



The City Council of the City of St. Charles welcomes you to a Special Meeting of Monday, February 24, 2020 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. Approval of the Agenda	
4. Notices and Communications –	
5. Review of Financials	
6. Ordinance #617 Renaming S Park Rd to Jessens Drive (2 <sup>nd</sup> Reading)	APPROVE
7. Resolution #14-2020 2-hour Parking Restriction 11 <sup>th</sup> -13 <sup>th</sup> Whitewater	APPROVE
8. Ordinance #618 Amending Language in the C-3 District (1 <sup>st</sup> Reading)	APPROVE
9. Resolution #12-2020 One-Day Liquor License-Library	APPROVE
10. Resolution #13-2020 Approving Capital Threshold for Capital Assets	APPROVE
11. Community Center Request-SEMMCHRA	APPROVE
12. Advertisement for Library Assistant-Temporary Part-time	APPROVE
13. Board of Appeals Date—April 15, 2020	APPROVE
14. Project Fine Annual Update	INFORMATION

**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**



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**MEMORANDUM for the CITY COUNCIL of St. Charles for  
Monday, February 24, 2020**

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- 6. Ordinance #617 Renaming South Park Rd to Jessens Drive (2<sup>nd</sup> Reading).** Please see the enclosed ordinance for consideration.
- 7. Resolution #14-2020 2-hour Parking Restriction 11<sup>th</sup>-13<sup>th</sup> Whitewater.** Enclosed is proposed resolution regarding the requested 2-hour parking restriction discussed previously.
- 8. Ordinance #618 Amending Language in the C-3 District (1<sup>st</sup> Reading).** Enclosed is proposed ordinance amendment highlighting changes to the C-3 Regional Commercial/Industrial District to allow for a change in height for free standing signs. The Planning & Zoning reviewed the request and recommended approval of the amendment.
- 9. Resolution #12-2020 One-Day Liquor License-Library Fundraiser.** Enclosed is a resolution for a one-day liquor license for the annual fundraiser.
- 10. Resolution #13-2020 Approving Capital Threshold for Capital Threshold for the City's Capital Assets.** A change to the Capital Asset Threshold was established in 2003 as part of the GASB 34 rules that states that those assets equaling \$3,000.00 or more will be capitalized. However, workpapers show that items valued between \$1,000.00 and \$2,999.00 are still be accounted for within the audit system. The proposed resolution may adopted in order to provide documentation stating this change in order to move forward.
- 11. Community Center Rental Request—SEMMCHRA.** Please see the attached request from our partners at the Southeast Minnesota Multi-County Housing and Redevelopment Authority to provide a class to local homebuyers.
- 12. Advertisement for Library Assistant-Temporary Part-time.** A request to advertise for a temporary part-time library assistant is enclosed for consideration in order to fill a vacancy.
- 13. Board of Appeals Date.** The Winona County Assessor's Office has provided a notice for the annual Board of Appeals date of April 15, 2020.
- 14. Project Fine Annual Update.** Fatima Said of Project Fine will be present to provide an update on the organization as a follow up to their annual event.

**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 2<sup>nd</sup> 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 if said East line were extended 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:

<u>Existing Street Name</u>	<u>Changed To</u>
1. South Park Road	Jessens Drive      As shown on Exhibit A
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).	Park Road      As shown on Exhibit B

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:

<u>Name</u>	<u>Old Address</u>	<u>New Address</u>
Jerry C and Amy J Berends	1921 Park Rd	1921 Jessens Drive (29.038.0010) Section-29 Twp-106 Range-010 Golf Course Estates Third Lot-001 Block-001
Mark A and Alissa J Maloney	1929 Park Rd	1929 Jessens Drive (29.038.0020) Section-29 Twp-106 Range-010 Golf Course Estates Third Lot-002 Block-001
St. Charles Golf Course Ent. Inc.	1937 Park Rd	1937 Jessens Drive (29.038.0030) Section-29 Twp-106 Range-010 Golf Course Estates Third Lot-003 Block-001
Michael Schaber and Laura J Christie	1945 Park Rd	1945 Jessens Drive (29.038.0040) Section-29 Twp-106 Range-010 Golf Course Estates Third Lot-004 Block-001

