



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, May 10, 2023 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

| ITEM | ACTION REQUESTED |
|--|------------------|
| 1. Call to Order | |
| 2. Pledge of Allegiance | |
| 3. May 10, 2023 - Agenda | APPROVE |
| 4. Consent Agenda | APPROVE |
| a. April 11, 2023 – Regular City Council Meeting | |
| b. April 19, 2023 – Board of Equalization Meeting | |
| c. April 25, 2023 – Regular City Council Meeting | |
| d. Resn. #16-2023 Temporary Liquor License – County Fair | |
| e. Resn. #17-2023 Accepting a Grant from MiEnergy for the Library | |
| f. Agenda Addition – 2023 Summer Park & Rec Hires | |
| g. Agenda Addition – 2023 Glad Days Button Contest Winner | |
| 5. May Payables | APPROVE |
| 6. Notices and Communications (if applicable) | INFORMATION |
| 7. Reports of Boards and Committees: | INFORMATION |
| a. Administrator’s Report | |
| b. Public Works Superintendent Report, Scott Bunke | |
| c. Chief of Police Report, Jose Pelaez | |
| d. Library Board Report, David Kramer | |
| e. Park Board, Dave Braun | |
| f. Planning & Zoning, Wayne Getz | |
| g. EDA, Wayne Getz | |
| h. School Board, John Steffel | |
| i. Chamber of Commerce, Chamber Representative | |
| 8. Minor Subdivision – Lange | APPROVE |
| 9. Closed Session – Labor Negotiations Strategy – Minn. Stat. 13D.03 Subd. 1 | HOLD |

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



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Wednesday May 10, 2023**

4. Consent Agenda

- a. **April 11, 2023 – Regular City Council Meeting**
- b. **April 19, 2023 – Board of Equalization Meeting**
- c. **April 25, 2023 – Regular City Council Meeting**
- d. **Resn. #16-2023 Temporary Liquor License – County Fair**
- e. **Resn. #17-2023 Accepting a Grant from Mi Energy for the Library**
- f. **Agenda Addition - 2023 Summer Park & Rec Hires**
- g. **Agenda Addition - 2023 Glad Days Button Contest Winner**

8. Minor Subdivision - Lange – The Planning Commission recommends approval of the minor subdivision to Jordan Lange. She intends on purchasing a portion of two parcels to form one parcel to build a single-family home. Included in the packet is the survey for the proposed parcel.

9. Closed Session – Labor Negotiations Strategy – Minn. Stat. 13D.03 Subd. 1

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, April 11, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Mayor John Schaber
Dave Braun
Wayne Getz
John Steffel

MEMBERS ABSENT:

David Kramer

STAFF PRESENT: Aaron Carlson (Fire Chief), Cris Gastner (CEDA), and Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Mak Vafaei, Like Rasmussen, and Jayden Glaser.

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve the agenda.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

4. Consent Agenda:

- a. Council Meeting Minutes – March 14, 2023
- b. Council Work Session Minutes – March 15, 2023
- c. Council Meeting Minutes – March 28, 2023
- d. House Burning Permit
- e. Resn. #15-2023 Appointment of Election Judges for 2023

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

5. Notices and Communications. None

6. Review of Payables.

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

7. Reports of Boards and Committees. The Council reviewed reports from the City Administrator, Police Department, Planning & Zoning, School Board, and the Chamber of Commerce.

8. Ordinance #653 - Fee Schedule (2nd Reading).

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

9. Commercial Rehabilitation Fund Request - #01-23

Cris Gastner from CEDA presented a request from Austin Fohrman of Versatile Woodwork to receive a \$5,000.00 forgivable loan for a façade improvement project on his business downtown. Mr. Gastner stated that the total project estimate was between \$20,000-\$30,000. The loan is fully forgiven if Mr. Fohrman owns the property for five years. The EDA made a recommendation to the Council to approve the request.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

10. Assistance Request for Downtown Residential Rental Project - #02-23

Cris Gastner presented a recommendation from the EDA Commission to approve \$40,000 in assistance to Mak Vafaei for his residential rental project. The project itself will include nine market-rate rental units and two commercial storefronts along Whitewater Ave. Mr. Gastner stated the recommendation is to use reserves in the EDA Fund to facilitate the forgivable loan. The intention is for the EDA to make the loan, the General Fund accept the additional tax revenues, and then for the EDA to make a request in that amount to replenish their fund. Additional discussion occurred regarding payouts in phases, which would be based on percentages of the building's completion. The development agreement would also establish a sunset period of 24-months, which could be extended if mutually agreed upon. The sunset period puts a timeframe on when the project should be completed. If the project doesn't meet an identified threshold by the sunset date the project would not receive additional funding.

