The City Council of the City of St. Charles welcomes you to its Regular Meeting of Wednesday, August 15, 2018 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION REQUESTED</th>
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<tbody>
<tr>
<td>1. Call to Order</td>
<td>APPROVE</td>
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<td>2. Pledge of Allegiance</td>
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<td>3. August 15, 2018 Agenda</td>
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<td>4. Meeting Minutes</td>
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<td>6. Notices and Communications (if applicable)</td>
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<td>7. Reports of Boards and Committees:</td>
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<td>7a. Administrator's Report, Nick Koverman</td>
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<td>7b. Public Works Superintendent Report, Kyle Karger</td>
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<td>7c. Chief of Police Report, Ken Frank</td>
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<td>7d. Library Board Report, David Kramer</td>
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<td>7e. EDA Report, Wayne Getz</td>
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<td>7f. Park Board, Dave Braun</td>
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<td>8. Green Space Initiative and Farm to Table Update</td>
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<td>9. Welcoming America Event—September 20</td>
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<td>10. Mi-Energy Contract</td>
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<td>11. Resolution #26-2018 Cigarette License</td>
<td>APPROVE</td>
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<td>12. ZEF Energy RFP</td>
<td>APPROVE</td>
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<td>13. Banner Pole decorations</td>
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<td>14. Pay Request #3—2018 SRTS Project</td>
<td>APPROVE</td>
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<tr>
<td>15. Closed Session. Real Estate Strategy Minn. Stat. 13D.05 Subd. 3(c)</td>
<td>HOLD</td>
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</tbody>
</table>

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
Wednesday, August 15, 2018

8. Green Space Initiative and Farm To Table Update. Amy Berends, President of the St. Charles Area Community Foundation, will be present to give Council an update on the Green Space Initiative as well as information on the Farm To Table event.

9. Welcoming Week Event—September 20. Welcoming Week will be held Sept. 17-21 and events are scheduled throughout the nation. As a member of Welcoming America and Welcoming Community, Project Fine has offered to partner with the City of St. Charles to host an event Thursday, September 20th. As a Council initiative, the City of St. Charles is the second community in Winona County as a Welcoming American Community. Project Fine is happy to assist and has some ideas regarding an event that Council can discuss.

10. Mi-Energy Contract. A proposed contract between Mi-Energy and the City of St. Charles will be presented Wednesday evening for consideration. With the help of Richard Heinemann, the Upper Midwest Municipal Energy Group (UMMEG) attorney, and Public Works Director Kyle Karger and myself, we have worked with Mi-Energy’s Brian Krambeer and support staff to revise language and the agreement. A meeting was held Monday, August 13th, and staff will report on that meeting with a final draft. Richard Heinemann will be available by phone to answer any additional questions.

11. Resolution #26-2018 Cigarette License. A resolution for consideration is included in the packet.

12. ZEF Energy RFP. A representative from ZEF Energy contacted staff to inquire about the possibility of including the City of St. Charles in a Request For Proposals to the Minnesota Pollution Control Agency (MPCA) for the potential location of an electric car charging station. There would be no cost to the city for installation or maintenance. The actual site location, to be determined, would receive 7 percent of the revenues generated. A letter was drafted and submitted to the company expressing our interest because of timing of the RFP. However, it was discussed that the Letter of Intent was non-binding and that if the City chose not to participate, that was fine. Attached is information related to the proposed RFP.

13. Banner Pole Decorations. With the inclusion of banner poles on Whitewater Avenue, options for a Christmas decoration have been included in the packet for consideration.

14. Pay Request #3—2018 SRTS Project. Please see the enclosed pay request for the Safe Routes To School project. It has been reviewed and recommended for approval by WHKS.

15. Closed Session. Real Estate Strategy Minn. Stat. 13D.05 Subd. 3(c)
MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, July 10, 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: Cris Gastner (EDA Director) and Nick Koverman (City Administrator).

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

1. ESTABLISH QUORUM/CALL TO ORDER
Quorum was established with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA: Delete 8: Revolving Loan Fund Request. Add 12a: Winona County Phlebotomy Agreement.
Motion to approve: Dave Braun
No discussion.
Motion carried.

4. Meeting Minutes
June 12, 2018
Motion to approve: Craig Hilmer
No further discussion.
Motion declared carried.

June 26, 2018
Motion to approve: Wayne Getz
No further discussion.
Motion declared carried.

5. June Payables.
Motion to approve: David Kramer
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.

9. Farm To Table Request. Admin. Koverman relayed the planned event will be Saturday, September 22, 2018 and Farm To Table requested closing of that portion of St. Charles Avenue along with use of the City Hall bathroom facilities. He outlined that they would submitting a liquor license at a later date and obtain the necessary liability policy. They have spoken with several of the neighbors to receive their support and will make sure they reach out to all. They also requested that the City add a button with the event and link on the new website. Following a brief discussion, a motion was made to approve the requests as presented.
Motion to approve: Dave Braun
No further discussion.
Motion declared carried.

10. 2019 Budget Timeline. Admin. Koverman presented a proposed budget timeline for the 2019 budget and relayed that the process that the Council has utilized has broken the budget down into two segments. First, the governmental budget departments are reviewed and the second involves the enterprise funds. All agreed the process has been effective and a motion to approve the proposed process and timeline was moved.
Motion to approve: David Kramer
No further discussion.
Motion declared carried.

11. Payment Service Network (PSN) Update. Information was presented to the Council outlining the past year since the conversion from a previous payment company to PSN. The report highlighted some of the added benefits to the customer and showed that the City had saved over $10,000 in processing with additional customers signing up for the service.

12. Resolution #25-2018 Approving Election Judges. A revised copy of the election judges was added to the council’s packet for review as more volunteers came forward. A motion to approve the list as presented was moved.
Motion to approve: Craig Hilmer
No further discussion.
Motion carried.

12.a Winona County Phlebotomy Agreement. Admin. Koverman highlighted changes to the agreement with respect to liability that had been presented after Council adopted the first agreement. All agencies were in agreement with the new language and a motion to approve the new agreement was moved.
Motion to approve: Wayne Getz
No further discussion.
Motion carried.

13. Council Meeting Schedule, July 24 and August 14th. It was discussed that the August 14th meeting was during the Primary and needed to be moved to August 15th and that the July 24th meeting may not be necessary as there were no agenda items to date. Council agreed to keep it available if necessary, but motioned to move the August 14th to the 15th date.
Motion to approve: David Kramer
No further discussion.
Motion carried.

14. Closed Session-1 Real Estate Strategy Minn. Stat. 13D.05 Subd. 3(c).
Present were: Cris Gastner (EDA Director) and Admin. Koverman
A motion to close the meeting at 6:13 p.m. moved: Dave Braun
No further discussion.
Motion carried.

A motion to reopen the closed meeting at 7:21 p.m. : Craig Hilmer
No further discussion.
Motion carried.

2- Administrator Review—Minn. Stat. 13D.05 Subd. 3(a)
A motion to close the regular meeting at 7:25 p.m.: Dave Braun
No further discussion.
Motion carried.

A motion to reopen the regular meeting at 7:58 p.m.: Dave Braun
No further discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES
None.

Motion to adjourn at 7:59 p.m.
Motion to approve: Wayne Getz
Motion declared carried.

John Schaber, Mayor

ATTEST

Nick Koverman, City Administrator
July 9—Met with Elizabeth Wefel of the Coalition of Greater Minnesota Cities as she relayed the work the CGMC is doing on small cities behalf. We discussed potential partnerships and the upcoming session and topics the CGMC wants to continue their conversations with legislators on. Information was provided that was given to Council.

July 10—Public Works Director Karger and I continued conversations with Richard Heinemann, the UMMEG attorney, regarding language and territory with respect to the Mi-Energy agreement. Further conversation was slated with the Mi-Energy attorney.

July 12—Staff from WHKS and the City including Rick Engstrom, Daren Sikkink, Rick Schaber and myself met with MnDOT staff to discuss the 2020 rebuild of the Highway 74 bridge near the City Park trail system. Discussion surrounded continued inclusion of our trail segment and the potential of adding a segment on the north side of the bridge embankment to continue the segment to the Brookwood Park & Ride. MnDOT will be drawing up plans and working with WHKS on the City’s behalf to accomplish the goal of the replacement and trail inclusion.

July 18—Held additional discussion with UMMEG attorney Richard Heinemann.

Held election judge training in St. Charles with the County Auditor-Treasurer. Almost 50 election judges from around the area came to the afternoon 3-hour training.

Attended the SCACF meeting at 5:30 p.m.

July 20-27—Vacation

July 31—Attended the Southeast League of Municipalities meeting in Kellogg 5-9:15 p.m.
Public Works Report – June 2018

- Storm work - one primary line down and two house services down, seven hours total - out of power, and one week of tree removal and cleanup afterwards; pull electric meters for City Hall; street lights repaired; 11th Street and Hwy 74 street lights, electrical boxes and green space Gazebo and concrete work
- Replace hydrant at fairgrounds; installed new mid-span secondary pole & hung new service at 1006 East Ave; helped wire new crosswalk switches on 11th Street; replaced electric meters for City Hall; sprayed weeds at substation and powerplant
- Hot stick and grounds testing with MMUA; watered trees; electrical safety meeting; maintenance on bucket truck and digger derrick truck; yearly OSHA hearing test; working with Mastec underground boring crew on 2018 projects; ordered electrical supplies
- Located property pins; loosen meter socket at 122 Pearson Drive and later reattached; repair shops overhead door; installed fiber glass strain and anchor assembly; trimmed trees out of house service at 431 Richland Ave; swept streets; sweeper maintenance; installed yearly fair signs; hauled dirt from Winona for 11th Street green space
- Delivered cones and barricades to pool for Whitewater Triathlon; filled potholes; filled in ditch by East 7th Street and Bluff Ave, then added rip rap; maintenance and inspection on sewer truck; jetted sewers on Meadowview Drive; jetted culverts on Wabasha Ave; replaced manhole casting and top by Todd’s Elevator; jetted catch basins and culverts on Park Rd and Wiskow Way; filled hole by stop sign on Bluff Ave & East 6th Street
- Cleaned parking lot behind Del’s, Library and City Hall; worked on multiple catch basin replacements; Marti trained Travis on equipment and documents needed to take over as Street Supervisor; dirt work after hydrant replacements; work on sign replacements and installations; graded gravel roads
- Cleared benches, carpet and garbage out of City church; power washed 11th Street sidewalks; opened and closed Hwy 74 multiple times for business owners; hauled
blasting sand out of water tower; changed oil on street pickup; filled low spots, seeded and hydroseeded behind City church; repaired fence that was taken down at fairgrounds; checked Exit signs at City Hall for battery replacements

- Pushed up piles of dirt at City/Braun’s pit; striped 15th Street bike path & installed markers for moving cars; emptied Whispering Hills tower for inspection - severe paint damage, moved painting up by one year; relief valves installed, and hill ran off of booster pups for three weeks, painted, disinfected and back online; replaced riser valve on 11th Street

- Cut trail behind I90 booster station for manhole repair; well and city water samples; flushed well #4; located curb stops; added parking blocks in front of Police Dept.; repaired and lowered curb stops; cleaned up brush and compost dump multiple times; changed chlorine cylinder at well #3 and swimming pool, sprayed weeds

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

Sincerely,
Kyle Karger
Public Works Superintendent
August 2018

- On Wednesday afternoon Aug 1 Officers Hewitt and Pelaez attended a seminar in Winona reference services for sexually exploited youth presented by MN Department of Health - SAFE Harbor.

- On July 31 I transported 320 pounds of disposed medications to the incinerator plant in Mankato. These had been brought to the Police Department by citizens of the St Charles area as part of our "Medication Drop-Off" program.

- National Night out was held on Tuesday evening August 7. There were 2 block parties attended by officers of this department along with members of the Fire and Ambulance services.

- Officer Hewitt has continued involvement with the Family and Children's Center in Winona. This involvement includes attending monthly case reviews of forensic interviews conducted by various departments in Winona County. These reviews are part of a requirement she has as a forensic interviewer and are intended to improve the quality of any future investigation.

- On July 10 I, along with Pastor Klason attended a workshop in Rochester on "Best Practices for Physical Security." This was an afternoon conference presented by Homeland Security, the FBI and the US Postal Service and was geared specifically for houses of worship. This was very good presentation and there will be a local follow-up in the near future.

- Within the next couple of weeks all officers from this department are scheduled for a three-hour presentation at the Winona Co LEC. This presentation/training will involve an update by the FBI on current terrorism issues and responses.

Respectfully submitted,

Chief Ken Frank
Resolution #26-2018

A RESOLUTION APPROVING CIGARETTE LICENSES

WHEREAS, the following businesses have applied to the City of St. Charles for cigarette license for the last half of the year 2018:

Amish Market Square (new owner) 2850 Whitewater Avenue

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

1. The Council of the City of St. Charles hereby approves the Cigarette licenses for the above-named businesses:

Adopted by the Council of the City of St. Charles, Minnesota this 15th day of August 2018.

___________________________________________
John Schaber, Mayor

Attest: ________________________________
Nick Koverman, City Administrator
August 7, 2018

Matthew Blackler – CEO
ZEF Energy, Inc.
323 W 34th Street
Minneapolis, MN

Dear Mr. Blackler,

We are writing to express our intent to work with ZEF Energy, Inc. (ZEF) to locate Level 3 DC Fast Chargers (DCFC) with co-located Level 2 Electric Vehicle Charger units in our community in response to the Minnesota Pollution Control Agency’s (MPCA) request for proposals.

We understand that ZEF is proposing a multi-locale DCFC network to the MPCA in response to this request for proposals. Should ZEF be awarded MPCA funding for the project\(^1\), this letter is our indication that we will work with ZEF on an exclusive basis to identify a satisfactory site or sites in our community/region. If not extended by mutual agreement, this LOI shall expire on the earlier of: a) Date which ZEF receives notice that it has not received an MPCA award or, b) October 1, 2019.

It is understood that this LOI merely constitutes a statement by the City of St. Charles of intentions with respect to the siting of stations, and does not contain all matters necessary to finalize a site host agreement with an identified host. It is also understood that this letter represents good faith intentions of both parties to locate chargers in our community/region but creates no binding obligation on the part of either ZEF or the City of St. Charles to do so.

We look forward to working with you and your team,

Best regards,

Nick Koverman, City Administrator

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\(^1\) Minnesota Diesel Replacement Program, VW Settlement: Phase 1 Electric Vehicle Fast Charging Corridors
Ineligible applicants

Entities or individuals that are currently suspended or debarred by the State of Minnesota and/or the federal government are ineligible applicants.

The MPCA may also deem an applicant ineligible because of, but not limited to: enforcement issues, labor standards issues, tax status or other such issues.

4. Proposal content

Designated highway corridors

The following map shows the EV charging station corridors named A, B, C, and D to be built through this grant round. All fast charging station installations along the highway corridors will be 50 kilo-watt (kW) in size with the exception of one 150 kW station in Albert Lea (part of Corridor A). Applicants may submit one proposal per corridor (A, B, C, D). Each proposal must identify one (and only one) corridor. Applicants may submit multiple proposals if each proposal is for a different corridor. For example, an applicant may submit one proposal for Corridor D and another for Corridor C. Funding is available for full-corridor proposals only.

Map of EV Fast Charging Station Corridors

Each color designates a different corridor. Cities where installation of fast charging stations is required include: Bemidji, Grand Rapids, Detroit Lakes, St. Cloud, Willmar, Marshall, Rochester, and Mankato. One 150 kW charging station is to be installed in the city of Albert Lea. Existing and planned fast-charger installations, including planned stations in Motley and Virginia, were considered during the development of the required list of city locations.
Partnering with ZEF Energy for Electric Vehicle Fast Charger Location

Advantages of EV Chargers at Retail Locations

The following case studies highlight benefits of installing charging stations at retail centers.

- In addition to the following benefits, ZEF’s standard Site Host Agreement pays 7% of gross annual charger revenue to the host for use of the site.
- [https://www.chargepoint.com/files/casestudies/cs-retail.pdf](https://www.chargepoint.com/files/casestudies/cs-retail.pdf). This case study highlights the benefits that a major retail chain experienced after installing charging stations, including an average increased dwell time of 50 minutes (327%). The chain also saw increased revenue of $56,000 by providing $430 worth of electricity to customers.
- [https://www.chargepoint.com/files/casestudies/cs-easton.pdf](https://www.chargepoint.com/files/casestudies/cs-easton.pdf). A retail center in Columbus, OH, reports about 350 EV drivers use their stations per month, and that EV drivers spend 40% more time at the retail center than non-EV drivers.
- [https://www.evgo.com/ev-charging-business/retail/](https://www.evgo.com/ev-charging-business/retail/). 89% of EV drivers make a purchase when charging at a retail center, with 83% of EV owners preferring to shop at locations with chargers.

We make it easy to provide EV charging to your community/region while building valuable traffic to your business.

Jim Losleben – Manufacturer Representative - ZEF Energy
Homepage: [www.zefenergy.com](http://www.zefenergy.com)
Email: jim.losleben@zefenergy.com
Phone: (+1) 651 686 9547
Cell: (+1) 612 868 3031

ZEF ENERGY
Building a Zero Emissions Future
Partnering with ZEF Energy for the MPCA grant opportunity.

- ZEF Energy owns and operates the largest EV fast charging network in the Upper Midwest.
- ZEF is currently preparing a response to the MPCA funding opportunity to build new DCFC chargers in Minnesota using VW Dieselgate Funds.
- We believe that we are well positioned to win grant monies based on our success of winning MPCA and DOE grants in the past couple of years, our unparalleled regional experience and our low-overhead cost structure.
- ZEF plans to build the new stations and pay a percentage* of station revenue to site hosts where the chargers will be located.
- ZEF seeks active partners to help identify site hosts in select communities and regions which meet the requirements set out by the MPCA.
- Partners will make a non-binding commitment to help ZEF identify sites in the event ZEF is awarded funds under the MPCA grant opportunity.
- No financial commitment is required from partners, ZEF will bear the cost of procuring, installing, operating and maintaining the charging equipment and all risk of project development.

We make it easy to provide EV charging to your community/region.

*ZEF’s standard Site Host Agreement pays 7% of gross annual charger revenue to the host for use of the site.

Jim Losleben – Manufacturer Representative - ZEF Energy
Homepage: www.zefenergy.com
Email: jim.losleben@zefenergy.com
Phone: (+1) 651 686 9547
Cell: (+1) 612 868 3031

ZEF ENERGY
Building a Zero Emissions Future
Mayor: John Schaber, Councillor: David Kramer, Craig Hillmer, Wayne Getz, David Braun, Admin.: Nick Koverman

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The City of St. Charles is an Equal Opportunity Provider. Discrimination is Prohibited by Federal law. Complaints of discrimination should be sent to USDA, Director, Office of Civil Rights, Washington DC 20250-9410.
August 10, 2018

Mr. Kyle Karger
Public Works Director
City of St. Charles
830 Whitewater Avenue
St, Charles, MN 55972

RE: St. Charles, MN
Safe Routes to School Improvements
Pay Request No. 3

Dear Kyle:

Enclosed is the Pay Request No. 3 for work on the above referenced project. We recommend payment in the amount of $260,333.49 to:

Dunn Blacktop Co.
24206 TH 43 Box 208
Winona, MN 55987

Please contact me if you have any questions.

Sincerely,

WHKS & co.

Daren Sikkink, P.E.
DDS/cpf
Enclosure

cc: Nick Koverman, City of St. Charles
Fred Bauer, Dunn Blacktop Co.
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<td>24&quot; RC Pipe Sewer</td>
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**Total Work Completed** | $590,417.11

**Supplemental Agreement 1 (Conduit)** | $2,500.00

**Loss 5% Retainage** | ($20,023.79)

**Less Previous Payments** | ($231,918.47)

**Net Payment this Estimate** | $280,333.40