St. Charles Golf Course Ent Inc.            1920 Park Rd SE            1920 Jessens Drive (29.000.1910)  
Section-29 Twp-106 Range-010  
2.62 AC West 120 Acres NE ¼  
(annexation) Ex: Golf Course Estates  
2<sup>nd</sup> Ex: 59 acres (Whispering Greens  
Addition)

St. Charles Golf Course Ent. Inc.            1908 Park Rd            1908 Jessens Drive (Part of  
29.000.1910) Section-29 Twp-106  
Range-010 E 7 rods of North 55 rods of  
Lot 64 Limits of St Charles

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 24<sup>th</sup> day of February 2020.

\_\_\_\_\_  
**John Schaber, Mayor**

Attest: \_\_\_\_\_  
**Nick Koverman, City Administrator**

*First Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain \_\_\_\_\_

*Second Reading:*

Date: \_\_\_\_\_

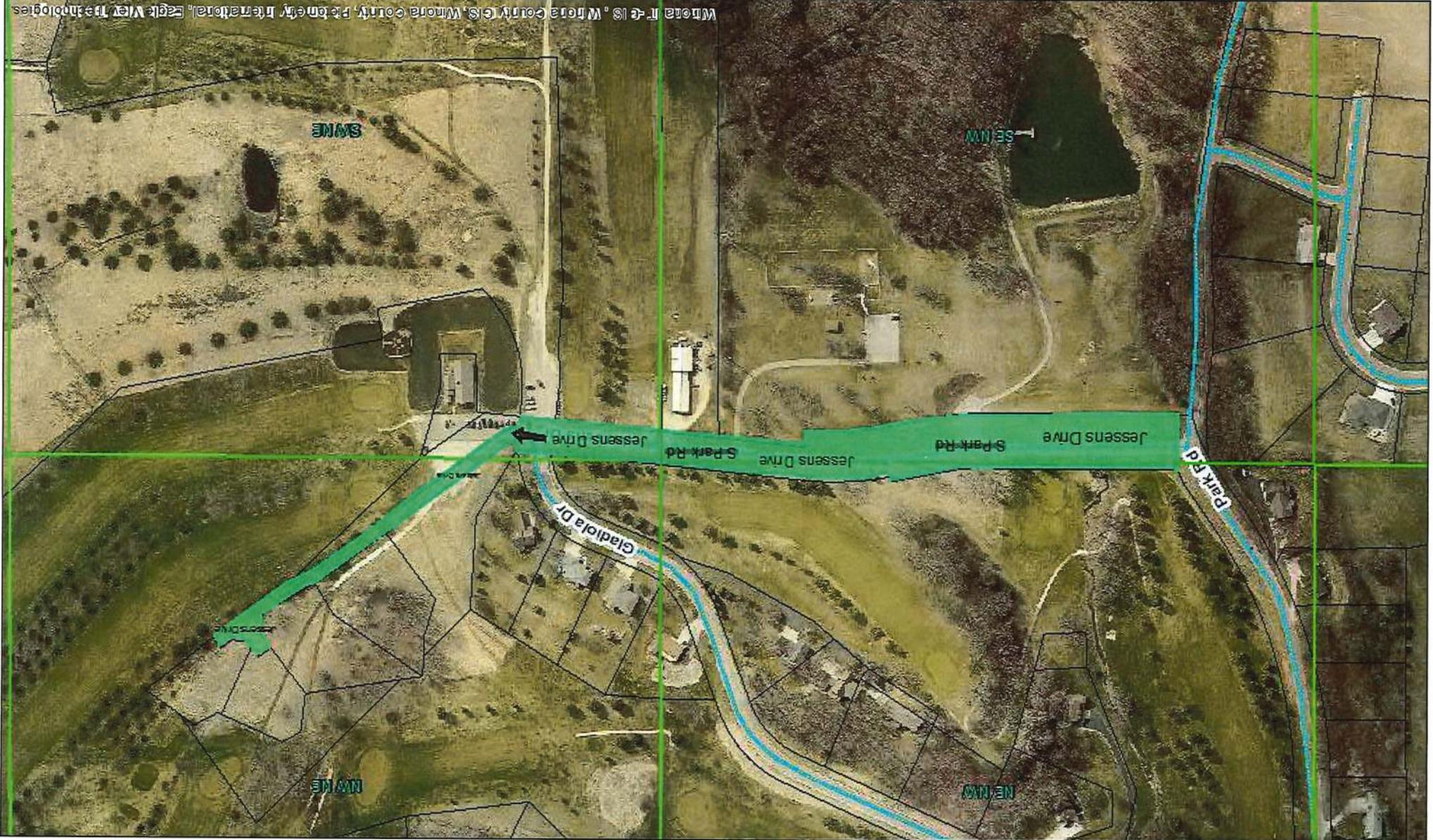
Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain \_\_\_\_\_

*Published:*

Date: \_\_\_\_\_

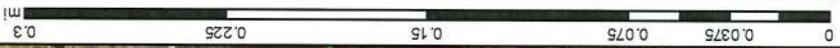
# Winona County Parcel Sketch

Exhibit A



Winona County GIS, Winona County, February International, Eagle View Technologies

Roads	
	City Streets
	US/State Highways
	Interstate
	County Road
	Township Roads
	Private Drives
	Other
	Parcels
	Lots
	Block
	Subdivisions
	Townships
	Sections
	Municipalities



Date created: 2/5/2020

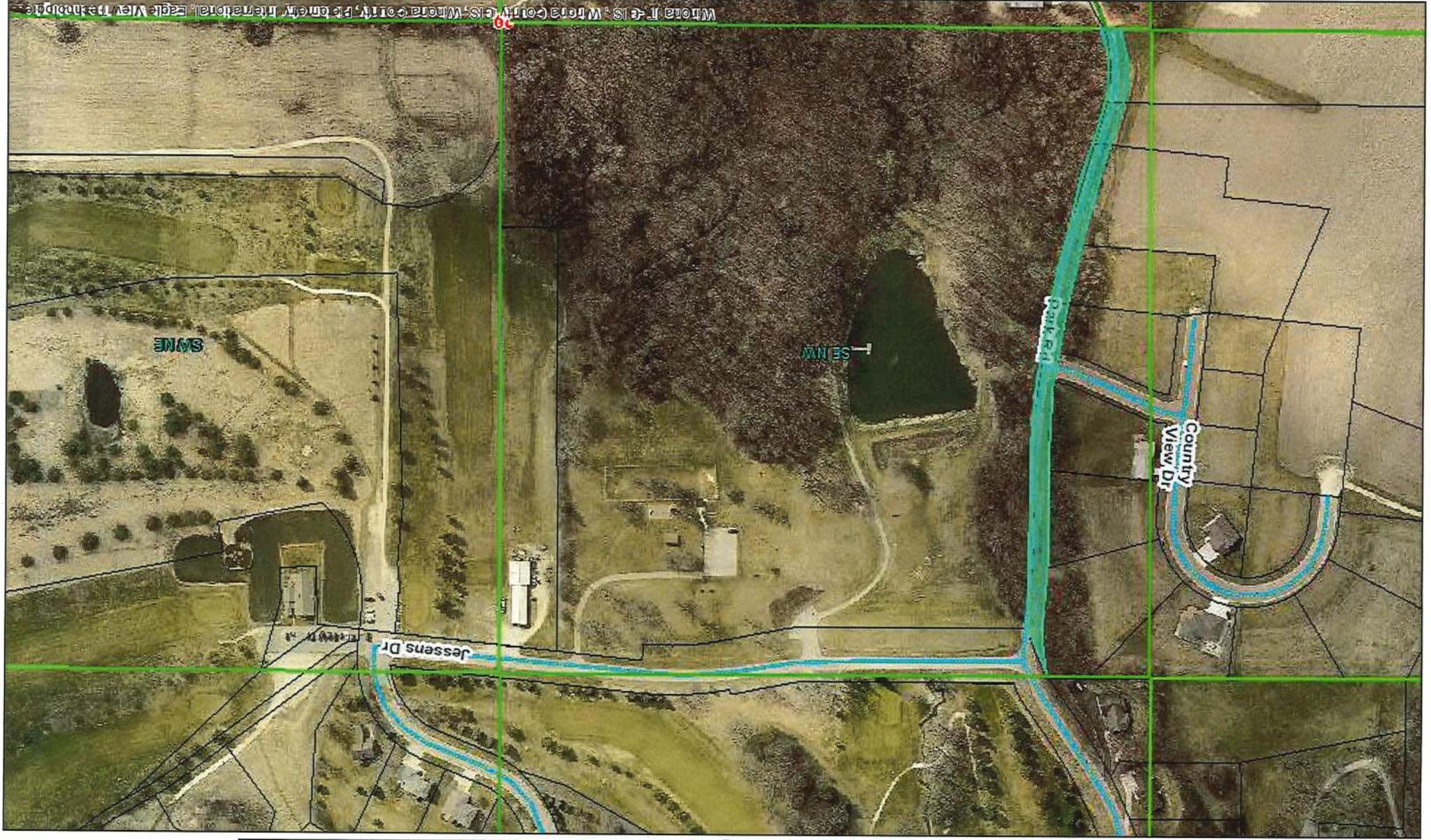
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Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

