



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, March 8, 2022 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 8, 2022 Agenda   | APPROVE          |
| 4. Meeting Minutes  | APPROVE          |
| -February 8, 2022   |                  |
| -February 22, 2022  |                  |
| 5. March Payables   | APPROVE          |
| 6. Notices and Communications (if applicable)                                 | INFORMATION      |
| 7. Reports of Boards and Committees:  | INFORMATION      |
| 7a. Administrator's Report, Nick Koverman (TBD)                               |                  |
| 7b. Public Works Superintendent Report, Kyle Karger (TBD)                     |                  |
| 7c. Chief of Police Report, Jose Pelaez                                       |                  |
| 7d. Library Board Report, David Kramer  |                  |
| 7e. Park Board, Dave Braun  |                  |
| 7f. EDA, Wayne Getz   |                  |
| 7g. School Board, John Steffel  |                  |
| 8. Resolution #06-2022 Setting Public Hearing Proposed<br>TIF 1-10 NRB Metals | APPROVE          |
| 9. Pine Ridge 2 <sup>nd</sup> Security Interest/Development Agreement Request | DISCUSS          |
| 10. St. Charles Rehabilitation Request #01-2022                               | APPROVE          |
| 11. Library Assistant Recommendation  | APPROVE          |
| 12. St. Charles Ambulance Director Recommendation                             | APPROVE          |
| 13. 2022 SRTS Application Letter of Denial                                    | DISCUSS          |
| 14. Customer Service Specialist Job Description Update                        | APPROVE          |
| 15. Resolution #08-2022 Accepting a Donation for REC                          | APPROVE          |
| 16. Advertisement of the Summer Park/Rec Job List                             | APPROVE          |
| 17. 2022 Summer Park/Rec Brochure   | APPROVE          |
| 18. Ambulance Recommendation for EMT  | APPROVE          |
| 19. Resolution #07-2022 Re-Establishing Precinct and Polling Places           | 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](mailto:nkoverman@stcharlesmn.org).**



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**MEMORANDUM for the CITY COUNCIL of St. Charles for  
Tuesday, March 8, 2022**

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- 8. Resolution #06-2022 Setting Public Hearing Proposed TIF 1-10 NRB Metals.** Please see the enclosed resolution for consideration.
- 9. Pine Ridge 2<sup>nd</sup> Security Interest/Development Agreement Request.** Dan Pearson will be present to discuss his request to accept a \$25,000 Letter of Security Interest for the proposed 12-lot Pine Ridge 2<sup>nd</sup> Development.
- 10. St. Charles Rehabilitation Request #01-2022.** Please see the enclosed Request for Council Action for consideration.
- 11. Library Assistant Recommendation.** A recommendation will be provided Tuesday evening after a recommendation from the Library Board is received.
- 12. St. Charles Ambulance Director Recommendation.** Please see the enclosed Request For Council Action for consideration.
- 13. 2022 SRTS Application Letter of Denial.** Please see the enclosed Letter from MnDOT regarding the 2021 SRTS application.
- 14. Customer Service Specialist Job Description Update.** Enclosed is the updated job description for the Customer Service Specialist. Staff is asking for consideration of advertisement.
- 15. Resolution #08-2022 Accepting a Donation for REC.** Please see the enclosed resolution for consideration.
- 16. Advertisement of the Summer Park/Rec Job List.** The Park & Rec Board recommend approval of the advertisement of the Summer Park/Rec job list that will be presented Tuesday evening.
- 17. 2022 Summer Park/Rec Brochure.** The 2022 Summer Park/Rec brochure will be reviewed and approved Monday evening and presented Tuesday at Council.
- 18. Ambulance Recommendation for EMT.** Pending a successful interview and background check, the ambulance committee has requested a contingent approval of Austin Foreman's application.
- 19. Resolution #07-2022 Re-Establishing Precinct and Polling Places.** Please see the enclosed resolution for consideration.

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**for Tuesday, February 8, 2022 held at 6:00 p.m. at**  
**830 Whitewater Avenue,**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber

Dave Braun

John Steffel (absent)

Wayne Getz

David Kramer

**STAFF PRESENT:** Kyle Karger (Public Works Director) and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Cyndy and Brad Spear (SC UMC).

**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.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**4. Meeting Minutes**

January 3, 2022

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

January 11, 2022

Motion to approve: **David Kramer**

No further discussion

Motion declared carried.

**5. February Payables.** No questions were asked.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**6. Notices and communications:** None.

**7. Reports of Boards and Committee:**

Various reports were given.

**8. 2022 Stream Debris Project Contract-WHKS.** Admin. Koverman highlighted the \$400,000 grant received from the DNR for the 2022 Stream Debris Project that will see a major section of the Southfork stream behind city park cleaned and the edges shaped to allow for greater capacity and safety. A cost share from the city was required and was budgeted for 2022. The professional services agreement is part of the cost share anticipated to complete this project. A motion was made to approve the contract as presented.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**9. Resolution #04-2022 Accepting and Awarding Sewer Lining Bid.** Admin. Koverman highlighted the bids received and noted that the prices had increased from previous years. This increase was partially due to the increase in lineal footage and the number of connections planned, but pricing by the contractor also increased. Dir. Karger relayed that he planned to reduce the overall scope of the project as the amount in the bid would require his entire 2022 sewer project budget. A motion was moved to approve the resolution as presented and award the bid to Visu-Sewer, INC. for \$74,439.00.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**10. 2023 Plow Truck.** Information was presented to Council regarding the 2023 replacement of the 2007 Freightliner Plow Truck that was damaged in mid-January after being struck by a semi coming off of Enterprise Drive while plowing. Insurance will be settling and the company responsible will be providing the funds for repairs. Discussions with vendors relayed that if the City was considering ordering a truck for a 2023 replacement, that in order to receive a truck in 2023 that an order to secure a purchase of a limited quantity from the vendor needed to be accomplished. The vendor receives state bid pricing and a trade in will provide an estimated \$40,000, but in order to secure a unit, a \$10,000 down payment to hold a unit was requested. The unit has been budgeted within the 2023 Capital Improvement Plan but with current conditions it was not known whether a unit would be available if not ordered in the short term. Additional funds were received from the Small Cities Program which funded about \$73,000 to cities with a population under \$5,000.00 for the express purpose of street expenditures. This \$10,000 could come from that funding and it was recommended that having a clear and concise use of the funds was easier for tracking. It was also relayed that trucks of this nature are usually on a 10-year replacement plan, but that the unit was able to go 15 years due to upkeep and being a good unit. Additional cost savings could be experienced if ordered prior to new EPA standards potentially being imposed and added to trucks. Council concurred this would be a good use of the Small Cities Program funds and a motion to approve the \$10,000 down payment was moved.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

