The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, February 11, 2020 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION REQUESTED</th>
</tr>
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<tbody>
<tr>
<td>1. Call to Order</td>
<td>APPROVE</td>
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<td>2. Pledge of Allegiance</td>
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<tr>
<td>3. February 11, 2020 Agenda</td>
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<td>4. Meeting Minutes</td>
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<tr>
<td>- January 2, 2020</td>
<td>APPROVE</td>
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<td>- January 14, 2020</td>
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<td>- January 28, 2020</td>
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<tr>
<td>5. February Payables</td>
<td>APPROVE</td>
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<tr>
<td>6. Notices and Communications (if applicable)</td>
<td>INFORMATION</td>
</tr>
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<td>7. Reports of Boards and Committees:</td>
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<tr>
<td>7a. Administrator’s Report, Nick Koverman</td>
<td>INFORMATION</td>
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<td>7b. Public Works Superintendent Report, Kyle Karger</td>
<td>INFORMATION</td>
</tr>
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<td>7c. Chief of Police Report, Ken Frank</td>
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<td>7d. Library Board Report, David Kramer</td>
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<td>7e. Park Board, Dave Braun</td>
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<td>7f. School Board, Craig Hilmer</td>
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<tr>
<td>8. Public Hearing-Small Cities Grant</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>9. Resolution #10-2020 Small Cities Development Grant</td>
<td>APPROVE</td>
</tr>
<tr>
<td>10. Citizen Participation Plan-SCDG</td>
<td>APPROVE</td>
</tr>
<tr>
<td>11. Ordinance #617 Renaming South Park Rd to Jessens Drive</td>
<td>APPROVE</td>
</tr>
<tr>
<td>12. Accept Resignation of Michael Gengler (PD)</td>
<td>APPROVE</td>
</tr>
<tr>
<td>13. Resolution #08-2020 Appointing of Election Judges</td>
<td>APPROVE</td>
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<tr>
<td>14. Resolution #09-2020 One-Day Temporary Liquor License</td>
<td>APPROVE</td>
</tr>
<tr>
<td>15. Resolution #11-2020 Accepting Donation from Dover Township</td>
<td>APPROVE</td>
</tr>
<tr>
<td>16. Summer Park &amp; Rec Brochure</td>
<td>APPROVE</td>
</tr>
<tr>
<td>17. Park and Recreation Board Appointments</td>
<td>APPROVE</td>
</tr>
</tbody>
</table>

UNSCHEDULED PUBLIC APPEARANCES: Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

ADJOURNMENT
MEMORANDUM for the CITY COUNCIL of St. Charles for

Tuesday, February 11, 2020

8. Public Hearing—Small Cities Grant. Karen DuCharme from the Southeastern Minnesota Multi-County Housing and Redevelopment Authority will be in attendance to answer any questions with respect to the grant application.

9. Resolution #10-2020 Small Cities Development Grant. Please see the enclosed grant and related information.

10. Citizen Participation Plan-SCDG. A related citizen participation plan must be adopted as part of the SCDG grant application. Karen DuCharme of SEMMCHRA will help to clarify.

11. Ordinance #617 Renaming South Park Rd to Jessens Drive (1st Reading). Please see the enclosed ordinance for consideration.

12. Accept Resignation-Michael Gengler. Chief Frank will present the resignation of Michael Gengler from the part-time PD service list.

13. Resolution #08-2020 Appointing of Election Judges. Please see the enclosed resolution for consideration.

14. Resolution #09-2020 One-Day Temporary Liquor License. Please see the enclosed resolution for consideration.

15. Resolution #11-2020 Accepting Donation from Dover Township. Please see the enclosed resolution for consideration.

16. Summer Park & Rec Brochure. The St. Charles Park & Recreation Board will review and approve the summer brochure which will be distributed Tuesday evening.

17. Park and Recreation Board Appointments. Three applications will be considered as part of the Monday, February 10th, Park and Rec. board meeting. Two names will be brought forward Tuesday evening for consideration.
MINUTES of the ST. CHARLES CITY COUNCIL
for Wednesday, January 2, 2020 held at 5:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
Mayor John Schaber
Dave Braun
Craig Hilmer
Wayne Getz
David Kramer

STAFF PRESENT:
Shawn Elsbury (City Accountant) and Nick Koverman (City Administrator).

