



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, March 9, 2021 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 9, 2021 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-February 9, 2021	
-February 23, 2021	
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, Jose Pelaez	
7d. Library Board Report, David Kramer	
7e. Park Board, Dave Braun	
7f. School Board, John Steffel	
8. Star Energy Services-Kristi Robinson System Impact Study	DISCUSS/APPROVE
9. SELCO Membership Agreement	APPROVE
10. Part-time Library Aid Advertisement	APPROVE
11. Accept David Martin Resignation/Advertise for open Library member	APPROVE
12. 2020 Annual Library Report	APPROVE
13. Resolution #07-2021 Accepting Donation from Rainier Enterprises	APPROVE
14. Resolution #08-2021 Accepting Donation from Waste Management	APPROVE
15. St. Charles Park Board Appointment	APPROVE
16. Advertisement of Summer Staff	APPROVE
17. Summer Park & Rec Brochure	APPROVE
18. Winter Parking Exemption	APPROVE

**UNSCHEDULED PUBLIC APPEARANCES:** Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

#### ADJOURNMENT

Please Note: Some or all councilmembers may participate by telephone or other electronic means as permitted through Minn. Stat. 13D.021.  
To attend the conference call please dial 1-320-460-1726 and the  
conference ID: 412 683 142#

**\*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 9, 2021**

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**8. Star Energy Services—Kristi Robinson.** Several questions were posed as a result of the conversation which led to the tabling of the Solar Impact Study and Ms. Robinson will join via TEAMS to help provide clarification and answers for Council consideration. Please see the memo of questions and related answers attached.

**9. SELCO Membership Agreement.** The Library Board will review and approve the SELCO Membership Agreement at their Monday meeting. A draft copy is in the packet for consideration.

**10. Part-time Library Aid Advertisement.** Staff would like to advertise for a 10-hour part-time position with the library. The ad is enclosed for consideration and will be discussed and recommended at the Library Board meeting.

**11. Accept David Martin Resignation/Advertise for open member.** A letter of resignation has been submitted and will be considered during the Monday night Library board as Pastor Martin has received a call elsewhere.

**12. 2020 Annual Library Report.** The Library Board will review and recommend approval of the annual library board report.

**13. Resolution #07-2021 Accepting Donation from Rainier Enterprises.** A donation of \$500.00 was made to the Park & Rec program for team sponsorships.

**14. Resolution #08-2021 Accepting Donation from Waste Management.** A donation of \$500.00 was made to the Park & Rec program for park and recreation programming.

**15. St. Charles Park Board Appointment.** The Park Board will consider the application of Greg Gall to the Park Board at their Monday night meeting.

**16. Advertisement of Summer Staff.** Park Board will recommend the advertisement of the summer staff list.

**17. Summer Park & Rec. brochure.** Included in the packet is the draft summer Park & Rec brochure. The Park Board will review and make a recommendation Monday evening.

**18. Winter Parking Exemption.** A winter parking exemption has been requested and applied for as a new resident along Wabasha Avenue for emergency situations due to the lack of parking and steep hill.

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, February 9, 2021 held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber

Dave Braun (via phone)

John Steffel

Wayne Getz (absent)

David Kramer (via phone)

*Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.*

**STAFF PRESENT:** Cassie Smith, Jose Pelaez (Chief of Police), Rick Schaber (Park & Rec Director), Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE(Others via teleconference unless noted):** Cassara Pelaez (present), Irene Pelaez, Lourdes Cevallos, Greg Fratzke, Antonio Pelaez, Letty Hornberg and Al Walz.

**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**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**4. Meeting Minutes**

January 4, 2021

Motion to approve: **John Steffel**

Roll call was taken and all voted in favor.

No further discussion.

Motion declared carried.

January 12, 2021

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion

Motion declared carried.

January 26, 2021

Motion to approve: **John Steffel**

Roll call was taken and all voted in favor.

No further discussion

Motion declared carried.

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

Motion to approve: **David Kramer**  
Roll call was taken and all voted in favor.  
No further discussion.  
Motion declared carried.

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

**7. Oath of Office—Police Chief Jose Pelaez.** Mayor Schaber administered the Oath of Office to Officer Jose Pelaez installing him as Police Chief as he took over the duties officially on February 1, 2021.

**8. Reports of Boards and Committee:**  
Various reports were given.

**9. Public Hearing—3.2 Liquor License—Love's Travel Stops.** Mayor Schaber called for a motion to open the public hearing for the consideration of the 3.2 Malt Liquor License at 6:17 p.m.

Motion to open: **David Kramer**  
Roll call was taken and all voted in favor  
No further discussion.  
Motion carried.

Mayor Schaber called for any comment regarding the proposed 3.2 liquor license for Love's Travel Stops. He called once, twice, three times. Hearing none, he called for a motion to close the public hearing at 6:18 p.m.

Motion to close public hearing: **Dave Braun**  
Roll call was taken and all voted in favor  
No further discussion.  
Motion carried.

**10. Resolution #03-2021 Loves' Travel Stops 3.2 Malt Liquor License.** Admin. Koverman reviewed that the background check had been completed and approved by the St. Charles Police Department and that all fees and associated applications had been received. He added that the Love's organization has their own guidelines for sales of liquor, but understood that they would follow the city and state rules. Clm. Steffel asked if they could sell wine and it was relayed that it only allows for 3.2 malt liquor which is not strong beer. A motion to approve the resolution as presented was moved.

Motion to open: **John Steffel**  
Roll call was taken and all voted in favor  
No further discussion.  
Motion carried.

**11. DNR Whitewater River Restoration Grant/Contract.** Park and Recreation Director Rick Schaber presented the information related to a grant application that was received and approved by the DNR for \$400,000 for restoration of the stream banks of the Whitewater River from the west edge of City Park all the way to the bridge at Highway 74. The Phase I project is intended to restore the eroding banks, build flood capacity, and allow for better habitat for trout and an improved experience for fishing. The grant requires \$50,000 of either cash or in-kind labor match from the city and the project is slated for 2022. The Park Board reviewed the grant and recommended approval. Council concurred that this would be a worthwhile project for City Park and a motion was made to approve the contract and accept the grant.

Motion to approve: **Dave Braun**  
Roll call was taken and all voted in favor.  
No further discussion.  
Motion carried.

**12. Resolution #05-2021 MPCA Composting Grant Submission.** Admin. Koverman relayed that Public Works Director Kyle Karger had been working with staff over the last number of years discussing a potential permanent composting project at the City Shop. Because the scope of the project included the installation of permanent concrete bunkers, the project was cost prohibitive. Recently, Director Karger



found the grant application from the Minnesota Pollution Control Agency and would like to develop an application for consideration. The attached resolution was part of the process necessary to make the application that is due in March. Clm. Steffel asked if there would be room and how much work was currently done with brush. Admin. Koverman briefly highlighted the steps taken to remove the leaves and brush pile and that according to Director Karger, there would be ample room for placement of a permanent bunker system that would include six deposit/storage areas. Council concurred that this would be a worthwhile project and that given past years of funding cuts they too understood that it has been a desire/need of residents, but that budgets simply did not allow for this type of project. Admin. Koverman relayed that the city's cost share of the project would come from the compost budget. A motion was made to approve the resolution as presented.

