



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, April 10, 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. April 10, 2018 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-March 13, 2018	
-March 27, 2018	
5. April Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Library Board Report, David Kramer	
7c. Park Board, Dave Braun	
7d. Planning & Zoning, Wayne Getz (TBD)	
7e. School Board, Craig Hillmer	
8. St. Charles Bike/Walking Trail Plan	INFORMATION
9. 2017 Annual Reports	INFORMATION
10. Ordinance #599 Amending Provisions of Section 152.24 (1 st Reading)	APPROVE
11. Ordinance #600 Vacating certain Utility/Drainage Easements in The Chattanooga Innovation Park (1 st Reading)	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

***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, April 10, 2018

8. St. Charles Bike/Walking Trail Plan. The St. Charles Park & Rec Board will be holding a public hearing during Monday night's committee meeting to take any comment on the proposed plan. Lew Overhaug, planner from Winona County, has helped to spearhead the plan and will be present to give an overview of the plan and answer any questions. The plan will be presented again as part of the April 24th Council meeting for adoption.

9. 2017 Annual Reports. Included in the packet are the 2017 annual reports from department heads for Council review.

10. Ordinance #599 Amending Provisions of Section 152.24 (1st Reading). The proposed ordinance is included for consideration.

11. Ordinance #600 Vacating certain portions of utility/drainage easements in the Chattanooga Innovation Park (1st Reading). The proposed ordinance is included for consideration.

MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, March 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: Kyle Karger (Public Works Director), Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Jill Veerkamp (St. Charles Press), Lindsey Littlefield, Josie O’Laughlin, Laura Ellinghuysen, Josiah Sandcork, and Dan White.

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

4. Meeting Minutes

February 13, 2018
Motion to approve: **Wayne Getz**
No further discussion.
Motion declared carried.

February 27, 2018
Motion to approve: **David Kramer**
No further discussion.
Motion declared carried.

5. March Payables.

Motion to approve: **Craig Hilmer**
No discussion.
Motion declared carried.

6. Notices and communications: None.

7. Reports of Boards and Committee:

Various reports were given by staff and Council that were included in the packet.

8. Mi-Energy Contract Discussion. Admin. Koverman highlighted the ongoing conversation that the City and Mi-Energy have had with respect to the discussion of a potential wholesale electric supplier contract. Through the amended agreement with Dairyland Power Cooperative, the City has an option to work directly with a neighboring cooperative like Mi-Energy to accept the Rushford based company as the wholesale power supplier. Koverman relayed that initially the City began discussion with Mi-Energy as they discussed a potential partnership for a company that was exploring their options for southeast Minnesota. It was the idea that following that partnership that a future contract could be explored. He

continued that while the potential project has taken longer than anticipated that Brian Krambeer continued to pursue the idea of a contract. Staff began working with Mi-Energy after receiving Council direction to do so to develop a contract. The language is close to being finalized, relayed Koverman, and he wanted to ask for Council direction. He offered that a term contract was suggested and that Mr. Krambeer tentatively approved the idea. In addition, discussion with respect to territory was specified that Mr. Krambeer would be open to a case-by-case review of new territory expansion without annexation especially if it was mutually beneficial to both groups. Clm. Kramer recommended staff to modify the request for territory expansion. It was also briefly discussed that while Mr. Krambeer has stated that the bill would be entirely the same, Koverman also recalls the statement of an additional fee to cover some of their cost. He would like to seek clarity on the billing. He relayed additional positives as outlined by Mr. Krambeer as cooperative purchasing, access to economic development loan dollars, assistance on projects, and ability to formulate special rates to attract additional businesses to the area, if needed. With no further discussion, Mayor Schaber asked Council how they would like staff to proceed and it was relayed that proceeding with caution would be advised. Seeking answers/clarifications makes sense as well. A motion was made to proceed with caution and to seek additional clarification on the issue of billing and territory.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

9. City Cleanup Day – May 19, 2018. Admin. Koverman presented the information as a preview for the proposed Saturday, May 19th cleanup from 8 a.m. – noon. Clm. Braun relayed that he thought it worked well with the staff and help from Advanced Disposal. Koverman asked about thoughts regarding additional days/hours and it was agreed that the costs of the cleanup had gone down and that they felt it was used properly. A motion was made to approve the proposed May 19, 2018 event.

Motion to approve: **David Kramer**

No discussion.

Motion carried

10. Petition and Waiver Agreement – Olsen. Admin. Koverman presented the proposed petition and waiver agreement for the assessment to 1001 St. Charles Avenue. The agreement would allow for the removal of a dead/diseased tree. A motion was made to approve the agreement as presented.

Motion to approve: **David Kramer**

No discussion.

Motion carried.

11. 2018 Summer Park and Rec Brochure. Mayor Schaber presented the brochure for review and a motion to approve the document was moved.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

12. 2018 Summer Job List. The 2018 summer job list was presented for consideration and a motion to approve the list was moved.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

13. Advertising – KTTC Promotion. Mayor Schaber discussed the proposal from KTTC to run one of the ads that were completed by the EDA. The total cost of the 3 month programming proposal was \$2,880 with the funds coming from the EDA. It was the recommendation of the EDA to approve the package. A motion was made to approve the promotion.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

14. Closed Session – Real Estate Strategy, MN Stat. 13D.05 Sub 3C. A motion was made to close the regular portion of the meeting at 6:23 p.m.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion declared carried.

Those present were the full council, City Administrator Nick Koverman, and EDA Director Cris Gastner.

Following the closed session a motion was made at 6:59 p.m. to reopen the regular meeting.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

None.

Motion to adjourn at 7:00 p.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, March 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: Mike Bubany (David Drown & Associates), Bob Bambenek (Winona County Recorder), Dan White and Jill Veerkamp (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: **Dave Braun**

No discussion.

Motion carried.

4. Notices and Communications. None.

5. Review of Financials.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

7. 2018 Street Bond Finance-Mike Bubany. Mike Bubany presented the information to the Council and financing options for the 2018 Street Project. The total amount of the bond will be \$650,000. Mr. Bubany relayed that because of the smaller amount of the bond, he contemplated offering it locally and after Admin. Koverman made contact with the local institutions to seek interest and/or willingness, Mr. Bubany proceeded to entertain discussions with both local institutions. Bubany relayed that he had hoped a direct placement would save on issuance expense, but noted that they could not agree on a rate of the financing. His recommendation was to continue with past practice and proceed with a public sale of the bond. No questions were asked.

8. Resolution #13-2018 Set Sale of Street Bonds. Mayor Schaber presented the resolution for consideration. A motion was made to approve the resolution as presented.

Motion to approve: **Wayne Getz**

Seconded by: **Dave Braun**

No further discussion.

Motion carried.

9. Resolution #14-2018 DNR Outdoor Grant Application. Admin. Koverman highlighted the information contained in the packet that featured an accessibility grant to the DNR's Outdoor Grant program that would provide for better accessibility and drainage at City Park as runoff damages the infield. The grant is a 50/50 cost share program and the city's portion would come from the City Park memorial fund. Clm. Braun stated he thought this would be a nice improvement to a well used park. A motion to approve the resolution was so moved.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

6. County Recorder Update – Bob Bambenek. County Recorder Bob Bambenek presented Council with information of the 2017 sales and outlook for 2018. He stressed the tight real estate market and the need for additional housing especially in the

light of DMC. He also noted for the group the upcoming 2020 census and his prediction that he estimates Winona County numbers dropping by 1,500 people. Council thanked him for his time and information.

10. Letter of Support to Maintain Three Judgeships in Winona County. Mayor Schaber relayed the information he received that was included in the packet from Winona County Attorney Karin Sonneman. She requested support to maintain three judgeship positions in Winona County as consideration was being given to move one of the seats to neighboring Olmsted County. After reviewing the information, Mayor Schaber relayed that he recommended that staff draft a letter of support on behalf of the council for this issue. Clm. Hilmer cited professional conflict in the matter and recused himself. A motion was made to support drafting a letter of support.

Motion to approve: **Dave Braun**

Abstaining: **Craig Hilmer**

No further discussion.

Motion declared carried.

11. Closed Session – Real Estate Strategy Minn. Stat. 13D.05 Subd 3(c). Mayor Schaber relayed that at EDA a letter of intent was received and reviewed. He asked if the Council would choose to go into closed session on the matter. A motion was made to close the meeting at 6:43 p.m.

Motion to close: **David Kramer**

No further discussion.

Motion declared carried.

The closed session was held with Admin. Koverman, all councilmembers and mayor accounted for.

A motion was made to reopen the council meeting at 6:43 p.m.

Motion to open: **Craig Hilmer**

No further discussion.

Motion declared carried.

A motion was made to accept the letter of intent and direct staff to proceed with a purchase agreement with Danmar Properties, LLC for the sale of Lots, 2, 3, 4, and 5 (Block 3) of the Chattanooga Innovation Park.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

UNSCHEDULED PUBLIC APPEARANCES

None

Motion to adjourn at 6:55 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator



City Administrator's Report—March 2018

March 1 – Received an update from Envirolastech CEO, Jeff Mintz, on their projects and growth.

March 6 –Met with Custom Alarm to review additional services and billing.

March 9—Attended Winona County Hazard Mitigation Plan meeting to review the process and provide input. Consultants will review data and come back with additional information at a later meeting.

March 12—Met as a Blandin group to discuss upcoming application for Blandin grant dollars for a May 20th Spring into Giving event. Met with Winterfest group to discuss future plans as it inter-related to community and St. Charles Area Community Foundation.

March 13—Held conference call with DesignOne, website company, to review home page draft. They will continue to proceed forward.

March 14—Met with Green Space committee to review plans and progress.

March 15—Attended Winona County Active Living group meeting in Winona. Received update and talked about potential additional partnerships.

March 21—Attended SCACF meeting and provided an update on a May 20th partnership with the Early Childhood Initiative and the recently received Blandin grant for “Spring Into Giving” event.

March 22—Participated in phone conference for SEMLM board with the HR&A Regional Economic Development Study memo and discussed the process moving forward.

March 28—Attended professional administrator's group for networking and development.

Planning and Zoning Commission
Thursday, April 5, 2018
7:00 P.M.
City Council Chambers
Minutes

MEMBERS PRESENT:

Terry Jones
David Kramer
Tim Jones
J.D. Purl
Wayne Getz
Jamie Bjerke

MEMBERS ABSENT:

Jerel Mockenhaupt

STAFF PRESENT:

City Administrator Nick Koverman.

OTHERS IN ATTENDANCE: None.

ESTABLISH QUORUM/CALL TO ORDER

Quorum was established and Tim Jones called the meeting to order at 7:01 p.m.

APPROVAL of AGENDA:

Motion to approve: **Wayne Getz**
Seconded by: **David Kramer**
No further discussion.
Motion declared carried

APPROVAL of MINUTES-February 8, 2018

Motion to approve: **Terry Jones**
Seconded by: **J.D. Purl**
No further discussion.
Motion declared carried

BUSINESS ITEMS:

4a. Public Hearing-Language Amendments to Section 152.24. A motion to open the public hearing at 7:03 p.m.

Motion to approve: **Wayne Getz**
Seconded by: **David Kramer**
No further discussion.
Motion declared carried.

Admin. Koverman highlighted for the Commission the existing C-3 Regional Commercial/Industrial District Language and how upon its inception, permitted uses listed in item 11 including motor vehicles, RVs and such were allowed, but that consideration was not given to how those permitted uses operate. It was discovered that the provision of outside storage was prohibiting the use and that through discussion with Andy Masterpole of SEH Yaggy, it was determined that exempting those uses from that section would be appropriate. In reviewing the potential design/plan of the building, Koverman also relayed that current language would prohibit the customary usage of signage by dealerships. The Commission members agreed that the current designs of dealerships are tasteful and appealing. He relayed that a building permit would allow for review of a proposed structure. No further questions were asked. Chair Jones asked three time for any additional public comment. Hearing none he called for a motion to close the public hearing at 7:12 p.m.

Motion to close: **David Kramer**
Seconded by: **Jamie Bjerke**
No further discussion.
Motion carried.

4b. Ordinance #599 Amending Provisions of Section 152.24. No further discussion was held and a motion to recommend the ordinance as presented was moved.

Motion to approve: **Wayne Getz**

Seconded by: **Terry Jones**

No further discussion.

Motion carried.

4c. Public Hearing- Vacating certain utility/drainage easements in Chattanooga Innovation Park.

Jones called for a motion to open the public hearing at 7:13 p.m.

Motion to open: **Jamie Bjerke**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

Admin. Koverman reviewed the plat of the Chattanooga Innovation Park and the proposed lots for purchase. As part of the agreement, certain portions of utility easements and a drainage easement required vacation. No questions were asked. Jones asked for public comment three times. Hearing none, he called for a motion to close the public hearing at 7:20 p.m.

Motion to close: **Jamie Bjerke**

Seconded by: **Wayne Getz**

No further discussion.

Motion carried.

4d. Ordinance #600 Vacating certain utility/drainage easements in Chattanooga Innovation Park.

No further discussion. A motion was made to recommend approval to the City Council as presented.

Motion to approve: **Terry Jones**

Seconded by: **David Kramer**

No further discussion.

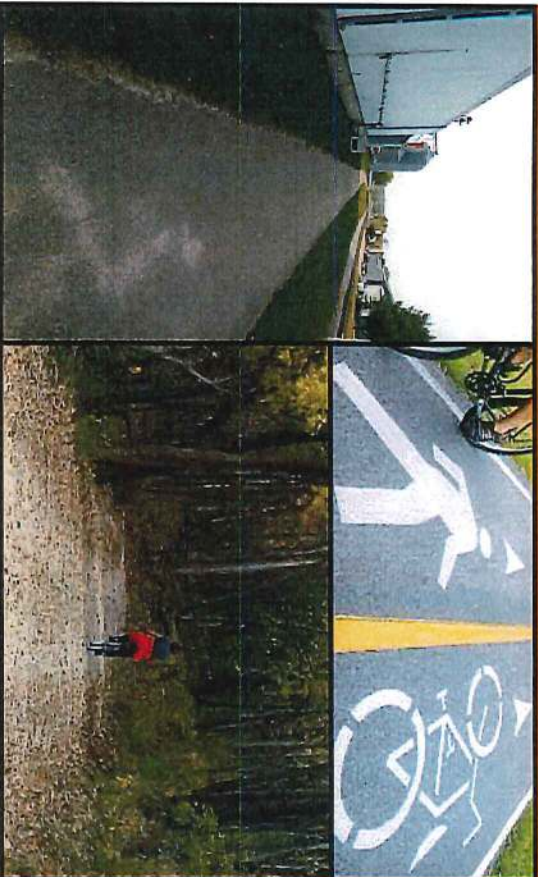
Motion carried.

Motion to adjourn at 7:21 p.m.: **David Kramer**

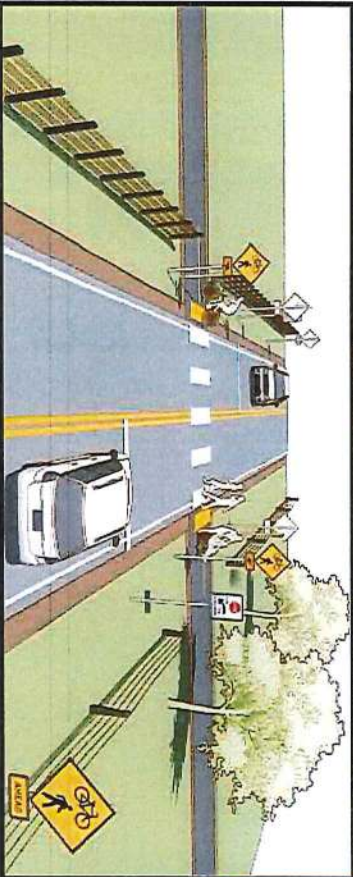
Seconded by: **Jamie Bjerke**

No further discussion.

Motion carried.



City of St. Charles Pedestrian & Bicycle Plan



SAINT CHARLES, MINNESOTA

2018

Acknowledgments

Saint Charles City Council

John Schaber - Mayor

Craig Hilmer

Wayne Getz

Dave Braun

David Kramer

Saint Charles Park & Recreation Board

Dave Braun

Eric Manley

Greg Gall

Dan Leistikow

Kris Slavin Laura Schaber

Jamie Bjerke

Justine Reinhardt

Mark Maloney

Saint Charles Staff

Nick Koverman – City Administrator

Rick Schaber – Park & Recreation Director

Winona County Staff

Lew Overhaug – Planner

Marty Mollenhauer – GIS Technician

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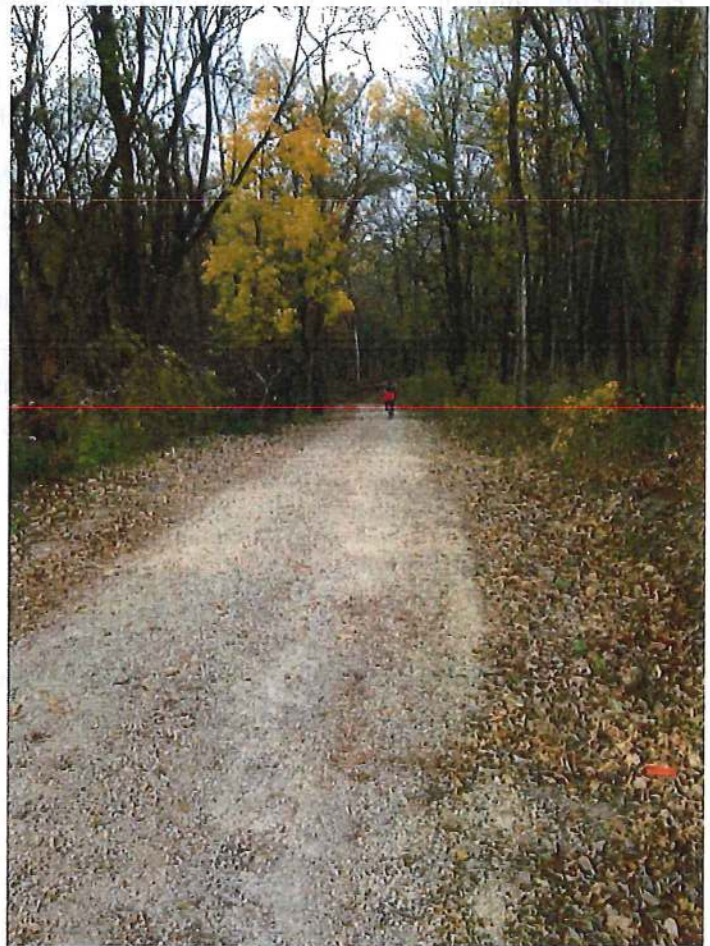
■ INTRODUCTION

Organizations like the USDA's Forest Service have long promoted the benefits of trail planning, identifying a realm of positive economic benefits these systems can have on local economies. From making housing areas more desirable for buyers, to tourism benefits, there are many ways a well-planned system can positively affect local economies. Additionally, trails can have a positive impact on social and environmental factors in a community, justifying the 'triple bottom line' – financial, social, and environmental benefits - when making public and/or private investment.

An important part of a local community, trails are appealing to both outdoor enthusiasts and casual users. Trails attract a wide cross section of people including local families, commuters, weekend recreationalists, tourists, touring groups, participants in programmed events, school children, and many others.

The St. Charles Park Board oversees the development and maintenance of the City's parks and trails. In the summer of 2015 the Park Board approached the Winona County Planning & Environmental Services Department to assist with developing a bike and pedestrian plan that would provide guidance and set priorities regarding future bike and pedestrian infrastructure developments. In addition, a bike and pedestrian plan can position the community to take advantage of opportunistic public private partnerships, grants, philanthropic activity and community volunteerism.

This plan seeks to connect and expand upon existing recreational trails in order to create a loop around the City that connects with the bike and pedestrian network of the St. Charles grid to make a trail system that is easily accessible for everyone and a community that is safe and easy to walk and bike in.



A CYCLIST ON A MULTI-USE TRAIL WITH A CRUSHED ROCK BASE IN ST. CHARLES

■ BENEFITS

A community that provides a safe, convenient, and comfortable environment for people to walk and bike in can realize many benefits to both individuals and the community as a whole. Some of the benefits of recreational trails and a walkable and bikeable community include:

- Improved overall health (physical and mental health)
- Increased student concentration and performance
- Improved safety
- Stronger local economies
- Improved overall quality of life

The benefits listed above are associated with cost savings and economic opportunity to individuals and communities as a whole. Some of these economic benefits are attributable to costs averted when health and safety are enhanced. For example, if a community has safer streets, wide connected sidewalks and easily accessible parks and trails people are more likely to walk and bike, increasing overall physical activity and leading to a healthier population that spends less on healthcare. Other economic benefits are due to increased economic activity. The following are economic benefits that have been documented in other communities:

- Increased property values - Areas with slower traffic and options for walking and biking are more desirable and generally have higher property values.
- Attract and retain businesses and workforce – Parks, trails and other infrastructure that adds to residents' quality of life helps to attract new residents and businesses from outside of the community.
- Recreation and Tourism - Spending on items such as gear, equipment and hospitality (food / beverage, lodging, etc.) among others can positively impact local economies.

■ RELATED PLANNING INITIATIVES

Winona County Active Living Plan

The Winona County Active Living Plan was developed in order to chart a course that leads to improved health outcomes by incorporating physical activity into daily routines. Building healthy places is one of the best ways to promote active living by making the easy choice the healthy choice. *(The following is an excerpt from the Winona County Active Living Plan)*

Physical design affects human behavior – buildings, neighborhoods, communities, and regions. The places in which we live, work, and play can affect both our mental and physical well-being. Our built environment offers both opportunities for and barriers to improving public health and increasing active living. Communities designed in a way that supports physical activity – wide sidewalks, safe bike lanes, accessible recreation areas – encourage residents to make healthy

choices and live healthy lives. One of the more important determinants of physical activity is a person's immediate environment. Most people who live in neighborhoods and cities with parks and trails are twice as healthy as people who live in areas without such facilities. Those who participate in regular physical activity experience lower mortality rates; lower risk for heart disease, stroke, and diabetes; and improvement in emotional well-being. Proximity and access to areas with parks and trails for a wider segment of the population is likely to improve overall community health.

Enabling all people to safely walk and bike as part of their normal, daily routine has profound benefits on individual health and well-being. Incorporating active transportation into a person's daily life eliminates the need for them to make an extra effort to be more physically active and makes the easy choice the healthy choice.

Winona County Trail Plan

Winona County adopted the Winona County Trail Plan in June of 2013 in order to promote the use and development of all types of trails for the benefit of future generations, connect Winona County with neighboring trail systems, and serve as a guide for stewardship of the trail system. The Plan identifies a total of twenty-six (26) trail alignments or planning segments that are broken up into three geographic subgroups.

St. Charles Elementary & St. Charles High School Safe Routes to School Plan

In December of 2015 the St. Charles School District completed a Safe Routes to School (SRTS) Plan for the elementary and high school. The goal of SRTS is to help more children get to school by walking and bicycling. As stated in the St. Charles SRTS Plan, kids who walk or bike to school get more exercise, are more likely to be a healthy body weight, arrive to school alert and able to focus, demonstrate better school performance and improved test scores, and are less likely to suffer from depression and anxiety.

The St. Charles SRTS Plan includes recommendations for improving infrastructure around both the Elementary School and High School in order to improve bike and pedestrian safety and access. The plan also includes recommendations for programs that can help facilitate more walking and biking to school and educate the school community.

St. Charles Comprehensive Plan

In 2011 The City of St. Charles completed their first comprehensive plan. Comprehensive Planning is as much a process to engage the public in local decisions as it is to create a document for guiding development. As such, the Comprehensive Plan is an instrument for guiding the future of the community. Included is background information on essential community services and a collection of goals, policies and strategies used to realize the vision of the community.

The plan calls for the continuation and expansion of the existing trail system in order to enhance the transportation network as well as parks and recreation within the City. Connecting the internal park and trail systems to the regional network is a priority specifically with regards to the Whitewater Country Loop which is part of the MN State Trail system.

■ PLANNING PROCESS



Meetings were initially held during the summer of 2015 between Winona County Planning Staff and St. Charles Administration and the Park Board in order to discuss the planning process and scope of the project. The project kicked off in October with the Park Board providing information on existing conditions such as parks, trails, open space, destinations and natural features that are relevant to the development of bike and pedestrian infrastructure in St. Charles.

A general opportunities and constraints analysis was conducted whereby Park Board members were able to mark-up maps and share ideas and information about their city. As a follow up to these sessions Planning Staff participated in a bike tour of St. Charles to experience the existing trail system and some of the opportunities, constraints, gaps and barriers that had been identified during previous work sessions.

Stakeholder groups were identified and meetings were held with community organizations in order to gather additional information and ideas. The information gathered from these stakeholder interviews provided valuable information concerning user needs, community values and support for bike and pedestrian improvements in the City. The following organizations were consulted and offered information and perspectives that guided the development of this plan:

- Planning & Zoning
- Economic Development Authority
- Chamber of Commerce
- St. Charles Public Schools
- St. Charles Moose Lodge 1368
- Lions Club

Once data was collected on the City and stakeholders were consulted a concept for developing bike and pedestrian infrastructure in the City began to take shape and routes for future trails were added to maps. On Monday, August 8th of 2016 the St. Charles Park Board hosted an open house at City Hall in order to gather feedback from the public concerning proposed trail alignments and bike and pedestrian improvements throughout the City.

Throughout the fall and winter of 2016-2017 meetings were held with the Park Board in order to further refine trail alignments and establish priorities for implementing the plan.



ST. CHARLES TRAIL PLAN OPEN HOUSE

■ PROJECT GOALS

- Provide a quality trail system to serve year round mobility / transportation and recreational needs of local citizens
- Improve pedestrian safety for all users
- Enhance community connectivity by filling gaps in the pedestrian system and connecting neighborhoods

As a result of the stakeholder interviews that were conducted with organizations in St. Charles three main themes took shape.

First, people saw the local trail system as primarily serving the local recreational needs of St. Charles and the surrounding countryside instead of attracting tourists. At the same time they acknowledged the ability of a community's trails and the walkability of its streets, neighborhoods and downtown to draw residents and business to the community.

Second, pedestrian safety was of primary concern. It was noted that this is particularly important for youth and for the mobility of the elderly. The recently completed safe routes to school plan has provided the community with an invaluable resource. The City has also done considerable work towards making downtown a more walkable place. This plan is intended to reinforce and enhance existing plans and expand the scope throughout the community.

Third, residents articulated a desire to connect areas of town that are not currently served by sidewalks or trails. The old core of town is connected by a fairly continuous sidewalk network though some gaps remain. The newer subdivisions lack sidewalks and do not provide safe routes and adequate connections to the core of town. In many cases, bikers and pedestrians are forced to use the road which can cause safety concerns and act as a barrier to increased walking and biking.

