The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, November 12, 2019 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM ACTION REQUESTED

1. Call to Order
2. Pledge of Allegiance
3. March 12, 2019 Agenda
4. Meeting Minutes
   -October 8, 2019
   -October 22, 2019
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. Chief of Police Report, Ken Frank (TBD)
   7d. Library Board Report, David Kramer
   7e. EDA Report, Wayne Getz
   7f. Planning & Zoning, David Kramer
8. Proclamation-Purple Heart City
9. Public Hearing-Nuisance Abatement-978 Bluff Avenue
10. Order of Nuisance Abatement
11. 2020 Budgets
   -Water/Sewer Rate Adjustment
   -PEIP Health Insurance Plan
   -Proposed Adjustment
12. Small Town Grant “It Takes a Village”
13. SEMMCHA Board Vacancy
15. Resolution #37-2019 Approving Final Plat Chattanooga Innovation Second Addition
16. CEDA Professional Service Contract
17. Pay Request No. 1—2019 Watermain
18. Winter Parking Exemptions
19. Request For Council Action-EDA
20. Downtown Parking-2 hour Restriction

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DISCUSS

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
8. Proclamation-Purple Heart City. Please see the enclosed proclamation for consideration. The City was contacted by the Purple Heart organization and would like the City to be part of their network of support.

9. Public Hearing-Nuisance Abatement-978 Bluff. A public hearing will be held to consider the abatement of a nuisance at 978 Bluff Avenue. City staff and law enforcement have been diligently working with the owners to construct an adequate fence. If no action has been taken by the owners, the City Council will be asked to abate nuisance.

10. Order of Nuisance Abatement. Please see the Order of Abatement for consideration.

11. 2020 Budgets. Three items are included for consideration with respect to the 2020 budget.

12. Small Town Grant “It Takes a Village”. The St. Charles School District has received a grant through the Southern Minnesota Initiative Foundation and is seeking representation from the City as a new committee is formed to develop a green space. The grant application is included for consideration of the position.

13. SEMMCHRA Board Vacancy. Winona County Commissioner Marcia Ward has asked that information be shared with respect to the SEMMCHRA Board for consideration by Council and other members of our City Boards.

14. Resolution #36-2019 Polling Place Designation. The designation of the polling place for 2020 is an annual approval.

15. Resolution #37-2019 Approving Final Plat Chattanooga Innovation Park Second Addition. After P&Z review and recommendation of a few points, the final plat of the Chattanooga Innovation Park Second Addition is recommended for approval. Amendments to the proposed plat will be provided at the Council meeting Tuesday night.

16. CEDA Professional Service Contract. The proposed service contract for Community and Economic Developments Associations was reviewed and recommended for approval by the EDA. The 2020 contract reflects a 3 percent increase from $36,000 (2019) to $37,084 (2020).

17. Pay Request No. 1—2019 Watermain. The proposed pay request for the 2019 watermain has been reviewed by WHKS and is recommended for approval.

18. Winter Parking Exemptions. A list of winter parking exemptions will be presented Tuesday evening for consideration.

19. Request for Council Action—EDA. A request is included for consideration with respect to possible land sale.

20. Downtown Parking 2 hour Restriction. A letter is included in the packet for consideration of a 2-hour parking restriction. Staff have been fielding questions and calls regarding the possibility of a 2-hour parking restriction in the downtown area, Monday-Friday, 8-5 p.m. for continued commercial activity. Staff and law enforcement have discussed the option as a possible viable solution and will help answer any additional questions.
MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, October 8, 2019 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
Mayor John Schaber
Dave Braun
Craig Hilmer
Wayne Getz
David Kramer

STAFF PRESENT: Cassie Smith (Customer Service Specialist), and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Helen Bagshaw, Peter Bagshaw, Josephina Perez, Myrna Perez, Freddy Perez, Judd Whitcomb, Kelly Cornett, Dominic Billmer, Brittany Zieman, Zak Zieman, Maria Iglesias, Christina Perez, Jose Perez, and Jill Veerkamp (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:
Motion to approve the agenda.
Motion to approve: Dave Braun
No discussion.
Motion carried.

4. Meeting Minutes
September 10, 2019
Motion to approve: Craig Hilmer
No further discussion.
Motion declared carried.

September 24, 2019
Motion to approve: David Kramer
No further discussion.
Motion declared carried.

5. October Payables. No questions were asked.
Motion to approve: Wayne Getz
No further discussion.
Motion declared carried.

6. Notices and communications: Admin. Koverman briefly reviewed the solar meeting that was held in City Hall. Over forty participants were on hand for the discussion and the tour was well received.

7. Reports of Boards and Committee:
Various reports were given.

8. T21 Presentation and Request. Helen Bagshaw presented information related to smoking rates of youth in relation to Winona County statistics. She outlined the various healthcare risks and costs as well as stated that 46 Minnesota cities and counties had signed on to the T21 smoking ban. Winona County was currently
reviewing the ordinance. She outlined that because St. Charles is not regulated by Winona County that St. Charles would need to adopt their own ordinance. Councilman Kramer asked some clarifying questions of cost and stated that he would recommend to the City Council to wait and see what Winona County adopts, if anything, and then to follow suit if they do indeed adopt the T21 policy. All Councilman agreed with the process but approved with a motion a letter of support addressed to the County Board.

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

9. **Potentially Dangerous Dog Hearing.** Mayor Schaber read an opening statement thanking everyone for coming and outlined the process of the Potentially Dangerous Dog Hearing. He asked those speaking as part of the evidentiary hearing to please keep their comments to 5 minutes. He then read a brief process for all those in the audience. He then called for a motion to open the public hearing at 6:16 p.m.

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

Admin. Koverman opened the public hearing reading the below statement.

*On September 27, 2019 Police Chief Ken Frank served a notice on Judd Whitcomb and Brittany Zieman that declared their dog Max to be potentially dangerous under St. Charles City Code Section 92.081. Under that ordinance, Max's owners had 14 days to file an appeal of Chief Frank's declaration. A written appeal was filed by Ms. Zieman on September 30, 2019.*

*Because Ms. Zieman filed an appeal within 14 days, the City Council must now hear the appeal and issue a decision affirming, modifying or overturning the September 27, 2019 dangerous dog declaration made by Chief Frank. The City Council is acting in its quasi-judicial role in hearing this appeal. That means that the Council must review relevant facts and testimony presented at the appeal hearing and, after hearing such evidence, render a decision related to Chief Frank's declaration. The Council should not deliberate until after the evidentiary hearing is held. The Council may ask factual questions of the people offering testimony, but should not provide any opinions until all testimony and evidence has been presented.*

*The police investigative reports that recite the facts supporting Chief Frank's testimony have not been included in the packet, as they are nonpublic data at this time pursuant to Minn. Stat. 13.82, subd. 7. Chief Frank will present testimony related to the facts that formed the basis of his September 27, 2019 dangerous dog declaration.*

*It is proposed that the order of procedure for the City Council to hear this appeal should be as follows:*

1. Open evidentiary hearing – Mayor Schaber.
2. Opening comments on process of appeal by Mayor Schaber and City Administrator Koverman.
3. Introductory comments by City/Police Department staff – 5 minutes.
4. Appellant, Ms. Zieman, by herself, with Judd Dale Whitcomb (or through their legal counsel if present), shall have the opportunity to be heard by the City Council and to show why the Police Department's potentially dangerous dog declaration should be overruled or amended – 15 minutes.
5. City/Police Department staff presentation of evidence that Ms. Zieman's dog, Max, satisfies the statutory definition of potentially dangerous dog and opportunity to rebut evidence submitted by and/or respond to arguments made by Max's owners or their legal counsel – 15 minutes.
6. Opportunity for members of the public to be heard related to the appeal. – 3 minutes per person.
7. Questions from City Council members.
8. Close evidentiary hearing and record – Mayor Schaber.
9. City Council deliberations on the issue.
10. City Council make motion and to take one of the following actions:
    a. Affirm the September 27, 2019 declaration of Ken Frank by approving Resolution #36-2019, as written.
b. Affirm the September 27, 2019 declaration of Ken Frank by approving Resolution #36-2019, with modifications.

c. Overturn the September 27, 2019 declaration of Ken Frank by making a motion to, “overturn the decision of Ken Frank from September 27, 2019 and provide written notice of the council’s decision to the dog owners.”

Police Chief Ken Frank stated for the record that the notices been served on October 3, 2019 regarding the hearing, the dates including in the resolution of Findings of Fact were accurate and that a multiple pet permit had been received as well as a fence permit. Officers have been instructed to continue to investigate and patrol the area and that no other incidents had been reported since September 15th.

Judd Whitcomb—Testified that Max had never been off the leash contrary to the report of Sept. 15 which was Bentley. He admitted the dog Bentley had chased the individuals but did not attack. He stated that Chief Frank stated that the current Max is not the same Max of 2014 and doesn’t want that mistaken.

