



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, March 12, 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. March 12, 2019 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-February 12, 2019	
-February 26, 2019	
5. March 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 (TBD)	
7d. Library Board Report, David Kramer	
7e. Park Board, Dave Braun	
7f. School Board, Craig Hilmer	
8. Winona County Board Update-Commissioner Steve Jacob	INFORMATION
9. 2018 CIP Energy Plan Review	INFORMATION
10. Destination Medical Center Update	INFORMATION
11. Park & Rec Summer Job Posting Advertisement	APPROVE
12. Resolution #08-2019 Awarding 2019 Sanitary Sewer Lining Project	APPROVE
13. Resolution #09-2019 Establishing an Interfund Loan for Land Acquisition	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, March 12, 2019**

- 8. Winona County Board Update.** Commissioner Steve Jacob will be present to provide the Council with an update.
- 9. 2018 CIP Energy Plan Review.** Joe Plummer from Franklin Energy will be present to provide Council with an update on the results of the 2018 planning year. Enclosed in the packet is the summary/powerpoint of his information.
- 10. Destination Medical Center Update.** A representative from the DMC board will be present to provide the Council with a brief update.
- 11. Park & Rec Summer Job Posting Advertisement.** The Park & Rec Board will be recommending approval of the Summer Job Posting Advertisement at their Monday night.
- 12. Resolution #08-2019 Awarding 2019 Sanitary Sewer Lining Project.** Enclosed in the sanitary sewer lining bids as reviewed by WHKS. It is recommended to hire Visu-Sewer for \$55,870.00.
- 13. Resolution #09-2019 Establishing an Interfund Loan for Land Acquisition.** A tentative closing is set for the purchase of land owned by Jack and Janice Thoreson. A proposed resolution for an interfund loan is included in the packet for consideration. Proceeds from the sale of land to Danmar Properties will be included along with the interfund loan amount of \$275,000.00.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, February 12, 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: Park and Rec Director Rick Schaber, and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Tessa Schweitzer, Mark Daley, Sidney Greden, 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

Motion to approve the agenda with the deletion of item 7d. Library Board Report. Addition of 8b. Summer Park and Rec brochure.

Motion to approve: **David Kramer**

No discussion.

Motion carried.

4. Meeting Minutes

January 2, 2019

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

January 8, 2019

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

5. February Payables. No questions were asked.

Motion to approve: **David Kramer**

No discussion.

Motion declared carried.

6. Notices and communications: Mayor Schaber received a request from a representative from the Destination Medical Center board requesting time to give a brief update. Mayor Schaber suggested the second meeting in February and council concurred.

7. Reports of Boards and Committee:

Various reports were given by staff and Council.

8. Daley Letter of Support. Mayor Schaber opened the discussion relaying that the letter of request had been tabled at the last meeting and asked Council if any other questions or information was needed. He outlined the options of approving a letter of support, requesting additional information if necessary or

denying the request. Clm. Braun relayed that he believed the City should remain neutral and deny the letter of support. Clm. Getz relayed that the information previously provided of the number of employed people and those who live in St. Charles, the business that is created from their dairy and supports St. Charles, and his belief that they would abide by the MPCA plan, he would motion to approve the letter of support. Clm. Kramer asked the mayor if he could ask questions of the Daleys? He outlined several questions related to the information relayed in the media regarding the price of milk and whether it is more of a local impact or if the larger markets create a bigger effect or not, and the alleged decline in population and downtown businesses, the number of employees anticipated with the expansion and the projected cost of the project or long-term economic impact. Mark Daley addressed the Council and relayed that their product is intertwined and part of a global economy that help to drive the markets everywhere. Mr. Daley relayed that because they are early on in the process, they haven't done a lot of economic impact analysis. While they currently employ 30 people who are not family, the proposed project would double the capacity and Mr. Daley said that while they probably wouldn't double the number of workers there would definitely be more jobs. He relayed that our area is heavily dependent on the ag economy and that he has already seen the loss of a grocery store, dentist, implement dealer and if businesses like themselves are not able to grow than the area could potentially lose more infrastructure, especially as other dairies leave the industry. Mr. Daley relayed he anticipates a \$22 million project. With water usage, he relayed that their water usage annually is about 75 million gallons with a well capacity of 92 million gallons, but that as part of the last meeting, it was relayed that North Star was at least 60 million gallons and that the former turkey plant in Altura used about 130 million gallons/year. It was relayed that the following week the Daleys would begin meeting with the various Winona County boards and commissions to seek the variance that is necessary. It was noted by Mayor Schaber that Clm. Hilmer was not present for the vote. He then asked for any further discussion and hearing none relayed that a motion was on the floor in favor of a letter of support. He called for approval and three votes were in favor with one against.

