



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, September 8, 2020 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. September 8, 2020 Agenda	APPROVE
4. Meeting Minutes -August 12, 2020 -August 25, 2020	APPROVE
5. September Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank	
7d. Planning & Zoning, David Kramer	
7e. School Board, Craig Hilmer	
8. Ralph Kaehler – District 21 Candidate	INFORMATION
9. 2020 Welcoming Week Proclamation	INFORMATION
10. Future Street/Sidewalk/Trail Proposal	INFORMATION
11. 2021 Preliminary Budget Discussion	INFORMATION
12. Resolution #28-2020 Replat of Miller Addition	APPROVE
13. Trinity Lutheran Church Request	APPROVE
14. CLOSED SESSION—Labor Negotiations Strategy pursuant to Minn. Stat. 13D.03	

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

**ADJOURNMENT**

Please Note: Some or all councilmembers may participate by telephone or other electronic means as permitted through Minn. Stat. 13D.021.

To attend the conference call please dial 1-320-460-1726 and the conference ID: 435 774 461 #



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**MEMORANDUM for the CITY COUNCIL of St. Charles for  
Tuesday, September 8, 2020**

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**8. Ralph Kaehler—District 21.** Ralph Kaehler will be present to share his information and take any questions.

**9. 2020 Welcoming Week Proclamation.** Enclosed is the 2020 Welcoming Week Proclamation for review and approval as Welcoming Week will be Sept. 13-20.

**10. Future Street/Sidewalk/Trail Proposal.** In 2021, the Street portion of the 2019A refinanced street bond will expire and as part of the planning from 2005, it was discussed at that time that a second proposal for streets would be presented at the end of the bond life. City staff along with staff from WHKS Engineers and Mike Bubany of David Drown & Associates will present a proposal for consideration. In addition, consideration has been given to the second phase of the Chattanooga Innovation Park. Staff are considering the potential cost savings of constructing the second phase as part of the proposal.

**11. 2021 Preliminary Budget Discussion.** Staff will present additional information related to the preliminary 2021 budget.

**12. Resolution #28-2020 Replat of Miller Addition.** The Planning & Zoning Commission reviewed the proposed replat on Sept. 3 and made a favorable recommendation to the City Council. Please see the enclosed resolution for consideration.

**13. Trinity Lutheran Church Request.** Please see the enclosed request for use of the green space for Oct. 3 with a rain day of Oct. 4.

**14. CLOSED SESSION—Labor Negotiations Strategy pursuant to  
Minn. Stat. 13D.03**

**MINUTES of the ST. CHARLES CITY COUNCIL**  
for Tuesday, August 12, 2020 held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber

Dave Braun (via phone)

Craig Hilmer

Wayne Getz

David Kramer

*Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.*

**STAFF PRESENT:** Jose Peleaz (Police Sergeant), Ken Frank (Chief of Police), Aaron Carlson (Fire Chief), and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Jerry Obieglo (Winona County Veterans Services), Fred Troendle, Mrs. Delger, and Jill Veerkamp-teleconference (St. Charles Press).

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

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

**2. PLEDGE of ALLEGIANCE**

**3. APPROVAL of the AGENDA: Addition 18a). SELCO and 2020 Winona County Library Agreements**

Motion to approve the agenda.

Motion to approve: **Craig Hilmer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**4. Meeting Minutes**

July 14, 2020

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion declared carried.

July 28, 2020

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion

Motion declared carried.

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

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion declared carried.

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

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

Various reports were given.

**8. Special Presentation.** Jerry Obieglo and St. Charles Police Sergeant Jose Peleaz presented information and the Patriot Award to Police Chief Ken Frank for his support of Sergeant Peleaz as his supervisor. Council congratulated Chief Frank and thanked Sergeant Peleaz for his service.

**9. Trinity Lutheran Church Request.** Administrator Koverman presented the written request from Trinity Lutheran Church to host a fundraiser for Thursday night, August 27<sup>th</sup>. The church requested waiving of the facility use fee, use of the city hall bathrooms, trash cans, and use of the city power for the band. The church supply the fencing to allow for the maximum of 250 individuals, they would provide staff to monitor an entrance and exit, and help to monitor social distancing. The event will last from 6:30 – 8:00 p.m. and all proceeds will be donated to the Resource Center, Public Library, and SEMCAC Dining. Mr. Troendle restated the purpose of the event and appreciated the consideration. A motion was made to approve the request.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**10. St. Charles Fire and Rescue SOPs.** St. Charles Fire Chief Aaron Carlson relayed to the Council that during the recent ISO rating, it was discussed that the department's Standard Operating Procedures (SOPs) were not included as part of the rating, which they had on file. Chief Carlson said the department had worked on them over previous years, but never formally adopted them through the Council. They had been approved by the department and recommended approval by Council. Hearing no discussion, a motion was made to approve the SOPs as presented.

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**11. CARES Act Programming.** Admin. Koverman reviewed the CARES Act funding provided to cities and counties through the federal government and relayed that St. Charles received \$289,200. In speaking with other cities along with CEDA VP, Cris Gastner, various program options were discussed. He outlined the various programs, reimbursements, or upgrades city staff had considered as part of the CARES dollars. The memo provided a breakdown of the uses and reasonings. Council concurred with the program ideas and relayed that staff should proceed. A motion was made to approve the expenditures as discussed.

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**12. Elementary School Request.** Admin. Koverman reviewed the request by St. Charles School District Elementary Principal Ryan Ihrke regarding posting no parking signs along Richland Avenue up to their property line to allow for school bus loading and unloading. Due to the current construction, the pickup area would be more congested with heavy equipment and Mr. Ihrke wanted to alleviate the possible conflict in that area with students going to buses. In addition, he requested the potential use of Church Avenue from 10:00 a.m. until 12:45 p.m. Through discussion with Mr. Ihrke, he relayed that due to the construction, he was losing area for play space and hopes to use this option as an "option D" in his plan, but that he wanted to see if he could. The closing would not affect traffic to the neighboring business as it would remain open to the parking area in front of Midwest Dental. The district would purchase all necessary equipment and signs. No questions were discussed. A motion was made to approve the request for the temporary signs and closure for the 2020-2021 school year.

Motion to approve: **Craig Hilmer**

Roll call was taken and all voted in favor.

No further discussion.  
Motion carried.

