



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, November 14, 2023 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

<b>ITEM</b>	<b>ACTION REQUESTED</b>
1. Call to Order	
2. Pledge of Allegiance	
3. November 14, 2023 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. October 10, 2023 – Regular City Council Minutes	
b. October 24, 2023 – Regular City Council Minutes	
c. October 24, 2023 – Work Session Minutes	
d. Winter Parking Exemptions	
e. Resolution 33-2023 Providing Variance from Section 152.41 of the Zoning Ordinance	
5. Payables & Financials	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
a. Administrator’s Report	
b. Chief of Police Report, Jose Pelaez	
c. Library Board Report, David Kramer	
d. Park Board, Dave Braun	
e. Planning & Zoning, Wayne Getz	
f. School Board, John Steffel	
g. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. Mike Bubany Presentation	PRESENTATION / DISCUSSION
9. DESCASB Board Term Appointment	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**



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**MEMORANDUM for the CITY COUNCIL of St. Charles for  
Tuesday, November 14, 2023**

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**4. Consent Agenda**

- a. October 10, 2023 – Regular City Council Meeting Minutes**
- b. October 24, 2023 – Regular City Council Meeting Minutes**
- c. October 24, 2023 – Work Session Council Meeting Minutes**
  
- d. Winter Parking Exemptions** – A list of properties will be presented for approval.
  
- e. Resolution #33-2023 – Providing a Variance from Section 152.41 of the Zoning Ordinance** – Please review the attached resolution.

**8. Mike Bubany Presentation** – Mr. Bubany of David Drown Associates will be present to discuss the 2023 Enterprise and CIP Funds.

**9. DESCASB Board Term Appointment** – The 2-year board term appointment for clm. Wayne Getz is expiring at the end of this year. The board is requesting the council approve an appointment for the 2024-2026 term.

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, October 10, 2023, held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Mayor John Schaber  
Dave Braun  
Wayne Getz  
John Steffel  
David Kramer

**MEMBERS ABSENT:** None.

**STAFF PRESENT:** Andrew Langholz (City Administrator).

**OTHERS IN ATTENDANCE:** Scott Schossow, Mark Linderbaum, Jayden Glazer, Kenzi Snitker.

**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 AGENDA:**

Motion to approve the agenda.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**4. Consent Agenda:**

- a. September 12, 2023 – Regular City Council Meeting
- b. September 26, 2023 – Regular City Council Meeting
- c. Establish Work Session Following October 24, 2023 Council Meeting
- d. Resolution #31-2023 – Accepting a Donation for the St. Charles Ambulance
- e. Resolution #32-2023 – Accepting a Donation for the St. Charles Public Library

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**5. Review of Payables & Financials.**

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

**6. Notices and Communications.** None

**7. Reports of Boards and Committees.** The Council reviewed reports from the City Administrator, Police Department, Public Works, Library, School Board, Planning Commission, Park Board, and the Ambulance.

**8. St. Charles Fire Relief Request.**

Mark Linderbaum made a request on behalf of the St. Charles Fire Relief Association that the Council increase the benefit level from \$2,750 to \$3,250 per year of service. He shared that the even with the increase, the funding ratio would still be at 114%, which exceeds their liabilities.

Motion to approve the benefit level increase from \$2,750 to \$3,250: **Wayne Getz**

No further discussion.

Motion declared carried.

**9. RCA – Revolving Loan Fund #01-23.**

The EDA made a recommendation for the Council to approve the loan contingent on the applicant's lead financing being approved and to authorize staff to prepare all necessary loan documents. The requestor, Jayden Glazer, stated that the property at 900 Whitewater Avenue will be the new location for The Giftary, and that the plan is to include a coffee bar as well.

Motion to approve RLF #01-23 with the contingencies provided by the EDA: **John Steffel**

No further discussion.

Motion declared carried.