Motion to approve: **Wayne Getz**

Vote Nay: **Dave Braun**

No further discussion.

Motion declared carried.

8b. Summer Park & Rec brochure. (Clm Hilmer entered during discussion). Park and Recreation Director Rick Schaber was present to highlight changes to the proposed 2019 Summer Park & Rec brochure. Schaber highlighted the special Fridays trip planned to the Vikings Training camp and Twins trip. He then discussed that last year, a new automated system had been implemented at the pool, which is celebrating its 20th season. He relayed that the automated system allowed for single and family membership passes to be scanned at the front desk. This system also can be used to replace the ticket format so that users can purchase tickets/punches to the pool that be loaded onto a similar hard card. Each family can be issued two cards and the process of buying and using tickets or punches can be simplified. The new fee for daily tickets will be a flat rates of \$2.00/ticket with a minimum purchase of 20 punches/tickets. Schaber outlined several other area pool rates for ticket pricing, not including single daily user fees, which will remain the same, but he acknowledged that the proposed \$2.00 flat rate was still less expensive than those compared. Clm. Kramer asked about the system and if residents could receive a new card if lost and Schaber replied that it hasn't been determined as far as pricing of a lost card but that the punches/passes associated with the card would be cancelled from the one lost and added into the new card. All questions were answered. A motion to approve the Summer Park and Rec brochure and the new pricing was made.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

9. Resolution #02-2019 Preliminary and Final Plat – Christie. Admin. Koverman highlighted the request utilizing the information in the Planning & Zoning minutes and memo. He outlined the various questions of the P&Z Commission related to easements and a dedicated access. It was relayed that the necessary easements would be displayed on the plat according to City Code and that an easement declaration would be drafted and recorded prior to signing of the plat. Clm. Hilmer asked about the cul-de-sac outlined in the proposed map, noting that past discussions with staff outlined the difficulty in snow maintenance and water quality of deadend mains. Admin. Koverman relayed that a general plan is part of the process and that nothing was set in stone. No other questions were asked and a motion was made to

approve the plat with the conditions of the easement declaration and additional easements being added to the plat.

Motion to approve: **David Kramer**

No discussion.

Motion carried

10. Resolution #03-2019 Front Yard Variance—302 20th Street-Christie. Admin. Koverman reviewed the need for the 4.3-foot front yard variance as outlined in the minutes from Feb. 7, 2019 that included the Findings of Fact that were included as:

Based on the discussion with the petitioner and representations made to the St. Charles Planning Commission as well as the letter submitted by the petitioner the following facts are recommended:

1. *The proposed expansion and use of the property is reasonable given the current location of the existing home and proposed alignment of a future street right-of-way.*
2. *The variance is required due to the unique circumstances to the property such as the existing subject property was not platted when the 20th Street right-of-way was established and the owner did not cause or establish the right-of-way alignment.*
3. *The front yard variance nor the location will alter the essential character of the locality based on the discussions and letter submitted and rather will retain the original alignment of a proposed road rather than a possible offset connection.*

With no further discussion, a motion was made to approve the resolution as presented.

Motion to approve: **Wayne Getz**

No discussion.

Motion carried.

11. Ordinance #608 Amending the Zoning Map—Christie (1st Reading). Discussion was held with respect to the rezoning of four lots to be included as R-1 Single Family Residential. No questions were asked. A motion was made to approve the ordinance as presented.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

12. Resolution #04-2019 PERA Plan Eligibility. Admin. Koverman relayed that the proposed resolution was standard when an officer met the threshold of PERA and needed to be included for eligibility. A motion was made to approve the resolution as presented.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion carried.

13. Resolution #05-2019 Public Library Fundraiser Liquor License-April 13, 2019. Mayor Schaber briefly reviewed the resolution and a motion was made to approve as presented.

Motion to approve: **David Kramer**

No discussion.

Motion carried.

