The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, April 8, 2014 at 7:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. April 8, 2014 Agenda	APPROVE
4. Meeting Minutes -March 11, 2014 -March 25, 2014	APPROVE
5. April Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees: 7a. Administrator's Report, Nick Koverman 7b. Library Board Report, Dave Braun (TBD) 7c. EDA Report, Wayne Getz 7d. Planning & Zoning, John Schaber 7e. Park Board, Orv Dahl (TBD) 7f. School Board, John Schaber (TBD)	INFORMATION
8. 2013 Audit Review-Tom Wente	APPROVE
9. Old Cartway Culvert	DISCUSS
10. 2013 Department Reports	INFORMATION
11. EMS Building Committee Report	INFORMATION
12. Resolution #08-2014 Granting A Conditional Use Permit- Eric and Holly Davis-572 St. Charles Avenue	APPROVE
13. Request For Council Action-Street Maintenance Worker	APPROVE
14. Commercial Rehab Request #02-14	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

***Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.**

WELCOME TO
ST. CHARLES
GATEWAY TO WHITEWATER

MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, April 8, 2014

8. 2013 Audit Review-Tom Wente. Tom Wente of Smith Schafer & Associates will be present for the 2013 Audit. Information will be presented at that time.

9. Old Cartway Culvert. Rick Engstrom and Daren Sikkink of WHKS Engineering will be present to provide options to the Council with respect to a recent culvert freezing issue that has developed at 1991 Whitewater Avenue, Fort Building & Supply. Please find the enclosed information.

10. 2013 Department Reports. Enclosed are copies of the End of the Year reports by department for review.

11. EMS Building Committee Report. After researching various options of funding, the building committee representatives will be present to present their findings with the help of Mike Bubany of David Drown & Associates. Please find the EMS Building Committee informational presentation that was given to the Township Officials as well as a spreadsheet from Mike Bubany that he will explain during the meeting.

12. Resolution #08-2014 Granting a Conditional Use Permit-Eric and Holly Davis-572 St. Charles Avenue. The Planning & Zoning Commission held a public hearing on Thursday, April 3, 2014. The staff report and recommendation from the Planning & Zoning Commission recommends approval of the permit.

13. Street Maintenance Worker-Request for Council Action. Please find the request enclosed.

14. Commercial Rehab Request #02-14. Please see enclosed Request For Council Action.

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, March 11, 2014 held at 7:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
John Schaber
Dave Braun
Orv Dahl
Wayne Getz
Bill Spitzer

MEMBERS ABSENT:
None

STAFF PRESENT:
Ken Frank (Chief of Police), and Kyle Karger (Public Works Supt.).

OTHERS IN ATTENDANCE: Tom Nigon, Mark Welch, Brian Todd, and Craig Hilmer (Press).

1. ESTABLISH QUOROM/CALL TO ORDER
Quorum was established with Mayor Bill Spitzer calling the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL of the AGENDA:
Motion to approve the agenda: **Dave Braun**
No Discussion.
Motion carried.

4. MEETING MINUTES:
-February 11, 2014
Motion to approve: **John Schaber**
Clm. Getz offered a friendly amendment adding that his name was deleted from those present. A motion to approve the minutes with the change requested.
Motion carried.

-February 25, 2014
Motion to approve: **Orv Dahl**
No discussion.
Motion carried.

5. APPROVAL of the MARCH PAYABLES
Motion to approve payables: **John Schaber**

6. Notices and Communications.

7. Reports of Boards and Committees: Various reports were given by Council.

8. Resolution #04-2014 4th Street Electric Upgrade Project. Tom Nigon of Star Energy Services presented the bids that were received as part of the main line 4th Street Upgrade project which will take overhead feeder lines to underground. The bids also provided an option for connecting the well between St. Charles and Whitewater Avenue north of 4th Street from overhead to underground. The four bids from Karian Peterson, Michels Communications, M.J. Electric, and Push INC. were reviewed. The total of the projects including replacing the well overhead line to underground was reviewed and Push INC. was selected as the lowest most responsible

bidder at $62,810 ($532,881-4th Street/$88,929-well). Nigon expressed that he felt the bids were favorable and better than he had originally estimated. His estimate he pointed out to Council for the two projects was $721,000. He recommended that both projects be completed and the bid be awarded to Push INC. The Council agreed with the recommendation and concurred that it was in the best interest of the public utility to replace the aging overhead line for safety and reliability reasons. A motion was made to approve Resolution #04-2014.

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

9.Ordinance #568 Vacating Whispering Greens ROW, Easements. Administrator Koverman reviewed the request from St. Charles Golf Course Enterprises owner, Matt McMahon. He highlighted the agreements for easement that Mr. McMahon and adjoining property owners to the south, Michelle and Trooper Rinn, were working on in order to finalize the vacation. Clm. Schaber expressed that the Planning & Zoning Commission reviewed the request and because both owners were working toward agreements, the Commission forwarded a positive recommendation to approve the readings. Clm. Schaber expressed that because two readings are required, he felt comfortable conducting the first reading for the vacation. A motion was made to approve the first reading.
Motion to approve: John Schaber
No further discussion
Motion carried.

10.EDA Revolving Loan Fund Request. Two project requests were reviewed by the EDA and received favorable recommendations for improvements to the WhiteRose Bridal and Thymless Flowers. Both projects would receive the maximum downtown rehabilitation loan dollars of $10,000 that would qualify as a forgivable loan over 5 years. The Council reviewed both projects and a motion was made to approve the loan amounts. A motion was made to approve the Downtown Rehabilitation Loan Funds.

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

11. Downtown Beautification/Transportation Plan. Admin. Koverman discussed the proposal was presented to the EDA for a downtown beautification/transportation plan that would provide a long-term vision and concept for the downtown business district while incorporating 9th and 11th Street corridors. This concept plan would bring stakeholders to the table and inquire as to the future vision of the downtown and how transportation, parking, pedestrians, and landscape design can all work together for the betterment of the community. The plan could then be used to help in applying for grants or program dollars to help facilitate projects and concepts. Clm. Getz expressed that he like the idea of providing that long-term vision of what downtown could be. The Council as a whole agreed. Brief discussion was held on the idea of bumpouts and the desired impacts for residents and guests of St. Charles. The cost of the plan was $13,900 which was proposed to be used from the Rochester Sales Tax dollars. Council agreed that it would be a good investment into the downtown infrastructure of St. Charles as we prepare for the future including the Rochester Medical Destination project.
Motion to approve**: Dave Braun**
No further discussion.
Motion approved.

Motion to approve: **John Schaber**
No further discussion.
Motion approved.

12. LMCIT Insurance Liability Waiver. Mayor Spitzer briefly highlighted the insurance tort liability waiver form that is an annual form with the insurance renewal package. A motion to approve the waiver stating tat the Council does not waive its limit liability coverage was made.
Motion to approve: **John Schaber**
No further discussion.
Motion carried.

13. **2014 Summer Job Posting.** The 2014 summer job posting list was reviewed and a motion was made to approve the posting.
Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

14. **Resolution #05-2014 Request to waive DESCASD's SAC fee, 2014-2015.** Admin. Koverman informed the Council that he had attended the Eyota EDA meeting and presented the request of the St. Charles EDA to request of the DESCASD board to suspend the SAC fee for new home construction for 2014-2015 as a way to compete with neighboring communities as we try to attract new residents to St. Charles and the area. The Eyota EDA requested a resolution be drafted that could be circulated to all the communities for consideration.
Motion to approve: **Orv Dahl**
No further discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES:
None

Motion to adjourn at 7:32 p.m.
Motion to approve: **John Schaber**
Motion declared carried.

_____
William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, March 25, 2014 held at 7:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
John Schaber
Dave Braun
Orv Dahl
Wayne Getz
Mayor Bill Spitzer (absent)

STAFF PRESENT:
Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Gary Price, Travis Lange, and Craig Hilmer.

1. ESTABLISH QUOROM/CALL TO ORDER
Quorum was established with Mayor Pro-Tem John Schaber calling the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL of the AGENDA:
Motion to approve the agenda: **Dave Braun**
No discussion.
Motion carried.

4. Notices and Communications. Admin. Koverman briefly reviewed the findings of the Town Meeting Initiative meeting and the projects that the group would be working on to move forward.

5. REVIEW OF FINANCIALS. No comments.

6. Rubgy Wind Update-Gary Price. Gary Price, the financial analyst and energy consultant for Upper Midwest Municipal Power Agency, provided the Council with a brief update on the Rugby Wind project. He expressed that the City is now able to meet its renewable energy requirement from the state out into the foreseeable future until such time that requirements are changed. The city was able to save approximately $11,000 with the contract as the Rugby project provides approximately 18 percent of the City's total power. He also highlighted the renegotiated contract with DPC and the effects through 2013 that were very favorable to the UMMPA members. Because the new agreement is more market driven, the utilities are more susceptible to the fluctuations and the first part of 2014 reflected that market, but has since calmed after the extreme cold weather.

7. Ordinance #568 Whispering Greens Vacation-2nd Reading. Admin. Koverman reported that he had just met with the owners who had provided the easement agreements, but had misunderstood regarding a petition for vacation. The two parties agreed that they would draft and sign the necessary document to conclude the vacation. Admin. Koverman recommended an approval of the second reading contingent upon final receipt of the petition. A motion was made to approve the second reading of the vacation contingent upon the condition of receipt of the signed petition.
Motion to approve: **Wayne Getz**
No discussion.
Motion carried.

8. Resolution #06-2014 Liquor Licenses. Admin. Koverman discussed the two requests for liquor licenses. A background check had been completed on the new licensees of the St. Charles Golf Course. He relayed that a favorable check was complete and that there would no reason not to permit the license. The second licensee was transferring their license due to a company name change. A motion was made to approve the resolution.

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

9. Resolution #07-2014 Accepting a donation from SE MN EMS. The Council briefly reviewed the grant from the SE MN EMS that was received by the St. Charles Ambulance department in the amount of $2,000.00 toward the purchase of equipment associated with cot extensions for bariatric patients. A motion was made to approve the resolution.
Motion to approve: **Orv Dahl**
No discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES
-None

Motion to adjourn at 7:30 p.m.
Motion to approve: **Wayne Getz**
Motion declared carried.

_____
William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

City Administrator's Report—March 2014

March 3—Met with representatives from Shovel Ready to finalize the City's application. The MN Dept. of Employment and Economic Development had let the contract expire with their hired service which held up our application. The service provider was selected and was revisiting the program sites to help conclude the application. All necessary arrangements are being made and approval will be forthcoming.

March 6-Met with City Electrical Engineer to review bids and 4th Street project.

Met with representatives from the St. Charles School District to walk through the old Christian School as the facility is explored for potential uses.

March 12—Attended UMMPA meeting in Osage, Iowa.

March 13—Met with representative from a solar company who had helped the City of Red Wing realize public/private partnerships for solar projects. The project was funded through private partnerships and the City of Red Wing was able to partner for minimal costs. The representative reviewed our needs and possible ideas and will be providing recommendations.

Attended a SMART meeting with Park and Rec Director Rick Schaber to meet with the Parks and Trails Director, Courtland Nelson. We shared with Mr. Nelson the City's frustration in moving ahead with the trail from St. Charles to Whitewater State Park. He expressed his apologies and hopes to have a resolution in the near future.

March 17,24—Attended County Comprehensive meetings to finalize draft and then held a public information meeting. Information gathered will be put together and reviewed by the committee.

March 20—Met with TMI group to review projects and next steps.

March 27—Attended the Statewide Health Improvement Plan Community Leadership Group meeting in Winona. Formulating plans to conduct County-wide programs.

March 28—Mayor Spitzer attended the full audit review with Tom Wente of Smith Schafer and Associates.

City of St. Charles
Economic Development Authority
Regular Meeting
Minutes
April 4th, 2014

1. Meeting was called to order at 8:03am at City Hall by Greg Gall. Present were: Gall, Dan Pearson, Bill DeBruyckere, Wayne Getz, Mark Linderbaum, EDA Coordinator Cris Gastner, and City Administrator Nick Koverman

2. **Minutes:** The minutes were discussed and approved

3. **Financials:** The financials were discussed and approved

4. **Business Items:**

   a. Commercial Rehab Program Application
   Gastner presented a commercial rehab program application. It was for the Masonic Lodge, who is looking to do new windows, awning, and upgrade the electric on the building. The estimate for each project was presented. With the cost of the improvements is $11,000, the request was for $5,500. The review committee had discussed the request and recommends approval. A motion was made by Linderbaum and seconded by Getz for approval. All ayes, Motion carries.

   b. Hotel Project Update
   Koverman and Gastner presented information on the most recent conversations with potential hotel developers. They would like to reboot the public information process for the project by hosting an open informational meeting where the developer could explain the project and what they are looking to do, talk about their company, and investment and return onformation. Consensus of the Board was to move forward with hosting the meeting.

Meeting was adjourned.

Planning and Zoning Commission
Thursday, April 3, 2014
7:00 P.M.
City Council Chambers
Minutes

MEMBERS PRESENT:	**MEMBERS ABSENT:**
John Schaber	
Wayne Getz	
Jeff Doberstein	Brent Kemple
Jerel Mockenhaupt	Jeff Doberstein
Nancy Heim	Bruce Dorman

STAFF PRESENT:
City Administrator Nick Koverman.

OTHERS IN ATTENDANCE: Pat Heim, Brent Zingler, Don Zingler, Eric Davis, and Austin Davis.

ESTABLISH QUORUM/CALL TO ORDER
Quorum was established and Nancy Heim called the meeting to order at 7:10 p.m.

APPROVAL of AGENDA
Motion to approve: **John Schaber**
Seconded by**: Jerel Mockenhaupt**
Motion declared carried

APPROVAL of MINUTES-March 6, 2014
Motion to approve: **Wayne Getz**
Seconded by**: John Schaber**
Motion declared carried

BUSINESS ITEMS:
4a. Public Hearing-Conditional Use Permit-572 St. Charles Avenue-Eric and Holly Davis.
Motion to open the public hearing at 7:11 p.m.: Jerel Mockenhaupt
Seconded: John Schaber
Motion declared carried.

Eric Davis, owner of 572 St. Charles Avenue, presented his plan to the P&Z Commission. He stated that the basic plan was to put a single apartment in the upstairs unit of the house at 572 St. Charles Avenue. He stated with the commercial ventures in the downstairs portion of the building, the upstairs space is undersirable and he wishes to turn it into a single bedroom apartment.

Pat Heim of 19 Richland Avenue asked first if the gentleman owned both parcels? If the buildings were joined, would he be putting it back to one parcel? He stated that he would like the district to be uniform and did not care about him putting an apartment in the upstairs as he wanted to do a similar idea with his property.

Chairman Heim called once for more open comment and then called twice.

Mr. Davis asked to address the questions and responded that he has owned the properties for 10 years and that he does plan on making it one parcel.

Don Zingler of 542 St. Charles Avenue expressed that he wanted to see a copy of the plan before anything was decided and questioned the drainage of the property and the need for a system to be put in place.

Chairman Heim called once for more comment, called twice, and then three times.
Motion to close at 7:21 p.m.: Wayne Getz
Seconded by: Jerel Mockenhaupt
Motion declared carried.

