The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, September 11, 2018 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

**ITEM** | **ACTION REQUESTED**
--- | ---
1. Call to Order | APPROVE
2. Pledge of Allegiance | APPROVE
3. September 11, 2018 Agenda | APPROVE
4. Meeting Minutes | APPROVE
   - August 15, 2018
   - August 28, 2018
5. August Payables | APPROVE
6. Notices and Communications (if applicable) | INFORMATION
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. School Board, Craig Hilmer
8. 943 Wabasha Avenue-Construction of Business Sign in R-3 | HEARING
9. Welcoming Week Proclamation Sept. 14-23rd | APPROVE
10. 2019 Preliminary Budget Discussion. | INFORMATION
11. Truth In Taxation Date—December 11, 2018 | APPROVE
12. Ordinance #603 Mediacom Extension (2nd Reading) | APPROVE
13. Ordinance #604 Sale of Property (1st Reading) and Recommendation for Minor Subdivision | APPROVE
14. Resolution #28-2018 One-Day Temporary Liquor Saints Touchdown | APPROVE
15. Library Janitor Hiring Recommendation | APPROVE

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

**ADJOURNMENT**

*Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.*
8. 943 Wabasha Avenue—Construction of a Business Sign in R-3. Staff have been working with the property owner since 2017 regarding a business sign that was erected without a building permit, but more over the location in the R-3 Mixed Use Residential District, where the type of business sign is prohibited. Mike Flaherty of Flaherty & Hood will be present to help outline the next steps unless agreement can be met with the property owner. The property owner has been invited to the meeting to offer a response.

9. Welcoming Week Proclamation Sept. 14-23rd. A Welcoming Week proclamation is included for consideration. Additionally, a listing of area Welcoming Week events is included.

10. 2019 Preliminary Budget Discussion. Please see the enclosed memo for consideration.

11. Truth In Taxation Date—December 11, 2018. Staff requests approval of the Tuesday, December 11, 2018 date for Truth In Taxation.

12. Ordinance #603 Mediacom Extension (2nd Reading). Enclosed is the proposed ordinance for consideration of the second reading.

13. Ordinance #604 Sale of Property (1st Reading) and Recommendation for Minor Subdivision. Planning & Zoning reviewed the proposed sale of the property outlined in the packet and a favorable recommendation was made along with the recommendation for a minor subdivision.

14. Resolution #28-2018 One-Day Temporary Liquor Saints Touchdown Club. An application on behalf of the Farm To Table event was submitted for approval for the September 22nd event.

15. Library Janitor Hiring Recommendation. Please see the enclosed Request For Council Action.
MEMBERS PRESENT:
Councilmen:
Mayor John Schaber
Dave Braun
Craig Hilmer (absent)
Wayne Getz
David Kramer

STAFF PRESENT: Kyle Karger (Public Work Director) and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Amy Berends 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. Meeting Minutes
July 10, 2018
Motion to approve: David Kramer
No further discussion.
Motion declared carried.

5. August Payables.
Motion to approve: Wayne Getz
No discussion.
Motion declared carried.


7. Reports of Boards and Committee:
Admin. Koverman highlighted the election training that took place prior to the primary election that was held Tuesday, August 14th and that 444 residents took part with 2,123 registered voters in town. Supt. Karger updated the Council regarding the Highway 14 West street lighting project that is nearing completion. Additional reports were provided from the various boards.

8. Farm To Table and Green Space Update. Amy Berends, president of the St. Charles Area Community Foundation, relayed that tickets for the 2018 Farm To Table event on September 22 were sold out. A group is working on completing deck plans with the goal of a finished construction project before the event. She highlighted the various residents and businesses that would donate time, material, or labor for the project. She relayed that the group was now receiving bids for wood and composite from another company. She relayed that over $7,000.00 had been raised toward the project. She updated the Council that SCACF had worked with the school district to now feature a school fund as well as will be the fiscal agent for Whitewater Winterfest. She highlighted the Spring Into Giving event organized by the Blandin Group led by Berends. Council thanked her and the group for all of their work.
10. Welcoming America Event—September 20. Admin. Koverman relayed that the City of St. Charles is a Welcoming Community and as such will be planning an event as part of Welcoming Week 2018 that is September 17-21. Project Fine has offered to help host the event and would bring either games and/or signs for people to fill out. He relayed that fire, ambulance and police have offered a unit as well for the event that they are thinking will be 6-7 p.m. The mayor and council members said they would participate.

