The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, June 10, 2014 at 7:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. June 10, 2014 Agenda	APPROVE
4. Meeting Minutes -April 8, 2014 -April 22, 2014	APPROVE
5. June 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, Nick Koverman	
7e. EDA Report, Mayor Spitzer	
7f. Planning & Zoning, John Schaber	
7g. Park Board, Orv Dahl	
7h. School Board, John Schaber	
8. Public Hearing-Modification of TIF District 1-7	**HOLD**
9. Resolution #17 -2014 Adopting TIF District 1-7 Modification	APPROVE
10. Resolution #20-2014 Amended and Restated Development Agreement for NRB Metals	APPROVE
11. Public Hearing-TIF District 1-8	**HOLD**
12. Resolution #18 -2014 Modifying Municipal Development District No. 1 Establishment of TIF District 1-8	APPROVE
13. Public Hearing-Business Subsidy-Active Tool & Die	**HOLD**
14. Resolution #19 -2014 Approving Business Subsidy (Active Tool)	APPROVE
15. Development Agreement for Active Tool & Die	APPROVE
16. Commercial Rehabilitation Loan Request #5-2014	APPROVE
17. Trail Discussion	APPROVE
18. 2015 COPS Grant	APPROVE
19. Resolution #16-2014 Whispering Greens Subdivision Replat	APPROVE
20. 2001 Ford Utility Replacement	APPROVE
21. Amending Council Schedule/Dates	DISCUSS/APPROVE
22. Administrator Request for Time Off	APPROVE
23. Personnel Request	APPROVE
24. Closed meeting-Pursuant to 13D.05 (Subd. 2 (3 &4))	

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.**

WELCOME TO
ST. CHARLES
GATEWAY TO WHITEWATER

MEMORANDUM for the CITY COUNCIL of St. Charles for Tuesday, June 10, 2014

Mike Bubany of David Drown & Associates will be present to lead the Council through items 8-15

8. Public Hearing-Modification of TIF District 1-7
9. Resolution #17 -2014 Adopting TIF District 1-7 Modification
10. Resolution #20-2014 Amended and Restated Development Agreement for NRB Metals
11. Public Hearing-TIF District 1-8
12. Resolution #18 -2014 Modifying Municipal Development District No. 1Establishment of TIF District 1-8
13. Public Hearing-Business Subsidy-Active Tool & Die
14. Resolution #19 -2014 Approving Business Subsidy (Active Tool)
15. Development Agreement for Active Tool & Die

16. Commercial Rehabilitation Loan Request #4-2014 --Enclosed is a Commercial Rehab request for consideration. The EDA reviewed the requests during their meeting held Friday, June 6 and a favorable recommendation was made.

17. Trail Discussion. Tim Hruska from WHKS will be present to discuss the City's option with respect to the FTP grant and what might be accomplished if the City elects to move forward. He will also present some cost estimates as to what it might require.

18. 2015 COPS Grant. Please see the enclosed information.

19. Resolution #16-2014 Whispering Greens Subdivision Replat. The resolution approving the Whispering Greens Subdivision Replat is enclosed for consideration.

20. 2001 Ford Utility Replacement. Enclosed is a Request for Council Action regarding the schedule 2014 Capital Improvement Plan replacement of the 2001 Ford Electric Truck.

21. Amending Council Schedule/Dates. August 12 is the Primary Election. Historically we have held the meeting at 8:01 p.m. during this election. Also, it has been asked about considering a summer Council schedule.

22. Administrator Time Off Request. The administrator has requested June 23-27 off.

23. Personnel Request. Admin. Koverman will present a request to the City Council pursuant to City Code 31.11 (F).

24. Closed meeting-Pursuant to State Statute 13D.05 (Subd.2 (3&4))

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, April 8, 2014 held at 7:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
John Schaber
Dave Braun
Orv Dahl
Wayne Getz
Bill Spitzer

MEMBERS ABSENT:
None

STAFF PRESENT:
Lyle Peterson (Fire Chief), Rick Schaber (Park and Rec), Sharon Grossardt (Librarian), Jeff Hardtke (Ambulance Director), Ken Frank (Chief of Police), Kristine Huinker (City Accountant) and Kyle Karger (Public Works Supt.).

OTHERS IN ATTENDANCE: Mike Bubany, Tom Wente, Cathy Groebner, Dan White, Brian Todd (PB), and Craig Hilmer (Press).

1. ESTABLISH QUOROM/CALL TO ORDER
Quorum was established with Mayor Bill Spitzer calling the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL of the AGENDA:
Motion to approve the agenda: **Orv Dahl**
No Discussion.
Motion carried.

4. MEETING MINUTES:
-March 11, 2014
Motion to approve: **Wayne Getz**
Motion carried.

-March 25, 2014
Motion to approve: **John Schaber**
No discussion.
Motion carried.

5. APPROVAL of the APRIL PAYABLES
Motion to approve payables: **Dave Braun**

6. Notices and Communications.

7. Reports of Boards and Committees: Various reports were given by Council.

8. 2013 Audit Review-Tom Wente. Mr. Wente from Smith Schafer & Associates presented the 2013 Audit review for consideration by the Council. He highlighted that the city was in good financial standing with 46 percent reserves, consistent budgeting, the electric fund trend is good, debt is being paid down and for the first time that he has been conducting the audits, the sewer fund will be debt free. He did express that the Council may want to look at storm sewer fees as the cash in and out for projects is running very tight and may go negative if the trend continues. There were no questions by the Council. A motion was made to accept the audit findings.