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: Luke Rasmussen from Boy Scout Troop 54 introduced himself and stated he was pursuing a badge regarding public engagement.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

MINUTES of the ST. CHARLES BOARD OF EQUALIZATION
for Wednesday, April 19, 2023 held at 7:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
Mayor John Schaber
Dave Braun
Wayne Getz
David Kramer
John Steffel

STAFF PRESENT: Andrew Langholz City Administrator

OTHERS IN ATTENDANCE: John Conway (County Assessor), Lindsey Brandt (Appraiser), Mitch Walch, Brandon Hutkowski, Sally Haley, Pam and Dave Tesch, and Brent DeCook.

1. ESTABLISH QUORUM/CALL TO ORDER and ROLL CALL

Quorum was established with Mayor Schaber calling the meeting to order at 7:00 p.m.

2. BUSINESS

County Assessor John Conway and Lindsey Brandt (Appraiser) presented information to the Board of Equalization on the assessment trends countywide and specifically in St. Charles.

Property-owners Pam and Dave Tesch, Sally Haley and Brent DeCook asked questions regarding the valuation of their properties. Each will meet with the Assessor and if they would like to pursue a valuation change, they would need to attend the Winona County Board of Equalization meeting.

Property-owner Brandon Hutkowski (Parcel ID: 29.074.0190) expressed concern of the valuation of his property. He stated his house is a two-bedroom and two-bathroom house and that his property is being valued the same as those with five-bedrooms and three-bathrooms. Mr. Conway explained that the valuation is derived from comparable sales in the neighborhood but agreed that the valuation may be a little high. Mr. Conway stated the initial valuation was set at \$427,000 and that after speaking to Mr. Hutkowski, he lowered the valuation to \$417,500. Mr. Hutkowski believes this is still too high and requested that the valuation be lowered. The Council discussed the matter and made a motion.

Motion to lower the valuation of parcel ID: 29.074.0190 to \$385,000: **Wayne Getz**

Seconded by: **John Steffel**

No further discussion.

Motion declared carried.

Property-owner Mitch Walch wanted to appeal the classification of parcel ID: 29.099.0130 from Residential to Agricultural. However, this needs to occur at the Winona County meeting. He also questioned the valuation of parcel ID: 29.099.0131 where he only has a foundation. Mr. Conway provided an explanation on how the valuation was reached. The Council saw no need to adjust the valuation.

Motion to adjourn at 8:12 p.m.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

John Schaber, Mayor

ATTEST

Andrew Langholz, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, April 25, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Council members:
Mayor John Schaber
Dave Braun
Wayne Getz
John Steffel

MEMBERS ABSENT:

David Kramer

STAFF PRESENT: Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE:

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

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

4. Consent Agenda:

- a. Temporary Alley Closure

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

5. Notices and Communications. None

6. Review of Financials.

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

7. Closed Session – Labor Negotiations Strategy – Minn. Stat. 13D.03 Subd. 1

No further discussion. Motion to Close meeting: Wayne Getz at 6:02 p.m. Motion Carried.
No Further Discussion. Motion to Open meeting: John Steffel at 6:26 p.m. Motion Carried.

8. Consider Job Description, Offer Letter, and Memorandum of Understanding (MOU) for Director of Public Works Position.

Motion to approve the job description, offer letter, and MOU as presented: **Dave Braun**
No further discussion.
Motion declared carried.

Unscheduled Public Appearances: None.

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

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

**City of St. Charles
Resolution #16-2023**

**A Resolution Approving A
Seven-Day County Fair Temporary On-Sale Intoxicating Liquor License**

WHEREAS, the Winona County Agricultural & Industrial Fair Association is submitting an application to the City of St. Charles in order to sell Intoxicating Liquor at the Winona County Fairgrounds on Wednesday, Thursday, Friday, Saturday and Sunday July 12-16, 2023.

