

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, December 10, 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:

Kristine Huinker (City Accountant), Ken Frank (Police Chief) and Nick Koverman (City Administrator).

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

1. ESTABLISH QUORUM/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: additions: 24). Park Board Recommendation-Mark Maloney. 25). Resolution #25-2013 Cigarette Licenses. 7g. EMS Building Committee

Motion to approve the agenda: **Orv Dahl**

No discussion.

Motion carried.

4. MEETING MINUTES

-November 12, 2013

Motion to approve: John Schaber

No discussion.

Motion carried.

-November 26, 2013

Motion to approve: Wayne Getz

No discussion.

Motion carried.

5. December Payables. No questions.

6. Notices and Communications. None.

7. Reports of Boards and Committees: Various reports from boards and commissions were provided.

8. Truth In Taxation Presentation. City Accountant Kristine Huinker presented the 2014 Truth In Taxation presentation that outlined all of the funds, revenues, expenses, and uses for 2014. Comparisons of other communities and their tax rates and levies were provided.

9. 1999 Payloader Replacement. Admin. Koverman highlighted the information the Council had previously requested. A 3-year warranty comes with other machine purchased. Unit prices were reduced in the last request, he noted as well. Clm. Braun stated that he felt that keeping the unit under warranty would save possible long-term expense. The Council agreed. Discussion was held debating both units, but in the end it was agreed that the trade in value, if a 3-year lease option would be explored was the made the most economical sense. A motion was made to approve the purchase of 2014 unit and to enter into a lease agreement.

Motion to approve: **John Schaber**
No further discussion.
Motion carried.

10. 2014 Capital Improvement Plan/Customer Service Specialist. Admin. Koverman presented both items of the 2014 Capital Improvement Plan and the Customer Service Specialist reclassification. All items had been previously presented and discussed as part of the budget. He recounted the moving the former job description to that of administrative assistance after the leaving of a former employee, which was also timed during the reductions in LGA. The duties performed by Cassie Smith far exceeded the job description and Admin. Koverman expressed that moving this position back to how it once was with either additions of responsibility and simply acknowledging what she was doing, was a long-term consideration. The money for the position and step were budgeted with much of the increase coming from enterprise funds. Clm. Dahl expressed that it was a natural progression and that the Council knew it would be something that they would be addressing from the past. Clm. Schaber agreed and expressed that Mrs. Smith has done a great job. A motion was made to approve the Customer Service Specialist recommendation as presented.

Motion to approve: **John Schaber**
No further discussion.
Motion carried.

No questions were asked of the 2014 Capital Improvement Plan and a motion was made to approve the 2014 Capital Improvement Plan as presented.

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

11. Resolution #22-2013 Approving Final Levy Collectible in 2014. Mayor Spitzer asked if anyone had any questions on the proposed Final Levy. Hearing none, he called for a motion to approve.

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

12. Resolution #23-2013 Establishing the 2014 Budget. Mayor Spitzer asked if anyone had any questions on the proposed 2014 budget. Hearing none, he called for a motion to approve the resolution.

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

13. Ordinance #565 Amending Sewer Rates 2nd Reading. Mayor Spitzer asked for any discussion. Hearing none, he called for a motion on the ordinance.

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

14. Ordinance #566 Amending Water Rates-2nd Reading. Clm. Braun expressed that he hoped that residents understood that through incremental rate increases that the City was able to pay in cash for projects that many communities are bonding for. Clm. Getz added that comparatively, he felt our rates for the commodities of water were reasonable.

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

15. Ordinance #567 Administrative Fees 2014-2nd Reading. Mayor Spitzer asked for any discussion on the proposed ordinance. Admin. Koverman expressed that questions were raised with flat fees on the construction permits. He requested that Jay Kruger from Construction Management Services (CMS) attend the meeting to answer questions or relay how the building inspection process works. Mr. Kruger thanked the Council for their time and

reviewed the fee structure as well as how permits were conducted. As the City's contracted building inspector, the fee schedule supports primarily the use of the Minnesota Building Code. Kristine Huinker offered that a rough comparison of what is budgeted as revenue and expense, the city retains approximately \$1,500 which would not cover staff time, etc. However, it was reiterated that the focus of the City has been to promote building permits through a fee structure that promotes its usage. No further questions were asked. Hearing no other discussion, Mayor Spitzer called for a motion to approve the second reading of Ordinance #567.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

16. Resolution #24-2013 Liquor License Renewal. A revised ordinance excluding two companies was presented to the Council. A motion made to approve the presented resolution.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

17. Library Board Recommendation. The names of Sue Vermillya and Holly Muller were presented for consideration on the Library Board.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

18. Future Meeting Dates. Admin. Koverman discussed the upcoming meeting schedule of the proposed Dec. 24th meeting, the January 2, 2014, and January 28th meeting. After discussion a motion to cancel the December 24th, 2013 meeting as there is no further business, hold the first meeting of 2014 on January 2nd at 5:00 p.m., and to tentatively keep January 28th unless it is not supported by an agenda, was made.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

19. Approval of Downtown Rehabilitation Loans. Admin. Koverman reviewed two businesses that were planning improvements to their businesses. The EDA reviewed the applications and the total amount requested was \$21,563. The loans will be structured as a 5-year forgivable loan with 20 percent forgiven each year of ownership.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

20. City Hall Closing-December 31 –Year End Closing. City Hall has closed at 3 p.m. in order to allow for all backup and transfer of data. This has worked well historically in case of issues.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

21. Christmas Eve Closing. Historically, City Hall has closed at noon on Christmas Eve. The Council concurred to allow for employees driving to family and safety closing at noon was reasonable.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

22. Administrator Time Off Request. Time off was requested from January 13-17, 2014.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

23. Ipad Training. Ipad training will be available the 25 and 26 and Council was asked to contact Cassie to make arrangements.

24. Park Board Recommendation-Mark Maloney. A recommendation was made to appoint Mark Maloney to the St. Charles Park and Recreation Board.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

25. Resolution #25-2013 Cigarette Licenses. Cigarette Licenses were reviewed.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

None

Motion to adjourn at 8:08 p.m.: **Dave Braun**

No further discussion.

Motion declared carried.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator