The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, November 10, 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. November 10, 2020 Agenda
4. Meeting Minutes
   -October 13, 2020
   -October 27, 2020
5. November Payables
6. Notices and Communications (if applicable)
7. Reports of Boards and Committees:
   7a. Administrator's Report, Nick Koverman
   7b. Public Works Superintendent Report, Kyle Karger
   7c. P&Z, Wayne Get
   7d. School Board, Craig Hilmer
8. Special Meeting—Canvassing Election Results
9. CARES Update
10. 2021 CEDA Contract
11. Minor Subdivision—Pedersen
12. DESCASD Board Appointment
13. CLOSED SESSION—Labor Negotiations Strategy pursuant to Minn. Stat. 13D.03

APPROVE
APPROVE
APPROVE
INFORMATION
INFORMATION
APPROVE
DISCUSS
APPROVE
APPROVE
APPROVE
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

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#
MEMORANDUM for the CITY COUNCIL of St. Charles for Tuesday, November 10, 2020

8. Special Meeting-Canvassing Election Results. A special meeting will be held on Thursday, November 12 at 6 p.m. to canvass election results.

9. CARES Update. Included is a brief report of CARES expenditures. Staff will highlight the remainder of the project funds as the final report will be due.

10. 2021 CEDA Contract. Enclosed is the proposed 2021 CEDA Contract for consideration.

11. Minor Subdivision-Winter, Hewitt, Pedersen. The Planning & Zoning Commission recommends approval the minor subdivision to Winter, Hewitt, Pedersen for the 1-acre parcel to be split. Included in the packet is the survey of Lot 51 and the proposed one acre split.


13. CLOSED SESSION—Labor Negotiations Strategy pursuant to Minn. Stat. 13D.03
Oct. 1—Met with members of Bolton & Menk to discuss a potential request. Met with Project Fine to provide some information on the 30 years of Project Fine and the City’s involvement.

Oct. 2—Held a call with SMIF regarding a project for SCACF.

Oct. 5-9. Met with department heads to review Enterprise Budgets. Met with Library Search Committee to begin process.

Oct. 8—Met as the EDA CARES grant committee with Mark Linderbaum and Cris Gastner to review the applications/requests.

Oct. 9—EDA meeting where CARES EDA grant funds were recommended for approval.

Oct. 15—Met with member of Workforce Development to talk about the program and possible role within the community.

Oct. 19—CivicSystems kickoff meeting was held with Cassie and Melissa to discuss implementation. Met with representative from WSB Engineering to gain more insight for various services.

Oct. 20—LMCIT held a Generation Audit review which is completed on a 5-year timeframe.

Oct. 21—Took part in Winona County Public Health meeting. Aflac representative was present to provide updates for employees.

Oct. 27—Took part in LMC update on CARES program along with Melissa Krusmark.

Oct. 28—Took part in annual meeting of UMMEG along with Director Karger.

Oct. 29—Daren Sikkink of WHKS, Supt. of Schools Jeff Apse, and myself took part in a phone conference with MNDOT representatives to discuss a possible solution/remedy for the high school entrance. MNDOT will provide a written discussion/recommendation for both boards to review. Later, met with school district engineers and Daren Sikkink (WHKS) to review upcoming high school project.
PUBLIC WORKS REPORT – October 2020

