



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, July 14, 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. July 14, 2015 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-June 1, 2015	
-June 9, 2015	
-June 23, 2015	
5. July 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. Library Board Report, Nick Koverman	
7d. EDA Report, Wayne Getz (TBD)	
7e. Park Board, Orv Dahl	
7f. School Board, David Kramer	
7g. Planning & Zoning, David Kramer	
7h. High Speed Rail Commission, Wayne Getz	
8. Hiring of 2 Part-time Officers (TBD)	APPROVE
9. Resolution #19-2015 Awarding Park Trail Bid	APPROVE
10. RCA #2-15 Hardtke Request	APPROVE
11. Terry Jones-P&Z Vacancy	APPROVE
12. Jim Allen-EDA Vacancy	APPROVE
13. St. Charles Area Community Foundation Update	INFORMATION
14. SHIP Community Leadership Support Letter	APPROVE

UNSCHEDULED PUBLIC APPEARANCES: Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

ADJOURNMENT

***Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.**



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, July 14, 2015**

8. Hiring of 2 Part-time Officers. Police Chief Ken Frank will be in attendance to make the request of hiring two additional part-time officers to add to the roster. Matthew Loken and Caleb Hohensee will be the names presented for consideration. More information will be provided at the meeting.

9. Resolution #19-2015 Awarding Bid for Bike/Walking Path. Please see the enclosed resolution for consideration. In addition, because the bid received that included approximately 4,000 feet of path that runs up to the water tower, for the additional 900 feet to complete the path to the Whispering Hill parking lot, the city engineer believes the project can be completed within the budgeted amount of \$80,000. A recommendation to approve the completion of the path from the water tower to the parking lot within the budgeted amount is requested.

10. Revolving Loan Request #2-15. A request was received from HCA-J Signs at 501 Whitewater Avenue for \$3,500 for tuckpointing/repair work. The EDA reviewed the request and recommended approval of the project. Please see the RCA enclosed.

11. Terry Jones-P&Z Vacancy. The Planning and Zoning Commission recommends the appointment of Terry Jones to the Planning and Zoning Commission.

12. Jim Allen-EDA Vacancy. The Economic Development Authority recommends the appointment of Terry Jones to the Economic Development Authority.

13. St. Charles Area Community Foundation Update. Admin. Koverman will provided a brief update as to the progress of the foundation board.

14. SHIP Community Leadership Support Letter. Andrea Gierock, the coordinator for the Winona County Statewide Health Improvement Program (SHIP) and local Active Living group, requested that each community that is still supporting and willing to participate as a SHIP Leadership Team member to please move approval and appoint their representative to the committee.

MINUTES of the ST. CHARLES CITY COUNCIL
For Monday, June 1, 2015 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:

Dave Braun
Orv Dahl
Wayne Getz
David Kramer
John Schaber

MEMBERS ABSENT:

None

STAFF PRESENT:

Ken Frank (Police Chief), Lyle Peterson (Fire Chief), Kristine Engstrand (City Accountant), and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Mike Bubany (David Drown Associates), Terry Soppa, Jose Rivas (CRW Architects), David Molda (Alvin Benike Construction), and Bill Spitzer.

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Mayor John Schaber calling the meeting to order at 6:05 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE AGENDA:

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

- 4. EMS Building Discussion.** David Molda from Alvin Benike Construction addressed the Council and reviewed the history of the process and the estimates prior to going out for bid. With all of the architectural fees, demolition costs, Benike's service costs and selection of the lowest most responsible bidder, the project cost totaled \$2,181,313. This figure did not include any alternates that were added or deleted. One of the discussions by the EMS building committee was the inclusion of a contingency budget for unknowns. As part of their discussion and recommendation, Molda relayed that Alternate's #1 (Adding Roof Drains-\$2,600), #6 (Eliminating the 3rd Ambulance bay-\$76,592, and #8 (Waiving bond requirements-savings of \$9,005). Molda explained that through the process and discussions the committee identified the functionality of the building and leaned up the scope of the project. With the changes to be adopted a contingency of approximately \$200,000 would be generated. In reviewing the budget for the police department renovation/remodel, it was explained that estimates remained at \$386,000, but that requests for bids would be sent out within several weeks. One option available to the Council is to utilize a portion of the remaining contingency fund and then build a portion of the project (garage space-\$165,000) with the project and then look to the 2016 Capital Improvement Budget (CIP) in 2016 to finish the remodeling of the estimated \$222,000. It was questioned if it was worth to wait and rebid the project in hopes of better bids. Mr. Molda expressed that the City would more than likely not see better project costs. Clm. Braun asked about what unknown conditions might exist. Mr. Molda expressed that in most cases unknown conditions exist in the soils and soil corrections. Mr. Molda explained that fewer bids and higher prices were due to several factors that were out of the control of the City and that it was market related. Mayor Schaber expressed that he appreciated that the committee had made decent concessions and felt comfortable with the bids as presented. Clm. Dahl expressed that the voters said they wanted something done and that if we do nothing, we would be putting money into fixing. Clm. Getz added that he thought it would be a matter of throwing money away. A motion was made to approve Resolution #14-2015 along with the list of responsible bidder and accepting Alternates #1, #6, and #8 as recommended by the EMS building committee.

Motion to approve: **David Kramer**
Seconded by: **Wayne Getz**
No further discussion.
Motion carried.

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5. **Resolution #15-2015 Awarding the Bond Sale, Series 2015A.** Mike Bubany of David Drown & Associates presented information related to the sale of the bond that was opened earlier that day. Two bids were received and Mr. Bubany relayed that the interest rate secured was more favorable than what he had predicted. He reviewed the terms of the sale to Robert W. Baird & Company, Inc. No questions were asked and a motion was made to approve Resolution #15-2015.

Motion to approve: **Dave Braun**
Seconded by: **Orv Dahl**
No further discussion.
Motion carried.

No public appearances were requested.

Motion to adjourn at 6:54 p.m.
Motion to approve: **Wayne Getz**
Motion declared carried.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, June 9, 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 (absent)
Mayor John Schaber

STAFF PRESENT:

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

OTHERS IN ATTENDANCE: Rick Engstrom (WHKS), Cindy Cox-Thorland, Dan White, Bryan Todd 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: **Orv Dahl**
No discussion.
Motion carried.

4. MEETING MINUTES

-May 12, 2015

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

-May 26, 2015

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

5. APPROVAL of JUNE PAYABLES

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

6. Notices and Communications. None.

7. Reports of Boards and Communications. Various reports were given.

8. Boy Scout Presentation of Appreciation to City of St. Charles. Cindy Cox-Thorland presented a certification of appreciation to the City of St. Charles for allowing the Boy Scouts to utilize the community center as a meeting space. She presented the certificate to Mayor Schaber and the Council with their gratitude.

9. Fort Culvert Discussion. Mayor Schaber relayed to the Council that he was contacted by Mr. Fort and was seeking permission to have Council members be contacted by Mr. Fort to discuss the replacement of his culvert. According to Mayor Schaber he is also requesting that the roadway be regraded to allow for better drainage that has silted in. He is asking to be able to show the Councilmembers what he feels is the problem in order to find a resolution. Clm. Braun asked if it was possible if the silting was caused by the City. Rick Engstrom, city engineer with WHKS, explained that if the silting has occurred since the city installed the berm at the city's property boundary almost 3 years ago then more than likely not. Clm. Braun then asked that if a resolution was accepted would the city vacate the property that he feels is a private drive? Clm. Kramer restated the question regarding the vacation of the roadway for clarification and all councilmen present agreed with the statement that all felt the roadway as it exists today serves in a private capacity and should be vacated. Mayor Schaber expressed that he had relayed to Mr.

Fort that he would ask permission for Mr. Fort to contact fellow Councilmen and that the issue would be addressed at the first meeting in July. Mayor Schaber would relay the information to Mr. Fort.