Admin. Koverman relayed that he had met with the Zinglers and they were able to provide information that when the tin building was built a drainage concern was expressed and that an engineer expressed the need for a plan, which was provided to the city's engineer for review and approval. This incident took place in 1997 by former owners, he expressed. He relayed that he has been in contact with Mr. Davis' architect and that he had made this concern aware to him. It was relayed that the issue could be rectified. He also stated that Mr. Davis had previously also mentioned that it was his intent to have the property resurveyed with the idea of making it one parcel. However, Mr. Koverman reminded the Commission that the purpose of the meeting was to address the request of a CUP for a single residence in the upstairs portion of the old house, which was a permitted use through a CUP within the C-2 Service Commercial District. Some discussion was held as to the comprehensive plan and taking properties into commercial in that area. He expressed that it was a guide and that the properties would remain commercial, but that it was within their right as provided by City Code to put a residence in that area. Admin. Koverman then presented the Findings of Fact to the Commission that would support the CUP.

FINDING OF FACTS:

1). Granting the conditional use permit was not detrimental to the health, safety, morals, comfort, convenience, or welfare of any persons residing or working in the neighborhood; and

2). To the public welfare or to the property or improvements in the neighborhood; and

3). The testimony presented to the Commission supported the proposal brought for the by the petitioners and that he would adhere to the standards set forth to the Commission while not adversely affecting the neighborhood in which the activity is conducted; and

4). The proposed apartment use has the required number of off-street parking spaces of 1 1/2 .

5). The use is a permitted CUP within the C-2 District.

It was questioned if a drainage issue existed and Mr. Zingler responded that in the alley he believed there to be an issue. Koverman also relayed that he had stressed to both Davis and his architect that MnDot should be contacted and apprised of the proposal.
Clm. Getz expressed that as long as the property was going to be one piece he was fine with the CUP. A question was raised with respect to a CUP and how it would be recorded with an old parcel/legal description versus a revised description. Koverman stated he would find out prior to the Council meeting.

A motion was made to approve the residential apartment at 572 St. Charles Avenue and the Conditional Use Permit.

Motion to approve: Jerel Mockenhaupt
Seconded by: Wayne Getz
No further discussion.
Motion carried.

A motion was then made to approve the Findings of Fact as presented.

Motion to approve: Jerel Mockenhaupt
Seconded by: Wayne Getz
No further discussion.
Motion carried.

Motion to adjourn at 7:46 p.m.: **John Schaber**
Seconded by: **Jerel Mockenhaupt**
Motion declared carried.

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engineers + planners + land surveyors

MEMORANDUM

TO: Nick Koverman, City Administrator
St. Charles, MN

FROM: Daren Sikkink, P.E.
Rick Engstrom

DATE: April 4, 2014

RE: Drainage issue along cart way North of the Chattanooga Innovation Park

Per the City's request, we have reviewed the drainage issue located along the City's cart way near Fort Lumber. We have also visited the site to understand the existing conditions. An aerial map of the area has been included for reference.

Water from the Chattanooga Innovation Park storm water management pond and surrounding properties drains naturally north through a drainage way until it reaches a City of St. Charles right-of-way which contains a minimum maintenance cart way near Fort Lumber. The existing culvert beneath the cart way was frozen shut and was not functioning. Water from recent snow melting from the upstream drainage area had ponded upstream of the cart way culvert. This ponding water entered storage areas owned by Fort Lumber before it overtopped the cart way.

After discovery of the issue, the City of St. Charles Public Works staff lowered the ponding water by pumping it across the cart way to the Trunk Highway 74 ditch. City staff attempted to clear the frozen culvert with sewer cleaning equipment but was unsuccessful. City staff assisted in excavating a trench across the cart way to prevent water from entering into the storage area.

City staff has indicated that snow from Fort Lumber was piled at both ends of the frozen culvert and likely contributed to the drainage issue. Also it appears that the culvert was extended in the past on private property. The culvert extension grade appears to be flat and the alignment does not match the portion under the cart way. The culvert extension grade and alignment may have contributed to the freezing culvert. Ownership of the culvert extension will need to be determined for future maintenance purposes.

We have reviewed the hydraulic report and project plans that were prepared for the Chattanooga Innovation Park formerly known as the Interstate 90 Industrial and Commercial Park. Below in italics are excerpts from the project hydraulic report which was submitted to and approved by MnDOT for drainage directed toward Highway 74. We have also resubmitted the entire hydraulic report for the City's use.

PROJECT LOCATION

The proposed industrial and commercial park is located in the City of St. Charles in Winona County, north of US Interstate 90 and east of Trunk Highway 74. The 36-acre subdivision will contain commercial and industrial lots.

EXISTING CONDITIONS AND PROJECT SCOPE

The proposed development consists of mainly row crops with a wooded pond area. The proposed development will construct urban section public streets with storm sewer, sanitary sewer and watermains. The proposed ultimate development will consist of commercial and industrial lots. Ultimate development will create an estimated 17.9 acres of impervious area. The permanent storm water management is designed for the proposed ultimate development conditions. If proposed ultimate development conditions change; the permanent storm water management should be reevaluated.

***East Drainage Area** - drains to the north to the proposed pond then to a 6-foot by 6-foot box culvert under Trunk Highway 74.*

PERMANENT STORMWATER MANAGEMENT

The project area does not discharge within one mile of an impaired water. A water quality volume of 0.5-inch of the added impervious area was used in the design of permanent storm water management. Existing bedrock limits the use of infiltration/filtration of storm water management. The three drainage areas were considered separately in the design of storm water management:

***East Drainage Area -** utilizes a modification of an existing unmaintained pond to a wet sediment pond for treatment and runoff management.*