■ EXISTING CONDITIONS

Located 20 miles east of Rochester and 20 miles west of Winona, the City of St. Charles is located on the western edge of Winona County where the hills and valleys of the driftless region meet the gently rolling terrain of the Rochester Plateau. It is the second largest community in Winona County with a population of 3,735 people. The South Branch of the Whitewater River winds its way through the northwestern end of town. St. Charles is known as the gateway to Whitewater State Park which is located approximately four miles north of town.

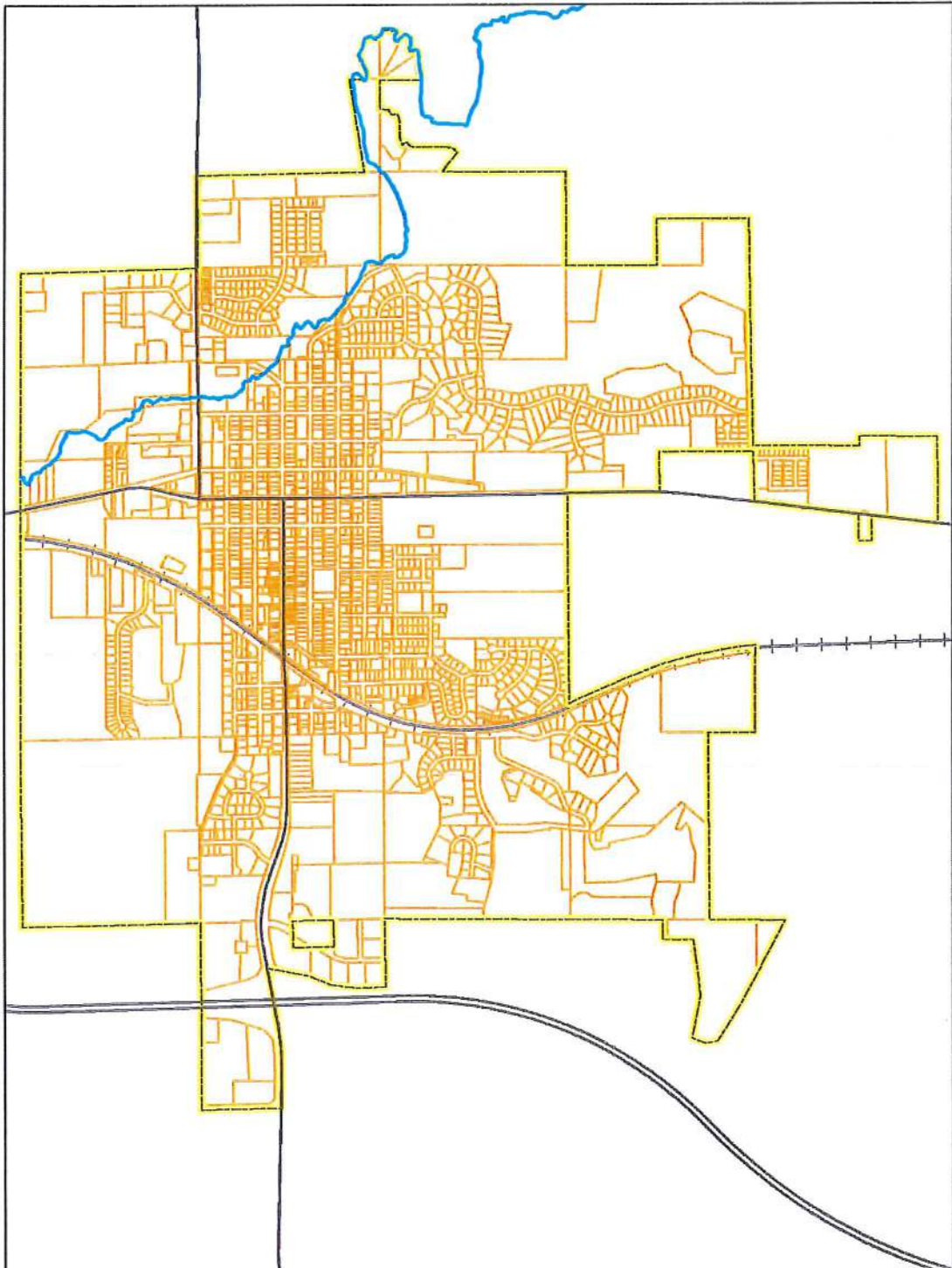
- MUNICIPAL BOUNDARY AND PLAT
- LAND USE / ZONING
- HYDROLOGY / NATURAL FEATURES
- DESTINATIONS
- PARKS AND TRAILS
- WHITEWATER LOOP TRAIL
- SIDEWALK INVENTORY
- ACCIDENT RISK AREAS
- OPPORTUNITIES & CONSTRAINTS

■ MUNICIPAL BOUNDARY AND PLAT

St. Charles began as a small community on the banks of the Whitewater River. The original plat of 1854 included 49 blocks and a public park. In 1857 a small plat was recorded for the village of Chattanooga centered on what is now 15th Street. Chattanooga grew to include both sides of Whitewater Avenue north to 8th Street. In 1868 the smaller Chattanooga was incorporated into the City of St. Charles.

The early plats of the City are arranged in a grid oriented along a north, south and east, west axis. A traditional grid such as this results in an efficient, compact, and well connected development pattern that is highly walkable and bikeable. In the latter half of the 20th century St. Charles, along with the rest of the County, abandoned its traditional grid. Lots became larger and streets became less well connected as development was oriented to the car and away from people. This development pattern is apparent in the map below.

■ MUNICIPAL BOUNDARY AND PLAT



■ LAND USE / ZONING

St. Charles consists of a variety of land uses with the following broad structural features:

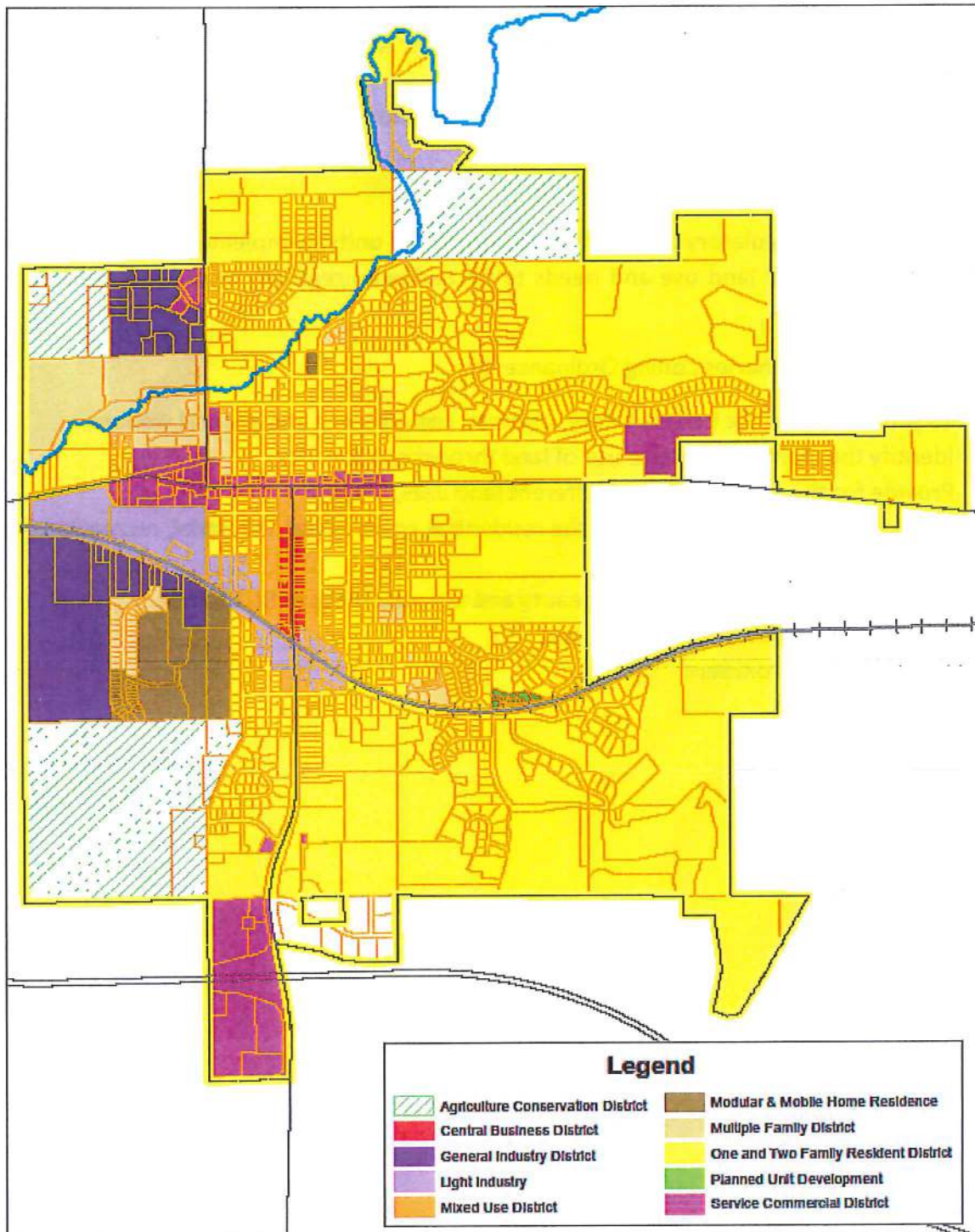
- A commercial downtown centered on Whitewater Avenue,
- Traditional residential neighborhoods,
- A mixture of uses along the highway 14 & 74 corridors,
- Outlying residential areas, and
- Tracts of land dedicated to agriculture

Zoning is the primary regulatory tool used by governmental units to implement planning policies. It should reflect desired land use and needs to be reviewed regularly in order to ensure it is achieving policy goals.

The purpose of the St. Charles Zoning Ordinance is:

- To protect the public health, safety, comfort, convenience and general welfare,
- Identify the most appropriate use of land throughout the City,
- Provide for the compatibility of different land uses,
- Promote orderly development of the residential, commercial, industrial, recreational and public areas,
- Conserve the natural and scenic beauty and attractiveness of St. Charles,
- Conserve the value of properties, and
- Protect the environment

■ LAND USE / ZONING



■ HYDROLOGY / NATURAL FEATURES

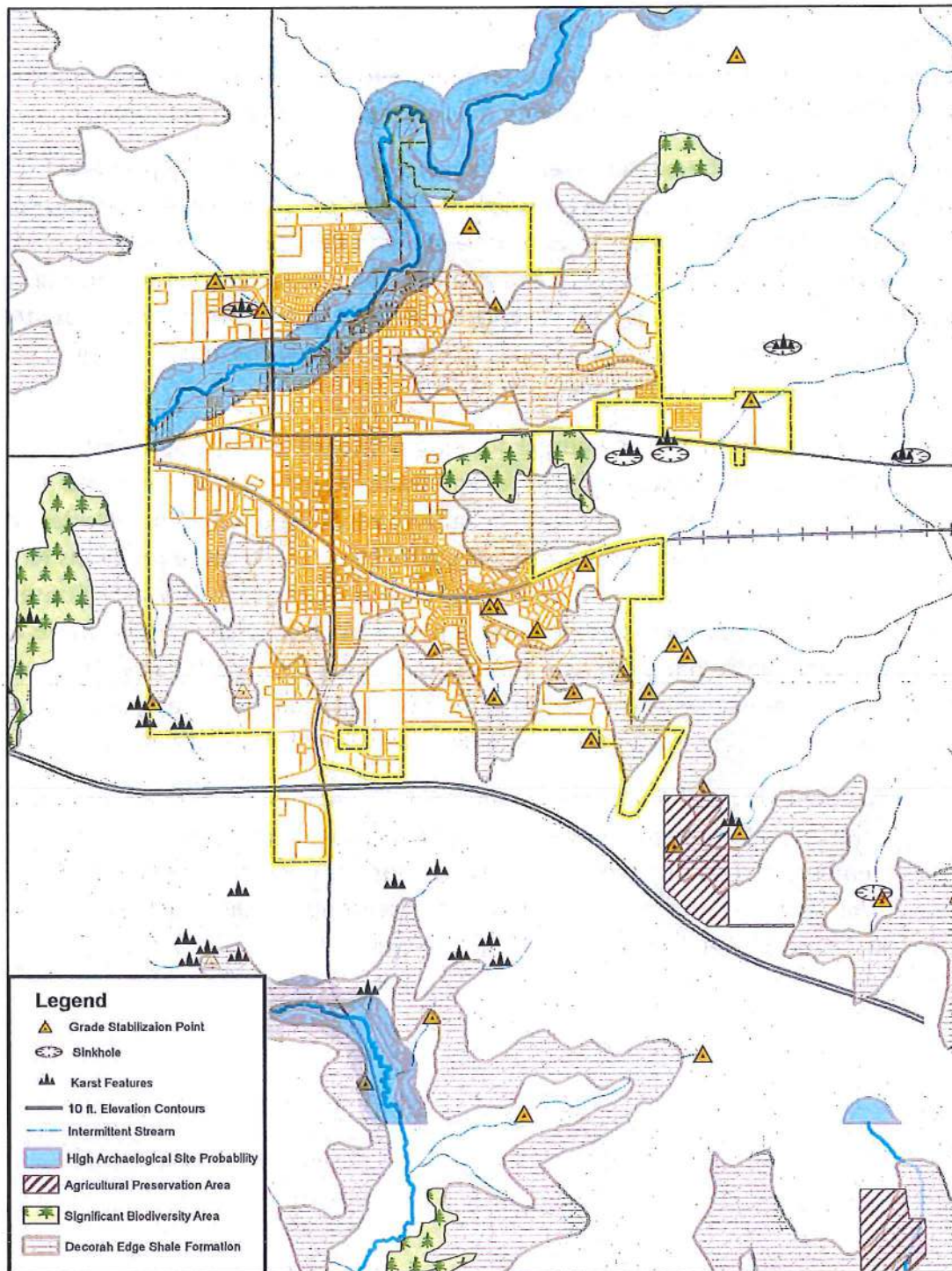
Natural features in St. Charles can be characterized predominately by the south branch of the Whitewater River and the hills associated with the Decorah Edge shale formation.

The south branch of the Whitewater River starts just north of the City of Eyota and meanders slowly through agricultural lands passing through St. Charles before eventually picking up speed as it dips down into the valley towards its confluence with the Mississippi River. In St. Charles the river meanders through the northwest end of town. The floodplain is fairly wide and consists primarily of park and open space as well as agricultural fields. Paved bike paths border the river and small bridges allow frequent opportunities to cross and view the small stream. The rivers riparian area consists primarily of mowed turf.

The Decorah Shale is a 40 foot thick bedrock formation located near the surface of the upland areas around St. Charles. Water moving down through soil cannot penetrate the fairly impermeable Decorah Shale and moves laterally until it reaches the "edge" on hillsides where it may surface as seeps and springs. This area is very sensitive and can cause problems for poorly sited trails and other structures. According to a Fillmore County Soil & Water Conservation District fact sheet, "the Decorah Edge ecosystem lies in the transition zone between eastern deciduous forest and western prairie. The wet slopes provide a refuge for woodland, wetland, and prairie species that have survived historic droughts, European settlement, and 150 years of intense land use resulting in some of the most biologically diverse areas in the state."

The Minnesota County Biological Survey from the MN DNR has identified one area within the St. Charles city limits as a natural community of native plants "that interact with each other and their abiotic environment in ways not greatly altered by modern human activity or by introduced organisms." This natural community is located in the forest just to the south of the St. Charles high school and consists of an "oak forest – mesic subtype."

■ HYDROLOGY / NATURAL FEATURES



■ DESTINATIONS

Key destinations in St. Charles include the downtown commercial district, commercial businesses along Highway 14, St. Charles elementary and high schools, churches, as well as recreational destinations such as City Park, Jessens Park and the Golf Course.

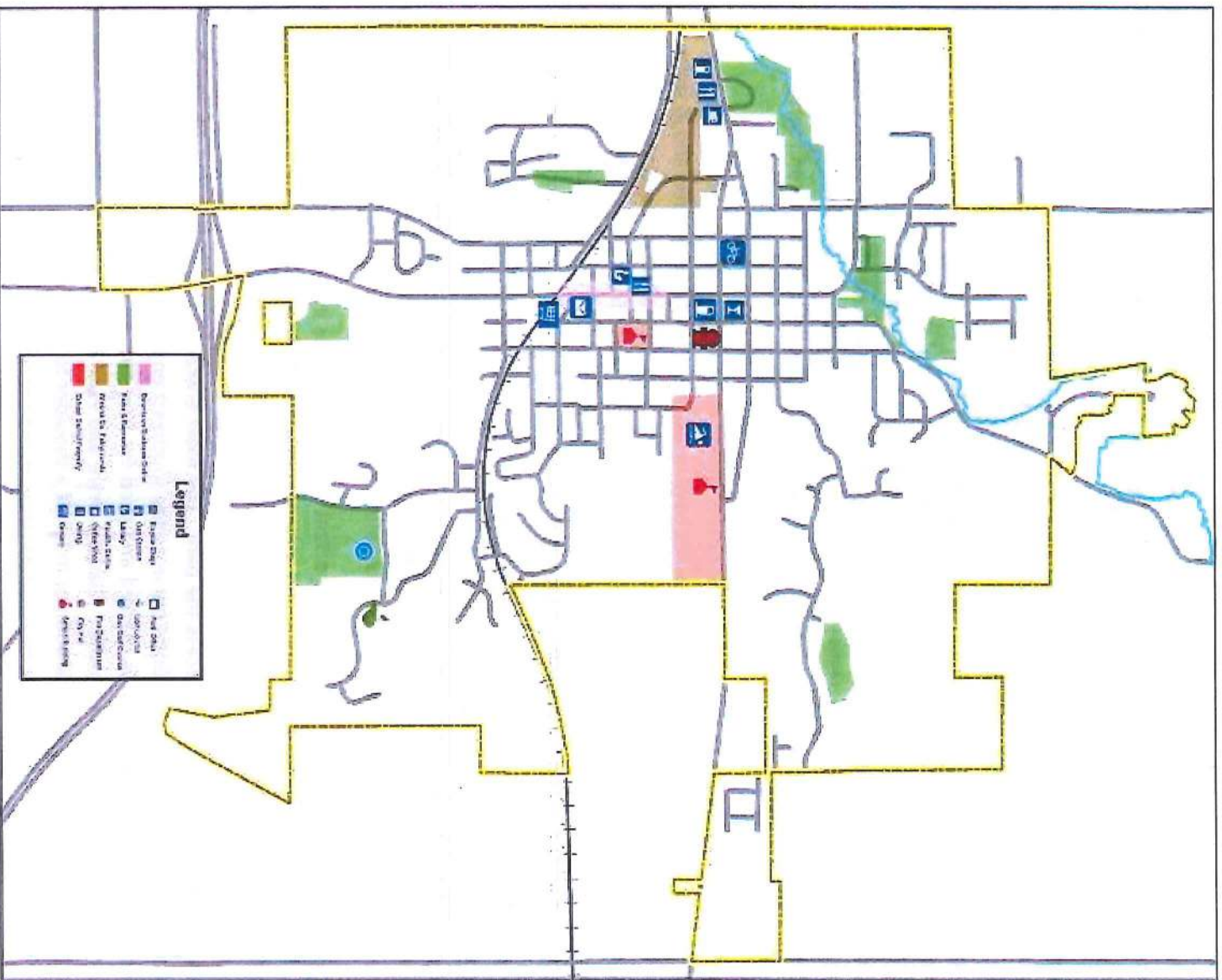
Downtown St. Charles is concentrated along Whitewater Avenue for four blocks. Whitewater Avenue is a State Highway with wide traffic lanes and traffic including trucks that travel at relatively high speeds. There is very little in the way of traffic calming measures implemented in order to make downtown safer and more comfortable for pedestrians. That being said downtown St. Charles is a highly walkable place with a high density of local business establishments with traditional storefronts fronting wide sidewalks. It includes the Whitewater Avenue Commercial Historic District and consists of a mixture of commercial uses at street level with residential units above. The north end of downtown is anchored by the St. Charles City Hall and Community Center while the south end is anchored by the grocery store. In between there is a hardware store, bakery, restaurants, coffeehouse, library, bank and other retail and service oriented businesses.

Highway 14 has a number of commercial businesses spread out along its length which cater primarily to traffic passing through town. This area does not have much in the way of sidewalks and in some places there is very little access management which makes it a dangerous and unwelcoming place for pedestrians. Most of the bike and pedestrian activity in this area is passing through from the neighborhoods north of Highway 14 to the neighborhoods and downtown to the south instead of along the corridor itself. There are a number of key intersections along Highway 14.

The high school and elementary school are key destinations in St. Charles. The high school is located on the south side of Highway 14 as you come into town from the east. The elementary school is just to east of downtown. The corridor between the two schools and through downtown to the library as well as the crossings on Highway 14 are important pedestrian areas highlighted in the recently completed St. Charles Elementary School and St. Charles High School Safe Routes to School Plan.

Parks and the St. Charles Golf Course are important recreational areas in St. Charles. The two largest and most heavily used parks are the City Park and Jessens Park. The City Park is located on the northwest side of town west of Highway 74 and north of Highway 14. It is well connected by trail along the Whitewater River under the Highway 74 overpass. There is also an unimproved at-grade crossing at 1st Street across Highway 74 that can be used to access the park. The Main entrance is by auto only from Highway 14. Jessens Park is located next to the Golf Course on the southeast end of town. There is a wide shoulder on the north side of 15th Street that is marked and used for bike and pedestrian traffic. The lane is only painted with no separation from traffic. Gladiola Drive and Park Road provide access to the park from 15th Street and do not have any sidewalks or much of a shoulder to walk on.

DESTINATIONS



■ PARKS & TRAILS

St. Charles has dedicated seven (7) parks and 4.36 miles of existing off street paved trails that provide recreational opportunities and a high quality of life to its citizens.

The parks range in size from the 31 acre City Park to all the way down to Oakview Park which consists of a single city lot. The parks represent approximately 63 acres of public open space and offer a range of activities and amenities including playgrounds, paved paths, fishing, disc golf, pavilions, a dog park, ball fields and sports facilities.

Trails consist of dedicated off road paved biking and walking trails as well as marked on street walking and bicycle lanes. Many of the parks contain off road paths but they have also been established in some locations to connect different parts of town such as between 5th St. and Springer Avenue and at the north end of town between the water tower and Richland Avenue. Improving connections to establish a continuous loop between parks and around the City in order to build on the work that has already been done is of primary focus in this plan.

■ WHITEWATER COUNTRY LOOP

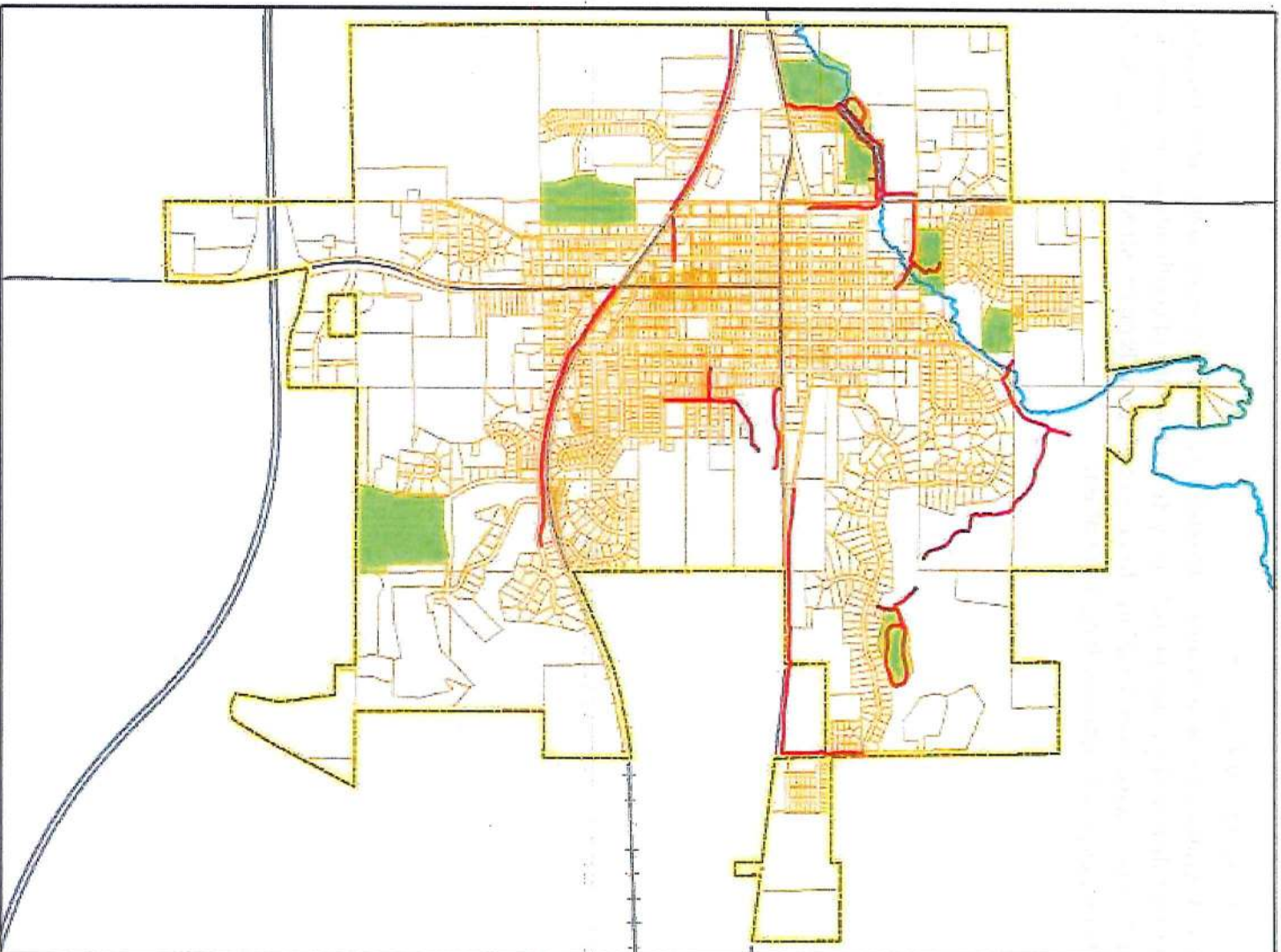
The Whitewater Country Loop is a combination of part of the Blufflands State Trail System and the Great River Ridge State Trail. Both of these trails are legislatively authorized. The completion of the Whitewater Country Loop from Elba to Plainview is not presently authorized in legislation, but is recommended as a way to complete the loop. The Whitewater Country Loop State Trail will be an important link in the overall trail system of southeast Minnesota. It will connect to the Douglas State Trail through the Rochester city trail system, and to the rest of the Blufflands State Trail System in southeast Minnesota. It will provide a recreational, transportation and greenway connection between the cities of Rochester, Eyota, Dover, St. Charles, Elba, Plainview, Elgin and Viola. The trail will connect to Chester Woods County Park, Whitewater State Park and Carley State Park. The trail is projected to be approximately 50 miles in length, but actual mileage will be determined by the final route selected.