Motion to approve: **John Steffel**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**13. Ordinance #630 Amending 152.41 General Regulations (1<sup>st</sup> Reading).** Mayor Schaber outlined the reasoning again as discussed by Clm. Kramer as part of the Planning & Zoning report. He called for a motion to approve the first reading as presented.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**14. LMCIT Annual Municipal Tort Liability.** Admin. Koverman relayed that the form from the LMCIT, the city's insurance provider, was an annual form that signifies that the city DOES NOT WAIVE its tort liability limits. Mayor Schaber asked for comments/questions. Hearing none he called for a motion to approve the form as presented.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**15. Park Board Resignation-Eric Manley.** Admin. Koverman relayed that the Park Board recommended approval of the resignation of Eric Manley as he accepted a position with the school board. He thanked Mr. Manley for his service on the board. A motion to accept the resignation was moved.

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**16. Resolution #04-2021 Accepting a Donation from Dover Township.** A donation from Dover Township in the amount of \$1,500.00 was received for the St. Charles Volunteer Ambulance. Council thanked Dover Township for their donation. A motion to approve the resolution was moved.

Motion to approve: **John Steffel**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**17. Request for Council Action—Emergency Paid Sick Leave Policy.** Admin. Koverman highlighted that at the end of 2020, the federal Emergency Paid Sick Leave that provided for 80 hours of paid sick leave to employees was discontinued. Koverman relayed that through discussion on the League of Minnesota Cities ListServe and discussions from neighboring cities, the voluntary policy was being considered in order to support employees as COVID continues. Koverman highlighted that the city of Goodview approved a similar policy that extended throughout 2021, but that it was his hope that vaccines would be more widely dispersed. The temporary policy would run until June 30, 2021, but could be

renewed at that time. He referenced the 6 stated reasons as to the ability to use the 80 hours, which was similar to the federal guidelines in 2020. It was not anticipated that it would be used much, but he did note a recent need for an employee to use sick time to care for dependents while test results were being sought for COVID. The city requested the employee to stay at home. Mayor Schaber relayed that he felt the temporary policy made sense and that council could extend it in the future if they chose to do so. A motion was made to approve the policy as presented (retro-active to January 1, 2021 as described in the memo).

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**Unscheduled Public Appearances.** None.

Motion to adjourn at 6:30 p.m.: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Nick Koverman, City Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**for Tuesday, February 23, 2021 held at 6:00 p.m. at**  
**830 Whitewater Avenue,**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber

Dave Braun (via phone)

John Steffel

Wayne Getz

David Kramer (via phone)

*Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.*

**STAFF PRESENT:** Nick Koverman (City Administrator)

**OTHERS PRESENT:** Cindy Schiebel and Fred Troendle (Trinity Lutheran Church).

**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: **Wayne Getz**

Roll call was taken, all voted in favor.

No further discussion.

Motion carried.

**4. Notices and Communications.** Mayor Schaber briefly reviewed the annual report from Project Fine and thanked them for their work.

**5. Review of Financials:** No questions were asked.

Motion to approve: **John Steffel**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**6. Ordinance #630 Amending Language 152.41 (2<sup>nd</sup> Reading).** Mayor Schaber asked for any questions or comments regarding the second reading of Ordinance #630. Hearing none, he called for a motion.

Motion to approve: **Wayne Getz**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**7. Trinity Lutheran Request—Summer Gospel Events (Green Space).** Mayor Schaber briefly reviewed the request for three events in 2021. The request included free use of the space, city garbage cans, electricity and use of the city hall bathrooms. They will pay for all expenses of the band, advertising, fencing and liability insurance and will follow all state mandates for large event gatherings up to 250 individuals similar to 2020. No questions were asked and a motion was made to approve the request.

Motion to approve: **Dave Braun**

Roll call was taken, all voted in favor.

No further discussion.  
Motion declared carried.

**8. Solar Interconnection System Impact Study.** Admin. Koverman presented the memo from StarEnergy Services electrical engineer James Parrow who serves the city. It had been discussed that with the addition of the city's 2 megawatt solar installation that excess power generated has exceeded the amount of power the community uses and thus is transmitted back onto the transmission line. This excess power and reverting of the power flow can have adverse impacts such as sectionalizing devices operating incorrectly which affects power reliability and safe operation of the distribution system, voltage level shifts on the distribution grid that can affect motors and electronics, power quality fluctuations, and potentially contractually conflict with wholesale providers. In discussion with Mr. Parrow, if an additional solar application was received, a supplemental distribution review (approximately \$2000.00) would also be required of the petitioner at this time. It was staff's intent to conduct its own System Impact Facilities study (approximately \$10,000) to better identify any potential impacts/issues related to additional systems on the overall distribution facilities and if upgrades would be required by a petitioner. While the utility did not need to take this stance, it was discussed that being able to provide the data to petitioners up front would help to guide them in their decision and application for a potential solar installation. Currently, as excess power is being fed onto the transmission line, the city continues to pay retail rates for the production of this energy with no ability to use it. It was discussed if there were a way to sell the additional capacity to DPC and staff relayed that DPC was not currently buying the capacity generated by the city. Council asked that if a supplemental study was first done, would that lessen the cost of a System Impact Study. Admin. Koverman was not sure, but could follow up on that item. Clm. Kramer expressed that he felt the option of having the petitioner pay or cost share in the study may be a preferred route at this time. Clm. Steffel felt there was not enough information at this time and motioned to table the item until a later date.

Motion to table: **John Steffel**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**9. Soppa Petition for Annexation.** Admin. Koverman relayed that he had received a petition for annexation that was included in the packet from Linus Soppa, Terry Soppa, and Dori Zanto (RMTD LLC) to annex 10 acres that were in the middle of the Chattanooga Innovation Park. Admin. Koverman relayed that staff had been working with Soppa on developing a regional pond that would serve the second phase of the park in addition to land owned by Soppas. Staff recommended approval of the petition and if approved would make contact with the township to discuss the item further. A motion was made to approve the petition.

Motion to approve: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**10. Resolution #06-2021 St. Charles Township Donation to Ambulance.** Mayor Schaber thanked the township for their \$1000.00 donation to the service. Clm. Getz asked if a note would be sent with this donation as well as the past donation and it was relayed that Admin. Koverman would talk with Director Hardtke.

Motion to approve: **Dave Braun**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**11. Board of Appeals & Equalization—April 14, 2021.** Mayor Schaber highlighted the meeting date and highlighted that Clms Getz, Braun and Schaber would be the three required councilmembers for the virtual meeting that would be held at 7 p.m. A motion was made to approve the meeting date and time.

Motion to approve: **Wayne Getz**

Roll call was taken, all voted in favor.

No further discussion.  
Motion declared carried.

**Unscheduled Public Appearances. None.**

Motion to adjourn at 6:16 p.m.: **Wayne Getz**  
Roll call was taken, and all voted in favor.  
No further discussion.  
Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Nick Koverman, City Administrator**

# CITY OF ST. CHARLES SCDP

Progress Report

March 1, 2021

September 30, 2023

## Residential Rehabilitation

Goal: 12

Current Months #s      Last Months #s

## Rental Rehabilitation

Goal: 24

Current Months #s      Last Months #s

Number of Applications Received	4	4	1	1
Number of Applications being Processed	1	2	0	0
Full Application Pending Verification	1	0	0	0
Apps. Pending Initial Property Inspection	0	0	0	0
Applicants Pending Contractor Estimates	0	0	1	1
Units in Construction	0	0	0	0
Units Completed and Closed	0	0	0	0
Applicants Over Income	0	0	0	0
Applicants Not Interested/Eligible	0	0	0	0
Applicants Located in Target Area "B"	1	1	0	0
Applicants Not in Target Area	1	1	0	0

	SCDP Funds	Private Funds	Total Funds	SCDP Funds	Private Funds	Total Funds
Obligated	0.00	0.00	0.00	0.00	0.00	0.00
Estimated	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Program Income	0.00	0.00	0.00	0.00	0.00	0.00
Allocation	275,700.00	36,000.00	311,700.00	246,000.00	500,000.00	746,000.00
Balance	275,700.00	36,000.00	311,700.00	246,000.00	500,000.00	746,000.00
Unit Average	#DIV/0!	#DIV/0!	#DIV/0!	0.00	0.00	0.00
Unit Goal	22,975.00	3,000.00	25,975.00	7,454.55	15,151.52	22,606.06



## City Administrator's Report—February 2021

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Feb. 1—Chief Pelaez began his first day as Chief of Police.

