

The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, May 12, 2015 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. May 12, 2015 Agenda	APPROVE
4. Meeting Minutes -April 6, 2015, -April 8, 2015 -April 14, 2015	APPROVE
5. May Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank (TBD)	
7d. Library Board Report, Dave Braun (TBD)	
7e. Park Board, Orv Dahl (TBD)	
7g. School Board, David Kramer (TBD)	
8. Community Foundation-Alissa Blaha-SMIF Foundation	INFORMATION
9. Drainage Concern-1591 Oakview Drive	APPROVE
10. EMS Building Update	INFORMATION
11. Blandin Update	INFORMATION

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.**



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, May 12, 2015**

8. Community Foundation-Alissa Blaha-SMIF Foundation. Alissa Blaha will be in attendance from the Southern Minnesota Initiative Foundation to discuss the process of forming a Community Foundation. The initial idea was discussed as part of the joint city council/school board meeting as an asset to the community. Ms. Blaha will answer any additional questions and help to outline the next steps.

9. Drainage Concerns-1591 Oakview Drive. On Tuesday, April 20th members of the city council along with City Engineer Rick Engstrom visited with the owners of 1591 Oakview Drive. The recommendation and recap of the visit will be discussed.

10. EMS Building Update. Travis Lange from Benike Construction and Jose Rivas from CRW Architects and Design Group will be present along with members of the EMS Building Committee to update the Council on the process and progress of the building.

11. Blandin Foundation Leadership training. Staff will provide a brief update on the recent Blandin Foundation Leadership training experience that was attended April 26-May 1.

MINUTES of the ST. CHARLES CITY COUNCIL
Joint Meeting with the ST. CHARLES SCHOOL BOARD OF EDUCATION
For Monday, April 6, 2015 held at 6:30 p.m. at
600 East 6th Street
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:

Orv Dahl

Wayne Getz

John Schaber

David Kramer

Dave Braun

MEMBERS ABSENT:

None

STAFF PRESENT:

Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Nathan Campbell (St. Charles Press), Andrea Gierok (WC SHIP), Laura Reisdorf, Mena Kaehler, Supt. Mark Roubinek, Mike Schaber, Brian Davidson, Roger Leistikow, Travis Gransee, Amy Berends, and Peter Snyder.

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Michael Schaber calling the meeting to order at 6:30 p.m.

2. Approval of the Agenda: Concensus

3. Welcome/Introductions

4. City of St. Charles Updates. Admin. Koverman provided some background of financial and recent development/growth within the community. He also provided the recently adopted 1-3 year Strategic Goals and 2015 goals.

-**City wide bike trail plan.** Koverman outlined the plans moving forward in the development of an overall community bike/walking plan tying it with the Safe Routes To School program. As well as the Downtown Rehabilitation plan that is in draft form.

-**EMS Building Project/Facilities.** He provided a brief overview of the timeline and process of the project for the school board.

5. St. Charles ISD 858 Updates. Supt. Mark Roubinek reviewed enrollment, state funding and survey results for the school district.

6. Collaborative Opportunities.

-**Safe Routes To School.** Roubinek provided a brief update on the program as he reviewed a draft plan.

-**Community Facilities.** Roubinek talked about the distribution and collection of approximately 600 surveys that outlined questions for needs of the district.

-**Statewide Health Improvement Plan.** Andrea Gierok from Winona County Dept. Health provided an update to the boards.

-**Community Promotion/Community Foundation.** Discussion was held between the boards as they tried to determine what projects the two organizations could look at that would help to promote the community. Ideas of billboards, signage, bumper stickers, etc. was discussed. As the group discussed how to promote and improve St. Charles, the question of funding sources was brought up. Koverman presented a potential option through a community foundation as sponsored by the Southern Minnesota Initiative Foundation. All members were interested in learning more. Koverman would arrange visits by the program coordinator, Alissa Blaha.