14. St. Charles Volunteer Fire Fighter Approval. Admin. Koverman relayed that one of the prior candidates declined for personal reasons. Chief Carlson requested that Al Lange be hired to fill the vacant position. A motion was made to hire Lange.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

15. 2019 St. Charles Volunteer Ambulance Officers. Admin. Koverman reviewed the request from Ambulance Director Jeff Hardtke to approve Catherine Meyer as Assistant Director and Justin Slavin as Training Officer. A motion was made to approve the nominations.

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

16. Pay Request #3-2018 Street Improvement. Pay request #3 to Dunn Blacktop for \$11,614.81 was requested for the 2018 Street Project. A motion was made to approve the request.

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

17. Safe Routes To School Pay Request #4. Pay Request #4 in the amount of \$18,561.99 was requested for Dunn Blacktop for the amount stated toward the Safe Routes To School project. A motion was made to approve the request submitted.

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

UNSCHEDULED PUBLIC APPEARANCES

Tessa Schweitzer addressed the Council as a resident of St. Charles stating she was very angry with the Council's decision to approve the letter of support for Daley Farms. She stated she felt it had nothing to do with the City and that individually they could support or oppose, but did not feel they had the right to vote on the matter. She thanked Clm. Braun for his vote against support of the letter and stated that in the future when emailed that she would appreciate a response be sent back. She thanked Mayor Schaber for his response.

Motion to adjourn at 6:38 p.m.
Motion to approve: **Wayne Getz**
Motion declared carried.

John P. Schaber, Mayor

ATTEST

Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, February 26, 2019 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

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

STAFF PRESENT:

Kyle Karger (Public Works Director), Ken Frank (Police Chief) and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Tanya LeJune, Boy Scout 54 members and parents (Ethan Hahn, Erik Voss, E. J., Julie Gruber, Angie Berg, Mitzi Storm, Owen Gruber, Harrison Gruber, Adam Berg, Nate Storm, Matthew Storm, Levi Ferden, and Chris Hahn) 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. Review of Financials. No Comment.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion carried.

6. DMC Discussion. Mayor Schaber relayed that the discussion would be moved to the March 12th meeting and called for a motion to table.

Motion to table: **Wayne Getz**

No further discussion

Motion carried.

7. Ordinance #608 Map Amendment – Christie (2nd Reading). Admin. Koverman relayed the second reading of the map amendment for the proposed subdivision from Dan and Jill Christie. Koverman also requested that part of the motion for the second reading include adoption of the Findings and Conclusions presented to the Planning Commission as part of the recommendation for approval. He outlined the findings that were provided as the following:

FINDINGS AND CONCLUSIONS

WHEREAS, the Planning Commission after review, made a favorable recommendation to the St. Charles City Council for a rezone designation for certain parcels from the A-1 Agriculture District to the R-1 (Single Family Residential) for property owned by Dan and Jill Christie at 302 20th Street; and

WHEREAS, notice of this public hearing before the St. Charles Planning Commission of the City of St. Charles, Minnesota, was duly noticed pursuant to City Code §152.47; and

NOW, THEREFORE, the St. Charles Planning and Zoning Commission, based upon the evidence presented at said hearing, make the following:

FINDINGS

1. That the property at issue (Subject Property) located at 302 20th Street in the City of St. Charles, Minnesota, is approximately 14.28 acres, and is legally shown and described in Exhibit A which is attached hereto and incorporated herein by reference.
2. That the Subject Property is owned by Daniel R. Christie and Jill C. Braun and is currently zoned A-1 (Agriculture District) and the Planning Commission has recommended rezoning certain parcels of the property to R-1 (Single Family Residential).
3. Given the history of the use of the two existing home that abuts the R-1 (Single Family Residential), the proposed amendment would neither arbitrarily nor negatively impact the neighborhood.
4. The proposed plan and use would not negatively impact property values.
5. The proposed plan does not constitute spot zoning.
6. Potential future development would more closely resemble the adjacent R-1 (Single Family Residential) District in terms of structures and use.
7. The current and proposed infrastructure would complement the future R-1 zoning designation.
8. The proposed rezoning is consistent with the districts that are contiguous to the area proposed to be rezoned.
9. The proposed rezoning is both reasonable and consistent with the City's comprehensive plan.