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

1. ESTABLISH QUORUM/CALL TO ORDER
Quorum was established with Mayor Schaber calling the meeting to order at 5:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA
Motion to approve the agenda: Dave Braun
No discussion.
Motion carried.

4. Designate the Official City Publication. A motion was made to approve the St. Charles Press as the official publication for the City of St. Charles.
Motion to approve: David Kramer
No discussion.
Motion declared carried.

5. Designate Official Depositories. A motion to approve Bremer Bank, Merchants Bank, and Wells Fargo Investments as the official depositories for the City of St. Charles was moved.
Motion to approve: Wayne Getz
No discussion.
Motion declared carried.

6. Designate Mayoral Committees. The committee designees were as follows
2020 Vice Mayor-Dave Braun
Cln. Hilmer-School Board, Personnel
Cln. Braun—Park Board
Cln. Getz—Sanitary District, EDA, P&Z, High Speed Rail, and Personnel
Mayor Schaber—EDA, Communications and Technology, Public Safety, and High Speed Rail
Motion to approve: Craig Hilmer
No further discussion.
Motion declared carried.

7. Designate City Attorney. A motion was made to approve Flaherty & Hood as the City’s legal counsel.
Motion to approve: Dave Braun
No further discussion.
Motion declared carried.
9. Ordinance #615 Administrative Fines & Fees (2nd Reading). Koverman reviewed that a change to IRS mileage rate was added for the second reading. No questions were asked of the first reading of Ordinance #615 and a motion was made to approve the ordinance as presented.
   Motion to approve: David Kramer
   No further discussion.
   Motion carried.

10. Ordinance #613 Amending Chicken Ordinance (2nd Reading). No additional changes were made to the revised ordinance and a motion was made to approve the second reading as presented.
    Motion to approve: Craig Hilmer
    No further discussion.
    Motion carried.

11. Resolution #01-2020 A Resolution Accepting Donations to the City. Admin. Koverman relayed that through discussion with Shawn Elsbury, city accountant, that a resolution be drafted to accept all donations smaller than $500.00. All donations to the City are to be accepted by resolution and by drafting this resolution presented, Council authorized acceptance of the smaller donations. No questions were asked and a motion was made to approve the resolution as presented.
    Motion to approve: Dave Braun
    No further discussion.
    Motion carried.

12. Resolution #02-2020 A Resolution Accepting a Donation to the Library. A donation to the Library was made by Todd Elevator in the amount of $1,500.00. A motion was made to approve the resolution.
    Motion to approve: Craig Hilmer
    No further discussion.
    Motion carried.

13. Resolution #03-2020 A Resolution Accepting a Donation to Fire Dept. A donation to the St. Charles Fire Department from the St. Charles Fire Relief in the amount of $47,773.00 was made. Clm. Kramer asked if the donation from the Fire Relief was allowed and if it supported the purchase of equipment of the fire department. Admin. Koverman verified that historically donations have been made from the Fire Relief and that he was correct that the donations go toward the purchase of fire equipment. A motion was made to approve the resolution as presented.
    Motion to approve: David Kramer
    No further discussion.
    Motion carried.

UNSCHEDULED PUBLIC APPEARANCES
-None

Motion to adjourn at 5:05 p.m.
Motion to approve: Wayne Getz
Motion declared carried.

John P. Schaber, Mayor

ATTEST

Nick Koverman, Administrator
MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, January 14, 2020 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
Mayor John Schaber
Dave Braun
Craig Hilmer
Wayne Getz
David Kramer

STAFF PRESENT: Janell Dahl (Deputy Clerk)

OTHERS IN ATTENDANCE: Karen DuCharme (SEMMCHRA), Pam Poppenhagen (BSA Troop 54),
Cayden Poppenhagen (BSA Troop 54), Owen Gruber (BSA Troop 54), Jack Arndt (BSA Troop 54), Erik
Voss (BSA Troop 54), Earl J. Voss (Troop BSA 54), Brad Arndt (BSA Troop 54) and Jill Veerkamp (St.
Charles Press).

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

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:
Motion to approve the agenda.
Motion to approve: Dave Braun
No discussion.
Motion carried.