10. Ordinance #578 Amending the Zoning Map (1st Reading). Admin. Koverman reviewed the proposed amendment with the Council and reviewed the Findings of Fact within the memo and read aloud as:

1. That the property at issue (Subject Property) located at 1279 St. Charles Avenue and legally described in Exhibit A and Parcel 29.010.1180 in the City of St. Charles, Minnesota, is approximately 2.9 acres in area and is attached hereto and incorporated herein by reference.
2. That the Subject Property is owned by Rod L. Hamby and is currently zoned I-1 (Light Industry) and the Planning Commission has recommended rezoning the property to C-1 (Downtown Commercial).
3. Given that the C-1 Downtown Commercial District directly abuts the property the proposed amendment would neither arbitrarily nor negatively impact the neighborhood.
4. The proposed and current use of a retail space as stated by the owner is defined as permitted within the proposed C-1 District.
5. The proposed plan and use would not negatively impact property values.
6. The proposed plan does not constitute spot zoning.
7. Potential future development would more closely resemble the adjacent C-1 (Downtown Commercial) District in terms of height, setbacks and internal site design.
8. The current infrastructure would complement the future C-1 zoning designation.
9. The proposed rezoning is consistent with the districts that are contiguous to the area proposed to be rezoned.

10. The proposed rezoning is both reasonable and consistent with the City's comprehensive plan.

He discussed the concerns that were heard during the meeting as far as the general concern of a business locating at that location. He relayed that the proposed zoning of the Commercial Downtown was less intensive than that of the Light Industry District and that it was simply an extension of the adjacent zoning. He relayed to Council that the new owner's representative would relay the additional concerns of noise, lighting, construction. Hearing no further questions a motion was made to approve the first reading of Ordinance #578 as presented.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

11. Ordinance #579 Amending the Parking Requirement (1st Reading). Admin. Koverman reviewed the changes with the parking language that update the current parking requirements as past language was more restrictive and in some instances too restrictive. Admin. Koverman also relayed that as part of a review of a potential parking plan, the petitioner would have sought a variance to the code. However, after consultation with the planning advisor and reviewing language changes that had been discussed previously by the Planning & Zoning Commission, it was agreed that it was an appropriate time to review the parking requirements. Hearing no other questions a motion was made to approve the first reading of Ordinance #579.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

12. Hiring of Colton Herman and Jacob Braun-Part-time Officer. Police Chief Ken Frank presented two names for consideration for hiring Chief Frank reviewed each candidate's qualifications and expressed that both candidates passed the physical and agility test, as well as the written test, psychological and background investigation. He expressed that he will be recommending two additional candidates for consideration in July. Clm. Kramer questioned whether the hires were within his budget and Chief Frank acknowledged that the expenditure would fall within his scope. Clm. Braun expressed that due to his relationship with one of the candidates that he would abstain from the vote. A motion was made to approve the hiring of Colton Herman and Jacob Braun.

Motion to approve: **Orv Dahl**

Clm. Braun abstained.

No further discussion.

Motion carried.

13. Rochester Water Reclamation Plant Approval. Admin. Koverman relayed that through correspondence with the Rochester Water Reclamation Plant a simple request approving the sending of the city's wastewater not collected through the Dover Eyota St. Charles Area Sanitary District was requested by the plant operator. Admin. Koverman contacted the DESCASD plant operator to inquire about wastewater trucks bringing their material to the plant and he expressed that they no longer accept that material as they cannot determine what the material may or may not contain. The DESCASD plant was fine with sending material to the Rochester Water Reclamation Plant. Hearing no further question, a motion to approve the request to the RWRP was made.

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

14. Resignation from Public Works Board-Braun. Admin. Koverman relayed that Jim Braun who has served on the Public Works board respectfully submitted his resignation for approval.

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

15. Resolution #16-2015 High Watson Post 190 Off-Site Gambling Permit. The annual request for off-site gambling for the 2015 Winona County Fair was presented for the Hugh Watson Post 190. A motion was made to approve the resolution as presented.