Hearing no further discussion, a motion was made to approve the second reading and the findings as presented.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

8. Revolving Loan Request. Admin. Koverman reviewed a recommendation from the EDA to approve a \$25,000 loan to Tanja LeJune for the purchase of Cabin Coffee. The loan would be for 10 years at an interest rate of 4 percent. The loan would be contingent upon collateral security being determined and structured with the loan. A motion was made to approve the loan request as presented and to direct staff to prepare all necessary documents.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

9. Franklin Energy 2019 Plan. Admin. Koverman relayed that Joe Plummer would be attending the next meeting due to the weather and road conditions. However, he presented the proposed 2019 plan Conservation Improvement Plan and highlighted any changes made. The plan is part of a state mandated call for utilities to spend a percent of its revenues to find energy savings throughout the community. Franklin has performed this service for the city and it has been a valued partnership. A motion was made to approve the plan as presented.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

10. 2019 SEMCAC Low Income CIP Plan. Admin. Koverman relayed that under the same state mandate a portion of the utility's revenues had to support low income programming. The City has partnered with SEMCAC for a number of years to provide that service. The major change to the plan this year would be the addition of weatherization practices. No other questions were asked at this time and a motion to approve the 2019 plan was moved.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion declared carried.

11. City Accountant Recommendation. Admin. Koverman relayed that four interviews were held for the open position of city accountant and after much deliberation, the interview panel recommended Shawn Elsbury for the position starting at the third step with some flexibility to negotiate if necessary. Koverman outlined Mr. Elsbury's professional accomplishments and relayed that his experience working for the City of Rochester, the State of Iowa Auditing Department and private accounting firms, would lend to performing the duties well. A motion was made to approve the recommendation as presented.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

12. Fulltime Police Officer Recommendation. Police Chief Ken Frank relayed that the interview panel conducted four interviews for the open vacancy of full-time officer and after consideration, recommends hiring Officer Casey McCready to fill the open vacancy starting at the second step and beginning the date of hire as February 24th as he is already scheduled for 80 hours with open shifts due to sick leave and injuries within the department. He outlined his experience and assets that he brings to the department. He also noted that Officer Jose Peleaz would be leaving on a 10 month deployment and that he is looking to fill the vacancy with a temporary long-term hiring. No additional questions were asked and a motion to approve the recommendation to hire Casey McCready was moved. Clm. Braun abstained citing a family relationship to the candidate.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion declared carried.

13. Resolution #06-2019 Adopt Winona County All-Hazard Mitigation Plan. Koverman relayed previously staff had worked with the Winona County Environmental Services department to update the County's Hazard Mitigation plan. All cities and townships took part in the update of the plan. The resolution is requested for adoption of the FEMA update. A motion was made to approve the resolution.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

14. Resolution #07-2019 Support of Second Passenger Rail Funds. Clm. Getz provided background information on the proposed resolution that was being sent by all members of the Rail Committee that St. Charles is a member of. The resolution will be sent to Governor Walz's office for inclusion into his budget proposal. Clm. Kramer asked if anyone had seen it already included in the governor's proposal as he thought it had been released. It was unclear at the time. A motion to approve the resolution as presented was moved.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

15. Board of Equalization—April 10, 2019. Koverman relayed that he had received notice of the intent for the annual Board of Equalization meeting for Wednesday, April 10 at 7 p.m. A motion was made to approve the meeting date.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

UNSCHEDULED PUBLIC APPEARANCES

Nathan Storm represented Troop 54 of the Boy Scouts addressed the Council and relayed the reasoning for their attendance of the meeting to learn more about the government process. Mayor Schaber thanked them for attending.

Motion to adjourn at 6:17 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

Attest: _____

Nick Koverman, City Administrator

Welcoming Table

Join us for a meal and conversation



Gatherings are held monthly at
Central Lutheran Church
259 W Wabasha Street
Winona, MN

All are welcome, but reservations are required.
Visit bit.ly/welcomingtable or call us at 452-4100

2019 Dates

January 14th, noon

July 15th, noon

February 11th, 5:30pm

August 19th, 5:30pm

March 18th, noon

September 16th, noon

April 15th, 5:30pm

October 21st, 5:30pm

May 20th, noon

November 18th, noon

June 17th, 5:30pm

December 16th, 5:30pm

Project FINE

Focus on Integrating Newcomers through Education



Emergency Management Training for
Elected and Senior Officials
Roles and Responsibilities in Disaster Situations



Tuesday June 25th, 2019 3:30 p.m. to 6:00 p.m.
Winona County Historical Society

Minnesota Homeland Security and Emergency Management (HSEM) Director Joe Kelly is traveling to counties throughout the state to present an HSEM course specifically designed for elected officials. The training aims at helping local officials better understand their roles during and after a disaster. Director Kelly will reinforce how elected and senior officials contribute as policy makers, ensuring that resources are coordinated and that the public is confident the incident is being managed effectively.

