

**MINUTES of the ST. CHARLES CITY COUNCIL  
For Tuesday, August 13, 2013 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

**STAFF PRESENT:**

Chris Lennon (Interim Police Chief) Ken Frank (Chief of Police) Kristine Huinker (City Accountant) and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Justin Blum (MN Dept. of Health), Nate Anderson (WHKS), Jon Miller, Cathy Groebner, Danielle Frank, Jean Frank, and Craig Hilmer (St. Charles Press).

**1. ESTABLISH QUOROM/CALL TO ORDER**

Quorum was established with Mayor Spitzer calling the meeting to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL of the AGENDA: 7f. School Board (deleted)**

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

No discussion.

Motion carried.

**4. MEETING MINUTES**

**-July 9, 2013**

**Motion to approve: John Schaber**

**No discussion.**

**Motion carried.**

**-July 23, 2013**

**Motion to approve: Orv Dahl**

**No discussion.**

**Motion carried.**

**APPROVAL of the JULY PAYABLES**

Motion to approve payables: **John Schaber**

**6. Notices and Communications.** None.

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

**8. Chief of Police Swearing.** Police Chief Ken Frank was sworn in by Mayor Spitzer.

**9. Resignation Letter-Officer Jeff Schrock.** The City Council acknowledged his letter of resignation and thanked him for his years of service and wished him well. Chief Frank had left the meeting on a call, but City Administrator forwarded his request to fill Officer Schrock's position with an internal candidate posting. He requested to form a small interview committee, post the opening internally to promote from within as Chief Frank and Interim Chief Lennon felt there were a number of qualified candidates who has served the community well. This would provide a consistency that the department was looking for, promote the success of the department and part-time staff, as well

as shorten the time frame for hiring. All Councilman agreed with the idea. Hearing no other motion, a motion to accept Officer Schrock's resignation was made as well as to proceed with the system of replacement of the 3<sup>rd</sup> full-time officer.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**10. Hearing of Proposed Assessment.** A motion was made to open the public hearing following the reading of the proposed assessment notice by Mayor Spitzer

Motion to open the public hearing at 7:21 p.m.: **John Schaber**

No further discussion.

Motion carried.

Mayor Spitzer called three times for any public comment on the proposed utility assessment. Hearing none, he called for a motion to close the public hearing:

Motion to close the public hearing at 7:23 p.m.: **Wayne Getz**

No further discussion.

The motion carried.

**11. Resolution #16-2013 Adopting Special Assessment.** With no further discussion a motion to approve the resolution for the proposed assessment was made.

Motion to approve: **Orv Dahl**

No further discussion.

The motion carried.

**12. Wellhead Protection Plan Phase I Public Information Sharing.** Nate Anderson of WHKS led the Council through an explanation of the completion of the Phase I plan and called for any questions. Justin Blum of the Dept. Health briefly outlined a timeframe for the next phase as well as expectations. A motion to approve the Phase I report was made.

Motion to approve: John Schaber

No further discussion.

The motion carried.

**14. Resolution #17-2013 Fire Relief Gambling Permit.** Admin. Koverman highlighted the request by the Fire Relief to open an additional gambling site at Borderline Pizza. He also highlighted a few of the projects and contributions made by the Fire Relief to the City. A motion to approve Resolution #17-2013 was made.

Motion to approve: **Wayne Getz**

No further discussion.

The motion carried.

**15. 2013 Fire Relief Required Contribution.** Admin. Koverman highlighted the requirement and the dialogue with the State Auditor regarding the requirement for the city to increase the contribution from \$7,000 to \$7,551. The Fire Relief would readjust the numbers for the 2013 audit and amend it to \$7,000. A motion was made to approve the contribution for the 2012 audit.

Motion to approve: **John Schaber**

No further discussion.

The motion carried.

**13. 2014 Preliminary Budget.** Admin. Koverman began the discussion highlighting the past several years of cuts to the General Fund that had seen various services cut, eliminated or found new efficiencies through either techniques, equipment, or labor management, reviewing the increase in Local Government Aid was a way for St. Charles to bring back some of the services that residents, councilman, or department heads felt were valued. Working with staff, administration tried to balance fiscal responsibility, property taxes, and services in their first preliminary proposal. Various projects were outlined as far as proposed expenditures including: a proposed fourth full-time

officer (thereby reducing temporary salaries by two-thirds and overtime by half), security cameras for city hall with grant dollars as a match, a shift in fire contract allocations with the township, and a proposed job reclassification. In addition, the proposal looked at a zero percent increase to the city levy while also providing almost \$30,000 in reserves.

The Capital Improvement Plan was also discussed and on recommendation from Mike Bubany of David Drown & Associates, a 3 percent increase was planned. Staff recommended moving several items to other timelines on the Capital Improvement Plan as a way to remain within the allotted budget.

As always, all proposals are preliminary and could be changed on Council discussion or added values. Council expressed that this was a good start to the discussion with the acknowledgement that the levy would need to be set by September 15.

**16. Fall Park & Recreation Brochure.** A motion to approve the Fall Park & Rec brochure was made.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**17. Letter of Support for Solar Dairyland RFP.** Admin. Koverman highlighted a request to sponsor a letter of support to a request for proposals by Dairyland Power for a proposed solar project within the area. The company partnership of Bob Olson and Green Circuit was hoping the letter of support could be added to the application as they try to secure a Dairyland Project. A similar project had been identified years ago with respect to wind. After reviewing the proposal with UMMPA counsel, a proposed letter of support was drafted that they felt comfortable with to submit to express that the City of St. Charles would at least be willing to consider investigation of a project and would certainly like to learn more. Staff expressed that it is the obligation of the utility to research all feasible proposals to see if there is a benefit to its customers. Diversification of its energy portfolio is a necessity given the volatile nature of the federal mandates and regulations that may hinder the city's power provider. Therefore, St. Charles Public Utility should always be diligent in looking for alternatives. After a discussion of the letter, the Council moved to approve the letter as written.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**18. Administrator's Evaluation.** Mayor Spitzer apologized that he did not have the letter to present at the time. However, Councilman Schaber expressed that if the letter reflected the discussion of the Council at the previous meeting, that he would not hesitate to approve the letter. Mr. Koverman had also reviewed the letter and concurred. A motion to approve the letter and evaluation was made.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

#### **UNSCHEDULED PUBLIC APPEARANCES**

None.

Motion to adjourn at 8:13 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

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**William J. Spitzer, Mayor**

Attest: \_\_\_\_\_  
**Nick Koverman, City Administrator**