

The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, February 10, 2015 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. February 10, 2015 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-January 2, 2015	
-January 27, 2015	
5. February 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. Planning & Zoning, Wayne Getz (TBD)	
7f. Park Board, Orv Dahl (TBD)	
7g. School Board, David Kramer	
8. Steve Jacobs-County Commissioner	INFORMATION
9. Ordinance #576 Amending Special Vehicle Use (2 nd Reading)	APPROVE
10. Ordinance #577 Amending Dangerous Dog (2 nd Reading)	APPROVE
11. Construction Management Services Recommendation	APPROVE
12. John Steffel- Snow Parking Ordinance	DISCUSS
13. Resolution #02-2015 Accepting a Donation of Real Property	APPROVE
14. Resolution #03-2015 St. Charles United Methodist Church Variances	APPROVE
15. Resolution #04-2015 Accepting/Awarding Bids Well #4 Redevelop.	APPROVE
16. Cold Storage Shed	DISCUSS
17. Franklin Energy 2014 Program Review	DISCUSS
18. Appoint Park Board member	APPROVE
19. Appoint Library Board members	APPROVE
20. VISTA Application	DISCUSS
21. Winter Parking Exemption-1555 Oakview Drive	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



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, February 10, 2015

8. Steve Jacobs-County Commissioner Update. Commissioner Jacobs requested to provide the Council with an update.

9. Ordinance #576 Amending Special Vehicle Use (2nd Reading). Changes have been made to the ordinance to outline the State Statute, however in reviewing the definition from the statute for the mini-trucks, Chief Frank prefers the language of the current, but would seek to simply include the statute number.

10. Ordinance #577 Amending Dangerous Dog (2nd Reading).

11. Construction Management Services Contract. Please see attached Request for Council Action.

12. John Steffel-Snow Parking Ordinance.

13. Resolution #02-2015 Accepting a Donation of Real Property. As part of the completed trail segment for Northern Hills Trail, the city is accepting the Outlot A (pond). See the attached resolution.

14. Resolution #03-2015 St. Charles United Methodist Church Variance. After being reviewed by the Planning & Zoning Commission, it is recommended to approve the proposed variances for the St. Charles United Methodist Church for the purpose of adding a 468 square foot addition for handicap accessible facilities.

15. Resolution #04-2015 Accepting/Awarding Bids for Well #4 Redevelopment. As part of the 2015 Water CIP plan, bids were received and tabulated for the Well #4 redevelopment. The attached resolution calls for Bergerson-Caswell to receive the bid as the low responsible bidder.

16. Cold Storage Shed. Please see the attached Request For Council Action.

17. Franklin Energy 2014 Program Review. Chris Droske from Franklin Energy will be present to review the electric 2014 Conservation Improvement Program.

18. Appoint Park Board member. Candidates will be presented at the Council meeting after review by the Park Board.

19. Appoint Library Board members. Candidates will be presented at the Council meeting after review by the Board Monday evening.

20. VISTA Application. Please see the attached Request for Council Action.

21. Winter Parking Exemption. A request was made for 155 Oakview Drive for a Winter Parking Exemption and it is noted that a steep driveway restricts the ability to park for the resident to park. Approval is recommended.

MINUTES of the ST. CHARLES CITY COUNCIL
for Friday, January 2, 2015 held at 5:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:

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

STAFF PRESENT:

Rick Schaber (Park and Recreation Director), and Nick Koverman, Administrator

OTHERS IN ATTENDANCE: Tracie Schaber, Richard and Linda Schaber, Jody Schaber, Al Lange, Jordan Schaber, Abbie Schaber, and Craig Hilmer (St. Charles Press)

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Vice-Mayor Schaber calling the meeting to order at 5:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA

Motion to approve the agenda: **Wayne Getz**

No discussion.

Motion carried.

4. Oath of Office: The Oath of Office was given to John Schaber, Dave Braun, Wayne Getz and David Kramer

5. Designate the Official City Publication. A motion was made to approve the St. Charles Press as the official publication for the City of St. Charles.

Motion to approve: **Dave Braun**

No discussion.

Motion declared carried.

6. Designate Official Depositories. A motion to approve Bremer Bank (formerly Eastwood Bank), Merchants Bank, and Smith Barney as the official depositories for the City of St. Charles was made.

Motion to approve: **Dave Braun**

No discussion.

Motion declared carried.

7. Designate Mayoral Committees. The committee designees were as follows

Clm. Dahl—Park Board, Public Works

Clm. Kramer—P&Z, School Liaison, and Public Works

Clm. Braun—Library, Personnel

Clm. Getz—Sanitary District, EDA, P&Z,

Mayor Schaber—EDA, Sanitary District, Communications and Technology, Public Safety

A motion was made to appoint Dave Braun as Vice-Mayor. Clm. Braun accepted the motion.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

8. Designate City Attorney. A motion was made to approve Flaherty & Hood as the City's legal counsel.
Motion to approve: **Dave Braun**
No further discussion.
Motion declared carried.

9. Designate Jerel Mockenhaupt-3 year term Public Safety. A motion was made to approve the recommendation.
Motion to approve: **Wayne Getz**
No further discussion.
Motion declared carried.

10. Designate Bill Spitzer-EMS Building Subcommittee member. A motion was made to appoint Bill Spitzer to the subcommittee.
Motion to approve: **David Kramer**
No further discussion.
Motion declared carried.

UNSCHEDULED PUBLIC APPEARANCES

-None

Motion to adjourn at 5:05 p.m.
Motion to approve: **Dave Braun**
Motion declared carried.

John P. Schaber, Mayor

ATTEST

Nick Koverman, Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, January 27, 2015 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

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

STAFF PRESENT:

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

OTHERS IN ATTENDANCE: Andrew Archer, Jacqueline Archer, Dan White, and Craig Hilmer.

1. ESTABLISH QUOROM/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:

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

4. Meeting Minutes-January 13, 2015

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

5. Notices and Communications. Admin. Koverman briefly reviewed the SEMLM meeting as well as the notice from SMIF thanking the City for its pledge.

6. Electric Service Request-A. Archer—Admin. Koverman highlighted an electric service request for a 3-phase 480 volt service within a residentially zoned district. Typically this specific type of service is generally found in a commercial or industrially zoned district, but through conversation with the owner of the property at 2000 Hillcrest Drive, he has outlined the proposed use for electric equipment that will be indoors and at a very low decibel rating (less than a vacuum cleaner). Admin. Koverman expressed that because it is an extraordinary type of request, city code addresses that it is a determination for the Council. Because the city has already provided a service, the question of the cost of installing the service is at question in addition to whether or not the Council chooses to allow the separate request. In working through the request Supt. Kyle Karger and Admin. Koverman offered a compromise as the city could move forward a future project for adding an additional connection through a loop. By partnering together it could lessen the cost of the potential line as both parties could use a joint bore, which is the primary cost. Supt. Karger addressed safety issues and relayed that putting the service on a dedicated line would reduce or eliminate any potential threat. The homeowner would still responsible for various equipment necessary to provide his own service at his home in addition to any equipment necessary to not adversely affect other services in the area. The line extension would run approximately 900 feet and would need to be placed in the ground. Clm. Kramer asked Mr. Archer that the city was willing to move up the project and partner, if Mr. Archer would be willing to pay the cost. Mr. Archer agreed that he would. After hearing more detail from Mr. Archer and the reasoning, the Council agreed that it would be a good service to provide. A separate service agreement was recommended that would outline costs and expectations. Once the agreement is drafted and Mr. Archer has reviewed and approved it then the City Council will adopt it and the work can be scheduled. A motion was made to direct to staff to work with the city attorney to draft an agreement in order to provide the requested 3-phase 480 volt service to the location property.

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

7. Snow Parking Ordinance. Mr. Steffel who requested to address the Council was not present. The discussion was tabled until a later date. Motion to table the discussion.

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

8. Public Hearing Ordinance #578 Special Vehicle Use.

Motion to open the public hearing at 6:19 p.m.: **Orv Dahl**
No discussion.
Motion carried.

Admin. Koverman presented a summary of the ordinance for the Council that outlined the proposed changes. He highlighted the various aspects including the definitions and the new restrictions. Mayor Schaber then asked for any resident comment/input. He called once, twice, three times. Hearing none, he called for a motion to close the public hearing.

Motion to close the public hearing at 6:21 p.m.: **David Kramer**
No discussion.
Motion carried.

9. Ordinance #576 Special Vehicle Use (1st Reading). Clm. Kramer expressed that he understood the definitions, but asked about incorporating the statute number as opposed to the definition as it may be amended from time to time and by only including the statute number it would eliminate that need. He also questioned language points in items 5 and 6. After discussion of clarifying the points a motion was made to approve the 1st Reading with the suggested changes.

Motion to approve: **David Kramer**
No discussion.
Motion carried.

10. Public Hearing Ordinance #577 Dangerous Dog Ordinance. A motion was made to open the public hearing at 6:25 p.m.: **Wayne Getz**

No discussion.
Motion carried.

Admin. Koverman highlighted the ordinance changes that included aligning the language with state statute as well as improving language with respect to the potentially dangerous dog and the definition of the proper enclosure. In addition, while limits on the number of pets was removed, it was added that a multiple pet permit license would be required for owners of 3 or more animals. The multiple pet permit would require proper enclosures/fencing for residents with 3 or more dogs and would allow law enforcement to work with residents to ensure that proper care is being taken. Mayor Schaber called for public comment once, twice, three times. Hearing none, he called for a motion to close the public hearing at 6:32 p.m.

