



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, January 8, 2019 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 8, 2019 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-December 11, 2018	
-December 26, 2018	
5. January Payables (TBD)	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 (TBD)	
7d. Library Board Report, David Kramer	
7g. School Board, Craig Hilmer	
8. Resolution #01-2019 Approving Thoreson Purchase Agreement And Utility and Drainage Easements	APPROVE
9. Ordinance #607 Administrative Fines and Fees (2 nd Reading)	APPROVE
10. Small Wireless Facility Design Guidelines	APPROVE
11. Welcoming Commitment Statement	DISCUSS/APPROVE
12. Whitewater Winterfest Request for Banner	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 8, 2019

8. Resolution #01-2019 Approving Thoreson Purchase Agreement and Drainage and Utility Easements. Attached is the proposed resolution for acquisition of a portion of the Jack Thoreson property for consideration. Minor language is being adapted to the agreement which will be presented at the meeting.

9. Ordinance #607 Administrative Fines and Fees (2nd Reading). Enclosed is the ordinance for consideration of a second reading.

10. Small Wireless Facility Design Guidelines. Please see the enclosed Request For Council Action.

11. Welcoming Commitment Statement. Enclosed is information requested for consideration by Project Fine and a county-wide leadership team that has been formed as a result of the Project Fine survey. A request to adopt a Welcoming Statement and outline objectives to help demonstrate the City's commitment to the statement is included for consideration.

12. Whitewater Winterfest Request for Banner. An enclosed request for the City to display a banner over mainstreet helping to promote Whitewater Winterfest has been made by the group's organizers. Whitewater Winterfest is in its fourth year of events.

MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, December 11, 2018 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: Aaron Carlson (St. Charles Fire), Kristine Engstrand (City Accountant), Kyle Karger (Public Works Director), and Nick Koverman (City Administrator).

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

1. ESTABLISH QUORUM/CALL TO ORDER

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

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

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

4. Meeting Minutes

November 13, 2018
Motion to approve: **Craig Hilmer**
No further discussion.
Motion declared carried.

November 27, 2018
Motion to approve: **David Kramer**
No further discussion.
Motion declared carried.

5. December Payables.

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

6. Notices and communications: None

7. Reports of Boards and Committee:

Various reports were given by Council.

8. 2018 Truth In Taxation. City Accountant Kristine Engstrand presented the 2018 Truth In Taxation that outlined the sources and uses of the 2019 budget as well as how St. Charles compared with the proposed tax levy increase of 7.54 percent. Figures demonstrated that compared to its peers, St. Charles residents paid less per capita than the majority of their neighbors. She highlighted the fact that for a home valued at \$200,000 despite an increase in tax levy, taxes would decrease by a little over \$10. Council thanked her for her presentation.

9. 20th Street High Pressure System Advertisement for Bid. Daren Sikkink of WHKS Engineers presented a plan in 2019 to install a connecting watermain segment from the well to 20th Street. This segment would later be able to loop other segments on the east end of the town, which would increase water pressure and quality of water. Director Karger relayed that over the years he had received various complaints of water pressure on 20th Street and that the plan of the watermain extension had been included in long-term planning for several years. Sikkink relayed that the proposed project was estimated to cost around \$40,000. He added that in addition, long-range planning forecasted a water tower/storage tank for the east side of town that would provide additional backup and capacity for developments like the golf course, Countryside Acres, and I-90. The project would utilize an existing easement to install the additional pipe. It was relayed that staff was seeking a motion to advertise the project for 2019. Hearing no other discussion. A motion was made to approve the advertisement for bid for the 20th watermain extension project.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

10. Resolution #37-2018 Approving Final Levy Collectible 2019. Mayor Schaber asked if there were any questions with respect to the proposed resolution. A motion was made to approve resolution #37-2018 as presented.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

11. Resolution #38-2018 Establishing 2019 Budget. Mayor Schaber asked for any further discussion of the proposed resolution. A motion was made to approve resolution #38-2018 as presented.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

12. Ordinance #606 Amending Sewer Rates (2nd Reading). Mayor Schaber presented the second reading of the ordinance. A motion was made to approve the second reading of Ordinance #606.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

13. Speed Zone Sign Update. Mayor Schaber called for a motion to table when Chief Frank could be present as he was called to a meeting and was unavailable.

Motion to table: **Craig Hilmer**

No further discussion.

Motion carried.

14. Letter of Resignation-Colton Herman. A motion was made to accept the resignation letter of Colton Herman.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

15. Fire Department Elections. Aaron Carlson presented the names for officers as the following: Aaron Carlson (Chief), Fran Schmidt (1st Assistant), Marshall Ruhoff (2nd Assistant), and Adam Ferden (Training Officer). He also recommended the hiring of two applicants of Brandon Himle and Tim Moran for the two vacant spots. A motion was made to approve the officer appointments and hirings as stated.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

16. Citizen Board Recommendations. Admin. Koverman relayed the three names of Heath Sanders, Jeremy Delger and Kyle Glover for Park Board and Susan Keith and David Martin for Library Board. A motion was made to approve the appointments.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

UNSCHEDULED PUBLIC APPEARANCES

None.

Motion to adjourn at 6:41 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

ATTEST

Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Wednesday, December 26, 2018 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

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

STAFF PRESENT:

Ken Frank (Police Chief), and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Bruce Kohn (VFW/Legion), LaVane Fleischfresser (VFW), Glenn Mueller (Legion), Dale Fabian (VFW), Ken Millard, Ken Bloom, Mark Daley (Daley Farms), Sidney Daley (Daley Farms), and Jill Veerkamp (St. Charles Press).

1. ESTABLISH QUOROM/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: **Dave Braun**
No discussion.
Motion carried.

4. Notices and Communications. None

5. Veterans Memorial Concept. Ken Bloom presented the Council with a proposed design/sketch of a Veterans Memorial that included two stones and nine flags as an idea for a part of the green space along 11th Street and Whitewater. The small memorial would show admiration and respect according to Bloom. His goal is to use the existing stone in front of City Hall and have a similar one created to be placed in the same area. He relayed that his plan is to raise all the funds for the poles and stones and that he would not ask the city for any monetary support. He relayed the history of the current stone and Council asked to have his group contact the family that it involved. He talked about commemorative pavers that could be put along the sidewalks. It was expressed that the City's engineering company may be able to provide a better draft model, but that staff was checking on it. All Councilmen agreed it would be a great use of a portion of the space. A motion was made to approve the concept and allow staff to proceed as needed.

