

The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, October 26, 2021 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. Approval of the Agenda
- 4. Notices and Communications -
- 5. Review of Financials.
- 6. Fire Department Hirings
- 7. 2021 Street Project Update
- 8. 2022 Enterprise Budgets
 - --Holly Jacob (EMSRB-Ambulance)
 - --Mike Bubany (David Drown Associates)
- 9. Pay Request No. 2 Pearson Brothers
- 10. Our Town Space Request

APPROVE

DISCUSS

INFORMATION

APPROVE

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

Please Note: Some or all councilmembers may participate by telephone or other electronic means as permitted through Minn. Stat. 13D.021.

To attend the conference call please dial 1-320-460-1726 and the conference ID: 995 262 38#



MEMORANDUM for the CITY COUNCIL of St. Charles for ______Tuesday, October 26, 2021

- **6. Fire Department Hirings.** Please see the enclosed Request For Council Action.
- **7. 2021 Street Project Update.** WHKS will be present to provide an update on the 2021 Street Project. Please see the enclosed items from an October 15, 2021 Project Completion meeting between WHKS and City staff along with representatives from Dunn Blacktop.
- **8. 2022 Enterprise Budgets.** Holly Jacob of the EMSRB will be present to provide a brief overview of the state of EMS in the area and region along with supporting documentation for the need for a full-time EMS Director. Included is a proposed 2022 budget for the St. Charles Ambulance Service that has been reviewed by a planning committee.
- --Mike Bubany of David Drown Associates will be present to discuss the 2022 Enterprise Funds as well as the impact of the 2021 Street Project. The electric information will be presented at the November 9th budget meeting. Aside from planned increase to wages/insurance, the major potential change is due to fluctuations seen in the market rate that affects our cost of purchased power and transmission costs, which have created the need for additional review.
- **9. Pay Request No. 2 Pearson Brothers.** Please see the enclosed pay request.
- 10. Our Town Space Request. A request from Dana McConnel, who works with the St. Charles High School arts students, will be presented to utilize the church space behind City Hall as they are looking for multiple spaces throughout the community to present an iteration of "Our Town" this coming November 12-15. The space would be part of the facilities use agreement between the school and city and therefore it is recommended for approval.

DATE:

September 30, 2021

TO:

Nick Koverman, Administrator

City of Saint Charles

FROM:

Susan Brower

Minnesota State Demographer

SUBJECT: 2020 Census Population and Household Counts

Here are the April 1, 2020 counts from the U.S. Census Bureau:

3,990 Total Population: Household Population:

Group Quarters Population:

Total Housing Units: 1,632

Occupied Housing Units (Households):

1,550

Vacant Housing Units: 82

These data are provided as a courtesy by the State Demographic Center. The State Demographic Center cannot make any changes to these numbers. Questions about the accuracy or quality of these numbers should be directed to the Census Bureau.

If you have any questions or comments about using or interpreting these counts, the State Demographic Center is here to help. Please contact the State Demographic Center by mail at 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, phone (651) 201-2474 or send an e-mail to local.estimates@state.mn.us.

300 Centennial Office Building 658 Cedar Street St. Paul, MN 55155 Telephone: 651-201-2473

TTY: 651-297-4357



Nick Koverman, Administrator City of Saint Charles 830 Whitewater Ave Saint Charles, MN 55972-1129

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. For years that end in zero, the State Demographic Center adopts the Federal Census counts as the official population estimates. Enclosed you will find a sheet containing the April 1, 2020, population and household counts provided by the U.S. Census Bureau for your jurisdiction.

These counts are being sent to you now for review. There is not a state appeal or challenge process for the federal census counts. However, the Census Bureau will be in contact with the highest elected official from every jurisdiction to provide information on the Count Question Resolution (CQR) program, which is provided to address processing or geographic placement/boundary issues that local areas may find.

The enclosed figures represent population and household counts obtained from the 2020 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that the Census counts are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. While we may not be able to change the counts, we would like to be aware of any issues or problems you are finding in the data, as these counts will form the base for our estimates for the next decade.

Please note that these counts:

- pertain to the Census reference date of April 1, 2020, not the present;
- have also been sent to your county auditor for review;
- can only be modified through the CQR process, which must be initiated by a jurisdiction's highest elected official or designee.

If you are satisfied with the counts, it is not necessary to contact us or provide any further information. If you wish to discuss these counts, comments and questions can be directed to Eric Guthrie at **local.estimates@state.mn.us**, or by phone at (651) 201-2474.

Thank you for taking time to review these data.

Sincerely,

Susan Brower State Demographer

Enclosures



Request for City Council Action

<u>Date:</u> October 20, 2021

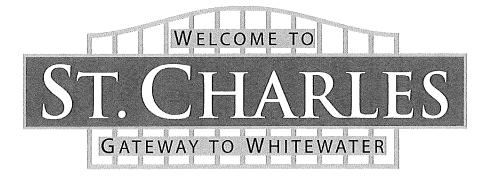
Requested Council Date: October 26, 2021

Originating Department: Fire Department

Council Action Requested: Hiring of 5 fulltime members

<u>Background Information:</u> In preparation for retirements, the St. Charles Fire Department held interviews and recommend the following five candidates to serve on the department. Background checks have been completed and Chief Aaron Carlson will be present to answer any questions on the recommendation. Hire date will be January 1, 2022.

- -Matthew Serum
- -Mark Mickow
- -Thomas Countryman
- -Jay Brown
- -Austin Fohrman



10/15/21 PROJECT COMPLETION MEETING 2021 STREET IMPROVEMENTS ST. CHARLES, MN

ATTENDANCE:

Cory Felderman

WHKS & Co.

Jack Moyer

WHKS & Co.

Daren Sikkink

WHKS & Co.

Sam Costigan

Dunn Blacktop

Tim Heins

Dunn Blacktop

Kyle Karger

City of St. Charles

Nick Koverman

City of St. Charles

MEETING NOTES:

Meeting held at St. Charles City Hall on Friday, Oct. 15, 2021 at 1pm to discuss the status of the 2021 Street Improvements project in St. Charles, MN. The project completion date is on Oct. 15, 2021. Dunn will not have all items completed within the 2021 construction season. Meeting was held to discuss Dunn's proposal to complete outstanding work items as shown below within the 2021 construction season by November 1, 2021 and completion of the project in 2022.

COMPLETION IN 2021:

- 1. All areas currently under construction will be completed this year (streets that are milled or reclaimed).
- 2. Edge mill and overlay of St. Charles Avenue south of 14th Street including the intersection of W 15th Street (milling depths to be directed by engineer)
- 3. Edge mill and overlay of Pearson Dr.
- 4. Edge mill and overlay of W 9th Street near City Hall.
- 5. Pave 2 lifts on all gravel roadways and shouldering.
- * Shouldering will consist of pulverized black dirt in lieu of aggregate.
- 6. Street patching to be completed throughout town per provided list.
- 7. Turf restoration of disturbed areas to be completed throughout town per provided list.
- 8. Reconnection of traffic signal wires in Whitewater Ave. Wires to be placed within base section of bit. pavement or else otherwise based on MnDOTs recommendation (Greg Wagner).
- 9. Curb section along West side of St. Charles Avenue, South of 15th Street to be installed once tree has been removed and grubbed.
- 10. Intersection of E 13th St., Sunset Drive, and Morse Avenue; existing curb section that has been removed to be constructed with temporary bituminous pavement.
 - *Intersection to be reconstructed in 2022, which is to include construction of a concrete Valley Gutter.

CONSTRUCTION 2022:

Dunn will finish outstanding work within the first part of 2022 construction season. Proposed revised project completion date of June 1, 2022.

CONTRACT ACTION ITEMS:

Sam Costigan with Dunn Blacktop will prepare a formal request for contract extension by Friday, October 22. The request will be presented at the October 26 Council meeting.



Memorandum

To: City Council

From: Nick Koverman

Date: 10/21/2021

Subject: Ambulance Director Review

Over the last several weeks, I have been working with the St. Charles Ambulance staff members along with a planning committee to look at our 60, 90, 120 day plan as well as our long range plans.