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

11. Ordinance #577 Dangerous Dog Ordinance (1st Reading). Clm. Kramer expressed how he believed it was a nice balance within the language that retained resident's rights with protecting the community and pets without limiting people. No further discussion was held. A motion to approve the 1st reading was made.

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

12. 2015 Pay Equity Report. Admin. Koverman presented the 2015 Pay Equity Report and briefly highlighted the intent of the pay equity report. The report demonstrated compliance and recommended approval. A motion was made to approve the 2015 Pay Equity Report.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

13. Police Department Staffing/Military Leave Request. Chief Frank addressed the Council informing them of a recent letter of resignation from a part-time officer who accepted a full-time position elsewhere as well as an upcoming deployment for a fulltime officer. Chief Frank highlighted the case for a need to seek additional part-time officers and also requested to investigate the potential option of a temporary full-time staff member to fill in in his absence. Admin. Koverman expressed that communication has been held with the Union business agent in order to discuss a Memorandum of Understanding for the temporary position. Chief Frank requested the ability to advertise for 2-3 part-time officers. Clm. Braun questioned how many officers we had and if they were fulfilling their shifts. Chief Frank discussed the various shifts and officers and expressed that it is good to have numbers. Clm. Dahl expressed that he felt it was a good idea especially if it did not cost the city any money as their training and licensures were the responsibility of another department. A motion was made to approve the advertisement of 2-3 part-time officers in addition to investigating a temporary fulltime position from within the department.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

14. 2015 Blandin Foundation. Mayor Schaber provided the Council with an update on a recent meeting he attended as the process for the 2015 Leadership program kicked off. The program will look for 24 citizens split into 12 women and 12 men to attend a week long training with follow up sessions in later August and November. The steering committee is helping to provide potential candidates and more information will be coming forward.

15. Safe Routes To School Bicycle Fleet Grant Award. The St. Charles School District was awarded the MNDOT Safe Routes To School Bicycle Fleet grant award recently. Only 4 applications were approved out of the 16 applicants. Discussions are being held with the ambulance, park and rec, and police departments as far as potential programs/events.

16. Rate Schedule Rider for Distributed Generation. Admin. Koverman relayed that the attached rate schedule was required according to the electrical engineer as it related to alternative energy services the city provides. The schedule is required by the Minnesota Public Utilities Commission. Hearing no further discussion a motion was made to approve the rate schedule.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

17. Rolling Hills Transit promotional video collaboration. Admin. Koverman provided a brief update on the public bus transit program as he relayed that delivery of the bus was delayed and won't be in full operation until March. Service to Eyota and Dover will begin in February as Semcac will utilize a replacement bus to at least offer some service until the two buses are delivered. Eyota approached St. Charles and Dover about putting together a video that could be used to help market the bus service to help spread the word. Eyota is using this format and will continue to produce separate videos moving forward but wanted to know if our communities wanted to cooperatively purchase the first video. The video could be put on public channels such as MediaCom and HBC in addition to our own website. The cost share would be \$600 for St. Charles if Dover was not to participate, but could be lower if Dover joined. The request was for a worst case scenario of \$600. All Councilman agreed that it would be in the commujty's best interest with moving forward with the cooperative media production. A motion to approve participating with Eyota for a cost of \$600 was made.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

18. Contract for Hazardous Materials Testing. Admin. Koverman presented two proposals for hazardous materials testing of both the fire hall and house on Church Avenue. While both estimates were fairly close, he highlighted that he did not like language that left the final cost open ended. WHKS had reviewed the proposals and felt that the both were qualified and would recommend Braun Intertec as the lowest bid. Clm. Kramer highlighted

the number of tests that would be performed in comparison with the Coulee Region estimate noting that it was a difference of 20 tests and did not have language that left the cost open-ended. He also noted a contractual issue that he would request to have stricken if the contract was awarded to Braun Intertec. Based on those factors, a motion was made to approve the contract with Coulee Region Environmental for \$4,158.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

19. EMS Building committee Update. Admin. Koverman updated the Council that two firms had submitted proposals and that the committee would be interviewing those firms the following week with a recommendation being brought to Council. Clm. Braun expressed his continued concern with respect to costs and building what the community needed. Clm. Dahl stated that he felt that throughout the discussion at the committee he felt that everyone involved was cost-conscious while focusing on what the community needed.

20. Resolution #01-2015 Resolution of Support for Ramsey County Regional Railroad Authority. Mayor Schaber expressed that as a member of the High Speed Rail Commission, he felt the resolution supported the direction of both organizations as they make a request for funding resources. A motion to approve the resolution as presented was made.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

-Dan White thanked the Council for their decision of support for the public bus transit proposal.

Motion to adjourn at 7:03 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator



City Administrator's Report—January 2015

Jan. 5—Met with Jill Johnson from Winona County and JoAnn Wegman of the Southeast Minnesota Rural Education and Resource Center to put together the VISTA application.

Jan. 8—Cris Gastner and I met with HK Hospitality regarding possible project proposal.

Jan. 9—Kristine and I met with representatives from Merchants Bank to review services and accounts.

Jan. 12-16. Vacation

Jan. 20.—Met with local Transportation Advisory Committee to look at local service design.

Attended EMS Building meeting to review proposals and discuss building design.

Jan. 21—Attended larger regional TAC group to review process moving forward with service design and public service implementation.

Jan. 22—Held first Blandin Leadership training meeting with steering committee.

Jan. 26—Attended Beyond the Yellow Ribbon meeting in Winona to discuss updating plan and resources.

Jan. 28—HBC provided training regarding security camera system.

Jan. 29—Attended SEMN Leadership group. Attended SEMLM evening meeting in Rochester with Mayor Schaber.

Jan. 30—Met with WHKS rep. to discuss planning project for 9th/11th/Whitewater Avenue.

Public Works Report – January 2015

- Took down Christmas decorations and rubber goods testing
- Plowed snow, sanded streets, hauled snow off main street and the piles around town
- Electric and Water inventory, locates, checked and maintained power plant batteries
- Monthly power plant run, four generators around town check and ran
- Electric and Water meter radio read change outs being worked on
- Street light repairs, cleaned city shop, and repaired water main break on Hillcrest Drive
- Checking inventory to prepare material list on 2015 electric projects
- Repair traffic lights, temporary power to permanent power Northern Hills
- Fault locate and repair wires at 145 Whispering Hills for street light repair
- Temporary to permanent service 502 Northern Hills, and flooding ice rink
- Hockey goals repaired, checked wells and did water testing
- Fleet equipment oil changes, greasing, repairs and maintenance
- Finals, Christmas tree pickup, checked frost levels weekly
- New Global sweeper arrived so Marti checked over for spring sweeping before put away
- Ordered plow blades and parts for winter, clean shop floor drains, and helped find curb stops to replace water meters
- Scraped snow and ice off streets, replaced sign posts on West 11th Street after accident
- Well 3 chlorine repairs, calibrate gas sensor and monthly safety meeting
- Recorded new meters on computer, new meter replacement/service DOT shop, and water meters being torn apart for brass recycling

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



February 6, 2015

- I reached an agreement with Sheriff Ganrude on his department staff compiling and submitting our crime statistics. The cost we will pay for this service is \$1500 per year and these funds will come out of our professional services budget line item. The goal will be for this department to eventually assume responsibility for submitting our own mandated statistics. A little history on crime reporting is that communities that have a population of 3000 or less are considered non-reporting and the Sheriff is mandated by the FBI to report for those smaller agencies. St. Charles fell into this category until recent years and with retirements in the sheriff's office and the installation of new software the mandated reporting was not completed in 2014. I have spoken with the MN BCA in regards to our not reporting 2014 and they are agreeable to the lapse as long as we begin reporting again effective Jan 1, 2015.
- The Stalker Radar Unit in squad 2610A has become inoperable and because of its age it is not repairable. We are being awarded a new Stalker Radar as an incentive for our involvement in the Toward Zero Death initiative. This new unit that we will receive at no charge would normally cost \$2450 plus shipping and it should arrive in about 4-8 weeks.
- I recently attended a death investigation meeting at the Winona County Attorney's Office. In attendance was the medical examiner office, county attorney staff and chief law enforcement officers from the county and the purpose of the meeting was to begin a communication as to how the players can best coordinate their respective death investigations.
- The new in-car cameras and body cameras have been installed along with operating software.
- Officer Hewitt attended a class in Rochester put on by MNDPS and has been certified as a Regional Trainer for Alcohol Server Awareness. She will put on trainings for sellers and servers of alcohol in our communities as well as special event training. This training is intended to provide a structured alcohol education program to sellers and servers in hopes of preventing over serving and underage access to alcohol.