RUNOFF COMPUTATIONS

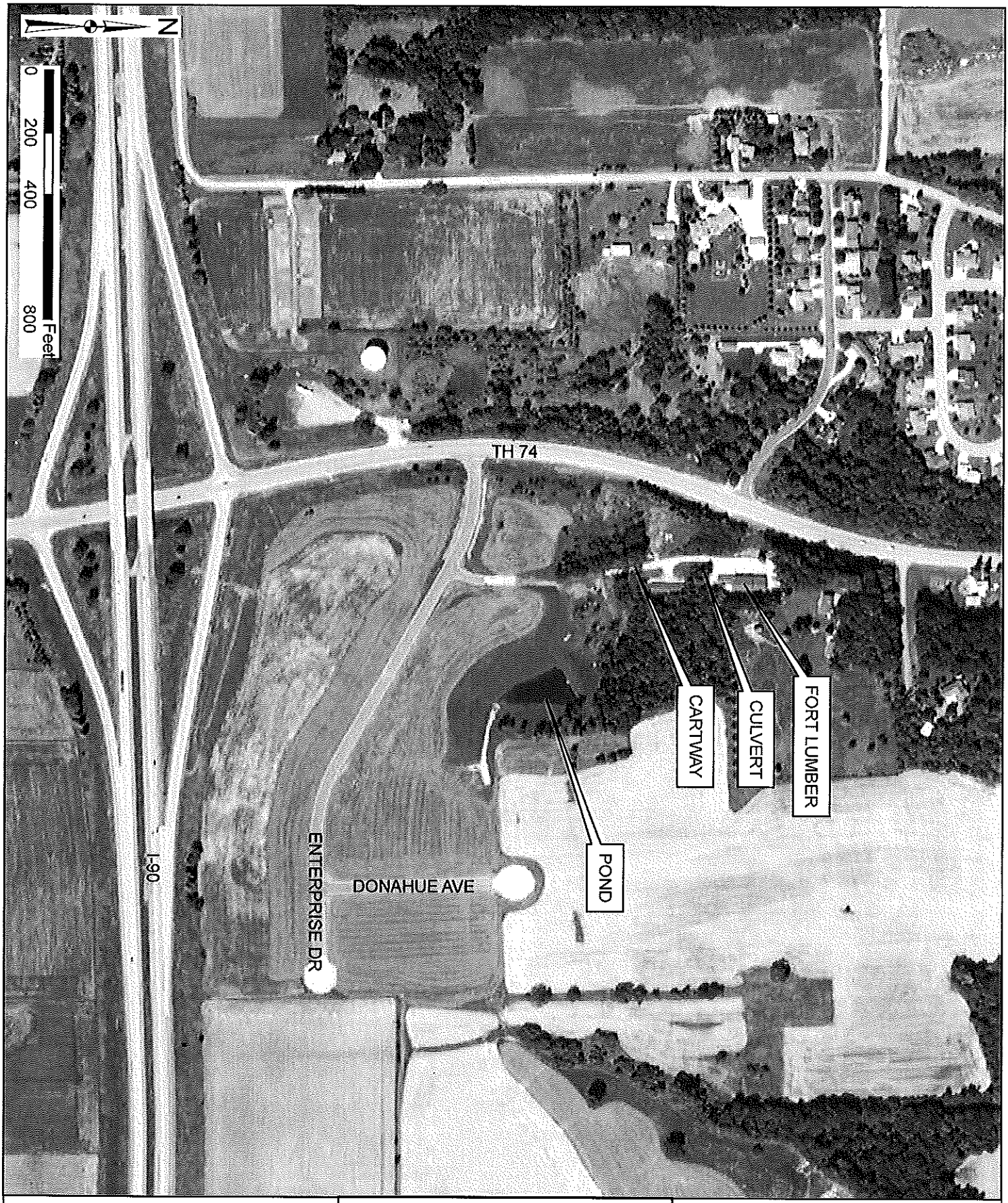
The following data and computations are the basis for the size and location of the storm sewer facilities to be constructed. The SCS method was used to estimate the runoff for the 2, 10, and 100-year storms for both the pre-development and post-development conditions. The runoff coefficients table that were used for these computations are found in the Appendix-A. The proposed pond will limit the post-development runoff to pre-development runoff levels. The resulting Pre-Development and Post-Development runoff calculations can be seen in Appendix-A and below in Table 1.

***East Drainage Area:** Table – 1 - Storm Runoff from the Site*

	Pre-Development (cfs)	*Post-Development (cfs)*
2-year storm	*5.3 (ex. pond outlet)*	*4.9 (proposed pond outlet)*
10-year storm	*7.6 (ex. pond outlet)*	*7.4 (proposed pond outlet)*
100- year storm	*59.4 (ex. pond outlet)*	*30.1 (proposed pond outlet)*

HYDRAULIC SUMMARY

The above hydraulic information indicates that the proposed development did not increase the rate of storm water runoff from the pre-development to the post-development.



ST. CHARLES, MN

whks
engineers + planners + land surveyors

WHKS No. 7339

PLAN REVIEW

The project plans show the permanent storm water pond was constructed utilizing the existing Soil Conservation Service (SCS) pond just north of the development. The height of the existing earthen dam and existing outlet pipe were not changed during the construction of the project. By not changing the outlet pipe and earthen dam height, it allows the storm water to runoff at the pre-development rate. The existing SCS pond was also expanded to create more sediment treatment and pond storage for storm water runoff management.

City staff is asking for direction from the City Council regarding this drainage issue. We have listed some possible options below for the Council to consider.

1. Do nothing
2. Determine ownership of the cart way culvert extension (No easement is known to exist)
3. Maintain the cart way culvert every spring to make sure it is operational
4. Replace the cart way culvert and remove the culvert extension and reinstitute the drainage way
5. Replace the cart way culvert and culvert extension and vacate the cart way right-of-way

St. Charles Public Library

2013 Library Statistics

Total circulation			37,116
Adult materials		17,859	
Children's materials		18,913	
Other		344	
(out-of-region loans, equipment, etc.)			
Materials loaned to other libraries			3,659
Outgoing interlibrary loans are not included in the total circulation figure.			
Ebook/audiobook circulation			1,832
OverDrive circulation is not included in the total circulation figure.			
Total materials in library collection			26,940
Total items added			1,504
Books		788	
Adult	317		
Children's/Teen	471		
Audiovisual materials		177	
Magazines (individual)		539	
Total registered borrowers			3,988
Total library attendance*			25,376
Total in-house use of library materials*			6,370
Total questions handled*			11,284
Total public-access computer sessions**			6,669

*Figures based on week-long sampling periods in April and October
**Average time 43 minutes

Other Library Services

The Library hosted the fifth annual fundraiser, "A Night at the Library," in April, featuring The Murder Mystery Company.

The Library offered a variety of speakers and programs as part of its centennial year celebration.

The Library is working with the elementary school to encourage acquisition and use of library cards for students, and with both schools to encourage reading and research.

The Library ran two reading programs, "Hot Reads for Cold Nights" from January through mid-March for adults, and "Dig into Reading" from June through mid-August for children.

The Library offered patrons access to downloadable eBooks and audiobooks through the OverDrive service.

The Library provided federal and state income tax forms to the public.

Library Goals

The Library Board adopted these goals for 2013:

Short-Range Goals:

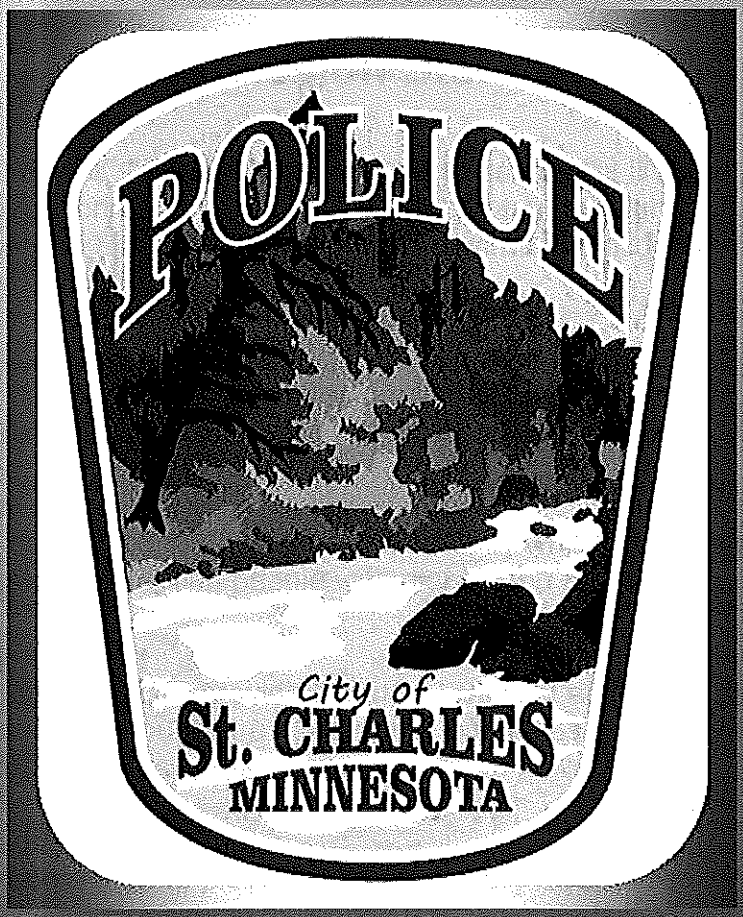
- *Fill the openings on the Library Board*
- *Provide ongoing publicity through regular newspaper articles*
- *Get a more interactive Web presence, with at least an updateable Library web page*
- *Complete the mural in the children's area*
- *Acquire additional furnishings and equipment*
- *Continue to develop collections in new formats, e.g. DVDs*
- *Develop additional fundraising ideas, especially for Gladiolus Days*
- *Partner with local organizations to promote the Library*
- *Promote volunteerism*
- *Make use of Legacy funding opportunities*
- *Continue the annual Board-sponsored fundraiser*
- *Continue to support the OverDrive service*
- *Schedule regular art gallery themes to make use of our display equipment*