Brittany Zieman—Zieman testified that the Max of 2014 was taken to South Dakota where he is believed to be deceased. She stated that the current Max is her emotional support animal and that he would never harm anyone. She said she would not muzzle the dog but admitted he has broken the leash.

Ken Frank then provided his evidence for consideration and read the Findings of Fact as the following:

**FINDINGS**

1. Applicant resides at 1213 Whitewater Avenue #7 in the City and has an ownership interest in Max, a lab/pit bull mix.

2. Mr. Judd Dale Whitcomb resides at 978 Bluff Avenue in the City, and harbors and keeps Max at this location.

3. On September 13, 2019, St. Charles police officers received a call of a dog running at large and chasing children on or near the intersection of 11th Street and Bluff Street in the City of St. Charles. The location where the incident occurred is near the St. Charles Elementary School.

4. The police responded to the September 13 complaint and observed a white colored dog appearing to be a pit-bull tied up in the backyard of 978 Bluff Street and a second dog barking fortuitously from behind a screen door of the house. This dog in the house was identified as Max and was the dog individuals were referring to as having chased the children. Brittany Zieman said the dog was hers and it was housed at 978 Bluff Avenue, the residence owned and occupied by Judd Whitcomb.

5. The police interviewed the aunt of the child chased, Maria Iglesias, who stated that Max left Mr. Whitcomb’s property and aggressively chased her niece, and that the child came home crying because of the incident. The child’s grandmother lives across the street and diagonal from the Whitcomb house. While Officer Jones conducted the interview, an emergency call came in and he had to leave the scene and returned a short time later but was unable to determine whom the driver of the minivan was. The driver of the minivan was later identified as Kimberly Schultz.

6. On Monday Sept 30, 2019 St. Charles Police Chief Ken Frank interviewed a woman who had been picking up her daughter from school in this same block at the time this incident occurred. This lady stated she observed a dog run from the Whitcomb property, chase a group of children and was able to separate a young girl from the group. The girl was cornered by the dog across the street to the South of the Whitcomb property at 978 Bluff Avenue. The woman stated she was going to try and help the girl when another individual driving a silver minivan in between the dog and the child, placing the child in the vehicle to protect her from the dog. This lady was shown pictures of dogs being kept at the Whitcomb property and when she was shown a picture of “Max” she immediately recognized this as the dog that was off leash. She said she recognized the dog because of its color, long snout and red collar stating it had a broken cable attached to it at the time.

7. Officer Jones interviewed Judd Whitcomb who stated he arrived home to find Max running around, free of his restraint. This indicates that Max was left home alone without human supervision outside of the residence. Mr. Whitcomb also stated the following:
   a. “Yeah, the dog broke the cable again.”
b. "The dog was just playing."

c. "The dog would never hurt anyone."

8. Officer Jones interviewed Brittany Zieman, who stated the following:
   a. "Max would never hurt anyone."
   b. "Max probably thought it was just a game and was just playing."
   c. "I can leave my new born baby next to Max and he would never do a thing."
   d. "I understand, I'm sure Max did scare that kid be he didn't hurt anyone."

9. Police Chief Ken Frank became aware of a second incident involving Max in the City of Winona on April 3, 2016, in which the City of Winona Animal Control Officer determined that Max bit another dog (a 15-week-old yellow lab). The Winona Animal Control Officer received photos of the yellow lab that showed puncture wounds to the animal's lower stomach. The person controlling Max during this incident was the Applicant and Zackary Zieman.

10. On September 27, 2019, the City's Police Department issued a Notice to Mr. Whitcomb declaring Max to be a potentially dangerous dog and providing him with the opportunity to request a hearing before the City Council to challenge the City's declaration within 14 days from the date of the notices.

11. In response to Applicant Brittany Zieman's request for a hearing, the City Council conducted a hearing on October 8, 2019 and received public testimony regarding the potentially dangerous dog declaration from the representatives of Max's owners, the City, and witnesses and victims of Max's behavior specified in Findings 3-9 above.

12. All required notices regarding the October 8, 2019 City Council hearing to review the City's September 27, 2019 potentially dangerous dog declarations were properly made by the City.

Freddy Perez relayed he was the father of the girl who was bitten prior to 2014 and that they had to have shots and the process they had to go through. He then recounted for the Council the current September incident whereby Mr. Whitcomb stated that the current Max was the same dog identified in 2014. He stated that he believed it was the same dog.

Maria Iglesias relayed that in the information relayed it was not her son, but her niece from the Sept. incident and that the location stated were not quite clear. She also stated that she heard it stated that Max in question was the same dog as in 2014.

Josephina Perez testified that she has lived in the neighborhood a long time and that she is not against the dogs nor the neighbors, but that she witnesses that they get out a lot and stated that not one child is safe. She stated that she feels bad for Mr. Whitcomb, but that he needs to take care of the dogs elsewhere. Because of the animals, she cannot live in peace and doesn't want him (Mr. Whitcomb) to be stressed either.

Myrna Perez stated she was the mother of the youth bit in 2014. She stated she did not believe the dog was treated properly and said a fence would help but was still concerned with the proximity of the elementary school.

Kelly Cornett stated that this Max is a totally different dog and that she helped to pick up Max as a puppy over a year or two ago. She stated he has been trained to detect emotion as a therapy dog and did not feel that the statements were fair.

Jose Perez stated that he has his German Shepherds trained and that they have also raised their children not to provoke animals. He stated if something were to happen that he was not going to wait and would do something about it.

Maria Iglesias relayed that she had videos showing the dogs off the leash and stated that if the dog is a therapy dog, why wouldn't the City request the documentation to prove it.

Brittany Zieman stated the requirements cost a lot of money that she could not afford because of the fence and insurance.
Judd Whitcomb restated that Max had not been off the leash and that with the prior incident of the dog bite, he never received a bill for the shots even though he said he would pay for them.

Mayor Schaber called for any additional comments. Hearing none, he opened the hearing up for questions from the Council. Clm. Hilmer asked about the protocol of the bitten dog. Mike Flaherty relayed there would be a protocol for a dog bite. Clm. Kramer asked Chief Frank if the City of Winona took any action as a result of the dog attack. Chief Frank relayed that as a result of the incident, according to animal control officer, that protocols were changed but that it was stated they were moving the dog to Kansas as a result of that incident.

Mike Flaherty asked some clarifying questions of Ms. Iglesias with respect to the relationship of the person bit and the location of the house. Clm. Getz was confused with statements made that the 2014 Max supposedly had not been seen for a while, then it was a month or two. He commented it seemed awkward that both dogs named Max would be approximately the same age.

Hearing no further questions, a motion to close the public hearing at 7:05 p.m. was moved.
Motion to approve: Craig Hilmer
No further discussion.
Motion carried.

Discussion continued surrounding the coincidence of the age of the two dogs both named Max. It was asked why the step-son was not present.

Clm. Kramer expressed that he believes Ms. Zieman stating that the do would not hurt anyone, but he also believes that the dog chased a child and that based on the Statute, Max meets the definition of a potentially dangerous dog.

10. Resolution #36-2019 Findings, Conclusions, Order. Mayor Schaber asked if any additional questions or discussion was needed. Clm. Hilmer expressed that it brings him no joy to say that we have to declare him a potentially dangerous dog and motioned to approve the resolution with the Findings of a potentially dangerous dog.
Motion to approve: Craig Hilmer
No further discussion.
Motion carried.

11. 2020 Preliminary Enterprise Budget. Admin. Koverman highlighted the few changes and briefly reviewed the Capital Improvement Plan. Mike Bubany of David Drown & Associates would be present at the next meeting to review rates and the CIP plan. No questions were asked.

12. SmartHR Proposal. Cassie Smith presented information related to the proposed SmartHR timeclock system. She highlighted the time and effort required for payroll, outlining the process. She then identified the various pieces of information that the employees would be able to access through the system. She identified the costs of the program for the Council at approximately $5,681/year based on current number of payrolls with the 130 employees that are apart of the organization. It is staff’s goal to implement the program the beginning of 2020. It was asked if any other programs had been explored and Smith relayed that approximately 6 different programs were considered with information coming from current employees and their experiences. No further questions were asked a motion to approve the program was moved.
Motion to approve: David Kramer
No further discussion.
Motion carried.

13. Resolution #35-2019 One-Day Temporary Liquor License. Admin. Koverman relayed that the Borromeo Catholic Church was applying for the license which was approved last year as well.
Motion to approve: Dave Braun
No further discussion.
Motion carried.
14. Pay Request No. 4 2018 Street Improvement. Admin. Koverman briefly highlighted the request that had been reviewed by WHKS. A motion to approve the pay request was moved.
Motion to approve: David Kramer
No further discussion.
Motion carried.

15. 2020 Garbage/Recycling RFP Draft. Admin. Koverman relayed that the draft was receiving final approval from legal and highlighted some of the changes noted to the 2020 RFP. A final draft for approval will be presented at the next meeting.

UNSCHEDULED PUBLIC APPEARANCES
Judd Whitcomb-978 Bluff Avenue. He stated that the Sept. 15th event was not Max, but rather Bentley. Then asked about the process. Mike Flaherty outlined the processed and relayed that a letter would be provided outlining the process. He stated that if the dog was not chipped, the City would seek a warrant to remove the dog. The fence will be inspected and would need to meet approvals.

A motion to adjourn at 7:31 p.m.
Motion to approve: Wayne Getz
No further discussion.
Motion carried.

John P. Schaber, Mayor

ATTEST

Nick Koverman, City Administrator
MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, October 22, 2019 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:
Councilmen:
Mayor John Schaber
Dave Braun
Craig Hilmer
Wayne Getz
David Kramer

STAFF PRESENT: Rick Schaber (Park & Recreation Director), Shawn Elsbury (City Accountant), and
Nick Koverman (City Administrator)

OTHERS IN ATTENDANCE: Dan Andring, Reeve Andring, Matthew Storm, Jeff Reiman, Daniel
Reiman, Karen DuCharme (SEMMCHRA), Buffy Beranek (SEMMCHRA), Lindsay Gust (WOW), and
Jill Veerkamp (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:
Motion to approve: Dave Braun
No discussion.
Motion carried.

4. Notices and communications: Koverman relayed that he had been invited to speak to an energy group
organized by Senator Dave Senjem in Chatfield on Tuesday, October 29. Mayor Schaber relayed a thank
you from Project Fine for the City’s support of Welcoming Week events.

5. Review of Financials. No questions or comments. A motion was made to approve the financials as
presented.
Motion to approve: Wayne Getz
No further discussion.
Motion carried.

6. WOW Request. Winter Events. Lindsay Gust presented several informational pieces regarding the
proposed WOW winter events. She discussed how it will resemble the summer WOW events with food
trucks, vendors, but with a holiday theme. She is working on lights with the rink and church, a Christmas
tree, and much more. She requested the use of City Hall for the restrooms, garbage cans and the use of the
church. She inquired about cable as well. Admin. Koverman said he would contact HBC to see about
internet and it was discussed that perhaps through the internet service, shows could be streamed. Cmn.
Hilmer inquired as to whether or not she has contacted the downtown businesses. Gust relayed that it could
be a possibility to see if they wanted to extend business hours. Her idea is run the event 4-8 p.m. and the
group was looking at Saturday dates that could then work to lead up to Winterfest. She will be working
with the Legion to offer alcoholic beverages. Council agreed her group had done an amazing job with the
summer WOW events and were in favor of the requested support. A motion to approve the requested items
was moved.
Motion to approve: David Kramer
No further discussion.
Motion carried.
7. SEMMCHRA-Small Cities Application Review. Executive Director Buffy Beranek of the Southeast Minnesota Multi-County Housing and Redevelopment Authority was recapped the decision to move forward with a survey for the potential demand for rehabilitation assistance for residential, commercial, and rental properties in St. Charles. Karen DuCharme, the program coordinator, highlighted the results of the survey that showed they received 436 surveys back of the 1,057 owner-occupied sent, or a 41 percent response rate. The average age of units listed was 85.2 years old. Unfortunately, commercial response did not support a program, but 24-units of rental rehab was identified. She outlined an average residential rehab project of about $23,000 per house that included things like siding, windows, electrical, plumbing, roof, etc. She outlined the program could see 14 applicants on a first-come, first-serve basis being awarded, but a sliding scale of participation is based on household size and income, but averages about $3,000 by the homeowner. DuCharme summarized that the project would leverage a total of $1,150,000 with the City and SEMMCHRA each contributing $10,000. A motion was made to approve the execution of an agreement with SEMMCHRA to apply for the Small Cities application.

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

8. Trail Extension-Southfork Addition. Admin. Koverman relayed that staff had been in discussion with SEMMCHRA staff throughout the summer to inquire about the possibility of a trail extension from Spring Avenue east along Highway 14 to the Catholic Church. SEMMCHRA staff agreed with the idea, but wanted to seek Council approval as well as an indicator of interest. An existing utility easement would serve as the area for the path, but a new description that referenced the easement as a pedestrian easement would be drafted by the city if approved. All Councilmembers agreed that it would be a good extension. Park and Recreation Director Rick Schaber was present and agreed with the assessment. It was discussed that given limited funds that perhaps a rock trail with culverts may be installed as part of the phased project. Discussion would also need to be held with representatives of the Catholic Church to determine interest of a facility adjoining their property. Hearing no further questions, a motion was made to continue moving forward with the trail extension on the Southfork property.

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

9. 2020 Preliminary Budget Review—Mike Bubany. Mike Bubany of David Drown & Associates was present to review the Capital Improvement Plan with respect to potential adjustments to rates as well as the cash and bonding position with the various funds. Bubany reviewed the 15-year project listings and discussed various projects proposed and how the City’s position of both tax rate, cash and potentially bonding capacity would be affected. Overall, Bubany relayed that the City is in a very healthy position, but that given future projects that if the goal was to pay up front and not bond for larger projects that incremental increases would be advised in the areas of water and sewer. As he explained it has always been the interest of Councils to have the tax rate remain relatively consistent and in the mid to upper 40s as a rule, which as he relayed was only matched by Rochester who of course has a much larger tax base. Because of the various projects, Bubany recommended a minimum incremental increase in water and sewer of 2 percent. The recommended 2 percent in sewer accounted for the Sanitary District’s 2 percent increase that the City passes through to the District, but Bubany is believes that the 2 percent would cover both the City’s and Sanitary District’s needs. Through discussion, it was agreed that an average user was much less than 5,000 gallons and more around that 2,500-3,000 mark. Council asked Bubany if it would make sense to increase 2.5 percent? Bubany relayed that it would be a minor different in what the end user would see and stated that comparatively to other cities, the water and sewer bill was only slightly higher than others, but that any difference was more than made up in the tax rates. Staff suggested that perhaps looking at the two rates and their impact may help to make a clearer determination. Mr. Bubany would provide staff with the necessary data and Council could move forward. Council thanked Mr. Bubany for his time.

10. 2020 Refuse and Recycling RFP. Admin. Koverman relayed that all changes had been adopted as previously discussed and that if approved, the RFP would be advertised in the paper and sent to interested vendors. Hearing no further discussion, a motion was made to approve the RFP.

Motion to approve: Craig Hilmer
No further discussion. 
Motion carried.

11. Safe Routes To School Pay Request No. 5. Admin. Koverman relayed that the attached pay request was a semi-final request in the amount of $13,253.27. The request would reduce the retainage the City owes from 5 percent to 1 percent of the project. Hearing no further questions, a motion to approve the pay request was so moved. 
Motion to approve: David Kramer 
No further discussion. 
Motion carried.

UN SCHEDULED PUBLIC APPEARANCES
None.

A motion to adjourn at 6:58 p.m. 
Motion to approve: Wayne Getz
No further discussion. 
Motion carried.

John Schaber, Mayor

ATTEST:

Nick Koverman, City Administrator
Oct. 7—Attended and participated in solar panel discussion hosted by the CERTS team and then participated in ribbon cutting at the solar field.

Oct. 9—Met with Winona County staff to discuss potential partnerships and network.

Oct. 10—Attended the annual planning meeting for the Southeast Minnesota League of Municipalities to review our policy agenda for 2020.

Oct. 11—Met with residents along with law enforcement to discuss various current issues.

Oct. 14—Jay from CMS visited 978 Bluff for inspection of a fence along with Director Karger and Chief Frank.

Met with Kay Quali of Winona County Planning and EDA along with Cris Gastner to discuss potential projects and provide updates on local projects.

Oct. 23—Met with Steve Downer of MMUA to discuss St. Charles and various projects for upcoming articles.

Oct. 24—Met with Bill Singer and walked through staff meeting on health insurance renewal.

Oct. 25—Attended MCFOA training along with Janell Dahl to learn about drones and nuisances.

Oct. 26—Met with Joe Plummer of Franklin Energy to review 2020 CIP plan and extending the Franklin Energy contract.

Oct. 29—Attended the Chatfield alternative energy panel discussion as requested by Sen. Dave Senjem.

Oct. 30—Attended annual UMMEG meeting in Wisconsin to review projects and upcoming year.
Public Works Report – October 2019

- Electrical safety meeting; monthly rubber goods testing; trim trees on Wabasha Ave; added new three phase junction to Hillcrest drive; added rock at substation; repaired temporary fence on Braun’s property for water main loop; locates; pulled wire on south Wabasha for two new services; cleaned up shop pole yard; street light repairs; cleaned ship; and pot hole services on Morse Ave.
- Added new primary & secondary wires on Morse Ave; removed old riser pole; made up elbows & installed new transformer on Whispering Hills drive; Substation report; Changed oil & ran small Gen/sets; Power plan report; sent locator in for repairs; built new riser pole north of Christies new subdivision; monthly run at Power Plant; service disconnect at 507 E 13th; replaced bad cutout and arrester at 507 E 12th; dug in secondary pedestal on Don Dr. and dug up service at 2000 Hillcrest.
- Power outage at well 4 and Sherwood dr. bad primary underground; Installed new street light pole and new meter socket at 2000 hillcrest dr.; disconnect and reconnect at 624 St. Charles Avenue ; clean and stock truck; reconnect electric service at 401 E 13th St. dirt; work & seed I-90 water main loop; moving power poles onto new rack; electrical outage Richland Ave east 13th St and hillcrest drive crew found two bad fuse cutouts, 1326 Whispering hills dr. new electric service hookup planted 32 trees on east side of solar farm gravel alleys and level grander on outskirt rock roads and electrical hookups on Sweetwater court.
- Dirt and seed electrical projects; sanders and plow equipment prepped for now; log in to enter locates; record and file locates; order electrical material; electrical phasing and mapping, removed temporary service from Dodge dealership; check material received and put into inventory; push incorporated substation work with inspections / discussions; 9:30 am utility meetings; pick up fence for I-90 water main loop; sweeper maintenance; change oil in ranger; worked on paint sprayer for vendor redoing handicap parking; sweeping leaves; cleaned catch basins organized shop storage area and emptied concrete trailer for winter storage.
- Swept shop garage; fall citywide hydrant flushing; haul city metal pile to Tim’s Salvage; hauled tv’s to Rochester; hauled summer 5 gal pails to Braun’s Pit; pushed up brush dump and compost pile; booster station clean up; yard repairs E 12th St and bluff; level fill at Braun’s pit; removed fountain from Whispering hills pond; cut down tree in power line on south Wabasha; installed park bench on walking trail; mowing parks; safety committee meeting; and new insurance meeting.
• Get John Deer sweeper ready for winter; worked on well 4 communication failure; took Mack truck to Rochester; pumped 16" main valve pit on hwy 74 south; well water samples; cut trees by I-90 booster station; put three pressure relief valves on water systems; repaired curb stop; helped Heartland excavating with bad curb stop; finals for City Hall; turned off water for High School football field; McCarthy well motor inspections; Picked up three bags for watering; repaired toilet seat at City Hall; two water towers winterized; watered new pines at solar site; installed more hydrant markers; put copper horns together; raised pressure at I-90 booster for Dodges sprinkler system; pressure test on new water main; burned brush dump; handed out disconnects; put new main to west 20th online, and water inventory.

Sincerely Kyle Karger
St. Charles Director of Public Works
Library Board Meeting Minutes
November 4, 2019

MEMBERS PRESENT
Mitzi Storm, David Kramer, David Martin, Sue Vermilya, Holly Muller, Lori Hilmer, and Pam Tesch. Also present: Librarian Sharon Grossardt and City Administrator Nick Koverman.

Members absent: Brianna Skalicky and Susan Keith. Also absent: City Administrator Nick Koverman. The meeting was called to order at 6:33 pm.

BOARD MINUTES
The minutes from the September meeting were approved on a motion by David Kramer and seconded by Susan Vermilya.

REPORTS FROM SELCO / SELCO LIBRARY FOUNDATION / FRIENDS OF THE LIBRARY.
Librarian Grossardt attended the October 22nd SELCO meeting. Board meeting dates were set for the next three quarters. The Finance Committee a few budget issues and the 2020 budget was approved. The Regional Library Telecommunications Aid application was approved for submission. The 2019 SELCO audit was approved, as was the Integrated Library System with revisions and additions.

Jo-Ann Wegman is our representative for the SELCO Board. Susan Vermilya spoke with Jo-Ann and she is not interested in continuing as the representative. Lori Hilmer will consider being the new representative. The next meetings are Tuesdays January 28th, April 28th and July 28th.

FRIENDS OF THE LIBRARY held their annual book and bake sale October 24 - 26. A lot of books have been sold so far and tables are still up with a good selection for sale.

FINANCIAL & CIRCULATION REPORTS
There were no financial reports this month. Circulation reports were approved on a motion from Holly Muller and seconded by Pam Tesch. Lori Hilmer asked about the process for withdrawing a book from circulation. Librarian Grossardt reported that many factors affect this decision, such as the condition of the book, as well as when it was last out in circulation. If it's been over five years, it may be time to remove it from the shelves.

BUSINESS ITEMS

Programming Update
Julie Schlink-Ludwig was recently at the Elementary school reading "__________" (Sharon, can you fill in the blank here for me?). Julie is also planning on teaching another round of lessons on learning to crochet in November and December.

2020 Fundraiser
Nick Koverman checked with Scott Morcomb, an Air Force Lieutenant Colonel, and he is willing to speak for our fundraiser event in April. Susan Vermilya moved to approve Scott Morcomb’s availability for the 2020 fundraiser, and Mitzi seconded. Scott is an alumni of Saint Charles High School. We have not heard back from Susan Keith, who was checking in with Mrs. Jessica Michna, who does American historical character impressions of notable female historical figures. We will keep Jessica in mind for another event, or for next years' fundraiser. Susan Keith did let Librarian Grossardt know that the board could apply for a Mi-Energy grant to
attain a speaker.

SELCO Integrated Library System (ILS) Approval
David Kramer brought to our attention that new language in the ILS states “The participating Library agrees to indemnify and hold SELCO and its officers, board members, agents and employees harmless from any liability, loss or damage it may suffer as a result of claims, demands, costs or judgements against it arising out of the activities to be carried out pursuant to the obligations of this Agreement, including, but not limited to, the Participating Library’s use of the ILS and liability, loss or damage caused by SELCO’s negligence.” This language is not good and should be removed from the ILS before our Board considers approving it. SELCO has already approved it, but the Executive Board meets monthly and could discuss it before we move forward. The deadline is Friday, December 27th. Librarian Grossardt will email Krista Ross regarding our concern with the current language regarding indemnification.

Expiring Board Terms
Previously discussed was Jo-Ann Wegman’s wish to no longer represent us on the SELCO Board. Lori Hilmer will consider serving as our rep. Holly Muller and Susan Vermilya’s terms on the Library Board are up on December 31st. Board members should be thinking of who we can invite to serve on the vacancies. City Administrator Nick Koverman will also advertise open board vacancies in the newspaper, and Holly Muller will put in a plug in her Library Lines piece in the newspaper.

Other
City Administrator Nick Koverman received some prices for publicity refrigerator magnets listing the new library hours, our website and the phone number. Prices for 500 magnets would be 1) 3" round magnets, $135; 2) 3" X 3" square magnets, $135; and 3) 2" X 3" rectangle magnets, $85. He will bring us some photos of design options at the next meeting.

ADJOURNMENT
Meeting adjourned at 7:26 pm on a motion by Pam Tesch and seconded by David Martin.
City of St. Charles  
Economic Development Authority  
Regular Meeting  
Minutes  
November 8, 2019

1. Meeting was called to order at 7:06am at City Hall. Present were: Greg Gall, Mayor John Schaber, Wayne Getz, Mark Linderbaum, Jim Allen, Dan Pearson, Bill Spitzer, EDA Coordinator Cris Gastner, and City Administrator Nick Koverman

2. Minutes  
a. Minutes from August 8th were reviewed and approved

3. Financials  
a. Financial report was reviewed and approved

4. Business Items:  
   a. CEDA Contract Renewal  
      Koverman presented the draft 2020 CEDA contract for economic and community development services. The rate for 2020 is $37,084 which represents a 3% increase. A motion was made by Getz and seconded by Pearson to recommend renewal of the contract to City Council. All Ayes. Motion Carried
   
   b. Land Sale  
      Koverman received an offer to purchase a .51 acre portion of a lot in the I-90 business park for the asking price of $1.50/sqft to construct a 5,000sqft building. There are considerations for a water tower and storm water retention ponding on other portions of the original 2 acre lot. A motion was made by Allen and seconded by Schaber to recommend sale of the land to City Council. All Ayes, motion passed with one abstain.
   
   c. Updates  
      Gastner and Koverman updated the board on other ongoing projects and happenings

   Meeting was adjourned.
MEMBERS PRESENT:  
David Kramer  
J.D. Purl  
Wayne Getz  
Freddy Perez  
Tim Jones  
Jerel Mockenhaupt  

MEMBERS ABSENT:  
Terry Jones  

STAFF PRESENT:  
City Administrator Nick Koverman.  

OTHERS IN ATTENDANCE: Red Soppa and Daren Sikkink (WHKS)  

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 to approve: JD Purl  
Seconded by: Wayne Getz  
No further discussion.  
Motion declared carried  

APPROVAL of MINUTES-August 8, 2019  
Motion to approve: David Kramer  
Seconded by: JD Purl  
No further discussion.  
Motion declared carried  

BUSINESS ITEMS:  

4a. Public Hearing—Preliminary and Final Plat-Chattanooga Innovation Park Second Addition. A motion to open the public hearing at 7:03 p.m. was moved.  

Motion to approve: David Kramer  
Seconded by: Jerel Mockenhaupt  
No further discussion.  
Motion carried.  

Admin. Koverman opened by discussing the process of the initial phase of the Chattanooga Innovation Park. The reasoning for adopting the plat at this time was that the City has been approached to sell additional acreage of the 16.3-acre lot that was acquired from Jack Thoreson. The City will need to sell two 2-acre lots to Dodge as replacement land as Love’s has acquired land from Dodge for their future project. Koverman helped to outline the various locations of the roads and stormwater ponds that would be part of the plat. As part of the discussion, he added that he had met with Red and Terry Soppa to discuss the proposal. As part of that discussion, Mr. Soppa (Red) had offered that perhaps the City and Soppas could partner on a collective pond on the land they owned to allow for better use of the commercial space. It was discussed that the platting would be the first step in the process and at the time of construction, the discussion could be further explored. It was also identified that it was difficult to speculate the size of the pond given the unknown of what the business would be. Soppa relayed that more than likely a tenant in the park would need a larger space and thus would have more impermeable surface area. All agreed that
constructing one pond versus two, as more than likely they would need to construct a pond on their property as well for their development, would make the most sense for everyone involved. A previous general development plan that showed residential on the land owned by the Soppas was used by WHKS staff to determine the approximate location of a future road heading to the north. Mr. Soppa relayed that the general location of the road did not matter one way or the other to him. WHKS tried to also locate the road to maximize the elevation for future water services. A discussion was also held with respect to the utility easements that divided the two lots being sold to the Dodge dealership. Kramer questioned the need for them and asked if they could be removed or what process would need to be taken. Sikkink of WHKS stated that he believed because it was in the preliminary and final plat, that the recommendation for the change could be made and approved at the Council on Tuesday. No other discussion was held. Jones called for additional comment once, twice, three times. Hearing none, he called for a motion to close the public hearing at 7:28 p.m.
Motion to approve: Wayne Getz
Second: David Kramer
No further discussion.
Motion carried.

4b. Resolution #37-2019 Approving Chattanooga Innovation Park Second Addition. Hearing no further discussion a motion was made to approve the resolution with the recommended changes to the utility easements.
Motion to approve: David Kramer
Second: Jerel Mockenhaupt
No further discussion.
Motion carried.

4c. Chicken Ordinance Revision Discussion. Admin. Koverman briefly reviewed the C-2 Service Commercial District location and highlighted how several residential homes were located in the district and used for that purpose. Within the code however, it was discovered that chickens would not in fact be permitted in that district and was more than likely an oversight. It was questioned whether or not the use would be compatible within the C-2 district and a home located near an adjacent business. It was relayed the code would restrict a pen from being placed closer to a neighbor than the owner. Koverman relayed that if the P&Z agreed with the change that he would move forward with a public hearing process, which may not be held at the P&Z level. A motion was made to state that the P&Z Commission agreed with the change to the ordinance by including the C-2 District within the permitted areas for chickens.
Motion to approve: David Kramer
Seconded by: JD Purl
No further discussion.
Motion carried.
CITY OF ST. CHARLES

PROCLAMATION

A PURPLE HEART CITY

WHEREAS, the City of St. Charles in the state of Minnesota has always supported its military veteran populations; and

WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and

WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly—make sure we never forget; and

WHEREAS, the City of St. Charles appreciates the sacrifices our Purple Heart recipients made in defending our freedoms and believe it is important that we acknowledge them for their courage and show them the honor and support they have earned.

NOW THEREFORE I, Mayor John Schaber of the City of St. Charles, County of Winona, State of Minnesota, do hereby proclaim that City of St. Charles as

A PURPLE HEART CITY

and encourage the citizens of the City of St. Charles to show their appreciation for the sacrifices of the Purple Heart recipients have made in defending our freedoms to acknowledge their courage, and to show them the honor and support they have earned.

Mayor John Schaber

(Seal)
FINDINGS, CONCLUSIONS AND ORDER  
OF ST. CHARLES CITY COUNCIL  
REGARDING ALLEGED  
NUISANCE CONDITIONS AT 978 BLUFF AVENUE

WHEREAS, notice pursuant to St. Charles City Code Section 90.23,  
of the hearing before the City Council of the City of St. Charles, Minnesota,  
was duly given to Judd Whitcomb, property owner of record of 978 Bluff  
Avenue, by personal service on November 7, 2019; and

WHEREAS, pursuant to St. Charles City Code Section 90.23(C)(3), a  
hearing was held on November 12, 2019, before the St. Charles City Council  
to consider the alleged nuisance conditions present on the property of 978  
Bluff Avenue, St. Charles, MN 55972.

NOW, THEREFORE, the St. Charles City Council, based upon the  
record and evidence presented at said hearing, makes the following:

FINDINGS

1. That subsequent to the City of St. Charles declaring the dog known  
as Max to be potentially dangerous under St. Charles City Code  
Section 92.081, a fence was erected at 978 Bluff Avenue. The  
fence was erected presumably to comply with ownership  
requirements related to potentially dangerous dogs.

2. On October 14, 2019 City staff and the City’s licensed building  
inspector inspected the fence located at 978 Bluff Avenue and  
found the fence to be deficient and not secure based on the  
following:

   a. The fence is not properly staked where the fence meets the  
grass and is not sufficiently secure to prevent dogs from  
   escaping under the fence.

   b. The chain links at the top of the fence are not properly secured  
to the cross beams to prevent dogs from pushing through the  
chain links and escaping from the fence enclosure.
c. The gate attached to the fence does not have an adequately secure lock to prevent dogs from escaping from the fenced enclosure.

3. That photographs documenting the condition of the fence located at 978 Bluff Avenue are attached hereto as Exhibit A.

4. That on October 29, 2019 at approximately 5:14 p.m. St. Charles Police Officer Robbie Floerke received a complaint of dogs running at large near the area of 978 Bluff Avenue and Officer Floerke observed the following:

   a. Officer Floerke observed two dogs in the alleyway behind between Bluff Avenue and Richland Avenue in the City of St. Charles.

   b. Officer Floerke recognized the dogs from past professional contacts as Max and Bentley, who reside at 978 Bluff Avenue.

   c. Officer Floerke coaxed Bentley into the back of his squad car.

   d. Officer Floerke made contact with Judd Whitcomb, who subsequently helped Officer Floerke seize Max, who was located several blocks from the Property. During this incident Officer Floerke noted a third dog, a grey pit bull named Princess that was adjacent to the house but outside of the fenced in area.

   e. Judd Whitcomb made a statement to Officer Floerke that the dogs must have nudged the gate open with their noses.

5. On November 1, 2019, Police Chief Ken Frank spoke with Judd Whitcomb and informed Mr. Whitcomb a subsequent inspection would take place with the City’s building official on November 6, 2019 and that if the fence issues referenced herein were not addressed a warrant would be issued for the seizure of Max.
6. On November 6, 2019 the City’s building official inspected the fence at 978 Bluff Avenue and observed that the deficiencies noted during the October 14, 2019 inspection had not been corrected.

CONCLUSIONS AND ORDER

A. That the state of the chain link fence located at 978 Bluff Avenue, which is depicted in the photos contained in Exhibit A, is structurally deficient and cannot adequately prevent dogs from escaping the fenced enclosure.

And

B. That the condition of the fence located at 978 Bluff Avenue is a nuisance under the following St. Charles City Code provisions:

1. § 90.15 PUBLIC NUISANCE. Whoever by his or her act or failure to perform a legal duty, intentionally does any of the following, is guilty of maintaining a public nuisance, which is a misdemeanor:

   (A) Maintains or permits a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public;

2. § 90.18 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY. The following are declared to be nuisances affecting public peace and safety:

   ... (V) All other conditions or things which are likely to cause injury to the person or property of anyone;

3. § 90.21 BUILDING MAINTENANCE AND APPEARANCE. (A) Declaration of nuisance. Buildings, fences and other structures that have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood are declared to be public nuisances because they:

   ... (2) Decrease adjoining landowners and occupants' enjoyment of their property and neighborhood; and/or

And

C. Following the notice and procedural requirements in St. Charles City Code Section 90.23 (A) and (B) will cause a delay in abatement of the
nuisance conditions described herein that will unreasonably endanger the health, safety, or welfare of the citizens of St. Charles, Minnesota.

And

D. The City Administrator, City Police Chief, City Building Inspector, or other City employee or their designee may enter onto the property at 978 Bluff Avenue and immediately terminate and abate the nuisance conditions described herein by (1) securing the top and bottom of the chain link fence, and (2) installing a secure gate and gate lock, and (3) taking any other steps necessary to secure the fence to prevent the dogs housed at 978 Bluff Avenue from escaping the fenced area.

And

E. The owner of 978 Bluff Avenue shall be served with this order and shall be liable for any costs associated with the abatement actions described herein, including administrative costs, and any such charges going unpaid by the property owner shall be charged as a special assessment against the property.

Dated this 12th day of November 2019

__________________________
Mayor

Attested By:

__________________________
City Clerk
Request for City Council Action

Date: October 31, 2019  Requested Council Date: November 12, 2019

Originating Department: Administration

Council Action Requested: water/sewer rate adjustments

As part of the 2020 Enterprise Budget, Mike Bubany of David Drown & Associates recommended an annual increase to the water and sewer fund for the purpose of future cash expenditures. Below is information provided by Mr. Bubany and the comparison for a 3000 gallon user.

From Mike Bubany: Background Information:

1. The City should plan on increasing its levy to Fund 25 on a one-time basis for taxes payable year 2021 by approximately $125,000 (this is in addition to the current contribution of $240,000). This is to smooth the tax rate from Pay 2020 to Pay 2022.

2. In order to fund large upcoming Water System projects with cash and provide Sewer Fund support for a future bond issue in 2021, the City should institute an annual rate increase. Council agreed that an incremental, on-going increase in rates is preferable to large bumps later on. A minimum of 2% per year was discussed for both Water and Sewer rates (commencing with 2020), but Council also entertained the idea of 2.5% per year. As requested, I’ve summarized the impact on a 3,000 gallon monthly residential user below:

<table>
<thead>
<tr>
<th>Base Volume</th>
<th>Current</th>
<th>2%</th>
<th>2.50%</th>
<th>2.50%</th>
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</thead>
<tbody>
<tr>
<td>WATER</td>
<td>$ 16.38</td>
<td>$ 16.71</td>
<td>$ 16.79</td>
<td>$ 16.79</td>
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<tr>
<td>Volume</td>
<td>$ 3.35</td>
<td>$ 3.42</td>
<td>$ 3.43</td>
<td>$ 3.43</td>
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<tr>
<td>TOTAL BILL</td>
<td>$ 26.43</td>
<td>$ 26.96</td>
<td>$ 27.09</td>
<td>$ 27.09</td>
</tr>
</tbody>
</table>

3,000 Gallons per Month User

<table>
<thead>
<tr>
<th>Base Volume</th>
<th>Current</th>
<th>2%</th>
<th>2.50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEWER</td>
<td>$ 15.38</td>
<td>$ 15.69</td>
<td>$ 15.76</td>
</tr>
<tr>
<td>Volume</td>
<td>$ 6.84</td>
<td>$ 6.77</td>
<td>$ 6.70</td>
</tr>
<tr>
<td>TOTAL BILL</td>
<td>$ 35.00</td>
<td>$ 35.70</td>
<td>$ 35.88</td>
</tr>
</tbody>
</table>

COMBINED IMPACT $ 1.23  $ 1.54
Background Information: At the beginning of September Bill Singer, the City's insurance agent, presented the proposed Medica rate increase for 2020. After reviewing the rate increase of nearly 16 percent, Mr. Singer was instructed to begin reviewing various options through other carriers. After receiving those proposals that were not satisfactory to staff, Mr. Singer relayed that an additional potential option would be through the Public Employee Insurance Plan (PEIP). In years past, the City had requested to receive proposals from PEIP, with no success as either our timing was not in line or they were not accepting new members.

After reviewing the various plans from PEIP, the Health Savings Account plan with a high deductible was the most advantageous for the City and employees. However, the major plan difference was that users would be required to choose a primary care clinic which then corresponded to a related cost factor or Tier. While the rates were lower, the out-of-pocket maximum of high deductible plan were considerably higher than the Medica plan. The City currently contributes 84 percent of the high deductible plan. In taking into account all of the factors with PEIP, it was determined to move HSA contributions to the maximum level of $3,550 (single) and $7,100 (family), while coverage for Tier 4 users (Mayo, Gunderson, and many Olmsted Clinics) diminished to 59 percent and 71 percent.

With all of the cost factors reviewed, the City will save approximately $59,700 in health savings costs. The historical average increase through PEIP over a 10-year cycle has held closely to 2.5 percent annually.
INTEROFFICE MEMORANDUM

TO: MAYOR AND COUNCIL MEMBERS
FROM: SHAWN
SUBJECT: 2020 GOVERNMENTAL BUDGET UPDATE
DATE: 11/8/2019
CC: NICK KOVERMAN

Background

As the City's insurance contract with Medica was expiring and rates were projected to increase, other options were explored and the decision to partner with Public Employees Insurance Program (PEIP) was made. The savings to the City were significant. As it currently stands, there is a savings in the General Fund and Library of approximately $59,700 ($22,700 to the Library alone) as it relates to the amounts budgeted for 2020. Further, Council will recall as part of the 2018 Audit, Smith Schaefer indicated that the Library had a deficit fund balance of $9,210, which was due to repair and maintenance costs, insurance adjustment, and additional staff hours. In forecasting the health of the Library fund at the end of 2019, there is a projected shortage of approximately $10,400. Staff will be working to provide an amended budget for the end of the year.

During Mike Bubany’s presentation of the Enterprise budget and future health of the CIP fund, recall he suggested keeping the tax rate flat in future years so as to avoid an up and down fluctuation. His recommendation was to levy $125,000 in 2021 for CIP to keep things consistent.

Recommendation

In discussing this with Mr. Koverman, it is our recommendation that the levy for 2020 remain the same as the preliminary levy. We recommend adjusting the health insurance portion of the library to the new amount and increasing the annual transfer of $15,200 (gas franchise fees) to $25,200 with an additional $10,000 from the General Fund to help rectify the shortfall.

Further, we would recommend shifting the remaining approximately $49,700 in insurance savings from the General Fund levy into the CIP fund, thus building the health of that fund more than and lessening the future levy need to keep tax rates consistent.

Please let me know if you have any questions regarding this update to the 2020 budget.

Shawn
II. Fiscal Agent (if applicable)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Federal Tax ID # (FEIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact Person</td>
<td>Title</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>County</td>
<td>Telephone</td>
</tr>
<tr>
<td>Email Address</td>
<td>Facsimile</td>
</tr>
</tbody>
</table>

Tax Status (Eligible organizations are tax exempt 501(c)(3) organizations, units/agencies of local, state or federal government and public schools):

☐ 501(c)(3)  ☐ Unit of Government  ☐ Public Agency (Government Created)

☐ Public School/Higher Education Institution

III. Project Description

<table>
<thead>
<tr>
<th>Project Beginning Date</th>
<th>Project End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2020</td>
<td>12/31/2020</td>
</tr>
</tbody>
</table>

Project Title
It Takes a Village: St Charles Vision 20/20

Provide a 1-2 sentence summary of your project including overall project description:
This collaborative initiative will serve to bring numerous community entities together for a common goal. When schools, community groups, and businesses come together to support each other we can achieve a better experience for everyone.

IV. Narrative (Please limit to 6 pages)

I. ORGANIZATION INFORMATION

A. Brief summary of organization history and why you are leading this community effort.
St. Charles has had a busy few years striving to reach numerous goals set by many individuals and groups. The school has recently revised their long term and short term goals, have begun enhancements not only to their buildings but in educational offerings and experiences for students and has a mission to reach out each day to involve and challenge students to achieve at their highest levels in the academics, arts, and activities. The community foundation continues to fund numerous projects and events that serve their mission of supporting programs and projects that improve the quality of life and build a stronger community. In addition, there are several grass roots groups and long time community groups that work to better the community in numerous ways by enhancing green space areas, hosting various community events and working on downtown revitalization and beautification. While there are some community collaboration efforts happening, such as a senior lunch at the high school each year and school spirit night at the communities WOW event, this grant would allow us to bring many of these groups together to focus more succinctly on our missions and plans for the spaces in our community that benefit both the school and community. We would be able to make a strategic plan for events that bring the school and community into shared spaces, improve modes of advertising events to the community and make a plan for future growth. Being 20 miles from Winona and 20 miles from Rochester we want to make sure we continue to be a vibrant community that people chose to make their home by strengthening out school and community at large.

II. PURPOSE OF GRANT

A. Situation
1. The opportunity or issue for your community addressed by your proposal.
   By merging leaders in the community with leaders in our schools we will create a shared vision of the future, where we can focus efforts and funds jointly to create spaces and events that bring people in the community together and set our community up for continued growth.

2. What transformative change do you want to see in your community because of this grant?
   We want to see an increase in the partnership and create a shared vision between the local government, community members, local businesses and the schools. Focusing on community space development, enhanced communication/advertising and more events that combine community and school groups together.

3. How will your community go about making that change?
   There are several ways this will happen. We will create a group comprised of local business leaders, school officials, teachers, students and community members of all ages which will look at past community surveys, current activities and spaces that are utilized by the community and/or the school. From there we will explore the local green
spaces and current community and school facilities to evaluate the areas for possible expansion, renovation/construction, so the spaces can best be utilized for both community and school needs. We will create a list of current activities held in these spaces to help identify areas of growth in participation. We will create or expand at least 2 new activities/initiatives and plan for one expansion or improvement of a green space area. We will work to create streamlined communication through a shared community calendar. We will increase student participation in community planning by inviting them to join this committee and plan a new or expand a current activity or event. Finally we also hope with the expanded communication between the community and schools we can expand experiential learning for students.

4. How has your community (group/project) worked across sectors (public, private, etc.) to identify the need and buy-in for this project?

Our community is in full swing right now. We have numerous groups doing amazing things to keep our community current and active. I sit on many of these groups wearing different hats and the goals of all are the same. Reaching out to leaders in city government, the school and people on various community committees building an even stronger school/community bond is a priority. We have found we all have same goals and by pooling our talents and resources we can accomplish more together then any of us can do alone.

5. How was the project determined and what community members and organizations were involved in the final decision-making process (was there broad community support)?

Our smaller Green Space Committee, who received a previous grant, and is continuing the goals from that project wanted to expand and bring in more people and think beyond just the initial green space we are working on. This project idea came about when we heard from community members on areas of potential growth and many were places that are utilized by both the school and the community. We also found that many ideas people have are already been talked about by the city or the school or different community groups.

Out of our previous green space project we have held and are still holding community activities in the green space and construction in the area is ongoing. Community members and students have reached out because of the success of current events in that space. They have ideas for events, not just in that space, but elsewhere in the community.

The relationship between schools and the community is vital to a communities
success, as is relationships between youth and older community members. So, it seemed easiest to have our school district request and help drive these current goals as a way to help continue and strengthen these relationships. The district with board approval will designate the facilitator of the group and ensure completion of the goals with an evaluation at the end.

6. Describe the assets and resources available in your community and how you will leverage those assets to accomplish your goals.

St. Charles has a deep wealth of assets in our community. We have current long and short term goals set out for the school district. The city has their own goals. Together with the help of community members on our task force we will compare these goals and see where they overlap. We will analyze current community activities and with the help of a large group ensure we are offering activities that speak to our community diversity, that bring art and music to the town, that focus on growth and are sustainable. We will utilize the expertise of many of our stakeholders including business owners, community leaders, youth and educators. We will offer technical assistance in combining information on activities in town into a more streamlined communication process.

B. Project Details (Please note: all grant projects must be completed within a 12-month timeframe)

1. State the overall goal(s).

To create a combined school/community task force members to create a vision for collaborative growth in St. Charles

2. List the objectives (How will you achieve the goal(s)).

1. Find, plan and create a plan for building a shared community space: by gathering information from already documented plans of community groups. Evaluate the plans for overlap and identify areas of collaboration. Implement the planning and development of one shared space.

2. Gather data on community events, locations and dates. Evaluate for diversity and look for any gaps. Implement the planning of at least two new events or one expansion of a current activity and one new activity.

3. Increase student participation in planning and implementation goals by reaching out to high school students asking for participation in group. Requesting teachers reach out to students they feel would benefit from being a part of this collaboration.
3. Identify the activities that you request SMIF funding for.
   $7000 for the consultation, design work, survey, permit fees and misc expenses for collaborative green space development
   $2000 for collaborative community events to be used for music, rental fees, food, publicity and marketing
   $1000 for data collection, meeting rental space fees, copies and supplies, marketing, streamline community communication sites.

   Who will carry out those activities?
   These activities will be carried out jointly by task members and delegated as needed to outside professionals. Currently we have a group that was started and implemented our previous grant and our goals were met and our events have been very successful well after our grant period was done. We want to expand our group and expand our reach to other areas in the community to bring people together and continue to enhance St. Charles.

4. What other funding source will be used?
   R.E.C club will pledge $2500. Realizing costs will be well above the $10,000. As well as pending requests of $1000 from SCACF, $500 from Chamber of Commerce, and $1000 from ISD #858.

5. Describe how you will sustain this effort.
   Once the green space and project is identified we will plan fundraising opportunities, apply for grants and request in kind donations. We have had great success with that in our last project. We will track the events and ensure that we routinely go back and make sure we have diverse options. The community has enjoyed many new events in our community and are asking for more. By tapping into the schools students there is an endless supply of energy and ideas in our youngest community members.

III. EVALUATION

A. Describe what you plan to measure in order to determine if you project is successful.
   The task force will monitor the number of members and volunteers involved in the planning, development and implementation. As the project progresses we can take photographs of the space and also of the community activity. At the end of the grant time we will be able to provide information on how the collaboration has worked to bring numerous groups together for a final goal and report back the goals made and met.

B. How will you gather feedback from constituents?
   We will gather final feedback from task members and community members. We plan to do at least one survey towards the end of the project to ask for feedback on events and for
more ideas on future growth in our community.

C. Who will be involved in evaluation (staff, board, constituents, community, consultants)?

We have earmarked some money for assistance with creating a survey and implementing in a cost effective way. The board which will consist of school leaders, community government, community leaders and students will review and advise. By getting feedback we can ensure that the goals of the school and the goals of the city are in line with the goals of the community members. The task force will then be in charge of completing the evaluation and final reporting requirements to you.

V. Attachment – Project Budget Worksheet

Please complete the Small Town Grant Project Budget Worksheet (required). This form is available on our website or by request.

VI. Proposal Checklist – Required Documents from Fiscal Agent/Applicant Organization

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<tr>
<th>Nonprofit Organization:</th>
<th>Unit of Government, Public Agency or Public School:</th>
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<tr>
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<td>□ Completed application (available on website)</td>
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<td>□ SMIF Project Budget Worksheet (balanced, available on website)</td>
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<td>□ Letter(s) of support from partner organization(s) other than the applicant organization and fiscal agent</td>
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<tr>
<td>□ Letter(s) of support from partner organization(s) other than the applicant organization and fiscal agent</td>
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All items above must be included or application will be rejected.

VII. Application Submittal

I have read thoroughly and comply with the Small Town Grant Program Guidelines. To the best of my knowledge, all information provided in this application is true and correct.
SEMMCHRA Commissioners serve the board as a voting member, assisting in the development of and then approving the policies, procedures, and regulations that govern the operations of HRA. Members on the Board of Commissioners commit to taking responsibility for the monitoring of finances, programs and performance of the organization.

SEMMCHRA's Board of Commissioners swear, under oath, their commitment to...

- serve the needs of the people,
- provide for the financial stability of the organization,
- offer their resources and expertise to the organization,
- and give their time and energy to the people.
Board of Commissioners e-mail: commissioner@semmchra.org

**Commissioner Rodney Peterson**  
Representative of Dodge County  
Appointed in July 2019  
22062 650th Street  
Kasson, MN 55944

**Commissioner Greg Klevos**  
Representative of Dodge County  
Appointed in January 2015  
P.O. Box 169, West Concord, MN 55985

**Commissioner Jack Roberts**  
Representative of Winona County  
Appointed in July 1992  
1720 West 6th Street,  
Winona, MN 55987

**Commissioner Richard Hall**  
Vice Chairperson  
Representative of Wabasha County  
Appointed in January 2011  
22540 595th Street,  
Kellogg, MN 55945

**Commissioner Robert Keehn**  
Representative of Goodhue County  
Appointed in August 2019  
30011 County 2 Blvd  
Frontenac, MN 55026

**Commissioner Brad Anderson**  
Representative of Goodhue County  
Appointed in January 2019  
10679 375th Street Way,  
Cannon Falls, MN 55009

**Commissioner Cheryl Key**  
Chairperson  
Representative of Wabasha County  
Appointed in January 2015  
1175 Valley View Road,  
Lake City, MN 55041

**Commissioner Marcia Ward**  
Representative of Winona County  
Appointed in August 2009  
30978 Four Farms Road,  
Dakota, MN 55925

**Commissioner Cheryl Key**  
Chairperson  
Representative of Wabasha County  
Appointed in January 2015  
1175 Valley View Road,  
Lake City, MN 55041

**Commissioner Laura Mielke**  
Secretary  
Representative of Service Area Residents  
Appointed in September 2011  
134 East 2nd Street,  
Wabasha, MN 55981

**Commissioner Marcia Ward**  
Representative of Winona County  
Appointed in August 2009  
30978 Four Farms Road,  
Dakota, MN 55925

https://www.semmchra.org/about/board-of-commissioners/  
10/29/2019
REGULAR BOARD MEETING AGENDA

Southeastern Minnesota Multi-County Housing and Redevelopment Authority
HRA Board of Commissioners

Heritage Hills Community Room-516 East Fifth Street Wanamingo, MN

Wednesday, October 16th, 2019 at 10:00 am

Sack lunch to be provided after meeting to start the tour.

MEMBERS PRESENT:

Anderson  Hall  Keehn
Key  Klevos  Mielke
Peterson  Roberts  Ward

1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda & Addendum
4. Consent Agenda
   A. Approval of Minutes – September 18th, 2019 Annual Meeting
   B. Approval of the Submission of a Rental Rehabilitation Deferred Loan (RRDL) Program Grant Application for Riverview Apartments (R)
   C. Approval of the Submission of the Family Self-Sufficiency Grant Coordinators Application to HUD (R)
   D. Request to Reduce Repayment Amount of Deferred Loan (#MIF01)

5. Review and Acceptance of Financial Statements, Commentary and Communications

6. Public and Commissioners Comments

7. Report of the Executive Director

8. Old Business
   A. Review and Comment on Rental Housing and Rental Assistance Reports & Programs
      i. Winona HRA Voucher Transfer Update
      ii. Section 18 update
      iii. HUD Desk Compliance Audit for Section 8
   B. Review and Comment on Community Development Reports & Programs
      i. Goodhue County Down Payment Assistance Program Update
      ii. Kasson Flood Program Update
      iii. HECAT Update
   C. Review Land Plan update
      i. Cannon Fall Sandstone Development Update
D. Legislative Update

E. Staffing Update
   i. Position Updates
   ii. Outsourcing Updates

9. New Business
   A. Election of Secretary
      i. Appointment of Secretary (M)
      ii. Approval to Designate Bank Signers for SEMMCHRA, Lake Pepin Plaza, LLC, and O.B. Partnership (R)

   B. Public Housing Budget 2020 (R)

   C. Hawkins Ash Consulting Contract (R)

   D. Tax Forfeited/Foreclosed Properties-Dodge County

10. Adjourn.

*Today's tour schedule is attached.*
Resolution #36-2019

A RESOLUTION TO CERTIFY POLLING PLACE FOR 2020 PRESIDENTIAL PRIMARY, THE PRIMARY AND GENERAL ELECTIONS

WHEREAS, the City of St. Charles is required to certify polling places by December 31:

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

the following polling site be approved for all primary and general elections:

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

Adopted by the Council of the City of St. Charles, Minnesota this 12th day of November 2019.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator
City of St. Charles
Resolution #37-2019

A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT OF CHATTANOOGA INNOVATION PARK SECOND ADDITION TO THE CITY OF ST. CHARLES, MINNESOTA

WHEREAS, the Preliminary and Final Plat of Chattanooga Innovation Park Second Addition to the City of St. Charles, Minnesota has been duly reviewed by the Planning Commission on November 7, 2019; and,

WHEREAS, the Preliminary and Final Plat of Chattanooga Innovation Park Second Addition to the City of St. Charles, Minnesota has been duly reviewed by the City Council on November 12, 2019.

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 Chattanooga Innovation Park Second Addition is hereby approved.

Adopted by the Council of the City of St. Charles, Minnesota this 12th day of November 2019.

__________________________
John Schaber, Mayor

Attest:
__________________________
Nick Koverman, City Administrator
CHATTANOOGA INNOVATION PARK SECOND ADDITION

OWNERS: CITY OF ST. CHARLES
333 MAIN STREET
ST. CHARLES MN 55976

SURVEYOR: Tim Hruska
wws & co
2305 South Soapway
St. Cloud, MN 56301

SURVEYOR: Daren Sikkink
wws & co
2905 South Soapway
St. Cloud, MN 56304

PLAT: 14.45 ACRES±
ZONING: C-3 Regional Commercial/Industrial District

25' FRONT YARD
20' REAR YARD
10' SIDE YARD
30' REAR OR SIDE YARD WHEN ADJACENT TO AC LANS

UTILITY EASEMENT DEFINED
An easement reserved for the construction and maintenance of underground and surface drainage facilities and utility easements.

DRAINAGE EASEMENT DEFINED
An easement reserved for the construction and maintenance of underground and surface drainage facilities and utility easements.

CURVE TABLE

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FOR REVIEW
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 $37,084 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, 2020. 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 $37,084 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 23, 2019
November 4, 2019

Mr. Kyle Karger
Public Works Director
City of St. Charles
830 Whitewater Avenue
St, Charles, MN 55972

RE: St. Charles, MN
2019 Watermain
Pay Request No. 1

Dear Kyle:

Enclosed is the Pay Request No. 1 for work on the above referenced project. We recommend payment in the amount of $60,215.70 to:

Edge Contracting, Inc.
27854 510th Street
Eyota, MN 55932

Please contact me if you have any questions.

Sincerely,

WHKS & co.

Daren D. Sikkink, P.E.

DDS/jl

Enclosure

cc: Nick Koverman, City of St. Charles
Jerry Brehm, Edge Contracting, Inc.
Partial Payment Request  
For Construction Work Completed

**Project:** 2019 Watermain  
**Project No.:** 8763.00  
**Location:** St. Charles, Minnesota  
**Contractor:** Edge Contracting, Inc.

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**Items Without Quantities**

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**Total Work Completed** $63,384.95  
**Less 5% Retainage** $3,169.25  
**Less Previous Payments** $ -  
**Net Payment this Estimate** $60,215.70
Request for City Council Action

Date: November 8, 2019  Requested Council Date: November 12, 2019

Originating Department: EDA

Council Action Requested: Approve Staff to begin working with Pearson & Stemper Electric on proposed land sale.

Background Information: John Pearson of Pearson & Stemper Electric contacted city staff and began discussions around the possibility of purchasing a small piece of acreage for a proposed facility. After investigating different options, one possibility was purchasing acreage in the Chattanooga Innovation Park. Currently, a 2-acre site exists in the park that also has a small stormwater retention pond area. WHKS engineers have determined that for the expansion in the new park, that a portion of the land should be used to meet the new stormwater management requirements, which will take a portion of the property. In addition, with the growth of the park and its businesses, a future water tower will be a necessity. After reviewing the site, WHKS has recommended the potential area that will be used and available for a possible building site. After consideration and discussion, Mr. Pearson would like to purchase the remaining .051 acres at the requested priced of $1.50 sq./ft. The EDA reviewed the requested and recommends to the City Council to approve staff to begin working to develop the sale of the property. A letter and exhibit is included for consideration.
We hereby submit the following land purchase offer to the City of St. Charles.

As discussed with city administration, .51 acres at a cost of $1.50 per acre/total purchase price offer of $33,323.40.

Questions about our offer can be directed to John Pearson at 507.208.1968.

John D. Pearson
Pearson & Stemper Electric Inc.

Date: 11/2/19
WATER TOWER CONCEPT LAYOUT
ST. CHARLES, MINNESOTA
November 5, 2019

Members of the City Council,

I am writing to you today to petition the city of St. Charles to consider a two-hour parking limit on the Whitewater Ave. business district. As an established business, we have noticed a marked increase in overnight and all-day parking in front of our property. As we serve upwards of 50 patients per day, and growing, having curbside parking would be of great advantage to us. A large percentage of our patient load are senior citizens and young families. Not to mention the number of them in acute pain. It was suggested that we use the back parking for our patients. We are unable to do so for two reasons. The property does not belong to us and we need them to check in at the desk, which is at the front door.

Before I approached Nick with my concerns on August 28th, I had gone down our block and spoken to the other business owners. They had all expressed the same frustration with the parking situation. There are currently five businesses that have a high turnover in customers and another will be soon added with the new coffee shop/bakery, so a timely solution would be beneficial to us all.

Nick has previously offered to contact the landlords of the buildings in which the “offenders” live. If he has, it has not improved. As it stands right now, they are well within their legal right to park on the street. That is also the reason why I decided not to approach any of them and appeal to their sense of fairness; I do not want this to be a battle of wills.

If the Council decides to move ahead with parking signs, you may want to consider adding snow removal stipulations to it and save the man hours putting up signs each time the state removes snow. I have absolutely no plans to police the parking in front of our business. I truly believe in the general goodness of people, and 99% will follow a posted street sign. My intention was never to cause trouble for renters or the citizens of St. Charles. I feel I have offered a solution that will help more than hinder the current businesses and the public that patronizes them.

Please feel free to contact me Monday-Thursday at 932-8711 becky@theconnectionachiroplace.com if you have any questions.

Thank you for your time,

Becky