**Unscheduled Public Appearances:** None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Andrew Langholz, City Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, October 24, 2023, held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Mayor John Schaber  
Dave Braun  
Wayne Getz  
John Steffel

**MEMBERS ABSENT:** David Kramer.

**STAFF PRESENT:** Andrew Langholz (City Administrator).

**OTHERS IN ATTENDANCE:** Scott Schossow.

**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 AGENDA:**

Motion to approve the agenda.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**4. Notices and Communications.** None

**5. Review of Financials.** To be provided at the next meeting.

**6. Wellhead Protection Plan Update.** Administrator Langholz shared that the current WHPP would be expiring soon and that an amendment is required to update the Plan. The process will take multiple years. Director of Public Works Bunke and Administrator Langholz are working to complete the goals identified in the current WHPP.

**Unscheduled Public Appearances:** None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Andrew Langholz, City Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL WORK SESSION  
for Tuesday, October 24, 2023, held at 6:04 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Council members:  
Mayor John Schaber  
Dave Braun  
Wayne Getz  
John Steffel

**MEMBERS ABSENT:** David Kramer.

**STAFF PRESENT:** Andrew Langholz (City Administrator).

**OTHERS IN ATTENDANCE:** Scott Schossow (SC Fire/Ambulance).

**1. ESTABLISH QUORUM/CALL TO ORDER**

Quorum was present with Mayor Schaber calling the meeting to order at 6:04 p.m.

**2. October 24, 2023 – Agenda.**

**3. 2024 Budget**

- a. Ambulance Budget = \$220,000 (12.02%)** – The council confirmed that they would continue to support the preliminary levy as presented. While this is a large tax increase, it is crucial to keep an ambulance in St. Charles and trust in the process of reclaiming the BLS license.
- b. Capital Improvement Fund = \$300,000 (8.74%)** – The council will review this amount again prior to the final levy. This portion of the levy was identified as one of the few areas that may be adjusted. While Administrator Langholz recommended the levy stay the same, he stated if reductions needed to be made, he recommended that the final levy not be lower than \$260,000. Mike Bubany will be present at the November 14<sup>th</sup> council meeting to share his insights on the Capital Improvement Fund.
- c. Health Insurance** – The council reviewed a modest increase in health insurance rates.
- d. Earned Sick & Safe Time (ESST) = \$3,750 (0.21%)** – Due to a new state law that requires employers to provide all employees with the ability to accrue ESST, the council discussed implementing multiple policies. One policy would address temporary/seasonal employees, while a second policy would govern continuous parttime employees. The temporary/seasonal policy parameters would be shared with the Park Board for their recommendation.
- e. Pool Rates / Days** – The council reviewed rate adjustments for the pool and the potential of paying a higher rate for the dates of July 3, 4, and 5<sup>th</sup> to incentivize employees to work and keep the pool open during the holiday. The proposed changes will go to the Park Board for their recommendation.
- f. Rental Rates** – The council was supportive of rate changes for various areas under the General Fund.
- g. Building Permits** – Brief discussion regarding rate changes for building permits in 2024.

- h. Levy Changes & Rationale** – The council showed support for increasing the materials and programming budget for the Library by 10% (\$1,600) in 2024. This amount hasn't changed in more than a decade. Clarification was provided regarding the fire truck replacement plan and how that is to be funded moving forward.

Councilmembers made it clear that while they dislike the size of the proposed levy increase, they understand that adjustments need to be made to ensure St. Charles provides essential services, such as the ambulance service and fund future projects throughout the city.

Motion to adjourn: **John Steffel**

No further discussion.

Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Andrew Langholz, City Administrator**

**City of St. Charles  
Resolution #33-2023**

**A Resolution Providing for the Variance  
From the Provisions of Section 152.41  
Of the St. Charles Zoning Ordinance**

**WHEREAS**, an application to vary a certain provision of Section §152.41 of the Zoning Ordinance of the City of St. Charles has been duly filed by the property owner at 24496 Hwy 74; and

**WHEREAS**, the Planning Commission, after public hearing, duly noticed, has recommended the granting of variance to allow the property to exceed the 1,000 sq. ft. threshold on accessory buildings, but not to exceed 10% of the total lot area; and

**WHEREAS**, granting the variance will allow for the placement of a proposed 10'x24' accessory structure and would be in harmony with the purpose and intent of the ordinance; and

**WHEREAS**, granting the variance is necessary and reasonable due to the uniqueness of the property, which consists of 3.54 acres, has an apple orchard, and its primary use is agricultural in nature; and

**WHEREAS**, granting the variance will not alter the essential character of the locality given the existing structures on the property and their use.