Mid-Range Goals

- *Beef up the Library's offerings, e.g. author nights*
- *Partner with Community Education and other groups through use of the meeting room*
- *Replace aging equipment*
- *Increase materials budget*

Longer-Range Goals:

- *Design, order, and place a formal donor recognition plaque*
- *Landscaping*
- *Provide subscription reference database(s), e.g. a genealogical research database*
- *Keep up with new technology, and make it available to the public*
- *Building improvements (HVAC, etc.)*

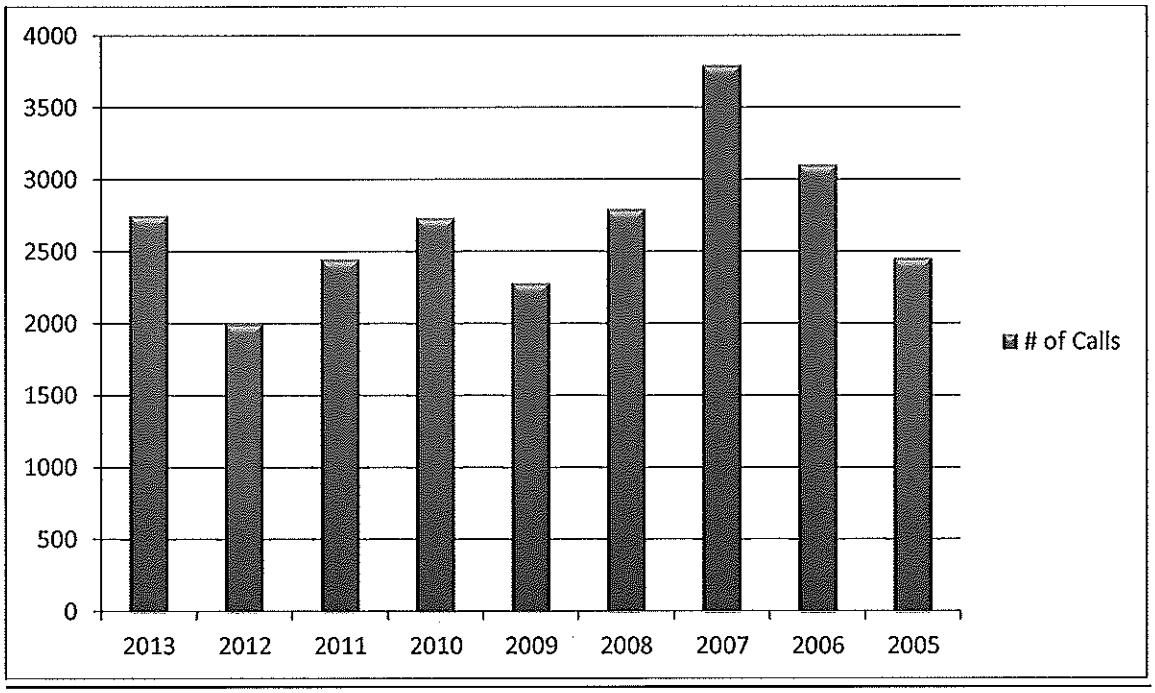


St. Charles Police Department Year End Report

Submitted April 4, 2014 by Chief Ken Frank

St. Charles Police Department
2013 Year End Report

CALLS FOR SERVICE



The above chart represents the total number of calls per year over the last nine years. There appears to be about a 38% increase since 2012.

Years	# of Calls
2013	2,751
2012	1,999
2011	2,447
2010	2,735
2009	2,281
2008	2,795
2007	3,797
2006	3,105
2005	2,452

St. Charles Police Department
2013 Year End Report

ACTIVITY

Activity Type	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
Accidents	34	76	43	69	69	85	78	80	81	67
Animal	157	158	137	151	155	172	155	164	128	90
Assaults	9	14	5	13	4	18	32	14	14	6
Assists	114	345	279	245	256	152	339	321	290	223
Burglary	22	8	3	11	7	19	12	6	8	7
Bad Checks	13	10	10	16	24	29	86	45	22	46
Damaged Property	66	63	59	62	53	60	47	82	56	62
Disorderly		4	0	0	2	2	7	5	4	1
Disturbance	18	34								
Domestic	28	28	17	19	17	32	41	22	40	20
DUI		6	6	7	2	15	30	17	13	Unk.
Medicals	300	327	281	341	289	240	258	204	142	134
Thefts	48	68	56	63	76		100	98	65	74
Traffic Stops	697	532	587	833	509	723	1241	901	599	526

St. Charles Police Department
2013 Year End Report

Equipment

The department has four fully marked and equipped squad cars. Three of the four squads have Watch Guard digital video systems. All squads have Stalker Radar units and are fully marked and have exterior emergency light bars, patrician cages, gun locks and 800 mghz radios.

1) 2009 Chevrolet Impala with 65,280 miles. Squad #2609 is the most commonly used by both part-time and full-time officers.
2) 2010 Chevrolet Impala with 48,270 miles. Squad 2610A is assigned and mainly used by Officer Hewitt.
3) 2010 Chevrolet Impala with 73,157 miles. Squad 2610B is assigned to Officer Floerke.
4) 2013 Ford Utility AWD Police Interceptor with 5285 miles. This vehicle is assigned to the chief and is readily available for use by the department staff.

Firearms Inventory
Handguns:

1. Glock mod 22 40 cal, Ser No. MBR 868 Chris Lennon #611
2. Glock mod 22 40 cal, Ser No. MBR 869 Brandon Sell #607
3. Glock mod 22 40 cal, Ser No. MBR 867 Jose Palaez Sion #615
4. Glock mod 22 40 cal, Ser No. UPC 686 In Locker
5. Glock mod 22 40 cal, Ser No. MBR 853 In Locker

Rifles:

1. Smith & Wesson A-15, Cal 5.56mm, Ser No SP28194 Squad 2613
2. DPMS A-15, Cal 5.56mm, Ser No. FH104727 Floerke #606 (ERT) 2610B
3. DPMS A-15, Cal 5.56mm, Ser No. FH77052 Squad 2609
4. DPMS A-15, Cal 5.56mm, Ser No. F049317 Squad 2610A

Shotguns:

1. Remington 870 Magnum, 12ga, Ser No. W600646M Squad 2613
2. Remington 870 Express, 12ga, Ser No. W697311M Squad 2609
3. Remington 870 Express Mg 12 ga, Ser No. D721989M Squad 2610B
4. Remington 870 Wingmaster 12 ga, Ser No. T704022V Squad 2610A

Other Equipment:

8 portable police radios, 4 Tasers, 4 digital still picture cameras, 3 Portable Breath Testers, 3 desk top computers, 4 in-car portable lap top computers

St. Charles Police Department
2013 Year End Report

Programs

The St. Charles Police Department is a very active and involved department. This department relies on "heavy patrol" of all areas of the city including businesses, parks and residential areas. Other program areas include:

- Officers are licensed Emergency Medical Responders with CPR/AED certification. Squads have fully supplied first-aid kits, oxygen tanks and AED's. In 2013 the department responded to over 300 medical related calls for service.
- We are also involved in a collaborative effort with Winona County Drug Court to help monitor individuals in that program and help reduce drug abuse recidivism. Our participation includes active involvement on the law enforcement committee inputting policy suggestions along with monitoring and reporting of participant progress.
- The department is an active member of the Whitewater Coalition which is the alcohol, tobacco and other drug prevention coalition serving the Dover-Eyota and St. Charles School Districts. The mission of this organization is reducing underage substance abuse through the empowerment of school, family and community.
- We have a department chaplain program that is available to provide spiritual support during times of crisis, death or any other spiritual guidance as needed. Area chaplains serve as non-denominational ministers to meet the spiritual, emotional and humanitarian needs of police department personnel, the citizens of St. Charles and any visitor to our city that may be in need of such services.
- The department administers a voucher system for the local Ministerial Association. This voucher system provides emergency overnight stays at an area motel for those in need.
- We are actively involved in the Minnesota Towards Zero Deaths, a federal grant program that provides federal funds to conduct enhanced traffic enforcement and education. Enforcements focus on Speed Reduction, Seat Belt Usage, DUI, Distracted Driving and the Move Over law.
- We work closely with the Winona County Women's Resources and are actively involved with the Winona County Sexual Assault Interagency Council (SAIC). The mission of SAIC is to coordinate an effective interagency and community response to sexual assault victims. This program also provides department staff with sexual assault response training and protocol.

