



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, March 14, 2023 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. March 14, 2023 - Agenda	APPROVE
4. Meeting Minutes	APPROVE
a. February 28, 2023	
5. March Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
a. Public Works Director Report, Kyle Karger	
b. Chief of Police Report, Jose Pelaez	
c. Library Board Report, David Kramer	
d. Park Board, Dave Braun	
e. EDA, Wayne Getz	
f. School Board, John Steffel	
g. Chamber of Commerce Board, John Steffel	
8. Ordinance #651 – City Organizations (2 <sup>nd</sup> Reading)	APPROVE
9. Ordinance #652 – Zoning Map Amendment (2 <sup>nd</sup> Reading)	APPROVE
10. Resn #10-2023 – Accept a SCPD Donation (Winona Area Crime Stoppers)	APPROVE
11. Pay Request – Rick Almich	APPROVE
12. Letter of Resignation – Public Works Director Kyle Karger	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



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**MEMORANDUM for the CITY COUNCIL of St. Charles for  
Tuesday, March 14, 2023**

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**8. Ordinance #651 – City Organizations (2<sup>nd</sup> Reading)** – The Planning Commission was presented with changes to Chapter 33.02 of the City Code as recommended by City Administrator Langholz, Interim City Administrator Rich Almich, and Kim Lindquist from WSB. The changes included a reduction in the number of members on the Planning Commission from nine (9) to five (5). The proposed adjustments change wording that requires one meeting per month and removes unnecessary language.

**9. Ordinance #652 – Zoning Map Amendment (2<sup>nd</sup> Reading)** – The Planning Commission held a public hearing for a rezoning request from Fred Troendle for his property located at 436 12<sup>th</sup> St W. Mr. Troendle requested the zoning be changed from I2 – General Industry to R-2 - Multiple Family Residential. This would allow the erection of a church on the property as a permitted use. The Planning Commission made a motion in support of the zoning change and recommended the City Council do the same.

**10. Resn #10-2023 Accept a SCPD Donation (Winona Area Crime Stoppers)** – It is protocol to accept a large donation by resolution when the donor provides a designation on where the donation is to be spent. The Winona Area Crime Stoppers have donated \$600.00 to the SCPD to be used for the Police Reserve Program. I recommend the council approve the resolution accepting the donation.

**11. Pay Request – Rick Almich** – This should be the last pay request from Interim City Administrator Richard Almich.

**12. Letter of Resignation – Public Works Director Kyle Karger** – Mr. Karger has submitted the attached letter of resignation. I recommend approval.

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, February 28, 2023, held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Council members:  
Mayor John Schaber  
Dave Braun  
Wayne Getz  
David Kramer

**MEMBERS ABSENT:** John Steffel

**STAFF PRESENT:** Scott Bunke (Electric Foreman), Jose Pelaez (Police Chief), and Andrew Langholz (City Administrator).

**OTHERS IN ATTENDANCE:** Residents Fred Troendle, Charles Weichelt, and Aretha Weichelt.

**1. ESTABLISH QUORUM/CALL TO ORDER**

Quorum was present 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 further discussion.  
Motion carried.

**4. Notices and Communications.**

Reviewed ambulance report and stated interest in a council work session on March 15, 2023 at 6:00 pm.

**5. Meeting Minutes.**

December 27, 2022, January 10, 2023, and February 7, 2023.  
Motion to approve: **David Kramer**  
No further discussion.  
Motion declared carried.

**6. Review of Financials.** No questions were asked.

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

**7. Reports of Boards and Committees:** Mr. Kramer gave an update on the Library Board meeting and the Planning & Zoning meeting.

**8. Resn #7-2023 Accept an Ambulance Donation (Carolyn Meyer Willson).**

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

**9. Resn #8-2023 Accept a Park & Rec. Donation (Hiawatha Sno Seekers).**

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

**10. Resn #9-2023 Accept a Park & Rec. Donation (Loyal Order of Moose).**

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**11. LMCIT Municipal Tort Liability Waiver.**

Motion to not waive the tort liability limits: **David Kramer**

No further discussion.

Motion declared carried.

**12. Public Hearing – Ordinance #651 – City Organizations.**

Motion to open public hearing at 6:07: **Wayne Getz**

Mayor Schaber called for public comments, there were none.

