



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, December 11, 2018 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. December 11, 2018 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-November 13, 2018	
-November 27, 2018	
5. December Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank	
7d. Library Board Report, David Kramer	
7f. Park Board, Dave Braun	
7g. School Board, Craig Hilmer	
8. 2018 Truth In Taxation	INFORMATION
9. 20 th Street High Pressure System Advertisement for Bid	DISCUSS/APPROVE
10. Resolution #37-2018 Approving Final Levy Collectible 2019	APPROVE
11. Resolution #38-2018 Establishing 2019 Budget	APPROVE
12. Ordinance #606 Amending Sewer Rates (2 nd Reading)	APPROVE
13. Speed Zone Sign Update	INFORMATION
14. Letter of Resignation-Herman	APPROVE
15. Fire Department Elections	APPROVE
16. Citizen Board Member Recommendations	APPROVE

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



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, December 11, 2018

8. 2018 Truth In Taxation. The 2018 Truth In Taxation presentation will be given that relates to the proposed 2019 budget.

9. 20th Street High Pressure System Advertisement for Bid. Public Works Director Kyle Karger will be present to provide Council with information and a request to have WHKS begin planning the project with the purpose of going out for Advertisement for Bids for 2019. A map is included that provides the proposed location of the system improvement.

10. Resolution #37-2018 Approving Final Levy Collectible 2019. A proposed resolution is included for consideration for the final levy collectible 2019.

11. Resolution #38-2018 Establishing 2019 Budget. A proposed resolution is included for consideration for establishing the 2019 budget.

12. Ordinance #606 Amending Sewer Rates (2nd Reading). Enclosed is the proposed ordinance for consideration.

13. Speed Zone Sign Update. Police Chief Ken Frank will provide a brief summary of the electronic speed zone sign that was implemented.

14. Letter of Resignation-Herman. Officer Colton Herman was recently offered a letter of position with the Winona County Sheriff's Department. Chief Frank can update the Council, but approval of the Letter of Resignation is recommended.

15. Fire Department Elections. Please see the enclosed Request For Council Action in the packet for the recommendation of 2019 officers and a proposal to hire additional members to fill the current vacancies. Aaron Carlson will be present to relay the information and answer any questions.

16. Citizen Board Member Recommendations. The Park Board and Library Board will be discussing and recommending members for consideration to their respective boards at their Monday evening meetings. The recommendations will be brought Tuesday night.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, November 13, 2018 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Councilmen:
Mayor John Schaber
Dave Braun
Craig Hilmer
Wayne Getz
David Kramer

STAFF PRESENT: Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Mike Bubany (David Drown & Associates), Tim Hoff and Kim Ihrke (St. Charles Press).

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: Addition: 17. #31-2018 Advanced Disposal Rates

Motion to approve: **Dave Braun**

No discussion.

Motion carried.

4. Meeting Minutes

October 9, 2018

Motion to approve: **Craig Hilmer**

No further discussion.

Motion declared carried.

October 23, 2018

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

5. November Payables.

Motion to approve: **Wayne Getz**

No discussion.

Motion declared carried.

6. Notices and communications: None

7. Reports of Boards and Committee:

Various reports were given by Council.

8. Resolution #32-2018 Canvassing of Municipal Election. Mayor Schaber read the canvassed votes that demonstrated that David Kramer, Dave Braun and John Schaber were re-elected to their respective positions.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion declared carried.

9. 2019 Enterprise Budgets-Mike Bubany. Mike Bubany of David Drown & Associates led the Council through the presentation of his review of the enterprise budgets. He showcased various future projects and the potential impact on tax rates and fund balances. He offered suggestions on how to maintain the stable financial condition related to the city's operation. To conclude he recommended an incremental rate increase of 2 percent within the sewer budget, and no increases to any of the other enterprise funds as they are keeping pace with current and future projects. Council thanked him for his time.