-**Motion to adjourn at 8:53 p.m.**

Motion to approve: **Davidson**

Seconded by: **Gransee**

Motion declared carried.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator

MINUTES of the ST. CHARLES BOARD OF APPEALS
For Wednesday, April 8, 2015 held at 7:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
Orv Dahl
Wayne Getz
John Schaber

MEMBERS ABSENT:

None

STAFF PRESENT:

Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Stephen Hacken (Winona County Assessor) and John (Winona County Assessor's Office). Noble Salisbury and Don Snyder.

1. ESTABLISH QUORUM/CALL TO ORDER

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

- 2. APPEALS-**Noble Salisbury questioned the value of his property at 170 West Circle Drive. The assessors visited the site and then returned to City Hall and expressed that there would be some adjustments made to better reflect the type of construction.
Don Snyder at 1425 Terry Drive also asked about his value and questioned an easement on his property. Mr. Hacken said that they would look into the matter, but Admin. Koverman stated that the easement would be a private civil matter.

Motion to adjourn at 7:45 p.m.

Motion to approve: **Wayne Getz**

Seconded by: **Orv Dahl**

Motion declared carried.

John Schaber, Mayor

Attest: _____

Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, April 14, 2015 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:

Dave Braun
Orv Dahl
Wayne Getz
David Kramer
John Schaber

MEMBERS ABSENT:

None

STAFF PRESENT:

Ken Frank (Police Chief), Officer Jose Pelaez, Rick Schaber (Park and Rec Director), and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Tom Wentz (Smith Schafer & Associates), Dan White, Scott McConkey, and Craig Hilmer (Press).

1. ESTABLISH QUOROM/CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE AGENDA

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

4. MEETING MINUTES

-March 10, 2015
Motion to approve: **Orv Dahl**
Motion carried.

-March 24, 2015
Motion to approve: **David Kramer**
Motion carried.

5. APPROVAL OF March PAYABLES

Motion to approve payables: **Dave Braun**

6. Notices and Communications. None.

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

8. 2014 Audit-Tom Wentz-Smith Schafer & Associates. Tom Wentz provided the 2014 audit review. He showed that the city was given a clean audit, reserves had grown to 48 percent and the city was in a healthy financial standing. The Council thanked him for his time.

9. 2014 Department Year End Reports. The Council briefly reviewed the reports. Clm. Kramer asked Chief Ken Frank the reasoning for the increased number in calls for service to the police department. Chief Frank attributed the number to the new LETG reporting system stating that better reporting of all activity was made possible.

10. **Electric Service Agreement-A. Archer.** Mr. Archer was not present at the time. The Council moved on to other items and would return to the item.

11. **Outstanding Agency for TZD Enforcement—Dept. of Traffic Safety.** Scott McConkey presented the St. Charles Police Department with an award for outstanding enforcement within the Toward Zero Death initiative. He provided a piece of equipment rather than a plaque explaining that he knows it will receive more use this way. He thanked Officer Jose Pelaez for helping to administer and run the program as well.

12. **Resolution #13-2015 Rear Setback Variance for fire/ambulance.** Admin. Koverman reviewed the need for the 5' rear yard variance for the proposed fire/ambulance building He pointed out the requirements outlined in the memo to the P&Z Commission.

(1) **The variance is in harmony with the purpose and intent of the ordinance.** As part of a C-2 Service Commercial District the proposed use is in keeping with the historic use of the building and has been at that location since the 1960s. *The Service Commercial District is intended to provide areas suitable for commercial enterprises which require special traffic access considerations due to their nature of use. This district will guide the development of these uses in a manner which will be beneficial to both the residents and the land use growth pattern of the city by avoiding costly strip development.*

(2) **The variance is consistent with the comprehensive plan.** The replacement of the fire hall structure enhances the community character, vitality, and is in keeping with the historic location of the fire hall. In order to maintain effective service delivery of fire and ambulance, the variance allows for the continued delivery of service while promoting and maintaining our Highway 14 inner corridor of the community. It is in keeping with Comprehensive Plan as outlined in the following Goals and Policies within the plan:

-Enhancing either the Fire Hall or the City Hall structure to serve as an Incident Command Center to follow the Emergency Management Plan

-As needed, the City will review and analyze the maintenance and upgrade of public facilities and delivery of public services to the public.