The trail alignment has not been determined but it would pass through the north and west part of town and a trailhead would be located in Brookwood Park.



PHOTO FROM MN DNR WHITEWATER
COUNTRY LOOP STATE TRAIL MASTER
PLAN

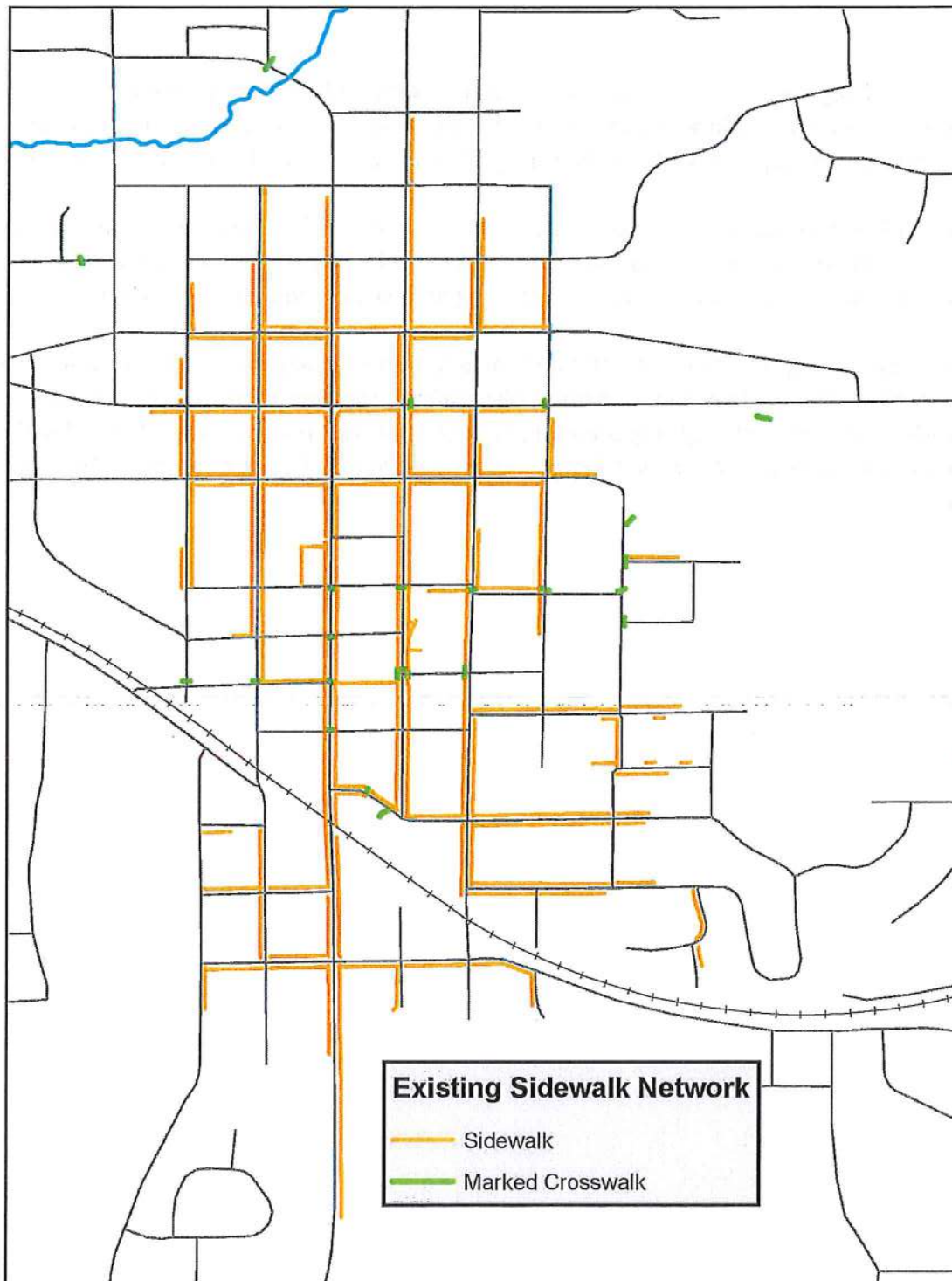
■ PARKS & TRAILS



■ SIDEWALK INVENTORY

Although St. Charles has a number of sidewalks within the core of town there are gaps in key locations that disrupt the continuity of the system. The lack of continuity in the sidewalk system limits pedestrian access to destinations, forces people to walk on the street creating safety issues, and discourages people from walking more often.

■ SIDEWALK INVENTORY



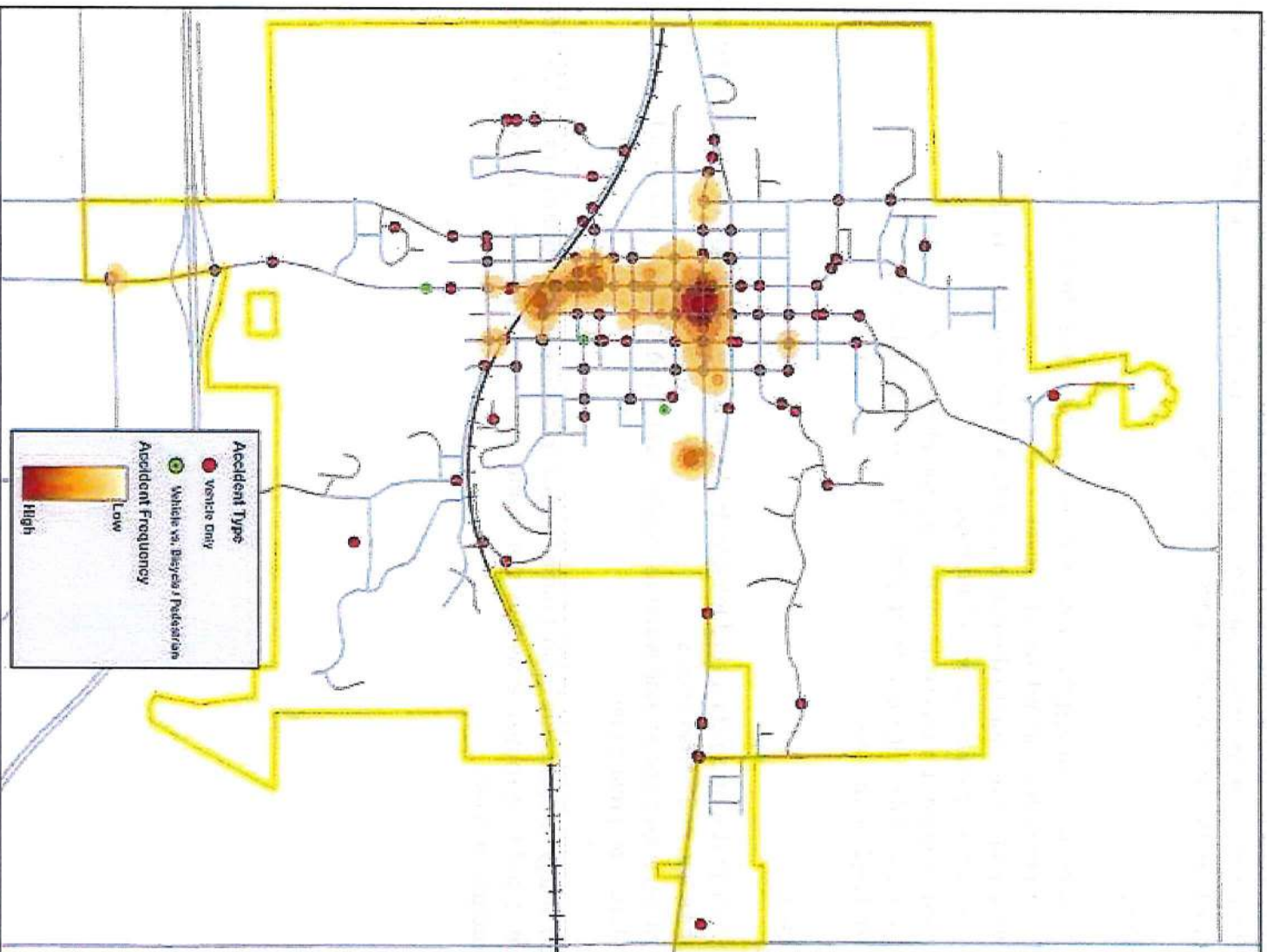
■ ACCIDENT RISK MAP

An analysis of reported vehicle collisions between 2006 and 2015 was conducted to identify specific areas, corridors or intersections that have shown higher density or frequency of accidents and which may pose a greater risk to the safety of pedestrians and bicyclists in those areas.

Data was collected from records provided by the St. Charles Police Department and mapped to differentiate between vehicle accidents and those involving pedestrians or bicyclists. Vehicle accidents are shown in red and accidents involving pedestrians and bicyclists are in green.

A point density analysis was conducted and included on the map on a scale from low to high frequency of accidents. The point density analysis allows the data to be depicted in a way that is more understandable by hi-lighting areas of greatest concern. The Highway 74 corridor through downtown and Highway 14 corridor show a higher frequency of crashes as do parts of Richland Avenue.

■ ACCIDENT RISK MAP



■ OPPORTUNITIES & CONSTRAINTS

This analysis takes information gathered during meetings with the Park Board and other community organizations during stakeholder interviews as well as on site observations and GIS data. The result is the identification of opportunities and constraints that will inform and guide development of the concepts that make up this plan.

Opportunities

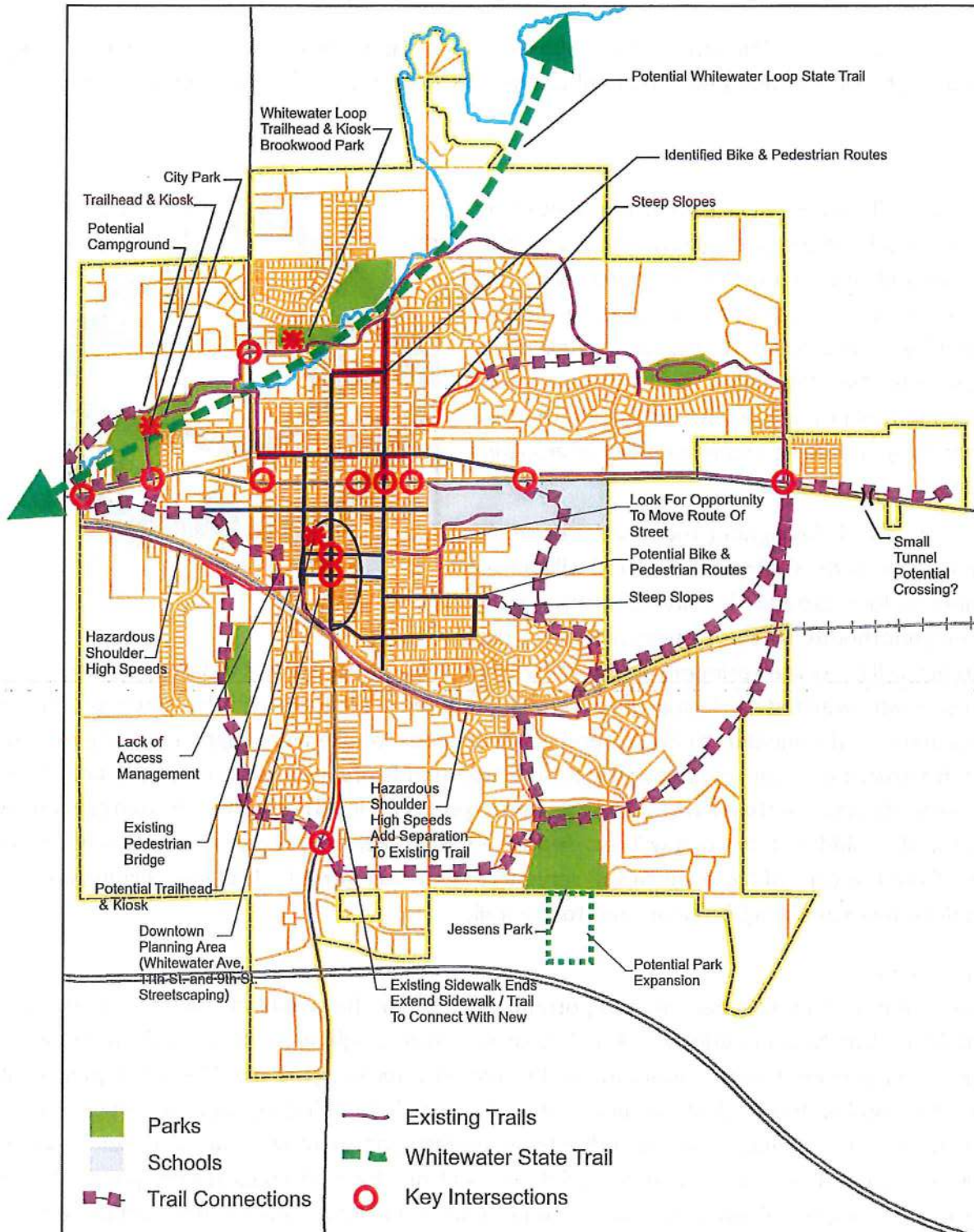
- Connecting existing public parks and open space spread throughout town
- South Branch of the Whitewater River
- Potential connection to the proposed Whitewater Loop State Trail
- Few natural / environmental limitations
- Opportunities for environmental Education along trails
- Improved bike and pedestrian safety along designated routes
- Willing land owners

Constraints

- Transportation corridors including State Highways 14 and 74 and railroad barriers to local bike and pedestrian access
- Steep slopes and ground water associated with Decorah Edge geological features
- Access on private land

The text and graphic include opportunities such as potential trail segments, trailheads, sidewalk extensions and bike routes as well as constraints such as steep slopes, high traffic areas and infrastructural barriers.

■ OPPORTUNITIES & CONSTRAINTS



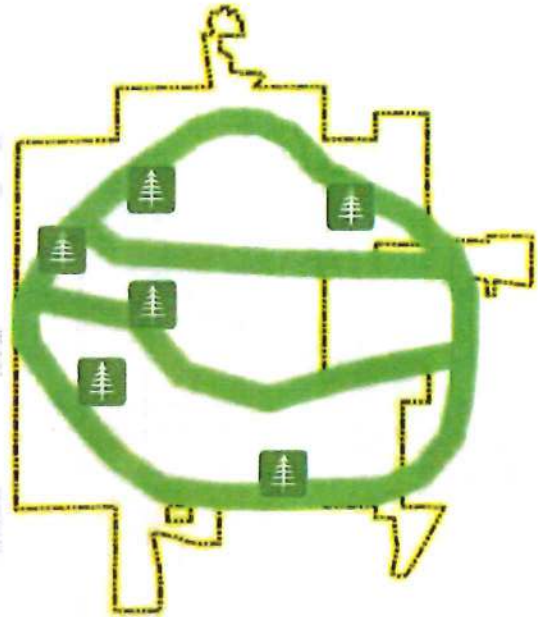
■ PROPOSED TRAIL NETWORK

This section includes alignments for a proposed recreational trail as well as recommendations and concepts for bike and pedestrian enhancements along selected street corridors within the City.

Trail Concept

This trail will consist of a paved, non-motorized, multi-use trail featuring a single continuous route or loop around the perimeter of town with two “crosstown” connections that run through the core of the City. Considering the trail as a single entity will allow for the designated routes to be branded and advertised in a consistent manner so that it is readily recognizable no matter where you are along its route.

Parks are spread throughout town and around the perimeter along the trail route. The trail will make a continuous loop around the city connecting parks and neighborhoods to the center of town. Trail amenities will be located primarily within the parks so they can be utilized by both park users and trail users with wayfinding signage along the length of the trail. Parks will also serve as primary access points and trailheads to the general public in order to take advantage of existing parking and infrastructure. Trail spurs to and from neighborhoods are included around the perimeter where possible in order to provide additional access points for local residents. The two crosstown routes in the middle of the loop will run through town in order to provide connection and easy access from the core of town which will serve to draw users from the trail into downtown and from downtown and neighborhoods out to the trail.



Design Considerations

When planning multi-use trails it is important to consider the needs of different users. For example, cyclists travel relatively fast and as such surfaces, sightlines, slopes and the radius of curves are important design considerations. In addition, improving the shoulder directly adjacent to the trail and well placed wayfinding and motor vehicle warning signage are important for cyclist safety and enjoyment. On the other hand, pedestrians are moving much slower. Primary design considerations for pedestrians relate to making the trail comfortable, pleasant and attractive. Examples of ways that trails can be made more enjoyable for pedestrians include

adding meanders through woods or along a stream, scenic overlooks, and planting trees in order to shade the path to protect it from summer heat.

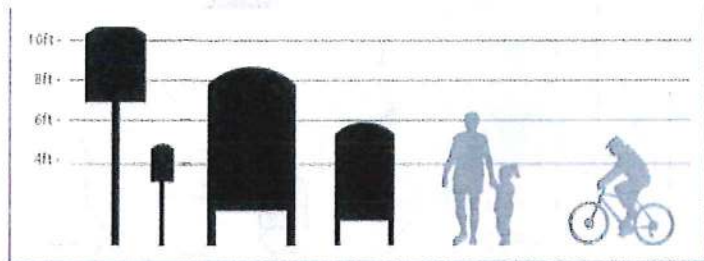
The MN DNR has published a manual called “Trail Planning, Design, and Development Guidelines” that is a great resource for St. Charles as it designs and builds out its trail system. The manual includes detailed technical design for trail elements such as sight distances, curve radius, gradients, design speeds, clearance zones, storm water drainage control, road intersection crossings, railroad crossings, and accessibility standards.

Signage

Trail signage is intended to create a positive and safe experience by helping trail users easily navigate the trail system. Signage should include wayfinding along the entire system, detailed maps at trail heads, trail identification / warning signs for motorists, and eventually interpretive / educational signage. Signage should have a uniform style to make it recognizable and easy to find and follow in the community.

Recreational trail wayfinding signs should be placed at entrances to the trail system and where the trail crosses roads and passes through intersections. Some of these signs should include identification of destinations along the trail such as parks, downtown, and fairgrounds as well as distances in miles or time it will take to walk or bike. Others can simply identify the trail so users can easily follow the route. If a multiuse trail is routed onto the city street system the signage should follow along the street to designate the route as part of the trail.

Community wayfinding signs for bicyclists and pedestrians within the community and which are not part of the trail system should be branded differently in order to easily distinguish between the two. They can have similar design elements as the trail signs but should be differentiated in



FROM WINONA COUNTY WAYFINDING SIGN TOOLBOX



TRAIL SIGN EXAMPLE FROM
TRAVERSE CITY, MI



TRAIL SIGN EXAMPLE FROM
RED WING, MN

some way (color, size, label, logo). Community wayfinding signs should be placed in areas where bikers and pedestrians are likely to be such as in downtown and around schools.

Amenities

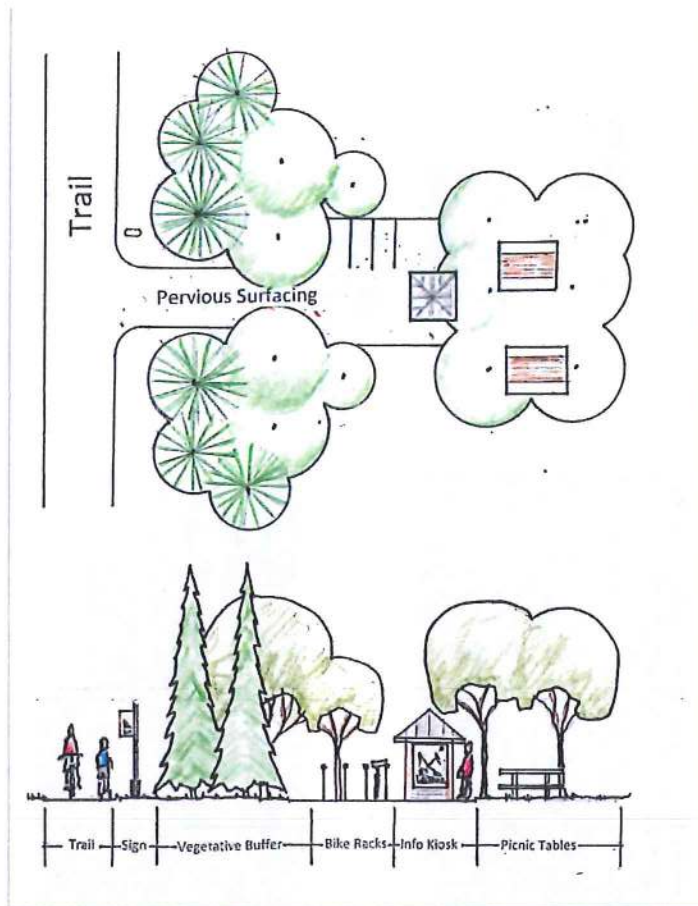
The St. Charles trail system is proposed to connect parks that are spaced in intervals around the perimeter of town. As such, existing parks will provide easy access and parking as well as a convenient location for the majority of trail amenities. There are many types of site amenities

that complement the trail experience.

Examples include benches, trash receptacles, bicycle racks / lockers, water sources / drinking fountains, restrooms, gathering areas, and children's play equipment. The extent to which amenities are provided depends on the site.

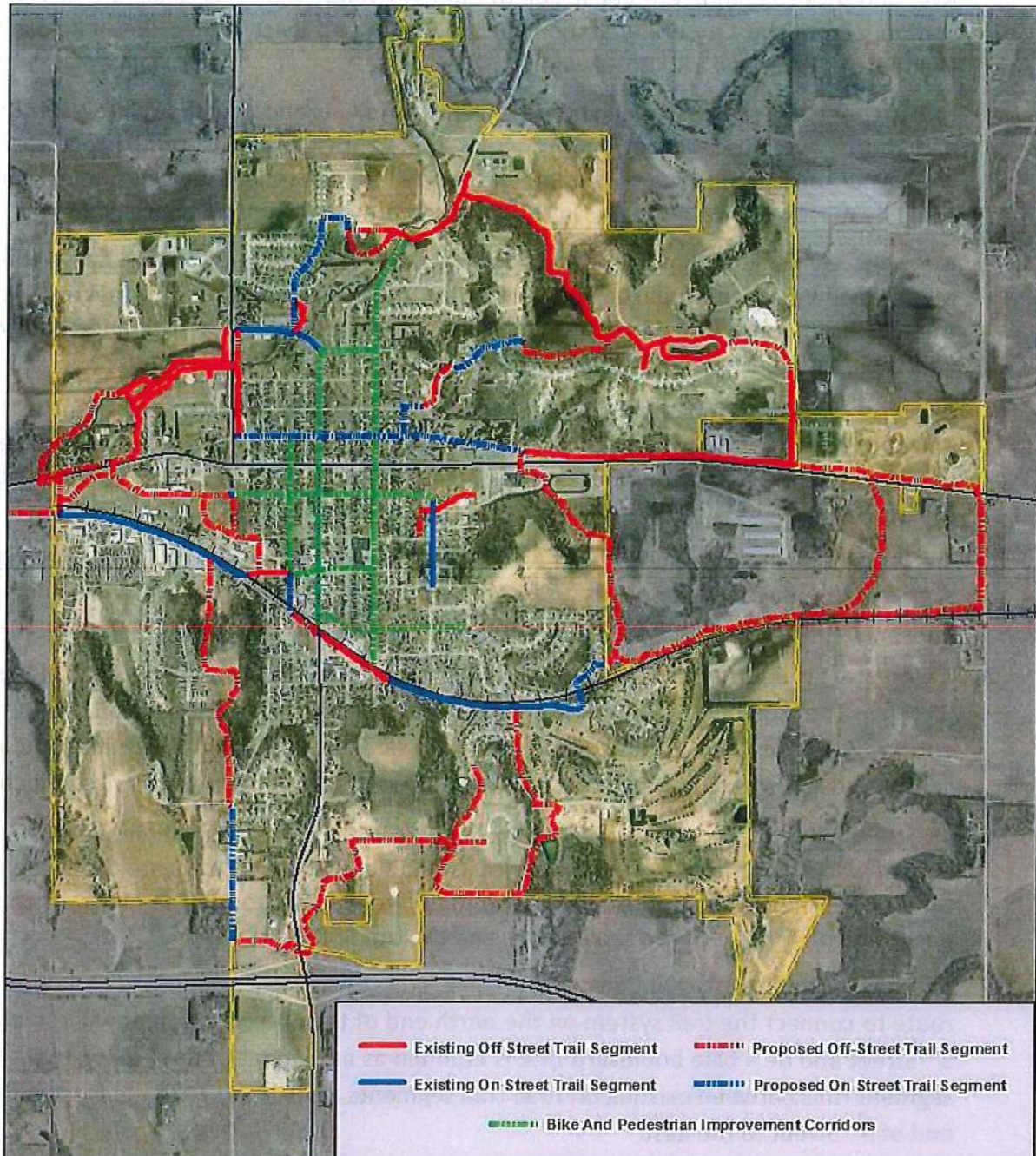
Clustering trail amenities within a park allows the City to improve both the trail and park experience at the same time while serving a larger percentage of the population. For trail users the parks will serve as places to fill up a water bottle, tune up a bike, or just a place to stop and enjoy along the way. Within designated parks, trail amenities should be clustered just off of the trail as it passes through the park and within close proximity to park entrances and parking in order to also serve as a trailhead.

The graphic to the left is an example of how trail amenities, that serve the specific needs of trail users, could be organized within a park.



■ ST. CHARLES TRAIL NETWORK

The following pages detail existing and proposed trail alignments that will make up the future trail network of St. Charles. While many of the trail segments north of Hwy 14 are established or proposed to connect existing trails others like those to the south of Hwy 14 are more conceptual in nature. In addition to the trail network there is a bike and pedestrian network included in this plan that will enhance safety and connectivity within the core area of the City.



■ BROOKWOOD PARK AREA

The trails in the Brookwood Park area will eventually connect existing trail segments on the north end of St. Charles with the trail segments of City Park to the west. Brookwood Park has also been proposed as a trailhead for the future Whitewater Loop State Trail making the park a hub for State Trail users to explore the City and surrounding area.