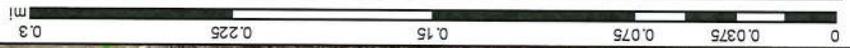
Disclaimer: This map is created from data contained in Winona County GIS and is for reference purposes only. While significant effort has been invested to depict boundary extents as accurately as possible per existing records, this map should not be considered a replacement for professional land survey.

# Winona County Parcel Sketch

Exhibit B



Roads	
	County Road
	Township Roads
	Interstate
	US/State Highways
	Private Drives
	City Streets
	Other
	Parcels
	Lots
	Block
	Townships
	Subdivisions
	Municipalities



Date created: 2/6/2020  
Time created: 1:44:11 PM  
Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

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, MINNESOTA  
CITY COUNCIL RESOLUTION #14-2020**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ST.  
CHARLES, MINNESOTA, APPROVING LIMITED TIME PARKING ZONES IN  
ST. CHARLES, MINNESOTA**

**WHEREAS,** The City of St. Charles (“City”) desires to establish limited parking zones in the downtown area along Whitewater Avenue in St. Charles, Minnesota; and

**WHEREAS,** City Code Section 70.03(A)(1) establishes that (1) the Council may by resolution designate certain areas where the right to park is limited during hours specified, and (2) that the Public Works Superintendent shall mark by appropriate signs each zone so designated; and

**WHEREAS,** City Code Section 70.03(A)(2) establishes that during the hours specified on the sign, no person shall park a vehicle in any limited parking zone for a period longer on said sign as indicated; and

**WHEREAS,** The City Council believes limited parking rules on Whitewater Avenue is appropriate to create more available parking spaces for downtown business and such parking restriction should read as follows:

1. Parking shall be prohibited for a period longer than 2 hours between 8:00 a.m. and 5:00 p.m. on Monday through Friday, on the following on Whitewater Avenue, both the easterly and westerly side of the street, from the north line of 11<sup>th</sup> Street to the south line of 13<sup>th</sup> Street.
2. That no re-parking shall be allowed by the same vehicle in this location, once the vehicle is moved, until after 5:00 p.m. on the date the vehicle was moved.
3. That one 15-minute parking space shall be established in front of the business known at the time of this Resolution as the St. Charles Bakery, and that said parking space shall be located on Whitewater Avenue, approximately 12 feet south of 12<sup>th</sup> Street, on the westerly side of the street, stretching a distance of approximately 20 feet (the size of one parking space).
4. That two 5-minute parking spaces shall be established in front of the business known at the time of this Resolution as the St. Charles Post Office, and that said parking space shall be located on Whitewater Avenue, approximately 8 feet south of 12<sup>th</sup> Street, on the easterly side of the street, stretching a distance of approximately 43 feet (the size of two parking spaces).

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL  
THAT:** The City Council hereby approves this resolution and authorizes and directs the Mayor

and City Administrator to direct the Public Works Superintendent to mark by appropriate signs on Whitewater Avenue, both the easterly and westerly side of the street, from the north line of 11<sup>th</sup> Street to the south line of 13<sup>th</sup> Street, that no parking be restricted as follows:

1. No parking shall be allowed on Monday through Friday from 8:00 a.m. to 5:00 p.m. for a period longer than two hours.
2. That no re-parking shall be allowed once a vehicle has been moved from a parking space until after 5:00 p.m. on the date that it is moved.