St. Charles Police Department
2013 Year End Report

- We are active on the Winona County Emergency Response Team. This team provides emergency response to high risk situations that may involve warrant service, active shooter, barricaded subjects, and hostage negotiation.
- We are actively participating in the Crime Alert & Missing Person network sponsored by the MN BCA. All full-time officers are signed up to receive these relevant daily crime alerts from the area and filtered alerts from the entire state. A goal of this program in 2014 will be to get St. Charles businesses enrolled so they can receive statewide crime alerts and reference incidents that may pertain to them. We will also be able to target area businesses to receive alerts from this department.
- Our records management (LETG) is browser based and accessed through securely connected desk top and lap top computers. This comprehensive paperless repository allows for efficient entry and comprehensive case management. Information is available to in-squad mobile users along with multi-jurisdictional access for dispatch, other law enforcement agencies and prosecutors.
- Officers receive mandated POST Board Trainings including Use of Force, Fire Arms, Pressure Point and Control Tactics along with mandated annual OSHA Compliance Trainings. This department has its own Firearms and Taser instructor and we are in the process of developing a Drug Recognition Expert. Other trainings and seminars attended by department personnel include Minnesota Sexual Assault Investigators Conference, Interview and Interrogation, South Central Minnesota Investigators Conference. In addition all fulltime officers take part in the League of Minnesota Cities Patrol Training and the chief is an active member of the Minnesota Chiefs of Police Association.

St. Charles Park/Recreation Department
Annual Report
2013

Our Vision:
Enhancing the community through dynamic people, attractive parks & quality programs.

Our Mission:
To provide recreational & educational opportunities that enhances people's lives. This is accomplished with approx. 60 part-time employees, as well as adult volunteers who supervise & carry out activities within the department.

The following is a summary of the activities & programs held in 2013:

ADULT ACTIVITIES SUMMARY:

Program:	Attendance:	Cost:
Men's Basketball	4 Teams	$300.00
Co-Rec Volleyball (Winter)	26 Teams	$125.00
Co-Rec Volleyball (Summer)	23 Teams	$ 75.00
Men's Fastpitch Softball	6 Teams	$480.00

YOUTH ACTIVITIES SUMMARY:

Program:	Attendance:	Cost:
Boys Basketball (3rd & 4th)	36	$20.00
Girls Basketball (3rd & 4th)	15	$20.00
Boys Basketball (5th & 6th)	27	$40.00
Girls Basketball (5th & 6th)	21	$40.00
T-Ball (Pre-K – K)	71	$15.00
Summer Kickball (Pre-K- 2)	66	$15.00
Track & Field (9 – 14 year olds)	24	$15.00
Dance Camp (K - 8th)	33	$25.00
Special Fridays (3 – 12 year olds)	39	$10.00
Wrestling Camp	15	$20.00
Flag Football (3rd & 4th)	35	$20.00
Soccer (1st - 6th)	56	$20.00
Volleyball (3rd - 6th)	36	$20.00
Boys Baseball (8, 10, 12 & 14)	150	$40.00
Girls Softball (Co-Rec, 8, 10, 12 & 14)	76	$30.00

TOTALS: **701 - Youth Participants**
59 - Adult Teams (605 Participants)

PART I - GENERAL INFORMATION

School Use: **Pool Use Dates.....** 5/20/13-5/31/13

Public Use: **Pool Opening.....** 6/1/2013
Pool Closing..... 8/11/2013
(closed 2 days due to weather)

2013 Daily Attendance

	Adults	Youth	Tickets	Memberships	Total
June	259	1161	2540	2026	5986
July	475	1127	3656	2172	7430
August	51	195	1441	667	2354
Total Attendance	**785**	**2483**	**7637**	**4865**	**15770**

PART II - SUMMARY OF INCOME

Month	Memberships	Daily Fees	Lessons	Swim Team	ISD #858	Tickets	Pool Rental	Concessions	Misc.	Total
January	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
February	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
March	$243.00	$0.00	$0.00	$50.00	$0.00	$0.00	$0.00	$0.00	$0.00	$293.00
April	$3,061.50	$0.00	$6,920.00	$900.00	$0.00	$1,875.00	$100.00	$0.00	$0.00	$12,856.50
May	$1,410.00	$0.00	$5,000.00	$1,075.00	$0.00	$3,045.00	$0.00	$0.00	$3.40	$10,533.40
June	$4,447.50	$5,765.00	$4,317.50	$450.00	$0.00	$8,835.00	$250.00	$4,556.55	$0.50	$28,622.05
July	$397.50	$6,470.50	$6,302.50	$315.00	$0.00	$1,680.00	$600.00	$5,337.65	$0.00	$21,103.15
August	$150.00	$1,551.50	$240.00	$0.00	$0.00	$90.00	$900.00	$1,363.30	$0.00	$4,294.80
September	$0.00	$0.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	$0.00	$3,000.00
October	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
November	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
December	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$9,709.50	$13,787.00	$22,780.00	$2,790.00	$3,000.00	$15,525.00	$1,850.00	$11,257.50	$3.90	$80,702.90

Total Memberships Sold:	Family:	52
	Single:	71

PART III - SUMMARY OF DISBURSEMENTS

Operating Expenses, small tools & Equipment	$9,642.04	1044411220-221, 235, 210, 213
Concessions	$10,061.95	1044411220-212
Repairs & Maintenance	$3,806.52	104441120-231, 350
Communications	$377.71	104441120320
Transportation & Training	$1,376.45	104441120325
Sales Tax	$3,473.00	104441120996
Insurance	$9,144.00	104441120340
Workman's Compensation	$1,491.00	104441110180
Utilities	$24,198.83	104441120345
Salaries	$57,102.80	104441110-110,131,132,133,134
Payroll taxes	$4,267.49	104441110160
Total	$124,941.79	

PART IV - SUMMARY OF SALARIES

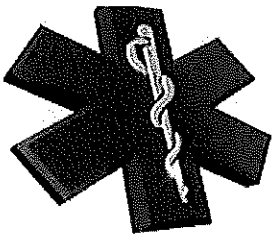
Lessons	$13,390.80	104441110133
Lifeguard	$29,744.91	104441110132
Labor	$8,934.49	104441110134
Manager	$1,500.00	104441110131
Swim Team	$3,532.60	104441110110
Total	$57,102.80	

PART V - SUMMARY OF UTILITIES

City of St. Charles Utility Bills		10444112345
(Includes water and electricity)	$13,546.16	
Minnesota Energy Gas Bill	$10,652.67	10444112345
Total	$24,198.83	

PART VI - FINAL SUMMARY

Final Summary	
Income	$80,702.90
Expense	$124,941.79
Total Income/Loss	($44,238.89)



St. Charles Ambulance

830 Whitewater Avenue
St. Charles, MN 55972
(507)932-3020

YEAR END REPORT 2013

Number of members: 17 active NREMT's

Number of Calls:

360 - 2013
407 - 2012
355 - 2011
353 - 2010
362 - 2009
322 - 2008

Types of Calls in 2013:

Medical	249
Trauma	34
No loads	54
Air trans.	2

Current Ambulances: 2006 Horton (Ford chassis)
2010 Horton (Ford chassis)

In this past year the second ambulance has been out a total of 27 runs either on its own calls or as an addition to the main rig on motor vehicle accidents with two or more Patients.