4. Meeting Minutes
December 10, 2019
Motion to approve: Wayne Getz
No further discussion.
Motion declared carried.

5. January Payables. No questions were asked.
Motion to approve: David Kramer
No further discussion.
Motion declared carried.

6. Notices and communications: None.

7. Reports of Boards and Committee:
Various reports were given.

8. Resolution #04-2020 Setting of Public Hearing-SEMMCHRA: Karen DuCharme from SEMMCHRA
was present to ask the Council to proceed to the next step in the Small Cities Redevelopment Grant which
requires a Public Hearing in order to begin the full application process. A Public Hearing will be held on
February 11, 2020 at 6:00pm.
Motion to approve: David Kramer
No further discussion.
Motion carried.
9. Chattanooga Innovation Park Second – Maple Avenue: A motion was made to name the short stub street in the Chattanooga Innovation Park Second Addition as Maple Avenue.
Motion to approve: Dave Braun
No further discussion.
Motion carried.

10. Library Board-Shelly Stowell: A motion was made to elect Shelly Stowell to the Library Board.
Motion to approve: David Kramer
No further discussion.
Motion carried.

UNSCHELLED PUBLIC APPEARANCES
BSA Troop 54 members were present to earn their Communication Badge. Members included Owen Gruber, Erik Voss, Jack Arndt, Cayden Poppenhagen.

A motion to adjourn at 6:08 p.m.
Motion to approve: Wayne Getz
No further discussion.
Motion carried.

John P. Schaber, Mayor

ATTEST

Janell Dahl, Deputy City Clerk
MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, January 28, 2020 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
Mayor John Schaber
Dave Braun
Craig Hilmer (absent)
Wayne Getz
David Kramer

STAFF PRESENT: Shawn Elsbury (City Accountant) and Nick Koverman (City Administrator)

OTHERS IN ATTENDANCE: Brian Todd (Rochester Post Bulletin) and Jill Veerkamp (St. Charles Press).

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

2. PLEDGE of ALLEGIANCE

Motion to approve: Dave Braun
No discussion.
Motion carried.

4. Notices and communications: Admin. Koverman informed the Council of the Project Fine Community Report to be held Wednesday, February 19th from 5-7 p.m. He asked Council to let him know if anyone was interested.

5. Review of Financials. No questions or comments. A motion was made to approve the financials as presented.
Motion to approve: Wayne Getz
No further discussion.
Motion carried.

6. Ordinance #616 Approving Emergency Sale to Danmar Properties. Admin. Koverman presented the ordinance along with an update that Danmar Properties (Dodge dealership) had finalized the land sale to Love's and that the next step was the City closing on replacement land for Danmar in the second addition of Chattanooga Innovation Park. The structure and negotiation of the property had been completed at the end of 2019 and according to Koverman both parties were waiting for the closing between Danmar and Love's. With that information, a motion to approve the proposed ordinance #616 was moved.
Motion to approve: David Kramer
No further discussion.
Motion carried.

7. Resolution #06-2020 Approving Sale to Danmar Properties, LLC. Admin. Koverman relayed that the resolution was necessary to approve the land sale and that the purchase agreement was also part of the resolution. Koverman had worked with the owner Mark Saba and his attorney and that the changes were reviewed by the city attorney and incorporated. A motion was made to approve Resolution #06-2020 as presented.
Motion to approve: Dave Braun
No further discussion.
Motion declared carried.

8. **Ordinance #617 Renaming Portions of South Park Road (1st Reading).** Admin. Koverman relayed that it was discussed that inconsistencies existed between South Park Rd and Park Rd and in working with the County Recorders office, various names had been recorded, and the Park Rd designation that was used for the 4-lot subdivision of the Golf Course Third Addition, were not consistent with the South Park Road naming. In working with the properties, staff recommended the name change to East Park Rd as the road that extended from the original Park Rd to the Golf Course was labeled South Park Rd when it is an east/west street. Clm. Kramer offered that in his experience, simply renaming the road something different would solve any potential future issues. Clm. Getz stated that he has lived on East 4th Street since moving to town. Mayor Schaber posed various options and Admin. Koverman stated he would contact the various parties regarding the name change. It was suggested that tying in with Jessen’s Park could be a good alternative with Jessens Drive or Jessens Rd. Hearing no further discussion, a motion was made to table the first reading.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