Topics covered include:

- Role of elected/senior officials (policy group) relative to the incident command system (ICS).
- Major responsibilities of policy group officials during an incident.
- Common policy group issues during an incident.
- State and federal disaster assistance programs.
- How policy group members can prepare for emergencies.

HSEM Director Joe Kelly has the overall responsibility to ensure coordination of state agency preparedness and emergency response to all types of emergencies and disasters in Minnesota. A native of Olivia, Minn., before joining HSEM, Joe served 31 years in the United States Army and Minnesota National Guard and is a veteran of Operation Iraqi Freedom. He achieved the rank of Brigadier General and his last military assignment was as the Assistant Adjutant General for the state of Minnesota. Joe was involved in planning, coordinating, and executing military operations in support of civil authorities for more than 17 years, including serving as the joint military task force commander during the 2008 Republican National Convention. He holds a bachelor's degree from Saint John's University, a master's degree from the United States Army War College, and is a Minnesota Certified Emergency Manager.

For further information: contact Winona County EM Director Ben Klingler
507-457-6598 bklinger@co.winona.mn.us



City Administrator's Report—February 2019

Feb. 10—Attended Early Childhood Initiative Family Fun Event at the Elementary School. Members of the police, fire and library were also in attendance with booths distributing information and conducting positive public outreach.

Feb. 13—Held a phone conference with UMMEG for quarterly meeting. Received updates on solar projects and Cashton Green wind farm.

Feb. 14—Took part in Police Department interviews along with Officer Robbie Floerke and Police Chief Ken Frank.

Feb. 20—Took part in interviews for the St. Charles City Accountant along with Deputy Clerk Janell Dahl and Customer Service Specialist Cassie Smith.

Public Works Report – February 2019

- Plowed snow; sanded the streets; hauled snow to fairgrounds and cleaned catch basins; monthly rubber good testing performed; plow equipment repairs; read meters; monthly substation report completed; power outage at 407 East 5th; MMUA safety meeting; cleaned walking trails.
- Finalized 2018 budget; cleaned offices; new Explorer shelving and storage set up for utility locating; worked on transformer; spread sheets; checked highway 14 traffic lights and city street lights; temporary electric service to permanent electric service at 1602 Whispering Hills Drive; utility locates; salted City sidewalks.
- Unloaded truck with 2019 inventory; emergency locate for water main break and repair; JD 1445 repairs; hauled salt to City Hall, Library, and EMS building; checked on future service needs for Whitewater dodge; replaced load hose's on plow truck; prepared trucks ready for next storm.
- Tried to dig primary three phase into solar field (too much frost after with a -40 degree temp); MMUA Supervisor training; cleaned main street with D.O.T.; moving storage shelves at shop; scissor lift moved to shop from EMS building; custom alarm hard wiring shop shed for security equipment; drift busting; bucket truck calls to Altec for repairs.
- Hanging LED lights; handled snow plowing complaints; replaced cutting edge on plow truck; electrical re-reads; winging back snow banks and drifts; service plow truck; dropped street pickup off at Sugar Loaf for warranty work; cleaned up grader.
- Repaired shop pressure washer; replaced grader blade; put up no parking signs for hauling snow; repaired fire hydrant at high school; replaced breaker on 1 ton pickup; checked wells; worked on plow truck; repaired door at City Hall; started repairs in Senior Center kitchen; worked on shop garage door openers; replaced sign on walking trail.
- Checked booster stations; replaced water meters; scraped ice on roads; water samples taken; replaced sewer lift station pump; shut off curb stop at 1204 Whitewater for repairs; performed finals for City Hall; Hawkins well chemical shipment; locates for I-90 truck stop.
- Gentlemen, this list is a little shorter than most monthly reports because most of the month was occupied with plowing, sanding, hauling snow, and cleaning catch basins. The good news is that I hear spring and summer are very close!