WHEREAS, the entire perimeter of the site not on the side of the grandstands must be enclosed by a row of safety fencing, each row at least 4 feet in height. If Lessee wishes to use a barrier other than safety fencing, alternative materials with similar safety qualities may be pre-approved by the City; and

WHEREAS, the entire licensed site must be closely monitored by the licensee to ensure that no one leaves the premises with an alcoholic beverage in hand and/or passes such a beverage to anyone off the site; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA that:

1. The Council of the City of St. Charles hereby approves the Temporary On-Sale Intoxicating Liquor License submitted by the Winona County Agricultural & Industrial Fair Association to the City of St. Charles.

Adopted by the Council of the City of St. Charles, Minnesota this 10th day of May, 2023.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator

City of St. Charles
Resolution #17-2023

**RESOLUTION ACKNOWLEDGING THE GRANT TO THE ST. CHARLES PUBLIC LIBRARY
FROM MIENERGY COOPERATIVE.**

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 Public Libray has received a donation in the amount of \$500.00 from the MiEnergy Cooperative's Operation Round up Program to be used by the St. Charles Public Library to purchase VOX books.

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 grant from MiEnergy Cooperative.

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

Adopted this 10th day of May 2023 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator



City Administrator's Report— April 2023

- Attended Meetings Regarding:
 - Chamber of Commerce
 - EDA
 - Board of Equalization and Appeals
 - Ambulance Meeting
 - Fire Meeting
 - Planning Meeting
 - Council Meetings
 - South Fork Fifth Addition – WHKS – Developer
 - Nuisance Ordinance Update – City Attorney

- Attended Minnesota City/County Management Association Conference

- Developed labor materials for Director of Public Works Position

- Ambulance
 - Meeting with Director and Lewiston Administrator – future planning.
 - Individual interviews with SC Ambulance Service members
 - Presentation to Ambulance Service as a whole.
 - Development of materials for steering committee.

- Coordinated MOU's for LELS Union

- Zoning Administration
 - Determined setbacks.
 - Issued nuisance letters.
 - Developed materials for Planning Commission.

April 2023 Public Works Report:

Street Department –

Plowing Snow; Cleaning up trucks and equipment after snow events; working on sweeper (maintenance) brooms, light bar, grease, etc.; Checking for I & I in manholes; clean out sewers (problem spots); putting up flags; remove winter decorations; Sweeping Streets; Repair boulevards dirt/seed; Install signs on St. Charles Ave, Whitewater Ave., Meadowview; flush hydrants; fix gate valve; changing filters City Hall, Library, Church (furnace); Library list of fix it's.

Electric Department –

Locates (electrical – primary & secondary); water shut offs; getting quotes – emails, unloading transformers from semi; replacing street lights; faulting cables – find bad spots, replace and splice; Running power plant, exercising city generators; Hanging Banners; Temp electric services switched over to permanent; High School baseball field – refusing transformer and fault wires; Power outage on Hillcrest (fault wires – found bad spots, replaced) – Rubber goods checked and tested; Cleaning up pole yard moving things around; cleaning up shop and trucks.

Water Department –

Finals; Water sampling; checking on lift stations and treating them; Making daily rounds checking wells (repaired fluoride leak); Reading Meters; Repaired gate valves that were damaged from plowing locating curb stops and water lines; Replacing Meters; Flushing Hydrants

All employees attended safety meetings

Sincerely Scott Bunke

Director of Public Works

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



May 9, 2023

- Through the month of April, Officers completed OSHA-mandated *Hazardous Materials Awareness Part 2 of 2* (PATROL) training.
- Through the month of April, Officers completed LEXIPOL daily department policy training.
- On April 8th, Chief Pelaez attended S.T.O.R. M's *Command and Control* training hosted by the National Latino Peace Officers Association-Minnesota Chapter at the Hennepin Technical College.
- April 11th-14th, Chief Pelaez attended the annual Minnesota Chief's Conference in Duluth, MN
- On April 18th, Chief Pelaez met with law enforcement partners from the Towards Zero Deaths (TZD)-Southeast Minnesota Region to discuss upcoming traffic enforcement efforts to improve traffic safety and reduce deaths or injuries on Minnesota roads during the upcoming months, to include extra traffic enforcement during community events.
- April 20th and 21st, Officers completed Use of Force training (Part 1 of 2).
- LEXIPOL presented the St. Charles Police Department with the LEXIPOL Connect 2022 Gold plaque for excellence in law enforcement policy management. Chief Pelaez will be present to further explain the recognition.

Respectfully submitted,

Chief, Jose Pelaez





Dear Lexipol Customer,

On behalf of the team here at Lexipol, I'd like to offer our congratulations on your achievement in policy management as part of the Lexipol Connect Recognition Program.

To highlight your dedication to updating and training on your policies, we are happy to present this plaque to your department to showcase your success this past year. To share this accomplishment with your staff and community, please reference the Connect Recognition Program media kit sent earlier this year which included a sample press release, social media posts and agency bulletin.

If you have any questions on the program, you can visit www.lexipol.com/connect-recognition-program or contact us at info@lexipol.com.

We are honored to partner with your agency and assist the important work of your department in protecting your communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Fordham", with a stylized flourish at the end.

Mark Fordham

Senior Vice President of Customer Experience

mfordham@lexipol.com

Jose Pelaez

From: Lexipol Advisories <advisories@lexipol.com>
Sent: Friday, January 20, 2023 5:18 PM
To: Jose Pelaez
Subject: Lexipol Connect 2022 Recap - Law Enforcement Policy Manual



Email not displaying correctly?
[View it in your browser.](#)

YOUR QUARTERLY **CONNECT PROGRAM UPDATE**

Hi Chief Pelaez,

Welcome to your 2022 Lexipol Connect Policy Recognition Program recap.

Lexipol continuously issues policy updates and Daily Training Bulletins (DTBs) reflecting state and federal laws and best practices. To ensure your personnel have the information they need to operate safely and legally, you should review and, if applicable, issue these updates and DTBs promptly.

Below are the final performance metrics for 2022. Your agency achieved **Lexipol Connect Gold**.



| Metric | December 2022 | November 2022 | October 2022 |
|-----------------------|---------------|---------------|--------------|
| Performance Level | Silver | Gold | Gold |
| Policies Issued | 98% | 98% | 98% |
| Updates Pending | 3 | 0 | 0 |
| DTBs Issued | 75% | 83% | 92% |
| Policies Acknowledged | 100% | 100% | 100% |
| DTBs Completed | 100% | 100% | 100% |

Your dedication to policy maintenance and training is impressive and we want to help you make sure your community knows how hard you've been working for them as well!

We have compiled some resources to help you share this achievement with your community members and local media outlets:

- [Press release template to announce your Gold level recognition](#)
- [Sample bulletin to notify agency personnel](#)
- [Logo to include on your website](#)
- [Sample social media posts](#)

To recognize your accomplishment, we will also be sending you a plaque with your 2022 **Lexipol Connect Gold** status.

For additional information on the Lexipol Connect Policy Recognition Program, including how performance levels are determined, visit our [frequently asked questions](#) webpage. If you have questions about actions you can take to increase your performance level, please feel free to reach out.

