



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

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. November 10, 2015 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-October 13, 2015	
-October 27, 2015	
5. November 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 (TBD)	
7d. Library Board Report, Dave Braun (TBD)	
7e. Park Board, Orv Dahl (TBD)	
7f. Planning & Zoning, Wayne Getz	
7g. School Board, David Kramer (TBD)	
8. Oath of Office—Police Officers Loken and Hohensee	INFORMATION
9. Fort Culvert	APPROVE
10. Resolution #31-2015 Municipal Diesel & Gasoline Bid	APPROVE
11. Janitorial Search	INFORMATION

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, November 10, 2015

8. Oath of Office—Police Officers Loken and Hohensee. Police Chief Ken Frank will be present to give the Oath of Office to Officers Matt Loken and Caleb Hohensee.

9. Fort Culvert. The Fort Culvert will be discussed as a follow up from meetings held between Councilmembers and Mr. Fort.

10. Resolution #31-2015 Municipal Diesel & Gasoline Bid. Enclosed is a resolution for consideration and approval for the 2016 diesel and gasoline bids.

11. Janitorial Search. Admin. Koverman will provide a brief update on the search and replacement of the janitorial position at City Hall.

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

MEMBERS PRESENT:

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

STAFF PRESENT:

Kristine Engstrand (City Accountant), Kyle Karger (PW Supt.), Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Dan White, Mark Roubinek (Supt. of Schools), Mike Bubany (David Drown & Associates), 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: **Wayne Getz**
No discussion.
Motion carried.

4. Notices and Communications. None.

5. Review of Financials. No questions.

6. Ordinance #580 Vacating Public Alley (2nd Reading). Mayor Schaber reviewed the purpose of the ordinance and alley vacation and asked if there were any additional questions from Council. Hearing none, he called for a motion to approve the second reading. A motion was made to accept the 2nd reading of Ordinance #580.

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

9. Safe Routes To School Letter of Intent Infrastructure Grant. Supt. of Schools Mark Roubinek presented a request to seek a formal Letter of Intent for the Safe Routes To School infrastructure grant program. The SRTS committee recently received a draft copy of the plan that had been worked on over the past year. While there are several take aways from the plan, the two primary areas of concern addressed both Hwy 14 and 74. It was determined that a proposal for the improvement of 11th and Whitewater presented fewer hurdles and was something that MnDOT had discussed previously with the city as far as being in favor of a proposed project. Admin. Koverman added that if the Council and School Board elected not to move forward at a future date, that the application could be withdrawn. A preliminary idea and cost estimates were developed for the proposed Letter of Intent. The infrastructure grant requires 20 percent participation that would be a shared cost by the school district and city. A maximum of \$300,000 is being sought through the program, while the total cost of the project is estimated at \$365,000. The remaining dollars would be shared between both entities. Council felt this would be a benefit to the community and enhance the safety surrounding one of our busiest corridors. A motion to approve staff to submit a Letter of Intent and future application was made.

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

7. 2016 Enterprise Budgets—Mike Bubany. Mike Bubany, the city's financial advisor, discussed the enterprise budgets and relayed that despite a small adjustment by the Dover Eyota St. Charles Area Sanitary District, that the city would not need to increase rates for 2016. In addition, because of the bond coming off line for the water department, he also recommended no increase to rates for 2016 and expressed that dependent on future projects the city may be able to not raise rates for a couple of years. After reviewing storm water capital improvement plans, he relayed that in order to meet its obligations the fund will need to increase by .71 cents per customer in 2016. Clm. Braun expressed that he preferred incremental rates over time rather than

large increases at once. The Council briefly discussed the 2016 reduction in CIP funding amounts in order to reduce the impact of the proposed property tax levy for the community. No further questions were asked.

8. Snow Parking Exemptions. A list of snow parking exemptions were read aloud to Council by Mayor Schaber as annual permits for residents who are unable to park off the street. A motion to approve the annual permit was made.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

10. SHIP Visual Preference Survey. Admin. Koverman lead the Council and guests through a visual preference survey as part of the SHIP sign committee's work to determine preferences for various sign styles for different uses.

UNSCHEDULED PUBLIC APPEARANCES

None

Motion to adjourn at 6:27 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, October 13, 2015 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

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

STAFF PRESENT:

Ken Frank (Police Chief), Kyle Karger (Public Works Supt.), Kristine Engstrand (City Accountant) and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Judy and Gene Kruempel, 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: Addition 16), 2016 Housing Incentive.

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

4. MEETING MINUTES

-September 8, 2015
Motion to approve: **Orv Dahl**
No further discussion.
Motion carried.

