charles Avenue, St. Charles, MN; and,
2. Mr. Holliday has applied to the City for a variance to a fence.
3. The proposal would vary from ordinance 152.42(E)(7)(a)5 in that it would reduce the setback on a double frontage lot to build a six foot fence along the property line.
4. Following a public hearing on the application, the St. Charles Planning Commission has recommended denial of the variance on May 9, 2024.
5. The City Council of the City of St. Charles reviewed the requested variance at its meeting on May 14, 2024.

APPLICABLE LAW

6. Minnesota Statute Section 462.357, subd. 6 provides:
 - a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
 - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
7. City Ordinance requires that processes found in ordinance 152.46 Variances be followed.

CONCLUSIONS OF LAW

8. The requested variance is not in harmony with the purposes and intent of the ordinance because it intensifies the permitted standards of the ordinance.

9. The property owner does not propose to use the property in a reasonable manner. Fences are currently allowed within the front yard setback at a maximum of 48” with certain conditions. The property can still be put to reasonable use without the proposed variance.

10. There are no unique circumstances to the property not created by the landowner.

11. The variance will not maintain the essential character of the locality because it deviates from the ordinance that was approved in 2015, as well as fences that have been erected since that time.

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

The application to issue a variance to allow Mitchel & Stephanie Holliday to build a six foot fence in the required front yard setback so as to deviate from ordinance which states “no fence, wall, accessory structure or shrub planting shall be over 36 inches in height with an opacity over 50%, but may be 48 inches in height with an opacity under 50% (e.g., wrought iron, chain link, split-rail, vinyl, or board), within 25 feet of the front property line” is hereby denied.

Passed by the City Council of St. Charles, Minnesota this 14th day of May, 2024.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

MEMORANDUM

TO: Honorable Mayor and Council of St. Charles MN
Andrew Langholz, City Administrator

FROM: Daren D. Sikkink, P.E.
Consulting City Engineer
WHKS & Co.

DATE: May 9, 2024

RE: South Fork Additions Third Subdivision
St. Charles, MN

The developer of South Fork Additions Third Subdivision has completed the project to the City of St. Charles staff's satisfaction. We recommend the Council accept the project. Acceptance of the project will initiate the start of the two-year warranty period, as specified in the development agreement.

Please contact us with any questions.