



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Wednesday, November 12, 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. November 12, 2025 - Agenda	APPROVE
4. Reports of Boards and Committees:	INFORMATION
a. City Administrator's Report, Andrew Langholz	
b. Public Works Superintendent Report, Scott Bunke	
c. Chief of Police Report, Jose Pelaez – Swear In Police Officer Jacob Crouch	
d. Library Board, David Kramer	
e. Planning & Zoning, David Kramer	
f. EDA, Terri Heim	
g. School Board, Jake Braun	
h. Ambulance Steering Committee, Matt Essig	
5. Consent Agenda	APPROVE
a. October 14, 2025 – City Council Minutes	
b. October 28, 2025 – City Council Minutes	
c. Resolution #23-2025 Approve Special Home Occupation Permit	
d. Resolution #24-2025 Approve Variance Request	
6. Payables	APPROVE
7. Notices and Communications (if applicable)	INFORMATION
8. 2026 Governmental Fund Decision Points	DISCUSSION
9. 2026 Utility & Street Project Funding Options	DISCUSSION
10. 2026 Preliminary Enterprise Fund Budgets	DISCUSSION
11. Ordinance #674 – Amending Water Rates – 1 st Reading	APPROVE
12. Ordinance #675 – Amending Sewer Rates – 1 st Reading	APPROVE
13. Ordinance #676 – Amending Annual Fee Schedule – 1 st Reading	APPROVE
14. RCA: Community Development Coordinator Position	APPROVE
15. RCA: Pine Ridge 2 nd Subdivision Determination	APPROVE
16. RCA: Hotel Recruitment Process	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
Wednesday, November 12, 2025**

5. Consent Agenda

a. October 14, 2025 – City Council Minutes

b. October 28, 2025 – City Council Minutes

c. Resolution #23-2025 Approve Special Home Occupation Permit – Please review the enclosed resolution. The Planning Commission did hold a public hearing for this topic and made a recommendation to approve the Special Home Occupation Permit for 130 W 2nd St.

d. Resolution #24-2025 Approve Variance Request - Please review the enclosed resolution. The Planning Commission did hold a public hearing for this request and made a recommendation to approve the variance based on the findings of fact included in the resolution.

8. 2026 Governmental Fund Decision Points - Please review the enclosed memo.

9. 2026 Utility & Street Project Funding Options - Please review the enclosed memo.

10. 2026 Preliminary Enterprise Fund Budgets - Please review the enclosed memo.

11. Ordinance #674 – Amending Water Rates – 1st Reading – Please review the enclosed Ordinance.

12. Ordinance #675 – Amending Sewer Rates – 1st Reading – Please review the enclosed Ordinance.

13. Ordinance #676 – Amending Annual Fee Schedule – 1st Reading – Please review the enclosed Ordinance.

14. RCA: Community Development Coordinator Position – Please review the enclosed RCA.

15. RCA: Pine Ridge 2nd Subdivision Determination – Please review the enclosed RCA.

16. RCA: Hotel Recruitment Process - Please review the enclosed RCA.



City Administrator's Report— October 2025

- Attended Meetings Regarding:
 - Council Meetings
 - Joint Council/Planning Commission Comprehensive Plan Meeting
 - Greater Coalition of MN Cities Meeting
 - SEMMCHRA – Park Land Donation
 - Old National Bank – Transition Meeting
 - HKGI Meeting – Comprehensive Plan
 - Winona County Hazard Mitigation Plan Meeting
 - Railroad Crossing Review – MnDOT & Canadian Pacific
 - Multiple Hotel Development Meeting
 - MMUA AI - Webinar
- Zoning Administration
 - Answering Public Inquiries
 - Developer Inquiries
 - Special Home Occupation Permit Request
 - Variance Request
- Misc.
 - HR Matters
 - Data Requests
 - Policy Generation and Updates
 - Quotes for Security Cameras
 - 2026 Budget General & Enterprise Funds
 - Updating Capital Improvement Plan
 - Hotel Development Meetings

October 2025 Public Works Report:

Street Department

Tree trimming; cutting and clearing drainage ditches; cutting down trees and trimming trees along boulevards, parks, etc.; sweeping streets; working on sewer manholes getting ready for snowplowing; taking down flowers and baskets on Main Street; working on cleaning up City sign; pot holing; servicing bucket truck, digger truck, sweeper, pick up trucks (changing oil, changing filters, and greasing); mowing weeds and grass; replacing street signs and posts; cutting black top and patching in 20th (water main break); helping flush hydrants; and assisting Electric Department with multiple things.

Water Department

Lead Service Inventory; daily routine of checking wells, lift stations, pump house, water towers, water samples, finals, rereads, and meter replacements; flushing hydrants (the whole town); doing winter maintenance on the buildings (wells, towers, pump houses); hauling compost and getting the trucks DOT inspections done.

Electric Department

Replacing and removing several electric poles around town; digging in new services to transformers; replacing old 3-phase junction boxes and basements with new ones (and all the switching that goes along with it); changing 3-point stand offs to 4 and 5 place in 3-phase cabinets so we have room to expand; making up elbow for 3-phase service and running wires (etc.); replace pole on 5th street and transfer all the wires and services from old pole to new pole; substation and power plant reports; daily locates, orders, and follow-ups on orders; digging out junction boxes and pedestals and putting fiberglass fix-it patches on; doing disconnects and reconnects; putting new overhead services to houses; and doing metering for solar stuff on school.



ST. CHARLES POLICE DEPARTMENT

830 Whitewater Avenue, St. Charles, MN 55972

Main: (507) 932-8020 | www.stcharlesmn.org

November 12, 2025

Police Department

- Officers completed PATROL online “Extreme Risk Protection Orders (ERPO)” training.
- Officers completed LEXIPOL daily training bulletins
- Direct YouTube link to “Home in the Heartland: Immigrant Success in Southern Minnesota” PBS documentary featuring Chief Pelaez:
<https://www.youtube.com/watch?v=zyi0A8vI0Gg&t=213s>
- Officers received ARMER (Radio) training through the month due to upcoming changes in radio channel encryption and call dispatching protocols.
- Chief Pelaez attended annual 3-day Criminal Justice Mental Health Summit (Shoreview, MN)
- Officers participated in the St. Charles Area Chamber of Commerce’s Halloween on Main event.

Police Reserves

- Reserve Officers participated in Donkey Ball fundraiser event (St. Charles high School). The St. Charles Police Department received \$1,000 donation from event organizers.

Emergency Management

- Attended Minnesota Emergency Management Region 1 monthly meeting.
- Chief Pelaez attended a required follow-up meeting on Winona County’s Hazard Mitigation Planning.
- Chief Pelaez facilitated table-top exercises at the 2-day School Safety Summit (Rochester, MN).

Respectfully submitted,

Chief, Jose Pelaez



Incident Summary by Incident Type

Date Range: 10/1/2025 to 10/31/2025

Incident Type	# of Incidents
911 Hang Up	4
Accident	1
Accident With Injuries	1
Agency Assist	9
Alarm	7
Animal	13
Assist	24
Check Welfare	7
Child	4
Code Violation	1
Community Policing	24
Contact	1
Court Order Violation	4
Damage To Property	3
Death	1
Disturbance	4
Drugs	1
Extra Checks	17
Fire Run	2
Fraud	1
Harassment	1
Hit And Run	1
Intoxicated Person	1
Juveniles	1
Maarc Report	5
Medical	32



Incident Summary by Incident Type

Date Range: 10/1/2025 to 10/31/2025

Motorist Assist	3
Noise	1
Permit	7
Predatory Offender	1
Recovered	1
Remove Unwanted	1
Road Hazard	1
Suspicious	7
Theft	5
Traffic Complaint	4
Traffic Stop	53
Training	2
Trespassing	1
Void	1
Vulnerable Adult	1
Warrant Service Attempt	1
Total: 260	



Incident Summary by Incident Type

Date Range: 10/1/2024 to 10/31/2024

Incident Type	# of Incidents
911 Hang Up	2
Accident	8
Agency Assist	12
Alarm	1
Animal	10
Assault	3
Assist	26
Check Welfare	4
Child	7
Community Policing	40
Criminal Info	1
Damage To Property	5
Disturbance	4
Emotional/behavioral Problem	2
Extra Checks	4
Fire Run	2
Fraud	2
Harassment	1
Juveniles	1
Maarc Report	3
Medical	31
Motorist Assist	3
Noise	1
Open Door	1
Paper Service	1
Parking	2



Incident Summary by Incident Type

Date Range: 10/1/2024 to 10/31/2024

Permit	4
Permit To Acquire	4
Project Lifesaver	1
Remove Unwanted	1
Road Hazard	1
Suspicious	9
Tampering With Motor Vehicle	1
Theft	2
Threats	3
Traffic Complaint	2
Traffic Stop	49
Void	1
Total: 255	

LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



November 12, 2025 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find reports for the month of October. The St. Charles crew responded to 42 calls and made contact with 40 patients. SC assisted with 2 calls in the Lewiston PSA as did Lewiston in the SC PSA. There were 4 hours during the month we did not have a truck in SC and it was run out of Lewiston. Truck #2 responded to 1 incident for the month. A total of 2,085 hours of call coverage was provided. Scheduling continues to be difficult for both services. We are working on proposals to bring in additional staff. It was an extremely busy month, and we thank the members for all their time responding to calls!

-We've added 3 new candidates to our ride along program. All 3 have interest in taking the EMT course and live in St. Charles.

-We continue to operate truck 623 (primary) and Lewiston truck 810 is the secondary unit. Truck 621 serves as a 3rd unit out of the SC station. No current issues with either truck.

-Training was conducted on 10/8 internally. Members from Season's Hospice were in attendance and provided education on what services they offer. Discussion was held on how EMS interacts with Hospice patients and guidelines we follow.

-A new Zoll Cardiac monitor was purchased in September using the state aid money received in 2024. Total project cost came to \$50,200.00. The new device will be put into service by the end of this year.

-Members are preparing to renew their EMT certification by March of 2026.

-Crew participated in the Halloween on Main event on 10/25. Special thanks to the members who decorated the truck and worked the event!

-The Ambulance assessment is continuing with another township meeting scheduled for 11/13 in Lewiston. A report should be finalized with recommendations by the end of the year.

-Please feel free to contact me with any questions or concerns. Thank you for your continued support!

Matt Essig
Director
Lewiston Ambulance
St. Charles Ambulance
messig@lewistonmn.gov
ambulance@stcharlesmn.org
507-523-2982

October 2025 Incident Detail
SC Ambulance

Incident Date	Call #	Shift	Unit Disposition	Transport Disposition	Dispatch Complaint	Incident City
Oct-25	SC 25-324	Day Shift	Patient Contact Made	Transport by This EMS Unit	Breathing Problem	City of Saint Charles
Oct-25	SC 25-325	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
Oct-25	SC 25-326	Weekend Shift	Cancelled	Cancelled	Unconscious/Fainting/Near-Fainting	City of Saint Charles
Oct-25	SC 25-327	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Unconscious/Fainting/Near-Fainting	City of Saint Charles
Oct-25	SC 25-328	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Unconscious/Fainting/Near-Fainting	City of Saint Charles
Oct-25	SC 25-329	Day Shift	Patient Contact Made	Transport by This EMS Unit	No Other Appropriate Choice	City of Saint Charles
Oct-25	SC 25-330	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Oct-25	SC 25-331	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Oct-25	SC 25-332	Day Shift	Patient Contact Made	Transport by This EMS Unit	Unconscious/Fainting/Near-Fainting	City of Saint Charles
Oct-25	SC 25-333	Day Shift	Patient Contact Made	Air Intercept	Cardiac Arrest/Death	City of Saint Charles
Oct-25	SC 25-334	Day Shift	Patient Contact Made	Transport by This EMS Unit	Back Pain (Non-Traumatic)	City of Saint Charles
Oct-25	SC 25-335	Weekend Shift	Standby	Standby	Standby	City of Saint Charles
Oct-25	SC 25-336	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Oct-25	SC 25-337	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Stroke/CVA	City of Saint Charles
Oct-25	SC 25-338	Day Shift	Patient Contact Made	Transport by This EMS Unit	Abdominal Pain/Problems	City of Saint Charles
Oct-25	SC 25-339	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
Oct-25	SC 25-340	Day Shift	Patient Contact Made	Patient Refused	Well Person Check	City of Saint Charles
Oct-25	SC 25-341	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Breathing Problem	City of Saint Charles
Oct-25	SC 25-342	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Convulsions/Seizure	City of Saint Charles
Oct-25	SC 25-343	Day Shift	Patient Contact Made	Transport by This EMS Unit	Convulsions/Seizure	City of Saint Charles
Oct-25	SC 25-344	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
Oct-25	SC 25-345	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Oct-25	SC 25-346	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Oct-25	SC 25-347	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Breathing Problem	City of Saint Charles
Oct-25	SC 25-348	Weekend Shift	Patient Contact Made	No Transport	Traffic/Transportation Incident	Township of Saint Charles
Oct-25	SC 25-349	Weekend Shift	Patient Contact Made	No Transport	Falls	City of Lewiston
Oct-25	SC 25-350	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
Oct-25	SC 25-351	Day Shift	Patient Contact Made	ALS Intercept	Falls	City of Saint Charles
Oct-25	SC 25-352	Day Shift	Patient Contact Made	Air Intercept	Cardiac Arrest/Death	Township of Saratoga
Oct-25	SC 25-353	Day Shift	Patient Contact Made	No Transport	Unknown Problem/Person Down	City of Saint Charles
Oct-25	SC 25-354	Day Shift	Patient Contact Made	Transport by This EMS Unit	Convulsions/Seizure	City of Saint Charles
Oct-25	SC 25-355	Evening Shift	Cancelled	Cancelled	Medical Alarm	City of Saint Charles
Oct-25	SC 25-356	Day Shift	Patient Contact Made	Transport by This EMS Unit	Allergic Reaction/Stings	City of Saint Charles
Oct-25	SC 25-357	Day Shift	Patient Contact Made	Transport by This EMS Unit	Abdominal Pain/Problems	City of Saint Charles
Oct-25	SC 25-358	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Oct-25	SC 25-359	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Unconscious/Fainting/Near-Fainting	City of Saint Charles
Oct-25	SC 25-360	Day Shift	Patient Contact Made	Transport by This EMS Unit	Medical Alarm	City of Saint Charles
Oct-25	SC 25-361	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	Township of Utica
Oct-25	SC 25-362A	Day Shift	Patient Contact Made	Transport by This EMS Unit	Traffic/Transportation Incident	Township of Saint Charles
Oct-25	SC 25-362B	Day Shift	Patient Contact Made	Transport by This EMS Unit	Traffic/Transportation Incident	Township of Saint Charles
Oct-25	SC 25-363	Evening Shift	Patient Contact Made	No Transport	Falls	City of Saint Charles
Oct-25	SC 25-364	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Oct-25	SC 25-365	Evening Shift	Patient Contact Made	Patient Refused	Falls	City of Saint Charles

TOTAL INCIDENTS= 42

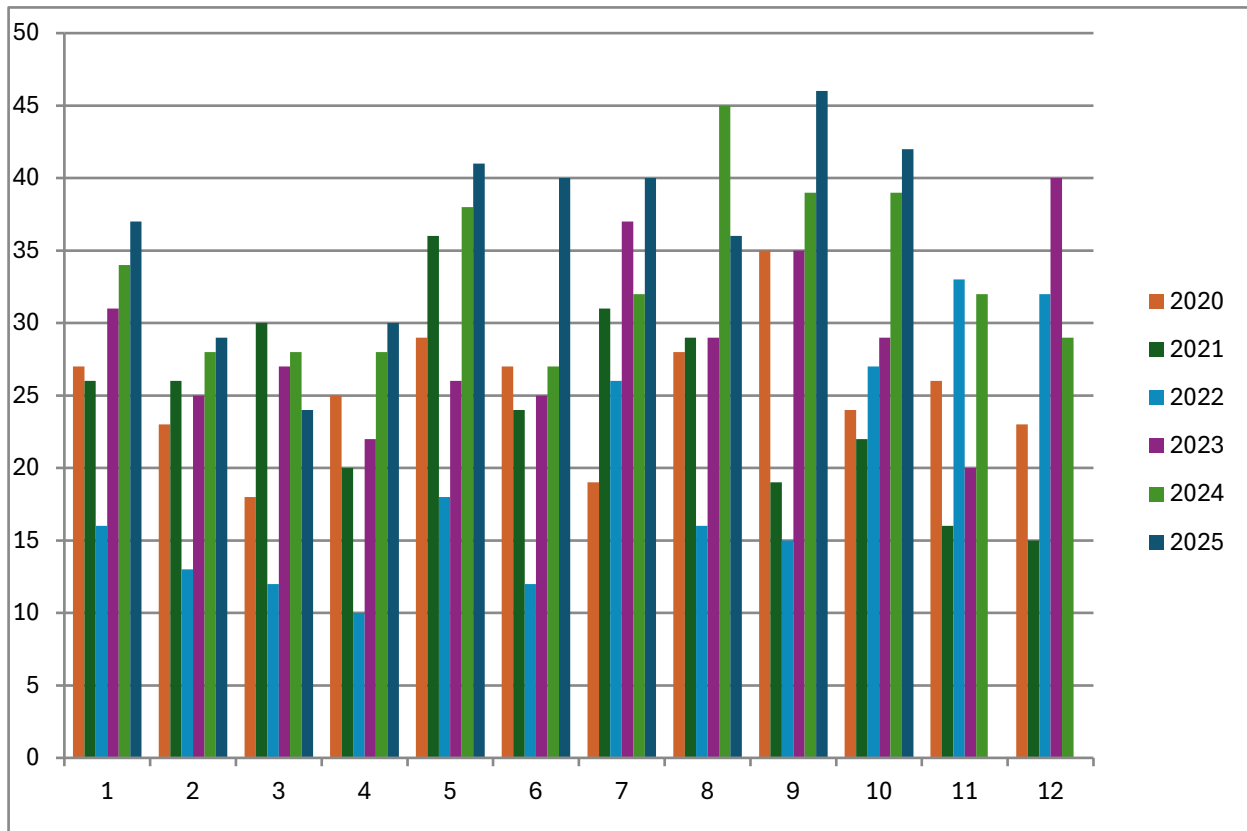
PATIENT CONTACTS= 40

St. Charles Ambulance Report

01/01/2025-10/31/25

	2020	2021	2022	2023	2024	2025	Month Avg	Patients
January	27	26	16	31	34	37	28.50	34
February	23	26	13	25	28	29	24.00	31
March	18	30	12	27	28	24	23.17	22
April	25	20	10	22	28	30	22.50	24
May	29	36	18	26	38	41	31.33	41
June	27	24	12	25	27	40	25.83	38
July	19	31	26	37	32	40	30.83	38
August	28	29	16	29	45	36	30.50	35
September	35	19	15	35	39	46	31.50	43
October	24	22	27	29	39	42	30.50	40
November	26	16	33	20	32		25.40	
December	23	15	32	40	29		27.80	
Total Runs	304	294	230	346	399	365		346
Mid Year (June 30th)	149	162	81	156	183	201		
Monthly Avg	25.3	24.5	19.2	28.8	33.3	36.5		