Motion to close the public hearing at 6:08: **David Kramer**

**13. Ordinance #651 – City Organizations (1<sup>st</sup> Reading).**

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

**14. Ordinance #652 – Zoning Map Amendment (1<sup>st</sup> Reading).**

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**15. Reactivation of Police Reserve Unit (Volunteer Unit).**

Chief Pelaez presented information regarding the reactivation of the police reserve unit. He stated that total startup costs would be approximately \$1,655.00. This includes outfitting five reserve officers and purchasing two additional badges. Chief Pelaez estimates the annual maintenance expenditure for the reserve unit is \$300.00. He will pursue donations and grants to cover the startup costs. A person interested in joining the unit would be required to apply, go through the interview process, and complete a background check. Chief Pelaez stated that the reserve unit may assist during community celebrations, during emergencies, or if the SCPD was short staffed.

Motion to reactive the police reserve unit. **Wayne Getz**

No further discussion.

Motion declared carried.

**16. Appointment of Terry Jones to Planning Commission.**

Motion to approve appointment: **Dave Braun**

No further discussion.

Motion declared carried.

**17. Request for Alley Vacation (848 Wabasha Ave).**

Mayor Schaber stated that the subject was on the agenda in June, 2021 and had been tabled by the council. He reintroduced the topic and invited residents Aretha and Charles Weichelt to reiterate their request. Mrs. Weichelt stated that they had lived at the property since 2015 and initially thought the alley was a part of their property. They are requesting that the council vacate the alley. Mrs. Weichelt submitted a letter from CHS (the property owner to the south) to waive their 50% ownership stake they would receive if the council chose to vacate the alley. Discussion was held regarding the need for a petition, access to the property west of the alley, and consent from that property owner. City Administrator Langholz will work with Mr. & Mrs. Weichelt to submit all necessary paperwork. He informed the council that statutorily a city shouldn't vacate right-of-way simply because it isn't currently being used. The vacation should be the result of a finding that it is in the best interest of the public.

**18. 2023 SEMCAC – CIP Contract.**

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

**19. Establish Work Session – March 15, 2023 at 6:00 p.m.**

Motion to establish work session: **Wayne Getz**

No further discussion.

Motion declared carried.

**Unscheduled Public Appearances:** None.

Motion to adjourn at 6:32 p.m.: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Andrew Langholz, City Administrator**

## February 2023 Public Works Report:

Snow Plowing and hauling snow, Wash trucks, clean city shop, grease and oil sanders, rubber goods testing, place safety stickers on ladders, set up/take down new trench box, order signs, clean city shop, check water towers, clean & inspect power plant, monthly substation & power plant reports, pull electric meter on 900 block of Whitewater Ave, run small generators at shop, firehall, city hall & I-90 booster station and cleaned catch basins.

Washed bucket truck & digger diver for the year, did electric testing, repaired water main break on Millard Ave, disconnects and reconnects of electric meters pulled, replaced electric meter, yearly surge test at power plant for Dairyland power, got equipment ready for snow storm, electrical safety meeting, checked for electrical fault on west circuit, replaced bulbs at library, Changed oil on small engine at shop, delivered pull tags for City Hall and cleaned cold storage building.

Checked fire extinguishers, salted and sanded streets, replaced boom on John Deer, Picked up new plow trailer in Lacrosse, Hauled debris to Braun's pit, replaced flags on main street, worked on ice rink, picked up trash at city park, cleaned sidewalks, utility locates, washed grader, DOT trucks, washed shop floor, repaired space heater, hauled junk out of City hall storage room and cleaned skid loader.

Pot hole patching, cleaned wood shop, unloaded def for trucks, replaced plow blades, cleaned pick up, replaced plow blades, cleaned shop drains, finals for City Hall, replaced water meters, changed oil in well motors, checked for water main leak, cleaned eye wash stations, ordered water main repair bands, water samples, checked and treated lift stations, over flowed water tower on Whispering Hills, checked meters at Macs, replaced water tower lights, changed phone numbers for emergency dialers, oiled water valves, read meters, inspected water towers, cleaned lift station floats, worked on Mac Truck differential and cleaned and organized map room at City Hall

Sincerely Kyle Karger

Director of Public Works

**St. Charles Police Department  
830 Whitewater Ave.  
St. Charles, MN 55972  
Chief, Jose Pelaez #601  
(507) 932-8020**



March 14, 2023

- Through the month of February, Officers completed OSHA-mandated *Bloodborne Pathogens* (PATROL) training.
- Through the month of February, Officers completed *Critical Incidents* (PATROL) training. This course familiarizes field officers and supervisors with procedures and strategies for effectively managing critical incidents, and familiarizes officers involved in critical incidents with what to expect.
- Through the month of February, Officers completed LEXIPOL daily department policy training.