-The City will continue to provide facilities and services to all residents in a safe and dependable manner, improving and maintaining its systems as necessary.

(3) **The proposal seeks to use the property in a reasonable manner not permitted by the zoning ordinance.** The proposed request providing a 5' rear yard proposes to use the property in a reasonable manner by minimizing the impact of the rear yard setback, while trying to maximize the property to its fullest extent possible. The requested variance for the use of the property is reasonable as it attempts to make the best use of the assets while also having a responsibility to provide updated facilities for its residents and volunteers as a valued community resource of the community.

(4) **The plight of the landowner is due to circumstances unique to the property not created by the landowner.** The two parcels of land owned by the city is land locked as it located in the original plat of the downtown, but it also directly adjacent to State Highway 14 to its north. The property also abuts the alley to the west and in trying to keep the facility located as far north as possible to provide distance from the neighboring properties was the intent. The City is attempting to make the best use of the assets they have purposes given the constraints of the location within the original plat.

(5) **The variance, if granted, will not alter the essential character of the locality.** According to the proposal by the EMS Building Committee the essential character of the locality will be consistent and in keeping with the existing conditions of the property and the neighborhood. In addition, it can be seen and witnessed that within the alley similar existing setbacks/encroachments exist within the C-2 and R-1 District. The proposed variance will reduce the existing encroachment from the existing structure, but it is still necessary.

(6) **No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection elevation for the particular area or permit standards lower than those required by federal, state or local law.** The level of flood protection elevation will be maintained and not applicable due to not being located in a Flood Protection Zone.

(7) **Economic considerations alone do not constitute practical difficulties.** There is no economic gain due to the non-profit nature of the local unit of government.

He then outlined the Findings of Fact as:

WHEREAS, granting the variances for the proposed addition are reasonable given the current use of the land within the C-2 District, the ability for the continued use of the existing space, the inability to locate structure anywhere else on the parcel; and

WHEREAS, granting the variance is due to the unique physical characteristics of the property such as the location in the existing original plat, as well as being located on a corner lot between Church Avenue (east property line), alley (west property line) and Highway 14 (north property line); and

WHEREAS, granting the variance will not alter the essential character of the locality based on the petitioner representations, letter and plans submitted.

Hearing no further discussion, the Council agreed with the findings and recommendation and a motion to approve the resolution as presented was made.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

13. **Resolution #12-2015 Awarding 2015 Sewer Lining Project.** Admin. Koverman reviewed the estimates included in the resolution as \$59,016.25 from Visu-Sewer and \$85,087.50 from Municipal Pipe Tool Co. and relayed the recommendation to approve the bid to Visu-Sewer.

A motion was made to approve Resolution #12-2015.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

14. **Farmer's Market Update.** Admin. Koverman relayed that the market season was fast approaching and that the one change for the market would be the day on which the market is held as it will move from Thursdays to Tuesdays in hopes of attracting more residents. It was believed that the market was competing with Thursday on First in Rochester, but was also noted that the Food for Families program was also held on Thursday which made for parking issues.

15. **Dynamic Recycling.** Admin. Koverman relayed that arrangements had been made for City Cleanup Day to take place on May 16 and that the tire collection day will be held May 13. He added that requests had been made previously to include the pickup of televisions and computer monitors and that a company had been found that provides this service. He reviewed the rates with a flat rate of not more than \$285.00 for a mobilization charge, and noted that the state contract rate was 10.5 cents per pound. Unfortunately, he does not know what type of response the city will receive. While he budgets \$10,500 with the brunt being spent to Advanced Disposal, he is unsure of the participation. It was suggested that a limit of one television and one computer per city utility residential customer be put on. The Council agreed and thought that was fair. It was discussed about the potential of charging additionally at the site, but logistics would be more difficult. This first time would give staff time to evaluate the service and response. A motion was made to approve contracting with Dynamic Recycling and to limit one television/one computer monitor per residential utility customer.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

