



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, December 10, 2013 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. December 10, 2013 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-November 12, 2013	
-November 26, 2013	
5. December Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank (TBD)	
7d. Library Board Report, Dave Braun (TBD)	
7e. EDA Report, Wayne Getz	
7f. Park Board, Orv Dahl (TBD)	
7g. School Board, John Schaber	
8. Truth In Taxation Presentation	INFORMATION
9. 1999 Payloader Replacement	APPROVE
10. 2014 Capital Improvement Plan/Customer Service Specialist	APPROVE
11. Resolution #22-2013 Approving Final Levy Collectible in 2014	APPROVE
12. Resolution #23-2013 Establishing 2014 Budget	APPROVE
13. Ordinance #565 Amending Sewer Rates-2 nd Reading	APPROVE
14. Ordinance #566 Amending Water Rates-2 nd Reading	APPROVE
15. Ordinance #567 Administrative Fees 2014-2 nd Reading	APPROVE
16. Resolution#24 Liquor License Renewal	APPROVE
17. Library Board Recommendation	APPROVE
18. Future Meeting dates	APPROVE
19. Approval of Downtown Rehabilitation Loans	APPROVE
20. City Hall Closing-December 31	APPROVE
21. Christmas Eve Closing	DISCUSS
22. Administrator Time Off Request	APPROVE
23. Ipad Training	INFORMATION



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, December 10, 2013

8. Truth In Taxation Presentation. Kristine Huinker will present the 2014 Truth In Taxation information.

9. 1999 Payloader Replacement. Please see the enclosed Request For Council Action along with related documents.

10. 2014 Capital Improvement Plan (CIP) / Customer Service Specialist. You will find the Capital Improvement Plan and the proposed Customer Service Specialist job description for approval.

11. Resolution #22-2013 Approving Final Levy Collectible in 2014. Please see attached.

12. Resolution #23-2013 Establishing 2014 Budget. Please see attached.

13. Ordinance #565 Amending Sewer Rates-2nd Reading. Please see enclosed.

14. Ordinance #566 Amending Water Rates-2nd Reading. Please see enclosed.

15. Ordinance #567 Administrative Fines and Fees 2014-2nd Reading. Please see enclosed.

16. Resolution #24-2013 Liquor License Renewal. Please see enclosed. The liquor license list may be revised at the Tuesday night meeting.

17. Library Board Recommendation. The Library Board will recommend the selection of candidates for various vacancies. The selection names will be brought forward.

18. January Meeting Dates. The first meeting of January 2014 will be held Thursday, January 2, 2014 at 5 p.m. The January 14th meeting date will be kept with the January 28th meeting date to be tentative dependent on agenda.

19. Approval of Downtown Rehabilitation Loans. Please see the Request For Council Action included.

20. City Hall Closing-December 31. Over the last several years City Hall has been closed at 3 p.m. for end of the year transfer of files and account reconciliations. It is requested to conduct this practice once again.

21. Christmas Eve Closing. Over the last several years the Council has elected to close City Hall early and it is presented for action once again.

22. Administrator Time Off Request. The Administrator respectfully requests January 11-17th off.

23. Ipad Training. Council interested in received some Ipad training can please contact Cassie to arrange a time either December 26th or December 27th.

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, November 12, 2013 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:

Robert Scott (Flaherty & Hood), Ken Frank (Police Chief) and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Cathy Groebner, David Parkhurst, and Craig Hilmer (St. Charles Press).

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: Orv Dahl

No discussion.

Motion carried.

4. MEETING MINUTES

-October 8, 2013

Motion to approve: John Schaber

No discussion.

Motion carried.

-October 22, 2013

Motion to approve: Wayne Getz

No discussion.

Motion carried.

5. November Payables. A question was asked by Clm. Getz with respect to a purchase. Admin. Koverman would provide the Council with an answer following the meeting.

6. Notices and Communications. None.

7. Reports of Boards and Committees: Various reports from boards and commissions were provided.

8. Ordinance #564 Zoning and Map Amendment (943 Wabasha Avenue). Mayor Spitzer began the discussion for proposed Zoning and Map Amendment for 943 Wabasha Avenue for the proposed three lots from I-1 to an R-3. Mayor Spitzer read the Findings and Conclusions aloud for the council.

FINDINGS AND CONCLUSIONS

WHEREAS, the Planning Commission after review, made a favorable recommendation to the St. Charles City Council for a rezone designation from an I-1 (Light Industry District) to an R-3 (Mixed Use Residential) for property owned by Stephen T. Conlin at 943 Wabasha Avenue (Parcels: 29.045.0290, 29.045.0280, and 29.045.0270); and

WHEREAS, notice of this public hearing before the St. Charles Planning Commission of the City of St. Charles, Minnesota, was duly noticed pursuant to City Code §152.47; and

NOW, THEREFORE, the St. Charles Planning and Zoning Commission, based upon the evidence presented at said hearing, make the following:

FINDINGS

1. That the property at issue (Subject Property) located at 943 Wabasha Avenue in the City of St. Charles, Minnesota, is approximately 38,595 sq. ft. in area, and is legally shown and described in Exhibit A which is attached hereto and incorporated herein by reference.
2. That the Subject Property is owned by Stephen T. Conlin and is currently zoned I-1 (Light Industry) and the Planning Commission has recommended rezoning the property to R-3 (Mixed Use Residential).
3. Given the year and a half history of the use of the current facility as a cosmetology salon that directly abuts both the I-1 (Light Industry District) and R-1 (Single Family Residential), and the proposed amendment would neither arbitrarily nor negatively impact the neighborhood.
4. The proposed and current use of a cosmetology salon as stated by the owner is defined as permitted within the R-3 either through a Home Occupation Permit or as a Conditional Use.
5. The proposed plan and use would not negatively impact property values.
6. The proposed plan does not constitute spot zoning.
7. Potential future development would more closely resemble the adjacent R-1 (Single Family Residential) District in terms of height, setbacks and internal site design.
8. The current infrastructure would complement the future R-3 zoning designation.
9. The proposed rezoning is consistent with the districts that are contiguous to the area proposed to be rezoned.
10. The proposed rezoning is both reasonable and consistent with the City's comprehensive plan.

