

The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, May 27, 2014 at 7:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

<b>ITEM</b>	<b>ACTION REQUESTED</b>
1. Call to Order	
2. Pledge of Allegiance	
3. Approval of the Agenda	
4. Notices and Communications –	
5. DNR Trail Presentation	DISCUSS
6. Public Hearing-Capital Improvement Plan	APPROVE
7. Resolution #14-2014 Preliminary Approval of Capital Improvement Bonds	APPROVE
8. Community Garden Request	DISCUSS/APPROVE
9. Advanced Disposal Contract Extension Request	DISCUSS/APPROVE
10. Reflective Sign Policy	APPROVE
11. Cancer Awareness Week Proclamation	APPROVE
12. Kelly Resignation	APPROVE
13. Tim Jones-P&Z Commission	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](mailto:nkoverman@stcharlesmn.org).**



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MEMORANDUM for the CITY COUNCIL of St. Charles for  
Tuesday, May 27, 2014

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**6. DNR Trail Presentation.** Jan Wolff, the Central Regional Manager, with the Department of Natural Resources, will be present to discuss the current status and review of the proposed trail from St. Charles to Whitewater. Included are options that have been reviewed and findings related to the proposed options. Ms. Wolff can help discuss next best options with respect to the trail and grant.

**7. Public Hearing-Capital Improvement Plan.** A representative from David Drown & Associates will be present to outline the Capital Improvement Plan, impacts, and next steps of the process. Please see the enclosed information with respect to the Capital Improvement Plan.

**8. Resolution #14-2014. Preliminary Approval of Capital Improvement Plan.** Please see the attached resolution for information.

**9. Community Garden Request.** Please see the enclosed request from the Community Education Program for consideration.

**10. Advanced Disposal Contract Extension Request.** Enclosed is an extension request from Advanced Disposal. According to contract terms, Advanced Disposal may request up to 5 additional, 1-year contract extensions. In addition, they are requesting a 4.5 percent increase with the renewed extension. The corresponding rates are included in the packet.

**11. Reflective Sign Policy.** Enclosed for consideration is a reflective sign policy that is recommended for approval. All Minnesota communities are required to adopt a sign replacement policy. In reviewing the various methods, staff recommends the proposed method will be the most practical for use and implementation.

**12. Cancer Awareness Week Proclamation.** Please see enclosed proclamation.

**13. Kelly Resignation.** The resignation of Officer Martha Kelly was recently received. A recommendation to approve the resignation is requested.

**14. Tim Jones-P&Z Commission.** Tim Jones has submitted his name for the open vacancy on the P&Z Commission for consideration. Approval is requested.

# CONSUMER CONFIDENCE REPORT

PWSID: 1850009

## **City of Saint Charles** 2013 Drinking Water Report

The City of Saint Charles is issuing the results of monitoring done on its drinking water for the period from January 1 to December 31, 2013. The purpose of this report is to advance consumers' understanding of drinking water and heighten awareness of the need to protect precious water resources.

### Source of Water

The City of Saint Charles provides drinking water to its residents from a groundwater source: three wells ranging from 667 to 736 feet deep, that draw water from the Multiple, Ironton-Galesville, and Ironton-Galesville-Eau Claire aquifers.

The Minnesota Department of Health has determined that the source(s) used to supply your drinking water is not particularly susceptible to contamination. If you wish to obtain the entire source water assessment regarding your drinking water, please call 651-201-4700 or 1-800-818-9318 (and press 5) during normal business hours. Also, you can view it on line at [www.health.state.mn.us/divs/eh/water/swp/swa](http://www.health.state.mn.us/divs/eh/water/swp/swa).

Call Supt. Kyle Karger 507-932-3020 if you have questions about the City of Saint Charles drinking water or would like information about opportunities for public participation in decisions that may affect the quality of the water.

### Results of Monitoring

No contaminants were detected at levels that violated federal drinking water standards. However, some contaminants were detected in trace amounts that were below legal limits. The table that follows shows the contaminants that were detected in trace amounts last year. (Some contaminants are sampled less frequently than once a year; as a result, not all contaminants were sampled for in 2013. If any of these contaminants were detected the last time they were sampled for, they are included in the table along with the date that the detection occurred.)

Key to abbreviations:

**MCLG**—Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

**MCL**—Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

**MRDL**—Maximum Residual Disinfectant Level.

**MRDLG**—Maximum Residual Disinfectant Level Goal.

**AL**—Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirement which a water system must follow.

**90th Percentile Level**—This is the value obtained after disregarding 10 percent of the samples taken that had the highest levels. (For example, in a situation in which 10 samples were taken, the 90th percentile level is determined by disregarding the highest result, which represents 10 percent of the samples.) Note: In situations in which only 5 samples are taken, the average of the two with the highest levels is taken to determine the 90th percentile level.

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pCi/l—PicoCuries per liter (a measure of radioactivity).

ppm—Parts per million, which can also be expressed as milligrams per liter (mg/l).

ppb—Parts per billion, which can also be expressed as micrograms per liter (µg/l).

nd—No Detection.

N/A—Not Applicable (does not apply).

Contaminant (units)	MCLG	MCL	Level Found		Typical Source of Contaminant
			Range (2013)	Average /Result*	
Alpha Emitters (pCi/l)	0	15.4	nd-4.1	3.43	Erosion of natural deposits.
Combined Radium (pCi/l)	0	5.4	3.8-5.8	5.43✓	Erosion of natural deposits.
Fluoride (ppm)	4	4	1-1.1	1.13	State of Minnesota requires all municipal water systems to add fluoride to the drinking water to promote strong teeth; Erosion of natural deposits; Discharge from fertilizer and aluminum factories.
Nitrate (as Nitrogen) (ppm)	10.4	10.4	nd-.14	.14	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
TTHM (Total trihalomethanes) (ppb)	0	80	1.1-2.8	2.8	By-product of drinking water disinfection.

