

The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, March 11, 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. March 11, 2014 Agenda	APPROVE
4. Meeting Minutes -February 11, 2014 -February 25, 2014	APPROVE
5. March 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	
7d. Library Board Report, Dave Braun (TBD)	
7e. EDA Report, Wayne Getz	
7f. Park Board, Orv Dahl (TBD)	
7g. Planning & Zoning, John Schaber	
7h. School Board, John Schaber (TBD)	
7i. EMS Building Committee, John Schaber (TBD)	
8. Resolution #04-2014 4 th Street Electric Upgrade Project	APPROVE
9. Ordinance #568 Vacating Whispering Greens ROW, Easements	APPROVE 1 st Reading
10. EDA-Revolving Loan Fund Request	APPROVE
11. Downtown Beautification/Transportation Plan	APPROVE
12. LMCIT Insurance Liability Waiver	APPROVE
13. 2014 Summer Job Posting	APPROVE
14. Resolution #05-2014 Request to waive DESCASD's SAC fee, 2014-2015	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.**



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, March 11, 2014

8. Resolution #04-2014 4th Street Electric Upgrade Project. Tom Nigon of Energy Star Services will be present to discuss the 2014 Summer 4th Street Electric Upgrade Project. Enclosed is a resolution and supporting data that Mr. Nigon will review with Council.

9. Ordinance #568 Vacating Whispering Greens ROW, Easements—1st Reading. Enclosed is information related to a request by the petitioner to vacate portions of Gladiola Drive, Iris Circle and related easements and drainage ways related to the Whispering Green Subdivision. The Planning and Zoning reviewed the vacation Thursday, March 6 and forwarded a favorable recommendation.

10. EDA Revolving Loan Request. Please see the enclosed request from the EDA for Downtown Rehabilitation funds.

11. Downtown Beautification/Transportation Plan. Enclosed is a proposal from WHKS for developing a concept plan for pedestrian accesses, landscape, parking, street accommodations for the use of future grants as well as provide a roadmap and concept for improvements to the downtown infrastructure.

12. LMCIT Insurance Liability Waiver. As the City renews its insurance policy with the League of Minnesota Cities, the annual liability form that stipulates that the city "does not waive" the monetary limits is included for approval.

13. 2014 Summer Job Posting. A summer job posting for Park and Rec will be presented Tuesday evening following the Monday night Park Board meeting.

14. Resolution #05-2014 Request to Waive DESCASD's SAC fee, 2014-2015. Enclosed is a resolution that has been distributed to the cities of Dover and Eyota for consideration to ultimately present to the Sanitary District.

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

MEMBERS PRESENT:

Councilmen:

John Schaber

Dave Braun

Orv Dahl

Mayor Bill Spitzer (entered 7:02 p.m.)

MEMBERS ABSENT:

None

STAFF PRESENT:

Ken Frank (Chief of Police), Kyle Karger (Public Works Supt.), Rick Schaber (Park and Rec Director), Lyle Peterson (Fire Chief), Jeff Hardtke (Ambulance Director), and Randy Geisler (Public Works Dept.).

OTHERS IN ATTENDANCE: Jessi Geisler, Timothy Hunter, Cathy Groebner, Bob Bambenek, Brian Todd, Tyrel Clark, and Craig Hilmer (Press)

1. ESTABLISH QUOROM/CALL TO ORDER

Quorum was established with Mayor Pro-Temp 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: **Wayne Getz**

Seconded by: **Dave Braun**

No Discussion.

Motion carried.

4. MEETING MINUTES:

-January 2, 2014

Motion to approve: **Orv Dahl**

No discussion.

Motion carried.

-January 14, 2014

Motion to approve: **Dave Braun**

No discussion.

Motion carried.

5. APPROVAL of the FEBRUARY PAYABLES

Motion to approve payables: **Wayne Getz**

6. Notices and Communications.

7. Reports of Boards and Committees: Various reports were given by Council. Fire Chief Lyle Peterson was present to give an update on the EMS Building Committee. A tour of the Stewartville fire hall was conducted and those present gained valuable insight into potential cost effective modifications that could be implemented in the St. Charles potential project. Township meetings are scheduled and a brief explanation will be made.

8. Bob Bambenek—County Recorder. County Recorder Bob Bambenek provided a brief update with respect to the 2013 real estate season citing several points: Foreclosure properties diminished from 15 (2012) to 3 (2013),

spec homes were valued at about \$295,750 and that there were 35 new construction homes in Winona County for 2013. He stressed the point that there is very little inventory to show potential homebuyers, which he stated was a good problem to have.

9. **Public Works Hire.** Administrator Koverman reviewed a memo provided to Council detailing the Council's past discussion and the action requested at the meeting to replace the vacant Street opening position. He highlighted the tasks and responsibilities left vacant and the recommendation to continue with the level of service provided by the Street Department. In working with department heads, various potential cost savings were identified through items such as a delayed replacement search, the change in salary scale if the Council elects not to train the individual as a replacement lineman as was done with Mr. Bunke and Mr. Geisler. The total potential savings was estimated at approximately \$21,000.00. Clm. Schaber expressed that he appreciated the cost savings of looking at an April 1 start date and agreed with the need for the position. Clm. Dahl expressed that placing the pressure of street maintenance on one employee for the size of town St. Charles is was not effective. Clm. Braun expressed his desire for a part-time seasonal street position. Clm. Getz concurred with the idea. Clm. Dahl replied that much of the equipment that the street personnel operate is a two-person job. Concerns were expressed with respect to training time and costs as well as the type of candidate that would apply for a six month position. Mayor Spitzer expressed concern with respect to only having one member on the street department. He added that there is a safety component with pairing of employees and was also concerned about the lack of work to be performed given the amount of training that may take place with each seasonal employee. More discussion was held. A motion was made to proceed to move forward with the hiring of the street personnel.

Motion to approve: **John Schaber**

No further discussion

Aye: John Schaber, Orv Dahl, Bill Spitzer

Nay: Wayne Getz, Dave Braun

Motion approved.

10. **Resolution #01-2014 Awarding Crack Sealing Project.** The bids were reviewed and tabulated by WHKS Engineering for 20,000 L.F. of crack sealing for 2014. Seykora Asphalt was lowest most responsible bidder at \$23,000.00. A motion to award the bid to Seykora Asphalt Maintenance was made.

Motion to approve: **Orv Dahl**

No further discussion.

Motion approved.

11. **Resolution #02-2014 Awarding Sanitary Sewer Lining Project.** The resolution was presented whereby the bids had been reviewed and tabulated by WHKS for the sanitary sewer lining project. Visu-Sewer, Inc. with a bid of \$48,760.00 was reviewed as the lowest most responsible bidder. A motion to award Visu-Sewer the bid was made.

Motion to approve: **John Schaber**

No further discussion.

Motion approved.

12. **Frozen Water Line.** Administrator Koverman relayed the current issue with various private water lines that were freezing throughout the city. Private contractors were working with homeowners to re-establish the frozen water lines with the help of city crews throughout the prior week and weekend. He further discussed how staff sends out a letter in November to residents who are known to have a history of freezing to turn on their water and continue until notified by City Hall in the spring. The water is adjusted with no additional cost to the resident. However, over the past week where temperatures have been the lowest on record for 25-30 years, private water lines all over the community began to freeze. He reported that 6 lines had frozen to date. Staff have also been informing residents to monitor their water temperature and should it go below 38 degrees they were informing residents that it would be suggested that they run their water until it warms to above 40 degrees. Koverman then posed two questions to the council with respect to a response or action by the Council. First, he highlighted a 50/50 cost share program that was devised in 2012 to help with water line repairs from the main to the boulevard/city easement. He expressed that if water lines were not rectified early on, the costs to the homeowner and potentially the city could rise as the frozen water line extends to a city water main. Through aiding residents in this initial term as frost accounts were below 6 feet and dropping, he asked Council whether it would be a prudent use of those funds to correct an issue before it compounds. Council discussed the merits of the plan and Clm. Schaber expressed

that he agreed with helping residents until such time that it was agreed that residents had been adequately notified regarding the frozen pipe issue and to use the 38 degrees as a rule of thumb to add residents to the list for adjustments for water consumption. It was agreed that the reimbursement would be a one-time only instance per household and that the program should discontinue once ample notification was made. Koverman reviewed for the Council how other communities and even a larger utility was responding. The amount was also discussed as to the cost of service how much the city would or should contribute and it was agreed that a one time, 50/50 cost share not to exceed \$2,000 would be allowed. In addition, City Hall would purchase a limited supply of thermometers for residents to use temporarily. A motion was made to approve the frost emergency program at a one-time 50/50 cost share not to exceed \$2,000.00 with funds to be used from the water repair fund. Residents who verify their water temperature of 38 degrees will have their consumption adjusted.

Motion to approve: **John Schaber**

No further discussion.

Motion approved.

13. Advertisement for Part-time Police. Chief Frank was present and reviewed a request for advertisement for 2-3 part-time officers dependent on the number of applications and quality. He expressed that after several resignations for various reasons or simply not being able to pick up as many shifts as the department needs in order to cover trainings, sick time, vacation, the current 6 part-time officers cannot fill in given full time jobs, etc. It was questioned where the funds for outfitting the officer would come from and Chief Frank expressed out of the current part-time budget. A motion was made to approve the hiring for up to 3 part-time officers.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

14. Drug Evaluation and Classification School. Chief Frank presented two requests for training opportunities for Robbie Floerke and Jose Pelaez. Officer Floerke is looking to attend tazer training and will be able to return to the department and train fellow officers. In addition, Officer Pelaez has been accepted to attend the Drug Evaluation and Classification School at White Bear Lake training facility February 24th to March 6. Additional training will take place in California. Chief Frank expressed that the expense to the city will be transportation and his wages and possibly meals. The Council concurred that this skill set will be brought back to the department and will an added benefit for the community. They also agreed that they like the fact that officers are specializing in different areas, which expands the skillset of the entire department. A motion to approve the training was requests was made.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

15. 2014-2015 Building Permits. Administrator Koverman reviewed a memo and recommendation by the Economic Development Authority to waive the building permit and associated building fees for 2014-2015 as a way to increase new housing construction in St. Charles. The Council had previously tabled the decision with questions on spec homes being a viable option. Administrator Koverman highlighted the value and investment that these types of homes bring to the area. He also pointed out county Recorder Bob Bambenek's statement related to not having enough housing stock available for people to look at. Council agreed that it would be a good investment after reviewing figures that showed the proposed taxes generated which demonstrated in most cases a one-year payback of that fee. After reviewing the data, the Council was in agreement that in order to position itself for the Rochester Medical Destination experience, St. Charles would need to find a competitive edge and with 165 available lots, they felt this would be in the best interest of the community. A motion was made to approve the waiving of the 2014-2015 building and related fees with reimbursement to come from the Rochester Sales Tax funds.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

16. 2014 SEMLM Legislative Policies. Administrator Koverman presented the 2014 legislative policies for review and approval. As the secretary for SEMLM and the St. Charles representative, Koverman expressed that the Council has reviewed them in the past and that they are typically approved during the winter meeting. However,

due to inclement weather the meeting was cancelled so a vote from each individual member city was requested. A motion to approve the policies was made.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

17. **Taste of St. Charles II—February 24th**. Administrator Koverman provided a brief update as to the event timeline and the work of the committee. He invited all Council members and the community to attend.