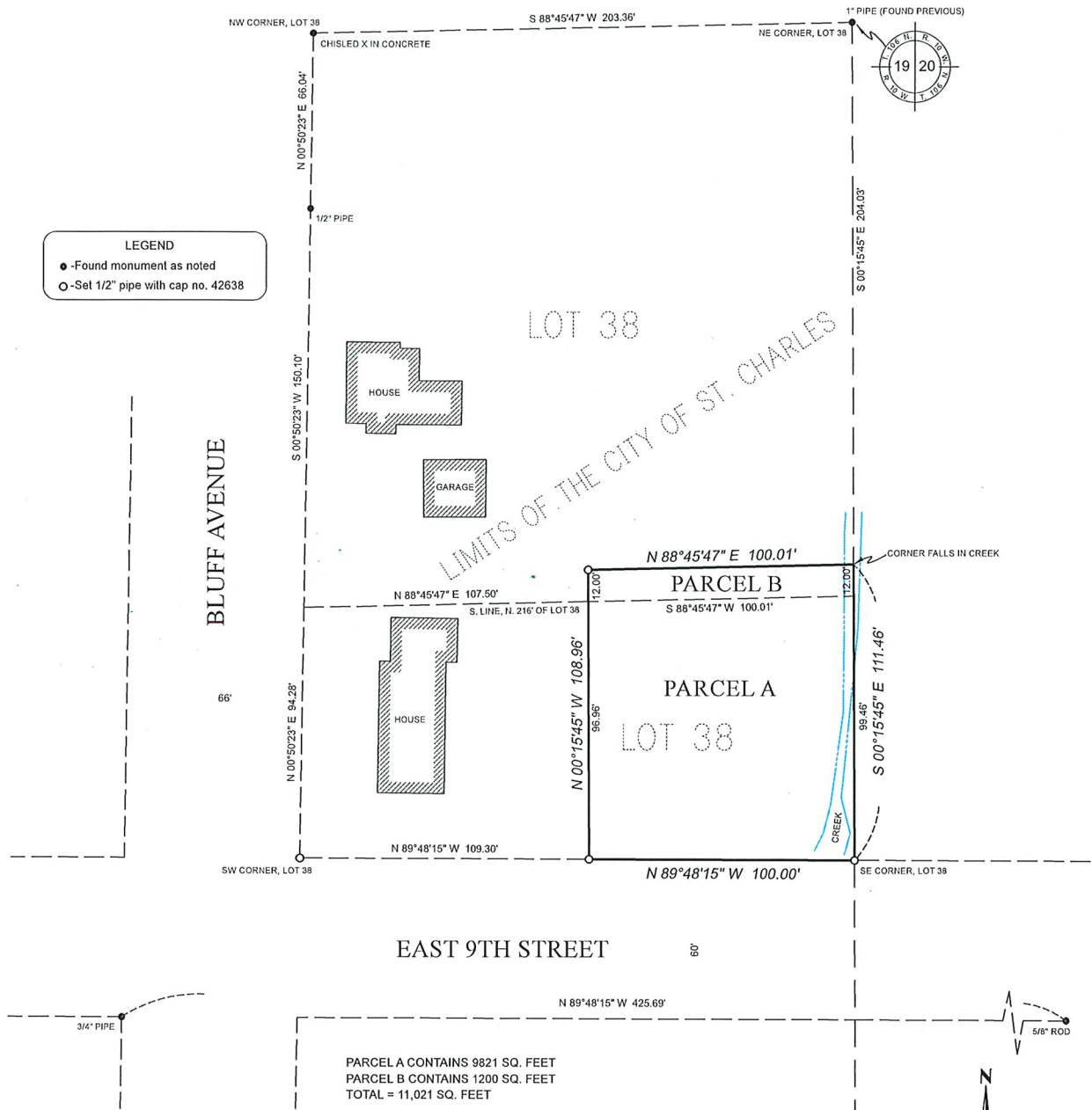
Stay safe,



Tricia Quast
 Customer Success Manager, Minnesota
 Lexipol
 tquast@lexipol.com

CERTIFICATE OF SURVEY

PLAT OF THE LIMITS OF THE CITY OF ST. CHARLES, WINONA COUNTY, MN



LEGAL DESCRIPTION – PARCEL A

The East 100.00 feet of the South 12.00 feet of the North 216.00 feet of Lot 38, Plat of the Limits of the City of St. Charles, being also part of the Northeast Quarter of the Southeast Quarter of Section 19, Township 106 North, Range 10 West, Winona County, Minnesota.

LEGAL DESCRIPTION – PARCEL B

The East 100.00 feet of that part of Lot 38, Plat of the Limits of the City of St. Charles which lies southerly of the North 216.00 feet of said Lot 38, being also part of the Northeast Quarter of the Southeast Quarter of Section 19, Township 106 North, Range 10 West, Winona County, Minnesota.

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Joel S. Thoreson 4/3/23
 Joel S. Thoreson Date
 License No. 42638

| | |
|--|--|
| Survey For: <u>Jordan Lange</u> Date of Survey: April 3, 2023 File No.: 23-011 | JOEL THORESON LAND SURVEYING 467 St. Martin Ave. St. Charles, MN 55972 Phone: 507-951-4513 |
|--|--|

PROGRESSIVE PLAN DESIGN LLP

RESIDENTIAL ARCHITECTURE
714 County Rd 3 NW Byron MN 55920
(507)775-8877 progressiveplandesign@gmail.com

LOT, # BLK. #
SUBDIVISION:
CITY:ST CHARLES STATE: MN
CONTRACTOR:DOUG PETERSON
CUSTOMER:LANGE



SCALE: 1" = 20'

