



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, March 8, 2016 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. March 8, 2016 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-February 9, 2016	
-February 23, 2016	APPROVE
5. Notices and Communications (if applicable)	INFORMATION
6. Reports of Boards and Committees:	INFORMATION
6a. Administrator's Report, Nick Koverman	
6b. Public Works Superintendent Report, Kyle Karger	
6c. Chief of Police Report, Ken Frank	
6d. Library Board Report, Dave Braun	
6e. EDA Report, Wayne Getz	
6f. School Board, David Kramer	
7. Presentation of the Colors—Officer Jose Pelaez	
8. Ordinance #585 Renaming Brubaker Drive to Geib Blvd (2 nd Reading)	APPROVE
9. St. Charles School Referendum Information-Supt. Mark Roubinek	INFORMATION
10. St. Charles Farmer's Market-Ben Mompier	INFORMATION
11. SCPD-Open Position	DISCUSS
12. Birges First Addition Easements/License Agreements	APPROVE
13. Resolution #05-2016 Sewer Lining Project	APPROVE
14. Early Childhood Initiative-Green Space Request	APPROVE
15. LMCIT Waiver Form	APPROVE
16. March 22, 2016 Council Date	DISCUSS

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, March 8, 2016**

- 7. Presentation of the Colors to the City of St. Charles and St. Charles Police Chief.** St. Charles Police Officer Jose Pelaez would like to present the Colors during the meeting.
- 8. Ordinance #585 Renaming Brubaker Drive to Geib Blvd (2nd Reading).** The second reading for Ordinance #585 will be held. Please see the memo enclosed as part of the discussion.
- 9. St. Charles School Referendum Information-Supt. Mark Roubinek.** Supt. Roubinek requested to present information to the City Council as an informational update regarding the upcoming referendum.
- 10. St. Charles Farmer's Market—Ben Mompier.** GreenCorp Volunteer Ben Mompier will be present to provide an update to the Council on the upcoming Farmer's Market season.
- 11. SCPD-Open Position.** Enclosed is information related to the possible Sergeant's position that Police Chief Ken Frank has been exploring. He will be present to provide information to the Council regarding this possible position.
- 12. Birges First Addition Easements/License Agreements.** Following the approval and recording of the alley vacation related to properties along 14th Street and Bluff, the easement agreements were signed by the four parties as a guarantee to the alley. Those easements should be approved by Council and recorded. The City Council should then approve the two license agreements with Kruempels and Kastenschmidt/Van Bibber for a proposed fence and existing fence subject to the easements being recorded and in place.
- 13. Resolution #05-2016 Sewer Lining Project.** Enclosed is the resolution and bid tab for the proposed 2016 sewer lining projects.
- 14. Early Childhood Initiative—Green Space Request.** Enclosed is a letter of request for use of the green space behind City Hall as well as assistance in setting up and arranging for the event.
- 15. LMCIT Waiver Form.** The annual League of Minnesota Cities Insurance Trust liability coverage form is included in the packet for consideration. The City does not waive the monetary limits on municipal tort liability as the form presents.
- 16. March 22, 2016 Council Date.** Admin. Koverman and Deputy Clerk Dahl will be attended the MCFOA Conference March 15-18. It is requested to either delay the second meeting to March 29 or to cancel the second meeting in March if items are not sufficient for a meeting.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, February 9, 2016 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

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

STAFF PRESENT: Ken Frank (Police Chief), Lyle Peterson (Fire Chief), and Nick Koverman City Administrator

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

1. ESTABLISH QUORUM/CALL TO ORDER

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

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA

Motion to approve the agenda with addition of parking exemption: **Orv Dahl**
No discussion.
Motion carried.

4. Meeting Minutes

-January 4, 2016
Motion to approve: **David Kramer**
No discussion.
Motion declared carried.

-January 12, 2016
Motion to approve: **Orv Dahl**
No discussion.
Motion carried.

-January 26, 2016
Motion to approve: **Orv Dahl**
No discussion.
Motion carried.

5. February Payables.

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

6. Notices and communications: None

7. Reports of Boards and Committee:

Clm. Braun highlighted the recent discussion regarding funding from Winona County for libraries as it relates to the 1990 formula used to determine support of libraries. He expressed that there seemed to be a lack of support for changing the formula. He also highlighted the upcoming fundraiser, April 9th, and the Early Childhood Initiative event for February 13.

8. Bob Bambenek-Winona County Recorder- 2015 Overview. Mr. Bambenek shared various numbers with the Council with respect to city and county sales. Mayor Schaber asked about the duplicate name issue that the City is currently working through and he highlighted that there are several duplications that already exist throughout the county and that the county would be seeking authority to review plats and street names as part of the process.

9. Agin Resignation—Officer Proposal. Mayor Schaber thanked Officer Agin for his service to the community and called for acceptance of his resignation.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

Chief Frank addressed the council to request the investigation of a second in command. He highlighted various duties that he felt would fall onto the newly created position. He expressed that the position would be opened up in order to find the best qualified candidate. He relayed that it was one of his goals when he first came on board to help establish a chain of command for the police department and that this opening presented the opportunity.

Clm. Getz expressed that there was no cost to investigating a proposal of this nature. Clm. Braun questioned why we wouldn't hire from within. Mayor Schaber expressed that he felt the skillset could be different and that we would be doing our due diligence. Clm. Kramer requested more information regarding the organizational structure, part-time, full-time, shifts, and just basic information to give him general knowledge of the department currently operates versus how it would be impacted. A motion was made to explore the idea of a second in command and flushing out the current structure versus the proposed.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

10. Hiring of Janitorial. A recent resignation was accepted for the janitor position and the recommendation was to hire the next candidate of Dillon Zillmer at \$10.90/hr.

Motion to approve: **David Kramer**

No discussion.

Motion carried.

11. CGMC Request for 2016 Wastewater Legal and Regulatory Fund. Mayor Schaber expressed that at this time the City had not received some information related to the fund and would wait to participate. No further discussion was held.

12. Resolution #03-2016 Public Library Fundraiser. Mayor Schaber expressed that it was an annual resolution tied to the library fundraiser. A motion was made to approve the resolution as presented.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

13. Tour of EMS Building.

UNSCHEDULED PUBLIC APPEARANCES

Mayor Schaber called for public appearances prior to adjourning to tour the EMS building, but invited all audience members to take part in the tour.

Motion to adjourn at 6:35p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John P. Schaber, Mayor

ATTEST

Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, February 23, 2016 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:

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

OTHERS IN ATTENDANCE: Cathy Groebner, Erlene Welshons, Mike Rizzo, Rich Anthony, 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: **David Kramer**
No discussion.
Motion carried.

4. Notices and Communications. Mayor Schaber highlighted the Project Fine annual report and offered it to Council for review if interested.

5. Review of Financials. No questions.

6. 2015 End of Year Reports. Mayor Schaber thanked the department heads for preparing the reports. Fire Chief Lyle Peterson highlighted a few pieces of his report noting that the City had undertaken a review of their ISO rating and that the in town service had improved based on the rating and that the out of town service held steady and unchanged. No other comments or questions were asked by Council.