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

9.Old Cartway Culvert. Admin. Koverman started by highlighting the communications between Clm. Braun, the property owner Mr. Skip Fort, and staff with respect to when the concern of the privately owned culvert was presented in mid March. He outlined the steps that staff had taken to try and contact the owner and identify the specific issue. City crews were sent up to Fort Building and Lumber on Tuesday, April 1st after staff received word that the culvert that is within the cartway as well as the privately installed culvert that extends from the original culvert was apparently frozen through. As a way to divert the water, a temporary outlet was dug through the gravel. In addition a pump was used to lower the water level. The City engineer was also contacted and inspected the situation. Various questions were raised as to ownership and responsibility of the culvert system. It was noted that snow piles remained in the area that were pushed by the property owner into the location of the culvert, which may have contributed to the issue as thawing and freezing occurred. According to Admin. Koverman, Mr. Fort claimed that this water issue was caused from the construction of the I-90 business park. Admin. Koverman reminded the Council that all approvals/permits had been received by MNDOT and met engineering requirements. As part of the old cartway and the abandoning of a portion of the old cartway in 2011, the City had worked with Mr. Fort to alleviate any perceived problems by his storage units to the north. Daren Sikkink, WHKS engineer, explained to the Council the drainage report and hydraulic computations that were permitted. He added that while work was done on the existing pond to improve the area, the pipe in the pond was not changed or altered and thus would not change the rate at which the water would be shed onto any other property. And in fact, that a property owner cannot shed more than what was already there and should try to reduce it if possible. Chris Hood, city attorney, was present and in his understanding of the issue, he questioned who ultimately has responsibility. Because it is on private property the city has no authority and if the city chose to provide a long-term solution, he recommended an agreement be put in place with the owner. Given the nature of the cartway, Mr. Hood then asked the question of why is the city still maintaining/operating this piece of property. He expressed that potentially looking to vacate the remaining portion of the cartway may also be another option.
Mayor Spitzer asked Clm. Braun if he could provide an update as he had spoken with the property owner directly. Clm. Braun indicated that he would like to wait until the area had dried out because not much could be done until that time. Clm. Schaber expressed that he would like to look at the vacation option and Clm. Dahl expressed that he would at least like to know the process. Mr. Hood expressed that he would bring back to the Council the process as he knew there was an underlying court ruling. He also wanted to research the history of the cartway. He then offered to Council that in similar situations, if a citizen feels that there is negligence by a city then they would have the right to make a claim against the city. Clm. Braun stated that he had hoped that Mr. Fort in the meantime was working with a contractor to determine what he would need to do. Clm. Schaber expressed that he hoped the Council could do what it could to resolve the issue and work together, but that the cartway was no use to the city. Mayor Spitzered summarized the concensus of the Council, which was to take no action at this time until Mr. Fort comes forward to inform the City Council of what he would like done. Clm Dahl stated that he would still like Mr. Hood to bring information back to the Council on the vacation process. A motion was made to table any action until hearing from Mr. Fort and to have Mr. Hood research and bring back information regarding the vacation process.

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

10.2013 Department Reports. Mayor Spitzer thanked all the department heads for their time and the reports provided and asked the Council if they had any questions concerning any of the specific reports. Hearing none, he thanked them again for their time.

11. EMS Building Committee Report. Fire Chief Lyle Peterson was present alongside Ambulance Director Jeff Hardtke to present the Council with a final report on the analysis of a potential EMS building that would combine the fire and ambulance departments. He outlined the concerns and areas that were in need of assistance. He expressed that the building design has a 50 year lifespan in mind that would serve not only the departments, but also the community. In addition, space would also be created for the police department by vacating the current ambulance garages. Preliminary discussions have also been held with the County with respect to an alternative PSAP or 911 location. Through the committee's research, it was determined that grants were not an option.

However, in working with the County a potential funding of a portion of the building with a more favorable interest rate was discussed. In addition, a one-time contribution would be made to help pay for wiring and space consideration. Chief Peterson expressed that he felt the committee has served its purpose and thought this would be the last presentation by the committee as the information is left to the Council. Mike Bubany of David Drown & Associates was then able to present to the Council a general idea of the project from a bonding perspective if the project was to be solely completed through tax dollars, in addition to how it could be reduced through utilization of suggested revenue streams and the impact on a home with $100,000 value. Mr. Bubany expressed that in reality the impact could range from $40 to as low as $18 per $100,000 of value. He then discussed the process of moving forward to allow for public input on a proposal such as the EMS Building. He outlined a process that included a public hearing and offered to help host an open house to discuss the project and the implications to help gauge community interest. Clm. Schaber expressed that he felt there was no harm in setting a public hearing date as no money would be expended to consider the option. This also would allow for residents to provide their input if the proposal was not what they wanted. Clm. Braun expressed his concern of the City conducting a project of this type and then the School District looking to build something in the near future as well. Council agreed to investigate the school board's position with respect to their future projects. Mike Bubany expressed that he would provide a resolution calling for a public hearing at the next council meeting. The Council concurred with the action.