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

UNSCHEDULED PUBLIC APPEARANCES

-Dan White addressed the Council relayed the good work that Rolling Hills Transit was doing.

Motion to adjourn at 6:33 p.m.
Motion to approve: **Orv Dahl**
Motion declared carried.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, June 23, 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:

Ken Frank (Police Chief), Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Senator Matt Schmit, Dan White, Todd Herman, Steve Thompson (JHS Inc.), Colton Herman, Jacob Braun, Bryan Todd (Post Bulletin), Jessica Allred (Winona County WIC), and Craig Hilmer (St. Charles Press).

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: **Dave Braun**
No discussion.
Motion carried.

4. Notices and Communications. Highlight of the Executive Director of Project Fine.

5. Review of Financials. No questions were asked.

6. Swearing in of Part-time Officers. New part-time officers Jacob Braun and Colton Herman were given the Police Officer Oath by Police Chief Ken Frank.

7. Senator Matt Schmit Legislative Update. Senator Matt Schmit provided a brief update on the 2015 legislative session. No questions were asked. The Council thanked him for his time and work for our area.

8. Winona County Department of Health Request for Community Center Use. Admin. Koverman relayed discussions leading up to the request by the Winona County Department of Health as they are seeking to move into the downtown area to better service local and area clients. Jessica Allred was present for the County. All Council agreed it would be a good service to provide if the space was open. Admin. Koverman expressed that both the County Health Department and Veteran's Services coordinator would occupy the space and that the third Tuesday historically has been utilized very little. In addition, a request to store a rolling cabinet was made. Space could be made available. The request offered \$50/month for the space. Clm. Kramer asked if the desire would be to offer the space indefinitely? Council agreed that until the County Health Department felt it was no longer a good fit that it would be acceptable. A motion was made to allow the use of the space on the third Tuesday from 8:30 a.m. to 3:30 p.m. indefinitely (Clm. Getz). Admin. Koverman queried as to the Council's desire to offer the space for no charge as the Veteran's Service does not pay for the once a month use. A friendly amendment to waive the fee was made (Clm. Braun) and Council concurred.

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

9. Ordinance #578 Amending the Zoning Map (2nd Reading). Mayor Schaber presented the amendment for discussion. A motion was made to approve the second reading of the ordinance.

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

10. Ordinance #579 Amending Parking Requirements (2nd Reading). Mayor Schaber briefly reviewed the ordinance and the parking language changes. A motion to approve the second reading of the ordinance was made.

Motion to approve: **Orv Dahl**

No discussion.

Motion carried.

11. Resolution #17-2015 2-day Intoxicating Liquor License—Hugh Watson Post 190. The resolution was presented for consideration and approval. It is an annual license provided for the Winona County Fair. Cim. Kramer asked why the licenses were broken into two separate licenses. Admin. Koverman explained that the state only provides for a 1-4 day license and thus was instructed to have requests broken into two separate permits. A motion to approve the resolution was made.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

12. Resolution #18-2015 3-day Intoxicating Liquor License---Hugh Watson Post 190. The resolution was presented and a motion was made to approve.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

-None

Motion to adjourn at 6:22 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

Attest: _____

Nick Koverman, City Administrator



City Administrator's Report—June 2015

June 1—Met with the EMS Building Committee Meeting to discuss the proposals prior to the special Council meeting.

June 3—Met with the Public Works Board.

June 4—Held the Planning & Zoning Commission meeting.

June 10—Cris Gastner and I met with the Bremer Foundation to investigate the community's options for potential projects and support. He helped us to understand what types of projects communities can apply for as well as a basic understanding of their mission and goals and how we might be able to work more closely together.

June 11—Met with SHIP group to discuss the funding mechanism for the fourth round of SHIP and potential projects.

Met with interested Community Foundation members to discuss steps and goals.

June 15—Met with the Beyond The Yellow Ribbon committee to finalize plan to submit to the state. Talked about how the group could support other events/organizations.