**13. Public Hearing—Ordinance #625 Amending Chapter 92 Animals.** A motion to open the public hearing at 6:49 p.m. was moved.

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

The mayor called for comment to be limited to 5 minutes and to state the name and address. With no present, he called for comment once, twice, three times. He called for a motion to close the public hearing at 6:50 p.m.

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

Admin. Koverman briefly highlighted the reasoning for the change as staff looked to combine the previous dog and cat ordinance to allow for a single pet permit. The most notable change within the ordinance was the restriction of 10 domestic animals per household. At current date, there was not one household that met this mandate, but staff relayed that having a maximum of 10 per household seemed very common. City Attorney Mike Flaherty was still reviewing for minor pieces, but it was noted that the final draft, if changes were made, would be brought back at the August 25<sup>th</sup> meeting and reviewed. Council questioned how the licensing currently operated and if the license would be prorated. The license will be every two years (even year) and the licensing time will take place in September.

**14. Ordinance #625 Amending Chapter 92 Animals (1<sup>st</sup> Reading).**

No other questions were asked and a motion to approve the first reading was moved.  
Motion to approve: **Craig Hilmer**  
Roll call was taken and all voted in favor.  
No further discussion.  
Motion carried.

**15. Ordinance #626 Admin Fines and Fees (1<sup>st</sup> Reading).** Admin. Koverman relayed that the only change was that to the animal licensing fee. Hearing no further discussion, a motion was made to approve the first reading.

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

**16. Ordinance #624 C-3 Zoning Ordinance Amendments (1<sup>st</sup> Reading).** Clm. Kramer relayed that the Planning & Zoning Commission had reviewed the proposed language changes and that he felt confident and comfortable with the language being adopted. He motioned approval of the first reading.

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

**17. Resolution #25-2020 Approval of Final Plat for Golf Course Estates (4<sup>th</sup>).** Mayor Schaber asked if anyone had any questions regarding the proposed plat that would add the fifth lot. Hearing no discussion, a motion was made to approve the resolution as presented.

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

Motion carried.

**18. 2021 Budget Timeline.** Admin. Koverman reviewed the budget timeline and relayed that with the recent addition of the city accountant, staff had begun the process and would present at the next meeting. No action was necessary.

**18a. SELCO and 2020 Winona County Library Agreements.** As part of the Library Board meeting, the two contracts were presented for approval. Unfortunately, due to COVID, the board had not been able to meet and thus the contracts were recently presented. The SELCO agreement had been previously discussed at the library board and changes were requested which were included in the proposed contract. Hearing no additional discussion, a motion was made to approve the two agreements as recommended by the Library Board.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

**19. CLOSED SESSION. Administrator Review-Minn.Stat. 13D.05 Subd. 3(a).** A motion to close the public hearing at 7:03 pm was moved.

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

The closed meeting was opened on a motion at 7:07 p.m.

Motion to approve: **Craig Hilmer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

Only those present were the Council and Admin. Koverman.

A motion was made at 7:30 p.m. to close the closed session and reopen the public meeting.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

Mayor Schaber stated that a letter of review will be generated and placed into Admin. Koverman's file.

**Unscheduled Public Appearances. None.**

Motion to adjourn at 7:31 p.m.: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Nick Koverman, City Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL**  
for Tuesday, August 25, 2020 held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota

**MEMBERS PRESENT:**

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

*Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.*

**STAFF PRESENT:** Nick Koverman (City Administrator)

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

**4. Notices and Communications.** Mayor Schaber provided an update on a recent conversation with Dan Pecarina, CEO of HBC. Mayor Schaber shared that the conversation with Mr. Pecarina helped to share our concerns received from residents as well as the inquiry of bringing fiber to every home. Mr. Pecarina shared that St. Charles was constructed with 16 nodes which serves 110 homes per node. The biggest challenge he shared was old modems that were still in the community as well as helping customers understand which technologies worked together the best. He shared that certain neighborhoods had been identified in the community where hardware issues have presented complications and that they were being evaluated as far as which areas should be upgraded and replaced sooner than later. The mayor shared that communication with residents and the Council would help to clarify issues/concerns and the feeling that St. Charles is not being evaluated with respect to upgrades. Some of the more recent issues, he relayed, have been with contractors cutting fiber east of town. Mr. Pecarina shared that he would continue to communicate with the city as far as where HBC was going and how they would help communicate the need to replace old equipment in town. The Council thanked the mayor for holding the conversation and sharing the community's perspective.

**5. Review of Financials:** No questions were asked.

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

**6. Ordinance #625 Amending Chapter 92 Animals (2<sup>nd</sup> Reading).** Admin. Koverman highlighted for the Council a marked copy of the ordinance that identified changes made since the first reading. Koverman highlighted those changes and relayed that the most substantive was to the Multiple Pet permit. The additional language allowed staff permission to inspect a premise as part of the permit with written

permission. Other changes were minor grammar and elimination of duplication of sections. No other questions or comments were relayed. A motion to approve the second reading of Ordinance #625 was moved.

Motion to approve: **Craig Hilmer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**7. Ordinance #626 Admin Fines and Fees (2<sup>nd</sup> Reading).** Mayor Schaber asked if there were questions or comments, for a motion to approve as presented. A motion to approve the second reading was moved.

Motion to approve: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**8. Ordinance #624 C-3 Zoning Ordinance Amendments (2<sup>nd</sup> Reading).** Mayor Schaber called for a motion to approve if there were no other questions or comments. Hearing none, a motion to approve the second reading of Ordinance #624 was moved.

Motion to approve: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**9. Resolution #27-2020 Authorization of COVID Funds by EDA.** Admin. Koverman relayed that the EDA met the Friday prior and reviewed the program guidelines and process. He briefly outlined how businesses could qualify and eligible expenses associated with the program guidelines. It was determined that \$100,000 would be injected into the first round of CARES dollars with \$5,000 limits. The programs timelines were moved up to October 2 to allow for staff to review the applications and to make adjustments if necessary. In addition, businesses who are owner operated will qualify whereas other programs that Cris Gastner had seen would not allow that business to apply. All Council agreed with the intent and program guidelines. A motion was made to move approval of the program.

Motion to approve: **Dave Braun**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**10. Electric Rate Study—Gary Price.** Admin. Koverman highlighted information from the memo that discussed that the city had not changed its rates since January of 2013. As part of the 2019 audit it was identified that the electric revenues were continuing to diminish. Gary Price, who serves the Upper Midwest Municipal Energy Group as the financial advisor, was asked to provide a proposal for a 2020 electric rate study. Koverman relayed that an additional proposal was sought and Mr. Price's was significantly less. Koverman indicated that he requested comparisons of other utilities and the price remained the same with a not to exceed amount of \$5,.... Council agreed to conduct the study and a motion to approve the study was moved.

Motion to approve: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**11. Preliminary 2021 Budget—Administrator Koverman** presented the 2021 preliminary budget and the proposed projects associated with the Capital Improvement Plan. The preliminary levy reflected a 6.41 percent. He qualified that the number would more than likely change as the new tax base for 2020 was not reflected in the estimate and that staff would work with the County Auditor to determine the figure. He also highlighted various expenditure increases citing general increase in salary and health insurance, but noted that liability and property insurance increased approximately 16 percent throughout the state, which ultimately impacted all departments. He highlighted the memo and reasoning with the various budget

changes. He did also point out the increase to the Capital Improvement Plan as it increased \$125,000. He noted that the 2019A bond also decreased by roughly \$134,000 due to the street portion of the bond being paid. He relayed that it was the intention of past councils and staff to explore the prospect of another overall street project to finish what had been started in 2005. As part of the September 8 Council meeting, Mike Bubany and Public Works and WHKS staff will present a plan for consideration. Clm. Braun questioned if any consideration was being given to possible cuts to LGA funding. Koverman relayed that at this point, staff has planned to receive the stated amount and that they would consider that possibility if it came to fruition. No other questions were asked.

**Unscheduled Public Appearances. None.**

Motion to adjourn at 6:23 p.m.: **Wayne Getz**  
Roll call was taken, and all voted in favor.  
No further discussion.  
Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Nick Koverman, City Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, August 25, 2020 held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber

Dave Braun (via phone)

Craig Hilmer

Wayne Getz

David Kramer

*Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.*

**STAFF PRESENT:** Nick Koverman (City Administrator)

**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: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion carried.

**4. Notices and Communications.** Mayor Schaber provided an update on a recent conversation with Dan Pecarina, CEO of HBC. Mayor Schaber shared that the conversation with Mr. Pecarina helped to share our concerns received from residents as well as the inquiry of bringing fiber to every home. Mr. Pecarina shared that St. Charles was constructed with 16 nodes which serves 110 homes per node. The biggest challenge he shared was old modems that were still in the community as well as helping customers understand which technologies worked together the best. He shared that certain neighborhoods had been identified in the community where hardware issues have presented complications and that they were being evaluated as far as which areas should be upgraded and replaced sooner than later. The mayor shared that communication with residents and the Council would help to clarify issues/concerns and the feeling that St. Charles is not being evaluated with respect to upgrades. Some of the more recent issues, he relayed, have been with contractors cutting fiber east of town. Mr. Pecarina shared that he would continue to communicate with the city as far as where HBC was going and how they would help communicate the need to replace old equipment in town. The Council thanked the mayor for holding the conversation and sharing the community's perspective.

**5. Review of Financials:** No questions were asked.

Motion to approve: **Wayne Getz**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**6. Ordinance #625 Amending Chapter 92 Animals (2<sup>nd</sup> Reading).** Admin. Koverman highlighted for the Council a marked copy of the ordinance that identified changes made since the first reading. Koverman highlighted those changes and relayed that the most substantive was to the Multiple Pet permit. The additional language allowed staff permission to inspect a premise as part of the permit with written

permission. Other changes were minor grammar and elimination of duplication of sections. No other questions or comments were relayed. A motion to approve the second reading of Ordinance #625 was moved.

Motion to approve: **Craig Hilmer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**7. Ordinance #626 Admin Fines and Fees (2<sup>nd</sup> Reading).** Mayor Schaber asked if there were questions or comments, for a motion to approve as presented. A motion to approve the second reading was moved.

Motion to approve: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**8. Ordinance #624 C-3 Zoning Ordinance Amendments (2<sup>nd</sup> Reading).** Mayor Schaber called for a motion to approve if there were no other questions or comments. Hearing none, a motion to approve the second reading of Ordinance #624 was moved.

Motion to approve: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**9. Resolution #27-2020 Authorization of COVID Funds by EDA.** Admin. Koverman relayed that the EDA met the Friday prior and reviewed the program guidelines and process. He briefly outlined how businesses could qualify and eligible expenses associated with the program guidelines. It was determined that \$100,000 would be injected into the first round of CARES dollars with \$5,000 limits. The programs timelines were moved up to October 2 to allow for staff to review the applications and to make adjustments if necessary. In addition, businesses who are owner operated will qualify whereas other programs that Cris Gastner had seen would not allow that business to apply. All Council agreed with the intent and program guidelines. A motion was made to move approval of the program.

Motion to approve: **Dave Braun**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**10. Electric Rate Study—Gary Price.** Admin. Koverman highlighted information from the memo that discussed that the city had not changed its rates since January of 2013. As part of the 2019 audit it was identified that the electric revenues were continuing to diminish. Gary Price, who serves the Upper Midwest Municipal Energy Group as the financial advisor, was asked to provide a proposal for a 2020 electric rate study. Koverman relayed that an additional proposal was sought and Mr. Price's was significantly less. Koverman indicated that he requested comparisons of other utilities and the price remained the same with a not to exceed amount of \$5,250.00. Council agreed to conduct the study and a motion to approve the study was moved.

Motion to approve: **David Kramer**

Roll call was taken, all voted in favor.

No further discussion.

Motion declared carried.

**11. Preliminary 2021 Budget—**Administrator Koverman presented the 2021 preliminary budget and the proposed projects associated with the Capital Improvement Plan. The preliminary levy reflected a 6.41 percent. He qualified that the number would more than likely change as the new tax base for 2020 was not reflected in the estimate and that staff would work with the County Auditor to determine the figure. He also highlighted various expenditure increases citing general increase in salary and health insurance, but noted that liability and property insurance increased approximately 16 percent throughout the state, which ultimately impacted all departments. He highlighted the memo and reasoning with the various budget

changes. He did also point out the increase to the Capital Improvement Plan as it increased \$125,000. He noted that the 2019A bond also decreased by roughly \$134,000 due to the street portion of the bond being paid. He relayed that it was the intention of past councils and staff to explore the prospect of another overall street project to finish what had been started in 2005. As part of the September 8 Council meeting, Mike Bubany and Public Works and WHKS staff will present a plan for consideration. Clm. Braun questioned if any consideration was being given to possible cuts to LGA funding. Koverman relayed that at this point, staff has planned to receive the stated amount and that they would consider that possibility if it came to fruition. No other questions were asked.

**Unscheduled Public Appearances. None.**

Motion to adjourn at 6:23 p.m.: **Wayne Getz**

Roll call was taken, and all voted in favor.

No further discussion.

Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Nick Koverman, City Administrator**



1000 Bishops Gate Blvd. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

August 31, 2020

Mr. Nick Koverman, Administrator  
St Charles  
830 Whitewater Ave  
St Charles, Minnesota, 55972

RE: St Charles, Winona, Olmsted Counties, Minnesota  
Public Protection Classification: 04/4Y  
Effective Date: December 01, 2020

Dear Mr. Nick Koverman,

We wish to thank you and Mr. Aaron Carlson for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

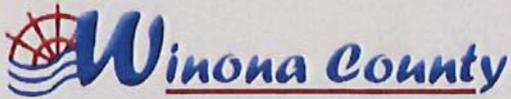
If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert  
Manager -National Processing Center

cc: Mr. Michael Peterson, Supervisor, Winona County Sheriff PSAP  
Mr. Kyle Karger, Maintenance Director, St Charles Water Department  
Mr. Aaron Carlson, Chief, St Charles Fire Department



# *Have you been financially impacted by COVID-19?*

**WINONA VOLUNTEER SERVICES IS PROVIDING A GRANT FUNDING OPPORTUNITY FOR INDIVIDUALS WHO HAVE BEEN NEGATIVELY IMPACTED BY COVID-19.**

**GRANTS AVAILABLE UP TO \$2,000.**

**FUNDS ARE LIMITED, APPLY NOW!**

Online application and more details at:  
<https://www.winonavs.org/care-grant-application/>

## ***Questions?***

Contact Winona Volunteer Services:

(507) 452-5591

[info@winonavs.org](mailto:info@winonavs.org)





## St. Charles EDA CARES Act Small Business Relief Program

This program was created to provide economic support to small businesses to reimburse the costs of business interruption caused by the COVID-19 pandemic.

\$100,000 was allocated to this program; applications will be accepted and reviewed until 5 p.m. on Friday, October 2, 2020 or until funds are depleted (whichever occurs first).

All grant awards are intended to provide emergency relief for costs associated with critical business expenses or losses as a direct result of the current health emergency.

### Eligibility Requirements:

1. The business must have a physical location within the City of St. Charles City limits.
2. Any St. Charles business that experienced negative impacts as a result of COVID-19 and the Governor's Executive Orders is eligible to apply.
  - **Special consideration will be given to businesses that were closed and/or limited in capacity by Governor's Order.**
  - **Priority will be given to businesses that DID NOT receive the DEED Small Business Relief Grant or Winona County Small Business Assistance Grant through SEMCHRA.**
3. Business must have experienced business interruption from COVID-19 between March 15, 2020 to present.
4. Eligible businesses must be in good standing with the City of St. Charles and the State of Minnesota.
5. Business must have been in operation since March 1, 2020.
6. Business must employ between 1-50 employees (including ownership).

**[More information and the application can be found at this link.](#)**

Or by contacting Cris Gastner at [cris.gastner@cedausa.com](mailto:cris.gastner@cedausa.com) or 651-764-5745



## City Administrator's Report—August 2020

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**August 4**—Held a conference call with Cris Gastner of CEDA to plan CARES dollars and programming.

**August 7**—EDA meeting.

**August 10**—Discussed potential CARES funding with Alexis Klassen at the Resource Center and learned that Winona County would be providing support through their CARES dollars in addition to support received from the Winona Area Foundation. ---Library and Park board met in the evening.

**August 12**—Met with Pam Tesch, co-chair and organizer of the Mainstreet Flowerbasket Committee. We discussed the future of the program. She relayed that the group has chosen to not move forward with the program next season. We discussed other potential partners to help take on the project and how the City may be able to partner if a fiscal agent is found. ---Council meeting that evening.

**August 13**—Spoke with Mike Schweyen regarding the potential school zone in front of the high school. He relayed he would work with the Traffic Engineer, David Tsang, to review and put together a process in order to facilitate a further discussion. More information will be provided.

**August 18**—Met with department heads to discuss the 2021 governmental budget.

**August 19**—Met with WHKS engineers Rick Engstrom and Daren Sikkink along with Public Work Director Kyle Karger to discuss the proposed street/sidewalk/trail project. Discussion of the I-90 business park improvements were also held as the staff continue to contemplate the most efficient and effective manner to move ahead given the various factors.

Met with SCACF board in the evening to discuss grants and board vacancies. Planned to meet again September 16<sup>th</sup>.

**August 24**—Held a conference call with Mike Bubany of David Drown & Associates to review TIF payments and general information for the new accountant.

**August 25**—Mayor Schaber and I met with Dan Pecarina from HBC to discuss the future of services in town.

**August 26**—Took part in LMC webinar for CARES updates.

**August 27**—Discussed upcoming variance request with Andy Masterpole from SEH.

**August 28**—Held a conference call with the executive director at SELCO to discuss process and information related to the upcoming library director search.

## PUBLIC WORKS REPORT – AUGUST 2020

. Hand transformers, set pedestals and junctions; hook up new services for east side of town overhead to underground projects; install 3-phase and set transformer pad at Love's Truck Stop; pulled wood street light poles fed by overhead lines and installed new fiberglass poles with underground wire; worked on new culvert / 24" pipe buried behind Clover Court apartments; cemented new aprons, seeded and matted.

. Hauled brush from Clover Court storm ditch project; clean electric trucks and restocked; hung banners on Hwy. 74 and Hwy. 14; cleaned city shop and power plant; rubber goods testing and inventory; East 14<sup>th</sup> Street finished switch over from overhead to underground on two blocks and cut off pole tops; dirt and seeded backyards; hooked up new service at 417 East 14<sup>th</sup> Street; Braun's pond cleaned; trees and brush cleared and dirt and seeded; repaired hydraulic drill for bucket truck.

. Got chemicals from Lewiston for weed spraying, sprayed solar farm, substation and other problem spots within the City; replaced transformer at east Morse Avenue; well #5 fuse replaced and reset soft start; ordered storage compartment for Explorer cab; made up billing for Hwy. 74 hydrant; locates for utility projects; attach meter socket on Terry Drive; new solar 40 kw on Wabasha Avenue with bi-directional meter installed; cut trees down on trail going to Vermilya dam.

. Made up single phase transformer for Love's temporary power' primary and secondary mapping; verify new street light pole specs and ordered; tree mapping for primary trimming, repair streetlight on Trout Avenue; disconnected power for 343 St. Charles Avenue; locate 16" water main under Braun's pond; pushed up City compost and brush pile; test and label 3-phase; disconnected and dropped service at 720 Wabasha Avenue; inspected sewer complaint; built ground grid on Love's for future power; changed out electric meter on Northern Hills Circle.

. Checked electric inventory and placed order; dug in new electric service on Northern Hills, checked voltage complaint at 500 East 5<sup>th</sup> Street; set up ball nets for park softball tournament; working on curb replacements before street patching; measure blacktop patches; removed half pipe 36" behind Clover Court for new pipe install; cut blacktop and lower gate valves and manholes; blacktop patching; water samples.

. Pool shutdown / water and chlorine; mounted phone box Hwy 14 lift station, THM samples; hauled compost to pit; filled all wells with chemicals and overstocked to avoid potential shortage; read meters; located property pins; replaced chlorine regulator in Well #5; insulated 16" water main below Braun's pond; safety training; inspected shop garage doors; helped with City-wide leak detection – 2 found; fluoride samples, Whitewater Way Apt. finals; cleaned catch basins.

Sincerely,  
Kyle Karger, Director of Public Works

# City of St. Charles Police Department

Chief – Ken Frank #601

830 Whitewater Avenue

St. Charles, MN 55972

(507) 932-8020 · (507) 932-8701 FAX



September 4, 2020

On September 26, 2020 this department will be hosting **“A Celebration in Honor of Officer Chris Lennon's Retirement.”** This date was chosen prior to Chris's untimely death on August 16 and Chris was looking forward to this party.

The celebration will be from 3-7 PM at the Garage here in St Charles with a Flag folding ceremony at 4. The council and public are invited, COVID protocols will be in place.

- I have registered several officers from this department to take part in virtual trainings sponsored by the MN Chief's of Police Association and the MN BCA. These 2-hour livestream interactive trainings will take place during the next three months and topics include:
  - \*\* Race Conversations for Law Enforcement Leaders
  - \*\* Recruitment Strategies in the 21st Century
  - \*\* How to Interpret the New Use of Force Standards -- What CLEOs and Officers Need to Know
  - \*\* Law Enforcement Training -- Changing Attitudes but Not Behavior
  - \*\* Lessons Learned from Civil Unrest (Panel Discussion)

Respectfully submitted,

Chief Ken Frank

“Proud to Serve”



**Planning and Zoning Commission**  
**Thursday, September 3, 2020**  
**7:00 P.M.**  
**City Council Chambers**  
**Minutes**

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Freddy Perez

**STAFF PRESENT:**

City Administrator Nick Koverman.

**OTHERS IN ATTENDANCE:** Jon Miller and Mike Miller.

**ESTABLISH QUORUM/CALL TO ORDER**

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

**APPROVAL of AGENDA:**

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

**APPROVAL of MINUTES-August 6, 2020**

Motion to approve: **David Kramer**  
Seconded by: **Terry Jones**  
No further discussion.  
Motion declared carried

**BUSINESS ITEMS:**

**4a. Public Hearing-Replat Miller Addition**

Chairman Jones called for a motion to open the public hearing at 7:01 p.m.

Motion to approve: **David Kramer**

Seconded by: **J.D. Purl**

No further discussion.

Motion carried.

The public hearing was opened and it was expressed that anyone interested in speaking for or against the proposed replat could speak and to please limit comments to 5 minutes.

Jon Miller of Miller Properties and owner of Miller's Market addressed the Commission relaying that the intent was to combine the four existing lots and to divide them into two properties for the eventual purchase by Miller from his parents. He noted that a portion of the property he owns was now being dedicated as part of the 13<sup>th</sup> Street road right-of-way. Other than those changes, nothing else was being done. No other comments were made.

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

Motion to close the public hearing at 7:05 p.m.: **David Kramer**

Seconded by: **Jerel Mockenhaupt**

No further discussion.

Motion carried.

Admin. Koverman added that Miller had worked with the city and the Winona County Recorder to clean up the descriptions for recording purposes as well. While nonconformities existed with the property such as parking, it was an existing property and nothing was being done to expand the already existing nonconformities.

Comments were made by the Commission in appreciation of the hardware and grocery store and the recently painted mural.

Clm. Kramer added that after review he felt the replat was straight forward and cleans up the property parcels.

**4b. Resolution #28-2020 Replat of Miller Addition.** Hearing no further discussion, a motion was made to approve the recommendation of Resolution #28-2020.

Motion to approve: **Jerel Mockenhaupt**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

Motion to adjourn at 7:11 p.m.

Motion to approve: **Wayne Getz**

Seconded by: **David Kramer**

No further discussion.

Motion carried.



CITY OF ST. CHARLES  
**PROCLAMATION**

SEPTEMBER 12-20 DESIGNATED WELCOMING WEEK

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

WHEREAS, regardless of where we are born or how we identify, we are St. Charles residents and our lives are interdependent. It is time to come together and build communities where every resident has the opportunity to thrive and contribute; and,

WHEREAS, St. Charles is home to people of all backgrounds, including those who were not born here, but now call St. Charles home. St. Charles' success depends on making sure that all residents feel welcome. New residents are a vital part of our community, along with our long-time residents, bringing ideas, starting businesses, serving in civic roles, working critical industries, and contributing to the vibrant diversity that we value; and,

WHEREAS, we celebrate Welcoming Week as a way of creating home together with communities around the world. Welcoming Week is about bringing neighbors together across lines of difference to build relationships and work together on shared goals. During Welcoming Week, I invite all residents to join this movement by taking action in the spirit of unity across differences; and,

NOW THEREFORE I, Mayor John Schaber of the City of St. Charles, County of Winona, State of Minnesota, do hereby proclaim September 12-20, 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)

## MEMORANDUM

TO: Honorable Mayor & Council  
Nick Koverman, City Administrator  
Kyle Karger, Public Work Director  
City of St. Charles

FROM: Daren D. Sikkink, P.E.  
WHKS & Co.

DATE: September 4, 2020

RE: 2021 Street, Alley, Sidewalk and Trail Improvements and Maintenance project

### Introduction

City staff has reviewed the current condition of all the City's streets, alleys, sidewalks, and trails for a possible project in 2021. Public Work Director Karger and Rick Engstrom of WHKS reviewed all the streets within the City to come up with a plan to rehabilitate the infrastructure. The last major street improvement project was completed in 2005 and debt for this project has been paid off.

Staff has developed a set of maps to depict the proposed project scope and associated preliminary costs for each item to be rehabilitated.

### Street Maintenance

The streets that were overlaid in 2005 and new streets built within the last 15 years are due for chip sealing. Chip sealing helps seal the surface of the pavement to prevent deterioration because of aging and oxidation due to water and sun. City staff is recommending a chip seal of these streets to maintain an acceptable surface quality.

The chip seal is shown in blue on the street map and has an estimated cost of \$715,000.

### Street Improvements

Several streets and alleys are showing signs of significant aging and City staff is recommending a bituminous pavement mill and overlay. Areas where the pavement has settled will receive a bituminous leveling course prior to overlaying. Areas where the pavement is in poor condition will have the pavement removed and a bituminous patch placed to stabilize the area prior to overlaying.

The mill and overlay streets are shown in green on the street map and have an estimated cost of \$1,415,000. An allowance of \$400,000 is shown for bituminous leveling and patching.

The existing streets and alleys that are in poor condition are recommended to be rebuilt. The rebuilt streets and alleys will have the existing pavement reclaimed (ground up), shaped and new bituminous pavement over the reclaimed gravel. The existing curb & gutter will remain.

The rebuilt streets and alleys are shown in orange on the street map and have an estimated cost of \$600,000.

Both the mill and overlay and rebuilt street will have concrete curb work to correct any deficient curb areas prior to paving.

An allowance of \$400,000 is shown on the street map for this curb work.

### **Gravel Alleys**

The City currently has approximately 2 miles of gravel alleys within the corporate limits. City staff is recommending paving these alleys to reduce annual maintenance costs and correct any drainage issues.

The gravel alleys are shown in blue on the gravel alley map and have an estimated cost of \$640,000.

### **Gravel Streets**

The City currently has approximately 0.8 miles of gravel streets with the corporate limits. City staff is recommending paving these gravel streets to provide a paved surface to the City limits of St. Charles and less annual maintenance.

The gravel streets are shown in light blue on the gravel road map and has an estimated cost of \$250,000.

### **Sidewalks**

The City has many blocks of concrete sidewalks that are in poor condition and do not comply with the Americans with Disabilities Act (ADA). City staff is recommending replacing the defective sidewalks and pedestrian ramps to provide for a compliant and safer sidewalk system. City staff is also recommending adding a new sidewalk along the west side of Richland Avenue. Staff has received complaints from adjacent residents that there isn't a sidewalk for children to walk to school.

The sidewalk replacement is shown in red on the sidewalk map and has an estimated cost of \$800,000. The new sidewalk is shown in green on the sidewalk map and has an estimated cost of \$50,000.

### **Trails**

The City has many great trails for the residents to use and enjoy. In the past, the Council has expressed interest in making a complete trail system by looping the existing trails. The trail map shows the existing trail system with the solid colored lines and the dashed pink line. City staff is recommending construction of new trails to create a looped trail system (dashed brown line). This includes two new concrete slab bridges over the Whitewater River. Staff has looked at both gravel and paved trail options for the Council's consideration. Staff is also recommending paving the existing trail to the Catholic church (dashed orange line) and overlaying the existing trail within the City park (dashed pink line).

The proposed new paved trail is estimated at \$880,000 and the gravel option is estimated at \$490,000. The new bridges over the Whitewater River are estimated at \$80,000. The

estimated cost to pave the trail to the Catholic church is \$45,000. The estimated cost to overlay the existing trail within the City park is \$100,000.

### **Chattanooga Innovation Park Second Addition**

The City recently purchased the Thorson property just east of the current Chattanooga Innovation Park along Interstate 90. The City purchased this land with the intent of expanding the current industrial / commercial park. The City has an agreement with the Whitewater Dodge dealer to purchase 4 acres of land in the expanded park. City staff is recommending the construction of Chattanooga Innovation Park Second Addition in 2021. This will allow for continued development along the I-90 corridor.

The estimated cost of the second phase of the park is \$973,000.

### **Conclusion**

The total estimated cost for the listed projects is \$7,348,000. City staff would like to discuss the different infrastructure items listed in the memo and would like direction from the Council on what projects to include in the proposed 2021 project.

## ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

## COMMERCIAL PARK DEVELOPMENT

## ST. CHARLES, MINNESOTA

8/16/2019

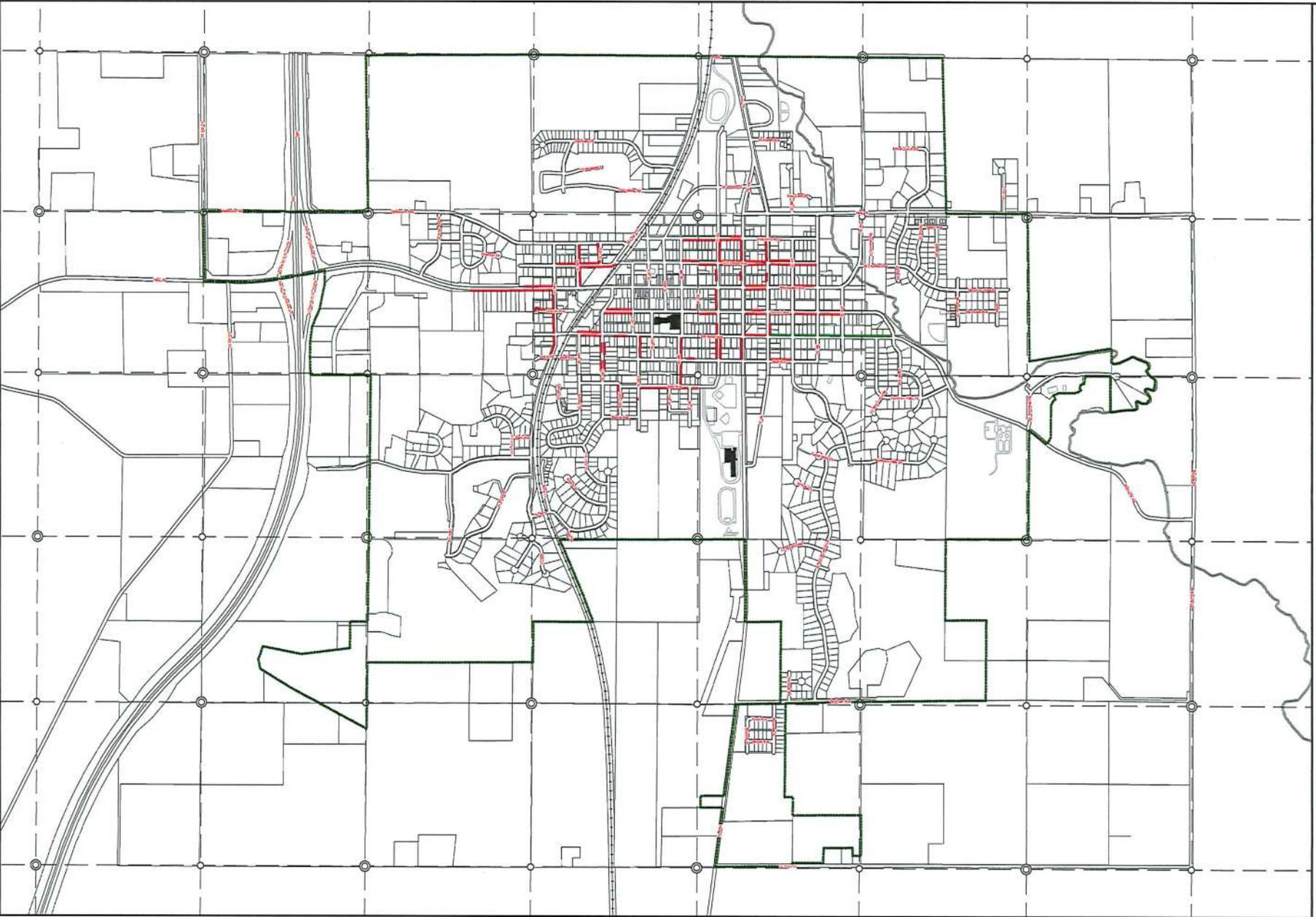
No.	Item	Quantity		Unit Price	Total
1	Mobilization	1	L.S.	\$ 50,000.00	\$ 50,000.00
2	8" Watermain	1,400	L.F.	\$ 45.00	\$ 63,000.00
4	8" Gate Valve	5	Each	\$ 1,500.00	\$ 7,500.00
6	Water Hydrant	3	Each	\$ 5,000.00	\$ 15,000.00
7	6" Water Service	8	Each	\$ 1,000.00	\$ 8,000.00
8	6" Gate Valve	11	Each	\$ 1,200.00	\$ 13,200.00
9	8" Sanitary Sewer	1,400	L.F.	\$ 50.00	\$ 70,000.00
10	Sanitary Manhole	3	Each	\$ 5,000.00	\$ 15,000.00
11	Sanitary Service	8	Each	\$ 1,000.00	\$ 8,000.00
12	Storm Sewer Structure	10	Each	\$ 4,000.00	\$ 40,000.00
13	18"-24" Storm Sewer Pipe	1,020	L.F.	\$ 45.00	\$ 45,900.00
14	Storm Sewer Pipe Apron	2	Each	\$ 500.00	\$ 1,000.00
15	Curb & Gutter	3,028	L.F.	\$ 17.00	\$ 51,476.00
16	Bit. Pavement	2,100	Tons	\$ 90.00	\$ 189,000.00
17	Common Excavation/Borrow	15,000	C.Y.	\$ 6.00	\$ 90,000.00
18	Rock Excavation	600	C.Y.	\$ 50.00	\$ 30,000.00
19	Aggregate Base Class 5	2,405	C.Y.	\$ 30.00	\$ 72,150.00
				Subtotal	\$ 769,226.00
				Contingency (10%)	\$ 76,900.00
				Engineering (15%)	\$ 126,900.00
				<b>Total</b>	<b>\$ 973,000.00</b>



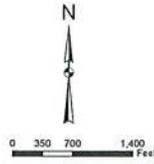
# SIDEWALK MAP CITY OF ST. CHARLES WINONA COUNTY