Sincerely,
Kyle Karger
Public Works Director



St. Charles Public Utilities

Conservation Improvement Program:
2018 Summary

Topics

- 1 Program impacts
- 2 Rebates
- 3 Outreach and Marketing
- 4 Commercial/Industrial services
- 5 Small business assessments
- 6 Elementary energy efficiency (E³)

2018 Program Impacts

322,925 kWh Energy Savings Goal for 2018
1.5% of average sales

Program	Energy Savings (kWh/yr)	Demand Savings (kW)
Commercial/Industrial	443,276	10.2
Elementary Energy Efficiency	6,212	0.7
Residential Direct Install	3,427	0.3
Residential Rebates	90,407	16.9
TOTAL	543,323	28.1
Percent of Average Sales	2.5%	

High School HVAC and lighting renovations generated 308,608 kWh in savings in 2018

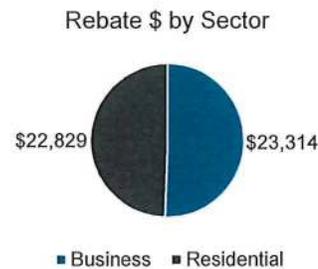
Overall Program Impacts

2012-2018

Year	Energy Savings (kWh/yr)	% kWh Savings
2012	185,861	0.7%
2013	175,981	0.8%
2014	327,176	1.5%
2015	149,383	0.7%
2016	333,817	1.5%
2017	308,725	1.5%
2018	543,323	2.5%

2018 Rebates by Program

Program	Number of Rebates	Rebate \$
Commercial/Industrial	12	\$23,314
Elementary Energy Efficiency	89	\$1,981
Residential Direct Install	105	\$516
Residential Rebates	249	\$20,332
TOTAL	455	\$46,142



2018 Rebates by Category

Rebate Categories	Rebate \$	kWh Savings
Appliances	\$11,250	6,934
Custom	\$20,394	381,201
Domestic hot water	\$0	0
HVAC	\$4,595	37,875
Lighting	\$9,049	86,762
Plug loads	\$0	0
Recycle	\$855	30,551
Commercial Refrigeration	\$0	0
TOTAL	\$46,142	543,323

2018 Commercial Rebates

(12) Commercial Rebates

Invoice Date	Customer Name	Total Incentive	kW savings	kWh savings
1/22/2018	Independent School District #858	\$747.67	2.37	14,318
2/1/2018	Springboard Development	\$741.08	0.00	5,430
2/6/2018	Independent School District #858	\$223.33	0.71	4,277
2/20/2018	Independent School District #858	\$187.50	0.77	4,649
2/27/2018	Independent School District #858	\$13,300.00	0.00	315,923
3/20/2018	Springboard Development	\$2,080.45	0.00	15,243
3/22/2018	Southeast Mutual Insurance	\$60.00	0.18	1,116
4/3/2018	St. Charles Borromeo Catholic Church	\$240.00	0.79	4,772
4/12/2018	NRB Metals	\$2,974.34	0.00	21,793
5/10/2018	Independent School District #858	\$1,298.00	0.00	22,812
9/20/2018	Southeast Mutual Insurance	\$1,261.45	2.29	13,854
9/25/2018	United Methodist Church	\$200.00	3.04	19,090

2018 Residential Rebates

Residential Rebates by Measure

Metric	HVAC	ENERGY STAR Smart Thermostat	ENERGY STAR Appliances	LED Lighting	LED Holiday Lighting	Recycling
Quantity	35	18	104	45	22	25
Total Rebate	\$3,735.00	\$660.00	\$11,250.00	\$3,321.10	\$511.25	\$855.00
kWh Savings	17,474	1,312	6,934	20,933	13,204	30,551
kW Savings	3.4	0.0	1.1	1.9	0.0	10.5



Outreach and Marketing

Residential Energy Assessments



Website

Social Media



Print

Commercial / Industrial Services

Purpose: Help local businesses save energy and access St. Charles rebates

Services:

- Walk-through assessments
- Ultrasonic compressed air leak surveys
- Proposal review and custom rebates