Mayor Spitzer asked if the Council had any questions regarding the proposed rezone and the memo outlining the discussion and all affirmed their understanding of the amendment. He asked if the Council had any additional findings for the record, hearing none, he asked for any other discussion. A motion was made to approve the recommendation forwarded by the Planning & Zoning as well as the Findings and Conclusions as read.

Motion to approve: **Orv Dahl**
Seconded by: **Dave Braun**
Motion carried.

A motion was made to accept the first reading of Ordinance #564: **John Schaber**
No further discussion.
Motion carried.

9. Public Hearing-Public Nuisance 1400 Wabasha Avenue.
A motion to open the public hearing at 1400 Wabasha Avenue at 7:22 p.m.: **Wayne Getz**
No further discussion.
Motion carried.

Mayor Spitzer called for anyone to comment with respect to the public nuisance cited at 1400 Wabasha Avenue. He called three times with no one coming forward to speak. After the third call, Mayor Spitzer called for a motion to close the public hearing at 7:23 p.m.
Motion to close: **John Schaber**
Seconded by: **Orv Dahl**
Motion carried.

10. Approve Assessment Agreement/Findings/Conclusions and Order. Admin. Koverman highlighted for the Council the discussion with the representative (Dave Parkhurst) on behalf of Tom Bartram. Admin. Koverman

highlighted the various avenues he exhausted in looking for resources or support for the owner with no luck. He also shared the avenues that Mr. Parkhurst had attempted and been denied. Koverman then read the Findings and Conclusions and Order with respect to the ongoing broken sewer line and public nuisance.

WHEREAS, notice pursuant to St. Charles City Code Section 90.23, of the public hearing before the City Council of the City of St. Charles, Minnesota, was duly given to Thomas A. Bartram, property owner(s) of record of 1400 Wabasha Avenue, by mail service on November 8, 2013; and

WHEREAS, pursuant to St. Charles City Code Section 90.23(B)(3), subd. 2, a public hearing was held on November 12, 2013, before the St. Charles City Council to consider the alleged nuisance conditions present on the property of 1400 Wabasha Avenue.

NOW, THEREFORE, the St. Charles City Council, based upon the record and evidence presented at said hearing, makes the following:

FINDINGS

1. That a sewer pipe extending from the house to the City's sewer main is and has been broken and potentially leaking into the groundwater causing potential contamination of the groundwater supply at 1400 Wabasha Avenue.
2. That the ongoing break at 1400 Wabasha Avenue has the potential to adversely affect the health and safety of the public as outlined in the following:
 - a. 90.15 Public Nuisance (A) Maintains or permits a condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public;
 - b. 90.16, Public Nuisances Affecting Health (G) The pollution of any public well or cistern, stream or lake, canal or body of water by sewage, industrial waste or other substances;
 - c. 90.18 Public Nuisances Affecting Peace and Safety (O) Waste water cast upon or permitted to flow upon streets or other public properties.
3. That estimates are attached hereto demonstrating the repair work necessary.
4. A Notice of Adverse Action demonstrating the denial to secure financing and complete the project on his own.

In working with Mr. Parkhurst on behalf of Mr. Bartram, he agreed with the nuisance order and appreciated the help provided. Admin. Koverman outlined the reasonings why he felt the issue was a public nuisance and why he elected to have the city abate the nuisance. He listed the ongoing seepage of the sewer and potential health affects into the public ground water and weather as reasons to immediately abate the nuisance. He had been in contact with several contractors and received assistances and assurances that the project could be completed at the estimated not to exceed \$5,200. Admin. Koverman discussed with the Council prior directives to aid residents through city employee assistance, if possible, to reduce overall costs. An agreement was also provided to Mr. Bartram that he had signed and notarized, waiving his right to appeal and allowing the city to conduct the work necessary. A motion was made to approve the Findings and Conclusions as outlined as well as the agreement.

Motion to approve: **John Schaber**
Seconded by: **Wayne Getz**
No further discussion.
Motion carried.

11. 2014 Payloader. Administrator Koverman highlighted the various factors with respect to the proposed 1999 Loader replacement.
-The 2014 Capital Improvement Plan has scheduled the Case Loader replacement. The current total price with the 1999 Case Loader trade-in (\$41,992.72) with the current State Contract Price would be a replacement cost of

\$87,198.28 (\$5,813/year/15 years). Historically, large equipment pieces held a replacement schedule of 10 years, which was then increased to 15 years in 2008.

The current 2013 State Bid Price is locked in until December 31, 2013. Order must be made in December to avoid projected 6-10 (\$12,919) percent increase.

-If ordered in December, delivery will be in 2014 with no sales tax on the loader.

-Loader is used by all departments including-electric, water, sewer, street, park and recreation.

-In 2008, \$25,000 was spent to rebuild the transmission, which is again showing signs of slipping and shifting poorly. Additional maintenance issues of front end pins and bushings have been reported by Marti, which he has determined will need replacing. The articulating bushing is also close to needing replaced. Bucket issues have been noted by employees and is a safety issue.

-The 2014 Capital Improvement Plan has scheduled the replacement for \$120,000, which with the current replacement value will bring the price to \$87,198.28.

-The Case Loader will offer better safety options such as ride stabilizer/control. The additional features include quick attachment for forks, plow blade, brush forks, etc. that add greater versatility in usage.

He also provided schedules from various communities showing varying terms of length for their loaders, which ranged from 5 years-20 years. Clm. Dahl cited the trade-in value, the planned/scheduled capital improvement schedule, and the fear of backing up items that may break down if we don't keep up in addition to the minimal cost per year if kept 15 years as reasons for trading. With potential repairs on the horizon and past money put into the machine, he added he did not want to continue to fix a machine that wasn't worth it. Clm. Getz added that he agreed with the capital improvement schedule. Clm. Braun questioned the expense for the use it receives. Clm. Braun expressed that if the replacement schedule was moved to 20 years as an option that it would reduce that yearly cost. The idea of leasing was discussed as well as what other used pieces of equipment in the 2-5 year range would be. Clm. Schaber expressed that he liked the potential savings the city would receive by ordering in 2013 if it remains in the capital improvement equipment. The pros of the technology advances were discussed as reasons to move to a new unit. Mayor Spitzer expressed that he was in favor of replacing the unit because of the factors discussed, but that he wasn't opposed to relooking at the replacement schedule of that unit. Clm. Getz questioned the prices of used units and Clm. Schaber agreed that he would be interested to see those numbers, as well as lease options. A motion was made to research used units no older than 5 years as well as lease options and their affordability.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