\*This is the value used to determine compliance with federal standards. It sometimes is the highest value detected and sometimes is an average of all the detected values. If it is an average, it may contain sampling results from the previous year.

✓Four quarterly samples are required to determine an average compliance value for this contaminant. At the end of 2013, less than four samples had been collected, therefore violation criteria could not be determined.

Contaminant (units)	MRDLG	MRDL	****	*****	Typical Source of Contaminant
Chlorine (ppm)	4	4	1.1-1.4	1.21	Water additive used to control microbes.

\*\*\*\*Highest and Lowest Monthly Average.

\*\*\*\*\*Highest Quarterly Average.

Contaminant (units)	MCLG	AL	90% Level	# sites over AL	Typical Source of Contaminant
Copper (ppm) (07/20/2011)	1.3	1.3	.67	0 out of 20	Corrosion of household plumbing systems; Erosion of natural deposits.

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Contaminant (units)	MCLG	AL	90% Level	# sites over AL	Typical Source of Contaminant
Lead (ppb) (07/20/2011)	0	15	2	0 out of 20	Corrosion of household plumbing systems; Erosion of natural deposits.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. City of Saint Charles is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Monitoring may have been done for additional contaminants that do not have MCLs established for them and are not required to be monitored under the Safe Drinking Water Act. Results may be available by calling 651-201-4700 or 1-800-818-9318 during normal business hours.

## Compliance with National Primary Drinking Water Regulations

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

*Microbial contaminants*, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

*Inorganic contaminants*, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

*Pesticides and herbicides*, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

*Organic chemical contaminants*, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.

*Radioactive contaminants*, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U. S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

***Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who***

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*have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.*

# Minnesota Department of Natural Resources

Division of Parks and Trails

Central Region



5/9/2014

## Proposed Whitewater Country Loop State Trail

### **St. Charles to Whitewater segment: Alignment Options**

**Option 1:** Cross MN 74 at top of hill and cross slope down to group camp road.

#### **Considerations**

- Bridge crossing of highway needed; doubtful that MN-DOT would allow an at-grade crossing.
- Raised elevations on both sides of highway would reduce bridge abutment height.
- Landowner on north/west side is unwilling to sell property to connect from Highway 74 right-of-way to park boundary.
- Steep slope to reach to valley bottom would involve benching or installation of retaining wall.
- Would cross high quality oak natural area.
- Rock outcroppings would have to be considered in alignment and design.
- Length:
  - St. Charles to common point—3 miles
  - Parallel 74 then Group Camp road—3 miles
  - TOTAL LENGTH—6 miles

**Option 2:** Within and along MN 74 right-of-way

#### **Considerations**

- Stone culverts under the highway have been determined to be a “contributing element” to the historic district of Whitewater State Park by the Minnesota Historical Society (MHS).
- Comment from MHS: “It is recommended that the development of a new pedestrian trail along the Trunk Highway 74 corridor would have a significant impact on the historical integrity of the highway, the culverts and the historic district and should be avoided.”
- Water management and drainage concerns by building trail that could impact highway ditches.
- At least two cliff/dry outcrops would need to be shaved back to accommodate the trail. Areas are stable now but unknown as excavation would occur.
- This corridor is currently the most disturbed due to the highway.
- An easement across park property is requested to allow landowner access to MN 74 for him to sell alignment to City. This alignment would partially use an abandoned road.
- The trail would be directly adjacent to MN 74, sometimes only separated by a guard rail.
- Concerns of crossing the Whitewater River at the valley bottom.
- No crossing of MN 74 would be needed—the trail would be on the same side of the road as the park’s Nature Store, the intended terminus.
- MN-DOT would have to issue a limited use permit.
- Length:
  - St. Charles to common point—3 miles
  - Along MN 74 Right-Of-Way—2.5 miles
  - TOTAL LENGTH—5.5 miles

**Option 3:** Use abandoned township road at top of the hill and come in by the group camp

**Considerations**

- Bridge crossing of Highway 74 needed; doubtful that MN-DOT would allow an at-grade crossing.
- Crosses the Whitewater River seven times due to cliff to cliff meandering of the river.
- Similar situation does exist on the Harmony Preston Valley State Trail with multiple crossings of Camp Creek.
- Frequent flooding occurs in the valley.
- Approximately 1¼ miles would be in the valley floor with approximately ¾ mile of that within the Wildlife Management Area property.
- Whitewater Wildlife Management Area property abuts which would have to be avoided or mitigated.
- Rare plants have been identified in the floodplain and the entire area is high quality/biodiversity.
- Impinges on the modern group camp area.
- Abandoned township road offers a stable base for construction and the road area has been disturbed.
- Roadbed offers a gradual descent into the river valley (approximately 5%).
- Two additional landowners would be affected.
- Other corridors leading away from the roadbed as it enters the valley floor have been considered and rejected due to slope steepness.
- Length:
  - St. Charles to common point—3 miles
  - River valley alignment—5 ½ miles
  - TOTAL LENGTH—8 ½ miles

**Option 4:** Use Winona CSAH 39 right-of-way (ROW)

**Considerations**

- Approximately 1 mile of corridor that the city has worked on acquiring will not be used.
- ROW is wide enough in most areas except when it begins the descent into the river valley
- The last mile of the ROW is not wide enough to accommodate a trail. Adjacent property is unusable—one side is limestone cuts with houses and the other has a deep ravine.
- The trail would intersect MN 74 approximately ¾ north of the state park office. Additional trail corridor would have to be acquired to connect to state park.
- Winona County would have to issue a limited use permit to use ROW.
- Length:
  - St. Charles to common point—3 miles
  - Common point to Park office—6.5 miles
  - TOTAL LENGTH—9.5 MILES