12. **Resolution #08-2014 Granting A Conditional Use Permit-Eric and Holly Davis-572 St. Charles Avenue.** Admin. Koverman briefly reviewed the conditional use permit request to put an apartment in the above portion of the house at 572 St. Charles Avenue that was permitted within the C-2 Service Commercial District. He read aloud the Findings of Fact related to review of the request. He also reviewed some of the concerns related to the neighbors. The petitioner had stated that he would be combining the two parcels into one. However, Koverman relayed that according to the County that the legal description would track to the CUP even after a new parcel was created.
Motion to approve: **Orv Dahl**
No further discussion.
Motion carried.

13. **Request For Council Action-Street Maintenance Worker.** Admin. Koverman highlighted the memo that detailed the process of the recommendation for the vacant Street Maintenance Worker position. The recommendation was for the hiring of Gregory Feuerhelm. The recommendation was to start Mr. Feuerhelm at $20.53 with one week's vacation. A motion was made to hire Mr. Feuerhelm with the listed recommendation.
Motion to approve: **John Schaber**
Aye: John Schaber, Orv Dahl, Bill Spitzer
Nay: Dave Braun, Wayne Getz
No further discussion.
Motion carried.

14. **Commercial Rehab Request #02-14.** The request was reviewed for the Masonic Lodge for $5,500.00 as part of an $11,000 project that would include replacing an awning, installing new windows and an electrical service. A motion was made to approve the request.
Motion to approve: **Dave Braun**
No further discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES:
Dan White expressed his support for the EMS project and how it would help all of the volunteers of the departments.

Motion to adjourn at 8:11 p.m.
Motion to approve: **John Schaber**
Motion declared carried.

_____
William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, April 22, 2014 held at 7:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
John Schaber
Dave Braun
Orv Dahl
Wayne Getz
Mayor Bill Spitzer (absent)

STAFF PRESENT:
Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Cathy Groebner, Dan White, Neil Wimmer, Isaiah Wimmer, Pastor Steve McGinley, and Craig Hilmer.

1. ESTABLISH QUOROM/CALL TO ORDER
Quorum was established with Mayor Pro-Tem John Schaber calling the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL of the AGENDA:
Motion to approve the agenda: **Orv Dahl**
No discussion.
Motion carried.

4. Notices and Communications. None.

5. REVIEW OF FINANCIALS. No comments.

6. Resolution #09-2014 Call for CIP Public Hearing. Admin. Koverman briefly highlighted the resolution that calls for the public hearing on May 27th at 1 p.m. for the purchase of adopting the Capital Improvement Plan related to the possible EMS building project. The resolution was discussed at the prior Council meeting by Mike Bubany from David Drown & Associates as the first step in the review process. A motion was made to approve the Resolution
Motion to approve: **Dave Braun**
Seconded: **Orv Dahl**
No further discussion.
Motion carried.

7. Wimmer Eagle Scout Project. Isaiah Wimmer addressed the Council regarding his proposed Eagle Scout project. He would like to paint the 200+ fire hydrants in town with help from family and fellow Scouts. He estimates it will take him approximately 2-3 months. The City's involvement would include providing the necessary materials for the task. All Councilmen agreed it was a win-win for the City. A motion was made to approve the project.
Motion to approve: **Wayne Getz**
No discussion.
Motion carried.

8. Faith Lutheran Church Logo Request. Pastor Steve McGinley was present to request the use of the City logo for a church fundraiser. He stated that it was not the intent to put any other verbiage on the t-shirts. He stated it would be a good way to get the City's brand more visible. The Councilmen agreed it was a good idea. A motion was made to permit the use of the city logo for the project.
Motion to approve: **Wayne Getz**

No further discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES
-None

Motion to adjourn at 7:06 p.m.
Motion to approve: **Dave Braun**
Motion declared carried.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

City Administrator's Report—May 2014

May 5—Met with local business to continue discussions on expansion plans.

-Attended Early Childhood Initiative meeting to discuss fundraiser event.

May 7—Met with area insurance group to investigate alternative accidental insurance programs. The representative will provide additional information.

-Met with representatives of the Whitewater Triathlon to discuss upcoming event and city assistance.

May 8—Met with representatives from Century Link to discuss 4th Street project and partnership.

-Met with representatives from DNR to discuss trail options and current status.

May 9—Assisted with ECI fundraiser in the evening.

May 14-Attended Statewide Health Initiative Programming (SHIP) meeting in Winona. Sub-committees were formed in order to address the plan creation while one of the additional groups will take a summer break.

May 20—Met with Tulip Tree representatives to discuss possible project proposal for city brochure.

May 21—Attended Beyond The Yellow Ribbon meeting in Winona to update plan and discuss next steps. The group will continue to hold meetings as necessary. It was relayed that deployments of area crews are not expected at this time.

May 22—Met with representatives of Aflac to discuss participation.

Projects: Completed all necessary documents for EMS building bonding plan for Mike Bubany. Worked with Cris Gastner as final projects, assistance, etc. were compiled for presentation. Completed annual personnel evaluations. Began working on work plans/guides developed during Council retreat.