9. **Employee and Volunteer Recognition Program Policy.** Admin. Koverman relayed that he and City Account Shawn Elsbury in reviewing the State’s public purpose expenditure guidelines that it would be advantageous to propose a policy to for various events and practices conducted by the City. In reviewing the annual Board and Commission banquet which is called for through the City Code, it was confirmed with the State Auditor’s Office, that providing a meal to any third party was prohibited. The policy addressed functions of that nature along with how the City recognizes staff and volunteers. Staff had worked with legal counsel to formulate a policy which was reviewed by them along with the State Auditor providing input as needed. The proposed policy was presented for approval. Council agreed and a motion was made to approve the policy as presented.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

10. **Resolution #05-2020. Donation to the St. Charles Ambulance (Gergen).** A donation of $500 was received from Julie Gergen in memory of her husband David Gergen to be used by the St. Charles Volunteer Ambulance Association. Mayor Schaber expressed his appreciation for the donation and asked for a motion to approve the resolution as presented. A motion was made to approve the resolution as presented.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

**UNSC SCHEDULED PUBLIC APPEARANCES**

None.

A motion to adjourn at 6:14 p.m.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

______________________________
John Schaber, Mayor

**ATTEST:**

______________________________
Nick Koverman, City Administrator
Jan. 7—Held a phone conference with the Public Law Health Center and additional agencies to discuss the recent change in law prohibiting vendors to sell cigarettes to consumers under the age of 21. A brief discussion was held with Jeff Peterson of Winona County to discuss where the Winona County ordinance was at in relation to the St. Charles ordinance. It was relayed that St. Charles would review the Winona County ordinance in comparison to the St. Charles proposed ordinance as it would be in the best interest from an enforcement standpoint to stay as consistent as possible, if possible.

Jan. 8—Rick Schaber and I met with Winterfest committee president David Mueller to review the partnership needs for the event.

Jan. 10-17—vacation

Jan. 22—Attended the Leadership Growth Group initiative with area administrators in Byron.

Jan. 24—Met with local group to discuss the possibility of the Paint The Town grant offered through the Southern Minnesota Initiative Foundation. More information will be discussed as the group moves forward.

Jan. 28—Attended the Winona County Emergency Management meeting in Winona to discuss various initiatives and the recent failing of the 911 system and the steps taken to determine better redundancies.

The pre-audit team of Smith Schafer & Associates were on site the week of January 20-22. With the assistance of Shawn Elsbury, the field work was completed and the full review will be scheduled for February 24 and 25th with the review to take place in March.
Public Works Report – January 2020

• Take new trucks from La Crosse to Winona for wiring utility boxes; Take down Christmas decorations; Monthly substation and power plant reports; Electrical Safety Meeting; Hung new secondary service on South Whitewater Ave; Ran and checked small gensets at Fire Hall, City Hall, and Shop; Worked with Ziegler on power plant; Stock and Clean bucket truck.

• Plow snow and clean up plowing equipment; Cleaned and organized city Shop; Rubber goods testing; Hung new banner on Main street for Winterfest; Hauling snow piles around town and cleaned up main street with State employees; Tree Trimming on electrical lines, boulevards, and sidewalks; Sand streets; Wash Trucks; Repair Mailboxes; Take no parking signs down on main street; install temp electrical service and clean city shop drains.

• Finish electrical inventory, scan and send maps for school building projects; utility locates; ordered electrical materials; made new inventory index sheets; pricing for updated inventory; Repaired power outage at 1260 Richlands Ave; Salt and cleaned sidewalks; moved and reinstalled City Meter Tester; unloaded new transformers at shop; Checked demand meters at Whitewater dodge; Billed for upgraded electric service for solar on Whispering hills; Safety committee Meeting; hauled PVC pipe to old street shop.

• Went to Stockton for new plow blades; greased equipment; City trucks to Peterbuilt for Yearly D.O.T. inspections; Took down large tree in primary electrical lines at Norm Lacey’s house; Picked up electrical pickup with utility box installed at Michael’s in La Crosse; Building up ice rinks in town; Swept sidewalks; put away Christmas decorations; Organizing bins at shop; Trouble shooting wiring on plow truck; Replaced main shop lights with LED electrical mapping; Picked up City Christmas trees; Hauled garbage out of parks; Haul park equipment to La Crosse; Mount LED light bars on tow pickups; Preparing for Winterfest; Repair Dump Trailer.

• Change plow blades on grader; Cleaned front end loader; Haul leaf/compost pile to Brauns Pit; Ordered batteries for City Scissor lift and dump trailer; Sharpened and repaired chainsaws; Cleaned skid loader; Changed oil in small compressors; Cleaned shop office; Checked wells; booster stations and lift stations; replaced plow sander sensor; finals for City Hall; Water Samples; adjusted chlorine in well #3; replaced flow meter in well #3; Handed out delinquent slips for City Hall; Installed new water level gauge in well 35; calibrated sander.
• Checked water tower temps; Check water tower bubbler system and heat tape; replaced chlorine switch valve and lines in well #3; Read electric and water meters; Changed water meter not readings; Checked water meters that reported leaks; Meter finals for City Hall; Flushed drains at Shop; Repaired hand pushed salt spreader; greased snow plow pusher; Hauled salt and sand to old shop for residential use; built tool caddy for city shop work bench and city logo branded on new cones.

Sincerely Kyle Karger
St. Charles Director of Public Works
February 7, 2020

- Received the resignation effective January 25th from Officer Michael Gengler as he took a fulltime position with the Olmsted County Sheriff's Office.

- February 5 – 7, Officer Floerke attended a three-day Use of Force Instructor recertification at the Olmsted County Sheriff's Office.

- February 19 the Winona County Attorney’s Office will present at the police department a 2-hour training on Sexual Assault Investigation and the use of the Miranda warning when investigating an incident and/or interviewing a suspect.

Respectfully Submitted,

Chief Ken Frank
A Resolution Approving Participation in the Small Cities Development Program and Partnering with the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA)

Applicant Name: City of St. Charles

BE IT RESOLVED that the City of St. Charles act as the legal sponsor for the project contained in the Application to be submitted on or before February 28, 2020 and that the Mayor and the City Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of St. Charles.

BE IT FURTHER RESOLVED that the City of St. Charles has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of St. Charles has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of St. Charles may enter into an agreement with the State of Minnesota for the approved project, and that the City of St. Charles certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that the Mayor and the City Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of St. Charles on February 11, 2020.
Small Cities Development Program

Housing Rehab

Eligible Properties
- Located in the geographic area that encompasses the application: TBD
- Suitable for rehabilitation (total rehab cost cannot exceed 75% of the market value)
- Current on property taxes
- Permanent structure

Household Income
- Gross household income must be at or below 80% of the county median income
- All income verified through 3rd parties (aids in determining eligibility for deferred loan)

Financial Assistance
- Deferred loan amount will vary on a case-by-case basis
- Deferred loans are secured with a Repayment Agreement. If the property is sold, title is transferred or is no longer the primary residence of the participant:
  ~ within the first 6 yrs., the full amount must be repaid to the HRA
  ~ the amount of repayment is reduced 20% for each year until the end of the 10th year.
  ~ at the end of the 10th year, the loan is forgiven (becomes a grant)

Eligible Activities
- Deferred loans may be used to:
  ~ remove health, safety or other deficiencies & to bring the structure into compliance with the rehabilitation standards (roofing, siding, plumbing, water supply, septic systems, or wiring)
  ~ improve the property by increasing the structure's energy efficiency (insulation or installing storm windows)
  ~ modify or rehabilitate the unit to make it accessible for a handicap or disabled member of the household (structural, exterior, bathroom, kitchen)

Winona County Income Guidelines (2019)

<table>
<thead>
<tr>
<th>Family Size</th>
<th>30% AMI</th>
<th>50% AMI</th>
<th>80% AMI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,900</td>
<td>$26,500</td>
<td>$42,350</td>
</tr>
<tr>
<td>2</td>
<td>$18,200</td>
<td>$30,250</td>
<td>$48,400</td>
</tr>
<tr>
<td>3</td>
<td>$21,330</td>
<td>$34,050</td>
<td>$54,450</td>
</tr>
<tr>
<td>4</td>
<td>$25,750</td>
<td>$37,800</td>
<td>$60,500</td>
</tr>
<tr>
<td>5</td>
<td>$30,170</td>
<td>$40,850</td>
<td>$65,350</td>
</tr>
<tr>
<td>6</td>
<td>$34,590</td>
<td>$43,850</td>
<td>$70,200</td>
</tr>
<tr>
<td>7</td>
<td>$39,010</td>
<td>$46,900</td>
<td>$75,050</td>
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<tr>
<td>8</td>
<td>$43,430</td>
<td>$49,900</td>
<td>$79,900</td>
</tr>
</tbody>
</table>