AMBULANCE RUNS BY MONTH



St. Charles Ambulance Report

01/01/2025-10/31/25

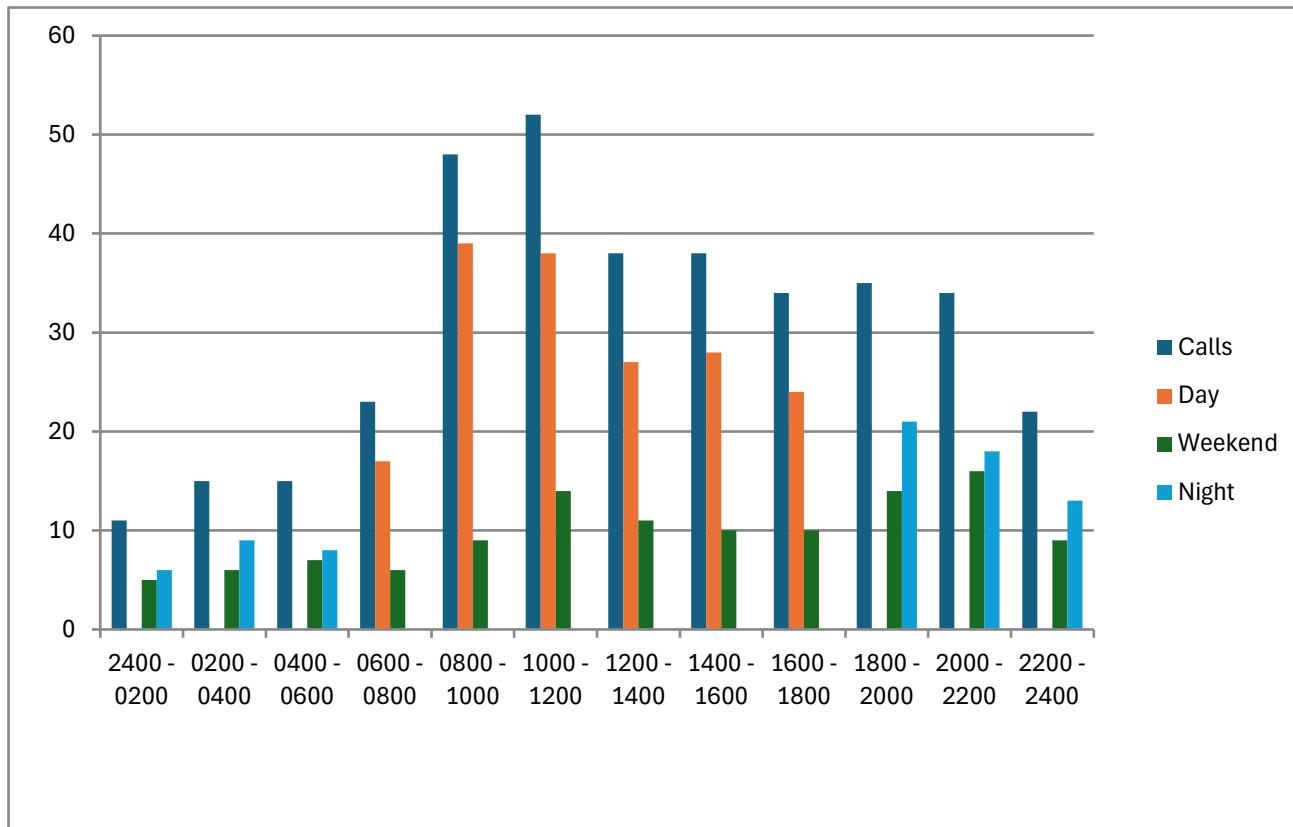
Times	Calls	Day	Weekend	Night	Patients
2400 - 0200	11		5	6	11
0200 - 0400	15		6	9	14
0400 - 0600	15		7	8	16
0600 - 0800	23	17	6		21
0800 - 1000	48	39	9		48
1000 - 1200	52	38	14		51
1200 - 1400	38	27	11		36
1400 - 1600	38	28	10		35
1600 - 1800	34	24	10		30
1800 - 2000	35		14	21	31
2000 - 2200	34		16	18	32
2200 - 2400	22		9	13	21
	365	173	117	75	346

47% of Calls During Day

32% of Calls During Weekend

21% of Calls During Night

CALLS BY TIME



October 2025
Call Hour Report

Member	Weekday	Weekend	Total	
Fruth, Dave	163	180	343	FT Employee
Cage, Todd	89.5	68	157.5	
Smith, Jacob	140	0	140	
Schossow, Scott	109	22	131	
Anderson McElligott, Gavin	55	52	107	
Majerus, Gary	58	48	106	
Carlson, Aaron	58	36	94	
Hutsell, Jared	0	87	87	
Lewis, Sara	76.5	4	80.5	PT Employee
Russell, Rachel	34	44	78	
Graham, Mark	67.5	4	71.5	
Fohrman, Austin	64	0	64	
Schott, Carrie	49	12	61	
Boice, Nathan	24	36	60	
Field, Juliana	25	31	56	
Mockenhaupt, Jerel	51	0	51	
Brown, Cindy	12	35	47	PT Employee
MacPartland, Valerie	31.5	12	43.5	
Loftus, Kenny	16	24	40	
Neumann, Blake	40	0	40	
Johnson, Polly	12	24	36	
Ferden, Sarah	26	0	26	
Pelaez, Cassara	25	0	25	
Carlson, Bria	24	0	24	
Conklin, Sean	24	0	24	
Kramer, Katherine	22	0	22	
Kronebusch, Isaiah	20.5	0	20.5	
Jonsgaard, Nickole	20	0	20	
Peshon, Triton	5	12	17	
Essig, Matt	12.5	0	12.5	
Ambulance, Lewiston	4	0	4	
Bailey, Nikki	0	0	0	
Dailey, Paige	0	0	0	
Hernandez, Maria	0	0	0	
TOTALS	1358	731	2089	

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, October 14, 2025, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Mayor John Schaber
Dave Braun
Terri Heim
Jake Braun
David Kramer

MEMBERS ABSENT:

STAFF PRESENT: Andrew Langholz (City Administrator) & Scott Bunke (Public Works Director)

OTHERS IN ATTENDANCE: Mike Bubany, Robert Routh, and Darren Sikkink

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AMENDED AGENDA:

Motion to approve: **Terri Heim**

No further discussion.

Motion declared carried.

4. Reports of Boards and Committees. The Council reviewed reports from the City Administrator, Public Works, Police, Library, Park, Ambulance, and School Board.

5. Consent Agenda:

- a. September 9, 2025 – City Council Minutes**
- b. September 23, 2025 – City Council Minutes**
- c. Resolution #19-2025 Accepting a Donation from Trinity Lutheran Church**
- d. Resolution #20-2025 Accepting a Donation from the Lion's Club**
- e. 2026 Ambulance Contract Agreements with Lewiston**
- f. Establish Public Hearing – Special Home Occupation Permit – 130 W 2nd Street – November 6, 2025 at 6:00 p.m.**
- g. Establish Public Hearing – Variance – 1408 Whitewater Avenue – November 6, 2025 at 6:00 p.m.**

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

6. Review of Payables.

Motion to approve: **Jake Braun**

No further discussion.

Motion declared carried.

7. Notices and Communications.

a. Joint Council/Planning Meeting – Comprehensive Plan – October 29th at 6:00 p.m.

8. 2026 Street & Utility Project Feasibility Report

Darren Sikkink of WHKS made a presentation to the council regarding the proposed 2026 Street & Utility Project. He shared that the main catalyst for the project was to replace watermain lines that are 90+ years old that have experienced multiple breaks. He identified eight potential project areas, one which was labeled as an alternate. The alternate project area would introduce a new watermain to an area where one does not currently exist. In addition to watermain replacement, the project would also incorporate small sections where curb & gutter, sanitary sewer, and storm sewer would need to be replaced. Lastly, the streets would also be replaced with a fresh surface.

Administrator Langholz shared that the city had previously completed a project every 15 years, however, due to the age of infrastructure that is no longer a feasible option to keep up with replacing aging infrastructure. Mr. Langholz has recommended that the council implement a cycle where a project occur every five years, with each bond having a 15 year duration. By doing so, when a bond is repaid, the taxes that have been set aside to pay for that project are allocated towards a new project. This approach would help replace aging infrastructure and maintain a steady approach for implementing debt for the city.

The city council discussed the cost of patching watermain breaks and agreed that it would be better to implement the proposed plan and project, rather than delay infrastructure replacement and upgrades. Public Works Director Scott Bunke shared that while the city has great water pressure, the existing watermain lines in the proposed project areas are only 4 inches in diameter. This limits the volume of water that flows to these areas. The watermain proposed in the project increases the size to 8 inches and connects to other mains of a similar size, which would greatly improve the water volume.