16. **Subordinating Agreement-OMNI Holdings.** Admin. Koverman provided the background on a restructured loan to OMNI Holdings that was approved in 2014. At the time of the Council approved loan, the documentation was recorded prior to the bank's information and thus put the city in the first position of their overall loan. It was not the intent of the EDA to secure first position, but to remain the same. The proposed agreement would allow the bank to move into first position with the city in the second position as initially intended. A motion was made to approve the agreement.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

17. **April 28, 2015 Council meeting cancellation.** Mayor Schaber discussed that the upcoming meeting that he and Administrator Koverman will be absent. With few agenda items, it was discussed about cancelling the meeting. The Council agreed and cancelled the meeting on a motion.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

10. **Electric Service Agreement-A. Archer.** Admin. Koverman relayed that following the review of preferred changes by Mr. Archer's attorney to the agreement, that several comments and suggested changes had been received from Council and that after further review by the city attorney, that the proposed changes were acceptable. Mayor Schaber asked the Council if they felt comfortable with the language in the agreement. Hearing no further comment he asked for a motion to approve the agreement with the Mr. Archer. Koverman relayed that he would forward the approved agreement on to Mr. Archer for his final approval.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

Motion to adjourn at 7:00 p.m.

Motion to approve: **Orv Dahl**

Motion declared carried.

John Schaber, Mayor

Attest: _____

Nick Koverman, City Administrator

*You are cordially invited to Project I E's
International Cuisine Fundraiser*

Taste of Route 66

June 14, 2015, 4:30pm-7:00pm

Lourdes Hall, 457 Gould Street, Winona MN

Silent Auction (cash or checks please)

*Join us for an evening of Regional American
cuisine and entertainment.*

Individual tickets ~ \$100, Reserved table for six ~ \$500





City Administrator's Report—April 2015

April 1—Attended Safe Routes to School meeting to review the proposed draft plan. The Safe Routes committee will review the comments and bring back a final draft.

April 3—Attended meeting with Jeff Hardtke, Terry Soppa, Lyle Peterson at CRW Architects to review the building plans prior to going out for bid.

April 6—Attended meeting with school board/city council.

April 7—Attended the Journey 2 Growth meeting in Rochester to learn about the regional collaborations. Met with seniors to discuss Farmer's Market changes. Attended EMS Building Committee meeting.

April 8—Held Board of Equalization meeting with Mayor Schaber and Clm. Getz and Dahl. Attended UMMEG meeting in LaFarge, Wisconsin to hear of updates on various projects of the electric cooperative.

April 9—Attended the SHIP meeting in Winona to look at overall plan.

April 14—Attended Loss Control Workshops with Scott Bunke, Chief Franks, and Officer Floerke sponsored by the League of Minnesota Cities.

April 15—Attended SHIP meeting in Winona to discuss signage recommendations. Attended Blandin Leadership informational meeting.

April 16—Went to the State Capitol as a member of the Southeast Minnesota League of Municipalities board. We spent the day talking with legislators to encourage adoption of policies by SEMLM.

April 17—Met with Mike Bubany and Kristine Engstrand and held a phone conference with Standard & Poors to review the city's financial stability for a rating classification for the upcoming bond.

April 20—Met with Alice and Duane Starks with Clm. Getz and Kramer along with City Engineer Rick Engstrom to discuss their concerns. Rick Engstrom will develop a recommendation to report to the Council.

April 21—Met with MNDOT to discuss Hwy 74 North bridge and walking path bridge. A proposed bridge reconstruction project is scheduled within the next several years. MnDOT expressed concern over the walking path bridge and expressed that they may be willing to help with replacement.

April 23—Met with EMS building committee to review estimates.

April 27-May 1—Attended Blandin Leadership Conference.