Over the years, St. Charles has been fortunate to have a small core group of committed employees available to provide 24/7 service coverage for the community and townships within our Primary Service Area (PSA). In addition, over the years we have been able to provide mutual aid support to our neighboring services. Unfortunately, through attrition and the continued number of hours required for training and the call volume that equates to approximately 1 call per day, recruitment and retention has been challenging. As the mandates and requirements continue to expand for services, the challenge to find daytime support as well as the time to complete the administrative side of running an ambulance service has exceeded the current structure of the service.

Holly Jacob of the EMSRB works with all of the area services and will be present to address the immediate need for the City Council.

Through conversation with surrounding services, St. Charles is one of the last services that utilizes an on-call volunteer structure. Services like Lewiston (250 calls, 2009 director-\$56,000, partime admin/EMT (2022), Eyota, Preston (250 calls/year-2011 Director-\$64,480/year + EMT \$18/hr), Chatfield (Director-\$60-\$78K, Asst. Director and EMT positions), Lake City, Wabasha, Zumbrota, and many more employ a full-time director, and in many instances, additional EMTs or support staff.

Flaherty & Hood has been contacted to provide the information and potential cost to study the addition of a new position. It would be requested that Council authorize staff to engage in this process for further study and consideration.

Included is a 2022 budget proposal that has been reviewed by a planning committee comprised of myself and five EMTs. The committee has also been considering the roles and responsibilities of this potential position, but it has been noted that while the addition

of a full-time position will not alleviate the need for additional paid on-call staff, many of the responsibilities that are currently being shared between the members, would fall to the full-time position and allow these on-call paid staff time to assist with calls. Discussions have also been held regarding the current pay structure of the paid on-call and is being reviewed by the department as a whole as a way to attract and retain employees. Within the proposed budget, \$80,000 remains as a way to recruit and retain daytime staff through the implementation of a day-time call-time pay structure. It should be reiterated that a support network and structure is still necessary even with a fulltime staff member as this one individual cannot coverage all of the necessary daytime hours of a 6 a.m. to 6 p.m., but many of the tasks required (billing, scheduling, licensing/certification of members, recruitment/retention, etc.) could be accomplished on a consistent basis.

In order to effectuate this transition, a rough guestimate of where this potential position would be pointed/graded within the city's Base Pay Structure has been attempted, but would need to be formally conducted by Flaherty & Hood. A potential range could be from \$67,108 - \$83,885 and the high end has been used along with a high end of insurance costs. These costs have been inserted into the proposed 2022 budget. Currently, the ambulance service is a fee-based service, which means that it is solely funded by fees for service. Given the nature of insurances and the rates at which collections can be charged, this represents inherent issues with total support of a service. To date, it would be recommended that in order to achieve a full-time position, the ambulance department would utilize reserve fund revenues of approximately \$239,072.80 in cash and investments in order to offset the difference in 2022. The goal in 2022 would be to continue the exploration of a taxing district that could potentially leverage dollars throughout the service's PSA. Through a meeting with a Minnesota Ambulance Association representative, it was relayed that townships are not required to participate. However, a potential tiered rate structure could be explored to offset this difference. If a taxing district is not feasible, the city council would need to look at effectively levying for the cost of service, similar to police and fire for a portion of those costs. Looking to our township partners would also become a more critical discussion for 2022 in order to implement in 2023.

Information is also included in the packet that highlights the requirements of a service as well as general information provided by the EMSRB.

The message relayed from the current roster of EMTs is that help is needed.

144E.101 AMBULANCE SERVICE REQUIREMENTS.

Subd. 3. Continual service.

An ambulance service shall offer service 24 hours per day every day of the year, unless otherwise authorized under subdivisions 8 and 9.

Subd. 6.Basic life support.

- (a) Except as provided in paragraph (e), a basic life-support ambulance shall be staffed by at least two EMTs, one of whom must accompany the patient and provide a level of care so as to ensure that:
 - (1) life-threatening situations and potentially serious injuries are recognized;
 - (2) patients are protected from additional hazards;
 - (3) basic treatment to reduce the seriousness of emergency situations is administered; and
 - (4) patients are transported to an appropriate medical facility for treatment.
 - (b) A basic life-support service shall provide basic airway management.
 - (c) A basic life-support service shall provide automatic defibrillation.
- (d) A basic life-support service licensee's medical director may authorize ambulance service personnel to perform intravenous infusion and use equipment that is within the licensure level of the ambulance service, including administration of an opiate antagonist. Ambulance service personnel must be properly trained. Documentation of authorization for use, guidelines for use, continuing education, and skill verification must be maintained in the licensee's files.
- (e) For emergency ambulance calls and interfacility transfers, an ambulance service may staff its basic life-support ambulances with one EMT, who must accompany the patient, and one registered emergency medical responder driver.

Subd. 10.Driver.

A driver of an ambulance must possess a valid driver's license issued by any state and must have attended an emergency vehicle driving course approved by the licensee. The emergency vehicle driving course must include actual driving experience.

Subd. 11.Personnel roster and files.

- (a) An ambulance service shall maintain:
 - (1) at least two ambulance service personnel on a written on-call schedule;
- (2) a current roster of its ambulance service personnel, including the name, address, and qualifications of its ambulance service personnel; and
 - (3) files documenting personnel qualifications.
- (b) A licensee shall maintain in its files the name and address of its medical director and a written statement signed by the medical director indicating acceptance of the responsibilities specified in section 144E.265, subdivision 2.

144E.265 Medical Director

Subd. 2. Responsibilities.

Responsibilities of the medical director shall include, but are not limited to:

- (1) approving standards for education and orientation of personnel that impact patient care;
- (2) approving standards for purchasing equipment and supplies that impact patient care;
- (3) establishing standing orders for prehospital care;
- (4) approving written triage, treatment, and transportation guidelines for adult and pediatric patients;
- (5) participating in the development and operation of continuous quality improvement programs including, but not limited to, case review and resolution of patient complaints;
- (6) establishing procedures for the administration of drugs; and
- (7) maintaining the quality of care according to the standards and procedures established under clauses (1) to (6).

Subd. 3. Annual assessment; ambulance service.

Annually, the medical director or the medical director's designee shall assess the practical skills of each person on the ambulance service roster and sign a statement verifying the proficiency of each person. The statements shall be maintained in the licensee's files.

Subd. 12. Mutual aid agreement.

(b) A licensee may have a written agreement with a neighboring licensed ambulance service, including a licensed ambulance service from a neighboring state if that service is currently and remains in compliance with its home state licensing requirements, to provide part-time support to the primary service area of the licensee upon the licensee's request. The agreement may allow the licensee to suspend ambulance services in its primary service area during the times the neighboring licensed ambulance service has agreed to provide all emergency services to the licensee's primary service area. The agreement may not permit the neighboring licensed ambulance service to serve the licensee's primary service area for more than 12 hours per day. This paragraph applies only to an ambulance service whose primary service area is mainly located outside the metropolitan counties listed in section 473.121, subdivision 4, and outside the cities of Duluth, Mankato, Moorhead, Rochester, and St. Cloud, or an ambulance based in a community with a population of less than 2,500 persons.

