



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, October 10, 2023 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. October 10, 2023 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. September 12, 2023 – Regular City Council Meeting Minutes	
b. September 26, 2023 – Regular City Council Meeting Minutes	
c. Establish Work Session Following October 24, 2023 Council Meeting	
d. Resolution #31-2023 – Accepting a Donation for the St. Charles Ambulance	
e. Resolution #32-2023 – Accepting a Donation for the St. Charles Public Library	
5. September Payables & Financials	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. EDA Board, Wayne Getz	
f. Park Board, Dave Braun	
g. Planning Board, Wayne Getz	
h. School Board, John Steffel	
i. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. St. Charles Fire Relief Request	APPROVE
9. RCA – Revolving Loan Fund #01-23	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

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, September 12, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Mayor John Schaber
Dave Braun
Wayne Getz
John Steffel
David Kramer

MEMBERS ABSENT: None.

STAFF PRESENT: Jose Pelaez (Police Chief) and Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Scott Schossow, Nathan Boice, Fatima Said, and Katie Van Eijl.

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. August 9, 2023 – Regular City Council Meeting
- b. August 22, 2023 – Regular City Council Meeting
- c. Franklin Energy Contract
- d. Metro Sales Contract

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. None

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

8. 2023 Welcoming Week Proclamation

Mayor Schaber read the proclamation designating the week of September 8th – 17th Welcoming Week.

Motion to approve the proclamation: **Dave Braun**

No further discussion.

Motion declared carried.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, September 26, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Mayor John Schaber
Wayne Getz
David Kramer
Dave Braun

MEMBERS ABSENT: John Steffel

STAFF PRESENT: 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 AMENDED AGENDA:

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

4. Consent Agenda:

a. Resolution #27-2023 – Establish 2023 Rental Rate for Church

b. Resolution #29-2023 – Accepting a Donation – Friends of the Library

c. Professional Services Agreement – West 11th Street Culvert

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

5. Notices and Communications. None

6. Review of Financials. None.

7. Resolution #26-2023 – EDA Levy for 2024

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

8. Resolution #28-2023 – 2024 Preliminary Levy

Motion to approve the preliminary levy with the focus of reducing the final levy: **Dave Braun**

No further discussion.

Motion declared carried.

City of St. Charles
Resolution #31-2023

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES AMBULANCE
DEPARTMENT FROM MARTIN & JOAN LUHMANN.**

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 Ambulance Department has received a donation in the amount of \$1,000.00 from Martin & Joan Luhmann.

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 \$1,000.00 donation from Martin & Joan Luhmann.

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

Adopted this 10th day of October 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 #32-2023

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES LIBRARY
FROM THE ST. CHARLES LIONS CLUB.**

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 \$957.00 from the St. Charles Lions Club to be used by the St. Charles Library Department for library programming.

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 \$957.00 donation from the St. Charles Lions Club.

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

Adopted this 10th day of October 2023 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— September 2023

- Attended Meetings Regarding:
 - Council Meetings
 - Lions Meeting
 - Star Energy Meeting – Solar Application Process
 - LMCIT – Annual Loss Control Meeting
 - LMC Webinar – Salary Survey Information
 - CMS/WSE Meeting – With building inspection company owner
 - Southeast Service Cooperative – City & County Administrator Meeting

- 2024 Budget
 - Meetings With Department Heads
 - Develop Preliminary Budget

- Ambulance
 - Meeting with Ambulance Director and the Lewiston City Administrator
 - Budgeting and Future Planning
 - Meeting with EMSRB Executive Director

- Zoning Administration
 - Ordinance Enforcement
 - Enforcement of Development Agreement
 - Review of Subdivision Ordinance

September 2023 Public Works Report:

Street Department –

Whispering Hill Pond – cleanout, reseed, blanket areas of erosion, put in new overflow outlet and fix culvert pipe. Many areas of ditch clean out / repair; and Culvert repairs (examples Solar Farm, Wiskow Way, Hwy 74/Meadowview etc.) reseed/blanket areas that disturbed. Take inventory of sanitary sewer manholes and rate them for repairs. Fixing and replacing two sanitary sewer manholes that need repair. Cutting trees along 1st, Park rd., 15th East, Wiskow Way, Terry Dr, Idso Ct, and Whitewater Ave. Repair watermain and clean up trucks, tools, and equipment from the repairs. Clean up the back yard at the shop and take scrap to the junk yard. Preparing for winter by putting caps or rings around manholes and gate valves. Sweeping streets and maintenance on trucks, ladder, and sweeper.

Electric Department –

Daily Locates, fixing polls around town (straighten up and gage them), New service hook ups, temporary hook ups, PLC failure at Power Plant (fix and replace), deenergize a service to house, fix wires and reenergize the service, Run Power Plant and work on some minor issues at Power Plant, Power Plant audit, Trimming trees at substation and 15th East, Wiskow Way, Idso Ct, Terry Dr, Park rd. Putting bird and squirrel guard on polls, street light replacement, making up 3 phase elbows and switching so we could do it safely, hand out disconnect slips, disconnect and reconnect meters, electrical testing of rubbers, gloves, sleeves, and equipment used, replace meters that weren't working, ordering electrical meters 3 phase, single phase, and directional meters for solar, order materials for past and present projects.

Water Department –

Daily check and maintenance on Wells, Lift stations and Towers, Water samples, fix and repair water main break, reading meters, finals, curb stop repairs and locates, Working with Bergerson Caswell on the repairs on Well 3, fixing and painting the floors in well 3, weed whipped around I-90 water tower, sprayed for

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



October 10, 2023

- Through the month of September, Officers completed LEXIPOL's policy Daily Training Bulletins.
 - The department recently implemented policy **#703.3.12 Unnecessary Vehicle Idling**, in an effort to reduce waste of city resources, vehicle maintenance cost, public misconceptions, and to maintain patrol vehicles in good working condition. The policy requires Officers that will be, or have a reason to believe they will be outside of their patrol vehicles for longer than thirty (30) minutes, to turn their patrol vehicles off, regardless of the time of the year.
 - The department recently implemented policy **#500.4.1 Night-time (traffic) enforcement: Parking Lights Required**. This policy was implemented with the purpose of keeping the officer and the public safe while Officers are conducting stationary traffic enforcement during the hours of darkness. The policy requires Officers to have at the very minimum their parking lights on while conducting stationary traffic enforcement, during the hours of darkness, and at certain locations along the roadways.
- Through the month of September, Officers completed Misdemeanor Arrests and Stops (PATROL Training).
- On September 12th and 15th, Chief Pelaez participated in Project FINE's Welcoming Week activities.
- On September 13th, Chief Pelaez participated in RCTC's "Find Your Future" career fair.
- On September 15th, Ofc. Wolters represented the department at a Truck-A-Truck event for the Central Lutheran Church's Anniversary Celebration (Winona, MN).
- On September 21st, Chief Pelaez was one of the five recipients of the 2023 La Familia Latino Heritage Award. This award is presented to Latino leaders who support, promote and contribute to the growth and success of the Minnesota Latino community. The award ceremony took place at the Historic Landmark Center in St. Paul during the annual La Familia Latino Heritage Celebration.
- On September 30th, Ofc. Hewitt along with three Reserve Officers participated in the Touch-A-Truck event at the St. Charles High School. This event was hosted by St. Charles's Early Childhood Family Education (ECFE).