Public Works Report – April 2015

- Temporary service hooked up at 1320 Whispering Hills Drive
- Tables and chairs hauled to Library
- Rubber goods inspections, generator inspections, and pulled electric meters for City Hall
- Pulled five power poles on East Ave underground project completed and set new street light in front of Halter Heights
- Trimmed trees on City boulevards and electric lines, worked on spring cleanup for boulevards and dirt work
- Flushed all hydrants in town, locates and inspected all chainsaws
- Ran power plant and sprayed weeds at power plant and substation
- Installed a permanent electrical service at 503 Northern Hills Trail
- Repair vent pipe in roof at main shop, street light repairs and meeting with Puch Incorporated about summer underground projects
- Rick and Scott attended meter school
- Worked on changing out the last of the three phase radio read meters
- Assembled new chairs for the library and hauled out old table and chairs
- Check various lots around town for property pin locations, and removed pine tree from libraries North property line
- Changed out bad electric pedestal behind Sun Valley Plastics
- Worked on equipment and plans for Andrew Archer's private service and Big Gain's underground work
- MMUA safety training, restocking electrical inventory for 2015 projects and locates for private water leak
- Set up utility meeting for three underground projects
- Worked with City Hall on electrical billing issues
- Labeled, marked, cleaned out transformers, and notified contractor from 2014 project that underground for all utilities were done and poles could be pulled
- Cleaning and organizing cold storage building for Fire Dept. arrival
- Street sweeping finished for first round
- City wide garbage pickup in ditches and boulevards for crews and sentence to serve county help
- Vehicle and equipment service and maintenance
- Daily checks on wells, lift stations and booster stations

- Sent in bids for road salt
- Made a list of manholes and gate valves that need repairing
- Cleaned snow at City Hall, Fire Hall, Library and Walking trails
- Check with building crew and overseen construction on new Public Works Cold Storage Shed
- Inventoried all bulbs from 2014 and recycled at Faith Lutheran Church
- Graded all alleys and gravel roads in City and then dragged to level
- Cleaned up lots behind City Hall, seeded grass around City Hall, cleaned out winter sand pile at old shop
- Installed fifty new street signs around town and inventoried for future replacements
- Well reports, water samples and raised gate valve on Springer Ave
- Made temporary cover for broken hydrant and order parts, delivered late slips for City Hall
- Reprogrammed dialer system at booster station, replaced curb stop cover at 1114 Whispering Hills
- Shut off and repaired curb stop on Oakview Drive, installed fair meters, and adjusted fluoride and chlorine in Well 4 which has been running very well since rehab

Sincerely,
Kyle Karger
Public Works Superintendent

Community Foundation Overview

Community – People connected by geography
Foundation – A platform for growth
Community foundation – A platform for building community

A **community foundation** is a nonprofit organization that exists to create a better future for the *entire community*.

How? By uniting people, institutions and resources; addressing the community's most critical or persistent issues; and producing significant, widely shared and lasting results.

What makes a community foundation unique?

Creates a solution for every situation – community foundations offer customized giving approaches to match personal interests and tax planning needs; facilitate complex forms of giving; and helps people create personal legacies.

Builds a community – community foundations act as a community catalyst; builds endowments to ensure grant funding is always available to support the community; and redirects funds as community needs change.

Who benefits from a community foundation?

Donors and potential donors – community foundations provide an opportunity to channel local charitable desire toward meaningful local initiatives.

Local nonprofit and community organizations – by creating and improving networks and developing local resources for local needs.

The community – a heightened sense of community identity and responsibility results from the promotion of local charitable giving and investments.

Why grow a community foundation?

It creates an important structure to build a healthy community.

It identifies local needs and opportunities and matches them with appropriate resources.

It is governed by local leaders with strong ties to the community.

It provides donors with the opportunity to “give back” to their community.

It ensures charitable bequests stay in the local community.

It encourages local people to make legacy gifts to an endowment fund rather than merely react to current needs.

Three primary functions of a community foundation

Attracting assets-actively seeks contributions and provides an array of options to assist donors in managing their charitable giving.

Trusteeing Assets-manages the financial assets according to the donor purpose; invests assets as permanent endowment funds with the principal permanently invested.

Distributing Assets- distributes a portion of the assets through grant making according to its mission.

