



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, October 28, 2025 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. October 28, 2025 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. Resolution #21-2025 – Accepting Grant of Real Property for a Park	
b. Resolution #22-2025 – Accepting a Donation for the St. Charles Library	
5. Notices and Communications	INFORMATION
a. Joint Council/Planning Meeting – Comprehensive Plan – October 29th at 6:00 p.m.	
b. City Hall Office Hours Update	
6. Review of Financials	APPROVE
7. RCA: HKGI Zoning Code Update	APPROVE
8. RCA: Office Staff Restructuring	DISCUSSION/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. Each member of the audience is allotted one three minute block of time to speak.

ADJOURNMENT



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, October 28, 2025

4. Consent Agenda

- a. Resolution #21-2025 Accepting a Grant of Real Property for a Park** – Please review the enclosed resolution. This topic received preliminary approval during the previous council meeting.
- b. Resolution #22-2025 Accepting a Donation for the St. Charles Library** – Please review the enclosed resolution. Library Director Jill Veerkamp has begun implementing a program called a Library of Things. Ms. Veerkamp provided the following description of the program. A Library of Things is a collection of non-traditional library items that can include reusable household materials or equipment used for recreation. By providing non-traditional library materials, patrons gain access to items that they may not be able to afford, or alternatively, gain access to items they might rarely use. For the grant, we were able to purchase Blu-Ray/DVD players, bakeware, binoculars, stud finders, and a set of campfire pie irons. Everything has already been purchased - I just need to get them ready to check out. In the future, we will add to the library of things based on what our community has expressed a need.

5. Notices and Communications:

- a. Joint Council/Planning Meeting – Comprehensive Plan – October 29, at 6:00 p.m.** – This is just a reminder.
- b. City Hall Office Hours Update** – Following the October 14th council meeting, Administrator Langholz had a discussion with staff regarding office hours and the duration of their unpaid lunch break. Staff unanimously agreed to reduce their one hour unpaid lunch to one-half hour. With this change, beginning on January 5, 2026 the new City Hall office hours will be Monday – Thursday 7:00 a.m. – 4:30 p.m. and Fridays 7:00 a.m. – 11:00 a.m.

7. RCA: HKGI Zoning Code Update – Please review the enclosed RCA.

8. RCA: Office Staff Restructuring – Please review the enclosed RCA.

**CITY OF ST. CHARLES, MINNESOTA
CITY COUNCIL RESOLUTION #21-2025**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ST.
CHARLES, MINNESOTA ACCEPTING THE GRANT OF REAL PROPERTY IN ST.
CHARLES, MINNESOTA, AND DISPENSING WITH REVIEW OF THE
GRANT/ACQUISITION BY THE ST. CHARLES PLANNING COMMISSION**

WHEREAS, the Southeastern Minnesota Multi-County Housing and Redevelopment Authority, a public body corporate and politic, under the laws of the State of Minnesota (the “Grantor”), dedicated and conveyed to the City of St. Charles (the “City”) certain real property located in the City, Winona County, Minnesota, and bearing Parcel ID Number 290790010; a copy of the legal description being attached hereto as Exhibit A (the “Real Property”); and

WHEREAS, by operation of law, Minnesota Statutes, section 505.01, Subd. 1, provides that when the plat of South Fork Fourth was recorded in September 2022, the donation of the above-referenced Real Property by the Grantor to the City for a park operated to convey the fee title of the Real Property so donated to the City, with the same effect upon the Grantor and the Grantor’s heirs, and in favor of the City, as though such land were conveyed by warranty deed; and

WHEREAS, based upon the foregoing, the City is currently the fee title owner of the Real Property; and

WHEREAS, a potential title issue has been identified with respect to the Real Property, which the Grantor and City desire to correct; and

WHEREAS, Section II.E. (sic) of that certain development agreement, dated April 28, 2022, by and between the Grantor and City contains the following language regarding the Real Property:

“II. E. SEMMCHRA will dedicate a portion of Lot 2 Block 5, being the most westerly TBD feet of the Lot, for a public park. The park shall be placed on the proposed re-plat as a separate lot. SEMMCHRA shall retain title to the park land. Any further development of the park shall be by future agreement between the City and SEMMCHRA.”