Compressed Air Leak Survey		Hanklin Energy					
Active Tool and Die, Inc.							
Customer Contact:	Darin Drake	Phone:	507-832-3363				
Customer Address:	2143 Donahue Avenue St. Charles, MO 65072	E-mail:	drake2@atdinc.net				
Assessment Date:	April 7th, 2017	FES Phone:	612-264-3693 ext. 2111				
FES Assessor:	Jeff Engel/Don Plummer	FES E-mail:	jeff@stcharlesenergy.com				
AIR COMPRESSOR COSTS							
Compressor Model:	GA15/50-FF	Compressor Size, hp:	20				
Compressor Type:	VSD	Max Flow, CFM:	60				
Motor Efficiency:	94.50%	FL, kW/100 CFM:	22.72				
Peak kW, est.:	15.79	Annual Operating Hrs.:	4500				
Energy Use, kWh	66,317	Rate	Blended with Rate				
Annual Cost, est.	\$,992.00	Electricity Rate, \$/kWh	0.135				
Area/Location	#	Tag Number	Pressure, est.	Shape	Size, est.	CFM	Annual Cost
PIPE IN PIPES TO 1/2" DIA	1	1151	100	Sharp Edge	116	3.97	\$ 412.63
PIPE IN PIPES @ 1/2" DIA	2	1152	100	Sharp Edge	102	0.96	\$ 109.21
PIPE IN PIPES @ 1/2" DIA	3	1153	100	Sharp Edge	144	0.28	\$ 27.65
PIPE IN PIPES @ 1/2" DIA	4	1154	100	Sharp Edge	184	3.97	\$ 412.63
PIPE IN PIPES @ 1/2" DIA	5	1155	100	Sharp Edge	120	3.97	\$ 412.63
PIPE IN PIPES @ 1/2" DIA	6	1156	100	Web Round	116	4.91	\$ 506.43
TOTAL	61				19.43		\$ 2,173.28

Residential Energy Assessments

Purpose: Identify energy savings opportunities, educate customers, connect to rebates, install free energy savings measures

Process:

- Walk-through energy assessment
- Optional bill review
- Direct install LED lighting or water-saving products (if electric water heater is present)
- Provide report

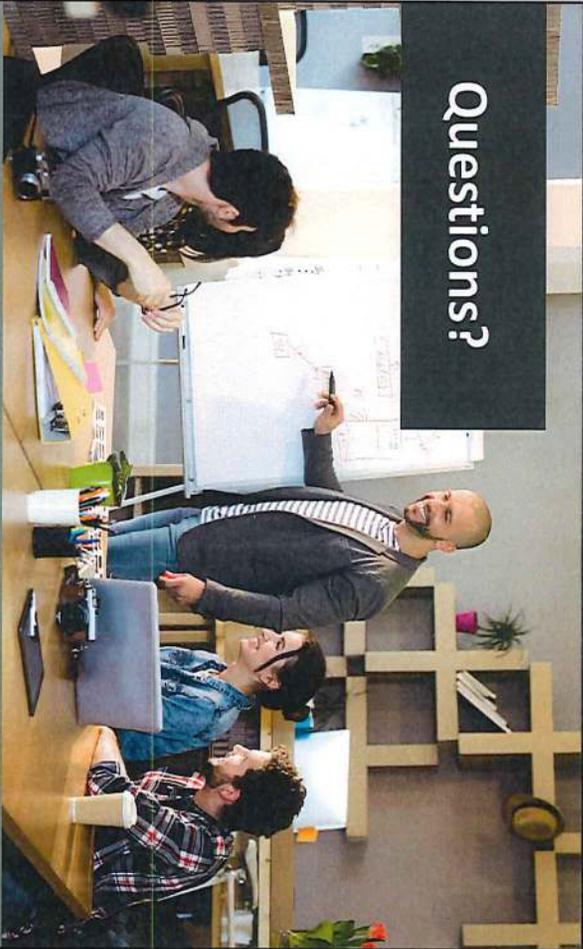
Elementary Energy Efficiency (E³)

Goals:

- Educate students about how energy is produced and delivered
- Demonstrate how saving energy can save money and help the environment



- Classroom presentations to 5th graders
- Each student provided a take-home kit of LED bulbs etc. and worksheet
- Direct savings of 5,000-6,000 kWh/yr



Questions?