CITY OF ST. CHARLES BALANCE SHEET OCTOBER 31, 2021

AMBULANCE DEPARTMENT FUND

	ASSETS			
22 10000	FUND CASH		104 500 05	
	PETTY CASH		184,563.25	
	INVESTMENTS		3,374.59	
	ACCRUED INTEREST RECV		54,509.55 160,56	
	TAXES RECEIVABLE - DELINQUENT		3.52	
	ACCOUNTS RECEIVABLE		67,936.00	
	ACCOUNTS RECEIVABLE-SYSTEM		1,950.00	
	ALLOWANCE FOR UNCOLLECTIBLE	(4,810.97)	
	DUE FROM OTHER FUNDS	`	.19	
	BUILDING		157,335.20	
	VEHICLES		144,921.00	
	TOOLS & EQUIPMENT		48,137.33	
	ACCUMULATED DEPRECIATION	(329,204.87)	
	DEFERRED OUTFLOWS - PENSION	•	10,899.00	
	TOTAL ASSETS			339,774.35
	LIABILITIES AND EQUITY			
	HARMSTIC			
	LIABILITIES			
22-20700	DUE TO OTHER FUNDS		000.00	
22-22700	DEFERRED REVENUE	,	962,22	
22*22200	DEFERRED REVENUE	(1.48)	
	TOTAL LIABILITIES			960,74
				300.74
	FUND EQUITY			
	A Company of the Comp			
22-25300	FUND BALANCE		252,800.81	
	REVENUE OVER EXPENDITURES - YTD		19,214.80	
		* - ''	1,	
	TOTAL FUND EQUITY			272,015.61
			,	
	TOTAL LIABILITIES AND EQUITY			272,976.35
				-

Background and Considerations - St. Charles Ambulance

St. Charles Ambulance is owned by the City of St. Charles

Current rates of pay are as follows:

- On-Call pay (pager time) \$0.00
- Weekend bonus of \$25 if you take a shift of 12 consecutive hours
 - Weekends are specified as Friday at 1800 through Monday 0600
- Per Call pay of \$45.00 for transported patients
- Per call pay of \$20 for non-transported patients
- Meetings and Training \$20, training and meetings are monthly.
- The service currently consists of 6 EMT's and No EMR's
- Average call volume is 330 calls per year
- St. Charles currently has a 12-hour written agreement with Lewiston Ambulance for coverage.

Pay considerations:

- Increase pay rate for on-call pay to \$1.00-\$3.00/hour (pager time)
 - o 2 crew members, 24 hours a day, 365 days/year at \$3.00/hour = \$52,560
- Continue bonuses/incentives on weekends for taking 12-hour shifts (consecutive hours)
 - o If all five 12-hour shifts were covered 52 weekends each year by 2 crew members, this would total an incentive of \$13,000
- Continue per call fee of \$45
 - o 2 crew members, 330 transports yearly = \$29,700
- Hire Full-time Ambulance Manager \$50,000-\$70,000 (avg. **\$60,000** based on experience).
 - The below budget reflects the ambulance manager going on no calls and there being a stipend paid for pager time for two crew members. Although this may be the case some days, so the ambulance manager can perform administrative tasks, the ambulance manager tending to the majority of the calls during daytime hours reduces the on-call pay (pager time) and per call pay as well.

Total payroll budget consideration \$155,260

Management and Operations:

- Reassess the job description of the ambulance manager and the management structure to develop a long-term plan for the growth of the ambulance service, ensuring the manager fits the needs of helping a city owned department transition through and implement change.
- Enable the ambulance manager to be more engaged, professional, get involved in daily operations, and set long range goals for the service. This will require commitment from the Ambulance Manager, Crew Members, City Administrator, and City Council.
- Allow the ambulance manager to lead to department through necessary changes for operations, including but not limited to improvements in new employee orientation, increasing staffing coverage to meet the needs of the community.
- More clearly defined roles, responsibilities and reporting structure need to be solidified both with the crew and within the governing body.
- Some form of leadership training should be considered for the ambulance director.
- Written policies and procedures for all aspects of the ambulance operation, including a 24hour on call schedule for volunteers, should be develop and implemented, so they are clearly understood, enforced, and maintained by the Licensee.
 - O Written policies and procedures need to be evaluated and will assist the city, ambulance management, and all the dedicated volunteers for the Ambulance Service to confront routine and extraordinary circumstances that arise from time to time in daily and long-term ambulance operations.
 - Clear and concise policies and procedures that are applicable to the ambulance service for disciplinary action, on-call scheduling, roles, and responsibilities of all staff of the ambulance service, and patient complaints. All policies and procedures are well communicated, provided to the ambulance personnel, supported and enforced by the City.
- Develop a Call Hour Policy that is equal and fair
 - More focused and organized recruitment may assist with easing requirements for those with less time to commit. (submitting hours of availability versus required call hours may ease the burden enough to encourage more new volunteers).

<u>Provide educational opportunities for all public safety agencies within the City to train together, support each other, and develop a cohesive team approach.</u>

- The City should consider utilizing a full-time employee, who is also certified as an EMT, and serves as the ambulance service director. This person is performing administrative matters (scheduling, recordkeeping requirements, vehicle and equipment checks, and MNSTAR data entry, etc.) as well as serving on the call schedule. A full-time EMT is able to cover 40 hours a week of call-time most weeks, which dramatically eases the burden on the remaining volunteers and covers the day time shifts, which are the most difficult to cover presently.
- The use of MNSTAR for generating both operational and clinical Quality Assurance / Quality Improvement (QA/QI) reports should be utilized by the ambulance director for purposes of developing meaningful quality assurance tools and providing helpful information to the City Council, the townships and others about the activities of the ambulance service. An annual report, for example, could include summary data on the number, types, and general location of ambulance runs, and could be used for planning and fundraising.

Recruitment and Retention:

- Develop a formal and organized approach to recruitment and retention needs to keep crew members engaged. A concerted effort to address the lack of focus in these areas could reap great dividends regarding personnel. Recruitment and retention need to be a priority for the ambulance manager with support from the city council.
- In addition, tangible incentives for dedicated volunteers are always appreciated and should be encouraged for the volunteer staff of the Ambulance Service. Consider expanding this motivational incentive to retain volunteers, including community-wide recognition events, ambulance apparel, press coverage by local news media, including human interest stories about volunteer commitment to the community by area citizens. These incentives can be viewed as items such as uniforms, including but not limited to shirts, pants, boots, and a jacket.
 - As recommended earlier in the assessment document, the City should utilize a full-time employee, who is also certified as an EMT, and serves as the ambulance service director. This person is performing administrative matters (scheduling, recordkeeping requirements, vehicle and equipment checks, MNSTAR data entry, etc.) as well as serving on the call schedule. A full-time EMT is able to cover 40 hours a week of call-time most weeks, which dramatically eases the burden on the existing volunteers and covers the daytime shifts, which are the most difficult to cover presently.
 - Consider advanced scheduling options and clarify weekend call hour policy. (e.g. put schedule out two weeks or more in advance).
 - The City is encouraged to continue providing financial incentives for EMT training, and to consider other incentives to encourage recruitment and retention of long-time volunteers. This could include an examination of the current pay scale for ambulance runs and future addition of a nominal amount for on-call duty, continuing educations, and monetary incentives for years of service.

MEDICAL DIRECTION:

- SE EMS Consortium

STAFF DEVELOPMENT AND TRAINING:

- Team building efforts may yield dividends if undertaken.
- Provide incentives and a positive work environment. Volunteers want something back when they offer their time, paid staff want to feel engaged and appreciated.
- Consider an educational stipend in addition to paying for the classes. (e.g. an hourly stipend for taking the refresher course may act and an incentive to maintain certification).
- <u>Training sessions with area first responder unit personnel should be encouraged.</u> This should be expanded to other first responder squads and fire departments with whom they interact.
- Ensure all employees receive OSHA required annual training.

COMMUNITY SUPPORT:

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An ambulance service certainly can fulfill more roles than simply responding to 911 calls. The community also needs to have confidence that if they need the city based ambulance service, it would provide that service with more reliability.

Community Support can also be bolstered by local public relations activities such as blood pressure clinics, participation in all public events, event standbys, offering community education, etc. Even though an ambulance service is owned by local government, they can benefit from local branding and having a positive public image. Having a positive public image directly affects issues such as asking for a levy to build a new public safety building. Ambulance services are placed in the position of asking for things, such as new vehicles, facilities, training, equipment, personnel, etc. Having a positive image will directly result in better community support, especially when there are not negative rumors that dissuade potential employees from applying to work there

- It is imperative that the city prioritize enabling a manger to lead the ambulance service toward developing positive relationships with the city council, future crewmembers, other city departments, the hospital, local first responder agencies, and neighboring ambulance services. Building relationships is imperative in creating a more positive work environment for future employees.
- Simplify and refocus the reporting and oversight structure of the ambulance service. Thoughtfully consider the recommendations of this and past assessments.
- Make efforts to build community pride in the service through quality outreach education.
- Remove layers of bureaucracy and barriers to success by understanding, clearly defining roles and responsibilities, and effectively communicating across all levels involved in the ambulance service.
 - Complete a study as to what the obstacles are for volunteers that find it difficult to fulfill call hour requirements. Also, develop policies, procedures, and guidelines that volunteers can operate within and understand.
 - Consider informational opportunities with area citizens to inform and educate community leaders, agencies and organizations of the Ambulance Service, including expected roles and responsibilities within the community. Of particular concern is the need for community support of volunteer recruitment and retention strategies for daytime and

weekend coverage by ambulance service volunteers and additional staffing needs during seasons of high visitor concentrations in the community at large.