Consideration was given to the type of material that would be used for the new watermain. St. Charles has traditionally required ductile iron pipe (DIP), though polyvinyl chloride (PVC) watermain lines were used in the Chattanooga Innovation Park along Enterprise Drive, and in many other communities. Both materials have a similar lifespan between 80-100 years, however, PVC is much more cost effective and if chosen it would save an estimated \$324,000. The council requested that both PVC and DIP be requested in the bidding documents to verify the actual price difference and decide at that time.

The estimated total cost of the seven project areas, not including the alternate, using PVC for watermain lines is \$3,855,000. The council invited Mr. Bubany to speak regarding the financial impact for water and sewer rates, as well as potential tax levy implications.

9. Mike Bubany – Capital Improvement Plan & 2026 Project Forecast

Mr. Bubany presented a workbook that includes numerous spreadsheets, each of which work together to generate financial projections based on capital purchases and upcoming projects. He showed that with moderate water and sewer rate increases as well as tax levies, the city would be able to fund identified projects. He demonstrated that the per capita level of debt that St. Charles has is well below what could be perceived as an elevated level. Even with the implementation of the proposed future projects as described by Administrator Langholz, the city would still have a low per capita debt amount.

Since Mr. Bubany has been a trusted financial consultant for the city for more than a decade, the council asked his opinion on whether he believes the city can afford the project. Mr. Bubany stated that he is always in favor of cities pursuing infrastructure projects and that the city is in good financial shape to incur additional debt. Mr. Bubany works with many communities, and from his perspective, many cities struggle keeping up with necessary infrastructure improvements and once you fall behind on projects it is difficult to catch up. The council thanked Mr. Bubany for his input.

10. Professional Services Agreement – WHKS – 2026 Street & Utility Project

The council held a brief discussion regarding the scope of the project and made the following motion.

Motion to approve the professional services agreement for the 2026 Street & Utility Project, excluding the alternate project area: **Dave Braun**

No further discussion.

Motion declared carried.

11. RCA: Proposal to Adjust Office Hours

Administrator Langholz referenced a memo provided to the council in their packets. He stated that residents have expressed frustration with City Hall office hours (M-F 8-5), and how they overlap with the hours that they work. The proposal is to change the office hours to open at 7:00 a.m. Monday – Friday instead of 8:00 a.m. This would allow some residents the ability to stop at City Hall prior to going to work. The proposed hours Monday – Thursday 7:00 – 5:00 p.m., with employees receiving a one-hour unpaid lunch break, and Friday from 7:00 – 11:00 a.m. Councilmember Heim said that she would like if City Hall opened one hour earlier.

Original Motion: Approve updated City Hall office hours to Monday – Thursday 7 – 5 p.m., with employees allocated a one hour lunch, and Friday from 7 – 11 a.m.: **Dave Braun**

Discussion: Councilmember David Kramer inquired whether the staff would prefer to have a one-half hour lunch and the office closes at 4:30 p.m. Monday – Thursday. Administrator Langholz stated that staff would likely be interested in that approach. He said if that was a route permissible by the council through a motion, he would ask staff and inform the council of the decision.

Amended Motion: Allow Administrator Langholz the discretion to establish city hall office hours to either close at either 4:30 or 5:00 p.m. Monday – Thursday and 11:00 a.m. on Friday, and open at 7:00 a.m. Monday – Friday: **David Kramer**

Second by: **Jake Braun**

No further discussion.

Motion declared carried.

12. RCA: SEMMCHRA Park Land Donation

Motion to approve: **Jake Braun**

No further discussion.

Motion declared carried.

13. RCA: Street Closure During Halloween on Main

Motion to approve: **Jake Braun**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: None.

Motion to adjourn: **David Kramer**

No further discussion.

Motion carried.

John Schaber, Mayor

ATTEST

Andrew Langholz, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, October 28, 2025, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Dave Braun
Jake Braun
Terri Heim
David Kramer

MEMBERS ABSENT:

John Schaber

STAFF PRESENT: City Administrator Andrew Langholz and Police Officers Kyler Nesbit and Jacob Crouch.

OTHERS IN ATTENDANCE:

1. ESTABLISH QUORUM/CALL TO ORDER:

Quorum was present with Vice Mayor Dave Braun calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve: **Jake Braun**
No further discussion.
Motion declared carried.

4. Consent Agenda:

- a. Resolution #21-2025 – Accepting Grant of Real Property for a Park**
- b. Resolution #22-2025 – Accepting a Donation for the St. Charles Library**

Motion to approve: **David Kramer**
No further discussion.
Motion declared carried.

5. Notices and Communications.

- a. Joint Council/Planning Meeting – Comprehensive Plan – October 29th at 6:00 p.m.
- b. City Hall Office Hours Update

6. Review of Financials.

Motion to approve: **Terri Heim**
No further discussion.
Motion declared carried.

7. RCA: HKGI Zoning Code Update

Administrator Langholz requested council approval to select HKGI to assist with updating the Zoning Code in 2026/2027 for the amount of \$35,000. He stated that this was included in the preliminary budget, and the line item had not changed from the previous two years. In 2024, funding was set aside to update the Subdivision Ordinance and in 2025 the same funding amount was utilized to update the Comprehensive Plan. To stay within funding constraints, the Zoning Code update will be split into two years, beginning in 2026 and ending in 2027. He shared that the Zoning Code serves as one of the primary regulatory tools for guiding land use, development, and growth within the city. While the Comprehensive Plan establishes the long-term vision and policy framework for future growth, the Zoning Code is the key document that implements those goals on a parcel-by-parcel basis. The council saw the merit in the proposed update and liked the fact that taxes would not need to be increased to account for this project.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

8. RCA: Office Staff Restructuring

Administrator Langholz stated that the city currently employs an Office Support Technician who has notified him of their intent to vacate the position at a future, yet undetermined date. After evaluating the City's ongoing operational needs, an opportunity to consider restructuring the position to better support both economic development and administrative services presented itself. 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, Administrator Langholz would recommend that the CEDA contract not be renewed beyond its expiration, redirecting those funds to support the new position. Mr. Langholz shared that the city would have better coverage for EDA related matters and it would save the city and EDA a combined \$10,000 - \$20,000, depending on the starting wage of the new employee. The savings was determined after all wages, employee benefits, and training was factored into the equation. The council liked the idea of improving efficiency in the office and saving money.

Motion to approve moving forward with the concept and bringing it to the EDA for their recommendation: **Jake Braun**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: None.

Motion to adjourn: **Terri Heim**

No further discussion.

Motion carried.

David Braun, Vice Mayor

ATTEST

Andrew Langholz, City Administrator

City of St. Charles
Resolution #23-2025

RESOLUTION APPROVING SPECIAL HOME OCCUPATION PERMIT

WHEREAS, the City Council of the City of St. Charles has received an application for a Special Home Occupation Permit to operate a barber shop at 130 W 2nd Street, St. Charles, Minnesota; and

WHEREAS, the Planning and Zoning Commission has reviewed the application, held a public hearing to consider the request, with due notice given as required by law, and recommended approval to the City Council with no additional conditions based on the findings of fact stated below.

1. The applicant has applied for a Special Home Occupation Permit to operate a barber shop within the residence at 130 W 2nd St. in St. Charles, MN.
2. The property is located within the R-1 One & Two Family Residential zoning district, where certain home occupations are permitted with the issuance of a Special Home Occupation Permit.
3. The proposed use will be conducted within an enclosed portion of the residence, maintaining the residential character of the property.
4. The operation is expected to generate minimal additional traffic, as client visits will be scheduled by appointment, and the anticipated number of trips is not substantial compared to normal residential traffic levels.
5. Adequate off-street parking exists on the property to accommodate client vehicles without impacting neighboring properties or creating congestion along W 2nd Street.
6. The business will not produce noise, odor, vibration, or other nuisances that would negatively affect the residential neighborhood.
7. The proposed use is consistent with the intent of the zoning ordinance to allow limited home-based business that do not adversely affect surrounding properties.
8. No testimony or evidence was presented during the public hearing indicating that the home occupation would negatively impact public health, safety, or general welfare.
9. The Planning and Zoning Commission reviewed the application and recommended approval of the Special Home Occupation Permit subject to compliance with all applicable conditions and regulations.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the Special Home Occupation Permit for a home-based esthetician suite at 130 W 2nd Street is hereby approved, subject to compliance with all applicable ordinances and regulations.

Adopted this 12th day of November, 2025 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

**CITY OF ST. CHARLES, MINNESOTA
RESOLUTION #24-2025**

VARIANCE REQUEST – 1408 WHITEWATER AVENUE

WHEREAS, Nahum Bergan and Christopher Heim (the “Applicants”) submitted an application to the City of St. Charles (the “City”) seeking a variance to reduce to front yard setback from 25 feet to 7 feet for the property located at 1408 Whitewater Avenue, St. Charles, MN 55972 (the (“Property”), consisting of parcel 290100700, legally described as follows:

Lots Five (5) and Six (6), Block Thirteen (13), Birge’s First Addition to the City of St. Charles, according to the plat thereof on file and of record in the office of the County Recorder in and for Winona County, Minnesota

; and

WHEREAS, the Applicant requests the front yard setback of the Property be reduced from 25 feet to 7 feet to allow for a potential new structure to align with neighboring structures; and

WHEREAS, a copy of the application submitted by the Applicant and received by the City on October 17, 2025 is attached hereto and incorporated herein by reference as Exhibit A; and

WHEREAS, pursuant to City Code § 152.46, the Planning Commission shall issue a recommendation to grant or deny the application to grant the variance for the Property to the St. Charles City Council; and

WHEREAS, the Planning Commission held a properly noticed public hearing on the application on November 6, 2025; and

WHEREAS, pursuant to City Code, a variance may be granted, pursuant to Minnesota Statute 462.357, Subd. 5, as amended from time to time; and

WHEREAS, the St. Charles Planning Commission has reviewed this application at its meeting on November 6, 2025; and

WHEREAS, the St. Charles Planning Commission made a motion on November 6, 2025 to recommend that the request for the variance by the Applicant be approved based on the Findings attached hereto as Exhibit B; and

WHEREAS, the St. Charles City Council has reviewed the application, and the Findings and recommendation made by the St. Charles Planning Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA THAT: the City Council hereby adopts and incorporates herein by reference the above recitals and exhibits attached hereto, including the Findings contained in Exhibit B.