-September 22, 2015
Motion to approve: **David Kramer**
No further discussion.
Motion carried.

5. APPROVAL of OCTOBER PAYABLES

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

6. Notices and Communications. None.

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

8. Public Hearing-Alley Vacation 14th & Bluff.

A motion to open the public hearing at 6:15 p.m.: **Wayne Getz**
No further discussion.
Motion carried.

Mayor Schaber invited anyone to speak on the proposed vacation, but allowed Admin. Koverman to review the reasoning and process for the proposed vacation. He outlined the work that Supt. Karger had done to work with homeowners as each homeowner will grant a utility easement in place of the alley. The vacation of the 20 foot alley will divide the property between the four property owners. An additional 10 foot utility easement from the property owner at 1437 Bluff Avenue will also be recorded as utilities would still be located on her private property. Two licensing agreements for fences will also be issued to the property owners as there is one existing fence and the other owner wishes to put you on her property. No further questions were asked. Judy Kruempel owner at 454 East 14th Street expressed that she and her husband Gene were in favor of the vacation. Mayor Schaber called for additional comment once, twice, three times. Hearing none he called for a motion at 6:20 p.m.

Motion to close the public hearing at 6:20 p.m.: **David Kramer**
No further discussion.
Motion carried.

9. Ordinance #580 Vacating Public Alley (1st Reading). A motion to approve the first reading of Ordinance #580 Vacating the Alley was made.

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

10. Fort Culvert Discussion. Mayor Schaber relayed to the Council that he had further conversation with Mr. Fort who indicated that he was in favor of the improvements proposed by the Council as it related to the removal of the small culvert at the south end of his property, the grading of the roadway, the installation of a 6-inch drainage pipe, and the cutting in of a ditch along the west side of the cartway. He also relayed that he would be in favor of the vacation of the cartway if the City agreed to plow and sand the cartway. Mayor Schaber expressed that he relayed an offer of 3-5 years, but that he did not anticipate the Council being in favor of maintaining the cartway forever. He also expressed that Mr. Fort wanted an additional 2 weeks to contact Council members to further discuss the matter. Clm. Dahl expressed that he would be in favor of not going ahead with the vacation until next spring to ascertain whether or not the proposed solution was effective. The Council agreed as a whole that from a functional standpoint the cartway serves as a private drive. Clm. Getz agreed with Clm. Dahl that he would support maintaining it this winter to allow proper time for transition and vacation, but that going out several years, he would not support. The Council discussed how long a vacation proceeding typically takes and it was relayed that similar to what steps the Council was taking, it could be as short as two readings and taking effect 30 days after publication. Mayor Schaber relayed that he had also spoken with the proposed contractor and that he could not entertain addressing the job until late October, early November. The Council then discussed the scenario of what happens if no resolution is achieved and the Council entertains vacating the property. Discussion was held what the law suit might look like. Admin. Koverman expressed that he would follow up with city attorney, Chris Hood. The council then discussed the attorney's recommendation to have an agreement that if the city performs the work that the property owner will allow access to his property and agree to vacate. A motion was made to approve the city conducting the work described and that the city would sand/salt/plow this winter and the city would vacate in the spring. All Councilmen agreed with the motion.

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

11. Social Host Ordinance. Pastor Heather Klason, president of the Whitewater Coalition Task Force, introduced information to the Council on social host ordinance. Along with Police Chief Ken Frank, the two discussed what a social host ordinance is and what it is not. Clm. Braun provided a scenario and questioned how the ordinance would work. Chief Frank expressed that it must be proven that the owner "knowingly or with intent" provided alcohol even if it is a minor. The two explained that the ordinance tightens a loophole and would help to aid law enforcement and keep the youth safe. Chief Frank expressed that the primary target for an ordinance of this nature are 22-25 year olds who provide alcohol to minors. Clm. Braun asked how the group was looking to further educate the community about the effects of alcoholism, or if the ordinance was adopted, the purpose of the ordinance. The two responded that social media will be a key component. According to Pastor Klason, one hundred communities have adopted a similar ordinance with Winona adopting one in 2012. After no further discussion, Clm. Kramer motioned to proceed with drafting an ordinance for St. Charles.

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

12. Resolution #29-2015 Accepting a Donation Ruth A. Jacobs. Mayor Schaber expressed his gratitude for the donation, which Admin. Koverman expressed was slated for general use (City Park). A motion was made to approve the resolution.

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

13. 2016 Preliminary Enterprise Budgets. City Accountant Kristine Engstrand reviewed a memo presented to the Council and the highlighted changes for the budget in 2016. No questions were asked at this time. Admin. Koverman relayed that Mike Bubany from David Drown & Associates would be present at the next meeting to help answer any questions.

14. GASB 67/68 Pension Engagement Letter. Admin. Koverman reviewed information related to new requirements of Government Accounting Standards Board related to Fire Reliefs and pensions. With help from Tom Wente of Smith Schafer & Associates, Koverman contacted the four known firms for estimates for the service. The presented firm and engagement letter was the least expensive, but also works directly with the League of Minnesota Cities. It was recommended to move forward with

the firm of VanIwaarden Associates for \$2,900 fee and \$1,200 off year fee. A motion to approve the engagement letter with Van Iwaarden Associates was made.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

15. Resolution #30-2015 Authorizing Participation in PERA. Mayor Schaber explained the purpose of the resolution to the Council for new officers. A motion to approve the resolution as presented was made.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

16. 2016 Housing Incentive. Admin. Koverman and Mayor Schaber explained the purpose of the housing incentive and relayed that the Dover Eyota St. Charles Area Sanitary District approved waving their fee of \$2,640 for the 2016 construction year. The request from the EDA would utilize Rochester Sales Tax dollars to reimburse building/planning fees and related fees mechanical, plumbing, etc. from those funds. The city's water and sewer charge of \$1,500 would also be waived as it was for 2014-2015, but would not be reimbursed by Rochester Sales Tax dollars. A motion to approve the incentive package was made.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

-Dan White at 730 Whitewater Avenue relayed to the Council that he felt Gladiolus Days went well and that the Rolling Hills Transit service continues to be a valuable service to the community.

Motion to adjourn at 6:12 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator



City Administrator's Report—October 2015

Oct. 1—Attended an Economic Development workshop in Oronoco to learn about potential programming opportunities. Held a phone conference with a proposed GIS program for utilities. Attended the SEMLM Executive Board meeting in Rochester that evening.

Oct. 2—Cris Gastner and I met with Joe Wheeler of SEMMCHRA to discuss plans for townhomes and continued development of Southfork.

Oct. 5—Attended the Regional Marketing discussion in Harmony as part of the SMIF One Big Idea project.

Oct. 6—Attended annual SMIF banquet with Heather Millard from the Early Childhood Initiative to represent the Community Foundation as well as the St. Charles community.

Oct. 13—Met with representatives from Flexible Benefit Consulting to continue exploring benefit alternatives for the city.

Oct. 21—Attended the Upper Midwest Municipal Energy Group annual meeting in LaFarge, Wisconsin. Continued discussion on partnership with Dairyland and RFP for energy options.

Oct. 22—Attended the Winona County Active Living meeting in Winona.

Oct. 26—Attended the SHIP sign subcommittee meeting to continue formulation of a process and purpose for the signage in Winona County.

Oct. 27—Attended Transportation Advisory Committee with the Rolling Hills Bus Transit. Meeting with local TAC committee Nov. 9 to discuss operations and hours. Service is starting in Winona to limited locations and limited days.

Oct. 28—Met with Loss Control representative to review data from 2011-2015 and its work comp rate. Safety is a primary focus of crew and staff and for that reason only 27 reports of injury have been reported and according to the LMCIT representative, the city is experiencing one of the lowest rates in the group which is seen in premium return. Strains and sprains to the back continue to be the highest claim for both the LMCIT and represented 12 of our 27 reports.

Attended Community Foundation meeting.

Oct. 29—Attended LMC regional meeting in Austin and attended SEMLM meeting as part of that event as well.

Meeting Notes

Meeting Date: October 27, 2015	Meeting Title: Rolling Hills Transit Advisory Committee
Location: Rushford - Semcac	Time: 12:00 – 2:00 pm

Attendees:			
Name	County Representing	Agency/Title	Email address
Mike Rizzo		Rolling Hills Transit, Compliance and Marketing Manager	mike.rizzo@semcac.org
Rebecca Kack		Rolling Hills Transit Dispatcher	Rebecca.kack@semcac.org
Marlis Knowlton		City of Eyota Clerk	mknowlton@cityofeyota.com
Bill Schimmel	City of Stewartville	City of Stewartville, Administrator	bschimmel@stewartvillemn.com
Nick Koverman	City of St. Charles	City of St. Charles, Administrator	nkoverman@stcharlesmn.org
Wayne Stenberg		Semcac Executive Director	Wayne.stenberg@semcac.org