Respectfully submitted,

Chief Ken Frank

"Proud to Serve"



**City of St. Charles
Ordinance #576**

**AN ORDINANCE TO AMEND
SECTION §70.11 OF THE ST. CHARLES
CITY CODE RELATED TO SPECIAL VEHICLE USE**

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):

Section 1. Title VII: Vehicle Operation and Parking, Chapter §70.02; Definitions of the City Code of St. Charles, Minnesota, be amended as follows: ~~(This Ordinance shall amend section 70.11 of the St. Charles City Code as follows:)~~

- (A) *State statutes adopted by reference.* Terms used in this chapter and defined in M.S. §§ 84.81 and 169.01, as they may be amended from time to time, shall have the meanings given to them by that section.
- (B) *St. Charles Definitions.* For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
- (1) **RV.** Includes mobile homes, campers, ~~(four-wheelers and other A.T.V.'s)~~, boats, snowmobiles, and jet-ski's on trailers.
- (2) **TRAILER.** Includes utility, semi-trailers, RV trailers, flat beds, and any other wheeled vehicle designed to be attached to and pulled by a motorized vehicle.
- (3) **ALL-TERRAIN VEHICLE OR VEHICLE.** "All-terrain vehicle" or "vehicle" as defined by MN SS 84.92 Subd. 8 means a motorized flotation-tired vehicle of not less than four low pressure tires, but not more than six tires, that is limited in engine displacement of less than 1,000 cubic centimeters and includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle.
- Class 1 all-terrain vehicle. "Class 1 all-terrain vehicle" means an all-terrain vehicle that has a total dry weight of less than 1,000 pounds.
- Class 2 all-terrain vehicle. "Class 2 all-terrain vehicle" means an all-terrain vehicle that has a total dry weight of 1,000 to 1,800 pounds.
- (4) **UTILITY TASK VEHICLE (UTV) OR VEHICLE** "Utility task vehicle" or "vehicle" as defined by MN SS 169.045 Subd. 1(3) means a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less, and has a total dry weight of 1,800 but less than 2,600 pounds.
- (5) **MINI-TRUCKS.** A mini-truck as defined by MN SS 169.011 Subd. 40a means a motor vehicle with four wheels and is propelled by an electric motor or an internal combustion engine with an enclosed cabin and a seat for the vehicle operator. It commonly resembles a pickup truck or van, including having a cargo area or bed located at the rear of the vehicle. It was not originally manufactured to meet federal motor vehicle safety standards, but must have head lamps; an exterior mirror mounted on the driver's side of the vehicle; either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror; a windshield; a seat belt for the driver and front passenger; and a parking brake.

Section 2. Title VII: Vehicle Operations and Parking, Chapter§ 70.11; Special Vehicle Use (SPECIAL VEHICLE USE.)

(A) Authorized Use

(1) Pursuant to the authority granted by Minnesota Statute(s) 169.045, use of motorized golf carts, ~~(or 4-wheel)~~-all-terrain vehicles, mini-truck or utility task vehicles are permitted within the city under the conditions set forth below.

(2) Only persons who have a valid permit issued by the city shall operate an all-terrain, motorized golf carts, mini-truck or utility task vehicles ~~(a special vehicle)~~-within the city on streets and alleys only.

(3) All-terrain, motorized golf carts, mini-truck and utility task vehicles are not authorized within the city on pedestrian paths, on bike trails, on public sidewalks, or in parks unless specifically permitted by the city.

(4) All-terrain vehicles, motorized golf carts Class 1, may cross Whitewater Avenue, State Highway 14 and 74, but may not drive on said roads within the City of St. Charles.

(B) General Permit Requirements.

(1) Each person desiring a permit for the operation of a special vehicle must submit an application to the Chief of Police with an application fee.

(2) Each applicant shall show evidence of insurance which meets the requirements of M.S. § 65B.48, subdivision 5, as it may be amended from time to time.

(3) The St. Charles Police Department shall inspect each motorized golf cart, all-terrain or utility task vehicle receiving a permit to ensure that each vehicle has a rear view mirror, a slow-moving vehicle sign attached to the rear of the vehicle and that it is in generally good working condition.

(4) ~~(Vehieles)~~ Motorized golf carts may only be operated during sunrise and sunset. ~~(daylight hours.)~~

(5) ~~(The Chief of Police will establish a designated roadway for each permit holder.)~~ Speed limit for all vehicles subject to this ordinance is set at 15 MPH in the City limits of the City of St. Charles

(6) Each permit must be renewed ~~(annually)~~every 2 years.

(7) Standard mufflers which are properly attached to the vehicle and which reduce the noise of operation of the motor to the minimum necessary for operation. No person shall use a muffler cutout, by-pass, straight pipe, or similar device on a ~~(ATV)~~vehicle. The apparatus shall not be audible for a distance more than 500 feet from the place or places where such devices or apparatus will be located.

(8) Brakes adequate to control the movement of and to stop and hold the vehicle under any condition of operation.

(9) At least one clear lamp attached to the front, with sufficient intensity to reveal persons and vehicles at a distance of at least one hundred (100) feet ahead during the hours of darkness and under normal atmospheric conditions, when the ~~(ATV)~~vehicle is operated between the hours of one-half hour after sunset to one-half hour before sunrise, or at times of reduced visibility. Such headlamp shall be so aimed that glaring rays are not projected into the eyes of an oncoming vehicle operator. The ~~(ATV)~~vehicle shall also be equipped with at least one red tail lamp having a minimum candlepower of sufficient intensity to exhibit a red light plainly visible from a distance of five hundred (500) feet to the rear during hours of darkness under normal atmospheric conditions.

(10) A permit may be revoked at any time if it is shown that the permit holder cannot safely operate the motorized golf cart or all-terrain, utility task vehicle, or mini-

truck on the designated roadway or if the permit holder has had a driver's license revoked or suspended and is currently under revocation or suspension.

(C) *General Permit Requirements for the Handicapped.*

(1) The general permit requirements as specified in division (B) above must be met.

(2) Each application shall be accompanied by a doctor's certificate dated not more than 30 days prior to the application date certifying that the individual is capable of safely operating a motorized golf cart or ~~(4-wheel)~~-all-terrain or utility task vehicle.

(3) This requirement shall be deemed satisfied if the applicant has been issued a motor vehicle permit for a handicapped person.

(D) *Exceptions ~~(for Lawn and Snow removal Equipment)~~*

(1) Lawn and Snow Removal Equipment. Provided the vehicle also complies with all other regulations above herein, and has a DNR "Public Use" registration tag; a vehicle otherwise defined as an ATV in Minnesota Statutes, shall be allowed to travel on City Streets and alleys (but not highways, except to cross); provided it is equipped with lawn-mowing or snow removal attachments, and is being used only for either of those purposes between 5:00 a.m. and 10:00 p.m.

(2) For Permitted City Maintenance. Provided the vehicle also complies with all other regulations above herein, and has a DNR "Public Use" registration tag (if applicable); a vehicle otherwise defined as an all-terrain or utility task vehicle, shall be allowed to travel in city parks and on city paths and trails; provided it has been permitted for city maintenance, and is being used only for those purposes.

(3) For Permitted Emergency Vehicle. Provided the vehicle also complies with all other regulations above herein, and has a DNR "Public Use" registration tag (if applicable); a vehicle otherwise defined as an all-terrain or utility task vehicle, shall be allowed to travel in city parks and on city paths and trails; provided it has been permitted for emergency vehicle, and is being used only for those purposes.

(E) *Operation of ~~(ATV's)~~ Vehicles by Minors.* ATV operators who are minors and who wish to operate ATV's within the City limits are subject to the following conditions in addition to those required for adult operators:

(1) No minor under 16 years of age shall be permitted to operate an ATV in the City of St. Charles.

(2) All minors at least 16 years of age but less than 18 years of age may operate an ATV subject to the restrictions set forth above if the minor possesses a valid driver's license and wears a safety helmet approved by the Commissioner of Public Safety.

(3) Effective January 1, 2006, anyone born after July 1, 1987 and is 16 or older, must complete an independent study course component of vehicle safety training before operating a vehicle on public lands.

(F) *City liability.* Nothing in this section shall be construed as an assumption of liability by the city for any injuries to persons or property which may result from the operation of a motorized golf cart or 4-wheel all-terrain vehicle by a permit holder, or from the city's failure to revoke a permit.

(G) *Enforcement.* The City of St. Charles may authorize any police officer or any other authorized representative of the law to issue a citation to any person, firm, or entity for any alleged violations of this ordinance and any other ordinance or statute which provides the basis for prosecution of violations of this ordinance. Nothing within this ordinance shall be construed to limit the authority of police officers to enforce any provisions of this ordinance or related statutes or ordinances. The police officer, or other

official of the City, is authorized to issue a citation to any person, firm, or entity for any alleged violation of this ordinance as often as each day the violation persists.

H Other Requirements for Operation. In addition to the provision of said State Statutes, no person shall drive or operate an all-terrain or utility task vehicle in the City of St. Charles:

(1) Upon the private property of another without the express written consent of such other person.

(2) In a careless, reckless or negligent manner to endanger the person or property of another or cause injury or damage thereon.

(3) With no more passengers than there are seats on the all-terrain or utility task vehicle to carry them. All passengers shall sit on the seats provided, with no infants or young children riding on laps.

(4) Without a rearview mirror as required under Minnesota Statutes Section 169.70.

(5) While towing a sled, toboggan, wagon, trailer, or other object unless such sled, toboggan, wagon, trailer or other object is attached to the all-terrain or utility task vehicle by a solid hitch.

(Ord. 416, passed 9-12-1996)

Section 3. This ordinance shall become effective upon the approval and publication of an approved summary.

Adopted by the Council of the City of St. Charles, Minnesota this __th day of ____ 2015.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____

Subd. 40a. Mini truck.

(a) "Mini truck" means a motor vehicle that has four wheels; is propelled by an electric motor with a rated power of 7,500 watts or less or an internal combustion engine with a piston displacement capacity of 660 cubic centimeters or less; has a total dry weight of 900 to 2,200 pounds; contains an enclosed cabin and a seat for the vehicle operator; commonly resembles a pickup truck or van, including a cargo area or bed located at the rear of the vehicle; and was not originally manufactured to meet federal motor vehicle safety standards required of motor vehicles in the Code of Federal Regulations, title 49, sections 571.101 to 571.404, and successor requirements.