11. Resolution #26-2018 Cigarette License. Mayor Schaber presented the resolution. A motion to approve as presented was moved.
Motion to approve: Dave Braun
No further discussion.
Motion carried.

12. ZEF Energy RFP. Admin. Koverman relayed that he was contacted by a firm that will be submitting an application for the $48 million Volkswagen settlement that is being pursued for electric car charging stations across the state. St. Charles was identified by the company as a good location. According to the proposal, there is no cost to the City and whoever owns the location would receive a 7 percent revenue from its use. The City of course would also sell the power. The letter of interest does not commit the City, but would be included in the application if Council agreed. After a brief discussion, all agreed this would be a good project to be included on.
Motion to approve: Dave Braun
No further discussion.
Motion carried.

13. Banner Pole decorations. Admin. Koverman and Dir. Karger discussed the completion of the Safe Routes To School project and how as part of that project, MnDOT approve the permit for a banner pole structure to hang over the highway. Included were estimates and options for Christmas banners to be hung in the downtown. This would be reminiscent of years passed and has been commented by many residents as something they would like to see. Council discussed the various options and selected a unit to display. A motion was made to approve the purchase.
Motion to approve: Dave Braun
No further discussion.
Motion carried.

14. Pay Request #3—2018 SRTS Project. A third pay request for the Safe Routes To School project was recommended. It had been reviewed by WHKS. This was not the final payment as a portion would be retained. A motion to approve the invoice for $260,333.49
Motion to approve: Wayne Getz
No further discussion.
Motion carried.

15. Closed Session-1 Real Estate Strategy Minn. Stat. 13D.05 Subd. 3(e).
Present were: Admin. Koverman
A motion to close the meeting at 6:42 p.m. moved: Wayne Getz
No further discussion.
Motion carried.

A motion to reopen the closed meeting at 7:08 p.m: Dave Braun
No further discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES
None.

Motion to adjourn at 7:09 p.m.
Motion to approve: Wayne Getz
Motion declared carried.

John Schaber, Mayor

ATTEST

Nick Koverman, City Administrator
MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, August 28, 2018 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

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

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

OTHERS IN ATTENDANCE: Dan White, Chad Chaffe (Mi-Energy), 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: Dave Braun
No discussion.
Motion earned.

4. Notices and Communications. Mayor Schaber read a notice/invitation from the St. Charles School District inviting community members to serve on the community facilities task force. Admin. Koverman relayed that he had a conversation with Supt. Apse at which time he asked if a member of council would be willing to serve on the committee. Mayor Schaber asked if there were any volunteers for the seat on the committee. Councilmember Kramer expressed his interest. He called for a motion to appoint Clm. Kramer to the St. Charles Facilities Task Force.
Motion to approve: Wayne Getz
No further discussion.
Motion carried.

Admin. Koverman also relayed a ribbon cutting ceremony for Monday, October 8 at 6 p.m. to celebrate the completion of the Safe Routes To School project. Supt. Apse and Admin. Koverman will make the arrangements for the ribbon cutting that will take place as part of the Board of Education’s regular meeting which will be held at the elementary school.

5. Review of Financials.
No questions.

6. Mi-Energy Electric Service Agreement Consideration. Admin. Koverman highlighted pieces of the contract including the 20-year agreement that mirrors the Upper Midwest Municipal Energy Group (UMMEG) contract with a 10-year initial term and two 5-year off ramps. The contract should mimic the UMMEG contract with the only difference is that MiEnergy will be the wholesale power provider instead of UMMEG. He added the continued discussions also allowed for a territory agreement whereby the city will be provided with service territory for only the cost of the infrastructure and reasonable integration costs, but no mil charge which is customary. This savings alone would be estimated in the tens of thousands. With the proposed agreement that has been worked on for nearly one year, it was recommended to adopt the service agreement with Mi-Energy. A motion to approve the contract agreement was moved.
Motion to approve: Dave Braun
No further discussion.
Motion carried.