Feb. 5—Met knew Winona County PartnerSHIP coordinator as the transition begins from LiveWell Winona to the Winona County contact.

Feb. 8—Cassie, Public Works Director Kyle Karger and I met with a representative for Tantalus, a company that provides service to interconnect the water/electric meters so that additional features, data to the utility can be offered through AMR technology. Having additional future capabilities for the utility is something staff continues to explore.

Feb. 10—Held UMMEG board meeting and received various updates.

Feb. 16—Attended the Project Fine Annual Report event.

Feb. 17—Met with Library Director Jill Veerkamp to discuss potential website updates, etc.

Met with a Masters student to discuss the police department structure, operations, etc. as part of her Master's thesis. She had met with Police Chief Ken Frank previously in addition.

Feb. 19—Met with Daren Sikkink and Andy Moyer of WHKS to review Chattanooga plans and designs prior to final advertisement of bids.

Feb. 22—Worked with Winona County Environmental Services to deliver light bulbs and met with Winona County Records Office for recording.

Feb. 24—Met with representative from Mi-Energy to discuss partnership and potential connection options.

Feb. 25—Attended AWWA call.

Feb. 26—Held UMMEG Steering Committee meeting to discuss capacity updates/sales.

## February 2021 Public Works Report

Sand and plowing snow, cleaning equipment after plowing, repairing street lights, monthly substation and power plant reports, MMUA safety meeting, plow equipment maintenance, rubber goods for electric dept, hauling snow off main street, street and piles around town, repaired sander on street pickup, repaired electric service at 806 Richland Ave, located curb stop, checked sewer lines for backup, climbed Whispering Hills water tower to check for freezing, Dairyland Power yearly urge test on powerplant/power plant peak for 1 hour full bore run 8.95 MW, ran all backup Gen-Sets/City Hall/Fire Hall/City shop/I90 booster station.

Ash tree removal on City Blvds./parks. In last six months City Public Works have removed over 100 city ash trees, power outage at #7 Lawrence Lane, checked electrical problems at 361 East 3<sup>rd</sup> St, rewired and replaced street lights with LED lights, drift busting after storm and high winds, located frozen water lines, electrical safety meeting trip to Vollcarts in Stockton for sander parts, broomed walking paths and city hall sidewalks, cleaned out fairground raceway parking for snow hauled off main street, flushed dead end water main on Richland Ave. after bad water complaint, mapping and utility locates.

Transformer updates for PCB records/MPCA compliance, ordered more electrical material for summer underground projects, checked high voltage testers, checks and transformer orders, printed out safety instruction sheets for phasing tools, check on both digger derrick and bucket truck testing, discussed new 3 phase power to Cabin Coffee and Napa store, changed out electric meter and tested old one for accuracy – old one passed at 98% accurate, checked with electrical engineer for updated maps being needed, change oil and maintenance on all fleet vehicles.

Worked on shop compressor, grader maintenance, worked on sanding equipment, repairs on sweeper and dump trucks, worked on shop lift maintenance, worked on ice rinks, repairs on snow pusher, replaced various cutting edges, put new broom on John Deere mower, read electric and water meters for City Hall, replaced flat bed trailer bearings, picked up trash at City parks, installed new tarp on pickup sanding truck and picked up pallet of salt for City buildings.

Piano moved from City Hall, cleaned out drains at City shop, installed a SLOW sign at school, change oil on compressors, went with Mike to learn how to do well, lift station and booster checks, picked up no parking signs on main street, washed loader, handed out delinquent slips for City Hall, cleaned bathroom and shop office, hauled scissor lift to police garage and electrician replaced old lights with LED, cut brush and sorted brush at shop.

Finals for City Hall, checked water tower ice levels during cold spell, water samples from town for MN Dept. of Health, replaced water meters, mounted phone box to wall/Hwy. 14 booster station, took plow truck to Winona for new tires, installed weather strip to loading dock door, replaced rusted pipe in Well #3, prepping pipes in Hwy. 14 booster station for paint job, all fender bolts on plow truck, shut off water for plumber repairs, checked frozen water complaints, overflowed both towers to break up ice and cleaned shop floors.

Crew spend good share of the month taking out dead or dying ash trees.

Sincerely,

Kyle A. Karger, St. Charles Director of Public Works



# City of St. Charles Police Department

Chief – Jose Pelaez #601

830 Whitewater Avenue

St. Charles, MN 55972

(507) 932-8020 • (507) 932-8701 FAX



March 9, 2021

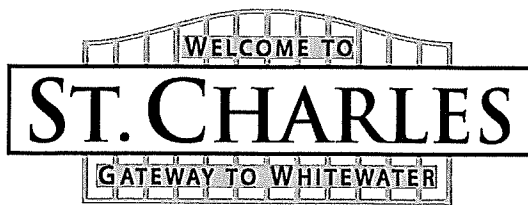
- On February 11, Chief Pelaez and Officer Hewitt completed an 8-hour "Active Shooter Exercise Development Workshop". This training was offered online, free of charge, through the Texas A&M Engineering-Extension Service (TEEX). TEEX is a world-renowned emergency management and homeland security entity that, not only provides subject matter experts to disasters across the nation, but also helps developing training and practical workforce solutions for first responders. This training will help the department develop our own tabletop exercises for major natural and manmade disasters. The training information was also shared with the St. Charles Fire Chief and Ambulance Director for their consideration and for possibly conducting joint training in the future.
- On February 17, Officer Wolters obtained certifications in Standardized Field Sobriety Testing (SFST), Advanced Roadside Impaired Driving Enforcement (ARIDE), and Occupant Protection Usage & Enforcement (OPUE). This was a 3-Day course which included a class-room portion and a "wet-lab" (or practical portion). The training was held here at the St. Charles Community Center. This certification will enhance the ability for the department to effectively, and proactively, enforce passenger safety laws and driving while impaired laws.
- On February 17, Chief Pelaez attended a Project Lifesaver video conference along with representatives from other law enforcement agencies in Winona County and a representative from Home and Community Options, in Winona. Project Lifesaver is designed to provide first responders with the equipment and training necessary to quickly locate adults and children with the propensity to wander due to a cognitive condition. Home and Community Option is the agency that provides the funding to support this program, here in Winona County. The key takeaways from the meeting were: 1) the need for more training, more often, 2) Due to the COVID pandemic, there is funding available to send personnel to training and purchasing equipment, if necessary. Thus, we are to send one of our officers to become a certified Project Lifesaver trainer so we can do our own training in-house. According to Project Lifesaver guidelines, personnel is supposed to receive training once every two years.
- On February 23, Officer McCready completed a two-day "Maxims and Truths for Supervisor" leadership training through the Minnesota Bureau of Criminal Apprehension. This is one of the six required courses to obtain a BCA Supervision Certificate.

Respectfully submitted,

Chief, Jose Pelaez

"Proud to Serve"





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## **Memorandum**

**To: Mayor and City Council**

**From: Nick Koverman**

**Date: March 3, 2021**

**Subject: Additional Information Requested for System Impact Study**

As part of the February 23, 2021 System Impact Study discussion, various questions were raised. Staff followed up with James Parrow and Kristi Robinson both of StarEnergy Services, the City's electrical engineering consultants, for clarification. Below are some follow up answers for the discussion and Ms. Robinson will be available to help provide additional detail and clarification.

