



The City Council of the City of St. Charles welcomes you to its
 Regular Meeting of Tuesday, June 23, 2020 at 6:00 p.m.
 at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. Approval of the Agenda	
4. Notices and Communications –	
5. Review of Financials	
6. Proclamation of Support-COVID-19	APPROVE
7. 2019 Audit Review-Smith Schafer & Associates	APPROVE
8. Request For Council Action-Maintenance Worker	APPROVE
9. COVID-19 UPDATES	APPROVE
10. City Park Tree Removal	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: 452 112 573#



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, June 23, 2020

- 6. Proclamation of Support-COVID-19.** Please see the enclosed proclamation for consideration. Fatima Said of Project Fine has provided the proclamation which was also reviewed and approved with fellow Welcoming America cities of Winona and Goodview.
- 7. 2019 Audit Review-Smith Schafer & Associates.** Jason Boynton will teleconference to present the 2019 audit for consideration and approval.
- 8. Maintenance Worker Request for Council Action.** Please see the enclosed Request for Council Action memo enclosed for consideration with a recommendation to hire.
- 9. COVID-19 Updates.** The St. Charles Park Board will be meeting Monday, June 22, 2020 to discuss possible programming and program guidelines for the Mel Brownell Family Aquatic Center as well as updated discussion/recommendation from the Gladiolus Days Committee and 4th of July will be provided.
- 10. City Park Tree Removal.** Please see the enclosed Request For Council Action. The St. Charles Park Board will review the information and make a recommendation.

CITY OF ST. CHARLES

PROCLAMATION

SHOWING SUPPORT DURING COVID-19

WHEREAS: The City of St. Charles recognizes that as a community we are all looking for ways to respond to the COVID-19 pandemic to slow the spread of the virus and to minimize loss of life and lessen other impacts on our citizens and businesses; and

WHEREAS: The City of St. Charles recognizes that anyone, of any race or national origin, can become sick from COVID-19 and/or carry and transmit the disease. We ask that we all practice kindness at this time, and not participate in discriminatory actions due to baseless fears; and

WHEREAS: Each of us has a personal responsibility to prevent the spread of misinformation, support all fellow community members and to reject stigma, hate and bias in all forms; and

WHEREAS: There have been incidents of possible discrimination and racist remarks toward various populations of Americans during this time of pandemic; and

WHEREAS: Hate and bias are not acceptable in our community – the City Council remains committed to our vision of welcoming the world and recognizing our diversity as a key strength for the city and our character; and

WHEREAS: The City Council affirms that our community's success depends on making sure that all residents feel welcome and that all people, regardless of race, nationality, gender, disability or religion, bring fresh perspectives, new ideas, business and a valuable diversity of life; and

WHEREAS: In these times of social distancing, residents have the ability and the obligation to report incidents of bias and hate to the Minnesota Department of Human Rights, without fear of retaliation.

NOW, THEREFORE, I, St. Charles Mayor John Schaber, do hereby proclaim our ongoing support of embracing diversity and ensuring a welcoming environment for all in our community. St. Charles strongly stands against hate, bias or violence based on race, nationality, gender, disability, or religion, and I urge all residents to come together and support their neighbors during this unprecedented time. As a community responding to the challenges brought by COVID-19, we are stronger together.

Mayor John Schaber

(Seal)

**Request for City Council Action**

Date: June 19, 2020

Requested Council Date: June 23, 2020

Originating Department: Street Department

Council Action Requested: Hiring Michael Lemke (Step 4)

Background Information: Following the advertisement for the vacant Maintenance Worker position that closed on April 3, 2020. The process was delayed due to COVID-19 and the 21 applicants were notified. Last week, a committee comprised of Public Works Director Kyle Karger, Deputy Clerk Janell Dahl, and Public Works Foreman Scott Bunke, interviewed four well qualified applicants. It is the recommendation of the committee to hire Michael Lemke at Step 4 (\$25.79/hr.) for the Public Works Maintenance position with a week of vacation in 2020 and moving to the second step of vacation (2 weeks) in January 2021 as opposed to his hire date.

The City of St. Charles would greatly benefit from Mr. Lemke's 14 years experience with the City of Rochester where he ran plow trucks, sweepers, graders and a variety of other equipment. He also brings with him extensive experience in patching and repairing streets.

Director Karger believes that between Travis Pahl as the Street Supervisor and Mr. Lemke, the City will have an exceptional street department for the foreseeable future. Many of the projects require two individuals to perform the project and that their combined experience may allow for additional projects formerly performed by Mr. Fuerhelm like manhole and catch basin repair.



**Request for City Council Action**

Date: June 18, 2020

Requested Council Date: June 23, 2020

Originating Department: Parks

Council Action Requested: Approval of removing trees from City Park

Background Information: Last year a grant application was written for assistance to remove dead/diseased trees suspected of Emerald Ash bore. Unfortunately, the grant was not approved. One of the major areas that is affected and that staff is concerned about is City Park. A plan has been devised to remove approximately 20 larger trees in City Park. Please see the attached memo from Public Works Director Kyle Karger. He has been monitoring the trees as the City Forester and his recommendation is attached for review.





Memorandum

To: Park & Rec Director Rick Schaber and St. Charles Park Board
From: Public Works Director/City Forester Kyle Karger
Date: June 19, 2020
Subject: City Park Ash Trees

Dear Mr. Schaber and Park Board:

Over the last several seasons, we have been monitoring the number of dead and dangerous trees in St. Charles City Park. Rick and myself went and conducted a quick inventory of existing trees and evaluated that at least six or seven need to be taken out ASAP. However, Also, it was noted that there are additional ash trees 1/3 to 1/2 dead and there is only one direction they will be going from here with the emerald ash bore sweeping thru the City. The Public Works Dept. started last year removing any ash trees on Public property/boulevards because in talking with several tree services and communities, while you can take off dead branches every year for a couple of years, eventually the tree will need to be removed.

As the City Forester, I have worked with many tree removal companies and discussed this issue with them and they all agree that removal as soon as you can afford it is the way to go. Per our ordinance, these trees qualify as dead, dying or dangerous and in my opinion a total of 16 to 20 of these trees at the Park should be removed.

I have proposed to Mr. Schaber that the Public Works crew will make time and come in and take these trees out with the help of T&R Excavating, who has a large back hoe to tip the trees over while removing stumps at the same time. We will then cut them up and the same backhoe will load city trucks to then haul to the City Shop for burning. If this job was hired out, I would estimate a project cost of approximately \$30,000. However, with our crew and Red's big excavator, I am estimating around \$10,000. While no one wants to see trees removed, we feel this is essential at this time. Through the Forestry budget, we will then use look to replace each tree taken with two large balled and bagged trees to begin the new growth process and restoration of the green space. Unfortunately, we will also be tearing up some grass on this project which will also be repaired immediately after the trees are hauled out, but that's another reason not to do this in stages, like half this year and half next year. Again, the park will look different, but I believe it will look better by not looking at dead trees and branches. There are still many large trees that are in good shape so it should not be overwhelmingly shocking. Thank you for your consideration on this matter.

Sincerely,
Kyle Karger, Public Works Director/City Forester