(b) A mini truck does not include:

(1) a neighborhood electric vehicle or a medium-speed electric vehicle; or

(2) a motor vehicle that meets or exceeds the regulations in the Code of Federal Regulations, title 49, section 571.500, and successor requirements.

CITY OF ST. CHARLES

ORDINANCE NO. 577

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA,
AMENDING CHAPTER 92 OF ITS CODE OF ORDINANCES TO ESTABLISH NEW
LIMITATIONS ON THE NUMBER OF PETS ALLOWED PER HOUSEHOLD AND
AMENDNIG DANGEROUS AND POTENTIALLY DANGEROUS DOG
REGULATIONS**

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

Section 1. Title IX: General Regulations, Chapter 92: Animals, is amended as follows:

§ 92.002 LICENSE REQUIRED.

(A) On or before August 31 of every even numbered year, subject to the limitations of § 92.050 et seq., the city shall cause every dog that is at least 180 days old and is owned, kept harbored or permitted to run, to be licensed.

§ 92.031 LICENSING.

(A)(1) No owner of a cat shall own, keep or harbor any cat within the city limits unless the cat is licensed as herein provided, and subject to the limitations of § 92.050 et seq.

Multiple Pets

§ 92.050 LIMITATION ON NUMBER OF DOGS AND CATS.

No household shall own, keep or harbor more than three dogs over six months of age or three cats over six months of age without first obtaining a multiple pet permit pursuant to § 92.051.

§ 92.051 MULTIPLE PET PERMIT.

(A) In order to own more than three dogs over six months of age, or three cats over six months of age, a multiple pet permit is required. Such permit shall be issued by the City Administrator upon receipt of a complete application from the owner on a form to be provided by the City and any additional information reasonably required by the City to evaluate the conditions in which the pets will be kept, payment of the permit fee pursuant to paragraph (B) of this Section, and a determination by the Chief of Police that adequate facilities exist and the owner is of sufficient character and means to ensure that such pets will be kept in clean, humane conditions free of contamination and disease and in such a manner as to minimize noise and odors. Such permit shall be valid for one calendar year, and shall be renewed upon payment of the annual fee and a demonstration of continued compliance with the permit requirements.

(B) A multiple pet permit fee in an amount to be established by Council resolution shall be due and payable to the City at the time of permit application and annually thereafter. This fee shall be in addition to the regular license fee established by the City Council pursuant to § 92.002.

(C) All owners granted multiple pet permits shall maintain the premises and areas where the permitted animals are kept in a clean and humane condition, free from all contamination and diseases and so as to minimize odors and noises, and if the permit is for more than three dogs, such premises shall be equipped with a fence that provides an enclosed area from which the animals may not exit without human assistance. Failure to meet such requirements will subject owners to revocation of the multiple pet permit by the City Administrator. The owner may appeal any such permit revocation by the City Administrator by requesting a formal hearing before the City Council. If necessary to protect the public health, safety and welfare, the City Animal Control Officer or law enforcement officer may impound the animals pending the results of the hearing. In this case, the owner shall tender with his or her request for the hearing, funds in an amount sufficient to defray expenses of the keeping of the animal(s) pending such hearing until the matter is eventually resolved.

§ 92.052 EXCEPTIONS TO MULTIPLE PET PERMIT REQUIREMENT.

A multiple pet permit shall not be required for premises on which (1) more than the allowed number of domestic animals are kept in a commercial breeding facility licensed pursuant to Minnesota Statutes, Sections 347.57 through 347.64, or (2) more than the allowed number of domestic animals are kept for the business of breeding dogs or cats or both for sale, and there are no more than a total of two litters of offspring (dogs or cats) per calendar year.

2. Title IX: General Regulations, Chapter 92: Animals, is amended as follows:

§ 92.080 DEFINITIONS.

~~—For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.~~

~~—**DANGEROUS DOG.** Any dog that has:~~

~~——(1) Without provocation, inflicted substantial bodily harm on a human being on public or private property;~~

~~——(2) Killed a domestic animal without provocation while off the owner's property; or~~

~~——(3) Been found to be potentially dangerous, and after the owner has noticed that the dog is potentially dangerous, the dog aggressively bites, attacks or endangers the safety of humans or domestic animals.~~

~~—**POTENTIALLY DANGEROUS DOG.** Any dog that:~~

~~— (1) When unprovoked, inflicts bites on a human or domestic animal on public or private property;~~

~~— (2) When unprovoked, chases or approaches a person, including a person on a bicycle, upon the streets, sidewalks or any public or private property, other than the dog owner's property, in an apparent attitude of attack; or~~

~~— (3) Has a known propensity, tendency or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.~~

~~— ***PROPER ENCLOSURE.***~~

~~— (1) Securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the dog.~~

~~— (2) A ***PROPER ENCLOSURE*** does not include a porch, patio or any part of a house, garage or other structure that would allow the dog to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the dog from exiting.~~

~~— ***OWNER.*** Any person, firm, corporation, organization or department possessing, harboring, keeping, having an interest in or having care, custody or control of a dog.~~

(Ord. 424, passed 3-11-1997, § 609.01) **DANGEROUS DOGS.**

(A) The provisions of Minn. Stat. §§ 347.50 to 347.565 are adopted by reference and govern dangerous dogs and potentially dangerous dogs in the City of St. Charles, and the Chief of Police, or his/her designee, shall be responsible for enforcing those statutes, as the same may be amended from time to time.

(B) The Chief of Police or his/her designee, upon concluding that a dog is a dangerous dog or potentially dangerous dog, shall proceed as follows:

(1) Notify the owner by personal delivery or registered mail that the dog has been declared to be dangerous or potentially dangerous as defined in Minnesota Statutes and the factual basis for such determination. Notices of a dangerous dog declaration shall advise the owner of the dog of any applicable registration requirements or other restrictions or requirements imposed by statute, and shall additionally advise the owner of the dog of the owner's right to request a hearing before the City Council to contest the declaration by requesting such a hearing in writing submitted to the City Administrator within fourteen (14) days after the owner's receipt of the notice.

(2) If the owner does not request a hearing to contest a dangerous dog declaration, or any prior potentially dangerous dog declaration for the dog, as applicable, within fourteen

(14) days after receipt of said notice, and does not otherwise comply with the registration and other requirements of Minn. Stat. §§ 347.50 to 347.565, as amended, then the Chief of Police or his/her designee shall immediately seize the dangerous dog and dispose of the same as authorized by law.

(3) If the owner does request a hearing to contest a dangerous dog declaration pursuant to subparagraph A herein, or any prior potentially dangerous dog declaration for the dog, as applicable, then the City Clerk shall place the matter before the City Council within fourteen (14) days after the City's receipt of such request, unless a later hearing date is agreed to by the owner. The owner may present evidence in opposition to the designation of his/her dog as dangerous or potentially dangerous. The Chief of Police or his/her designee shall present evidence to the City Council that supports his/her determination that the dog is dangerous. Following the hearing, the City Council shall make a determination of facts and issue an order as to whether such dog is properly characterized as dangerous. If the City Council affirms the dangerous dog declaration, the owner shall comply with the registration and other requirements of Minn. Stat. §§ 347.50 to 347.565, as amended, within fourteen (14) days of such order.

(C) Registration Fee. An annual registration fee for each dangerous dog to be registered in an amount to be established by Council resolution shall be due and payable to the City at the time of registration and annually thereafter. This fee shall be in addition to the regular license fee established by the City Council pursuant to § 92.002.

§ 92.081 REGISTRATION.

~~— (A) — Requirement. No person may own a dangerous dog in the city unless the dog is registered as provided in this section.~~

~~— (B) — Registration. The city shall issue a certificate of registration to the owner of a dangerous dog if the owner presents sufficient evidence that:~~

~~— (1) — A proper enclosure exists for the dangerous dog and a posting on the premises with a clearly visible warning sign, including a warning symbol to inform children that there is a dangerous dog on the property; and~~

~~— (2) — A surety bond issued by a surety company authorized to conduct business in the State of Minnesota in a form acceptable to the city in the sum of at least \$50,000, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in the State of Minnesota in the amount of at least \$50,000, insuring the owner for any personal injuries inflicted by the dangerous dog.~~

~~— (C) — Warning symbol. If the city issues a certificate of registration to the owner of a dangerous dog pursuant to division (B) above, the city must provide, for posting on the owner's property, a copy of a warning symbol to inform children that there is a dangerous dog on the~~

property. The design of the warning symbol must be uniform and specified by the commissioner of public safety, after consultation with animal control professionals.

—(D) ~~Fee.~~ The city may charge the owner an annual fee, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section.

—(E) ~~Law enforcement; exemption.~~ The provisions of this section do not apply to dangerous dogs used by law enforcement officials for police work.

—(F) ~~Exemption.~~ Dogs may not be declared dangerous if the threat, injury or damage was sustained by a person:

— (1) ~~Who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the dog;~~

— (2) ~~Who was provoking, tormenting, abusing or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, abused or assaulted the dog; or~~

— (3) ~~Who was committing or attempting to commit a crime.~~

—(G) ~~Tag.~~ A dangerous dog registered under this section must have a standardized, easily identifiable tag identify the dog as dangerous and containing the uniform dangerous dog symbol, affixed to the dog's collar at all times.