10. Ordinance #605 Emergency Sale of Real Property to Love's Travel Stops & Country Stores, Inc. EDA Director Cris Gastner began the conversation that highlighted a proposal from Love's Travel Stops & Country Stores, Inc. Gastner relayed that shortly after closing of the car dealership, staff was contacted by a Love's representative and began discussing the possibility of locating to the business park. Due to the location and high visibility of the site, Love's felt this would be a good fit for their brand and store. Through numerous discussions, a proposal was crafted and an agreement reached that would see the development of the 6.83-acre corner site that would accommodate the convenience store/gas station and fastfood restaurants. The proposed site is a projected \$14 million build with 45-50 FTEs and would include a service station. The purchase price would be \$683,000 and they would require a 200 day due diligence period with two 45-day extensions if required. The project is a high utility user and they are the second largest company in this industry with a proven track record. Gastner relayed that staff researched the company through various discussions with other cities and contacts and favorable comments were received. Staff also put Love's and HK Hospitality in contact with each other to see if any synergies could be gained. Discussions continue to move forward. Mayor Schaber relayed that Love's could serve as the anchor that the park has been looking for with the goal of attracting additional businesses to our area. Admin. Koverman relayed the need for the ordinance to allow Love's to begin their due diligence period to proceed as quickly as possible. With no other questions, a motion to approve the ordinance as presented was moved. Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

11. Resolution #33-2018 Approving Sale of Property to Love's Travel Stops and Country Stores, Inc. Mayor Schaber asked if there were any additional question related to the resolution and agreement. Hearing none he called for a motion to approve Resolution #33-2018 as presented. A motion was made. Motion to approve: **Dave Braun**
No further discussion.
Motion carried.

12. 2019 CEDA Contract. Mayor Schaber presented the contract for services from Community Economic Development and Associates. The contract reflected a 2.8 percent increase of \$1,005.00. No questions were asked. A motion was made to approve the 2019 contract. Motion to approve: **Craig Hilmer**
No further discussion.
Motion carried.

13. Pay Request #2—Dunn Blacktop Co. A pay request in the amount of \$343,154.31 was requested. WHKS Engineering had reviewed the request and recommended approval. A motion was made to approve the pay request. Motion to approve: **David Kramer**
No further discussion.
Motion carried.

14. Certificate of Incumbency-Authorized Signatures for Wells Fargo. Admin. Koverman looked for approval to have Mayor John Schaber added as an authorized signer. A motion was made to approve the recommendation. Motion to approve: **Wayne Getz**
No further discussion.
Motion carried.

15. DESCASD Board Term Appointment. Mayor Schaber relayed that the 2-year appointment of David Kramer to the DESCASD board was expiring in December. He asked if Clm. Kramer would be willing to accept another 2-year appointment. Clm. Kramer stated he would accept the appointment if no others were interested. Hearing none, a motion was made to appoint Clm. Kramer to the 2-year term of the DESCASD board.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

16. City Hall Closings & Meeting Dates. Admin. Koverman requested that City Hall be closed Monday, December 24th and December 25th and January 31st at 3 p.m. for year-end close. If necessary, Council will be held Wednesday, December 26th and the first meeting of the year will be Wednesday, January 2 at 5 p.m. Council concurred and a motion was made to approve the schedule as presented.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

17. Resolution #31-2018 Advanced Disposal Rates. Mayor Schaber presented the resolution for discussion. Hearing none, a motion was made to approve the resolution as presented.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion Declared carried.

UNSCHEDULED PUBLIC APPEARANCES

None.

Motion to adjourn at 6:39 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, November 27, 2018 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
David Kramer
Dave Braun
Craig Hilmer
Wayne Getz
Mayor John Schaber

STAFF PRESENT:

Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Jill Veerkamp (St. Charles Press).

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: add 11.) #35-2018 Approve Liquor Licenses, 12.) #36-2018 Approve Cigarette Licenses

Motion to approve the agenda: **Dave Braun**

No discussion.

Motion carried.

4. Notices and Communications. Mayor Schaber shared the information of the open invitation to attend the Winona League of Women Voters Annual informational event in Winona at January 26th. Mayor Schaber asked if anyone was interested to please let him or Admin. Koverman know. No additional information.