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

6. Letter of Support-Daley Farms. Mayor Schaber relayed that a request was received from the Daley Farms of Lewiston for a letter of support for their decision to expand their dairy operation. He relayed that a draft letter was proposed in the packet, but that the discussion would need to be held with the Council, if this is something to consider, reject, modify, or if additional information was necessary. Mark Daley then addressed the Council relaying that as a 6th generation dairy farmer he and his family have worked very hard to be good stewards of the land and that they continue to work closely with MPCA and DNR on their manure management plan, water quality and all other issues. He relayed they anticipate MPCA ruling in favor of their plan as they worked through MPCA to design the plan and that the next step would be a permit through the Winona County Board of Commissioners. He offered that support had been received from the Cities of Lewiston, Rollingstone, Stockton, the local soil water and conservation district. They are working toward receiving several other letters as well. Clm. Hilmer questioned the benefits to St. Charles and Mr. Daley explained the different businesses that they help to support and employ several residents. Clm. Hilmer questioned the water consumption and Mr. Daley relayed that they are stringently looked at by the DNR to follow their water appropriation. Clm. Braun relayed his lack of experience with waste management. Clm. Getz relayed voiced some concern about road usage, but at this didn't time didn't want to reject the letter. Clm. Hilmer added that even after reading the Daley proposal and plan, he felt he needed more information. The Mayor relayed that he felt the Council needed more time to consider an action and called for a motion to table until the second meeting in January. A motion was made to table the letter of support until the second meeting.

Motion to approve: **Craig Hilmer**

No further discussion.
Motion carried.

7. Resolution #39-2018 Thoreson Joint Resolution for Annexation. Admin. Koverman relayed that he had attended the Township meeting to request the annexation of the 19.3 acre Thoreson property. The Township Board understood Mr. Thoreson's desire to bring the property into the City and the future use it presented. A motion was made to approve the joint resolution for the annexation of the Thoreson property.

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

8. HK Hospitality Memorandum of Understanding. Mayor Schaber relayed the meeting with Kraus-Anderson, builder and developer, along with Widseth Smith Nolting and Jim Kelley from HK Hospitality. In reviewing the request for a 60-day extension for a parcel of land in the Chattanooga Innovation Park, both the Mayor and Councilman Getz relayed the excitement and positive steps the group had taken in a very short timeline. However, because of the time it takes to get parties up to speed and the holiday timelines, the group requested the extension to be able to narrow the field of candidates that are looking and interested in the property for development. Given the community's long desire for a hotel and the interest expressed, Clm. Getz said the EDA supported the extension. A motion was made to approve the 60-day extension.

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

9. TIF Agreement Assignment. Mayor Schaber relayed that an interested party is working with Nobel Salisbury to purchase his property in the Whitewater Industrial Park. The parties agreed to a transfer of the existing TIF agreement as the next business moves in to take Mr. Salisbury's place. Documents are being drafted by the legal firm that drafted the original agreement and it was recommended for a contingent approval of the assignment with the necessary signed documents. A motion was made to approve the assignment contingent upon receiving the signed documents.

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

10. Request to Advertise for Full-time Officer. Police Chief Ken Frank was present to request the advertisement of a full-time Officer due to the recent vacancy. Officer Colton Herman accepted the position with the Winona County Sheriff's Deputies. Chief Frank relayed that Officer Herman has been a great addition since 2015 and thanked him for his service. He requested advertising for a fully licensed or licensed eligible officer to fill vacancy. A motion was made to approve the advertisement.

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

11. Electronic Speed Sign Implementation Review. Chief Frank presented data from the electronic speed sign that had been placed in two spots along Richland Avenue. The data showed the time and rate of speed of the commuters, which then could help officers determine the best times for patrol in that area. More information could be gathered from the data to better assist law enforcement.

12. SCACF Request. Admin. Koverman relayed that the St. Charles Area Community Foundation had partnered with the St. Charles Resource Center to put together a raffle drawing that would help to support the deck project behind City Hall in the green space. While board members and other businesses may be selling tickets, it was requested that given the location, City Hall may also be a good location for people to pick up tickets. A motion was made to approve the request.

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

UNSCHEDULED PUBLIC APPEARANCES

None.

Motion to adjourn at 6:42 p.m.
Motion to approve: **Wayne Getz**
Motion declared carried.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator



City Administrator's Report—December 2018

Dec. 5—Chief Frank and I phone conferenced with Mike Flaherty of the Flaherty & Hood as we reviewed various cases and determined next best steps.

Dec. 14—Rick Schaber and I met with a resident who is interested in starting a music festival in St. Charles. He has helped to organize many festivals and is looking to give back to St. Charles. We connected with Cindy Timm of the Winona County Fairboard and continue to work through a process to determine a date and if the Fairgrounds can work as the venue.

December 18—Attended the Winona County Active (SHIP) meeting in Goodview to review the work being done in Winona County. Various presentations from partners were given that help to demonstrate the work of SHIP. Also, received an update on programming that will be coming forward on the problem of vaping. It is one of the fastest growing problems in the teenage sector of the population. Programming will focus on education of the harmful effects of vaping over cigarette smoking. More to come.

Met with the St. Charles Township Board to request annexation of the Jack Thoreson property located adjacent to the I-90 business park.

The EDA met with prospective partners of Widseth Smith Nolting and Kraus-Anderson in conjunction with HK Hospitality as they requested a 60 day extension of their Memorandum of Understanding with the proposed hotel development.

Dec. 20—The auditors of Smith Schafer & Associates conducted a portion of their pre-audit work.

Dec. 21—Rick Schaber and I met with a resident who would like to partner with the City to determine a plan of improvements for the City Park ballfields. The City previously applied for a grant in 2018 to help complete such improvements and was not successful in the competitive process. Staff will continue to work to see if a plan can be devised to help with the drainage, runoff and accessibility concerns.

Dec. 27—Director Karger and I met with Daren Sikkink to review a proposed request for a small plat that will be brought to the P&Z Commission in February.