(Ord. 424, passed 3-11-1997, § 609.02) **REGULATION OF POTENTIALLY DANGEROUS DOGS.**

(A) Any owner of a potentially dangerous dog shall do the following, except when the dog is lawfully engaged in hunting or training for the purpose of hunting, accompanied by such owner:

(1) While the potentially dangerous dog is on the premises of the owner, securely confine it at all times in a proper enclosure, a locked fenced yard, or other locked enclosure that has a top; and

(2) While the potentially dangerous dog is off the premises of the owner, keep it on a chain-link leash or tether that is not more than six feet in length and additionally do at least one of the following:

(a) Keep the dog in a locked pen which has a top, locked fenced yard, or other locked enclosure which has a top;

(b) Have the leash or tether controlled by a person who is of suitable age and discretion or securely attach, tie or affix the leash or tether to the ground or a stationary object or fixture so that the dog is adequately restrained and station a person in close enough proximity to that dog so as to prevent it from causing injury to another person; or

(c) Muzzle the dog.

(B) No owner of a potentially dangerous dog shall fail to obtain liability insurance with an insurer authorized to write liability insurance in this state providing coverage in each occurrence, subject to a limit, exclusive of interest and costs, of not less than \$50,000 because of damage or bodily injury to or death of a person caused by the potentially dangerous dog.

(C) An animal that has been determined to be potentially dangerous must have a microchip implanted in the dog for identification, and the name of the microchip manufacturer and identification number of the microchip must be provided to the Chief of Police.

(D) An owner of a dog declared to be a potentially dangerous dog may request a review of such declaration by the City's Public Safety Committee by submitting a written request for a hearing to the City Administrator within fourteen days of the notice. If the owner timely requests such a hearing, the Public Safety Committee shall conduct the hearing at its next regular meeting, impartially consider any evidence submitted by the owner in opposition to the potentially dangerous declaration and the Chief of Police or his/her designee in support of the potentially dangerous designation, and issue a decision either affirming or denying the potentially dangerous declaration as soon as reasonably possible. An owner's failure to request such review of the Chief of Police's potentially dangerous dog declaration shall not prejudice the owner's right to have the City Council review such potentially dangerous declaration in a proceeding under § 92.080 (B) to challenge a subsequent dangerous dog declaration for the same dog.

§ 92.082 REQUIREMENTS.

~~—(A)— An owner of a dangerous dog shall keep the dangerous dog, while on the owner's property, in a proper enclosure.~~

~~—(B)— If the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash and under the physical restraint of a responsible person.~~

~~—(C)— The muzzle must be made in a manner that will prevent the dog from biting any person or animal but that will not cause injury or interfere with its vision or respiration.~~

(Ord. 424, passed 3-11-1997, § 609.03) Penalty, see § 10.99 PROPER ENCLOSURE.

Whenever an animal is required by law to be kept in a "proper enclosure", such term shall mean securely confined indoors or in a securely locked pen or structure suitable to prevent the animal from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit on its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from

exiting. The enclosure shall not allow the egress of the animal in any manner without human assistance. A pen or kennel shall satisfy the requirements of a proper enclosure if it conforms to each the following minimum specifications:

(a) Minimum total floor size: 32 square feet;

(b) Sidewalls: constructed of 11-gauge or heavier wire with openings not to exceed two inches, support posts of 1¼-inch or larger steel pipe which shall be buried in the ground 18 inches or more or anchored to a concrete floor, and with a minimum height of 5 feet;

(c) Cover: constructed of the same gauge wire or heavier as the sidewalls with openings not to exceed two inches and shall cover the entire enclosure; and

(d) Entrance/exit gate: constructed of the same material as the sidewalls with openings not to exceed two inches, and shall contain a locking mechanism capable of securely locking the enclosure when the animal is in the pen or kennel, and which shall be locked at all times when the animal is in the pen or kennel.

§ 92.083 CONFISCATION.

(A) *Seizure.* The city shall immediately seize any dangerous dog if the owner has not satisfied the registration and other requirements of Minn. Stat. §§ 347.50 to 347.565, as amended, or any other requirements of this Chapter.

~~(1) After 14 days after the owner has notice that the dog is dangerous, the dog is not validly registered under § 92.081 above;~~

~~— (2) After 14 days after the owner has notice that the dog is dangerous, the owner does not secure the proper liability insurance or surety coverage as required under § 92.081(B) above;~~

~~— (3) The dog is not maintained in the proper enclosure; or~~

~~— (4) The dog is outside the proper enclosure and not under physical restraint of a responsible person as required under § 92.082 above.~~

(B) *Reclaimed.*

(1) A dangerous dog seized under division (A) above may be reclaimed by the owner of the dog upon payment of impounding and boarding fees, and presenting proof to the appropriate animal control authority that the requirements of §§ 92.081 and 92.082 above Minn. Stat. §§ 347.50 to 347.565 and this Chapter will be met.

(2) A dog not reclaimed under this division within 7 days may be disposed of and the owner is shall be liable to the city for costs incurred in confining and disposing of the dog.

(C) *Subsequent offenses; seizure.*

(1) If a person has been convicted of a misdemeanor for violating a provision of § ~~92.082~~ Minn. Stat. §§ 347.50 to 347.565 or this ~~section~~ Chapter, and the person is charged with a subsequent violation relating to the same dog, the dog must be seized by the city.

(2) If the owner is convicted of the crime for which the dog was seized, the court shall order that the dog be destroyed in a proper and humane manner and that the owner pay the cost of confining and destroying the animal.

(3) If the person is not convicted of the crime for which the dog was seized, the owner may reclaim the dog upon payment to the city of a fee for the care and boarding of the dog.

(4) If the dog is not reclaimed by the owner within 7 days after the owner has been notified that the dog may be reclaimed, the dog may be disposed of and the owner ~~is~~ shall be liable to the city for the costs incurred in confining, impounding and disposing of the dog.

(Ord. 424, passed 3-11-1997, § 609.04) Penalty, see § 10.99

§ 92.084 VIOLATION.

The city may, at its discretion, impose an ~~voluntary~~-administrative penalty under § 10.90 for a violation of this Chapter rather than ~~issuing~~ initiating a criminal ~~violation~~ prosecution.

(Ord. 424, passed 3-11-1997, § 609.05; Am. Ord. 515, passed 5-13-2008) Penalty, see § 10.99

Section 3. This Ordinance shall take effect thirty days after its publication.

Adopted this ____ day of _____, 2015 by the City Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____
Nays: _____
Absent: _____
Abstain _____

Second Reading:

Date: _____

Ayes: _____
Nays: _____
Absent: _____
Abstain _____

Published:

Date: _____



Request for City Council Action

Date: February 5, 2015

Requested Council Date: February 10, 2015

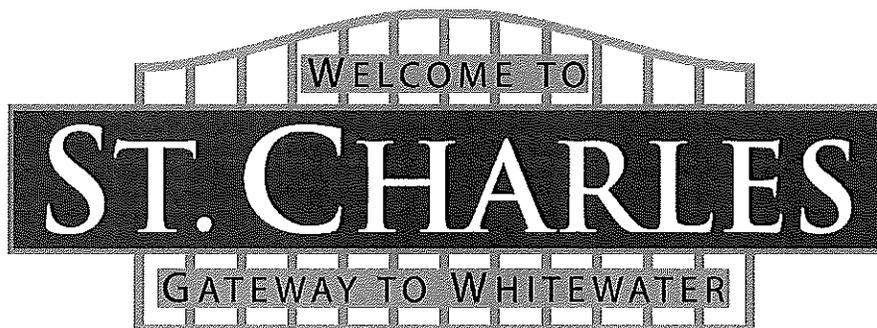
Originating Department: EMS Building Subcommittee

Council Action Requested: Approve entering into a contract for services agreement with Alvin Benike, INC. to serve as the Construction Management Agency for the construction/renovation of the Fire/Ambulance Safety Building and Police Department.

The EMS Building Committee met Wednesday evening, February 4, 2015 to interview two firms that submitted proposals for consideration as the Construction Management Services company: Alvin Benike, INC and Wieser Brothers General Contractor, Inc.

After review of the two proposals including cost analysis and deliberation of past projects, process, and services, it was agreed that the firm of Alvin Benike, INC. presented a stronger case through the identification of a clearer construction project/process, consideration of communication between the City and themselves, ability to vet and process contractors and subcontractors, while offering a cost proposal that was clear and concise.

It is the committee's recommendation to select the firm of Alvin E. Benike, Inc.



