



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Wednesday, August 9, 2023 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. August 9, 2023 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. July 11, 2023 – Regular City Council Meeting	
b. July 25, 2023 – Regular City Council Meeting	
c. Request for Action: Police Reserve Hire	
5. July Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
a. Administrator’s Report	
b. Public Works Superintendent Report, Scott Bunke	
c. Chief of Police Report, Jose Pelaez	
d. Park Board, Dave Braun	
e. Planning & Zoning, Wayne Getz	
f. School Board, John Steffel	
g. EDA, Wayne Getz	
h. Ambulance Report, Matt Essig	
8. Request for Action: City Accountant Hire	APPROVE
9. Request for Action: Maintenance Worker/Apprentice Lineworker Hire	APPROVE
10. Request for Action: Commercial Rehab Request #02-23	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, August 9, 2023**

4. Consent Agenda

- a. **July 11, 2023 – Regular City Council Meeting**
- b. **July 25, 2023 – Regular City Council Meeting**
- c. **Request for Action: Police Reserve Hire**

8. Request for Action: City Accountant Hire – Please see the enclosed request and recommendation.

9. Request for Action: Maintenance Worker/Apprentice Lineworker Hire – Please see the enclosed request and recommendation.

10. Request for Action: Commercial Rehab Request #02-23 – please see the enclosed request and recommendation from Cris Gastner and the EDA.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, July 11, 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:

STAFF PRESENT: Andrew Langholz (City Administrator), Jose Pelaez (Police Chief), and Myles Wolters (Police Officer).

OTHERS IN ATTENDANCE: Nathan Boice & Scott Schossow (Ambulance Steering Committee), Steve Jacobs (MN House Representative) and residents Melissa Castillo, Heidi Bagniewski, Kaylyn Bagniewski, and Rebecca Littlefield.

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. June 13, 2023 – Regular City Council Meeting
- b. Resn. #21-2023 Accepting an Ambulance Donation – RDO Equipment Co.
- c. Police Reserve Officers Hiring
- d. Pay Request No. 6 – 2021 Street Improvements – Dunn Blacktop
- e. Pay Request No. 3 – School Trail Improvements – Schumacher Excavating

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

5. Review of Payables.

Motion to approve: **John Steffel**

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 Board, Planning & Zoning, School Board, Ambulance, and Ambulance Steering Committee.

8. MN House Representative Steven Jacobs

Mr. Jacobs gave a presentation regarding the recent legislative session and the laws that were passed during the session.

9. Ordinance #654 – Zoning Map Amendment (1st Reading)

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

10. Resn. #22-2023 Denying Preliminary Plat – South Fork Fifth Addition

Motion to approve the resolution denying the preliminary plat for the South Fork Fifth Addition: **Wayne Getz**

Seconded by: **David Kramer**

No further discussion.

Motion declared carried.

11. Cooperative Purchasing, Repayment, and System Use Agreement

Motion to approve: **David Braun**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances:

Resident Heidi Bagniewski presented to the council that she would like all animal licensing renewals to be the same date, allow residents to purchase four chicken permits per property, which would allow twelve chickens, and have the city adopt environmentally friendly programming, which would allow goats to remove invasive species.

Resident Dan White thanked the council for their service to the community.

Councilmember Steffel stated that the city council meeting is a public forum open to all political affiliations, who would all get equal time to speak to the council.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, July 25, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Mayor John Schaber
Wayne Getz
John Steffel
David Kramer

MEMBERS ABSENT:

Dave Braun

STAFF PRESENT: Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Resident Charles Weichelt.

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

4. Notices and Communications. None

5. Review of Financials.

Motion to approve: **Wayne Getz**
No further discussion.
Motion declared carried.

6. Nuisance Hearing – 401 E 14th St

Motion to open the public hearing at 6:01 p.m.: **David Kramer**
Seconded by: **Wayne Getz**
Motion declared carried.
Call for public comments: **John Schaber**
No public comment was given.
Motion to close the public hearing at 6:02 p.m.: **Wayne Getz**
Seconded by: **David Kramer**
Motion declared carried.

7. Resn. #24-2023 Findings, Conclusions, and Order on Nuisance at 401 E 14th St.

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

8. Ordinance Violation Hearing – 1943 Brownell Street

Motion to open the public hearing at 6:03 p.m.: **David Kramer**

Seconded by: **John Steffel**

Motion declared carried.

Call for public comments: **John Schaber**

No public comment was given.

Motion to close the public hearing at 6:04 p.m.: **Wayne Getz**

Seconded by: **John Steffel**

Motion declared carried.

9. Resn. #25-2023 Findings, Conclusions, and Order on Ordinance Violation at 1943 Brownell St.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

10. Resn. #23-2023 Establish Public Hearing – Alley Vacation

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

11. Ordinance #654 – Zoning Map Amendment (2nd Reading)

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

12. Reminder: Date Change – Next Council Meeting August 9, 2023.

13. Closed Session – Labor Negotiations Strategy – Minn. Stat. 13D.03 Subd. 1

Motion to Close meeting at 6:06 p.m.: **David Kramer**

Seconded by: **Wayne Getz**

Motion declared carried.