Respectfully submitted,

Chief, Jose Pelaez

INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION



LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



October 10, 2023 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find reports for the month of September. The St. Charles crew handled 35 incidents for the month and made contact with 31 patients. Lewiston Ambulance assisted with 4 additional calls. September has been the busiest individual month in 2023. The YTD call total at the end of September was 257 incidents. This is a +119-increase compared to 2022. The monthly incident report is included that shows the dispatch reasons. Additional reports in the packet show the “on-call” schedule for the month of September along with a breakdown of “call hours” each member provided. 30 days x 24 hours of coverage= 720 hours x2 crew members=1,440 required hours. SC was staffed 1,258 hours (87% of the month) and the remaining 182 hours (13%) the truck was run out of Lewiston. Over the next few months, we will discuss different scheduling options with the volunteers to try and increase the amount of coverage provided.

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

-Training will be conducted on 10/11/23 by SE EMS. Members will be training on a variety of topics.

-Crew provided EMS Standby coverage for 2 varsity high school football games in September and also participated in the “Touch a Truck” event held on 9/30/23.

-A membership appreciation dinner will be held on the evening of 10/8/23. We thank RDO Equipment for sponsoring this event and member Katie Kramer for organizing!

-The new truck has been in-service for the last month. The truck has been running well after a few initial hiccups. Within the next month we will be talking about a rotation between both trucks.

-EMT class is in full swing. All 9 of the new recruits are still currently enrolled in the class. Members are working to support them however we can.

-The steering committee did not meet in September but they are scheduled to meet on 10/17/23. Additional updates will be provided by members Schossow and Boice.

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

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

September 2023 Incident Detail
St. Charles Ambulance

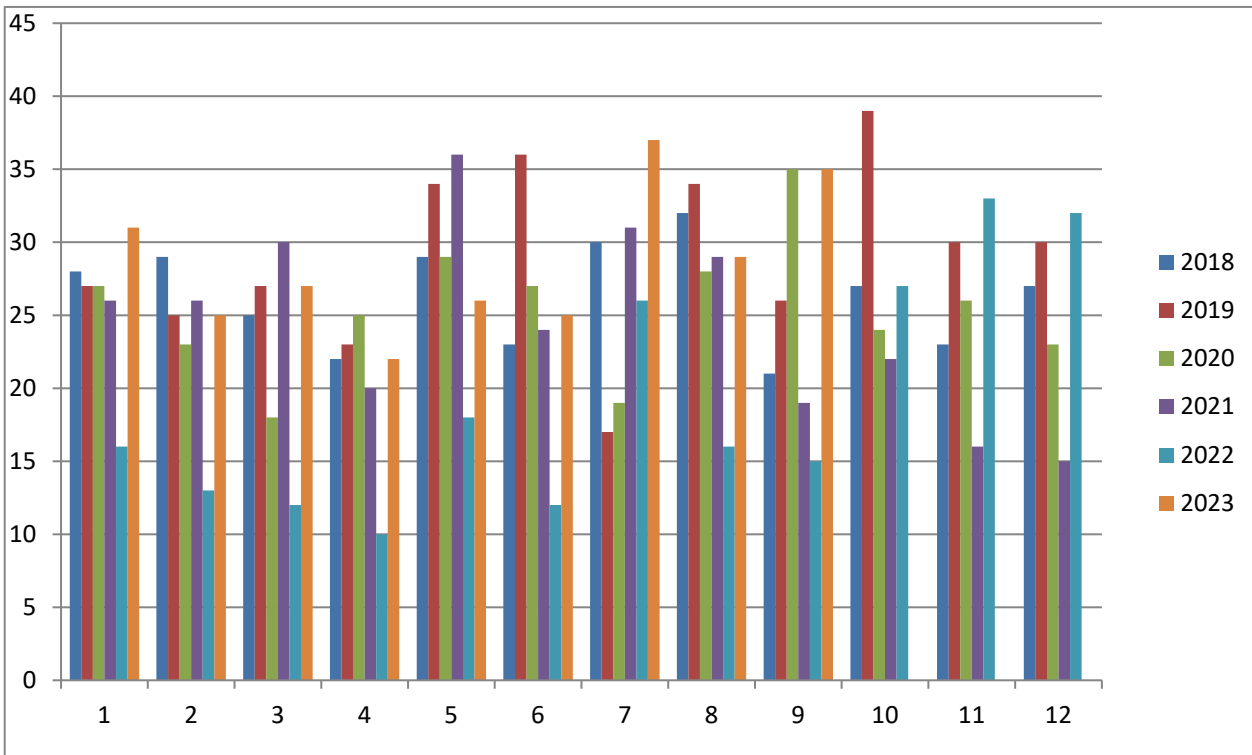
Incident Date	Call #	Disposition	Dispatch Complaint	Incident City
Sep-23	SC 23-223	Standby - No Patient Contacts	Football Standby	City of Saint Charles
Sep-23	SC 23-224	Treated and Released (per protocol)	Falls	Saratoga Twp.
Sep-23	SC 23-225	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
Sep-23	SC 23-226	Canceled Prior to Arrival at Scene	Falls	City of Saint Charles
Sep-23	SC 23-227	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
Sep-23	SC 23-228	Treated & Transported by this EMS Unit	Unconscious/Fainting/Near-Fainting	St. Charles Twp.
Sep-23	SC 23-229	Person Refused Evaluation, Care, and Transport	Falls	City of Saint Charles
Sep-23	SC 23-230	Treated & Transported by this EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
Sep-23	SC 23-231	Treated & Transported by this EMS Unit	Traffic/Transportation Incident	Elba Twp.
Sep-23	SC 23-232	No Treatment/Transport Required	Falls	City of Saint Charles
Sep-23	SC 23-233	Treated & Transported by this EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
Sep-23	SC 23-234	Treated & Transported by this EMS Unit	Choking	City of Saint Charles
Sep-23	SC 23-235	Treated & Transported by this EMS Unit	Unconscious/Fainting/Near-Fainting	City of Saint Charles
Sep-23	SC 23-236	No Treatment/Transport Required	Falls	City of Saint Charles
Sep-23	SC 23-237	Treated & Transported by this EMS Unit	Back Pain (Non-Traumatic)	City of Saint Charles
Sep-23	SC 23-238	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
Sep-23	SC 23-239	Treated & Transported by this EMS Unit	Convulsions/Seizure	City of Saint Charles
Sep-23	SC 23-240	No Treatment/Transport Required	Falls	City of Saint Charles
Sep-23	SC 23-241	Treated & Transported by this EMS Unit	Unconscious/Fainting/Near-Fainting	City of Saint Charles
Sep-23	SC 23-242	Treated & Transported by this EMS Unit	Unknown Problem/Person Down	City of Saint Charles
Sep-23	SC 23-243	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
Sep-23	SC 23-244	Treated & Transported by this EMS Unit	Convulsions/Seizure	City of Saint Charles
Sep-23	SC 23-245	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
Sep-23	SC 23-246	Treated & Transported by this EMS Unit	Pain	Elba Twp.
Sep-23	SC 23-247	Standby - No Patient Contacts	Football Standby	City of Saint Charles
Sep-23	SC 23-248	No Patient Found	Unknown Problem/Person Down	City of Saint Charles
Sep-23	SC 23-249	Treated & Transported by this EMS Unit	Pain	City of Saint Charles
Sep-23	SC 23-250	Treated & Transported by this EMS Unit	Medical Transport	City of Saint Charles
Sep-23	SC 23-251	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
Sep-23	SC 23-252	Treated & Transported by this EMS Unit	Abdominal Pain/Problems	City of Saint Charles
Sep-23	SC 23-253	Treated & Transported by this EMS Unit	Abdominal Pain/Problems	City of Saint Charles
Sep-23	SC 23-254	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
Sep-23	SC 23-255	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
Sep-23	SC 23-256	Treated & Transported by this EMS Unit	Stroke/CVA	City of Saint Charles
Sep-23	SC 23-257	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles

TOTAL INCIDENTS: 35
PT. CONTACTS: 31

St. Charles Ambulance Report
01/01/2023-09/30/2023

	2018	2019	2020	2021	2022	2023	Month Avg	Pts
January	28	27	27	26	16	31	25.83	28
February	29	25	23	26	13	25	23.50	25
March	25	27	18	30	12	27	23.17	26
April	22	23	25	20	10	22	20.33	22
May	29	34	29	36	18	26	28.67	23
June	23	36	27	24	12	25	24.50	24
July	30	17	19	31	26	37	26.67	34
August	32	34	28	29	16	29	28.00	28
September	21	26	35	19	15	35	25.17	31
October	27	39	24	22	27		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	257		241
Mid Year (June 30th)	156	172	149	162	81	156		
Monthly Avg	26.3	29.0	25.3	24.5	19.2	28.6		

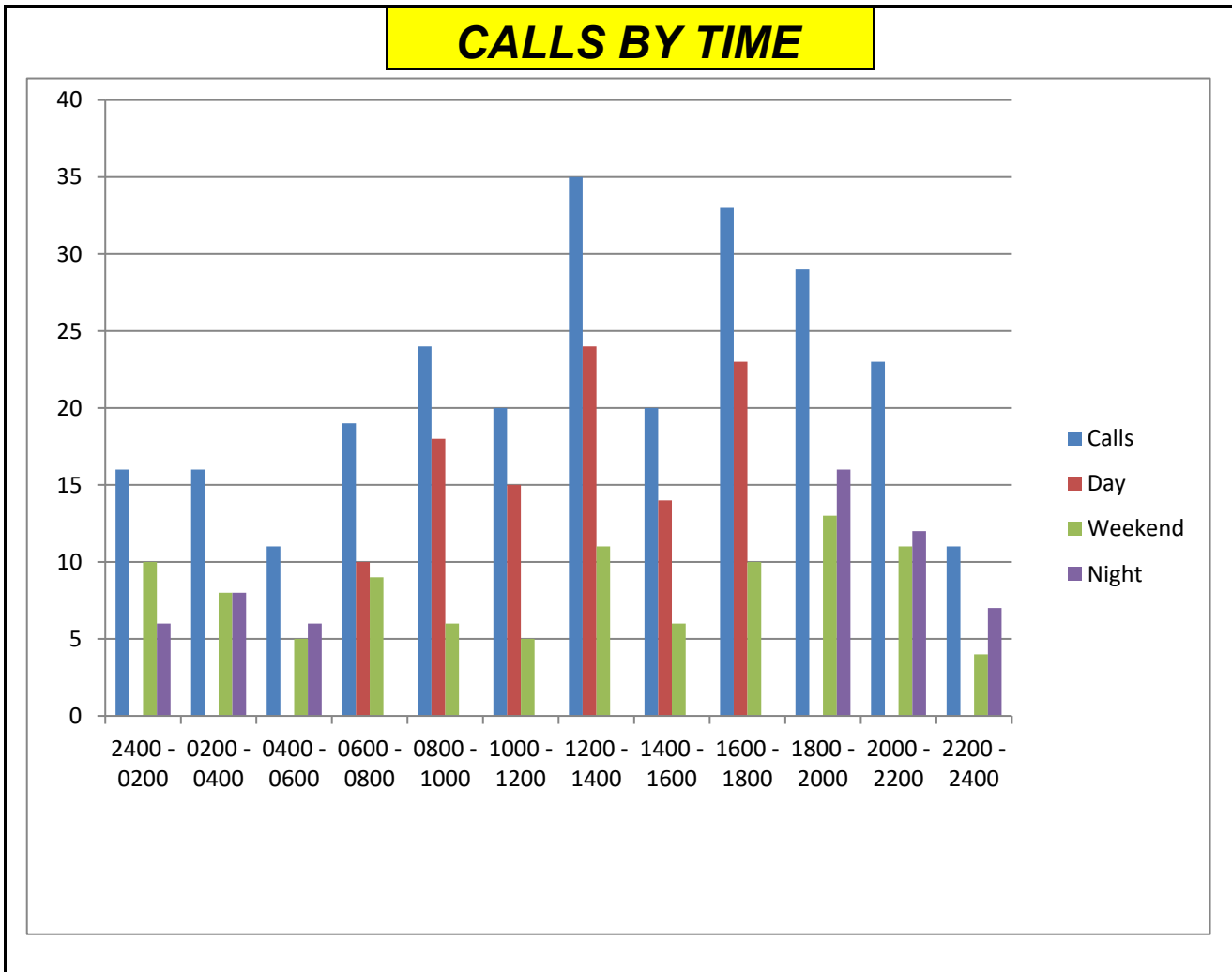
AMBULANCE RUNS BY MONTH



St. Charles Ambulance Report
01/01/2023-09/30/2023

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	16		10	6	15
0200 - 0400	16		8	8	16
0400 - 0600	11		5	6	9
0600 - 0800	19	10	9		15
0800 - 1000	24	18	6		22
1000 - 1200	20	15	5		19
1200 - 1400	35	24	11		34
1400 - 1600	20	14	6		20
1600 - 1800	33	23	10		31
1800 - 2000	29		13	16	26
2000 - 2200	23		11	12	23
2200 - 2400	11		4	7	11
	257	104	98	55	241

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



SEPTEMBER 2023 CALL HOUR REPORT
SC AMBULANCE

Member	Weekday	Weekend	Total	
Fruth, Dave	111	235	346	
Cage, Todd	70	68	138	
Boice, Nathan	38	81	119	
Kramer, Katherine	102	10	112	PT EMPLOYEE
Schossow, Scott	88	15	103	
Ambulance, Lewiston	72	11	83 x2	
Carlson, Aaron	69	10	79	
Graham, Mark	59	18	77	
Fohrman, Austin	49	24	73	
Smith, Jacob	45.5	22	67.5	PT EMPLOYEE
Majerus, Gary	23	44	67	
Zabel, Emmaline	36	30	66	
Brindamour, Isaiah	0	54	54	
Loftus, Kenny	34	17	51	
Hutsell, Jared	0	46	46	
Mockenhaupt, Jerel	46	0	46	
Weissing, Friedrich	46	0	46	
Engstrand, Kristine	38	2	40	
Arndt, Madison	24	12	36	
Ferden, Sarah	19	16	35	
Market, Terese	25	8	33	RESIGNED 9/20/23
Pelaez, Cassara	22	2	24	
Essig, Matt	15	0	15	LEWISTON EMPLOYEE
Schell, Miranda	15	0	15	LEWISTON EMPLOYEE
Burt, Shiela	6	0	6	
Dailey, Paige	0	0	0	LOA
TOTALS	950.5	714	1664.5	

RIDE ALONG CANDIDATES/RECRUITS				