**If the city chose to do the \$2000 Supplemental Review, and it was determined that there were other issues identified that should be addressed through a Facility Impact study, would it be an additional \$10K or would it be around \$8K because the city already completed the preliminary?** *James Parrow--The Supplemental Study would be \$2k and the Impact Study would be \$10k even if the Supplemental Study was done. STAR would bill out actual cost with the \$10k figure being a conservative estimate.*

**How long would you estimate it might take to accomplish a study?** *James Parrow--By adopted the interconnection process the Supplemental Study can take 30 business days to complete. If the Facility Impact Study is also needed, it can take up to 45 business days.*

**What is the amount of power thus far that is being displaced onto the transmission line?** *James Parrow--Approximately~64,000 kWh from 10/1/19 – 10/1/20.*

**What is the potential process for the next solar application if the City does not conduct its own study?** *James Parrow--The City could wait for the next solar application which will trigger a study. In order for the Distributed Energy Resource (DER) to move forward they would need to have a study done. They could either do a Supplementary or opt to do a full Impact Study. There is no guarantee that the DER could move forward after a Supplementary Study is complete. Some members choose to go straight to an Impact, but typically the cost of the study doesn't allow the DER to pencil out.*

**What is the difference between the Supplemental study and the System Impact Facilities study? What does the System Impact Facilities study encompass and**

**would a future petitioner need to complete one in the future if the City completes it? Can these costs be allocated to future petitioners?** *Kristi Robinson--Having a Supplemental or a System Impact Study performed does not eliminate the need to perform a future study. What I have seen done is an utility, who knows there's backfeeding occurring, performs a System Impact Study for some amount of DER (i.e. 500 kW). If the 500 kW can still interconnect without major change to the distribution system or with the wholesale provider, the utility will "reserve" the 500 kW for future residential systems. They then will charge an extra \$XXX as a portion of the System Impact Study (i.e. \$500 - \$1000).*

*This wouldn't work for a larger, nonresidential proposed interconnection as there then is also issues with your own distribution system that needs to be addressed. However, provided St. Charles's system doesn't change that much (and the City doesn't add more city-owned solar), I would expect the results of the System Impact Study to be good for 5-10 years.*

*A System Impact Study identifies all the issues the proposed interconnection would cause. The Facility Study identifies all the ways the energy grid would need to be modified to solve all the issues identified in the System Impact Study. STAR normally does these two studies together unless the Interconnection Customer is a large solar vendor putting in 1 MW+ systems.*



# Memo

**To:** Nick Koverman (City Administrator), Kyle Karger (Director of Public Works)

**From:** Kristi Robinson, P.E. (STAR Energy Services LLC)

**Date:** February 18, 2021

**Re:** Future DER Interconnections and Technical Studies

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The City of St. Charles requested STAR Energy Services to address the cumulative DER interconnections on St. Charles' distribution system and identify if power is being sent in a reverse direction to MiEnergy Electric Cooperative's (MEC's) electric system. Upon a short analysis of the wholesale metering data for the City, it was determined that St. Charles's cumulative DER interconnections are causing a reverse power flow onto MEC's system. In effect, this means St. Charles's minimum daytime electric load is 0 kW at times throughout the year.

St. Charles' minimum daytime load has an effect on the next proposed DER system. The adopted interconnection process for both MEC and the City of St. Charles indicates that when the available daytime minimum load is smaller than the capacity of the next proposed DER system, a Supplemental Review study is needed to identify the technical effects on the distribution system with regards to safety and reliability, power quality and minimum load.

The results of the Supplemental Review study may indicate that certain capacity amounts of future DER systems may still be possible on St. Charles's distribution system with or without minor modifications to the distribution system. The Supplemental Review study may also indicate that System Impact and Facility studies are needed for future proposed DER systems to clearly identify the technical adverse effects on the distribution system and the changes that would need to occur to negate such identified issues.



Issues that can arise due to unaddressed reverse power flow include:

- Sectionalizing devices operating incorrectly which affects power reliability and safe operation of the distribution system,
- Voltage level shifts on the distribution grid that can affect motors and electronics,
- Power quality fluctuations, and
- Contractual conflict with wholesale providers

A Supplemental Review would identify if any of these issues are or will be occurring with additional DER interconnections. Depending on the complexity of the identified issues, the additional System Impact and Facility studies would also need to occur.

The cost to perform a Supplemental Review is approximately \$2,000. System Impact or Facility studies will cost up to \$10,000 each dependent of the complexity of the identified adverse issues from the Supplemental Review study.

To recap, the next DER interconnection request the City of St. Charles receives, no matter the capacity size or type, requires a Supplemental Review study prior to approval of the interconnection application. Per the adopted interconnection process, the costs of any studies are to be paid by the interconnection applicant. The interconnection applicant may choose to withdraw their interconnection application or proceed directly to requesting the System Impact and Facility studies.





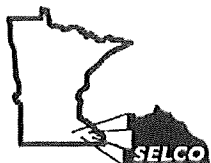
## **Southeastern Libraries Cooperating & Southeast Library System**

*Serving academic, public, school, and special libraries*

### **Summary of Proposed Revisions to SELCO Membership Agreement**

The SELCO Bylaws Task Force has recommended that certain membership requirements currently in the bylaws be removed from the bylaws and incorporated into the membership agreement. The SELCO Advisory Committee agreed and are recommending the following revisions:

1. Remove Section 1, F that refers to the SELCO bylaws. Replacing that with the last line in the opening paragraph with *"The Library must meet the minimum requirements for location, financial support and service hours as stated in the SELCO bylaws in order qualify for membership."*
2. Section I, B: adding an example to make the requirement more clear.
3. The following requirements in Section I: F, G, H, I, J, & L all reflect language in the current bylaws membership requirements. The libraries reviewed the membership requirements from the bylaws for relevance and enforceability.
4. Section I, K is an added requirement suggested by the libraries. It was felt that the annual report is an important document and it should be a requirement to complete it each year.
5. Section II, F: removing *"on a cost-share basis"*. SELCO does not charge the public libraries for delivery services.
6. Section II, G: changing *"mailings"* to *"notifications"* to better reflect current practices.
7. Section H, rewording the strategic plan to include specific language on member input and to assure a plan is relevant to member needs.
8. Incorporating language from bylaws on termination of library's membership in SELCO by the Board so that the language exists in both documents.
9. Incorporating language from the ILS Agreement to provide mutual indemnification.



## **SELCO – Southeastern Libraries Cooperating Public Library Membership Agreement**

This Agreement is made between the \_\_\_\_\_ Library (hereinafter referred to as the Library) seeking to improve library service to its users by participating in Southeastern Libraries Cooperating (hereinafter referred to as SELCO). SELCO is a non-profit corporation organized under Minnesota Statutes 317A, also designated as a regional public library system and recognized in Minnesota Statutes 134.20. SELCO's purpose, as specified in Minnesota Statutes 134.34, shall be to strengthen, improve and promote library services in the participating areas. The Library must meet the minimum requirements for location, financial support and service hours as stated in the SELCO bylaws in order to qualify for membership.