12. Winter Parking Exemptions. Admin. Koverman presented two residents names for annual parking exemptions. A motion was made to approve the exemptions.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

13. 2014 CEDA Contract. Admin. Koverman highlighted the contract from Community Economic Development Associates that reflected a 2 percent increase. The Economic Development Authority recommended approving the contract with CEDA. A motion was made to approve the 2014 contract.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

14. Resolution #21-2013 2014 Gas Bids. Admin. Koverman reviewed the bids citing that Kwik Trip was the unleaded bid winner and Greenway Co-op was the diesel bid. A motion to approve the resolution was made.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

15. Health Insurance Renewal Update. Admin. Koverman relayed that after receiving the health insurance renewal rates, that Bill Singer of A.T. Group expressed his apologies for an early estimate of a 5 percent increase as rates reflected a 19 percent increase. He offered that several factors including the Affordable Care Act, and uncertainty in

the marketplace. Concerns over how the HSA deductible would be covered with a December 1 renewal versus a January 1 renewal was also discussed. HealthPartners elected to extend the deductible year until November 30, 2014.

UNSCHEDULED PUBLIC APPEARANCES

None

Motion to adjourn at 7:57 p.m.: John Schaber

No further discussion.

Motion declared carried.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, November 26, 2013 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:

Kyle Karger (Public Works Supt.) and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Rep. Steve Drazkowski, Tom Nigon (Electrical Engineer-Star Energy Services), Dan White, and Craig Hilmer (St. Charles Press).

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: **Dave Braun**

No discussion.

Motion carried.

4. Notices and Communications. Cln. Schaber briefly updated the Council regarding the first meeting of the Emergency Management Services Building Committee. Future meetings will be set prior to Council meetings at 5:45 p.m.

5. REVIEW OF FINANCIALS. No comments.

6. Rep. Steve Drazkowski. Rep. Drazkowski provided an update on the past legislative session and what he expects in the next. Council thanked him for his time and requested that he support Local Government Aid (LGA) as it is a crucial funding component of his constituents, as well as requested support for a proposed EMS Building and trail project.

7. Ordinance #564 Amending the Zoning District (943 Wabasha Avenue) 2nd Reading. Mayor Spitzer asked if anyone had any comments or questions with respect to the second reading. Admin. Koverman relayed that he had not heard any feedback following the first reading. A motion was made to approve the rezoning of the three parcels owned by Stephen Conlin from an I-1 to an R-3 zoning district.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

8. Ordinance #565 Amending Sewer Rates-1st Reading. Mayor Spitzer expressed that this was the recommendation of Mike Bubany and that the 6 percent sewer increase was heavily due to the pass-through cost increase by the sanitary district. A motion to approve the first reading was made.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

9. Ordinance #566 Water Rates – 1st Reading. Admin. Koverman highlighted Mr. Bubany's recommendation recounting that the incremental funding allows for the city to pay cash for projects rather than take a loan (bond), but that forecasts show that within the next few years those increases could be slowed or stopped dependent on projects.
Motion to approve: **Orv Dahl**
No further discussion.
Motion carried.

10. Ordinance #567 Administrative Fees 2014 1st Reading. Admin. Koverman relayed the various changes including the addition of a state administrative ticket for various traffic offenses which would greatly reduce a state ticket for items such as speeding tickets 10 mph or under, stop line offenses, and windshield cracks. An administrative hearing officer fee will also be instituted as the rule requires this option to offender. Clm. Braun

11. Tom Nigon-Star Energy Services-2014 4th Street Project. Tom Nigon, the city's electrical engineer, presented Council with the proposed 2014 project of taking mainline overhead powerlines to underground utilities. He expressed that much of the line was a cable primarily installed in the 1970's that many utilities began replacing because of the faulty nature of the design. In addition, he highlighted how this line serves as the mainline feeder for the entire town. He stressed how crucial this service was to the town and if in the case of an emergency it could take a minimum of 12-24 hours to make a repair. This project has been reviewed for several years and various grant applications have been, but were unsuccessful. He provided options to the Council for phasing, but stated that the mainline 4th Street project would be submitted as one RFP in order to receive better bids and the nature of the line. Telecommunications would also be put in one trench. The total cost of the proposed project was \$588,000, while the additional project to replace the service at Well 3 was \$133,000. The Council discussed the project and Admin. Koverman expressed that a portion of the funds had been budgeted initially thinking the project could be split in half, but without that ability, the electric reserves would be utilized to complete the project. The total time necessary to complete the project would be about 3 months. The council agreed with Nigon on the importance of the project and in conclusion a motion was made to approve Tom Nigon to draft and send out the RFP for the 4th Street RFP to be completed in 2014.

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

12. 1999 Payloader Upgrade. Admin. Koverman presented the information that Council had requested with respect to used units, and potential lease options. He also added that the representative provided a 2013 unit with 4.1 hours, a few less features for \$75,980 if delivered in January, 2014. Koverman highlighted the warranties that come with both units. The lease option was then discussed that provided the Council with the ability to trade in for a new unit every 2-4 years dependent on the number of years decided, however Koverman relayed that with a 3 year warranty it made more sense, if leasing was a desired option, to renew every 36 months in order to eliminate major repair costs, tire replacement, etc. The range of a 3 year lease was approximately \$5,000-\$7,000 per year after the unit was paid for. The only reason he showed this as an option was due to the fact that if Council chose the \$86,000 unit over the course of 15 years it would cost about \$5,800/year to own. However, he pointed out the repair costs and tire costs that were not included in that ownership cost of \$5,800 a year. Various other options were discussed such as renting by the hour. Additional questions of warranty timing, the 2013 versus the 2014 unit and others were held. More information was requested. A motion to table the discussion until the next meeting was made.

Motion to table: **John Schaber**
No further discussion.
Motion carried.

13. Collaborative School Board Meeting-Dec. 3—7 p.m. Mayor Spitzer highlighted the upcoming meeting and asked if there were items that Council was interested in to let Admin. Koverman know.

