



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, January 12, 2021 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. January 12, 2021 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-December 8, 2020	
-December 22, 202	
5. January Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank	
7d. Library Board Report, David Kramer	
7e. Park Board, Dave Braun	
7f. School Board, John Steffel	
7g. EDA, Wayne Getz	
8. HBC Presentation—Dan Pecarina (CEO)	INFORMATION
9. Resolution #01-2021 Accepting and Awarding Water Tower Bids	APPROVE
10. Resolution #02-2021 Reimbursement Resolution	APPROVE
11. 2020 Pay Equity Report	APPROVE
12. 2021 SEMCAC-Conservation Improvement Program (CIP)	APPROVE
13. EDA-Eric Omdahl	APPROVE
14. 2021 Winter Park & Rec. Brochure	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.

ADJOURNMENT

Please Note: Some or all councilmembers may participate by telephone or other electronic means as permitted through Minn. Stat. 13D.021. To attend the conference call please dial 1-320-460-1726 and the conference ID: 412 683 142#



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, January 12, 2021**

8. HBC Presentation—Dan Pecarina (CEO). Dan Pecarina, CEO for HBC, will be present to highlight the discussions and final decision related to recent changes to service programming. He will also provide Council with an update on the upgrade to the previous item of outdated equipment related to service reliability.

9. Resolution #01-2021 Accepting and Awarding Water Tower Bids. Please see the enclosed resolution for accepting and awarding the bids for the 2021 water tower project. Daren Sikkink of WHKS will join via Teams to answer any questions.

10. Resolution #02-2021 Reimbursement Resolution. Through discussion with Mike Bubany, the proposed resolution is included for consideration. While Mr. Bubany has slated the proposed water tower project to be paid for in cash, it was the suggestion that adopting the resolution would provide the city with the option of future bonding if down the road, it is determined that having cash reserves is a better course of action. The resolution does not commit the Council to anything but allows greater flexibility in the event of unforeseen circumstances.

11. 2020 Pay Equity Report. Please see the enclosed Request For Council Action memo regarding the 2020 Pay Equity Report.

12. 2021 SEMCAC-Conservation Improvement Program (CIP). Please see the enclosed 2021 SEMCAC contract for consideration for the implementation of the CIP programming dollars as mandated.

13. EDA-Eric Omdahl. The EDA met Friday, January 8, 2021 to review the application of Eric Omdahl and recommended approval of the appointment.

14. 2021 Winter Park & Rec Brochure. Please see the enclosed brochure that was approved at the Park Board on January 4, 2021.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, December 8, 2020 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Councilmen:

Mayor John Schaber

Dave Braun (via phone)

Craig Hilmer (via phone)

Wayne Getz

David Kramer (via phone)

Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.

STAFF PRESENT: Kyle Karger (Public Works Director) and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Karen Ducharme (SEMMCHRA), Bill Spitzer, Brian Todd (Post Bulletin), John Steffel (councilmember elect), and Jill Veerkamp (St. Charles Press). All guests were in attendance via teleconference.

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: **Craig Hilmer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

4. Meeting Minutes

November 10, 2020

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion declared carried.

November 12, 2020

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion

Motion declared carried.

November 24, 2020

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion

Motion declared carried.

5. December Payables. No questions were asked.

Motion to approve: **Wayne Getz**
Roll call was taken and all voted in favor.
No further discussion.
Motion declared carried.

6. Notices and communications: Admin. Koverman relayed that the engagement letter for the 2020 Audit with Smith Schafer & Associates had been signed and that Council members should receive a letter over the next several weeks.

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

8. 2021 Truth In Taxation. City Accountant Melissa Krusmark presented the annual 2020 Truth in Taxation presentation highlighting the sources and uses for the upcoming 2021 budget. No questions were asked and the Council thanked Mrs. Krusmark for her presentation. Clm. Kramer expressed that he would like to see some of the comparison information featured either on the website or in a newsletter as it highlighted the work that current and past councils had done to keep taxes low.

9. SEMMCHRA Small Cities Development Program Requirements. Karen Ducharme with the Southeast Minnesota Multi-County Housing and Redevelopment Authority presented the packet of information required for acceptance into the Small Cities Development program. She highlighted the 16 items along with four resolutions (#41-2020 SCDP Administrative Contract, #42-2020 SCDP Excessive Force (Civil Rights), #43-2020 SCDP Anti-Displacement, and #44-2020 SCDP Authorization/Release of Funds. A motion and second was required to approve items 1-12, 16, along with the four resolutions as presented of 41-2020, 42-2020, 43-2020, and 44-2020 to fulfill the requirement for the federal criteria. A motion was made to that effect.

Motion to approve: **David Kramer**
Seconded by: **Wayne Getz**
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

10. Library Director Recommendation. Admin. Koverman presented a memo regarding the recommendation of Jill Veerkamp as the next library director. He reviewed the educational and work experience qualifications as well as the reasoning of some of the interview committee members. The committee recommended Jill Veerkamp to start December 28, 2020 at the second step of the city's BPS scale or \$48,612.20 annually. No other questions were asked and a motion to approve the recommendation of the library board was moved.

Motion to approve: **Dave Braun**
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

11. Ordinance #627 Amending Sewer Rates (2nd Reading). Mayor Schaber presented the second reading of the ordinance. He called for any questions or comments. Hearing none, he called for a motion to approve the second reading. A motion was moved to approved Ordinance #627 as presented.

Motion to approve: **Craig Hilmer**
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

12. Ordinance #628 Amending Water Rates (2nd Reading). Mayor Schaber presented the second reading of the ordinance. He called for any questions or comments. Hearing none, he called for a motion to approve the second reading. A motion was moved to approved Ordinance #628 as presented.

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

13. Resolution #40-2020 Gas and Diesel Award. Mayor Schaber reviewed the resolution that awards the gas bid to Kwik Trip and the diesel bid to Whitewater Travel Plaza. A motion to accept the resolution as presented was made.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

14. Ordinance #629 Admin Fines and Fees (1st Reading). Admin. Koverman reviewed the annual fines and fees schedule and highlighted the changes included with the ordinance. Minor changes included costs to water meters, service charge for water provided to contractors for projects, a \$25.00 fee for a proposed exterior work permit that will include review of property lines/easements, fences, etc. Koverman relayed that a form would be brought back later in 2021. Hearing no questions, a motion was made to approve the first reading as presented.

Motion to approve: **Craig Hilmer**

Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

15. P&Z, Library, EDA, and Park Board Appointments. Admin. Koverman presented a list of appointments to city boards that included Jerel Mockenhaupt and J.D. Purl (2nd terms—P&Z); Sue Nelson (2 yr), Fred Gruber (3yr), Mara Sherk (3 yr)—Library; Magda Mueller (3 yr), Justine Reinhardt and Eric Manley (2nd terms)—Park Board; Ryan Grobe (6 yr)—EDA; and Orv Dahl (2nd term)—PW Board.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

16. Request for Council Action—Hiring two Fire positions. Admin. Koverman relayed that the St. Charles Fire Department recommended the hiring of Tim Moran and Ryan Degnan to the department. A motion was moved to approve the request.

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

17. I-90 Water Tower Display. Mayor Schaber relayed that two proposals were included in the council packet for consideration and added that additional concepts had been received for consideration as well. Mayor Schaber expressed that he would like to see a few concepts put together and then put it to the people either through a survey monkey or some other form. Clm. Hilmer agreed adding that he wanted to make sure it was done well as it would represent the community for a while. Clm. Kramer expressed concern around using Survey Monkey as he understands that it can be manipulated. He suggested the formation of a committee to compile and review designs and requested that former mayor Bill Spitzer serve as the chair of the committee as he brought forth some potential ideas. Mr. Spitzer who was present virtually agreed to the appointment. Mayor Schaber asked if Director Karger would be willing to be on the committee. He agreed. Mayor Schaber asked if anyone else was interested, but that he felt no more than five for the committee. The consensus was to remain at three members. Mayor Schaber then reiterated the direction of the committee to gain Council consensus stating that the committee would come up with two or three designs, seek citizen input, and then come back sometime in January with a recommendation. He asked for Council input and hearing no further comments, he asked for a motion for the committee to come up with two or three option, find a way to get the citizens involved, and then bring back the recommendation to the Council sometime in January.

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

Unscheduled Public Appearances. Bill Spitzer thanked the Council for consideration of the suggestions he provided and relayed it would be an honor to take part on the committee.

18. CLOSED Session—Labor Negotiations Strategy pursuant to Minn. Stat. 13D.03. Mayor Schaber read the script highlighting the reason for the closed session and called for a motion to close the meeting pursuant to the statute. A motion was moved to close at 6:39 p.m.