18. **Community Public Transportation Project**. Eyota Mayor Tyrel Clark was present to discuss a proposed application to MNDOT in partnership with SEMCAC for a local bus service that would provide transportation at a reduced cost and a shared cost to the participating cities. A survey was requested to be conducted and that results be turned in by the end of February. Clm. Schaber expressed that it thought it was a good idea and didn't cost much to conduct the survey. A motion was made to participate in the survey with Eyota and Dover to investigate the possible grant application.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

19. **2014 Summer Park and Rec Brochure**. A motion was made to approve the 2014 Park and Rec brochure.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

20. **Revolving Loan Fund Transfer**. An existing business requested to assume a revolving loan through the EDA. The recommendation from the EDA was to continue with the current schedule and simply transfer the loan to the new owner. A motion was made to approve that action.

Motion to approve: **Wayne Getz**

No further discussion.

Motion approved.

UNSCHEDULED PUBLIC APPEARANCES:

None

Motion to adjourn at 8:34 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, February 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

STAFF PRESENT:

Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Paul Bertucci (Franklin Energy), Craig Hilmer and Bryan Todd.

1. ESTABLISH QUOROM/CALL TO ORDER

Quorum was established with Mayor 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: **John Schaber**

No discussion.

Motion carried.

4. Notices and Communications. Admin. Koverman briefly reviewed the TMI meeting held Monday night "A Taste of St. Charles II". The event brought 104 residents out and the ideas generated will be synthesized down to a report that will be available to the Council and community.

5. REVIEW OF FINANCIALS. No comments.

6. Franklin Energy CIP Review. Paul Bertucci was present to review the 2013 CIP projects for the Council. The various programs and incentives resulted in 142,526 kwh of savings, and 53,900 gallons of water saved. It also created several projects that could save up to 225,179 kwh of savings. The 2014 plan was also presented that was similar to 2013 with a focus now on following up with businesses that have had audits completed. In addition, 15 residential audits will be planned for 2014 as a gauge to better understand the type of savings potential. A motion was made to approve the 2014 proposed 2014 plan.

Motion to approve: **John Schaber**

No discussion.

Motion carried.

7. Frozen Pipe Update. Administrator Koverman reported that 20 residents had experience freezing pipes since the issue began. Over 150 have been added to the list with respect to their water dropping below 38 degrees and the city looking to adjust their consumption. Various notices were mailed out to the residents, posted in the newspaper, on the city's website and cable access channels as well as a Code Red alert that went to almost 1,100 homes in St. Charles. The Council felt they had done their due diligence in notification. He indicated that the message urges residents to continue to check their temperature through May 1 as it may be up until that time until the frost level is safe. Clm. Schaber felt it was time to end the cost share participation program with the frozen lines, but to continue with adding residents to the list to be adjusted if their temperature warranted it. A motion was made to end the city's participation in the cost share program of freezing pipes, but to continue to add residents to the list for adjustments as long as residents contact city hall to register the incident.

Motion to approve: **John Schaber**

No discussion.

Motion carried.

Admin. Koverman expressed that he was also asked to request for a frozen sewer line cost share by one of the affected residents. He indicated that there were 5 of these types of issues around townw. Cim. Braun and Getz concurred that they were not interested in cost sharing for sewer. A motion was made to not allow a cost share for sewer freeze up.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

8. Resolution #03-2014 Library Fundraiser Liquor License. The annual fundraiser liquor license was presented for consideration. The library's fundraiser will be held Saturday, April 12, 2014.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

-Dan White thanked the Council for their decisions over the last few weeks citing several of the issues.

Motion to adjourn at 7:30 p.m.

Motion to approve: **John Schaber**

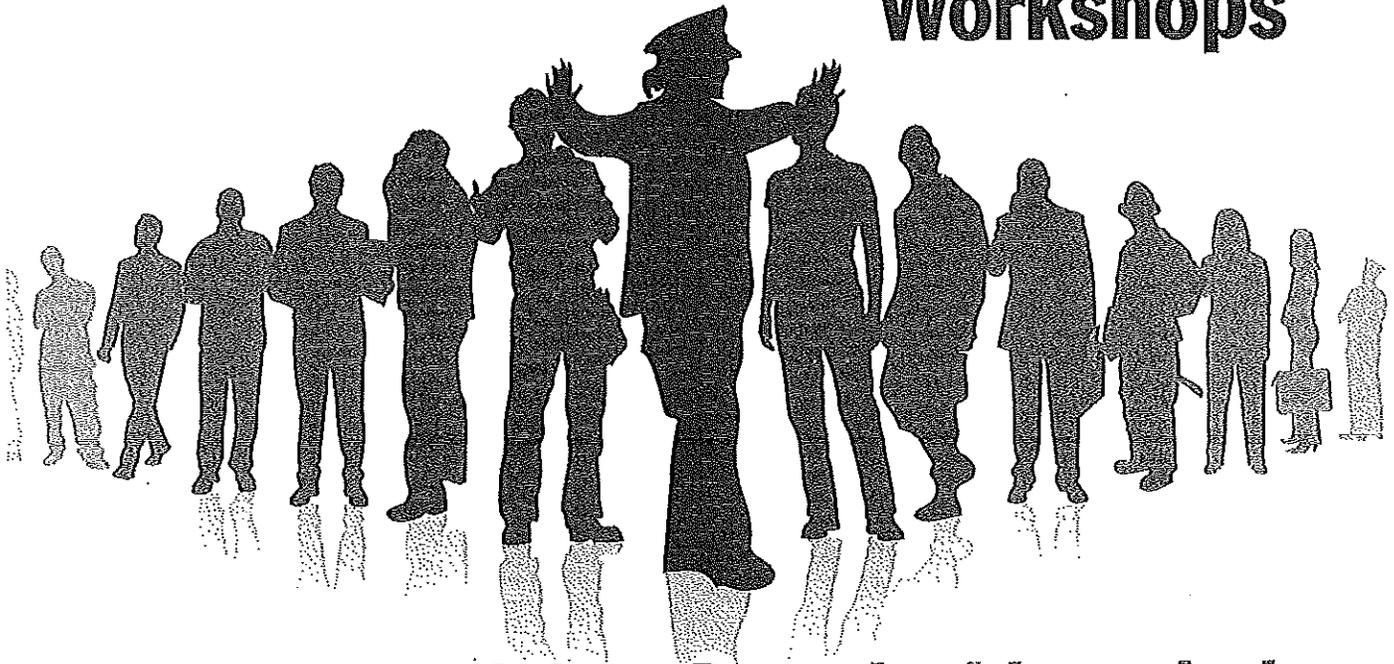
Motion declared carried.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

2014 Safety & Loss Control Workshops



Low-cost training. Practical knowledge.

LOCATIONS AND DATES:

March 25—Bemidji

March 26—Fergus Falls

April 2—Springfield

April 3—Willmar

April 9—Duluth

April 16—Brooklyn Park

April 17—Rochester

April 22—St. Cloud

April 24—St. Paul

**ONLY
\$20**

**LUNCH &
MATERIALS
INCLUDED**

Questions: Call Jamie Oxley at (651) 281-1250 / (800) 925-1122 or email joxley@lmc.org

Register today at www.lmc.org/LCW14



NEW FOR 2014!

MORNING AGENDA

ADMINISTRATIVE TRACK

8:30 — 9:30

**Zoning Hazards—
Proceed with Caution**

Some land uses have special legal considerations, making local regulation particularly challenging. Review topics that need to be handled with care—including religious uses and group homes.

EO

9:45 — 10:45

**Just What the Doctor Ordered:
Sensible Solutions to Employee
Medical Issues**

If you have an employee with an injury or medical condition, this session is your prescription for success! Learn what laws apply, what actions a city must or may take, what constitutes a reasonable accommodation, and how other considerations (union membership, misconduct issues, etc.) will apply.

HR EO

10:45 — 11:30

**Electronic Data Storage—
You Put What Where?**

Visit data retention strategies in an electronic data age, and discuss processes that may or may not be good ideas for storing electronic data. Analyze electronic data storage impacts on information requests and e-discovery.

HR EO

POLICE TRACK

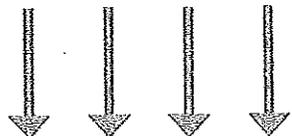
**Keeping the Horse in Front of the Cart:
How to Stay Compliant in the World of
Rapidly Changing Technology**

Explore the challenges of using officer body cameras, iPhones, social media communication and postings, as well as the ability to access a wide range of data. Focus on how police administrators can stay compliant with laws, rules, and professional standards.

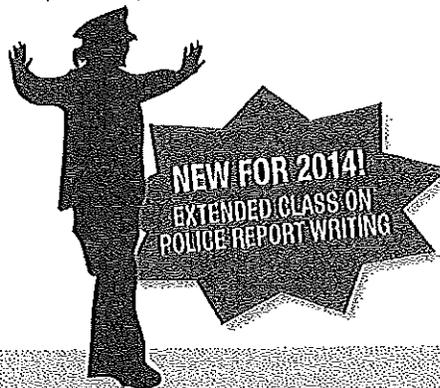
HR

Why Police Reports Are a Big Deal

Study practical tips and simple strategies for writing quality police reports that provide the critical information necessary for the success of our criminal justice system. Investigate why poorly written reports can often do more harm than good.



**Why Police Reports Are a Big Deal
(continued)**



PUBLIC WORKS / PARKS & REC

**Parks and Wreckreation:
Alternatives to Traditional Parks**

Discover new alternatives in the world of parks and recreation! Explore bike trails, terrain parks, splash parks, playgrounds, and climbing features. Review safety and liability considerations when designing and maintaining your parks and equipment.

EO

**Look Guys... No Hands!
How We're Working Smarter,
Not Harder**

Take a peek at how some cities have added equipment or changed processes to make tough jobs both easier and safer. As an added bonus, explore how cities can tap into additional funds from outside sources to help pay for tools and equipment.

EO

**Fall Prevention: Take a Step in
the Right Direction**

Employee slips, trips, and falls are the second leading cause of injury, preceded only by sprains and strains. Examine causes, practical solutions, and OSHA standards related to these accidents. Attendees will have an opportunity to share improvements and problem areas.

EO

11:30 — 12:15

45 Minute Lunch (Included)

45 Minute Lunch (Included)

45 Minute Lunch (Included)

EO Also suggested for elected officials

HR Also suggested for human resources staff

Register today at www.lmc.org/LCW14

AFTERNOON AGENDA

BACK FOR 2014!

SMALL CITIES TRACK

FIRE TRACK

INSURANCE AGENTS TRACK

12:15 - 1:15

**After the Storm—
What Happens Next**

Large storm losses can wreak havoc in your city. We will guide you through what LMCIT covers, along with some helpful tips to assist you with the claims process and working with FEMA.

EO

1:15 - 1:45

**HR Food for Thought:
Hot Topics for Small Cities**

A five-course "knowledge" meal, including an appetizing look at hiring laws, bread and background checks, soup and new state laws affecting benefits, discipline casserole, and for dessert: health care reform. Come hungry for information—you'll leave with a full brain!

HR EO

2:00 - 2:30

**Should She Stay or Should She
Go Now? Risks & Rewards of
Probationary Periods**

Dealing with probationary employees can be tricky—and opinions can clash—during passing, extending, or terminating probationary periods. Learn how to document performance, establish standards, and deal with special categories of probationary employees, including veterans.

HR EO

2:30 - 3:30

**Everyone Should Get to Play:
ADA in Parks & Rec**

Cities were required to create a transition plan in the 1990's to make facilities compliant with the Americans with Disabilities Act (ADA). Has yours been collecting dust? Discover more about the requirements—and some easy changes—that can prevent big headaches.

EO

**Avoiding the "Big Hurt"—
You, Your Fire Department,
and the Public**

Focus on the primary causes of firefighter accidents and injuries, what Relief Associations must do to retain IRS nonprofit status, and use of social media and the Internet.

HR

**I Could See It Coming—
The Training Safety Officer
(TSO) Program**

Learn and practice the steps of the Training Safety Officer (TSO) program that will allow you to stay ahead of training injuries and prevent them. TSO—developed by Minnesota fire departments for Minnesota fire departments—is working!



**I Could See It Coming—
The Training Safety Officer
(TSO) Program (continued)**



**Everything You Always Wanted to
Know About Construction Contracts
but Were Afraid to Ask**

Discover what should be in a good construction contract to protect the city's interests, including insurance and indemnification provisions. Examine changes to AIA Document A201™ (General Conditions of the Contract for Construction). Review changes to the new anti-indemnification law.

EO

The Value of Property Appraisals

LMCIT provides free property appraisals to members every seven years. Walk through the appraisal process, talk about the importance of this service, and get your appraisal questions answered.

EO

**LMCIT Updates:
Coverage Changes and More**

Hear what's going on at LMCIT! Discuss coverage changes effective 11/15/13 for the property and casualty program and 1/1/14 for the work comp program. Gather information about some valuable new resources that will be available for agents and members!

EO

**Avoid the Burn:
Hot HR Topics for Fire Departments**

- Selection vs. election and background checks in hiring
- Wearing fire department clothing during off-hours
- Duty crews and off-duty conduct
- Some real life "overshares" and best practices your department can take to avoid these scorching situations

HR

**Frequently Asked Questions from
Agents & an LMCIT Online Refresher**

What are the most frequently asked questions agents have for LMCIT underwriters? We'll provide the questions...and the answers! Visit usability tips for LMCIT online resources and applications, including the renewal application and midterm schedule manager.

EO



City Administrator's Report—March 2014

Feb. 3—Attended Early Childhood Initiative board to facilitate planning of Family Fun Night and other ongoing activities.

Feb. 5—Met as Farmer's Market Board to discuss upcoming season. Board members discussed potentially moving the market, a First Report of Injury form, vendors, etc.

Feb. 6—Attended the Whitewater Coalition meeting with Rick Schaber to explore the possibility of the Whitewater Coalition sponsoring a family fun night during Gladiolus Days with inflatables. The group was going to review the guidelines of their grant to see if funding the activity would be plausible.

Feb. 9—Worked booth at the Family Fun Night at the elementary school sponsored by the ECI. Members of the fire and police departments were also present to help with the event.

Feb. 13—Met with local business along with Mayor Spitzer to discuss possible expansion plans and permitting. The business sought assistance from the city to help with potential permitting and resources.

Feb. 17—Attended Winona County Comprehensive Plan meeting. Continued work on goals/policies. Arranged for additional meetings to complete project in order to open public meeting discussions.

Feb. 18—Fire Chief Lyle Peterson, Asst. Chief Zanto, and myself met with township supervisors to review the fire contracts for 2014.

Met with representatives from Verizon Wireless and MetronFarnier to investigate water meters and the technology improvements that could be incorporated into our system.

Feb. 19—Attended the TMI group meeting to help facilitate the Taste of St. Charles event.

Feb. 21—Met with representatives from Lewiston to discuss policing options.

Feb. 24—Attended Taste of St. Charles Event. Met with WHKS to review proposal for transportation plan.

Feb. 27—Mayor Spitzer and I continued conversations with a local business for future goals.

Attended Eyota EDA meeting to present SAC waiving proposal. EDA recommended approval to the Council.

Public Works Report – February 2014

- Two lineman went to training in Eau Claire, WI
- Worked on plow trucks and sanding equipment
- Run power plant and checks on the City's four small generators
- Locating water curb stops and hydrant and main valves for de-thawing operations
- Replacing electric and water meters with new radio read meters
- Working on Emergency Sirens around town
- Hauling snow, clearing mailboxes and widening alleys for future snow accumulations
- Hung new electric services, removed branches from electric conductors and slap ice and snow off conductors
- Worked on power pole on County Road 126
- Flood ice rinks and clean snow off transformers
- Start repairs and maintenance on sewer truck
- Had salt and sand hauled in and mixed to make it to summer
- Plowed roads, parking lots, alleys and hauled snow from around town and off main street 4 times
- Vehicle repairs and maintenance for all equipment
- Checking manholes and doing sewer line inspections for freezing and plugging problems

Sincerely,
Kyle Karger
Public Works Superintendent

City of St. Charles Police Department

Chief – Ken Frank #601

830 Whitewater Avenue

St. Charles, MN 55972

(507) 932-3020 · (507) 932-5301 FAX



March 7, 2014

Police Department Monthly Council Report

- Officer Floerke & I attended a 3 hour Crime Alert & Missing Person seminar in Rochester 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. No cost to the city to enroll in this program. One of the goals of attending this will be to get St. Charles businesses enrolled in this so that they can receive statewide crime alerts reference incidents that may pertain to them. We will also be able to target area businesses to receive alerts from this department.
- Enrolled myself, Officers Floerke & Hewitt to attend League of Minnesota Cities Safety & Loss Control workshop in Rochester April 17th. This six hour training will involve staying technologically compliant & tips for police report writing. Cost is \$20 per officer.
- 1st Responder training in progress
- Officer Pelaez completed 1st & 2nd weeks of DRE Training.
- Scheduled Officers Pelaez, Floerke & Agin to attend mandatory PPCT Training with WCSO. The remaining officers will be trained here in St. Charles sometime probably during early June.
- 250 calls for service during the month of February

Respectfully submitted by Chief Ken Frank

“Proud to Serve”



Planning and Zoning Commission
Thursday, March 6, 2104
7:00 P.M.
City Council Chambers
Minutes

MEMBERS PRESENT:

John Schaber
Wayne Getz
Jeff Doberstein
Jerel Mockenhaupt
Nancy Heim
Bruce Dorman

MEMBERS ABSENT:

Brent Kemple
Jeff Doberstein

STAFF PRESENT:

City Administrator Nick Koverman, Daren Sikkink (WHKS).

OTHERS IN ATTENDANCE: Trooper (Jerry) and Michelle Rinn, Matt and Sara McMahon, and Bill and Bobbi Buhr.

ESTABLISH QUORUM/CALL TO ORDER

Quorum was established and Nancy Heim called the meeting to order at 7:05 p.m.

APPROVAL of AGENDA

Motion to approve: **John Schaber**
Seconded by: **Bruce Dorman**
Motion declared carried

APPROVAL of MINUTES-November 7, 2013

Motion to approve: **Wayne Getz**
Seconded by: **Jerel Mockenhaupt**
Motion declared carried

BUSINESS ITEMS:

4a. Public Hearing-Vacation of the Whispering Greens 32-lots, related streets and utilities with the recorded plat

Motion to open the public hearing at 7:07 p.m.: John Schaber

Seconded: Bruce Dorman

Motion declared carried.

Matthew McMahon, owner of the St. Charles Golf Course Enterprises, presented his request to vacate the platted lots and related streets and easements. His expressed that his goal is to take it back to a golf course and at some point in the future to return to replat the area. He expressed that the current plan was not feasible. They have been working with the neighboring property owner to have the related access easement agreements finalized.