### **Option 5: Old Glory Road/CSAH 39 ROW**

#### **Considerations**

- Bridge crossing of Highway 74 needed; doubtful that MN-DOT would allow an at-grade crossing.
- Abandoned township road offers a stable base for construction and the road area has been disturbed.
- Roadbed offers a gradual descent into the river valley (approximately 5%).
- Trail would turn west and north along the historic road alignment, crossing the river once, to reach the Wildlife Management Area parking lot.
- The grade from the valley floor to the old field at the top is approximately 11% for 1800 feet.
- Approximately  $\frac{3}{4}$  mile of the corridor is on Wildlife Management Area property and would have to be mitigated for.
- Following along Old Glory Road and CSAH 39, an additional 12 landowners would be affected.
- Length:
  - St. Charles to common point—3 miles
  - Old Glory Road/CSAH 39 alignment—7  $\frac{1}{2}$  miles
  - CSAH 39 to Park office— $\frac{3}{4}$  mile
  - TOTAL LENGTH—11  $\frac{1}{4}$  miles

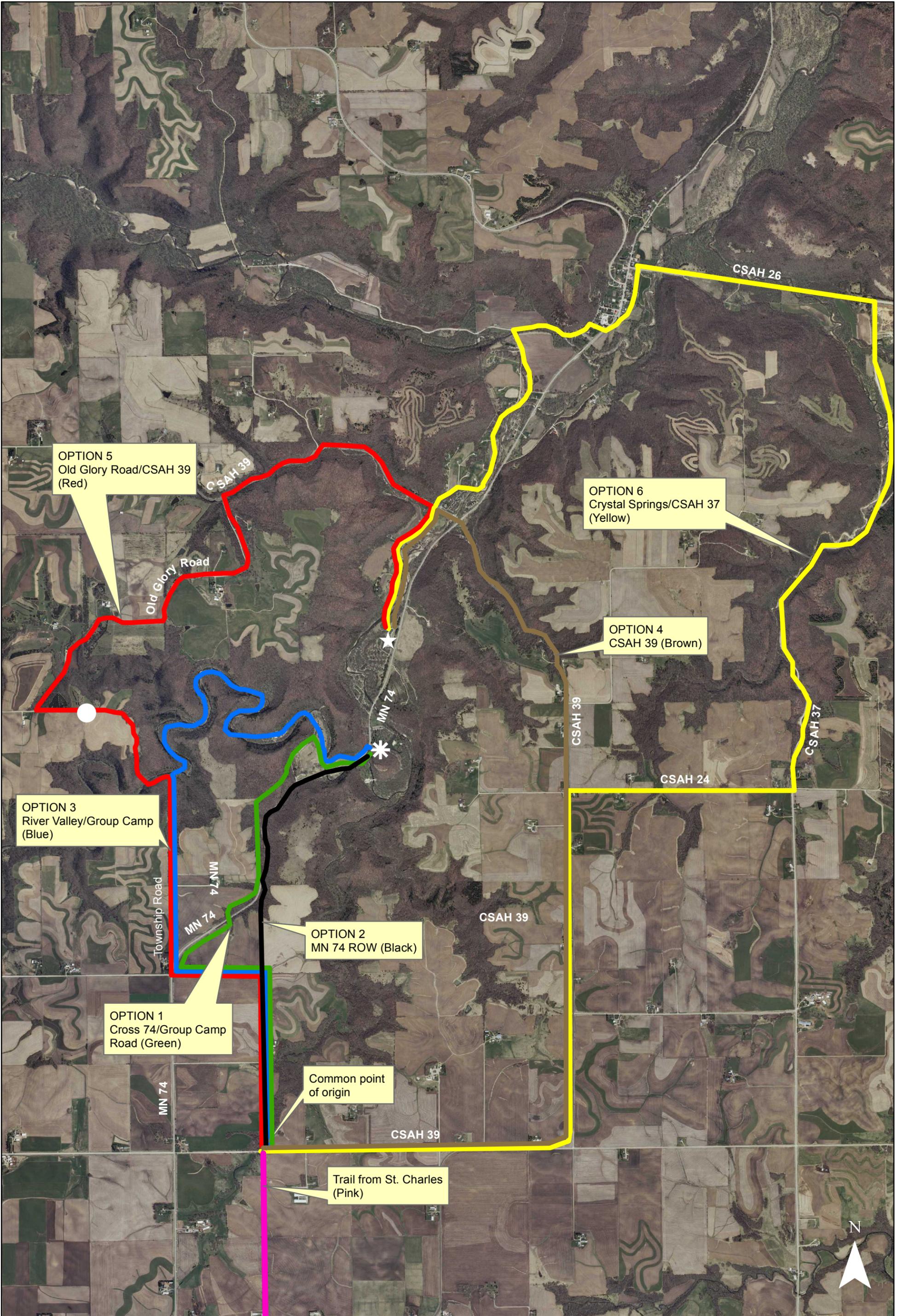
### **Option 6: Crystal Springs/CSAH 37**

#### **Considerations**

- Approximately 1 mile of corridor that the city has worked on acquiring will not be used.
- Grade is approximately 2% for two miles to reach the valley floor.
- Unknown if the existing road ROW is sufficient to accommodate the trail.
- Approximately 21 additional landowners would be affected if the corridor is too narrow.
- Wildlife Management Area property abuts approximately 4  $\frac{1}{2}$  miles of CSAH 37 and could also be involved with insufficient ROW.
- Length:
  - St. Charles to common point—3 miles
  - Crystal Springs alignment to Elba—9  $\frac{1}{2}$  miles
  - Elba to Park office—2  $\frac{1}{2}$  miles
  - TOTAL LENGTH—15 miles

### **Other options removed from consideration due to significant resource impacts/concerns**

- Blufftop to blufftop over MN 74 or cross slope to valley floor
- Trout Run



# Whitewater State Park St. Charles Trail Connection Options

1/30/14



- ★ Park Office
- ✳ Nature Store
- WMA Parking Lot



EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA

HELD: May 27, 2014

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Charles, Minnesota, was duly held at the City Hall in the City of St. Charles, Minnesota on Tuesday, the 27th day of May, 2014, at 7:00 P.M. for the purpose, in part, of giving preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's Capital Improvement Plan 2014 – 2018.