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

1. A variance is granted from the provisions of Section §152.41 of the St. Charles Zoning code to exceed the 1,000 sq. ft. maximum for accessory buildings, but not to exceed 10% of the total lot area for parcel 24496 Highway 74.

Adopted this 14<sup>th</sup> day of November 2023 by the Council of the City of St. Charles, Minnesota.

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**John Schaber, Mayor**

Attest: \_\_\_\_\_  
**Andrew Langholz, City Administrator**





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**Memorandum**

**To:** St. Charles Planning and Zoning Commission

**From:** Andrew Langholz, City Administrator

**Date:** November 9, 2023

**Subject:** Public Hearing / Recommendation for Variance Request – 24496 Hwy 74

**REQUEST INFORMATION:**

Carol Mueske has submitted a variance request for the property located at 24496 Hwy 74 North. The property-owner is requesting a variance to exceed the maximum allowable square footage of accessory buildings on their property, which is 1,000 square feet and allow the combined square footage of detached accessory buildings to exceed the footprint of the principal structure.

The ordinance language reads as follows:

*(3) (a) A detached accessory building shall not be located in any required front yard. Detached accessory buildings in residential districts shall not exceed 1 story or 16 feet in height and shall not be greater than 1,000 square feet in area and cannot occupy more than 10% of the lot area. The total square footage of all detached accessory structures shall not be equal to or greater than the footprint of the principal structure.*

The property is zoned R-1 – One & Two Family Residential, however the parcel itself is 3.54 acres and contains an apple orchard, a barn and two sheds, two of which already exceed the ordinance limitation of 1,000 sq ft. All buildings would have been grandfathered in. The proposed shed is 240 sq ft and would be used as a studio/workspace.

Since the property in question has been developed and more closely aligns with being agricultural in nature, I think it would be reasonable that a variance be allowed to exceed the 1,000 sq ft. and allow the combined square footage of detached accessory buildings to exceed the footprint of the principal structure. However, still enforce that accessory buildings cannot occupy more than 10% of the total lot area.

**RECOMMENDATION:**

Upon holding a public hearing, I recommend the Planning and Zoning Commission make a recommendation to the city council to approve the variance.



**Overview**



**Legend**

- Roads**
- Interstate
  - US/State Highway
  - City Streets
  - County Road
  - Township Road
  - Private Drive
  - Other
- Municipalities**
- Municipalities
  - Winona Boundary
  - Parcel

<b>Parcel ID</b>	290000110	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	CAROL J MUESKE TRUST AGREEMENT
<b>Sec/Twp/Rng</b>	18-106-010	<b>Class</b>	201 - RESIDENTIAL		24496 HWY 74
<b>Property Address</b>	24496 HIGHWAY 74	<b>Acreage</b>	3.54		ST CHARLES, MN 55972
	ST CHARLES				

**District** SAINT CHARLES CITY

**Brief Tax Description** Sect-18 Twp-106 Range-010 LIMITS ST CHARLES Lot-005 3.54 AC PART LOTS 5 & 6 LIMITS OF ST CHARLES COM AT NW CORNER OF LOT 6, ALSO BEING NW CORNER OF SE 1/4 SEC 18, S 1 DEG E ALONG W LINE OF SE 1/4 50' TO PT OF BEG, N 87 DEG E, PARALLEL WITH N LINE OF LOT 6 305', N 1 DEG W 22', N 87 DEG E 205', S 1 DEG E 314.09' TO A PT WHICH IS 12.09' S'LY OF N LINE OF LOT 5 S 87 DEG W 510' TO W LINE OF SE 1/4, N 1 DEG W ALONG W LINE 294.77' TO PT OF BEG