- I. The Library, as identified in Minnesota Statutes 134.001 and 134.07, wishes to participate in SELCO with no membership fee and agrees to the following terms and conditions. The Library agrees to:
  - A. Maintain a bibliographically organized collection of materials that are available for reading, listening, and/or viewing by its clients.
  - B. Share resources consistent with its current circulation policies. For example, a library may not borrow materials types that it is not willing to lend.
  - C. Provide relevant information about its resources, programming, staffing and hours of services, as well as contact information for the library; and allowing for such information to be published in both print or electronic format.
  - D. Work towards development of shared bibliographic information or other contributions that are mutually agreed upon.
  - E. Maintain financial support of its own library at a level, which in no way is reduced because of participation in SELCO.
  - F. Charge a non-resident fee, not less than the fee established, from time to time, by the Board of Directors, to all users not residing within or paying property taxes in the State of Minnesota.
  - G. Provide full, accessible and non-discriminatory service to regional residents, participate in regional resource sharing and accept the terms of the Reciprocal Borrowing Compact.
  - H. Promptly pay, when due, any dues, fees or assessments set by the Board of Directors.
  - I. Have a representative attend two-thirds of the Advisory Committee meetings held during the fiscal year.
  - J. Participate in the SELCO Integrated Library System (ILS) or maintain a separate ILS. Notification is given to the SELCO Board of Directors of any intentions to purchase or create a new separate ILS from the SELCO ILS. Any direct system-to-system connection between ILS in the region requires an agreement between the members on appropriate technology, costs and procedures as well as determining financial responsibilities.
  - K. Complete and submit an annual report as required by the State of Minnesota.
  - L. Participate in the SELCO strategic planning process.
- II. SELCO programs and services will be based on the availability of funds appropriated by the State Legislature. Every attempt to provide the listed services will be made; however, SELCO retains the right to modify the range of services due to changes in funding. SELCO will:

- A. Provide professional development opportunities, including continuing education opportunities, training workshops, special programs, and other professional development events at little or no cost.
- B. Offer grants and scholarships to assist members in their special needs.
- C. Host member Web sites, if desired.
- D. Assist in the maintenance of resources on the SELCO/SELS Website for member libraries, including an online directory of member libraries, staff, and contact information.
- E. Enhance resource sharing and support reciprocal borrowing.
- F. Provide regional delivery service.
- G. Keep members informed of services and programs through appropriate notifications and meetings.
- H. Administer a relevant strategic plan based on member input
- I. Advocate on behalf of member libraries, if desired.
- J. Administer special grant funds.

A library may voluntarily terminate its membership with sixty (60) days of written notice.

If the Library chooses to terminate its SELCO membership, materials, equipment and other items received from SELCO within the last three years will be returned promptly. Any items borrowed from other participating libraries will be returned promptly and/or payment will be made to the owning library for lost or damaged items. Termination of membership does not relieve the member of any current financial obligations.

The Board of Directors, may, at its meeting, by a two-thirds (⅔) vote of those present and voting (assuming a quorum), terminate the membership of any library in violation of any requirement of Section (get specific mention or this agreement, provided that notice of such meeting shall specifically state that such termination shall be one of the items of business to be considered at the meeting.

To the extent permitted by law, the Participating Library and SELCO agrees to indemnify and hold the other and its officers, Board members, agents and employees harmless from any liability, loss or damage it may suffer as a result of claims, demands, costs or judgments against it arising out of the activities to be carried out pursuant to the obligations of this Agreement.

This membership agreement shall commence January 27, 2021 and will automatically renew each year.

\_\_\_\_\_  
Name of Library

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
Signature and Title of Library Board Chair or Authorized Local Government Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SELCO/SELS Board President

\_\_\_\_\_  
Date

*Charles Sparks*

*2/2/2021*



CITY OF ST. CHARLES-Library Assistant (Part-time). The St. Charles Public Library will be accepting applications for a part-time library assistant until noon Friday, March 26, 2021. The position is for approximately 10 hours per week and the starting salary will be \$17.45 hour. Minimum qualifications are a GED or high school diploma with 1 year customer service experience. Must will available for daytime hours including some Saturdays. For applicant eligibility requirements, a complete job description and application, either stop by City Hall, 830 Whitewater Avenue, St. Charles, Minnesota, or call 507-932-3020. You may also go online for an application at [www.stcharlesmn.org](http://www.stcharlesmn.org). The City of St. Charles is an Equal Opportunity Employer.

**City of St. Charles**  
**Resolution #07-2021**

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES PARK &  
RECREATION FROM RAINIER ENTERPRISES LLC**

**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 Park and Recreation has received a donation in the amount of \$500.00 from Rainier Enterprises LLC to be used by the St. Charles Park & Recreation to sponsor five teams.

**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 donation from Rainier Enterprises.

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

Adopted this 9th day of March, 2021 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 #08-2021**

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES PARK &  
RECREATION FROM WASTE MANAGEMENT**

**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 Park & Recreation has received a donation in the amount of \$500.00 from Waste Management to be used by the St. Charles Park & Recreation for programming.

**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 donation from Waste Management.

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

Adopted this 9th day of March, 2021 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**

**ST. CHARLES PARK & RECREATION DEPARTMENT  
JOB LISTINGS  
2021**

**Aquatic Center Staff:**

- Aquatic Center Manager (must be certified)
- Lifeguards (must be certified)
- Swim Lessons Manager (must be certified)
- WSI (Certified Water Safety Instructor)
- Cashiers

Each individual job duties can be obtained at City Hall in St. Charles. Positions run from approx. (May 17<sup>th</sup> - August 22<sup>nd</sup>, 2021). Apply at City Hall in St. Charles by 5:00 p.m. on April 2<sup>nd</sup>, 2021. E.O.E.

**Recreation Assistant:**

Includes organization & implementation of all Summer Youth Programs. Must have knowledge of various recreation activities is required. Flexible hours to include days, evenings & weekends. Average between 10 to 20 hours per week for 10 weeks. Apply at City Hall in St. Charles by 5:00 p.m. on April 2<sup>nd</sup>, 2021. E.O.E.

**Park Assistant:**

Knowledge of lawn maintenance, equipment & ballfield maintenance is required. Flexible hours to include days & weekends. Average between 30 to 40 hours per week (May 1<sup>st</sup> – August 31<sup>st</sup>, 2021). Apply at City Hall in St. Charles by 5:00 p.m. on April 2<sup>nd</sup>, 2021. E.O.E.

**Contact:**

**Rick Schaber  
Park/Recreation Director  
City of St. Charles  
830 Whitewater Ave.  
St. Charles, MN 55973  
(507)932-3020  
[rschaber@stcharlesmn.org](mailto:rschaber@stcharlesmn.org)**

## **INTRODUCTION**

**WELCOME TO SUMMER 2021:** In this brochure, you will find all the information you need to get involved & enjoy your summer with the St. Charles Park/Recreation Department.

**PAVILION RESERVATIONS:** The City of St. Charles has pavilions, which may be reserved in many of our City Parks. A rental fee & deposit are required. For reservations or more information, please contact City Hall either by phone or in person. \* New this year – reservations may be submitted for approval online at [www.stcharlesmn.org](http://www.stcharlesmn.org) (under facility rentals).

**PICNIC TABLE RENTAL:** There will be 4 picnic tables available for a small rental fee of \$5.00 per/table. They can be reserved by stopping at City Hall.

**FINANCIAL ASSISTANCE:** The Park/Recreation Department has an adjustable fee scale set up for families with low incomes. If you would like to inquire about these fees, please contact the Park/Recreation Director at City Hall.

**CANCELLATION ANNOUNCEMENTS:** All Park/Recreation program related activities that are cancelled will be announced on KTTC.COM, on [www.facebook.com/stcharlesmn/](https://www.facebook.com/stcharlesmn/) & on [www.stcharlesmn.org](http://www.stcharlesmn.org)

**HAT/HELMET POLICY:** For the protection of the youth, we require all t-ball, girl's softball & boy's baseball players wear both hats and helmets when batting. Helmets are to be worn for player safety & hats are worn to help control the spread of lice.