10 reasons people choose to give through community foundations

1. Community Foundations are a local organization with deep roots in the community
2. Community Foundation boards have broad expertise regarding community issues and needs.
3. Community Foundations provide highly personalized service tailored to each individual's charitable and financial interests.
4. Community Foundation funds help people invest in the causes they care about.
5. Community Foundations accept a wide variety of assets, and can facilitate even the most complex forms of giving.
6. Community foundations partner with professional advisors to create highly effective approaches to charitable giving.
7. Community foundations offer maximum tax advantage under federal law for most gifts.
8. Community foundations multiply the impact of gift dollars by pooling them with other gifts and grants.
9. Community foundations build endowment funds that benefit the community forever and help create personal legacies.
10. Community Foundations are a community leader, convening organizations and coordinating resources to create positive change.

Community Foundation Partner Roles and Benefits

SMIF Organizational Operations Services	Donor Services	Community Foundation
<ul style="list-style-type: none"> • Serves as the legal entity 501(c)3 nonprofit corporation & fiscal agent • Provides oversight and management of fund development, investment and grant making activities • Provide start up and ongoing organizational development and fundraising support and tools for Related Fund participants • Complies with all relevant state and federal charitable giving rules and regulations • Manages documentation and filing, certified audits and liability protection • Provides ethical and fiduciary responsibility in managing charitable contributions appropriately 	<ul style="list-style-type: none"> • Provide asset-based community planning and organizing assistance to community foundation boards and communities • Provide regional and issue expertise to community foundation boards and communities • Make SMIF programs, technical assistance and resource opportunities available to community foundation participant communities • Meet at least annually with the community foundation • Involve community foundation volunteers and trustees in regional events • Provide grant program design and review assistance as requested. • Provides assistance in marketing, fundraising and planned giving 	<ul style="list-style-type: none"> • Establish and maintain community foundation governance structure and operations • Design and implement endowment and project fundraising campaigns • Meet annually with SMIF representative • Opportunity for participation in SMIF sponsored trainings and networking events • Right to utilize draft and sample organizational, grant making, promotional and campaign materials developed by SMIF • The ability to establish up to two project funds, and facilitate discussions between SMIF and designated and donor advised funds within the community foundation's area. • Ongoing phone and email access to designated SMIF professional and resource people • Proportionately share in fees and expenses as established through the Community Foundation agreement

MEMORANDUM

TO: Honorable Mayor & City Council

FROM: Rick Engstrom, WHKS & Co.