Public Works Report
May 2014

- Hang banner baskets and flower pot brackets on Whitewater Avenue and Hwy. 14 street lights. Locates, check bad street light list and talk to electrician about bad underground wires at 13 Lawrence Lane.
- Power plant reports, inspections and install electric meters.
- Monthly rubber goods and sub-station reports.
- Install new secondary pedestal and fix ballfield lights.
- Worked with staking engineer on 4th Street project.
- Worked on electrician list for 2013 underground project and 2014 4th Street project, house's going from overhead to underground.
- Tailgate meeting and safety discussions for underground 4th Street project.
- Cleaned up cities church yard after chimney fell off roof and contacted contractor to patch roof.
- Helped park department change out and wire pump motors and check chlorine room for pool start up.
- Checked service drops to customers affected by 2013 and 2014 underground project and sent letters explaining what we will be doing on their property.
- Changed out Cabin Coffee's transformer at night so we would not disrupt working hours/oil leak in transformer.
- Prep and paint three phase junction at Halter Heights and project maps for electricians for eastside conversion.
- Order material for summer projects and replaced secondary pedestal on East 14th Street.
- Finishing cutting blacktop patches for crew coming to town.
- Sweeping streets, mailbox box installed that was hit by plow, total patching of potholes.
- Fire extinguisher checks, air handlers and security lights check at city hall and rubber goods monthly checks.
- Graded alleys and culverts around town cleaned and jet vacced.
- Street signs replaced on Whispering Hills, Meadow View Dr. and Whitewater Ave.
- Fire hydrant installed at dog park, sweeper repairs and started cleaning sewer lines.
- Finishing jumper on three phase line on 12th Street and assisting Push, Inc. on 4th Street project.
- Tire pick up day, haul tires to Winona and order paint and supplies for hydrant painting by Boy Scouts.
- Well reports, repaired hydrants, and worked on I90 booster station.
- Replaced water meter at fairgrounds, repair grass from plow damage, and replaced old water meters around town.

Sincerely,
Kyle A. Karger
Public Works Supt.

City of St. Charles Police Department
Chief – Ken Frank #601
830 Whitewater Avenue
St. Charles, MN 55972
(507) 932-3020 · (507) 932-5301 FAX

Council Report June 6, 2014

- I submitted a Federal grant application for $2710 for bullet proof vests for the officers. This would cover half the cost of up to 6 vests and expected approval and funds availability will be later this year. The other half of the cost of vests would come from the state so in the future there would be no cost to the city for the purchase of vests. This purchase would be for new officers or officers that have not purchased a vest in 5 years. One of the requirements of accepting these funds is that this department has a mandatory wear policy.

- In the process of completing employee performance evaluations

- Hosted PPCT Training June 4 at the high school. This coming Wednesday we will have Taser Training and with that training all officers will have completed the mandatory trainings for the calendar year July 1 to June 30.

- New Officers Allison Jones & Talmen Wiles are completing their field training programs. I've gotten very good feedback on their performances and all the other officers have been very good at aiding in the training & development.

- Rear brakes and rotors installed on squad 2609, front brakes and rotors installed on squad 2610A. Air conditioning repair on squad 2609

- Ordered three new Tasers, the new models known as X-2. These come with a full five year warranty and at the end of five years there is a 100% replacement for the newest model on two of the three units. Cost $3356

Respectfully submitted, Chief Ken Frank

City of St. Charles
Economic Development Authority
Regular Meeting
Minutes
June 6th, 2014

1. Meeting was called to order at 8:03am at City Hall by Dan Pearson. Present were: Greg Backes Dan Pearson, Bill DeBruyckere, Wayne Getz,Mark Linderbaum, EDA Coordinator Cris Gastner, and City Administrator Nick Koverman
2. **Minutes:** The minutes were discussed and approved
3. **Financials:** The financials were discussed and approved
4. **Business Items**:

   a. Active Tool Project Assistance
   Gastner presented information regarding the assistance for a new building for Active Tool and Die. The project will set up a new TIF district, and collections from the district will be used to buy down the cost of the land to $1.00. In addition to the TIF financing, the project would also receive $50,000 in assistance from the Rochester Sales Tax dollars. This will allow them to maintain their needed working capital to support their growth. A motion was made by DeBruyckere and seconded by Linderbaum to recommend approval of the assistance request to City Council. All ayes, Motion Carried

   b. NRB TIF Assistance
   Gastner presented information regarding a very large expansion proposed by NRB Metals. For this expansion, NRB has requested assistance to allow them to maintain a healthy level of working capital in order to sustain their rapid growth. There is a current TIF agreement with NRB for a previous project so the new assistance would modify the existing TIF from $35,000 to $80,000. This will allow NRB to double their production area and hire at least 10 new employees making them one of the largest employers in St. Charles. A motion was made by Backes and seconded by DeBruyckere to recommend approval of the assistance to City Council. All Ayes, Motion Carried

   c. Commercial Rehab Program Application
   Gastner presented three commercial rehab program applications. It was for the The Cutting Edge, who is looking to do a number of improvements on their current building. The request was for $10,000. The review committee had discussed the request and recommends approval. A motion was made by Linderbaum and seconded by DeBruyckere for approval. All ayes, Motion carries.