7. Rolling Hills Bus Transit Service Update. Erlene Welshons of Rolling Hills was present to discuss the 2015 year of service and noted that service number continued to rise during the four quarters with a fourth quarter of 1,224 riders compared to 773 riders for the first quarter. Because of the trend, the ridership fairs have helped to reduce the city's overall contribution for operation. She also expressed that of the 1,224 riders only 9 had been denied during that 3 month time frame. Mayor Schaber also relayed his comments about the scheduling and said that better communication by Rolling Hills helped to resolve that problem. It is a first come, first serve basis and during the first year there would be a learning curve, he commented. No other questions were raised.

8. SEMCAC CIP Agreement. Admin. Koverman presented the Conservation Improvement Program conducted by SEMCAC for low income qualifying residents. SEMCAC has provided this service to the city for the past several years and it has been a good partnership, he relayed. Staff recommended approval of the continued service. A motion to approve the contract as presented was moved.

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

9. Evidentiary Breath Tester Agreement-Dept. of Public Safety. Police Chief Ken Frank presented the contract to allow the St. Charles PD the ability to offer local and area law enforcement the access to an evidentiary Breath Tester provided by the State of Minnesota. He relayed that this would save law enforcement time and resources from having to travel to either Rochester or Winona to conduct this type of test. The Portable Breath Tester (PBT) was discussed as a precursory test prior to the formal Evidentiary Breath Tester that is admissible in court. Chief Frank explained how he hoped to certify two officers to start which would require 4 days of specialized training. The only other additional costs would be the materials used to collect the sample. Results are directly sent to the Bureau of Criminal Apprehension (BCA). Mayor Schaber expressed how he liked that it would

save the officers time and potentially keep them in town as opposed to having to travel outside of city limits. Council concurred. A motion was made to approve the agreement with the Minnesota Dept. of Public Safety.
Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

10. 2016 Board of Appeal and Equalization. Admin. Koverman highlighted the upcoming Wednesday, April 13 meeting at 7 p.m.. Clm. Dahl and Getz and Mayor Schaber were currently trained and would be requested to come.

11. Resolution #04-2016 HSRC JPA Amendment. Admin. Koverman highlighted the ordinance that would allow the LaCrosse Planning Commission to participate in the Minnesota High Speed Rail Commission. Clm. Getz expressed that it would be a good addition to the group. A motion was made to approve the resolution as presented.
Motion to approve: Wayne Getz
No further discussion.
Motion carried.

12. Police Department Tour. Mayor Schaber asked for unscheduled public appearances before adjourning for the tour.

UNSCHEDULED PUBLIC APPEARANCES

None.

Motion to adjourn at 6:18p.m.
Motion to approve: **David Kramer**
Motion declared carried.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator



City Administrator's Report—February 2016

Feb. 1—Held EMS Building Committee Meeting. Toured the EMS building with committee and met with Benike.

Feb. 3—Held conference call with WHKS to discuss Transportation Alternative Program (TAP) presentation.

Feb. 4—Met with Jamie Bjerke to discuss Community Foundation marketing plan.

Feb. 5—Held two ribbon cuttings through EDA at All-Ways Towing and Chuchna Photography.

Feb. 12—Attended Journey To Growth meeting to learn about regional projects/opportunities. The group is working to figure out how to promote the region and is discussing various options.

Feb. 13—Helped with Whitewater Winterfest morning activities at Jessen's Park. Forty-four youth took part in the ice fishing tournament.

Feb. 16-19. Smith Schafer & Associates conducted the 2015 audit. The review meeting with principal CPA Tom Wentz will be held for interested Councilmembers on Friday, April 9. A final time will be discussed, but late afternoon is the tentative idea. The audit presentation will be April 26, 2016.

Feb. 18—Attended Active Living meeting in Winona to discuss projects and SHIP 4 funding. Met with County Planning staff to work on bike/trail plan. Attended afternoon Planning & Zoning training conducted by the County.

Feb. 19—Provided presentation along with Supt. of Schools Mark Roubinek and Daren Sikkink of WHKS as part of the Transportation Alternatives Program (TAP). Initial feedback was positive. TAP will announce following Safe Routes To School determination.

Feb. 22—Met with hotel prospect to gauge interest in St. Charles. Staff will continue to follow up with discussion.

Feb. 26—Attended the MnDOT Region VI Transportation Advisory Committee (TAC) meeting held in Stewartville. Admin. Koverman nominated president of the TAC committee.

Feb. 29—Held conference call with UMMEG power group along with Supt. Karger as we continue to evaluate long-term power proposals through CMMPA and Dairyland. UMMEG will be meeting again to discuss the comparison of proposals March 9.

Projects: Continue to work with various vendors on EMS and PD projects to finalize various services as well as with Benike Construction to finalize tweaks to the building and final budget numbers.

Public Works Report – February 2016

- Plow snow; ran power plant for calibration of four new catalyst; replaced broken street light pole on Whitewater Ave
- Checked monthly rubber goods for testing; checked town for snow drifts; delivered disconnect slips for City Hall
- Helped move material at City Hall, City Shop, and Fire Hall; meeting with MN Pump Works; ran test on four small gensets in town
- Meeting with Ziegler power on MPCA and what we need to do with power plant catalyst information to be compliant; got re-reads on electric meters for City Hall
- City wide tree trimming; MMUA safety meeting; monthly substation report; met with Custom Alarm about power plant alarms
- Yearly urge test from Dairyland at power plant for setting the City's 2016 electrical capacity
- Utility locates around town; grounding riser pole north of 4th Street and Church Avenue; took down Christmas decorations and checked electrical inventory for 2016 projects
- Updating electrical maps; quotes for replacing electrical supplies; repaired bad street lights; called to Oakview Drive to find shut off for rental property with water leak
- Talked with T&R Service about picking up old transformers and rebuilding salvageable ones; picked up recycling at Library per City Hall request
- Picked up ladders from EMS building and brought back to power plant; hooked up a permanent electric service at 522 Trout Avenue; helped change cutting edges on plow truck
- Temporary to permanent service at 1607 Whispering Hills Drive; worked on PCB mapping updates for electric transformers; helped Police Dept. move cabinets at City Hall
- Worked on storage shelves for City Hall storage room; repainted parking spots in new shop; hauled snow off of Whitewater Avenue; did maintenance on fleet equipment
- Hung cabinets in garage at City Hall; changed weak door locks; repaired light on dump truck trailer; replaced head light in Truck 6; delivered ambulance calendars to EMS building
- Assembled and installed new bolt bin for City Shop; hauled tires and wheels of grader to Winona for four new tires; hauled gravel to alley east of St. Charles Chiropractic after thawed and dirt from new storm sewer pumped through it
- Checked City sewer line for backup at 401 East 14th Street; ordered cutting edges for plow equipment; repaired spring on Boss plow truck
- Water samples; daily well check; booster stations and lift station check; landed plow trucks for predicted storm; finals for City Hall

- Replaced hydraulic hose on plow truck; repaired front flap on sand truck; mounted new shop grinder; filled chemicals in wells
- Water inventory and 2016 pricing; repaired and sharpened chain saws; worked on flapper valve in Well 4; flushed bad dead end hydrants
- Worked on chlorine pump in Well #3; replaced bad water meters; City Shop cleaning

Sincerely,
Kyle Karger
Public Works Superintendent

City of St. Charles
Economic Development Authority
Regular Meeting
Minutes
March 4th, 2016

1. Meeting was called to order at 7:02 am at City Hall by Dan Pearson . Present were: Pearson, Wayne Getz, Bill Spitzer, Jim Allen, Mark Linderbaum, Mayor John Schaber, EDA Coordinator Cris Gastner, and City Administrator Nick Koverman
2. **Minutes:** The minutes were discussed and approved
3. **Business Items:**
 - a. Preliminary Project Discussions
Gastner and Koverman informed the Board on two potentially big projects that are considering St. Charles. It is early on in the discussion so they are still asking to remain confidential but they talked through some potential assistance programs and some general information about the projects to prepare for the potential of these prospects continuing to move forward with these discussions.
 - b. Updates
Gastner and Koverman updated the board on several ongoing and potential projects.