5. Review of Financials.

No questions.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion carried.

6. Resolution #34-2018 Gas and Diesel Bids. Admin. Koverman relayed that a new copy of the resolution was included on the table for consideration. Kwik Trip Inc. would be awarded the gasoline bid with CHS Rochester being awarded the diesel bid. A motion was made to approve the resolution as presented.

Motion to approve: **Wayne Getz**

No further discussion.

7. 2019 Preliminary Budgets. Admin. Koverman reviewed the proposed 2019 budget and relayed that with the levy reducing options the proposed levy would be 7.54 percent. No other changes had been made to the Capital Improvement Plans besides what were originally discussed. No other questions were received and with that Koverman relayed that staff would begin preparing the Truth In Taxation presentation for December 11. No questions were asked. A motion to approve the preliminary levy as presented was moved.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

8. Ordinance #606 Amending Sewer Rates (1st Reading). Admin. Koverman relayed that following Mike Bubany's recommendation to include a 2 percent increase to sewer, it was reflected in the proposed ordinance revision that was presented for the first reading. Koverman read the proposed impacts to the rates. No questions were asked. A motion was made to approve the first reading of Ordinance #606.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

9. Thoreson Petition for Annexation. Mayor Schaber and Admin. Koverman relayed that a petition had been received for the annexation of 19.3 acres of land located adjacent to the Chattanooga Innovation Park. The Thoresons have indicated their intention to donate a portion of the land to a proposed future church project and request the need for city services, while they would be willing to sell the remaining land to the city as they are supportive of the city's need for growth. The first step would be to request an orderly annexation petition from St. Charles Township and if Council agrees, Koverman would move forward with the request. Council concurred and a motion was made to approve the annexation petition submitted

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

10. Consideration of Land Bids for Parcel A & B. Admin. Koverman relayed that no bids were received for the two proposed parcels to be sold. He indicated that feedback he received relayed that due to the potential cost of sewer and water extension that the price of the lots would be too high. In discussing the lots with Director Kyle Karger, he agreed with the recommendation to reduce the minimum bid of the lots to \$5000.00 as the city would still collect its costs. Clm. Kramer asked if spring might not be a better time to sell and Admin. Koverman relayed that if after the second round, the city is unsuccessful then waiting until the spring would make sense. A motion was made to approve the readvertising of parcels.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

11. Resolution #35-2018 Approving Liquor Licenses. Admin. Koverman relayed that these are annual renewals with the addition of The Garage LLC that opened this year. A motion was made to approve the resolution as presented.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion carried.

12. Resolution #36-2018 Approving Cigarette Licenses. Admin. Koverman relayed that these are annual renewals. No further discussion was held and a motion to approve the resolution as presented was moved.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

None.

Motion to adjourn at 6:10 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator



City Administrator's Report—November 2018

Nov. 5—Worked with staff and head election judge to prepare and set up for General Election.

Nov. 6—General Election.

Nov. 7—Met with WHKS to discuss various projects and planning steps.

Nov. 9—Attended SCACF banquet

Nov. 13—Attended the Beyond the Yellow Ribbon meeting in Winona. The group is struggling to find volunteers and leadership within the Winona area to help sustain the program. Don Peterson, who has chaired the committee for a numbers of years, is looking to pass the responsibility on to others and has been working with a State BYTR representative to coordinate meetings and information. A future meeting was set for January/February of 2019 and contacts will be made with representatives from various organizations to gauge interest in serving.

Nov. 14—Met with St. Charles Ministerial leadership team to discuss how congregations could better partner with the city in times of crisis. The Emergency Management Plan was reviewed and updated.

Attended the SCACF board meeting to give updates on various projects and initiatives by the foundation. Attended the St. Charles area township fire board meeting to update the townships on the proposed budget and projects of the department.

Nov. 15—Met with Ben Klinger, Winona County Emergency Management Director, to talk about future planning and potential partnerships between the Law Enforcement Center and the City of St. Charles.