Motion to Open public meeting at 6:15: **John Steffel**

Seconded by: **Wayne Getz**

Motion declared carried.

Motion to approve two Letters of Understanding for the IBEW Union Contract pertaining to the Lunch Period and Job Classification and Compensation. **David Kramer**

Seconded by: **John Steffel**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator



Request for City Council Action

Date: August 8, 2023

Requested Council Date: August 9, 2023

Originating Department: Police Department & Administration

Council Action Requested: Police Reserve Officer Hiring

Background Information

On Tuesday, February 7th, 2023, the St. Charles City Council approved the reinstatement of the St. Charles Police Reserves Unit which will serve as a valuable crime-prevention and force-multiplier tool for the St. Charles Police Department.

If approved, our new Reserve Officers will perform job duties such as presence patrols, ride-along with officers, crowd and traffic control, major crime scene security, disaster response, missing person searches, receive pertinent training, among other duties. Additionally, Reserve Officers will be required to volunteer a minimum of 4 hours per month, attend one monthly meeting, and work four mandatory events which include St. Charles Fireworks Display, Gladiolus Days Street Dance and Parade, and Winona County Fair.

The hiring process for Reserve Officers included an Oral Interview, a Physical Agility Test, and a Comprehensive Background Check. The candidates listed on this Council Action Request have successfully completed all of the mentioned steps and are eligible to be hired.

Request for Action

Chief Pelaez respectfully requests Council's approval to hire the following individual to fill the positions of Police Reserve Officer: Juan Gasca (St. Charles).





City Administrator's Report— July 2023

- Attended Meetings Regarding:
 - Planning Meeting
 - Council Meetings
 - Chamber Meeting
 - Ambulance Steering Committee
 - LMC Cannabis Webinar
 - Franklin Energy – Rose Shannon
 - WHKS – Lead/Copper Application
 - Habitat for Humanity - AmeriCorps
- Ambulance
 - Development and dissemination of materials for the following:
 - Steering Committee
 - Recruitment
- Building permit dispute between property owners.
- Job Posting, Application Review, Interview Questions, Setting Interviews
 - City Accountant
 - Maintenance Worker/Apprentice Lineworker
- Zoning Administration
 - Public Hearing preparation – South Fork Fifth & Rezoning Request
 - Nuisance Remediation.
 - Alley Vacation Preparation.
- Ordinance Review
- IBEW – Two Letters of Understanding

July 2023 Public Works Report:

Street Department –

Sweeping streets and maintenance on sweeper; Painting Crosswalks; Putting stuff out and getting ready for WOW events and clean up; Working at Library (putting up changing tables, fastening doors on bathroom stalls); Cutting trees on 1st St.; Helping Park Dept cut trees; Checking sanitary manholes for deterioration; Cleaning and maintenance on dump truck; freshening up rock around City Hall; Cleaning out the church behind City Hall; Daily finals; Water trees; Put up signs (speed limit, stop, yield, street names, no parking); Clean 12th St ditch matt and seed; fire extinguisher check in all City Buildings.

Electric Department –

Checking wells; Fixing Chlorinators in wells; working on well 3 motors; fixing Street lights; Cutting down trees E 15th/Richland and 760 Bluff Ave; Substation and Power Plant reports, Make up secondary side of 3-Phase transformer at NRB metals and wire up the CT's and meter socket; Hwy 74 / Circle dr. spread out overhead lines; Install a new pole – remove the old pole – make up terminators for 3-phase riser pole and hang terminators on pole-dig in new primary from 3 phase pole to junction box – make up elbows and terminate. Phase in the new service, make elbows 970 Whitewater; Run Power Plant and small generators; collect rubber goods (test and check); Record and final meters; finish up setting transformers and basements and elbows on Robert St.; Hot sticks – grounds testing (annual test) Daily locates; Disconnect and Reconnects for no payment; clean and stock trucks.

Water Department –

Daily Checking of Wells, Pump Houses, Towers, and lift station; Lead and Copper water samples, Water Samples; Replaced Chlorine switch well 3, Repaired C-5 leak, replaced chlorine cylinders at pool; cleaned inside well houses; water towers; replaced 2 gate valves in street; trimmed trees by well 4; hauled compost and dirt to from Brauns pit; replaced water meters; haul dirt to well 4 and seed it; Finals and rereads; flushing dead ends; cleaning trucks; assisted with tree removal.

All employees attended safety meetings.