Respectfully submitted,

Chief, Jose Pelaez



## CITY OF ST. CHARLES

### ORDINANCE # 651

#### AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING CHAPTER 33: CITY ORGANIZATIONS TO MODIFY THE MEMBERSHIP AND OPERATIONS OF THE PLANNING COMMISSION

**THE CITY OF ST. CHARLES DOES ORDAIN: (deleted material is ~~lined-out~~; new material is underlined; sections and subsections which are not being amended are omitted):**

##### Section 1. § 33.02 PLANNING COMMISSION

(A) Commission. The Commission shall be a city planning agency authorized by M.S. § 462.354, as it may be amended from time to time.

##### (B) Composition.

(1) The Planning Commission shall consist of 9 5 members. All 9 5 members shall be appointed by the Council, and at least 1 appointee must be a Council member.

(2) Board members may be removed by a 4/5 vote of the Council. ~~The City Engineer and the City Attorney shall be members ex-officio.~~

(3) Members shall be appointed for terms of 3 years. Appointees shall hold offices until their successors are appointed and qualified. The terms of ex-officio members shall correspond to their respective official tenures.

(4) Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Upon appointment to the Commission each member shall take an oath to faithfully perform the duties of the office. ~~All members shall serve without compensation.~~

##### (C) Meetings.

(1) Organization. The Commission shall elect someone as chair from among the appointed members for a term of 1 year. The Commission may create and fill other offices as it may determine. The City Administrator shall act as secretary of the Planning Commission but shall not be a member.

(2) Meetings and reports. The Commission shall hold at least 1 regular meeting each month if there is business that needs to take place. It shall adopt rules for the transaction of business and shall keep a public record of its resolutions, transactions, and findings. ~~On or about January 1 of each year the Commission shall submit to the Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the Council.~~

(3) ~~Program of work. The Commission shall revise and adopt a program of work resolution outlining proposed activities in the exercise of its powers and the performance of its duties and shall report the revision annually to the Council. The report shall include outlines of the following:~~



- ~~— (a) Data and information to be assembled as a basis for the city plan;~~  
~~— (b) Subjects to be covered by the city plan; and~~  
~~— (c) Types of procedure necessary to make the city plan effective.~~

(D) Zoning plan. The Planning Commission, upon instructions by the Council, shall prepare a revised zoning plan for the city. Before recommending the plan to the Council, the Commission shall hold at least 1 public hearing thereon after published notice.

(E) Plats.

(1) Filing required. Every proposed plat of land within the city or within 2 miles of the city limits and not within a town which itself requires the approval of the plats, shall be submitted to the Council before being filed. No plat of land shall be filed unless and until first approved by the Council.

(2) Penalty. Any person who violates this provision or who sells land or offers land for sale or contracts for the sale of land by reference to or by other use of any plat before the plat has been approved by the Planning Commission and the Council in accordance with the provisions of this section shall be guilty of a misdemeanor. Before acting on the plat the Council shall submit the plat to the Planning Commission for its recommendations.

Section 2. This Ordinance shall take effect thirty days after its publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2023 by the City Council of the City of St. Charles, Minnesota.

\_\_\_\_\_  
Mayor John Schaber

Attest:

\_\_\_\_\_  
Andrew Langholz, City Administrator

*First Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

*Second Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain \_\_\_\_\_

*Published:*

Date: \_\_\_\_\_

**CITY OF ST. CHARLES**

**ORDINANCE #652**

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA  
AMENDING ST. CHARLES ZONING DISTRICT TO REFLECT  
AN AMENDMENT OF THE ZONING MAP**

**THE CITY OF ST. CHARLES DOES ORDAIN:**

Section 1. That the following described real property located within the city limits of the City of St. Charles, County of Winona, State of Minnesota, be rezoned from I-2 (General Industry) to R-2 (Multi-Family Residential): Owners, Fredrick and Sandra Troendle. See Attached Exhibit A, Winona County, Minnesota.

Section 2. That the zoning map be changed accordingly.

Section 3: This Ordinance shall take effect thirty days after its publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2023 by the City Council of the City of St. Charles, Minnesota.

\_\_\_\_\_  
**John Schaber, Mayor**

Attest:

\_\_\_\_\_  
**Andrew Langholz, City Administrator**

*First Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

*Second Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain \_\_\_\_\_

*Published:*

Date: \_\_\_\_\_

**City of St. Charles**  
**Resolution #10-2023**

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES POLICE  
DEPARTMENT FROM WINONA AREA CRIME STOPPERS, INC.**

**WHEREAS**, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

**WHEREAS**, the St. Charles Police Department has received a donation in the amount of \$600.00 from the Winona Area Crime Stoppers, Inc to be used by the St. Charles Police Department for the Police Reserves Program.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT:** the City Council of the City of St. Charles acknowledges and accepts the \$600.00 donation from Winona Area Crime Stoppers, Inc.