DATE: April 21, 2015

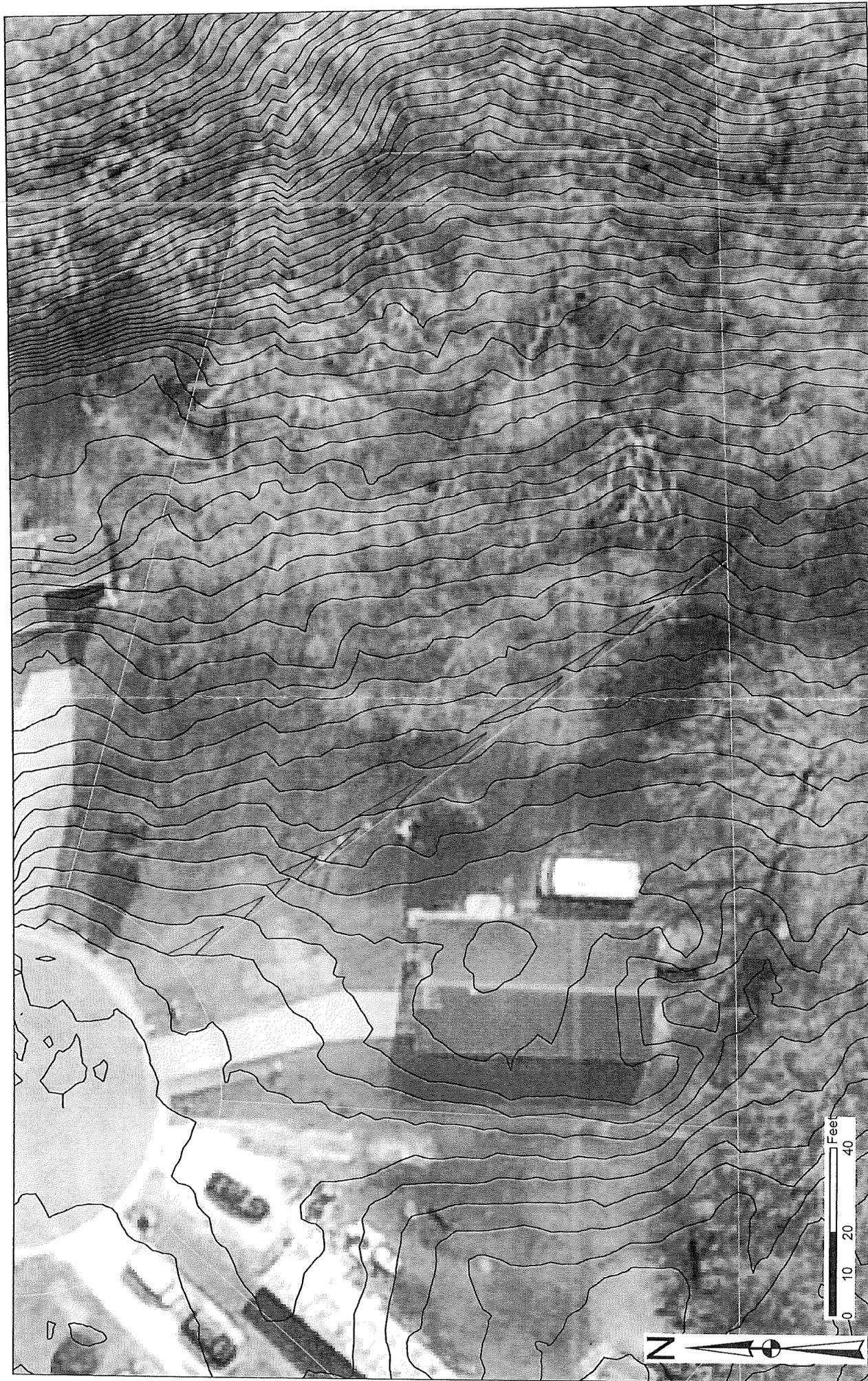
RE: Lot 15 Block 1 of Doty's Second Subdivision Drainage Issue
1573 Oakview Drive