Financial Assistance

<table>
<thead>
<tr>
<th>Income based on AMI</th>
<th>% Property Owner Match</th>
<th>% Deferred Loan</th>
<th>Max. Deferred Loan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>0%</td>
<td>100%</td>
<td>$25,000</td>
</tr>
<tr>
<td>31-50% AMI</td>
<td>4%</td>
<td>96%</td>
<td>$24,000</td>
</tr>
<tr>
<td>51-80% AMI</td>
<td>10%</td>
<td>90%</td>
<td>$22,500</td>
</tr>
</tbody>
</table>

Southeastern Minnesota Multi-County Housing & Redevelopment Authority
134 East Second Street, Wabasha 55981
Phone: 651-565-2638, ext. 213
kducharme@semmchra.org

SEMMCHRA
Equal Housing Opportunity
Small Cities Development Program

Rental Rehab

Eligible Properties
- Rental property located in the target area
- Mixed-use structure
- Structure is suitable for rehabilitation
- Property taxes are current

Financial Assistance
- Deferred loan amount will vary on a case-by-case basis
- Deferred loans are secured with a Repayment Agreement. If the property is sold or title is transferred:
  - at any time during the 7-year period, the loan must be repaid to the HRA with no interest added
  - at the end of the 7th year, the loan is forgiven (becomes a grant)

Compliance Requirements
- The accessibility requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1975 will be incorporated into rehab projects.
- All rehabilitation work must comply with all applicable requirements of the Lead-Based Paint Poisoning Prevention Act.
- Rental rehabilitation projects with 8 or more units must comply with Davis Bacon and other labor standards.

Eligible Improvements
- Exterior painting
- Health & safety issues
- Energy efficiency improvements
- Roof replacement
- Electrical rewiring
- Heating systems
- Code violations

Additional Requirements
- At least 51% of the units shall be rented to those at 80% of the county median income and below for a period of 7 years. The 2019 income limits for Winona County are listed below:

<table>
<thead>
<tr>
<th>Household Size</th>
<th>1 Person</th>
<th>2 People</th>
<th>3 People</th>
<th>4 People</th>
<th>5 People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Limit</td>
<td>$42,350</td>
<td>$48,400</td>
<td>$54,450</td>
<td>$60,500</td>
<td>$65,350</td>
</tr>
</tbody>
</table>

- All units must meet the following Fair Market Rents (2020) for Winona County for a period of 7 years:

<table>
<thead>
<tr>
<th>Bedroom Size</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Fair Market Rent</td>
<td>$505</td>
<td>$607</td>
<td>$775</td>
<td>$979</td>
<td>$1,190</td>
</tr>
</tbody>
</table>
MAP LEGEND:
- Green: Target Area “A” Boundary
- Purple: Target Area “B” Boundary
Community Questions:

- Primary community: **City of St. Charles**
- Population of primary community: **3,735**
- Partnering community #2 (if applicable): **Not Applicable**
- Population of partnering community #2 (if applicable): **Not Applicable**

Proposed budget and source of funding table

Commercial rehabilitation is only available as a comprehensive proposal and must have a housing component, include other project proposals’ budgets into the yellow cells.