Motion to close: **Craig Hilmer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

Those present included all Councilmembers and Admin. Koverman.

A motion was called to open the closed session at 6:51 p.m.

Motion to open: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

No action was taken.

Motion to adjourn at 6:52 p.m.: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Nick Koverman, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, December 22, 2020 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Councilmen:

Mayor John Schaber

Dave Braun (via phone)

Craig Hilmer

Wayne Getz

David Kramer (via phone)

Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.

STAFF PRESENT: Ken Frank (Chief of Police) and Nick Koverman (City Administrator)

OTHERS PRESENT: Mike Bubany (David Drown & Associates), Dr. Ben Bernard (St. Charles High School Principal), Ron Ganrude (Winona County Sheriff), John Steffel (Councilmember-elect) and Jill Veerkamp (St. Charles Press-via phone).

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: Addition 16). January 4, 2020 Council meeting.

Motion to approve the agenda.

Motion to approve: **Craig Hilmer**

Roll call was taken, all voted in favor.

No further discussion.

Motion carried.

4. Notices and Communications. Admin. Koverman related that water tower bids were received and are being reviewed by WHKS and will be presented at the January 12 meeting.

5. Review of Financials: No questions were asked.

Motion to approve: **Wayne Getz**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

6. Recommendation – Chief of Police. Admin. Koverman briefly highlighted the information and recommendation from the Council memo for the hiring of Jose Pelaez, who has been with the department since 2008, was promoted to Sergeant in 2015, brings two AA degrees, and Bachelors in Criminal Justice, and will receive his Masters in Emergency Management and Homeland Security in the Spring of 2021. Koverman highlighted a few of his accomplishments since taking a leadership role with the department. He then called on St. Charles High School Principal Dr. Ben Bernard, Winona County Sheriff Ron Ganrude, and St. Charles Chief of Police Ken Frank to offer any additional comments. Dr. Bernard began by thanking Chief Frank for his service expressing that he has appreciated him, his level-headedness, and partnership. He expressed that he has worked with Officer Pelaez and that he would feel comfortable having him in the schools and serving as the Chief of Police. Winona County Sheriff Ganrude also stated his thanks to Chief Frank and the close working relationship they have had over the last 7 years. He then relayed that he feels confident that Sgt. Pelaez would do an outstanding job and cited his time with Winona County as a Sheriff and that he would hire him back. As a resident, he feels he will do a great job for the

community. Chief Ken Frank thanked the two for their kind words. Chief Frank relayed that Sgt. Pelaez has demonstrated his desire and intention to serve as the next Chief over the last several years and that his dedication to the community is outstanding and that he highly recommends Sgt. Pelaez and looks forward to the transitioning process. Clm. Hilmer who also served on the committee expressed his support of the recommendation as well. Mayor Schaber relayed that the recommendation to hire Sgt. Pelaez would be for the third step versus the second as indicated in the packet given updated information and comparisons. A motion was made to approve the recommendation to promote Sgt. Jose Pelaez to Chief of Police starting February 1, 2021 at the third step.

Motion to approve: **Craig Hilmer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

7. Public Hearing—1. Street Reconstruction Plan/Bond 2. Bike Path/Sidewalk Tax Abatement Plan.

A motion was made to open the public hearing for considerations of the two plans at 6:08 p.m.

Motion to approve: **Dave Braun**

Seconded by: **Craig Hilmer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

Mayor Schaber called on Mike Bubany of David Drown & Associates. Mike Bubany talked about the three potential projects as the Street Reconstruction, the Bikepath/sidewalk plan, and the industrial park. Historically, St. Charles has not individually assessed properties for large projects like this, but rather bonds and levies it across the entire city. He outlined the reasoning for completion of the plan, the statutory authority that the city was levying as part of the plans and the debt limits. He relayed that the city total debt capacity was approximately \$8.8 million and that the net debt capacity was about \$6.2 million. The purpose of the hearing, he relayed, was that a petition could be filed by 5 percent of the votes cast in last general election, if it was believed that the city should not move forward with adopting the plan. He relayed that this process and hearing was not authorizing any bonding, but rather accepting the plan and providing the formal mechanism so that when bids are received the Council could in fact move forward with no more than the approved amounts. The timing of petition is 30 days, he relayed. If a petition is received, it would then move forward to a special election held by the community. Bubany also outlined the reasoning for the abatement process for the sidewalks/trails. He stated that the city utilized the same mechanism in 2005 when the first street/sidewalk/trail project was conducted. The abatement will be levied the same as any other levy across the entire city, despite the listing of individual parcels. He relayed it was merely a paper exercise. He asked Council if they had any questions. Hearing none, Mayor Schaber reiterated that the Council was simply authorizing to put the mechanism in place so that when bids are received, the Council can determine the next step, and if it proves to the communities benefit, they would be able to choose a path from that standpoint.

Mayor Schaber then asked if there were any other questions/comments/concerns and called for comment once, twice, three times. Hearing none, he called for a motion to close the public hearing at 6:25 p.m.

Motion to approve: **Wayne Getz**

Seconded by: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

8. Resolution #47-2020 Adopting Street Reconstruction Plan. Clm. Getz relayed that with Mr. Bubany's help the city has a working plan that the Council can lean toward. Clm. Kramer thanked Mr. Bubany for his time explaining the process and the trust that he has built through his information. A motion was made to approve resolution #47-2020 as presented.

Motion to approve: **Wayne Getz**

Seconded by: **Dave Braun**

Roll call was taken, all voted in favor.

No further discussion.
Motion declared carried.

9. Resolution #48-2020 Adopting Abatement Plan for Bike/Sidewalk Plan. A motion was made to approve the resolution as presented.

Motion to approve: **Craig Hilmer**

Seconded by: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

10 Ordinance #629 Admin Fines and Fees (2nd Reading). Mayor Schaber asked for any comments regarding the second reading. Hearing none, he called for a motion to approve. The motion was made to approve the second reading of Ordinance #629.

Motion to approve: **Craig Hilmer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

11. 2021 LELS and IBEW Labor Contracts. Admin. Koverman relayed that following the direction of the Council, staff continued discussion and the final agreements are in place for the 2021 year. The two union labor groups settled and the non-union staff finalized the 1-year agreement at 2.5 percent cost of living adjustment. It was recommended to approve the final agreements. A motion was made to approve the LELS and IBEW final 2021 agreements.

Motion to approve: **Wayne Getz**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

12. Establishing the 2021 Base Pay Structure (BPS). Mayor Schaber asked for any questions regarding the 2021 Base Pay Structure that was originally part of the 2018 contract, but now updated for the 2021 contract year. Hearing none, he called for a motion to approve. The motion was made to approve the proposed 2021 BPS scale.

Motion to approve: **Dave Braun**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

13. Resolution #45-2020 Approving Final Levy Collectible 2021. Mayor Schaber presented the resolution, a motion was made to approve the resolution as presented.

Motion to approve: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

14. Resolution #46-2020 Establishing 2021 Budget. Mayor Schaber presented the resolution, a motion was made to approve the resolution as presented.

Motion to approve: **Wayne Getz**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

15. St. Charles Fire Department Officer Elections. Jared Hutsell and Mike Ellsworth were nominated as training officer and 2nd Assistant respectively. A motion was made to approve the recommendation as presented.

Motion to approve: **Dave Braun**

Roll call was taken, all voted in favor.
No further discussion.
Motion declared carried.

16. January 4, 2021 Council meeting. Mayor Schaber relayed that the first Council meeting of the year would be held on Monday, January 4, 2021 and asked if the 5 p.m. usual time was acceptable. A motion was made to approve the meeting date and time.

Motion to approve: **David Kramer**
Roll call was taken, all voted in favor.
No further discussion.
Motion declared carried.

Unscheduled Public Appearances. None.
Motion to adjourn at 6:32 p.m.: **Wayne Getz**
Roll call was taken, and all voted in favor.
No further discussion.
Motion carried.

ATTEST

John Schaber, Mayor

Nick Koverman, City Administrator

Nick Koverman

From: Fatima Said <FSaid@co.winona.mn.us>
Sent: Tuesday, January 5, 2021 2:48 PM
Subject: Project FINE Annual Report 2/16/2021 @ 5:30pm

Dear Friends,

I hope you can join us for our Annual Report to the Community!



Project FINE

2020 Annual Report to the Community

*In celebration of our partnership and achievements during
the past year, our Board of Directors and staff invite you to
join us for our Annual Report to the Community*

***Tuesday, February 16, 2021 at 5:30pm
via Zoom: <http://bit.ly/PFWinona>***

We would love to know if you're
planning to join us - please RSVP
to info@projectfine.org or
507-452-4100



Fatima Said



City Administrator's Report—December 2020

Nov. 30/Dec. 1—Conducted Library Director Interviews in the evening. Prepared recommendation from Library Interview Committee to submit and present to the Library Board. Sent correspondence to additional candidates.

Dec. 7—Library/Park Board meeting.

Dec. 8—Council.

Dec. 9—Met with Councilmember elect John Steffel to review general city operations, discuss budget and upcoming street proposals/project.

Dec. 14—Conducted interviews for Police Chief with interview panel. Prior to interviews, conducted scoring and correspondence to various candidates regarding interviews or denials.

Dec. 15—Met with Verizon reps virtually to discuss phone options and utilizing our existing service.

Dec. 16—Virtually attended the bid opening for the proposed 2021 water tower project along with Public Works Director Kyle Karger. Attended the public policy meeting of the Southeast Minnesota League of Municipalities as the board set the direction for the 2021 legislative session.

Dec. 17—Met with Jill Veerkamp to review city information prior to Ms. Veerkamp coming on board on the 28th of December.

Dec. 22—Council.

Dec. 29—Staff conducted end of year safety training through MMUA.

Dec. 31—Conducted end of year close.

2021 1st Quarter projects

-Auditors will be conducting pre-audit work first week of January. The majority of staff time will be devoted to taking part in trainings and planning for crossover of new software for February/March. With new utility billing software, we will discontinue the use of SmartHR as the system can also help in the payroll function.

PUBLIC WORKS REPORT – December 2020

- Utility locates; hung Christmas decorations; moved old siren pole from old water tower hill to I-90 Industrial park; rubber goods testing; removing ash trees from boulevards and four parks; installed new underground and rebuild over head service at east 14th street; got equipment ready to plow; installed new street light at 742 bluff ave; 320 sweat water new temps electrical service; installed new secondary to I90 siren; seeded outside of solar farm with wildflowers and grass seeded new ballfield in Sherwood park.
- Cleaned up rental digger diver / bucket from Mi-Energy; 419 East 14th St disconnected and reconnected house service for maintenance; emptied police garage for new flooring; hauling scrap metal and wire to junk yard; MMUA safety meeting at shop; pallets and wooden spool to burn pile; removed tree from power lines at 1300 Wabasha ave; plowing and sanding streets; manhole patching on west 5th street; replaced 213 east 4th house service; and cleaned all snow plowing vehicles.
- Working on electrical inventory for auditors and stock replacements power plant office; yearly pollution control paperwork; power outage complaint 1336 Wabasha needed electrician; Wabasha house fire to pull electric meter; ordered electric material; detach meter socket 1500 bluff ave; installed new LED light 1207 Whispering Hills Dr; trimmed tree on Wabasha Ave; repairing on rental bucket truck; repair street sweeper; work on City ice rink; install street signs; pot hole repairs.
- Shouldering with class 2 rock – west ave; repair chain saws; repairs on skid loader; work on street truck; working on yearly water inventory; hauled PPE from Ace and Jon's to City Hall; Installed curb markers at City hall; water samples; check water tower bubblers and heat tape; checked for leak at 104 Lawrence lane; replaced bad water meters; hauled compost to Braun's pit; finals for city hall; read water and electric meters for city hall; flushed and overflowed whispering hills tower because air bubble complaint; picked up new water and park trucks in winona changed chlorine cylinders.
- Crew burnt a lot of vacation and comp time before end of year plus holidays

Sincerely,
Kyle Karger, Director of Public Works

PARK BOARD
MINUTES
Monday, January 4th, 2021
7:00 pm

MEMBERS PRESENT:

Kyle Glover, Justine Reinhardt, Eric Manley, Magda Mueller, Dave Braun, Heath Sanders, Jeremy Delger, Gina Lange & Nick Koverman.

MEMBERS ABSENT:

Jarett Schiebel.

AGENDA:

The Board approved the January 4th, 2021 Agenda on a motion by H. Sanders, seconded by K. Glover. Motion declared & carried.

DECEMBER MINUTES:

The Board approved the December 7th, 2021 Minutes on a motion by E. Manley, seconded by J. Delger. Motion declared & carried.

PARK ACTIVITIES:

R. Schaber reported that the Ice Rink & the Sliding Hill are now open & have been very busy.

RECREATION ACTIVITIES:

R. Schaber reported that the Winter Programs will start on Saturday, January 9th, 2021.

2020-21 WINTER PROGRAMS:

R. Schaber presented an updated Winter Programs Brochure. R. Schaber stated that these new dates are still subject to change & are based on when the school facilities will be available. See attached sheets.

2020 POOL REPORT:

R. Schaber presented the 2020 Pool Report. The Board approved the report on a motion by J. Delger, seconded by H. Sanders. Motion declared & carried. See attached sheet.

2020 RECREATION REPORT:

R. Schaber presented the 2020 Recreation Report. The Board approved the report on a motion by G. Lange, seconded by E. Manley. Motion declared & carried. See attached sheet.

2021 YOUTH BASEBALL & SOFTBALL SEASON:

R. Schaber gave an update on the 2021 programs. The Baseball/Softball Board will meet at 6pm on Monday, February 8th to discuss some possible changes. The Board will review this topic at the next meeting.

NEW OUTREACH PROGRAM FOR THE HISPANIC COMMUNITY:

New Park Board Member Magda Mueller reported that she has some ideas for getting our info to the Hispanic Community for our Park/Rec Programs. M. Mueller stated that she would be willing to translate the Winter Brochure & would then assist on getting that info to the families. R. Schaber stated that he will work with M. Mueller & the school district to get the new info out to the families. The Board will revisit this topic at the next meeting.

ADJOURNMENT:

Motion to adjourn by H. Sanders seconded by G. Lange. Motion declared & carried. The meeting adjourned at 7:35 pm.

**City of St. Charles
Resolution #01-2021**

**A RESOLUTION ACCEPTING
AND AWARDING 2021 CHATTANOOGA WATER TOWER**

WHEREAS, pursuant to request for quotes for the Municipal Capital Expenditure for the 2021 Chattanooga Water Tower project, bids were received, opened, and tabulated, and the following were received complying with the request:

<u>Bidder</u>	<u>Alternate A Bid</u>	<u>Alternate B Bid</u>
Maguire Iron, Inc.	\$806,800.00 (2021) \$15,000.00 (#A1 paint)	\$786,800.00 (2022) \$15,000.00 (#A1 paint)
Caldwell Tanks, Inc.	\$987,000.00 (2021) \$10,000.00 (#A1 paint)	\$977,000.00 (2022) \$10,000.00 (#A1 paint)
Phoenix Fabricators	\$1,310,837.00 (2021) \$12,899.00 (#A1 paint)	\$1,000,019.00 (2022) \$12,899.00 (#A1 paint)

WHEREAS, upon tabulation of the quotes with respect to the specifications, it appears that Maguire Iron, Inc. is the lowest responsible bidder that meets the required specifications.

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

1. The Mayor and the City Administrator are authorized and directed to enter into a contract with Mcquire Iron, Inc. for the 2021 water tower project in the amount of \$806,800.00 (Alternate A) with the #A1 paint option for \$15,000.00.

Adopted by the Council of the City of St. Charles, Minnesota this 12th day of January, 2021.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

WHKS & Co.

Letting Date: December 16, 2020, 2:00 PM

WHKS Project No: 9160

2020 Chattanooga Water Tower				Maguire Iron, Inc. P.O. Box 1446 Sioux Falls, SD 57101		Caldwell Tanks, Inc. 4000 Tower Road Louisville, KY 40219		Phoenix Fabricators 182 South CR 900 E. Avon, IN 46123	
St. Charles, MN									
Line No.	ITEM	QUANTITY		UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
1	Alternate A Bid (Completion Date November 19, 2021)	1	L.S.	\$806,800.00	\$806,800.00	\$987,000.00	\$987,000.00	\$1,310,837.00	\$1,310,837.00
2	Alternate A Optional Addition #A1 HydroFlon Painting System Upgrade	1	L.S.	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$12,900.00	\$12,900.00
3	Alternate B Bid (Completion Date September 30, 2022)	1	L.S.	\$786,800.00	\$786,800.00	\$977,000.00	\$977,000.00	\$1,000,019.00	\$1,000,019.00
4	Alternate B Optional Addition #B1 HydroFlon Painting System Upgrade	1	L.S.	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$12,899.00	\$12,899.00

Nick Koverman

From: Mike Bubany <Mike@daviddrown.com>
Sent: Monday, January 4, 2021 3:38 PM
To: Nick Koverman
Subject: RE: water tower bid acceptance
Attachments: Reimbursement Resolution.doc

Hi Nick,

Really nothing. However, to be safe you might consider having Council adopt a "Reimbursement Resolution"....see attached. It is a resolution that allows you to issue tax exempt debt later (up to 18 months after the work is done) if you decide using cash was a bad idea. I just like having that authority in case something unforeseen comes up. This resolution commits you to nothing....it simply preserves the ability to issue tax exempt debt for a period of time. We could issue debt later without this resolution, but if we did rates would have to be taxable (i.e. higher). So, my only thought is you adopt this resolution and just file it away even though we are 99.99999999999999% certain cash is our option. Make sense?