June 17—Met with the Active Living (SHIP) sign subcommittee to conduct visual survey and finalize what will be presented to the rest of the committee and eventually the public.

June 22—Mike Bubany helped to review annual TIF reports.

June 23—Met with Precision Auto and MNDOT to discuss future Hwy 14/74 crossing project.

June 29—Community Foundation met to discuss next steps and set up a future meeting to solidify Board.

June 30—Held pre-bid meeting for police department renovations.

Public Works Report – June 2015

- Worked on three electrical underground projects - Big Gain, Andrew Archer's, and the Fire Hall
- Cut and hauled trees and stumps off Hwy 74 and West 3rd Street
- Worked on Well #3 pump motor and chlorinators; did the power plant report and locates
- Substation report; pulled warning siren from old Fire Hall; helped take down antennas, doors, heaters, and equipment from old Fire Hall
- Installed new air lines at City Shop for Fire Truck and installed air tank filling machine at the shop
- Installed banners and signs on Whitewater Ave and Hwy 14; ran three gen-sets and tested at shop, City Hall and I-90 Booster Station
- Worked on voltage regulators at sub-station, and worked on voltage flicker at Auto Value
- Cement work in City Shop addition; sent in electrical rubber goods to be tested; installed temporary service for new Fire Hall
- Power outage from squirrel on north side of town; changed out three-phase transformer at Big Gain
- Repaired watermain break on West 7th Street; I-90 water tower drained; three pressure reducers on-line, and Well #3 running with Well #4 as backup for water tower painting and mural
- Handed out disconnects slips for City Hall; did the yearly urge test for Dairyland Power at power plant
- Rotate riser on East 4th Street for CenturyLink; cut trees out of powerline on West 3rd Street; meter reconnects for City Hall
- Installed missing guy guards on South Wabasha Ave; switched a temporary to a permanent service at 774 Northern Hills Drive
- Repaired street lights; electrical safety training; testing new OSHA required climbing equipment
- Checked power problem at Hailey's Bus garage; checked bad underground service at 118 Circle Drive
- Graded alleys and gravel roads in City limits; total patched potholes and Golf Course addition before chip sealing
- Ordered and put away new street signs; jet vacced grease trap at old Fire Hall be demolition
- Check wells and booster stations; checked lift stations; and took hydraulic rams off sewer truck for repairs
- Cleaned catch basins before incoming storm; cleaned the sweeper, Greg repaired the walls at the Library; installed new PSI regulator for the fire trucks at the shop
- Greased trucks; loader inspection; checked sewer at 229 Circle Drive; flushed out manhole below Mike's Food Center
- Vehicle maintenance; replaced faded signs; helped Hawkins with well chemicals; repaired curb stop at Don Behrens' house
- Located property pins around town; worked on air handlers at City Hall and checked lights in City buildings

- Added degreaser to lift stations; jetted pipe at the City Sewer Plant; sprayed weeds before seal coating and repaired suction hose on trash pump
- Worked on communication failure at Well #3 with CenturyLink and repaired caustic pumps at the Aquatic Center
- Flushed sewer lines on Church Ave; hydro tested hydrants around new Fire Hall for sprinkler system; water samples
- Adjusted the water pressure at Well #3 and the relief valves around town; turned water on at 1560 Wabasha Ave

Sincerely,
Kyle Karger
Public Works Superintendent

PARK BOARD
MINUTES
Monday, July 6th, 2015
7:00 pm

MEMBERS PRESENT:

Jamie Bjerke, Dan Leistikow, Orv Dahl, Kris Slavin, Laura Schaber, Mark Maloney & Nick Koverman.

MEMBERS ABSENT:

Greg Gall, Mike Schultz & Jim Abbott.

AGENDA:

The Board approved the July 6th, 2015 Agenda on a motion by M. Maloney, seconded by O. Dahl. Motion declared & carried.

MAY MINUTES:

The Board approved the May 11th Minutes on a motion by D. Leistikow, seconded by L. Schaber. Motion declared & carried.