The following Council Members were present:

and the following were absent:

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION #14-2014 GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF THE CITY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED \$2,100,000 AND ADOPTING THE CITY OF ST. CHARLES CAPITAL IMPROVEMENT PLAN 2014-2018

A. WHEREAS, the City Council of the City of St. Charles, Minnesota (the "City") proposes to issue its general obligation capital improvement plan bonds (the "Bonds") and adopt the St. Charles Capital Improvement Plan 2014 – 2018 therefor (the "Plan"); and

B. WHEREAS, the City Council has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes; and

C. WHEREAS, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the hearing as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City of the City of St. Charles, Minnesota as follows:

1. Preliminary Approval for the Issuance of the Bonds and the Adoption of the Plan. The City hereby gives preliminary approval for the issuance of up to \$2,100,000 aggregate principal amount of the Bonds. The \$2,100,000 is not in excess of the amount in the Plan. The Plan is hereby adopted, the same being before the City Council and made a part of these proceedings by reference.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

# City of St. Charles, Minnesota

## Capital Improvement Plan 2014-2018

To Be Adopted: May 27, 2014



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# **City of St. Charles, MN**

## **Capital Improvements Plan**

### **2014-2018**

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#### **Statutory Authority and Requirements**

Minnesota Statutes Chapter 475.521 authorizes a Minnesota City to adopt a capital improvements plan (a "Plan".) The Plan must cover at least a five-year period and set forth the estimated schedule, timing, cost, payment revenue source(s) and other information for each improvement included in the Plan. The Plan must be approved by the City Council after a public hearing.

Capital improvements may include land acquisition and building construction or improvements for the purpose of a city hall, library, public safety facility, and public works facility. Excluded improvements include light rail transit facilities, parks, roads, bridges or land for those types of facilities.

A City may issue general obligation bonds for improvements included in an approved Plan if the following conditions are satisfied:

1. The City must publish notice of and conduct a public hearing on the issuance of the bonds. The bonds are subject to referendum voter approval only if a petition requesting a vote signed by five percent of the votes cast in the last general election is received within 30 days of the hearing.
2. The maximum annual debt service payment on all outstanding CIP bonds does not exceed 0.16 percent of the taxable market value of the City.
3. The issuance of bonds must be approved by at least three-fifths of the members of the City Council.

#### **History and Existing CIP Bonds**

The City of St. Charles has not previously adopted a capital improvements plan under authority of Minnesota Statutes Chapter 475.521. At the time of the proposed adoption of this Capital Improvement Plan, the City has outstanding CIP Bonds in the principal amount of \$0.

#### **City Debt and Overlapping Debt**

In preparing this update of the Capital Improvement Plan, the City has considered for each project, and the plan as a whole, several factors including the level of overlapping debt of the City.

As part of the approval process for this Plan, the City has evaluated all of its existing debt, including the repayment sources utilized for all existing debt. Please refer to Exhibit B.

**Debt Service Limit & New Bond Authority**

The maximum amount which can be levied on all of the City's CIP bonds is limited by the following formula:

Payable 2014 Estimated Market Value	\$213,254,900
times .16%	<u>.0016</u>
<b>CIP legal lending limit</b>	<b><u>\$341,208</u></b>
Less existing & proposed CIP Bond P & I (maximum)	(\$0)
<b>Amount available for P&amp; I on CIP Bonds</b>	<b>\$341,208</b>

Capital Improvement Plan bonds are also subject to the net debt limit of the City. An evaluation of the net debt limit for the City of St. Charles is as follows:

Payable 2014 Estimated Market Value	\$213,254,900
times 3%	<u>.03</u>
<b>CIP legal lending limit</b>	<b><u>\$6,397,647</u></b>
Less existing debt subject to limit <i>(Street Reconstruction Portion of 2011A Refunding Bonds)</i>	(\$815,000)
Less proposed CIP debt in this Plan subject to limit	(\$2,100,000)
<b>Available Net Debt Limit</b>	<b>\$3,482,647</b>

The City is proposing to issue up to \$2,100,000 in new G.O. Capital Improvement Plan bonds. Assuming bonds are paid over 25 years at current market interest rates, the maximum combined annual principal and interest payment is estimated to be approximately \$134,283 (see Exhibit A). This is approximately \$206,925 below the statutory limit of \$341,208.

The City reserves the right to vary the term of any borrowing identified in this plan with the understanding that the maximum payment of all outstanding CIP Bonds cannot exceed the statutory limit.

**Proposed Capital Improvements**

The City proposes to construct a new Public Safety Facility to house its growing Ambulance Service and Fire Department. The estimated cost is \$2.425 million. The City proposes to issue up to \$2,100,000 of General Obligation Capital Improvement Plan Bonds for the purposes of financing the construction this facility, the balance coming from reserves and other cash contributions. Detailed information on the project, including a discussion of the eight factors which must be considered by statute for each project are found in the pages that follow:

## **Current Project: New Public Safety Facility**

The City of St. Charles currently houses its Fire Department, Ambulance Service and Police Department at one location (and a portion of these services overflow off site also). The current facility is found to be both inadequate and insufficient to fulfill the needs of these essential services. The City intends to move its fire protection and ambulance services into a new facility. The new facility will have the required space and amenities to serve these departments and by relocating these services it will open up much needed space for the City's Police Department. The project will primarily be funded by General Obligation Capital Improvement Plan Bonds. .