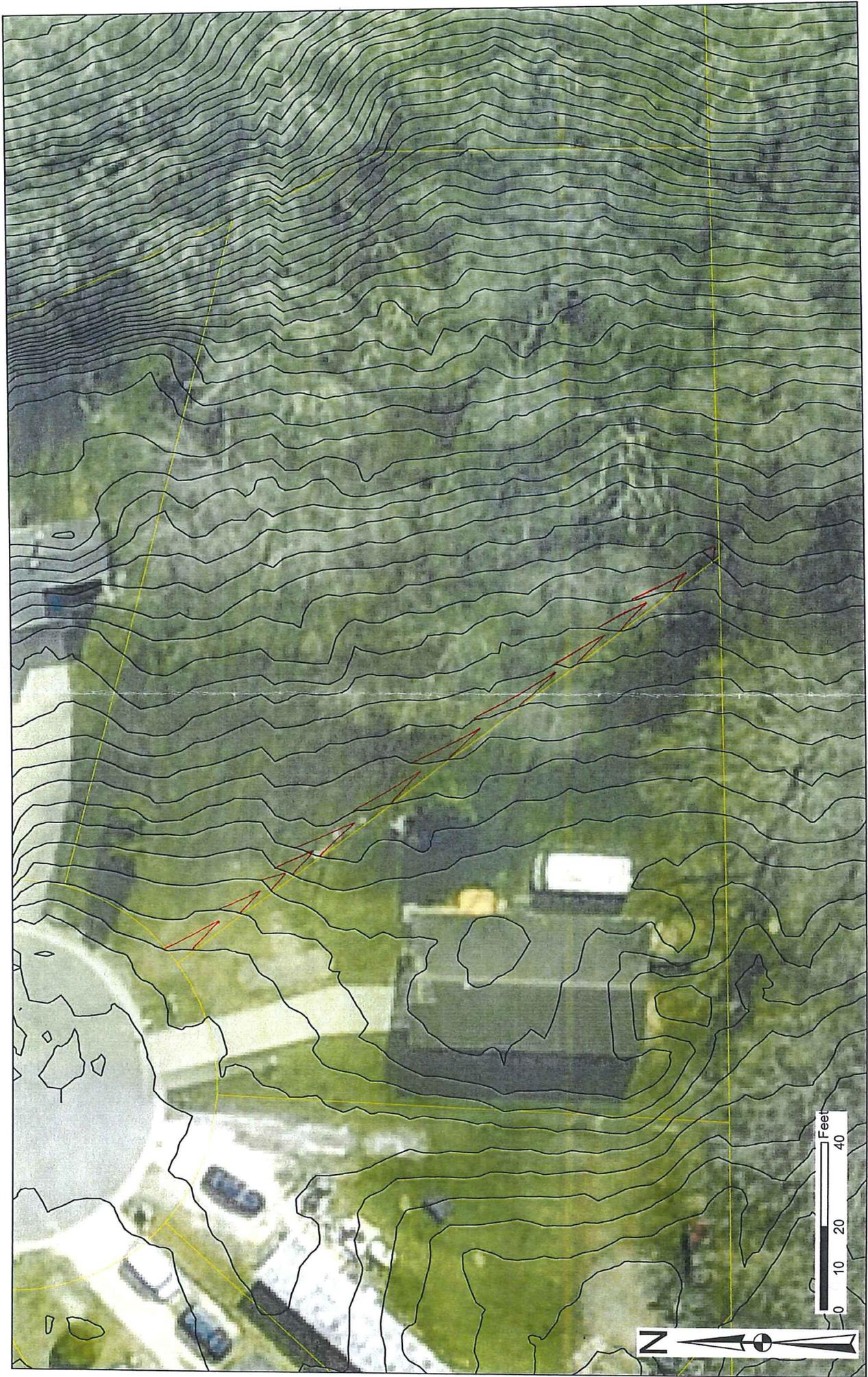
On April 20, 2015, Administrator Koverman, Councilors' Wayne Getz and David Kramer, and I met with Alice Stark and her son Duane. Mrs. Stark resides at 1591 Oakview Drive. The City of St. Charles owns the vacant lot (Lot 15, Block 1) immediately to the east of her residence. Mrs. Stark believes that after the City cleared the brush and graded Lot 15 adjacent to her residence, stormwater enters her home.

As demonstrated in the historical topography map enclosed, the existing slope conveys surface waters to the west in the general direction of Mrs. Stark's property. The improvements made to the City's lot would not have increased that drainage, but rather slowed or decreased the amount of surface water through the City's installation of a drainage swale, (shown in red).

Through discussions with the Starks', other ideas were considered, but would result in increasing surface water drainage onto other private properties. If additional corrections are made, we feel that deepening the swale and directing water to the street may be the best option.

If the City sells Lot 15, Block 1 (see attached plat), the City should dedicate a 10' drainage easement along said westerly line.





MEMORANDUM

TO: Honorable Mayor & City Council

FROM: Rick Engstrom, WHKS & Co.

DATE: April 21, 2015

RE: Lot 15 Block 1 of Doty's Second Subdivision Drainage Issue
1573 Oakview Drive

On April 20, 2015, Administrator Koverman, Councilors' Wayne Getz and David Kramer, and I met with Alice Stark and her son Duane. Mrs. Stark resides at 1591 Oakview Drive. The City of St. Charles owns the vacant lot (Lot 15, Block 1) immediately to the east of her residence. Mrs. Stark believes that after the City cleared the brush and graded Lot 15 adjacent to her residence, stormwater enters her home.

As demonstrated in the historical topography map enclosed, the existing slope conveys surface waters to the west in the general direction of Mrs. Stark's property. The improvements made to the City's lot would not have increased that drainage, but rather slowed or decreased the amount of surface water through the City's installation of a drainage swale, (shown in red).

Through discussions with the Starks', other ideas were considered, but would result in increasing surface water drainage onto other private properties. If additional corrections are made, we feel that deepening the swale and directing water to the street may be the best option.

If the City sells Lot 15, Block 1 (see attached plat), the City should dedicate a 10' drainage easement along said westerly line.