PARK ACTIVITIES:

R. Schaber reported that the Park Crew has been very busy trying to keep up with the mowing & all of their other duties. R. Schaber also reported that the Lion's Club has put wood chips on 1/3 of the trail at Jessens Park. They hope to finish the rest by the end of the summer.

RECREATION ACTIVITIES:

R. Schaber reported that all the summer programs are going well & are about half-way complete. J. Bjerke stated that she was asked if some of the daytime activities could be moved to the evening (T-Ball, Swim Lessons, Etc.). R. Schaber stated that the fields & the pool are not available at this time to make any changes, due to other activities already using those facilities.

WHITEWATER TRAIL:

No report.

CITY BIKE TRAIL PLAN:

The Winona County Planning Department gave a presentation to the Board about creating a City Bike Trail Plan. After a long discussion, the Board agreed to start the process on a motion by O. Dahl, seconded by K. Slavin. Motion declared & carried. See attached sheets.

2015 GLADIOLUS DAYS:

R. Schaber reported that the Schedule of Events is almost finalized for this year's event. R. Schaber also reminded the Board that the fest grounds have been moved to the Fairgrounds, with the exception of the Street Dance that will be in the Moose Parking Lot.

ST. CHARLES HISTORY COMMITTEE:

K. Slavin asked if a committee could be created. The Board will discuss this topic at the next meeting.

2015 FALL BROCHURE:

The Board approved the 2015 Fall Brochure on a motion by D. Leistikow, seconded by J. Bjerke. Motion declared & carried. See attached sheets.

ADJOURNMENT:

Motion to adjourn by L. Schaber, seconded by J. Bjerke. Motion declared & carried. The meeting adjourned at 8:45 pm

Planning and Zoning Commission
Thursday, July 9, 2015
5:00 P.M.
City Council Chambers
Minutes

MEMBERS PRESENT:

Wayne Getz
Tim Jones
David Kramer
Nancy Heim
Jamie Bjerke
Bruce Dorman

MEMBERS ABSENT:

None

STAFF PRESENT:

City Administrator Nick Koverman.

OTHERS IN ATTENDANCE: Terry Jones

ESTABLISH QUORUM/CALL TO ORDER

Quorum was established and Nancy Heim called the meeting to order at 5:01 p.m.

APPROVAL of AGENDA

Motion to approve: **David Kramer**
Seconded by: **Tim Jones**
Motion declared carried

APPROVAL of MINUTES-June 4, 2015

Motion to approve: **Wayne Getz**
Seconded by: **Jamie Bjerke**
Motion declared carried

BUSINESS ITEMS:

4a. Terry Jones-Planning and Zoning Vacancy. Chairperson Heim introduced Mr. Jones and a motion was made to recommend appointing him to the Planning & Zoning Commission.

Motion to approve.: **Wayne Getz**

Seconded: **Jamie Bjerke**

No further discussion.

Motion carried.

4b. Planning & Zoning Training. Admin. Koverman apologized, but Mr. Gilman would not be able to attend due to a family emergency.

4c. Proposed Chicken Ordinance. Admin. Koverman reviewed the request by a resident to allow chickens inside the city limits. He provided the various samples that he had compiled for the Commission's review. He summarized various components of the other ordinances. A discussion was held around the requirement of some communities to require that petitioners receive permission by 100 percent of adjoining property owners. The Commission members discussed the pros and cons of that action and concurred they did not agree with it and that if the city was to allow chickens there should simply be standards put in place to regulate chickens. Discussion was held with respect to what difference there was between neighbors having multiple dogs or cats and the amount of manure created. It was questioned as to the health risks created by owning chickens and it was relayed that on the Minnesota Dept. of Health's website, various information could be found. The question of why residents weren't allowed to house chickens in the garage was asked. Admin. Koverman said that no explanation was given. In addition, the question of the difference with a rolling coup versus a fixed structure was raised. A sample proposal ordinance was presented for

consideration. The Commission agreed to think about the ordinance and to revisit the discussion at their next regular meeting.