Meeting was adjourned.

Ribbon cutting was held at United Methodist Church

ORDINANCE # 585

**AN ORDINANCE RENAMING CERTAIN STREETS WITH
THE ST. CHARLES CITY CODE.**

THE CITY COUNCIL OF THE CITY OF ST. CHARLES DOES ORDAIN:

Section (1). The City finds that it is in the best interest of the citizens of St. Charles that a portion of Brubaker Drive street name be changed. The portion of the street to be changed abuts up to Geib Blvd on the east of Geib Blvd and runs parallel with Block 1, Meadow View Estates Fifth Subdivision. This portion of the street name be changed as indicated:

<u>Existing Street Name</u>	<u>Changed To</u>
1. Brubaker Drive	Geib Boulevard

Section (2). The City also finds that it is in the best interest of the citizens of St. Charles that the following addresses within the Meadowview Estates 5th Subdivision be changed as indicated:

<u>Name</u>	<u>Old Address</u>	<u>New Address</u>
JNM Development, INC	801 Brubaker Dr.	821 Geib Boulevard (29.073.0010) Sect-18 Twp-106 Range-010 MEADOW VIEW ESTATES 5TH SUBD Lot-001 Block-001
Peter J and Stacy A Haag	803 Brubaker Dr.	803 Geib Boulevard (29.073.0040) Sect- 18 Twp-106 Range-010 MEADOW VIEW ESTATES 5TH SUBD Lot-004 Block-001
Phyllis A Ruzek	803 Brubaker Dr	807 Geib Boulevard (29.073.0032) Sect-18 Twp-106 Range-010 MEADOW VIEW ESTATES 5TH SUBD .18 AC PART OF LOT 3 IN BLOCK 1 OF MEADOW VIEW ESTATES FIFTH SUBDIVISION BEG NW COR OF LOT 3, N 87 DEG E ALONG N LINE 54.8 TO POB, S 01 DEG E 143.17 TO S LINE OF LOT 3, N 88 DEG E ALONG S LINE 55.2 TO SE COR OF LOT 3, N 01 DEG W ALONG E LINE OF LOT 3 143.93 TO NE COR, S 87 DEG W 55.21 TO POB
ISA EAGLE ENTERPRISES, LLC.	803 Brubaker Dr.	809 Geib Boulevard (29.073.0030) Sect- 18 Twp-106 Range-010 MEADOW VIEW ESTATES 5TH SUBD Lot-003 Block-001 .18 AC PART OF LOT 3 BLOCK 1 BEG AT NW COR, N 87 DEG E ALONG N LINE 54.80, S 01 DEG E 143.17 TO S LINE, S 88 DEG W ALONG S LINE 54.80 TO SW COR, N 01 DEG W ALONG W LINE FOR A PLATTED DISTANCE OF 142.41 TO POB

JNM DEVELOPMENT, INC

815 Brubaker Dr.

815 Geib Boulevard (29.073.0020) Sect-
18 Twp-106 Range-010 MEADOW VIEW
ESTATES 5TH SUBD Lot-002 Block-001

Section (3) Effective Date. This ordinance shall become effective 30 days after its publication.

Adopted by the Council of the City of St. Charles, Minnesota this 26th day of January 2016.

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: March 3, 2016

Requested Council Date: March 8, 2016Originating Department: AdministrationCouncil Action Requested: Information related to Ordinance #585

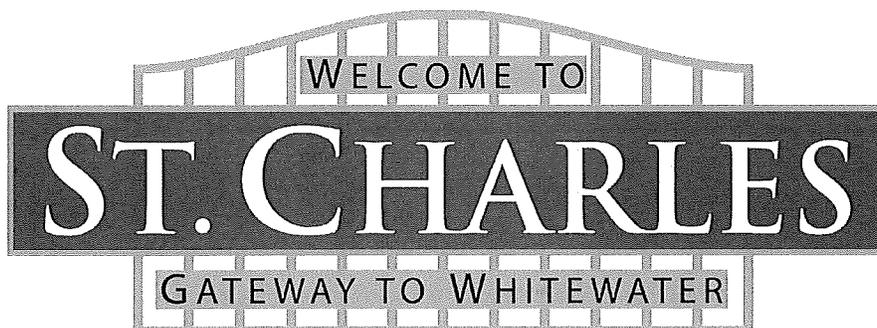
Background Information: In researching potential costs associated with a name change, the various sources I spoke with expressed that while there are not a lot of costs to changing the address, the inconvenience was the most expressed factor.

A driver's license should be changed with a new address within 30 days at a cost of \$15.75. Checks could be renamed when a new order is placed, but all of the information would still be viable. The Post Office would not charge for a change of address and would give the applicant one year of delivery to make all the necessary changes. Change of address information for utilities, real estate taxes, home owners insurance, escrow information would require applicants to contact the various related vendors/service providers, but in all cases contacted no fees would result.

One's abstract or title would only be updated at the time of sale, refinancing, or other major change.

It was relayed to staff by all those contacted that Geib Blvd was the preferred choice as several other roads were referenced in town: Northern Hills Drive, Northern Hills Court, Northern Hills Point, Northern Hills Circle, Northern Hills Trail, Northern Valley Court, and Northern Valley Drive.

Mr. Geib also expressed that his address is 21577 Geib Road which is a five digit number versus the three digits that would be in town with Geib Boulevard which would help to differentiate the address for first responders.



SCHOOL BOND REFERENDUM INFORMATION



Over the last two years the St. Charles School Board has been discussing and evaluating our current and future school facilities. The process included surveys, work with a facilities consultant, and a number of committee meetings. The board's discussion has evolved into a two phase improvement plan. The first phase focuses on addressing repair and maintenance work to both the elementary and high school buildings. The second phase focuses on addressing a number of spaces that need remodeling and adding activity space that has long been talked about as a school and community need.