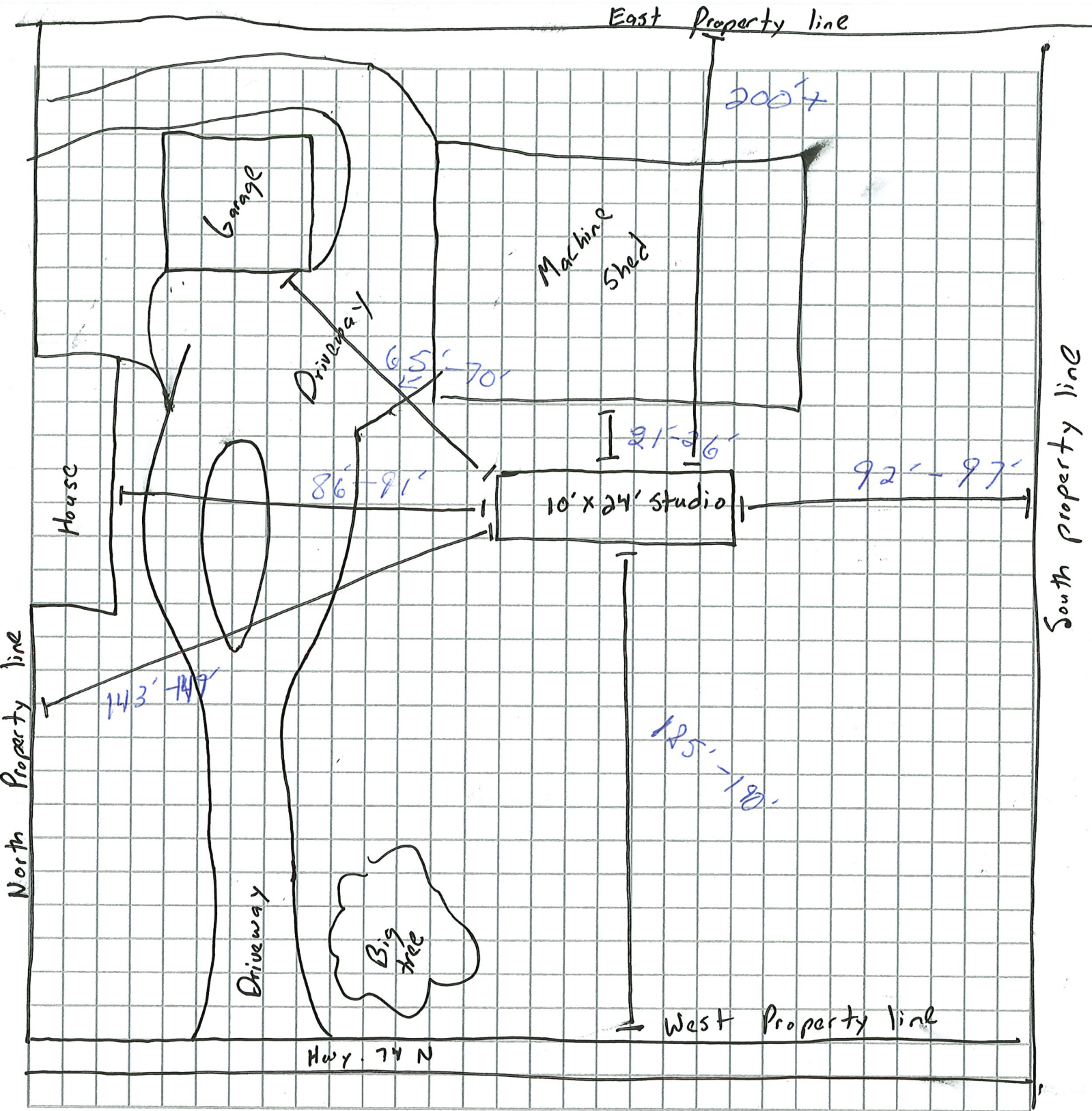
(Note: Not to be used on legal documents)

**Note:** This map is created from data contained in Winona County GIS and is for reference purposes only. While significant effort has been invested to depict boundary extents as accurately as possible per existing records, this map should not be considered a replacement for professional land survey.