Project Schedule

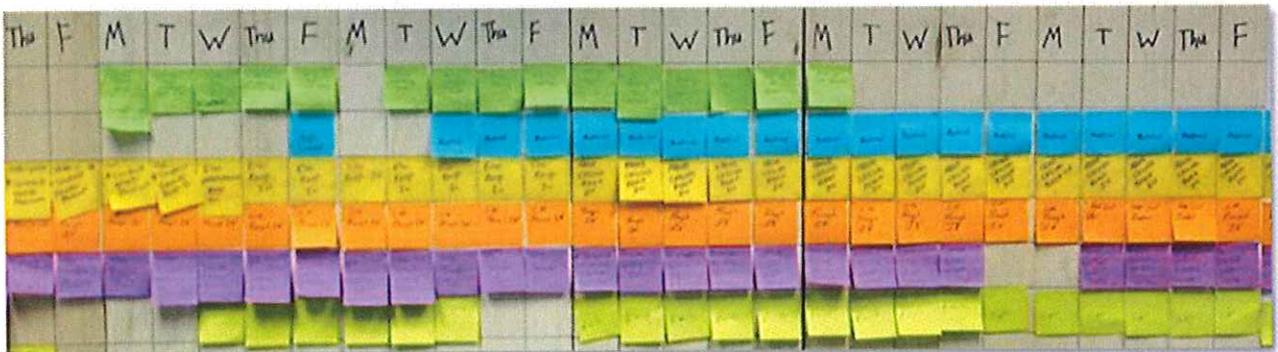
Preliminary milestone dates for the project are anticipated as follows. Milestone dates include:

- | | |
|--|------------------------------|
| • Award Construction Management Contract | February 10, 2015 |
| • Design Assist | February 11 - March 31, 2015 |
| • Complete Construction Documents | March 31, 2015 |
| • Bidding and Clarification | April 1 - April 23, 2015 |
| • Construction | May 4 - December 31, 2015 |
| • Substantial Completion | December 31, 2015 |

The schedule milestones listed above are aggressive, but achievable depending on a few key design selections. During the design assist phase, Alvin E. Benike, Inc. would work closely with CRW and the City of St. Charles to make selections on the exterior envelope. We would closely monitor the schedule for any material selections that may have long lead times. Other major schedule influences would be early material selections for finishes, light fixtures, and door hardware. Labor availability is also another factor that must be considered. Benike's ability to self-perform work puts our team in a good position to push the schedule for your project.

Our understanding is that the new spaces would be operational by January 1, 2016. This date is achievable, especially with a Construction Manager selection made early in the process to help establish and maintain the project schedule.

A successful scheduling strategy that we have used on multiple projects in the past, and would propose to use on your project is "pull scheduling." This technique for schedule management works from end-to-beginning and is a lean construction practice, focusing on reducing jobsite downtime and increasing onsite productivity. We believe this method of scheduling will allow us to complete your project in the least amount of days possible.





Compensation for Services

Overall Fee:

See below for a detailed explanation of the overall fee for the services proposed:

Preconstruction Phase Fee*

Alvin E. Benike, Inc. proposes a pre-construction phase fee of **\$12,200.**

*It is anticipated that the construction phase will begin in May 2015. If pre-construction lasts beyond May of 2015, or the City of St. Charles is unsatisfied with Alvin E. Benike, Inc.'s performance, the pre-construction fee will be renegotiated.

Construction Phase Fee

Alvin E. Benike, Inc. proposes a construction phase fee of **3.0%** on top of the Cost of Work. The fee will be converted to a stipulated sum after hard costs are established through the bidding process. If the Owner desires a lump sum fee for the construction phase, Alvin E. Benike, Inc. proposes a lump sum fee of **\$60,500.** which includes all personnel time for Senior Construction Manager, Project Manager, Estimator and Safety Director.

Note: The cost of the onsite superintendent is not within the fee noted above. The superintendent is considered part of the Cost of Work, but is estimated to be approximately **\$112,000.** Alvin E. Benike, Inc. will bill only for the actual hours expended by the superintendent on the project, at the hourly rate listed in our proposal, up to the \$112,000 amount. Any overruns in hours will be borne by Alvin E. Benike, Inc.

Self-Performed Work

Alvin E. Benike, Inc. proposes the following for self-performed work:

- ◆ In the case of competitive bidding in which Benike is determined to be the most responsible bid, a Contract will be written and awarded on a lump sum basis at the competitive bid price.
- ◆ In the case of self-performed work without soliciting competitive bids, Alvin E. Benike, Inc. will perform the work on a lump sum basis **OR** the Cost of Work plus **5%.**

Changes in Scope Fee

Alvin E. Benike, Inc. proposes a fee for Changes in Scope of **3.0%** on top of construction contracts, plus reimbursables and staff time including but not limited to Project Manager, Project Superintendent, Project Estimator, and Clerical/Assistants.

Other Costs - Reimbursable Expenses

Reimbursable expenses would include job office and equipment, document printing, and any specialty consultants. Reimbursable expenses are not anticipated to exceed **\$10,000.** There will be additional general conditions not outlined herein that will be considered a Cost of Work (i.e. dumpsters, temporary toilets, etc.). Those costs will be included with the summary of the trade contractor packages.

§ 70.10 SNOW REMOVAL.

(A) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

OWNER. The titleholder of a vehicle; or a conditional vendee or lessee if the vehicle is subject to a conditional sales agreement or lease.

PARKING. The standing of an unoccupied or occupied vehicle on a street, road or highway for a purpose other than loading or unloading or obeying traffic regulations.

ROADWAY. That part of a street, road or highway improved, designed or ordinarily used for vehicular travel.

VEHICLE. Every device in, upon or by which any person or property may be transported upon a highway, except devices moved solely by human or animal power.

(B) No person shall park a vehicle in such a manner as to obstruct the removal of snow from streets and alleys during snow removal operation.

(C) *Snow removal operations.* When there is snowfall, no one shall park any motor vehicle on the streets, alleys, boulevards, or public grounds (except for municipal parking lots) within corporate limits of the city until snowfall has ceased and the street has been plowed curb to curb, except as provided in division (2) below herein.

(1) Any motor vehicle in violation of the above may be immediately removed and impounded by the Police Department.

(2) Parking shall be permitted on Whitewater Avenue during snow removal operations between 6th Street and 15th Street between the hours of 6:00 a.m. and 6:00 p.m.

(D) (1) *Impoundment.* Vehicles removed and impounded by the Police Department shall be surrendered to the duly identified owner only after the following criteria have been met:

- (a) The owner has shown proof of identification and ownership;
- (b) The owner has shown proof of insurance and current registration of the vehicle; and
- (c) All costs of towing and storage have been paid to the tow operator.

(2) *Owner responsible.*

(a) The fact that a motor vehicle is parked in violation of this section shall be prima facie evidence that the owner of the vehicle, (or for a leased motor vehicle, the lessee of the vehicle) is guilty of a petty misdemeanor, punishable by a fine of not more than \$300.

- (b) The owner or lessee may not be fined under this provision if:
 1. Another person is convicted of the same violation; or
 2. The motor vehicle was reported as stolen before the time of the violation.

(c) The removal or impoundment of a vehicle under this section does not preclude citation and prosecution for violation as a petty misdemeanor, or for an administrative fine. (Ord. 466, passed 2-24-2003; Am. Ord. 475, passed 11-10-2003; Am. Ord. 521, passed 12-9-2008) Penalty, see § 10.99

**CITY OF ST. CHARLES, MINNESOTA
RESOLUTION #02-2015**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ST.
CHARLES, MINNESOTA, APPROVING THE DONATION OF REAL PROPERTY IN
ST. CHARLES, MINNESOTA, AND DISPENSING WITH REVIEW OF THE
DONATION BY THE ST. CHARLES PLANNING COMMISSION**

WHEREAS, Pearson Builders, Inc. desires to donate to the City of St. Charles (City) certain real property located in St. Charles, Minnesota, legally described as:

**Outlot A, Northern Hills 4th Subdivision, City of St. Charles, Winona
County, Minnesota**

, referred to herein as the “Property”; and

WHEREAS, the Property contains a stormwater pond, which after acceptance of the donation by the City will become the City’s property to operate and maintain in the future; and

WHEREAS, a draft quit claim deed has been prepared and is attached hereto as Exhibit A; and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept a grant of real property and maintain the same for the benefit of its citizens in accordance with the terms prescribed by the Donor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

WHEREAS, the City and Pearson Builders, Inc. expressly understand and agree that the donation of the Property is contingent upon approval by the City Council of the City of St. Charles; and

WHEREAS, Minnesota Statutes, Section 462.356, subdivision 2 states that no publicly owned interest in real property within a city shall be acquired or disposed of until after the planning commission has reviewed the proposed acquisition or disposal and reported in writing to the city council its findings as to compliance of the proposed acquisition or disposal with the comprehensive plan; and

WHEREAS, the same statute further states, however, that the city council may, by resolution adopted by two-thirds vote, dispense with the requirements of this subdivision when in its judgment it finds that the acquisition or disposal of real property has no relationship to the comprehensive plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City Council hereby finds that the proposed donation of the Property by Pearson Builders, Inc., and the acquisition thereof by the City of St. Charles through acceptance of the donation, has no relationship to the City's Comprehensive Plan, and therefore review of the proposed donation/acquisition by the St. Charles Planning Commission is not required under Minn. Stat. § 462.356, Subd. 2, and is hereby dispensed with as allowed by that statute.

BE IT FURTHER RESOLVED THAT: The City Council hereby: 1) accepts the grant/acquisition of the Property by Pearson Builders, Inc. to the City; 2) approves the attached quit claim deed, Exhibit A, as to form; 3) authorizes and directs City staff to seek execution of the same by Pearson Builders, Inc. and to execute such other documentation as is necessary to accomplish the donation to and acquisition of the Property by the City; and 4) authorizes and directs City staff to record the same in the Office of the Winona County Recorder.

PASSED by the City Council of the City of St. Charles on this 10th day of February, 2015.