**REGISTRATION INFORMATION:** Everyone wishing to participate in a Park/Recreation program must complete a registration form/waiver & return it to the Park/Recreation Department at City Hall or Elementary School Office or online line at [www.stcharlesmn.org](http://www.stcharlesmn.org) by the program deadline.

**VOLUNTEER COACHES:** In an effort to create more family involvement, the girl's softball & boy's baseball programs will be played on weekday evenings. The Park/Recreation Department is seeking adult volunteers to coach those teams. Teams may have more than one coach. Coaches will be expected to exemplify the Park/Recreation philosophy & model positive sportsmanship. If you are interested in coaching, please contact Rick Schaber (932-3020) as soon as possible.

## **GLADIOLUS DAYS (August 22<sup>nd</sup> - 29<sup>th</sup>, 2021)**

**MISS GLADIOLUS DAYS SCHOLARSHIP PAGEANTS:** Applications will be available on the City of St. Charles website on April 1<sup>st</sup>, 2021. All registrations must be done online (no paper applications will be accepted) & all applications are due by July 20<sup>th</sup>, 2021.

- Parent meeting will be held on Sunday, August 1<sup>st</sup>, 2021 at City Hall at 3:00pm.
- Rehearsals are on August 7<sup>th</sup>, 8<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> & 21<sup>st</sup>, 2021.
- Pageant Dates (Little Miss & Jr. Miss = Sunday, August 22<sup>nd</sup>) and (Teen Miss = Monday, August 23<sup>rd</sup>, 2021).
- Little Miss (K – 4<sup>th</sup> grade for the 2020 – 2021 school year) = \$25.00
- Jr. Miss (5<sup>th</sup> – 8<sup>th</sup> grades for the 2020 – 2021 school year) = \$50.00
- Teen Miss (9<sup>th</sup> – first year of College for the 2020 – 2021 school year) = \$100.00

For more information or questions, please contact Tiffany Anderson (507)313-6495 or at [gladiolusdayspageant@gmail.com](mailto:gladiolusdayspageant@gmail.com)

## SUMMER PROGRAMS

**GOAL & INTENT:** The Park/Recreation Department's goal for each program is to provide participants with the opportunity to learn the basic skills & strategies of the game. It is not our intent to have a "win at all cost" attitude. Our staff will do their best to allow equal playing time. With that being said, it is nearly impossible to have exact equal playing time. "Kids would rather play & lose, than not play & win".

### T-BALL

AGES: Boys & Girls (Pre K & Kindergarten)  
\*Participants must be registered for Kindergarten for the 2021-22 school year or they are currently in Kindergarten as of May 2020 to participate in T-Ball.

START TIME: The first day will be team organization & a clinic from (9:00AM - 10:00AM)  
\*Games are played on Mondays & Wednesdays (9am to 10am or 10am to 11am)

START DATE: Monday, June 7<sup>th</sup>, 2021.

ENDING DATE: Wednesday, July 28<sup>th</sup>, 2021.

DEADLINE: Friday, May 28<sup>th</sup>, 2021.

LOCATION: High School Ball fields

COST: \$25.00 per / person

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### 8 & UNDER GIRLS SOFTBALL

AGES: Girls (1<sup>st</sup> & 2<sup>nd</sup> grades) \*The grade that they are in as of May of 2021\*

START TIME: (10:00AM -11:30AM) \*Practices will be on Thursdays\*

START DATE: Thursday, June 3<sup>rd</sup>, 2021.

ENDING DATE: Thursday, July 29<sup>th</sup>, 2021.

DEADLINE: Friday, May 28<sup>th</sup>, 2021.

LOCATION: High School Ball fields

COST: \$30.00 per / person

**\*\*\*This team will have a small number of games against other local communities. These games will be played at City Park in St. Charles for our home games & at other local communities for the away games.**

In this program, the girls will be introduced into the game of softball. The basic fundamentals will be taught, while promoting good sportsmanship.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)



### GIRLS SOFTBALL

AGES: Girls (3<sup>rd</sup> - 6<sup>th</sup> grades) \*The grade that they are in as of May 2021\*  
START TIME: 7:00 PM  
START DATE: Sunday, April 11<sup>th</sup>, 2021. (Parent Meeting)  
**We encourage any first time/new parents to this program to attend this meeting!!!**  
ENDING DATE: End of July 2021.  
DEADLINE: Sunday, April 11<sup>th</sup>, 2021.  
LOCATION: Elementary School Auditorium  
COST: 10 & Under and 12 & Under = \$40.00 per / person  
Registration is due by Sunday, April 11<sup>th</sup>!!!

At this meeting, you will receive information on the upcoming season. Practices typically do not start until late May or early June for our youth softball program.

In this program, the girls will host & travel to other communities for their games. Games are not scheduled to start until the second week of June.

The objectives of this program are to teach youth the fundamentals of the game, while also promoting good sportsmanship.

This is a semi-competitive program (playing to win, but not at all cost). Playing time will be determined by the coaching staff & is not designed to be equal. Although playing time is not designed to be equal, the coaches are asked to give each participant an opportunity to participate.

Girls will be divided into teams according to their grade level:

10 & Under (3<sup>rd</sup> & 4<sup>th</sup> grades)  
12 & Under (5<sup>th</sup> & 6<sup>th</sup> grades)

Games will be played on:

10 & Under (Wednesdays & Weekends)  
12 & Under (Mondays & Weekends)

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

**Adult volunteer coaches are needed for the Girls Softball Programs. If you are interested, please contact Rick at City Hall.**

**\*Credit Cards (VISA & Master Card) can be used for payment at the April 5<sup>th</sup> Registration/Parent Meeting.**

## BOYS BASEBALL

AGES: Boys (1<sup>st</sup> - 8<sup>th</sup> grades) \*The grade that they are in as of May 2021\*  
START TIME: 7:00 PM  
START DATE: Sunday, April 11<sup>th</sup>, 2021 (Parent Meeting).  
**We encourage any first time/new parents to this program to attend this meeting!!!**  
ENDING DATE: End of July 2021.  
DEADLINE: Sunday, April 11<sup>th</sup>, 2021.  
LOCATION: Elementary School Auditorium  
COST: 8 & Under = \$40.00 per / person  
10U, 12U and 14 & Under = \$55.00 per / person  
Registration is due by Sunday, April 11<sup>th</sup>!!!

At this meeting you will receive information on the upcoming season. Practices typically do not start until late April or early May for our youth baseball program.

In this program, the boys will host & travel to other communities for their games. Games are not scheduled to start until the last week of May.

The objectives of this program are to teach youth the fundamentals of the game, while also promoting good sportsmanship.

This is a semi-competitive program (playing to win, but not at all cost). Playing time will be determined by the coaching staff & is not designed to be equal. Although playing time is not designed to be equal, the coaches are asked to give each participant an opportunity to participate.