- Power plant repair on fuel pump engine #2; Tested rubber hoses and blankets at shop; Trim tree and hang new service at 730 Church Ave.; worked on overhead pole projects and temporary sleeve on broken pole; moved single phase transformer to different pole; dirt work; mat and seed underground project; repaired street lights; inventoried overhead lines for glass cutouts that need replacing; ran small backup generators in town and maintenance on digger derrick.
- Power plant and substation reports; checked paperwork on rubber goods testing; worked at city shop; filled mail fuel tank at power plant; outside maintenance at power plant and substation; cleaned at city shop; replaced glass cutouts; trimmed electrical services around town; set replacement street light pole; MMUA safety meeting; got plows and sanding equipment ready for winter; three forth of Oakview Dr. and all of Sherwood park power outage 12:00am; back-fed primary around faulty line; replaced substation re-closure / batteries.
- Pulled old rotten pole and replaced with new one; plus hang new services off that pole; seeded new cul de sacs end of south Wabasha and south park rd.; Worked on chain saws; locate water shut off; replaced three fused cutouts on cold storage building three phase power; Spray weeds outside solar farm; went over bids for new bucket truck; straightened transformer hit on pad in Pearson Ct; Erosion mat installed on South Park Rd; dirt and seeded around new monument for Veterans space and repaired four lights on main st.
- Meter hookups for City Hall; Digger derrick fuel pump replaced; dirt and seeded on electrical underground projects; went to LaCrosse to pick up street truck/Box replaced; checked electrical time lines for Loves three phase; unloaded sixteen new wood electrical poles; salted and sanded slippery roads in town; temp service 1372 Terry Dr; checked phasing sticks at Sherwood court; worked on primary elbow pullers; updated electrical mapping; checked Winona Nursery for Main Park tree replacements; contacted Don’s electric for new service to be trenched in South fork addition for city.
- Utility locates; located property pins; reconnected meter socket on Whitewater Ave; tried on new City uniforms; transformer labeling; new electric material put into inventory; transformer PCB mapping; mount fire extinguisher in truck; marked sidewalk and patio location behind City Hall; locate meet for gas company on Enterprise Dr; locator maintenance; called Dairy land about wire on 69,000 volt transmission line; installed temporary camera for demonstration on Hwy 74 south; called contractors to replace and bore new line Sherwood park; sweeping streets; repairing potholes and catch basin patching; flushed city hydrants; replaced curbs and two catch basins; restocked salt and sand pile at old shop for tax payers and did maintenance on sweeper.
- Saw cut patches; graded gravel roads; added bench to park; mowed grass; picked up trash at city park; winterized water wagon; re-reads for city hall; signs on walking trails; removed fence at city park; hauled line for city park; moved cubicles in city hall main office; got john deer mower ready for snow operations; took water fountain out at whispering hills park and put away park picnic tables.
- Concrete slabs and sidewalks at city park; repaired sweeper exhaust; hauled compost from shop to Braun’s pit; hauled dirt to end of Park Rd; push up brush and compost site; exercised leaking water valve on East 10th; cut pavement out for valve; water leak; water samples; picked dump truck up from Rochester; replaced hydrant valve on main street; read meters for city hall; replaced mail box on whispering hills; changed cutting edge on grader; practiced bucket truck rescue; covered over flows on water tower for winter; replaced water meters; cleaned office and bathroom at shop; treated loft stations with degreaser; help with well central and motor inspections hauled rock for sidewalks in green space; installed restrictor plate on Braun’s collector box for pond/dam.

Sincerely,
Kyle Karger, Director of Public Works
MEMBERS PRESENT:       MEMBERS ABSENT:
Terry Jones           J.D. Purl
Tim Jones            
David Kramer (via phone) 
Wayne Getz          
Jerel Mockenhaupt   
Freddy Perez    

STAFF PRESENT: 
City Administrator Nick Koverman.

OTHERS IN ATTENDANCE: Kris Pedersen and Melody Winter

ESTABLISH QUORUM/CALL TO ORDER
Quorum was established with Tim Jones calling the meeting to order at 7:00 p.m.

APPROVAL of AGENDA:
Motion by: Terry Jones
Seconded by: Jerel Mockenhaupt
No further discussion.
Motion declared carried

APPROVAL of MINUTES-October 8, 2020
Motion to approve: Wayne Getz
Seconded by: Freddy Perez
No further discussion.
Motion declared carried

BUSINESS ITEMS:

4a. Minor Subdivision—Pedersen, Hewitt, Winter, Lot 51. Admin. Koverman briefly described the 1-acre parcel that will be split from the larger Lot 51. It meets all of the guidelines for a residential lot with respect to setbacks, etc. In addition, Pedersen will be having a meets and bounds survey that will be submitted to the County Auditor Treasurer to combine a small surveyed piece that will be added to Pedersen’s residential lot. Pedersen and Winters relayed that the information presented was correct. No additional questions were asked and a motion to approve the minor subdivision of the one acre parcel was moved.
Motion to approve: Terry Jones
Seconded by: Wayne Getz
No further discussion.
Motion declared carried

Motion to adjourn at 7:14 p.m.
Motion to approve: Terry Jones
Seconded by: Jerel Mockenhaupt
No further discussion.
Motion carried.
MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, October 13, 2020 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

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

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

OTHERS IN ATTENDANCE: Daren Sikkink (WHKS), Mike Bubany (David Drown & Associates),
Amy Berends (WOW) and St. Charles School District and Jill Veerkamp-teleconference (St. Charles
Press).

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: Addition 20). Head Librarian Advertisement
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
September 8, 2020
Motion to approve: Wayne Getz
Roll call was taken and all voted in favor.
No further discussion.
Motion declared carried.

September 22, 2020
Motion to approve: David Kramer
Roll call was taken and all voted in favor.
No further discussion
Motion declared carried.

5. October Payables. No questions were asked.
Motion to approve: Craig Hilmer
Roll call was taken and all voted in favor.
No further discussion.
Motion declared carried.

6. Notices and communications: None.
7. Reports of Boards and Committee:
Various reports were given.

8. Small Town Grant/Farm to Table Update. Amy Berends provided an update to the Council regarding the Small Town Grant received by the St. Charles School District from the Southern Minnesota Initiative Foundation as a partnership between the City, School, and St. Charles Area Community Foundation. Berends presented information related to the proposed Pickleball courts both inside the school’s facilities as well as the outdoor courts. The total project cost for the seven courts is an estimated $14,880.00. The grant will cover half of the expense with the remainder of the funds going to a programmed event by the youth. SMIF has provided an extension given the delay by COVID. She also provided a brief update on the Farm to Table event that was held as a take-out service. She relayed that 218 tickets were sold and that the funds will be donated toward the church renovations and finishing the skirting around the deck and some landscaping. Council thanked Berends and the group for their time and effort.

9. Pickleball Project. Park and Recreation Director Rick Schaber talked about the pickleball courts and relayed that it is similar to the sport court and will be portable and located on the ice rink at the high school. The city’s portion of the project would be $7,440.00 that would be funded through CIP. Council thought this was a very worthwhile project and partnership. The discussion at the Park Board level has been held over the last several months and the Park Board recommended approval of the project as well. A motion was made to approve the project and funds to be used from the CIP.
Motion to approve: Craig Hilmer
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

10. Approve Park/Rec Winter Brochure. Rick Schaber presented the information and relayed that he is working with the school district and that programming may change dependent on COVID, but that he would stay in touch with the Council. A motion was made to approve the brochure as presented.
Motion to approve: Dave Braun
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

11. Proposed 2021 Street/Sidewalk/Trail Discussion. Daren Sikkink was present to discuss the proposed 2021 project. Sikkink presented the various proposed revisions and options to the Council as outlined in the memo presented. After reviewing the changes, Sikkink asked for comments. Mayor Schaber thanked Sikkink and staff for their time and expressed that he would like to see WHKS put together bids for the project and submit them so that true figures of the overall project could be reviewed by the Council. He expressed that if the Council could receive bids by January then a better understanding of the impact based on the figures could be held. At that point, Council could determine portions of the projects to cut or move forward with or to reject all bids. Clm. Hilmer asked about how many bids could be put together. Sikkink summarized that more than likely 4 different bids could be put together. Clm. Braun expressed his concern with including sidewalks and alleys when other residents were assessed. Director Karger explained that when those projects had been completed previously, the costs were much less and that the benefit to a project like the alleys were more in favor of the labor saved on maintaining gravel alleys. He also added that with respect to sidewalks, he understood the idea of not replacing them, but noted that in many areas the street access was in better shape than the sidewalk itself. Clm. Braun continued to state that he felt now was not the right time given other proposed projects of the county and school. Mayor Schaber restated that he would again encourage the Council to move forward to have the facts and information of the true costs for consideration. He cited that oil prices were at an all time low and that given the nature of the economy that larger firms may be more interested in providing favorable bids as previously discussed. Clm. Hilmer stated that he would be in favor of getting those numbers for further consideration. Clm. Kramer added that he was in favor of seeing the actual bids as he hopes to try and balance the needs of the infrastructure with that of what the impact on local residents would be noting that trails and sidewalks add to the quality of life, which he knows residents appreciate. He did express that adding a sidewalk to Richland Avenue would
need to be thought through carefully as while it is a safety factor and was included in the Safe Routes To School discussion, he also understands the impact of owners having a new sidewalk. In the end though, he liked the idea of packaging it together to see what the bids would be. Clm. Getz in addition agreed with his colleagues of reducing maintenance costs and seeing what the bids would be in actuality. A brief discussion was held as to reasons why people choose St. Charles and the school system was part of that factor in addition to well maintained streets. A motion was made to direct staff and WHKS to begin putting together the projects necessary to seek bids for a January or February review.

Motion to approve: Wayne Getz
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

12. 2021 Preliminary Budget Discussion. Admin. Koverman highlighted the memo included in the packet related to the Enterprise budgets and noted the changes in the budget. While there were no major changes to the Enterprise fund budgets, as part of the Capital Improvement Plan, the replacement of the electric bucket truck was discussed. As proposed, the department intended to retain the existing larger bucket truck as the trade-in amount was estimated at between $10,000-$12,000. The department proposed to seek a pickup truck option that would reduce the cost of a new bucket truck by approximately $90,000 and would allow the department to access other locations that a large unit may not be able to. The current truck was nearing 18 years old and had been extended several years beyond the 15 year expected life. The electric department would trade in the existing Ford electric truck that would then reduce the potential cost of a new unit to between $135,000 and $150,000 which was the budgeted CIP amount. It was discussed that if Council felt this was the most appropriate direction that if ordered by the end of October, a savings of 10 percent for this year’s model would be seen. The build of the unit would take about a year to complete. Clm. Getz asked about the possibility of buying local and Director Karger relayed that he would check to see if it was an option. Hearing general consensus of the unit by Council, Mayor Schaber asked for a motion to approve staff to order the unit. Clm. Getz made the motion requesting staff to also give consideration to purchasing locally through Dodge. No other discussion of the budget was held.

Motion to approve: Wayne Getz
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

13. Resolution #31-2020 Perez Sideyard Setback Variance. A brief discussion was held regarding the memo and Findings of Fact included in the packet. Hearing no further discussion, a motion was made to approve the resolution as presented approving the 7-foot variance.

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

14. EDA CARES Grants Approval. Mayor Schaber reviewed the grant requests that were reviewed by the EDA totaling $98,200 and reflected 20 businesses that applied. The EDA recommended approval as all of the applicants met the guidelines. A motion was made to approve the award of the grant dollars up to $100,000 as was previously considered.

Motion to approve: Craig Hilmer
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

15. Resignation of Jim Allen—EDA
16. Appoint Jon Marley (EDA). Mayor Schaber discussed the resignation of Jim Allen and the review of the application from Jon Marley, who is the current Merchants Bank president. It was asked if a motion could encompass both items and it was moved to accept the resignation of Jim Allen and appoint Jon Marley to fill his unexpired term. A motion was made to that effect.

Motion to approve: Dave Braun
17. Resolution #32-2020 Compeer Financial. Mayor Schaber relayed that a grant of $1,400.00 was received from Compeer Financial for equipment for the fire department. A motion was made to approve the resolution as presented. Mayor Schaber expressed his appreciation to Compeer Financial.

Motion to approve: Craig Hilmer
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

18. Watershed One Plan Advisory Board Appointment. Admin. Koverman highlighted the information in the packet related to an invitation by Daryl Buck of the Winona County SWCD for participation on the Advisory Board of the Watershed One Plan. Meetings would only be quarterly or as needed and he asked if a councilmember was interested. If not, he and Director Karger volunteered to serve as a representative on the board and would trade off duties as necessary. A motion was made to appoint Karger and Koverman to serve on the Advisory Board representing the City of St. Charles.

Motion to approve: Wayne Getz
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

19. Pay Request No. 1—HydroClean. A first pay request was submitted by HydroClean for the sanitary sewer cleaning project in the amount of $23,507.99. A motion was made to approve the pay request.

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

20. Head Librarian Advertisement. Included on the Council table was the ad and job description related to the upcoming head librarian search. Through discussion with the library board and search committee, the ad and job description was reviewed and approved. A motion was made to approve the advertisement of the position.

Motion to approve: Craig Hilmer
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

Unscheduled Public Appearances. None.

Motion to adjourn at 7:13 p.m.: Wayne Getz
Roll call was taken and all voted in favor.
No further discussion.
Motion carried.

ATTEST

John Schaber, Mayor

Nick Koverman, City Administrator
MEMBERS PRESENT:
Councilmen:
Mayor John Schaber
Dave Braun (via phone)
Craig Hilmer
Wayne Getz
David Kramer

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: Ken Frank (Chief of Police) and Nick Koverman (City Administrator)
OTHERS PRESENT: Mark Linderbaum (St. Charles Fire Relief), Jill and Glenn Mueller, Ken Bloom (Legion), and Jill Veerkamp (St. Charles Press-via phone).

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: Addition: 14. 4H Little Valley Victor Request
Motion to approve the agenda.
Motion to approve: Craig Hilmer
Roll call was taken, all voted in favor.
No further discussion.
Motion carried.

4. Notices and Communications. Admin. Koverman provided a brief update on the report submitted by SEMMCHRA regarding the housing rehabilitation program. More information will be presented by Karen DuCharme at a later meeting. In addition, he highlighted recent COVID numbers in Winona County.

5. Review of Financials: No questions were asked.
Motion to approve: Wayne Getz
Roll call was taken, all voted in favor.
No further discussion.
Motion declared carried.

6. Flag Box Donation. Glenn and Jill Mueller along with Ken Bloom were present to donate the flag donation box from the Mueller family, Nintemann family and Jeff Hardtke. The Legion has agreed to take care of handling the flags once collected. Mayor Schaber thanked them for the donation and accepted the flag box.

7. St. Charles Fire Relief Request. Mark Linderbaum, the St. Charles Fire Relief treasurer, was present to request an increase to the retiring fireman pension. Linderbaum highlighted the current funds held by the Fire Relief and relayed that the audited amount showed the fund at 150% overfunded. The current benefit amount that is only paid when a volunteer turns 50 and must serve a minimum of 10 years is at $2,300 per year of service. The Relief is requesting the amount be increased to $2,750. It had been three years since the last request. He provided of similar area departments of Lake City ($6000), Pine Island ($4800), Red Wing ($5200) and Stewartville ($3300) as comparisons to the benefit received. In speaking with their accountant the maximum benefit that could be received based on the funds to date would be about $4,000 per year of service. He expressed that with the funds available, not increasing the benefit level is doing a disservice to those volunteers. He highlighted the annual audits of the funds and relayed that the fund continues to remain stable as they follow the state’s guidance on how funds can be used. He
asked for any questions and hearing none Mayor Schaber called for a motion. A motion was made to increase the benefit contribution from $2,300 to $2,750.

Motion to approve: Wayne Getz
Roll call was taken, all voted in favor.
No further discussion.
Motion declared carried.

8. 2021 Enterprise Budget / 2008 Park Truck Replacement. Admin. Koverman asked if anyone had any questions regarding the current proposed enterprise budget. Hearing none, he relayed that as part of the General Fund Capital Improvement Plan for 2021, the Park and Rec Director requested Council give consideration to the 2008 Park Truck replacement. Currently it is part of the 2021 CIP schedule and through Whitewater Dodge, a unit can be placed on hold until January which will in turn save the city additional cost from a new model. He asked that Council approve putting a hold on the unit for the 2021 purchase. Council agreed that would provide savings and that the truck was a necessary item for the department. A motion was made to approve holding the unit for a 2021 purchase with Whitewater Dodge.

Motion to approve: Craig Hilerm
Roll call was taken, all voted in favor.
No further discussion.
Motion declared carried.

9. Request for Council Action—FT vs Part Time Officer Position. At the outset, Clm. Kramer signified that would abstain as he is a relation to the proposed Officer of the discussion. Chief Ken Frank addressed the Council and relayed that since November of 2019 Officer Brady Jones has been serving in the capacity of a temporary full-time Officer. This was done in light of Sgt. Jose Pelaez being actively deployed for roughly 9 months of time to cover shifts, vacation, sick, etc. He then added with COVID and the need to fill in on a moments notice, this position created consistency, continuity and flexibility where scheduling of part-time officers was not as necessary. Frank relayed that the move also allowed him to slow and stop the revolving doors for advertising/hiring of part-time officers. He relayed that when he started in 2013 he was working with approximately 6 part-time officers and now is down to only one. He relayed that it may cost a little more, but would help to defray overtime costs as it had shown in 2019-2020. In addition, he highlighted that full-time officers received state reimbursement which is approximately $8,844. He relayed that he highly recommended Officer Brady Jones to become full-time to the department and that he has been easy to work with for scheduling and filling in where needed. The cost difference in 2020 will have been about $14,879 but some of those dollars can be offset by CARES dollars as much of the time he was needed to cover various shifts. Clm. Braun asked about the potential impact on 2021. Admin. Koverman relayed that the budget would increase to a projected $447,463.52 from its original budgeted amount, but that by shifting most of the part-time and overtime hours as well as receiving additional aid will help to lessen the impact, but that there would be a increase. Mayor Schaber relayed that many of the dollars would be offset, but that more important he saw the value of having more consistency and continuity for the community and department, not to mention not having to train Officers for them to leave the department and costing us time and energy in that process.

The request was to begin Officer Jones at his second step beginning November 12, 2020 which would be his one year anniversary of when he was moved to temporary full-time in 2019. This would give him credit for that year of service and the benefit of the second step. Mayor Schaber asked for any more comment or questions. Hearing none, a motion was made to approve the request to move Officer Brady to permanent full-time and move him to the second step of the labor contract ($25.44/hr) beginning November 12, 2020.

Motion to approve: Craig Hilmer
Roll call was taken, all voted in favor with the exception of Clm. Kramer abstaining.
No further discussion.
Motion declared carried.

10. Frank Resignation Request. Admin. Koverman relayed that he had received Chief Frank’s resignation letter that was placed in front of the Council’s table for a February 1, 2021 retirement date. Chief Frank addressed the Council thanking them and the community for their year’s of support since he began in 2013.
Mayor Schaber thanked him likewise for his service to the community and department. A motion was made to approve the resignation effective February 1, 2021.

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

11. **Chief of Police Search Committee.** Admin. Koverman relayed that he and Chief Frank had been in conversation regarding the search for his replacement. They outlined the general requirements noting that through discussion they have allowed for the minimum qualification as a 2-year Associates degree with 10 years of law enforcement experience and 5 years of supervisory experience or a desired at a 4-year degree and 5 years experience with 3 years supervisory. They discussed a 7-member committee with the mayor and a councilman serving. Mayor Schaber agreed to serve and after inquiring, Clm. Hilmer volunteered to take part. Chief and Admin. Koverman will seek other members of the law enforcement community as well as other stakeholders to take part. He presented a tentative outline, but said that it could be subject to changed dependent on the candidate. Chief Frank has agreed to serve on the committee and help in any way he can. Council concurred with the discussion and a motion was made to begin advertising the position.

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

12. **Winter Parking Exemptions.** Mayor Schaber stated that there were four winter parking exemptions relaying the addresses along Wabasha Avenue and Sunset. A motion was made to approve the annual permits.

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

13. **Kramer-Resignation.** Mayor Schaber relayed that Mary Kramer’s resignation had been received who served at the library since 2006. Mayor Schaber thanked her for her service and a motion was made to accept the resignation.

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

14. **4H Little Valley Victor Request.** A request was received to use the community space on Sundays for the 4H Little Valley Victors. The Council agreed it was a good use of the space and time donated to the group. A motion was made to approve the request.

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 6:25 p.m.: **Wayne Getz**
Roll call was taken, and all voted in favor.
No further discussion.
Motion carried.

ATTEST

John Schaber, Mayor

Nick Koverman, City Administrator
Get Tested for COVID-19

- Open to everyone
- Symptoms or no symptoms
- Free, no insurance needed

WEEKLY HOURS:
Wednesday - Friday: 12pm to 7pm
Saturday - Sunday: 10am to 4pm

Winona Mall
1213 Gilmore Ave.
Winona, MN 55987

*External Entrance Only at Back of Mall*

Sign up for an appointment time for a saliva test now.
This helps us keep wait times short and give people plenty of space.

REGISTER ONLINE:
https://mncovidtestingappt.as.me/schedule.php

You must not eat, drink, chew or smoke anything for at least 30 minutes before taking a saliva test.

If you are not able to sign up online, or need a translator, call 1-800-800-5698 for assistance.
CARES Act Relief as of 11/06/20

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<th>Amount Received</th>
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<td><strong>PPE</strong></td>
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<td>Latex Gloves</td>
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<td>Masks</td>
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<td>Hand Sanitizer</td>
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<td>Cleaning Supplies</td>
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<td>Sanitizing wipes</td>
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<td>Glass for front desk</td>
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<td>Respirator Cartridges</td>
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<td>Face shields</td>
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<td>Thermometer</td>
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<td>Social distancing floor decals</td>
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<td><strong>Technology</strong></td>
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<td>Technical support to enable work from home</td>
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<td>Laptops</td>
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<td>Civic Systems software, support, training</td>
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<tr>
<td>New POS computer/cash drawer</td>
<td></td>
</tr>
<tr>
<td>Tablets</td>
<td></td>
</tr>
<tr>
<td>Webcams</td>
<td></td>
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<tr>
<td>projector</td>
<td></td>
</tr>
<tr>
<td>AV conferencing system, microphones</td>
<td></td>
</tr>
<tr>
<td>Tablet/Computer accessories-protective cases, tripods</td>
<td></td>
</tr>
<tr>
<td><strong>EDA</strong></td>
<td>$100,000.00</td>
</tr>
<tr>
<td>20 Small Business Grants</td>
<td></td>
</tr>
<tr>
<td><strong>Unemployment</strong></td>
<td>$ 2,728.36</td>
</tr>
<tr>
<td>Unemployment benefits paid through 2nd Quarter</td>
<td></td>
</tr>
<tr>
<td><strong>Improvements to Office/Buildings</strong></td>
<td>$ 19,382.65</td>
</tr>
<tr>
<td>Fridge/microwave</td>
<td></td>
</tr>
<tr>
<td>Office reconfiguration for proper social distancing</td>
<td></td>
</tr>
<tr>
<td>Bi-Polar Ionization systems for City Hall, Fire Hall, Library</td>
<td></td>
</tr>
<tr>
<td>Literature stands/office supplies to limit contact</td>
<td></td>
</tr>
<tr>
<td><strong>Balance remaining to expend by Nov 15</strong></td>
<td>$ 26,619.97</td>
</tr>
</tbody>
</table>
Contract for Professional Services

This contract is made and entered into by Community and Economic Development Associates, a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3), hereafter “CEDA”, and the Economic Development Authority of the City of St. Charles, an agency or affiliate of a political subdivision of the State of Minnesota, hereafter “the Authority”, to define the terms by which CEDA shall provide technical and management expertise services to the Authority.

I. Agreement scope and purpose. The Authority hereby retains CEDA to perform to its benefit the services described in paragraph II, to the end of the Authority more effectively accomplishing:

* Prevention and/or combat of community and neighborhood deterioration and revitalization of deteriorated neighborhoods;
* Attraction and/or retention of businesses that would not, but for the assistance provided, choose to locate/remain in the area;
* The securing of businesses who will be required to provide jobs for unemployed and underemployed residents of the community; and
* The expansion of business opportunities for minority entrepreneurs and other entrepreneurs that are viable business opportunities to enhance the well being of the community and/or for businesses who are unable to obtain financing from conventional sources

II. Services to be provided by CEDA. CEDA agrees to provide technical and management expertise in the form of staff and materials to the Authority. Staff’s services, and associated materials, will be provided in order to facilitate and support the accomplishment of the Authority’s undertakings to the ends described in the preceding paragraph. CEDA’s staff and materials shall be made available toward efforts in the following specific arenas of the Authority’s needs and operations:

* Accessing of grantor funding for the Authority’s economic development programming
* Providing loan packaging services for the Authority’s business assistance programs
* Administering local, regional and state revolving loan funds, if appropriate
* Drafting the Authority’s Economic Development Annual Work Plan(s)
* Planning, facilitating, and/or directly conducting the Authority’s community and business development projects, including as necessary, staffing those projects as directed by the Authority in consultation with CEDA. These efforts shall include (but are not limited to), the following:
  * seeking city and county involvement
  * developing relationships and partnerships to enhance the Authority’s goals
  * preparing economic development guidelines
  * promoting the use of local assets to support and promote value-added processes and unique based businesses
* Assisting with local surveys related to business and industry, community, and land and buildings
* Assisting with the Authority’s economic development marketing efforts and coordination through website development and maintenance
* Coordinating and hosting forums in which the Authority’s economic development programming are open for the public’s review

III. Obligations of the Authority.

A. The Authority shall reimburse CEDA for staff time provided at the rate of $38,196 not to exceed annually. This is based on an average of forty eight hours per month.

B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the Authority in writing prior to the provision of the materials.
C. The Authority shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

IV. Obligations of CEDA.
A. CEDA is performing services as an independent contractor. Accordingly, the provision of staff by CEDA to provide technical and management expertise to the Authority under this Agreement neither creates a release of CEDA staff to employment at the Authority nor makes such staff subject to supervision by the Authority.
B. CEDA has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the Authority or to bind the Authority in any manner. CEDA will not represent the contrary, either expressly or implicitly, to anyone.
C. CEDA is solely responsible for payroll tax responsibilities related to each of its staff persons whose time is provided under this Agreement and shall acquire and maintain necessary insurance related to their efforts under this Agreement, including carrying workers’ compensation insurance coverage at all times. CEDA shall supply the Authority with certification of such coverage.
D. CEDA shall be responsible to invoice the Authority for staff time and materials provided under this Agreement on a periodic basis, no less frequently than quarterly.

V. Period/Termination. The term of this Agreement is one year, commencing January 1, 2021. The Agreement may be terminated earlier in its term upon 30 days’ written notice by CEDA to the Authority or by the Authority to CEDA. Upon termination, the Authority shall be liable to pay CEDA for services performed at $38,196 per year and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

VI. Construction of Agreement. This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

CITY OF ST. CHARLES

By

Its

Date

COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES

By

Its CEO/President

Date October 28, 2020
November 2, 2020

City of St. Charles
Nick Koverman
830 Whitewater Ave.
St. Charles, MN 55972

Dear Mr. Koverman:

On January 1, 2021, the term of office which David Kramer is serving on the Board of Directors of the Dover Eyota St. Charles Area Sanitary District will expire.

The City of St. Charles will need to appoint a person for a two-year term.

Please sign, affix seal and return two copies of the Certification of Selection before our regular District meeting on January 19, 2021.

Sincerely,

Cathy Kennedy

Cathy Kennedy

enclosures