14. 2014 DESCASD 2-year Appointment. Mayor Spitzer expressed that the term of Wayne Getz was up for 2 years. A motion was made to nominate Clm. Getz to serve on the DESCASD board for another 2 year term. Clm. Getz accepted the nomination.
Motion to approve: **John Schaber**

No further discussion.
Motion carried.

15. 2013 Staff and Council Retreat Review. Admin. Koverman briefly highlighted the retreat and outlined the goals and 1-3 goals that were devised by the staff and council present. Admin. Koverman requested a motion to approve the goals designed by the collective group. A motion to approve both sets of goals was made.

Motion to approve: **John Schaber**

No further discussion.
Motion carried.

16. Town Meeting Initiative. Mayor Spitzer briefly highlighted the work begin done by the committee that was formed. He expressed that they are considering a Taste of St. Charles event to develop projects. Mayor Spitzer highlighted that December 5th would be the next meeting and that Council was invited. To let Admin. Koverman know if they were interested in attending.

UNSCHEDULED PUBLIC APPEARANCES

Dan White. Talked about the work of the resident committee that he was a part of and encouraged Council's involvement.

Motion to adjourn at 8:31 p.m.: **Wayne Getz**

No further discussion.
Motion declared carried.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator



City Administrator's Report—December 2013

November 4—Met with representatives from Progressive Ag to discuss upcoming rezone amendment.

November 5—Met with Mike Huth from Winona County Planning to discuss bike trails and future Winona County projects and how St. Charles can partner for success.

November 6—Networked with area administrators to review and recap policies/area concerns/initiatives.

November 13—Attended annual UMMPA conference in Lanesboro. Discussed various wind projects, future financing of transmission increases for Iowa and Wisconsin members, and ongoing discussions with Dairyland Power.

November 14—Held 2014 budget meeting with area townships. Only two representatives from two townships came to the meeting. We discussed the fire budget which had not changed, the new structure of the formula for fire contracts, and the proposed EMS building.

November 18—Held first public input session for the Winona County Comprehensive Plan in Winona at Tandeski Center.

November 19—Met with WHKS and Dept. of Health staff to review next steps and resources with Wellhead Protection Plan. Supt. Karger and Rick Engstrom scheduled time to review local wells and conduct site visits for confirmation.

November 21—Rick Schaber and I participated in a conference call with representatives from the Christian School to review estimates from their contractor.

November 22—Met with Farmer's Market coordinator and Mayor Spitzer to review plan moving forward.

November 26—Held first meeting with EMS finance committee.

Projects: Worked on collaborative board/council agenda/presentation/information. Finalizing 2014 budget/CIP/loader info/. UMMPA Steering committee discussions with Dairyland negotiations.

Public Works Report – November 2013

- Finished pole replacement and two new electric services for railroad crossings
- Put painted brackets back on downtown poles for flags and Christmas decorations installed on Hwy 14 and Hwy 74
- Power plant maintenance and squirrel damage repaired at substation
- LED bulb installation on light poles along Main Street – 75% completed
- Radio read electric and water meters being installed around town
- Helped repair sewer service on Wabasha Ave and West 15th St.
- Started year-end electric department inventory for auditors
- Met with MMUA safety representative at power plant for procedures and run specifications
- Tree trimming and alley trimming for power line clearance and road clearance
- Wellhead protection meeting in Rochester and City wide inspecting of abandoned wells and hazardous sites for aquifer contaminates
- Worked on all plow equipment and the salt/sand bin was filled at the State shop
- Swept streets for fall leaf control
- Planning street repairs and sewer lining projects for 2014
- Back dragged alleys and worked on pump at the lift station
- UMMPA phone conferences for continued negotiations with Dairyland Power Co. on lowering of 2014 contract price

Sincerely,
Kyle Karger
Public Works Superintendent

City of St. Charles
Economic Development Authority
Regular Meeting
Minutes
December 6th, 2013

1. Meeting was called to order at 8:04am at City Hall by Dan Pearson. Present were: Pearson, Bill Spitzer, Bill DeBruyckere, Wayne Getz, EDA Coordinator Cris Gastner, and City Administrator Nick Koverman

2. **Minutes:** The minutes from the November 1st meeting were discussed and approved

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

4. **Business Items:**
 - a. **Commercial Rehab Program Applications**

Gastner presented the first commercial rehab program application. It was for NRB Metals, who are looking to put in a security fence and blacktop their parking lot. The estimates for each project were 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 Getz for approval. All ayes, Motion carries.

Gastner then presented the second request which was for Eric and Holly Davis who own two commercial buildings that they are making improvements to. The total cost of the two projects was \$23,125 so their request was for \$11,563. The review committee discussed the request, and recommends approval contingent on a letter from the bank financing the other 50% of the projects. A motion was made by Getz and seconded by Spitzer to approve the requests. DeBruyckere abstained from the vote. All ayes, motion carries.

 - b. **SAC/WAC Fees**

Koverman reviewed information regarding the number of new home building permits for the community since 1996. He is wondering if the EDA plans to request that the SAC/WAC fees for 2014. Consensus of the Board is for staff to research fees in neighboring and comparable communities to see where St. Charles ranks in terms of building permit fees and report back to the Board.

Meeting was adjourned.

City of St. Charles Police Department

Chief – Ken Frank #601

830 Whitewater Avenue

St. Charles, MN 55972

(507) 932-3020 · (507) 932-5301 FAX



St Charles Police Department Monthly Report December 6, 2013

- Received resignation from Officer Wagoner effective immediately. Reason is he accepted a part-time job with the Wabasha Co Jail. He is a certified Taser instructor and will provide that annual training for the department probably sometime in February.
- Winona County Chief's Meeting to be held in St Charles in the council room on Dec 5. On the agenda will be a presentation by officials from Mayo Clinic to inform us on new coroner and autopsy protocol scheduled to begin in 2014.
- Department firearms training held November 20th included handgun & shotgun qualification and qualified for low light and adverse weather conditions.
- Attended a ministerial meeting November 20 to discuss and set guidelines for overnight stays provided by the ministerial.
- We are in the beginning stages of a project that would integrate the Hispanic community in St. Charles and Winona County to help better our community and keep our community safe. This would involve hosting informational meetings that would focus on several law enforcement aspects such as: community policing, crime prevention, reporting crime, basic knowledge of traffic laws, constitutional rights and crime victim assistance. The meetings will also be opened for questions and concerns that the community might have in regards to the aspects listed above. Officer Pelaez is spearheading this effort and will be working with Project Fine.
- The department responded to 268 calls for service in the month of November

"Proud to Serve"



**Request for City Council Action**

Date: December 6, 2013

Requested Council Date: December 10, 2013

Originating Department: Street Department

Council Action Requested: Approve Fort McCoy 2013 Payloader

Background Information: After discussing the options with the Titan Machinery representative, the 3-year warranty applies to both the 2013 (Fort McCoy) and the 2014 unit. The price difference between the 2013 unit is \$77,980.68 and \$82,285.68. The difference again is the Michelin Radial tires. It is noted that the overall price of the 2014 unit has decreased from \$129,191.00 to \$127,028.00. The final total price is \$82,285.68 according to the written estimate.