December 2018 Public Works Report

. Plow snow, sand streets, alleys and parking lots; hung cable on new downtown banner poles; hung Christmas decorations, substation report and fix pusher on front-end loader, grease and repair one-ton sander; power plant reports and rubber goods testing.

. End of year power plant reports for E.P.A.; street light repairs; clean up trade-in truck for replacement; checked power complaint at City Hall; John Deere broom sweeper repairs; installed repaired lift gauge on truck #6 boom truck; flooded ice rinks; received new electric material and recorded into inventory and utility locates.

. Hauled salt pails to library and fire hall; year-end pricing; updated transformer spread sheets; office organizing and filing; replaced bad electric meter in Willow Court; worked on tree trimming list; ordered main street pole backups; checking info for installing 3-phase power to new Oasis Drive Inn and meter disconnects for City Hall.

. MMUA Safety Training; checking transformer PCB info; cleaning up snow on main street and piles; checked on manhole patching before plowing; washed front-end loader, put new shelving and arranged tools in new street truck utility body; replaced starter on one-ton pickup; crew cut sawed and jackhammered old floor drains at shop and Greg cemented new ones and Randy welded new steel plates and drained spray trailer.

. Help Rochester services hammer out manholes; dug up castings on nine manholes and filled with top plate gravel and cold mix; moved tables out of library to City Hall; picked up branches off boulevards; ordered blades for plow trucks, grader and loader; took apart City plate tamper to order parts and repaired hydraulic fittings on plow truck.

. Water samples; water complaints Whispering Hills; water tower over bubbled with air; ran pressure relief pumps; shut off bubblers and flushed hydrants twice with no complaints lately; checked on water leaks for City Hall; treated lift station for grease; read meters for City Hall billing; worked on shop lift station pump #2 failure; replaced water meters; helped HBC with phone line repair to Hwy. 14 booster station and worked on 2019 project list.

Sincerely,
Kyle Karger
St. Charles Public Works Director

**CITY OF ST. CHARLES, MINNESOTA
CITY COUNCIL RESOLUTION #01-2019**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA, APPROVING THE ACQUISITION OF REAL PROPERTY, APPROVING UNDERGROUND DRAINAGE AND UTILITY EASEMENTS, AND DISPENSING WITH REVIEW OF THE PURCHASE BY THE ST. CHARLES PLANNING COMMISSION

- WHEREAS, the City of St. Charles (“City”) desires to acquire certain real property located adjacent to the Chattanooga Innovation Park and the southeast boundary of the City of St. Charles, Winona County, Minnesota, legally described on Exhibit A, which is attached hereto and incorporated herein by reference, referred to herein as the “Property,” and depicted as Parcel A on the Certificate of Survey, dated December 13, 2018; and
- WHEREAS, the owner/seller of the Property, Jack A. Thoreson and Janice M. Thoreson (“Seller”), is willing to sell the Property (Parcel A) to the City for the purchase price of Five Hundred Seventy-five Thousand Seven Hundred Fifty Dollars (\$575,750.00); and
- WHEREAS, the City desires to acquire the Property for the future expansion of the Chattanooga Innovation Park (the “Project”); and
- WHEREAS, a draft Purchase Agreement (the “Purchase Agreement”) has been prepared to acquire the Property and is attached hereto as Exhibit B; and
- WHEREAS, the above-referenced Certificate of Survey, dated December 13, 2018, depicting the Property (Parcel A) is attached to the Purchase Agreement as Exhibit B thereto; and
- WHEREAS, a condition of the real estate transaction is that the Seller be granted underground drainage and utility easements across Parcel B also owned by the Seller as depicted on the above-referenced Certificate of Survey (the “Easements”); and
- WHEREAS, a draft Easement Agreement is attached to the Purchase Agreement as Exhibit C to the attached Purchase Agreement; and
- WHEREAS, in accordance with the attached draft Purchase Agreement, the City and Seller expressly understand and agree that the sale of the Property is contingent upon approval by the City Council of the City of St. Charles; and
- WHEREAS, if any transaction approval or contingency as provided in the Purchase Agreement is not obtained or met by the closing date stated in the Purchase Agreement, the

Purchase Agreement shall then be null and void, without further obligation by either party; and

WHEREAS, Minnesota Statutes, Section 462.356, subdivision 2 states that no publicly owned interest in real property within a city shall be acquired or disposed of until after the planning commission has reviewed the proposed acquisition or disposal and reported in writing to the city council its findings as to compliance of the proposed acquisition or disposal with the comprehensive plan; and

WHEREAS, the same statute further states, however, that the city council may, by resolution adopted by two-thirds vote (4-1 vote in favor), dispense with the requirements of this subdivision when in its judgment it finds that the acquisition or disposal of real property has no relationship to the comprehensive plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: The City Council hereby finds that the proposed acquisition of the Property by the City of St. Charles has no relationship to the City's Comprehensive Plan, and therefore review of the proposed acquisition by the St. Charles Planning Commission is not required under Minn. Stat. § 462.356, Subd. 2, and is hereby dispensed with as allowed by that statute.

BE IT FURTHER RESOLVED THAT: The City Council hereby approves the attached Purchase Agreement and authorizes and directs the Mayor and City Administrator to: (a) execute the Purchase Agreement substantially in the form hereby approved and allowing any necessary minor or technical changes approved by the City Attorney; (b) execute such other documentation as necessary to close on the purchase of the Property by the City of St. Charles; and (c) record the warranty deed executed by the Seller and such other documentation as necessary with the Office of the Winona County Recorder.

BE IT FURTHER RESOLVED THAT: The City Council hereby approves the attached Easement Agreement and authorizes and directs the Mayor and City Administrator to: (a) execute the Easement Agreement, on the Closing Date as provided in the Purchase Agreement, substantially in the form hereby approved and allowing any necessary minor or technical changes approved by the City Attorney; (b) execute such other documentation as necessary to close on the purchase of the Property by the City of St. Charles; and (c) record the Easement Agreement following the recording of the warranty deed executed by the Seller and such other documentation as necessary with the Office of the Winona County Recorder.

PASSED by the City Council of the City of St. Charles on this 8th day of January, 2019.