1. Richland Ave. to Brookwood Park – The existing trail will extend to the south along Richland Avenue until it reaches Devin Avenue. From Devin Avenue the trail will cross Richland Ave. and proceed along the north side of Church Avenue until it reaches the City utility station. From the City utility station the trail will head west and continue across the Whitewater River and into Brookwood Park.

Due to the lack of space between homes and Richland Ave. and then the Whitewater River and Church Ave. this segment is proposed as a side path located just off the road surface within the road right of way. The intersection where the trail crosses Richland Avenue could be narrowed to slow traffic in this area and provide an improved trail crossing.

2. Meadowview Park to Brookwood Park - The trail will continue to the west through Meadowview Park to Brubaker Drive. In order to improve safety and connectivity within the neighborhood a Bike Blvd. is proposed between Meadowview Park and Brookwood Park along Brubaker Dr. and Meadow View Drive.

As an alternative alignment the City could discuss land acquisition or easement with the neighboring property owner to the west of the parking lot at Meadow View Park. The trail would run along the northern lot line of parcels 29.000.0051 and 29.052.0070 directly to Meadow View Drive.

Traffic calming measures consistent with Bicycle Boulevards can be considered along this segment to reduce traffic speeds and increase safety. Traffic circles, chicanes, and speed tables might be considered along with appropriate signage and pavement markings.

3. 1st Street – From Brookwood Park the trail turns to the west towards City Park along 1st Street. The segment currently includes a crosswalk from Brookwood Park that encourages pedestrians to walk along the south side of the road. A side path should be considered as a way to improve this segment and upgrade this important trail connection.
4. 4th Street hill connection – This segment connects Whispering Hills Subdivision along 4th St. and will provide a safe place for bicyclists and pedestrians to navigate the steep and windy hill. The trail is proposed as a side path directly next to the road located on the north side of 4th Street between Bluff St. and the top of the hill.
5. 5th Street “Crosstown” Trail Connection – The “crosstown” trail segment is an important route to connect the trail system on the north end of town. This segment will run along 5th Street and be a bike boulevard that is branded as a segment of the trail system. This segment runs between existing off road trail segments at Highway 74 to the west and the end of 5th Street to the east.

Design elements include wayfinding trail signage like the rest of the trail system as well as painted bike blvd. markings on the street and appropriate signage on streets that cross 5th Street. Additional intersection treatments should be considered at Richland Avenue such as a pedestrian crossing median or curb extensions to facilitate crossing the street. In the future further traffic calming measures such as speed tables or traffic circles may be considered along the route to reduce traffic speeds and create a more comfortable and safe environment for bicyclists and pedestrians. Likewise, limiting access from Highway 74 and Richland Avenue would reduce the number of vehicles using the road further emphasizing the corridor as a trail route.

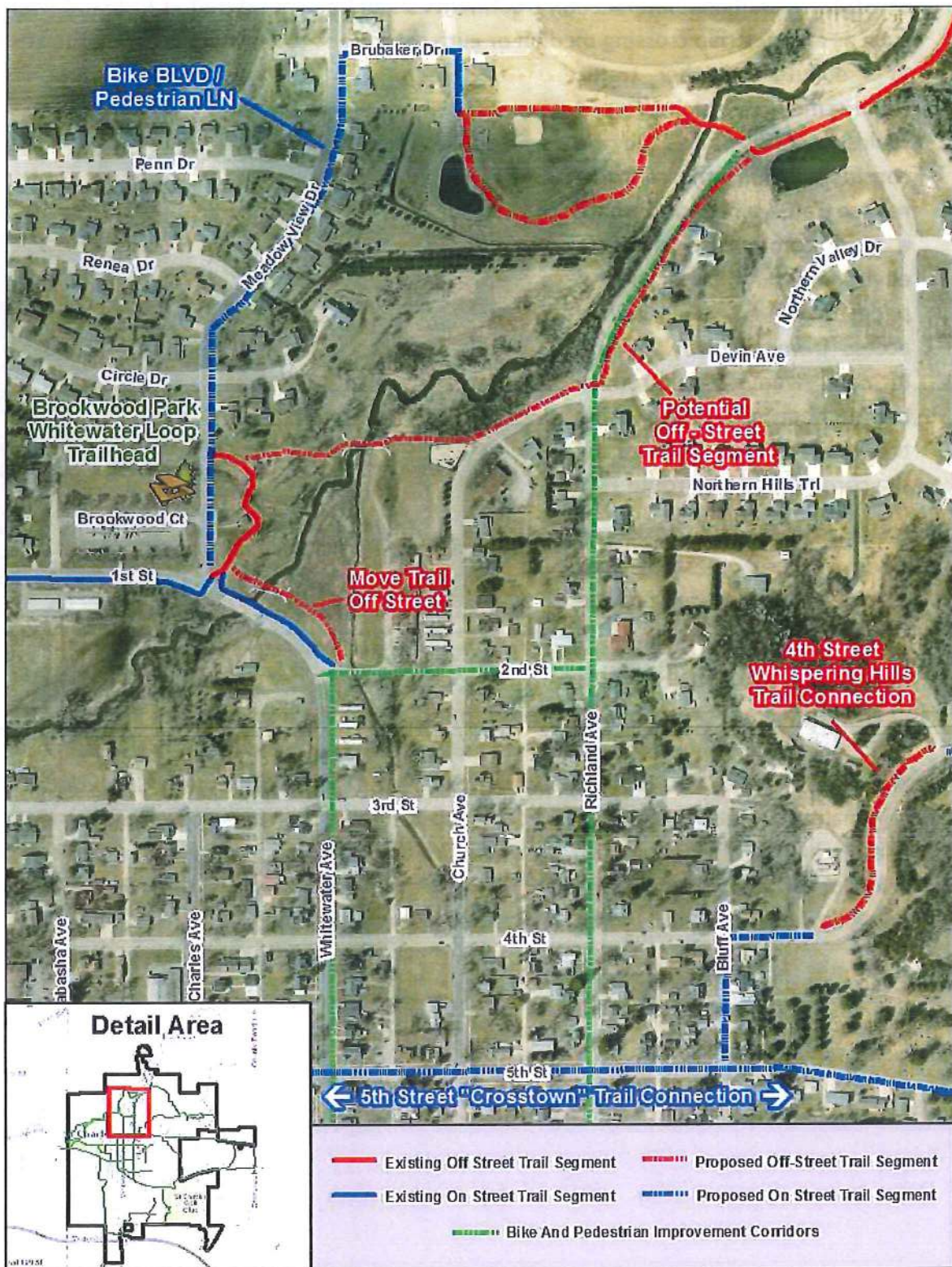
A side path may be considered along 5th Street east of Bluff Avenue in order to provide additional off-road trail.



TRAIL SEGMENT EAST OF 5TH STREET

1. **Amenities** – Brookwood Park has been identified as the primary trailhead in St. Charles for a future State Trail link. Once regional trail connections are made this park will be developed as a hub for trail users in St. Charles. As such, a kiosk should be built here that includes maps of the local and regional trail system. Maps and information highlighting services and amenities that St. Charles has to offer should be included. In addition, the park should contain a full selection of amenities clustered adjacent to the kiosk. Examples include bathrooms, drinking water, a bike fix station, bike racks, picnic tables, etc.

■ BROOKWOOD PARK AREA



■ CITY PARK / FAIRGROUNDS AREA

This section of the trail system crosses Highway 74 connects to City Park and crosses Highway 14 to connect trail users to the Winona County Fairgrounds to the south.

1. 1st Street to Highway 74 Bridge Underpass Trail – A new trail segment is proposed along the east side of Highway 74 running south from 1st Street to the existing trail segment that runs from City Park under the Highway 74 bridge and south to 5th Street.

MN DOT is planning to work on Highway 74 including the bridge over the Whitewater River where the current bike path underpass is. It is recommended that the City works with MN DOT to consider what options are available for incorporating the multi-use trail into the bridge design either under the bridge or on the bridge deck.

2. Highway 14 Crossing – Linking City Park to the Winona County Fairgrounds across Highway 14 in a safe and easy way is hi-lighted in this plan as an immediate priority for the City. The plan provides three conceptual alignments for crossing Highway 14. The City should reach out to MN DOT regarding a potential trail crossing.
 3. Fairgrounds – The Winona County Fairgrounds currently include a gravel surface road that runs east to west through the middle of it of the site. The road is gated at the entrance from West Avenue on the west and at the terminus of 7th Street on the east. Non-motorized, multiuse trail access can be accomplished by extending the trail around the side of the gate and using a bollard, or other natural feature such as a large rock or tree to block larger motorized vehicles from passing along the trail. Eventually it is recommended the City work with the Park Board to pave the trail surface.
- Amenities – Improvements are recommended to the existing amenities at City Park located near the pavilion at the main entrance near where the parking lot and trail intersect. The area already has picnic tables, playground areas and a pavilion. Important features to add include a kiosk with maps and information, wayfinding signage along the trail, bike racks and a water source.

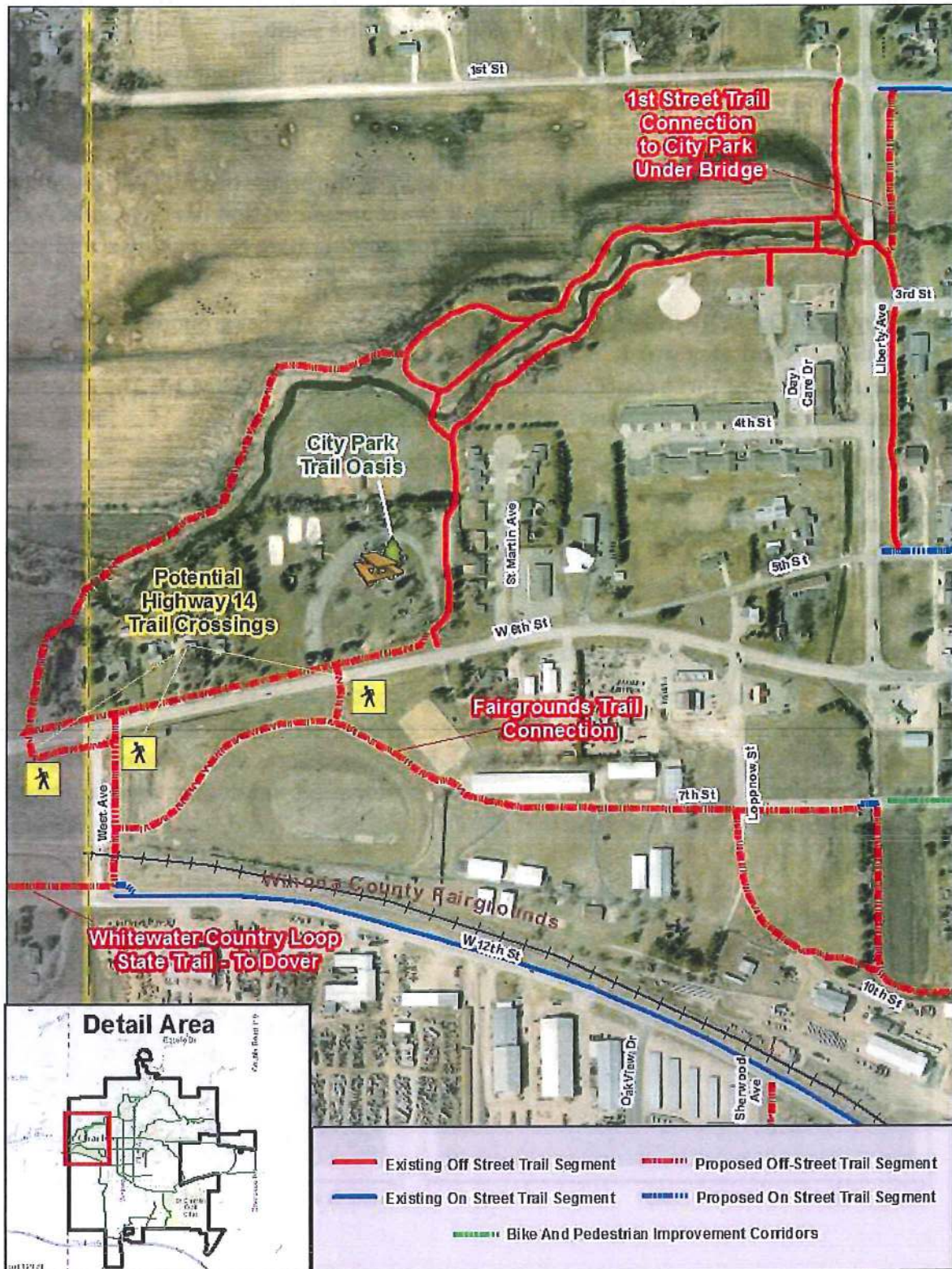


HWY 74 UNDERPASS AT CITY PARK



TRAIL & AMENITIES ALONG TRAIL IN CITY PARK

CITY PARK / FAIRGROUNDS AREA



■ FAIRGROUNDS TO DOWNTOWN

From the fairgrounds the trail system continues towards downtown before the “loop” trail splits and heads south towards Keifer Park and the “crosstown” segment continues along the south side of downtown.

1. Fairgrounds to Wabasha Avenue – This section presents two options for taking advantage of underused public right of way through the fairgrounds and the adjacent undeveloped street system west of Wabasha Avenue and south of 7th Street. Both options allow the trail user to get off the street network enhancing the trail experience and improving safety for trail users.

Option A would follow Loppnow Street south and east through the fairgrounds. Just before Loppnow runs into the Green-Way Coop property the trail bends to the east. A small bridge will need to be added across the drainage ditch for the trail to continue east to Wabasha Avenue via road right of way that extends to the west of 9th Street.

Option B would follow 7th St. east through the fairgrounds to just east of the drainage ditch before heading south in order to take advantage of undeveloped St. Charles road ROW before turning to the east again and continuing to Wabasha Avenue via the road ROW west of 9th St.

2. Wabasha Street – Between the proposed trail on 9th St. and the existing trail on 11th St. the trail will travel along Wabasha Street for two blocks. This section of Wabasha Street runs through the middle of Green-Way Coop property with the Todd Elevator to the east and is characterized by a lack of access management to and from the public street. There are no sidewalks in this area. This section may offer a good opportunity to work with the Coop to provide an off-street trail connection down the west side of Wabasha Street while bringing some order to the traffic pattern in the area by controlling access and defining the edge of the street and public right of way. Street trees and appropriate vegetation along the trail could further help define the area improving safety, the recreational experience, and enhancing the streetscape.



PEDESTRIAN BRIDGE ALONG WABASHA STREET

3. St. Charles Street to Whitewater Avenue – From the 11th Street trail segment the trail will head to the south crossing the railroad tracks to the Family Dollar property where the City has obtained an easement for the trail to pass to Whitewater Ave. There it will connect to the existing trail segment on the east side of the road. Thought should be given to how the trail will cross Whitewater Avenue and the City will need to work with MN DOT to develop a design. Options might include a pedestrian refuge island, signage, and enhanced crosswalk.
 4. West 12th Street – As the trail loop turns west along 11th Street towards Keiffer Park it travels along West 12th Street. West 12th Street is marked 35 mph but with little friction traffic tends to travel at higher speeds. Higher traffic speeds make biking or walking along the road more hazardous. It is recommended that a side path be located with as much separation as can be accommodated between the road and railroad. (add side path photo from FHWA guide)
- Amenities – The primary amenities for this segment of trail will consist of wayfinding signage marking the trail as it weaves along City streets and moves between on-street and off-street segments.



SIDE PATH IN SOUTH LAKE TAHOE (FROM FHWA SMALL TOWN AND RURAL MULTIMODAL NETWORKS)

FAIRGROUNDS TO DOWNTOWN



■ KIEFER PARK AREA

From W 12th Street the trail turns south to Keifer Park and beyond to Keifer Hills Subdivision. The trail in this segment is planned to be entirely off street passing through both publicly owned land and private lands where easements will need to be negotiated and obtained.

1. Sherwood Avenue to Keifer Park – This section will utilize existing right of way along the east side of Sherwood Avenue to bring the trail to the north side of Keifer Park. Slopes along the road are slight and should leave room for the trail tread and grass or trees along the road to provide separation and a pleasant trail experience. As the proposed trail route passes into Keifer Park it enters a forested area and the land becomes steeper with slopes reaching up to 30 % – 40 %. The easiest and potentially lowest impact route would follow the road up the hill to the park entrance and playground area. There is room within current road right of way and park land to accommodate a switchback if needed to manage the grade of the slope. This section should be looked at carefully by an engineer in order to build a trail that is safe and sustainable.

Keifer Park is largely undeveloped. It is approximately 20 acres in size and contains relatively flat grass fields and steep wooded slopes. This variety presents opportunities for routing the trail through different areas to create interest and highlight some of the natural features in the park.

2. Keifer Park to Wabasha Avenue – From Keifer Park the trail will continue south to connect with Wabasha Avenue. The gap from Keifer Park to Wabasha Avenue is approximately ¼ mile across private land. Much of the land is being farmed but there is wooded land along the edges which may present opportunities to locate a trail without interfering with agricultural activities. There is also some conservation land around a pond further to the south which may offer additional opportunities for routing the trail and minimizing land use conflicts. Discussions will need to be held with property owners in the area to explore potential opportunities and partnerships with an emphasis on accommodating the needs of private landowners.
- Amenities – Keifer Park currently has a playground and a pavilion just to the north of the entrance and parking area. The existing amenities are located in a compact area near the entrance which makes it easy to route the trail nearby and add trail amenities to improve the park and trail experience. A trailhead / kiosk should be added with maps and information on the trail. Bike racks, water source and appropriate wayfinding signage along the trail route are also recommended.

KIEFER PARK AREA



■ INNOVATION BUSINESS PARK TO JESSENS PARK

From Wabasha Avenue the trail turns towards the east and makes its way across the southern end of the City. The route crosses Highway 74, runs through Innovation Business Park and crosses to Park Road and Jessens Park. There is a mixture of private and public land along the trail route. Most of the area is planned for commercial development and future neighborhood expansion which presents opportunities for incorporating the trail.

1. Wabasha Ave. to Innovation Business Park – The trail makes its way east from Wabasha Avenue down a slight slope to Highway 74 just north of the I90 access ramps. This section is private land that will need to be negotiated in order to purchase or acquire easement access. The Highway 74 crossing will require coordination and approval with MN DOT.
2. Innovation Park to Jessens Park – Conceptual plans for the Innovation Park show sidewalks and a trail connection. Currently the City of St. Charles owns all of the properties to the south of Enterprise Drive as well as approximately 14 acres of land surrounding the stormwater control structure to the north. Access to these properties offers multiple opportunities for routing a trail through the park. However, as the trail moves to the east there is about ¼ mile of private land that is currently in agricultural crop production to navigate before reaching Park Rd. and Jessens Park. There are only two property owners but they will need to be consulted in order to reach an agreement on trail routing. The plan calls for trail spurs in order to provide access to the residential neighborhoods along Wiskow Way and Countryview Drive. Park Road is a low traffic gravel road that accesses just two residences to the south of Pleasantview Drive. The trail may be able to be accommodated to the east of Park Road where the slopes are slight. There is a route for the trail to take across from the Pleasantview Drive entrance that leads down into Jessens Park at the northwest corner of the pond.
3. Jessens Park & E 15th Street – Jessens Park features wooded hillsides that rise from a pond that includes a fishing pier. There is a short paved trail from a small parking area that leads to the fishing pier. After descending into the park the proposed trail segment would traverse the north end of the pond and connect to the existing trail and the parking lot off of Park Road. From here the proposed trail will connect with E 15th Street via Park Road if possible taking advantage of road right of way on the north and east side of Park Road.

E 15th Street currently includes a painted bike and pedestrian lane along the shoulder on the north side of the street. It runs east / west and connects to the existing trail between Richland and Whitewater Avenue. This route will be part of the southern “crosstown” connection of the trail system that will bring the trail into downtown and connect it to the core of the city. Improvements to E 15th Street are needed in order to make it a safer more comfortable place for bikers and pedestrians. At a minimum the City should consider adding a painted hatched buffer area on the inside and vertical delineators with reflectors to provide some separation of uses. Ideally, the trail would be moved off to the side of the street further with a curb or combination of paint and some sort of vertical element to differentiate between the motorized traffic lane and bike / ped travel areas.

- Amenities – The trail route is planned to run adjacent to the small parking lot at Jessens Park which would be a great location for a trailhead / kiosk with maps and information on the trail. A shelter or pavilion of some sort with benches and picnic tables for trail users to rest as well as bike racks and a water source are appropriate amenities to include in this area. Wayfinding signage along the entire trail route is recommended. The area adjacent to the trail at Richland Avenue and at Whitewater Avenue are also good places to add signage marking the trail and a trail map.

■ INNOVATION BUSINESS PARK TO JESSENS PARK



■ JESSENS PARK TO WHISPERING HILLS PARK

This segment of trail crosses the railroad tracks and loops around the east side of St. Charles to Whispering Hills Park. On its way it passes through agricultural fields before crossing Highway 14 and connecting the Church (name?) to the existing trail along Springer Avenue before completing the trail loop at Whispering Hills Park.

E 15th Street to Highway 14 – The trail turns left from E 15th St. onto Terry Drive sharing the road for about 700 ft. crossing the train tracks on the way. From there the trail takes a right at E 14th Street and carries on past the end of the street. At this point there are three options. Property owners and MN DOT are key stakeholders that will need to be consulted in order to work out the details of this segment.

Option 1 is for the trail to take a quick left turn just past the end of E 14th Street and meander north to connect to the St. Charles High School. This route has to navigate steep slopes but is much shorter than the other options.

Option 2 would continue the trail to the east along the south side of the adjacent agricultural fields. One property owner currently owns the agricultural land to Highway 14 and Cherokee Road. The trail could follow the grassed waterway to Highway 14 at which point it would have to make an at-grade crossing or tunnel under the road.

Option 3 would continue east to Cherokee Road and then turn to the north to cross Highway 14 at the intersection of Cherokee Road. This option might be preferable in order to minimize impacts to farming the fields and take advantage of the edge of the field and railroad. The Hwy 14 crossing would be at the intersection of Cherokee Rd. which may be preferable to alternative crossing locations.

1. Springer Avenue to Borromeo Catholic Church
– On the north side of Highway 14 there is an existing trail segment that runs parallel to the highway west of Springer Avenue. This segment would extend the trail across Springer Avenue and continue east to the church on the corner of Highway 14 and County Road 119. The SE MN Multi-County Housing and Redevelopment Authority (SEMMCHRA) owns the land between Springer Ave. and the church and should be engaged regarding obtaining right of way and designing the trail into any future plans. The trail would be a fantastic amenity for the subdivision and the City of St. Charles and should be able easily accessed and accommodated through smart design.



BORROMEO CATHOLIC CHURCH TRAIL CORRIDOR

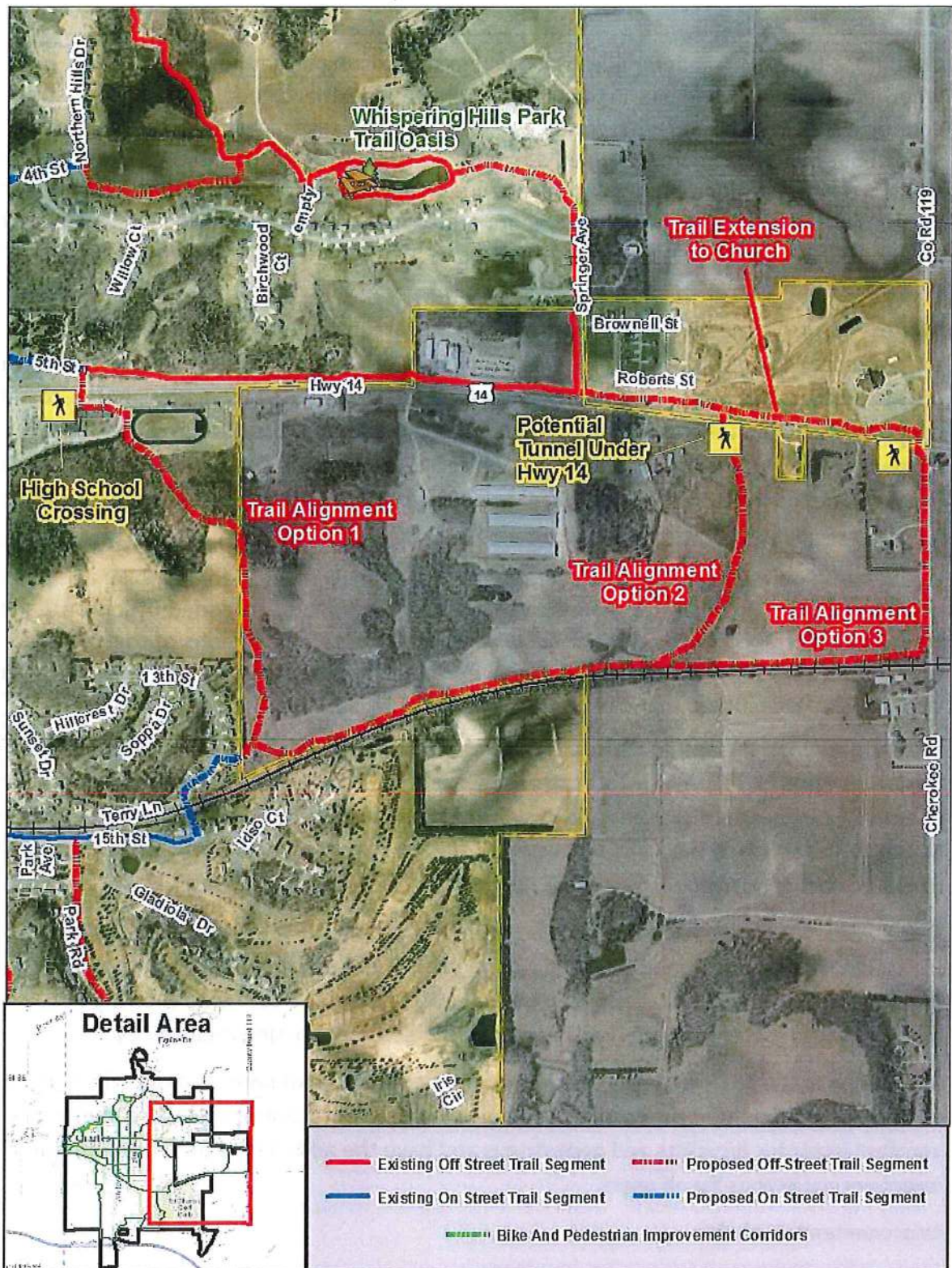
2. Whispering Hills Park – The existing trail continues north along the west side of Springer Avenue to Whispering Hills Drive. From there the trail is proposed to be routed north and then to the west behind the row of houses that front Whispering Hills Drive to Whispering Hills Park. The gap here is approximately 1100 feet long.

- Amenities – Bike / trail amenities should be added to Whispering Hills Park near where the trail meets the parking lot. The park currently has a playground but some kind of shelter with seating and a water source could serve both park and trail users. In addition this would be a good place for trailhead signage to be located.



WHISPERING HILLS PARK TRAILS

JESSENS PARK TO WHISPERING HILLS PARK



■ BIKE & PEDESTRIAN NETWORK

Conditions for bicyclists and pedestrians within the existing street network have big impacts on whether people walk and bike in their communities. Pedestrians need calm traffic on streets, well connected sidewalks, and safe crossings. Bicyclists can take advantage of the existing street system but benefit from improvements that dedicate space to them and calm traffic especially in situations where traffic volumes and speeds create uncomfortable or unsafe conditions that deter users. Bike and pedestrian improvements are directly related to the number of people who choose to use them so that the better the improvements implemented the more people are likely to use them.

Improvements to the bike and pedestrian network are intended to enhance mobility and safety throughout the City by connecting residential neighborhoods to key destinations like downtown, schools, parks, and trails. The improvements are recommended along designated corridors in order to focus limited resources in areas where they can have the greatest impact. These corridors are not part of the concept for the recreational trail system in St. Charles but they do intersect and connect to the trail system providing better access and encouraging wider use.

The St. Charles street system consists of a grid that runs north-south and east-west. This plan has identified three north-south corridors and three east-west corridors for bike and pedestrian improvements. There are also smaller segments that have been added based on pedestrian travel patterns and to provide connectivity. In addition to descriptions of the street corridors identified in this plan, this section includes examples of potential bike and pedestrian facilities and traffic calming ideas that can be considered.

Richland Avenue - A local north-south thoroughfare used regularly by bicyclists, pedestrians, and motorists alike. It is the only local street that provides access to the rural agricultural lands to the north of town and proceeds to run through town crossing Hwy 14 and continuing to 15th Street to the south of the railroad tracks. Along the way it collects traffic from neighborhoods, runs just east of downtown, and passes the St. Charles Elementary School.

The St. Charles Elementary School Safe Routes to School (SRTS) Plan recommends replacing a yield sign with a stop sign at Richland Avenue and E 11th Streets, improving the intersection at Richland and Highway 14 by adding a median safety island or curb extensions, and to consider adding a rapid rectangular flashing beacon for pedestrians crossing Highway 14.

In addition to the SRTS recommendations there are a number of improvements that can be made consistently throughout the corridor or at specific targeted locations that will enhance safety and comfort levels for bicyclists and pedestrians and have the added benefit of calming traffic which improves conditions for all users.

Improvements include:

- Filling gaps in the sidewalk network;

- Reducing distances pedestrians have to cross and calm traffic by adding curb extensions or pedestrian safety islands;
- Enhanced crossings at intersections with consistent striping and signage;
- Dedicate space on the street for bicyclists and calm traffic by providing a bike lane or sharrows along the entire corridor.

The sidewalk network Richland Avenue is fragmented along the entire corridor and nonexistent north of 4th Street. It is recommended that the City works on providing sidewalks in order to fill gaps in the system along Richland Avenue prioritizing the block north and south of Highway 14 in order to give pedestrians a way to safely and comfortably approach, cross, and depart from the intersection. From there gaps can be prioritized south of Hwy 14 near the elementary school and progressing to the north.

Adding curb extensions and / or median safety islands reduce distances pedestrians have to cross at intersections. Consideration should be given to adding these treatments at the Highway 14 crossing, near the elementary school at 9th and 11th Streets, and at the 5th Street “crosstown” trail connection.

Enhanced crosswalks at intersections with consistent striping and signage can be made throughout the corridor to draw attention to and help remind motorists of pedestrian right of way.

Bike Lanes Richland Avenue varies between 36 ft. in width north of Hwy 14 to 42 - 44 ft. of width south of Hwy 14. Design guidance from the National Association of City Transportation Officials (NACTO) recommends at a minimum 5 ft. for a bike lane that is placed next to a parking lane and 12 ft. total from the curb to include the parking lane and bike lane. This would require at least 44 ft. of width from curb to curb making it hard to accommodate a bike lane and parking on both sides of the road. One option might be to remove parking on one side of the road to provide room for bike lanes.

Sharrows and Advisory Bike Lanes Another option might be to use sharrows (shared lane markings) or advisory lanes to encourage cyclists and drivers to share the road. On Richland Ave. these types of facilities should only be considered if a dedicated bike lane is not feasible and only if traffic volumes are below 3000 vehicles per day.

*In addition to the descriptions and analysis above please refer to the section on bike and pedestrian facilities for more information on individual facility types.

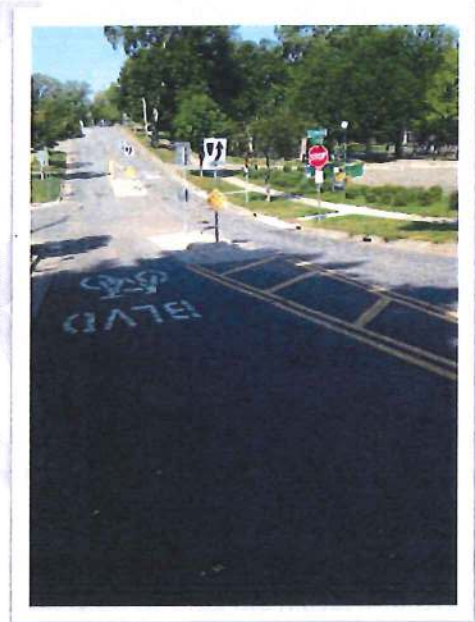
5th Street “Crosstown” Trail Connection – The “crosstown” trail segment is a bike boulevard that runs along 5th Street east of Highway 74. This segment is also described as a trail segment in the Brookwood Park section of the trail network and is a priority for the bike and pedestrian network as well as the multi-use trail network.

Design elements include wayfinding trail signage like the rest of the trail system as well as painted bike blvd. markings on the street and appropriate signage on streets that cross 5th Street.

Additional intersection treatments should be considered at Richland Avenue such as a pedestrian crossing median or curb extensions to facilitate crossing the street. In the future further traffic calming measures such as speed tables or traffic circles may be considered along the route to reduce traffic speeds and create a more comfortable and safe environment for bicyclists and pedestrians. Likewise, limiting access from Highway 74 and Richland Avenue would reduce the number of vehicles using the road and emphasize the corridor as a trail route.

7th Street Bike Boulevard – This is another key east / west route through town on the south side of Highway 14 and mirrors 5th street in the north. It connects the High School to the east with the fairgrounds to the west and runs just between downtown and Highway 14. Key intersections include Richland Avenue and Whitewater Avenue.

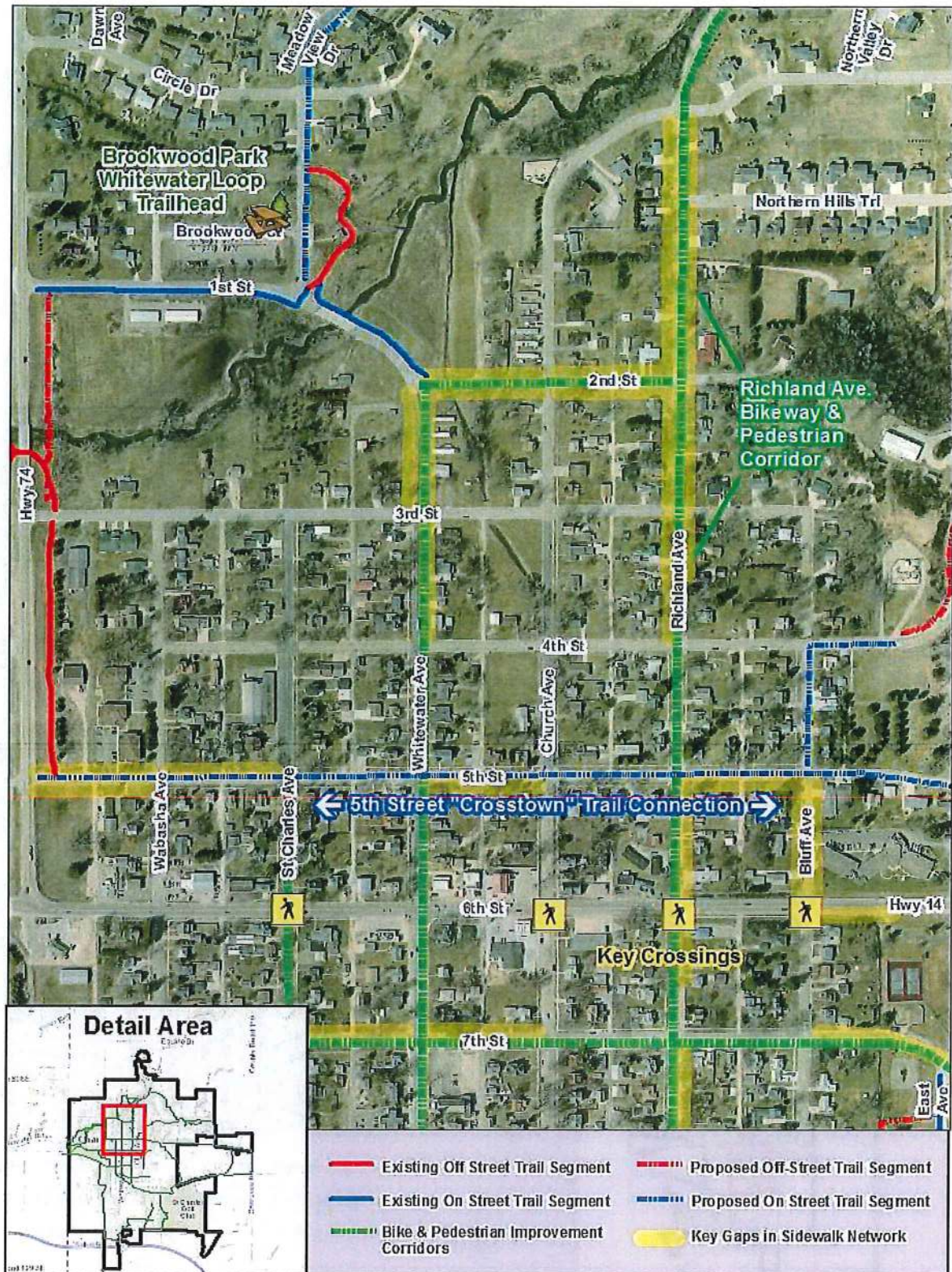
Design elements include painted bike blvd. markings on the street and appropriate signage along the corridor indicating the route as a bike boulevard and encouraging bicyclists and motorists to share the road. Intersection treatments should be considered at Richland Avenue and Whitewater Avenue such as a pedestrian crossing median or curb extensions to facilitate crossing the street. In the future further traffic calming measures such as speed tables or traffic circles may be considered along the route to reduce traffic speeds and create a more comfortable and safe environment for bicyclists and pedestrians. Likewise, limiting access from Richland Avenue and Whitewater Avenue would reduce the number of vehicles using the road emphasizing bike and pedestrian use.



BIKE BLVD IN MINNEAPOLIS, MN

11th Street & Downtown – Bike and pedestrian improvements to this area have been included in the St. Charles Comprehensive Plan and the Safe Routes to School Plan. The City hired WHKS to do a streetscaping plan for downtown along Whitewater Avenue which is included in the appendix. Currently 11th street is being redesigned to provide a more pedestrian friendly route through downtown between the St. Charles Elementary School and the St. Charles Public Library. Improvements include road realignment, curb extensions, and crosswalks. Using the streetscaping plan as a guide for further improvements north and south along Whitewater Avenue is an ongoing goal for the City and a priority for this plan.

BIKE & PEDESTRIAN NETWORK (NORTH)



BIKE & PEDESTRIAN NETWORK (SOUTH)



■ PRIORITIES

Priorities were established through input from community members who participated in public engagement opportunities associated with this plan as well as from conversations, input, and direction of the St. Charles Park Board. The table below provides a list of the top five (5) priorities. Ranking and brief descriptions of individual projects contained in the plan are included.

High Priority Projects					
LOCATION	Meadowview Drive and Brubaker Drive between Meadowview Park and Brookwood Park	Richland Ave. between 15 th street and Northern Hills Trail	4 th Street from Bluff Ave. to the top of the hill.	Highway 14 crossing from City Park to Winona County Fair Grounds.	Multiuse trail south of railroad between Whitewater Avenue and St. Charles Avenue
ISSUES & NOTES	<ul style="list-style-type: none"> • Neighborhood lacks bike and pedestrian facilities like sidewalks and trails. 	<ul style="list-style-type: none"> • Primary north / south corridor for motorists, bicyclists and pedestrians. • Passes elementary school. • Lack of sidewalks north of Highway 14. • Corridor uncomfortable for pedestrians and cyclists. 	<ul style="list-style-type: none"> • Steep winding road with lack of sidewalk / trail makes walking and biking on the road dangerous. • This is the main connection between residential subdivision and core area of town. 	<ul style="list-style-type: none"> • High speeds and traffic volumes on Highway 14 divide town and create a barrier to trail connections. 	<ul style="list-style-type: none"> • An easement exists through the dollar general property. • Trail crossing at Whitewater Avenue should be upgraded.
RECOMMENDATION	<ul style="list-style-type: none"> • Install sharrow / bike boulevard • Bike and Pedestrian signage should be added • Traffic calming such as speed tables 	<ul style="list-style-type: none"> • Implement Safe Routes to School recommendations. • Consider options for traffic calming and adding bike pedestrian facilities along entire corridor to increase safely and encourage bike and pedestrian use. • Options may include adding sidewalks, bike lanes, curb extensions, etc. 	<ul style="list-style-type: none"> • Install off-street, paved, multiuse bike and pedestrian trail along north side of road. • Add appropriate signage at both ends where trail meets street. 	<ul style="list-style-type: none"> • Work with MN DOT to find best location and method for the trail to cross Highway 14. 	<ul style="list-style-type: none"> • Install off-street, paved, multiuse trail south of railroad through Dollar General property. • Work with MNDOT to upgrade crossing at Whitewater Avenue to include crosswalk, signage, and curb extensions or pedestrian refuge island.

■ FUNDING STRATEGIES

There are funding opportunities at the federal, state, and local level for transportation and recreational trail facilities. However, it is often necessary to look beyond traditional funding sources and harness all of the resources a community has to offer. The P5 funding strategy takes advantage of public, private, non-profit, philanthropic, and people (volunteerism). Often a combination of funding sources and community resources is necessary to complete a project. Below are descriptions of a few of the options that can be considered by St. Charles.

Operating Budget & Capital Improvement Program (CIP)

The City currently funds trail building through the Park and Recreation budget and streets projects through Public Works. City will need to continue dedicating funds in order to implement the projects and priorities described in this plan.

Grants

MN DNR Outdoor Recreation Grant Program – Provides matching funds of up to 50% of the cost of acquisition, development, or redevelopment of park and recreation area facilities in local and community parks. Grant can be used for internal park trails, picnic shelters, playgrounds, signs, etc..

MN DNR Local Trail Connections Program – Provides 75% match to local units of government to make relatively short trail connections between where people live (neighborhoods and communities) and desirable locations such as parks, other trails, and open space.

Federal Recreational Trail Program – A 25% cash or in-kind match is required for projects that encourage the maintenance and development of trails. Eligible projects include maintenance equipment, restoration and development of trail linkages, trail side and trail head facilities, etc. MN DNR administers the program.

Federal Highway Administration (FHWA) Transportation Alternatives - competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities. MN DOT administers the program.

Safe Routes to School (SRTS) – SRTS infrastructure grants can be used for pedestrian facilities, bicycle facilities, and traffic calming and crossing improvements that encourage more students to walk or bicycle to school by making school routes safer and more accessible. MN DOT administers the program.

MN DNR Regional Trail Grant Program – Provides up to 75% funding (requires 25% cash match) for projects that include acquisition and development of trail facilities in greater MN considered of regional or statewide significance. Funded through the MN Lottery.

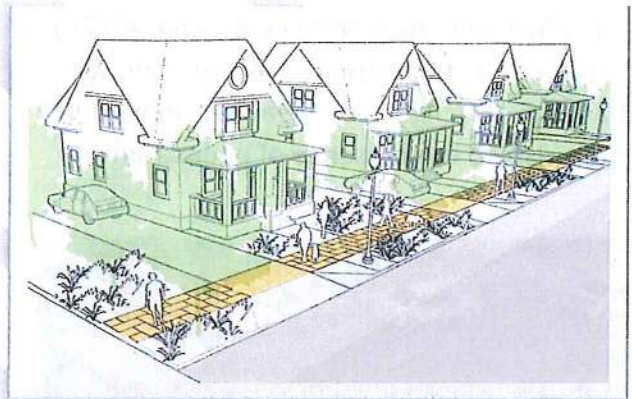
■ BIKE & PEDESTRIAN FACILITIES / TRAFFIC CALMING DESCRIPTIONS

This section presents information on types of facilities referenced in this plan and are considered best practices for creating environments in which bicycling and walking are safe, comfortable, and convenient transportation options. For more information on the items described in this section please refer to the National Association of City Transportation Officials (NACTO), Urban Bikeway Design Guide and the Federal Highway Administration (FHWA), Small Town and Rural Multimodal Networks.

■ Sidewalk

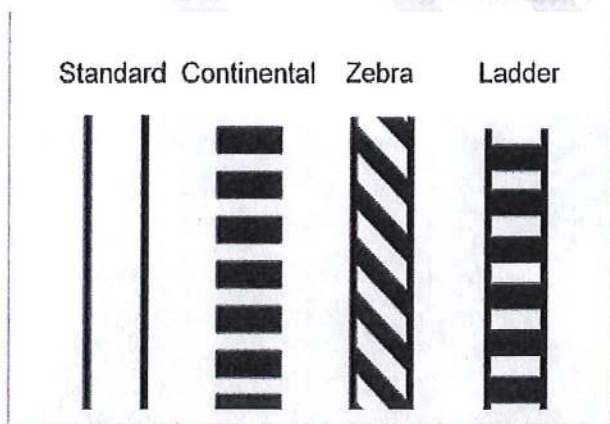
Sidewalks provide safe spaces for pedestrian movement and access, enhance pedestrian connectivity, and promote walking.

A sidewalk width of 5 ft. is needed for two adult pedestrians to comfortably walk side-by-side, and should be considered the minimum. Sidewalks should be wider in areas with higher pedestrian volumes such as downtown and adjacent to schools.



■ Crosswalk

Crosswalks are an extension of the sidewalk across the street. Marking sidewalks helps to guide pedestrians across the street and alert motorists to where they can expect to see pedestrians. **High Visibility Crosswalks** such as the ladder and continental styles should be considered at signalized crossings, near schools, and anywhere there are environments that cater to pedestrians such as downtowns. Crosswalks can consist of different patterns, stained concrete, or different materials and textures such as brick and stamped concrete.



■ Advance Stop Bar / Yield Line & Rapid Rectangular Flashing Beacon

Advance stop or yield lines (and corresponding signage) can be used to encourage motorists to stop or yield in advance of a crosswalk or stop sign. This provides for better visibility and encourages motorists to give pedestrians more room as they cross the street providing a safer more comfortable environment.

A Rapid Rectangular Flashing Beacons (RRFB) combines a pedestrian crossing sign with flashing LED lights or beacons that alert motorists to the presence of pedestrians.



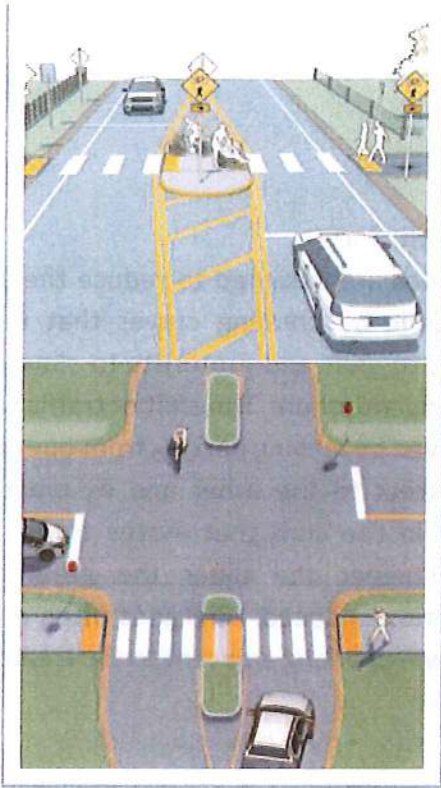
■ Curb Extension

Curb extensions increase safety in many ways. They increase visibility by extending the curb to line up with the edge of the parking lane so pedestrians can see up and down the street and motorists can see them better. The curb extensions also reduce the distance that pedestrians must cross making for a safer more comfortable environment.

■ Speed Hump / Speed Table

Speed humps and speed tables are raised, paved portions of the street that extend from curb to curb and are intended to slow vehicle speeds. Speed tables have flat tops and can be used as raised crosswalks, which both slow traffic speeds, make pedestrians more visible to drivers, and remove the need to install curb ramps. Speed humps and speed tables can be constructed with asphalt, concrete, or decorative pavers.



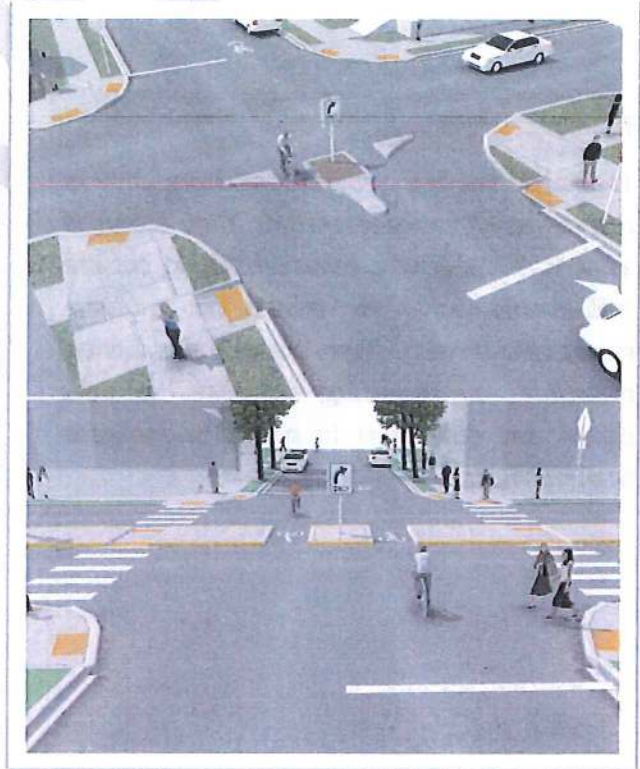


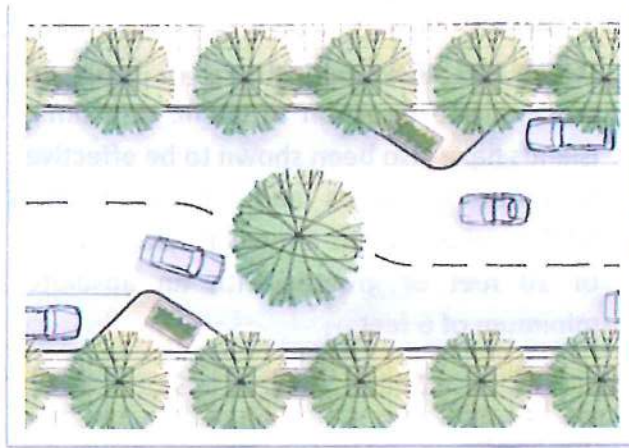
■ Pedestrian Refuge Island

Pedestrian refuge islands can provide a protected space for pedestrians crossing the street and allow pedestrians to focus on crossing one direction of traffic at a time. Islands have also been shown to be effective at reducing speeds and calming traffic. NACTO recommends a median refuge width of 10 feet or greater with an absolute minimum of 6 feet.

■ Diverter

Diverter are a way of reducing the volume of traffic along a corridor by preventing through traffic. Motor vehicles must turn off the street while bicyclists are allowed to continue on. Diverter preserve local access but discourage other traffic from using the corridor. There are different types and designs of diverters. The one featured here extends a refuge island across the intersection forcing motorists to turn.





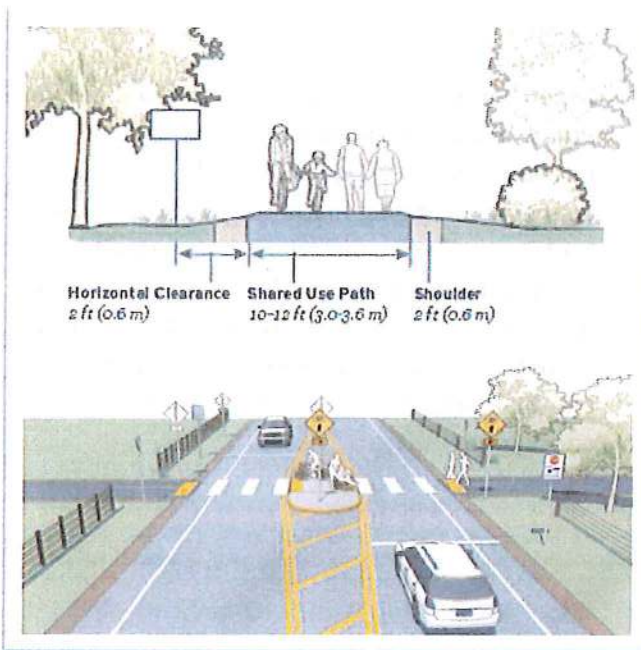
■ Chicane

Chicanes are designed to reduce the speed of traffic by creating curves that require traffic to shift and motorists to slow down and pay attention. The shift of traffic can be achieved by moving parking from one side of the street to the other and by creating a taper in the curb that moves traffic over. The steeper the taper the greater the reduction in speed. Chicanes often require removing parking adjacent to the treatment.

■ Traffic Circle

Traffic circles are circular islands located in the center of an intersection. They are used as a traffic calming measure along bicycle boulevards and on quiet low volume residential streets. They create safer driving behaviors by requiring motorists to slow down and stay alert in order to navigate around them.



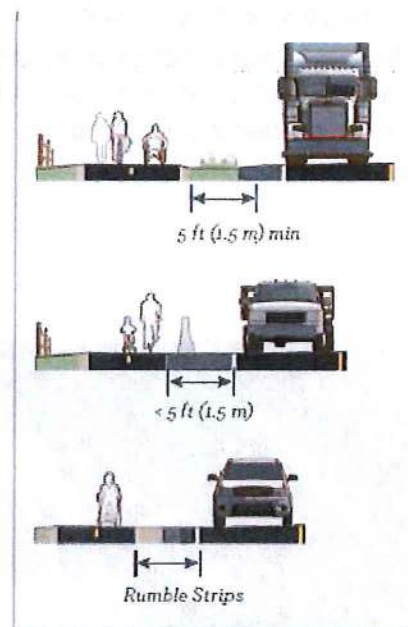


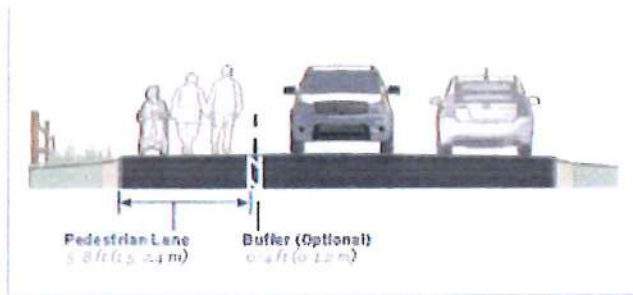
■ Bike Path / Multi-Use Trail

Multi-use trails are popular with a wide variety of user groups for both recreational and transportation purposes. The path should be paved in order to appeal to the greatest number of user groups and activities including walking, jogging, biking, in-line skating, etc.. Recommended width of the trail is 10 - 12 ft. with an absolute minimum of 8 ft. to accommodate 2-way bike traffic. Center line markings and appropriate signage should accompany the trail. Where multi-use trails cross streets the intersection should be enhanced with crosswalk markings and signs and can include things like median safety islands, curb extensions, and speed tables.

■ Sidepath

Similar to a multi-use trail, Sidepaths are a way of accommodating a multi-use trail directly adjacent to a road within right of way. They are usually used along roads with higher traffic volume and / or higher speeds that make walking and riding on the shoulder unsafe or uncomfortable. They can also be used for making multi-use trail system connections if necessary or desired. Pathway width and dimensions are the same as a multi-use trail.





■ Pedestrian Lane

A pedestrian lane should be considered only in areas where a sidewalk or sidepath is not possible and when a specific pedestrian connection is being made such as along school routes. The pedestrian lane should be accompanied by appropriate signage alerting motorists to the potential of pedestrians on the roadway and lane markings. In addition, an optional buffer and flexible post can be considered.

■ Sharrow

Shared Lane Markings or "Sharrows" are designed to indicate where lanes may be shared by bicyclists and motorists. Bicyclists ride in the center of the sharrow and in a straight line between markings as opposed to weaving in and out of the lane. Sharrows remind drivers that they can expect to encounter bicyclists on the road so they should slow down, share the road, and only pass when there is space to do so safely. Sharrows are not recommended for streets posted 35 mph or faster and motor vehicle volumes of greater than 3,000 vehicles / day.

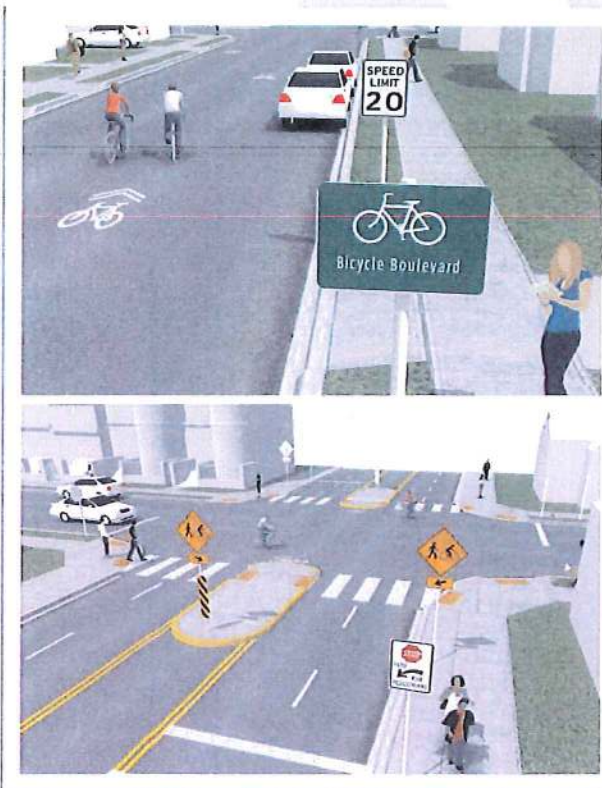
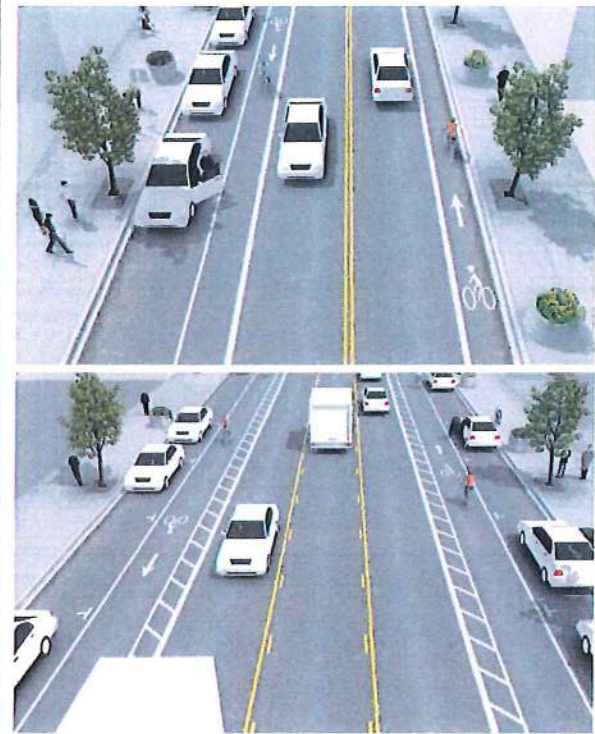


■ Advisory Lane

Also called a "non-compulsory bicycle lane" or "suggestion lane", it's a bicycle lane into which motor vehicles may legally encroach. Therefore, the line demarcating the lane is dashed instead of solid. An advisory bicycle lane is often—but not always—used in conjunction with centerline removal.

■ Bicycle Lane

Bike lanes involve the use of pavement markings and signage to designate space for bicyclists on the street next to lanes designated for cars and parking. They create an exclusive space for bicyclists through the use of pavement markings and signage. In addition to dedicating space for bicyclists, bike lanes improve safety by providing predictability in behavior and movements between bicyclists and motorists. Depending on the specific characteristics of the street such as width, traffic levels, speed, etc. there are conventional, buffered, or separated bike lanes that may be considered to provide greater comfort and safety to cyclists.



■ Bicycle Boulevard

Bicycle boulevards are streets that are designed to prioritize bicyclists. Pavement markings and signage are used alongside design elements that reduce traffic volume and speed throughout the corridor in order to create a safe and comfortable environment that encourages bicycling. Many of the design elements referenced in this section of the plan can be considered to reduce volume and speed along a bike blvd.

Many communities name and brand bicycle boulevards. In St. Charles it is recommended that the 5th street corridor be converted to a bike boulevard and be branded as a segment of the St. Charles trail system.

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St. Charles Police Department Year End Report

Submitted April 6, 2018 by Chief Ken Frank

St. Charles Police Department

2017 Year End Report

Mission Statement

The Mission of the St. Charles Department is to safeguard life and property, preserve the peace, prevent crime, enforce the law and protect the rights of all citizens. We are committed to working in partnership with the community to identify and resolve issues that impact public safety.

- **Pride**
We are committed to conducting ourselves in a manner that brings honor to ourselves, the department and the city.
- **Respect**
We are committed to serving the community while protecting the rights of all individuals and treating people with dignity and respect.
- **Integrity**
We are committed to providing honest, efficient and effective law enforcement that nurtures the public trust and holds ourselves accountable to the highest standards of professional conduct.
- **Dedication**
We are committed to providing an exemplary level of service and improving the quality of life and security to all who live, work and visit here.
- **Excellence**
We are committed to achieving a level of performance that exceeds all expectations and we will not only be doing things right, we will do the right things.

We begin with pride and end with excellence

St. Charles Police, a department that is a part of the community, not apart from the community.

Ken Frank
Chief of Police

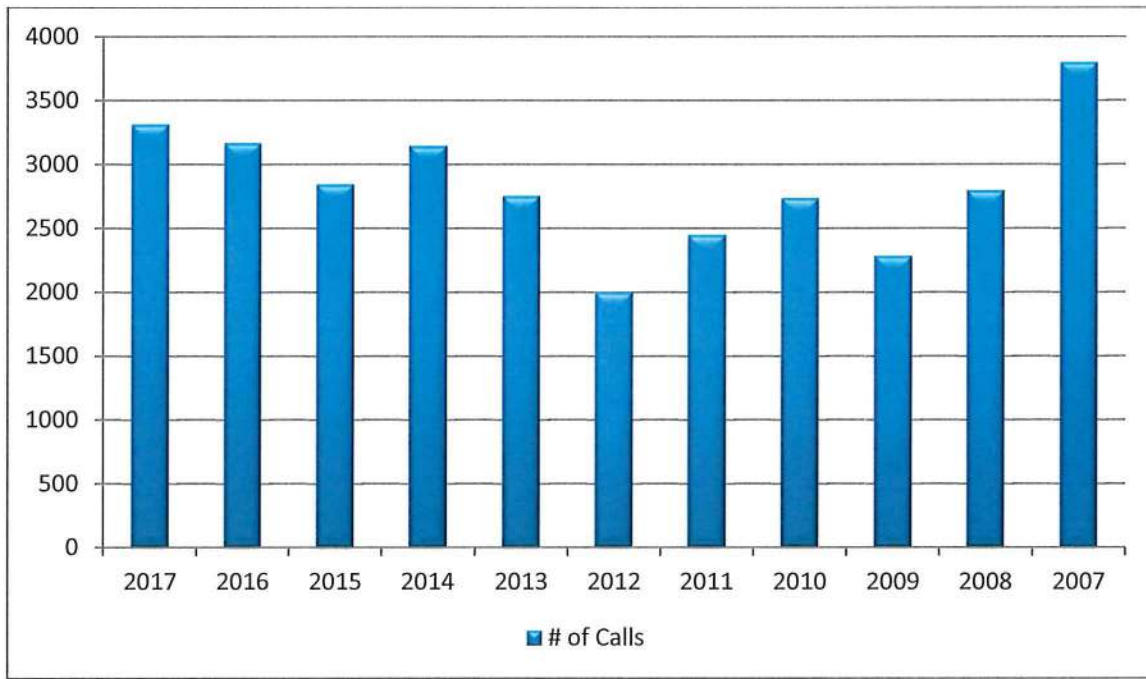
St. Charles Police Department 2017 Year End Report

Department Officer List

<u>Officer</u>	<u>Badge #</u>	<u>Position</u>	<u>Primary/Secondary</u>
Chief Ken Frank	#601	Chief of Police	Primary
Officer Renee Hewitt	#616	Full-time	Primary
Officer Robbie Floerke	#606	Full-time	Primary
Sergeant Jose Pelaez	#615	Full-time	Primary
Officer Colton Herman	#604	Full-Time	Primary
Officer Chris Lennon	#611	Part-time	Primary
Caleb Hohensee	#614	Part-time	Primary
Tyler Rogers	#603	Part-time	Primary
Casey McCready	#605	Part-time	Primary
Myles Wolters	#609	Part-time	Primary
Officer Chad Myers	#608	Part-time	Secondary agency licensure
Officer Paul McKay	#612	Part-time	Secondary agency licensure

St. Charles Police Department 2017 Year End Report

CALLS FOR SERVICE

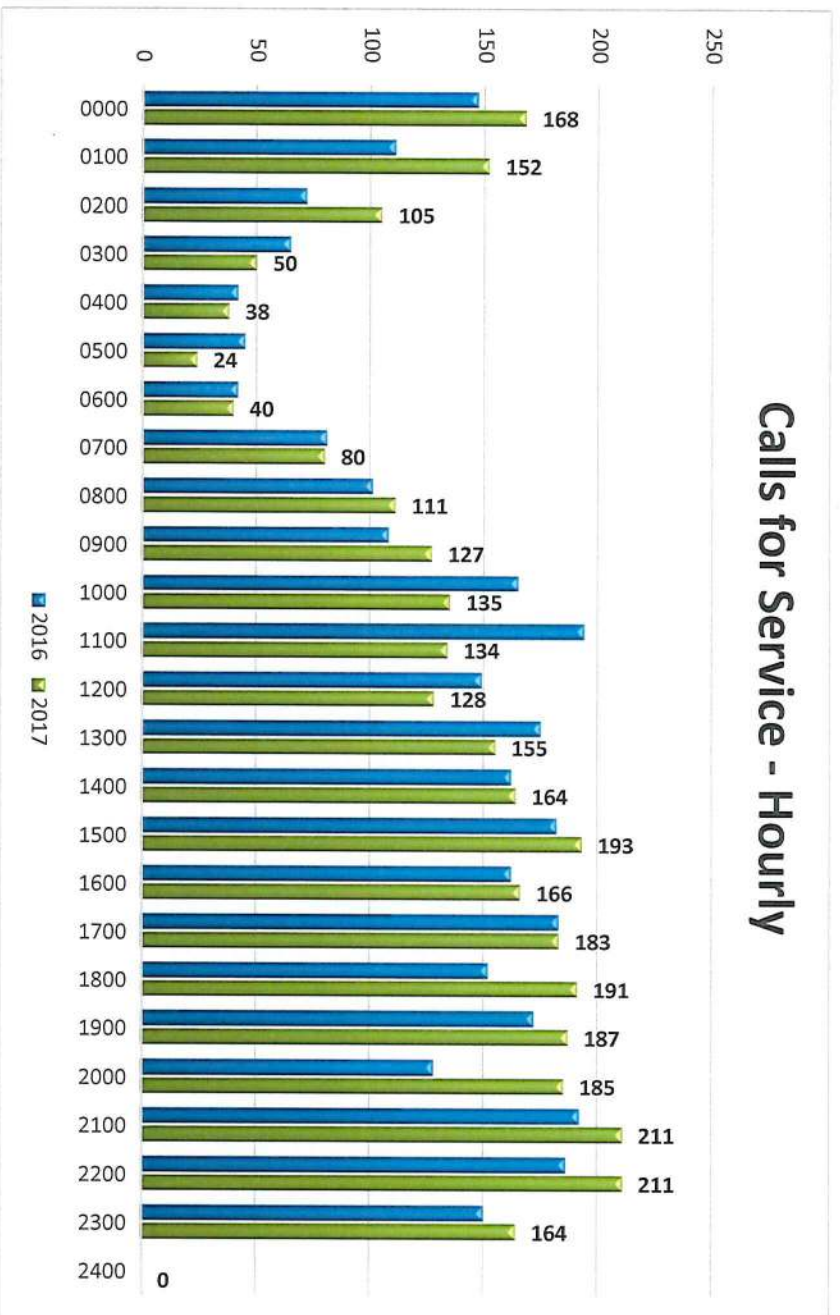


The above chart represents the total number of calls per year over the last 11 years.

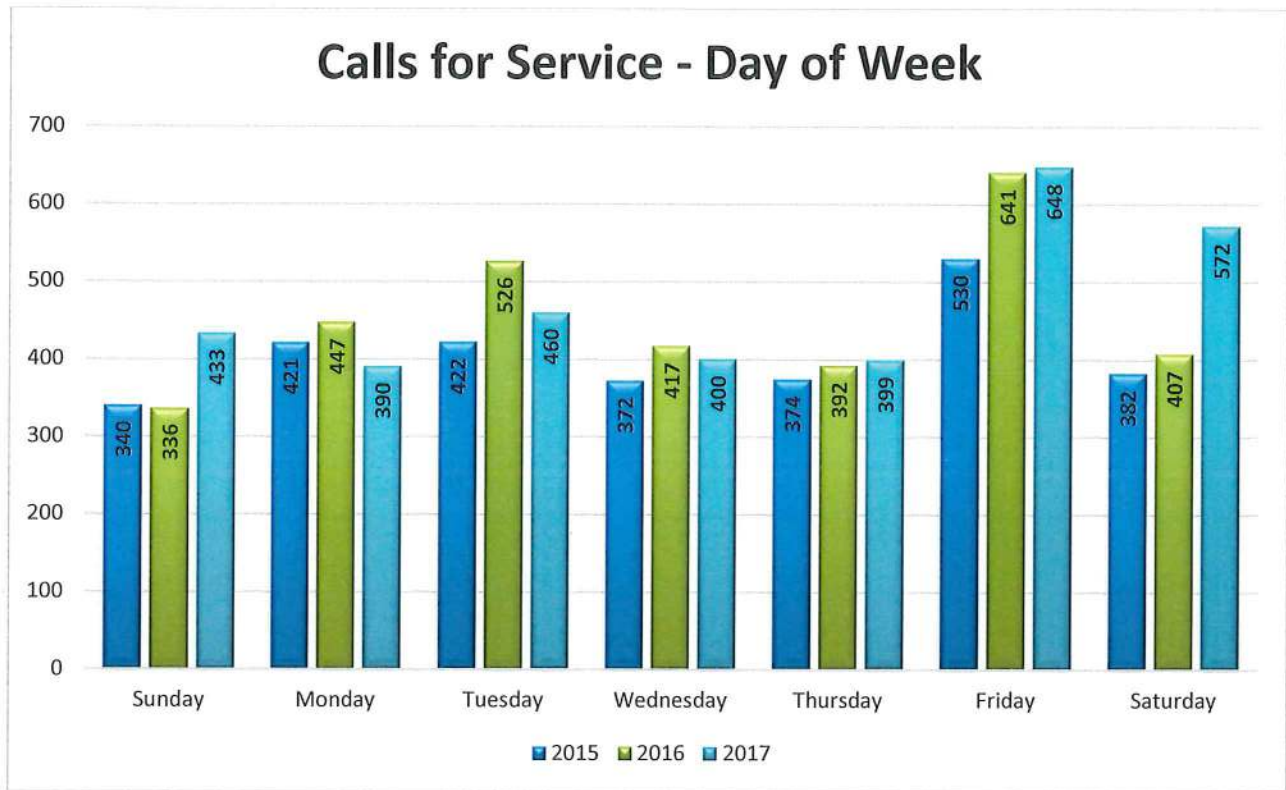
Years	# of Calls
2017	3,311
2016	3,166
2015	2,841
2014	3,142
2013	2,751
2012	1,999
2011	2,447
2010	2,735
2009	2,281
2008	2,795
2007	3,797

St. Charles Police Department 2017 Year End Report

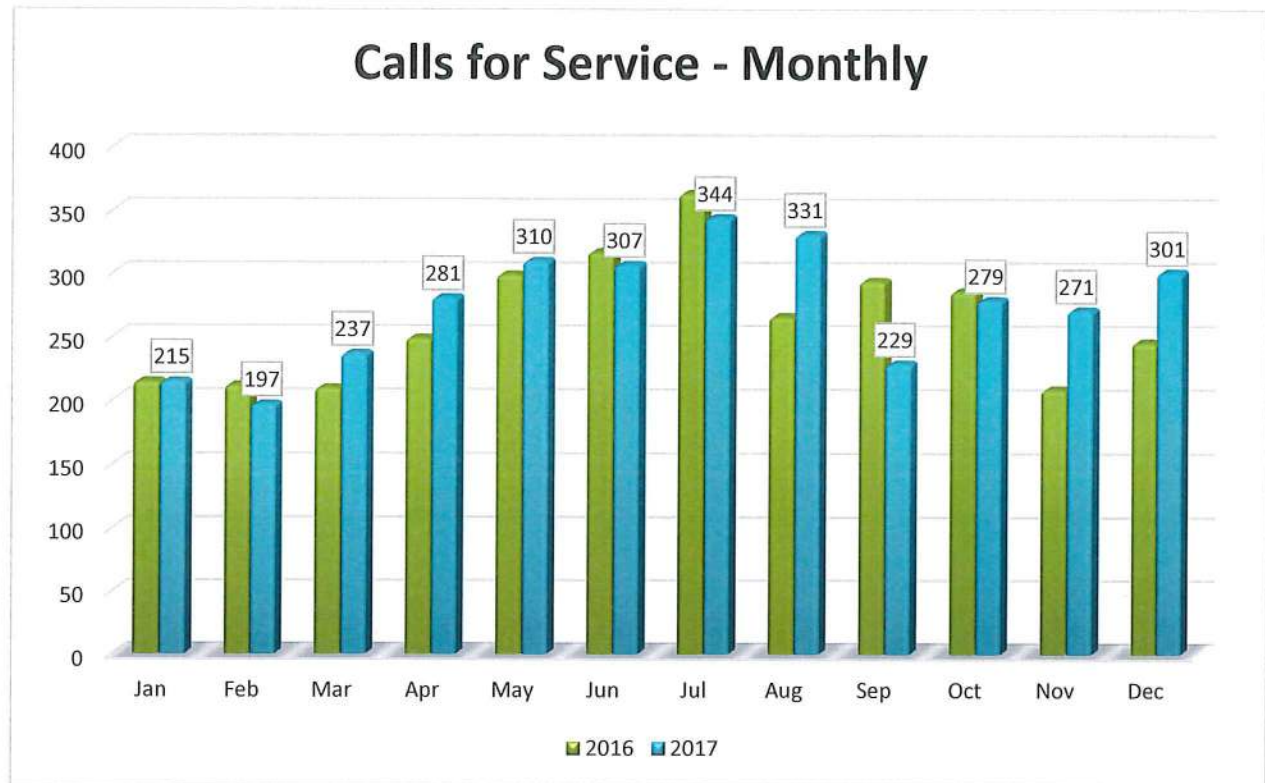
Calls for Service - Hourly



St. Charles Police Department 2017 Year End Report



St. Charles Police Department 2017 Year End Report



St. Charles Police Department

2017 Year End Report

Citations Issued in 2017

Moc Code	Code Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
9000	Moving Violations					1								1
9003	Texting While Driving			1		1								2
9100	Parking Violations	4	1	3	1	1		8		1	2	1	10	32
9115	Inattentive Driving									1				1
9116	Failure to maintain lane												1	1
9120	Fail To Yield To Right Of Way		1			2								3
9125	School Bus Violation		1			1								2
9130	Insurance Violation	1	4	2	2	3	2	4	3	3			3	27
9135	D/L Violation	1	4			1	2	6	2	2	4	3	2	27
9140	Registration/Tabs	1		2	1		1	1	1	1		1	2	11
9141	Illegal Use Of Plates								1					1
9144	Headlight/Tail light		1								1			2
9145	Traffic Signals/Signs			1		1					1		1	4
9146	Pass No Pass Zone							1						1
9156	Teds Law/Pass Pkd Emerg Veh					1						1		2
9160	DAR/DAS	3	4	9	6	6	6	10	4	2	7	3	8	68
9175	Seat Belt Violation		1		2	2	3		1					9
9181	Speed	2	1	3	3	10	3	12	5	1	6	5	4	55
9184	Fail To Yield To Ped In Cross Walk		1			1								2
9185	Careless/Reckless Driving			3									2	5
9190	Unsafe Equipment			1									1	2
9313	Found/Property									1				1
9450	Hit & Run												1	1
SCPD9101	Snow Parking	19	10										26	55
SCPD9935b	Public Nuisance to Health			1										1
SCPD9935pp	Dog Nuisance							1						1
SCPD9936a	Failure to license dog					1	2							3
SCPD9936C	Dog Running at Large				1	1	1							3
Grand Total														323

St. Charles Police Department

2017 Year End Report

Part 1 Crimes

Code		YTD 2017
	Part 1 Violent Crimes	
1	Homicide	0
2	Rape	0
3	Robbery	0
4	Aggravated Assault	5
	Total Part I Violent Crimes	5
	Part I Property Crimes	
5	Burglary	6
6	Larceny / Theft	45
7	Automobile Theft	2
8	Arson	0
	Total Part I Property Crimes	53
	Total Crimes	58

St. Charles Police Department

2017 Year End Report

Part 2 Crimes

Code		YTD 2017
	Part II Crimes	
9	Assault	12
10	Forgery / Counterfeiting	0
11	Fraud	35
12	Embezzlement	0
13	Possess Stolen Property	0
14	Vandalism	33
15	Weapons	0
16	Prostitution	0
17	Criminal Sexual Conduct	2
18	Narcotics	16
19	Gambling	0
20	Family / Children	1
21	DUI	29
22	Liquor Violations	9
24	Disorderly Conduct	28
25	Vagrancy	0
26	All Other Offenses	37
	Total Part II Crimes	202
	Total Crimes	202

St. Charles Police Department

2017 Year End Report

Equipment

The department has four fully marked and equipped squad cars. Equipment includes an 800 mghz radio, Digital Alley in-car camera systems, Stalker Radar units, emergency lights. sirens, patrician cages, a shot gun and rifle.

- 1) 2013 Ford Utility AWD Police Interceptor with 50,869 miles. This vehicle is assigned to the chief and is readily available for use by the department staff.
- 2) Squad 2617A; 2017 Ford Interceptor AWD with miles. Assigned to the sergeant and available for all staff
- 3) Squad 2617B: a 2017 Ford Interceptor AWD with 5118 miles. Assigned to staff for general use.
- 4) Squad 2617C: a 2017 Ford Interceptor AWD with 6533 miles. Assigned to the staff for general use.

Firearms Inventory

Handguns:

1. Glock mod 22 40 cal, Ser No. MBR 868 issued to Chris Lennon #611
2. Glock mod 22 40 cal, Ser No. MBR 869 In locker
3. Glock mod 22 40 cal, Ser No. MBR 867 issued to Jose Palaez Sion #615
4. Glock mod 22 40 cal, Ser No. UPC 686 in locker
5. Glock mod 22 40 cal, Ser No. MBR 853 in locker
6. Glock mod 19 9mm Ser No. BDUP173 in locker

Rifles:

- | | |
|--|-------------|
| 1. Smith & Wesson A-15, Cal 5.56mm, Ser No SP28194 | Squad 2617C |
| 2. DPMS A-15, Cal 5.56mm, Ser No. FH104727 | Squad 2617B |
| 3. DPMS A-15, Cal 5.56mm, Ser No. FH77052 | Squad 2617A |
| 4. DPMS A-15, Cal 5.56mm, Ser No. F049317 | Squad 2613 |

Shotguns:

- | | |
|---|-------------|
| 1. Remington 870 Magnum, 12ga, Ser No. W600646M | Squad 2617B |
| 2. Remington 870 Express, 12ga, Ser No. W697311M | Squad 2617A |
| 3. Remington 870 Express Mg 12 ga, Ser No. D721989M | Squad 2617C |
| 4. Remington 870 Wingmaster 12 ga, Ser No. T704022V | Squad 2613 |

St. Charles Police Department

2017 Year End Report

Other Equipment:

8 portable police radios, 6 Tasers, 4 digital still picture cameras, 6 Portable Breath Testers, 3 desk top computers, 4 in-car portable lap top computers, 4 in-car camera systems, 4 body cameras & 4 Stalker radar units, 2 Cell Phones

Taser Inventory

Assigned To	Serial #	Model #	Verified/Issued Date	Verified Date
Assigned to 605	X00-722293	X26	verified 7/14/14	verified 3/10/2018
assigned to 601	X00-557308	X26	verified 3/10/14	verified 3/10/2018
assigned to part-timers	X00-657178	X26	verified 8/12/14	verified 3/10/2018
assigned to 616	X00-657185	X26	verified 7/10/15	verified 3/10/2018
assigned to 606	X3000-1FFAm	X2	issued 7/2/15	verified 3/10/2018
assigned to 615	X30001FPE	X2	issued 7/10/15	verified 3/10/2018
assigned to 604	X30001FE5	X2	issued 8/11/14	verified 3/10/2018

Camera Inventory

Brand	Model	Serial Number	Squad
Canon	Power Shot SX130 IS	82060046270	2610A
Cannon	Power Shot SX720HS	4720640003674	2610B
Kodak Easy Share	C182	KCGVG94706546	2613
Cannon	Power Shot SX130 IS	472065000248	2617C

Portable Radio Inventory

Officer	Portable Serial #	Model
Ken Frank 601	205CLR2727	H46UCD9PW5BN
SPARE	205CLX0699	H46UCD9PW5BN
Robbie Floerke 606	205CLR0691	H46UCD9PW5BN
Renee Hewitt 616	205CLX0691	H46UCD9PW5BN
SPARE	205TNE2844	H46UCD9PW5BN
McCready	205CLR2724	H46UCD9PW5BN
Sgt Pelaez 615	205CLR2722	H46UCD9PW5BN
Colton Herman	205CNK2883	H46UCD9PW5BN

St. Charles Police Department

2017 Year End Report

PBT's Inventory

Brand	Model	Model Number	Serial Number	Inventoried
Alco Sensor	FST 40-000-00	F-000140-01	91352	4/3/2017
Alco Sensor	FST 40-000-00	F-000140-01	53716	4/3/2017
Alco Sensor	FST 40-000-00	F-000140-01	53688	4/3/2017
Alco Sensor	Mark IV	F-000021-18	59080	4/3/2017
Alco Sensor	Mark IV	F-000352-08	112463	4/3/2017
Alco Sensor	Mark IV	F-000352-08	112588	4/3/2017
Alco Sensor	Mark IV	F-000185-02	104828	4/3/2017
Alco Sensor	Mark IV	F-000185-02	104827	4/3/2017

Toughbook #	Phone #	Model
1	507-208-9047	CF-31WBLCB1M
2	507-206-9482	CF-31WBLCB1M
3	507-259-0445	CF-31WBLCB1M
Admin	507-259-7324	CF-31WBLCB1M

Squad & Body Camera Inventory

Squad Installed Feb 2015	DVM 800 model 001-00038-10 Mirror Serial #	DVM 800 MIC Kit	Reverse Image Kit	Backseat with Y cable
2613	1D03-083E	14100090	14100381	n/a
2617B	1D03-08C4	14100085	n/a	14100375
2617A	1D03-081E	14100088	n/a	14100376
2617C	1D03-07C6	14100089	n/a	14100387

First Vu HD, Model BTN-CAM	Body Cameras	Installed Apr-15
SER: 05D0-0329	SER:2391147027	
SER:05D0-1313	SER:239114260593	
SER: 05D1-553C	SER:252416360010	
SER:05D1-55DB	SER:252416360478	

St. Charles Police Department

2017 Year End Report

Vehicle Inventory

Squad #	VIN #	Date of Purchase	Mileage/Date	Mileage/Date
2617A	1FM5K8AR8HGA79069	Oct 2016	n/a	6031 2/23/2017
2613	1FM5K8AR6DC41047	Oct-2013	25,530 (2/18/16)	50869 (2/21/17)
2617B	1FM5K8AR6H6A79071	Oct 2016	n/a	5118 (2/21/17)
2617C	1FM5K8AR4HGA79070	Oct 2016	n/a	6533 2/22/2017)

Squad Mileage April 3, 2018: #2617A 22316

#2617B 24714

#2617C 28645

#2613 58553

St. Charles Police Department

2017 Year End Report

Programs

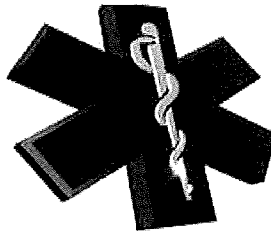
The St. Charles Police Department is a very active and involved department. This department relies on “heavy patrol” of all areas of the city including businesses, parks and residential areas. Other program areas include:

- Officers are licensed Emergency Medical Responders with CPR/AED certification. Squads have fully supplied first-aid kits, oxygen tanks and AED's. In 2017 the department responded to **233** medical related calls for service.
- We are also involved in a collaborative effort with Winona County Drug Court to help monitor individuals in that program and help reduce drug abuse recidivism. Our participation includes active involvement on the law enforcement committee inputting policy suggestions along with monitoring and reporting of participant progress.
- The department is an active member of the Whitewater Coalition which is the alcohol, tobacco and other drug prevention coalition serving the Dover-Eyota and St. Charles School Districts. The mission of this organization is reducing underage substance abuse through the empowerment of school, family and community.
- We have a department chaplain program that is available to provide spiritual support during times of crisis, death or any other spiritual guidance as needed. Area chaplains serve as non-denominational ministers to meet the spiritual, emotional and humanitarian needs of police department personnel, the citizens of St. Charles and any visitor to our city that may be in need of such services.
- The department administers a voucher system for the local Ministerial Association. This voucher system provides emergency overnight stays at an area motel for those in need, emergency fuel assistance and/or a meal ticket.
- We are actively involved in the Minnesota Towards Zero Deaths, a federal grant program that provides federal funds to conduct enhanced traffic enforcement and education. Enforcements focus on Speed Reduction, Seat Belt Usage, DUI, Distracted Driving and the Move Over law. Our 2014 involvement resulted in being named an Outstanding Agency four South Eastern MN.
- We work closely with the Winona County Women's Resources and are actively involved with the Winona County Sexual Assault Interagency Council (SAIC). The mission of SAIC is to coordinate an effective interagency and community response to sexual assault victims. This program also provides department staff with sexual assault response training and protocol.

St. Charles Police Department

2017 Year End Report

- We have an officer that is integral member of the Winona County Emergency Response Team (ERT). This team provides emergency response to high risk situations that may involve warrant service, active shooter, barricaded subjects, and hostage negotiation.
- We are actively participating in the Crime Alert & Missing Person network sponsored by the MN BCA. All full-time officers are signed up to receive these relevant daily crime alerts from the area and filtered alerts from the entire state.
- Our records management (LETG) is browser based and accessed through securely connected desk top and lap top computers. This comprehensive paperless repository allows for efficient entry and comprehensive case management. Information is available to in-squad mobile users along with multi-jurisdictional access for dispatch, other law enforcement agencies and prosecutors.
- Officers receive mandated POST Board Trainings including Use of Force, Fire Arms, Pressure Point and Control Tactics along with mandated annual OSHA Compliance Trainings. This department has its own Firearms and Taser instructor and we are in the process of developing a Drug Recognition Expert. Other trainings and seminars attended by department personnel include Minnesota Sexual Assault Investigators Conference, Interview and Interrogation, South Central Minnesota Investigators Conference. In addition, all fulltime officers take part in the League of Minnesota Cities Patrol Training and the chief is an active member of the Minnesota Chiefs of Police Association.
- Chief Frank is on the Board of Directors for the Winona Area Crime Stoppers. This organization provides rewards to anonymous citizens who provide tips and information that lead to arrest and convictions of crimes. There is also a "Fast \$50" program for high school and elementary students that provide information about crimes.



St. Charles Ambulance

830 Whitewater Avenue
St. Charles, MN 55972
(507)932-3020

YEAR END REPORT 2017

Number of members: 16 active NREMT's.

Number of Calls: 320- 2017
358 - 2016
339 - 2015
323 - 2014
360 - 2013
407 - 2012
355 - 2011
353 - 2010
362 - 2009
322 - 2008

Types of Calls in 2017:

Medical	194
Trauma	108
No loads	48
Air trans.	3

**65% of these calls occurred between 6am and 6pm.

Current Ambulances: 2006 Horton (Ford chassis)
2009 Horton (Ford chassis)

In this past year the second ambulance has been out a total of 31 runs either on its own calls or as an addition to the main rig on motor vehicle accidents with two or more patients.

Mutual Aid: St. Charles Ambulance has traveled to:

Altura	1 Mutual Aid
Rochester	0
Lewiston	6 Mutual Aid
Eyota	0
Utica	10
Dover	20

(3/4 of the city of Dover is part of our primary service area)

St. Charles had 2 mutual aid calls with Lewiston coming into our territory, 2 due to both rigs being out on separate calls.

2017 Board of Officers:

Jeff Hardtke	Director
Kristine Engstrand	Assistant Director
Renee Hewitt	Secretary/Treasurer
Aaron Carlson	Training Officer

2017 Summary of Activity:

Total Donations: \$14,200

Fund Raising: \$11,108 (\$17,162 revenue less \$6,054 costs)

Training Reimbursement: \$2,300

Instruction (CPR) and scenario training: \$3,050

Run Revenues:

Current Year Revenues: \$200,080

Previous Year Revenues: \$223,473

Expenditures:

Current Years Expenditures: \$172,660

Current Years Transfers (General Fund & EMS Building): \$21,500

Previous Years Expenditures: \$198,433

Goals for 2017:

1. Finish policy and procedures manual
2. Increase appearances/donations drives
3. Continue working with fire and police...practice drills, etc.
4. Consider possibility of adding a full time director

2018 Board of Officers

Jeff Hardtke	Director
Kristine Engstrand	Assistant Director
Renee Hewitt	Secretary/Treasurer
Aaron Carlson	Training Officer

St. Charles Fire & Rescue

2017 Year End Report

Overview:

- The total call volume for the Fire Department and the breakdown of calls for service is attached to this report.
- The total number of members allowed is 30, we currently are at 29. The recruitment of new members was discussed among the current officers.
- The Fire Department continues to settle in to the new Emergency Services Building, updating our computer resources and WI-FI capabilities.
- The Fire Department continues to be active in the TRI-County Firefighters association, attending regular meetings and outings sponsored by the association, also attending a meeting with local senators and legislators to discuss issues concerning fire departments.
- The Fire Department took an active role in supporting a full time Emergency manager for the county. The county board voted to hire a dedicated Emergency Manager for the county.
- The Fire department applied for and received a grant from the Otto Bremer Foundation. We utilized this grant to purchase updated self-contained breathing apparatus (SCBA). We also applied for and received grants from Minnesota Energy, and Compeer Financial.
- The purchase of new SCBA's, special hoods to protect firefighters head and neck, and an extractor wash machine is a proactive approach to protecting our firefighters from the cancer-causing carcinogens associated with fire suppression.
- The Minnesota DNR, Rural fire assistance program, and the Federal Excess Property Program are an invaluable resource to rural Fire Departments. The Fire Department received tools and safety equipment for each member and partnered with public works to acquire a backup generator.

St. Charles Fire & Rescue

2017 Year End Report

Overview: (Cont.)

- The mutual aid agreement with the Dover Fire Department was discussed and discussions are continuing this year to update the agreement signed in 1984.
- The Bylaws for the Fire Department continue to be evaluated with the possibility of a draft by 2019.
- Training on a monthly basis. Firefighting essentials, medical response, rescue, hazardous materials, fire prevention, and vehicle operation.
- Our apparatus maintenance budget needs to be evaluated, with the age of our fleet, maintenance costs have increased.
- The community we serve has been very generous supporting our service and fundraising activities

Conclusion/Recommendations:

- The City of St. Charles is progressive, developing and growing, with that comes increasing responsibilities to protect citizens, businesses, and natural resources. The Fire Department is committed to a proactive approach to emergency response. Updating equipment, training and response capabilities is at the forefront. The loyalty and commitment of the membership continues to be strong.
- Recommend we evaluate the mutual aid contract with Dover, our standard operating procedures, and bylaws of the Fire Department.
- Recommend we evaluate our current fleet of apparatus and plan for future acquisitions of apparatus

Respectfully submitted,

Mike Schultz

Fire Chief, St. Charles Fire and Rescue

St. Charles Fire & Rescue 2017 Year End Run Report

Total Fire Calls: 51

- FIRE CALLS: 14
 - Structure Fire: 4
 - Vehicle Fire: 3 (2 involving commercial vehicles)
 - Woodland/vegetation fire: 3
 - Other Fires: 4
- RESCUE/MVA/EMS CALLS: 15
 - MVA/Rescue: 8
 - Water/Ice Rescue: 1
 - EMS Assist (med-evac landing zone/manpower): 6
- PUBLIC SERVICE/ASSIST CALLS: 14
 - CO Alarms: 7
 - Gas Leak/Chemical Spill: 4
 - Weather Related Incident: 3
- FALSE ALARMS/CANCELATIONS: 5
- OTHER MISCELANIOUS CALLS: 3

St. Charles Fire & Rescue

2017 Year End Report

Membership: 29 Active Duty Members, 28 Licensed

Apparatus:

291: 2002 Ford F-350, 11,102 miles, Brush/Wildland

300 GPM pump, 250 gallons water

292: 2004 International 3000 Gallon water tender, 3712 miles

293: 1993 Chevy Kodiak 2200 gallon water tender, 5634 miles

294: 1995 Chevy Kodiak Lopro, equipment/personnel van

Multi-hazard equipment, personnel vehicle

295: 2006 KME rescue pumper, 1250 GPM pump, 700 gallons of water

Fire suppression, vehicle extrication, and rescue, 8270 miles

296: 1997 American LaFrance, 75' aerial/snorkel, 1250 GPM pump, 1000 gallons water

Fire suppression, rescue

2- 2001 Yamaha ATV's

1- Rescue sled, with 8' trailer, wilderness and snow rescue

Mel Brownell Aquatic Center
Pool Report 2017

PART I - GENERAL INFORMATION

School Use: Pool Use Dates..... 05/22/17-06/02/17

Public Use: Pool Opening..... 6/3/2017
Pool Closing..... 8/20/2017

(5 closed days due to weather)

2017 Daily Attendance					
	Adults	Youth	Tickets	Memberships	Total
June	414	1280	2790	2194	6678
July	452	1202	2891	2114	6659
August	210	574	2102	1901	4787
Total Attendance	1076	3056	7783	6209	18124

PART II - SUMMARY OF INCOME

Month	Memberships	Daily Fees	Lessons	Swim Team	ISD #858	Tickets	Pool Rental	Concessions	Misc.	Total
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$54.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54.00
April	\$3,288.00	\$0.00	\$7,222.50	\$700.00	\$0.00	\$1,605.00	\$0.00	\$0.00	\$0.00	\$12,815.50
May	\$2,171.00	\$0.00	\$3,935.00	\$600.00	\$0.00	\$2,565.00	\$300.00	\$0.00	\$0.00	\$9,571.00
June	\$9,467.00	\$6,682.00	\$5,300.00	\$600.00	\$0.00	\$8,958.50	\$350.00	\$5,331.50	\$0.00	\$36,689.00
July	\$255.00	\$5,099.50	\$2,646.00	\$160.00	\$0.00	\$1,104.50	\$350.00	\$3,389.00	\$0.00	\$13,004.00
August	\$150.00	\$3,266.50	\$120.00	\$0.00	\$3,000.00	\$540.00	\$400.00	\$3,305.95	\$0.00	\$10,782.45
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$15,385.00	\$15,048.00	\$19,223.50	\$2,060.00	\$3,000.00	\$14,773.00	\$1,400.00	\$12,026.45	\$0.00	\$82,915.95

Total Memberships Sold: Family: 80
 Single: 55

PART III - SUMMARY OF DISBURSEMENTS

Operating Expenses, small tools & Equipment	\$8,220.72	1044411220-221, 235, 210, 213,319
Concessions	\$10,101.69	1044411220-212
Repairs & Maintenance	\$9,774.01	104441120-231, 350
Communications	\$670.50	104441120320
Transportation & Training	\$853.00	104441120325
Sales Tax	\$3,923.91	104441120996
Insurance	\$7,833.00	104441120340
Swim team	\$3,479.52	104441110135
Workman's Compensation	\$2,444.65	104441110180
Utilities	\$16,700.63	104441120345
Salaries	\$63,682.30	104441110-110,131,132,133,134
Payroll taxes	\$4,963.94	104441110160
Total	\$132,647.87	

PART IV - SUMMARY OF SALARIES

Lessons	\$16,236.63	104441110133
Lifeguard	\$32,891.81	104441110132
Labor	\$12,803.86	104441110134
Manager	\$1,750.00	104441110131
Swim Team	\$3,479.52	104441110110
Total	\$67,161.82	

PART V - SUMMARY OF UTILITIES

City of St. Charles Utility Bills (Includes water and electricity)	\$9,897.24	10444112345
Minnesota Energy Gas Bill	\$6,803.39	10444112345
Total	\$16,700.63	

PART VI - FINAL SUMMARY

Final Summary	
Income	\$82,915.95
Expense	\$132,647.87
Total Income/Loss	-\$49,731.92

St. Charles Public Library

2017 Library Statistics

Physical circulation		32,867
Adult materials	16,571	
Children's materials	16,050	
Other	246	
(out-of-region loans, equipment, etc.)		
Ebook/audiobook circulation		2,652
Ebooks	1,534	
Eaudiobooks	1,118	
Total circulation		<u>35,519</u>
Materials loaned to other libraries		3,090
<i>Outgoing interlibrary loans are not included in the total circulation figure.</i>		
Total materials in library collection		26,873
Total items added		1,300
Books	583	
Adult	299	
Children's/Teen	284	
Audiovisual materials	209	
Magazines (individual)	505	
Total registered borrowers		3,278
Total library attendance*		17,966
Total in-house use of library materials*		6,396
Total questions handled*		11,232
Total public-access computer sessions**		3,402
Total public-access WiFi sessions		1,645

*Figures based on week-long sampling periods in April and October

**Average time 40 minutes

Other Library Services

The Library hosted the ninth annual fundraiser, "A Night at the Library," in April, featuring Whitewater State Park naturalist and historian Jeremy Darst.

The Library ran two reading programs, "Hot Reads for Cold Nights" from January through mid-March for adults, and "Reading by Design" from June through mid-August for children.

The Library offered patrons access to downloadable eBooks and audiobooks through the OverDrive service.

The Library provided limited federal and state income tax forms to the public.

Library Goals

The Library Board adopted these goals for 2017:

Short-Range Goals:

- Provide ongoing publicity through regular newspaper articles and social media
- Partner with local organizations to promote the Library, e.g. Friends, Farmers Market, Resource Center
- Develop volunteer program to maintain flower beds
- Promote volunteerism, e.g. informal reading
- Make use of Legacy funding opportunities
- Continue the annual Board-sponsored fundraiser
- Develop arts contacts and schedule regular art gallery themes to make use of our display equipment
- Review library hours
- Design, order, and place some formal donor recognition

Mid-Range Goals

- Beef up the Library's offerings, e.g. author nights
- Partner with Community Education and other groups through use of the meeting room
- Increase materials budget
- Continue our L3 partnership project

Longer-Range Goals:

- Maintain landscaping
- Provide subscription reference database(s), e.g. a genealogical research database
- Keep up with new technology, and make it available to the public

Some goals were accomplished, some were continued, and some were postponed.

Short-Range Goals:

Provide ongoing publicity through regular newspaper articles and social media

There are at least monthly articles in the Press, and we work with the editor on promotion of special activities. Library hours and special events are also listed on the library website and Facebook page as well as the local cable.

Partner with local organizations to promote the Library, e.g. Friends, Farmers Market, Resource Center

The Library is working with the elementary school to encourage acquisition and use of library cards for students, and with both schools to encourage reading and research. We worked with the school media specialist and various teachers to promote the library to students of all ages. Each elementary grade visited the library, and first-graders received their first library cards. A “Cupcakes for Kids” event was held in September to showcase how the public library is a schoolwork resource. The Library is working with St. Charles Early Childhood Initiative to promote the “1000 Books Before Kindergarten” program. We sponsored an information table at the ECI Family Fun Event. The Library worked with Head Start to choose appropriate materials. Preschools and daycare centers visited. The Friends of the Library held their annual book and bake sale at the Library in October. The Library partnered with Hometown Resource Center and Community Education to re-establish a GED program in the community.

Develop volunteer program to maintain flower beds

This is a continuing goal. Installation of edging and an in-ground watering system has reduced the amount of care required.

Promote volunteerism, e.g. informal reading

This is a continuing goal.

Make use of Legacy funding opportunities

The Library hosted photographer Doug Ohman, who presented a program on “Farm Equipment of Yesteryear” as part of a Minnesota Book Award Legacy grant. We are investigating further Legacy programs targeting a variety of age ranges.

Continue the annual Board-sponsored fundraiser

This year’s event, a 1950s-themed interactive murder mystery, is scheduled for Saturday, April 14th.

Develop arts contacts and schedule regular art gallery themes to make use of our display equipment

Paintings and ceramics by several artists were displayed. We had a live demonstration of the raku method of firing and producing ceramics by artist Laremy Ellsworth as well.

Review library hours

This was postponed until 2018.

Design, order, and place some formal donor recognition

A plaque was designed and ordered, and it was delivered in February 2018.

Mid-Range Goals:

Beef up the Library’s offerings, e.g. author nights

This is a continuing goal. We have been in contact with several authors from the region.

Partner with Community Education and other groups through use of the meeting room

The Library's meeting room is being used for GED classes, through Community Education. The meeting room has been used by various groups such as Friends of the Library, American Legion Auxiliary, and Scouts for individual meetings, and it was used for tutoring and by study groups and for proctoring tests on a regular basis. It also has been used for Human Services and Workforce Center consultations. We have contacted the schools, and teachers are aware of its availability.

Increase materials budget

This is a continuing goal.

Continue our L3 partnership project

The Library received a seed grant from the Bremer Rural Libraries and Literacy Leadership Institute to begin work on a project facilitating GED achievement in the community. Printed materials and three Chromebooks for student use were ordered, and twice-weekly GED classes at the Library started in the fall. We continue to partner with the Hometown Resource Center and Community Education in both St. Charles and Winona to tweak the program as needed.

Longer-Range Goals:

Maintain landscaping

Provide subscription reference database(s), e.g. a genealogical research database

Keep up with new technology, and make it available to the public

All the longer-range goals were retained, and we continue to work toward them.

The Library Board has not formally adopted goals for 2018.

2017 Public Works Year-End Report

Electric Department:

- Extended lighting for safety along Hwy 14 passed the High School and East 15th Street walking trail.
- First EPA reports sent in for power plant emissions due to new catalysts that were required for 80% reduction in particulates.
- Power plant and substation inspection on equipment that PUC says needed testing every three years.
- Required yearly dielectric digger derrick and bucket truck inspections.
- Record setting private solar installs, which will be costing rate payers more money and might become the reason we need to raise electric rates someday.
- Started at City Hall and street lighting moving to LED to improve efficiency plus additional cost savings.
- New power supply contract with Dairyland Power negotiated by 16 Upper Midwest Municipal Energy Group cities. The City also purchased 17 acres (East of town) from Mr. Heim for an UMMEG negotiated 2-megawatt solar farm with a construction timeline of 2018 to 2019.
- Continued City-wide tree trimming along electrical lines, streets and boulevards.
- New 2000 KVA three phase transformer with a looped primary system was installed for Envirolastech.
- City was approved for being a PCB free electric system from MN EPA; all transformers tested with record system.
- Electrical mapping updated with new maps.
- All City primary lines went from overhead to underground at the fairgrounds; shared project costs due to electrical inspector and new electrical standards.
- Power plant controls updated to new system with Ziegler support for backup.
- Due to High School equipment upgrades, we replaced the three-phase transformer to increase size and replaced secondary cabinets.
- New three-phase open back electric service for Timm's Auto Salvage.
- Shutdown substation for insulator replacement after squirrel damage and replaced metering CT at High School during City-wide outage.
- City Electric Department lowered three-phase primary lines going into NRB Metals so they could install large tank for holding sand.
- Yearly electric inventory completed and checked for restocking.
- Helped Ziegler replace battery #51 in power plants black start battery bank.

Overall the Electric Department is in good to excellent shape. We continue working on trimming or removing trees to protect our powerlines during wind and storms. We also plant more trees than we remove. Underground projects are another area that makes our system less vulnerable and we will continue to work on those projects where needed.

Street Department:

- Mr. Feuerhelm and partial City crew finished new loft, railings and stairs in the Ambulance garage.
- Continued street sign replacements around town.
- First year of hauling rock and land soils to Braun's pit, hauled in double the amount estimated.
- Street crew total patched streets for two months before street were chip sealed. Also did bike trails before they were fogged.
- Sprayed and mowed weeds per State of MN eradication list and poison hemlock.
- Cleaned up entire yard, filled 20-yard dumpster, backfilled and tamped around house foundation, covered windows, leveled yard and seeded at 442 East 14th Street per instruction by City Administrator.
- 177 sidewalk panels on Church and Richland Avenue were saw cut by Safe Step Company to meet ADA standards at an estimated savings of \$43,000 compared to the replacement cost of those panels without tearing up yards and boulevards.
- Removed mulch and replaced with new fabric and rock at City Library.

- City crew and T&R Excavating installed new 2nd Street bridge and increased storm water flow with wider bridge sections.
- Installed new hand rail and sidewalk on North side of Senior Center.
- Seeded and leveled new bike trail in Meadowview Park
- New cement pad poured at Shop for transformer storage.
- All trucks and trailers DOT inspected yearly.
- 54 new trees planted by Public Works in boulevards and on City properties, as well as 16 new trees planted in City Parks
- Brookwood Park & Ride pavilion – Public Works and Park Depts. Added permanent sidewalls and windows to keep citizens out of the elements.
- Mixed salt and sand at State Shop bin for winter sanding.
- All City gravel roads and alleys graded and rock added multiple times per year.
- Spread two yards of City compost on Sanitary District's fields.

The Street Department is in good shape and the 2018 road projects will really help the City keep up with the road maintenance. I get more positive feedback on road improvements than anything else Public Works does so I believe it's very important the City keep the roads in as good condition as possible.

Water Department:

- One watermain break on East 14th Street which also involved replacement of three private lead service connections.
- Repaired curb stops; replaced bad water meters; repaired gate valves; Hwy 74 South booster station – replaced large fire protection pump and rebuilt old one for backup motor.
- Finished new chemical room on Well #3, poured concrete addition, new efface siding, new metal pitched roof – replaced flat room, all new doors and windows.
- Replaced leaking check valve in Well #3.
- Replaced bad VFD in Well #3 and installed new air tight chemical tanks & pumps in Well #3 chemical room.
- Fall leaf and rock chipped road sweeping for entire City.
- Yearly water inventory completed and checked for restocking.

I believe the Water Department is also in good to excellent condition. The City is always doing upgrades or proper maintenance to keep water flowing and as fresh as possible. Will be looking at adding a few more loops to connect dead-ends and improve fire protection according to CIP schedules.

Sewer Department:

- Hwy 14 East lift station repairs
- Four blocks of sewer lining on St. Charles and Wabasha Avenues
- Jet Vac truck and two-man crew cleaning known sewer line problem areas.
- Rebuilt pumps at Southfork lift station and purchased one new pump so one rebuilt could be backup.

Overall the Sewer Department is in good shape with owning our own Jet Vac truck, saving the City about \$25,000 to \$30,000 yearly for cleaning and seven years of sewer lining projects producing 32 City blocks relined so far. Two lift stations are new and well maintained, so problems have decreased.

Fleet Equipment:

- Replaced one tandem plow truck – 12th year on 10-year schedule
- Replace front end loader – on 3-year schedule
- Replaced two ½ ton trucks; Park Dept. and Public Works Director – on 1-year schedule
- Replaced two ¾ ton trucks; Electric and Water Dept. – on 1-year schedule
- Replaced one 1-ton truck; Street Dept. – on 1-year schedule
(5 pickups on 1-year schedule, no cost, exchange keys)

Fleet equipment is in excellent condition with our pickup truck exchange program and fleet maintenance. Public Works can concentrate on jobs and projects not having one or two guys doing fleet maintenance.

Stormwater Department:

- Wiskow Dam culvert lining; Golf Course, East 15th Street and Gladiola Drive – two culverts replaced. All had water running outside of pipe and sink holes starting.
- Ditch cleaning and widening Hwy 14 and Bluff Avenue both sides of highway; southeast Red's subdivision ditch cleaned; two ditches cleaned, matted and seeded on Hwy 14 South.
- Catch basin rebuilds around town done by Street Dept.
- Cleaned brush and trees out of Whitewater River from City Park to Northeast City limits.

The Stormwater Department is in fair condition with yearly projects never ending and we are still working on final aspects on what to do with all the storm ponds and new guidelines for developers. The good thing is the system can still handle ten inches of rain with very little property damage and just a little cleanup. There is always room for improvement and we will keep working on that.

Forestry Department:

- We are doing a good job keeping up with bad City trees that need to come out, but need to start working on more dead-end and dangerous private trees which we sent letters and started that program last year. Also maintaining a good double to triple replacement schedule, we pay off in the future for the value and beauty that trees bring to our City.

We also would like to thank the Mayor, Council and City Administrator for the support the Public Works Department receives because it makes our jobs 100% easier. Also, if there are any questions regarding our year-end report or if you would like to discuss any future projects or concerns, please let us know at any time.

Sincerely,

Kyle Karger
Public Works Director

CITY OF ST. CHARLES

ORDINANCE #599

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING
PORTIONS OF THE REGIONAL COMMERCIAL/INDUSTRIAL (C-3) ZONING
DISTRICT**

THE CITY OF ST. CHARLES DOES ORDAIN (deleted material is enclosed in brackets and lined out; new material is underlined; subsections which are not being amended are omitted):

Section 1. Title XV: Land Usage, Chapter 152: Zoning, Section 152.24 Districts of the City Code of St. Charles, Minnesota, be amended as follows:

K (4) Storage; Displays.

- (b) Merchandise which is offered for direct sale, rental or lease to the ultimate consumer may be displayed beyond the confines of a building, but the area occupied by the outdoor display shall not constitute a number of square feet greater than 15% of the ground floor area of the principal-use building. Motor vehicle, boat, recreational vehicle, or trailer sales and service shall be exempt from the above provision.

(M) Sign regulations.

- (1) Signs adjacent to Interstate 90 and State Highway 74 shall meet all applicable state and federal regulations.
- (2) The total surface area of all business signs on a lot, whether attached or detached from the building, shall not exceed 3 square feet per lineal foot of all lot frontage on a public right-of-way. Motor vehicle, boat, recreational vehicle, or trailer sales and service shall be exempt from the above provision.

(3) Building Signs.

- (a) *Wall signs.* A maximum of one sign per building plus one sign per business may be attached to or painted on each wall face. The total sign area per wall face shall not exceed four hundred (400) square feet or twenty percent (20%) of the wall surface (whichever is less). Nameplate (address) signs up to two (2) square feet are exempt. Motor vehicle, boat, recreational vehicle, or trailer sales and service shall be exempt from the above

provision.

Section 2: This Ordinance shall take effect thirty days after its publication.

Adopted this 24th day of April, 2018 by the City Council of the City of St. Charles, Minnesota.

Mayor John Schaber

Attest:

Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain _____

Published:

Date: _____

**ORDINANCE #600
CITY OF ST. CHARLES**

COUNTY OF WINONA

**AN ORDINANCE TO VACATE A
PORTIONS OF DRAINAGE AND UTILITY EASEMENTS OF LOTS 2, 3, 4, 5 OF
BLOCK 3 ON THE PLAT OF CHATTANOOGA INNOVATION PARK PLAT IN THE
CITY OF ST. CHARLES, WINONA COUNTY, MINNESOTA**

The City of St. Charles does ordain:

Section 1. That the following described public drainage and utilities easements created on the plat of CHATTANOOGA INNOVATION PARK be and hereby vacated and abolished:

Lot 2, Block 3

The East 5 feet of Lot 2, Block 3, Excepting the Northerly 10 feet, as measured at a right angle to the North line of said Lot 2, and being parallel with said North line and Excepting the Southerly 15 feet, as measured at a right angle to the South line of said Lot 2, and being parallel with said South line, CHATTANOOGA INNOVATION PARK per the recorded plat found at the Winona County Recorder's Office, Winona, Minnesota.

Lot 3, Block 3

The West 5 feet and the East 5 feet of Lot 3, Block 3, Excepting the Northerly 10 feet, as measured at a right angle to the North line of said Lot 3, and being parallel with said North line and Excepting the Southerly 15 feet, as measured at a right angle to the South line of said Lot 3, and being parallel with said South line, CHATTANOOGA INNOVATION PARK per the recorded plat found at the Winona County Recorder's Office, Winona, Minnesota.

Lot 4, Block 4

The West 5 feet and the East 5 feet of Lot 4, Block 3, Excepting the Northerly 10 feet, as measured at a right angle to the North line of said Lot 4, and being parallel with said North line and Excepting the Southerly 15 feet, as measured at a right angle to the South line of said Lot 4, and being parallel with said South line, CHATTANOOGA INNOVATION PARK per the recorded plat found at the Winona County Recorder's Office, Winona, Minnesota.

Lot 5, Block 3

The West 5 feet of Lot 5, Block 3, Excepting the Northerly 10 feet, as measured at a right angle to the North line of said Lot 5, and being parallel with said North line and Excepting the Southerly 15 feet, as measured at a right angle to the South line of said Lot 5, and being parallel with said South line, CHATTANOOGA INNOVATION PARK per the recorded plat found at the Winona County Recorder's Office, Winona, Minnesota.

Section 2. That this ordinance shall take effect thirty days after its publication.

Adopted this 24th day of April, 2018 by the City Council of the City of St. Charles, Minnesota.

John P. Schaber, Mayor

Attest:

Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____
Nays: _____
Absent: _____
Abstain _____

Second Reading:

Date: _____

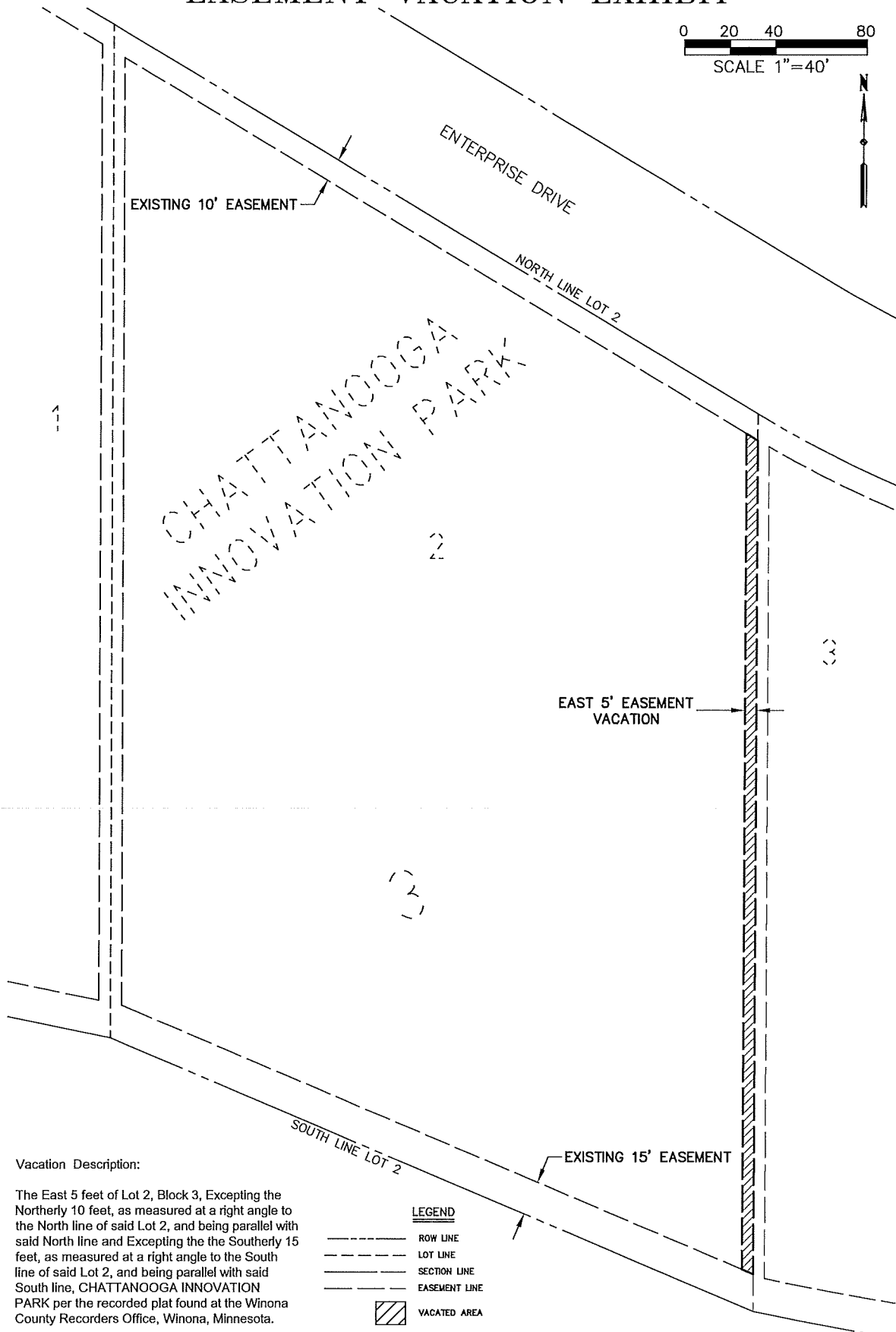
Ayes: _____
Nays: _____
Absent: _____
Abstain _____

Published:

Date: _____

EASEMENT VACATION EXHIBIT

0 20 40 80
SCALE 1"=40'



Vacation Description:

The East 5 feet of Lot 2, Block 3, Excepting the Northerly 10 feet, as measured at a right angle to the North line of said Lot 2, and being parallel with said North line and Excepting the the Southerly 15 feet, as measured at a right angle to the South line of said Lot 2, and being parallel with said South line, CHATTANOOGA INNOVATION PARK per the recorded plat found at the Winona County Records Office, Winona, Minnesota.

LEGEND

- ROW LINE
- - - LOT LINE
- ... SECTION LINE
- . - EASEMENT LINE
- VACATED AREA

SCALE: 1" = 40'

DRAWN BY: DAT

DATE: 3/19/18

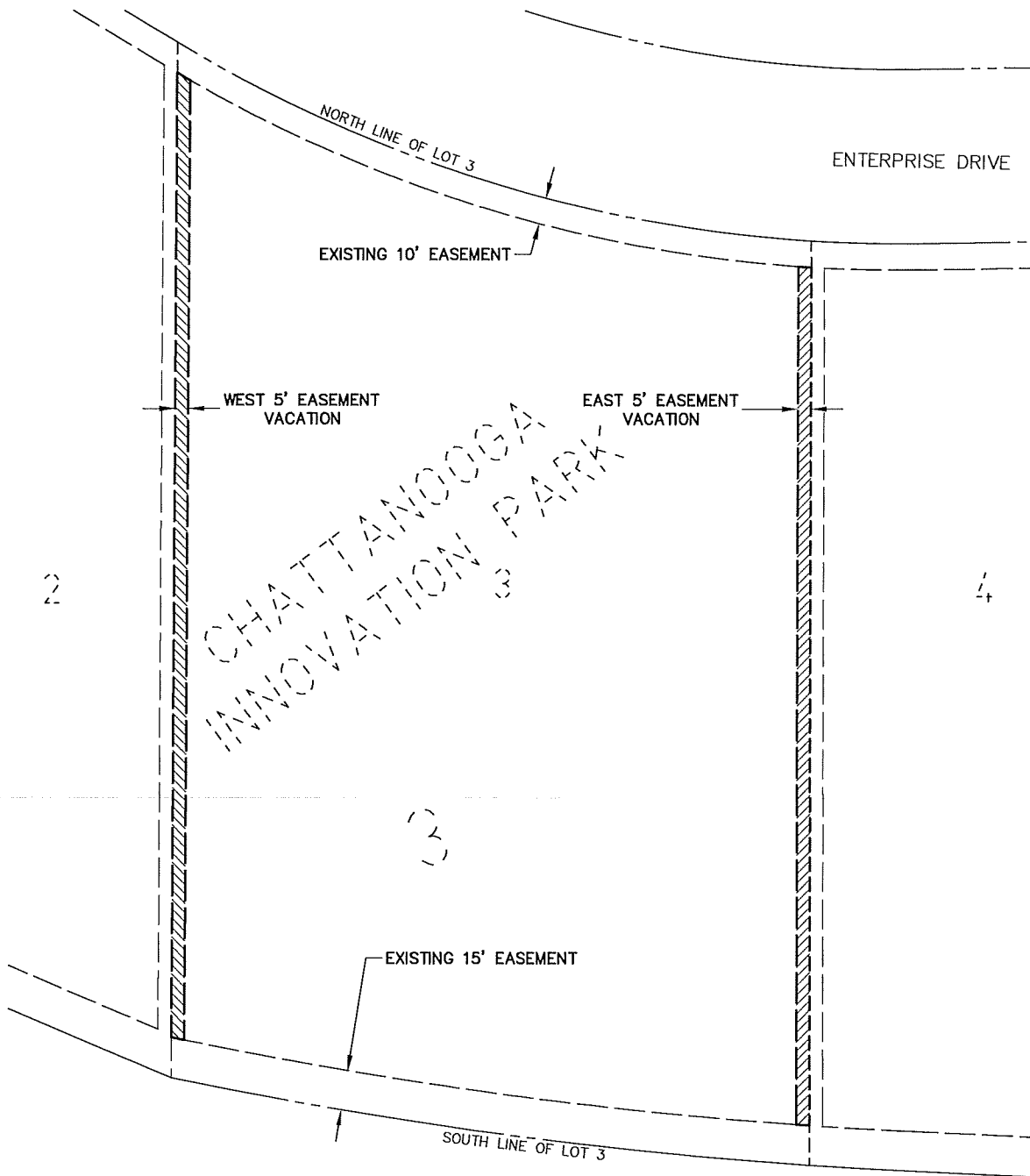
PROJECT NO. 5985.18

CADD NO.: 5985.18/Easement Vacations

FOR:
CITY OF ST. CHARLES
LOT 2, BLOCK 3
CHATTANOOGA INNOVATION PARK

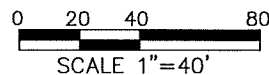


EASEMENT VACATION EXHIBIT



Vacation Description:

The West 5 feet and the East 5 feet of Lot 3, Block 3, Excepting the Northerly 10 feet, as measured at a right angle to the North line of said Lot 3, and being parallel with said North line and Excepting the the Southerly 15 feet, as measured at a right angle to the South line of said Lot 3, and being parallel with said South line, CHATTANOOGA INNOVATION PARK per the recorded plat found at the Winona County Recorders Office, Winona, Minnesota.



LEGEND

- ROW LINE
- LOT LINE
- SECTION LINE
- EASEMENT LINE
- VACATED AREA

SCALE: 1" = 40'

DRAWN BY: DAT

DATE: 3/19/18

PROJECT NO. 5985.18

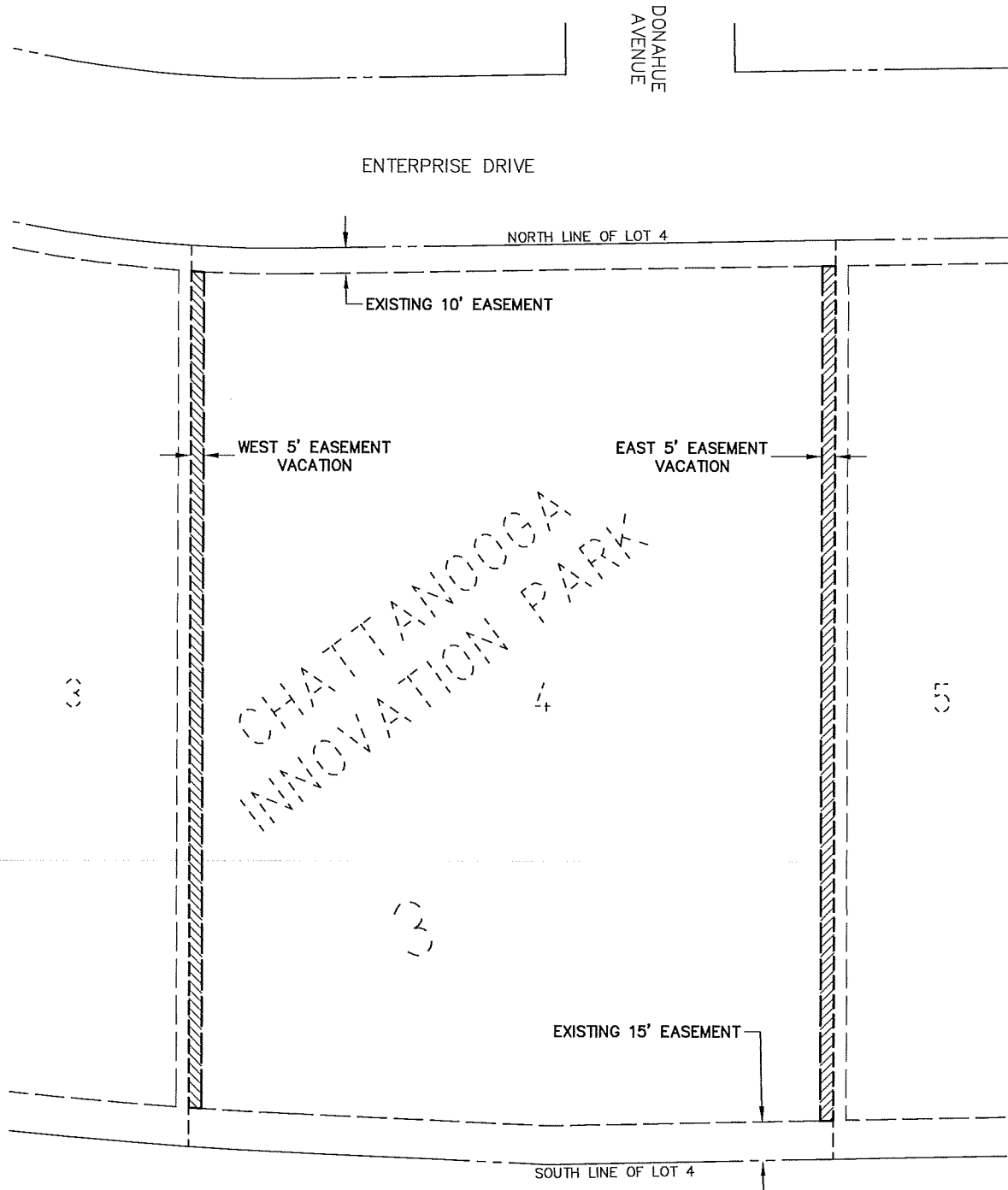
CADD NO.: 5985.18/Easement Vacations

FOR:

CITY OF ST. CHARLES
LOT 3, BLOCK 3
CHATTANOOGA INNOVATION PARK

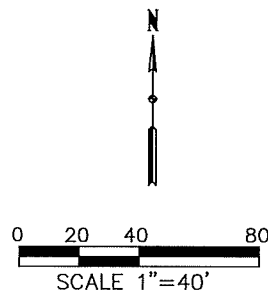


EASEMENT VACATION EXHIBIT



Vacation Description:

The West 5 feet and the East 5 feet of Lot 4, Block 3, Excepting the Northerly 10 feet, as measured at a right angle to the North line of said Lot 4, and being parallel with said North line and Excepting the the Southerly 15 feet, as measured at a right angle to the South line of said Lot 4, and being parallel with said South line, CHATTANOOGA INNOVATION PARK per the recorded plat found at the Winona County Records Office, Winona, Minnesota.



LEGEND

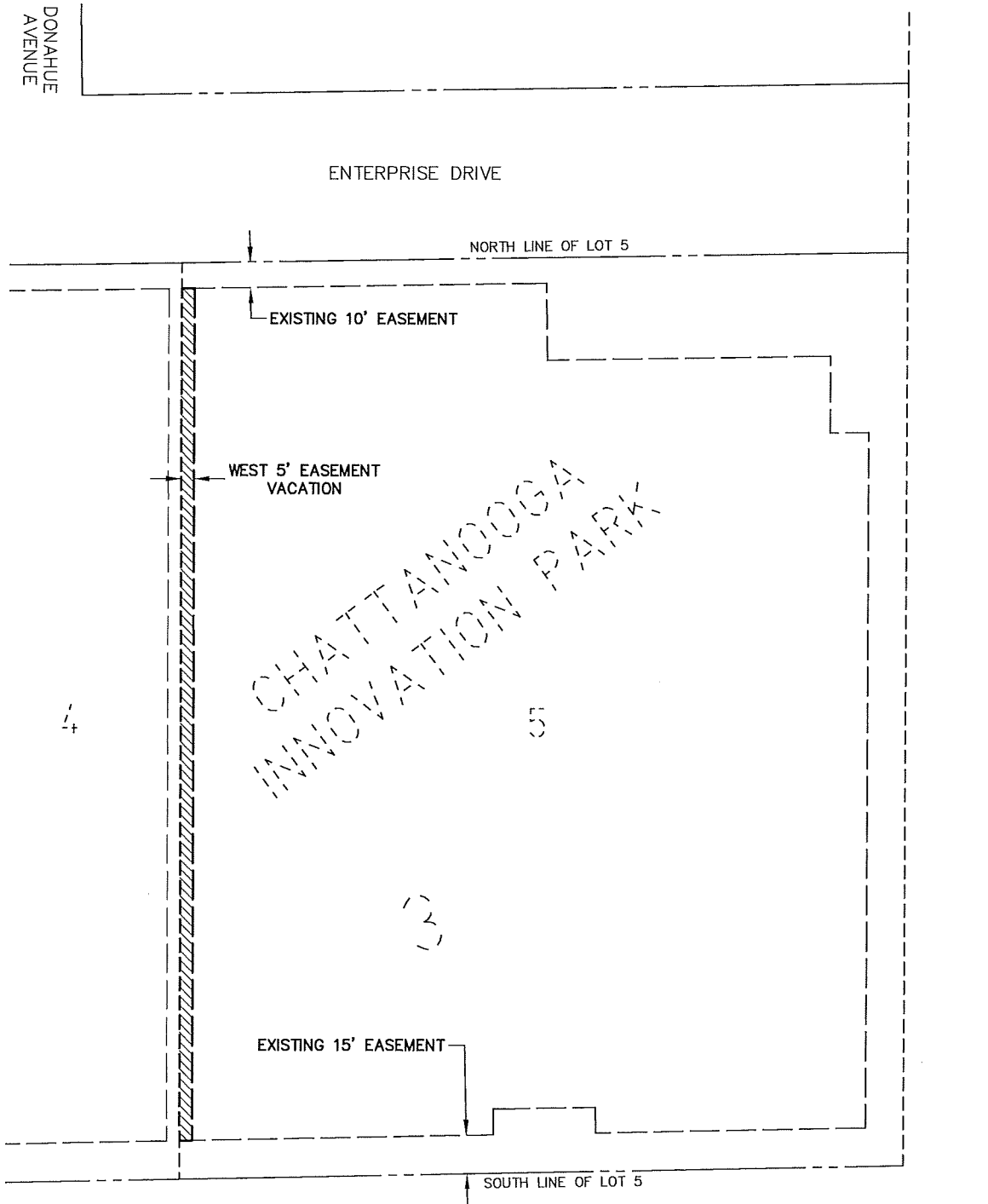
- ROW LINE
- LOT LINE
- SECTION LINE
- EASEMENT LINE
- VACATED AREA

SCALE:	1" = 40'
DRAWN BY:	DAT
DATE:	3/19/18
PROJECT NO.	5985.18
CADD NO.:	5985.18/Easement Vacations

FOR :
CITY OF ST. CHARLES
LOT 4, BLOCK 3
CHATTANOOGA INNOVATION PARK



EASEMENT VACATION EXHIBIT



Vacation Description:

The West 5 feet of Lot 5, Block 3, Excepting the Northerly 10 feet, as measured at a right angle to the North line of said Lot 5, and being parallel with said North line and Excepting the the Southerly 15 feet, as measured at a right angle to the South line of said Lot 5, and being parallel with said South line, CHATTANOOGA INNOVATION PARK per the recorded plat found at the Winona County Records Office, Winona, Minnesota.

0 20 40 80
SCALE 1"=40'



LEGEND

- ROW LINE
- LOT LINE
- SECTION LINE
- EASEMENT LINE
- VACATED AREA

SCALE: 1" = 40'

DRAWN BY: DAT

DATE: 3/19/18

PROJECT NO. 5985.18

CADD NO.: 5985.18/Easement Vacations

FOR:

CITY OF ST. CHARLES
LOT 5, BLOCK 3
CHATTANOOGA INNOVATION PARK