Nov. 16—Held an Upper Midwest Municipal Energy Group conference call. Discussed the transfer from Butter Solar to Blue Earth energy group from Ontario, Canada. Eric with OneEnergy will stay on the project even throughout the transition.

Nov. 19—Met with IBEW representative Tom Cassidy to review health insurance.

Nov. 20—Attended the Project Fine Welcoming Table event at the Catholic Church. Attended the senior citizen lunch for Thanksgiving along with Dusty.

Nov. 28—Attended the Transportation Advisory Committee to discuss services and the focus of the TAC.

Nov. 29—Attended the Administrator's meeting in Owatonna.

Public Works Report – November 2018

- Battery maintenance at power plant, service disconnect on East 12th Street; stocked electric trucks; performed street light repairs; put up city Christmas decorations and new 11th Street banner poles; performed rubber goods inventory; dug in multiple electric services for new houses; ran power plant and all City small general sets for monthly maintenance and repaired secondary fault to underground pedestal on Penn Drive.
- Cleaned up at City Shop; worked on truck sanders; plowed snow; had a safety meeting; checked City wells; moved chairs and tables at City Hall to Library; emptied Senior Center for floor waxing; performed City locates for utilities; identified circuits at Oakview apartment complex; removed City banners from poles; worked on electric inventory for auditors; restocked electrical material that was ordered.
- Replaced 10th and Church Avenue replaced street light head with new L.E.D. fixture; repaired broken tracer wire on enterprise Drive; sent pictures of chipped and scratched print to Ressco for new banner poles; ordered more L.E.D. heads; changed 1907 Countryview Drive from temporary service to permanent service; disconnected service at 643 Richland Avenue; called for truck repair parts.
- Black dirt and seed down for bike trails and 2018 road projects; received four new trucks from Sugarloaf Ford; swept leaves and bees wings off of streets; repaired City shop saw; winterized equipment; cleaned chain saw and sharpened blades; hauled dirt and leaves to Brauns pit; changed brooms on sweeper; performed garden maintenance; worked on shop grate replacement; sanded streets and sidewalks.
- Repaired manholes so trucks do not hit top rings; moved equipment around shops for summer storage; moved winter equipment out of storage; performed finals; water trees; water samples; cleaned Hwy 14 Booster station; checked bubbler compressions in both towers; worked on lift stations; read meters; took water inventory; repaired I-90

booster stations; crew is currently hunting and burning vacation and comp time before the end of the year.

- Daily/weekly/monthly - Utility locates; monthly rubber goods inventory and testing; MMUA safety meeting; ran power plant for monthly exercise; repaired street lights; located property pins; delivered disconnect notices and disconnected/reconnected electric meters for City Hall; daily Well checks; lift station and booster station checks; water samples; substation reporting; meter finals; checked and replaced water meters.

Sincerely,
Kyle Karger
Public Works Director

December 2018

- Received Resignation from Officer Colton Herman who has taken a position with the Winona County Sheriff's Office. Officer Herman was hired by this department as a part-time officer in June of 2015 and promoted to a full-time position on October 1, 2016. During his employment here, he has mainly worked the night shifts and has been a very stabilizing presence on the street.
- A department meeting/training was held on Wednesday Nov 14. Kevin O'Laughlin presented a "Firearms Laws" update, followed by Adam Carlson giving a K-9 training focusing on what we can do to help give the best results when we call on a K9 for assistance. Sheriff Ganrude gave a refresher on the use of Project Life Saver Equipment. We also spent time as department discussing various procedures.
- Officer Pelaez continues on light duty as a result of an on-duty injury that occurred October 18th.
- Officer Wolters has attended a three-day DMT (intoxylizer) course at the BCA in St. Paul. We have an intoxylizer at the police department and with Officer Herman's resignation Wolters will be the only member of this department certified to operate it. This instrument frequently gets utilized by other departments namely the State Patrol and Sheriff's Office. Along with this certification he will be responsible for maintaining it and all records associated with it. An additional related responsibility will be that he regularly calibrate the portable breath testers (PBT's) utilized by this department.
- Officers Brady & Wolters attended a report writing class put on by the St Paul Police Department.
- The "Radar" traffic sign has been operational on 2 locations of Richland Ave. with the main focus in the area of the elementary school. Other areas of deployment have been discussed and will be utilized as we near spring.