The Lease options apply to both units but could be decided at a later date. Again, the initial unit would still need to be for in its entirety whether it is \$82,285.68 or \$77,980.68. We would trade in our unit and then essentially pay the difference between the new state contract unit, which is how they are determining a lease. Again, under the 3-year warranty many of the long term repair costs would not be incurred by the city.

Within the Capital Improvement Plan (CIP) budget, \$120,000.00 was planned as an expenditure.

The \$1,000 option was basically a rental fee for that time period if the City choose to select the new unit.



TITAN MACHINERY

Better Solutions.

N. 1626 Wuensch Road, La Crosse, WI 54601
(608) 788-1025 | (800) 780-1025
www.titanmachinery.com

Proposal for:

City of St Charles , MN

CASE MODEL 621F WHEEL LOADER, NEW

Pricing with options highlighted on the attached copy of the Minnesota Department of Transportation Maintenance Equipment Contracts(Contract # L-331(5))

Machine on hand Ser No NDF219821 with Titan Bias Tire /Standard Counterweight
3 year/3000 warranty

Price \$122,723.00

TRADE-IN EQUIPMENT

1999 CASE 621C Ser No JEE0093168
Not Painted

TRADE VALUE (\$40742.32)

Circle One

TOTAL PRICE \$ 81,980.68

December Delivery -\$2000.00 \$ 79,980.68

January Delivery - \$4000.00 \$ 77,980.68

Accepted by

For the City of St Charles, MN

Date

Salesman for Titan Machinery



TITAN MACHINERY

Better Solutions.

N. 1626 Wuensch Road, La Crosse, WI 54601
(608) 788-1025 | (800) 780-1025
www.titanmachinery.com

Proposal for:

City of St Charles , MN

CASE MODEL 621F WHEEL LOADER, NEW

Pricing with options highlighted on the attached copy of the Minnesota Department of Transportation Maintenance Equipment Contracts(Contract # L-331(5))

Machine on hand Ser No NDF219835 with Michelin Radials/ Standard Counterweight 3year/3000 Warranty and Procure.

Price \$127,028.00

TRADE-IN EQUIPMENT

1999 CASE 621C Ser No JEE0093168 TRADE VALUE (\$40742.32)
Not painted

(Circle One)

TOTAL PRICE \$ 86,285.68

December delivery -\$2000.00 \$ 84,285.68

January delivery -\$4000.00 \$ 82,285.68

Accepted by

Date _____

For the City of St Charles, MN

Salesman for Titan Machinery



CITY OF ST. CHARLES
 Capital Improvement Schedule
 2008 – 2027

2014

Department	Description	Amount	Fund	
	Interfund to Electric	\$ 10,000	25 Capital Improvement Fund	
	Interfund to General	\$ 10,000	25 Capital Improvement Fund	
Public Facilities	Furnace	\$ 40,000	25 Capital Improvement Fund	
Sidewalks	Annual Improvements	\$ 20,000	25 Capital Improvement Fund	
Street	Case Loader - 15 yrs	\$ 90,000	25 Capital Improvement Fund	
	Road Maintenance	\$ 60,000	25 Capital Improvement Fund	
Police	Squad Computers	\$ 10,000	25 Capital Improvement Fund	
Parks	Mower 1445	\$ 20,000	25 Capital Improvement Fund	\$ 260,000
Forestry	Forestry	\$ 15,000	10 General Fund	
Electric	New sys Construction	\$ 100,000	70 Electric Fund	628, 629, 630, 730, 735, 745, 750
	System Improvements	\$ 50,000	70 Electric Fund	629, 630, 730, 735, 745, 750
	Substation & 4th - underground primary replacement	\$ 200,000	70 Electric Fund	628
	2001 Ford Utility Pickup	\$ 25,000	70 Electric Fund	
Water	Ground storage tank painting	\$ 120,000	71 Water Fund	
Sewer	Manhole Rehab	\$ 15,000	72 Sewer Fund	
	Loan to Electric pymt	\$ 30,000	72 Sewer Fund	
	I&I	\$ 60,000	72 Sewer Fund	
Storm Water	Catch basin Imp.	\$ 30,000	73 Storm Water Mgmt Fund	
	Storm Sewer Imp.	\$ 40,000	73 Storm Water Mgmt Fund	
	**Wiskow Pond TBD		73 Storm Water Mgmt Fund	
		<u>\$ 945,000</u>		

City of St. Charles

CIP Cash Flow Analysis

**Assuming 3% increase in levy annually

Year	Beginning Cash & Inv	ADD	SPEND	Ending Cash & Inv
2013				\$ 170,000
2014	\$ 170,000	\$ 282,000	\$ 260,000	\$ 192,000
2015	\$ 192,000	\$ 290,460	\$ 380,000	\$ 102,460
2016	\$ 102,460	\$ 299,174	\$ 305,000	\$ 96,634
2017	\$ 96,634	\$ 308,149	\$ 252,300	\$ 152,483
2018	\$ 152,483	\$ 317,393	\$ 345,000	\$ 124,876
2019	\$ 124,876	\$ 326,915	\$ 179,000	\$ 272,792
2020	\$ 272,792	\$ 336,723	\$ 220,000	\$ 389,514
2021	\$ 389,514	\$ 346,824	\$ 295,000	\$ 441,339
2022	\$ 441,339	\$ 357,229	\$ 325,000	\$ 473,568
2023	\$ 473,568	\$ 367,946	\$ 345,000	\$ 496,514
2024	\$ 496,514	\$ 378,984	\$ 210,000	\$ 665,498
2025	\$ 665,498	\$ 390,354	\$ 310,000	\$ 745,852



CUSTOMER SERVICE SPECIALIST

POSITION DESCRIPTION

Classification Responsibilities: A Customer Service Specialist is responsible for dealing directly with the public, both in person and by telephone, in order to process service requests; and receive, tabulate, and balance various payments and/or fines. Customer Service Specialist is responsible for explaining and interpreting City ordinances, policies, and procedures relevant to their assigned work.