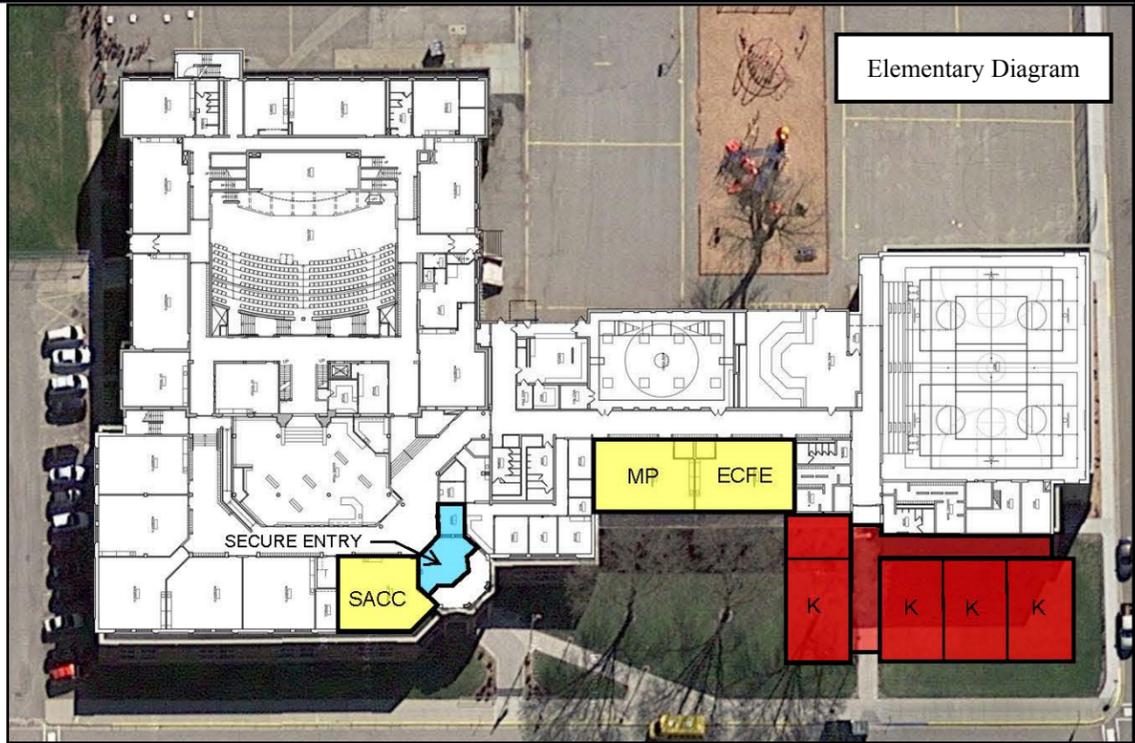
Under Phase 1, the current board approved updating some of the roofs, replacing the high school's 50 year old heating system, completing the indoor air quality work project at the elementary school, and updating the indoor air quality system at the high school. This work will begin in May of this year and is scheduled to be completed by the start of the 2016-17 school year.

Under Phase 2, that was approved at the February 8th school board meeting, the district will hold a bond referendum election on May 3rd seeking the community's support to issue \$18.32M of bonds for:

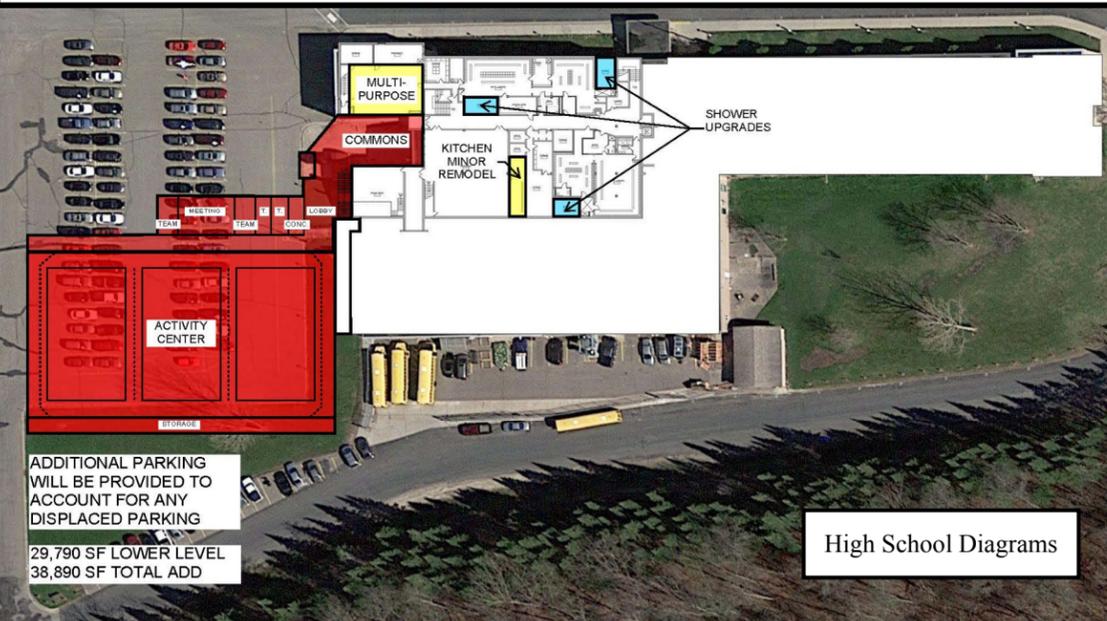
- adding 4 elementary classrooms to create a kindergarten wing and free up space for accommodating the anticipated growth of early childhood education, moving the School Aged Child Care program out of the basement, and have space available to handle the growth that may come to St. Charles because of Destination Medical Center;
- re-configuring the main entrances at both buildings to upgrade each building's security and better control the flow of people in and out of the buildings;
- re-modeling a number of areas in the high school--the three original 1966 high school science classrooms and the science storage area, the high school cafeteria serving area, the high school and district office area, the upstairs and main floor bathrooms, and the boys and girls shower rooms; and
- adding an activity center at the high school which includes: a three station multipurpose space, a walking/running track, a weight room/fitness area, meeting and team rooms, and a commons area that will connect the multipurpose area and the high school. This area is designed to be a flexible space for school learning activities, different athletic and sports teams, and community events.

For more information visit the school district website (www.scschools.net). If you have any questions about the bond referendum or would like to visit with me, please call (507-932-4420) or contact me (mroubinek@schs.k12.mn.us). Thank you for supporting your school district. Please vote on May 3rd at the St. Charles Elementary School Gym.

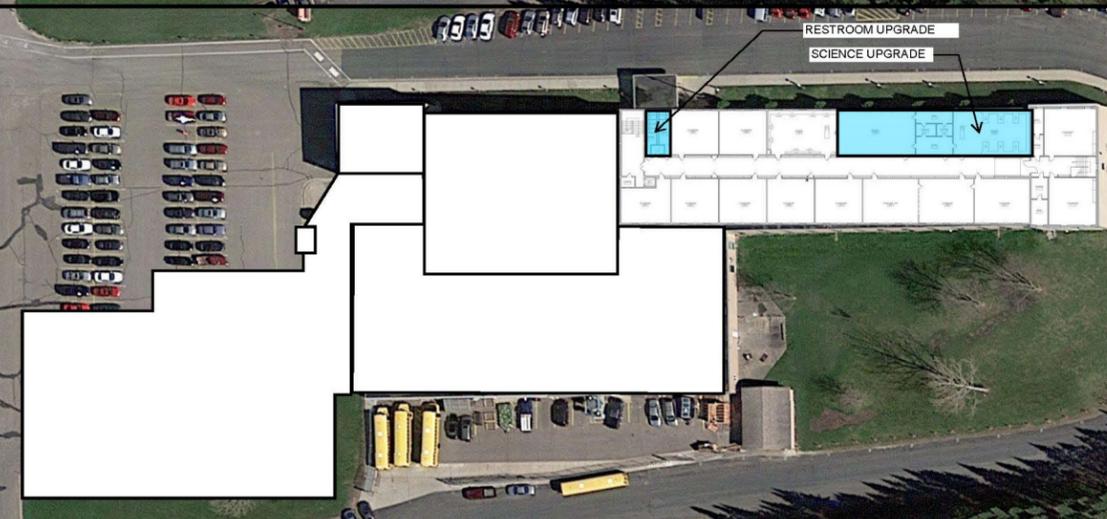
Mark Roubinek, Superintendent



Elementary Diagram



High School Diagrams



KEY

ADDITION ■

REMODEL ■

MINOR RENOVATION ■

School Bond Referendum Election

Tuesday, May 3, 2016
7:00 am to 8:00 pm

St. Charles Elementary School Gym

TAX ESTIMATES FOR BOND ELECTION			
St. Charles School District No. 858		January 18, 2016	
Analysis of Estimated Tax Impact for Proposed Bond Issue			
Bond Issue Amount		\$18,320,000	
Number of Annual Tax Levies		20	
Estimated Tax Capacity Rate Payable in 2017		15.05%	
Type of Property	Estimated Market Value	Annual Est. Tax Impact for Taxes Payable in 2017	Monthly Est. Tax Impact for Taxes Payable in 2017
Residential Homestead	\$75,000	\$68	\$5.67
	100,000	108	9.00
	125,000	149	12.42
	150,000	190	15.83
	175,000	231	19.25
	200,000	272	22.67
	250,000	354	29.50
Commercial/Industrial	300,000	436	36.33
	350,000	518	43.17
	400,000	600	50.00
	500,000	753	62.75
	\$50,000	\$113	\$9.41
	100,000	226	18.81
	250,000	640	53.30
Agricultural Homestead **	500,000	1,392	116.01
	1,000,000	2,897	241.43
	\$300,000	\$303	\$25.28
	500,000	454	37.82
Agricultural Non-Homestead (dollars per acre)	750,000	642	53.50
	1,000,000	830	69.17
	1,500,000	1,206	100.53
	6,000	\$9.03	\$0.75
	7,000	10.54	0.88
8,000	12.04	1.00	
9,000	13.55	1.13	

* The figures in the table are based on school district taxes for bonded debt and referendum levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the proposed bond issue for many property owners.

** For agricultural homestead property, a value of \$150,000 was assumed for the house, garage, and one acre.

City of St. Charles Police Department

Chief – Ken Frank #601

830 Whitewater Avenue

St. Charles, MN 55972

(507) 932-3020 · (507) 932-5301 FAX



Request for Department Sergeant

Current Department staffing 5 fulltime officers (1 position is vacant) + 8 part-time, 5 of which are scheduled regularly.

Current chain of command: Chief

FT & PT Officers (Fulltime officers are expected to be lead officers on incoming calls)

Proposed chain of command: Chief -----Future Administrative Assistant

Sergeant

Fulltime and Part-time Officers, (continued expectation of fulltime officers assuming the lead on incoming calls)

Other Similar Sized Departments

Chatfield, POP 2800, 5 fulltime & 5 part-time officers used sparingly

Plainview, POP 3500, 7 fulltime (includes an investigator with limited supervisory duties), 6 part-time officers used sparingly, + Administrative assistant/evidence technician.

LaCrescent, POP 5000, 7 fulltime (including 2 sergeants), 4 part-time, + Administrative Assistant. Sgt pay is \$2.25/hr above top patrol officer

Rushford, POP 1800, 3 full time officers, 2 part-time

Preston/Lanesboro, combined POP 2200, 3 fulltime , 16 part-time with two of the part-timers taking the bulk of the shifts.

Kasson, POP 6100, 8 fulltime (Assistant Chief, Sgt & Investigator included) + administrative assistant. Sgt pay is \$1.99/hr above top patrol

Zumbrota, POP 3300, 5 fulltime, 1 -1/2 time partial benefit + 7 part-time

Lake City, POP 5000, 10 fulltime (Administrative Sergeant & Investigator) 1 fulltime administrative assistant & 1 – ½ time administrative assistant. Sgt pay is \$5.22/hr above top patrol and is exempt.

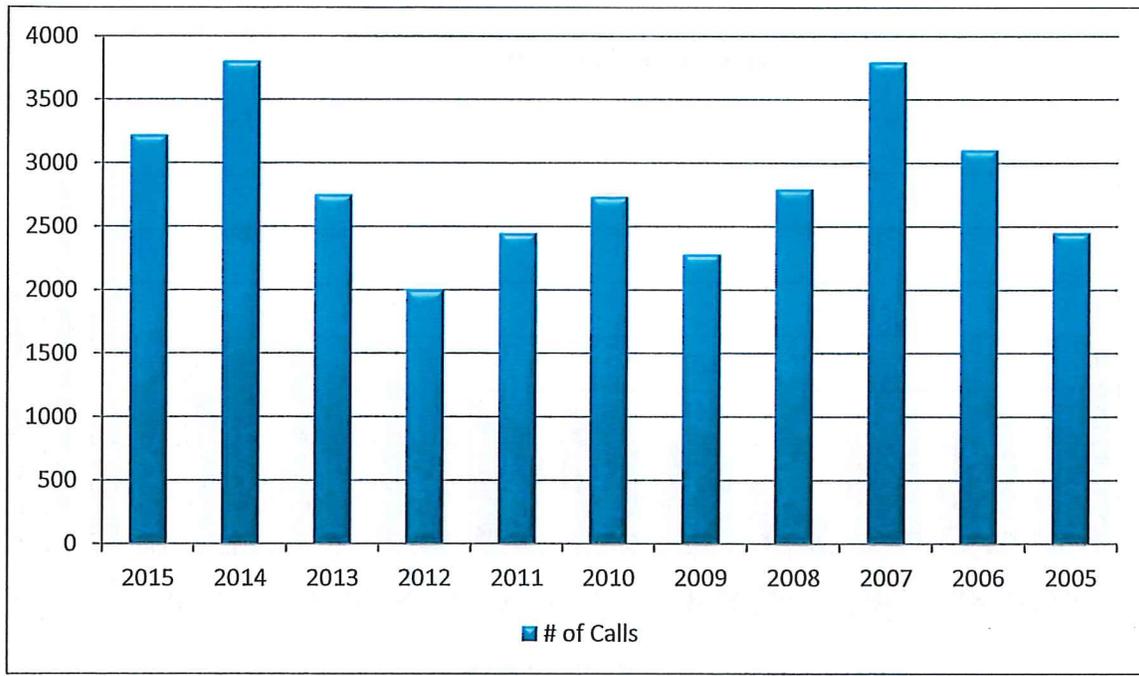
Goodview POP 5000, 4 fulltime, 1 – ¾ time & 8 part-time officers. Fulltime administrative assistant + they expect to be adding a 5th fulltime officer and this position would be an Assistant Chief.