7. 2019 Preliminary Governmental Budget. Mayor Schaber highlighted the preliminary governmental budget and relayed that if Council had any questions to please forward them. The initial budget outlooked proposed a 10.49 percent increase. Mayor Schaber added that previous 2018 preliminary was 13.85 and we finished substantially lower.

8. Staff Recommendation. Admin. Koverman highlighted the memo enclosed in the packet that outlined staff discussions related to a recent change of position by Kristine Engstrand and her willingness to remain part-time for the foreseeable future.
Because of this willingness and desire to stay part-time for now, it affords the city additional time to look long-term at a future transition. As Koverman relayed, advertisement for a full-time administrative assistant to stabilize the office and allow for cross-training to begin would be the first step. In January of 2019, the search for a full-time accountant would begin. He added that staff was making the recommendation on the best information they had to date and that as a staff they had contemplated a variety of scenarios, but also talked about the problems and issues they were having and how this direction would help to alleviate some of those problems. Mayor Schaber expressed that he liked the plan to help with a future transition. Clm. Braun expressed that perhaps the part-time option could be longer. Clm. Hilmer agreed that it sounded like a good transition plan. Clm. Kramer expressed that it sounded like staff had given this matter serious consideration and moved to accept the recommendation.

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

9. Ordinance #603 Medicacom Franchise Extension (1st Reading). Admin. Koverman relayed that Medicacom contacted city staff about an extension to their agreement and that as part of its due diligence staff spoke with legal counsel to consider its options. After researching various avenues, because of the excessive costs that can be incurred by a city to negotiate a contract, it was deemed that it was not in the best interest of the city for the possible return. He added that the city appreciates Medicacom for providing residents options in the telecommunications market. When discussing the extension he did request that the franchise match existing franchises, therefore the fee would be increased to 5 percent. Mayor Schaber asked for a motion to approve the extension. A motion was made to approve the first reading.

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

10. Resolution #27-2018 Approve Election Judges. Mayor Schaber relayed that the resolution was in the packet for consideration and if there were any questions. A motion was made to approve the resolution as presented.

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

11. Closed Session. Real Estate Strategy Minn. Stat. 13D.05 Subd. 3(c). The mayor called for a motion to close the meeting at 6:23 p.m.
Motion to close: Dave Braun
No further discussion.
Motion carried.

Motion to reopen the meeting at 6:31 p.m.: David Kramer
No further discussion.
Motion carried.

In the open meeting, Mayor Schaber discussed the consideration of a Memorandum of Understanding which included a 90-day agreement for a parcel of land to HK Hospitality for a potential hotel/restaurant. A motion was made to approve the MOU to HK Hospitality.

Motion to approve: Wayne Getz
No further discussion.

UNSCHEDULED PUBLIC APPEARANCES
None

Motion to adjourn at 6:33 p.m.: Wayne Getz
No further discussion.
Motion carried.
Attest: 

Nick Koverman, City Administrator
Aug 1.—Took part in Wednesday reading hour with youth.

Aug. 7—Attended a meeting on the child care crisis conducted by Southern Minnesota Initiative Foundation in Rochester.

Aug. 9—Held a phone conference with Dave Pesch from Rochester-Olmsted Council of Governments to discuss the update of the area’s transportation plan as it relates to small cities that connect to Olmsted County. Discussed existing facilities, strengths and challenges with public transit and the impacts on the region.

Aug. 13—Met with Brian Krambeer and Chad Chaffe of Mi-Energy to discuss language in the contract.

Attended Project Fine meeting to discuss inclusion strategies as part of a leadership committee and partnership with Project Fine.

Set up for elections.

Aug. 14 Held Primary election

Aug. 20—Met with Mike Flaherty and Chief Frank to discuss potential meeting in St. Paul with Office of Admin. Hearings. Held conference call to find out process with OAH.

Aug. 23—Held annual dog clinic from 6-8 p.m. with Deputy Clerk Dahl.

Aug. 27—Met with Supt. Jeff Apse to discuss goals and plans of district.

August 30—Held interviews for library janitor position.
Installed new street lights on Hwy. 14 West and added new arms plus LED lights past city park; utility locates, trimmed trees; monthly rubber goods inspections and testing; insurance meeting, moved picnic tables; installed temporary fencing; put up softball nets and cleaned up for gladiolus days celebration.