Customer Service Specialist performs non-supervisory clerical tasks to support the administrative work load of city hall offices and other city departments, but primary responsibility is utility billing. Tasks include but are not limited to the following: billing, collecting, and processing of City utility accounts and data (electric, water, sewer, and garbage); processing utility service requests; receiving and tabulating payments for utility payments, meter deposit reconciliation, return check fees, late fees, etc.; correcting use or payment records; reserve park shelters/community center, conducts end of year reporting, sanitary district billing, and issue dog and cat licenses or denials as required. In addition, employees in this class will operate a personal computer (PC) to format a variety of customer service correspondence, reports, and forms, and maintain a customer service filing system. Public contact duties require considerable patience, tact, persuasion, and compassion in interacting with citizens and customers. Employees function with considerable independence in carrying out routine, day-to-day activities within established guidelines and procedures. In addition, assists the St. Charles Police Department from time to time on a myriad of issues/tasks and must be able to perform tasks in a professional and confidential manner. Assists the Deputy City Clerk with elections and payroll as necessary and from time to time. This class performs other related duties as required.

Distinguishing Features: This class is distinguished from other clerical classes with a significant public contact component by the interpretive/procedural nature of information provided, by the nature (sometimes tense/unpleasant) of the circumstances surrounding or requiring the contact, and by activities involving receiving and tabulating payments.

QUALIFICATIONS

Education and Experience: Requires any combination of training, education, and/or experience equivalent to a 2-year Associates Degree, and a minimum of two years full-time experience as a cashier or teller, or closely related public contact experience involving receiving and/or tabulating payments and providing information. Requires the ability to operate a PC and use word processing software. Public contact experience related to the area of assignment is highly desirable.

Special Requirements: An essential function of this position is regular attendance, with few, if any, unplanned absences, as well as accurate accounting for all monies, with few, if any, overages/shortages in receipts/revenues.

Communication: Assists as point of contact (by telephone, correspondence, website information distribution, or in person) for customers wanting to set up new utility accounts, turn off utility service, request payment extensions, and obtain assistance with questions or problems with their utility bills. Communicates orally with the general public and other City employees to resolve disputes and complaints. Generates field service orders and comments on the utility billing system to explain billing situations/customer interactions, policy, and procedure; prepares written documents, using clearly organized thoughts, proper sentence structure, punctuation and grammar in order to effectively express ideas to others. Provides information on required deposits and service fees for residential customers. Responds to radio calls from field representatives regarding meter locations and addresses. Relays messages and gives information to staff operating in vehicles throughout the City. Handles multiple incoming phone lines and walk-in customers simultaneously. Maintains public access channels and website.

Manual/Physical: Operates a variety of standard office equipment such as a PC, cashiering system, and ten-key calculator. Enters narrative and numerical information into the utility system to update the utility account records.

Maintains meter and customer information, which includes address changes, service order generation, telephone payments, etc., and research of meter locations. Verifies activity and reports to ensure utility accounts are billing correctly. Files reports to ensure same are available for quick reference and accurate account research. Collects and processes payments on new, established, and delinquent utility accounts via mail, telephone, and walk-in customers. Provides clerical support for supervisory personnel as needed. Meets scheduling, attendance, accuracy, and reliability requirements.

Mental: Learns job-related material through on-the-job training regarding customer service practices, telephone etiquette, customer information systems, billing concepts/billing system, remittance processing, and credit policies. Learns to format and prepare a variety of customer service correspondence, reports, manuals, memoranda, forms, and statistical reports using a PC; proofs and reviews copies for proper grammar, spelling, English usage, and format according to specified styles and guidelines. Researches and resolves incomplete utility payments.

Knowledge and Abilities: Knowledge of:

- customer service practices;
- modern office methods, practices, and equipment;
- basic mathematic principles;
- proper format for letters, memos and other written correspondence;
- safeguards for remittance processing;
- personal computer and specialized software systems for work area;
- general office policies and procedures followed in the area to which assigned;
- computerized records systems used in the area to which assigned; and
- basic public relations techniques.
- City ordinances, policies and procedures
- City's organizational structure and operations, programs and activities

Ability to:

- interact tactfully and courteously with the public to explain requirements and policies, answer procedural questions, and resolve complaints;
- remain calm and professional when dealing with frustrated and/or angry members of the public;
- carry out recurring assignments independently without specific instructions;
- operate a variety of standard/advanced office equipment and integrate/recommend new programs
- follow oral and written instructions accurately; and
- interact with coworkers to establish and maintain effective work relationships.
- maintain the confidentiality of records when pressed for information by the public;
- accurately account for receipts on a daily basis;
- keep information and data confidential
- operate customer service-specific computer software programs;
- request meter rereads on abnormally high billings and process necessary adjustments to correct the customer account;
- open and distribute daily mail;
- process utility payments; and
- maintain customer service records and files, and prepare accurate reports from this information.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Annually	\$32,968	\$34,616.40	\$36,337.60	\$38,154.49	\$40,054.57
Monthly	\$2,747.33	\$2,884.70	\$3,028.13	\$3,179.54	\$3,337.88
Hourly	\$15.85	\$16.64	\$17.47	\$18.34	\$19.26

CITY OF ST. CHARLES

Resolution #22-2013

**A Resolution Approving Final 2013
Tax Levy Collectible in 2014**

WHEREAS, the City of St. Charles requires revenue to meet its expenses.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES that the following sum of money be levied for the current year, collectible in 2014, upon the property in said City of St. Charles, for the following purposes:

FUND	<u>2014</u>
2011A Bond Fund	\$ 214,588
Advertising Fund	\$ 20,275
Capital Improvement Fund	\$ 282,000
Celebration/Public Safety Fund	\$ 6,500
Fire	\$ 65,736
General Fund	\$ 125,530
Library Fund	\$ 96,835
Emergency Management Fund	\$ 10,500
Tax Abatement	<u>\$ 8,906</u>
Total Final Levy	\$ 830,870

The City Administrator is hereby authorized to transmit a copy of this resolution to the County Auditor of Winona County, Minnesota.

