



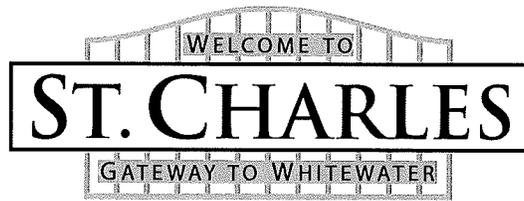
The City Council of the City of St. Charles welcomes you to its Regular Meeting of Wednesday, August 10, 2016 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. August 10, 2016 Agenda	APPROVE
4. Meeting Minutes -July 19, 2016	APPROVE
5. August 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	
7e. EDA Report, Wayne Getz	
7f. Park Board, Orv Dahl	
8. Fire Dept. Bremer Foundation Application	APPROVE
9. Wells Fargo Presentation	DISCUSS
10. Public Hearing-Ordinance #587 Temp. Family Healthcare Dwelling	HOLD
11. Ordinance #587 Temp. Family Healthcare Dwelling (1st Reading)	APPROVE
12. RCA Commercial Rehab Request # 14	APPROVE
13. Administrator Review—Closed Session	HOLD

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
Wednesday, August 11, 2016

8. **Fire Dept. Bremer Foundation Application.** Chief Lyle Peterson will be present to outline a request to submit an application to the Otto Bremer Foundation for 20 SCBAs/related equipment, fill station and compressor. He will outline estimates that will be received and highlight the status of the current personal protective equipment.
9. **Wells Fargo Presentation.** Representatives from Wells Fargo will be present to give a brief update on the city's investment portfolio and the market changes.
10. **Public Hearing-Ordinance #587 Temp. Healthcare Dwelling.** A public hearing will be held.
11. **Ordinance #587 Temp. Family Healthcare Dwelling (1st Reading).**
12. **RCA Commercial Rehab Request #14.** Please see the enclosed Request for Council Action.
13. **Administrator Review—Closed Session.** Closed Meeting Pursuant to Minn. Statute 13D.05 Subd. 3(a).

MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, July 19, 2016 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
Mayor John Schaber
Dave Braun (absent)
Orv Dahl
Wayne Getz
David Kramer

STAFF PRESENT: PW Supt. Kyle Karger, Police Chief Ken Frank, and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Dan White and Jill Veerkamp (St. Charles Press).

1. ESTABLISH QUORUM/CALL TO ORDER

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

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA: Item 14.) addition July 26, 2016 meeting.

Motion to approve: **Orv Dahl**
No discussion.
Motion carried.

4. Meeting Minutes

-June 14, 2016
Motion to approve: **Orv Dahl**
No discussion
Motion carried.

5. July Payables.

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

6. Notices and communications: Admin. Koverman updated folks on the Ronald McDonald Ride that was coming to town Sunday, July 24.

7. Reports of Boards and Committee:

Reports were given.

8. Police Staffing. Police Chief Ken Frank presented information to the Council with respect to the interview process for two internal candidates that were received for the Police Sergeant position. It was the recommendation of the committee that Officer Jose Peleaz be offered the position. Frank highlighted his background, experience, and role within the department as key drivers to the recommendation. Chief Frank then highlighted the need to fill the vacancy from Officer Peleaz being promoted. Mayor Schaber stated that also appreciates Officer Peleaz's bilingual ability. A motion was made to promote Officer Peleaz to Police Sergeant and advertise to fill his position.

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

13. Resolution #18-2016 Appointing Election Judges. Mayor Schaber highlighted the proposed agenda. A motion was made to approve the resolution as presented.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

14. July 26, 2016 Council Meeting. Mayor Schaber explained that due to few Council items, he asked the Council to consider cancelling the meeting. AS part of the discussion, it was relayed that as part of the budget timeline the November 8, 2016 meeting was moved to November 9, 2016 due to the General Election. In addition, the Primary Election for August 9th was relayed that it should be moved to Wednesday, August 10, 2016. A motion was made to cancel the July 26th meeting and move the November 8th to November 9th and the August 9th to August 10th.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

Dan White addressed the Council and shared his support and information on various topics.

Motion to adjourn at 6:42 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John P. Schaber, Mayor

ATTEST

Nick Koverman, City Administrator



City Administrator's Report—July 2016

July 6—Held Police Sergeant interviews.

July 11-15—Vacation

July 19—Council

July 20—Attended Transportation Advisory Committee (TAC) meeting in Eyota and reviewed programs/services of Rolling Hills Transit. Updated transportation numbers were not available at the meeting but will be provided. Services in St. Charles are going well even for summer hours.

July 21—Supt Karger and I met with Construction Management Services to discuss service delivery for inspections in relation to water/sewer and setback inspections.

July 24—Held the Ronald McDonald ride event. An estimated 400 riders visited St. Charles.

July 28—Attended area administrator's group meeting in Lanesboro. Eleven area city and county managers attended the meeting.

Budget planning began with meetings were scheduled and held on the 2017 budget. The preliminary levy must be sent to the County by September 17, 2016.

Work continued on the Community Foundation as the Founder's Club event is being slated for September 24 from 4:30-7 p.m. Meetings are being scheduled to visit various groups to inform them of the new role that the St. Charles Community Area Foundation can play within the area.

Public Works Report – June 2016

- Utility locates; worked on water pressure problem at fairgrounds; added gravel to watermain patches at fairgrounds; replaced third and final valve leak
- Trimmed trees; worked on handicap ramps; weed whipped around electrical cabinets and substation; sprayed weeds; cemented sewer pipe on Wabasha Ave.; hearing/pulmonary function and respirator fit tests
- Dug in temporary electric meters; MMUA safety meeting on pole top and bucket truck rescue; cut communication wire for 342 Northern Hills; got quotes for three phase transformer for new I-90 business; removed pole butt by City Pool
- Installed new street light on walking trail by pool that was hit by High School employee; repaired lines and replaced fuse on Richland Ave. & Bluff Ave.; numerous property pin locates around town; removed tree that fell on bridge on East 2nd Street
- Spliced primary neutral and secondary light service taken down by tree on East 2nd Street; checked amperage and turn fans on the substations main transformer; ordered supplies for Electric Dept.
- Repaired street lights; repaired guy wires at 754 Wabasha Ave; reconnected electric meters for City Hall; updated electrical maps; switched on electrical primaries to balance City load; made up new list for stump grinding
- Called T&R Electric about refurbishing and rebuilding some of the City's transformers; checked nameplates and PCB information for OSHA records; cleaned and cut trees out of four blocks of City storm sewer ditches; worked on weed spraying ditches and most of all City properties
- MMUA safety committee meeting; worked on servicing City fleet and equipment; swept streets; put no parking signs up and took down for Winona County Fair; re-cut four patches in town for bituminous repairs; cleaned storm sewers and cleaned out outlet pipe on Richland Ave. city pond in Northern Hills subdivision
- Worked on water pond with new curbs; handicap ramps and new flow channel on Bluff Ave. and 4th Street East; worked on paint sprayer and started painting parking lots, road

crossings and all City and School painting for 2016; checked sewer lines on 600 block of Bluff Ave

- Swept High School parking lot for Ronald McDonald ride; marked culverts with posts and markers; repaired downtown signs; did City water samples for MN Health Dept.
- Finals for City Hall; treated City lift stations for grease control; flushed some problem dead end hydrants; replaced federal signs on wells; filled water trucks for drilling company and community garden tanks
- Picked up trash on City properties; check sewer manholes on 600 block of Wabasha Ave. for sewer backups; replaced bad water meters; set gopher traps; repaired fence around I-90 water tower; checked chlorine cylinders at pool; replaced diaphragm in well #3

Sincerely,
Kyle Karger
Public Works Superintendent

ORDINANCE NO. 587

CITY OF ST. CHARLES

**AN ORDINANCE OPTING-OUT OF
THE REQUIREMENTS OF
MINNESOTA STATUTES, SECTION 462.3593**

WHEREAS, on May 12, 2016, Governor Dayton signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. § 462.3593, which permit and regulate temporary family health care dwellings;

WHEREAS, subdivision 9 of Minn. Stat. §462.3593 allows cities to “opt out” of those regulations;

THE CITY COUNCIL OF THE CITY OF ST. CHARLES, ORDAINS as follows:

Title XV. City Code, Chapter 152 Zoning is amended as follows:

OPT-OUT OF MINNESOTA STATUTES, SECTION 462.3593:

SECTION 1. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of St. Charles opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

SECTION 2. This Ordinance shall be effective thirty days after its publication.

Adopted this 23rd day of August, 2016, by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

By: _____
John Schaber, Mayor

ATTEST:

Nick Koverman, City Administrator

ST. CHARLES
REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 10, 2016

General: X

Department: EDA

Item Requested: Approval of Commercial Rehab Fund Request #3-16

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Summary of the Issue

Existing commercial building owner has requested a forgivable loan from the EDA Commercial Rehabilitation Fund

Background

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

Based on the Committee's review of the documentation, determined the project for the VFW building met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards new doors. The total project costs were \$1,175 therefore the request is \$588. The committee then recommended approval of the project up to the new max of \$588. EDA moved to recommend approval of the request to City Council by vote.

Funding

Approval will require \$588 from the Rochester Sales Tax Funds. Council action will serve to authorize the loan. Loan 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 #3-16 as requested and described above.
2. To authorize the staff to prepare all necessary loan documents.