If you choose to do it, two things:

1. Fill in a dollar amount where highlighted.
2. Send it back to me completed if it is passed.

Thank you!

Mike Bubany

From: Nick Koverman <NKoverman@StCharlesmn.org>
Sent: Monday, January 4, 2021 2:05 PM
To: Mike Bubany <Mike@daviddrown.com>
Subject: water tower bid acceptance

Mike,

Happy 2021! We are tentatively set to accept and award the bids for the 2021 or 2022 water project at next week's council. Given that we didn't see a huge savings with the alternate bid of starting in 2022, I am guessing Council will move forward with the project in 2021.

Being that we will look to pay cash, I assume there isn't anything that you need me to do along with accepting the bids? If there is, please let me know.

Appreciate your time.

Nick

**City of St. Charles
RESOLUTION #02-2021**

**RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

BE IT RESOLVED by the City Council (the "Council") of the City of St. Charles, Minnesota (the "City"), as follows:

1. Recitals.
 - (a) The Internal Revenue Service has issued final Treasury Regulations Section 1.103-18 (the "Regulations") dealing with reimbursement bond proceeds, which would include those proceeds of the City's bonds to be used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.
 - (b) The Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of subsequent borrowings, that such declaration generally be made on or before the date the expenditure is actually paid, that the bonding occur and the reimbursement allocation be made from the proceeds of such bonds within one year of the payment of the expenditure (or not later than one year after the project is placed in service, if that is a longer period), and that the expenditure be a capital expenditure.
 - (c) The City desires to comply with the Regulations and to establish certain procedures relating thereto.
 - (d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.
2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have made an official declaration of its reasonable intention (hereinafter referred to as the "Official Intent Declaration" or the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequent bonds or other borrowings. The Council hereby authorizes the City Administrator to make the City's Official Intent Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:
 - (a) Each Declaration shall be made on or before the date the City pays the applicable project cost and shall state that the City reasonably intends and expects to reimburse itself for the expenditure with proceeds of a borrowing. Each Declaration may be made substantially in the form of the "Declaration of Official Intent" which is attached to and made a part of this Resolution.
 - (b) Each Declaration shall specifically contain the following statement: "This Declaration is a declaration of official intent under Treasury Regulations Section 1.103-18.11
 - (c) Each Declaration shall and is hereby declared to be made and filed in the publicly available official books, records, or proceedings of the City, which shall be reasonably available for public inspection at City Hall during normal business hours of the City on every business day during the period beginning on the earlier of 10 days after the making of the Declaration or the date of issuance of the reimbursement bonds and ending on the day after the issuance of such bonds.
 - (d) Each Declaration shall, at a minimum, contain a general functional description of the property, project, or program for which the expenditure to be reimbursed is paid or, in the alternative, shall identify the particular fund or

account of the City from which the expenditure to be reimbursed is paid, including a description of the general functional purpose of that fund or account.

- (e) Each Declaration shall also contain a statement of the maximum principal amount of debt expected to be issued for the subject project.
- (f) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect that it will ultimately issue reimbursement bonds to provide long-term financing for the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the city concerning the requirements of the Regulations in general and their application in particular circumstances. It is the Council's intention that Declarations not be made (i) when available funds of the City have been or are reasonably expected to be dedicated or otherwise reserved to fund on a long-term basis the particular expenditures involved or (ii) when it is not reasonably expected that reimbursement bonding will occur.
- (g) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Official Intent Declarations, including recommendations on the timing of the issuance of such bonds so that the "reimbursement allocation" described in the Regulations and in paragraph 3 below can be made within the 1 year time limits prescribed in the Regulations.
- (h) This Resolution shall supplement and amend all prior determinations and policies adopted by the City in regard to complying with the Regulations, as initially proposed, and in the event of any inconsistency between the terms provided in this Resolution and said prior determinations or policies, the provisions of this Resolution shall govern.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of reimbursement bond proceeds to reimburse the source of temporary financing used by the City to make payment of the prior expenditure. Each allocation shall be evidenced by an entry on the official books or records of the City maintained for such reimbursement bonds; shall specifically identify the actual prior expenditure being reimbursed or, in the case of the reimbursement of a particular fund or account, the fund or account from which the expenditure was paid; and shall be effective to relieve the bond proceeds involved from any restriction under the bond resolution or other relevant legal documents for those bonds and under any applicable state statute applicable to unspent proceeds of such bond issue.

Adopted this 12th day of January 2021 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

Declaration of Official Intent

The undersigned, being the duly appointed and acting City Administrator of the City of St. Charles, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.103-18 (the "Regulations") under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the governing body of the City, the City Council, to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City. This Declaration is a declaration of official intent under Treasury Regulations Section 1.103-18.
- 2A. The property, project, or program to which this Declaration relates is generally and functionally described as follows:

2021 WATER TOWER PROJECT

- 2B. The specific fund or account of the City from which the expenditure to be reimbursed will be paid, and the general functional purpose of that fund or account, are as follows:

WATER FUND

3. The maximum principal amount of the debt expected to be issued by the City for the purpose of reimbursing the expenditures to which this Declaration relates (the "Expenditures") is on the date hereof reasonably estimated to be \$ [REDACTED] Each of the Expenditures is (or would be with a proper election) a capital expenditure under federal tax law principles, as described in the Regulations.
4. The City intends and reasonably expects to reimburse itself for the payment of the Expenditures out of the proceeds of a borrowing (the "Bonds") to be made by the City after the date of payment of the Expenditures.
5. As of the date hereof, there are no sources of City funds which have been or are reasonably expected to be allocated or available on a long-term basis, reserved, or otherwise set aside to provide permanent financing for the Expenditures, other than pursuant to the subsequent issuance of the Bonds. On the basis on the foregoing, the statements and certifications contained in this Declaration are believed to be reasonable and accurate, and this Declaration is believed to be consistent with the City's budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof, all within the meaning and content of the Regulations.
6. This Declaration is and shall remain a part of the publicly available official books, records, or proceedings of the City and shall be continuously available for inspection by the general public at City Hall during regular City hours for a period ending not earlier than the day after the issuance of the Bonds.

IN WITNESS WHEREOF, the undersigned has executed this Declaration and placed it on file in the official City records this 12th day of January, 2021

City Administrator
City of St. Charles, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Administrator of the City of St. Charles, Minnesota, hereby certifies the following:

The foregoing is a true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular or special meeting of the Council held on Tuesday, January 12, 2021. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Councilmember _____ moved the adoption of the Resolution, which motion was seconded by Councilmember _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Administrator of the City of St. Charles, Minnesota, this 12th day of January 2021.

Nick Koverman, City Administrator
City of St. Charles, Minnesota

**Request for City Council Action**

Date: January 4, 2021

Requested Council Date: January 12, 2021

Originating Department: Administration

Council Action Requested: Approve 2020 Pay Equity Report

Background Information: As explained through the Minnesota Management and Budget (MMB) Department's website, "State law requires all public jurisdictions such as cities, counties, and school districts to eliminate any gender-based wage inequities in compensation and submit reports to MMB every 3 years.

What does pay equity mean?

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

It is important to remember that pay equity laws in Minnesota address only gender-based wage disparities and not all types of wage disparities. Pay equity does not replace collective bargaining and does not address all compensation issues.

Part of the 2018 salary comparison study conducted by Flaherty & Hood was designed to help address any potential disparities.

It is recommended to approve the attached report, which demonstrates the city is in compliance, for final submission due January 31, 2021.