• Strengthening of the relationship with the city administration/ city council would benefit the ambulance service and the community at large. The City Council and Ambulance service should show a unified front by attending public outreach events. Appoint a City Council member as a liaison to the ambulance service.

<u>Use media resources available and notify them of events in a timely fashion.</u> Take advantage of the Volunteer Salute in newspapers and EMS Week activities, toolkits, and promotions

AMBULANG	AMBULANCE DEPARTMENT FUND		020 Actual 2/31/2020	2021 Budget 1/1/2021	021 Actual 2/31/2021	2022 Recommended Budget
22-40001	GEN PROPERTY TAX	\$	(0.44)	\$ _	\$ -	
22-43050	GRANTS	\$	-	\$ -	\$ -	
22-43051	CORONAVIRUS RELIEF AID	\$	(3,884.19)	\$ -	\$ -	
22-45001	AMBULANCE CONTRACTS	\$	-	\$ (500.00)	\$ (843.20)	\$ -
22-45002	AMBULANCE FEES	\$	(162,163.22)	\$ (205,000.00)	\$ (128,421.36)	\$ (162,000.00)
22-45100	OTHER CHARGES & SERVICES	\$	(220.00)	\$ -	\$ (3,797.19)	
22-45200	GAIN/LOSS ON INVESTMENT	\$	1,670.06	\$ -	\$ -	
22-47001	INTEREST INCOME	\$	(1,462.43)	\$ (500.00)	\$ (483.25)	\$ (500.00)
22-47005	DONATIONS AMBULANCE	\$	(5,609.00)	\$ -	\$ (7,315.42)	\$ (5,000.00)
22-47011	FUND RAISING	\$	(22,935.00)	\$ (10,000.00)	\$ 250.00	\$ (5,000.00)
22-47100	OTHER LOCAL REVENUES	\$	(9,380.59)	\$ (2,000.00)	\$ (3,500.00)	\$ (3,500.00)
	Budgeted Revenue	S	Total 2021	\$ (218,000.00)	Total 2022	\$ (176,000.00)
22-200-50100	REGULAR SALARIES	\$	61,556.67	\$ 81,750.00	\$ 47,001.24	\$ 163,885.00
22-200-50200	HEALTH & LIFE INSURANCE	\$	-	\$ -	\$ 3.21	\$ 16,000.00
22-200-50225	EMPL CONT-PERA	\$	4,540.99	\$ 6,130.00	\$ 3,377.62	\$ 12,300.00
22-200-50250	EMP CONT-FICA	\$	4,708.29	\$ 6,319.00	\$ 3,575.13	\$ 12,600.00
22-200-50280	WORKERS COMPENSATION	\$	13,837.00	\$ 15,000.00	\$ 14,813.00	\$ 15,000.00
22-200-50300	BAD DEBT EXPENSE	\$	-	\$ -	\$ 175.92	
22-200-50500	DEPRECIATION EXPENSE	\$	7,069.00	\$ -	\$ -	
22-200-51010	Payroll Processing Fees	\$	686.00	\$ -	\$ 292.91	
22-200-51030	INVESTMENT FEES	\$	127.63	\$ -	\$ 52.71	
22-200-51035	INTEREST EXPENSE	\$	-	\$ -	\$ -	
22-200-51040	OFFICE SUPPLIES	\$	25.00	\$ 500.00	\$ 16.61	\$ 500.00
22-200-51070	GAS & OIL	\$	3,119.87	\$ 4,000.00	\$ 3,703.94	\$ 4,000.00
22-200-51080	OXYGEN	\$	4,232.31	\$ 4,000.00	\$ 4,694.38	\$ 4,500.00
22-200-51090	MEDICAL SUPPLIES	\$	6,682.67	\$ 10,000.00	\$ 8,096.97	\$ 10,000.00
22-200-51100	CLOTHING ALLOWANCE	\$	3,739.49	\$ 1,000.00	\$ 10.14	\$ 1,500.00
22-200-51170	PRESCRIPTION DRUGS	\$	-	\$ -	\$ -	\$ -
22-200-51180	OTHER SUPPLIES	\$	221.22	\$ 2,000.00	\$ 70.12	\$ 2,000.00

AMBULAN	CE DEPARTMENT FUND		2020 Actual 12/31/2020		2021 Budget 1/1/2021	021 Actual 2/31/2021	2022 Recommended Budget
22-200-51400	AMBULANCE EQUIPMENT	\$	-	\$	-	\$ 2,615.28	\$
22-200-51900	TRANSFER TO OTHER FUNDS	\$	15,000.00	\$	15,000.00	\$ -	\$ 15,000.00
22-200-52010	PROF. SERVICES	\$	10,913.63	\$	11,000.00	\$ 14,304.13	\$ 14,000.00
22-200-52020	PRF SERVICE-AUDITING	\$	912.50	\$	2,000.00	\$ 490.00	\$ 500.00
22-200-52030	PRF SERVICE-LEGAL	\$	-	\$	-	\$ 891.25	
22-200-52100	COMMUNICATIONS	\$	3,057.53	\$	3,000.00	\$ 2,330.59	\$ 3,000.00
22-200-52110	RADIO MAINTENTANCE	\$	1,188.00	\$	1,000.00	\$ 263.00	\$ 1,000.00
22-200-52120	TRANSPORTATION & TRAINING	\$	1,700.00	\$	8,000.00	\$ 2,369.18	\$ 8,000.00
22-200-52150	FUND RAISING COST	\$	7,260.80	\$	7,500.00	\$ -	\$ 5,000.00
22-200-52160	ADVERTISING & PUBLISHING	\$	350.00	\$	-	\$ 106.68	
22-200-52170	INSURANCE	\$	3,661.13	\$	4,750.00	\$ 4,878.18	\$ 4,000.00
22-200-52180	UTILITIES	\$	5,638.60	\$	6,000.00	\$ 4,982.13	\$ 6,000.00
22-200-52190	MEMBERSHIPS	\$	617.50	\$	500.00	\$ 500.00	\$ 500.00
22-200-52200	BUILDING REPAIR & MAINT	\$	1,630.79	\$	-	\$ 492.92	\$ 1,000.00
22-200-52220	REPAIR & MAINTENANCE	\$	3,933.70	\$	-	\$ 192.34	\$ 1,000.00
22-200-52230	VEHICLE REPAIR	\$	1,781.77	\$	6,000.00	\$ 4,568.33	\$ 6,000.00
22-200-52290	COMPUTER MAINTENANCE	\$	-	\$	2,000.00	\$ 65.25	\$ 2,000.00
22-200-53370	TOOLS & EQUIPMENT	\$	-	\$	3,500.00	\$ 146.11	\$ 3,500.00
	Budgeted Expenditures	<u> </u>	Total 2021	\$	200,949.00	 Total 2022	\$ 312,785.00