   The second application was for St. Charles Assisted Living who is looking at some new signage and doors and adding garages to their current building. The request was for $10,000. The review committee had discussed the request and recommends approval. A motion was made by Linderbaum and seconded by Backes for approval. All ayes, Motion carries.

   The third application was for Red's Welding who is looking at some new signage and doors and upgrading the façade of their current building. The request was for $10,000. The review committee had discussed the request and recommends approval. A motion was made by DeBruyckere and seconded by Linderbaum for approval. All ayes, Motion carries.

   Meeting was adjourned.

Planning and Zoning Commission
Thursday, June 5, 2014
7:00 P.M.
City Council Chambers
Minutes

MEMBERS PRESENT:
Bruce Dorman
Tim Jones
Jerel Mockenhaupt
Nancy Heim
John Schaber

MEMBERS ABSENT:

Wayne Getz

STAFF PRESENT:
City Administrator Nick Koverman.

OTHERS IN ATTENDANCE: None

ESTABLISH QUORUM/CALL TO ORDER
Quorum was established and Nancy Heim called the meeting to order at 7:00 p.m.

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

APPROVAL of MINUTES-May 8, 2014
Motion to approve: **Jerel Mockenhaupt**
Seconded by**: Bruce Dorman**
Motion declared carried

BUSINESS ITEMS:
4a. Public Hearing – Whispering Greens Replat. A motion to open the public hearing at 7:02 p.m. was made:
Motion: John Schaber
Seconded: Tim Jones
No further discussion.
Motion carried.

With no one present, chairperson Nancy Heim called once, twice, three times on the proposed replat.

She called for a motion to close the meeting at 7:03 p.m.

Admin. Koverman discussed the replat as the second portion of action the Commission had already previously taken with the vacation of the streets and easements.

A motion was made to recommend to the City Council the resolution adopting the replat of Whispering Green Subdivision.
Motion: John Schaber
Seconded: Jerel Mockenhaupt

No further discussion.
Motion carried.

4b. Resolution #15-2014 TIF Modification of Municipal Development District No. 1. Admin. Koverman discussed the reasoning with the resolution and the process that was being utilized to help a local business expand. Various questions were asked regarding the modification of the TIF District and the starting of a new district. After having questions answered, a motion was made to approve Resolution #15-2014.
Motion: **Jerel Mockenaupt**
Seconded: **Bruce Dorman**
Motion carried.

4c. Winona County Comprehensive Plan Update. Admin. Koverman provided copies and expressed that minor changes to language had been completed. He stated that if any member has any questions following a review of the plan to forward them back. Chairperson Heim requested that the members take some time and read through the document in order to provide any feedback.

Motion to adjourn at 7:23 p.m.: **Tim Jones**
Seconded by: **John Schaber**
Motion declared carried.

ST. CHARLES
REQUEST FOR CITY COUNCIL ACTION

Meeting Date: June 10, 2014 **General: X**
Department: EDA
Item Requested: Approval of Commercial Rehab Fund Request #05-14

==========

Summary of the Issue
Three existing commercial building owners have requested forgivable loans from the EDA Commercial Rehabilitation Fund

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

Based on the Committee's review of the documentation, determined that Project 1 for The Cutting Edge met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards installing windows and doors, brickwork and stucco on the building. The total project costs far exceed $20,000 therefore the request is for the program maximum per building of $10,000 The Committee recommended approval of the request to the full EDA Board at their meeting June 6, 2014 meeting. The EDA moved to approve a recommendation to City Council for the request.

Based on the Committee's review of the documentation, determined that Project 2 for St. Charles Assisted Living met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards new signage, doors, and the addition of garages for the building. The total project costs for the building far exceeds $20,000, therefore the request is for the program maximum per building of $10,000. The Committee recommended approval of the request to the full EDA Board at their meeting June 6, 2014 meeting. The EDA moved to approve a recommendation to City Council for the request.

Based on the Committee's review of the documentation, determined that Project 3 for Red's Welding/T&R Excavating met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards new signage, A new entry way, new doors, and new tin and stone for the front of the building. The total project costs for the building exceeds $20,000, therefore the request is for the program maximum per building of $10,000. The Committee recommended approval of the request to the full EDA Board at their meeting June 6, 2014 meeting. The EDA moved to approve a recommendation to City Council for the request.

Funding
Approval will require $30,000 from the Rochester Sales Tax Funds. Council action will serve to authorize the loans. Loans will be structured as a 5 year forgivable loan with 20% forgiven each year.

Recommendation
The EDA approved by motion, the following recommendations:

1. To approve Request #5-14 as requested and described above.
2. To authorize the staff to prepare all necessary loan documents.

whks
engineers + planners + land surveyors

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Tim Hruska, P.E.

DATE: June 6, 2014

RE: Whitewater Trail Grant

Per discussions with the DNR Trails and Parks Division Staff, we have provided an outline of the necessary steps for completing the acquisition of the easements for a trail that would connect the City of St. Charles with Whitewater State Park. The DNR presented information regarding routing to the City Council at your previous meeting on May 7, 2014. They outlined the trail alignment alternatives that have been explored throughout the process. The grant that the City has received can still be used to acquire properties for a trail that does not connect to the park at this time.