**BE IT FURTHER RESOLVED THAT:** the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 14th day of March 2023 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

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**John Schaber, Mayor**

ATTEST:

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**Andrew Langholz, City Administrator**

Richard Almich  
30224 Lexington Road  
Le Sueur, MN 56058  
612-756-2805 (mobile)  
richardalmich@gmail.com

EMAIL ONLY

## INVOICE

for Interim City Administrative Services  
Client – City of St. Charles, MN  
Time Period – January, 2023

### LABOR

DATE	MILES	TASKS / ACTIVITIES / MEETINGS	MINUTES
01-02-23	117	NA	0
01-04-23	----	General office work. Complete City Council meeting minutes. Research possible zoning ordinance language amendments. Attend City Council meeting.	480
01-05-23	-----	General Office work. Research possible ordinance amendments regarding committee membership. Complete Planning Commission meeting minutes.	510
01-06-23	117	General office work. Attend EDA meeting.	480
01-10-23	117	Review City Council agenda. Attend City Council meeting.	300
01-11-23	-----	General office work. Participate in conference call regarding Ambulance Agreement with the City of Lewiston. Meeting with Josh Allen, IBEW Business Agent.	510
01-12-23	-----	General Office work. Complete Employee Performance Reviews.	555
01-13-23	117	General office work. Meeting with Mak Mcfael, Dave McNally, Chris Gastner, and Kyle Karger re McFael's Historic Building Restoration Project. Participate in zoom meeting re zoning review for proposed new church.	450

01-18-23	116	General Office work. Telephone consultation with Daren Sikkink re Mitch Walch's next phase of his housing development. Complete City Council meeting minutes.	510
01-19-23	-----	General office work. Correspondence to Andrew Langholtz re transition.. Meet with Kyle Karger and Scott Bunde re various topics. Complete Employee Performance Reviews.	555
01-20-23	117	General office work. Participate in zoom meeting re Ambulance Agreement with the City of Lewiston. Meeting with Mak Mcfael, Bob Vogel, Kyle Karger re funding sources Mcfael's Building Restoration Project. Correspondence with Mitch Walch.	435
01-23-23	117	NA	0
01-24-23	-----	General office work. Meet with new City Administrator to discuss status of projects in progress. Complete City Council meeting minutes. Attend City Council meeting.	300
01-25-23	116	General office work. Complete City Council meeting minutes. Meet with new City Administrator to discuss several zoning matters.	390

**TOTALS 934 miles**

**5,475 minutes**

PROFESSIONAL FEE: 5,475 minutes = 91.25 hours @ \$85.00 per hour	=	\$ 7,756.25
MILEAGE: 934 miles @ \$ 0.655 per mile	=	\$ 611.77

**TOTAL THIS INVOICE**

**\$ 8,368.02**

**TOTAL PAYMENT DUE**

**\$ 8,368.02**

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

/s/ Richard Almich _____	<u>02-23-23</u>
	Date

**City of St. Charles**  
830 Whitewater Avenue  
St. Charles, MN 55972

Phone (507) 932-3020  
FAX (507) 932-5301

[www.stcharlesmn.org](http://www.stcharlesmn.org)



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MAYOR: JOHN SCHABER, COUNCIL: DAVID KRAMER, JOHN STEFFEL, WAYNE GETZ, DAVID BRAUN, ADM.: ANDREW LANGHOLZ

3-9-2023

Dear City Administrator Andrew Langholz, Honorable Mayor, and Council members:

It is with great regret and extreme enthusiasm that I am turning in my 30-day notice on 3-14-2023 and last day will be 4-12-2023. As you all know this is due to medical issues and a good part of my weeks are spent at the Mayo Clinic, plus hoping retirement is going to be more relaxing and healthier. It's been an honor and a pleasure to serve the citizens of St. Charles for approximately 33 years 10 months and 9 days. I believe the Public Works department is in as good of shape as it possibly can be after the 26 years I became Director of Public Works. The Public Works crew, Council and I have done as much as possible to maintain infrastructure and equipment while serving and working with taxpayers at the same time. The Public Works department has the cross training needed and the future leadership required in Scott Bunke to handle any situation that the electric, water, sewer and streets throws at them. I would like to thank the Public works crew for the years of dedicated service, the City Hall lady's for their inspiration and help, Rick Engstrom and Daren Sikkink from WHKS engineering for their guidance and local contractors Pearson Construction and T & R Excavating for dropping whatever they doing and assisting our crew when needed. I wish you all the best in the coming years and again thanks for a long enjoyable career.

Sincerely:

**Kyle Karger**  
**St. Charles Public Works Director**  
**507-259-7449**