GARBAGE 8	GARBAGE & COMPOST FEES		2020 Actual 12/31/2020		2021 Budget 1/1/2021	021 Actual 2/31/2021	2022 Recommended Budget
23-43051	CORONAVIRUS RELIEF AID	\$	(22,390.60)	\$	-	\$ -	
23-47001	INTEREST INCOME	\$		\$	(500.00)	\$ -	\$ (500.00)
23-47150	COMPOST FEES	\$	(13,884.92)	\$	(13,500.00)	\$ (10,747.77)	\$ (13,500.00)
23-48007	GARBAGE SALES	\$	(200,551.88)	\$	(197,800.00)	\$ (147,979.95)	\$ (205,700.00)
23-48008	RECYCLING FEES	\$	(61,801.37)	\$	(73,600.00)	\$ (53,654.27)	\$ (76,500.00)
	Budgeted Revenue	es	Total 2021	\$	(285,400.00)	Total 2022	\$ (296,200.00)
23-130-50500	DEPRECIATION EXPENSE	\$	_	\$	-	\$ _	
23-130-50800	GAIN/LOSS ON FIXED ASSET	\$	3,083.00	\$	-	\$ · _	
23-130-51040	OFFICE SUPPLIES	\$	2,424.52	\$	400.00	\$ 1,035.10	\$ 400.00
23-130-51343	ADVERTISING & PUBLISHING	\$	-	\$	-	\$ 191.25	
23-130-51350	GARBAGE REMOVAL	\$	248,351.33	\$	259,500.00	\$ 170,120.78	\$ 268,000.00
23-130-51600	CITY CLEANUP	\$	7,810.24	\$	11,500.00	\$ 4,114.74	\$ 11,500.00
23-130-51900	TRANSFER TO OTHER FUNDS	\$	20,000.00	\$	-	\$ -	
23-130-52020	PRF SERVICE-AUDITING	\$	912.50	\$	200.00	\$ 490.00	\$ 200.00
23-130-52090	OTHER PRF SERVICES	\$	29,065.38	\$	-	\$ 150.00	
23-130-52100	COMMUNICATIONS	\$	1,204.50	\$	1,000.00	\$ 945.07	\$ 1,000.00
23-130-52220	REPAIR & MAINTENANCE	\$	95.75	\$	-	\$ 1,100.00	
23-130-52290	COMPUTER MAINTENANCE	\$	-	\$	-	\$ -	\$ 7,000.00
23-130-53565	COMPOST SITE	\$	3,000.00	\$	6,500.00	\$ 4,980.82	\$ 6,500.00
23-640-51700	Depreciation Expense	\$	-	\$	-	\$ -	
	Budgeted Expenditures		Total 2021	\$	279,100.00	 Total 2022	\$ 294,600.00

ELECTRIC FI	LECTRIC FUND		2020 Actual 12/31/2020		021 Budget 1/1/2021	2021 Actual 12/31/2021		2022 Recommended Budget
70-43051	CORONAVIRUS RELIEF AID	\$	(25,681.60)	\$	-/ -/	<u> </u>		
70-45200	GAIN/LOSS ON INVESTMENT	\$	(12,553.45)	\$	-	\$	-	
70-47001	INTEREST INCOME	\$	(20,471.39)	\$	(10,000.00)	\$	(10,569.22)	\$ (10,000.00)
70-47004	TRANSFERS FROM OTHER FUNDS	\$	-	\$	-	\$	-	\$ -
70-47010	SALE OF PROPERTY	\$	-	\$	-	\$	-	
70-47013	PENALTY INCOME	\$	(12,824.50)	\$	(20,000.00)	\$	(4,635.15)	\$ (20,000.00)
70-47100	OTHER LOCAL REVENUES	\$	(25,124.02)	\$	(20,000.00)	\$	(14,774.18)	\$ (20,000.00)
70-47500	Elect.Gen Fac-Labor	\$	(3,200.00)	\$	-	\$	-	
70-47501	Elect.Gen Fac-Equip	\$	(8,391.20)	\$	-	\$	-	
70-47502	Elect.Gen Fac-Material	\$	(2,966.80)	\$	-	\$	(400.00)	
70-47510	CONTRIBUTED CAPITAL	\$	-	\$	-	\$	-	
70-48000	ELECTRIC SALES	\$	(2,963,097.09)	\$	(3,237,753.00)	\$	(2,412,179.30)	\$ (3,200,000.00)
70-48001	GAIN/LOSS ON MISO INVESTMENT	\$	-	\$	-	\$	-	
	Budgeted Rever	nues	Total 2021	\$	(3,287,753.00)		Total 2022	\$ (3,250,000.00)
70-600-50100	REGULAR SALARIES	Ś	427,403.07	\$	406,658.00	\$	316,916.98	\$ 440,800.00
70-600-50200	HEALTH & LIFE INSURANCE	Ś	84,878.15	Ś	95,104.00	\$		\$ 109,400.00
70-600-50225	EMPL CONT-PERA	Ś	33,123.09	\$	30,653.00	\$	20,605.00	\$ 33,100.00
70-600-50250	EMP CONT-FICA	Ś	30,614.25	\$	31,564.00	\$	•	\$ 32,900.00
70-600-50275	UNEMPLOYMENT COMPENSATION	\$	-	; \$	2,000.00	\$	-	
70-600-50280	WORKERS COMPENSATION	\$	13,130.00	\$	14,500.00	\$	14,056.00	\$ 14,500.00
70-600-50300	BAD DEBT EXPENSE	\$	· <u>-</u>	\$, -	\$	-	
70-600-50500	DEPRECIATION EXPENSE	\$	351,206.00	\$	-	\$	-	
70-600-50600	WARRANTY EXPENSE	\$	-	\$	-	\$	-	
70-600-50800	GAIN/LOSS ON FIXED ASSET	\$	(38,824.00)	\$	-	\$	-	
70-600-51010	Payroll Processing Fees	\$	758.58	\$	-	\$	273.98	
70-600-51020	BANK FEES	\$	20,778.05	\$	19,000.00	\$	17,438.13	\$ 19,000.00
70-600-51030	INVESTMENT FEES	\$	3,951.59	\$	-	\$	1,964.76	
70-600-51035	INTEREST EXPENSE	\$	13,596.20	\$	16,640.00	\$	8,320.00	
70-600-51036	PAYING AGENT FEES	\$	-	\$	950.00	\$	-	

ELECTRIC F	UND	20 Actual /31/2020	21 Budget L/1/2021	21 Actual 2/31/2021	2022 Recommended Budget
70-600-51040	OFFICE SUPPLIES	\$ 3,387.54	\$ 2,000.00	\$ 1,881.99	\$ 2,000.00
70-600-51070	GAS & OIL	\$ 5,950.98	\$ 6,000.00	\$ 5,830.17	\$ 7,000.00
70-600-51100	CLOTHING ALLOWANCE	\$ 5,319.39	\$ 6,000.00	\$ 5,410.15	\$ 6,000.00
70-600-51180	OTHER SUPPLIES	\$ 8,896.99	\$ 3,850.00	\$ 3,733.86	\$ 3,850.00
70-600-51490	MISCELLANEOUS	\$ 1.00	\$ -	\$ -	
70-600-51500	INTEREST ON METER DEPOSITS	\$ 204.12	\$ 500.00	\$ 105.37	\$ 500.00
70-600-51610	ENERGY PROGRAM	\$ 56,560.13	\$ 80,000.00	\$ 37,761.73	\$ 80,000.00
70-600-51611	SOLAR REBATES	\$ 69,558.54	\$ -	\$ 71,491.67	\$ 80,000.00
70-600-51800	PRINCIPAL ON BONDS	\$ -	\$ 270,000.00	\$ 550,000.00	
70-600-51900	TRANSFER TO OTHER FUNDS	\$ 135,000.00	\$ 135,000.00	\$ -	\$ 135,000.00
70-600-52020	PRF SERVICE-AUDITING	\$ 5,508.00	\$ 7,000.00	\$ 7,100.00	\$ 7,250.00
70-600-52030	PRF SERVICE-LEGAL	\$ (241.02)	\$ 4,000.00	\$ -	\$ 4,000.00
70-600-52040	COLLECTION SERVICES	\$ -	\$ 500.00	\$ -	\$ 500.00
70-600-52060	ENGINEER SERVICES	\$ 5,632.21	\$ 10,000.00	\$ 21,233.38	\$ 15,000.00
70-600-52090	OTHER PRF SERVICES	\$ 54,306.34	\$ 15,000.00	\$ 32,174.13	\$ 20,000.00
70-600-52100	COMMUNICATIONS	\$ 4,617.60	\$ 6,000.00	\$ 3,701.18	\$ 6,000.00
70-600-52110	RADIO MAINTENTANCE	\$ 76.34	\$ 1,000.00	\$ -	\$ 1,000.00
70-600-52120	TRANSPORTATION & TRAINING	\$ 11,950.22	\$ 8,000.00	\$ 34.78	\$ 3,000.00
70-600-52170	INSURANCE	\$ 19,322.85	\$ 25,000.00	\$ 32,930.31	\$ 27,000.00
70-600-52180	UTILITIES	\$ 8,738.64	\$ 11,000.00	\$ 7,012.00	\$ 11,000.00
70-600-52190	MEMBERSHIPS	\$ 864.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00
70-600-52200	BUILDING REPAIR & MAINT	\$ 5,048.52	\$ 11,000.00	\$ 481.75	\$ 11,000.00
70-600-52220	REPAIR & MAINTENANCE	\$ 33,481.91	\$ 25,000.00	\$ 23,163.16	\$ 25,000.00
70-600-52290	COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ 7,000.00
70-600-52230	VEHICLE REPAIR	\$ 13,575.64	\$ 12,000.00	\$ 7,589.46	\$ 12,000.00
70-600-52260	RENTALS	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
70-600-52350	PURCHASED POWER	\$ 973,092.37	\$ 980,000.00	\$ 667,650.65	\$ 920,000.00
70-600-52360	TRANSMISSION COSTS	\$ 342,136.31	\$ 450,000.00	\$ 296,414.65	\$ 500,000.00
70-600-53010	BUILDINGS	\$ -	\$ -	\$ -	
70-600-53100	SUBSTATION REPAIRS	\$ 5,788.15	\$ 8,000.00	\$ 22,783.42	\$ 8,000.00
70-600-52500	NonCap Substation Repairs	\$ 1,094.40	\$ -	\$ _	
70-600-53150	GENERATION REPAIRS	\$ 42,912.39	\$ 40,000.00	\$ 25,338.93	\$ 40,000.00