BE IT FURTHER RESOLVED THAT: Based upon the record, testimony, evidence presented at said hearing, the Findings, and the Planning Commission's recommendation, the City Council for the City of St. Charles hereby APPROVES the application for a variance request to reduce the front yard setback from 25 feet to 7 feet submitted by the Applicant for the Property located at 1408 Whitewater Avenue.

Adopted by the City Council of the City of St. Charles on this 12th day of November, 2025.

John Schaber, Mayor

ATTEST

Andrew Langholz, City Administrator

EXHIBIT A

Application for a Variance, Received October 17, 2025

EXHIBIT B

Findings

1. The subject property, Parcel ID 290100700, is located at 1408 Whitewater Avenue within the R-3 Mixed Use Zoning District, where a 25-foot front yard setback is required.
2. The surrounding properties along Whitewater Avenue were developed prior to the adoption of the current setback requirements. Most existing structures are set significantly closer to the street, generally between 5 and 10 feet from the front property line.
3. The requested variance would allow a new structure to align with adjacent buildings, preserving the established development pattern and contributing to a consistent streetscape appearance.
4. Strict enforcement of the 25-foot setback requirement would prevent reasonable use of the property consistent with neighboring parcels and would create an unnecessary visual and spatial disruption within the existing block.
5. Granting the variance will not alter the essential character of the neighborhood. Rather, it will maintain the traditional building line and appearance that defines the Whitewater corridor.
6. The variance will not negatively impact public health, safety, or welfare, as the reduced setback will not encroach upon sidewalks, utilities, or rights-of-way.
7. The request is consistent with the goals of the City's Comprehensive Plan, which encourages compatibility of new development with existing neighborhood character and supports reinvestment in mixed-use areas.
8. No testimony or evidence was presented during the public hearing indicating that the variance would negatively impact public health, safety, or general welfare.
9. The Planning and Zoning Commission reviewed the application and recommended approval of the Variance to reduce the front yard setback from 25 feet to 7 feet.



PLANNING APPLICATION FORM

City of St. Charles • 830 Whitewater Ave
St. Charles MN 55972
Phone: 507-932-3020 • Fax: 507-932-5301
www.stcharlesmn.org

Case No. _____
Receipt No. _____
Accepted By ATL
Date 10/17/25

APPLICANT INFORMATION

Nahum Bergan Chels helm
Name of Applicant

Nahum Bergan chels helm
Name of Property Owner

Name of Firm (if applicable)

Name of Firm (if applicable)

19475 county road 39
Street Address

Street Address

St Charles MN 55972
City, State, Zip

City, State, Zip

507-316-7912
Phone

Fax

Phone

Fax

PROPERTY INFORMATION

1408 Whitewater Ave
Property Address

140 ft x 100 ft
Lot Dimensions

290100700
Property ID No.

13,920 sq ft
Lot Size (Sq. Ft.)

R-3 mixed use
Current Land Use

(2901) Saint Charles City
Zoning District

Legal Description (attach if necessary)

TYPE OF REQUEST

☐ Annexation Application

☐ PUD (Preliminary Plan)

☐ Zoning Appeal

☐ Comprehensive Plan Amendment

☐ PUD (Final Plan)

☐ Zoning Text Amendment

☐ Conditional Use Permit

☐ PUD Amendment

☐ Zoning Map Amendment

☐ Home Occupation

☐ Temporary Use Permit

☐ Environmental Assessment

☐ Home Occupation (Special)

☒ Variance

☐ Other: _____

Multiple requests related to a single project may be processed with one application form. Applications for subdivision requests should include a completed Subdivision Application Form. The review process will vary depending on the type of action(s) requested. All fees required by the City to process an application are found in the Fee Schedule adopted by Ordinance.

DESCRIPTION OF REQUEST

Description of request (attach separate sheet if necessary):

Reduce the front yard setback from 25' down to 7' to maintain the same setback as neighboring structures.

Please read the following before signing this application. The City of St. Charles requires specific material to be submitted in conjunction with this form and will not begin processing an incomplete application. Information explaining the application procedures and policies for specific zoning requests are available City Hall. For complex applications, applicants should review the specific code requirements and detailed information on procedures found in the City Code. Copies of these ordinances may also be obtained at City Hall or on the City website.

The attached checklist may be used as a reference for determining submission requirements. Please review this checklist with Staff if you have questions about which items may be required with your application.

ACKNOWLEDGEMENT AND SIGNATURE

Per M.S. 471.462, an applicant may request that the City provide a written, nonbinding estimate of the anticipated consulting fees to be charged to the applicant based on information available at the time of application. If an estimate is requested, the application shall not be deemed complete until the City has:

1. Provided an estimate to the applicant;
2. Received the required application fees as specified by the City;
3. Received a signed acceptance of the fee estimate from the applicant; and
4. Received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant.

☐ I do not wish to receive an estimate of the anticipated consulting fees to be charged for this application.

☐ I request that the City provide an estimate of the anticipated consulting fees to be charged for this application.

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per City Code and Ordinance requirements. I understand that the City will process the application once the Zoning Administrator determines that it is complete. *Please note: If the property fee owner is not the applicant, the applicant must provide written authorization by the property owner in order to make an application.*


Signature of Applicant

10-11-25

Date


Signature of Property Owner

10-11-25

Date

FOR OFFICIAL USE ONLY

Total Fees \$250.00

60 Day Review Deadline 12/16/25

Date Application Complete 10/17/25

Extension Required ☐ Yes ☐ No

City Action: ☐ Approved
☐ Denied
☐ Withdrawn

Action by: ☐ City Council
☐ Board of Adjustments
☐ Staff

Date / /

Document

APPLICATION SUBMISSION CHECKLIST

Required Submissions	Required	Submitted
Completed Application Form Must include all required submissions and fees to be considered complete.	☐	
Complete Legal Description For descriptions that exceed the space allotted on the application form.	☐	
Site Survey/Boundary Description Provide all existing conditions on-site and surrounding the property.	☐	
Site Development Plan Provide legal boundaries of the property, proposed buildings, parking lot layout, size of parking stalls, driveway widths, setback lines, north arrow, and other relevant information.	☐	
Area Calculations Provide square footage of property and building, total impervious surface area, percent and square footage of landscaping within the parking lot, and number of parking stalls.	☐	
Project Narrative/Detailed Description (PUD Description) Provide a detailed narrative describing the proposed project for complex applications and Planned Unit Developments.	☐	
Grading/Erosion Control Plan Provide existing and proposed contours with building footprint and spot elevations.	☐	
Utility Plan Provide locations of all utilities, fire hydrants, and storm sewers.	☐	
Storm Water Management Plan Provide locations and calculations for storm sewer system, ditches, culverts, catch basins, and/or ponding areas.	☐	
Landscape Plan Provide existing vegetation and vegetation to be preserved, and a planting schedule that includes size, plant type, and root type.	☐	
Lighting Plan Provide a photometry plan and cut sheets of fixtures and location of fixtures.	☐	
Architectural Plans Provide front, side, and rear elevations with all building dimensions, materials, and colors clearly labeled on all sides.	☐	
Phasing Plan For Planned Unit Developments that will be constructed over the course of several building seasons.	☐	
Noise/Traffic Study A noise or traffic study may be required after an application is submitted.	☐	
Other Submission Requirements Please consult with Planning and Zoning Staff for additional requirements.	☐	
Name of Architect, Engineer, General Contractor and Others Provide names, addresses and phone numbers for all professionals involved with the project.	☐	

Full Legal Description:

Lots Five (5) and Six (6), Block Thirteen (13), Birge's First Addition to the City of St. Charles, according to the plat thereof on file and of record in the office of the County Recorder in and for Winona County, Minnesota

INTEROFFICE MEMORANDUM

TO: MAYOR AND COUNCIL MEMBERS
FROM: ANDREW LANGHOLZ
SUBJECT: 2026 GOVERNMENTAL FUND DECISION POINTS
DATE: 11/7/2025

I am requesting that the council review each of the topics below and decide on how each should be handled. I will use the direction provided by the council to adjust the 2026 budget; accordingly, changes will be reflected in the upcoming final budget.

Library Fund (26) - Two areas of interest regarding the Library budget for 2026 include funding appropriations from Winona and Olmsted County and the recommendation from the Library Board to increase the Library Director position from 35 to 40 hours per week. Olmsted County has increased the appropriation to the St. Charles library by 1.9%, which equates to \$473. We are still waiting on numbers from Winona County and are unsure what the final amount will be at this time.