**11. 2021 DPC True Up.** Admin. Koverman and Dir. Karger presented information from the annual Dairyland Power Cooperative true-up that occurs on an annual basis whereby the city either receives money back from DPC due to favorable market pricing of power or that the city must pay because of the high cost of power. In 2020, the city received about \$110,000 back from DPC because of the favorable market. However, in 2021 with the February cold spell that saw utilities around the country struggle, rates climbed exponentially and did not lower enough to offset the high costs. In short, the City's annual true-up amount was an estimated \$250,000. Staff reminded Council that the electric increase was adopted due to projected lack of revenues. A rate stabilization fund will support half of the 2022 true-up expense, while the other half will have to come from 2022 revenues. These various points had been previously discussed with Council, and staff was merely highlighting that St. Charles is also impacted by the national markets. No further discussion was held.

**12. League of Minnesota Cities Elected Official Training.** Clm. David Kramer provided a brief update as to the training he attended as part of the League of MN Cities Officials training.

**13. Ambulance Daytime On-call Pay.** Admin. Koverman highlighted the memo and discussion with the ambulance department and other area services regarding daytime on-call pay. He relayed that many services are paying an on-call rate for daytime staff in order to attract and retain volunteers. Other area services have instituted daytime pay at \$1.50/hour. Koverman highlighted that the amount had been included in the budget and tallied the cost of three volunteers with the necessary hours would be approximately \$28,080.00. Currently the service pays \$2/hour for weekend call starting at 6 p.m. Friday



night through 6 a.m. Monday morning. Mayor Schaber asked if there were any questions, hearing none a motion to approve the \$1.50/hour during daytime hours was moved.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**14. RCA – Ambulance EMT/EMR Hiring.** The interview committee met and interviewed several candidates and recommended the following names for consideration: Teresa Market, Brendan Meyer, James Palan, Nathan Boice, Meike Collins, Chris Davis, and Mark Graham (EMR) and Kim Ihrke (EMR) for hiring in order to attend class. A motion was made to approve the list as presented.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**15. Resolution #05-2022 Accepting a Donation—St. Charles Lions Club.** A donation was received in the amount of \$600.00 for the flower planters at 11<sup>th</sup> Street and Whitewater in partnership with several other groups toward the purchase of the flower planters. No other questions were asked and a motion to approve the donation was moved.

Motion to approve: **John Steffel**

No further discussion.

Motion carried.

**16. Trinity Lutheran Summer Green Space Event Request.** A request to utilize the space and related items at no charge was reviewed. A motion was made to approve the request as presented.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**17. What's On Wednesday Summer Green Space Event Request.** Mayor Schaber briefly reviewed the dates and request for the use of the space, city hall bathrooms, trash and recycling containers for the dates outlined in their request. Council thanked the group for their work and a motion was made to approve the use of the space and facilities at no charge.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**18. Board of Equalization—April 13, 2022—7 p.m.** Mayor Schaber relayed the proposed date and time and called for a motion to approve.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

**Unscheduled Public Appearances.** None.

**19. Closed Session—Labor Negotiations Strategies Minn. Stat. 13D.03.** The mayor called A motion to close the public meeting at 6:32 p.m.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

Only Admin. Koverman was present for the discussion.

A motion was made to reopen the closed meeting at 6:50 p.m.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

No action was taken.

Motion to adjourn at 6:51 p.m.: **Wayne Getz**  
No further discussion.  
Motion carried.

ATTEST

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

\_\_\_\_\_  
**Nick Koverman, City Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**for Tuesday, February 22, 2022 held at 6:00 p.m. at**  
**830 Whitewater Avenue,**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber

Dave Braun

John Steffel

Wayne Getz

David Kramer

**STAFF PRESENT:** Scott Bunke (Public Works Foreperson), and Nick Koverman (City Administrator)

**OTHERS IN ATTENDANCE:** Bob Bambenek (Winona County Recorder).

**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. Notices and communications:** Mayor Schaber briefly discussed the Project Fine Annual Report event he attended.

**5. Review of Financials.** No questions or comments. A motion was made to approve the financials as presented.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**6. 2021 Winona County Recorder Update- Bob Bambenek.** Winona County Recorder Bob Bambenek provided a highlight of the 2021 real estate sales and recordings as it related to Winona County and St. Charles. A couple of the highlights were that in total 764 residential homes were sold which was up 5.5 percent from the previous year in Winona County. Eighty-six percent of homes sold in St. Charles were above the county's estimated market value and in St. Charles 80 homes were sold which was up three from 2020. The Council thanked Mr. Bambenek for his time and information.

**7. 2022 Winona County Project Review-St. Charles Avenue.** Daren Sikkink of WHKS, presented plans and specifications related to the Winona County project that will reconstruct St. Charles Avenue. St. Charles will cost share in various portions of the project as it relates to manholes and other minor repairs, but the brunt of the project is being sponsored by the County as it is a truck route maintained by the County. No questions were asked and a motion to approve the plans as presented was made.