; and

WHEREAS, the Grantor desires to waive and release the City from the restrictions contained in the third and fourth sentences of the above-mentioned language from the above-referenced development agreement and thereby remove the potential cloud on title; and

WHEREAS, a draft Quit Claim Deed, attached hereto as Exhibit B, has been prepared, containing the legal description of the Real Property, whereby Grantor is conveying any interest Grantor has in the Real Property to the City and further waiving and releasing the City from the above-mentioned restrictions in the above-referenced development agreement to the extent that the same have any remaining force or effect upon the City; and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept a grant of real property and maintain the same for the benefit of its citizens in accordance with the terms prescribed by the donor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

WHEREAS, Minnesota Statutes, Section 462.356, subdivision 2, states that no publicly owned interest in real property within a city shall be acquired or disposed of until after the planning commission has reviewed the proposed acquisition or disposal and reported in writing to the city council its findings as to compliance of the proposed acquisition or disposal with the comprehensive plan; and

WHEREAS, The same statute further states, however, that the city council may, by resolution adopted by two-thirds vote, dispense with the requirements of this subdivision when in its judgment it finds that the acquisition or disposal of real property has no relationship to the comprehensive plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: The City Council hereby finds that accepting the grant/acquisition of the Real Property by the City has no relationship to the City's Comprehensive Plan, and therefore review of the proposed grant/acquisition by the Planning Commission is not required under Minn. Stat. § 462.356, Subd. 2, and is hereby dispensed with as allowed by that statute.

BE IT FURTHER RESOLVED THAT: The City Council hereby: (1) accepts the grant/acquisition of the Real Property from the Grantor to the City; and (2) authorizes and directs the City Clerk to; (a) seek execution of the deed substantially in the form hereby approved and allowing any necessary minor or technical changes, (b) execute such other documentation as is necessary to accomplish the grant/acquisition of the Real Property by the City, and (c) record such executed deed and such other documentation as necessary with the Winona County Recorder's Office and pay such related fees.

PASSED by the City Council of the City of St. Charles on this 28th day of October, 2025.

ATTEST

City Administrator Andrew Langholz

Mayor John Schaber

EXHIBIT A

Legal Description of Real Property

Park in Block One (1) as shown on the Plat for South Fork Fourth, City of St. Charles, Winona County, Minnesota.

EXHIBIT B

Quit Claim Deed

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: _____, 2025

FOR VALUABLE CONSIDERATION, the Southeastern Minnesota Multi-County Housing and Redevelopment Authority, a public body corporate and politic, under the laws of the State of Minnesota (“**Grantor**”), hereby conveys and quitclaims to the City of St. Charles, a municipal corporation under the laws of the State of Minnesota (“**Grantee**”), real property in Winona County, Minnesota, , legally described as follows:

The real property described in Exhibit A, which is attached hereto and incorporated herein by reference.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following: that the restrictions contained in the third and fourth sentences of section II.E. (sic) of that certain development agreement, dated April 28, 2022, by and between the Grantor and Grantee regarding the real property, are hereby absolutely and forever as they apply to the real property legally described herein waived and released in their entirety.

The total consideration for this transfer is \$3,000.00 or less.

The Grantor certifies that the Grantor does not know of any wells on the described real property.

Grantor

Southeastern Minnesota Multi-County
Housing and Redevelopment Authority

By: _____
Cheryl A. Key
Its: Chair

By: _____
Buffy Beranek
Its: Secretary

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, 2025, by Cheryl A. Key as Chair, and Buffy Beranek as Secretary, of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority, a public body corporate and politic, under the laws of the State of Minnesota, Grantor.

(Stamp)

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

TAX STATEMENTS FOR THE REAL
PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:

City Administrator
City of St. Charles
830 Whitewater Avenue
St. Charles, MN 55972

EXHIBIT A TO QUIT CLAIM DEED

LEGAL DESCRIPTION OF REAL PROPERTY

Park in Block One (1) as shown on the Plat for South Fork Fourth, City of St, Charles, Winona County, Minnesota.

City of St. Charles
Resolution #22-2025

**RESOLUTION ACKNOWLEDGING A DONATION TO THE ST. CHARLES LIBRARY FROM
PEOPLE’S ENERGY**

WHEREAS, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

WHEREAS, the St. Charles Library has received a donation in the amount of \$500.00 from the People’s Energy to be used by the St. Charles Library for expansion of the Library of Things program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts the \$500.00 donation from the People’s Energy.

BE IT FURTHER RESOLVED THAT: the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 28th day of October, 2025 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

**Request for City Council Action**

Date: October 22, 2025

Requested Council Date: October 28, 2025

Originating Department: Administration – City Administrator

Agenda Topic: RCA: HKGI Zoning Code Update

Background Information:

The City's Zoning Ordinance serves as one of the primary regulatory tools for guiding land use, development, and growth within St. Charles. While the City's Comprehensive Plan establishes the long-term vision and policy framework for future growth, the Zoning Ordinance is the key document that implements those goals on a parcel-by-parcel basis.