Adopted this 10th day of December 2013 by the Council of the City of St. Charles, Minnesota.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

**City of St. Charles
Resolution #23-2013**

**A RESOLUTION ESTABLISHING THE 2014 BUDGET
OF THE CITY OF ST. CHARLES, MINNESOTA**

WHEREAS, the proposed budget has been duly noticed and publicly examined by the City Council; and,

WHEREAS, the required truth-in-taxation hearing has been duly noticed and heard;

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

The Council of the City of St. Charles hereby resolves that the 2014 Budget of the City of St. Charles is established at \$7,170,448 and is hereby approved.

The City Administrator is hereby directed to have on file and available for public inspection the executed "form" copy of the 2014 Budget.

Adopted this 10th day of December 2013 by the Council of the City of St. Charles, Minnesota.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

City of St. Charles

Ordinance #565

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING
ST. CHARLES CODE - SEWER RATES

THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA DOES
ORDAIN (deleted material is enclosed in brackets; new material is underlined;
subsections which are not being amended are omitted):

Section 1. Title V: Public Works: Chapter 52 Sewer, of the City Code of
St. Charles, Minnesota, be amended as follows:

§52.08 Sewer Rates

Subd. A. Residential sewer use shall be established annually by the
amount of water incurred.

Subd. B. The rates for residential, commercial and industrial
property are as follows:

- (1) ~~\$14.23~~15.08 base rate per user per month, for the first
meter in each residential household.
- (2) ~~\$5.18~~5.49 District charge per 1,000 gallons
- (3) ~~\$0.70~~0.74 City charge per 1,000 gallons

Effective Date: This Ordinance shall take effect 30 days upon publication or on January
20, 2014, whichever is later.

Passed and adopted by the Council of the City of St. Charles, Minnesota this 10th day of
December, 2013.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

CITY OF ST. CHARLES

ORDINANCE # 566

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA,
AMENDING ST. CHARLES CODE - WATER RATES**

THE CITY OF ST. CHARLES DOES ORDAIN (deleted material is enclosed in brackets and stricken; new material is underlined; subsections which are not being amended are omitted):

Section 1. Title V: Public Works, Chapter 51 Water, of the City Code of St.Charles, Minnesota, be amended as follows:

§ 51.03 WATER RATES.

(A) *Base charge.* Each water user shall pay a base charge of \$(~~15.75~~)16.22 per month during which water service is furnished.

(B) *Commodity charge.* Each water user shall pay a commodity charge of \$(~~3.22~~)3.32 per 1,000 gallons of water use for each billing period during which water service is furnished.

Section 2: This Ordinance shall take effect thirty days after its publication or on January 20, 2014, whichever is later.

Adopted this 10th day of December, 2013 by the City Council of the City of St. Charles, Minnesota.

William J. Spitzer, Mayor

Attest:

Nick Koverman, City Administrator

**CITY OF ST CHARLES
ORDINANCE #567**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES
AND REPEALING ORDINANCE #560**

THE CITY OF ST. CHARLES DOES ORDAIN (deleted material is stricken and enclosed in brackets; new material is underlined; subsections which are not being amended are omitted):

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

(~~THE COUNCIL OF~~) THE CITY OF ST. CHARLES (~~HEREBY RESOLVES~~) DOES ORDAIN:

1. Unless otherwise specifically stated in State of Local Laws, the following fees are established and deemed appropriate for use by the Chief Administrative Official of the City of St. Charles:

Copy Machine

Interoffice	\$0.05	per copy
General Public	\$0.25	per copy

Faxes

Interoffice	\$0.25	per page
General Public	\$1.00	per page

Maps

Size: 1" = 800'	\$3.00
Size: 1" = 400'	\$5.00
Size: 1" = 200'	\$20.00

Books And Manuals

Comprehensive Plan	\$25.00	per copy
City Budget Documents	\$25.00	per copy
Capital Improvement Plan	\$10.00	per copy
Zoning Ordinance	\$10.00	per copy
Subdivision Regulations	\$10.00	per copy
City Charter	\$10.00	per copy
Police/Accident Reports	\$5.00	per copy
<u>Digital Media Copy (DVD/CD)</u>	<u>\$30.00</u>	<u>per initial copy</u>
- <u>additional copy of DVD/CD</u>		
<u>\$5.00 each</u>		

Zoning And Subdivisions

Conditional Use Permit; Home Occupation Permit; Variance & Zoning Amendments	\$50.00
A) <u>Published</u> Legal Notice	\$50.00
B) 0-10 <u>Mailed</u> Area Notices	\$45.00
C) 11-20 <u>Mailed</u> Area Notices	\$50.00
D) 21-30 <u>Mailed</u> Area Notices	\$55.00
E) Excess <u>Mailed</u> Area Notices	\$60.00

Preliminary Plat Application

A) Application	\$925.00
B) Each Lot In Subdivision	\$25.00

Final Plat Application	
A) Application	\$925.00
B) Each Lot In Subdivision	\$25.00

City Day Labor And Equipment – Per Hour

Day Labor Per Person	\$50.00
Day Labor Per Person (Nights/Weekends)	\$75.00
Equipment: Pickup, Water Tap	\$60.00
Equipment: Dump Truck, Flatbed, Tractor	\$80.00
Equipment: Grader, Loader, Sweeper, Boom Truck, Digger Derrick	\$90.00

	Cost/Postage	
	+10%	
Goods And Materials		
Copperhorn	\$38.00	
Meter Spuds	\$15.00	
Remote Water Meter	(\$261.00)	<u>\$200.00</u>
Water Valve Extension & Cover	\$30.00	
	As set by	
	Council	
	through	
	Ordinance	
Water Usage (Per 1000 Gallons)	\$6.00	
Meter Bottom	\$6.00	
Sand & Salt Mixture	\$66.00/YD	

Mileage

City Car Available	\$0.45
City Car Unavailable	\$0.565

Dog Licenses (2 Year)