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

**8. Heim ROW Easement Acquisition.** Admin. Koverman highlighted information from the right of way easement included that detailed the reasoning and agreement for acquiring the ROW easement agreement for that portion of land that connected the alley between 13<sup>th</sup> and 14<sup>th</sup> Street as part of the 2021 Street Project. A motion was made to approve the acquisition easement agreement to Patrick Heim for \$2,400.00.

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

**9. Pay Request No. 8 Maguire Iron.** Mayor Schaber highlighted the pay request to Maguire Iron for the Chattanooga Innovation Park water tower in the amount of \$11,558.00. A motion was made to approve the payment as presented.  
Motion to approve: **Dave Braun**  
No further discussion.  
Motion declared carried.

**10. 2023 Plow Truck Box and Plow Reservation.** Public Works Foreperson, Scott Bunke, and Admin. Koverman presented information related to the 2023 plow truck that had been placed on order at the February 8, 2022 meeting. Through discussion with the vendor, it was noted that steel pricing will most likely will increase, while availability will decrease. It was recommended that a reservation be placed with the company in order to secure and lock pricing, which will also allow the company to begin searching for the specified parts for the plow box and attachments. No out of pocket cost would be incurred to lock in the pricing for the 2023 build. Council concurred with the decision and a motion was made to approve the reservation of the plow box and attachments.  
Motion to approve: **Wayne Getz**  
No further discussion.  
Motion declared carried.

**11. Dahl Resignation.** Mayor Schaber relayed that a letter of resignation for April 29, 2022 for long-time deputy clerk Janell Dahl was received. He called for a motion to approve the resignation. A motion was made.  
Motion to approve: **Dave Braun**  
No further discussion.  
Motion declared carried.

**12. PD Summer Intern Candidate.** Mayor Schaber briefly reviewed the request from Chief Jose Pelaez for a summer inter candidate, Janette Madrigal. He highlighted that a summer intern was approved last year and that the internship was beneficial for both the student and the department. He called for any questions. Hearing none, a motion was made to approve Janette Madrigal as the 2022 summer PD intern.  
Motion to approve: **David Kramer**  
No further discussion.  
Motion declared carried.

**13. Ambulance EMT Hiring.** Admin. Koverman relayed that a recommendation to hire Quinn O'Leary as an EMT was received from the interview panel. O'Leary would only need to take her national test and could then be instated to the service. Hearing no further questions, a motion to approve Quinn O'Leary was moved.  
Motion to approve: **Dave Braun**  
No further discussion.  
Motion declared carried.

**14. LMCIT Municipal Tort Liability Waiver.** Mayor Schaber briefly reviewed the form and a motion was made to NOT WAIVE the liability limits.  
Motion to approve: **David Kramer**  
No further discussion.  
Motion declared carried.

**15. Garbage Can Purchases.** Admin. Koverman highlighted the information in the memo for the proposed purchase of ten trash cans for the replacement of units on mainstreet as well as two units at City Hall Park. Units that are in good shape can be taken to other locations, especially since additional locations for other units would be double the price if purchased through another vendor. A local vendor has been able to

provide the cans and a substantial savings to the city. The proposed \$7,408.88 cost would be taken from the garbage fund reserve. He highlighted that the reserve fund was at \$23,000 and that the unaudited 2021 amount showed that an additional \$8,000 was generated, which would cover the expense. In previous years, the Capital Improvement Fund had been paying the replacement cost of two units a year, but then through discussions, it was realized that it would be a logical expense through the garbage fund. The program was initially started through a memorial to the park fund and the design was picked by the Park Board and has been the standard used for all benches and receptacles. Mayor Schaber called for comment or questions. Hearing none, a motion was made to approve the purchase of the ten units with the funds coming from the garbage fund reserve.

Motion to approve: **John Steffel**

No further discussion.

Motion carried.

#### **UNSCHEDULED PUBLIC APPEARANCES**

None.

A motion to adjourn at 6:35 p.m.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

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**John Schaber, Mayor**

ATTEST:

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**Nick Koverman, City Administrator**

# WE ARE WATER



## Water Stories Workshop

Thursday March 17th 2022

6:30 - 7:30 pm

St. Charles Public Library

125 W. 11th St., St. Charles, MN 55972

What's your water story? In this 1-hour workshop hosted by We Are Water MN, we will listen, reflect, and share about the ways that water is meaningful to us.

We Are Water MN is an interactive, story-centered exhibit that highlights our relationships with and responsibilities to water. Visit We Are Water MN at the Winona Historical Society March 3 - April 25th!

**Learn more and  
register:**







SOUTHERN MINNESOTA  
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695  
PH 507.455.3215 • FAX 507.455.2098 • [smifoundation.org](http://smifoundation.org)

February 15, 2022

Nick Koverman  
City of Saint Charles  
830 Whitewater Ave  
Saint Charles, MN 55972

Dear Mr. Koverman and City Council,

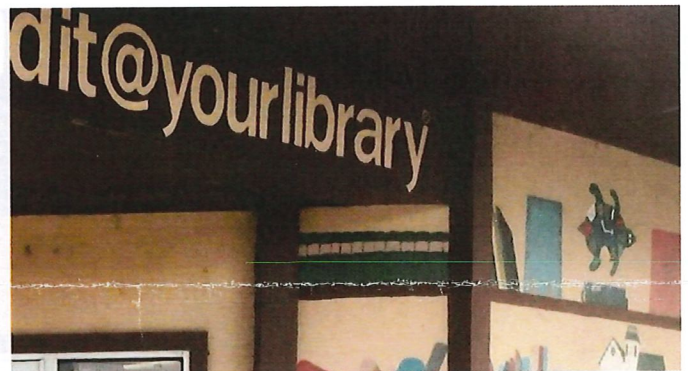
Thank you for your generous gift of \$1,500 to Southern Minnesota Initiative Foundation (SMIF). Your contribution has impacted southern Minnesota in so many ways - Communities received financial support for future sustainability, businesses and entrepreneurs continue to receive resources to thrive, and childcare providers are receiving the training needed to support children throughout the region.