ELECTRIC F	ELECTRIC FUND		20 Actual	2	021 Budget)21 Actual	2022 Recommended Budget
		12	/31/2020		1/1/2021	12	2/31/2021	
70-600-52505	NonCap Generation Repairs	\$	3,173.97	\$	-	\$	3,105.29	
70-600-53200	OTHER IMPROVEMENTS/CIP	\$	(0.27)	\$	80,000.00	\$	14,727.27	\$ 50,000.00
70-600-52510	NonCap Other Improvements	\$	7,809.67	\$	-	\$	1,510.31	
70-600-53250	VEHICLES	\$	-	\$	150,000.00	\$	118,900.39	
70-600-52515	NonCap Vehicles	\$	-	\$	-	\$	-	
70-600-53310	POLES, TOWERS & FIXTURES	\$	0.13	\$	15,000.00	\$	21,212.55	\$ 15,000.00
70-600-52520	NonCap Poles,Towers,Fixtures	\$	10,045.14	\$	-	\$	16,046.85	
70-600-53320	OVERHEAD CONDUCTORS & DEVICES	\$	-	\$	15,000.00	\$	14,386.20	\$ 15,000.00
70-600-52525	NonCap Overhead Conductors	\$	12,445.12	\$	-	\$	11,131.26	
70-600-53330	UNDERGROUND CONDUCTORS & DEV	\$	18,438.91	\$	40,000.00	\$	105,922.39	\$ 15,000.00
70-600-52530	NonCap Underground Conductors	\$	44,619.87	\$	-	\$	27,906.98	
70-600-53340	STREET LIGHTS	\$	-	\$	15,000.00	\$	10,728.92	\$ 15,000.00
70-600-52535	NonCap Street Lights	\$	5,434.41	\$	-	\$	2,578.88	
70-600-53350	LINE TRANSFORMERS	\$	19,562.00	\$	35,000.00	\$	34,343.96	\$ 25,000.00
70-600-52540	NonCap Line Transformers	\$	1,136.00	\$	-	\$	4,940.00	
70-600-53360	NEW SERVICES CONSTRUCTION	\$	-	\$	15,000.00	\$	6,238.73	\$ 15,000.00
70-600-52545	NonCap New Services	\$	868.83	\$	-	\$	11,940.17	
70-600-53370	TOOLS & EQUIPMENT	\$	23,890.99	\$	28,000.00	\$	12,215.54	\$ 20,000.00
70-600-52550	NonCap Tools & Equipment	\$	11,588.55	\$	-	\$	16,932.64	
70-600-53600	ELECTRIC METERS	\$	1,161.60	\$	14,000.00	\$	-	\$ 15,000.00
70-600-52555	NonCap Electric Meters	\$	2,879.17	\$	-	\$	3,430.45	
70-600-53620	GENERATION FUEL	\$	14,019.38	\$	30,000.00	\$	-	\$ 30,000.00
70-600-53900	SALES & USE TAX	\$	-	\$	-	\$	- [
	Budgeted Expenditu	res	Total 2021	\$	3,172,919.00		Total 2022	\$ 2,798,800.00

WATER FUI	NATER FUND		2020 Actual 12/31/2020		2021 Budget 1/1/2021		021 Actual 2/31/2021	2022 Recommended Budget
71-43051	CORONAVIRUS RELIEF AID	\$	(22,591.93)	\$	-	\$	-	
71-45200	GAIN/LOSS ON INVESTMENT	\$	1,537.84	\$	-	\$	-	
71-47001	INTEREST INCOME	\$	(4,133.63)	\$	(1,000.00)	\$	(1,111.66)	\$ (1,000.00)
71-47004	TRANSFERS FROM OTHER FUNDS	\$	-	\$		\$	-	
71-47100	OTHER LOCAL REVENUES	\$	(5,613.04)	\$	(4,300.00)	\$	(4,546.09)	\$ (4,300.00)
71-47510	CONTRIBUTED CAPITAL	\$	-	\$	-	\$	-	
71-48002	WAC & SAC FEES	\$	(427.50)	\$	-	\$	(85.50)	
71-48003	HOOK UP FEES	\$	(10,400.00)	\$	-	\$	(2,100.00)	
71-48004	WATER SALES	\$	(577,016.72)	\$	(575,360.00)	\$	(457,421.28)	\$ (583,990.00)
71-48005	WATER METER SALES	\$	(4,859.90)	\$	(2,000.00)	\$	(3,404.92)	\$ (2,000.00)
	Budgeted Revenu	es	Total 2021	\$	(582,660.00)		Total 2022	\$ (591,290.00)
71-610-50100	REGULAR SALARIES	\$	139,278.42	\$	125,240.00	\$	79,294.56	\$ 140,000.00
71-610-50200	HEALTH & LIFE INSURANCE	\$	25,607.31	\$	30,600.00	\$	17,982.61	\$ 32,000.00
71-610-50225	EMPL CONT-PERA	\$	12,045.71	\$	9,438.00	\$	3,197.83	\$ 12,200.00
71-610-50250	EMP CONT-FICA	\$	9,819.96	\$	9,724.00	\$	5,684.32	\$ 10,000.00
71-610-50280	WORKERS COMPENSATION	\$	2,872.00	\$	6,000.00	\$	3,075.00	
71-610-50500	DEPRECIATION EXPENSE	\$	143,831.00	\$	-	\$	-	
71-610-50800	GAIN/LOSS ON FIXED ASSET	\$	(40,666.00)	\$	-	\$	-	
71-610-51010	Payroll Processing Fees	\$	189.65	\$	-	\$	178.49	
71-610-51020	BANK FEES	\$	-	\$	_	\$	-	
71-610-51030	INVESTMENT FEES	\$	557.28	\$	-	\$	350.86	
71-610-51035	INTEREST EXPENSE	\$	16,569.00	\$	14,896.00	\$	5,546.67	\$ 14,896.00
71-610-51036	PAYING AGENT FEES	\$	-	\$	-	\$	-	
71-610-51040	OFFICE SUPPLIES	\$	2,725.22	\$	1,000.00	\$	1,520.30	\$ 1,000.00
71-610-51070	GAS & OIL	\$	5,323.13	\$	2,500.00	\$	7,115.52	\$ 3,000.00
71-610-51100	CLOTHING ALLOWANCE	\$	2,693.61	\$	3,000.00	\$	1,172.01	\$ 3,000.00
71-610-51180	OTHER SUPPLIES	\$	14,233.18	\$	25,000.00	\$	13,215.75	\$ 25,000.00
71-610-51490	MISCELLANEOUS	\$	1,832.90	\$	-	\$	-	
71-610-51520	FREEZE/THAW ASSISTANCE	\$	•	\$	-	\$	-	