<table>
<thead>
<tr>
<th>Budget Item/Activity</th>
<th># of Units</th>
<th>SCDP Cost per Unit</th>
<th>Total SCDP</th>
<th>Program Income (if applicable)</th>
<th>Total Leveraged Sources</th>
<th>Source of Leveraged Funds (use “c” after source if committed)</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OO Housing Rehab Admin</td>
<td>12</td>
<td>$22,975</td>
<td>$275,700</td>
<td>$0.00</td>
<td>$36,000</td>
<td>SEMMCHRA/Winona County, Rural Development 504 Program, Local Bank, Weatherization, Minnesota Housing Fix-Up Fund, Owner’s Resources</td>
<td>$311,700</td>
</tr>
<tr>
<td>OO Housing Rehab</td>
<td>12</td>
<td>$3,446.25</td>
<td>$41,355</td>
<td>$0.00</td>
<td>$5,000</td>
<td>City of St. Charles, SEMMCHRA/Winona County</td>
<td>$46,355</td>
</tr>
<tr>
<td>MF Rental Rehab</td>
<td>24</td>
<td>$10,250.00</td>
<td>$246,000</td>
<td>$0.00</td>
<td>$500,000</td>
<td>Minnesota Housing RRDL</td>
<td>$746,000</td>
</tr>
<tr>
<td>MF Rental Rehab Admin</td>
<td>24</td>
<td>$1,537.50</td>
<td>$36,900</td>
<td>$0.00</td>
<td>$5,000</td>
<td>City of St. Charles, SEMMCHRA/Winona County</td>
<td>$41,900</td>
</tr>
<tr>
<td>Total MF Rental Rehab</td>
<td>24</td>
<td>$11,787.50</td>
<td>$282,900</td>
<td>$0.00</td>
<td>$505,000</td>
<td></td>
<td>$787,900</td>
</tr>
<tr>
<td>Total SCDP proposal</td>
<td>36</td>
<td>$38,208.75</td>
<td>$599,955</td>
<td>$0.00</td>
<td>$546,000</td>
<td></td>
<td>$1,145,955</td>
</tr>
</tbody>
</table>
Citizen Participation Plan – St. Charles

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of the City of St. Charles (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

Public Hearing

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low- and low-income persons, as well as other needs in the community that might be addressed through the CDBG program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CDBG responsibilities should be reviewed. Compliance with historic requirements of the CDBG program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the “Protection of Historic Properties.”

Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in the St. Charles Press. As circumstances warrant and as the Applicant determine necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. In case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CDBG funds will be used.

Public Information and Records

Information and records regarding the proposed and past use of CDBG funds will be available at the Southeastern Minnesota Multi-County HRA, 134 East Second Street, Wabasha, MN 55981 (location) during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

Written Comments and Response

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

City of St. Charles

Applicant

Signature of Chief Elected Official of Applicant

Date
ORDINANCE # 617

AN ORDINANCE RENAMING CERTAIN STREETS WITH THE ST. CHARLES CITY CODE.

THE CITY COUNCIL OF THE CITY OF ST. CHARLES DOES ORDAIN:

Section (1). The City finds that it is in the best interest of the citizens of St. Charles that a portion of South Park Road street name be changed. The portion of the street known as South Park Road/Park Road SE and platted as Park Road running West to East on the subdivision plats of Golf Course Estates and Golf Course Estates 2nd described as follows: Beginning at the intersection of the East line of the currently called Park Rd and the west line of the currently called South Park Road/Park Road SE thence East following South Park Road/Park Road SE to the intersection with the East line of Gladiola Drive thence continuing northeasterly within what is platted as Outlot A in the recorded subdivision of Golf Course Estates 3rd to the northeasterly line of Outlot A Golf Course Estates 3rd and thus ending. Said Road being located in the City of St. Charles, Winona County, Minnesota. These portions of the street names to be changed as indicated:

<table>
<thead>
<tr>
<th>Existing Street Name</th>
<th>Changed To</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. South Park Road</td>
<td>Jessens Drive</td>
<td>As shown on Exhibit A</td>
</tr>
<tr>
<td>2. South Park Road (as platted on Subdivision plat of Countryside Acres And continuing to the south line of The SE ¼ of the NW ¼ Section 29, Township 106, Range 10)</td>
<td>Park Road</td>
<td>As shown on Exhibit B</td>
</tr>
</tbody>
</table>