Because of supporters like you, one community was forever changed. Houston, Minn., in the southeast corner of the state, has benefited from several of SMIF's resources.

- Bob Carlson, founder of Carlson Roasting Co., was a SMART Start client in 2017. This program provided one-on-one technical assistance Bob needed to expand his business.
- Local child care professionals participated in free trainings provided by SMIF in 2021 to gain resources and knowledge to better their care for our youth.
- The local Community Foundation was formed in 2019 with SMIF as their fiscal host. To date, they have granted more than \$13,000 back into their community and have a permanent endowment of more than \$14,000 to for the future.

*"We couldn't have gotten the community foundation going in Houston without the help of SMIF. They provided expertise, advice, and made everything as easy as possible. We were able to take advantage of matching funds which allowed us to grant money to numerous organizations in town. One of those grants was for the Summer STEAM Bags at our library. My young children were so excited to get their weekly Summer STEAM Bag. It was one of the highlights of their summer."*

-Mimi Carlson, president of the Houston Area Community Foundation



This is just one of many communities that has benefited because of your support. Again, thank you for your gift to SMIF, for supporting the growth of our region and impacting the lives of business owners, community members, children, and so many others. Your contribution will continue to give back, from 2022 and into the years to come.

Sincerely,

Tim Penny  
President & CEO  
cc: Heather Millard, Board Member

*Thank you Nick!  
Alissa*

Southern Minnesota Initiative Foundation is a 501(c) (3) organization; your gift is tax deductible. No goods or services were provided to the donor.

Collaborating for Regional Vitality



RIVERLAND FIRE



AND EMS TRAINING

**Emergency Medical Technician  
Online/Blended Learning**

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. EMTs perform interventions with the basic equipment typically found on an ambulance. This course will provide the basic knowledge and skills necessary to provide patient care and transportation.

Participants will be required to complete a background check, provide documentation of required immunizations and complete 10 patient contacts in a ride along setting.

Upon successful completion, participants are eligible for the National Registry of Emergency Medical Technician's (EMT) exam.



[www.facebook.com/RiverlandFireEMSTraining](http://www.facebook.com/RiverlandFireEMSTraining)

**Course Held in  
St. Charles, MN**

**May 24 to August 17, 2022**

**Online coursework and mandatory  
meeting dates on  
Tuesdays from 6pm to 10pm &  
Sat., July 9 & Aug. 13-8 to 4pm  
in St. Charles**

**National Registry Skills Testout will  
be held at 5:30 on August 17 at the  
Riverland Campus in Austin**

**Company Sponsored  
\$1,560.00 per person  
Includes: tuition, online  
software, eBook, skills testing,  
CPR card, background check,**

**For more information contact:  
Wanda McCoy—507-433-0615  
[wanda.mccoy@riverland.edu](mailto:wanda.mccoy@riverland.edu)**

**Please mail or email registrations to:**

Riverland Community College  
Attn: Wanda McCoy  
1900 8th Avenue NW  
Austin, Minnesota 55912

[wanda.mccoy@riverland.edu](mailto:wanda.mccoy@riverland.edu)  
507-433-0615

**St. Charles**

Emergency Medical Technician  
May 24 to August 17, 2022  
(\$1,560 per person)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Company Name & Address \_\_\_\_\_

Check to Riverland Community College

Bill my company

Contact person \_\_\_\_\_

Visa

MasterCard

Card # \_\_\_\_\_

Exp Date \_\_\_\_\_

Signature \_\_\_\_\_

**[www.riverland.edu/emc](http://www.riverland.edu/emc)**



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



February 8, 2022

- Officers completed OSHA-mandated Bloodborne Pathogens training.
- Officers completed POST Board-mandated Mental Health (Part 1 of 4) training (PATROL Online). This training equips officers with foundational information to understand the challenges associated with mental illness.
- Officers completed daily department policy training (Lexipol).
- Chief Pelaez completed the Minnesota Chiefs of Police Association's Chief Law Enforcement Officer (CLEO) and Command Academy. This 5-day course is for CLEOs and their command staff and provides the necessary training that addresses duties and administration that chiefs and high-ranking supervisors use daily.
- Chief Pelaez completed Critical Infrastructure Security and Resilience Awareness training which was sponsored by the Minnesota Homeland Security and Emergency Management and taught by the Texas A&M Engineering Extension Service (TEEX). This course introduces participants to the key terms, policy, guidance, preparedness efforts, risk management frameworks, preparedness programs, and planning across the mission areas of prevention, protection, mitigation, response, and recovery.
- Chief Pelaez, Sgt. Jones, Officer Floerke, and City Administrator Koverman attended a Targeted Violence Prevention-A Multidisciplinary Approach training, hosted by the Minnesota Bureau of Criminal Apprehension, in partnership with the Federal Bureau of Investigations. This course introduced concepts of threat assessment and threat management, how communities can set up multidisciplinary threat assessment teams, and how the FBI can assist state and local partners in targeted-violence prevention. This course also covered topics such as commonalities among mass shooters, trends in mass shootings, current data on preventing mass shooting, and how to protect our community from violence by understanding the most common signs and causes, as well as the best prevention strategies. An invitation to attend this training was extended to members of local clergy and the school district.



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



- Officers assisted members of the St. Matthews Lutheran Church handing out meals to families as part of their Meals for Families program through the Hometown Resource Center.
- Sgt. Jones provided Responsible Beverage Server training to employees and owners of local establishments that sale/serve alcohol. The training covered state laws and different strategies to reduce alcohol consumption by minors, reduce over serving intoxicated patrons, and to create awareness of the potential criminal and civil liabilities for failure to adhere to applicable state and local regulations. Twenty-one people attended the training.
- The department would like to invite members of the public and city council to follow the St. Charles Police Department on social media (Facebook and Twitter).

Respectfully submitted,

Chief, Jose Pelaez





We appreciate  
what you do.

Thank you

Marcial & Ramona  
Villafan

Thanks for the  
escort during Tom's  
funeral.

*Your kindness and concern  
Have meant so very much  
And will always be remembered.*

*The family of*

***Tom Heim***

**EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF  
ST CHARLES, MINNESOTA**

HELD: March 8, 2022

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Charles, Winona County, Minnesota, was duly held at the City Hall on Tuesday, the 8th day of March, 2022, at 6:00 o'clock p.m. for the purpose, in part, of calling a public hearing on the proposed creation of Tax Increment Financing District No. 1-10, and the Tax Increment Financing Plan relating thereto, and proposed business subsidy to NRB Metals, LLC.

The following Councilmembers were present:

And, the following were absent;

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption;

**RESOLUTION #06-2022**

**CALLING PUBLIC HEARING  
ON ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-10,  
THE ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING  
THERE TO AND PROPOSED BUSINESS SUBSIDY TO NRB METALS, LLC.**

BE IT RESOLVED by the City Council (the "Council") of the City of St. Charles, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on Tuesday, May 10, 2022, at approximately 6:00 p.m. to hold a public hearing on the following matters; (a) the proposed establishment of Tax Increment Financing District No. 1-10, (b) the adoption of the Tax Increment Financing Plan relating thereto, and (c) to consider a business subsidy for NRB Metals, LLC., pursuant to and in accordance with Minnesota TIF Statutes, Sections 469.174 to 469.1794, inclusive, as amended (the "Act") and in accordance with the requirements of Minnesota Business Subsidy Statutes 116J.993 through 116J.995.

2. Notice of Hearing. Filing of Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of both the proposed Tax Increment Financing Plan, and a summary of the proposed business subsidy on file in City Administrator's Office at City Hall and to make such copies available for inspection by the public.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor:

And, the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA       )  
CITY OF ST CHARLES       ) SS.  
COUNTY OF WINONA       )

I, the undersigned, being the duly qualified and acting Administrator of the City of St. Charles, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of St. Charles, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on the City's establishment of Tax Increment Financing District No. 1-10 and proposed business subsidy to NRB Metals, LLC.

\_\_\_\_\_  
Nick Koverman, City Administrator

EXHIBIT A

**CITY OF ST CHARLES  
COUNTY OF WINONA  
STATE OF MINNESOTA**

**NOTICE OF PUBLIC HEARING  
ON THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-10,  
THE ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING  
THERETO AND PROPOSED BUSINESS SUBSIDY TO NRB METALS LLC.**

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of St. Charles, Winona County, Minnesota, will hold a public hearing on Tuesday, May 10, 2022, at 6:00 p.m., at the St. Charles City Hall, Located at 830 Whitewater Avenue, in the City of St. Charles, Minnesota, relating to the (a) proposed establishment of Tax Increment Financing District No. 1-10, and (b) the adoption of the Tax Increment Financing Plan relating thereto, and (c) to consider a business subsidy to NRB Metals LLC., pursuant to and in accordance with Minnesota TIF Statutes, Sections 469.174 to 469.1794, inclusive, as amended (the "Act") and in accordance with the requirements of Minnesota Business Subsidy Statutes 116J.993 through 116J.995. Copies of the Tax Increment Financing Plan and Business Subsidy as proposed to be adopted will be on file and available for public inspection at the office of the City Administrator at City Hall.

The property included in Tax Increment Financing District No.1-10 is described in the modified Tax Increment Financing Plan on file in the office of the City Administrator. A map of the proposed Tax Increment Financing District is set forth below:

(INSERT MAP of Tax Increment Financing District)

Any person with residence in or owner of taxable property in the City of St. Charles may file a written complaint with the City if the City fails to comply with the Minnesota Statute noted above. If written notice is not filed with the City, no action may be taken against the City for failure to comply.

All interested persons may appear at the hearing and present their view orally or in writing.

BY ORDER OF THE CITY COUNCIL

/s/ Nick Koverman,  
City Administrator

Dear Council,

3/3/2022

I Dan Pearson have been doing developments in St. Charles since 1993 (29 years) and have now been asked to fund a security deposit for as much as 125% of the infrastructure cost which amounts to \$466,000 above and beyond all other costs. It is my understanding that this comes only as a recommendation by our city attorney. I feel when the council adopted this there was not much consideration or thought put into this. There were no subdivisions put in from 2005 to 2021. That is 16 years of nothing being developed by a private developer like myself. If the council had been advised the financial impact this would have put on a small developer or even asked a few local developers about this, we would not have this. This security deposit could end up costing me as much as \$30,000 in financing & interest in the next 4 years. This could amount to up to \$2,500/lot that we are adding to the price of a lot. With our economic times right now and with lumber prices and other related materials to build a house, I feel this is very unnecessary.

In talking with other small towns close to St. Charles, they have negotiated, and some have waived this fee entirely. I am asking the council to waive this fee entirely to help me keep the price of the lots more affordable in St. Charles. With this security deposit waived and the assistance of Tax abatement we will be able to move forward with developing the 12 lots in Pine Ridge 2<sup>nd</sup> Subdivision.