Monthly run on city power plant and inspected plus ran all small gen/sets in town; delivered disconnect slips for city hall; pulled wire on multiple street lights going overhead to underground and new fiberglass poles with LED lights; MMUA safety meeting; switching circuits in substation and amp checks on three city circuits; changed out bad electric and water meters.

Log into gopher one to enter and file locates; ordered locate flags; replaced fiberglass extendo stick; repaired street lights; locate property pins; went overhead to underground on two house services and city secondary on Millard Avenue; cover up service for painters at 848 Wabasha Avenue; dropped secondary for tree removal on East Avenue; temporary electric to permanent electric service on Devin Drive.

Delivered low voltage wire to various new houses in town; restocked electric inventory at shop; trench service wire into secondary pad on Country View Drive; unloaded main street new banner pole decoration; cleaned catch basins before next rain event; patched holes in streets; sweep streets and did equipment maintenance.

Cleaned sewer lines; did lawn repair behind curbs; worked on catch basins repairs; also curb repairs before road and bituminous project' 11th Street dirt work; checked manhole heights before plowing; installed new street signs and moved signs for police department speed detector; graded all gravel roads and alleys before winter; replaced a few bad manhole covers and picked up tree branches around town after high winds.

Sweeper school in St. Charles for Travis; free maintenance tips and training; graded ditch and put fabric down for storm sewer repair; picked up rocks behind city hall before seeding; flushed dead end hydrants; watered new seedling behind city hall; finals for city hall; watered city trees for drought before rain season; repaired gate valve on West 14th Street and water department samples.

Helped set up election booths and equipment; treated city's east lift station; cleaned out trees by Well #5; worked on booster station maintenance; eye wash station maintenance; repaired trailer lights; re-reads for city hall; cleaning at city shop; repaired water hydrants; winterized chlorine room at pool; sprayed streets and trails before paving crew comes; and repaired washouts on curb/Sherwood Road.

Sincerely,

Kyle A. Karger
Public Works Supt.
Planning and Zoning Commission
Thursday, September 6, 2018
7:00 P.M.
City Council Chambers
Minutes

MEMBERS PRESENT:
Jerel Mockenhaupt
David Kramer
J.D. Purl
Wayne Getz

MEMBERS ABSENT:
Terry Jones
Tim Jones
Jamie Bjerke

STAFF PRESENT:
City Administrator Nick Koverman.

OTHERS IN ATTENDANCE: None.

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

APPROVAL of AGENDA:
Motion to approve: Wayne Getz
Seconded by: J.D. Purl
No further discussion.
Motion declared carried

APPROVAL of MINUTES-April 5, 2018
Motion to approve: J.D. Purl
Seconded by: Jerel Mockenhaupt
No further discussion.
Motion declared carried

BUSINESS ITEMS:

4a. Review and Recommendation for Sale of City Property and Minor Subdivision. Admin. Koverman outlined the reasoning for the review by the Planning & Zoning Commission as part of Statute and that historically because of the nature of the urgency for the sale, that P&Z has not been able to take part in the process as the sale has been deemed an emergency in order to expedite the construction process. In review of the City’s comprehensive land use plan, creating and selling infill lots that are feasible for additional tax base and utilities, is within the plan. As part of the creation of the lots which meet the standards for lots, a minor subdivision is necessary to create the two additional lots within the R-1M District. The lots will be sold “AS IS” and as undeveloped lots which will require private water/sewer lines and driveway access and culverts. Questions were asked regarding reasoning behind the sale and it was explained that it was deemed that the land could be sold and taxes generated. No further discussion was held and a motion to approve the recommendation to the City Council for a minor subdivision and for sale of the property was moved.

Motion to approve: J.D. Purl
Seconded by: Jerel Mockenhaupt
No further discussions.
Motion declared carried.