Jerry Rinn, at 642 Northern Hills, addressed the Commission as the owner of Outlet E and F and expressed that they were working with the McMahons and were in agreement. Their attorneys were drafting the documentation necessary to move the project forward. Mr. Rinn discussed the access and utility agreement that would provide the necessary arrangements for both owners. Admin. Koverman shared later that City Code and state statute requires access and a petition to

be signed by all land owners that abut a dead end road. Mr. Rinn outlined for the Commission the location of the easement and expressed that both parties are working together. Hearing no more from the public, chairman Heim called once, twice, three times. Hearing no more, she called for a motion to close the public hearing.

Motion to close at 7:13 p.m.: Jerel Mockenhaupt

Seconded by: Wayne Getz

Motion declared carried.

Admin. Koverman expressed that the proposal had been reviewed by staff and that it was the staff's perspective that if this is what was necessary to retain the golf course, then the city was in agreement. Staff at WHKS also reviewed any of the easements and because there are no facilities in the ground, there was not a good basis of reasoning to retain any of the easements. It was discussed that a contingency for approval would be that all agreements would be signed prior to the second reading. The Rinns and McMahons were in agreement.

There long term process of the vacation and subsequently replat of an open lot over the plat was their ultimate goal. Understanding that goal, chairman Heim pointed out that if the group returned for a platting process that none of the past fees would be considered as paid and it would be like they never existed. Mr. McMahan expressed that he understood for the record the consequence of their action and was comfortable moving forward with the requested vacation and replat. A motion was made to recommend approval of the vacation of the Whispering Green Subdivision as presented with the contingency that all agreements between the McMahons and Rinns will be signed prior to the final reading.

Motion to approve: Jerel Mockenhaupt

Seconded by: John Schaber

Motion carried.

Motion to adjourn at 7:25 p.m.: Wayne Getz

Seconded by: Bruce Dorman

Motion declared carried.

City of St. Charles
Economic Development Authority
Regular Meeting
Minutes
March 7th, 2014

1. Meeting was called to order at 8:00am at City Hall by Greg Gall. Present were: Gall, Dan Pearson, Bill Spitzer, Bill DeBruyckere, Wayne Getz, Greg Backes, Mark Linderbaum, WHKS – Tim Hruska, CEDA – Ron Zeigler, EDA Coordinator Cris Gastner, and City Administrator Nick Koverman

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

3. **Business Items:**

a. Commercial Rehab Program Applications

Gastner presented the first commercial rehab program application. It was for Thymeless Flowers, who is looking to do new windows and doors, brickwork and stuccowork on the building. The estimate for each project was presented. With the cost of the improvements being well over \$20,000, the request was for the program maximum of \$10,000. The review committee had discussed the request and recommends approval. A motion was made by DeBruyckere and seconded by Spitzer for approval. All ayes, Motion carries.

Gastner then presented the second request which was for White Rose Bridal, they are reroofing their building With the cost of the improvements being well over \$20,000, the request was for the program maximum of \$10,000. The review committee discussed the request, and recommends approval. A motion was made by Pearson and seconded by DeBruyckere to approve the requests. All ayes, motion carries.

b. Downtown Beautification Plan

Koverman and Tim Hruska from WHKS presented the board with information regarding the development of a downtown beautification plan through WHKS. The plan will target Whitewater Ave. between 9th and 11th streets and the area in front of the elementary school. The plan once developed will be used to apply for funding through programs like Safe Routes To School and others. The investment for the plan will be \$13,900 and will be completed by July of this year, and the funds will come out of the Rochester Sales Tax dollars. A motion was made by Linderbaum and seconded by Backes to recommend to City Council that they move forward with the plan. All Ayes, motion carries.

c. CEDA

CEDA President/CEO Ron Zeigler addressed the Board to thank them for their continued support of CEDA and update them on happenings of the corporation.

d. Updates

Koverman and Gastner updated the Board about some ongoing projects.

Meeting was adjourned.

**City of St. Charles
Resolution #04-2014**

**A RESOLUTION ACCEPTING BIDS
AND AWARDING A CONTRACT
FOR THE MUNICIPAL CAPITAL EXPENDITURE:
2014 ELECTRIC 4th STREET PROJECT**

WHEREAS, pursuant to advertisement for bids for the Electric Capital Expenditure: 2014 4th Street Project Upgrade bids were received, opened, and tabulated according to law, and the following were received complying with the advertisement:

<u>Bidder</u>	<u>Base Bid</u>
Michels	\$836,821.00
MJ	\$717,687.00
Push Inc.	\$621,810.00
KP	\$703,966.00

WHEREAS, upon tabulation of the bids with respect to the specifications, it appears that Push Inc. is the lowest responsible bidder that meets the required specifications.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA THAT:

1. The Mayor and the City Administrator are authorized and directed to enter into a contract with Push Inc. for the 2014 4th Street Project Upgrade in the amount of \$621,810.00, approved by the City Council and on file in the office of the City Administrator.

Adopted by the Council of the City of St. Charles, Minnesota this 11th day of March 2014.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

**Table 1 - Summary of Total Bid for 2014 Projects
Calculated from spreadsheets**

Description	KP	Michels	MJ	Push inc.
Install labor	\$236,773	\$413,439	\$302,408	\$207,575
Material	\$408,840	\$337,600	\$357,389	\$372,691
Retire	\$54,032	\$80,802	\$52,555	\$35,125
Transfer	\$4,320	\$4,980	\$5,336	\$6,420
Total	\$703,966	\$836,821	\$717,687	\$621,810

Notes:

KP - Karian Peterson

Michels - Michels Communications - a division of MICHELS Corporation

MJ - M.J. Electric

PUSH - sub-contract with Molls Utility Services

Recommendation by STAR Energy Services - award bid to PUSH

Install - bid price for labor and material

Table 2 - PUSH Bid for 2014 Individual Projects

Project	4th St.	Well	Total
Install	\$160,485	\$47,090	\$207,575
Material	\$343,330	\$29,361	\$372,691
Retire	\$25,976	\$9,149	\$35,125
Transfer	\$3,090	\$3,330	\$6,420
Total	\$532,881	\$88,929	\$621,810

Notes:

4th St. - Convert OH feeders to UG along 4th St.

Well - Convert OH to UG for 3-phase primary and service to well north of 4th between St. Charles & Whitewater

Cost estimate using PUSH bid unit prices

Table 3 - Engineering Estimate for 2014 Individual Projects - PUSH

Project	4th St.	Well	Total
Labor	\$189,551	\$59,568	\$249,119
Material	\$343,330	\$29,361	\$372,691
Stake/Eng	\$42,600	\$7,100	\$49,700
Total	\$575,481	\$96,029	\$671,510
Council	\$588,000	\$133,000	\$721,000

Notes:

4th St. - Convert OH feeders to UG along 4th St.

Well - Convert OH to UG for 3-phase primary and service to well north of 4th between St. Charles & Whitewater

Stake/Eng - STAR Energy estimated costs for staking and engineering

Total - engineering estimate with PUSH bid for labor and material

Council - amount approved by St. Charles City Council at Nov. 26, 2013 meeting

Table 1 - Summary of Total Bid for 2014 Projects

Description	KP	Michels	MJ	Push Inc.
Install	\$645,613	\$751,039	\$659,796	\$580,265
Retire	\$54,032	\$80,802	\$52,555	\$35,125
Transfer	\$4,320	\$4,980	\$5,336	\$6,420
Total	\$703,966	\$836,821	\$717,687	\$621,810

Notes:

KP - Karian Peterson

Michels - Michels Communications - a division of MICHELS Corporation

MJ - M.J. Electric

PUSH - sub-contract with Molls Utility Services

Table 2 - Summary of Labor and Material Bid for 2014 Projects

Assembly	Description	KP	Michels	MJ	PUSH
500J220	Cable 1 - 500 AL 15 kV UG	\$138,456	\$110,268	\$135,347	\$113,584
4/0J220	Cable 1 - 4/0 AL 15 kV UG	\$2,485	\$2,198	\$2,427	\$2,277
1/0J220	Cable 1 - 1/0 AL 15 kV UG	\$9,450	\$9,043	\$9,231	\$8,480
1/0UTA	Cable 1/0 UG triplex 600 V	\$1,366	\$1,127	\$1,331	\$2,003
6UDA	Cable 6 duplex UG 600 V	\$443	\$536	\$443	\$550
1/0TPX	Con 1/0 triplex OH 600 V	\$134	\$1,167	\$374	\$314
4/0UTA	Cable 4/0 triplex UG 600 V	\$999	\$786	\$979	\$1,359
40-3 POLE	Pole 40' class 3	\$2,923	\$3,161	\$3,792	\$2,290
40-4 POLE	Pole 40' class 4	\$4,343	\$4,510	\$5,649	\$3,390
45-3 POLE	Pole 45' class 3	\$1,556	\$1,822	\$1,969	\$1,320
SL	Street Light	\$1,400	\$2,812	\$2,136	\$2,240
A5.1	Deadend 1-ph	\$512	\$2,227	\$768	\$1,125
B5.31A	Deadend 2-ph	\$1,299	\$4,245	\$1,516	\$2,040
C5.71L	Deadend 3-ph	\$3,267	\$12,307	\$3,952	\$5,760
E1.7	Guard pole	\$5,083	\$11,891	\$6,331	\$6,825
E1.1L	Down guy	\$3,456	\$7,109	\$3,315	\$3,638
F2.14	Anchor	\$3,760	\$6,640	\$3,195	\$3,488
H1.1	Ground	\$2,012	\$1,902	\$819	\$1,467
K1.1	Service assembly	\$292	\$556	\$882	\$816
K1.5	Service assembly	\$140	\$244	\$336	\$316
L2.3	Tie assembly neutral	\$383	\$1,260	\$505	\$335
UA2-4/0	Riser 1-ph	\$2,276	\$6,092	\$2,916	\$2,610
UB2-4/0	Riser 2-ph	\$2,991	\$5,667	\$3,220	\$3,540
UC2-1-4/0	Riser 3-ph	\$9,521	\$9,029	\$6,464	\$7,100
UC2-1-500	Riser 3-ph	\$9,771	\$10,200	\$6,864	\$8,900
UG7	PM trf - 1-ph 50 kVA 120/240	\$484	\$2,051	\$268	\$500
UG17-2	PM trf 3-ph - 112 kVA 277/480	\$453	\$1,611	\$200	\$600
UK5	Ped Secondary	\$2,020	\$3,527	\$2,184	\$3,563
UM1-7NC-S	Sleeve UG for PMH-10/gravel	\$5,154	\$13,028	\$8,082	\$3,482
UM1-7NC	Sleeve UG for UM33/gravel	\$6,500	\$8,484	\$8,020	\$2,250
UM1-7NC-1T	Sleeve UG for UG7/gravel	\$1,761	\$1,829	\$1,118	\$978
UM1-7NC-3T	Sleeve UG for UG17-2/gravel	\$2,369	\$3,663	\$2,083	\$1,546
UM3E-10	Switchgear Padmount	\$47,557	\$63,640	\$47,076	\$61,185
UM5-2	Secondary riser 2"	\$1,215	\$3,279	\$2,696	\$2,000
UM6-1-1/0	Elbow 1/0 - 200 amp	\$4,723	\$11,191	\$5,226	\$3,640
UM6-1-4/0	Elbow 4/0 - 200 amp	\$187	\$460	\$201	\$140
UM6-3-4/0	Elbow 4/0 - 600 amp	\$16,125	\$20,364	\$8,052	\$17,160
UM6-3-500	Elbow 500 - 600 amp	\$40,495	\$55,176	\$24,276	\$41,310