Sincerely Scott Bunke
Director of Public Works

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



August 8, 2023

- Through the month of July, Officers completed *Liability Prevention and Risk Management (PATROL)* training.
- Through the month of July, Officers completed LEXIPOL's policy Daily Training Bulletins.
- July 1st, Officers assisted with traffic control for the Whitewater Kids Triathlon. No incidents reported.
- 4th of July Fireworks Display: Only one parking incident occurred in which a vehicle drove over the curb in front of the Aquatic Center roundabout and parked too close to show attendees. To avoid future issues, Chief Pelaez spoke with P&R Dir. Schaber about the incident, and he was going to talk to the School District to see if they could erect some parking signs prohibiting vehicles from parking on the grass, as well as signs prohibiting motorized vehicles from driving on the bike path.
- Winona County Fair (July 13th-16th):
 - A cow escaped her enclosure, after hours. Officer located the cow and walked it back to the fairgrounds.
 - Officer warned County Fair staff and attendees about incoming severe weather. The storm missed St. Charles (CFS#23001633).
 - One antique tractor received minor damage while it was on display for the antique tractor show (CFS#23001638).
 - A child was reported missing but was later located by the parents (CFS#23001648)
 - A disturbance occurred between two adult males. Both parties were separated prior to Officers arrival. No criminal complaint was filed (CFS#23001661)
- July 25th and 27th, Officers attended annual patrol-rifle and less-lethal/impact weapon qualification training.
- July 27th, Chief Pelaez was a guest speaker for COPAL-MN's Drivers Ed. class. Comunidades Organizando el Poder y la Accion Latina (COPAL) is a non-profit organization which leads social-impact initiatives to improve the quality of life for the Latino families in Minnesota. After the Minnesota state legislation passed the "Driver's License for All" law (March 7, 2023), COPAL began hosting Drivers Ed classes in the region to prepare Latino applicants for when they have to take their written and practical exams.

Respectfully submitted,

Chief, Jose Pelaez

INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION





Request for City Council Action

Date: August 3, 2023

Requested Council Date: August 9, 2023

Originating Department: Administration

Council Action Requested: Recommendation to hire Adam Zieman as City Accountant.

Background Information:

On Wednesday, August 2, 2023 the interview committee of Cassie Smith, Cris Gastner, and I conducted three interviews for the City Accountant position. After careful consideration the committee chose to offer the position to Adam Zieman. Mr. Zieman has a bachelor's degree from Winona State University, majoring in Accounting, with a minor in Finance. He has 2.5 years of experience as an Account Specialist at Hal Leonard in Winona, and as an Assistant General Manager at Border Foods Inc.

Mr. Zieman impressed the committee with his thoughtful answers that focused in part on his previous experience in accounting, how he enjoys improving efficiencies, and his drive to learn new things and continuously better himself in this field. Mr. Zieman experience in customer service and vendor relations will suit him well in this position.

We are currently conducting the background check for Mr. Zieman. I am recommending that the council make a conditional offer to hire Mr. Zieman to the position of City Accountant at Step 1 (\$56,866.66), pending a successful background check.





Request for City Council Action

Date: August 3, 2023

Requested Council Date: August 9, 2023

Originating Department: Administration

Council Action Requested: Recommendation to hire Clint Harguth as Maintenance Worker/Apprentice Lineworker.

Background Information:

On Tuesday, August 1, 2023 the interview committee of Scott Bunke, Rick Schaber, Randy Geisler, and I conducted five interviews for the Maintenance Worker/Apprentice Lineworker position. After careful consideration the consensus of the committee was to offer the position to Clint Harguth. Mr. Harguth showed considerable enthusiasm towards the position and has the necessary experience and proper licensure to operate a plow truck. He also expressed his willingness to learn so he can excel in this position.

Mr. Harguth has successfully passed the background check; therefore, I am recommending that the council approve the hire of Mr. Harguth for the position of Maintenance Worker/Apprentice Lineworker at Step 2 (\$55,931.20).



ST. CHARLES **REQUEST FOR CITY COUNCIL ACTION**

Meeting Date: August 9, 2023

General: X

Department: EDA

Item Requested: Approval of Commercial Rehab Fund Request #02-23

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Summary of the Issue

Existing commercial building owner has requested a forgivable loan from the EDA Commercial Rehabilitation Fund

Background

The applicants would like to make significant long-term improvements to their building to enhance their business.

Based on the Committee’s review of the documentation, they determined the project for the The Garage Event Rental building met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards new siding and soffit, adding a garage door, and adding a roof over the patio space. The total project costs were nearly \$28,000 therefore the request is the max of \$5000. Because the project meets all eligibility requirements for the program and there is remaining 2023 funding in the program, EDA recommended approval at their meeting on August 4th, 2023.

Funding

Approval will require \$5000 from the EDA Funds. Council action will serve to authorize the loan. Loan will be structured as a 5 year forgivable loan with 20% forgiven each year.

Recommendation

The EDA approved by motion, the following recommendations:

1. To approve Request # 02-23 as recommended by the EDA and described above.
2. To authorize the staff to prepare all necessary loan documents.