Motion to adjourn at 7:10 p.m.: Wayne Getz
Seconded by: J.D. Purl
No further discussion.
Motion carried.
CITY OF ST. CHARLES

PROCLAMATION

SEPTEMBER 14-23 DESIGNATED WELCOMING WEEK

WHEREAS, our community’s success depends on making sure that all St. Charles residents feel welcome; and,

WHEREAS, all people, regardless of race, gender, income, geography, national origin, or religion, are a vital part of our community—bringing fresh perspectives and new ideas, starting businesses, and contributing to the vibrant diversity that we all value; and,

WHEREAS, we honor the spirit of unity that brings neighbors together and makes our community the kind of place where diverse people from around the world feel valued and want to call home; and,

WHEREAS, by recognizing the contributions that we all make to create a vibrant culture and a growing economy, we make our community more prosperous and more inclusive for all St. Charles residents; and,

NOW THEREFORE I, Mayor John Schaber of the City of St. Charles, County of Winona, State of Minnesota, do hereby proclaim September 14-23, as Welcoming Week within the City of St. Charles and encourage all residents to extend a warm welcome to new residents in our community.

Mayor John Schaber

(Seal)
Welcoming Week is an annual celebration of the contributions of immigrants and refugees and the role communities play to foster greater welcome for everyone.

**Welcoming Week Events:**

**September 11, 2018**  
City Council Meeting, 6:00pm St. Charles City Hall, 830 Whitewater Avenue  
Proclamation by Mayor Schaber declaring September 14-23, 2018 as Welcoming Week.

**September 15, 2018**  
8 Borders, 8 Days Film Screening, 5:00pm, Somsen Auditorium, 175 W Mark St, Winona  
This 60-minute film details the story of why a fiercely-determined mother is willing to risk her children’s lives for a better future. Following the film, there will be a panel presentation.

**September 17, 2018**  
Citizenship Day Celebration & Welcoming Table Gathering, 12:00pm  
Central Lutheran Church, 259 W Wabasha St, Winona  
Join us for our monthly Welcoming Table meal as we celebrate Citizenship and Constitution Day and recognize those who have become naturalized citizens.  
City Council Meeting, 6:30pm Winona City Hall, 207 Lafayette Street  
Proclamation by Mayor Peterson declaring September 14-23, 2018 as Welcoming Week.

**September 18, 2018**  
Welcoming Week Celebration, 6:00pm Levee Park, 1 Main Street  
A community celebration! Remarks by representatives from the City of Winona and Project FINE, food, entertainment and fun activities for all ages.

**September 19, 2018**  
We Are Winona: Understanding our Past, Present and Future, 2:00pm  
Winona County History Center, 160 Johnson Street  
An educational session taught by Mark Peterson, focusing on Winona’s history and cultural groups who settled in our area in the 1800’s. Online registration is required: http://bit.ly/WeAreWinona.

Hearing the Voices: Digital Edition film screening, 6:00pm  
Winona Public Library, 151 W 5th St  
Panel presentation and screening of several video stories from refugees and immigrants.

**September 20, 2018**  
Welcoming Week Celebration, 6:00pm St Charles City Hall, 830 Whitewater Avenue  
A community celebration! Remarks by representatives from the City of St. Charles and Project FINE; and food, entertainment and fun activities for all ages.

For more info, visit: http://bit.ly/WelcomingWinonaCounty
Memorandum

To: Mayor and Council
From: Kristine Engstrand
Date: 9 / 7 / 2018
Subject: 2019 Governmental Budget Update

After further discussions with staff, we have adjusted the preliminary levy to an increase of 9.51% instead of the original increase of 10.49%. This is due to a reevaluation of the CIP projects in 2019. Due to a repainting issue with the pool (estimated cost $30,000), the CIP budget was reduced $10,000 due to the shifting of Jessen’s Park bathrooms to 2020 (a reduction of $40,000).

Attached are additional options for consideration. Because revenues have kept up to or exceeded expectations and expenditures are less, once again, we have not had to transfer any monies from the Garbage Fund in 2018, and the cash balance is around $50,000.

While adjusting CIP expenditures, or shifting, can create issues long term, the outlook of 2020 allows for pushing of one or two items without issue.