Mutual Aid: St. Charles Ambulance has traveled to:

Altura	1
Rochester	2
Lewiston	4
Eyota	5
Utica	6

St. Charles had 2 mutual aid calls with Lewiston coming into our territory, both due to both rigs being out on separate calls.

2013 Board of Officers:

Jeff Hardtke	Director
Renee Hewitt	Assistant Director
Kristine Huinker	Secretary/Treasurer
Arly Hamman	Training Officer

2013 Summary of Activity:

Total Donations: $2,251

Fund Raising: $1,060

Grants: $2,125

Training Reimbursement: $3,000

Fuel Tax Refunds: $1,303

Revenues:

Current Year Revenues: $175,476
Previous Year Revenues: $217,798

Expenditures:

Current Years Expenditures: $ 173,474
Previous Years Expenditures: $184,599

Goals for 2014:

1. Finish policy and procedures manual
2. Increase appearances/donations drives
3. Work with fire and police...practice drills, etc.
4. Develop plans for future building/expansion
5. Consider possibility of adding a full time director

2014 Board of Officers

Jeff Hardtke	Director
Cassara Fratzke	Assistant Director
Kristine Huinker	Secretary/Treasurer
Aaron Carlson	Training Officer

2013 Public Works Year End Report

Electric Department:

The Electric dept. had the power plant equipment tested and inspected in 2012 and the City shutdown all substation equipment and tested and inspected in 2013. The final tests will be done on the main substation transformer in 2014 which should not be noticed by customers due to a power plant run and main transformer being isolated at the time of inspection and testing. Main street light poles and hardware were painted green, plus 60% of the lights were upgraded to LED lighting. The crew installed plastic animal guards in 2012 and 2013 on critical power poles and substation which has given us a significant reduction in animal related outages. Well #4 overhead to underground completed and four blocks on the east side of town taken from overhead to underground. In 2013 UUMPA also negotiated current contract with Dairyland Power which saved 16 cities over $2,000,000 estimated dollars over the next three years and should be able to push out any rate hikes for a minimum of two to three years. Dairyland is also interested in long term contracts for further savings and that will be discussed in 2014. The power plant turns 10 years old this fall and estimated savings over that period on our rates is about $4,000,000 which is good considering the original cost of plant was $2,800,000. Last year the City had 954 customers with radio meters; this year we start out with 1360 customers with radio read meters and 513 old meters to go.

Street Department:

Last year three new bins were built at the shop from concrete supports donated by Grain Handlers. The bins will be used for dirt, road rock, and patcher granite chips. I think you will notice this spring, there seems to be fewer and fewer pot holes in the roads and a lot of that is due to the total patcher. We are starting to catch up on the worst streets and will continue with an inventory and inspection process on all roads. Forty three mature trees were planted around town last year and will continue that program; it adds value to the property and beautifies our city and parks. We have bid 20,000 feet of router and crack filling at the Engineer's request to make sure our good streets are maintained and have longevity. The City sirens have had minor spring repairs and have been tested form the spring storm season. The Street Dept. equipment is in good to excellent shape with one exception being the street sweeper, which is good because last year's report had three pieces of equipment on the list.

Water Department:

We continue to replace old water meters with radio read meters. In 2014 we are starting with 903 customers having radio read meters and last year that number was 630. Unfortunately, that would give us 659 meters left to replace. A well head protection plan is just about finished and that was a two year program that we are happy to see nearing the end. All wells are in good condition with ongoing maintenance but did not have a lot of issues besides the record low temperatures. We have 200 plus customers still running about 100,000 gallons of water per day down the drain to prevent their lines from freezing.

Sewer and Storm Sewer:

This is our fourth year of relining our clay sewer mains with reinforced fiberglass pipe and by the end of April we should have 18 total blocks finished. This process really improves flows, stops roots from blocking pipes and greatly reduces our I & I on the system. The jet vac truck is still running good and with Marti being the main co-pilot we are using for more projects and hope to jet vac 50% of the City's sewers this summer. More manholes will be relined again with eight being done last year. We also had a good year on ditch repairs and catch basin replacements. The sewer and storm sewer infrastructure is old but like last year, I believe the City is doing a good job of budgeting and trying to stay ahead of breakdowns.

2014 Projects:

- Main substation transformer testing and inspections
- The substation on Bluff Ave. and 4th Street to Wabasha Ave and 4th Street overhead to underground larger capacity wires and updated switching equipment. This project also goes north to Well #3 and is being done to maintain service to as many if not all of the town's three feeders in severe weather. It will also speed up switching and line pickups during restoration.
- Four blocks of sewer lining
- 20,000 ft of router and crack filling
- (8) manholes to spincast with fiber reinforced cement
- Whitewater River bank restoration
- Culvert repairs on East 15th Street and Gladiola Drive
- Continued sidewalk edge grinding with safe step program
- Weed control program to be installed for 2014
- Multiple storm water and ditch repairs to be determined
- Developer pond and drainage program to go to Council

These are just a few of 2014 planned projects. We are still working on schedules and plans.

Thank you for your support of the Public Works crew and City staff and we strive to continue to improve operations and get as many maintenance projects done as possible with the budgets we are given.

Sincerely,

Kyle Karger
Public Works Superintendent

City of St. Charles, Minnesota
Public Safety Building Impact Analysis

$	2,100,000	Estimated Total Project Cost (includes issuance & cap. Interest)
	25	Term (yrs)

SCENARIO ONE: Fully Financed

$	130,897	Estimated Annual Payment (Tax Levy)
	6.4%	Increase in Points to Tax Rate
$	64	Annual Cost per Taxable $100,000 (Single Family Residential)

SCENARIO TWO: $250,000 Up Front Intergovernmental Contribution

$	115,314	Estimated Annual Payment (Tax Levy)
	5.6%	Increase in Points to Tax Rate
$	56	Annual Cost per Taxable $100,000 (Single Family Residential)

SCENARIO THREE: $250,000 Up Front / Reallocation of $70K of Current Budget

$	45,314	Estimated NET NEW Tax Levy Required
	2.2%	Increase in Points to Tax Rate
$	22	Annual Cost per Taxable $100,000 (Single Family Residential)

SCENARIO THREE (B): $250,000 Up Front / Reallocation of $35K of Current Budget

$	80,314	Estimated NET NEW Tax Levy Required
	3.9%	Increase in Points to Tax Rate
$	39	Annual Cost per Taxable $100,000 (Single Family Residential)

SCENARIO FOUR: $250,000 Up Front / Reallocation of $70K of Current Budget / Intergov't Financing

$	36,242	Estimated NET NEW Tax Levy Required
	1.8%	Increase in Points to Tax Rate
$	18	Annual Cost per Taxable $100,000 (Single Family Residential)

SCENARIO FOUR (B): $250,000 Up Front / Reallocation of $35K of Current Budget / Intergov't Financing

$	71,242	Estimated NET NEW Tax Levy Required
	3.5%	Increase in Points to Tax Rate
$	35	Annual Cost per Taxable $100,000 (Single Family Residential)