**BE IT FURTHER RESOLVED** that the City Council hereby approves this resolution and authorizes and directs the Mayor and City Administrator to direct the Public Works Superintendent to mark by appropriate signs on Whitewater Avenue as follows:

1. Parking shall be limited to 15 minutes in one single parking space in front of the St. Charles Bakery, and which more specifically shall be located on Whitewater Avenue, approximately 12 feet south of 12<sup>th</sup> Street, on the easterly side of the street, stretching a distance of approximately 20 feet (the size of one parking space).
2. Parking shall be limited to 5 minutes in two parking spaces in front of the St. Charles Post Office, and which more specifically shall be located on Whitewater Avenue, approximately 8 feet south of 12<sup>th</sup> Street, on the easterly side of the street, stretching a distance of approximately 43 feet (the size of two parking space).

**BE IT FURTHER RESOLVED** that the City Administrator has authority to direct the Public Works Superintendent to create language for the signs described herein, that effectuates the intent of this Resolution, and that the exact language of the signs be left to the discretion of the City Administrator.

**PASSED** by the City Council of the City of St. Charles on this 24th day of February, 2020.

\_\_\_\_\_  
**John Schaber, Mayor**

ATTEST:

\_\_\_\_\_  
**Nick Koverman, City Administrator**

VOTE:      \_\_\_ SCHABER    \_\_\_ BRAUN    \_\_\_ GETZ    \_\_\_ HILMER    \_\_\_ KRAMER



Justin Cyphers, D.C.  
The Connection; A Chiropractic Place  
1149 Whitewater Ave.  
St. Charles, MN 55972  
P: 507.932.8711

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November 5, 2019

Members of the City Council,

I am writing to you today to petition the city of St. Charles to consider a two-hour parking limit on the Whitewater Ave. business district. As an established business, we have noticed a marked increase in over night and all-day parking in front of our property. As we serve upwards of 50 patients per day, and growing, having curbside parking would be of great advantage to us. A large percentage of our patient load are senior citizens and young families. Not to mention the number of them in acute pain. It was suggested that we use the back parking for our patients. We are unable to do so for two reasons. The property does not belong to us and we need them to check in at the desk, which is at the front door.

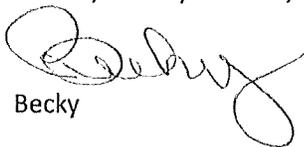
Before I approached Nick with my concerns on August 28<sup>th</sup>, I had gone down our block and spoken to the other business owners. They had all expressed the same frustration with the parking situation. There are currently five businesses that have a high turnover in customers and another will be soon added with the new coffee shop/bakery, so a timely solution would be beneficial to us all.

Nick has previously offered to contact the landlords of the buildings in which the "offenders" live. If he has, it has not improved. As it stands right now, they are well within their legal right to park on the street. That is also the reason why I decided not to approach any of them and appeal to their sense of fairness; I do not want this to be a battle of wills.

If the Council decides to move ahead with parking signs, you may want to consider adding snow removal stipulations to it and save the man hours putting up signs each time the state removes snow. I have absolutely no plans to police the parking in front of our business. I truly believe in the general goodness of people, and 99% will follow a posted street sign. My intention was never to cause trouble for renters or the citizens of St. Charles. I feel I have offered a solution that will help more than hinder the current businesses and the public that patronizes them.

Please feel free to contact me Monday-Thursday at 932-8711 [becky@theconnectionachiroplace.com](mailto:becky@theconnectionachiroplace.com) if you have any questions.

Thank you for your time,



Becky

**2**

**HOUR  
PARKING**

**MONDAY**

**THRU**

**FRIDAY**

**8AM - 5PM**

**CITY OF ST. CHARLES**

**ORDINANCE #618**

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING PORTIONS OF THE REGIONAL COMMERCIAL/INDUSTRIAL (C-3) ZONING DISTRICT**

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

Section 1. Title XV: Land Usage, Chapter 152: Zoning, Section 152.24 Districts of the City Code of St. Charles, Minnesota, be amended as follows:

*M (4) Sign regulations / Freestanding signs.*

*Freestanding signs.* A maximum of two detached signs are allowed on each lot. The maximum area of all freestanding sign faces for each lot shall be four hundred (400) square feet. One sign shall not exceed ~~forty-five~~ seventy-five (4575) feet in height and the second sign shall not exceed ~~fifteen~~ twenty-five (4525) feet in height above the average ground elevation at the building line. No portion of the sign shall extend within half of any required setback nearest a property line or street. Consolidation of signage is encouraged, and if two or more lots share a freestanding sign, the maximum surface shall be the sum of that allowed for each lot represented.