“Proud to Serve”



St. Charles Police Department 2015 Year End Report

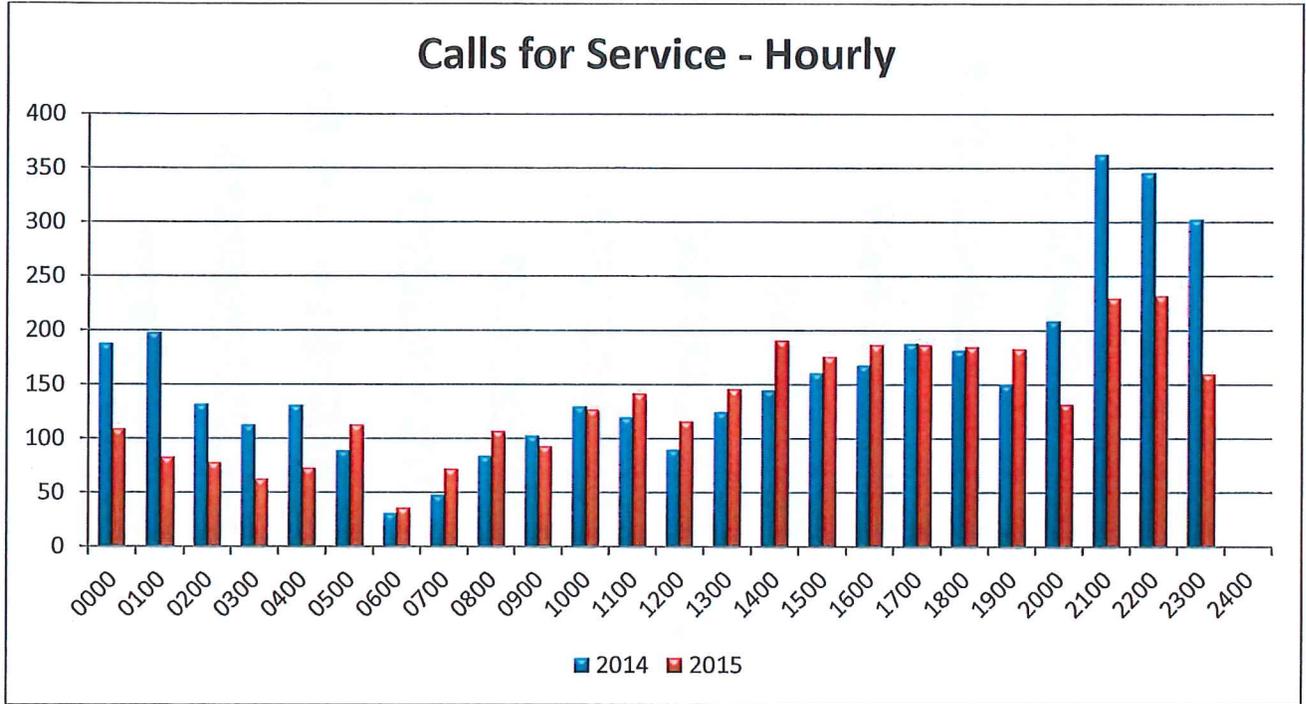
CALLS FOR SERVICE



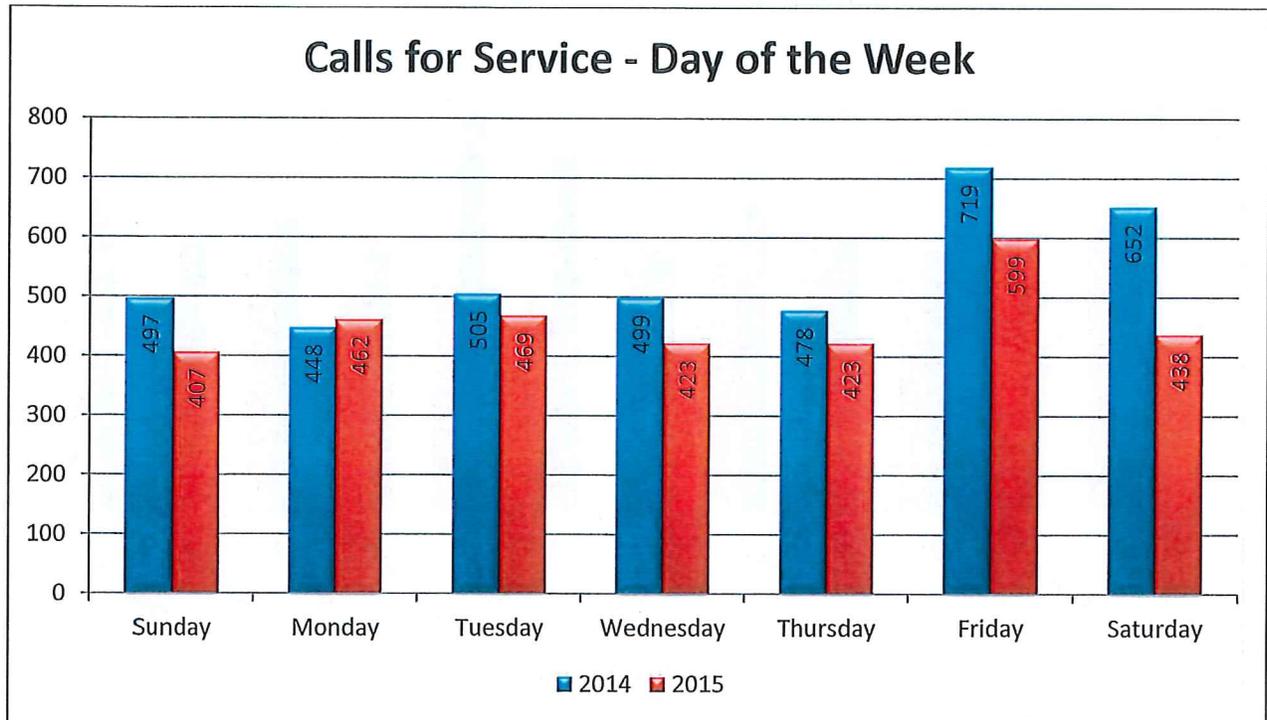
The above chart represents the total number of calls per year over the last 11 years.