In order for the City to utilize the grant funding, the following steps would be required to be completed. The DNR has stated that all funds need to be expended by the end of this Federal Fiscal Year (September 30, 2014). Through discussions, the DNR believes they can assist the City with meeting the following outline to complete work before the deadline.

Submit Natural Heritage Information	Immediately
Submit Cultural Resources Information	Immediately
Submit Wetland Permit Application	Immediately
Begin Appraisal process	Immediately
Determination on EAW Exemption	July
Receive response from Wetland Application	August 1
Submit grant Documentation	August 1
Receive appraisals and submit to DNR (4 week approval process)	August 1
City receives approval from DNR	September 1
Close on easements for all properties	September 20
Submit reimbursement to DNR	October 15

It should also be noted that the following work items will not be eligible for reimbursement for the project.

- City Staff time
- Work completed before Grant Approval
- Appraisal Services

This process does not include any construction related items. Any construction items would be required to be completed by a Contractor and be invoiced to the DNR. It is our opinion, and that of the DNR's, that construction of trail facilities cannot be completed before September 30, 2014. The required permits and bidding procedures would not allow adequate time to construct facilities.

I will be at the City Council meeting on June 10 to discuss the items above with the Council.

WELCOME TO ST. CHARLES GATEWAY TO WHITEWATER

Request for City Council Action

Date: June 6, 2014 Requested Council Date: June 11, 2014

Originating Department: POLICE

Council Action Requested: Resolution approving COPS Grant Application

Background Information: The application period for the 2014 COPS hiring program is now open and applications must be submitted by Monday June 23, 2014.
Under Fiscal Year (FY) 2014 CHP, awardees may receive up to 75 percent of the approved entry-level officer salary and fringe benefit costs, with a minimum 25 percent local cash match requirement. This 75 percent ($125,000 maximum benefit) federal funding is good for the first three years of the program with a requirement being that the officer be kept for a fourth year with the complete cost of the 4th year covered by local authorities.

We have had talks with surrounding school districts and most communities are cost sharing the program with the school district.

This grant funding is for hiring a fulltime police officer and gives extra consideration to departments that are implementing or proposing to implement a **School Resource Officer.** This position would be full time in the school while school is in session and/or during extracurricular activities. When not in session such as during summer vacation this officer would be assigned patrol and community/crime prevention police duties. I will be discussing this with the St. Charles School District during their Monday, June 9 meeting and will know more after.

We are proposing applying for this position and to do so we need a Memorandum of Understanding from the City Council and the St. Charles School District approving this process. This would not bind either organization in that we would have to accept the grant.

WELCOME TO ST. CHARLES GATEWAY TO WHITEWATER

Annually	**$41,204.80**	**$44,488.33**	**$46,712.74**	**$49,048.38**
Weekly	**$792.40**	**$855.54**	**$898.32**	**$943.24**
Hourly	**$19.81**	**$21.39**	**$22.46**	**$23.58**

Salary Year 1	**41, 204.80**	
Has	**2,100**	Total: $54,261
Health Premiums	**3,724.80**	
PERA (16.1%)	**6,633**	25 percent cost share = $13,565.00
FICA (1.45%)	**600**	
	54,261.00	
Salary Year 2	**44,488**	
Has	**2,100**	
Health Premiums	**3,724.80**	Total: $58,120
PERA (16.1%)	**7,162**	
FICA (1.45%)	**645**	25 percent cost share = $14,530.00
	58,120	
Salary Year 3	**46,712**	
Has	**2,100**	
Health Premiums	**3,724.80**	Total: $60,733
PERA (16.1%)	**7,520**	
FICA (1.45%)	**677**	25 percent cost share = $15,183.25
	60733.8	
Salary Year 4	**49,048**	
Has	**2,100**	
Health Premiums	**3,724**	Total: $63,479
PERA (16.1%)	**7,896**	
FICA (1.45%)	**711**	
	63479	

Estimates do not account for COLA, health premium, PERA, or FICA adjustments

City of St. Charles
Resolution #16-2014

A RESOLUTION APPROVING THE REPLAT OF WHISPERING GREENS SUBDIVISION TO THE CITY OF ST. CHARLES, MINNESOTA

WHEREAS, the Final Replat of Whispering Greens Subdivision to the City of St. Charles, Minnesota has been duly reviewed by the Planning Commission on June 5, 2014; and,

WHEREAS, the Final Replat of the Whispering Greens Subdivision to the City of St. Charles, Minnesota has been duly reviewed by the City Council on June 10, 2014.

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

1. Upon the recommendation of the Planning Commission and in consideration of the lack of reasonable objection to the final replat, the replat of the Whispering Greens Subdivision is hereby approved.

Adopted by the Council of the City of St. Charles, Minnesota this 10th day of June, 2014.

_____
William J. Spitzer, Mayor

Attest:_____
Nick Koverman, City Administrator

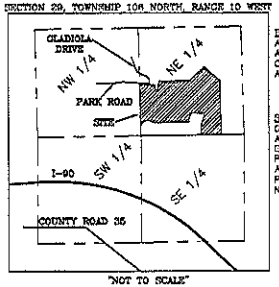
SEAL

STATE OF MINNESOTA
COUNTY of Winona
I, Nick Koverman, City Administrator of the City of St. Charles, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 10th day of June, 2014; the original of which is on file in this office. I further certify that ____ members voted in favor of this resolution and that ____ members were present and voting.