Earlier this year, Library Director Jill Veerkamp and I met to discuss the potential of increasing the Director position from 35 to 40 hours per week. I requested information from other libraries to compare the community size, staffing levels, hours of operation, and circulation. Ms. Veerkamp contacted SELCO, who categorized libraries by small, medium, and large to see if this information was available and what process or formula was followed to determine which category a library was a part of. SELCO did not have an established process, so in 2025 they conducted a survey, reviewed the data, and made one utilizing the criteria that I requested above. Their findings determined that St. Charles is categorized as a medium sized library. Other medium sized libraries near St. Charles include Wabasha, Cannon Falls, Plainview, Chatfield, Pine Island, and Zumbrota. When reviewing staffing levels, every medium sized library other than St. Charles has a fulltime (40 hour per week) Director. Additionally, all other medium sized libraries have a second fulltime employee, with the exception of Wabasha. Parttime staff is also utilized by all medium sized libraries. St. Charles has 1 – 35 hour per week Director, 1 – 32 hour per week Assistant Librarian, and two parttime librarian. Given the data, the request by the Library Board to increase the Director position to 40 hours per week seems reasonable. Based on current calculation, this increase would necessitate a 0.50% levy to implement.

Paid Family Medical Leave – Beginning January 1, 2026, Minnesota will implement a new Paid Family and Medical Leave (PFML) program that provides workers with partial wage replacement when they take time off for qualifying family or medical reasons, such as bonding with a new child, caring for a seriously ill family member, or addressing their own health condition. The program will be funded through a state-administered insurance system supported by payroll premiums. Employers are required to contribute at least 50% of the total premium cost, while employees cover the remaining portion through payroll deductions. Employers may choose to pay more than 50% of the premium but cannot pay less, ensuring shared responsibility for funding this new statewide benefit. The total premium rate for PFML in 2026 is 0.88% of an employee's wages. This premium must be paid for all city employees, including seasonal, temporary, volunteer firefighters, mayor & council, and election judges. For the preliminary levy I budgeted for the city to cover the full cost of the insurance premium, while I waited to see how other communities and unions were managing the expense. Since then, many communities and unions have agreed to a 50/50 split between the employer and employee, which aligns with the state minimum for the employer. I have discussed this matter with the IBEW and LELS unions who have determined this is agreeable. Memorandums of understanding from both unions will be provided at upcoming meetings. I am requesting that the council confirm that they would like me to budget for a 50/50 split between employee and employer. It would require a 0.26% levy to fund this mandate by the state.

Rate Adjustments - I am requesting that the council discuss rate adjustments for 2026 in regard to park & recreation and use of the pool by the school district. For more than 20 years the school district has paid a sum of \$3,000 to allow physical education classes use the pools for two weeks prior to the official opening of the pool for summer. However, this amount has not covered the cost of operating the pool in quite some time. The actual cost to operate the pool during this time is slightly over \$7,000. Parks Director Schaber and I met with Superintendent Robert Routh to discuss this matter and he stated that the school would no longer be budgeting for this expense, though he support physical education classes using the pool, should a donation be received to cover the expense. A donation from the Moose Lodge was received in 2025 to cover this expense. I informed Mr. Routh that I would bring this topic to the council to consider adjusting the amount. I am requesting that the council decide on the amount the city will charge to allow the school district to use the pool in 2026.

I am requesting that the council consider a proposal to increase the rates for adult and youth activities in 2026. Most rates have not changed since prior to 2022. The increase to co-rec sand volleyball for a team would increase from \$100 to \$115, and co-rec winter volleyball would increase from \$175 to \$200 per team. All other recreational activities for children would increase by \$5 per participant. In total, these increases would boost revenue by \$3,075 annually (0.12% levy reduction). This does not keep up with increasing expenses incurred by facilitating these programs, though the pricing keeps St. Charles competitive with offerings in other communities.



Request for City Council Action

Date: November 7, 2025

Requested Council Date: November 12, 2025

Originating Department: Administration – City Administrator

Agenda Topic: RCA: 2026 Utility & Street Project Funding Options

Background Information:

The City is preparing for the 2026 Utility & Street Improvement Project, which will require additional levy support. Current projections indicate that the operating levy alone is estimated to increase 5.54% in 2026 and for the sake of consistency, the same number is used for 2027 if no project funding was slated to occur.

Levy Scenarios:

To cover the project cost, the City Council has two primary levy planning options:

Option 1: Split the levy increase over two years (2026 & 2027)

Option 2: Implement the project levy entirely in one year (2027)

Year	Operating Levy Increase	Project Levy Increase	Total Levy Increase	Notes
Option 1: Split Increase Over Two Years				
2026	5.54%	3.96%	9.50%	Begins project funding
2027	5.54%	5.16%	10.70%	Continued project funding
Option 2: Single-Year Project Levy in 2027				
2026	5.54%	0%	5.54%	No project funding
2027	5.54%	9.11%	14.65%	Full project funding in one year



Request for City Council Action

Analysis:

If the Council chooses to postpone the project levy until 2027, residents and businesses would experience a significant one-year increase of approximately 14.65%. In contrast, spreading the levy increase across 2026 and 2027 results in incremental and more manageable estimated increases of 9.50% in 2026 and 10.70% in 2027.

While the total levy impact over two years is similar, the phased approach avoids a sharp single-year increase that could create budgeting challenges for taxpayers.

Rationale for Splitting Levy Increase:

A phased levy strategy provides the following benefits:

- Reduces financial burden on residents and businesses by distributing the increase over multiple years
- Allows households and taxpayers time to plan and adjust to rising costs
- Supports greater predictability and stability in tax planning
- Demonstrates prudent fiscal management and long-range financial planning
- Helps avoid negative community reaction associated with a large, one-time spike

A gradual increase aligns with typical municipal best practices for major capital funding, maintaining public trust and financial sustainability.

Recommendation:

I am recommending that the council consider the options provided and decide which route they would like follow. Staff recommends splitting the levy increase over two years to spread the cost impact, maintain stable revenue planning, and minimize taxpayer hardship. Final levy percentages may be refined as updated project estimates, budget needs, and financial data become available.

COUNCIL MEMORANDUM

TO: MAYOR AND COUNCIL MEMBERS
FROM: ANDREW LANGHOLZ
SUBJECT: 2026 ENTERPRISE BUDGETS
DATE: 11/7/2025

This topic builds off materials shared from Mike Bubany's presentation to the council. The recommendations throughout the memo have been developed by me, City Accountant Adam Zieman, and Director of Public Works Scott Bunke over the last few months. Additional considerations were made with insight from Mr. Bubany who assists with modeling/forecasting different scenarios. Below I will discuss each of the enterprise funds and any significant changes for 2026.

The following recommendations for fund 71 – Water and 72 – Sewer are tied closely to the proposed 2026 Utility & Street Project. My recommendation, based off estimates from WHKS and input from Mike Bubany, are to enact moderate rate adjustments in 2026 and 2027, rather than one large adjustment in 2027.

72 - Sewer Fund – The combined proposed sewer rate increase is 5.01%. The Sanitary Sewer District informed the city that they will be increasing their rates by 3% next year. While the city collects this fee via utility bills, it is simply passed through to the District. I am proposing a 6.53% increase in city sanitary sewer rates for 2026. Total revenues are projected to increase by \$30,000 with \$17,000 passing through to the District. One interesting fact about the Sewer Fund is that in 2025 approximately 58% of the total revenues received are passed through to the District. This means that even though the city rate increase is more than the District, the city revenue is less.

In regard to the 2026 Utility & Street Project, it is forecasted that the sanitary sewer's portion of the bond payment is approximately \$16,000 per year. The proposed city increase covers one-half of that total (\$8,000), with the intend of increasing rates again in 2027 to offset the other half once the project is complete. Lastly, a capital purchase of a front-end loader is slated for 2026, which is split between four departments, each paying an estimated \$32,500 after trade-in. Due to this capital purchase, the sanitary sewer fund is projected to run a deficit of approximately \$19,000 for 2026. This is no cause for alarm as we've built up the fund balance to make this purchase. This is common to do this rather than taking out a loan and pay interest.

71 - Water Fund – A water rate increase of 4.5% is proposed for 2026. Using a similar logic to what was shared in the sanitary sewer fund, a portion of the increase is to offset the anticipated bond payment that will be introduced in conjunction with the 2026 Utility & Street Project. With this increase, the fund shows an estimated surplus for \$127,000 in 2026. While this number does appear high, the annual water portion of the bond for the 2026 project is estimated to be \$98,000. Revenues are projected to increase by \$38,500. The city also has an extensive list of projects on the Capital Improvement Plan, some of which will need to be bonded for, while others we would prefer to pay cash in lieu of obtaining a loan and incurring additional expense.

73 - Storm Sewer Fund – There is no proposed increase in storm sewer rates for 2026. The fund continues to increase in cash reserves steadily. However, rates for this fund haven't changed since 2022 and there is a significant project on the horizon in replacing the West Side Drainage Ditch so there may be some changes coming in the next couple years. While no one ever wants a rate increase, it is usually more digestible for rate payors the have small steady increases rather than an abrupt large rate hike. The annual storm sewer portion of the 2026 Utility and Street Project is estimated to be \$21,000. Again, the fund can absorb this amount, but not the proposed 2027 West Side Drainage Ditch project.