WATER FUN	NATER FUND		2020 Actual 12/31/2020		2021 Budget 1/1/2021		21 Actual /31/2021	2022 Recommended Budget
71-610-51800	PRINCIPAL ON BONDS	\$	-	\$	-	\$	-	
71-610-51900	TRANSFER TO OTHER FUNDS	\$	60,000.00	\$	40,000.00	\$	-	\$ 40,000.00
71-610-52020	PRF SERVICE-AUDITING	\$	3,507.00	\$	4,700.00	\$	3,400.00	\$ 4,700.00
71-610-52030	PRF SERVICE-LEGAL	\$	65.00	\$	500.00	\$	-	\$ 500.00
71-610-52060	ENGINEER SERVICES	\$	2,197.85	\$	5,000.00	\$	1,000.00	\$ 5,000.00
71-610-52090	OTHER PRF SERVICES	\$	54,214.93	\$	30,000.00	\$	15,577.21	\$ 30,000.00
71-610-52100	COMMUNICATIONS	\$	5,842.96	\$	6,500.00	\$	4,451.65	\$ 6,500.00
71-610-52110	RADIO MAINTENTANCE	\$	76.33	\$	1,000.00	\$	-	\$ 1,000.00
71-610-52120	TRANSPORTATION & TRAINING	\$	2,070.00	\$	4,000.00	\$	742.00	\$ 4,000.00
71-610-52170	INSURANCE	\$	4,244.13	\$	6,000.00	\$	3,811.04	\$ 3,500.00
71-610-52180	UTILITIES	\$	36,667.54	\$	35,000.00	\$	33,588.53	\$ 45,000.00
71-610-52190	MEMBERSHIPS	\$	-	\$	-	\$	-	
71-610-52200	BUILDING REPAIR & MAINT	\$	514.78	\$	5,000.00	\$	1,236.00	\$ 5,000.00
71-610-52220	REPAIR & MAINTENANCE	\$	17,977.80	\$	15,000.00	\$	7,638.85	\$ 15,000.00
71-610-52230	VEHICLE REPAIR	\$	1,119.48	\$	1,500.00	\$	225.87	\$ 1,500.00
71-610-52290	COMPUTER MAINTENANCE	\$	-	\$	-	\$	-	\$ 7,000.00
71-610-53010	BUILDINGS	\$	-	\$	-	\$	-	
71-610-53200	OTHER IMPROVEMENTS/CIP	\$	-	\$	165,000.00	\$	-	\$ 65,000.00
71-610-52510	NonCap Other Improvements	\$	702.40	\$	-	\$	4,227.12	
71-610-53250	VEHICLES	\$	-	\$	-	\$	-	
71-610-52515	NonCap Vehicles	\$	-	\$	-	\$	-	
71-610-53300	OTHER EQUIPMENT	\$	-	\$	-	\$	1,248.17	\$ 10,000.00
71-610-52550	NonCap Tools & Equipment	\$	(14,473.84)	\$	-	\$	4,520.56	
71-610-53380	WELLS	\$	-	\$	-	\$	-	\$ 23,000.00
71-610-52560	NonCap Wells	\$	1,535.53	\$	-	\$	474.40	
71-610-53585	WATER METERS	\$	9,497.88	\$	-	\$	3,749.00	\$ 15,000.00
71-610-52565	NonCap Water Meters	\$	1,055.75	\$	_	\$	10,414.29	
71-610-53605	WATER MAIN MATERIAL	\$	7,940.00	\$	_	\$	-	\$ 11,000.00
71-610-52575	NonCap Water Main Materials	\$	5,810.77	\$	-	\$	3,797.61	
71-610-53610	WATER TOWER	\$	(4,015.91)	\$	-	\$	-	
71-610-52580	NonCap Water Tower	\$	-	\$	-	\$	115.67	
71-610-53615	HYDRANTS	\$	4,393.91	\$	-	\$	4,239.20	\$ 11,000.00

WATER FUND			2020 Actual 12/31/2020		2021 Budget 1/1/2021		021 Actual 2/31/2021	2022 Recommended Budget	mmended Budget
71-610-52585	NonCap Hydrants	\$	1,577.68	\$	-	\$	1,631.48		
71-610-53890	CONNECTING DEVICES	\$	-	\$	-	\$	543.60	\$	1,000.00
71-610-52570	NonCap Connecting Devices	\$	1,119.84	\$	-	\$	10,930.22		
	Budgeted Expendit	ures	Total 2021	\$	546,598.00		Total 2022	\$	545,796.00

SEWER FUN	SEWER FUND		020 Actual	2	021 Budget	2	021 Actual	2022 Recommended Budget
		12	2/31/2020		1/1/2021	1	2/31/2021	
72-43051	CORONAVIRUS RELIEF AID	\$	(22,857.16)	\$	-	\$		
72-45200	GAIN/LOSS ON INVESTMENT	\$	192.68	\$	-	\$	-	
72-47001	INTEREST INCOME	\$	(585.11)	\$	(500.00)	\$	(195.39)	\$ (500.00)
72-47004	TRANSFERS FROM OTHER FUNDS	\$	-	\$	-	\$	-	
72-47100	OTHER LOCAL REVENUES	\$	-	\$	-	\$	-	
72-47510	CONTRIBUTED CAPITAL	\$	_	\$	-	\$	-	
72-48002	WAC & SAC FEES	\$	(4,650.71)	\$	-	\$	(85.50)	
72-48003	HOOK UP FEES	\$	(11,200.00)	\$	-	\$	(2,400.00)	\$ (2,400.00)
72-48006	SEWER SALES	\$	(762,321.59)	\$	(774,615.00)	\$	(610,313.43)	\$ (790,110.00)
	Budgeted Revenu	es	Total 2021	\$	(775,115.00)	· · · · · · · · · · · · · · · · · · ·	Total 2022	\$ (793,010.00)
					(,			(100,000)
72-620-50100	REGULAR SALARIES	\$	82,741.73	\$	82,984.00	\$	70,858.12	\$ 95,000.00
72-620-50200	HEALTH & LIFE INSURANCE	\$	18,125.03	\$	20,375.00	\$	15,131.35	\$ 21,000.00
72-620-50225	EMPL CONT-PERA	\$	10,102.90	\$	6,254.00	\$	2,565.18	\$ 7,000.00
72-620-50250	EMP CONT-FICA	\$	6,649.49	\$	6,443.00	\$	5,015.28	\$ 7,000.00
72-620-50280	WORKERS COMPENSATION	\$	466.00	\$	600.00	\$	499.00	\$ 600.00
72-620-50500	DEPRECIATION EXPENSE	\$	81,609.00	\$	-	\$	-	
72-620-50800	GAIN/LOSS ON FIXED ASSET	\$	1,137.00	\$	-	\$	-	
72-620-51030	INVESTMENT FEES	\$	63.86	\$	-	\$	17.69	
72-620-51035	INTEREST EXPENSE	\$	-	\$	-	\$	-	
72-620-51036	PAYING AGENT FEES	\$	-	\$	-	\$	-	
72-620-51040	OFFICE SUPPLIES	\$	2,185.96	\$	1,500.00	\$	1,487.87	\$ 1,500.00
72-620-51070	GAS & OIL	\$	-	\$	1,000.00	\$	1,481.89	\$ 1,000.00
72-620-51100	CLOTHING ALLOWANCE	\$	686.49	\$	3,000.00	\$	1,625.70	\$ 3,000.00
72-620-51180	OTHER SUPPLIES	\$	487.17	\$	1,200.00	\$	1,075.73	\$ 1,200.00
72-620-51505	FEMA PROJECT	\$	-	\$	-	\$	-	
72-620-51800	PRINCIPAL ON BONDS	\$	-	\$	-	\$	-	
72-620-51900	TRANSFER TO OTHER FUNDS	\$	-	\$	-	\$	-	
72-620-52020	PRF SERVICE-AUDITING	\$	3,000.00	\$	3,500.00	\$	3,400.00	\$ 3,500.00
72-620-52030	PRF SERVICE-LEGAL	\$	-	\$	400.00	\$	-	\$ 400.00