### **Statutory Factors considered:**

#### **#1: Condition of existing facilities and need for repair or replacement:**

Condition of the existing facilities and its improvement needs are described as follows:

#### **FIRE HALL**

The current St. Charles Fire Hall was constructed in 1960. An addition was put on the building to house a ladder truck in 1999. Over the years, the various apparatus pieces have been scaled down in order to fit within the limited door openings of the garages. No air exchange system for proper truck ventilation exists at the current site. There are no shower / washing facilities available to the first responders in the case of exposure to blood borne pathogens or other hazardous materials. In addition, the current decontamination station only allows for one set of gear to be washed at a time, which could take several days before gear would be ready for the next call. Currently, two kitchen sinks serve as the decontamination facility for the entire department. Firefighters must clean their masks in one sink and other equipment in the second sink. Air Pac maintenance must be performed on limited bench space or on the floor area. There are no facilities for biohazard disposal. Several other items are at issue, including:

- Cracked front apron needs to be repaired.
- Floor drains in apparatus bay fill with sand and plug the drain due to no slope.
- Maintenance of trucks must be done outside due to lack of space.
- General storage restrictions.
- Meeting/training room currently houses 29 volunteer firefighters; however fire code regulates a maximum occupancy of 15 people.
- Inefficient heating system that is exacerbated by service door entries that are rotted and not air tight.
- Limitations of one phone line and computer line. The Fire Hall is designated as the Emergency Operations Center, but has limited technological facilities.
- Current facility is not handicap accessible including single bathroom.

#### **AMBULANCE GARAGE**

The current ambulance service is severely restricted due to lack of space to store additional vehicles. Call demand has demonstrated the ability to fund two ambulances, but without housing space that reality cannot be realized. Other issues include:

- Currently EMTs are housed in an older residential unit which proposes a risk to fire or injury. Additional living quarters in a commercially built facility would reduce that potential risk. Also, as the department continues to grow and strive toward becoming ALS certified, it could eventually offer the area the possibility of full-time Paramedics with proper space needs being addressed.

- The Ambulance Service currently holds trainings either in the community center or goes off-site through third parties. A committed space would allow the department to hold trainings of its own, such as EMT certification for other communities and potentially earn revenue.
- General storage of safety and training gear is at a premium and much of the expensive equipment is susceptible to moisture and heat at the current location.

**#2: Demand and Need for the Project:**

The need for the project was a result of the items listed above as well as the following:

The public need for the new facility was determined through the adoption of the City's Emergency Management Plan. That plan calls, in part, for the Fire Hall to be utilized as the Emergency Operations Center for the City of St. Charles. In the event that a major disaster occurs within the St. Charles service territory the facility is charged with the effective delivery of emergency management services. However, due to its limited technological and capacity issues, it does not adequately serve the needs of the department, community or surrounding area. In addition, because of the lack of space and services within the current fire department location, repairing and preparing equipment to be reused for the next incident is both time consuming and challenging. First responders are potentially subjecting both themselves and their families to potential blood borne pathogens or hazardous material due to the lack of proper decontamination facilities or personal wash spaces at the current site.

Ambulance personnel who remain for overnight and weekend duty currently reside at an aging house located approximately 5 blocks away from the ambulance garage. Response time is hindered because of the distance to the units. Providing a single location for housing of both the EMTs as well as the ambulance vehicles would improve response time and the efficient delivery of service.

For the City's Police Department, relocating the ambulance and fire departments into one, new space will create space for the police department. The City's 5 full-time and 8 part-time officers currently operate in a 10x15 space with only a single garage for a 4-car fleet. Combining fire and ambulance off site will allow for future growth of the police department as the City struggles to provide a full-service department.

**#3: Estimated Cost:**

The estimated cost to construct, and finance the new Public Safety Facility is \$2,425,000. This cost will be financed primarily through the issuance of General Obligation Capital Improvement Plan Bonds (limited to \$2.1 million) and cash.

**#4: Available Public Resources:**

The City intends to levy property taxes for bond payments for the proposed Capital Improvement Plan Bonds. A summary of the anticipated funding sources and the year debt is issued is provided below.

<u>Year</u>	<u>CIP Bonds</u>	<u>City Reserves</u>	<u>Intergov't Contributions</u>	<u>Total</u>
2014	0	0	0	0
2015	\$2,100,000	\$200,000	\$125,000	\$2,425,000
2016	0	0	0	0
2017	0	0	0	0
2018	0	0	0	0
<b>Total</b>	<b>\$2,100,000</b>	<b>\$200,000</b>	<b>\$100,000</b>	<b>\$2,425,000</b>

*The City reserves the right to adjust the timing and/or amount of any of the items noted above as long as the issuance of any GO CIP Bonds is limited to \$2.1 million.*

**#5: Overlapping debt in the City**

See attached Exhibit B.

**#6: Project Priority & Relative Benefits vs. Cost**

Through careful consideration and deliberation, the City has determined that combining locations and facilities for both the ambulance and fire departments provides for better sharing of costs, greater opportunities for training, and an overall more effective and efficient delivery of service. In reviewing the alternate uses of the funds, it is hereby found that the new Public Safety Facility is a high priority project that houses essential City services. It is further found that the relative public benefits are found to exceed the costs.

**#7: Operating Cost**

Currently the City's Ambulance, Fire and Police Services operate in an inefficient way. The current Fire Hall is in an aging inefficient location and the Ambulance Service operates out of an undersized garage (and an offsite residential facility for overnight EMT volunteers). As such, the City anticipates a net reduction in operating costs given the age of the structures and associated utilities.

**#8: Other Alternatives Considered**

The City considered updating and expanding current service locations and found property space to be inadequate to accommodate this alternative. Constructing a new Public Safety Facility at a new site provides the necessary building space and also provides future growth opportunities.