In recent years, the City has completed major planning and code updates:

- 2024 – Subdivision Ordinance update (HKGi)
- 2025 – Comprehensive Plan update (HKGi)

Updating the Zoning Ordinance is the next logical step to ensure consistency among all land use regulations and to reflect modern development practices and statutory requirements.

Project Overview:

HKGi has submitted a detailed scope and fee proposal to lead the Zoning Ordinance update. The project is estimated to take approximately 10 months (2026–2027) at a total cost of \$35,000.

The work will include:

- Reorganization and reformatting of the existing Zoning Code
- Updates to district regulations and dimensional standards
- Creation of clear use and dimensional tables



Request for City Council Action

- Integration of definitions and procedures consistent with the updated Subdivision Ordinance
- Alignment of zoning districts with the Comprehensive Plan's future land use map
- Updates to reflect state law changes, case law, and best practices
- Development of clear, user-friendly graphics and references

Consultant Qualifications:

HKGi is a planning and urban design firm with extensive experience assisting Minnesota communities with zoning and subdivision code updates. HKGi has already demonstrated a strong understanding of St. Charles' land use goals through their recent work with the City.

Additionally:

- Winona County partnered with HKGi to complete its Hotel Study in 2022.
- City of St. Charles has successfully utilized HKGi for the Subdivision Ordinance (2024) and Comprehensive Plan (2025) updates.

Their continued involvement ensures consistency, efficiency, and a seamless transition between related planning documents.

Importance of an Updated Zoning Ordinance:

A modern, well-structured Zoning Ordinance is critical for:

- Ensuring development aligns with the Comprehensive Plan vision.
- Maintaining consistency with the Subdivision Ordinance and other City codes.
- Simplifying the review process for staff, developers, and residents.
- Reducing ambiguity and legal risk through clear, up-to-date language.
- Encouraging quality development that supports community goals and character.

An updated ordinance will help the City manage growth responsibly, attract desirable development, and maintain a clear, legally defensible regulatory framework.



Request for City Council Action

Recommendation:

Staff recommends that the City Council approve the proposal from HKGi for professional planning services to complete the Zoning Ordinance update in the amount of \$35,000.

This project represents an essential investment in the City's future growth management and will ensure alignment between the City's policies, plans, and development regulations.



July 23, 2025

To: Andrew Langholz
City Administrator | City of St. Charles
830 Whitewater Ave
St. Charles, MN 55972

RE: Zoning Code Update Scope

Dear Andrew,

Thank you for reaching out. HKGi looks forward to assisting the City in completing the zoning code updates that were identified in 2023 as part of the first phase of the Subdivision and Zoning Code Update project. Our understanding is that this project will be led by HKGi, with staff providing support and City-specific input.

In the original scope for the Subdivision and Zoning Code Update project, the second phase (the zoning code update) was estimated to cost between \$10,000 to \$20,000+ depending on audit findings and City priorities. A summary of tasks identified by staff and in the audit findings is below:

- » Reorganize and format Code, including updating numbering and references.
- » Update Code text to reflect advancements in best practices, comparative data from other communities, and changes to state statute requirements and case law.
- » Revise zoning districts to comply with comprehensive plan update.
 - Incorporate tables for principal and accessory uses and lot and site dimensions.
 - Adjust lot and site dimensions to meet current City needs, particularly focused on setbacks and lot coverage.
- » Update procedural requirements, including application and review processes, with a specific focus on CUPs and variances.
- » Modify definitions to reflect terminology in revised Code language.
- » Create graphics as needed.

The following proposed work scope outlines an approach to finalizing the development code updates. This approach includes three phases and is estimated to last for 10 months, beginning in 2026 and ending in 2027. The total cost estimated to complete the project is \$35,000.

Task 1 - Project Kick Off (\$3,600)

Estimated Timeline: Two Months

- 1.1 Conduct a project kickoff meeting with Staff to finalize the project's scope, process, and schedule.
- 1.2 Conduct a joint meeting of the Planning Commission and City Council to kick off the project and discuss desired updates.
- 1.3 Prepare finalized list of updates to complete.