CITY OF ST. CHARLES

Resolution #08-2014

A Resolution Granting a Conditional Use Permit as Described in the Zoning Ordinance of the City of St. Charles

WHEREAS, an application for a Conditional Use Permit has been duly filed by Mr. Eric and Holly Davis, and;

WHEREAS, the Planning Commission, after holding a public hearing duly noticed, has recommended the granting of a Conditional Use Permit upon the Findings of Fact stated in their minutes;

NOW THEREFORE, THE COUNCIL HEREBY ADOPTS THE FOLLOWING FINDINGS OF FACT:

1. The conditional use will not be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing or working in the neighborhood.
2. The request will not be detrimental to the public welfare or to property or improvements in the neighborhood because Section #152.17 (D) (7) recognizes the R-1 District has the ability to contain several neighborhood-oriented shops and services without compromising the integrity of the District.
3. The testimony presented to the Commission supported the proposal brought for the by the petitioners and that he would adhere to the standards set forth to the Commission while not adversely affecting the neighborhood in which the activity is conducted; and
4. The proposed apartment use has the required number of off-street parking spaces of 1 1/2 .
5. The primary use will remain commercial within the C-2 District.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA ; That the owner of the property described on "EXHIBIT A" attached hereto, is hereby granted a Conditional Use Permit to operate a single family residence on the top level of the business, subject to the following conditions:

1. The petitioner will abide by all representations they or their agents made during the hearing process, to the extent, the Planning and Zoning Commission did not negate those representations and to the extent, they are not inconsistent with the spirit or letter of explicit conditions to the request.

Adopted this 8th day of April 2014 by the Council of the City of St. Charles, Minnesota.

_____

William J. Spitzer, Mayor

Attest: _____

Nick Koverman, City Administrator

Exhibit 8

Winona County Assessor's Office

PREVIOUS PARCEL NEXT PARCEL	RETURN TO MAIN SEARCH PAGE	WINONA HOME

OWNER NAME	DAVIS,ERIC J	TODAY'S DATE	April 04, 2014
MAILING ADDRESS	HOLLY J DAVIS	PARCEL NUMBER	290601840
	22675 GERMAN RIDGE RD	TAX DISTRICT	29 (2901)
	WINONA MN, 55987	PROPERTY USAGE	RESIDENTIAL (201)
LOCATION ADDRESS	572 ST CHARLES AVE	DEEDED ACRES	0
NEIGHBORHOOD	ST CHARLES COMM/IND (290100.00)	SUBDIVISION	ORIGINAL PLAT (29060)

Values

YEAR	LAND VALUE	BUILDING VALUE	TOTAL VALUE	PAYABLE TAXES
2014	14,000	47,600	61,600	NA
2013	14,000	48,300	62,300	726.00
2012	15,600	51,200	66,800	NA

The Winona County Property Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assesment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. Website Updated: February 21, 2014

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WELCOME TO
ST. CHARLES
GATEWAY TO WHITEWATER

Memorandum

To: St. Charles Planning and Zoning Commission
From: Nick Koverman, City Administrator
Date: March 20, 2014
Subject: Eric and Holly Davis Conditional Use Permit

REQUEST INFORMATION: Eric and Holly Davis, owners of two properties at 572 St. Charles Avenue and 237 West 6th Street, have requested a Conditional Use Permit to allow an upstairs single family residence at 572 St. Charles Avenue. Currently, Whitewater Bike and Sport operate at 237 West 6th Street, while other commercial ventures have utilized the space in the lower level of 572 St. Charles Avenue.

SITE CHARACTERISTICS: The petitioner owns two commercial properties at 572 St. Charles Avenue and 237 West 6th Street within the Service Commercial District (C-2). By owning both properties the total area is roughly .22 of an acre according to the Winona County Assessor and is classified as Commercial Land & Buildings and Residential. The property is served with entrance points off of St. Charles Avenue and Highway 14. The petitioner is planning a separate entrance to the apartment from the east with off-street parking accommodations off of Highway 14. The two properties are served by a parking area nearly .08 of an acre (approximately 34,848 square feet in area). According to City Code Section 152.41 (L)(a), 1 ½ spaces is required for each apartment, while professional office space requires 1 parking space per 500 square feet of floor area. It should be noted that within the Code, retail sales and service establishments stipulate 1 parking space per 100 square feet, which would require 33 parking spots. However, given the nature of the existing businesses and historical patterns, utilizing the professional office requirement is within reason. The petitioner has met with Construction Management Services (CMS) to review fire and safety codes as well as any compliance issues with respect to operating a separate residential unit in the top story.

ASSESSMENT: Per Section 152.43 of the Conditional Use Permit code, the Planning and Zoning Commission shall recommend granting a permit unless it finds establishing, maintaining or conducting the use will be detrimental in either of the following ways:

(a) To the health, safety, morals, comfort, convenience or welfare of the persons residing or working the neighborhoods of the use; or
(b) To the public welfare or to property or improvements in the neighborhood.

RECOMMENDATION: As the Zoning Administrator for the City of St. Charles, I recommend the Planning and Zoning Commission forward a favorable recommendation regarding the request to the City Council. The petitioners appear to satisfy the criteria contained in Section #152.43 with respect to not being a detriment in either of the two categories. The recommendation would be to approve the Conditional Use Permit for 572 St. Charles Avenue.

WELCOME TO ST. CHARLES GATEWAY TO WHITEWATER

Request for City Council Action

Date: April 4, 2014 Requested Council Date: April 8, 2014

Originating Department: Street Department

Council Action Requested: Hiring of Street Maintenance Worker

Background Information:

The City advertised for the open Street Department position and received 39 candidates. These candidates were evaluated and graded on a point system with street, heavy equipment, sewer and water experience being repreferred.

Three staff members interviewed the top seven in the point system and got a final three and after a second vote, came up with a number one candidate.

We request that the Mayor and Council approve the hiring of Gregory Feuerhelm at our step scale rate of $20.53 and requested one week's vacation for the first year.

The City had a lot of good, qualified candidates but with a local gentleman that has the equipment experience and has worked with the City on projects for almost 30 years, we feel we can save money by bringing all of his skills and expertise to the organization. The City has been using Feuerhelm Construction for years. Recently, our catch-basins and curb repairs have added up to about twenty to thirty thousand dollars per year. We are planning on saving a lot of that money by moving these projects in house. Plus, with Mr. Ellinghuysen I believe we will have a well-rounded Street Department.

Kyle Karger, Public Works Superintendent

WELCOME TO ST. CHARLES GATEWAY TO WHITEWATER

ST. CHARLES
REQUEST FOR CITY COUNCIL ACTION

Meeting Date: April 8, 2014 **General: X**
Department: EDA
Item Requested: Approval of Commercial Rehab Fund Request #02-14

==========

Summary of the Issue
An existing commercial building owner has requested a forgivable loan from the EDA Commercial Rehabilitation Fund

Background
The applicant would like to make significant long-term improvements to their building to enhance their business.

Based on the Committee's review of the documentation, determined that Project 1 for the St. Charles Masonic Lodge met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards installing new windows replace the awning and upgrade the electrical service for the building. The total project costs are $11,000 therefore the request is for the program maximum per building of $5,500 The Committee recommended approval of the request to the full EDA Board at their meeting April 4, 2014 meeting. The EDA moved to approve a recommendation to City Council for the request.

Funding
Approval will require $5,500 from the Rochester Sales Tax Funds. Council action will serve to authorize the loans. Loans will be structured as a 5 year forgivable loan with 20% forgiven each year.

Recommendation
The EDA approved by motion, the following recommendations:

1. To approve Request #2-14 as requested and described above.
2. To authorize the staff to prepare all necessary loan documents.