70 - Electric Fund – There is no proposed increase in electric rates for 2026. The last rate adjustment was approved in 2022 for 2023. That adjustment was very large since rate had not been adjusted for nearly a decade prior to that. I will likely be recommending very small rate adjustments in the coming years to avoid a large rate increase down the road.

Overall, all enterprise funds are in decent shape with no rate changes proposed for the Storm Water and Electric Funds. Moderate rate increases are proposed for Water and Sewer Funds to assist in building reserves for future projects and other capital outlay purchases, which will allow the city to avoid costly bonding setup fees and exorbitant interest payments.

CITY OF ST. CHARLES

ORDINANCE #674

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA AMENDING ST. CHARLES CODE - WATER RATES AND REPEALING ORDINANCE #666

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

Section 1. Title V: Public Works, Chapter 51 Water, of the City Code of St. Charles, Minnesota, be amended as follows:

§51.03 WATER RATES

(A) Base charge. Each water user shall pay a base charge of ~~(19.75)~~ \$20.64 per month during which water service is furnished.

(B) Commodity charge. Each water user shall pay a commodity charge per 1,000 gallons of water use for each billing period during which water service is furnished based on an incremental tier structure.

Water - Residential

Tier 1 (0 to 20,000 gallons):	(\$4.05)	<u>\$4.23</u> /1,000 gallons
Tier 2 (20,001 to 80,000 gallons):	(\$4.18)	<u>\$4.37</u> /1,000 gallons
Tier 3 (80,001 gallons and above):	(\$4.31)	<u>\$4.50</u> /1,000 gallons

Water — Commercial/Industrial

Tier 1 (0 to 102,000 gallons):	(\$4.05)	<u>\$4.23</u> /1,000 gallons
Tier 2 (Above 102,001 gallons):	(\$4.18)	<u>\$4.37</u> /1,000 gallons

Section 2: This Ordinance shall take effect thirty days after its publication or on January 3, 2026, whichever is later.

Adopted this 25th day of November, 2025 by the City Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

Ordinance #674

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____

CITY OF ST. CHARLES

ORDINANCE #675

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA
AMENDING ST. CHARLES CODE - SEWER RATES AND
REPEALING ORDINANCE #667**

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

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

§52.08 SEWER RATES

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

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

- (1) \$(~~17.96~~) \$18.86 base rate per user per month, for the first meter in each
residential household.
- (2) \$(~~7.15~~) \$7.36 District charge per 1,000 gallons
- (3) \$(~~0.366~~) \$0.454 City charge per 1,000 gallons

Effective Date: This Ordinance shall take effect 30 days upon publication or on January 3, 2026,
whichever is later.

Adopted this 25th day of November, 2025 by the City Council of the City of St. Charles,
Minnesota.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

Ordinance #675

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____

**CITY OF ST CHARLES
ORDINANCE #676**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES
AND REPEALING ORDINANCE #673**

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

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

THE CITY OF ST. CHARLES DOES ORDAIN:

Copy Machine			
Interoffice	\$0.05	Per copy <u>page</u>	
General Public – <u>Black & White</u>	\$0.25	Per copy <u>page</u>	
General Public – <u>Color</u>	<u>\$0.50</u>	<u>Per page</u>	
<u>Faxes & Scans</u>			
Interoffice	\$0.25	Per page	
General Public	\$1.00	Per page	
Maps			
Size: 1" = 800'	\$3.00		
Size: 1" = 400'	\$5.00		
Size: 1" = 200'	\$20.00		
Mileage			
City Car Available	80% IRS Rate		
City Car Unavailable	IRS Rate		
Meal Per Diem			
Breakfast	\$10.00		
Lunch	\$15.00		
Dinner	\$20.00		
Books and Manuals			
Comprehensive Plan	\$25.00	Per copy	
City Budget Documents	\$25.00	Per copy	
Capital Improvement Plan	\$10.00	Per copy	
Zoning Ordinance	\$10.00	Per copy	
Subdivision Regulations	\$10.00	Per copy	
City Charter	\$10.00	Per copy	
Police/Accident Reports	\$5.00	\$0.25	Per copy <u>page</u>
Digital Media Copy (DVD/CD)		\$30.00	Per initial copy
- additional copy of DVD/CD		\$5.00	Per additional copy

City Day Labor and Equipment – Per Hour		
Day Labor Per Person (1 hour <u>minimum</u>)	\$100.00	
Day Labor Per Person (Nights/Weekends)	\$140.00	
Bulk Water Rate (Per Project)		
- Base Rate	\$20.00	
- Per 1,000 gallons (Minimum 1,000 gallons)	\$5.00	
Equipment: Pickup, Water Tap	\$75.00	Per Hour
Equipment: Dump Truck, Flatbed, Tractor	\$100.00	Per Hour
Equipment: Grader, Loader, Sweeper, Boom Truck, Digger Derrick	\$120.00	Per Hour
City Storage – Per Day		
Outdoor – Per 200 sq ft (minimum 200 sq ft)	\$25.00	
Indoor – Per 200 sq ft (minimum 200 sq ft)	\$50.00	
Goods and Materials		
	Cost/Postage + 10%	
Copperhorn	Cost + 10%	
Meter Spuds	Cost + 10%	
Remote Water Meter	Cost + 10%	
Water Valve Extension & Cover	Cost + 10%	
Meter Bottom	Cost + 10%	
Sand & Salt Mixture	Cost + 10%	
Replacement Key	\$5.00	Plus administrative expenses
Pet License (2 Year)		
Regular License Fee	\$20.00	
- Neutered/Spayed	\$10.00	
Late Fee	\$15.00	
Multiple Pet	\$20.00	
Replacement Tag	\$0.00	
Chicken License (1 Year)		
	\$25.00	
Specialty Licenses		
ATV Permit Fee (2 year)	\$25.00	
Dance Permit Fees		
Dance	\$10.00	
Officer (4 Hours)	\$250.00	Per officer
Additional Officer Hours	\$60.00	Each additional hour
Community and Pavilion Center Rental		
Monday-Friday	\$25.00	Per hour
- Non-profit rate	\$20.00	Per hour
Saturday - Sunday	\$200.00	Weekend Deposit
Kitchen Charge (weekend only if available)	\$20.00 \$30.00	(\$15 to paid to Senior Center)
Pavilion Rental Charge	\$30.00	5-hour increment
Pavilion Deposit Charge	\$50.00	
- (7 am-noon, noon-5 pm, 5 pm-10pm)		

Church Property Rental (Including deck)	
Base Rate (3 hour rental)	\$210.00
Per Additional Hour	\$70.00
Rental Deposit	\$200.00

Administrative Fines/Fees	
Statute/Ordinance Description	Fine/Fee
- Building Code Violation (various)	\$50.00
- Failure to License animals	\$25.00
- Various Offenses; animals	\$25.00
- Public Nuisance (various)	\$50.00
- Snowmobile Violations	\$50.00
- Failure to License ATV	\$50.00
- Garbage Refuse Scavenging	\$25.00
- Vehicle on Bike Path	\$25.00
- Loud music/party (certain hours)	\$50.00
- Unauthorized service/meter tampering	\$50.00
- Snow Parking (\$70.10)	\$25.00

<u>Cannabis & Lower-Potency Hemp</u>	<u>Registration</u>	<u>Renewal</u>
- <u>Cannabis Retailer</u>	\$500.00	\$1,000.00
- <u>Cannabis Microbusiness</u>	\$0.00	\$1,000.00
- <u>Cannabis Mezzobusiness</u>	\$500.00	\$1,000.00
- Medical Cannabis Combination Business	\$500.00	\$1,000.00
- Lower-Potency Hemp Edible Retailer	\$125.00	\$125.00
- Temporary Cannabis Event – Per Day	\$50.00	

Zoning and Subdivisions	
Conditional Use Permit; Home Occupation Permit; Variance & Zoning Amendments – Publishing/Mailing/Recording	\$250.00
Minor Subdivision	
A) Application	\$250.00
B) Security Deposit	\$500.00
Subdivision Variance (per project)	
A) Application	\$250.00
B) Security Deposit	\$500.00
Sketch Plan	
A) Application	\$250.00
B) Security Deposit	\$1,000.00
Preliminary Plat Application	
A) Application without prior Sketch Plan	\$925.00
B) Application with prior Sketch Plan	\$675.00
C) Plus, each Lot in Subdivision	\$25.00
D) Security Deposit	\$3,000.00
Final Plat Application	
A) Application	\$925.00
B) Each Lot in Subdivision	\$25.00
C) Security Deposit	\$3,000.00

Subdivision Inspection Fees		
Street & Utility Inspection Fee	\$4,500.00	Up to 15 lots
- Additional lot Inspection Fee (16+ lots)	\$300.00	Per additional lot
Parkland Dedication Fee		
Per Residential Lot	\$650.00	
Per Commercial/ Industrial Acre	\$250.00	
Hook-Up Fees		
Sanitary District Connection Fee -Single Family	\$2,640.00	
Sanitary District Connection Fee Multi-Family Without Individual Laundry	\$2,115.00	
Sanitary District Connect Fee Multi-Family Without Garbage Disposal or Dishwasher	\$1,980.00	
Sanitary District Connect Fee Multi-Family Laundry Facilities, Without Garbage Disposals or Dishwasher	\$1,580.00	
Water Hook-Up Fee	\$700.00	
Sewer Hook-Up Fee	\$800.00	
Temporary/Permanent Electric Hookup	\$50.00	\$100.00
Water & Sewer Impact Fee		
Water \$1,350.00/Sewer \$2,500.00	\$3,850.00	Per acre
Water Disconnection/Reconnection Fee		
	\$50.00	
Electrical Disconnection/Reconnection Fee		
Single Phase – Monday – Friday - City Hall Hours	\$75.00	
Single Phase – Holidays & Outside Business Hours	\$200.00	
Three Phase - Monday – Friday - City Hal Hours	\$150.00	
Three Phase – Holidays & Outside Business Hours	\$275.00	
Meter Deposit		
Residential Owner Occupied	\$50.00	
Residential Tenant	\$75.00	
Commercial	\$100.00	
Solar Application Fee		
<20 kW	\$100.00	
20 – 39.9 kW	\$250.00	
Pre-application/electrical engineer review	\$300.00	

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.