Todd, Anna	104	36	140	MEMBER IN EMT CLASS
Kronebusch, Isaiah	49	0	49	MEMBER IN EMT CLASS
Johnson, Polly	10	34	44	MEMBER IN EMT CLASS
Jonsgaard, Nickole	20	24	44	
Brown, Cindy	11.5	24	35.5	MEMBER IN EMT CLASS
Reiman, Tanya	0	12	12	
Kramer, Daniel	0	10	10	
Ziarnik, Taylor	5.5	0	5.5	
Bailey, Nikki	4	0	4	MEMBER IN EMT CLASS
Borck, Emily	0	0	0	Left Program 9/25/23
Guenther, James	0	0	0	
MacPartland, Valerie	0	0	0	MEMBER IN EMT CLASS
Neumann, Blake	0	0	0	MEMBER IN EMT CLASS
Patzner, Rebecca	0	0	0	MEMBER IN EMT CLASS
Schott, Carrie	0	0	0	MEMBER IN EMT CLASS
Stephens, Logan	0	0	0	Left Program 9/25/23
TOTALS	204	140	344	

DATE	LEWISTON COVERED	SC COVERED	TOTAL	NOTES
1-Sep	7	41	48	MATT PROVIDED 7 HOURS TO FILL SCHEDULE
2-Sep	0	48	48	
3-Sep	22	26	48	SUNDAY, LEWISTON TRUCK COVERED OUT OF LEWISTON
4-Sep	0	48	48	
5-Sep	24	24	48	TUESDAY, LEWISTON TRUCK COVERED OUT OF LEWISTON
6-Sep	0	48	48	
7-Sep	24	24	48	THURSDAY, LEWISTON TRUCK COVERED OUT OF LEWISTON
8-Sep	6	42	48	MATT PROVIDED 6 HOURS TO FILL SCHEDULE
9-Sep	0	48	48	
10-Sep	0	48	48	
11-Sep	0	48	48	
12-Sep	24	24	48	TUESDAY, LEWISTON TRUCK COVERED OUT OF LEWISTON
13-Sep	0	48	48	
14-Sep	1	47	48	MIRANDA ON CALL 8-5PM BUT ONLY 1 HOUR SHE WAS NEEDED
15-Sep	24	24	48	FRIDAY, LEWISTON TRUCK COVERED OUT OF LEWISTON
16-Sep	0	48	48	
17-Sep	0	48	48	
18-Sep	0	48	48	
19-Sep	24	24	48	TUESDAY, LEWISTON TRUCK COVERED OUT OF LEWISTON
20-Sep	0	48	48	
21-Sep	2	46	48	MATT PROVIDED 2 HOURS TO FILL SCHEDULE
22-Sep	0	48	48	
23-Sep	0	48	48	
24-Sep	0	48	48	
25-Sep	0	48	48	
26-Sep	24	24	48	TUESDAY, LEWISTON TRUCK COVERED OUT OF LEWISTON
27-Sep	0	48	48	
28-Sep	0	48	48	
29-Sep	0	48	48	
30-Sep	0	48	48	
TOTALS	182	1258	1440	# OF HOURS REQUIRED TO COVER 30 DAYS WITH 2 CREW

SC COVERED= 87%
LEWISTON COVERED= 13%

NOTES
1,440 HOURS REQUIRED TO COVER SCHEDULE WITH 2 PEOPLE & 2,160 IF COVERING ALL 30 DAYS WITH 3 PEOPLE
1664.5 TOTAL HOURS PROVIDED BY SC VOLUNTEERS & 2 PT EMPLOYEES
42% OF THE 1664.5 HOURS PROVIDED BY 4 VOLUNTEERS (706 HOURS)
11% PROVIDED BY THE 2 PT. EMPLOYEES (179.5 HOURS)