ATTEST

Nick Koverman, City Administrator

John Schaber, Mayor

VOTE: ___ SCHABER ___ BRAUN ___ GETZ ___ DAHL ___ KRAMER

**City of St. Charles
Resolution #03-2015**

**A Resolution Providing for the Variance
From the Provisions of Section 152.41
Of the St. Charles Zoning Ordinance**

WHEREAS, an application to vary a certain provision of Section §152.41 of the Zoning Ordinance of the City of St. Charles has been duly filed by St. Charles United Methodist Church; and

WHEREAS, the Planning Commission, after public hearing, duly noticed, has recommended the granting of a 12 foot front yard variance and a variance from the lot coverage provision of 2 percent to the St. Charles United Methodist Church from the provisions of Section §152.41 of the St. Charles Zoning Ordinance; and

WHEREAS, granting the variances for the proposed addition are reasonable given the current use of the land within the R-3 District, the ability for the continued use of the existing structures, the inability to locate structure anywhere else on the parcel; and

WHEREAS, granting the variance is due to the unique physical characteristics of the property such as the location in the existing original plat featuring narrow lots, as well as being located on a corner lot between 8th Street (north property line) and alley (west property line); and

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

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

1. A variance is granted from the provisions of Section §152.41 of the St. Charles Zoning code to allow the 12 foot front yard variance and a 2 percent lot coverage variance at (Section-19, Township 106, Range 010, Birges 3rd Addition Lot 18 & 19 Ex: Wly 17' thereof owned by the St. Charles United Methodist Church.

Adopted this 10th day of February 2015 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator



Memorandum

To: St. Charles Planning and Zoning Commission

From: Nick Koverman, City Administrator

Date: January 30, 2015

Subject: United Methodist Church Variance Requests-12' front yard variance / lot coverage variance

REQUEST INFORMATION: The United Methodist Church located at 824 Church Avenue (29.020.0180) that was constructed in 1959 with an addition in 1966 has requested a front yard variance of 12' and a lot coverage variance that would increase their total lot coverage from 41 to 43 percent (468 square feet) in order to allow for handicap facilities to be constructed on the front of the existing facility (Please see diagrams included).

SITE CHARACTERISTICS: The petitioner owns a piece of property that is inside city limits and located along Church Avenue in the original plat of the city limits and is currently designated in the R-3 (Mixed Use District) which is the buffer between commercial and residential. Two facilities exist on the property including one built in 1959 and an addition in 1966. The church parsonage is also located on the lot that is 122 X 158. The lot is also located adjacent to the alley abutting the west property line and 8th Street along the north property line. The requested property addition of approximately 468 square feet is proposed to extend to the north of the existing entryway and thus will not encroach into the setback any more than the current entry. The requested facility would provide a handicap accessible facility from the front entrance for its users and continues to allow the utilization of its current facilities. Much of the parking is located in the front of the church along Church Avenue which is also one of the reasons for the front entryway need.

ASSESSMENT: The petitioner has submitted a letter to address the variance provisions with respect to the request. Practical difficulty is the legal standard set forth that cities must apply when considering applications as outlined below.

(1) **The variance is in harmony with the purpose and intent of the ordinance.** As part of an R-1 Single Family Residential District including the R-3 Mixed Use District, churches were historically located within neighborhoods thus the requested variances for setback and lot coverage allows for the continued use of the facility.

(2) **The variance is consistent with the comprehensive plan.** The renovation of the church structure enhances the community character and vitality by adding handicapped accessibility to the existing facility and is consistent with the comprehensive plan through maintaining community vitality and character as well encouraging preservation and rehabilitation of the historic buildings and other distinguishing and attractive features of the community.

(3) **The proposal seeks to use the property in a reasonable manner not permitted by the zoning ordinance.** The proposed request for providing a 12' front yard variance and a variance to the lot coverage proposes to use the property in a reasonable manner by maintaining the same setback as the original entrance. While following all the rules and regulations for handicap accessible facilities, the proposed square footage represents the least impact possible. The requested variances for the use of the property is reasonable as it attempts to make the best use of the assets while also having a responsibility to provide handicapped accessibility as a community resource of the community.

(4) **The plight of the landowner is due to circumstances unique to the property not created by the landowner.** The existence of the church facilities (1959/1966) was constructed prior to zoning regulation and is land locked as it located in the original plat of the downtown which features narrow lots (60 feet). The property also abuts the alley thereby making rear facilities less probable. According to the petitioner, the church is attempting to make the best use of the assets they have multiple purposes given the constraints of the location within the original plat.

(5) **The variance, if granted, will not alter the essential character of the locality.** According to the proposal by the United Methodist Church the essential character of the locality will be consistent and in keeping with the existing conditions of the property and the neighborhood.

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

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

RECOMMENDATION: As the Zoning Administrator for the City of St. Charles, I recommend the Planning and Zoning Commission forward a favorable recommendation regarding the request to the City Council. The petitioners appear to satisfy the criteria contained in Section #152.46 with respect to the standard of practical difficulty. The recommendation would be to approve a variance request for 12' front yard variance and lot coverage variance of an additional 2 percent to the City Council.

The Finding of Facts are as follows:

Based on the discussion with the petitioner and representations made to the St. Charles Planning Commission as well as the letter submitted by the petitioner the following facts are recommended:

1. The proposed expansion and use of the property is reasonable given those assignments made in the statements provided by the petitioner.
2. The variance is required due to the unique circumstances to the property not caused by the landowner as outlined in the representations and submitted letter. These circumstances include the current buildings located within the original plat of the city limits which features narrow lots prior to zoning regulation, in addition to being located on a corner lot with an alley as its west property line and 8th Street to the north.
3. The front yard variance nor the lot coverage variance will alter the essential character of the locality based on the discussions, letter and plans submitted.

As such, resolutions will be drafted to represent the variance recommendations.

**City of St. Charles
Resolution #04-2015**

**A RESOLUTION ACCEPTING QUOTES
AND AWARDING A CONTRACT
FOR THE MUNICIPAL CAPITAL EXPENDITURE:
WELL #4 REDEVELOPMENT IMPROVEMENT**

WHEREAS, pursuant to request for quotes for the Municipal Capital Expenditure: Redevelopment of Well #4, bids were received, opened, and tabulated, and the following were received complying with the request:

<u>Bidder</u>	<u>Base Bid</u>
Bergerson-Caswell, Inc.	\$67,244.50
Mineral Service Plus	\$82,776.00
Traut Wells, Inc.	\$88,385.00

WHEREAS, upon tabulation of the quotes with respect to the specifications, it appears that Bergerson-Caswell 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 Bergerson-Caswell, Inc for the redevelopment of Well #4 in the amount of \$67,244.50.

Adopted by the Council of the City of St. Charles, Minnesota this 10th day of February, 2015.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

Well Pump #4 St. Charles, MN		Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359	Mineral Service Plus 16409 - 371st Avenue Greene Isle, MN 55338	Trout Wells, Inc. 141 28th Avenue South Waite Park, MN 56387			
Project Bid							
ITEM	QUANTITY	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
Mobilize & Remove Pump Installation	1	LS	\$2,800.00	\$2,800.00	\$5,000.00	\$5,000.00	\$5,000.00
Televis Well	1	LS	\$950.00	\$950.00	\$900.00	\$900.00	\$1,300.00
Provide owner with complete inspection report and cost	1	LS	\$300.00	\$300.00	\$750.00	\$750.00	\$225.00
Reinstall pump installation and test installation	1	LS	\$3,200.00	\$3,200.00	\$2,500.00	\$2,500.00	\$5,200.00
Total Project Bid			\$7,250.00		\$9,150.00		\$11,725.00

Well Pump #4 St. Charles, MN		Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359	Mineral Service Plus 16409 - 371st Avenue Greene Isle, MN 55338	Trout Wells, Inc. 141 28th Avenue South Waite Park, MN 56387			
Materials and Pricing							
ITEM	QUANTITY	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
Grundfos 300S600-15 pump assembly to provide 300 Gpm with 500' TDH	1	LS	\$5,500.00	\$5,500.00	\$6,188.00	\$6,188.00	\$6,300.00
8" - 60 Hp Franklin electric submersible motor	1	LS	\$6,080.00	\$6,080.00	\$6,000.00	\$6,000.00	\$6,500.00
6" x 21' drop pipe: Replace 24	24	Each	\$490.00	\$11,760.00	\$441.00	\$10,584.00	\$580.00
(2) Each 6" Flowmatic 80 DIX check valves	1	LS	\$1,000.00	\$1,000.00	\$1,134.00	\$1,134.00	\$1,350.00
AWG #2 - 3 conductor w/grnd submersible wire, 510'	510	Ft.	\$6.95	\$3,544.50	\$7.00	\$3,570.00	\$11.50
Misc. submersible splice kilts, installation materials & SS Banding	1	LS	\$600.00	\$600.00	\$350.00	\$350.00	\$1,050.00
Shop Labor to perform repairs & handle equipment 10 hrs	10	Hr.	\$80.00	\$800.00	\$100.00	\$1,000.00	\$80.00
1/4" PVC air line and altitude gage (direct read), for water level monitoring	1	LS	\$460.00	\$460.00	\$750.00	\$750.00	\$350.00
Total Project Bid to Replace Equipment & Inspect Well			\$36,994.50		\$38,726.00		\$47,860.00