ATTEST

Nick Koverman, City Administrator

John Schaber, Mayor

**CITY OF ST CHARLES
ORDINANCE #607**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES
AND REPEALING ORDINANCE #598**

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

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

THE CITY OF ST. CHARLES DOES ORDAIN:

Copy Machine

Interoffice	\$0.05	per copy
General Public	\$0.25	per copy

Faxes

Interoffice	\$0.25	per page
General Public	\$1.00	per page

Maps

Size: 1" = 800'	\$3.00
Size: 1" = 400'	\$5.00
Size: 1" = 200'	\$20.00

Books And Manuals

Comprehensive Plan	\$25.00	per copy
City Budget Documents	\$25.00	per copy
Capital Improvement Plan	\$10.00	per copy
Zoning Ordinance	\$10.00	per copy
Subdivision Regulations	\$10.00	per copy
City Charter	\$10.00	per copy
Police/Accident Reports	\$5.00	per copy
Digital Media Copy (DVD/CD)	\$30.00	per initial copy
- additional copy of DVD/CD	\$5.00	each

**Zoning And Subdivisions
(~~Fence Permit~~)**

~~(\$25.00)~~

Conditional Use Permit; Home Occupation Permit;
Variance & Zoning Amendments

\$50.00

A) Published Legal Notice	\$50.00
B) 0-10 Mailed Area Notices	\$45.00
C) 11-20 Mailed Area Notices	\$50.00
D) 21-30 Mailed Area Notices	\$55.00
E) Excess Mailed Area Notices	\$60.00

Preliminary Plat Application

A) Application	\$925.00
B) Each Lot In Subdivision	\$25.00

City Day Labor And Equipment – Per Hour

Day Labor Per Person (<u>Water Tank Fill Meeting- Minimum 1/2 hr charge</u>)	\$50.00
Day Labor Per Person (Nights/Weekends)	\$75.00

Equipment: Pickup, Water Tap	\$60.00
Equipment: Dump Truck, Flatbed, Tractor	\$80.00
Equipment: Grader, Loader, Sweeper, Boom Truck, Digger Derrick	\$90.00

	Cost/Postage
Goods And Materials	+10%
Copperhorn	\$72.00
Meter Spuds	\$15.00
Remote Water Meter	\$220.00
Water Valve Extension & Cover	\$30.00
	As set by Council through Ordinance
Water Usage (Per 1000 Gallons)	\$6.00
Meter Bottom	\$80.00/YD
Sand & Salt Mixture	

Mileage	
City Car Available	\$0.45
City Car Unavailable	\$(0.545) 0.58

Meal Per Diem	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00

Dog Licenses (2 Year)	
Regular License Fee	\$18.00
Neutered/Spayed	\$9.00
Late Fee	\$10.00
Multiple Pet Permit	\$20.00

Cat Licenses (2 Year)	
1) Regular License Fee	\$12.00
2) Neutered/Spayed	\$6.00
3) Late Fee	\$10.00

Chicken License (1 Year)	\$25.00
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Subdivision Inspection Fees	
Street & Utility Inspection Fee	\$4500.00 Up to 15 lots
	\$300.00 Per additional lot

Parkland Dedication Fee	
Per Residential Lot	\$650.00
(Per Commercial/ Industrial Acre)	\$250.00

Hook-Up Fees		
Sanitary District Connection Fee -Single Family	\$2,640.00	
Sanitary District Connection Fee Multi-Family Without Individual Laundry	\$2,115.00	
Sanitary District Connect Fee Multi-Family Without Garbage Disposal Or Dishwasher	\$1,980.00	
Sanitary District Connect Fee Multi-Family Laundry Facilities, Without Garbage Disposals Or Dishwasher	\$1,580.00	
Water Hook-Up Fee	\$700.00	
Sewer Hook-Up Fee	\$800.00	
Temporary/Permanent Electric Hookup	\$50.00	\$50.00

Water & Sewer Impact Fee

Water \$1,350.00/Sewer \$2,500.00 \$3,850.00 per acre

Specialty Licenses

ATV Permit Fee (2 year) \$25.00

Solar Application Fee

<20 kW \$100.00

20 - 39.9 kW \$250.00

Dance Permit Fees

Dance \$10.00

Officer (4 Hours) \$100.00 per officer

Additional Officer Hours \$25.00 each additional hour

Community and Pavilion Center RentalMonday-Friday \$20.00/hour(Community Center Damage Deposit (weekend only)) (\$15.00/hrSaturday - Sunday non-profit

\$200.00+

\$20.00/hour

Community Center Kitchen Charge (weekend only if available) \$20.00 (\$10 paid to Senior Center)Pavilion Rental Charge \$25.00 5 hour increment (7-noon, noon-5 pm.,
5 p.m.-10 p.m.)~~(ATV Permit Fee (2 year))~~ ~~(\$25.00)~~**Building Permit Fees**

Value	Fee
\$1 - \$500	\$25.00
\$501-\$2,000	\$25.00 for the first \$500.00 plus \$1.75 for each additional hundred or fraction thereof, to and including \$2,000.00
\$2,001-\$25,000	\$51.25 for the first \$2,000.00 plus \$4.30 for each additional thousand or fraction thereof, to and including \$25,000.00
\$25,001-\$50,000	\$150.15 for the first \$25,000.00 plus \$3.65 for each additional thousand or fraction thereof, to and including \$50,000.00
\$50,001-\$100,000	\$241.40 for the first \$50,000.00 plus \$2.45 for each additional thousand or fraction thereof, to and including \$100,000.00
\$100,001+	\$363.90 for the first \$100,000.00 plus \$1.75 for each additional thousand or fraction thereof.
Plan Check Fee:	75% of building permit fee.
State Surcharge:	Valuation multiplied by .0005
Water/Sewer Inspection Fee:	\$ 57.00
Plumbing Fee:	\$ 50.00(45.00 Add State of Minnesota \$5.00 fee)
Mechanical Fee:	\$ 50.00(45.00 Add State of Minnesota \$5.00 fee)

Miscellaneous Building Permit Fees:

Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	\$(45.00) 50.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	\$(45.00) 50.00	Re-Roof	\$(45.00) 50.00
Install Air Conditioner	\$(45.00) 50.00	Re-Side	\$(45.00) 50.00
Install Water Heater	\$(45.00) 50.00	Pool/Spa/Hot Tub	\$(45.00) 50.00
Demolition	\$75.00	Reactivate permit	\$25.00
Sump Pump Inspection	\$(45.00) 50.00	Fence Permit	<u>\$25.00</u>

Administrative Fines/Fees

Statute/Ordinance	Description	Administrative Fine/Fee
	Building Code Violation (various)	\$50.00
	Failure to License animals	\$25.00
	Public Nuisance (various)	\$50.00
	Snowmobile Violations	\$50.00
	Failure to License ATV	\$50.00
	Garbage Refuse Scavenging	\$25.00
	Vehicle on Bike Path	\$25.00
	Various Offenses; animals	\$25.00
	Loud music/party (certain hours)	\$50.00
	Unauthorized service/meter tampering	\$50.00
	Snow Parking (\$70.10)	\$25.00
	Storage of Seized Property	\$25.00/day-maximum of 30 days
	Firearms Storage	\$5/month
	Digital Video Evidence	\$25.00
	Description	State Administrative Citations
	Speeding Ticket (10 mph under per Minn. Stat. 169.14)	\$60.00
	Stop Line Violations under Minn. Stat. 169.30, 169.46 to 169.68 and 169.69 to 165.75)	\$60.00
	Administrative Citation Hearing Officer	\$30.00/case

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.

3. Ordinance (~~#598~~) #598 is hereby repealed.

4. This Ordinance shall take effect and be in force 30 days after its publication of summary.

Adopted this 8th day of January, 2019 by the Council of the City of St. Charles, Minnesota.

Mayor John Schaber

Attest:

Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____



Request for City Council Action

Date: January 4, 2019

Requested Council Date: January 8, 2019

Originating Department: Administration

Council Action Requested: Approve Small Cell Wireless Guidelines

Background Information:

As many of you know, the laws, rules and regulations associated with the deployment of small cell wireless antennas and related facilities throughout the state and country has been a continually changing playing-field for cities since approximately 2015. The National League of Cities has been involved in this process representing city regulatory issues at a federal level. We learned yesterday that the playing-field is now once again shifting, and this email is to inform you of the impact and the need for cities to act now if they want to preserve regulatory authority on the appearance/aesthetics of such facilities.

Specifically, the most recent change in the playing-field came on **December 10, 2018** when the Federal Communications Commission (FCC) denied a petition from the National League of Cities to stay its **Declaratory Ruling and Third Report and Order** (FCC Order) regarding small wireless deployment. This means the order is set to go into effect on **January 14, 2019**.

Attached is a link to an article from the League of Minnesota Cities (LMC), published December 17, 2018, which provides some additional explanation and links to associated documentation for your review and information:

https://www.lmc.org/page/1/FCCRulingSmallCellUpdate.jsp?ssl=true&utm_source=Bulletin+Dec.+17+Cities&utm_campaign=Bulletin+12%2F17%2F18&utm_medium=email

What the FCC Order means for your city is that if you do not have aesthetic standards/guidelines for the deployment of small cell wireless facilities within your city adopted by April 15, 2019 (180 days after the FCC Order was published in the Federal Register), you will be prohibited from imposing such requirements on applicants seeking to deploy such facilities in your city thereafter.

Further, the FCC Order takes effect January 14, 2019. This means that even if your city intends to establish/adopt aesthetic standards ahead of the April 15, 2019 deadline, if you receive an application(s) after January 14 and you do not have standards/guidelines adopted by the time you receive such application(s), you will be unable to impose such standards on the facilities or deployments that are the subject of such application(s) **As a result, we are recommending that cities adopt aesthetic**





Request for City Council Action

standards/guidelines for their cities by no later than January 14, 2019. (Even if standards are adopted on a preliminary basis pending review and amendment before the April 15, 2019 deadline, such preliminary adoption would preserve important regulatory authority with respect to any applications submitted before the final standards are approved)

Recommended Actions: In summary, we are recommending your city consider taking two actions:

1. Adopt the attached template aesthetic standards (completed by you for your specific city) as a city policy by January 14, 2019 with the understanding that there may need to be some additional review, modifications and/or amendments to the same prior to April 15, 2019 once the League releases its model aesthetic standards recommendations; and
2. Review and amend your rights-of-way ordinance to address small cell wireless antennas and the FCC Order (this second action is not contingent upon the first nor does this need to be completed by January 14, 2019).

Aesthetics Policy Implementation: Once you have adopted your aesthetic standards policy, the FCC Order requires such standards to be published, but does not specify what that means. As a result, once adopted your aesthetic standards should be published on your city website with a link to the same so they are accessible not only to the public, but also to any companies desiring to make application in your community for deployment of small cell wireless facilities. Additionally, at the time a telecommunications company contacts the city about making an application in your community for deployment of small cell wireless facilities, the aesthetic standards policy should be provided to the company along with your other application materials and forms.



CITY OF ST. CHARLES

SMALL WIRELESS FACILITY DESIGN GUIDELINES

I. PURPOSE AND COMPLIANCE

In implementing City Code and applicable law and regulations related to use and management of public right-of-ways, the City Council of the City of St. Charles (the “City”) finds that in order to protect the public health, safety and welfare of its citizens and to reasonably manage and protect the public rights-of-way (the “ROW”) and its uses in the City, it is in the best interest of the City and its residents and businesses to establish Small Wireless Facility Design Guidelines (the “Guidelines”) to provide the aesthetic requirements and other specifications and reasonable conditions that small wireless facilities and wireless support structures installed within the public ROW must meet prior to and following installation.

The objective of these Guidelines is to strike a balance between preserving and protecting the character of the City through careful design, siting, and camouflaging techniques to blend these facilities into their surrounding environment and provide other reasonable conditions upon such placement and use of the ROW, while enhancing the ability of small wireless facilities carriers to deploy small wireless facilities and wireless support structures in the City effectively and efficiently so that residents, businesses, and visitors benefit from ubiquitous and robust wireless service availability.

These Guidelines apply to requests to locate small wireless facilities in the ROW and ongoing use of the ROW for such purposes. These Guidelines are established pursuant to City Code and applicable law. These Guidelines are administered through the permitting process contained therein as conducted by the City of St. Charles Public Utilities Department.