Sep 2023 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<p>RED= LEWISTON AMBULANCE COVERED</p> <p>YELLOW= LEWISTON EMPLOYEE</p> <p>GREEN- PT EMPLOYEE (DEDICATED TO SC)</p> <p>BLUE= RIDE ALONG OR NEW RECRUIT WITHOUT CREDENTIALS</p> <p>NO COLOR= SC AMBULANCE VOLUNTEER</p>						
					Sep 1	2
					<p>SC Amb</p> <p>Matt Essig 06:00-13:00</p> <p>Mark Graham 06:00-00:00</p> <p>Jacob Smith 13:00-18:00</p> <p>Dave Fruth 13:00-06:00</p> <p>Nathan Boice 18:00-06:00</p> <p>Nickole Jonsgaard 18:00-06:00</p>	<p>SC Amb</p> <p>Austin Fohrman 06:00-06:00</p> <p>Kenny Loftus 06:00-14:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Polly Johnson 18:00-06:00</p> <p>Kenny Loftus 21:00-06:00</p>
3	4	5	6	7	8	9
<p>SC Amb</p> <p>Lewiston Ambulance 06:00-17:00</p> <p>Nathan Boice 17:00-06:00</p> <p>Dave Fruth 17:00-06:00</p> <p>Emmaline Zabel 18:00-06:00</p>	<p>SC Amb</p> <p>Todd Cage 06:00-16:00</p> <p>Emmaline Zabel 06:00-18:00</p> <p>Kenny Loftus 06:00-16:00</p> <p>Polly Johnson 12:00-20:00</p> <p>Cassara Pelaez 16:00-20:00</p> <p>Todd Cage 16:00-18:00</p> <p>Kenny Loftus 18:00-06:00</p> <p>Shiela Burt 18:00-22:00</p> <p>Aaron Carlson 20:00-06:00</p>	<p>SC Amb</p> <p>Lewiston Ambulance 06:00-18:00</p> <p>Nathan Boice 18:00-06:00</p> <p>Todd Cage 18:00-22:00</p> <p>Scott Schossow 18:00-06:00</p> <p>Friedrich Weissing 22:00-06:00</p>	<p>SC Amb</p> <p>Katherine Kramer 06:00-17:00</p> <p>Mark Graham 06:00-09:00</p> <p>Friedrich Weissing 06:00-09:00</p> <p>Terese Market 09:00-17:00</p> <p>Jerel Mockenhaupt 09:00-18:00</p> <p>Todd Cage 17:00-06:00</p> <p>Aaron Carlson 17:00-06:00</p> <p>Sarah Ferden 18:00-00:00</p> <p>Cindy Brown 18:30-06:00</p>	<p>SC Amb</p> <p>Lewiston Ambulance 06:00-18:00</p> <p>Austin Fohrman 18:00-06:00</p> <p>Emmaline Zabel 18:00-06:00</p> <p>Dave Fruth 18:00-06:00</p>	<p>SC Amb</p> <p>Matt Essig 06:00-12:00</p> <p>Mark Graham 06:00-18:00</p> <p>Isaiah Kronebusch 06:00-16:00</p> <p>Nathan Boice 12:00-16:00</p> <p>Cassara Pelaez 16:00-20:00</p> <p>Polly Johnson 16:00-04:00</p> <p>Jacob Smith 17:30-22:00</p> <p>Sarah Ferden 18:00-06:00</p> <p>Gary Majerus 20:00-06:00</p> <p>Jared Hutsell 22:00-06:00</p>	<p>SC Amb</p> <p>Kristine Engstrand 06:00-08:00</p> <p>Sarah Ferden 06:00-08:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Katherine Kramer 08:00-18:00</p> <p>Terese Market 08:00-16:00</p> <p>Daniel Kramer 08:00-18:00</p> <p>Isaiah Brindamour 16:00-06:00</p> <p>Jared Hutsell 18:00-06:00</p>
10	11	12	13	14	15	16
<p>SC Amb</p> <p>Aaron Carlson 06:00-12:00</p> <p>Dave Fruth 06:00-12:00</p> <p>Isaiah Brindamour 06:00-18:00</p> <p>Jacob Smith 12:00-18:00</p> <p>Emmaline Zabel 12:00-06:00</p> <p>Nathan Boice 18:00-06:00</p> <p>Aaron Carlson 18:00-22:00</p> <p>Cindy Brown 18:00-06:00</p> <p>Gary Majerus 22:00-06:00</p>	<p>SC Amb</p> <p>Katherine Kramer 06:00-18:00</p> <p>Gary Majerus 06:00-08:00</p> <p>Jacob Smith 08:00-18:00</p> <p>Taylor Ziamik 15:30-21:00</p> <p>Aaron Carlson 18:00-06:00</p> <p>Cassara Pelaez 18:00-22:00</p> <p>Sarah Ferden 18:00-21:00</p> <p>Dave Fruth 21:00-06:00</p> <p>Gary Majerus 22:00-06:00</p>	<p>SC Amb</p> <p>Lewiston Ambulance 06:00-18:00</p> <p>Nathan Boice 18:00-06:00</p> <p>Scott Schossow 18:00-06:00</p> <p>Nickole Jonsgaard 18:00-02:00</p> <p>Isaiah Kronebusch * 02:00-06:00</p>	<p>SC Amb</p> <p>Katherine Kramer 06:00-18:00</p> <p>Mark Graham 06:00-09:00</p> <p>Gary Majerus 06:00-09:00</p> <p>Terese Market 09:00-18:00</p> <p>Jerel Mockenhaupt 09:00-18:00</p> <p>Todd Cage 18:00-06:00</p> <p>Dave Fruth 18:00-06:00</p> <p>Sarah Ferden 18:00-00:00</p> <p>Anna Todd 22:00-06:00</p> <p>Kristine Engstrand * 00:00-06:00</p>	<p>SC Amb</p> <p>Todd Cage 06:00-08:00</p> <p>Friedrich Weissing 06:00-18:00</p> <p>Anna Todd 06:00-16:00</p> <p>Miranda Schell 08:00-17:00</p> <p>Kristine Engstrand 08:00-16:00</p> <p>Austin Fohrman 17:00-06:00</p> <p>Dave Fruth 17:00-18:00</p> <p>Dave Fruth 18:00-06:00</p> <p>Scott Schossow 18:00-06:00</p>	<p>SC Amb</p> <p>Lewiston Ambulance 06:00-18:00</p> <p>Nathan Boice 18:00-20:00</p> <p>Madison Arndt 18:00-06:00</p> <p>Dave Fruth 18:00-06:00</p> <p>Todd Cage 20:00-06:00</p>	<p>SC Amb</p> <p>Todd Cage 06:00-06:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Jared Hutsell 22:00-06:00</p>