(Probably Needed) ★

Well Pump #4 St. Charles, MN	Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359	Mineral Service Plus 16409 - 371st Avenue Greene Isle, MN 55338	Traut Wells, Inc. 141 28th Avenue South Waite Park, MN 56387					
Well Services to Redevelop Well if Elected								
ITEM	QUANTITY	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	
Mobilize rig for developing well	1	LS	\$2,500.00	\$2,500.00	\$3,500.00	\$3,500.00	\$8,000.00	\$8,000.00
F, I, & R Air decompression / Air Release Equipment	1	LS	\$1,500.00	\$1,500.00	\$4,600.00	\$4,600.00	\$1,800.00	\$1,800.00
F, I & R Air Lifting Equipment	1	LS	\$5,500.00	\$5,500.00	\$10,000.00	\$10,000.00	\$1,800.00	\$1,800.00
Operate air lift or decompression equipment, Estimate 40 hrs	40	Hr.	\$250.00	\$10,000.00	\$295.00	\$11,800.00	\$350.00	\$14,000.00
Detonate dynamite estimate 100 lbs	100	Lbs.	\$35.00	\$3,500.00	\$50.00	\$5,000.00	\$32.00	\$3,200.00
Total Estimate to Redevelop this Well				\$23,000.00		\$34,900.00		\$28,800.00

30 % Possible Ⓟ



Request for City Council Action

Date: February 6, 2015

Requested Council Date: February 10, 2015

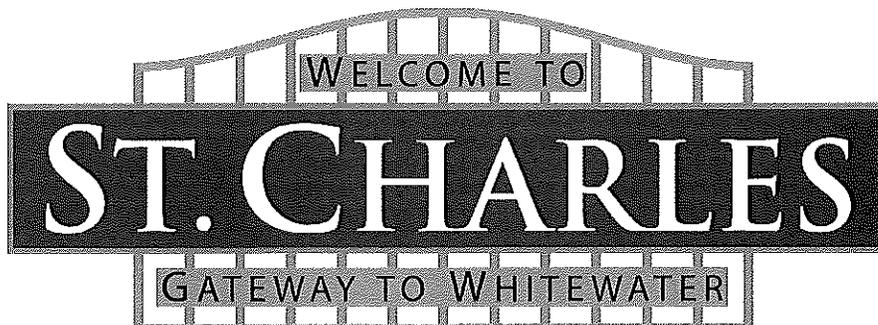
Originating Department: EMS Building Committee

Council Action Requested: Recommended to approve construction of 40 X 80 cold storage shed in order to allow for temporary, secured, heated storage for Fire Dept.

Background Information: The EMS Committee discussed how to manage the time period of locating the fire department during the construction period as part of their December meeting. Fire Chief Lyle Peterson expressed concern with having the units displaced in various parts of town and added that through discussions with various potential partners that a payment for rent of \$1,000/month would be required. It is estimated that construction time may be approximately 8-9 months. In addition, the location researched would require some improvements to allow for air compression, but was still a non-climate controlled space. Peterson added that the question of whether or not all of the units would even fit in the space was still open and may require two locations.

One proposed solution was to construct a 40 X 80 cold storage shed at the Public Works site which would allow the fire department to locate into the secured, heated city shop. Various pieces of public works equipment would be moved into the cold storage shed thereby allowing the fire department a location to conduct meetings, trainings, and store gear, etc. The estimated cost of the project would be approximately \$50,000 and is proposed to come from existing Capital Improvement budgets from the various departments that would benefit from this additional storage space. Supt. Karger can provide additional detail on the proposal, but has expressed a need for this future cold storage space.

The EMS Building Committee supported the recommendation of the construction of the cold storage shed.



St. Charles Public Utilities Conservation Improvement Program: *2014 Summary*



Experience. Delivery. Results.



Topics

1. Program Impacts
2. Outreach and Marketing
3. Commercial Energy Audit
4. New Construction Assistance
5. Residential Audits
6. Commercial Rebates
7. Elementary Energy Efficiency (E³)



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Program Impacts

· 320,000 kWh Energy Savings Goal for 2014

Sub-program	Energy Savings (kWh/yr)	Water Savings (gallons/year)
Commercial Rebate Savings	279,515	--
Elementary Energy Efficiency	6,938	94,984
Residential Energy Audits	2,886	--
EnergyStar Rebates	37,837	--
Total:	327,176	94,984



= 47.5

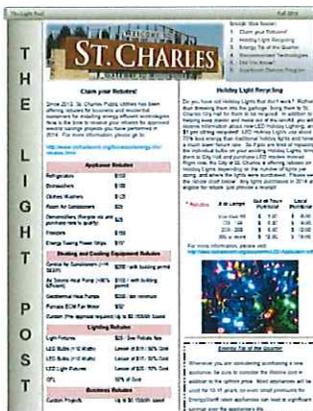
~500,000 lbs CO₂



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Outreach and Marketing



Cold Calling

Newsletter

Website



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Commercial Energy Audit

- I. Purpose: Identify energy saving opportunities for local businesses

- II. Process
 - Contact customer about offer
 - Walkthrough facility, identify energy saving opportunities
 - Compile findings into customer friendly report
 - Report readout, educate customer on options identified
 - On going support including proposal review and rebates



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Commercial Energy Audits

Site Name	kW savings	kWh savings
Wastewater Treatment Plant	7.16	54,141
Hometown Variety	0.63	1,654
Total	7.79	55,795



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New Construction Assistance

- I. Purpose: Assist customers during new construction to ensure energy efficiency measures are considered.
- II. Process
 - Propose project ideas
 - Find vendors that can implement project(s)
 - Obtain quote(s)
 - Qualify equipment for rebates
 - Estimate potential rebate
 - Determine financial payback and ROI
 - Assist with applicable rebate filing



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Residential Energy Audit

Comprehensive in-home energy assessments identifying energy star rebate eligibility, direct installing electric and water savings fixtures, and applying blower door testing where applicable. Five completed in 2014 looking for more in 2015.

Equipment Installed	Energy Savings
(62) 13W CFL & (12) 23W CFL	2,886 kWh



Experience. Delivery. Results.



Commercial Rebates

Site	Energy Savings (kWh/yr)	Simple Payback (Years)
Active Tool and Die	83,278	4.9
Ameriprise Financial	333	0.7
DJ Liquor	5,319	3.5
Kwik Trip	3,422	3.0*
Mike's Food Center	2,870	2.0
NRB Metals	174,236	1.5
St. Charles Diesel	2,335	8.2
Hometown Variety	233	7.2
The Leather Guys	2,535	1.8
Whitewater Bridal	4,954	1.7
Total:	279,515	2.83

Capital Invested:
\$149,167

Rebates Issued:
\$30,675

Annual Savings:
\$41,857



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Residential EnergyStar Rebates

Measure	# of Participants	Rebate Amounts	Annual Energy Savings (kWh/yr)
Central Air Conditioner	3	\$600	1,074
Clothes washer	34	\$4,250	9,656
Dehumidifier	8	\$200	1,296
Dishwasher	27	\$2,700	702
Freezer	4	\$600	164
Refrigerator	29	\$4,350	3,712
Water Heater	1	\$150	332
Programmable Thermostat	18	\$630	14,796
On Demand Tankless Water Heater	10	\$1,500	840
Lighting (CFL and LED)	135	\$2,025	5,265
Total:	269	\$17,005	37,837



Experience. Delivery. Results.



Elementary Energy Efficiency (E³)

Performed Elementary Energy Efficiency Presentation on November 18th, 2014 at St. Charles Elementary to a total of 64 Students. Classroom activity educated students on the importance of energy efficiency. Estimated 6,938 kWh and 94,984 gallons of water saved.



Experience. Delivery. Results.



Questions ?



Experience. Delivery. Results.



**Request for City Council Action**

Date: February 6, 2015

Requested Council Date: February 10, 2015

Originating Department: Administration

Council Action Requested: VISTA Application--\$11,676 job match

Background Information: I received an email on Monday, February 2 regarding our VISTA application from Pam Bishop. She explained that due to SMIF only receiving potentially four VISTA positions instead of five, three of the positions were paid for while the fourth required a local job match. The requested match for the position was \$11,676. In speaking with Jill Johnson from Winona County and JoAnn Wegman it does not look as though there would be any funds from those two potential sources. As it was discussed previously, one of the main benefits of this position was that the funding was provided through the program and did not rely on city funds. If this position was to be funded I would recommend the funds come from reserves. However, it would be my recommendation to postpone a year and budget in 2016 and apply a second time to try and secure a paid slot.



City of St. Charles
830 Whitewater Avenue
St. Charles, MN 55972

Phone (507) 932-3020
FAX (507) 932-5301

www.stcharlesmn.org



Mayor: John Schaber, Council: David Kramer, Orv Dahl, Wayne Getz, David Braun, Adm.: Nick Koverman

February 2, 2015

Ms. Kelly Plotz
1555 Oakview Drive
St. Charles, MN 55972

Dear Ms. PLOTZ:

This letter is to remind you about the winter parking and snow removal ordinance within the corporate limits of the City of St. Charles.

The Council stipulated that this ordinance be enforced for winter parking exemptions that have been granted in the past to residents that have steep driveways, no driveways or have a practical difficulty parking elsewhere on their property. Since you requested an exemption from this ordinance last year, we are requesting that you fill out the information below and return it to City Hall no later than February 6, 2015 if you would like this exemption again. This exemption is for two cars only and must be approved each year by the City Council.

If you choose to apply for a winter parking exemption, we will need the following information.

Year: <u>1999</u>	Year: _____
Make: <u>Plymouth</u>	Make: _____
Model: <u>Sunfire</u>	Model: _____
Color: <u>Red</u>	Color: _____
License #: <u>046LYV</u>	License #: _____

If you have any questions, please feel free to contact City Hall at any time.

Approved: _____
Date

Sincerely,

Denied: _____
Date

Cassie M. Smith
Administrative Assistant

By: _____
Mayor