<u>Years</u>	<u># of Calls</u>
2015	3,221
2014	3,805
2013	2,751
2012	1,999
2011	2,447
2010	2,735
2009	2,281
2008	2,795
2007	3,797
2006	3,105
2005	2,452

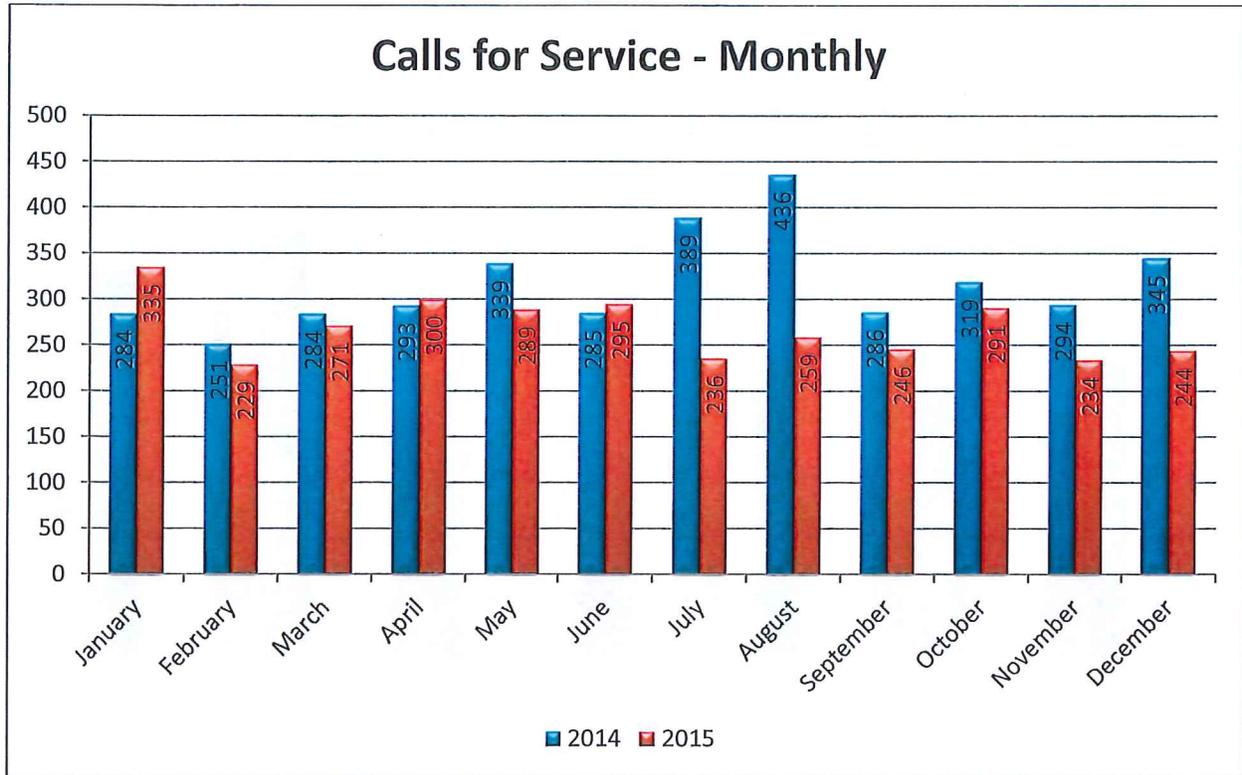
St. Charles Police Department 2015 Year End Report



St. Charles Police Department 2015 Year End Report



St. Charles Police Department 2015 Year End Report



POSITION TITLE: POLICE SERGEANT

DEPARTMENT: POLICE

DATE:

DEPARTMENT HEAD: CHIEF OF POLICE

SUPERVISOR: CHIEF OF POLICE

PAY GRADE: IN ACCORDANCE TO LELS LOCAL UNION CONTRACT

POSTING CLOSING DATE:

GENERAL PURPOSE: Investigate criminal activity, participates in patrol / police tasks and assumes command of department in the Police Chief's absence.

SHIFT: The assigned shift is not subject to shift bid. The Sergeant is to be assigned to a shift as directed by the Chief of Police. The Sergeant may be assigned to work the police chief's shift during absences of the police chief.

SUPERVISION RECEIVED: Works under the general guidance and direction of the Police Chief.

POSITION OBJECTIVE: Lead, coordinate and conduct criminal investigations. Supervise, direct, and assign uniformed Patrol Officers and other Department personnel under his/her command to ensure effective and consistent law enforcement and public services in the community. Effectively recommend disciplinary action, transfer, reward, and adjust grievances.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: *Internally* – Other police officers, department's office staff, Public Works and employees, administrative staff, fire and emergency personnel.

Externally – County law enforcement personnel, dispatch and other county agencies, state patrol and other law enforcement agencies, city and county attorneys, court system personnel, DNR, and City and area residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead, coordinate and conduct criminal investigations. The Sergeant will review all investigative reports filed by patrol officers and assist with concluding investigations. The Sergeant will assign details to other officers to assist with the investigations.

Leads others in problem analysis, problem solving, and community policing initiative.

Leads and monitors field training of newly hired officers and objectively document the probationer's job behaviors, analyzes the probationer's training needs and using proper instructional techniques for

corrective action. Personally observes work of subordinate officers to ensure that approved procedures and techniques are followed; provides counsel and guidance for performance improvement; evaluates and documents employee performance; and recommends training.

Performs all functions of a police officer assigned to investigations, including but not limited to gathering and preserving evidence, searching crime scenes for evidence, gathering fingerprints, collecting DNA, operating specialized investigative equipment and surveillance devices; pursuing and following possible leads or other information sources; developing confidential informants and contacts; conducting searches, interrogating suspects; taking sworn statements and confessions; and interviewing suspects; witnesses and other persons. Engages in surveillance, undercover, and similar activities.

Performs all of the essential functions of a police officer: regularly participates in patrol functions; provides assistance to subordinates.

Participates in civil and criminal proceedings including but not limited to: executing arrest warrants; preparing search warrants; subpoenas, court orders, and properly executing and filing them; preparing cases for prosecution; and participating in pre-trial or post-trial conferences.

The Sergeant has the ability to assign work to subordinate officers; provides further direction regarding priorities and expected performance as needed; in the Chief's absence prepares and approves media releases, time sheets and requests for time off needing action taken prior to the Chief's return (vacation, sick leave, overtime, compensatory time).

Assist with training officers in new procedures, policy changes, and legislative laws.

Maintain adequate shift coverage. Assist Chief in preparing work schedule.

Assists and coordinates investigative efforts with other law enforcement agencies, victim advocates, social services agencies, regulatory agencies and prosecutors. Works with various joint/mutual aid projects with various organizations.

May assist with emergency management.

Works with attorneys on cases within departments.

Represents the department on boards and committees as needed or assigned.

The Sergeant will oversee the inventory and storage of all items taken as evidence.

Resolves conflicts between subordinates; refers difficult situations to the Chief with recommendations, and makes recommendations to Chief regarding promotions, transfers or reassignments.

Keeps the Police Chief informed of all pertinent matters and bridge communication between officers and administration.

Prepares a variety of required and administrative reports; reviews officer's paperwork to ensure

completeness, accuracy and consistency in reports, statements and other documents.

Assists Chief in developing, reviewing and revising departmental policies and procedures.

Provides input on equipment replacement decisions including researching and ordering / purchasing.

Maintains community relations and participates in public relations activities, including public speaking, conducting neighborhood watch meetings, anti-crime events, responds to questions regarding items such as project statuses, complaints, and information about laws / ordinances, or refers to proper agency.

