



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, May 12, 2020 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. May 12, 2020 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-April 14, 2020	
-April 15, 2020 BOE	
5. May Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank	
7d. Library Board Report, David Kramer	
7e. Planning & Zoning, Wayne Getz	
7g. School Board, Craig Hilmer	
8. COVID Updates	INFORMATION
9. Summer Park & Rec Job List	APPROVE
10. Ordinance #621 Public Drinking & Exceptions (2 <sup>nd</sup> Reading)	APPROVE
11. Ordinance #622 9 <sup>th</sup> Street Vacation (1 <sup>st</sup> Reading)	APPROVE
12. Resolution #21-2020 Preliminary and Final Plat 442 Church Avenue	APPROVE
13. Resolution #22-2020 Amending the 2020 Garbage Rate	APPROVE
14. Extension of Employment-Feuerhelm	APPROVE
15. Letter of Resignation—Officer Chris Lennon	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: #884 147 154#

\*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, May 12, 2020**

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**8. COVID-19 Updates.** Enclosed is a memo from City Accountant Shawn Elsbury as he reviewed the current state of financials. In addition, Rick Schaber will be present to provide Council with an update on summer programming and pool.

**9. Summer Park & Rec Job List.** Rick Schaber will be present to provide the summer job list and provide an update on potential programming/scheduling.

**10. Ordinance #621 Public Drinking & Exemptions (2<sup>nd</sup> Reading).** Enclosed for consideration is the proposed ordinance. Additional language was added to allow for better verbiage for guests entering the park. "Alcohol Permitted in Park Area Only."

**11. Ordinance #622 9<sup>th</sup> Street Vacation (1<sup>st</sup> Reading).** Planning and Zoning reviewed the proposed vacation at their May 7<sup>th</sup> meeting. A recommendation will be brought forward following that meeting but the proposed certificate of survey and draft ordinance is included for consideration.

**12. Resolution #21-2020 Preliminary and Final Plat (Rahlf Subdivision).** Planning & Zoning reviewed the proposed platting of two additional lots that will be created as part of a small plat at 442 Church Avenue. Information is included from that meeting that was reviewed. Additional information may be brought forward at Council.

**13. Resolution #22-2020 Amending the 2020 Garbage Rate.** The contract with Advanced Disposal was finalized and the resolution relating to charges is included for consideration.

**14. Extension of Employment-F Feuerhelm.** Enclosed is a letter from Greg Feuerhelm requesting his employment be extended to May 15. He has continued working on projects as staff felt this was in the best interest of the city and no hiring has taken place.

**15. Letter of Retirement—Officer Chris Lennon.** Enclosed is a letter from Chris Lennon for consideration.

MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, April 14, 2020 held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber (present)

Dave Braun (via phone conference)

Craig Hilmer (present)

Wayne Getz (present)

David Kramer (via phone conference)

*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:** Police Chief Ken Frank, Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Jill Veerkamp via phone conference (St. Charles Press).

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

Quorum was established and roll call was taken 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 discussion.

Motion carried.

**4. Meeting Minutes**

March 10, 2020

Motion to approve: **Craig Hilmer**

No further discussion.

Roll call was taken: All members voted in favor.

Motion declared carried.

March 16, 2020

Motion to approve: **Wayne Getz**

No further discussion.

Roll call was taken: All members voted in favor.

Motion declared carried.

March 24, 2020

Motion to approve: **David Kramer**

No further discussion.

Roll call was taken: All members voted in favor.

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

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

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

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

Various reports were given.

**8. COVID 19 Updates.** Admin. Koverman updated the board on the status of the library, city hall, and park and recreation department. Police Chief Ken Frank has submitted as part of his report an update for Council. He also relayed that he continued to work with Ben Klinger, the Winona County Emergency Management Director, to stay up to date on information and resources. No other questions were asked.

**9. Ordinance #619 Establishing Park Hours (2<sup>nd</sup> Reading).** Mayor Schaber asked if there were any questions, comments or concerns regarding the second reading of Ordinance #619. Hearing none, he called for a motion to approve the second reading. So moved by Clm. Hilmer.

Motion to approve: **Craig Hilmer**

No further discussion.

Roll call was taken: All members voted in favor.

Motion carried.

**10. Ordinance #620 Prohibiting the Discharge of Firearms and Exemptions (2<sup>nd</sup> Reading).** Mayor Schaber called for any questions, comments or concerns. Admin. Koverman relayed that the proposed language amendments from the first reading were incorporated as requested. Hearing no further comment, he called for a motion to approve as presented. So moved by Clm. Braun.

Motion to approve: **Dave Braun**

No further discussion.

Roll call was taken: All members voted in favor.

Motion carried.

**11. Ordinance #621 Drinking in Public & Exemptions (1<sup>st</sup> Reading).** Mayor Schaber presented the ordinance and called for any questions, comments or concerns. Admin. Koverman relayed that language had been added to address the concerns as presented during the previous meeting. Clm. Kramer thanked staff for the added language. Hearing no further discussion, a motion was made to approve the first reading.

Motion to approve: **David Kramer**

No further discussion.

Roll call was taken: All members voted in favor.

Motion carried.

**12. Liability Coverage Waiver Form LMCIT.** Admin. Koverman presented the form that indicated that the City DOES NOT WAIVE its tort liability limits. Koverman relayed that he had also had a conversation with the League to simply make it part of the annual renewal packet that would not need to be signed annually and was told that unfortunately the League requires this form to be completed on an annual basis. Hearing no further discussion, a motion to approve the form as stated was moved.

Motion to approve: **Wayne Getz**

No further discussion.

Roll call was taken: All members voted in favor.

Motion carried.

**Unscheduled Public Appearances. None.**

Motion to adjourn at 6:15 p.m.: **Wayne Getz**

No further discussion.

Motion carried.

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

ATTEST

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**Nick Koverman, City Administrator**

MINUTES of the ST. CHARLES BOARD OF EQUALIZATION  
for Wednesday, April 15, 2020 held at 7:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota

**MEMBERS PRESENT:**

Councilmen:  
Mayor John Schaber  
Dave Braun (phone)  
Wayne Getz  
David Kramer (absent)  
Craig Hilmer (absent)

*Due to the 2020 COVID pandemic, teleconferencing measures were instituted. A quorum of the Council was present.*

**STAFF PRESENT:** Nick Koverman City Administrator

**OTHERS IN ATTENDANCE (phone conference:** Stephen Hacken (County Assessor), John Conway (County Assessor).

**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 Stephen Hacken and John Conway presented the information via teleconference to the Board of Equalization on the assessment trends and what he sees county wide. The members of the Board of Equalization waited for 20 minutes but no calls were received during the meeting and members did not receive any calls or expect anyone. Mr. Conway reported that only 16 sales were reported to date compared to 32 sales in 2019.

All members present concurred to allow the Assessors Office to make any adjustments if calls were received after the meeting.

Seeing that no one was in attendance a motion to adjourn was made.

Motion to adjourn at 7:20 p.m.

Motion to approve: **Wayne Getz**

No further discussion.

Roll Call was taken and all were in favor.

Motion declared carried.

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**John P. Schaber, Mayor**

ATTEST

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**Nick Koverman, City Administrator**

**NOTICE OF FILING FOR THE STATE  
GENERAL ELECTION**

Notice is hereby given as provided in Minnesota Statute 204B.33 that a General Election will be held on Tuesday, November 3, 2020 for the purpose of electing candidates for the offices listed below. The filing period for United States Representative, State Senator, State Representative, Associate Justice of the Supreme Court, Judge of the Minnesota Court of Appeals, and the Judge of the District Court begins at 8:00 a.m., Tuesday May 19, 2020 and ends at 5:00 p.m., Tuesday June 2, 2020.

The filing period for presidential elector candidates begins at 8:00 a.m., Tuesday May 19, 2020 and ends at 5:00 p.m., Tuesday, August 18, 2020 for non-major political party candidates and independent candidates. The certification deadline for major political party presidential elector candidates is August 24, 2020.

Note: Filing offices will be closed Monday, May 25, 2020 in observance of Memorial Day.

The place of filing for federal offices is the Office of the Secretary of State, State Office Building, Room 180, 100 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155-1299. The place of filing for state offices is with the Office of the Secretary of State or with the county auditor of the county in which the candidate resides.

Candidates may file in person or by mail, if the filing is received during the filing period. Candidates who will be absent from the state during the filing period and meet the requirements of Minnesota Statutes section 204B.09, subdivision 1a, may arrange to file during the seven days immediately preceding the candidate's absence from the state. This notice is sent based on current law. Be aware that the Legislature and/or the Governor may take actions that could affect some of these processes due to the COVID-19 situation.

This notice is provided pursuant to Minnesota Statutes section 204B.33.

FEDERAL OFFICES

Presidential Electors  
United States Senator  
United States Representative District #1

STATE OFFICES

State Senator District #21  
State Senator District #28  
State Representative District #21B  
State Representative District #28A

JUDICIAL OFFICES

Associate Justice Supreme Court Seat 4  
Judge Court of Appeals Seats 3, 9, 13, 15  
Judge 3<sup>rd</sup> District Court Seats 4,6,7,14,17,19,20,22

Notice is hereby given as that the Office of the Winona County Auditor-Treasurer will accept candidate filings for the General Election to be held in Winona County on November 3, 2020. The filing period for the offices listed below begins at 8:00 a.m., Tuesday May 19, 2020 and ends at 5:00 p.m., Tuesday June 2, 2020. Filing offices will be closed Monday, May 25, 2020 in observance of Memorial Day. The last day to withdraw is June 4, 2020, 5:00 p.m.

COUNTY OFFICES

County Commissioner District #3  
County Commissioner District #4  
Supervisor Soil & Water Area #2  
Supervisor Soil & Water Area #3  
Supervisor Soil & Water Area #5

The place of filing is the Winona County Auditor-Treasurer's Office, 202 W. Third Street, Winona, MN 55987. This notice is based on current law. Be aware that the Legislature and/or the Governor may take actions that could affect some of these processes due to the COVID-19 situation.

The filing fee for the above-mentioned offices are:

State Senator & Representative - \$100.00

Judicial Offices - \$300.00

Soil & Water Conservation District Supervisor - \$20.00

Information regarding these filings is available from the Winona County Auditor-Treasurer at 507-457-8830.



## City Administrator's Report—April 2020

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April 1, 8, 15, 22, 29—Held phone conferences with both Public Health and Emergency Management in the morning and evening to receive updates from Winona County on the status of COVID-19. Jeff Peterson of Winona County Public Health and Emergency Management Director Ben Klinger host the weekly meetings to update communities on the various strategies being taken as well as information relative to first responders.

April 16—Continued discussions with Loves and the Minnesota Department of Transportation as the project review continues forward between the agency and company. WHKS continues to work with Love's on review of the site plan.

April 27—Took part in a League of MN Cities review of fleet management.

April 30—Took part in the Southeast League of Municipalities evening meeting. Presented to the group as part of an inclusive community and Welcoming Community discussion along with the City of Winona and MN Extension.

## Public Works Report – March 2020

- Utility locates; plowing snow; substation & power plant report; repair bad street lights; wash trucks; electric rubber goods inspections; cleaned shop; ran power plant; checked footages for 2020 underground projects; installed secondary wire to two houses at golf course; installed and billed gas company for two fiberglass poles and installation for wireless metering; installed new three phase primary wiring to go around golf course building /billed to golf course.
- Called Gopher State One to extend St. Charles new electric territory; checked with metering tech about new solar bi-directional meters; 13 new customers from MI-energy hooked up on City System and applications to City Hall; ordered electric material for summer projects and back up material; looked for water shutoffs on Church & 4<sup>th</sup> street; substation outage – replaced bad lighting arrestor and damaged insulators; notified all American Coop of ammonia leak; made bill for HWY 14 street light ran over ; re-set secondary pedestal on Hwy 14 west and installed transformer labels.
- Installed new blocks in pedestal & extended wires to move pedestal line down across east 7<sup>th</sup> street got bucket truck to reattach; Tested Hwy 14 street lights; got meter reads for City Hall; ordered new arresters for substation; located property pins & water line; SUV to Sugarloaf for recall; power disconnect for St. Charles ave; dirt & seed bank on Richland ave by bridge & river; permanent service to 1927 country view dr; instructed Winona Nursery on Park repairs; unloaded transformers; turned on water at Curb stop on Richland; checked electrical project maps; installed new street light on Hwy 14; replaced street light & pole behind Dels Café.
- Sweeping streets; flushed all City Hydrants; repaired pot holes around town; city trees in alleys; cleaned gravel of yards in alleys; replaced gutter brooms on sweeper; checked for signs to be replaced; greased sweeper; hauled dirt & compost to Braun's pit; repaired library shelves; put metal fascia on gazebo; installed new Covid-19 glass at City Hall; repaired around new door in sr. center; install broom rack and glass board in Sr. Center; push up brush and compost at shop.
- Repaired City shop garage door; Good Sport locate; To Lacrosse to pick up street truck with new box; changed cutting edges on snow pusher; park garbage pick-up; repaired steps for pick up sander; repaired yards; repaired Frisbee golf goal; repaired walking trails; read electric meters for City Hall; Cleaned City Parks; Cleaned Park shed; mowed grass at park; finals for City Hall; Water samples; shut off water at 1018 East Ave' loaded artificial turf for School' pained well pipes; replaced mail boxes on Whispering Hills; repaired fire hall yard & seeded; repaired curb stop and repaired light on sander.

Sincerely Kyle Karger  
St. Charles Director of Public Works

**City of St. Charles Police Department**

**Chief – Ken Frank #601**

830 Whitewater Avenue

St. Charles, MN 55972

(507) 932-8020 · (507) 932-8701 FAX



May 8, 2020

- Received from Officer Chris Lennon his intent to retire on or before June 30, 2020. Officer Lennon began his part-time employment with the City of St Charles during the fall of 1986 and has continued through this day. I knew this was coming but it is still very sad to see. I've enjoyed working with Chris, his knowledge of past practices here in the City has been extremely helpful and it's been obvious that he's enjoyed his work. Officer Lennon has always been available to help this department and I've really appreciated the mentorship he's provided.
- Sgt Pelaez and Officer Hewitt have been assigned to and are learning how to implement the National Incident-Based Reporting System (NIBRS). This involves learning how to classify and report crimes in accordance with the standards established by the FBI Uniform Crime Reporting (UCR) Program. We are a reporting agency and they will be entering and modifying our crime statistics under this new system. This will involve proper coding, entering Part 1 and Part 2 crimes and modifying or cancelling records as needed. This new reporting system replaces the former Uniform Crime Reporting system and we will be going live June 1.
- Sgt Pelaez and Officer Floerke will be attending a leadership academy through the Minnesota Chiefs of Police Association. This Virtual Academy is a 3 ½ day training and they will view and interact with it from the police department. Topics include team building, ethical considerations, officer involved shootings, social media and many other relevant issues. The instructors are other current and active police officers/supervisors from within the state. This is scheduled for May 19 – 22, 2020.
- I and the rest of the department continue to monitor and stay informed of the COVID-19 pandemic.

Respectfully submitted,

Chief Ken Frank

**“Proud to Serve”**



**Planning and Zoning Commission**  
**Thursday, May 7, 2020**  
**7:00 P.M.**  
**City Council Chambers**  
**Minutes**

**MEMBERS PRESENT:**

David Kramer  
J.D. Purl  
Jerel Mockenhaupt  
Wayne Getz  
Tim Jones

**MEMBERS ABSENT:**

Terry Jones  
Freddy Perez

**STAFF PRESENT:**

Andy Masterpole (SEH) and City Administrator Nick Koverman.

**OTHERS IN ATTENDANCE:** Jack and Janice Thoreson, Terry Brinkman, Matt Rahlf, and School Supt Jeff Apse.

**ESTABLISH QUORUM/CALL TO ORDER**

Quorum was established with Tim Jones calling the meeting to order at 7:01 p.m.

**APPROVAL of AGENDA:**

Motion by: **Jerel Mockenhaupt**  
Seconded by: **J.D. Purl**  
No further discussion.  
Motion declared carried

**APPROVAL of MINUTES-March 5, 2020**

Motion to approve: **Wayne Getz**  
Seconded by: **David Kramer**  
No further discussion.  
Motion declared carried

**BUSINESS ITEMS:**

**4a. Public Hearing-Portion of 9<sup>th</sup> Street Vacation—Elementary School.** Admin. Koverman relayed that in 2011, the city worked with the school district to vacate a portion of 9<sup>th</sup> Street for the addition of the green space. The district had approached the city requesting to vacate the remaining portion with the intent to construct additional parking on site. The construction plan had been provided by Larson Engineering and was reviewed by WHKS as far as circulation, drainage, sidewalks, and access. Koverman relayed that a favorable recommendation by staff to the P&Z was made.

Chairman Jones called for a motion to open the public hearing at 7:04 p.m.

Motion to approve: **David Kramer**  
Seconded by: **J.D. Purl**  
No further discussion.  
Motion carried.

The public hearing was opened and it was expressed that anyone interested in speaking for or against the proposed vacation could speak.

Terry Brinkman at 825 Church Avenue. Mrs. Brinkman relayed her concern of flooding issues that she felt were caused by the tearing down of the previous home and asked that the drainage be addressed.

Jack Thoreson of 831 Richland Avenue relayed his concern that a sidewalk would be provided from Richland to Church Avenue in that location by the former school superintendent.

Janice Thoreson of 831 Richland Avenue also stated similar concerns.

Jeff Apse, St. Charles Schools Superintendent, relayed to the P&Z that he was aware of the drainage issue and discussed this concern with the hired engineering firm and that it was made a priority along with solving the parking needs. He relayed that he had spoken with the owner previously and shared that until he knew what the final project was going to be that he would speak with the homeowner. He relayed that he believed the drainage issues were resolved through the design of the parking as well as the distance away from the property line. He then relayed that the school district redid the sidewalk on the north side to make it ADA compliant and that the sidewalk that was replaced last year would be directed into the parking lot.

Mrs. Brinkman asked about the impact of the pole that was to be taken down in the alley and the fence. Supt. Apse said he would be happy to visit with Mrs. Brinkman the following day with respect to those concerns and that he felt the district had been intentional about being good neighbors as he outlined several of the projects completed to the benefit of the property owner.

Chairman Jones called for comment once, twice, and three times. Hearing none, he called for a motion to close the public hearing.

Motion to close the public hearing at 7:15 p.m.: **J.D. Purl**  
Seconded by: **David Kramer**  
No further discussion.  
Motion carried.

J.D. Purl asked about the sidewalk along the north side by the parking lot. Supt. Apse relayed that the plan did not call for it.

D. Kramer stated that he heard no concern related to the continual use of the roadway itself or specific issues related to the public roadway. He moved to recommend approval of Ordinance #622 9<sup>th</sup> Street Vacation to the City Council.

Motion to approve: **David Kramer**  
Seconded by: **J.D. Purl**  
No further discussion.  
Motion carried.

**4c. Public Hearing-Preliminary and Final Plat Rahlf Subdivision (442 Church Avenue).** Admin. Koverman began the discussion by referencing the Letter of Review from WHKS. He relayed that the petitioner, Matt Rahlf, was requesting to divide a single parcel with an existing home at 442 Church Avenue into three parcels. Daren Sikkink from WHKS Engineering has been working with the petitioner's surveyor to produce a site plan and plat for review. Discussion was held with respect to the various easements and utility locations that were located on the property as water, sewer and storm sewer were to be installed by the petitioner. One of the questions remaining was the need or lack thereof to plat a street that was part of the official city plat of 1854. In talking with County Surveyor Brian Wodele, he relayed that he felt it was unnecessary to rededicate a street that he felt was already dedicated. Mr. Wodele has stated during a conversation with Mr. Koverman that he relayed to the petitioner's surveyor that he felt he only needed to provide the legal description of the block lines platted. Koverman relayed he felt the obstacle was taken care of as the petitioner would direct his surveyor to comply with the direction. In addition, in review of the records, it was identified that the school district was the owner of the 20' alley strip that remained after the district was given the property in the 1860s. Koverman relayed he had a conversation with the school superintendent and that he was on the agenda to discuss the potential a quit claim deed from the school to the city and that he did not see any obstacles. Daren Sikkink of WHKS

relayed that as part of the review, he wanted it to be noted that the storm sewer line and manhole that would help with the drainage of the three lots, were to be private lines not to be maintained by the city.

Chairman Jones called for a motion to open the public hearing at 7:32 p.m.

Motion to approve: **Wayne Getz**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

Matt Rahlf, petitioner for 442 Church Avenue, relayed that he had spoken with his surveyor and that whatever needed to be done to reach approval would be done. He relayed that he understands that the property poorly drains and relayed that the basements will only be partially in the ground so as to avoid any issues. He relayed that because of the water issues it is also one of the reasons by the storm drain pipe is installed. He relayed the future property owners, should he choose to sell, will have the responsibility of the storm drain and manhole split between the three properties it serves.

Hearing no further comment, Chairman Jones called for a motion to close the public hearing at 7:38 p.m.

Motion to approve: **Jerel Mockenhaupt**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

Kramer again asked the question and clarification if Mr. Rahlf was going to direct his surveyor to remove the street from the plat? Mr. Rahlf acknowledged and said that he would have him remove the street from the platted area. Kramer thanked him for the infill development and talked to the need of this type of development for tax base, moderately priced homes. Rahlf indicated he would be renting the homes and that the one he had picked to bring in would be as nice as the one there and that he would be renting them. He stated that he would not bring garbage in.

Koverman also addressed in the letter from WHKS the fee schedule and requested that the P&Z recommend waiving the subdivision inspection fees as staff did not feel it would be necessary to apply that kind of fee due to the nature of the plat. Kramer asked if the full amount should be waived or a portion. It was the recommendation to waive it in its entirety. A motion was made to approve Resolution #21-2020 with the changes to be made as discussed along with the letter that set out the contingent approvals from the county surveyor.

Motion to approve: **J.D. Purl**

Seconded by: **Jerel Mockenhaupt**

No further discussion.

Motion carried.

**4e. C-3 Language Amendments.** Andy Masterpole of SEH led the discussion related to the language amendments for the C-3 District. Following the discussion, Masterpole will formalize the discussion and language and bring it back to the P&Z for final review.

Motion to adjourn at 8:37 p.m.

Motion to approve: **Wayne Getz**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

Motion to adjourn at 8:14 p.m.: **Wayne Getz**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

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**INTEROFFICE MEMORANDUM**

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**TO:** MEMBERS OF THE CITY COUNCIL AND MAYOR

**FROM:** SHAWN ELSBURY

**SUBJECT:** COVID-19 FINANCIAL IMPACT

**DATE:** MAY 5, 2020

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As you are aware, the COVID-19 pandemic has resulted in widespread financial disruption across virtually all sectors of the economy. Here in St. Charles, we have analyzed our revenue sources and expenditures related to our response to the pandemic to determine the level of exposure to financial risk we have.

Among the actions taken, late fees have been waived for citizens needing extra time to pay their utility bills. In comparing delinquent notices sent in February to notices sent in April, there was an increase of 16 notices. Electric and water revenues have also remained consistent month-to-month, indicating that disruptions to this revenue source could be insignificant.

Park and Recreation revenues are down approximately \$5,000 from this same point in 2019, with a majority of that shortfall coming from youth entry fees, which is not unexpected. One area that is still very much uncertain is the swimming pool, as revenues were budgeted to be \$83,400 for 2020 from the pool. Were the pool not to open and the City miss out on those revenues, the fact that salaries and other operating expenses would be either significantly reduced or not incurred at all leads me to believe that the net overall financial impact will be insignificant.

Perhaps the biggest uncertainty with regards to financial impact will be the timing of property tax payments from Winona County. Should there be a smaller payment mid-year than normal, the City is liquid enough with cash on hand (in the bank) to be able to sustain normal services until year end from a cash flow perspective.

Additionally, in light of recent headlines from the State of Minnesota and the interim 2020 budget, it will bear watching how the State responds to their budget shortfall and if that has any impact on LGA funds for 2020 and beyond.

From an expenditure standpoint, I have been tracking additional expenses paid as part of our response to the pandemic. To date, approximately \$9,600 has been spent across multiple funds for items such as PPE, additional cleaning supplies, technology upgrades to ensure continuity of service while enabling social distancing for staff, etc. When the appropriate guidance is released from FEMA regarding reimbursement, we will take steps to seek that reimbursement for these expenses.

Overall, the City is in a good position to weather the pandemic from a financial perspective, while limiting the overall impact of services to the community, for items that are within our control.

**St. Charles Park/Recreation Department  
Summer Employees  
2020**

Aquatic Center Manager:

David Ty Braun \$1,500.00/\$12.50 per/hour

Lifeguards:

(WSI)	\$12.00 per/hour
(WSA)	\$11.00 per/hour
(MGR on Duty)	\$11.00 per/hour
Aaron Nunemacher	\$10.50 per/hour
Isaiah Wimmer	\$10.00 per/hour
Kileigh Schultz-Hansen	\$10.00 per/hour
Jakob Otterson	\$10.00 per/hour
Linsey Otterson	\$9.75 per/hour
Piper Krenik	\$9.75 per/hour
Elizabeth Montgomery	\$9.75 per/hour
Emma Backes	\$9.50 per/hour
Eva Disbrow	\$9.50 per/hour
Makena Kobs	\$9.25 per/hour
Lindsey Root	\$9.25 per/hour
Anna Todd	\$9.25 per/hour
Trevor Anderson	\$9.25 per/hour
Zoe Spitzer	\$9.25 per/hour
Kaitlyn Dailey	\$9.25 per/hour
Jade Krenik	\$9.25 per/hour
Juan Gasca-Rojas	\$9.25 per/hour
Brady Koeppel	\$9.00 per/hour
Abby McCready	\$9.00 per/hour
Nora Fritcher	\$9.00 per/hour
Layken Koehler	\$9.00 per/hour
Abbie Disbrow	\$9.00 per/hour
Noah Disbrow	\$9.00 per/hour
Eva Anderson	\$8.50 per/hour
Sara Backus	\$8.50 per/hour

Cashiers:

Kasey Schweitzer	\$8.50 per/hour
Kaleb Schweitzer	\$8.50 per/hour
Sam Krohse	\$8.50 per/hour
Ben Kroshe	\$8.50 per/hour
Sarah Kulas	\$8.50 per/hour
Brenna Koeppel	\$8.00 per/hour
Harrison Gruber	\$8.00 per/hour
Jacob Osmundson	\$8.00 per/hour
Kaylee Steele	\$8.00 per/hour
Carter Nelson	\$8.00 per/hour
Tyson Matzke	\$8.00 per/hour
Lucia Smith	\$8.00 per/hour
Antonia Smith	\$8.00 per/hour

Recreation Staff:

Harper Schaber	\$9.00 per/hour
Emillee Buringa	\$9.00 per/hour
Kaedyn Redig	\$9.00 per/hour
Kiara Perez	\$9.00 per/hour

Track/Field Staff:

Lucia Smith	\$9.00 per/hour
Antonia Smith	\$9.00 per/hour
Cole Berends	\$9.00 per/hour
Luke Berends	\$9.00 per/hour
Oliva Drath	\$9.00 per/hour
Gabriella Stowell	\$9.00 per/hour
Tyler Root	\$8.50 per/hour
Ethan Warmkagathje	\$8.50 per/hour
Triniti Gbala	\$8.50 per/hour

Park Staff:

Brandon Bunke	\$13.00 per/hour
James Pedersen	\$12.00 per/hour

CITY OF ST. CHARLES

ORDINANCE #621

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING ST. CHARLES CODE SECTION ENTITLED "DRINKING IN PUBLIC" TO INCLUDE EXCEPTIONS THEREIN ALLOWING CONSUMPTION OF ALCOHOL WITHIN CERTAIN PUBLIC PLACES

THE CITY OF ST. CHARLES DOES ORDAIN:

Section 1. Title XI: General Offenses, Chapter 113: Section 113.23: Drinking in Public of the City Code of St. Charles, Minnesota, be amended to read as follows:

**§113.23 DRINKING IN PUBLIC.**

The following provisions shall apply unless a place is licensed under this chapter or unless specific Council authorization is given:

(A) *General Prohibition.* No person shall consume any alcoholic beverage or possess any open bottles or receptacles containing an alcoholic beverage in any public place unless otherwise permitted by this chapter, by other City Code provision, or by special permission of the City Council. For purposes of this section, public place means any street, avenue, alley, road, highway, sidewalk, boulevard, parking lot or facility, park, or other public property or premises; and

(B) *Exceptions.* Notwithstanding Section 113.23(A), consumption of alcoholic beverages and possession of open bottles or receptacles containing alcoholic beverages shall be allowed within the boundaries of the following public parks during hours the parks are open for public use:

- (1) Brookwood Park;
- (2) City Park;
- (3) Jessens Park;
- (4) Kieffer Park;
- (5) Meadow View Park;
- (6) Oakview Park; and
- (7) Whispering Hills Park.
- (8) The portion of Sportsman's Park within City limits.

(C) *Park Boundaries.* For the purpose of this section the park area extends only to the beginning edge of any street fit for vehicular travel, parking lot serving the public park, privately owned property line bordering the public park, or any sign erected by the City that states either, “Alcohol Permitted in Park Area Only” or “No Alcohol Beyond This Point.” For the purposes of this section streets, alleys, or any other right-of-way or paved boundary surrounding the edge of the park other than sidewalks shall not be considered land within park boundaries.

(D) *Additional prohibitions.* Notwithstanding the exceptions listed in part (B) of this section, alcoholic beverages shall not be possessed or consumed under any of the following circumstances:

- (1) In any of the permitted spaces after the parks have closed, as stated in section 95.01 (B) of the Code;
- (2) By any person who has been charged by citation with any crime committed within the boundary of any park listed in Section (C) of this section during the same day that the person is charged with such a crime.
- (3) When any peace officer licensed by the City of St. Charles or any court of law has otherwise revoked a person’s consent to consume alcohol;
- (4) By any person who is present within, operating, or in physical control of a motor vehicle as defined in Section 169A.03 subd. 15 of the Minnesota Impaired Driving Code.

(E) *Enforcement and Penalty.* This section can be enforced by any person with a Minnesota Peace Officer’s License with jurisdiction in the city of St. Charles. Violation of this chapter is a misdemeanor.

(F) The city may impose a voluntary administrative penalty under § 10.90 rather than issuing a criminal citation or complaint.  
(1987 Code, § 406.11) (Am. Ord. 515, passed 5-13-2008; Am. Ord, 592, passed 5-23-2017) Penalty, see § 10.99

(G) *Authority.* This section is enacted pursuant to Minn. Stat. §§ 145A.05 and 340A.509.

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

Adopted this 12th day of May, 2020 by the City Council of the City of St. Charles, Minnesota.

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

Attest:

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

**ORDINANCE #622  
CITY OF ST. CHARLES**

**COUNTY OF WINONA**

**AN ORDINANCE TO VACATE A  
PORTION OF A PUBLIC STREET**

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

Section 1. All that part of 9th Street which lies west of the west line of Richland Avenue and east of the east line of Church Avenue, in the City of St. Charles, Minnesota. Excepting therefrom the easterly 155.00 feet of said 9th Street which was previously vacated by the City of St. Charles Ordinance #547.

Section 2. That this ordinance shall take effect upon its publication.

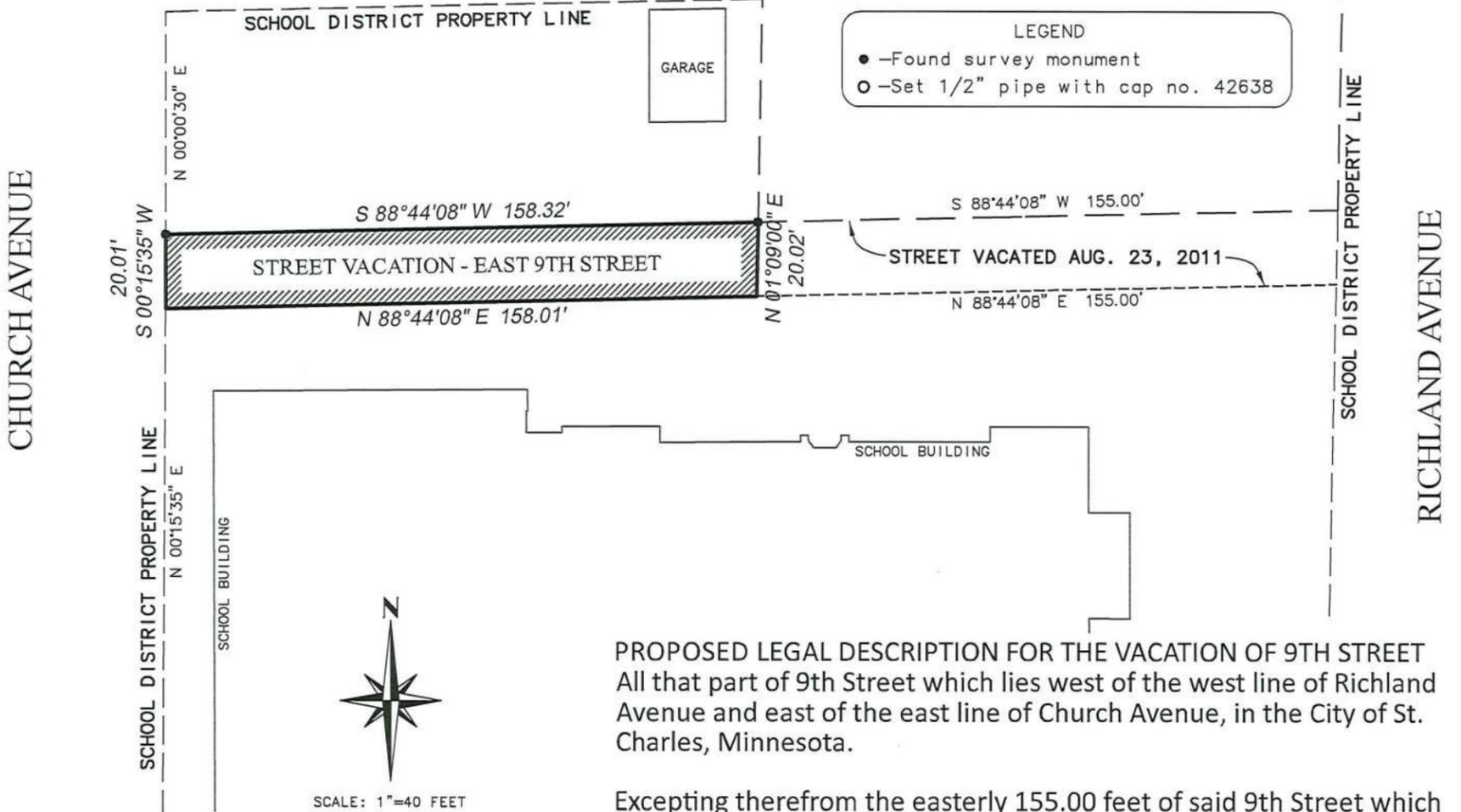
Adopted this 26th day of May, 2020 by the City Council of the City of St. Charles, Minnesota.

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

Attested By:

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

**CERTIFICATE OF SURVEY**  
 SECTION 19, T106N, R10W, WINONA COUNTY  
 ST. CHARLES, MINNESOTA



**PROPOSED LEGAL DESCRIPTION FOR THE VACATION OF 9TH STREET**  
 All that part of 9th Street which lies west of the west line of Richland Avenue and east of the east line of Church Avenue, in the City of St. Charles, Minnesota.

Excepting therefrom the easterly 155.00 feet of said 9th Street which was previously vacated by the City of St. Charles Ordinance #547.

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* 3/31/20  
 Joel S. Thoreson Date  
 License No. 42638

Survey For: <b>St. Charles School Dist.</b> Date of Survey: March 31, 2020 File No.: 20-003	<b>JOEL THORESON LAND SURVEYING</b> 467 St. Martin Ave. St. Charles, MN 55972 Phone: 507-951-4513
--	--

**PROPOSED LEGAL DESCRIPTION FOR THE VACATION OF 9TH STREET**

All that part of 9th Street which lies west of the west line of Richland Avenue and east of the east line of Church Avenue, in the City of St. Charles, Minnesota.

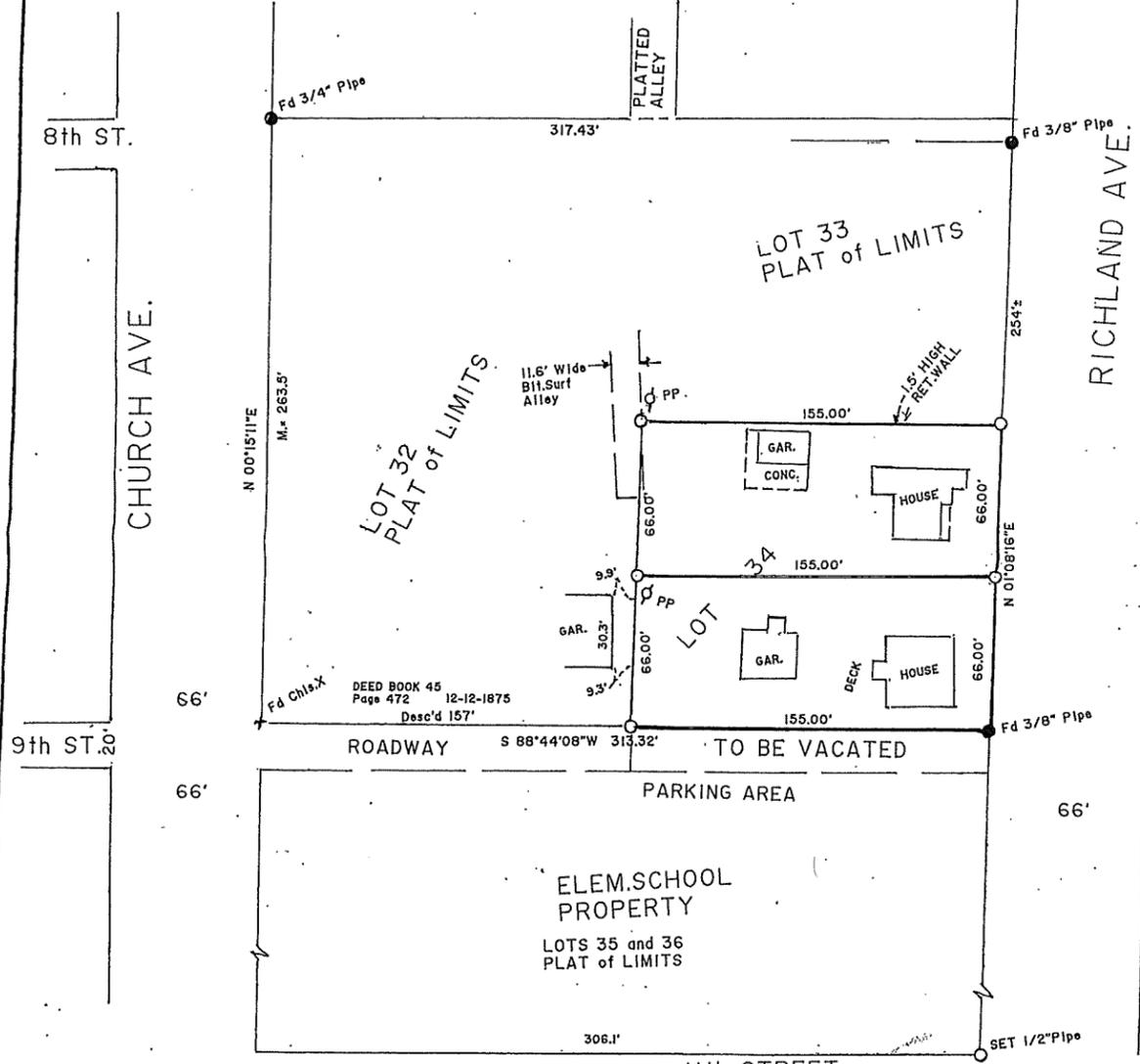
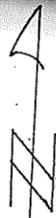
Excepting therefrom the easterly 155.00 feet of said 9th Street which was previously vacated by the City of St. Charles Ordinance #547.

CERTIFICATE OF SURVEY

FOR RECORDED LEGAL DESCRIPTIONS:  
SEE ATTACHED SHEETS

BLOCK 45 ORIGINAL  
PLAT of ST.CHARLES

SCALE 1" = 50'



PROPERTY LOCATION MAP

SCALE: 1" = 50'

DATE: \_\_\_\_\_

DRAWN BY: RWB

Revised July 11, 2011

MONUMENTS

● FOUND AS NOTED

○ SET 1/2" Iron Pipe

DATE SURVEYED June 10, 2011

THIS DOCUMENT IS  
COPYRIGHTED BY:

ROGER W. BRAND  
&  
ASSOCIATES

ST.CHARLES, MN. 55972

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT 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.

*Roger W. Brand* DATE: July 11, 2011

REG. NO. 8952

THIS SURVEY AND DRAWING  
WAS PREPARED FOR THE  
EXCLUSIVE USE OF:

ST.CHARLES  
SCHOOL  
DISTRICT

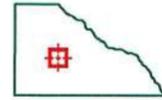
ROGER W. BRAND & ASSOCIATES

ST.CHARLES, MN. 55972  
PH. NO. 507-932-5211

JOB NO. \_\_\_\_\_



Overview



Legend

- Roads
  - Other
  - Interstate
  - US/State Highway
  - City Streets
  - County Road
  - Township Road
  - Private Drive
- Municipalities
- Winona Boundary
- Parcel

Parcel ID	290601110	Alternate ID	n/a	Owner Address	DECKER,JOHN W
Sec/Twp/Rng	19-106-010	Class	206 - RES 1-3 UNITS		11247 COCKER DR
Property Address	442 CHURCH AVE	Acreage	n/a		ST CHARLES, MN 55972
	ST CHARLES				

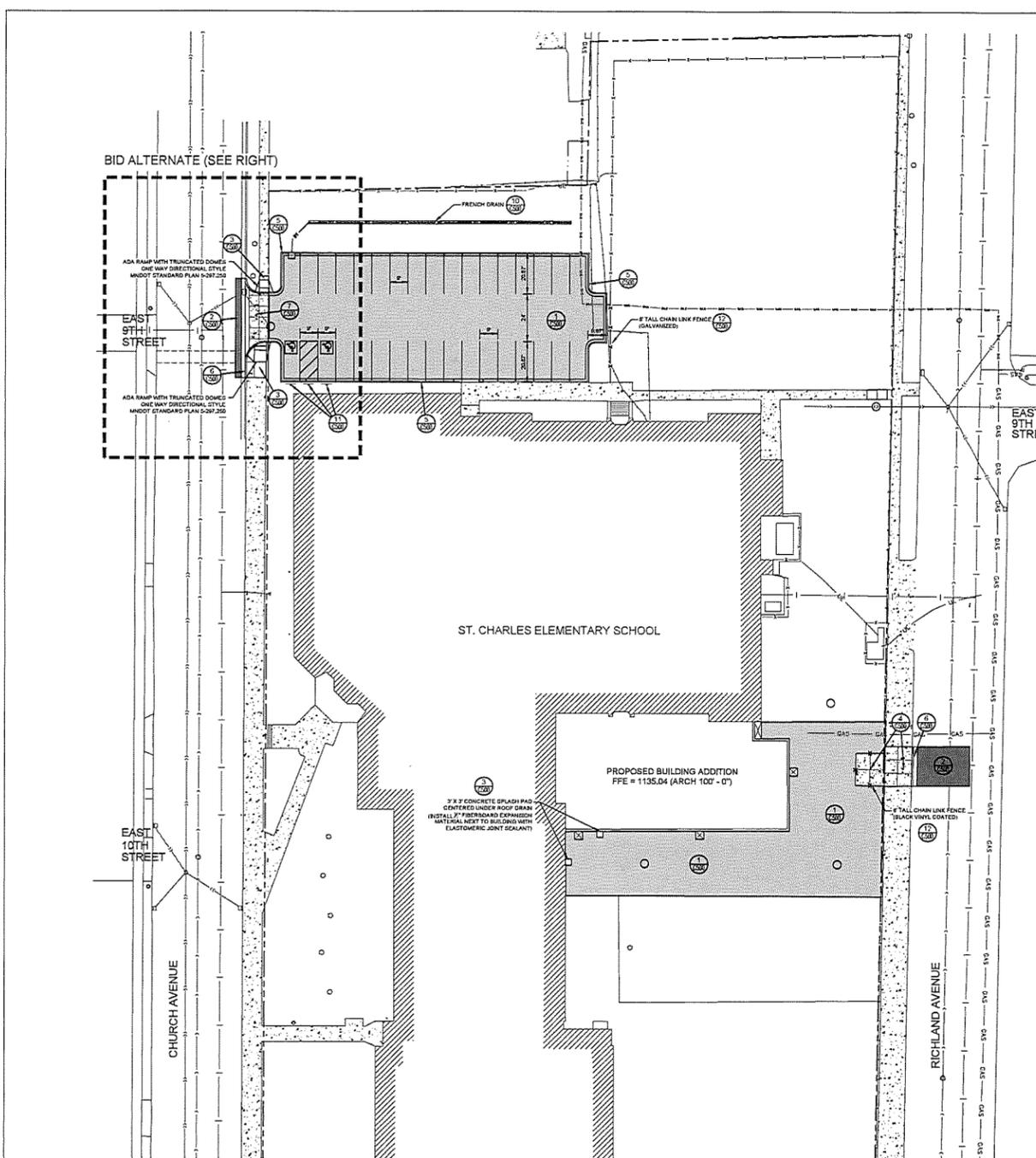
District SAINT CHARLES CITY  
 Brief Tax Description Sect-19 Twp-106 Range-010 ORIGINAL PLAT Block-025 E 1/2 EX: S 100' ST CHARLES CITY  
 (Note: Not to be used on legal documents)

Note: This map is created from data contained in Winona County GIS and is for reference purposes only. While significant effort has been invested to depict boundary extents as accurately as possible per existing records, this map should not be considered a replacement for professional land survey.

Date created: 5/1/2020  
 Last Data Uploaded: 5/1/2020 8:55:58 AM

Developed by Schneider GEOSPATIAL

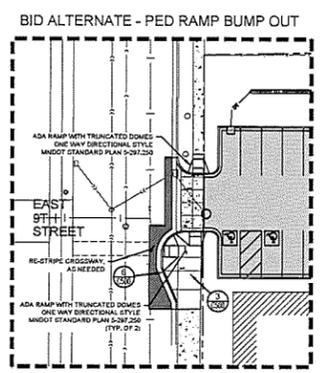




**SYMBOL LEGEND**

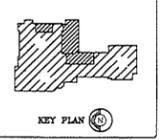
[Symbol]	NEW LIGHT-DUTY STURNOUS PAVEMENT SEE DETAIL 10C300
[Symbol]	NEW HEAVY-DUTY STURNOUS PAVEMENT SEE DETAIL 10C300
[Symbol]	NEW LIGHT-DUTY CONCRETE PAVEMENT SEE DETAIL 3C300
[Symbol]	NEW HEAVY-DUTY CONCRETE PAVEMENT SEE DETAIL 4C300
[Symbol]	CONCRETE STOOP SEE ARCHITECT

WHERE APPLICABLE, DIMENSIONS ARE FROM BACK OF CURB TO BACK OF CURB OR BACK OF CURB TO END OF STALL LINE.



**nexus SOLUTIONS**  
MADISON, WI  
MILWAUKEE, WI  
MAPLE GROVE, WI

**Larson Engineering, Inc.**  
3224 Labors Road  
White Bear Lake, MN 55110  
651.481.8120 (P) 651.481.8201  
www.larsoneng.com



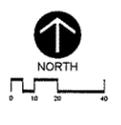
**ST. CHARLES PUBLIC SCHOOLS**  
**ST. CHARLES ELEMENTARY**  
**ADDITION & RENOVATIONS**  
925 CHURCH AVENUE  
ST. CHARLES, MN 55972

DESIGNED BY: [Signature]  
DATE: [Date]  
DRAWN BY: [Signature]

**CONSTRUCTION DRAWINGS**

DATE: 1-25-2023 PROJECT #: 13260438  
DRAWN BY: JAN CHECKED BY: NEW

**PAVING PLAN**  
DRAWING NUMBER  
**C200**



Project Number: 13260438 - St. Charles Elementary School - Design/Build Phase - 1/25/23 - Paving Plan

**City of St. Charles  
Resolution #21-2020**

**A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT  
OF RAHLF SUBDIVISION  
TO THE CITY OF ST. CHARLES, MINNESOTA**

**WHEREAS**, the Preliminary and Final Plat of Rahlf Subdivision (owner Matt Rahlf) at 442 Church Avenue to the City of St. Charles, Minnesota has been duly reviewed by the Planning Commission on May 7, 2020; and,

**WHEREAS**, the Preliminary and Final Plat of the Rahlf Subdivision (owner Matt Rahlf) to the City of St. Charles, Minnesota has been duly reviewed by the City Council on May 12, 2020.

**WHEREAS**, the construction of three lots and extension of water and sewer and storm sewer will be performed upon the platting of two of the three lots on parcel 29.060.1110 in an R-1 Single Family Residence District.

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

1. Upon the recommendation of the Planning Commission and in consideration of the lack of reasonable objection to the preliminary or final plat, the final plat of Rahlf Subdivision (owner Matt Rahlf) is hereby approved.

Adopted by the Council of the City of St. Charles, Minnesota this 12th day of May, 2020.

**STATE OF MINNESOTA  
COUNTY of Winona**

I, Nick Koverman, City Administrator of the City of St. Charles, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 12<sup>th</sup> day of May, 2020; the original of which is on file in this office. I further certify that \_\_\_\_ members voted in favor of this resolution and that \_\_\_\_ members were present and voting.

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

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

SEAL

2905 South Broadway  
Rochester, MN 55904-5515  
Phone: 507.288.3923  
Fax: 507.288.2675  
Email: rochester@whks.com  
Website: www.whks.com



May 6, 2020

Mr. Nick Koverman  
City Administrator  
City of St. Charles  
830 Whitewater Avenue  
St. Charles, MN 55972

RE: St. Charles, MN  
Rahlf Subdivision  
**Review of Plans & Plat**

Dear Nick:

We have reviewed the plans and plat for the referenced project, as requested. We offer the following comments.

The following variances apply to this project:

1. No variances are being requested.

The following fee related items apply to the project:

1. Land dedicated for outdoor recreation is not included with this development. A parkland dedication fee of \$1,300 applies to Lots 1 and 2 of this development.
2. Sewer and water impact fees of \$1,963.50 applies to Lots 1 and 2 of this development for 0.51 platted acres.
3. A subdivision inspection fee of \$4,500 applies to this development. City Staff recommends waiving this fee due to the size and nature of the subdivision.
4. A preliminary plat application and lot fee of \$1,000 applies to this development.
5. A final plat application and lot fee of \$1,000 applies to this development.
6. Building permits fees are not covered in this review.

We offer the following additional comments:

1. Final site plan technical review comments have been submitted to the developer's representative for inclusion in the final plans. The developer's representative has indicated they will revise the plans to include all the review comments.

2. The existing ground in the backyard of Lot 3 is lower than the surrounding lots or streets. City Staff has indicated this condition has existed for many years. The developer is proposing a storm sewer to drain this backyard to the City's storm sewer. This storm sewer will be considered, a private pipe and the drainage issue will remain a private property issue.
3. The applicant must secure all necessary permits before construction begins. The Owner, or their representative, will be responsible for permit compliance.
4. The applicant must secure final plat approval from the Winona County surveyor prior to signature by the City.

We recommend approval of the plans and plat conditional upon the above items being addressed prior to the City signing the final plat.

Please contact us if you have any questions.

Sincerely,

**WHKS** & CO.



Daren D. Sikkink, P.E.  
DDS/wa

Cc: Kyle Karger, City of St. Charles  
Peter Kleinschmidt, Kleinschmidt Surveying  
Matt Rahlf, Developer



Overview



Legend

- Roads
- Other
  - Interstate
  - US/State Highway
  - City Streets
  - County Road
  - Township Road
  - Private Drive
- Municipalities
- Winona Boundary
  - Parcel

Parcel ID	290601110	Alternate ID	n/a	Owner Address	DECKER, JOHN W
Sec/Twp/Rng	19-106-010	Class	206 - RES 1-3 UNITS		11247 COCKER DR
Property Address	442 CHURCH AVE	Acreage	n/a		ST CHARLES, MN 55972
	ST CHARLES				

District SAINT CHARLES CITY  
 Brief Tax Description Sect-19 Twp-106 Range-010 ORIGINAL PLAT Block-025 E 1/2 EX: S 100' ST CHARLES CITY  
 (Note: Not to be used on legal documents)

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Date created: 5/1/2020  
 Last Data Uploaded: 5/1/2020 8:55:58 AM



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**Memorandum**

**To:** St. Charles Planning and Zoning Commission

**From:** Nick Koverman, City Administrator

**Date:** April 30, 2020

**Subject:** 442 St. Charles Avenue, Plat 3-lots

**REQUEST SUMMARY**

Owner Matt Rahlf has submitted plans for consideration of a 3-lot plat (Parcel ID#29.060.1110) which has been submitted to WHKS for review. One current residence is located on the parcel and two additional lots would be created. The plan is being reviewed, and if necessary, a comment/change letter will be drafted by the City for consideration of revisions to the preliminary plan. A revised final plan will be presented either prior to the meeting at the P&Z meeting that would incorporate the comments/requests made to the engineering company of Kleinschmidt Surveying.

**SITE CHARACTERISTICS:** The petitioner, who is finalizing the purchase May 8, will own the property at 42 Church Avenue (Parcel ID#29.060.1110 of approximately 0.83 acres) located in the R-1 Single Family Residential District that is permitted for single family housing. The petitioner plans to relocate two homes to the lot and has one home already intended for the lot. In discussion with the petitioner, the proposed homes will match the general character of the neighborhood. The petitioner is proposing the creation of two additional lots that will have homes face East 4<sup>th</sup> Street and Church. According to the surveyor, proposed sewer services will be connected to East 4<sup>th</sup> Street with separate connections along with separate water service also connecting to East 4<sup>th</sup> Street.

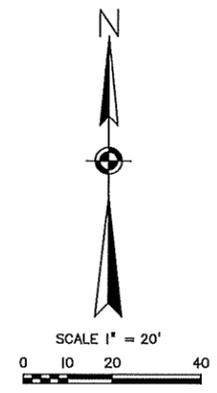
Given the existing structure on the property, all setbacks will be met per City Code. The two lots created will also meet all applicable guidelines.

In researching the lot, Peter Kleinschmidt of Kleinschmidt Surveying, the school district currently owns the 20' strip of alley to the west. In speaking with Public Works Director Kyle Karger, the City wishes to retain the alley due to the utilities and access that run north/south. A 10' utility easement will be dedicated to the city for existing services along the alley side as well as along East 4<sup>th</sup> Street. We will work with the school district to seek either a dedication or permanent easement agreement for the alley.

**Recommendation**

Staff will work with the petitioner on the final review of the preliminary and final plat and will present the information either at the P&Z meeting or in advance of the time. As there do not seem to be any major issues anticipated, it is tentatively recommended to forward a favorable recommendation to Council for approval of the preliminary and final plat contingent on review of final plans. Daren Sikkink of WHKS will be present to answer any questions.

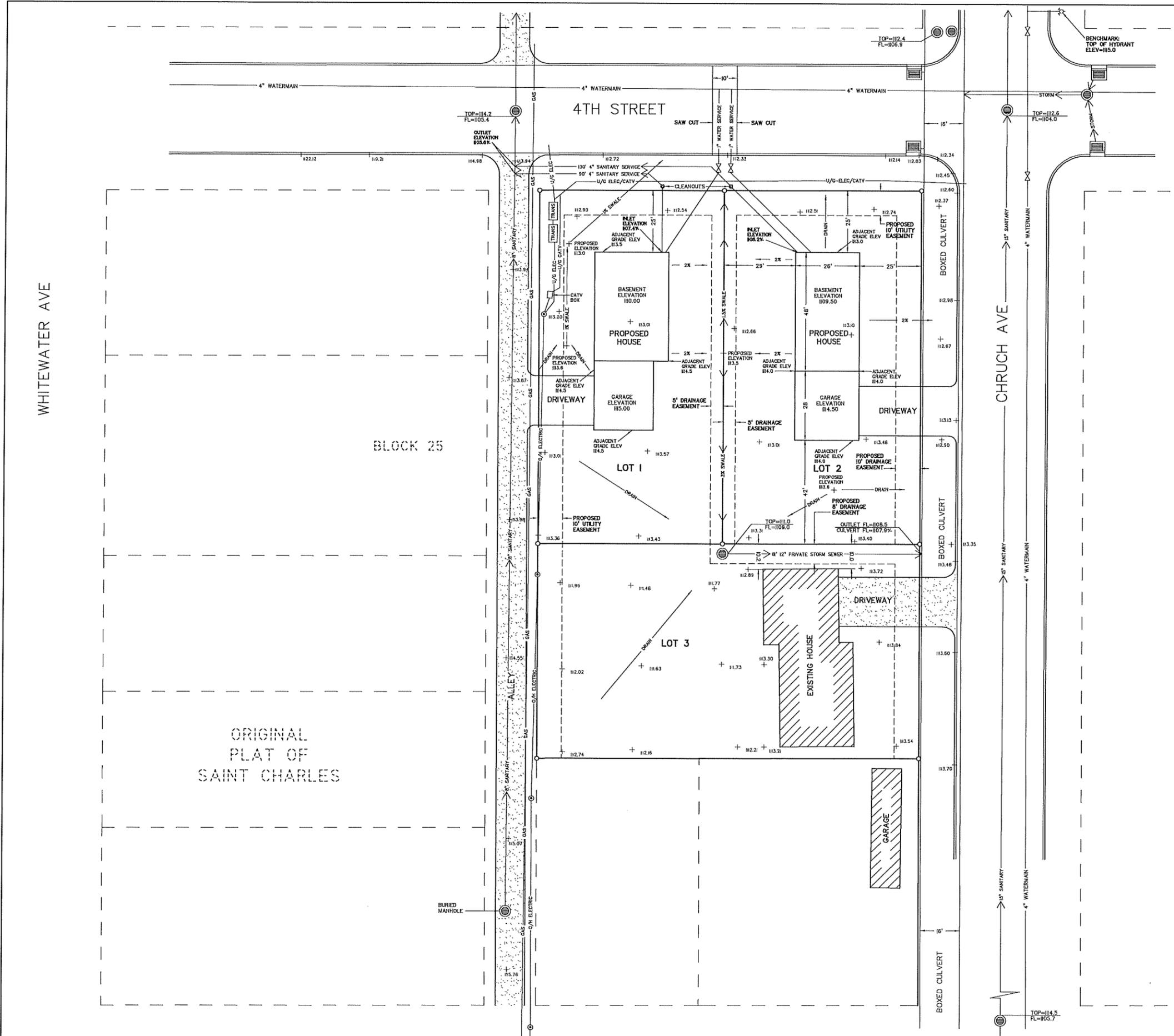
# SITE PLAN



- LEGEND**
- = 3/8 INCH IRON ROD SET WITH LICENSE 10942
  - ⊙ = UTILITY POLE
  - ⊕ = FIRE HYDRANT
  - ⊗ = WATER VALVE
  - ⊕ = MANHOLE
  - ▣ = CATCH BASIN

**NOTES**

- 1) The alley will be restored with a minimum of 12 inches of class 5 aggregate.
- 2) The opening in 4th Street will be restored with 4 inches of bituminous over a minimum of 10 inches of class 5 aggregate.
- 3) A back flow preventer/flap gate will be installed on the east end of the storm sewer where it drains into the boxed culvert.
- 4) Setback requirements are as follows:  
 Front Yard: 25 feet  
 Rear Yard: 25 feet  
 Side Yard: 10 feet



WHITEWATER AVE

CHURCH AVE

BLOCK 25

ORIGINAL PLAT OF SAINT CHARLES

I hereby certify that this plat, map, survey or report was made by me or under my direct personal supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Michael P. Kleinschmidt  
 Minnesota License 10942  
 May 6, 2020

<b>KLEINSCHMIDT SURVEYING</b> 50 WEST SECOND STREET WINONA, MN 55987 (507) 434-3222 SURVEY@KLEINSCHMIDTSURVEYING.COM		
SURVEY REQUESTED BY <b>MATTHEW RAHLF</b>		
LOCATION OF SURVEY <b>SECTION 19, T106N, R10W                  SAINT CHARLES, MINNESOTA</b>		
SURVEYED 04-20-2020 TO 05-02-2020	SHEET 1 OF 1	JOB 2020-010-01

**CITY OF ST. CHARLES  
RESOLUTION #22-2020**

**A RESOLUTION AMENDING THE GARBAGE AND RECYCLING RATE**

**WHEREAS**, pursuant to City Waste Management System Contract an annual increase for garbage and recycling services will be established annually or as needed by city resolution in accordance to City Code 53.45 H(1987 Code, §410.11).

**WHEREAS**, the City of St. Charles acknowledges the 2020 rates of the approved contract with Advanced Disposal for refuse and recycling as follows:

**ADVANCED DISPOSAL RATE INCREASE**

**35 gallon cart service \$10.45 to \$10.15 for trash and \$3.61 to \$4.30 for recycling  
65 gallon cart service \$11.73 to \$10.90 for trash and \$3.61 to \$4.30 for recycling  
95 gallon cart service \$13.20 to \$12.07 for trash and \$3.61 to \$4.30 for recycling**

**WHEREAS**, in addition to the Advanced Disposal increase the City of St. Charles will charge .75 cents per month to each trash service in order to recover expenses associated with garbage collection service, bad debt, postage, and administrative time;

**WHEREAS**, the total **ADVANCED DISPOSAL RATE (not including applicable Solid Waste Mgmt. tax and a Winona County Surcharge) will be:**

**35 gallon cart trash service will be \$10.90 and \$4.30 for recycling  
65 gallon cart trash service will be \$11.65 and \$4.30 for recycling  
95 gallon cart trash service will be \$12.82 and \$4.30 for recycling**

**WHEREAS**, all single family residential dwellings and multi-unit apartment dwellings will be charged a .75 cents per month Compost fee, which is used to support the Compost Site and City Cleanup Day.

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

The new rates for garbage and recycling will go into effect July 1, 2020.

Adopted by the Council of the City of St. Charles, Minnesota this day, May 12, 2020.

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

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

May 1, 2020

Dear City Council,

I would like to request an extension of my resignation letter to May 15, 2020. Over the last several weeks with the staggered schedule due to COVID, I have not been able to complete some projects and would like to finish those. I understand my sick and vacation have been paid out, but I would appreciate the opportunity to continue.

Sincerely,

Greg F.

A handwritten signature in blue ink, appearing to read "Greg F.", with a stylized flourish at the end.

24 March 2020

Subject: Retirement

To: Ken Frank  
Chief of Police  
St Charles Police Department

Dear Chief Frank,

It is my intent to retire from the Police Department on or before 30 June 2020. I have been with the Department since the fall of 1986.

My time with the Department has provided me with great opportunity plus has given me memories both happy and sad. I know I will miss some of the things involved while being "on duty".

My thanks to you with allowing me to work and be a part of the Department and community!!  
And for you being a fine Chief!!

Yours Respectfully,  
Chris R Lennon  
SCPD 611