# ***ST. CHARLES***

## **REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date:** March 8, 2022

**General:**   X  

**Department:** EDA

**Item Requested:** Approval of Commercial Rehab Fund Request  
# \_\_\_\_\_

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### **Summary of the Issue**

Existing commercial building owner has requested a forgivable loan from the EDA Commercial Rehabilitation Fund

### **Background**

The applicants would like to make significant long-term improvements to their buildings to enhance their business.

Based on the Committee's review of the documentation, they determined the project for the St. Charles bakery building met the eligibility requirements of the St. Charles Commercial Rehabilitation Fund. The funds will be used towards removing the crumbling exterior and siding the building. The total project costs were \$19,900 therefore the request is \$5000. The committee recommended approval of the project to the EDA. The EDA moved to recommend approval of the request to City Council by vote.

### **Funding**

Approval will require \$5000 from the EDA Funds. Council action will serve to authorize the loan. Loan will be structured as a 5 year forgivable loan with 20% forgiven each year.

### **Recommendation**

The EDA approved by motion, the following recommendations:

1. To approve Request # \_\_\_\_\_ as requested and described above.
2. To authorize the staff to prepare all necessary loan documents.

**Request for City Council Action**

Date: March 3, 2022

Requested Council Date: March 8, 2022

Originating Department: Ambulance

Council Action Requested: Hiring of Josh Smith

Background Information: The hiring committee comprised of Mayor Schaber, Chief Pelaez, Fire Chief Aaron Carlson and Holly Jacob (EMSB) conducted interviews on Thursday, February 17<sup>th</sup>. While three applications were initially received, two were interviewed.

Following the interviews and a meeting with the St. Charles Ambulance members, a recommendation to hire Josh Smith is being presented.

Mr. Smith is currently employed as a lead paramedic with Mayo Ambulance Service since 2015, has served as a firefighter/medic for Sister Bay and Liberty Grove Fire Service, and has served in the United States Marine Corps as a Force Reconnaissance Marine. He has a Bachelor's Degree in Criminal Justice and is currently working on his MBA at Saint Mary's University and will conclude his education in early 2023.

Mr. Smith is a resident of St. Charles and has lived in town for nearly 4 years. The committee felt that his professional experiences, combined with his leadership experience and education will provide the guidance and direction for the service. Given all the factors, through discussion with Mr. Smith and the committee, beginning at Step 4 (\$72,282). The ambulance members met Mr. Smith Wednesday, March 2 and following the introduction and discussion provided the recommendation of support as well. Mr. Smith comes highly recommended and has successfully passed the background check.



February 24, 2022

Nick Koverman  
830 Whitewater Ave  
St. Charles, MN 55972

David Kramer  
5300 Hwy 61 W  
Winona, MN 55987

RE: 2021 Safe Routes to Schools Infrastructure Project Selection

Dear Mr. Koverman:

Thank you for submitting an application for the Minnesota Safe Routes to Schools (SRTS) infrastructure program. The purpose of this letter is to inform you that your SRTS project in the City of St. Charles for St. Charles Elementary and High Schools was not selected for funding through the 2021 SRTS infrastructure program solicitation, which closed on January 14, 2022. If additional SRTS funding is apportioned by the state legislature this session, we may administer a 2022 SRTS infrastructure program solicitation in the fall of this year. Updates for the program will be posted on the MnDOT State Aid SRTS webpage:

[Infrastructure Grants - Safe Routes to School - MnDOT \(state.mn.us\)](https://state.mn.us/infrastructure-grants-safe-routes-to-school-mndot)

Sincerely,



Mitch Kiecker  
Safe Routes to School Infrastructure Program | State Aid Active Transportation

cc: Fausto Cabral, District 6 State Aid Engineer  
David Kramer, Winona County Engineer

Enclosed: Application for reference



# Job Description

|   |                         |                                   |
|---|-------------------------|-----------------------------------|
| <b>JOB TITLE:</b> Customer Service Specialist |                         | <b>Department:</b> Administration |
| <b>REPORTS TO:</b> City Administrator         | <b>SUPERVISES:</b> None | <b>FLSA STATUS:</b><br>Non-Exempt |
| <b>EFFECTIVE DATE:</b><br>March 8, 2022       |                         |                                   |

## POSITION SUMMARY

Under limited supervision, this clerical office position performs customer service, and administrative support work. This position is responsible for serving as the primary point of contact for Park and Recreation software support, while assisting in the needs of customers and guests.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Provides customer service by telephone or in person.
- Performs clerical tasks including general filing, typing, copying, scanning, faxing, organizing, etc.
- Serves as the backup for processing/tabulating various utility/City payments and closing out the daily cash drawer.
- Primary support for Park & Recreation Director.
- Maintains and manages Park & Rec software (CivicRec), while serving as the primary contact for CivicRec related communications including closures, cancellations, and changes, etc., via the City website, social media, news outlets and City publications.
- Processes Park and Recreation applications via CivicRec program, swimming pool registrations, facility rentals and all other payments via cash, check or credit card.
- Coordinates events and activities for Gladiola Days, through direction provided by the Park & Rec Director.
- Maintains City website, social media, and City Newsletters for all related departments.
- Serves as additional contact for building permit questioning and processing.
- Processes Accounts Receivable invoices and payments.
- Orders office and cleaning supplies and office equipment as needed.
- Assists Administrative Assistant with dog and cat licenses and or denials.
- Assists the Deputy Clerk with elections.
- Occasionally assists the Police Department with administrative work.
- Performs other duties as requested or as directed.



This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

### **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

#### Education

Training at a technical or vocational school with a focus on accounting, finance or related field.

#### Experience

Three (3) years of full-time experience as a cashier or teller, including knowledge of processing and/or tabulating payments with complete knowledge of Microsoft Office.

#### Trainings, Certificates, and Licenses

- No minimum training, certificates, or licenses are required for this position

### **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

#### Education

Associate's Degree or equivalent training at a technical or vocational school with a focus in accounting, finance or related field.