UM6-10	Cap - 200 amp	\$231	\$238	\$240	\$232
UM6-11	Cap - 600 amp	\$2,075	\$2,259	\$2,470	\$2,917
UM6-13	Elbow tap plug 600 to 200 A	\$210	\$204	\$223	\$255
UM6-13-BA	Bushing adapter 600 to 200 A	\$6,378	\$6,248	\$6,574	\$7,790
UM6-15-3	Stand off insulator 600 amp	\$1,743	\$659	\$1,896	\$2,250
UM6-22	Junction - 200 amp 4 pt	\$788	\$1,836	\$1,200	\$1,530
UM6-22-3	Junction - 600 amp 4 pt	\$30,156	\$12,564	\$26,184	\$26,640
UM6-24-500	Cable terminator 500 AL Sub	\$3,346	\$13,220	\$4,077	\$3,825
UM6-26-500	Cable terminator 500 AL UM3E	\$12,269	\$29,137	\$14,949	\$17,490
UM6-34	Arrester elbow	\$2,684	\$3,247	\$2,780	\$3,900
UM6-tool	Assembly tool 600 amp elbow	\$114	\$108	\$112	\$240
UM8	Meter	\$2,600	\$2,344	\$2,136	\$3,640
UM33(25KV)	Enclosure - 3-ph	\$25,287	\$22,740	\$28,530	\$20,674
UM48-2	Ground 3-ph	\$2,904	\$4,912	\$2,067	\$2,951
UM48-5	Ground pad	\$4,984	\$4,644	\$3,864	\$3,458
UR2-B	Backhoe	\$12,370	\$13,360	\$5,294	\$4,948
UR5-2	Bore 2"	\$39,284	\$43,861	\$43,827	\$34,160
UR5-3	Bore 3"	\$56,048	\$57,494	\$51,203	\$43,392
UR7-1	Pull 1-ph cable	\$30,423	\$38,697	\$32,613	\$18,254
UR7-3	Pull 3-ph cable	\$698	\$1,234	\$622	\$233
UM50-PLY-2	Conduit 2"	\$6,762	\$4,591	\$6,638	\$6,204
UM50-PLY-3	Conduit 3"	\$40,073	\$28,033	\$39,175	\$40,433
UM50P-2	Pull additional 2" duct	\$5,300	\$10,388	\$11,321	\$2,120
UM50P-3	Pull additional 3" duct	\$21,531	\$43,923	\$57,560	\$8,612
Total Install Material and Labor		\$645,613	\$751,039	\$659,796	\$580,265

Table 3 - Summary of Removal Labor for 2014 Projects

Assembly	Description	KP	Michels	MJ	PUSH
6DA	Cond #6 Al dplx OH	\$897	\$1,310	\$1,794	\$449
2TPX	Cond #2, 4 Al trx OH	\$1,011	\$1,476	\$2,022	\$506
1/0TPX	Cond 1/0 Al trx OH	\$708	\$940	\$1,288	\$322
4/0TPX	Cond 4/0 Al trx, qpx	\$415	\$505	\$692	\$346
350CONC	Cable 350 UG Pri	\$144	\$71	\$240	\$120
500CONC	Cable 500 UG Pri	\$90	\$110	\$150	\$75
#6HDC	Cond #6 CU	\$750	\$1,170	\$600	\$300
#2ACSR	Cond #2, 4 ACSR	\$10,572	\$9,514	\$4,879	\$2,033
1/0ACSR	Cond 1/0 ACSR	\$3,046	\$2,458	\$1,261	\$525
4/0ACSR	Cond 4/0 ACSR	\$2,744	\$2,140	\$1,097	\$604
336ACSR	Cond 336 ACSR	\$13,050	\$7,634	\$3,915	\$2,610
A1.01	Tangent 1-ph	\$60	\$146	\$134	\$104
K1.1	Service assembly	\$75	\$220	\$335	\$260
K1.5	Service assembly	\$15	\$59	\$67	\$52
L2.3	Tie Assembly	\$25	\$29	\$67	\$10
M26.5	Security Light	\$65	\$220	\$134	\$52
Q2.1	Riser to meter	\$150	\$732	\$268	\$104
UM5-1	Secondary riser 1"	\$100	\$73	\$200	\$78
UM5-4	Secondary riser 4"	\$110	\$88	\$267	\$105
UM6-24-4/0	Cable terminator 4/0	\$75	\$132	\$99	\$75
UM6-24-350	Cable terminator 350	\$75	\$141	\$141	\$75
UM6-24-500	Cable terminator 500	\$75	\$149	\$201	\$156
Loc 3 Prj 1	See photo	\$460	\$1,876	\$1,042	\$555
Loc 4 Prj 1	See photo	\$460	\$75	\$200	\$405
Loc 5 Prj 1	See photo	\$460	\$3,854	\$1,403	\$805
Loc 6 Prj 1	See photo	\$460	\$3,443	\$1,403	\$805
Loc 7 Prj 1	See photo	\$460	\$1,071	\$842	\$705

Loc 8 Prj 1	See photo	\$460	\$2,316	\$1,002	\$805
Loc 9 Prj 1	See photo	\$460	\$851	\$722	\$605
Loc 10 Prj 1	See photo	\$460	\$1,261	\$902	\$805
Loc 13 Prj 1	See photo	\$460	\$2,096	\$581	\$555
Loc 14 Prj 1	See photo	\$460	\$763	\$601	\$555
Loc 15 Prj 1	See photo	\$460	\$734	\$802	\$555
Loc 16 Prj 1	See photo	\$460	\$807	\$641	\$555
Loc 17 Prj 1	See photo	\$460	\$1,437	\$1,002	\$805
Loc 20 Prj 1	See photo	\$460	\$807	\$641	\$555
Loc 21 Prj 1	See photo	\$460	\$1,027	\$782	\$655
Loc 22 Prj 1	See photo	\$460	\$763	\$601	\$555
Loc 23 Prj 1	See photo	\$460	\$2,037	\$1,042	\$855
Loc 24 Prj 1	See photo	\$460	\$807	\$681	\$555
Loc 25 Prj 1	See photo	\$460	\$324	\$581	\$405
Loc 26 Prj 1	See photo	\$460	\$763	\$601	\$555
Loc 27 Prj 1	See photo	\$460	\$734	\$802	\$655
Loc 28 Prj 1	See photo	\$460	\$807	\$641	\$655
Loc 29 Prj 1	See photo	\$460	\$1,949	\$1,102	\$1,005
Loc 32 Prj 1	See photo	\$460	\$1,027	\$782	\$655
Loc 33 Prj 1	See photo	\$460	\$763	\$601	\$555
Loc 34 Prj 1	See photo	\$460	\$1,642	\$1,122	\$855
Loc 36 Prj 1	See photo	\$460	\$280	\$521	\$655
Loc 37 Prj 1	See photo	\$460	\$2,667	\$1,122	\$755
Loc 38 Prj 1	See photo	\$460	\$294	\$541	\$405
Loc 2 Prj 2	See photo	\$460	\$1,173	\$621	\$455
Loc 3 Prj 2	See photo	\$460	\$631	\$802	\$555
Loc 4 Prj 2	See photo	\$460	\$1,657	\$1,022	\$555
Loc 5 Prj 2	See photo	\$460	\$587	\$601	\$705
Loc 6 Prj 2	See photo	\$460	\$368	\$481	\$605
Loc 7 Prj 2	See photo	\$460	\$587	\$641	\$355
Loc 8 Prj 2	See photo	\$460	\$1,437	\$762	\$455
Loc 9 Prj 2	See photo	\$460	\$1,027	\$1,122	\$705
Loc 10 Prj 2	See photo	\$460	\$368	\$681	\$705
Loc 11 Prj 2	See photo	\$460	\$75	\$120	\$405
Loc 12 Prj 2	See photo	\$460	\$543	\$501	\$405
Loc 13 Prj 2	See photo	\$460	\$4,147	\$1,303	\$305
Loc 14 Prj 2	See photo	\$460	\$983	\$120	\$855
Loc 31 Prj 2	See photo	\$460	\$631	\$621	\$255
Total Removal Labor		\$54,032	\$80,802	\$52,555	\$35,125

Table 4 - Summary of Transfer Labor for 2014 Projects

Assembly	Description	KP	Michels	MJ	PUSH
T-UM6-1	Elbow	\$200	\$293	\$1,336	\$420
T-OH	Service OH	\$2,520	\$1,758	\$2,400	\$1,560
T-UG	Service UG	\$1,600	\$2,930	\$1,600	\$4,440
Total Transfer Labor Bid		\$4,320	\$4,980	\$5,336	\$6,420

**ORDINANCE #568
CITY OF ST. CHARLES**

COUNTY OF WINONA

**AN ORDINANCE TO VACATE A
PORTION OF PUBLIC RIGHT OF WAYS, DRAINAGE AND UTILITY EASEMENTS
CREATED ON THE PLAT OF WHISPERING GREENS ADDITION IN THE CITY OF
ST. CHARLES, WINONA COUNTY, MINNESOTA**

The City of St. Charles does ordain:

Section 1. That the following described public right of way, drainage and utilities easements created on the plat of WHISPERING GREENS ADDITION be and hereby is vacated and abolished:

All of Gladiola Drive, Iris Circle and all drainage and utility easements created on the plat of WHISPERING GREENS ADDITION, according to the recorded plat thereof on file and of record at the office of the County Recorder, Winona County, Minnesota.

Section 2. That this ordinance shall take effect thirty days after its publication.

Adopted this ____ day of _____, 2014 by the City Council of the City of St. Charles, Minnesota.

Mayor William J. Spitzer

Attest:

Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____



G-Cubed

ENGINEERING
SURVEYING
PLANNING

February 11th, 2014

City of St. Charles
Attn: Nick Koverman
830 Whitewater Ave
St. Charles, Mn 55972

RE: Whispering Greens Addition street and utility vacation and Replat

Dear Nick,

The platting of the 32 single family lots in the Whispering Greens Addition artificially increased the land value and therefore the tax base on the land these lots are a part of. Due to the downturn in the housing market, construction of the streets and utilities required to actually market these lots is not economically feasible. If economic changed and development of this property was to proceed, it is highly likely the street and lot layout would be redrawn to meet the market need specific to this area.

On behalf of the owner, we are requesting that Gladiola Drive, Iris Circle and all drainage and utility easements created on the Whispering Greens Addition plat be vacated. This process will allow for the residential lots and some of the surrounding land to be replatted which will reduce the tax burden as well as set the property up for continuation of the golf course operation as well as potential future development. Enclosed is an application for a vacation petition, legal description for the vacation, as well as the recorded plat of Whispering Greens Addition and a new final plat to be called Whispering Greens Addition Replat. We will submit application for the final plat after the public hearing on the vacation.

By vacating Gladiola Drive, Outlot F and Outlot G of the Whispering Greens Addition appears to become landlocked. To alleviate this, an access easement will be granted to this owner. The access will follow the gravel drive extended south off the southerly end of inplace Gladiola Drive. This is the route the adjacent owner is currently using.

One other item to consider is whether the City would like to retain a utility easement along the south side of Park Road. If required, this can be rededicated at the time of recording the Whispering Greens Addition Replat.

We thank you for your consideration of this request.

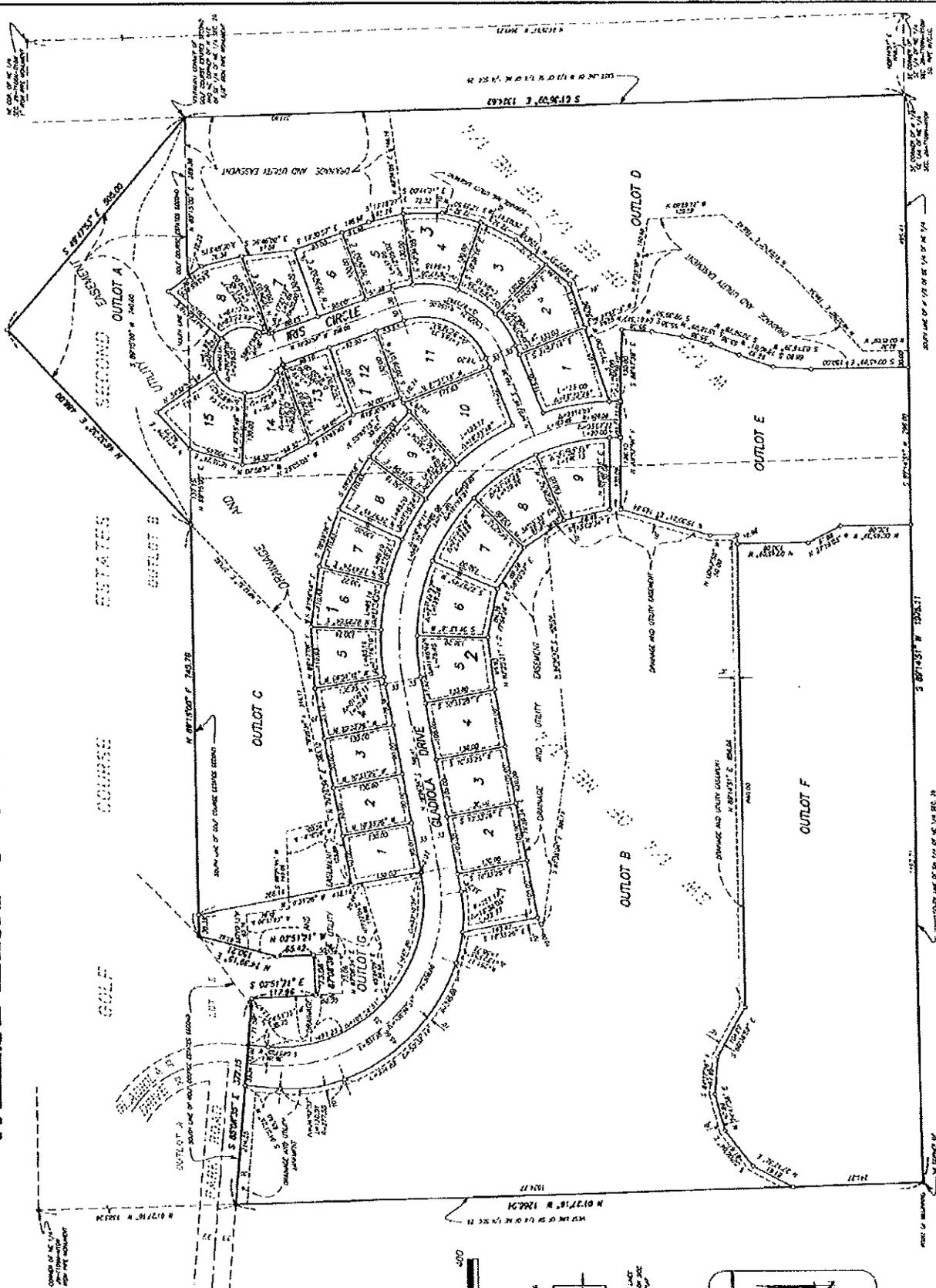
Sincerely,

Mark Welch P.E.

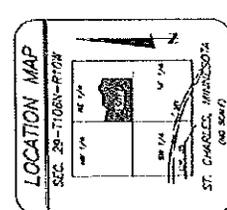
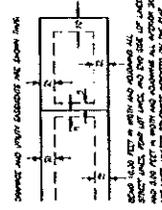
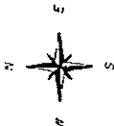
Cc: Matt McMahon

St. Charles Golf Course Enterprises

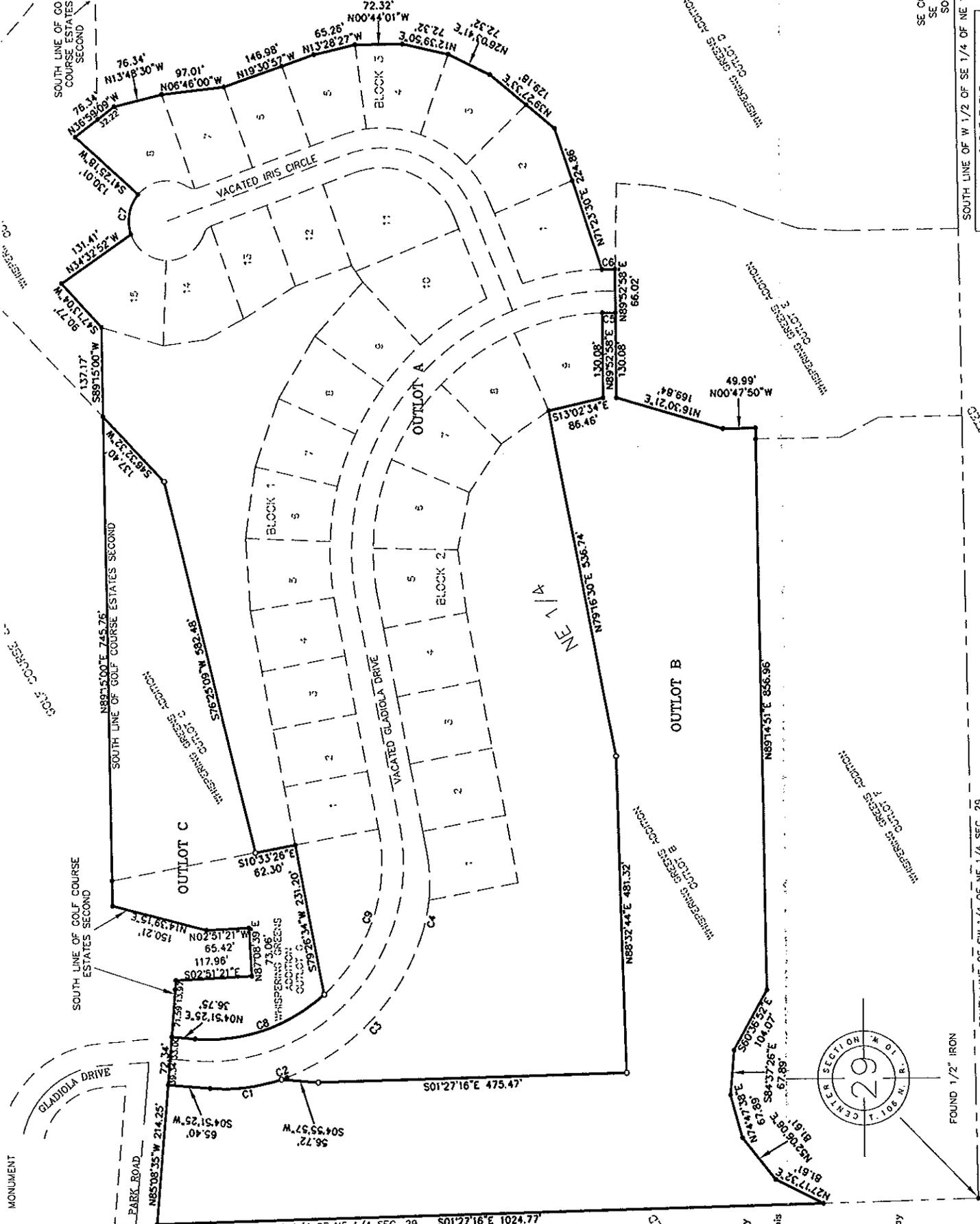
WHISPERING GREENS ADDITION



- UNITS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE ZONING ORDINANCE OF THE CITY OF KENTON, KY.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 2' SIDE SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 5' FRONT SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' REAR SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' CORNER SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' DRIVEWAY SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' UTILITY SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' EASEMENT SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' DRIVEWAY AND UTILITY SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' DRIVEWAY AND UTILITY EASEMENT SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' DRIVEWAY AND UTILITY EASEMENT AND UTILITY SETBACK.
- UNITS ARE TO BE CONSTRUCTED WITH A MINIMUM OF 10' DRIVEWAY AND UTILITY EASEMENT AND UTILITY SETBACK AND UTILITY EASEMENT SETBACK.



RAPP LAND SURVEYING, INC.
45967 HIGHWAY 55 BLVD
KENTON, KY 40546



SOUTH LINE OF W 1/2 OF SE 1/4 OF NE 1

CURVE	LENGTH	RADIUS	DELTA
C1	111.55	277.55	230°42'
C2	8.96	277.55	1°50'55"

LITY AND DRAINAGE EASEMENT
 ED ON THE PLAT OF
 RING GREENS ADDITION HAVE
 ACATED PER RESOLUTION
 ENT NUMBER _____

MONUMENT
 PARK ROAD
 NB5°08'35"W 214.25'
 65.40'
 S04°51'25"E
 72.34'
 88.53' N 13°59'13.59"

SOUTH LINE OF GOLF COURSE
 ESTATES SECOND
 137.40' S46°22'32"W
 589°15'00"W
 137.17'
 S4°17'37"E
 99.77'
 N34°32'52"W
 131.41'
 S4°12'18"E
 100.01'
 S4°12'18"E
 54.22' W
 76.34'
 N13°48'30"W
 97.01'
 N06°46'00"W
 146.98'
 N19°30'30"W
 65.26'
 N12°28'28"E
 M.104°44'00"
 72.32'

VACATED IRIS CIRCLE
 BLOCK 1
 BLOCK 2
 BLOCK 3
 BLOCK 4
 BLOCK 5
 BLOCK 6
 BLOCK 7
 BLOCK 8
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 BLOCK 99
 BLOCK 100

VACATED GLADIOLA DRIVE
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'

NE 1/4
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'

OUTLOT A
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'

OUTLOT B
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'

OUTLOT C
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'

WHISPERING GREENS ADDITION
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'
 130.08' N89°52'58"E 130.08'
 130.08' N89°52'58"E 130.08'
 66.02'

FOUND 1/2" IRON

WEST LINE OF SW 1/4 OF NE 1/4 SEC. 29
 S01°27'16" E 1024.77'

day of _____
 20____

to company, on behalf of the

ation, has caused these

day of _____
 20____

ation, on behalf of the

described on this plat as
 set representation of the boundary
 signed on the plat; that all
 within one year; that all
 existing as of the date of this
 public ways are shown and labeled

day of _____
 20____

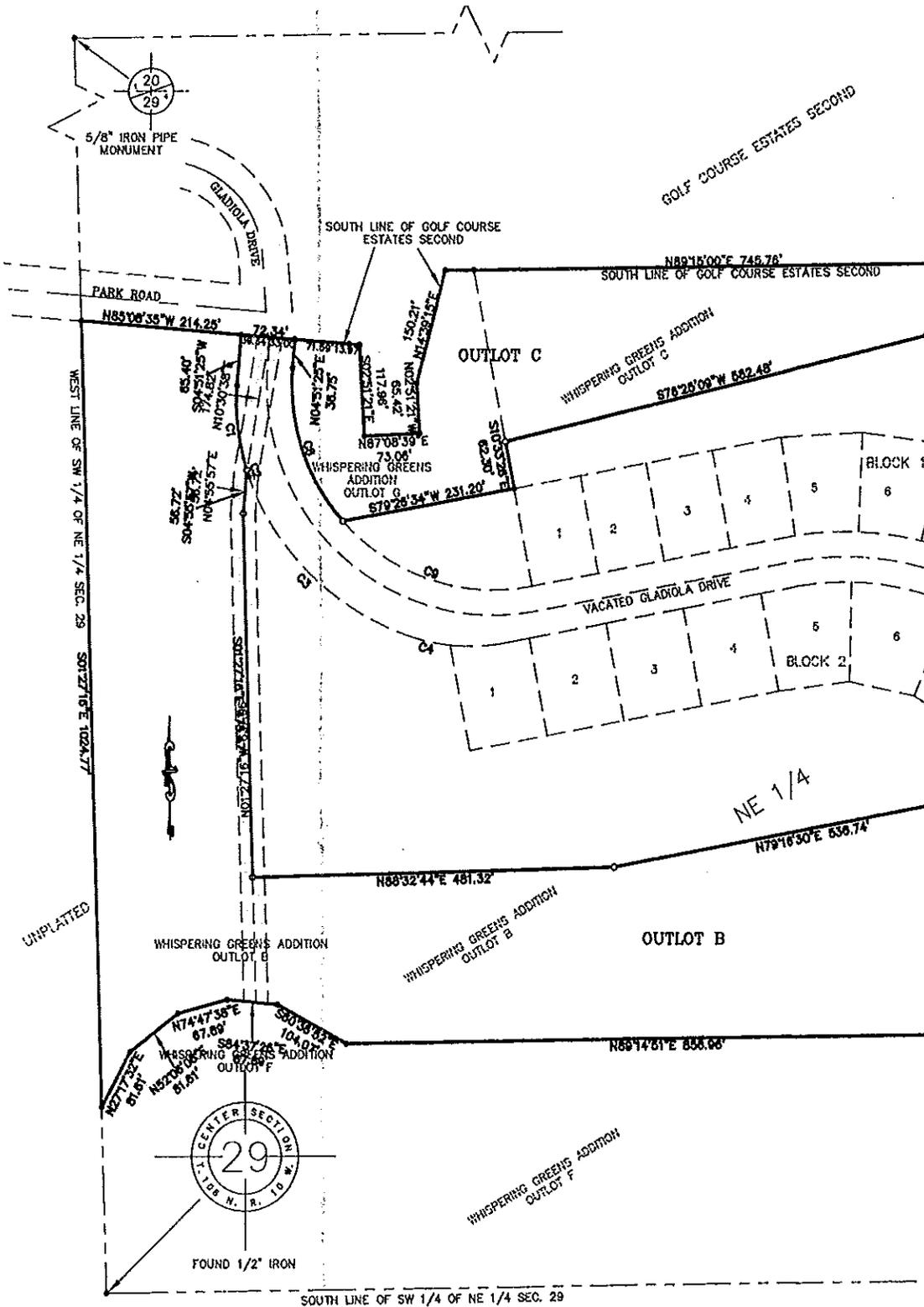
ie. a Notary Public, this _____ day

COUNTY AUDITOR
 TAX STATEMENT
 There are no delinquent taxes due and transfer has been entered
 this _____ day of _____ 20____

COUNTY RECORDS
 DOCUMENT NUMBER _____

SOUTH LINE OF SW 1/4 OF NE 1/4 SEC. 29

Proposed Access Easement



Vacation Description

All of Gladiola Drive, Iris Circle and all drainage and utility easements created on the plat of WHISPERING GREENS ADDITION, according to the recorded plat thereof on file and of record at the office of the County Recorder, Winona County, Minnesota.

ST. CHARLES
REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 10, 2014

General: X

Department: EDA

Item Requested: Approval of Commercial Rehab Fund Request #01-14

=====

Summary of the Issue

Two existing commercial building owners have requested forgivable loans from the EDA Commercial Rehabilitation Fund

Background

The applicants would like to make significant long-term improvements to their buildings and grounds to enhance their business.

Based on the Committee's review of the documentation, determined that Project 1 for Thymeless Flowers met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards installing windows and doors brickwork and stucco on the building. The total project costs far exceed \$20,000 therefore the request is for the program maximum per building of \$10,000 The Committee recommended approval of the request to the full EDA Board at their meeting March 7, 2014 meeting. The EDA moved to approve a recommendation to City Council for the request.

Based on the Committee's review of the documentation, determined that Project 2 for White Rose Bridal met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards roofing of the building. The total project costs for the building far exceeds \$20,000, therefore the request is for the program maximum per building of \$10,000. The Committee recommended approval of the request to the full EDA Board at their meeting March 7, 2014 meeting. The EDA moved to approve a recommendation to City Council for the request.

Funding

Approval will require \$20,000 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 #1-14 as requested and described above.
2. To authorize the staff to prepare all necessary loan documents.

**Request for City Council Action**

Date: March 7, 2014

Requested Council Date: March 11, 2014

Originating Department: Economic Development Authority

Council Action Requested: Approval of Professional Services Agreement with WHKS for \$13,900 (to be used from the Rochester Sales Tax dollars) for developing a concept plan for beautification and review of various features of the downtown district in relation to the elementary school.

Background Information: The EDA reviewed a proposal during their Friday, March 7th meeting from WHKS to study and propose a conceptual layout that will include the areas from the railroad tracks to 9th Street. The proposal would in part allow for a larger view of the development of the downtown area as part of both a beautification and traffic plan. The plan could then be used as both a basis for potential grant applications or as the impetus for capital improvements in the downtown area. It provides the community with a vision through a public input process. Stakeholders would be provided an opportunity to share their thoughts and visions for a more vibrant and inviting downtown.