Assists in managing a variety of programs such as vehicle maintenance, supplies and equipment maintenance, and records and file system maintenance.

Keeps current in all required knowledge areas through reading and attending meetings and training. Attends meetings in lieu of the Chief as directed.

Respond to officers' calls as necessary.

Enforce federal, state, and city laws and ordinances.

Respond to emergency medical situations as needed.

Responds, assists and supervise animal control duties.

Ensures a safe and healthy work environment and conducts business in a safe manner.

Perform all other necessary duties as are consistent with the task of the position and as may be assigned by the city.

PERIPHERAL DUTIES

Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local geography, city streets and addresses, business and residential areas.

Knowledge, skill and ability to effectively use personal and departmental equipment.

Knowledge of, and ability to understand / apply, state and federal laws, POST standards, City ordinances and policies, departmental policies, procedures and directives.

Knowledge of the relevant county jail and radio procedures and FCC radio communications requirements.

Knowledge of basic medical and legal practices and terminology.

Ability to organize, plan and direct the work of others.

Ability to maintain confidential information with the appropriate degree of discretion.

Ability to analyze situations and determine appropriate actions to respond quickly and appropriately to crises and emergency situations.

Knowledge of, and ability to apply, police principles, practices, procedures, purposes, tools, techniques and equipment.

Knowledge of Use of Force and Enhanced Use of Force policies and procedures.

Skills in the use of firearms and emergency vehicles.

Skill in communicating verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to stand, walk, sit and drive for extended periods of time.

Ability to train, counsel, lead and motivate personnel.

Ability to meet and effectively deal with the public with tact and courtesy.

Ability to withstand adverse weather conditions.

Ability to receive and maintain certification as First Responder.

Ability to read and comprehend a variety of reference materials.

Ability to establish and maintain effective working relationships with elected officials, city employees, and the public.

MACHINES, TOOLS AND EQUIPMENT USED

Squad cars, mobile and portable radios, radar, firearms and weapons, cameras and audiovisual equipment, computer and office equipment, telephone, and numerous other personal and departmental equipment and tools.

DESIRED MINIMUM QUALIFICATIONS

Associates degree in law enforcement and three to five years of progressively responsible law enforcement experience.

Valid Minnesota peace officer license.

Valid driver's license.

Must meet all state mandated and employer required certifications, medical and other requirements.

Ability to attend police supervisory / management courses and other continuing education.

Ability to maintain First Responder certification.

No felony convictions.

Physical qualifications to function in a law enforcement capacity, including but not limited to: frequent bending, crouching, gripping, running, physically controlling people, sitting for extended periods of time; frequently entering and exiting a vehicle; frequently lifting and carrying up to 30 pounds, occasionally up to 75 pounds; ability to qualify and use several types of firearms; frequent use of computer.

WORK ENVIRONMENT

Majority of the duties will be carried out in a squad car, outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions. Possible exposure to irritants/fumes, hazardous substances, blood borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and electricity. Uses all types of vision (including night and color) and all other senses with the exception of taste. Requires regular standing / walking or sitting, and might involve numerous other movements such as bending / stooping, crouching / kneeling, pushing / pulling, and twisting / turning. Considerable physical effort may be spent while running, lifting and physically grappling with others. Exposure to life threatening situations.

SELECTION GUIDELINES

Internal Job Posting. Required formal Letter of Intent highlighting relevant education, training and work experience; oral interview. At the discretion of the city, candidate is subject to a background check, physical agility, drug screen, psychological exam, and pre-employment medical exam. Appointees will be subject to completion of a standard one-year probationary period.

The examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

**City of St. Charles
Resolution #05-2016**

**A RESOLUTION ACCEPTING QUOTES
AND AWARDING SANITARY SEWER LINING CONTRACT**

WHEREAS, pursuant to request for quotes for the Municipal Capital Expenditure for the 2016 sanitary sewer lining project, bids were received, opened, and tabulated, and the following were received complying with the request:

Bidder
Visu-Sewer, INC.

Base Bid
\$55,602.00

WHEREAS, upon tabulation of the quotes with respect to the specifications, it appears that Visu-Sewer, INC. 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 Visu-Sewer, INC for the sanitary sewer lining project in the amount of \$55,602.00.

Adopted by the Council of the City of St. Charles, Minnesota this 8th day of March, 2016.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

WHKS & Co.

Bid Date: March 3, 2016 @ 2:00 p.m.

WHKS #5985.16 2016 Sanitary Sewer Lining St. Charles, MN		Visu-Sewer, Inc. W230 N4855 Betker Drive Pewaukee, WI 53072	
ITEM	QUANTITY	UNIT	TOTAL
Mobilization	1 LS	\$3,525.00	\$3,525.00
Traffic Control	1 LS	\$200.00	\$200.00
8" Sanitary Sewer Cleaning	1,875 L.F.	\$1.00	\$1,875.00
8" Sanitary Sewer Lining	1,875 L.F.	\$20.00	\$37,500.00
Lateral Reinstatement	47 Each	\$25.00	\$1,175.00
Air Test Service Lateral Connections	47 Each	\$240.00	\$11,280.00
Chemical Grout Leaking Service Laterals	47 Each	\$1.00	\$47.00
Total			\$55,602.00

February 23, 2016

To whom it may concern:

The St. Charles ECI is a local leadership team of teachers, childcare providers, early childhood educators, community officials, and parents who donate their time to identify local needs and opportunities for investing in our areas children.

The Early Childhood Initiative (ECI) is busy planning our second Family Fun Concert on Sunday, May22nd, 2016 from 3-5p.m.

Because of generous community donations, and input from St. Charles families, a community concert is an activity that we would like to provide for our community with focus on families of children birth to grade 3.

We would like to request to use the green space behind city hall on May 22nd for this concert. We will have the portable stage brought in from the High School to the green space location. We have reserved the elementary school auditorium as a back-up location in case of bad weather.

Some information so far (we are still working the minor details out):

- We have asked and are willing to pay with ECI funds Diesel Drive to play for one hour. The music will be relevant but appropriate for families with children.
- We would like to make the event free to families with young children (birth to third grade) as long as they bring a canned good for each child. These canned goods in turn would be donated to the resource center. (We are currently trying to decide what to do with others that don't fall into the ECI age category and are leaning toward asking for extra canned goods.) As always, we will have an opportunity for free will donations from everyone in attendance.
- We would advertise to arrive there at 3 with the concert playing from 3:30 to 4:30 pm.
- We would like to invite the St. Charles Area Foundation or other community group to sell some very simple and cheap concessions and or souvenirs.
- We are hoping to truly make this a community event to really bring the community together and bring awareness to the great things we are doing and planning.

Any and all support the city could give us for this event would be greatly appreciated not only by the ECI leadership team but also the families in our community.

It is our hope that the success of this event will lead to collaborations with other entities to make an outdoor community concert a sustainable annual event for St. Charles.

If you have any questions or concerns please direct them to Heather Millard, ECI Coordinator at 932-4910 or HMillard@schs.k12.mn.us

Sincerely,

The ECI Leadership Team



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name _____

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____