Placement or modification of a small wireless facilities and/or wireless support structures shall comply with these Guidelines at the time the permit for installation or modification is approved and as amended from time to time. Wireless service providers and permittees are required to comply with City Code and applicable law and regulations.

II. DEFINITIONS

The definitions contained in Minn. Stat. § 237.162 are incorporated into this policy by reference as though fully set forth herein.

III. APPLICATION REQUIREMENTS

Prior to placing, installing, modifying, relocating or removing a small wireless facility or wireless support structure in the ROW, or to collocating a wireless facility on an existing wireless support structure in the ROW, the operator shall apply for and receive a permit from the City. In addition to the application requirements established in City Code and applicable law and regulations, the information identified in this Section III must be included for the application to be considered complete, except that where such information is already in the City's possession from previous applications, or where the applicant previously filed information and specifications for standard materials that are being utilized in the new application, such information shall be referenced but need not be resubmitted. The City may require additional information as reasonably necessary to evaluate the application and the impact of the proposed installation(s) on the public health, safety and welfare or on use or management of the ROW.

A. PROOF OF AGENT DESIGNATION (IF APPLICABLE):

If the applicant is serving as an agent of a small wireless operator, the applicant must provide written documentation of the agent designation signed by the operator.

B. MAP

The applicant must include an aerial map showing the location of the proposed or existing support structure to which the small wireless facility is proposed to be attached, or from which a small wireless facility is proposed to be removed.

C. PHOTO SIMULATIONS

For all applications to locate small wireless facilities in the ROW, the applicant shall provide photo simulations from at least two reasonable line-of-site locations near the proposed project site. The photo simulations must be taken from the viewpoints of the greatest pedestrian or vehicular traffic.

D. CONSOLIDATED APPLICATIONS

An applicant seeking to construct, modify, collocate or replace more than one small wireless facility or more than one wireless support structure within the City may file a consolidated application for multiple small wireless facility requests or wireless support structure requests provided the requests grouped on a consolidated application only address substantially the same type of small wireless facilities or substantially the same type of wireless support structures. (Note: The City may treat each request individually during application review and processing and when issuing a determination or applying these guidelines.)

E. SITE AND OTHER PLANS AND STRUCTURAL CALCULATIONS

The applicant must include fully dimensioned site plans, elevation drawings and structural calculations that depict any known existing wireless facilities with all existing transmission equipment and other improvements, the proposed facility with all proposed transmission equipment and other improvements, and the legal boundaries of the existing right-of-way and any associated access and utility easements. Fully dimensioned site plans shall indicate the spacing from existing curb, driveways, sidewalks, light poles and any other poles or appurtenances.

F. FULL DESCRIPTION OF NUMBER AND DIMENSIONS OF FACILITIES AND/OR STRUCTURES TO BE INSTALLED

The applicant must include a full description of the number and dimensions of all small wireless facilities proposed to be installed and the wireless support structure, either new or existing, to be utilized for each small wireless facility. For all equipment proposed to be installed, the applicant must include: (1) the manufacturer's name and model number; (2) physical dimensions, including without limitation, height, width, depth and weight with mounts and other necessary hardware; and (3) the ambient noise level generated from the equipment, if any.

G. OWNER'S AUTHORIZATION

For any application to attach a small wireless facility to a wireless support structure that is not owned by the City, the applicant must submit evidence sufficient to show that either: (1) applicant owns the proposed support structure; or (2) applicant has obtained the owner's written authorization to file the application.

IV. AESTHETIC REQUIREMENTS FOR SMALL WIRELESS FACILITIES

A. ANTENNAS

1. Each small wireless antenna shall be located entirely within a shroud or canister type enclosure.
2. The diameter of the antenna enclosure at its widest point should not be wider than two times the diameter of the top of the wireless support structure. The enclosure shall not exceed six cubic feet in volume.
3. All antenna enclosures shall either be mounted to the top of the wireless support structure pole and aligned with the centerline of the wireless support structure, or mounted to the side of the wireless support structure such that the vertical centerline of the antenna enclosure shall be parallel with the wireless support structure with the height of the side mounted antenna being at a location on the wireless support structure noted in the application and approved by the City, but at least 10 feet above ground level at its lowest point.

4. Tree “topping” or the improper pruning of trees is prohibited. Any proposed pruning or removal of trees, shrubs or other landscaping already existing in the ROW must be noted in the application and must be approved by the City.

B. CABLES AND WIRES

All cables, wires and connectors related to the small wireless facility must be fully concealed on the wireless support structure and shall match the color of the wireless support structure. There shall be no external cables and wires related to the small wireless facility hanging off or otherwise exposed on the wireless support structure.

C. COLORS

All colors shall match the background of any wireless support structure that the facilities are located upon, including equipment cabinets. Notwithstanding the foregoing, in the case of existing wood utility poles, finishes of conduit shall be zinc, aluminum or stainless steel, or colored to match those metal finishes, and equipment cabinets shall be the color of brushed aluminum.

D. EQUIPMENT ENCLOSURES/CONCEALMENT

1. Equipment enclosures, including electric meters, shall be as small as possible, but in no event larger than 28 cubic feet in volume. Ground-mounted equipment shall incorporate concealment elements into the proposed design matching color and materials of the wireless support structure, unless other materials or colors are approved by the City. Concealment may include, but shall not be limited to, landscaping, strategic placement in less obtrusive locations and placement within existing or replacement street furniture.
2. Radio equipment shall be fully enclosed within an equipment cabinet or concealed within the antenna shroud enclosure matching the color and materials of the wireless support structure, unless other materials or colors are approved by the City.
3. Landscaping concealing equipment enclosures shall be planted in such quantity and size such that 100% screening is achieved within two years of installation.

E. SIGNAGE/LOGOS/LIGHTS/DECALS/COOLING FANS

1. Signage: The small wireless facility permittee shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the small wireless facility that is visible to the public. Signage required under this section shall not exceed 4 inches by 6 inches, unless otherwise required

by law (e.g. radio-frequency (RF) ground notification signs) or the City. If no cabinet exists, the signage shall be placed at the base of the pole.