Section 2: This Ordinance shall take effect thirty days after its publication.

Adopted this 10th day of March, 2020 by the City Council of the City of St. Charles, Minnesota.

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**John Schaber, Mayor**

Attest:

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**Nick Koverman, City Administrator**

**Planning and Zoning Commission**  
**Thursday, February 13, 2020**  
**7:00 P.M.**  
**City Council Chambers**  
**Minutes**

**MEMBERS PRESENT:**

David Kramer  
J.D. Purl  
Wayne Getz  
Tim Jones

**MEMBERS ABSENT:**

Terry Jones  
Freddy Perez  
Jerel Mockenhaupt

**STAFF PRESENT:**

Andy Masterpole (SEH), City Administrator Nick Koverman.

**OTHERS IN ATTENDANCE:** None

**ESTABLISH QUORUM/CALL TO ORDER**

Quorum was established with Tim Jones calling the meeting to order at 7:00 p.m.

**APPROVAL of AGENDA:**

Motion to approve: **Wayne Getz**  
Seconded by: **David Kramer**  
No further discussion.  
Motion declared carried

**APPROVAL of MINUTES-November 7, 2019**

Motion to approve: **David Kramer**  
Seconded by: **JD Purl**  
No further discussion.  
Motion declared carried

**BUSINESS ITEMS:**

**4a. Public Hearing—C-3 Regional District Language Amendment.** Admin. Koverman first presented the request to amend the language within the C-3 Regional Commercial/Industrial District for freestanding signs within the district. Currently, guidelines restrict height of a freestanding sign to 45 feet and the second sign to 15 feet. Along with Andy Masterpole, Koverman relayed that when the district was designed in 2011, the heights were used as a guide and it was understood that perhaps a request may come in that may deviate from those requirements. In a previous sign request, the sign was allowed to go 55 feet tall because it was understood at the time that the City was working with Love's Travel Stops and that they had indicated their standard signage height would be 75 feet tall and 45 feet for a secondary sign. As a comparison, Koverman highlighted the 55 foot tall Sinclair sign and the 60 foot flagpole in front of city hall. Andy Masterpole had also reviewed the signage plan provided by Love's and commented that he did not see any additional concerns. Some conversation was held with respect to the site and how it would be used by Love's. No other questions were asked.

A motion to open the public hearing at 7:14 p.m. was moved.

Motion to approve: **David Kramer**  
Seconded by: **Wayne Getz**  
No further discussion.  
Motion carried.

Chairpersons Jones called for additional comment once, twice, three times. Hearing none, he called for a motion to close the public hearing at 7:15 p.m.

Motion to approve: **David Kramer**  
Second: **Wayne Getz**  
No further discussion.  
Motion carried.

**4b. Ordinance #\_\_ Amending C-3 Regional District Language.** Chairperson Jones called for a motion to recommend approval of the ordinance to the City Council as presented.  
Motion to approve: **David Kramer**  
Second: **JD Purl**  
No further discussion.  
Motion carried.

**4c. Updates.** Admin. Koverman and Andy Masterpole briefly highlighted an upcoming request for a Conditional Use permit for a use of the former Envirolastech building and that it would be scheduled for March 5.

Motion to adjourn at 7:34 p.m.: **Wayne Getz**  
Seconded by: **JD Purl**  
No further discussion.  
Motion carried.

**City of St. Charles  
Resolution #12-2020**

**A Resolution Approving A  
One-Day 3.2 Malt Liquor License**

**WHEREAS**, the St. Charles Public Library is submitting an application to the City of St. Charles in order to sell 3.2 Malt Liquor at 125 W. 11<sup>th</sup> Street on Saturday, April 18, 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 3.2 Malt License submitted by the St. Charles Public Library to the City of St. Charles.