#### Experience

Three (3) years of full-time experience as a cashier or teller, including knowledge of processing and/or tabulating payments with complete knowledge of Microsoft Office.

#### Trainings, Certificates, and Licenses

- Possess customer service training

### **COMPLEXITY**

The overall complexity of this position is high. While performing the normal duties of this job, many different processes and methods are required to apply to an established professional or technical field.

## **RESPONSIBILITY**

### Supervision

Limited supervision is provided while performing the normal duties of this job. This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

### Impact

While performing the normal duties of this job, this position's work affects a wide range of professional projects or administrative activities of the City, influences internal or external operations, or impacts many people.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Hazards

While performing the duties of this job, this position may occasionally climbs a few steps, balance, sit, Stand, walk, finger/enter data/keystroke, feel, talk, or hear, and/or exerts negligible amount of force occasionally.

While performing the duties of this job, this position will use will use close vision, far vision, depth perception, visual accommodation, color vision, and peripheral vision.

While performing the duties of this job, this position will use their right hand for simple handling or grasping.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

**REVIEW**

I acknowledge reviewing this job description.

|   |             |
|---|-------------|
| <hr/>   | <hr/>       |
| <b>Employee</b>   | <b>Date</b> |
| <br>I acknowledge reviewing and approving this job description. |             |
| <hr/>   | <hr/>       |
| <b>Department Head</b>  | <b>Date</b> |
| <hr/>   | <hr/>       |
| <b>City Administrator</b>                                       | <b>Date</b> |

**Acknowledgement**

I acknowledge reviewing this Job Description.

|                           |             |
|---------------------------|-------------|
| <hr/>                     | <hr/>       |
| <b>Employee Signature</b> | <b>Date</b> |

**City of St. Charles**  
**Resolution #08-2022**

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE CITY OF ST. CHARLES  
FROM ST. CHARLES REC CLUB**

**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 City of St. Charles has received a donation in the amount of \$500.00 from the St. Charles REC Club to be used by the City of St. Charles toward the purchase of flower planters.

**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 \$500.00 from the St. Charles REC Club to be used toward the purchase of flower planters.

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

Adopted this 8th day of March, 2022 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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**Nick Koverman, City Administrator**



**City of St. Charles  
Resolution #07-2022**

**RESOLUTION RE-ESTABLISHING PRECINCTS AND POLLING PLACES**

**WHEREAS**, the legislature of the State of Minnesota has been redistricted; and

**WHEREAS**, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of St. Charles, County of Winona, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

St. Charles City Hall  
830 Whitewater Avenue  
St. Charles, MN 55972

Please see the Attached Map for City of St. Charles Boundaries.

Adopted this 8<sup>th</sup> day of March, 2022 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

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**John Schaber, Mayor**

ATTEST:

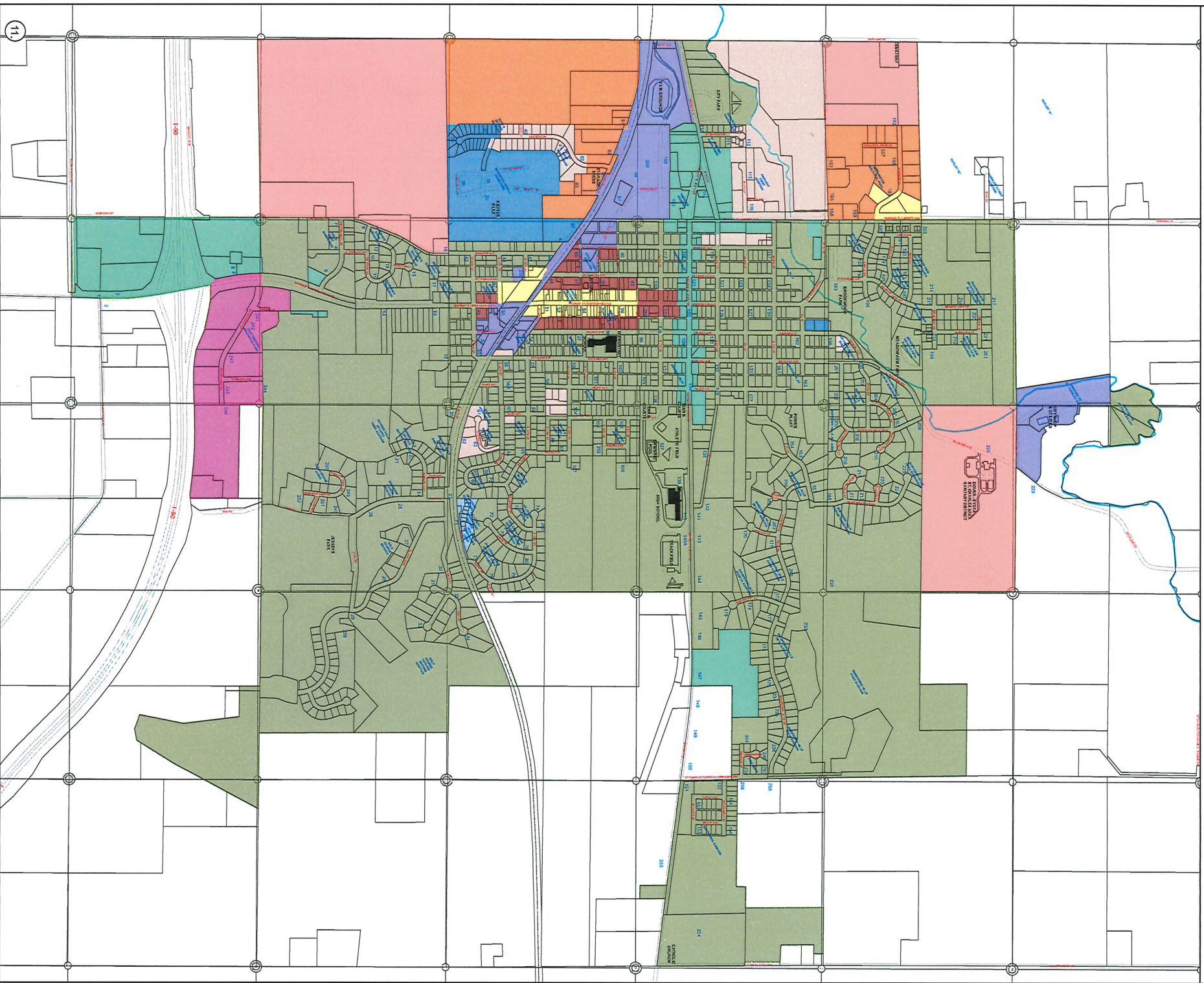
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**Nick Koverman, City Administrator**