Exhibit A to Professional Services Agreement

A. Project

The Project consists of developing a concept layout for pedestrian access across and along Whitewater Avenue (Highway 74) from the Railroad Tracks to 9th Street. Pedestrian traffic routing from Whitewater Avenue to the Elementary School will be included. The plan will also evaluate the future use of 9th Street, 11th Street, and that portion of Church Avenue adjacent to the school. The concept plan will provide the City with a guidance tool for leveraging funding opportunities and cost estimates, while providing a clear vision for the corridor.

B. Scope of Services Provided Under This Agreement:

1. Hold Kick-off meeting with the City to discuss the project and review the scope.
2. Evaluation of pedestrian routes to school from Whitewater Avenue, including highway crossing locations and configuration.
3. Identify amenity opportunities along the Whitewater Avenue corridor including bumpouts and landscape improvement concepts to provide beautification.
4. Provide a concept plan for 9th Street and 11th Street. Concept to include:
 - Pedestrian facilities
 - Street width, parking accommodations, and right-of-way width
 - Landscaping, trees, and green space
5. Evaluate the future use of Church Avenue by pedestrian for facilities and routing to the school.
6. Meet one time with School District Staff.
7. Meet with City Staff to refine concepts/renderings prior to presentation to the public.
8. Attend one public meeting to present the concept layouts.

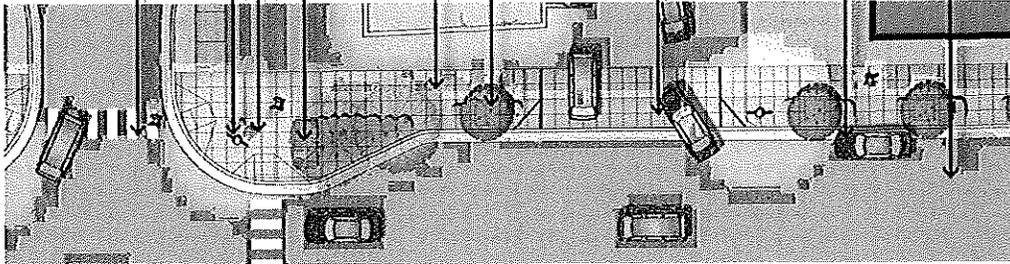
C. Special Engineering Services:

Special Engineering Services are those services not listed above, but which may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Engineering Design
2. Land Surveys
3. Easement Plats and Descriptions
4. Special Assessment Plats and Schedules
5. Quality Control Testing
6. Permits
7. Funding Assistance
8. Environmental Documentation
9. Traffic Study
10. School Bus Routing/Drop-off
11. Safe Routes to School Assistance

Aesthetics



Pedestrian Crossing

- enhanced
- shorter distance

Signature Lighting at corners

Moveable precast planters

- trees w/plantings

Sidewalk

- 6ft clear

Amenity Area:

- buffer from roadway
- lighting
- shade trees w/plantings
- waste receptacle
- special pavement
- signage

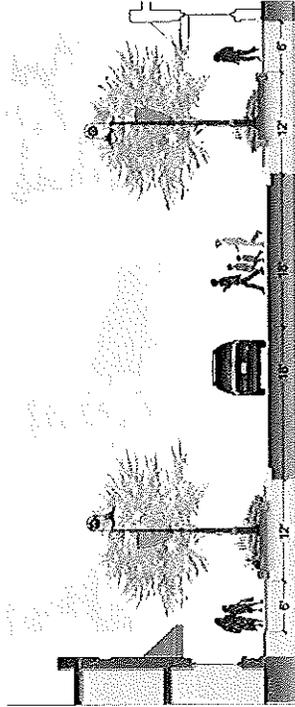
Drive ways (north side)

- limit curb cuts

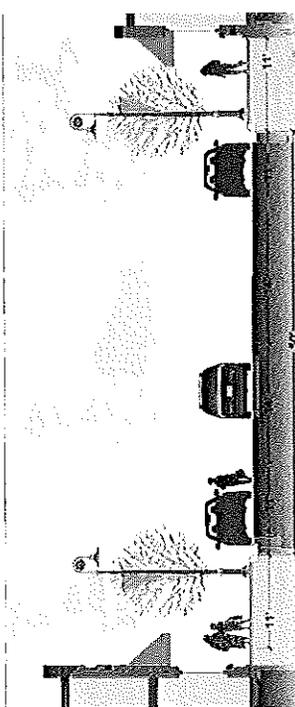
Parking - parallel

Vehicular travel lane

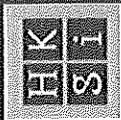
DOWNTOWN CORE STREETScape CONCEPTS

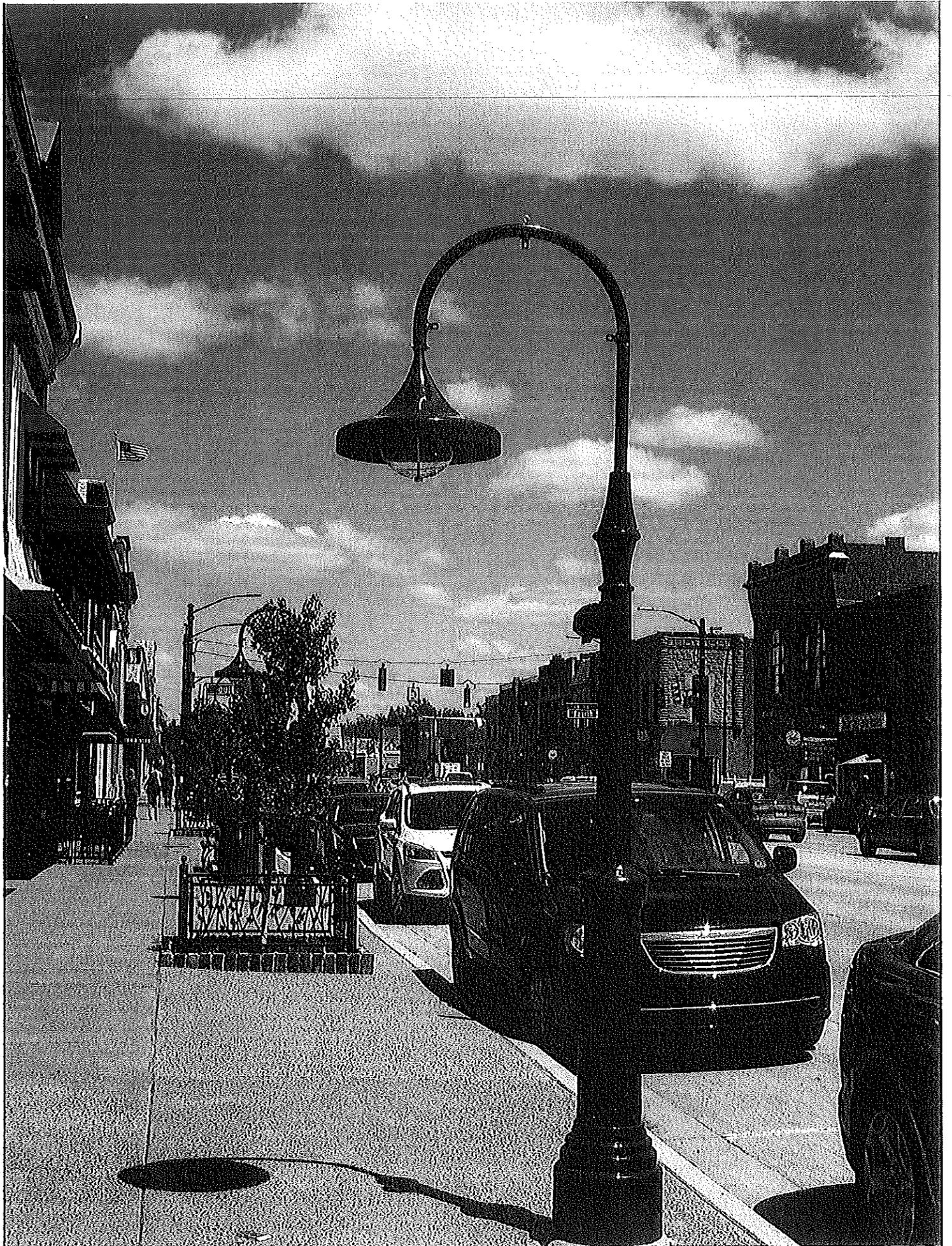


TYPICAL SECTION AT BUMP OUT



TYPICAL SECTION









LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

Cities and other League of Minnesota Cities Insurance Trust members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000 for a single occurrence. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

_____ accepts liability coverage limits of \$ _____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes Section 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting 3/11/2014

Signature _____ Position _____

**City of St. Charles
Resolution #05-2014**

**A RESOLUTION REQUESTING DOVER EYOTA ST. CHARLES AREA
SANITARY DISTRICT WAIVE THE SEWER SERVICE AVAILABILITY
CHARGE FOR 2014 AND 2015 FOR NEW HOME CONSTRUCTION**

WHEREAS, the Service Availability Charge (SAC) is a fee charged by the Dover Eyota St. Charles Area Sanitary District so that the District could afford past designated projects; and

WHEREAS, the SAC rate implemented in April 2005 was based on the assumption of a major plant expansion that was eventually scaled back and paid for through annual district increases, thus relieving the need for the SAC charge; and

WHEREAS, the cities of Eyota, Dover and St. Charles are actively investing into their local sewer systems to reduce the Inflow and Infiltration into the sanitary sewer plant to further alleviate the need for future plant expansion; and

WHEREAS, the SAC rate deters residential growth and local competition in all three cities; and,

WHEREAS, the cities of Eyota, Dover and St. Charles in an effort to compete with neighboring communities linked with the expansion project of Rochester's Destination Medical Center deem it a crucial time in the future growth of our area.

NOW THEREFORE, BE IT RESOLVED that the City of St. Charles hereby requests the Dover Eyota St. Charles Area Sanitary District waive the SAC fee of \$2,640.00 for new residential housing starts for the 2014 and 2015 building season in a collaborative effort to grow and sustain our communities.

Adopted by the St. Charles City Council this 11th day of March, 2014.

William J. Spitzer, Mayor

ATTEST:

Nick Koverman, City Administrator