Regular License Fee	\$18.00
Neutered/Spayed	\$9.00
Late Fee	\$10.00

Cat Licenses (2 Year)

1) Regular License Fee	\$12.00
2) Neutered/Spayed	\$6.00
3) Late Fee	\$10.00

Subdivision Inspection Fees

Street & Utility Inspection Fee	\$4500.00	Up to 15 lots
	\$300.00	Per additional lot

Park Dedication Fee

Per Residential Lot	\$650.00
---------------------	----------

Hook-Up Fees

Sanitary District Connection Fee -Single Family	\$2,640.00
Sanitary District Connection Fee Multi-Family Without Individual Laundry	\$2,115.00
Sanitary District Connect Fee Multi-Family Without Garbage Disposal Or Dishwasher	\$1,980.00
Sanitary District Connect Fee Multi-Family Laundry Facilities, Without Garbage Disposals Or Dishwasher	\$1,580.00
Water Hook-Up Fee	\$700.00
Sewer Hook-Up Fee	\$800.00

Water & Sewer Impact Fee

Water \$1,350.00/Sewer \$2,500.00 \$3,850.00 per acre

Dance Permit Fees

Dance \$10.00
 Officer (4 Hours) \$100.00 per officer
 Additional Officer Hours \$25.00 each additional hour

Building Permit Fees

Value	Fee
\$1 - \$500	\$25.00
\$501-\$2,000	\$25.00 for the first \$500.00 plus \$1.75 for each additional hundred or fraction thereof, to and including \$2,000.00
\$2,001-\$25,000	\$51.25 for the first \$2,000.00 plus \$4.30 for each additional thousand or fraction thereof, to and including \$25,000.00
\$25,001-\$50,000	\$150.15 for the first \$25,000.00 plus \$3.65 for each additional thousand or fraction thereof, to and including \$50,000.00
\$50,001-\$100,000	\$241.40 for the first \$50,000.00 plus \$2.45 for each additional thousand or fraction thereof, to and including \$100,000.00
\$100,001+	\$363.90 for the first \$100,000.00 plus \$1.75 for each additional thousand or fraction thereof.
Plan Check Fee:	75% of building permit fee.
State Surcharge:	Valuation multiplied by .0005
Water/Sewer Inspection Fee:	\$ 57.00
Plumbing Fee:	\$ 45.00 Add State of Minnesota \$5.00 fee
Mechanical Fee:	\$ 45.00 Add State of Minnesota \$5.00 fee

Miscellaneous Building Permit Fees: (All Miscellaneous Building Permit Fees will be charged an additional \$5.00 fee by the State of Minnesota)

Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	\$45.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	\$45.00	Re-Roof	\$45.00
Install Air Conditioned	\$45.00	Re-Side	\$45.00
Install Water Heater	\$45.00	Pool/Spa/Hot Tub	\$45.00
Demolition	\$75.00	Reactivate permit	\$25.00
Sump Pump Inspection	\$45.00		

Administrative Fines/Fees

Statute/Ordinance	Description	Administrative Fine/Fee
	Building Code Violation (various)	\$50.00
	Failure to License animals	\$25.00
	Public Nuisance (various)	\$50.00
	Snowmobile Violations	\$50.00
	Garbage Refuse Scavenging	\$25.00
	Vehicle on Bike Path	\$25.00

Various Offenses; animals	\$25.00
Loud music/party (certain hours)	\$50.00
Unauthorized service/meter tampering	\$50.00
<u>Snow Parking (§70.10)</u>	<u>\$25.00</u>

<u>Description</u>	<u>State Administrative Citations</u>
<u>Speeding Ticket (10 mph under per Minn. Stat. 169.14)</u>	<u>\$60.00</u>
<u>Stop Line Violations under Minn. Stat. 169.30, 169.46 to 169.68 and 169.69 to 165.75)</u>	<u>\$60.00</u>
<u>Administrative Citation Hearing Officer</u>	<u>\$30.00/case</u>

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.

3. ~~(This Ordinance shall take effect and be in force upon publication of summary)~~ Ordinance #560 is hereby repealed.

4. This Ordinance shall take effect and be in force 30 days after its publication of summary.

Adopted this 10th day of December, 2013 by the Council of the City of St. Charles, Minnesota.

Mayor William J. Spitzer

Attest:

Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____

Resolution #24-2013

A RESOLUTION APPROVING LIQUOR LICENSE

WHEREAS, the following businesses have applied to the City of St. Charles for liquor licenses for the year 2014:

Moose Lodge #1114, 166 West 11th Street – Club On-Sale, Sunday Licenses
Patriot's Pub LLC, 1148 Whitewater Avenue – ON-Sale, Sunday Licenses
Good Sport Liquor, 149 East 6th Street – On-Sale, Off-Sale, Sunday Licenses
DJ Liquor, 1415 Whitewater Avenue – Off-Sale License
Greenway Co-op, 518 West 6th Street – 3.2 Malt Liquor License
Kwik Trip, 160 East 6th Street, 3.2 Malt Liquor License
Borderline Pizza, 928 Whitewater Avenue – On-Sale 3.2, Sunday Licenses
St. Charles Golf Course, 1920 Gladiola Drive – ON-Sale, Sunday Licenses

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

1. The Council of the City of St. Charles hereby approves the Liquor Licenses for the above named businesses.

Adopted by the Council of the City of St. Charles, Minnesota this 10th day of December, 2013.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

ST. CHARLES **REQUEST FOR CITY COUNCIL ACTION**

Meeting Date: December 6, 2013

General: X

Department: EDA

Item Requested: Approval of Commercial Rehab Fund Request #01-13

=====

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 NRB Metals met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards installing a security fence and blacktopping their parking lot. 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 December 6th, 2013 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 Eric and Holly Davis met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards improvements for two commercial buildings including things like siding, roofing, handicap accessibility improvements, new doors, and foundation work. The total project costs for the two buildings is \$23,125, therefore the request from the program is for \$11,563. The Committee recommended approval of the request to the full EDA Board at their meeting December 6th, 2013 meeting. The EDA moved to approve a recommendation to City Council for the request.

Funding

Approval will require \$21,563 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 #1-13 as requested and described above.
2. To authorize the city attorney to prepare all necessary loan documents.