WHISPERING GREENS ADDITION REPLAT

VICINITY MAP

SECTION 29, TOWNSHIP 106 NORTH, RANGE 10 WEST



"NOT TO SCALE"

BEARINGS
ALL BEARINGS SHOWN HEREIN ARE ORIENTED WITH THE PLAT OF WHISPERING GREENS ADDITION.

SURVEYORS NOTE
GLADIOLA DRIVE, IRIS CIRCLE, AND ALL UTILITY AND DRAINAGE EASEMENTS DEDICATED IN THE PLAT OF WHISPERING GREENS ADDITION HAVE BEEN VACATED PER RESOLUTION DOCUMENT NUMBER A-580561.

INSTRUMENT OF DEDICATION
KNOW ALL MEN BY THESE PRESENTS: That St. Charles Golf Course Enterprises Inc., a Minnesota corporation, owner, and Matthew McMahon and Sara McMahon, husband and wife, owners, of the following described property in the City of St. Charles, County of Winona, State of Minnesota, to wit:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15, of Block 1, and Lots 1, 2, 3, 4, 5, 6, 7, 8, and 9, of Block 2, and Lots 1, 2, 3, 4, 5, 6, 7, and 8, of Block 3, and Outlots A, B, C, D and G, and vacated Gladiola Drive, and vacated Iris Circle, all in Whispering Greens Addition, according to the recorded plat thereof on file and of record in the office of the County Recorder, Winona County, Minnesota, containing 46.97 acres.

Have caused the same to be surveyed and platted as WHISPERING GREENS ADDITION REPLAT.

In witness whereof said St. Charles Golf Course Enterprises Inc., a Minnesota corporation, has caused these presents to be signed by its proper officer this _____ day of _____ 20___.

_____
Matthew McMahon, Officer

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20___ by Matthew McMahon of St. Charles Golf Course Enterprises Inc., a Minnesota corporation, on behalf of the corporation.

_____
Notary Public, _____ County, Minnesota
My Commission expires: _____

In witness whereof said Matthew McMahon and Sara McMahon, husband and wife, have hereunto set their hands this _____ day of _____ 20___.

_____ _____
Matthew McMahon Sarah McMahon

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20___ by Matthew McMahon and Sara McMahon, husband and wife.

_____
Notary Public, _____ County, Minnesota
My Commission expires: _____

SURVEYOR'S CERTIFICATE
I hereby certify that I have surveyed and platted the property described on this plat as WHISPERING GREENS ADDITION REPLAT; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been correctly set; that all water boundaries and wet lands, as defined in MS 505.01, Subd. 3 existing as of the date of this certification are shown and labeled on this plat; and that all public ways are shown and labeled on the plat.

_____
Geoffrey G Griffin, L.S.
Minnesota License Number 21940

State of Minnesota
County of _____

The foregoing Surveyor's Certificate was acknowledged before me, a Notary Public, this _____ day of _____, 20___.

_____
Notary Public, _____ County, Minnesota
My commission expires: _____

CITY APPROVAL
State of Minnesota
County of Winona
City of St. Charles

We, _____, Its _____, and _____, Its _____, in and for the City of St. Charles, do hereby certify that on the _____ day of _____, 20___, the accompanying plat was duly approved by the City Council of the City of St. Charles. In testimony thereof, we have hereunto signed our names this _____ day of _____, 20___.

_____
_____

COUNTY SURVEYOR
I hereby certify that this plat has been checked mathematically and that the plat conforms to the applicable laws, this _____ day of _____, 20___.

_____
Winona County Surveyor

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

_____
County Auditor
Winona County, Minnesota

COUNTY TREASURER
Taxes due payable for the year 20___ on the land herein described have been paid.

_____
County Treasurer
Winona County, Minnesota

COUNTY RECORDER
DOCUMENT NUMBER _____

I hereby certify that this instrument was filed in the Office of County Recorder for record on this _____ day of _____, 20___, at _____ o'clock _____ M., and was duly recorded in the Winona County records.

_____
County Recorder, Winona County, Minnesota

_____
Deputy

UTILITY EASEMENT DEFINED
AN UNOBSTRUCTED EASEMENT FOR THE CONSTRUCTION AND MAINTENANCE OF ALL NECESSARY UNDERGROUND OR SURFACE PUBLIC UTILITIES INCLUDING THE RIGHT TO CONDUCT DRAINAGE AND TRIMMING ON SAID EASEMENT.