2. Lights: New small wireless facilities and wireless support structures shall not be illuminated, except in accord with state or federal regulations, or unless illumination is integral to the camouflaging strategy such as design intended to look like a street light pole.
3. Logos/Decals: The small wireless facility operator/permittee shall remove or paint over unnecessary equipment manufacturer decals. The color shall match or shall be as approved by the City. Small wireless facilities and wireless support structures shall not include advertisements and may only display information required by a federal, state or local agency. The small wireless facility operator/permittee shall utilize the smallest and lowest visibility RF warning sticker required by government or electric utility regulations. Placement of the RF sticker shall be as close to the antenna as possible.
4. Cooling Fans: In residential areas, the small wireless facility operator/permittee shall use a passive cooling system. In the event that a fan is needed, the small wireless facility operator/permittee shall use a cooling fan with a low noise profile.

V. LOCATION REQUIREMENTS

A. MOST PREFERABLE LOCATIONS

The following are the most preferred areas for new small wireless facilities in the order of preference (1 being most preferable):

1. *Industrial Districts* if not adjacent to a park, residential district or historic district.
2. *Highway Rights of Way* areas if not adjacent to a park, residential district, or in the Historic Downtown C-1 Commercial District.

Retail and Commercial Districts if not adjacent to a park, residential district or in the Historic Downtown C-1 Commercial District.

B. COLLOCATION PREFERENCE

It is the City's strong preference that whenever an applicant proposes to place a new small wireless facility that the applicant collocate the same on existing wireless support structures.

C. LEAST PREFERABLE LOCATIONS

The following are the least preferred areas for new small wireless facilities in the order of preference (3 being least preferable).

1. *Residential Districts*
2. *Parks*
3. *Historic Downtown Commercial District (C-1)*

D. CONSIDERATION OF ALTERNATE LOCATIONS

The City reserves the right to propose an alternate location for a small wireless facility and/or wireless support structure to the location proposed in the application within one hundred feet of the proposed location or within a distance that is equivalent to the width of the ROW in or on which the small wireless facility and/or wireless support structure is proposed, whichever is greater, which the operator shall use if it has the right to use the alternate location on reasonable terms and conditions and the alternate location does not impose technical limits or additional costs.

E. GUIDELINES ON PLACEMENT

The City desires to promote cleanly organized and streamlined facilities using the smallest and least intrusive means available to provide wireless services to the community. Generally, a small wireless facility and/or wireless support structure shall match and be consistent with the materials and finish of the wireless support structure, adjacent City poles, and of the surrounding area adjacent to their location. In the absence of adjacent City poles, the wireless support structure shall match the materials and finish of the adjacent utility poles.

The following additional guidelines on placement shall apply:

1. Small wireless facilities and wireless support structures shall be located no closer than 150 feet away, radially, from another small wireless facility and wireless support structure.
2. A combination wireless support structure and streetlight pole should only be located where an existing pole (usually St. Charles Public Utilities) can be removed and replaced, or at a new location where it has been identified that a streetlight is necessary.
3. Small wireless facilities and wireless support structures shall be located in a manner that does not impede, obstruct, or hinder usual public pedestrian or vehicular travel or public safety on a ROW.
4. Small wireless facilities and wireless support structures shall be located in a manner that does not obstruct the legal use of a ROW by a utility provider.

5. Small wireless facilities and wireless support structures shall be located in a manner that does not violate or conflict with the City Code, applicable law and regulations, or these Guidelines.
6. Small wireless facilities and wireless support structures shall be located in a manner that does not violate the federal Americans with Disabilities Act.
7. Small wireless facilities and wireless support structures shall be located in a manner that does not negatively impact the structural integrity of the associated wireless support structure.
8. Small wireless facilities and wireless support structures shall be located in alignment with existing trees, utility poles, and streetlights.
9. Small wireless facilities and wireless support structures shall be located equal distance between trees when possible, with a minimum of 15 feet separation such that no proposed disturbance shall occur within the critical root zone of any tree.
10. Small wireless facilities and wireless support structures shall be located with appropriate clearance from existing utilities.
11. Small wireless facilities and wireless support structures shall be located so as not to be located along the frontage of any building deemed to be of historic significance on a federal, state, or local level.
12. Small wireless facilities and wireless support structures shall be located not within sight triangles at street intersections.
13. New wireless support structures shall not be located directly in front of any existing residential, commercial or industrial structure.
14. To the greatest extent possible, new wireless support structures shall be located in line with existing lot lines or an equidistance from any two existing structures. In areas of the City where multiple structures abut each other and/or where no side lot setback requirements exist, new wireless support structures shall not be located directly in front of an entrance or window of any existing structure.

Figure 1 – Example of Acceptable Location Between Residential Homes:

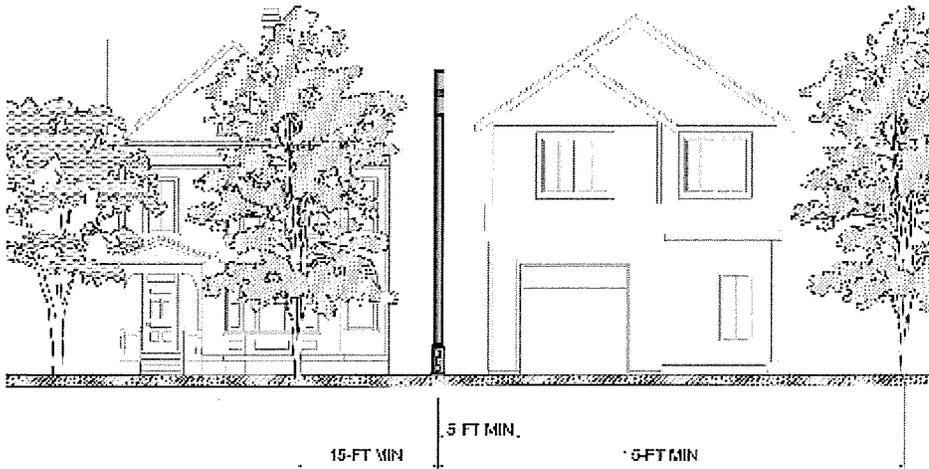
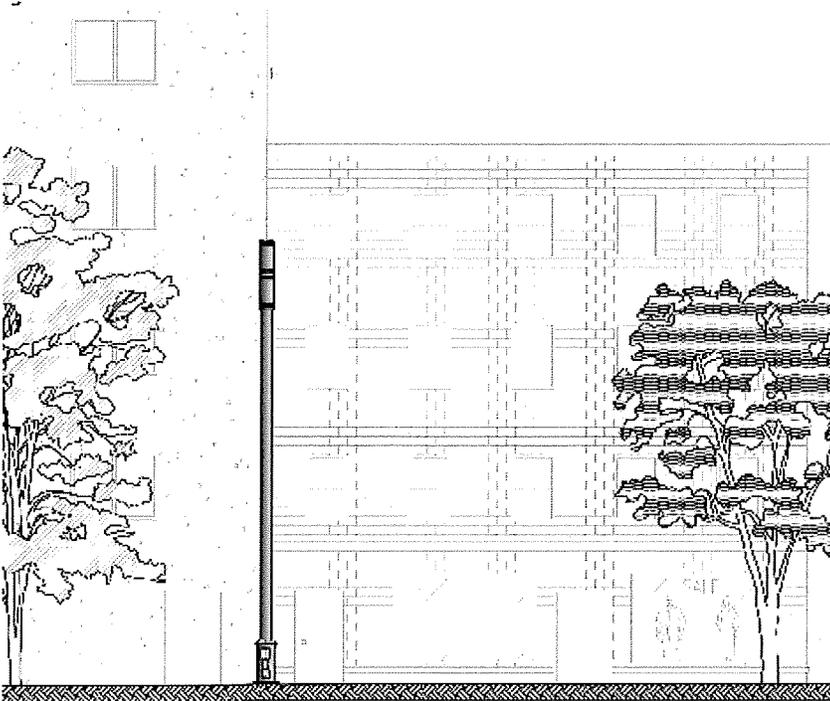


Figure 2 – Example of Acceptable Location Between Commercial Buildings:



VI. LIMITATIONS

While the City fully intends to apply the guidelines established in this policy uniformly to all small wireless facility applications, there may be circumstances where not every specific guideline may be met. In these case, City staff will use its reasonable discretion in approving small wireless facilities permit applications that deviate from the strict application of this policy.

VII. EFFECTIVE DATE OF POLICY

This Policy will be effective as of the 8th of January, 2019. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.

INTRODUCTION

Project FINE, a nonprofit that welcomes immigrants and refugees and helps them integrate into the community, invites organization and community leaders to Make a Commitment to Welcome.

The idea for this project arose from extensive listening sessions Project FINE conducted with area immigrants and refugees that revealed challenges and resistances to inclusion, ranging from discrimination to social isolation.

It is our sincere hope that organizations, businesses, community leaders and others make this commitment in ways uniquely meaningful to their organizations and communities. Additionally, we're offering a spirited challenge to those who sign on to invite others to do the same.

Participating businesses, organizations, and groups will be recognized by Project FINE, and honored as part of ongoing efforts building a community for immigrants and refugees in the Winona area and region where all are welcomed, respected and valued.

Sign on today! Here's how:

Step 1: Make a Commitment to Welcome

Choose at least one commitment, either from the list provided or one you write, that you believe will create meaningful change in your organization or community. Use consensus decision-making that includes leaders, employees, clients and other relevant stakeholders.

Step 2: Sign the Welcoming Statement

Complete the statement, with the name of your organization and the community you serve.

Step 3: Celebrate and practice

- **Adopt** the Commitment and Statement in some formal way:
 - Board of directors or executive team approval
 - Inclusion in strategic planning or other initiatives
 - Regular reflection and consideration at meetings
- **Commit** to practicing:
 - Actively work on the efforts outlined in your Commitment
 - Challenge other leaders to adopt the Commitment and Statement
 - Practice leadership that honors inclusion and diversity
- **Share** your Welcoming Statement widely:
 - Print and post copies
 - Distribute it in newsletters and other communications
 - Discuss it as part of onboarding or professional development training

MAKING A COMMITMENT TO WELCOME

The first and most important step is making a Commitment to Welcome, by selecting practices you/your organization commits to building and sustaining. Please choose the number and focus that are the best fits for you. Some selections are below, and we encourage you to craft your own.

IDEAS FOR ACTION

- State, through internal and/or public communication, that immigrants and refugees are valued contributors to our organizations and our communities
- Demonstrate a commitment to inclusion by regularly reviewing and revising policies to ensure they are welcoming and non-discriminatory
- Practice extra effort and intentional strategies to recruit and retain diverse staff
- Acknowledge and work to remove the barriers to employment for marginalized populations that others do not face
- Support practices and policies that allow immigrants and refugees to integrate into the workforce, including fair wages and pathways to citizenship
- Intentionally include diverse voices and perspectives when making decisions of strategic importance to our organization
- Train and mentor frontline and customer-facing employees in practices designed to welcome and include all
- Provide avenues for diverse clients and partners to give honest feedback on the effectiveness of inclusion practices
- Thoughtfully reach out to and invite people beyond usual circles when holding events open to the public
- Create or support community efforts to build relationships, understanding and connections among diverse populations

My commitment to welcome is:

1.

2.

3.

(add any additional)

SIGN THE WELCOMING STATEMENT

_____(Name)_____ commits to building a
community where all are
welcomed, respected, and valued.

*You can use the word community, or replace it with whatever fits best for you:

- Business
- School
- Organization
- Department
- Agency
- Family
- Neighborhood
- Arts space
- Your idea here!

CELEBRATE AND PRACTICE

Once your Commitment and Statement are complete, email them to Fatima Said, Project FINE Executive Director, at fsaid@co.winona.mn.us. Project FINE will then be in touch!

Hello Mr. Koverman and City Council Members,

The Whitewater Winterfest committee is asking to have a banner hung across Whitewater Avenue (downtown St. Charles.) We are hoping to have it hung where the holiday wreath was hung.

The maximum size of the banner would be 46 feet long and 5 feet tall.

We are asking the City for help in hanging the banner also.

The banner would read "Whitewater Winterfest. February 1st and 2nd, 2019."

We are hoping to have it finished printing and hung between January 9th-14th sometime.

Thank you for your consideration.

Katrina Boyum
Wendy Fynboh