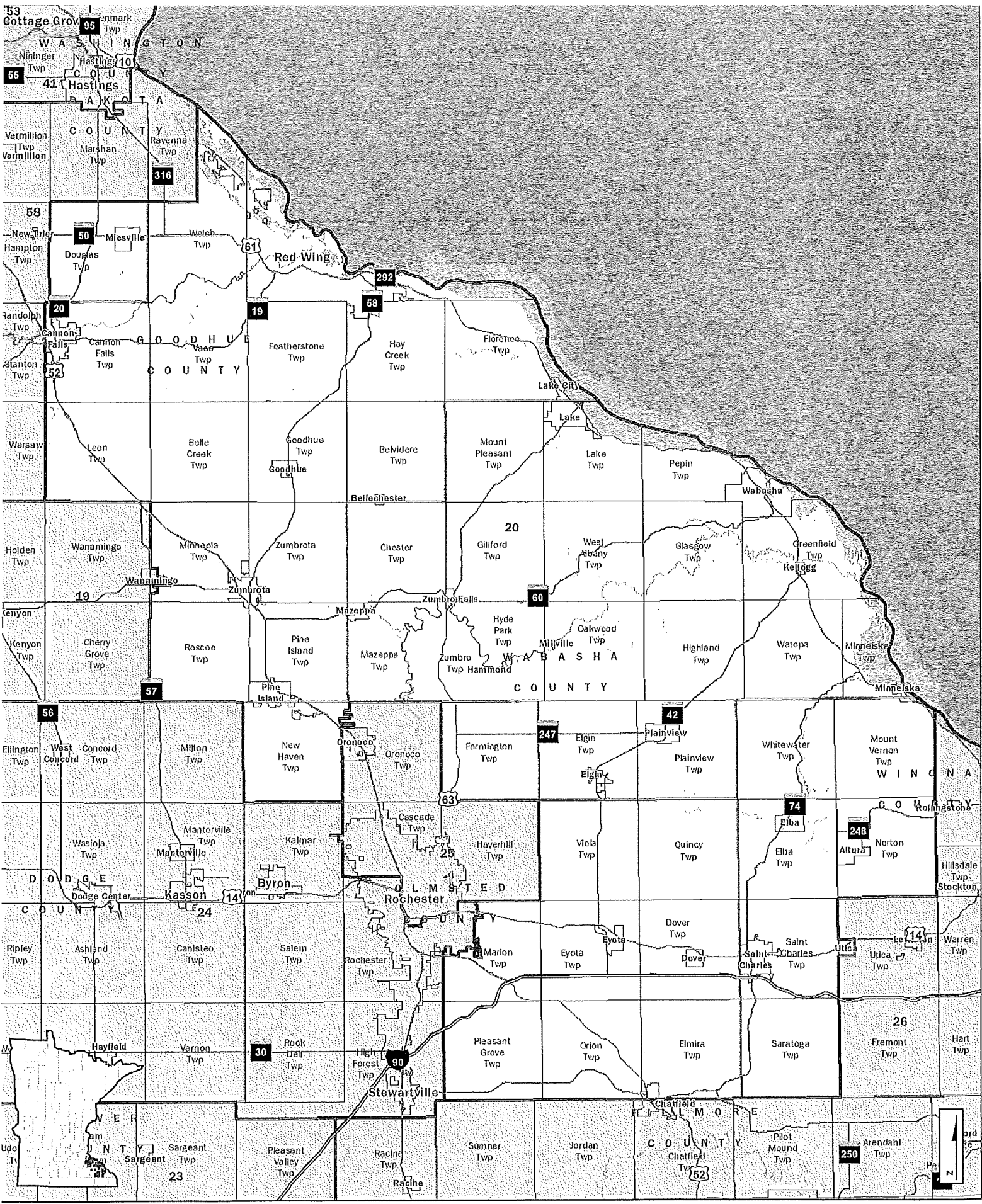
# ZONING MAP CITY OF ST. CHARLES WINONA COUNTY

**CITY ZONING**

|  |                                     |
|--|-------------------------------------|
|  | A-1 Agricultural/Recreation         |
|  | C-1 Commercial                      |
|  | C-2 Light Industrial                |
|  | C-3 Regional Commercial             |
|  | I-1 Light Industrial                |
|  | I-2 General Industry                |
|  | P-1 Professional/Office Development |
|  | P-2 Professional/Office Development |
|  | R-1 Single-Family Residential       |
|  | R-2 Medium Density Residential      |
|  | R-3 Medium Density Residential      |
|  | R-4 Single-Family Residential       |
|  | R-5 Single-Family Residential       |
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- Interstate Hwy
- US Hwy
- State Hwy
- Ramps
- County Road
- Local Road
- Cities and Towns
- House Districts
- Counties
- Lakes & Streams

# Senate District 20