Task 2 - Draft Edits (\$27,400)

Estimated Timeline: Six Months

- 2.1 Prepare draft regulations in a series of modules to facilitate Staff, Planning Commission, and City Council review, focusing on areas of highest priority as identified in the Code Audit.
- 2.2 Conduct regular review meetings with Staff.
- 2.3 Conduct one meeting with the Planning Commission to discuss changes.
- 2.4 Prepare first draft of entire zoning code document.
- 2.5 Collaborate with Staff on identifying needed updates to the Zoning Map.
- 2.6 Conduct a joint meeting of the Planning Commission and City Council to discuss key directions and changes.

Task 3 - Ordinance Adoption (\$4,000)

Estimated Timeline: Two Months

- 3.1 Prepare public hearing draft of the zoning ordinance based on Planning Commission and City Council feedback.
- 3.2 Assist Staff with preparations for Staff-led Planning Commission public hearing. No meeting attendance by HKGi.
- 3.3 Prepare ordinance draft for City Council consideration, incorporating feedback from the Planning Commission.
- 3.4 Assist Staff with preparations for Staff-led City Council meeting presentation and adoption of final ordinance. No meeting attendance by HKGi.
- 3.5 Prepare final code and project closeout materials.

Thank you for the continued opportunity to work with St. Charles on code updates. Please do not hesitate to reach out to us if you have any questions. We look forward to working with you to complete this project.

Sincerely,



Rita Trapp, AICP
Vice President
RITA@HKGI.COM
651-402-8045



Beth Richmond, AICP
Planner
BETH@HKGI.COM
612-252-7145

**Request for City Council Action**

Date: October 24, 2025

Requested Council Date: October 28, 2025

Originating Department: Administration – City Administrator

Agenda Topic: RCA: Office Staff Restructuring

Background Information:

The City currently employs an Office Support Technician who has notified me of their intent to vacate the position at a future, yet undetermined date. As I evaluate the City's ongoing operational needs, this presents an opportunity to consider restructuring the position to better support both economic development and administrative services.

The City also contracts with Community and Economic Development Associates (CEDA) for economic development services for 1.5 days per week. This contract is set to expire at the end of December 2025. If the City were to create a full-time Community Development Coordinator position, I would recommend that the CEDA contract not be renewed beyond its expiration, redirecting those funds to support the new position.

Position Summary:

The Community Development Coordinator would be a full-time, non-supervisory position responsible for supporting the City's economic development, planning & zoning efforts, historical preservation activities, and other front office duties. The role would focus on coordinating programs and boards such as the Economic Development Authority, assisting local businesses, managing community marketing and tourism activities, processing zoning requests, maintaining historical records, and supporting community enhancement projects. This position would work closely with the City Administrator and other staff and regularly engages with residents, businesses, advisory boards, and partner organizations to strengthen community vitality and quality of life.



Request for City Council Action

Job Duties:

A non-exhaustive list of potential job duties would include the following.

- Support the EDA including business retention and recruitment, marketing efforts, and grant research/writing.
- Assist with community tourism, public relations, social media, online communications, and development marketing.
- Provide grant administration support including research, application drafting, and required reporting to funding agencies.
- Collaborate with internal departments and advisory groups while presenting at public meetings as needed.
- Assist with front desk duties and general customer service.

Financial Considerations:

I reviewed comparable positions in similar sized communities and their pay ranges. The proposed restructuring would result in an estimated annual cost savings between \$10,000 and \$20,000, dependent on the starting wage of a new Community Development Coordinator. Compensation for this position would be shared between the Economic Development Authority (EDA) and the General Fund, reducing the impact to any single funding source.

Operation Benefits:

A Community Development Coordinator position would allow the City to:

- Strengthen local business retention and recruitment efforts
- Increase support for housing development initiatives
- Enhance coordination between economic development, planning, and administration
- Improve availability and continuity of in-house staffing resources
- Reduce reliance on external contract services

By investing in a dedicated staff member with a broader focus on community and economic development, the City is better positioned to advance key strategic priorities and continue long-term growth.



Request for City Council Action

Recommendation:

Staff recommends that the city council discuss the option of eliminating the Office Support Technician position upon vacancy and replacing it with a fulltime Community Development Coordinator position.

Next Steps:

Should the City Council choose to move forward with the recommendation, the following are proposed:

- Present the proposed change to the EDA for discussion and recommendation
- Develop a detailed job description, pay range, and classification for the Community Development Coordinator position
- Obtain City Council approval to post and advertise the new position
- Facilitate the hiring process, including position posting, candidate review, interviews, and required background checks
- Provide notice to CEDA that economic development services will not be renewed beyond the current contract term.