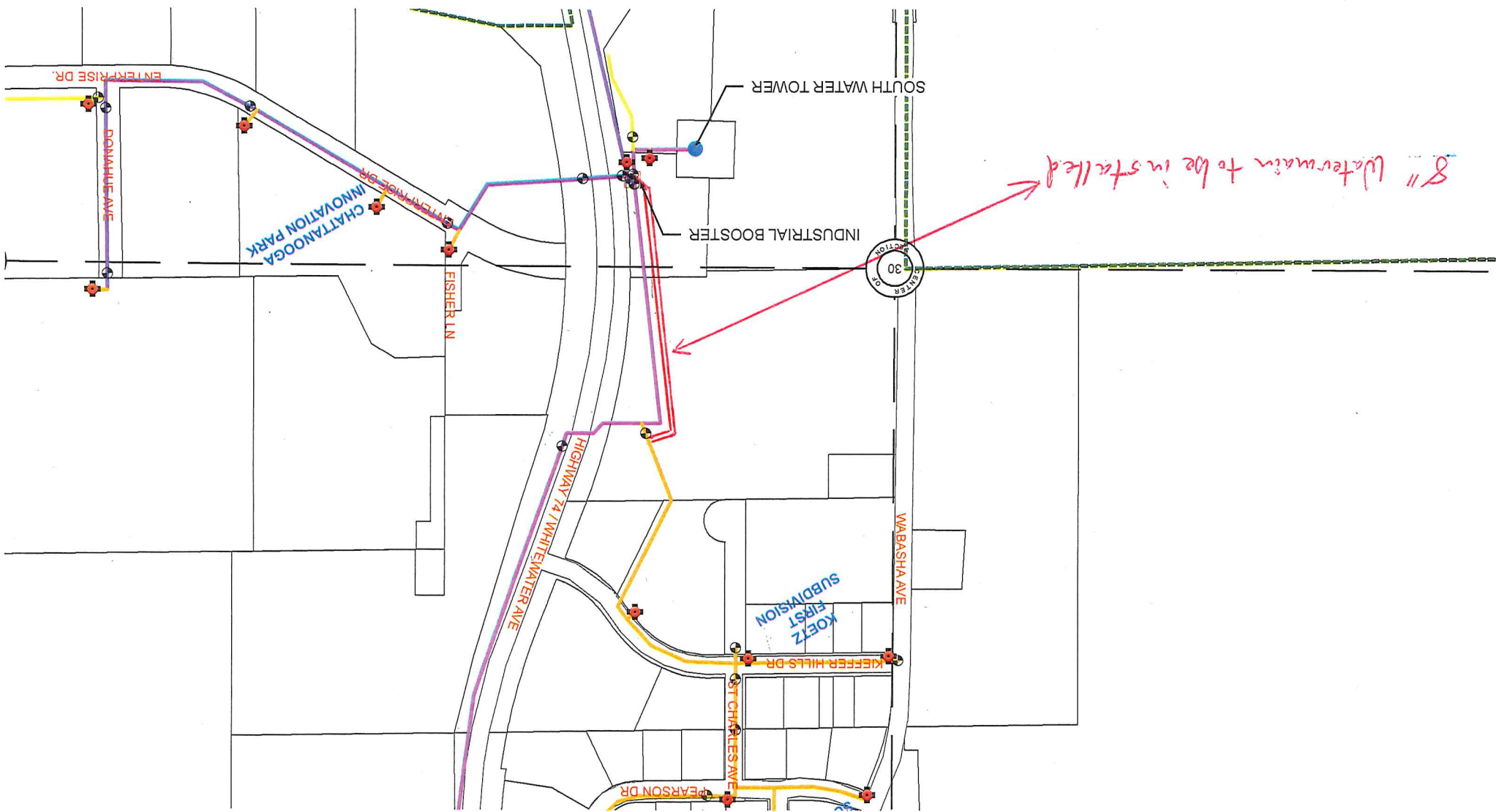
Respectfully submitted,

Chief Ken Frank

"Proud to Serve"



20th Street, Koetz & Pearson addition connected to booster station ?