**City of St. Charles, Minnesota**

General Obligation Capital Improvement Plan Bonds, Series 2015A

\$2,100,000

PRELIMINARY

**Estimated Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
02/01/2016	-	-	44,681.67	44,681.67
02/01/2017	65,000.00	1.000%	67,022.50	132,022.50
02/01/2018	65,000.00	1.250%	66,372.50	131,372.50
02/01/2019	65,000.00	1.500%	65,560.00	130,560.00
02/01/2020	65,000.00	1.750%	64,585.00	129,585.00
02/01/2021	70,000.00	2.000%	63,447.50	133,447.50
02/01/2022	70,000.00	2.250%	62,047.50	132,047.50
02/01/2023	70,000.00	2.450%	60,472.50	130,472.50
02/01/2024	75,000.00	2.600%	58,757.50	133,757.50
02/01/2025	75,000.00	2.800%	56,807.50	131,807.50
02/01/2026	75,000.00	3.000%	54,707.50	129,707.50
02/01/2027	80,000.00	3.150%	52,457.50	132,457.50
02/01/2028	80,000.00	3.350%	49,937.50	129,937.50
02/01/2029	85,000.00	3.500%	47,257.50	132,257.50
02/01/2030	90,000.00	3.550%	44,282.50	134,282.50
02/01/2031	90,000.00	3.600%	41,087.50	131,087.50
02/01/2032	95,000.00	3.650%	37,847.50	132,847.50
02/01/2033	95,000.00	3.700%	34,380.00	129,380.00
02/01/2034	100,000.00	3.750%	30,865.00	130,865.00
02/01/2035	105,000.00	3.800%	27,115.00	132,115.00
02/01/2036	110,000.00	3.850%	23,125.00	133,125.00
02/01/2037	115,000.00	3.900%	18,890.00	133,890.00
02/01/2038	115,000.00	3.950%	14,405.00	129,405.00
02/01/2039	120,000.00	4.000%	9,862.50	129,862.50
02/01/2040	125,000.00	4.050%	5,062.50	130,062.50
<b>Total</b>	<b>\$2,100,000.00</b>	<b>-</b>	<b>\$1,101,036.67</b>	<b>\$3,201,036.67</b>

Maximum P&I Estimated Payment >> \$134,282.50

Exhibit A

## EXHIBIT B

### Debt Statistics & Overlapping Debt

City of St. Charles

(as of April 1, 2014)

#### GO Debt Supported by Tax Levies

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding</u>
2015	\$ 2,100,000	Capital Improvements, This Issue	n/a	\$ 2,100,000
8/1/2011	1,135,000	Street Reconstruction Refunding Portion	2/1/2021	815,000
8/1/2011	165,000	Tax Abatement Refunding Portion	2/1/2021	120,000
1/1/2010	80,000	Equipment	12/1/2014	17,359
12/1/2009	90,170	Equipment	12/1/2015	<u>32,201</u>
<b>Total</b>				<b>\$ 3,084,560</b>

#### GO Debt Supported by Assessments

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding</u>
8/1/2011	\$ 1,610,000	Improvements	2/1/2032	\$ <u>1,480,000</u>
<b>Total</b>				<b>\$ 1,480,000</b>

#### Revenue Debt

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding</u>
9/1/2011	\$ 2,660,000	Electric Revenue Refunding	12/1/2022	\$ <u>2,235,000</u>
<b>Total</b>				<b>\$ 2,235,000</b>

#### Lease Agreements & Other

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding</u>
2012	\$ 55,000	Business Loans	n/a	\$ <u>39,963</u>
<b>Total</b>				<b>\$ 39,963</b>

## Summary of Gross Debt

	<u>Gross Debt</u>
GO Debt Supported by Tax Levies	\$ 3,084,560
GO Debt Supported by Assessments	1,480,000
GO Debt Supported by Revenues	2,235,000
Lease Agreements & Other	<u>39,963</u>
<b>Total</b>	<b>\$ 6,839,523</b>

## Overlapping Debt

Taxing Unit	2012/13 <u>Tax Capacity</u>	% in <u>City</u>	Total <u>G.O. Debt</u>	City <u>Share</u>
Winona County	\$ 40,990,057	4.99%	\$ 6,939,471	\$ 346,118
ISD # 858	5,782,481	35.36%	12,895,000	4,559,141
SEMMCHRA	23,675,860	8.64%	3,032,454	<u>261,857</u>
<b>Total</b>				<b>\$ 5,167,115</b>

\* Includes only taxing units with GO Debt

## Debt Ratios

	Net <u>G.O. Debt</u>	Debt/Economic Market Value *	Debt per Capita
		<u>\$ 221,079,200</u>	<u>3,578</u>
Net Direct G.O. Debt*	\$ 4,564,560	2.07%	\$ 1,276
Net Direct and Overlapping Debt	9,731,675	4.40%	2,720

\* Includes GO Debt supported by Tax Levies, Assessments and Overlapping Debt

\$ 2,425,000 Maximum Estimated Total Project Cost (includes issuance & cap. Interest)  
25 Term (yrs)

**\$2,100,000 BOND ISSUE SCENARIOS**

**SCENARIO ONE: \$2.1 million bond, \$325,000 cash (total project \$2.425 million)**

\$ 139,000 Estimated Net Levy (Includes 5% coverage requirement)  
6.8% Increase in Points to Tax Rate  
\$ 68 Annual Cost per Taxable \$100,000 (Single Family Residential)

**SCENARIO TWO: \$2.1 million bond, \$325,000 cash, and up to \$65,000 annually in reallocated and / or new revenues**

\$ 74,000 Estimated Net Levy (Includes 5% coverage requirement)  
3.6% Increase in Points to Tax Rate  
\$ 36 Annual Cost per Taxable \$100,000 (Single Family Residential)

**SCENARIO THREE: \$2.1 million bond (Incl. Intergov't Financing - \$325,000 cash, and up to \$65,000 annually in reallocated and / or new revenues)**

\$ 64,000 Estimated Net Levy (Includes 5% coverage requirement)  
3.1% Increase in Points to Tax Rate  
\$ 31 Annual Cost per Taxable \$100,000 (Single Family Residential)

**\$1,775,000 BOND ISSUE SCENARIOS**

**SCENARIO FOUR: \$1.775 million bond, \$325,000 cash (TOTAL project of \$2.1 million)**

\$ 117,418 Estimated Net Levy (Includes 5% coverage requirement)  
5.7% Increase in Points to Tax Rate  
\$ 57 Annual Cost per Taxable \$100,000 (Single Family Residential)

**SCENARIO FIVE: \$1.775 million bond, \$325,000 cash (TOTAL project of \$2.1 million - and up to \$65,000 annually in reallocated and / or new revenues)**

\$ 52,418 Estimated Net Levy (Includes 5% coverage requirement)  
2.6% Increase in Points to Tax Rate  
\$ 26 Annual Cost per Taxable \$100,000 (Single Family Residential)

**SCENARIO SIX: \$1.775 million bond (Incl. Intergov't Financing - \$325,000 cash, and up to \$65,000 annually in reallocated and / or new revenues)**

\$ 42,418 Estimated Net Levy (Includes 5% coverage requirement)  
2.1% Increase in Points to Tax Rate  
\$ 21 Annual Cost per Taxable \$100,000 (Single Family Residential)

**ESTIMATED IMPACT PER TAXABLE \$100,000 SINGLE FAMILY RESIDENTIAL VALUE**

\$21 to \$68 annually depending upon final options selected

# Community Gardens of St Charles

## History:

For the city of St Charles, 33 garden plots have been available each growing season. The plots are currently located near the south water tower near Hwy 90. The land is owned by a private individual. Use of the land has been donated so city residents can grow a garden. Each spring a local farmer prepares the soil and plots the lots, each plot is 20 x 50. The cost for a plot is \$15. Water has also been provided for the gardens. Community Ed has managed the paperwork for the lots- telephone calls, payments, plot assignments, disputes etc. All monies collected have been paid to the farmer for his work on preparing the soil and the whole summer of water deliveries. I am not sure how long the program has been going on but it is at least 10 years.

Every year the demand for space has resulted in a "waiting list". There are never enough garden plots to meet demand. If the subject space is approved by the council for garden space, the land would have to be dug and ready for planting. Since it is late in the growing season we may not have much more interest for gardens this year. Next year with additional advertising and rising cost of food, the need for gardens will increase. Community Ed can find someone to dig the ground and plot the plots. Each spring we have a short meeting on "garden usage" before the garden growing season.

## Each garden plot owner is expected to follow a set to rules:

- Be respectful of your neighbor and their garden habits. Problems - contact Community Ed.
- All plot owners will be called when plots are ready to be planted in the spring.
- All plots should be harvested by Oct 15 and all gardening materials (sticks, trellises, fences, stakes, etc) must be removed before Oct 30.
- Be aware of water usage, water the plant not the lot.
- Keep your garden clean and free of weeds.
- No fertilizers, insecticides or herbicides will be used that will in any way detrimentally affect adjacent gardens or grass areas.
- It is important that you always respect the rights of others and appreciate the fact that this land has been made available for your personal use.

## Questions to be resolved for additional garden space:

1. If the whole acreage (2 acres) was not used this summer, who is responsible for taking care of it? I know we do not want a field of weeds there.
2. Water- would water be available? Who would be responsible for providing and getting it there?
3. Additional cost to the land owner?
4. Who mows around the outside of the 2 acre space?



**Advanced  
Disposal**

April 25, 2014

City of St. Charles  
Attn: Nick Koverman  
830 Whitewater Avenue  
St. Charles, MN 55972

RE: Advanced Disposal Request for Extension

Dear Mr. Koverman:

Thank you for your continued business with Advanced Disposal. We appreciate the opportunity to work with you and your residents to provide quality refuse and recycling services.

Advanced Disposal is proposing an extension as allowed in our current agreement in Section 4. This extension request is made in compliance with our six month advance written notice request per the agreement.

I have attached the extension proposal under separate cover. Please let me know if we can be of further assistance to the City.

Thank you again for your business.

Sincerely,

Jennefer Klennert  
Municipal Marketing Manager  
Phone: (651) 768-5279  
E-Mail: [Jennefer.Klennert@advanceddisposal.com](mailto:Jennefer.Klennert@advanceddisposal.com)

### Advanced Disposal Extension Request

Advanced Disposal's is proposing the following:

- 1) 5 year extension of contract through December 31, 2019.
- 2) Proposed Year 1 Increase as outlined below.

All other terms and conditions will remain as laid out in the contract.

	35 Gallon	65 Gallon	95 Gallon	95 Gallon Recycle
Current	\$8.74	\$9.80	\$11.03	\$3.05
Proposed	\$9.15	\$10.25	\$11.55	\$3.10

# **City of St. Charles, Minnesota Sign Retroreflectivity Policy**

## **Article I. Purpose and Goal.**

The purpose of this policy is to establish how the city will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels. Conformance does not require or guarantee that every individual sign in the city will meet or exceed the minimum retroreflective levels at every point in time.

The goal of this policy is to improve public safety on the city's streets and roads and prioritize the city's limited resources to replace signs.

## **Article II. Applicable Signs.**

This policy applies to all regulatory, warning, and guide signs as set forth in the MN MUTCD.

[Pursuant to Section 2A.8 of the MN MUTCD the city excludes the following signs from the retroreflectivity maintenance guidelines:

- A. Parking, Standing, and Stopping signs (R7 and R8 series)
- B. Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- C. Acknowledgment signs, including Memorial signs
- D. All signs with blue or brown backgrounds
- E. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians]

## **Article III. Resource Materials**

The city has reviewed and relied on numerous resources in adopting this policy. These resource materials include, but are not limited to the following:

- *Methods for Maintaining Traffic Sign Retroreflectivity*, Publication No. FHWA-HRT-08-026, U.S. Department of Transportation, Federal Highway Administration (November 2007).
- *Sign Retroreflectivity Guidebook*, Publication No. FHWA-CFL/TD-09-005, U.S. Department of Transportation, Federal Highway Administration (September 2009).
- *Sign Retroreflectivity: A Minnesota Toolkit*, Minnesota Department of Transportation, Local Road Research Board (June 2010).
- *Traffic Sign Maintenance/Management Handbook*, Report No. 2010RIC10, Version 1.1, Minnesota Department of Transportation (October 2010).

- *LMCIT Sign Retroreflectivity Memo and Model Policy*, League of Minnesota Cities (Final Edition, March 2014).

#### **Article IV. Sign Inventory**

To meet the city's goal of maintaining sign retroreflectivity above certain levels, the city will maintain a sign inventory of all new or replacement signs installed after the effective date of this policy. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and any maintenance performed on the sign.

As to existing signs, the city will perform an inventory of all signs covered by this policy. The city recognizes this process will occur over time subject to the city's monetary and human resources. The city expects to complete its sign inventory by December 31, 2014. The city shall record the above information related to new signs to the extent that such information is known and shall also include a statement on the general condition of the sign.

#### **Article V. Removal of Signs**

In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the city's policy to remove signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on an engineering study and the MN MUTCD.

#### **Article VI. Approved Sign Evaluation Method.**

After reviewing the various methods proposed for sign maintenance, the City adopts one or more of the following methods to meet the minimum sign retroreflectivity requirements in the MN MUTCD:

[Check one or more of the boxes that apply; for example, a city might choose Nighttime Visual Inspection and Expected Sign Life]

- Nighttime Visual Inspection.** The retroreflectivity of the City's signs is assessed by a trained sign inspector following a formal visual inspection procedure from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels will be replaced. The City will visually inspect its signs based on the following schedule:
- 

- Measured Sign Retroreflectivity.** Sign retroreflectivity is measured using a retroreflectometer. Signs with retroreflectivity below the minimum levels will be replaced. The City will measure sign retroreflectivity based on the following schedule:

- 
- Expected Sign Life.** The installation date is labeled or recorded when a sign is installed, so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retroreflectivity degradation in the City. Signs older than the expected life will be replaced.
- X Blanket Replacement.** All signs in the City of a given type are replaced at specified intervals. This eliminates the need to assess retroreflectivity or track the life of individual signs. The replacement interval is based on the expected sign life for the shortest-life material used in the City or a given sign type. The current replacement interval is 5-10 years or the expected life of the sign.
- Control Signs.** Replacement of signs in the City is based on the performance of a sample set of signs. The control signs will be a small sample located in the City's maintenance yard or a selection of signs in the field. The control signs will be monitored to determine the end of retroreflective life for the associated signs. All signs represented by a specific set of control signs will be replaced before the retroreflectivity levels of the control signs reach the minimum retroreflectivity levels.

#### **Article VII. Sign Replacement.**

The City hereby establishes the following priority order in which road signs will be replaced:

- First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
- Second priority shall be given to signs determined to be marginal in their retroreflectivity evaluation.
- Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

After the initial replacement of signs as provided for in this Article or the installation of new signs, the City shall, for the purpose of complying with the requirements of the MN MUTCD, maintain minimum retroreflectivity standards, as budgetary factors allow, by replacing signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the sheeting material used on the sign; or (c) expected life as determined by an authorized engineering study.

Damaged, stolen, or missing signs may be replaced as needed.

**Article VIII. Modification and Deviation from Policy.**

The City reserves the right to modify this Sign Retroreflectivity Policy at any time if deemed to be in the best interests of the City based on safety, social, political and economic considerations.

The Director of Public Works, or his or her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the City based on safety, social, political and economic considerations. Such deviation shall be documented including the reason for the deviation and other information supporting the deviation.

Adopted by the City Council of the City of St. Charles on this 27th day of May, 2014.

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William J. Spitzer, Mayor

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Nick Koverman, City Administrator

# PROCLAMATION

## ST. CHARLES CANCER AWARENESS WEEK, JUNE 15-21, 2014

WHEREAS, the week of June 15<sup>th</sup> through June 21<sup>th</sup> is recognized as Cancer Awareness Week in St. Charles; and,

WHEREAS, the City of St. Charles recognizes those members of the St. Charles community who have lost their battle to Cancer over the years and that this week serves as a way to remember and honor those residents; and,

WHEREAS, the City of St. Charles expresses its continued support to the survivors as well as those who have most recently been diagnosed with this disease, may they find comfort within the community and hold strong their faith and support one another; and,

WHEREAS, the City of St. Charles expresses its sincere appreciation to all St. Charles residents, businesses, and organizations who help to raise awareness through education as well as sponsor events that generate funds that would be donated to organizations who help in the fight against this dreaded disease.

NOW THEREFORE I, Mayor William J. Spitzer of the City of St. Charles, County of Winona, State of Minnesota, do hereby proclaim that Sunday, June 15, 2014 through Saturday, June 21, 2014 be declared Cancer Awareness Week within the City of St. Charles.

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Mayor William J. Spitzer

(Seal)

## **St. Charles Cancer Awareness Week**

### **June 15<sup>th</sup> - June 21<sup>st</sup>**

Sponsored by the St. Charles Area Chamber of Commerce

Proceeds from the following events will be presented at the Eagles Cancer Telethon by the St. Charles Area Chamber of Commerce from the Community of St. Charles

**All Week :** *St. Charles Family Chiropractic* donating 10% from sales of supplements and products

**Sunday, June 15<sup>th</sup>** Participating churches offering prayers for cancer victims and their friends / families

**Thursday, June 19<sup>th</sup>** *St. Charles Moose Lodge* dinner 7:00 pm - call lodge for details

**Friday, June 20<sup>th</sup>**

*St. Charles Lions Club Breakfast* 7:00-12:00 St. Charles Golf Club  
Open to the public  
free will donation

*Wayne Idso Memorial Cancer Golf Tournament* St. Charles Golf Club  
12:00 shot gun start  
4 person scramble  
visit golf course website for more information: [www.stcharlesgolfclub.com](http://www.stcharlesgolfclub.com)

**Saturday, June 21<sup>st</sup>**

*Family Day at Jessens Park* Kids Fishing contest 3-7pm Carnival 5-8 pm

*Floating Memorial Luminary ceremony celebrating family and friends affected by cancer*  
Sponsored by Eastwood Bank  
8:00 pm St. Charles Golf Club