Agenda Items:		Approx Time	Lead
1.	Call to Order President Schimmel called the meeting to order. No new members were present, introductions were skipped.	1 min	Bill
2.	3 rd Quarter Fiscal Report (see attachment) Report was not available at the time of the meeting. Mike would send the report along with the minutes to the meeting as they should be ready by next week.	10 min	Mike
3.	Ridership <ul style="list-style-type: none"> • Rebecca reported that ridership was up in most areas as school was now back in service. Preschool being the biggest reason for increased ridership. • Denial Logs were passed around to the members showing how a record of each client is tracked when they are not able to get a ride. Last minute or day of requests when the bus is unable to accommodate is a main reason. Otherwise a very small majority of the list is from riders that called in the day prior and unable to be accommodated due to preschool. • Marlis and Nick requested a meeting to be scheduled mid-November to discuss ridership levels and current service hours. • Mike was going to present a report looking at the ridership and a copy of denials since September in Dover/Eyota & Saint Charles with possible presentation 	30 min	Rebecca

	<p>to the November city council meetings.</p> <ul style="list-style-type: none"> • VDP – Continues to grow – Semcac in to Waseca Co. 		
4.	<p>Marketing Plans for Winona Co., and Stewartville</p> <p>New service was introduced starting November 5th in Winona County that would look at increasing ridership and providing rides to residents of Lewiston/St Charles/Utica/Stockton. The route was designed to provide shopping, medical or dining opportunities into Winona.</p> <p>Stewartville – Bill was going to check on the city utility bill if there was room on the back side to put some RHT information on. Otherwise, marketing proposal with Lincoln Marketing is being looked at by sending out postcard size material to the residents of Stewartville via EDDM (Every Day Direct Mail) through a service that is offered by the post office.</p>	25 min	Mike
5.	<p>Building Update</p> <p>Wayne gave an update as to the status of what was happening to the new Transportation Building that is being looked at in Kasson. He explained that the return on investment would be approximately 10 years. Forms were just finished that filed for Tax Exemption and was sent off. Continue to have good results indicating that we are still hoping to get final approval for next spring/summer.</p>	15 min	Wayne
6.	<p>Operation Changes</p> <ul style="list-style-type: none"> • As RHT continues to grow, a new Operation Manager (Javis Musolf) was hired and is looking to start in November. He is a long time employee of MNDOT. Javis will take over the day to day operation of the transit department. Amber will take over the day to day operations of the Volunteer Driver Program. • Dispatch was moved to the Semcac Outreach Building on Veterans Memorial Hwy in Kasson. Managers were relocated into the old dispatch office at the Daniels Plaza. This move will accommodate the space issues that were being felt with the addition of staff being added. 		
7.	<p>Next Meeting:</p> <p>Next meeting will be held in Stewartville at the end of February, 2016 (final date/time will follow).</p>	5 min	All
8.	Meeting was adjourned		Bill

Public Works Report – October 2015

- Utility Locates; repaired fan on main transformer at substation; monthly power plant & substation reports
- Installed electric meters; temporary and permanent service installations; straightened light poles; added a guard post for electrical equipment at Cabin Coffee
- Installed new electrical poles; rubber goods testing; monthly power plant run; installed new transformer and primary wire for Dollar General store
- Checked and ran three small Gen sets around town; safety meeting; trimmed trees; chainsaw maintenance; cut trees at City Park for new fence installation
- Filled salt/sand shed at State Shop; 400 tons of sand & 180 tons of salt mixed for the winter
- Extended secondary service south of swimming pool; removed one section of primary overhead that had major tree problems
- Street light repairs; removed last electrical pole on 4th Street from 2014 underground project; installed equipment back on new electric pickup truck
- Finish new three phase service at fire hall; repaired traffic lights on Hwy 14; found shed in front of transformer at Sherwood Park and informed the manager that it had to move
- Two power disconnects for electrician and HBC; removed old pole on West 12th Street; replaced pole by Colonial Apts; dug in wire for new panel by Big Gain
- Replaced secondary pedestal by Colonial Apts; check electrical loads at substation on City circuits; checked on meter socket at Griggs' trailer park that it was repaired
- Checked on installing security light for apartment building on Oakview Drive; met with electrical inspector at Fire Hall; called other utilities about getting their lines transferred from old to new poles
- Cut down and hauled trees off West 1st Street to prevent snow drifting problems; removed tree branch off of house service on West 14th Street; helped load and haul tables out of City Hall
- Worked on catch basin repairs and bituminous patching around those repairs; sweeping streets for a leaf problem; finished jetting sewer lines
- Changed oil, greased and worked on fleet maintenance; used camera to view sewer line by fire hall to make sure new storm sewer installation did not damage old line
- Ordered street signs; replaced bulbs at City Hall; cleaned our sewer pit at City Shop; winterized sewer trucks; cleaned up cement trailer for winter storage