17	18	19	20	21	22	23
<p>SC Amb</p> <p>Jared Hutsell 06:00-12:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Nathan Boice 12:00-06:00</p> <p>Scott Schossow 15:00-06:00</p>	<p>SC Amb</p> <p>Katherine Kramer 06:00-18:00</p> <p>Mark Graham 06:00-18:00</p> <p>Aaron Carlson 18:00-06:00</p> <p>Madison Arndt 18:00-06:00</p> <p>Scott Schossow 18:00-06:00</p> <p>Anna Todd 18:00-06:00</p>	<p>SC Amb</p> <p>Lewiston Ambulance 06:00-18:00</p> <p>Cassara Pelaez 18:00-20:00</p> <p>Emmaline Zabel 18:00-06:00</p> <p>Scott Schossow 18:00-22:00</p> <p>Isaiah Kronebusch 18:00-06:00</p> <p>Todd Cage 20:00-06:00</p> <p>Friedrich Weissing 22:00-06:00</p>	<p>SC Amb</p> <p>Katherine Kramer 06:00-17:00</p> <p>Friedrich Weissing 06:00-09:00</p> <p>Todd Cage 06:00-09:00</p> <p>Terese Market 09:00-17:00</p> <p>Jerel Mockenhaupt 09:00-18:00</p> <p>Cassara Pelaez 17:00-20:00</p> <p>Jacob Smith 17:00-22:00</p> <p>Sarah Ferden 18:00-22:00</p> <p>Anna Todd 18:00-06:00</p> <p>Todd Cage 20:00-06:00</p> <p>Kristine Engstrand 22:00-06:00</p>	<p>SC Amb</p> <p>Todd Cage 06:00-08:00</p> <p>Friedrich Weissing 06:00-18:00</p> <p>Anna Todd 06:00-16:00</p> <p>Kristine Engstrand 08:00-16:00</p> <p>Matt Essig 16:00-18:00</p> <p>Shiela Burt 16:00-18:00</p> <p>Austin Fohrman 18:00-06:00</p> <p>Dave Fruth 18:00-06:00</p> <p>Scott Schossow 18:00-06:00</p>	<p>SC Amb</p> <p>Katherine Kramer 06:00-18:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Isaiah Kronebusch 06:00-18:00</p> <p>Jerel Mockenhaupt 08:00-18:00</p> <p>Nathan Boice 18:00-06:00</p> <p>Mark Graham 18:00-06:00</p>	<p>SC Amb</p> <p>Gary Majerus 06:00-06:00</p> <p>Sarah Ferden 06:00-08:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Polly Johnson 06:00-18:00</p> <p>Isaiah Brindamour 08:00-06:00</p> <p>Anna Todd 18:00-06:00</p>
24	25	26	27	28	29	30
<p>SC Amb</p> <p>Gary Majerus 06:00-08:00</p> <p>Isaiah Brindamour 06:00-12:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Tanya Reiman 06:00-18:00</p> <p>Jacob Smith 08:00-18:00</p> <p>Nathan Boice 18:00-06:00</p> <p>Anna Todd 18:00-06:00</p>	<p>SC Amb</p> <p>Katherine Kramer 06:00-18:00</p> <p>Jacob Smith 06:00-15:00</p> <p>Anna Todd 06:00-18:00</p> <p>Mark Graham 15:00-18:00</p> <p>Cassara Pelaez 18:00-20:00</p> <p>Kenny Loftus 18:00-06:00</p> <p>Nickole Jonsgaard 18:00-06:00</p> <p>Aaron Carlson 20:00-06:00</p>	<p>SC Amb</p> <p>Lewiston Ambulance 06:00-18:00</p> <p>Cassara Pelaez 18:00-20:00</p> <p>Scott Schossow 18:00-06:00</p> <p>Isaiah Kronebusch 18:00-19:00</p> <p>Nikki Bailey 19:00-23:00</p> <p>Nathan Boice 20:00-06:00</p> <p>Katherine Kramer 21:00-06:00</p> <p>Anna Todd 23:00-06:00</p>	<p>SC Amb</p> <p>Katherine Kramer 06:00-17:00</p> <p>Mark Graham 06:00-18:00</p> <p>Isaiah Kronebusch 06:00-16:00</p> <p>Jerel Mockenhaupt 09:00-18:00</p> <p>Cassara Pelaez 17:00-20:00</p> <p>Madison Arndt 18:00-06:00</p> <p>Aaron Carlson 18:00-06:00</p> <p>Anna Todd 18:00-06:00</p> <p>Gary Majerus 20:00-06:00</p>	<p>SC Amb</p> <p>Todd Cage 06:00-08:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Miranda Schell 08:00-14:00</p> <p>Kristine Engstrand 08:00-16:00</p> <p>Jacob Smith 14:00-18:00</p> <p>Mark Graham 16:00-18:00</p> <p>Austin Fohrman 18:00-06:00</p> <p>Scott Schossow 18:00-06:00</p> <p>Anna Todd 21:00-06:00</p>	<p>SC Amb</p> <p>Jacob Smith 06:00-20:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Anna Todd 06:00-18:00</p> <p>Nickole Jonsgaard 18:00-06:00</p> <p>Todd Cage 20:00-06:00</p>	<p>SC Amb</p> <p>Todd Cage 06:00-06:00</p> <p>Dave Fruth 06:00-06:00</p> <p>Anna Todd 06:00-18:00</p> <p>Jared Hutsell 18:00-06:00</p> <p>Cindy Brown 18:00-06:00</p>

* Indicates time starts on following calendar day

Current Balances - Money Market - 33,990.48
 (MB) Checking - 1,011.48
 \$35,001.96

Retire Checking (MB) \$ 9,709.31

Investment Account \$ 1,295,981.56

2% Money Coming Out est \$ 40,000

\$ 1,380,692.83

Percent funding Ratio	(2023)	2750	136%
		3000	126%
		3250	117%

2005 -	1500 - 1650	109%
2011	1650 - 1800	103%
2015	1800 - 2000	149%
2017	2000 - 2300	177%
2020	2300 - 2750	161%

OFFICE OF THE STATE AUDITOR

2750

Financial Projections

	2023	2024	
Total Active Member Liabilities	875,431	950,071	
Total Deferred Member Liabilities	146,029	146,029	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 1,021,460	B. 1,096,100	
Normal Cost (Cell B minus Cell A)			C. 74,640

Projection of Net Assets for Year Ending December 31, 2023

Special Fund Assets at December 31, 2022 (FIRE-22 Form ending assets) 1 1,291,537

Projected Income for 2023

Fire State Aid (2022 fire state aid of \$34,174 may be increased by up to 3.5%)	D.	34,174	
Supplemental State Aid (actual 2022 supplemental state aid)	E.	6,897	
Municipal / Independent Fire Dept. Contributions	F.	7,000	
Interest / Dividends	G.	30,000	
Appreciation / (Depreciation)	H.	40,000	
Member Dues	I.	0	
Other Revenues	J.	0	
Total Projected Income for 2023 (Add Lines D through J)			2 118,071

Projected Expenses for 2023

Service Pensions (fill in individual pension amounts below) K. 55,000

Names:

Tom Pietrzak

\$ Amounts:

55,000

Other Benefits L. 0
 Administrative Expenses M. 6,000

Total Projected Expenses for 2023 (Add Lines K through M) 3 61,000

Projected Net Assets at December 31, 2023 (Add Lines 1 and 2, subtract Line 3) 4 1,348,608

Projection of Surplus or (Deficit) as of December 31, 2023

Projected Assets (Line 4) 5 1,348,608
 2023 Accrued Liability (Page 4, cell A) 6 1,021,460
 Surplus or (Deficit) (Line 5 minus Line 6) 7 327,148

132%

OFFICE OF THE STATE AUDITOR

3250

Financial Projections

	2023	2024
Total Active Member Liabilities	1,034,601	1,122,808
Total Deferred Member Liabilities	146,029	146,029
Total Unpaid Installments	0	0
Grand Total Special Fund Liability	A. 1,180,630	B. 1,268,837
Normal Cost (Cell B minus Cell A)		C. 88,207

Projection of Net Assets for Year Ending December 31, 2023

Special Fund Assets at December 31, 2022 (FIRE-22 Form ending assets) 1 1,291,537

Projected Income for 2023

Fire State Aid (2022 fire state aid of \$34,174 may be increased by up to 3.5%)	D.	34,174
Supplemental State Aid (actual 2022 supplemental state aid)	E.	6,897
Municipal / Independent Fire Dept. Contributions	F.	7,000
Interest / Dividends	G.	30,000
Appreciation / (Depreciation)	H.	40,000
Member Dues	I.	0
Other Revenues	J.	0
Total Projected Income for 2023 (Add Lines D through J)	2	118,071

Projected Expenses for 2023

Service Pensions (fill in individual pension amounts below) K. 55,000

Names:	\$ Amounts:
Tom Pietrzak	55,000

Other Benefits L. 0
 Administrative Expenses M. 6,000

Total Projected Expenses for 2023 (Add Lines K through M) 3 61,000

Projected Net Assets at December 31, 2023 (Add Lines 1 and 2, subtract Line 3) 4 1,348,608

Projection of Surplus or (Deficit) as of December 31, 2023

Projected Assets (Line 4) 5 1,348,608
 2023 Accrued Liability (Page 4, cell A) 6 1,180,630
 Surplus or (Deficit) (Line 5 minus Line 6) 7 167,978

114%

ST. CHARLES FIRE DEPARTMENT RELIEF ASSOCIATION
Notes to the Financial Statements
December 31, 2022 and 2021

NOTE 6 - TEN-YEAR HISTORICAL TREND INFORMATION (Continued)

A. Schedule of Funding Progress

<u>Year Ending December 31</u>	<u>Net Assets Available for Benefits</u>	<u>Pension Benefit Obligation</u>	<u>Funded Ratio</u>	<u>Assets In Excess (Unfunded) of Accrued Liability</u>	<u>Pension Benefit Per Year of Service</u>
2022	\$ 1,291,537	\$ 999,536	129%	\$ 292,001	\$ 2,750
2021	1,404,065	894,849	157%	509,216	2,750
2020	1,323,904	820,884	161%	503,020	2,300
2019	1,155,441	746,919	155%	408,522	2,300
2018	930,803	687,770	135%	243,033	2,300
2017	939,502	532,211	177%	407,291	2,000
2016	874,591	585,284	149%	289,307	2,000
2015	789,894	527,143	149%	262,751	1,800
2014	821,026	540,996	151%	280,030	1,800
2013	722,097	573,840	126%	148,257	1,800

B. Schedule of Revenues and Expenses

<u>Year</u>	<u>Revenues by Source</u>				<u>Expenses by Type</u>	
	<u>State Aid</u>	<u>City Contribution</u>	<u>Investment Income</u>	<u>Other</u>	<u>Benefit Payments</u>	<u>Administrative Expenses</u>
2022	\$ 41,071	\$ 7,000	\$(154,620)	\$ -	\$ -	\$ 5,979
2021	38,363	7,000	190,490	2,000	156,688	1,004
2020	37,299	7,000	175,868	1,000	47,000	5,704
2019	34,689	7,000	201,953	1,000	14,800	5,204
2018	34,178	7,000	(44,713)	-	-	5,164
2017	33,395	7,000	136,335	2,000	109,500	4,319
2016	33,656	7,000	48,908	-	-	4,867
2015	33,462	7,000	7,116	1,000	74,500	5,210
2014	31,478	7,000	66,897	-	-	6,446
2013	30,285	7,551	144,365	1,000	36,063	7,043

ST. CHARLES FIRE DEPARTMENT RELIEF ASSOCIATION
Notes to the Financial Statements
December 31, 2013 and 2012

NOTE 5 - TEN-YEAR HISTORICAL TREND INFORMATION (UNAUDITED)

Historical trend information related to the pension plan is presented here. The information is presented to enable the reader to assess the progress made by the Relief Association in accumulating sufficient assets to pay pension benefits as they become due.

Ten-year historical trend information is required by GASB Statement No. 5. This information is intended to help readers of the financial statements assess the Relief Association's funding status on a going-concern basis, assess progress made in accumulating assets to pay benefits when due, and make comparisons with other relief associations.