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	111.55	277.55	23°01'42"	S06°39'26"E	110.80
C2	215.60	267.00	46°17'08"	N14°17'08"W	209.87
C3	60.92	50.00	69°48'30"	N79°03'02"W	57.25

LEGEND
- ○ IRON PIPE WITH PLASTIC CAP STAMPED LS 21940 SET
- • FOUND MONUMENTS ARE 1/2 INCH IRON PIPES UNLESS OTHERWISE NOTED
- U.E. UTILITY EASEMENT
- ——— SECTION LINE
- — — — UNDERLYING PLAT LINE
- - - - - EASEMENT LINE

G-Cubed
ENGINEERING SURVEYING PLANNING
14070 Hwy 52 S.E. Chatfield, MN
DATE: 12/2/21
Prepared For: St. Charles Golf Course Ent.
1155 John & Mary Drive
Chatfield, MN 55923
SHEET 1 OF 1 FILE NO.15-011

WELCOME TO ST. CHARLES GATEWAY TO WHITEWATER

Request for City Council Action

Date: June 5, 2014 Requested Council Date: June 10, 2014

Originating Department: Electric Department

Council Action Requested: 2001 Replacement Pickup

Background Information:

Honorable Mayor and Council Members:

This vehicle is on a 10 year replacement schedule; however, we pushed it 13 years as we felt it was still cost effective at that time. It is slated for 2014 and it is starting to show the wear and tear. After having it in for repairs the mechanic said it was going to need an engine rebuild soon. The cost to do this was estimated to be two to three thousand dollars and that is not the only problem with this vehicle. We are planning on taking the fiberglass utility box off the 2001 and putting it on the replacement unit which should save about $6000.00 dollars. That is another reason we went with the Ford state contract, the frames should be a match and make it an easy swap.

The cost of the F-250 4X2 on state contract is $22,948 even though the base price is $30,664. In the approved 2014 capital improvement plan schedule, $40,000 had been budgeted.

I have also attached an article from a Govt. Fleet Operators magazine that suggests that a 10 year replacement schedule should be targeted.

WELCOME TO ST. CHARLES GATEWAY TO WHITEWATER

Building consensus into informed fleet purchase decisions

KELLY REAGAN | Guest columnist
Fleet Administrator, Columbus, Ohio

DECIDING WHAT TO BUY WITH LIMITED FUNDING CAN be challenging today, but as a fleet professional, I believe that it is incumbent upon us to eliminate preferential treatment for departments/divisions when making decisions about purchasing new vehicles. Many years ago I enjoyed watching Dragnet and remember a famous quote from Sgt. Friday: "Just the facts, ma'am, just the facts."

In the pursuit of fairness and doing the right thing, we need to make decisions about replacements based upon the facts. This can occur only if one takes an unbiased approach to purchases in any given year.

As fleet professionals, we should follow a few very important steps towards purchases:

Know and understand the duty cycle of the organization's assets by having meaningful dialogue with end users regarding daily usage of the assets. Include supervisors/management in an effort to understand usage for vehicles/equipment. Drill into your fleet management information systems to confirm what the end user agency has articulated. In other words: Trust, but verify!

Once we understand duty-cycle, we can then work toward establishing a unilateral replacement standard within the fleet. The end result of the RS is the establishment of a fleet life-cycle. In effect, these two are the same. Establishment of the RS should not happen in a vacuum and must be done with departmental buy-in based upon discussions related to industry "best practices" as well as your fleets' duty-cycle. Now you are on the road to using empirical data to make decisions within your fleet. Remember, one manages a fleet based upon exception. Establish the rules, then manage by exception by dealing with the outliers as necessary.

The key to driving a successful RS is using simple replacement criteria.

- *Any unit greater than 10 years old should be targeted. This timeline may vary for larger heavy-duty equipment such as an excavator or a 5-yard articulated loader.*
- *Any unit that exceeds 100,000 miles*
- *Any unit with life-to-date maintenance costs that exceed capitalized/acquisition cost*
- *Any unit beyond its life cycle, or established RS, parameters*

Such units are candidates for disposal, as you may have reached a point of diminishing return. There is little to no benefit in expending good money into a bad unit. Typically maintenance and/or repair costs for assets outside their RS or LC only increase with age. Expenses for over-LC assets simply do not decrease unless utilization decreases — but that is a different story for another day. If the unit is underutilized, then one must ask, "Do you really need this unit in fleet?"

These four criteria are easy to remember. Any simple database program or FMIS can use one or all of them to establish replacement recommendations. This takes the guessing out of who gets their vehicles replaced first! It also takes the monkey off your back in terms of dealing impartially and equally with all divisions/departments. Most people will understand the logic behind that.

Now that you have all the answers and you have developed a buy plan for the annual expenditures for vehicles, it is mission-critical that you have a one-on-one dialogue with each user agency. Quite often you may find an agency using a specific vehicle that simply does not fit its need or application. For example, we had the recreation and parks department using aged 12-passenger vans for recreational facilities when what they really needed were ADA-compliant transport buses with the ability to move children with special needs. This resulted in the replacement of the van with a much more expensive transit bus that was almost twice the price.

Again, it is our job as fleet professionals to help end user agencies meet the application with the need. In terms of budgeting, this can work for us and against us. Don't worry, just do it! It's important that fleet hear, listen and respond accordingly to the user agency by asking several key questions. How have you made due in the past? What is the application of the requested asset change? What is the impact for the requirements of the user agency towards meeting its mission?

You may not like what the agency has to say, but you must hear it out and respond accordingly for the right fit. In doing so the user understands that he has a voice in the purchase and that fleet really does care about that department's mission. The process is called building consensus, and it gives credibility to both the process and fleet. Yes, it works!

Finally, the proposed buy-plan then becomes a document that can be presented with confidence. The plan establishes that not only have you vetted the needs of the entire fleet, but you have done your homework by bringing the user agencies into the process and that both fleet and the user agency are in agreement.