**City of St. Charles
Resolution #08-2019**

**A RESOLUTION ACCEPTING QUOTES
AND AWARDING SANITARY SEWER LINING CONTRACT**

WHEREAS, pursuant to request for quotes for the Municipal Capital Expenditure for the 2019 sanitary sewer lining project, bids were received, opened, and tabulated, and the following were received complying with the request:

<u>Bidder</u>	<u>Base Bid</u>
Visu-Sewer, INC.	\$55,870.00
Municipal Pipe Tool Co., LLC	\$63,087.50
Hydro-Klean, LLC	\$67,420.90

WHEREAS, upon tabulation of the quotes with respect to the specifications, it appears that Visu-Sewer, 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 Visu-Sewer, INC for the sanitary sewer lining project in the amount of \$55,870.00.

Adopted by the Council of the City of St. Charles, Minnesota this 12th day of March, 2019.

John Schaber, Mayor

Attest: _____
Nick Koverman, City Administrator

WHKS & Co.

Bid Date: February 7, 2019 @ 2:00 p.m.

WHKS #5985.19		Visu-Sewer, Inc.		Municipal Pipe Tool Co. LLC		Hydro-Klean, LLC		
2019 Sanitary Sewer Lining		W230 N4855 Betker Drive		515 5th St. / PO Box 398		333 NW 49th Place		
St. Charles, MN		Pewaukee, WI 53072		Hudson, IA 50643		Des Moines, IA 50313		
ITEM		QUANTITY	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
Mobilization	1	LS	\$1,435.00	\$1,435.00	\$8,000.00	\$8,000.00	\$5,759.00	\$5,759.00
Traffic Control, including work in highway right-of-way	1	LS	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$4,496.80	\$4,496.80
8" Sanitary Sewer Cleaning and Televising	1,470	L.F.	\$3.00	\$4,410.00	\$2.25	\$3,307.50	\$7.43	\$10,922.10
8" Sanitary Sewer Lining	1,470	L.F.	\$25.50	\$37,485.00	\$24.00	\$35,280.00	\$20.90	\$30,723.00
Lateral Reinstatement	32	Each	\$10.00	\$320.00	\$150.00	\$4,800.00	\$75.00	\$2,400.00
Air Test Service Lateral Connections	32	Each	\$310.00	\$9,920.00	\$325.00	\$10,400.00	\$400.00	\$12,800.00
Chemical Grout Leaking Service Laterals	32	Each	\$25.00	\$800.00	\$25.00	\$800.00	\$10.00	\$320.00
Total				\$55,870.00		\$63,087.50		\$67,420.90

**CITY OF ST. CHARLES
RESOLUTION #09-2019**

**A RESOLUTION ESTABLISHING AN INTER-FUND LOAN FOR THE
I90 DEVELOPMENT PROJECT AND LAND ACQUISITION**

WHEREAS, on January 8, 2019, the City Council approved the purchase of land from Jack and Janice Thoreson (the “project”) through a motion declared carried; and,

WHEREAS, the City is in need of financing this project in the amount of \$275,750.00 toward the total purchase price of \$575,750.00 and,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Minnesota, as follows:

1. Inter-Fund Loan Established. An inter-fund loan (the “Loan”) is hereby established in the amount of \$275,000 with funds to be allocated to the Capital Improvement Fund as of the Effective Date.
2. Effective Date. The loan shall be effective as of 03/12/2019 (the “Effective Date”).
3. Sources of Loan Funds. The source of funds for the Loan (the “Source Fund”) shall be from the General Fund Reserves, in the amount of approximately \$275,000.
4. Interest Rate and Accrual. The Capital Improvement Fund shall accrue interest expense to be repaid with principal at a simple interest rate of 0.0 percent.
5. Loan Repayment. The Loan shall be repaid on or before 12/31/2019 (the “Repayment”). Notwithstanding, the City shall retain the authority to prepay all or a portion of the Loan at any time during the Loan period (a “Prepayment”) or amend such Repayment period. Such Repayment or Prepayment shall be conducted by resolution of the City Council. Principal and interest Repayment or Prepayments shall be allocated to the Source Funds.
6. Authority to Take-Out Loan. The City shall retain full authority to take-out the Loan through other permitted means of financing; including, but not limited to, the issuance of General Obligation Revenue debt.

Whereupon said resolution was passed and adopted by the City Council of the City of St. Charles, Minnesota, this 12th Day of March, 2019.

SIGNED:

WITNESSED:

John Schaber, Mayor

Nick Koverman, City Administrator

(CITY SEAL)