A. Schedule of Funding Progress

Year Ending December 31	Net Assets Available for Benefits	Pension Benefit Obligation	Funded Ratio	Assets In Excess (Unfunded) of Accrued Liability	Pension Benefit Per Year of Service
2013	\$ 722,097	\$ 573,840	126%	\$ 148,257	\$ 1,800
2012	582,002	561,834	103%	20,168	1,800
2011	574,646	567,468	101%	7,178	1,650
2010	606,143	553,116	110%	53,027	1,650
2009	617,674	615,849	100%	1,825	1,650
2008	465,630	569,715	82%	(104,085)	1,650
2007	623,046	549,503	113%	73,543	1,650
2006	562,268	477,000	118%	85,268	1,650
2005	509,977	469,080	109%	40,897	1,500
2004	430,873	431,670	99%	(797)	1,500

Handwritten note: up \$291,224 over 10 years

B. Schedule of Revenues and Expenses

Year	Revenues by Source				Expenses by Type	
	State Aid	City Contribution	Investment Income	Other	Benefit Payments	Administrative Expenses
2013	\$ 30,285	\$ 7,551	\$ 144,365	\$ 1,000	\$ 36,063	\$ 7,043
2012	20,740	7,000	84,127	3,000	102,150	5,361
2011	20,053	7,000	(24,381)	2,000	30,000	6,169
2010	19,246	7,000	71,788	-	104,438	5,127
2009	17,903	14,028	125,133	-	-	5,020
2008	21,386	7,000	(157,183)	-	23,985	4,634
2007	23,754	7,700	33,434	-	-	3,940
2006	28,980	7,700	29,567	-	32,500	2,146
2005	25,854	4,000	19,187	-	-	2,015
2004	30,734	12,464	13,164	-	100,957	1,998

Handwritten note: \$ 430,093 paid in Benefits over last 10 years



Saint Charles Fire Relief Association Investment Report Card

For the Year Ended December 31, 2022

Rates of Return

	Relief Association	SBI Balanced Fund	PERA Statewide Volunteer Plan ²
One-Year	-11.2%	-16.5%	-15.2%
Three-Year	6.0%	4.1%	2.2%
Five-Year	6.7%	5.9%	4.0%
Ten-Year	8.9%	8.2%	5.9%
Fifteen-Year	7.0%	6.8%	N/A
Twenty-Year	7.8%	7.6%	N/A

Relief Association Asset Allocations

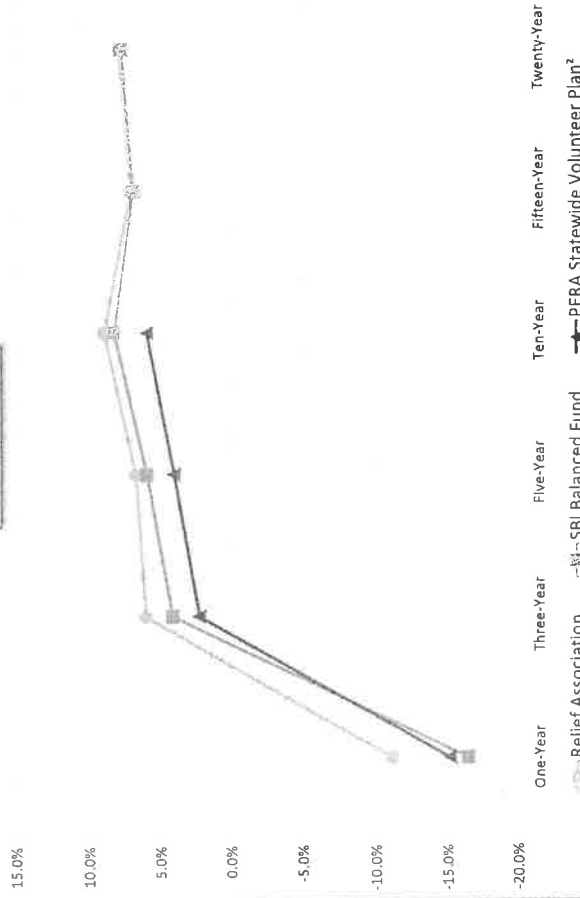
	As of 1/1/2022	As of 12/31/2022
Domestic Stock	71.0%	53.2%
International Stock	15.5%	13.1%
Bonds	8.5%	5.9%
Cash	4.2%	27.2%
Other	0.8%	0.6%

Benchmark Information

Custom Benchmark (One-Year) ¹	2022	Ten-Year
State Board of Investment Returns	-12.8%	
SBI Balanced Fund	-16.5%	8.2%
SBI Bond Fund	-14.1%	1.5%
SBI Broad International Fund	-13.7%	4.7%
SBI Money Market Account	1.9%	0.9%
SBI U.S. Stock Actively Managed Fund	-20.7%	12.5%
SBI U.S. Stock Index Fund	-19.2%	12.2%

Index Returns	2022	Ten-Year
Russell 3000 (Domestic Stock)	-19.2%	12.1%
MSCI ACWI ex. U.S. Net (International Stock) ³	-16.0%	3.8%
Bloomberg Barclays U.S. Aggregate (Bonds)	-13.0%	1.1%
ICE BofA US 3-Month Treasury Bill (Cash)	1.5%	0.8%
Russell 3000 (Other)	-19.2%	12.1%
S&P 500	-18.1%	12.6%
NASDAQ Composite TR	-32.5%	14.4%
Dow Jones Industrial Average	-7.0%	12.2%

Rates of Return



¹The Custom Benchmark (One-Year) is calculated based on the relief association December 31, 2022 asset allocations. The benchmark may not fully reflect the different investment exposures or diversity of investments held within certain asset classes for some relief associations.

²The PERA Statewide Volunteer Plan incorporated in 2010.

³MSCI ACWI ex US Net of Dividends

ST. CHARLES **REQUEST FOR CITY COUNCIL ACTION**

Meeting Date: October 10th, 2023

General: X

Department: EDA

Item Requested: Approval of Revolving Loan Fund Request #01-23

=====

Summary of the Issue

An application was submitted to the Revolving Loan Fund for \$30,000 for down payment assistance to purchase a building to move their retail location for an existing business and add a coffee bar and cafe.

Background

The applicant is looking to buy an existing downtown building and move from its current business location to the new location. The new building will allow them to continue to grow their retail business and add a coffee bar and café. This will also allow a new business to move into the downtown building that this business will be vacating.

The project and the applicant's financials were reviewed by the EDA Loan committee and a recommendation was made to move the application forward to the EDA. The EDA Board reviewed the request at their regular meeting on October 6th, 2023. The EDA moved forward a recommendation for approval to City Council for the request.

Funding

Approval will require \$30,000 from the Revolving Loan Fund. Council action will serve to authorize the loan. The loan will be structured as a 10-year loan at an interest rate of 4%, the first 6 months would be interest only payments.

Recommendation

The EDA approved by motion, the following recommendations:

1. Contingent on applicant's lead financing being approved
2. To approve Request #1-23 as requested and described above.
3. To authorize the staff to prepare all necessary loan documents.

I would recommend that the council make the same motion.