CITY OF ST. CHARLES

Resolution #37-2018

**A Resolution Approving Final 2019
Tax Levy Collectible in 2019**

WHEREAS, the City of St. Charles requires revenue to meet its expenses.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES that the following sum of money be levied for the current year, collectible in 2019, upon the property in said City of St. Charles, for the following purposes:

FUND	<u>2019</u>
2011A Bond Fund	\$ 203,538
2018A Bond Fund	\$ 22,858
Advertising Fund	\$ 21,275
Capital Improvement Fund	\$ 245,000
Celebration/Public Safety Fund	\$ 7,000
Fire	\$ 66,171
General Fund	\$ 312,537
Library Fund	\$ 114,565
2015A Bond Fund	\$ 96,411
Tax Abatement	<u>\$ 3,960</u>
Total Final Levy	\$1,093,315

The City Administrator is hereby authorized to transmit a copy of this resolution to the County Auditor of Winona County, Minnesota.

Adopted this 11th day of December 2018 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

**City of St. Charles
Resolution #38-2018**

**A RESOLUTION ESTABLISHING THE 2019 BUDGET
OF THE CITY OF ST. CHARLES, MINNESOTA**

WHEREAS, the proposed budget has been duly noticed and publicly examined by the City Council; and,

WHEREAS, the required truth-in-taxation hearing has been duly noticed and heard;

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

The Council of the City of St. Charles hereby resolves that the 2019 Budget of the City of St. Charles is established at \$7,394,905.00 is hereby approved.

The City Administrator is hereby directed to have on file and available for public inspection the executed "form" copy of the 2019 Budget.

Adopted this 11th day of December 2018 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest:_____
Nick Koverman, City Administrator

City of St. Charles

Ordinance #606

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING
ST. CHARLES CODE - SEWER RATES AND REPEALING ORDINANCE #596**

**THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA DOES
ORDAIN (deleted material is enclosed in brackets; new material is underlined;
subsections which are not being amended are omitted):**

Section 1. Title V: Public Works: Chapter 52 Sewer, of the City Code of
St. Charles, Minnesota, be amended as follows:

§52.08 Sewer Rates

Subd. A. Residential sewer use shall be established annually by the
amount of water incurred.

Subd. B. The rates for residential, commercial and industrial
property are as follows:

- (1) ~~\$(15.08)~~ 15.38 base rate per user per month, for the first
meter in each residential household.
- (2) ~~\$(6.23)~~ \$6.35 District charge per 1,000 gallons
- (3) ~~\$(0.18)~~ 0.19 City charge per 1,000 gallons

Effective Date: This Ordinance shall take effect 30 days upon publication or on January
20, 2019, whichever is later.

Passed and adopted by the Council of the City of St. Charles, Minnesota this 11th day of
December, 2018.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

**Request for City Council Action**

Date: December 5, 2018

Requested Council Date: December 11, 2018

Originating Department: Fire Department

Council Action Requested: Approval of 2019 Officers and additional hirings

Background Information: The St. Charles Volunteer Fire Department had their elections and as a result would like to submit the recommendation of officers that include:

- Aaron Carlson (Fire Chief)
- Fran Schmidt (1st Assistant)
- Marshall Ruhoff (2nd Assistant)
- Adam Ferden (Training Officer)

In addition, the fire department has been holding interviews for several openings on the roster and will make a recommendation Tuesday night to fill the current vacancies on the roster.

Aaron Carlson will be present to answer any questions.