3. Ordinance (~~#673~~) #676 is hereby repealed.

4. This Ordinance shall take effect and be in force 30 days after its publication of summary.

Adopted this ____ day of _____ 2025 by the Council of the City of St. Charles, Minnesota.

Mayor John Schaber

Attest:

Andrew Langholz, City Administrator

Ordinance #676

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____

**Request for City Council Action**

Date: November 7, 2025

Requested Council Date: November 12, 2025

Originating Department: Administration – City Administrator

Agenda Topic: RCA: Community Development Coordinator Position

Background Information:

During the October 28th City Council meeting, discussion was held regarding the introduction of a Community Development Coordinator position and the elimination of the Office Support Technician and discontinuation of an annual contract with CEDA.

The change would improve operational efficiencies and would save the City and EDA an estimated annual cost savings between \$10,000 and \$20,000, dependent on the starting wage of a new Community Development Coordinator.

The EDA had an informational meeting, as there were not enough members to constitute a quorum. However, there was no pushback at the informational meeting.

Position Information:

The position would be incorporated into the 2026 budget, which begins on January 1st. The pay range for the position is \$30.89 – \$38.61 depending on qualifications, which aligns with Grade 18 from the city's compensation study. This wage was determined utilizing information gathered from the League of MN Cities salary survey and similarly sized communities with a comparable position in our region. A job description is attached to this memo.

Recommendation:

Establish the position of Community Development Coordinator at Grade 18 of the St. Charles Wage Grade Scale and begin the hiring process.



Job Description

JOB TITLE: Community Development Coordinator		DEPARTMENT: Administration / EDA
REPORTS TO: City Administrator	SUPERVISES: None	FLSA STATUS: Non-Exempt
EFFECTIVE DATE: November 12, 2025		

POSITION SUMMARY

Under limited supervision of the City Administrator, this position oversees and implements a wide range of community development functions including economic development, community marketing, quality-of-life initiatives, planning and zoning, as well as clerical and office support. This position provides professional and administrative support to the Economic Development Authority (EDA) and other boards and commissions necessary to promote community growth, business retention, and long-term sustainability.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

Economic Development

- Creating annual EDA Workplan.
- Serve as staff liaison for the EDA, preparing agendas, minutes, and reports.
- Lead business recruitment, retention, and expansion efforts.
- Manage Revolving Loan Fund (RLF) and Commercial Rehabilitation Loan programs.
- Providing business development assistance for startup businesses and businesses looking to expand or relocate.
- Research, prepare, and administer grants to support community business initiatives.
- Coordinate and evaluate community marketing, tourism, and promotional activities.
- Attending workshops and trainings relevant to the position.
- Communicating with local press to promote accomplishments.
- Website and Social Media updates.

Planning & Zoning

- Assist the Zoning Administrator with planning and zoning activities.
- Review and process Zoning Applications to ensure compliance with the zoning code, subdivision ordinance, and comprehensive plan.
- Prepare and update land use documents to keep policies and documents current with existing laws and needs of the community. Draft and present policies or updates when necessary.
- Overseeing the subdivision review process for new subdivision developments. This includes working with the City Administrator, City Engineer, and appropriate staff for public works.
- Provide information to citizens who have inquiries related to planning and zoning matters.

Administrative Tasks

- Ability to multitask and perform clerical tasks including general filing (both physically and electronic), typing, copying, scanning, faxing, organizing, etc.
- Receives visitors, determines their business, and directs them to the appropriate people or personally responds to the information needs.
- Prepares written communications that are clear and use proper grammar and punctuation.
- Communicates orally with the public and other City employees to resolve disputes and complaints.
- Processes Park and Recreation applications via Civic Rec program, swimming pool registrations, facility rentals and all other payments via cash, check or credit card.
- Responsible for daily reconciling of the money drawer and seasonal counting of open gym and pool money. Process bank deposits, account for ACH payments, and drawer receipts on daily basis.
- Types letters, memos, reports, billing statements and other documents.
- Retrieves payments and correspondence from outdoor drop box and distributes to appropriate personnel. Receives daily mail and deliveries.
- Processes, maintains, and updates customer utility information in the utility billing database.
- Maintaining and updating City forms and documents as needed, including Welcome Packets for new residents, applications, and permits.
- Assists customers with specialty licenses (winter parking exemptions, ATV, peddler, dog, cat, chicken, fence), renting park pavilions, community center or picnic tables. Including sending notifications and correspondence regarding renewals and required communications.
- Assists customers with inquiries processing of building permits.
- Assists in election preparation and serves as an election judge.
- Performs other duties as requested or as directed.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

High school degree or equivalent

Experience

Leadership experience in community service through participation on boards, committees, task forces, or other advisory or decision-making bodies in the public, non-profit, or private sectors. Some related experience in areas such as finance, business administration, board support, and legal compliance. Proficient customer service/human relation skills.

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Post-secondary training in planning, business administration, or public administration.

Experience

Specific experience in land use planning, community/economic developments, and strategic planning.

COMPLEXITY

The overall complexity of this position is high. While performing the normal duties of this job, many different processes and methods are required to apply to an established professional or technical field.

RESPONSIBILITY

Supervision

Limited supervision is provided while performing the normal duties of this job. This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this position's work affects a wide range of professional projects or administrative activities of the City, influences internal or external operations, or impacts many people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally climb a few steps, , sit, stand, walk, finger/enter data/keystroke, feel, talk, or hear, and/or exerts up to 20 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects.

While performing the duties of this job, this position will use close vision, far vision, depth perception, visual accommodation, color vision, and peripheral vision.

While performing the duties of this job, this position will use their right hand for simple handling or grasping.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify, or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Department Head

Date

City Administrator

Date

Acknowledgement

I acknowledge reviewing this Job Description.

Employee Signature

Date

**Request for City Council Action**

Date: November 7, 2025

Requested Council Date: November 12, 2025

Originating Department: Administration – City Administrator

Agenda Topic: RCA: Pine Ridge 2nd Subdivision Determination

Background Information:

Developer Dan Pearson previously pursued development of a subdivision known as Pine Ridge Second. Following proper public notice, Planning Commission review, and a positive recommendation, the City Council approved Resolution #45-2021 approving the Final Plat for Pine Ridge Second on September 14, 2021.

At that time, the City's Subdivision Ordinance required final plats to be recorded with Winona County within 120 days of City Council approval. The final plat for Pine Ridge Second was not recorded within the required timeframe.

In 2024, the City completed a comprehensive update to the Subdivision Ordinance. As part of this update, the recording deadline was extended from 120 days to one year. However, the approval for Pine Ridge Second now exceeds both the former 120-day requirement and the current one-year requirement.

Given the significant time lapse and ordinance standards in place today, the City Administrator is recommending that Mr. Pearson submit a new subdivision application for the proposed Pine Ridge Second Subdivision pursuant to the current Subdivision Ordinance requirements.

Requested Council Action:

Staff is seeking direction from the City Council on how to proceed. Options include, but are not limited to:

- Affirm staff's recommendation and require the developer to submit a new subdivision application;
- Provide alternative direction, such as considering reinstatement or reconsideration of the original plat approval; or



Request for City Council Action

Staff Recommendation:

City Administrator Langholz recommends that the City Council require the developer to submit a new subdivision application, as the original approval has lapsed well beyond all applicable recording deadlines and the current Subdivision Ordinance standards should apply.



Request for City Council Action

Date: November 7, 2025

Requested Council Date: November 12, 2025

Originating Department: Administration – City Administrator

Agenda Topic: RCA: Hotel Recruitment Process

Background Information:

City Administrator Andrew Langholz and CEDA representative Katrina Hurley have recently met with multiple hotel developers to discuss potential opportunities for locating a new hotel within the community. These discussions have generated significant interest, particularly for a site along Enterprise Drive, which has been identified as a favorable location due to its visibility, access, and surrounding development potential.

Discussion:

Given the level of interest from several hotel developers, staff would like input from the City Council on how to best proceed with the next steps in the recruitment process. Two options have been identified for consideration:

1. Recommendation Approach:

Mr. Langholz and Ms. Hurley could evaluate the interested developers and recommend one developer to provide a presentation to the Economic Development Authority (EDA) and City Council. This would allow staff to focus efforts on the developer that appears to be the best overall fit based on experience, financial capacity, and project concept. This was the route that was preferred by the EDA during their informational meeting.

2. Multiple Presentations Approach:

Alternatively, the City could invite multiple developers to present their concepts to the EDA and City Council. This approach would allow direct comparison of proposals but may require more time and coordination.

Requested Action:

Staff is seeking direction from the City Council on how they would like to proceed. Whether to have staff recommend a single developer for presentation or to invite multiple developers to present their proposals for consideration.