Compliance Report

Jurisdiction: St. Charles
830 Whitewater Avenue

Report Year: 2021
Case: 2 - MMB Data Upload (Shared
(Jur and MMB))

St. Charles, MN 55972

Contact: Nick Koverman

Phone: (507) 932-3020

E-Mail: nkoverman@stcharles
mn.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	11	5	0	16
# Employees	19	7	0	26
Avg. Max Monthly Pay per employee	5677.22	4517.91		5365.10

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 106.0606 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	4	2
b. # Below Predicted Pay	7	3
c. TOTAL	11	5
d. % Below Predicted Pay (b divided by c = d)	63.64	60.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 24	Value of T = -0.539
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -24

b. Avg. diff. in pay from predicted pay for female jobs = 20

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 4.00

B. Avg. # of years to max salary for female jobs = 4.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)



Job Class Data Entry Verification List

Case: MMB Data Upload

St. Charles

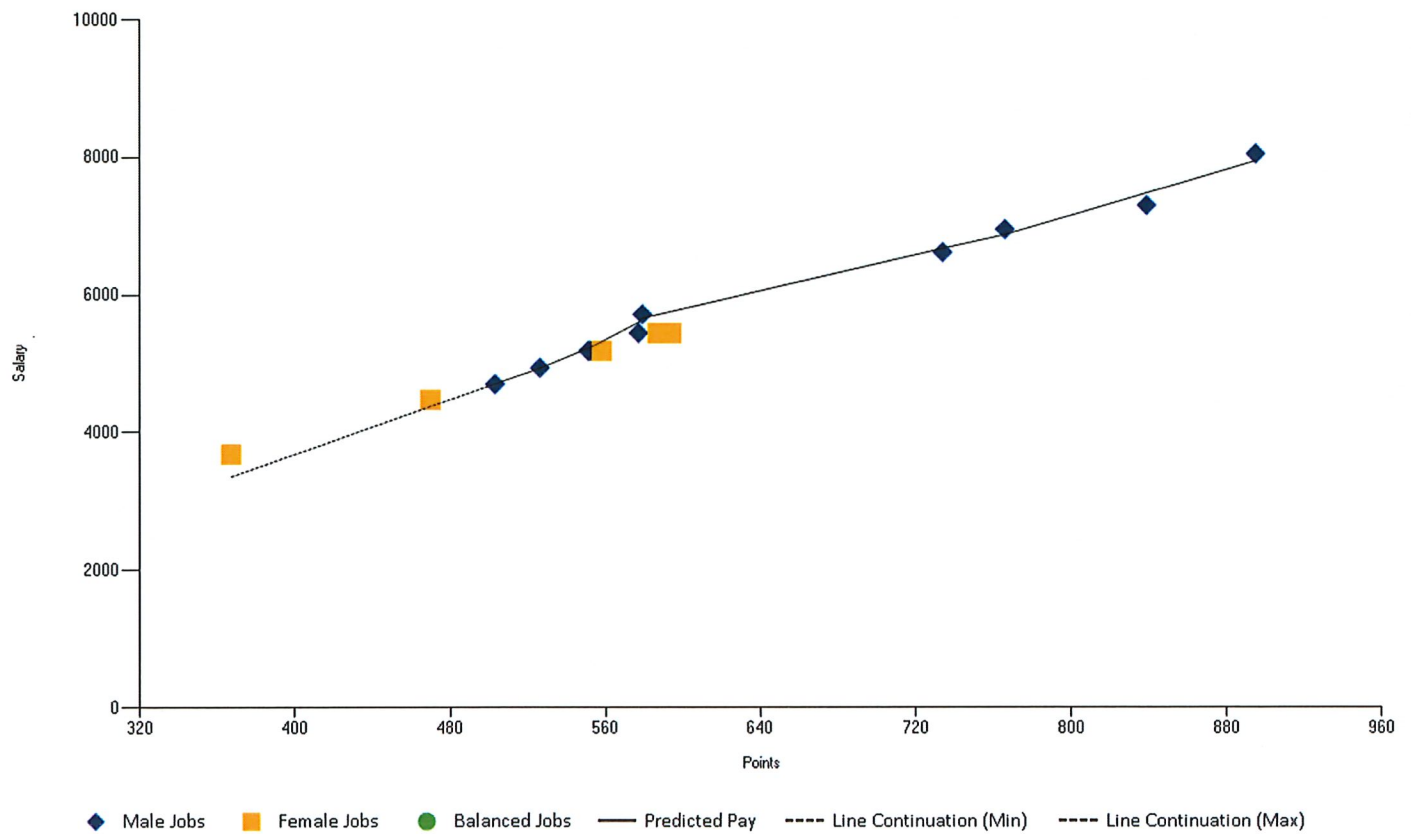
LGID: 1278

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Library Assistant	0	3	0	F	367	2949.61	3687.01	4.00	0.00	
2	Customer Service Specialist	0	1	0	F	470	3585.26	4481.58	4.00	0.00	
3	Public Works Maintenance Work	1	0	0	M	503	3764.53	4705.66	4.00	0.00	
4	Journeyman Lineworker/ Mainten	1	0	0	M	526	3952.75	4940.94	4.00	0.00	
5	Street Superintendent	1	0	0	M	551	4150.39	5187.99	4.00	0.00	
6	Water Superintendent	1	0	0	M	551	4150.39	5187.99	4.00	0.00	
7	Police Officer	7	0	0	M	552	4150.39	5187.99	4.00	0.00	
8	Deputy Clerk	0	1	0	F	558	4150.39	5187.99	4.00	0.00	
9	Police Sergeant	1	0	0	M	577	4357.91	5447.39	4.00	0.00	
10	Journeyman Lineworker	3	0	0	M	579	4357.91	5719.78	4.00	0.00	
11	Library Director	0	1	0	F	587	4357.91	5447.39	4.00	0.00	
12	Accountant	0	1	0	F	594	4357.91	5447.39	4.00	0.00	
13	Park/Recreation Director	1	0	0	M	734	5297.07	6621.33	4.00	0.00	
14	Police Chief	1	0	0	M	766	5561.92	6952.40	4.00	0.00	
15	Director of Public Works	1	0	0	M	839	5840.02	7300.02	4.00	0.00	
16	City Administrator	1	0	0	M	895	6438.62	8048.27	4.00	0.00	

Job Number Count: 16

Predicted Pay Report for: St. Charles

Case: MMB Data Upload





Predicted Pay Report for: St. Charles

Case: MMB Data Upload

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Library Assistant	0	3	0	3	Female	367	3687.0100	3356.9102	330.0998
2	Customer Service Specialist	0	1	0	1	Female	470	4481.5800	4378.4548	103.1252
3	Public Works Maintenance Work	1	0	0	1	Male	503	4705.6600	4709.1138	-3.4538
4	Journeyman Lineworker/ Mainten	1	0	0	1	Male	526	4940.9400	4933.8755	7.0645
5	Street Superintendent	1	0	0	1	Male	551	5187.9900	5224.0327	-36.0427
6	Water Superintendent	1	0	0	1	Male	551	5187.9900	5224.0327	-36.0427
7	Police Officer	7	0	0	7	Male	552	5187.9900	5237.3464	-49.3564
8	Deputy Clerk	0	1	0	1	Female	558	5187.9900	5309.2981	-121.3081
9	Police Sergeant	1	0	0	1	Male	577	5447.3900	5601.7960	-154.4060
10	Journeyman Lineworker	3	0	0	3	Male	579	5719.7800	5663.5507	56.2293
11	Library Director	0	1	0	1	Female	587	5447.3900	5803.6552	-356.2652
12	Accountant	0	1	0	1	Female	594	5447.3900	5926.1889	-478.7989
13	Park/Recreation Director	1	0	0	1	Male	734	6621.3300	6676.1286	-54.7986
14	Police Chief	1	0	0	1	Male	766	6952.4000	6873.5812	78.8188
15	Director of Public Works	1	0	0	1	Male	839	7300.0200	7480.5839	-180.5639
16	City Administrator	1	0	0	1	Male	895	8048.2700	7946.1093	102.1607

Job Number Count: 16



Posting date:

Jurisdiction Name:

NOTICE TO POST

2021 Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report must be submitted by January 31, 2021.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

(local contact person's name, address, telephone)

For more information about the state pay equity law, you may contact the Pay Equity Office at:

pay.equity@state.mn.us

Pay Equity Office
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

**City of St. Charles Conservation Improvement Program
For
Low-Income Participants**

This Agreement is between Semcac, a Community Action Agency and the City of St. Charles Electric Utility, a municipal electric company ("Company") that offers the Conservation Improvement Program (CIP) funding through its utility to assist with conservation of the energy source offered by Company.

WITNESSETH:

WHEREAS, Semcac is a non-profit agency in the business of providing energy efficiency services to low-income residents of Minnesota; and the City of St. Charles Electric Utility.

WHEREAS, Semcac performs Weatherization services for low-income customers in Company's service territory; and replaces existing inefficient room air conditioners, and/or refrigerators, clothes washers, and light emitting diode (LED) bulbs with new ENERGY STAR[®] rated appliances where needed.

WHEREAS, the Company and Semcac desire to contract for the performance of certain appliance replacement services in Minnesota by Semcac, as specified in Article I set forth below, and upon the terms and conditions of this Agreement (the "Services").

NOW THEREFORE, for the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

ARTICLES

I. Scope of Work

A. Introduction

Semcac will carry out the work described in Article I.C. Participants in Company's Low-Income Program must receive their electric utility service exclusively from the Company and must meet the low-income eligibility as defined in the current Department of Energy State Plan ("State Plan") submitted by the State of Minnesota.

All Services will be in compliance with Federal Regulation 10 CFR 440 and any other applicable local, state and federal laws, rules or regulations. Semcac warrants and represents to the Company that the Services provided will be performed by qualified and competent personnel in accordance with industry practice and the high standards of care and practice appropriate to the nature of the Services rendered, that the equipment supplied will meet the equipment and other specifications provided herein or by the Company, and the Services will be fit for the particular purpose intended by the Company, and be free from defects. Semcac will document all Services performed hereunder according to data collection requirements described in Article I.D.

B. Consumer Selection and Participation

1. Qualifying customers:

Qualifying low-income customers must reside in an owner-occupied residence or occupy a rental property and own the appliances.

2. The suggested order of ranking:

- a. Owner-occupied residence
- b. Consumers with highest electrical usage
- c. Senior citizens over the age of 60
- d. Handicapped consumers
- e. Families with children under the age of six
- f. Renters that own the appliances

Semcac will use its best efforts to prioritize those homes in the order they appear on the priority list; beginning with the top-ranked home, inasmuch as is feasible and practical in Semcac's reasonable judgment.

Semcac will also use its best efforts to prioritize by the following rank/order appliances to be replaced within the home when more than one Energy Efficiency Measure (EEM) is replaced:

- a. Light Emitting Diode (LED) bulbs
- b. Refrigerators
- c. Room air conditioners
- d. Clothes washers

C. Energy Efficiency Measures to be implemented

Semcac will ensure that the following Energy Efficiency Measures ("EEMs") will be added to the Services performed, where applicable, feasible and allowed by the consumer. The Company will fund the cost of performing or installing these EEMs according to Article II of this Agreement.

a. Light Emitting Diode (LED) bulbs will be given to eligible participants who 1) receive electricity from the Company and 2) agree to have the LED installed in high usage areas (minimum average usage of 3 hours/day). Semcac will contact the Company or the Company to make arrangements for pick-up or delivery of the ENERGY STAR qualified LEDs to be installed at the consumer's residence before purchasing them from a local distributor. The existing incandescent lights will be removed and properly recycled. This service will be done with the consumer's knowledge.

b. Refrigerator Replacement (EEM)

A refrigerator will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working refrigerator removed and properly recycled by a contractor, and 3) agree to have the new refrigerator professionally installed by a contractor. Semcac will work with a local contractor to obtain the best price for an ENERGY STAR rated refrigerator to be installed at the consumer's residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. This service will be done with the consumer's knowledge.

c. Room Air Conditioner (RAC) Replacement (EEM)

A room air conditioner will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working room air conditioner(s) removed and properly recycled by a contractor, and 3) agree to have the equipment professionally installed by a contractor. Semcac will work with a local contractor to obtain the best price for an ENERGY STAR room air conditioner to be installed at the consumer's residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. Up to two room air conditioners will be replaced per household. This service will be done with the consumer's knowledge.

d. Clothes Washer Replacement (EEM)

A clothes washer will be given to eligible participants who 1) receive electricity from the Company, 2) agree to have their old, working clothes washer removed and properly recycled by a contractor, and 3) agree to have the new clothes washer professionally installed by a contractor. Semcac will work with a local distributor to obtain the best price for an ENERGY STAR rated and Consortium for Energy Efficiency (CEE) Tier 3 model clothes washer to be placed in the consumer's residence. The existing unit will be removed and properly recycled by the contractor for the agreed purchase price. This service will be done with the consumer's knowledge.

e. Eligible Weatherization Activities. The weatherization work under this program will be in accordance with the applicable federal and state guidelines for site-built houses and mobile homes in effect from time to time during this Agreement. Only work deemed cost-effective under the guidelines is to be performed. MMBTU savings are required for each energy conservation measure.

The following weatherization measures are eligible UW Activities:

- a. Hot water pipe insulation
- b. Wall insulation
- c. Attic insulation
- d. Foundation insulation

- f. Rim joist insulation
- g. Air Infiltration reduction
- h. Mechanical replacements (central home heating equipment, water heater replacement, set back thermostats)
- i. Pressure balancing of floor, belly, and foundation measures (insulate tuck-under garages, foundations, crawl spaces, and rim joist areas)
- j. Water heating improvements (low flow showerhead, faucet aerators, pipe wrap, temperature set back, drain water heat recovery unit)
- k. Glass/window replacement if cost effective and if prime (existing) window(s) are not repairable**

Use Minnesota Department of Commerce Approved Tool. A standardized National Energy Audit Tool (NEAT), Mobile Home Energy Audit (MHEA), currently known as the Weatherization Assistant (WA) is required for each selected dwelling to identify specific direct-impact weatherization measures to be installed. An MMBTU savings is required for all energy conservation measures.

D. Data Collection

Semcac will provide the data necessary to evaluate the annual energy saved, the peak demand reduced, and the cost to obtain those savings and reductions. This will include all receipts/purchase orders of the measures/equipment paid for by Semcac and those paid for by the Company. Semcac will provide survey data of homes with potential appliances to be replaced in the future. Semcac will supply reasonable requests for data from the Company in a reasonable time.

Existing appliances should be a minimum of ten (10) years old and in working condition to qualify for replacement, and be recycled in compliance with all environmental regulations. Semcac will provide replacement appliance age(s) to confirm that old equipment qualifies for replacement. Auditor will have the discretion whether old appliances are to be replaced based on a) visual observation of the particular unit, b) the model number of the appliance, c) use of National Energy Audit Tool (NEAT) software or d) data-logger.

II. Compensation

A. The Company will fund according to Table A below for the period from January 1, 2021 to December 31, 2021. **Semcac will verify funds are available prior to proceeding with the project.**

Table A

Member Utility	Budget
St. Charles Public Utility	\$3,100

Attention: Nick Koverman 830 Whitewater Avenue St. Charles, MN 55972	
--	--

- a. There is a maximum of five (5) EEM measures per customer.
- b. Member utility cost to be itemized to show administrative charges, equipment cost, recycling/disposal fee, and other costs.
- c. Administration fees to be a \$50 minimum and not to exceed 15% of Member utility cost for each customer.
- d. Semcac to provide description of Services performed and measures installed.
- e. Funding not to exceed budgeted amount per utility without prior approval by Member utility.
- f. Semcac to administer all transactions including purchase of appliances.

B. Energy Efficiency Measure Requirements

1. Light Emitting Diode (LED) bulbs Requirements:

- a. ENERGY STAR rated LED bulbs to be placed in **high usage** areas of owner-occupied residence (minimum average usage of 3 hours/day.)
- b. Replace and recycle a minimum of four (4) and maximum of ten (10) incandescent light bulbs. Replacement wattage is typically as follows:

Incandescent Bulbs	Minimum Light Output	Light Emitting Diodes (LED)
Watts	Lumens	Watts
40	450	4-5
60	800	6-8
75	1100	9-13
100	1600	16-20
150	2600	25-25

- c. Contact the Company to make arrangements for pick-up or delivery of LEDs before purchasing LEDs from local distributor.
- d. Maximum \$7 per LED, not to exceed actual purchase price, up to a maximum amount of \$70 per household (maximum 10 LEDs).

$$\begin{aligned}\text{Annual Energy Savings} &= \text{LED Wattage} \times 3 \times 840 \text{ hours/year} \\ \text{Annual Bill Reduction} &= \text{Annual Energy Savings} \times \$0.12/\text{kWh}\end{aligned}$$

Savings Example:

ENERGY STAR LED:

Incandescent Bulb:

$$\frac{3 \times 20 \text{ Watts} \times 840 \text{ hours/year}}{1000}$$

$$= 50 \text{ kWh} \times \$0.12/\text{kWh}$$

$$= \$6.00/\text{year cost to operate}$$

$$\frac{3 \times 100 \text{ Watts} \times 840 \text{ hours/year}}{1000}$$

$$= 252 \text{ kWh} \times \$0.12/\text{kWh}$$

$$= \$30.24/\text{year cost to operate}$$

Savings: \$24.24/year or 202 kWh

2. Refrigerator Requirements:

- a. Replacement of refrigerator, for owner-occupied residences or renters that own the appliances, that are at least ten (10) years old and in working condition.
- b. New refrigerator must be ENERGY STAR rated of equal or lesser size.
- c. Replaced refrigerator must be recycled in compliance with all environmental regulations.
- d. \$800 maximum amount for refrigerator replacement including administrative charges, appliance cost, recycling fee, and other costs. Maximum amount may only be exceeded with written approval by Company.

Annual Energy Savings: 372 kWh

Annual Bill Reduction: 372 kWh x \$0.10/kWh = \$37.20

(Data Source: MN Department of Commerce – Division of Energy Resources)

3. Room Air Conditioner (RAC) Requirements:

- a. Replacement room air conditioners must be for owner-occupied residences or renters that own the appliances.
- b. Old room air conditioner must be at least 10 years old and in working condition.
- c. New room air conditioners must be ENERGY STAR rated.
- d. Limit of two room air conditioners will be replaced per household.
- e. \$500 maximum amount for each room air conditioner replacement including administrative charges, equipment cost, recycling fee and other costs. Maximum amount may only be exceeded with written approval by the Company.
- f. Replaced RAC must be recycled in compliance with all environmental regulations.

RAC w/louvered sides Energy Savings: 90 kWh

Annual Bill Reduction: 90 kWh x \$0.10/kWh = \$9.00

RAC w/o louvered sides Energy Savings: 68 kWh

Annual Bill Reduction: 68 kWh x \$0.10/kWh = \$6.80

(Data Sources: MN Department of Commerce – Division of Energy Resources)

5. Clothes Washer Requirements:

- a. Replacement of clothes washer must be for owner-occupied residences or renters that own the appliances.
- b. Old clothes washer must be at least ten (10) years old and in working condition.
- c. New clothes washer must be ENERGY STAR rated and a Consortium for Energy Efficiency (CEE) Tier 3 model. The list is updated monthly and can be found at <http://www.cee1.org/resid/seha/rwsh/rwsh-main.php3>.
- d. \$800 maximum amount for each CEE Tier 3 clothes washer replacement including administrative charges, appliance cost, recycling/disposal fee and other costs. Maximum amount may only be exceeded with written approval by the Company.
- e. Use Appendix A for referencing serial numbers of major appliance brands to determine ages.

CEE Tier 3

(Annual Water Savings = 6,542 gallons)

Energy Savings (with gas water heater): **105 kWh**

Annual Bill Reduction = 105 kWh x \$0.10/kWh = \$10.50

Energy Savings (with electric water heater): **272 kWh**

Annual Bill Reduction = 272 kWh x \$0.10/kWh = \$27.20

(Data Source: MN Department of Commerce – Division of Energy Resources)

C. Method of Payment

The Company will “forward-fund” Semcac the annual amount (\$3,100.00) and receive monthly invoices itemizing materials, labor and supplies used on the Project. Copies of receipts/purchase orders will also be provided to verify the costs of the Services actually completed. Each invoice will itemize any applicable sales and/or use taxes. **Invoices, receipts/purchase orders and data collection reports will be sent to the Company’s contact person in Table A.** any unused Company funds will be returned to the Company no later than December 31, 2020. The last invoices, receipts/purchase orders and data collection reports must be received by the Company no later than December 16, 2021.

D. Right to Audit

The Company has the right to review, audit and verify any information connected with this Agreement at Semcac’s regular place of business during normal business

hours. Member utility has the right to conduct on-site inspections to verify Services performed and measures installed.

III. Termination

This Agreement will terminate on December 31, 2021; however, all Parties have the right to terminate this Agreement upon thirty (30) days written notice if Semcac's performance is not satisfactory to Company, or if the Company and Semcac are unable to agree on amendments to the Agreement. Upon notice of termination Semcac will not begin work on any additional homes and will confer with Company as to the status of homes currently receiving Services. Semcac will bill the Company after the in-progress Services have been completed.

IV. Indemnification

Semcac, for itself and the parties Semcac contracts with, agrees to assume all risk of loss and to defend, indemnify and hold the Company, its officers, employees and agents harmless against any and all claims, liabilities, damages, losses, costs or expenses of whatever nature or character for all injuries or damage of any type to any person or property, including injuries or damage of third parties or employees of both parties and employees of or the parties Semcac contracts with pursuant to this Agreement, occasioned wholly or in part by any act or omission of Semcac, and the parties Semcac contracts with pursuant to this Agreement or of anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, resulting from or arising out of the referred Services, or any of the activities of Semcac, and the parties Semcac contracts with pursuant to this Agreement, whether or not such injuries or damage are occasioned in part by Company, its officers, employees or agents.

V. Insurance

Semcac will provide and maintain Public Liability and Property Damage Insurance so as to provide protection and indemnification against any and all such claims or suits in connection with the Services performed pursuant to this Agreement. Upon request, Semcac will furnish to the Company certificates issued by insurance companies showing policies carried and the coverage limits. Coverage must be in accordance with *Minnesota Statutes* Chapter 466 and to the extent of other statutory law (i.e. Workers' Compensation).

VI. Independent Contractor

Semcac agrees that it is an independent contractor and will be at all times solely responsible for itself, as well as its employees, agents, and subcontractors as to workmanship, accidents, injuries, wages, supervision and control. The Company

will exercise only limited supervision of the Services in order to keep itself informed as to the progress thereof. This Agreement may not be altered in any manner so as to change the relationship of Semcac from that of independent contractor or to alter Semcac's responsibilities, except as required under Article II.F.

VII. Laws

This Agreement will be governed by the laws of the State of Minnesota and venue will be in Winona County, Minnesota. Contractor's obligation to perform under this Agreement will remain in effect during the resolution of disputes.

VIII. Amendments

This Agreement contains the entire understanding between the parties and any amendments/waivers must be in writing and signed by both parties. Semcac would like to hold this contract with any/all utilities companies that wish to partner with Semcac and amendments can be done per job when needed.

Semcac

Doug Grout
Executive Director

Date

City of St. Charles

John Schaber
Mayor

Date

Nick Koverman
City Administrator

Date

APPENDIX A

General Electric Appliances

This information is provided to assist in finding the *manufacturing date* of GE (USA) built appliances. GE makes Hotpoint, GE and the American RCA.

The date code is in the letters on your serial number.

Example serial number: LT221102

LT221102 - **L** = month - June

LT221102 - **T** = year 1986 or 1998

LT was built June 1998 or June 1986

Date codes - First letter is the month and the second letter is the year.

A = January D = February F = March G = April H = May L = June M = July R = August S = Sept. T = Oct. V = Nov. Z = Dec.

G = 1980 & 1992 H = 1981 & 1993 L = 1982 & 1994 M = 1983 & 1995 R = 1984 & 1996 S = 1985 & 1997 T = 1986 & 1998 V = 1987 & 1999 Z = 1988 & 2000 A = 1989 & 2001 D = 1990 & 2002

This information is provided to assist in finding the *manufacturing date* of GE (Canadian - Camco) built appliance. Camco makes Hotpoint, GE Moffat and McClary.

The date code is in the letters on your serial number.

Example serial number: MS731902A

The first 2 letters show the manufacturing date.

MS731902A shows the month made - July

MS731902A shows the year made - 1997

The above appliance with serial # MS731902A was made in July 1997.

H = 1993 and May L = 1994 and June M = 1995 and July R = 1996 and August S = 1997 and Sept. T = 1998 and Oct. V = 1999 and Nov. Z = 2000 and Dec. A = 2001 and January D = 2002 and February F = 2003 and March G = 2004 and April

Frigidaire Appliances

**This information is provided to assist in finding the *manufacturing date* of Frigidaire.
Frigidaire makes White/Westinghouse, Tappan, Frigidaire, and Kelvinator.**

Example serial number:

NF11910958 = NF(where the product was made)

NF**1**1910958 - **1** = made in 200**1**

NF1**19**10958 - **19** = **19th** week in that year

This washer looks to be made in April of 2001

Example #2 serial number:

LA84501552

LA**8**4501552 = year, this could be 198**8** or 199**8**. If the appliance looks 10 years old it is probably 198**8**. If the appliance only looks to be a couple of years old, probably 199**8** is more likely.

LA8**45**01552 - **45** = 45th week of either 1998 or 1988

Kitchen Aid Appliances

This information is provided to assist in finding the *manufacturing date* of Kitchen Aid.

The serial numbers and letters from your [model/serial tag](#), are required.

I have only a little information on the KA date codes:

Serial example - XL1601009

2001, the 16th week

1st # is factory where the product was made.

2nd # is the year (J = 1999, K = 2000, L = 2001, M = 2002, N =2003, etc)

3rd & 4th #'s = week produced

Maytag Appliances

This information is provided to assist in finding the *manufacturing date* of your Maytag built appliance. Maytag owns Maytag, Jenn-Air, MagicChef.

Example serial number: 15114672UY

15114672UY - UY is the date code. The first letter is the year - U = 1998. The second letter is the month - Y = November. This appliance was made November of 1998.

First letter is the year, second letter is the month.

Whirlpool Appliances

This information is provided to assist in finding the *manufacturing date* of Whirlpool built appliances.

The date code is in the letter on your model number.

Example model numbers: LRS6233BW1= 1994 or SF367PEYW1= 1992 or LE6685XPW1= 1985 or ET22PKXW0= 1991 or EV150CXKW0 = 1982

K = 1982 or 2001 L = 1983 or 2002 M = 1984 or 2003 P = 1985 or 2004 R = 1986 or 2005 S = 1987 or 2006 T = 1988 or 2007 V = 1989 or 2008 W = 1990 or 2009 X = 1991 or 2010 Y = 1992 or 2011 A = 1993 or 2012 B = 1994 or 2013 D = 1995 or 2014 E = 1996 or 2015 F = 1997 or 2016 G = 1998 or 2017 H = 1999 or 2018 J = 2000 or 2019

INTRODUCTION

WELCOME TO WINTER 2021:

In this Brochure, you will find information you need to get involved & enjoy your winter with the St. Charles Park/Recreation Department.

LOW INCOME FEES:

The Park/Recreation Department has an adjusted fee scale set for families with low incomes. If you would like to inquire about these fees, please contact the Park/Recreation Director at City Hall.

CANCELLATION ANNOUNCEMENTS:

All Park/Recreation program related activities that are cancelled will be announced on KTTT.COM & the City of St. Charles Facebook page www.facebook.com/stcharlesmn/

GOAL & INTENT:

The Park/Recreation Department's goal for each program is to provide everyone with the opportunity to participate & learn the basic skills & strategies of the game. It is not our intent to have a "win at all cost" attitude. Everyone will receive the opportunity to participate. Our staff will do their best to get participants equal playing time, but it is almost impossible to have it be exactly equal. Traveling teams are the only exception to this rule.

ICE RINKS & WARMING HOUSE

The Park/Recreation Department maintains an Ice Rink at the St. Charles High School Athletic Field. The Ice Rink typically opens in mid-December & stays open through the middle of February. Operation dates are contingent on the weather.

The warming house is designed for skaters to change in & out of their skates or just warm up. We ask that people who are not using the skating facilities to please stay out of the warming house.

Enjoy the rinks & warming house. A reminder, this facility is for you. Please take care of this facility by cleaning up before you leave. The Park/Recreation Department does not provide supervision of the rinks or warming house.

3rd & 4th GRADE IN-HOUSE GIRLS BASKETBALL

AGES: Girls in 3rd & 4th Grades
START TIME: 9:00 am – 10:00 am
START DATE: Saturday, January 9th, 2021.
ENDING DATE: Saturday, February 13th, 2021.
DEADLINE: Friday, January 8th, 2021.
LOCATION: St. Charles Elementary School Gym
COST: \$25.00 per/person

In this program, we will be introducing the game of organized basketball. The program will work on the basic fundamentals of basketball & the participants will also get a chance to work on team skills in scheduled games.

The first three weeks will be practices (9:00 am – 10:00 am) & the last three weeks will be games. Game times will be (9:00 am to 10:00 am) or (10:00 am to 11:00 am).

Please fill out the PARTICIPATION AGREEMENT, include your fee & return it to the ELEMENTARY SCHOOL OFFICE or CITY HALL or online at www.stcharlesmn.org

3rd & 4th GRADE IN-HOUSE BOYS BASKETBALL

AGES: Boys in 3rd & 4th Grades
START TIME: 10:00 am – 11:00 am
START DATE: Saturday, January 9th, 2021.
ENDING DATE: Saturday, February 13th, 2021.
DEADLINE: Friday, January 8th, 2021.
LOCATION: St. Charles Elementary School Gym
COST: \$25.00 per/person

In this program, we will be introducing the game of organized basketball. The program will work on the basic fundamentals of basketball & the participants will also get a chance to work on team skills in scheduled games.

The first three weeks will be practices (10:00 am – 11:00 am) & the last three weeks will be games. Games times will be (11:00 am to Noon) or (Noon to 1:00 pm).

Please fill out the PARTICIPATION AGREEMENT, include your fee & return it to the ELEMENTARY SCHOOL OFFICE or CITY HALL or online at www.stcharlesmn.org

5th & 6th GRADE TRAVELING TEAM BASKETBALL

In this program, our participants/teams will travel to other communities for games & are responsible for providing their own transportation.

Traveling teams play at a semi-competitive level to prepare youth for more advanced competition. PLAY IS NOT DESIGNED TO BE EQUAL. Playing time will be based on the player's participation & the coach's judgment.

GIRLS TRAVELING TEAM

AGES: Girls in 5th & 6th Grades
START TIME: 11:00 am – 11:30 am
START DATE: Saturday, January 9th, 2021.
ENDING DATE: March 2021.
DEADLINE: Friday, January 8th, 2021.
LOCATION: Elementary School Gym
COST: \$50.00 per/person

We will have a parent/organization meeting on January 9th to go over the program details. If you have any questions prior to the first day, please contact the Park/Recreation Director at City Hall at (507)932-3020.

We need parent volunteer coaches for this program. If you are interested, please contact the Park/Recreation Director at City Hall at (507)932-3020.

Please fill out the PARTICIPATION AGREEMENT, include your fee & return it to the ELEMENTARY SCHOOL OFFICE or CITY HALL or online at www.stcharlesmn.org

BOYS TRAVELING TEAM

AGES: Boys in 5th & 6th Grades
START TIME: 11:30 am – Noon
START DATE: Saturday, January 9th, 2021.
ENDING DATE: March 2021.
DEADLINE: Friday, January 8th, 2021.
LOCATION: Elementary School Gym
COST: \$50.00 per/person

We will have a parent/organization meeting on January 9th to go over the program details. If you have any questions prior to the first day, please contact the Park/Recreation Director at City Hall at (507)932-3020.

We need parent volunteer coaches for this program. If you are interested, please contact the Park/Recreation Director at City Hall at (507)932-3020.

Please fill out the PARTICIPATION AGREEMENT, include your fee & return it to the ELEMENTARY SCHOOL OFFICE or CITY HALL or online at www.stcharlesmn.org

St. Charles Park/Rec Youth Basketball Safety Plan

Participation:

- *Participation is 100 % optional.*

Arrival:

- If the participant/coach is not feeling well, please stay home.
- Only participants/coaches registered may participate & must wear masks at all times.
- Please stay in the hallway outside of the gym until our recreation staff directs you in.
- Parents/caregivers are not allowed in the gym unless there is an emergency.

Social Distancing:

- Participants will be responsible for bringing their own hand sanitizer and water bottles.
- Program will practice proper social distancing for each participant and staff.
- No physical contact including handshakes, and high-fives.

Equipment:

- Participants must supply their own clothing, shoes & mask.
- Player's water and personal equipment should not be shared.
- Hand sanitizer should be used by each participant before, during and after (supplied by the participant).

Departure:

- Participants/coaches will depart out of the southwest exit of the elementary school gym. Parents/caregivers will pick participants outside of the gym at the southwest exit of the gym.
- Parents/caregivers will be on time.
- Participants/parents/caregivers cannot congregate at time of pick-up & must leave promptly.

Cooperation & Responsibility:

St. Charles Park and Recreation Department:

- Train and educate staff on CDC/MDH protocols.
- Follow all current CDC/MDH protocols.
- Send participants/coaches home if they are not feeling well.
- Ensure activities provide adequate social distancing, as applicable.

Parent/Caregiver:

- Ensure participants clothing is clean before & washed after every activity.
- Notify coach/staff if your child develops COVID-19 symptoms.
- Supply your participant with individual full water bottle and hand sanitizer.
- Adhere to all current CDC/MDH protocols.