As always, if you have any questions, please let me know. Thanks!
City of St. Charles
2019 Budget Summary (Preliminary)

<table>
<thead>
<tr>
<th>Governmental Funds</th>
<th>REVENUE</th>
<th>EXPENSE</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 GENERAL</td>
<td>1,651,915.00</td>
<td>(1,651,915.00)</td>
<td>-</td>
</tr>
<tr>
<td>20 ADVERTISING</td>
<td>21,850.00</td>
<td>(21,850.00)</td>
<td>-</td>
</tr>
<tr>
<td>21 FIRE</td>
<td>156,285.00</td>
<td>(156,285.00)</td>
<td>-</td>
</tr>
<tr>
<td>24 CELEBRATION</td>
<td>20,700.00</td>
<td>(20,500.00)</td>
<td>200.00</td>
</tr>
<tr>
<td>25 CIP</td>
<td>247,449.00</td>
<td>(244,340.00)</td>
<td>3,109.00</td>
</tr>
<tr>
<td>26 LIBRARY</td>
<td>169,795.00</td>
<td>(169,795.00)</td>
<td>-</td>
</tr>
<tr>
<td>34 EDA</td>
<td></td>
<td>(44,928.00)</td>
<td>(44,928.00)</td>
</tr>
<tr>
<td>41 TIF 7 - NRB</td>
<td>23,000.00</td>
<td>(20,000.00)</td>
<td>3,000.00</td>
</tr>
<tr>
<td>42 TIF 8 - ACTIVE TOOL</td>
<td>8,000.00</td>
<td>(200.00)</td>
<td>7,800.00</td>
</tr>
<tr>
<td>47 TIF 6 - MFC</td>
<td>20,000.00</td>
<td>(13,970.00)</td>
<td>6,030.00</td>
</tr>
<tr>
<td>55 2015A EMS BOND</td>
<td>141,411.00</td>
<td>(141,411.00)</td>
<td>-</td>
</tr>
<tr>
<td>58 2018A STREET BOND</td>
<td>22,858.00</td>
<td>(22,858.00)</td>
<td>-</td>
</tr>
<tr>
<td>60 2011A G.O. &amp; REF BONDS</td>
<td>203,538.00</td>
<td>(203,538.00)</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>EXPENSE</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,686,801.00</td>
<td>(2,711,590.00)</td>
<td>(24,789.00)</td>
</tr>
</tbody>
</table>
## Levy Summaries

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>$171,843</td>
<td>125,530</td>
<td>-</td>
<td>103,507</td>
<td>121,200</td>
<td>172,837</td>
<td>251,639</td>
</tr>
<tr>
<td>Tax Abatement</td>
<td>$8,906</td>
<td>-</td>
<td>8,906</td>
<td>10,085</td>
<td>10,085</td>
<td>10,085</td>
<td>10,085</td>
</tr>
<tr>
<td>CIP</td>
<td>$273,000</td>
<td>282,000</td>
<td>-</td>
<td>290,000</td>
<td>275,600</td>
<td>280,600</td>
<td>255,000</td>
</tr>
<tr>
<td>Fire</td>
<td>$55,200</td>
<td>65,736</td>
<td>-</td>
<td>67,600</td>
<td>64,600</td>
<td>66,036</td>
<td>69,036</td>
</tr>
<tr>
<td>Advertising</td>
<td>$17,950</td>
<td>20,275</td>
<td>-</td>
<td>20,275</td>
<td>21,275</td>
<td>21,275</td>
<td>21,275</td>
</tr>
<tr>
<td>Celebration</td>
<td>$7,500</td>
<td>6,500</td>
<td>-</td>
<td>6,500</td>
<td>6,500</td>
<td>6,500</td>
<td>6,500</td>
</tr>
<tr>
<td>Bonded Debt 2015A</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>76,736</td>
<td>94,891</td>
<td>94,891</td>
</tr>
<tr>
<td>Bonded Debt 2018A</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Emergency Mgmt</td>
<td>-</td>
<td>10,500</td>
<td>-</td>
<td>10,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Library</td>
<td>$92,128</td>
<td>96,635</td>
<td>-</td>
<td>102,038</td>
<td>100,000</td>
<td>101,640</td>
<td>110,652</td>
</tr>
<tr>
<td><strong>Total Levy</strong></td>
<td>$830,870</td>
<td>607,376</td>
<td>223,494</td>
<td>831,070</td>
<td>898,873</td>
<td>971,429</td>
<td>1,016,643</td>
</tr>
<tr>
<td></td>
<td>$37,241</td>
<td>830,870</td>
<td>200</td>
<td>67,803</td>
<td>72,556</td>
<td>45,214</td>
<td>141,886</td>
</tr>
<tr>
<td></td>
<td>4.69%</td>
<td>0.00%</td>
<td>0.02%</td>
<td>8.16%</td>
<td>8.07%</td>
<td>4.65%</td>
<td>9.51%</td>
</tr>
<tr>
<td>Department</td>
<td>Description</td>
<td>Amount</td>
<td>Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------</td>
<td>---------</td>
<td>---------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parks</td>
<td>Whispering Hills pavillion</td>
<td>$25,000</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trail Extensions</td>
<td>$40,000</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pool painting</td>
<td>$30,000</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>Road Maintenance</td>
<td>$20,000</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elgin Sweeper Lease (5/5)</td>
<td>$33,861</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plow Truck Lease (1/6)</td>
<td>$36,136</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>Election equipment</td>
<td>$10,000</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalks</td>
<td>Annual Improvements</td>
<td>$25,000</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>Squad leases</td>
<td>$22,342</td>
<td>25 Capital Improvement Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$242,339</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
City of St. Charles
Levy reduction options
Current Levy = 9.51%