Date created: 9/7/2023  
 Last Data Uploaded: 9/7/2023 4:07:02 AM

Developed by **Schneider**  
 GEOSPATIAL





1 Block = 1/4"

**Include the following on the Plot Plan:**

1. Distance in feet from side lot lines.
2. Distance in feet from rear lot line.
3. Distance in feet from front lot line.
4. Height in feet.  $\rightarrow 9' - 10'$
5. Size of proposed structure.  $\rightarrow 10' \times 24'$
6. Distance from other structures.



## City Administrator's Report— October 2023

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- Attended Meetings Regarding:
  - Council Meetings & Work Session
  - CMS/WSE Meeting – With building inspection company owner
  - City Administrator Luncheon
  - EDA Meeting
  - Planning Meeting
  - Chamber Meeting
  - Wellhead Protection Plan Meeting
  - Health Insurance Meeting
  - Bremer Bank Account Meeting
  
- 2024 Budget
  - Meetings With Department Heads
  - Develop materials for work session
  - Developing Enterprise Fund budgets
  - Determining rate changes
  
- Ambulance
  - Steering Committee Meeting
  - Generated a donation letter
  
- Zoning Administration
  - Ordinance Enforcement
  - Enforcement of Development Agreement
  - Review of Subdivision Ordinance
  
- Compensation Study
  - Provide, review, and submit job analysis questionnaires
  - Review and respond to workbooks and questions submitted by Flaherty & Hood
  
- Misc.
  - Earned Sick & Safe Time Policies – Webinars & Policies

**St. Charles Police Department**  
**830 Whitewater Ave.**  
**St. Charles, MN 55972**  
**Chief, Jose Pelaez #601**  
**(507) 932-8020**



November 14, 2023

Police Department

- Through the month of October, Officers completed *Portable Fire Extinguisher and To Serve, Protect, and Document (Part 1)* PATROL training.
- Through the month of October, Officers completed LEXIPOL's policy Daily Training Bulletins.
- On October 1<sup>st</sup>, Officers participated in Donkey Ball fundraising event at the St. Charles High School.
- October 3<sup>rd</sup>-4<sup>th</sup>, Ofc. Nesbit and Ofc. Floerke attended Railroad Emergency Response training in Winona. The training was taught by Canadian Pacific Railway Police.
- On October 11<sup>th</sup>, Chief Pelaez and Ofc. Floerke gave a class presentation at the St. Charles High School about a career in law enforcement.
- On October 12<sup>th</sup> and 13<sup>th</sup>, Officers completed Project LifeSaver training.
- On October 25<sup>th</sup>, Chief Pelaez participated in St. Mary's University's Career Fair (Winona, MN)
- On October 26<sup>th</sup>, Chief Pelaez was a guest speaker at a Hispanic Community Outreach of Goodhue County event. The presentation was about Opioid Use Among Students and included members of the Red Wing Police Department.
- On October 26<sup>th</sup>-27<sup>th</sup>, Sgt. Jones completed Command and Control (C2) Training. This training was held at Brooklyn Park PD and taught by STORM Training Group.

Police Reserves

- Reserve Officer attended their monthly meeting and completed emergency radio operations training.
- Reserve Officers participated in ride-alongs through the month and assisted during the St. Charles Area Chamber of Commerce's *Halloween on Main Street Event*.

Emergency Management

- On October 11<sup>th</sup>, Chief Pelaez and Sid Sanoki from ANCOM (Motorola) conducted a check of the city's current inventory of emergency base, mobile, and hand-held radios. These radios are outdated and in need of replacement. Sid will be providing a quote to replace the current radios and acquire additional radios (unencrypted and encrypted). Chief Pelaez will be looking into grant options to help cover the cost of this project.

Respectfully submitted,

Chief, Jose Pelaez

**INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION**