SEWER FUN	SEWER FUND		2020 Actual 12/31/2020		2021 Budget 1/1/2021		021 Actual 2/31/2021	2022 Recommended Budget
72-620-52060	ENGINEER SERVICES	\$	5,052.78	\$	5,000.00	\$	2,534.40	\$ 5,000.00
72-620-52090	OTHER PRF SERVICES	\$	21,989.46	\$	4,000.00	\$	996.06	\$ 400.00
72-620-52100	COMMUNICATIONS	\$	1,654.22	\$	2,400.00	\$	1,209.53	\$ 2,400.00
72-620-52120	TRANSPORTATION & TRAINING	\$	(3,157.50)	\$	3,000.00	\$	23.00	\$ 3,000.00
72-620-52160	ADVERTISING & PUBLISHING	\$	-	\$	-	\$	-	
72-620-52170	INSURANCE	\$	4,238.85	\$	5,200.00	\$	5,857.63	\$ 5,000.00
72-620-52180	UTILITIES	\$	701.12	\$	4,000.00	\$	565.14	\$ 4,000.00
72-620-52220	REPAIR & MAINTENANCE	\$	6,380.71	\$	10,000.00	\$	4,936.72	\$ 10,000.00
72-620-52230	VEHICLE REPAIR	\$	569.25	\$	1,000.00	\$	164.83	\$ 1,000.00
72-620-52290	COMPUTER MAINTENANCE	\$	-	\$	-	\$	-	\$ 7,000.00
72-620-52370	DISTRICT PAYMENT	\$	477,687.89	\$	507,237.00	\$	330,897.86	\$ 500,000.00
72-620-53010	BUILDINGS	\$	-	\$	-	\$	-	
72-620-53200	OTHER IMPROVEMENTS/CIP	\$	11,177.49	\$	95,000.00	\$	14,851.09	\$ 95,000.00
72-620-52510	NonCap Other Improvements	\$	-	\$	-	\$	1,205.14	
72-620-53300	OTHER EQUIPMENT	\$	-	\$	3,000.00	\$	-	
72-620-52550	NonCap Tools & Equipment	\$	1,370.18	\$	-	\$	-	
72-620-53390	SEWER MAINS CONSTRUCTION	\$	-	\$	5,000.00	\$	1,511.00	
	Budgeted Expenditu	res	Total 2021	\$	772,093.00		Total 2022	\$ 774,000.00

STORM WATER DRAINAGE FUND			2020 Actual 12/31/2020		2021 Budget 1/1/2021		021 Actual 2/31/2021	2022 Recommended Budget
73-45200	GAIN/LOSS ON INVESTMENT	\$	-	\$	_	\$	-	
73-47001	INTEREST INCOME	\$	_	\$	(100.00)	\$	-	\$ (100.00)
73-47004	TRANSFERS FROM OTHER FUNDS	\$	-	\$	-	\$	-	
73-47100	OTHER LOCAL REVENUES	\$	-	\$	_	\$	_	
73-47510	CONTRIBUTED CAPITAL	\$	-	\$	-	S	-	
73-48009	STORM WATER FEES	\$	(154,613.46)	\$	(157,330.00)	\$	(117,439.77)	\$ (160,477.00)
	Budgeted Revenues		Total 2021	\$	(157,430.00)		Total 2022	\$ (160,577.00)
73-630-50100	REGULAR SALARIES	\$	-	\$	_	Ś	-	
73-630-50250	EMP CONT-FICA	\$	-	Ś	_	Ś	-	
73-630-50500	DEPRECIATION EXPENSE	\$	30,426.00	Ś	_	Ś	-	
73-630-50800	GAIN/LOSS ON FIXED ASSET	\$	(40,665.00)	Ś	_	Ś	_	
73-630-52020	PRF SERVICE-AUDITING	\$	1,168.75	\$	1,200.00	; \$	490.00	\$ 1,200.00
73-630-52060	ENGINEER SERVICES	\$	1,814.84	\$	2,000.00	Ś	-	\$ 2,000.00
73-630-53200	OTHER IMPROVEMENTS/CIP	\$, _	Ś	5.000.00	Ś	2,649.84	\$ 5,000.00
73-630-52510	NonCap Other Improvements	\$	6,830.27	\$, -	\$	_,	5,555.15
73-630-53390	SEWER MAINS CONSTRUCTION	\$	3,486.55	\$	-	, \$	_	
73-630-53580	STORM WATER MGMNT	\$	28,160.07	\$	115,000.00	\$	132,877.98	\$ 100,000.00
	Budgeted Expenditures		Total 2021	\$	123,200.00	- · · · · · · · · · · · · · · · · · · ·	Total 2022	\$ 108,200.00

2905 South Broadway Rochester, MN 55904-5515 Phone: 507.288.3923 Fax: 507.288.2675

Email: rochester@whks.com Website: www.whks.com



engineers + planners + land surveyors

October 18, 2021

Mr. Kyle Karger Public Works Director City of St. Charles 830 Whitewater Avenue St, Charles, MN 55972

RE:

St. Charles, MN 2021 Chip Seal Pay Request No. 2

Dear Kyle:

Enclosed is Pay Request No. 2 for work on the above referenced project. We recommend the City make payment in the amount of \$12,407.13 to:

Pearson Brothers Inc. 11079 Lamont Avenue NE Hanover, MN 55341

Please contact me if you have any questions.

Sincerely,

WHKS & co.

a DSILL

Daren D. Sikkink, P.E.

DDS/jm

Enclosure

cc:

Nick Koverman, City of St. Charles Todd Bartels, Pearson Bros.

2905 South Broadway Rochester, MN 55904 Phone: 507.288.3923



PARTIAL PAYMENT REQUEST FOR CONSTRUCTION WORK COMPLETED

Project: 2021 Street Improvements-Chip Seal

Project No.: 9158

Location: St. Charles, MN Contractor: Pearson Bros, Inc.

Bid Price: \$508,233.75

Date:

Oct. 18, 2021

Estimate #: % Complete:

2 89.1%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Bituminous Material Seal Coat, CRS-2P	Gal.	\$4.54	108400	95579.70	0.00	05570.70	100.004.0
······································	Seal Coat Aggregate (FA-2, Class A) Gray 1/4"	Odi.	φ4,04	108400	95579.70	0.00	95579.70	\$ 433,931.84
2	Trap Rock Dresser or Murphy	Ton	\$2.00	3260	2867.39	0.00	2867.39	\$ 5,734.78
3	4" Broken Line - Yellow	L.F.	\$0.37	1000		512.00	512.00	\$ 189.44
4	4" Solid Double Line - Yellow	L.F.	\$0.74	915		937.00	937.00	\$ 693.38
5	4" Solid Line - Yellow	L.F.	\$0.37	1415		1994.00	1994.00	\$ 737.78
6	4" Solid Line - White	L.F.	\$0.37	10590		7582.00	7582.00	\$ 2,805.34
7	Cross Walk Paint - White	S.F.	\$1.80	690		1134.00	1134.00	\$ 2,041.20
8	8" Solid Line - White (Cross Walk)	L.F.	\$1.00	870		0.00	0.00	
9	4" Solid Line - White (Perpendicular Parking)	L.F.	\$0.47	435		2372.00	2372.00	1,114.84
10	4" Solid Line - Yellow (Perpendicular and Diagonal Parking)	L.F.	\$0,47	2670		2418.00	2418.00	1,136.46
11	4 Solid Line - Yellow (Diagonal Handicap Loading and Unloading Zone)	L.F.	\$0.47	265		971.00	971.00	456.37
12	4" Solid Line - White (Diagonal Handicap Loading and Unloading Zone)		\$0.47	70		1139.00	1139.00	535.33
13	Handicap Symbol - Yellow	Each	\$30.00	6		8.00	8.00	240.00
14	Handicap Symbol - White	Each	\$30.00	2		6.00	6.00	\$ 180.00
15	Directional Arrow Symbol - Yellow (Direction Arrow within Parking Lot)	Each	\$30.00	4		4.00	4.00	120.00
16	Paint Curb-Yellow	L.F.	\$3.00			830.00	830.00	\$ 2,490.00
17	Paint Curb-Blue	L.F.	\$8.00			40.00	40.00	 320.00
					.1.		Construction Total	 452,726.76

Construction Total \$ 452,726.76

\$ 12,407,13
\$ 417,683.29
\$ 22,636.34
\$ \$ \$