Adopted by the Council of the City of St. Charles, Minnesota this 24th day of February, 2020.

\_\_\_\_\_  
**John Schaber, Mayor**

Attest: \_\_\_\_\_  
**Nick Koverman, City Administrator**

**City of St. Charles**  
**Resolution #13-2020**

**A Resolution Approving the Capitalization Threshold for the City's Capital Assets**

**WHEREAS**, there exists some ambiguity regarding the official Capitalization Threshold utilized by the City of St. Charles for capitalizing capital assets. In 2003, GASB (Governmental Auditing Standards Board) 34 was to be implemented, with the goal being to properly account for infrastructure and capital assets using a uniform method. Governmental entities are allowed to set their capitalization thresholds as they deem appropriate for their entity. Per audit reports dating back to 2005, the Capitalization threshold has been reported as assets valued at \$3,000.00 or more. Further, the Capital Asset workpapers maintained by Smith Schafer contain 174 assets valued between \$1,000 and \$2,999. The total value of these 174 assets is \$317,936. The purpose of this resolution is to remove the ambiguity surrounding the capitalization threshold.

**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 setting the capitalization threshold for capital assets at \$3,000.00.

Adopted by the Council of the City of St. Charles, Minnesota this 24th day of February, 2020.

\_\_\_\_\_  
**John Schaber, Mayor**

Attest: \_\_\_\_\_  
**Nick Koverman, City Administrator**

February 20, 2020

Dear City Council and Mayor,

SEMMCHRA offers Homebuyer Education, Counseling and Training services. We were recently funded for our first round in late 2019. We are in the process of setting up our schedule for the remainder of 2020, and we would like to hold a class in St. Charles on May 19<sup>th</sup> and 21<sup>st</sup> in the evening. The class, Home Stretch, is required for households/individuals who are purchasing a home. Home Stretch is required for a variety of loan products.

We are requesting a reduced or eliminated rental fee of the community center, so that we can offer a class in the St. Charles.

If you have any questions or need additional information, please feel free to contact me.

Thank you.

Karen DuCharme

**Karen DuCharme**, Administrative Development Director  
Southeastern Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA)  
134 East Second Street | Wabasha, MN 55981  
651.565.2638, ext. 213 | fax: 651.565.3836 | cell: 608.406.0344 | [www.semmchra.org](http://www.semmchra.org)

CITY OF ST. CHARLES-Library Assistant (Temporary Part-time). The City of St. Charles will be accepting applications for a temporary part-time library assistant until noon Friday, March 13, 2020. The position is for approximately 10 hours per week and the starting salary will be \$17.02 hour with a possibility for a long-term appointment. Minimum qualifications are a GED or high school diploma with 1 year customer service experience. Must will available for daytime hours including Saturdays. For applicant eligibility requirements, a complete job description and application, either stop by City Hall, 830 Whitewater Avenue, St. Charles, Minnesota, or call 507-932-3020. You may also go online for an application at [www.stcharlesmn.org](http://www.stcharlesmn.org). The City of St. Charles is an Equal Opportunity Employer.

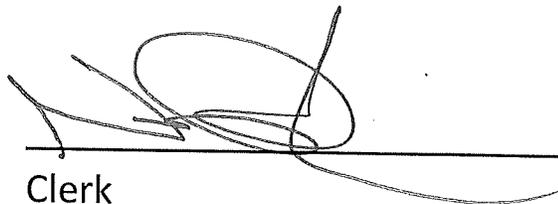
## ASSESSMENT NOTICE

This may affect your 2021 property taxes.

NOTICE IS HEREBY GIVEN that the Board of Appeal & Equalization for the **City of St. Charles**, Winona County, Minnesota, will meet on **Wednesday the 15th day of April, 2020 at 7:00 p.m.** at the St. Charles City Hall. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact your assessor's office to discuss your concerns. If you disagree with the valuation or classification after discussing it with your assessor, you may appear before the local Board of Appeal and Equalization. The board will review your assessments and may make corrections as needed. Generally, you must appeal to the local board before appealing to the county board of Appeal and Equalization.

Given under my hand this 10<sup>th</sup> day of February 2020.



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Clerk