Section (2). The City also finds that it is in the best interest of the citizens of St. Charles that the following addresses be changed as indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Old Address</th>
<th>New Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry C and Amy J Berends</td>
<td>1921 Park Rd</td>
<td>1921 Jessens Drive (29.038.0010) Section-29 Twp-106 Range-010 Golf Course Estates Third Lot-001 Block-001</td>
</tr>
<tr>
<td>Mark A and Alissa J Maloney</td>
<td>1929 Park Rd</td>
<td>1929 Jessens Drive (29.038.0020) Section-29 Twp-106 Range-010 Golf Course Estates Third Lot-002 Block-001</td>
</tr>
<tr>
<td>St. Charles Golf Course Ent. Inc.</td>
<td>1937 Park Rd</td>
<td>1937 Jessens Drive (29.038.0030) Section-29 Twp-106 Range-010 Golf Course Estates Third Lot-003 Block-001</td>
</tr>
<tr>
<td>Michael Schaber and Laura J Christie</td>
<td>1945 Park Rd</td>
<td>1945 Jessens Drive (29.038.0040) Section-29 Twp-106 Range-010 Golf Course Estates Third Lot-004 Block-001</td>
</tr>
</tbody>
</table>
Section (3) Effective Date. This ordinance shall become effective 30 days after its publication.

Adopted by the Council of the City of St. Charles, Minnesota this 25th day of February 2020.

____________________________
John Schaber, Mayor

Attest:
____________________________
Nick Koverman, City Administrator

First Reading:

Date: ________________

Ayes: ______________________
Nays: ______________________
Absent: ____________________
Abstain ____________________

Second Reading:

Date: ________________

Ayes: ______________________
Nays: ______________________
Absent: ____________________
Abstain ____________________

Published:
Date: ________________
Disclaimer: 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.
City of St. Charles
Resolution #08-2020


The Council of the City of St. Charles hereby resolves that:

1. The persons below named are hereby appointed Judges for the Presidential Nomination Primary Election on March 3, 2020; the Primary Election on August 11, 2020 and the General and Municipal Election on November 3, 2020. The judges appointed, the precinct and hours of voting are as follows:

   City-wide Precinct: Ward 1, Precinct 1
   Voting Place: St. Charles Community Center
               830 Whitewater Avenue
   Voting Time: 7:00 a.m. to 8:00 p.m.

   Name       Address
   Patricia Cox  272 Whitewater Avenue P.O. Box 362
   Janell Dahl   1549 Whitewater Avenue
   Aleshia Crouch  1554 Church Ave.
   Carol Davitt  1500 Oakview Drive
   John Gregoire  549 St. Charles Ave.
   Cindy Kahn    1361 Soppa Dr.
   Nick Koverman 110 Nicholas Dr. Lewiston, MN
   Janis Martin  1600 Bluff Ave.
   Bernie McNab  172 Pearson Dr.
   Sandra McNab  172 Pearson Dr.
   Charles Meyer 1507 Whispering Hills Drive
   Wendy Miller  997 East 15th St.
   Mary Polley   183 Northern Hills Drive
   Sid Polley    183 Northern Hills Drive
   George Schwoboda 1436 Sunset Drive
   Cassie Smith  513 Church Ave.
   Kris Slavin   926 East 15th Street
   Gene Steward  194 Northern Hills Drive
   Nancy Steward 194 Northern Hills Drive
   Jack Thoreson 831 Richland Ave.
   Sue Vermilya  301 Northern Hills Drive

Adopted this 11th day of February 2020 by the Council of the City of St. Charles, Minnesota.

__________________________________________
John Schaber, Mayor

Attest:

__________________________________________
Nick Koverman, Administrator
A Resolution Approving A One-Day Temporary Intoxicating Liquor License

WHEREAS, St. Charles Borromeo Church is submitting an application to the City of St. Charles in order to sell Intoxicating Liquor at the Church Building at 1900 East 6th Street on Saturday, February 22, 2020.

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

1. The Council of the City of St. Charles hereby approves the Intoxicating Liquor License submitted by the St. Charles Borromeo Church to the City of St. Charles.

Adopted by the Council of the City of St. Charles, Minnesota this 11th day of February, 2020.

__________________________
John Schaber, Mayor

Attest: _______________________________________
Nick Koverman, City Administrator
RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES VOLUNTEER
FIRE DEPARTMENT FROM THE ST. CHARLES FIRE RELIEF ASSOCIATION

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

WHEREAS, the St. Charles Volunteer Ambulance Association has received a donation in the
amount of $1,500.00 from Dover Township to be used by the St. Charles Volunteer Ambulance
Association for equipment and capital needs.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES,
MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts the
$1,500.00 donation from the St. Charles Volunteer Ambulance Association.

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

Adopted this 11th day of February, 2020 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Nick Koverman, City Administrator