**Option 1:** Reduce CIP levy $25,000 - delay Whispering Hills Pavillion.  
Reduce CIP levy $40,000 - delay Trail extensions  
**caution: this will cause an increase in the levy in future years**

**Option 2:** Use General Fund reserves approximately $20,000

**Option 3:** Garbage Fund - $10,000 - $20,000 transfer amount to General Fund
Winona County Auditor-Treasurer
177 Main St
Winona, MN 55987

TRUTH IN TAXATION
REQUEST FOR INFORMATION

City/School/Township Name: City of St. Charles

Meeting Date: Tuesday, December 11, 2018

Meeting Time: 6 p.m.

Meeting Location: St. Charles City Hall
830 Whitewater Avenue
St. Charles, MN 55972

Written Comments Address: St. Charles City Hall
830 Whitewater Avenue
St. Charles, MN 55972

Entities must submit their hearing date information to the County Auditor-Treasurer of each county by September 30, 2018.

Please return Meeting Information to:

Heidi Janzen
Winona County Deputy Auditor-Treasurer
177 Main St
Winona, MN 55987
Fax (507) 457-6322
hjanzen@co.winona.mn.us
CITY OF ST. CHARLES, MINNESOTA
ORDINANCE NO. 603

AN ORDINANCE EXTENDING THE EXPIRATION DATE OF THE CABLE TELEVISION FRANCHISE AGREEMENT AUTHORIZING THE CONSTRUCTION AND OPERATION OF A CABLE COMMUNICATION SYSTEM

WHEREAS, the City of St. Charles ("Grantor") has an agreement with Mediacom Minnesota LLC ("Mediacom") for the construction and operation of a cable communications system within the City of St. Charles (the "Agreement"); and

WHEREAS, the Agreement expired by its terms on or about March of 2018; and,

WHEREAS, Grantor and Mediacom mutually agree to extend the term of the Agreement; and,

WHEREAS, Mediacom has agreed to pay the franchise fee of five percent (5%) of annual Gross Revenues (as defined in subsection 1.1 of the Franchise) to the Grantor; and

WHEREAS, Mediacom has submitted a request to Grantor for an extension of the expiration date of the Agreement until October 1, 2033,

NOW THEREFORE, the City Council of the City of St. Charles hereby ordains:

1. Except as modified by Paragraph 1, all other terms, conditions, provisions and requirements of the Agreement shall remain in full force and effect. Neither party waives any rights it may have pursuant to the Agreement, State or Federal law.

2. This Ordinance shall be effective upon its passage and publication in accordance with law.
PASSED AND ADOPTED THIS _________ DAY OF __________________, ______.

City of St. Charles, Minnesota

By: ________________________________

Its: ________________________________

ACCEPTANCE BY COMPANY

This Ordinance is accepted, and we agree to be bound by all its terms and conditions.

MEDIACOM MINNESOTA LLC

By: ________________________________

Its: ________________________________

Date: ________________________________
CITY OF ST. CHARLES

ORDINANCE NO. 604

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA,
AUTHORIZING THE SALE OF REAL PROPERTY

THE CITY OF ST. CHARLES DOES ORDAIN:

Section 1. The St. Charles City Council hereby authorizes the sale and conveyance of real property legally described as:

Parcel A and Parcel B described as part of Lot 27, Plat of Limits of St. Charles, Minnesota, being in the East Half of this Southwest Quarter of Section 19, Township 106 North, Range 10 West of the Fifth Principal Meridian, Winona County. See Certificate of Survey for full legal description by quitclaim deed pursuant to the terms and conditions of sale set forth in that certain purchase agreement to be approved by the City Council between the City and a buyer to subsequently be determined.

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

Adopted this 25th day of September, 2018 by the City Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator

First Reading:

Date: ________________

Ayes:_________________________
Nays:_________________________
Absent:_______________________
Abstain_______________________
Second Reading:

Date: 

Ayes: 
Nays: 
Absent: 
Abstain

Published:

Date: 

Memorandum

To: St. Charles Planning and Zoning Commission
From: Nick Koverman, City Administrator
Date: August 30, 2018
Subject: Minor Subdivision/City of St. Charles Sale of Parcels A & B

REQUEST INFORMATION: The City of St. Charles owns a parcel of undeveloped land located along Old Valley Road. The parcel is proposed to be divided to create two lots with the remaining land that is unsuitable for other purposes to be maintained by the City. Parcel A contains approximately 0.79 acres, while Parcel B contains approximately 0.91 acres. The lots have been improved, but lack water and sewer, but are more than ample size for residential housing. City Charter requires a review by Planning & Zoning for the sale of city owned property, unless an emergency sale is deemed necessary, at which time the review can be dispensed with. A recommendation for a minor subdivision and sale of the property is requested.

SITE CHARACTERISTICS: The petitioner owns a parcel of undeveloped land that is inside city limits and located along Old Valley Road in the original plat of the city limits and is currently designated in the R-1M (Modular and Mobile Home Residence District). The two undeveloped parcels require extension of private water and sewer. Parcel A is 129 X 265 feet while Parcel B is approximately 129 X 315 feet. It exceeds the minimum size of 75 X 100 as a proposed lot.

PLANNING ASSESSMENT

Section Three (Minor Subdivision): 803:01 Qualifications (B). The simple division of a single platted lot to create no more than two lots and the newly created property line will not cause the remaining portion of the lot or any structure to be in violation with this Ordinance or the St. Charles Zoning Ordinance.

The certificate of survey shows the creation of two parcels within the R-1M of Parcel A (0.79 acres) and Parcel B (0.91 acres).

The selling of the land is in keeping with the City’s Comprehensive Plan to:
- Encourage infill development on existing lots in the City.
RECOMMENDATION: As the Zoning Administrator for the City of St. Charles, I recommend the Planning and Zoning Commission forward a favorable recommendation regarding the request to the City Council for the division and sale of the properties.
City of St. Charles
Resolution #28-2018

A Resolution Approving A
One-Day Temporary Intoxicating Liquor License

WHEREAS, the Fighting Saints Touchdown Club is submitting an application to the City of St. Charles in order to sell Intoxicating Liquor at the Farm to Table event on St. Charles Avenue between 8th and 9th Street on Saturday, September 22, 2018.

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

1. The Council of the City of St. Charles hereby approves the Intoxicating Liquor License submitted by the Fighting Saints Touchdown Club to the City of St. Charles.

Adopted by the Council of the City of St. Charles, Minnesota this 11th day of September, 2018.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator
Request for City Council Action

Date: September 6, 2018           Requested Council Date: September 11, 2018

Originating Department: Administration

Council Action Requested: Hiring of Ron Johnson for PT Library Custodian

Background Information: The current janitor for City Hall graduated from college and has been working a full-time job in addition to his hours at City Hall. He has requested to be replaced at City Hall. Cindy Moger currently works at the Library and has expressed her desire to move over to City Hall. Staff advertised for a 7 hour/week position for the library and after interviewing the candidates, it is the recommendation to hire Ron Johnson at the first step of $11.15/hr.