Boys will be divided into teams according to their grade level:

- 8 & Under (1<sup>st</sup> & 2<sup>nd</sup> grades)
- 10 & Under (3<sup>rd</sup> & 4<sup>th</sup> grades)
- 12 & Under (5<sup>th</sup> & 6<sup>th</sup> grades)
- 14 & Under (7<sup>th</sup> & 8<sup>th</sup> grades)

Games will be played on:

- 8 & Under (Tuesdays & Thursdays)
- 10 & Under (Mondays, Thursdays & Weekends)
- 12 & Under (Wednesdays, Fridays & Weekends)
- 14 & Under (Tuesdays, Fridays & Weekends)

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

**Adult volunteer coaches are needed for the Boys Baseball Programs. If you are interested, please contact Rick at City Hall.**

**\*Credit Cards (VISA/Master Card) can be used for payment at the April 5<sup>th</sup> Registration/Parent Meeting.**



### TRACK & FIELD

AGES: Boys & Girls (3<sup>rd</sup> – 6<sup>th</sup> grades) \*The grade that they are in as of May 2021\*  
START TIME: Monday, Wednesday & Friday (8:00AM -9:00AM)  
START DATE: Monday, June 7<sup>th</sup>, 2021.  
ENDING DATE: Friday, July 2<sup>nd</sup>, 2021.  
DEADLINE: Friday, May 28<sup>th</sup>, 2021.  
LOCATION: High School Track  
COST: \$25.00 per / person

This program will be run by Eric Klein (Head Coach of our High School Track & Field Program). In this program, participants will get instruction on a number of track & field events.

Participants will get a couple of opportunities to test their skill at some local track & field meets (info for these meets will be available on the first day of the program). The Park/Rec Department will provide supervision the day of the meet, but participants must provide their own transportation to the meet.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### SUMMER KICKBALL

AGES: Boys & Girls (Pre K & K) (1<sup>st</sup> & 2<sup>nd</sup> grades)  
\*Participants must be registered for Kindergarten for the 2021-22 school year  
&/or the grade that they are in as of May 2021.  
START TIME: Tuesdays (Pre K & K = 9:00AM -10:00AM)  
Tuesdays (1<sup>st</sup> & 2<sup>nd</sup> = 10:00AM -11:00AM)  
START DATE: Tuesday, June 8<sup>th</sup>, 2021.  
ENDING DATE: Tuesday, July 27<sup>th</sup>, 2021.  
DEADLINE: Friday, May 28<sup>th</sup>, 2021.  
LOCATION: High School Ball fields  
COST: \$20.00 per / person

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### **BASICS OF DISC GOLF**

AGES: Boys & Girls (4<sup>th</sup> – 12<sup>th</sup> Grades) \*The grade that they are in as of May 2021\*  
START TIME: Tuesdays & Thursdays (9:00AM – 10:30AM)  
START DATE: Tuesday, June 8<sup>th</sup>, 2021.  
ENDING DATE: Thursday, July 1<sup>st</sup>, 2021.  
DEADLINE: Friday, May 28<sup>th</sup>, 2021.  
LOCATION: Jessens Park Disc Golf Course  
COST: \$20.00 per/person

Never played disc golf, but want to try? Been playing for a few years, but looking to improve? This Park & Rec Program is for you! In this program, participants will learn the skills necessary to play the game of disc golf. The emphasis will be on understanding the flight path of a disc, the variations among different makes & models of disc golf discs, how to score a round of disc golf & the proper etiquette & procedures to follow when on the course.

This course will be taught by Mychael Redig. Mychael invites any parents to participate & would like to meet with the volunteers prior to the start of the program if possible.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### **SUMMER DANCE**

AGES: Boys & Girls (K - 8<sup>th</sup> Grades) \*The grade that they are in as of May 2021\*  
START DATE: Tuesday, June 1<sup>st</sup>, 2021.  
CLASS DATES: (Tuesday's & Thursday's)  
June 1<sup>st</sup>, 3<sup>rd</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, 22<sup>nd</sup>, 24<sup>th</sup>, 29<sup>th</sup> and July 1<sup>st</sup>.  
ENDING DATE: Tuesday, July 6<sup>th</sup>, pictures at 11:30AM & performance at 1:00PM.  
DEADLINE: Friday, May 28<sup>th</sup>, 2021.  
LOCATION: Elementary School  
COST: \$40.00 per / person  
TIMES: Grades: K - 1 12:00PM - 1:00PM  
2 - 3 1:00PM - 2:00PM  
4 - 6 2:00PM - 3:00PM  
7 - 8 3:00PM - 4:00PM

This class is similar to the SCES dance camps, but with more time for dance technique & skills. Routines may be taught in the style of Jazz/Funk, Hip Hop, Lyrical, Kick/Precision & Novelty depending on class preference & progress. Each class will start with a warm up & end with stretching. Proper & safe techniques will be taught as well as performance poise & presentation. Dancers should wear comfortable clothes (t-shirt & shorts) & gym shoes. They should bring a filled water bottle. This class is taught by SCHS Varsity Dance Team members & supervised by their coaching staff. All participants will receive a t-shirt (please indicate size on registration form) & awards.

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### **TWINS TRIP**

AGES: Boys & Girls (3<sup>rd</sup> – 12<sup>th</sup> grade) \*The grade that they are in as of May 2021\*  
TIME: 8:30 AM – 6:00 PM  
DATE: Wednesday, August 11<sup>th</sup>, 2021  
DEADLINE: Friday, July 30<sup>th</sup>, 2021  
LOCATION: Elementary School Front Doors  
COST: \$40.00 per/person

On Wednesday, August 11<sup>th</sup>, 2021 our Minnesota Twins will face the Chicago White Sox at 12:10 PM at Target Field in Minneapolis, MN.

The trip includes (1) lower deck game ticket & transportation (limited space is available, so sign up early).

Parents & other family members are welcome!!!

Please fill out the PARTICIPATION AGREEMENT. Include your fee & return it to the ELEMENTARY SCHOOL OFFICE, CITY HALL or online at [www.stcharlesmn.org](http://www.stcharlesmn.org)

### **GOLF CAMP**

## MEL BROWNELL FAMILY AQUATIC CENTER

The Aquatic Center features a 181 foot water slide, six lap swim lanes, one diving board, a drop slide, zero-depth entry with three water features, large sun deck, a concessions area & much more fun & excitement for everyone. The Aquatic Center is for people of ALL ages!!!

**OPENING/CLOSING DATES:** The Aquatic Center will open for public use beginning Saturday, May 29<sup>th</sup>, 2021 through Sunday, August 22<sup>nd</sup>, 2021 (**dates subject to change**).

**HOURS:** The Aquatic Center will be open to the public from 1:00PM to 5:00PM & 7:00PM to 9:00PM, seven days a week.

**DAILY RATES:**

Youth (18 & under).....	\$4.00 per/day
Adults.....	\$5.00 per/day

**ELECTRONIC PUNCH CARDS (GOOD FOR THE 2021 SEASON ONLY):** These electronic punch cards will be replacing the strip tickets that were sold in the past. These punch cards must be purchased at City Hall. After you have purchased your original card (the system will only allow (2) cards per/purchase), you will be able to purchase/reload additional punches online.

- 20 admissions = \$60.00 (\$3.00 per/admission)
- One punch good for one adult or one youth per/day.

<b><u>MEMBERSHIPS (GOOD FOR THE 2021 SEASON ONLY):</u></b>	Family Membership	= \$160.00
	Single Membership	= \$70.00

\*\*\* Memberships purchased before May 1<sup>st</sup>, 2021 will be sold at a 10% cost reduction

**AQUATIC CENTER RENTAL:** The Aquatic Center can be rented for birthday parties, family groups, organizations, company parties & other activities.

<b><u>Rental Rates:</u></b>	10	-	25	=	\$150.00
	26	-	50	=	\$200.00
	51	-	75	=	\$250.00
	76	&	Up	=	\$300.00

<b><u>Rental Hours:</u></b>	9:00PM – 11:00PM	(Monday – Sunday)
	10:30AM – 12:30PM	(Saturday or Sunday)

\$50.00 Deposit is required per/group.