4d. Zoning Permit for Fences. Admin. Koverman presented the Commission with the current language as well as the only sample he had received for a zoning permit for fences from the City of Eyota. The Commission briefly discussed the language and Clm. Kramer summarized that he believed the City should remain with the 6-foot height, but that perhaps seeking additional language for proper materials would be advantageous. The Commission will revisit the discussion at the next regular meeting.

Motion to adjourn at 5:52 p.m.: **Tim Jones**

Seconded by: **David Kramer**

Motion declared carried.

**City of St. Charles
Resolution #19-2015**

**A RESOLUTION ACCEPTING QUOTES
AND AWARDING A DEMOLITION CONTRACT**

WHEREAS, pursuant to request for quotes for the Municipal Capital Expenditure for the construction of an asphalt bike/walking path from the Whispering Hills Water Tower to the pedestrian bridge off of Richland Avenue, bids were received, opened, and tabulated, and the following were received complying with the request:

<u>Bidder</u>	<u>Base Bid</u>
Asphalt Armor Seal Coating & Paving	\$77,936.00
Rochester Sand & Gravel	\$65,155.00

WHEREAS, upon tabulation of the quotes with respect to the specifications, it appears that Rochester Sand & Gravel 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 Rochester Sand & Gravel for the asphalt project in the amount of \$65,155.00

Adopted by the Council of the City of St. Charles, Minnesota this 14th day of July, 2015.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

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

Meeting Date: July 14, 2015

General: X

Department: EDA

Item Requested: Approval of Commercial Rehab Fund Request #2-15

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 Jeff Hardtke for the former St. Charles bakery building met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards brick tuck pointing. The total project costs were \$7000 therefore the request is \$3500 The Committee recommended approval. EDA moved to recommend approval of the request to City Council by vote.

Funding

Approval will require \$3500 from the Rochester Sales Tax Funds. Council action will serve to authorize the loans. Loans will be structured as a 5 year forgivable loan with 20% forgiven each year.

Recommendation

The EDA approved by motion, the following recommendations:

1. To approve Request #2-15 as requested and described above.
2. To authorize the staff to prepare all necessary loan documents.



The PartnerSHIP For A Healthy Winona County is convening a Community Leadership Team (CLT) to assess, develop, implement and evaluate the Statewide Health Improvement Program (SHIP) in Winona County.

PartnerSHIP Member Responsibilities

Commit to participate in the PartnerSHIP for the next biennium of PartnerSHIP funding beginning November 1, 2015-October 31, 2017 and attend CLT meetings on a regular basis.

Bring to the table your/your organization's assets, expertise, and strengths to help collectively improve the health and well-being of Winona County.

Represent a specific sector of the community and be expected to solicit input from the people you represent on SHIP interventions.

Assist the PartnerSHIP in assessing the community, establishing priorities based on the assessment and selecting SHIP interventions based on those priorities.

Assist in identification of and securing of resources and collaborative opportunities to help advance the SHIP interventions

Help ensure the long-term sustainability of SHIP interventions in our communities.

PartnerSHIP Coordinator's Responsibility

Begin and end meetings on time and cover only those items reflected on the agenda.

Provide you with administrative and technical assistance to help you assess the community and develop appropriate interventions.

MISSION

PartnerSHIP for a Healthy Winona County drives policy, structural and environmental change in communities to promote healthy eating, physical activity and decrease the harm of tobacco. This PartnerSHIP is about changing the way decisions are made where we live, work, learn and play.



PartnerSHIP For A Healthy Winona County

Community Leadership Team

Documentation of Commitment Form

Commitment to Participate in the PartnerSHIP For A Healthy Winona County Community Leadership Team

Date: 7/14/2015

Name: Nick Koverman

Organization: City of St. Charles

I have received and reviewed the charter of the PartnerSHIP For A Healthy Winona County Community Leadership Team.

I have agreed to serve as a member of this team.

Click here to enter text.

Print Name

Sign Name