- Winterized jet vac truck and water wagon; crew cleaned logs and debris out of Whitewater River; prepped south end of fire hall alley for curb and new bituminous
- Replaced tires on street pickup for plowing; checked water problems at 1112 Oakview Dr; cleared fence line and removed trees at main City Park for 50% ownership responsibility
- Installed four new culverts on walking trail NE corner of main park for spring flooding issues; started attaching plows and wings on the trucks for winter prep
- Repaired fire hydrants; finals for City Hall; water samples; mapping; replaced drain hose on Well #3
- Water samples for state; removed tree from Park Road; degreased lift stations; overflowed I90 water tower; winterized Well #4 & #5
- Fall hydrant flushing of City dead-end hydrants; worked on pickup topper locks; McCarthy Well checked three City well motors; installed hydrant markers; replaced flow meter and diaphragm in Well #3

Sincerely,
Kyle Karger
Public Works Superintendent

Planning and Zoning Commission
Thursday, November 5, 2015
7:00 P.M.
City Council Chambers
Minutes

MEMBERS PRESENT:

Wayne Getz
Tim Jones
David Kramer
Nancy Heim
Jamie Bjerke
Terry Jones

MEMBERS ABSENT:

Bruce Dorman

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 7:15 p.m.

APPROVAL of AGENDA: Addition 3.1) Nomination of Vice Chair

Motion to approve: **David Kramer**

Seconded by: **Tim Jones**

Motion declared carried

APPROVAL of MINUTES-October 8, 2015

Motion to approve: **Wayne Getz**

Seconded by: **Terry Jones**

Motion declared carried

NOMINATION OF A VICE CHAIR: Discussion was held as to nominating a vice chair for the Planning Commission. Commission members discussed the need for this position and whether a member of the council can serve as chair. Admin. Koverman explained that nothing in City Code prohibited that Councilmen serve as a chair/vice chair. A motion was made to appoint Tim Jones as the Vice Chair.

Motion to approve: **David Kramer**

Seconded by: **Wayne Getz**

No further discussion.

Motion carried.

BUSINESS ITEMS:

4a. Continued Discussion on Proposed Chicken Ordinance. Heim asked for any additional changes or comments. It was questioned whether or not the Commission was for or against it. Admin. Koverman suggested that past practice, the Commission would hold a public hearing to take comment on the proposed ordinance for language/revision/policy changes. Upon taking that input, the Commission can decide at that time what recommendation if any would be sent to the Council. Koverman continued that the Commission has done considerable work to review ordinances/language. A motion was made to set a public hearing to take comment regarding the proposed ordinance.

Motion to approve: **David Kramer**

Seconded by: **Jamie Bjerke**

Chairman Heim called for a roll call vote: David Kramer, Jamie Bjerke, Wayne Getz and Nancy Heim voting in favor.

Tim Jones-abstained.

Terry Jones-No

The motion was approved.

4b. Zoning Permit for Fences. Heim asked for additional comment and none was heard. The same recommendation to set a public hearing on the language was made.

Motion to approve: **Jamie Bjerke**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

4c. Review of County GIS site. Admin. Koverman reviewed with the Commission how he utilizes the site. The Commission felt this was a helpful tool and expressed their desire to have it more available for meetings.

Motion to adjourn at 8:06 p.m.: **Tim Jones**

Seconded by: **David Kramer**

Motion declared carried.

**CITY OF ST. CHARLES
RESOLUTION #31-2015**

**A RESOLUTION ACCEPTING BIDS AND AWARDING A CONTRACT
FOR 2016 MUNICIPAL GASOLINE AND DIESEL REQUIREMENTS**

WHEREAS, pursuant to a Request for Quotations for 2016 Municipal Gasoline and Diesel requirements, bids were received, opened and tabulated according to law, and the following bids were received complying with the request:

<u>GASOLINE</u>	<u>DISCOUNT GALLON</u>
Kwik Trip	.09
CHS Rochester	.04

<u>DIESEL</u>	<u>DISCOUNT GALLON</u>
CHS Rochester	.04

WHEREAS, upon tabulation of the bids with respect to the unleaded specifications, Kwik Trip is the lowest responsible gasoline bidder.

WHEREAS, upon tabulation of the bids with respect to the diesel specifications, CHS Rochester is the lowest responsible diesel bidder.

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

The Mayor and City Administrator are authorized to enter into a contract with Kwik Trip for the 2016 Municipal Gasoline Requirements beginning Jan. 1, 2016.

The Mayor and City Administrator are authorized to enter into a contract with CHS Rochester for the 2016 Municipal Diesel Requirements beginning Jan. 1, 2016.

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

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator