



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, January 14, 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. January 14, 2020 Agenda	APPROVE
4. Meeting Minutes -December 10, 2020	APPROVE
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. School Board, Craig Hilmer	
8. Resolution #04-2020 Setting of Public Hearing-SEMMCHRA	APPROVE
9. Chattanooga Innovation Park Second—Maple Avenue	APPROVE
10. Library Board-Shelly Stowell	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

***Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.**



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, January 14, 2020

8. Resolution #04-2020 Setting a Public Hearing. Karen DuCharme of the Southeast Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) will be present to discuss the next steps in the Small Cities Redevelopment Grant and to request a public hearing to be set for February 11, 2020.

9. Chattanooga Innovation Park Second—Maple Avenue. In order to formalize the name of Maple Avenue for the stubbed street in the proposed Chattanooga Innovation Park Second Addition, a motion to approve Maple Avenue is requested. It could also be reflected that if in the future, a different name wanted to be selected that the Maple Avenue would allow more flexibility.

10. Library Board-Shelly Stowell. The library board will be considering the application of Shelly Stowell Monday evening as part of their regular meeting. A recommendation for approval is anticipated.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, December 10, 2019 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

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

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

OTHERS IN ATTENDANCE: Jay Nieson (Waste Management), and Jill Veerkamp (St. Charles Press).

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA: Add.) December 24, 2019 meeting cancellation

Motion to approve the agenda.
Motion to approve: **Dave Braun**
No discussion.
Motion carried.

4. Meeting Minutes

November 12, 2019
Motion to approve: **David Kramer**
No further discussion.
Motion declared carried.

November 26, 2019
Motion to approve: **Wayne Getz**
No further discussion.
Motion declared carried.

5. December Payables. No questions were asked.

Motion to approve: **Craig Hilmer**
No further discussion.
Motion declared carried.

6. Notices and communications: None.

7. Reports of Boards and Committee:

Various reports were given.

8. Truth In Taxation Presentation. Shawn Elsbury led the Council through the Truth In Taxation presentation and discussion. He highlighted all of the various sources and uses of the proposed 2020 budget. No questions were asked.

9. Resolution #44-2019 Approving Final Levy Collectible 2020. Mayor Schaber presented the resolution as included in the packet that highlighted a \$1,172,381 final levy which represented a 7.43 percent increase. No questions were asked and a motion to approve as presented was moved.

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

10. Resolution #45-2019 Approving Final 2020 Budget. Mayor Schaber presented the resolution and called for a motion to approve. A motion was moved to approve as presented.

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

11. Resolution #46-2019 Awarding Residential Waste/Recycling Contract. Admin. Koverman began by stating that pursuant to Minn. Stat. §13.591, Subd. 3(b), all data associated with the refuse proposals received by the City are private or nonpublic data, except for the names of the responders, until completion of the evaluation process, which includes completion of negotiating the contract with the selected vendor. In working with Chris Hood, city attorney, the RFP was structured as a proposal versus a formal bid process since this type of contract is not subject to bidding requirements, and it was stated expressly in the RFP that we excluded the proposals from the bidding process as outlined in Minn. Stat. § 471.345. He added that for Council discussion purposes, nonpublic and private data as submitted in the proposal can be discussed at the public City Council meeting as such discussion is reasonably necessary for the Council to undertake the business at hand. He then read the statement included in the proposed resolution that stated, "as stated in the RFP, the City reserves the rights: a) to negotiate terms and conditions with proposers at any time during the evaluation, selection and contract processes in the event the City deems the same necessary, desirable or in the best interest of the City and its residents; b) to accept or reject proposals in whole or in part; c) to negotiate separately as necessary to serve the best interests of the City; d) to accept other than the lowest cost proposal; e) to accept part or all of the proposals on the basis of considerations other than cost f) to reject all proposals; and g) to reissue this RFP in its sole judgment and discretion. He indicated that three proposals were received from Harter's Quick Clean-Up, Advanced Disposal, and Waste Management. He indicated that one of the vendor pricing was not comparable and was thus removed from any review. Staff then began working to compare the two vendors. Koverman relayed that due poor recycling markets, recycling prices were higher than current pricing structures. In evaluation of prices, staff tried to break down the size of service and number of households in each service along with recycling pricing. As compared to the current pricing structure, it was determined that in the 95-gallon service, no matter which vendor, residents will see an overall reduction, while residents with a 35-gallon service will receive less of an increase with Advanced Disposal. In 65-gallon service delivery, dependent on provider selected, residents will see an increase of between \$0.12 and \$0.16, but could save up to \$0.20/month if using both a 65-gallon garbage and recycling container. Staff felt the cost differences were not a clear indicator. In reviewing the City Cleanup service, one proposal compared looked at utilizing two dumpsters and two staff members to collect on City Cleanup day. In addition, a \$25/white good would be charged to the resident. Three hundred and twenty-two trips through city cleanup were made and if each trailer brought even one item, it was determined that over \$8,000 would be directly charged to the resident. Councilmembers then commented that they had witnessed for themselves the volume of white goods that are brought in on that day. It was relayed that conversations had been held with the proposed provider to clarify their service and that they felt the approach of the two dumpsters and two staff members would work as they do the same service in other towns. It was discussed that typically 4-5 garbage trucks are present with a staff of 6-8 members helping to unload goods and that there is not any additional charge. Clm. Braun indicated that Advanced does a nice job on City Cleanup day. Clm. Getz and Kramer stated the same. Mayor Schaber relayed that moving from curbside to the current structure was a good move and the system in place works well. It was questioned whether or not it would be of any benefit of working through the county's recycling program. In discussion with Anne Morse, the Sustainability Coordinator, it was relayed that due to the contracting of two services, the City is in a better position to negotiate, but that there would be an additional cost to joining the county plan of potentially \$60,000. While the County is more than willing to work with the City, the current setup is working well for the City. In summary, while pricing structures were not as favorable as current pricing structure, in totality, given the excellent work history, city cleanup service, ability to work with residents and staff, it was expressed that Advanced Disposal should be selected. A motion was made to approve the proposed resolution with Advanced Disposal.

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

12. 2019 Proposed Budget Amendment. Shawn Elsbury presented a proposed budget amendment to rectify the potential 2019 shortfall in the library budget. As discussed as part of the 2018 audit, the library fell short due to labor and repair costs. Elsbury recommended to Council to approve up to \$12,500 from the general fund to the library fund. Elsbury figured worst case scenario that all of the 2019 budget funds would be expended, but he believes the library will have some savings that will contribute ultimately. Council agreed with the recommendation and a motion was made to approve the transfer from the General Fund to the Library Fund up to \$12,500.

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

13. Franklin Energy Contract For Service. Admin. Koverman presented the 3-year contract with Franklin Energy Services who helps facilitate the Conservation Improvement Program for the City of St. Charles. This contract would represent the third contract with Franklin Energy and through programming and analysis the City has been able to achieve its State mandated goals multiple years. Franklin staff have direct knowledge of Public Utilities Commission programming and staff and have helped the City to navigate the program effectively. It was the recommendation to renew the contract with Franklin Energy's Services. A motion was made to approve the contract as presented.

Motion to approve: **Craig Hilmer**
No further discussion.
Motion carried.

14. Ordinance #610 Amending Sewer Rates (2nd Reading). Mayor Schaber reviewed the ordinance and asked for any questions or changes. Hearing none a motion was made to approve the second reading of the ordinance as presented.

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

15. Ordinance #611 Amending Water Rates (2nd Reading). Mayor Schaber reviewed the ordinance and asked for any questions or changes with respect to the water rates. Hearing none, a motion was made to approve the second reading of the ordinance as presented.

Motion to approve: **Craig Hilmer**
No further discussion.
Motion carried.

16. Ordinance #607 Amending Fines and Fees (1st Reading). Koverman highlighted changes to the ordinance. Clm. Hilmer asked about a stricken item and Koverman highlighted where the item was moved.

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

17. Ordinance #613 Amending Chicken Ordinance (1st Reading). Admin. Koverman highlighted the chicken ordinance and relayed that as part of Planning and Zoning a discussion was held regarding the omission of the C-2 Service Commercial District, which includes some residential properties. The ordinance amendment included the C-2 District in the ordinance. A recommendation by the P&Z to include the C-2 District had been made. A motion to approve the first reading was moved.

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

18. Ordinance #614 Regulating Non Essential Water Usage (1st Reading). Admin. Koverman relayed that as part of the City's water plan being reviewed by the Minnesota Department of Natural Resources, the city is required to adopt language related to critical water deficiency. The City is required to adopt the language 6 months after approval of the water supply plan, Koverman relayed, which had also been reviewed by the city attorney. No questions were asked and a motion was made to approve the first reading as presented.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion carried.

19. Community Center Request-4H Club. The request from the Little Valley Victors club was reviewed for use of the community center for their monthly meetings. A motion was made to approve the request by the Little Valley Victors.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

20. EDA Appointment-Tim Hoff. Mayor Schaber relayed that EDA had reviewed the application of Tim Hoff to the EDA and recommended approval. A motion was made to approve the appointment.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

21. December 24, 2019 meeting cancellation. Mayor Schaber asked Council for a motion to cancel the December 24, 2019 meeting and that if an additional meeting is needed then an emergency session could be called. A motion was made to approve the cancellation.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

None.

A motion to adjourn at 6:45 p.m.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

John P. Schaber, Mayor

ATTEST

Janell Dahl, Deputy City Clerk



City Administrator's Report—December 2019

Dec. 4—Held an UMMEG conference call as the group worked with UMMEG Financial Advisor to determine the best course of action for the sale of expiring Renewable Energy Credits(RECS).

Dec. 9—Attended the Beyond The Yellow Ribbon meeting in Winona where we discussed the upcoming deployment of the local Guard unit. In addition, the group worked to provide services to various family members living in Winona County.

Dec. 11—Met with Kay Qualley of Winona County to continue discussions on potential partnerships.

Dec. 12—Held UMMEG conference call to review website that tracks the solar output. Various adjustments will be made to the site to be more user friendly.

Dec. 17—Attended a Winona County PartnerSHIP meeting in Winona to review 2019 programs, discussed 2020 strategies as well as discussion on the T21 initiative with Winona County.

SmartHR representatives provided some additional training as we look to implement the new timeclock system by the end of the year.

Dec. 18—Attended the Transportation Advisory Committee meeting in Kasson for an update on rural transportation services. Currently the Rolling Hills Transit provides service to 10 routes throughout SE Minnesota with 11 buses and two backup units. St. Charles' portion of the operating budget is supported through the fair box. The State recommends service riders to average about 3 riders an hour and St. Charles averages about 3.08 riders an hour. Bus replacement for St. Charles is slated for 2022 and is expected to participate with a 20 percent cost share (bus-\$88,000). However, Dover-Eyota's bus is slated for replacement in 2021. In discussion with the Executive Director, Jim Wolter, the three communities joined at the same time and it had been requested to utilize the buses together to extend the life of both units. RHT staff will continue to try so that the replacement schedules will align.

Dec. 19—Final sales of RECS were approved through the UMMEG steering committee to take advantage of prices being offered through third party vendors.

Staff Updates..

Cassie and Janell worked with SmartHR staff to finalize the implementation of the new time tracking system for the City.

Shawn began working Smith Schafer & Associates to begin the 2019 audit review. Pretesting will take place the end of January.

Public Works Report – December 2019

- Trim Trees on power lines and boulevards; electrical rubber goods testing; replace blades on plow trucks; install new air hose on reel in service bay; substation and power plant monthly reports; haul snow off main street and piles around town; install new three phase junction and transformer for new electrical shed on I-90 industrial park for John Pearson; handed out disconnect slips for City Hall
- Install temporary electric meter for Pearson building, work on new three phase service at 930 ½ Whitewater ave; Safety audit at Power Plant and Police office with MMUA safety instructor, energized new electric service on Whispering Hills Dr.; Set new Mid-span secondary pole on Whitewater Ave; Repair street lights; plow snow; clean parking lots and sand / salt hills and streets; Picked up two new pickups in LaCrosse; returned one pickup to Sugarloaf Ford and the other to Shop.
- Installed new primary wire; new transformer and secondary pedestal for house being built in new subdivision on Golf course; electrical inventory; changed out electric meter at 435 Richland Ave; reconnect service at 931 Richland ave.; Utility Locates; MiEnergy help set up new re-closer controls in substation for new fourth circuit on whitewater feeder line; record new electrical affidavits; repaired light at Library; new service hooked up on Park Rd; worked on John Deer sweeper; worked on salt spreaders and delivered salt to City Hall, Library and EMS building; cleaned shop; snow pusher on loader maintenance; cleaned shop floor drains and truck maintenance.
- Pushed up brush and compost pile; hauled compost to Braun's fill pit; changed lights on truck 302; flood two ice rinks; shovel snow off Church deck and ice rinks; haul salt and sand mix to old shop for residents; spread rock on slippery/icy gravel roads and alleys; check sewer complaint on Bluff Ave; Road grader maintenance cleaned floor at shop; worked on chain saws and put new cutting edges on snow pusher.
- Repaired air leak on Plow truck; replaced main broom on sweeper; setup and wired new pickups; rebuilt/welded new plates on old pusher skids; broom off parks walking trails; hooked up new power for Christies on Wabasha Ave; picked up garbage in parks; installed new shelving in park shed; repaired gate at salt shed on Hwy 74 south; replace well #4 heater.

- Pushed back snow drifts; repaired curb stop; replaced water meters per City Hall; water samples; checked for property pins; helped with sewer backup at 148 Church Ave found grease problem from Griggs trailer park; Sent out letters to areas of town where we have grease problems describing what should go down drains and what should not finally for City Hall; help company install new heat tapes in both water towers to prevent freezing repaired air compressor at I-90 water tower; Hawkins to add chemicals at wells; calibrated truck sander.

Sincerely Kyle Karger

St. Charles Director of Public Works

PARK BOARD
MINUTES
Monday, December 16th, 2019
7:00 pm

MEMBERS PRESENT:

Justine Reinhardt, Jeremy Delger, Heath Sanders, Eric Manley, Kris Slavin & Nick Koverman.

MEMBERS ABSENT:

Dan Leistikow, Kyle Glover, Mark Maloney & Dave Braun.

AGENDA:

The Board approved the December 16th, 2019 Agenda on a motion by K. Slavin, seconded by H. Sanders. Motion declared & carried.

OCTOBER MINUTES:

The Board approved the October 7th, 2019 Minutes on a motion by H. Sanders, seconded by J. Delger. Motion declared & carried.

PARK ACTIVITES:

R. Schaber reported that the Ice Rinks & Sliding Hill are open.

RECREATION ACTIVITES:

R. Schaber reported that Winter Programs started on Saturday, November 16th.

CITY PARK BALLFIELD GRANT:

R. Schaber reported that we did not get the Bremer Grant for the City Park. R. Schaber stated that he & N. Koverman would be meeting with a representative from the Bremer Foundation to find out why we did not qualify.

NEW PRACTICE FIELD:

Mike Buringa (from Gamblers Fastpitch) gave a presentation the board in regards to the construction of a new field at City Park & Mr. Buringa stated that his organization would be willing to assist with paying for this new field. See attached sheets.

FALL PARK PROJECTS:

R. Schaber reported that (2) of the (3) Park Projects were completed this fall (Whispering Hills Park Pavilion & Pool Vessel Painting). A Bike/Walking Trail from Springer Ave to the Catholic Church was started, but will not be completed until 2020.

2019 APPRECIATION DINNER:

No info.

CITY OF ST. CHARLES
Resolution #04-2020

**RESOLUTION AUTHORIZING A PUBLIC HEARING
ON THE 2020 CITY OF ST. CHARLES SMALL
CITIES DEVELOPMENT PROGRAM APPLICATION**

WHEREAS, the City of St. Charles is required to provide the general public the opportunity to voice their questions and concerns as it relates to the 2020 City of St. Charles Small Cities Development Program Application, and

WHEREAS, the City of St. Charles will hold a public hearing on the 2020 City of St. Charles Small Cities Development Program Application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES that a public hearing will be held on Tuesday, February 11, 2020 at 6 PM at the St. Charles City Hall, 830 Whitewater Avenue, St. Charles, MN 55972.

Adopted by the City Council of the City of St. Charles on this 14th day of January 2020.

John Schaber, Mayor

ATTEST:

Janell Dahl, Deputy Clerk