To reserve a date to rent the Aquatic Center for your group before the Aquatic Center opens for the season you can call City Hall at 932-3020 or reserve online at [www.stcharlesmn.org](http://www.stcharlesmn.org) After the Aquatic Center is open (June 5<sup>th</sup>, 2021), please call the Aquatic Center at 932-5386. **A two-week notice is required.**

**STORM WARNINGS:** If the Aquatic Center closes due to inclement weather before 5:00PM & the weather then clears, the staff will be called back & the Aquatic Center will re-open at 7:00PM. If the Aquatic Center closes after 7:00PM because of inclement weather, the Aquatic Center will remain closed.

### **SWIM LESSONS**

**MASS REGISTRATION:** Mass Registration is on **Saturday, April 10<sup>th</sup>, 2021 (10:00AM – 11:00AM) \*ONLINE ONLY\*** **Credit Cards (VISA/Master Card) must be used for payment.** All Aquatic Center activities can be registered for at mass registration. Aquatic Center Punch Cards/Memberships will also be available for purchase. We will not be accepting registration for any other Park/Rec activities. Aquatic Center Registration Only! After mass registration, you may register at City Hall until the Aquatic Center opens, at which time you will be required to register at the Aquatic Center. Absolutely no early registrations will be accepted. No registrations will be accepted without payment or properly filled out & completed waivers. There will be blank registration forms & waivers at the registration. Please have alternative times & sessions in mind in case classes are full.

### **PROGRAM SCHEDULE:**

Lap Swim	7:00AM- 8:00AM	(Monday – Friday)
	5:00PM – 6:00PM	(Monday – Friday)
Swim Lessons	8:00AM – Noon	(Monday – Thursday)
Swim Team	Noon – 1:00PM	(Monday – Thursday)
Open Swim	1:00PM – 5:00PM	(Monday – Sunday)
	7:00PM – 9:00PM	(Monday – Sunday)
Adult Lessons	8:30AM – 9:30AM	(Saturdays)
Parent/Child Lessons	9:30AM – 10:30AM	(Saturdays)
Aquatic Center Rental	9:00PM – 11:00PM	(Monday – Sunday)
	10:30AM – 12:30PM	(Saturday or Sunday)
Water Aerobics:	T.B.A. (Check at Aquatic Center)	

### **SWIM LESSON STRUCTURE:**

<u>Level 1 (Tots)</u>	\$50.00	Must be 4 years old by the start of the class.
<u>Level 2(Beginners I)</u>	\$50.00	Must have passed level 1 or be able to pass skills test
<u>Level 3(Beginners II)</u>	\$50.00	Must have passed level 2 or be able to pass skills test
<u>Level 4(Advanced Begin)</u>	\$50.00	Must have passed level 3 or be able to pass skills test
<u>Level 5(Intermediate)</u>	\$50.00	Must have passed level 4 or be able to pass skills test
<u>Level 6(Swimmers)</u>	\$50.00	Must have passed level 5 or be able to pass skills test
<u>Level 7(Guard Start)</u>	\$50.00	Must have passed level 6 or be able to pass skills test

### **SPECIAL CLASSES & OPPORTUNITES:**

<u>Swim Team:</u>	\$50.00	Monday – Thursday (Noon – 1:00PM) Ages 8-18 only.
(June 7 <sup>th</sup> – July 29 <sup>th</sup> )		The team will participate in area swim meets, host a swim meet & learn to swim competitively.
<u>Parent/Child:</u>	\$40.00	Saturday (8:30AM – 9:30AM or 9:30AM – 10:30AM)
#1 (June 5 <sup>th</sup> – June 26 <sup>th</sup> )		Infants to 4 years old. At least one parent per/child must be with them in the water. This is a great introduction for kids to the water.
#2 (July 10 <sup>th</sup> – July 31 <sup>st</sup> )		
<u>Adult Swim Lessons:</u>	\$40.00	Whether your goal is to become a stronger swimmer or to overcome a fear of the water, these self-paced lessons will help you met your goals. Dates & times will be flexible, so please contact city hall at 932-3020 if you are interested.

\*\* All instructors are trained & certified by the Red Cross & are qualified to teach all classes. If you have questions on your or of your child's physical condition, please consult your physician.

### **GUARD START PROGRAM/LEVEL 7:**

The American Red Cross has officially adopted the Guard Start Program! We will offer four sessions of Guard Start this summer. The Guard Start program is a junior lifeguard program for children between the ages of 13-15 who want to enhance their aquatic skills & build a foundation for future courses in lifeguarding. This two-week course will focus on Prevention, Fitness, Response, Leadership & Professionalism. Students will also be instructed in basic CPR/First Aid. Participants will be paired with a certified lifeguard to observe & practice the skills they have learned.

### **SPECIAL EVENTS:**

Kids Triathlon:	1 <sup>st</sup> Saturday in July. Check the events board at the Aquatic Center for more info.
Water Aerobics:	Check the events board at the Aquatic Center for more info.
Swim Meet:	The Aquatic Center will be closed to the public for this event. Check the events board at the Aquatic Center for more info.

### SWIM LESSONS DATES & SESSION SCHEDULE

Session 1:	June 7 <sup>th</sup> – June 17 <sup>th</sup> (Monday – Thursday)
Session 2:	June 21 <sup>st</sup> – July 1 <sup>st</sup> (Monday – Thursday)
Session 3:	July 12 <sup>th</sup> – July 22 <sup>nd</sup> (Monday – Thursday)
Session 4:	July 26 <sup>th</sup> – August 5 <sup>th</sup> (Monday – Thursday)

<u>Session 1:</u>	June 7 <sup>th</sup> – June 17 <sup>th</sup>
8:00AM – 9:00AM	Level 7
9:00AM – 9:30AM	Levels 3, 4 & 6
9:30AM – 10:00AM	Levels 2, 3, 4 & 5
10:00AM – 10:30AM	Levels 2, 3, 4 & 5
10:30AM – 11:00AM	Levels 1, 2, 4 & 6
11:00AM – 11:30AM	Levels 1, 2, 3 & 5
11:30AM – 12:00PM	Levels 1, 2, 3 & 5

<u>Session 2:</u>	June 21 <sup>st</sup> – July 1 <sup>st</sup>
8:00AM – 9:00AM	Level 7
9:00AM – 9:30AM	Levels 2, 3, 4 & 5
9:30AM – 10:00AM	Levels 2, 3, 4 & 5
10:00AM – 10:30AM	Levels 2, 3, 4 & 5
10:30AM – 11:00AM	Levels 1, 2, 3 & 6
11:00AM – 11:30AM	Levels 1, 2, 3 & 4
11:30AM – 12:00PM	Levels 1, 2, 3 & 5

<u>Session 3:</u>	July 12 <sup>th</sup> – July 22 <sup>nd</sup>
8:00AM – 9:00AM	Level 7
9:00AM – 9:30AM	Levels 4, 5 & 6
9:30AM – 10:00AM	Levels 2, 3, 4 & 5
10:00AM – 10:30AM	Levels 1, 2, 3 & 4
10:30AM – 11:00AM	Levels 1, 2, 4 & 5
11:00AM – 11:30AM	Levels 1, 3, 4 & 6
11:30AM – 12:00PM	Levels 1, 2, 3 & 5

<u>Session 4:</u>	July 26 <sup>th</sup> – August 5 <sup>th</sup>
8:00AM – 9:00AM	Level 7
9:00AM – 9:30AM	Levels 2, 3 & 4
9:30AM – 10:00AM	Levels 3, 4, 5 & 6
10:00AM – 10:30AM	Levels 3, 4, 5 & 6
10:30AM – 11:00AM	Levels 1, 2, 3 & 6
11:00AM – 11:30AM	Levels 1, 2, 3 & 4
11:30AM – 12:00PM	Levels 1, 2, 3 & 5