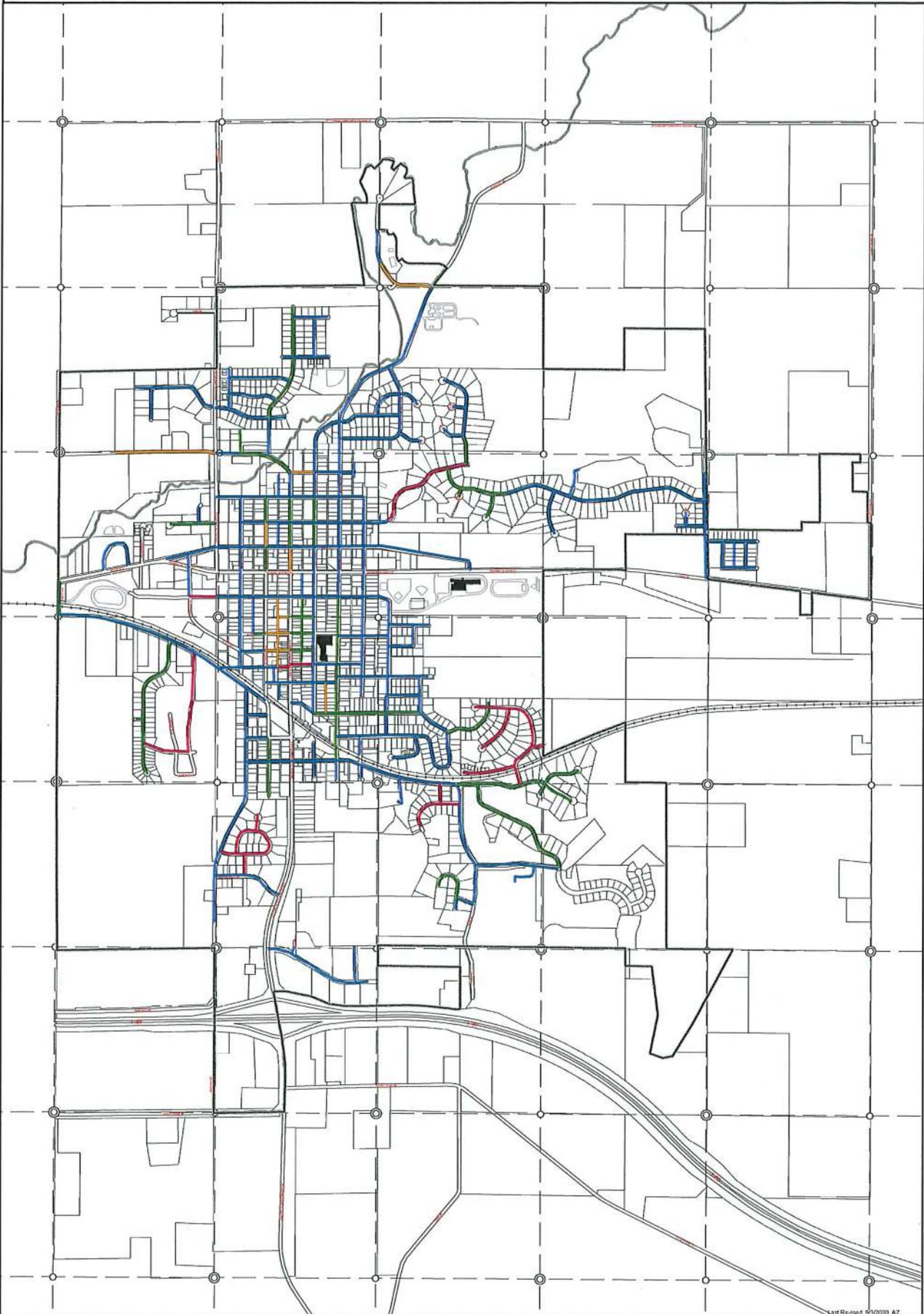
- PROPOSED REPLACEMENT SIDEWALK & RAMP IMPROVEMENTS  
21,159 L.F. (\$800,000)
- NEW SIDEWALK  
1,083 L.F. (\$50,000)



**STREET MAP  
CITY OF ST. CHARLES  
WINONA COUNTY**



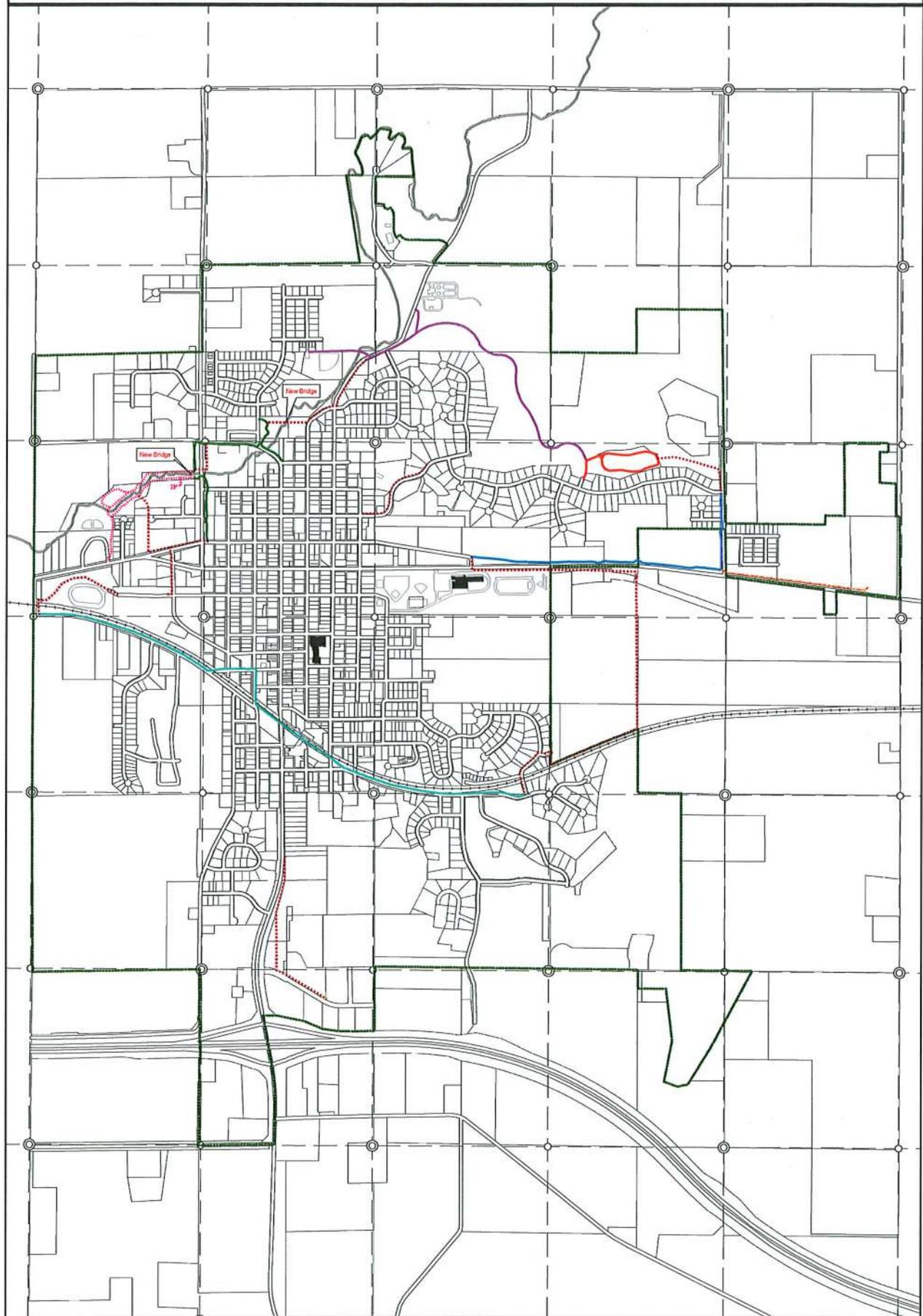
- CS: 94,775 L.F. (\$715,000)
- OL: 25,660 L.F. (\$1,415,000)
- RB: 6,297 L.F. (\$600,000)
- NONE: 12,759 L.F.
- Curb Work \$400,000
- Leveling/Patching (\$350-400,000)



# TRAIL MAP CITY OF ST. CHARLES WINONA COUNTY



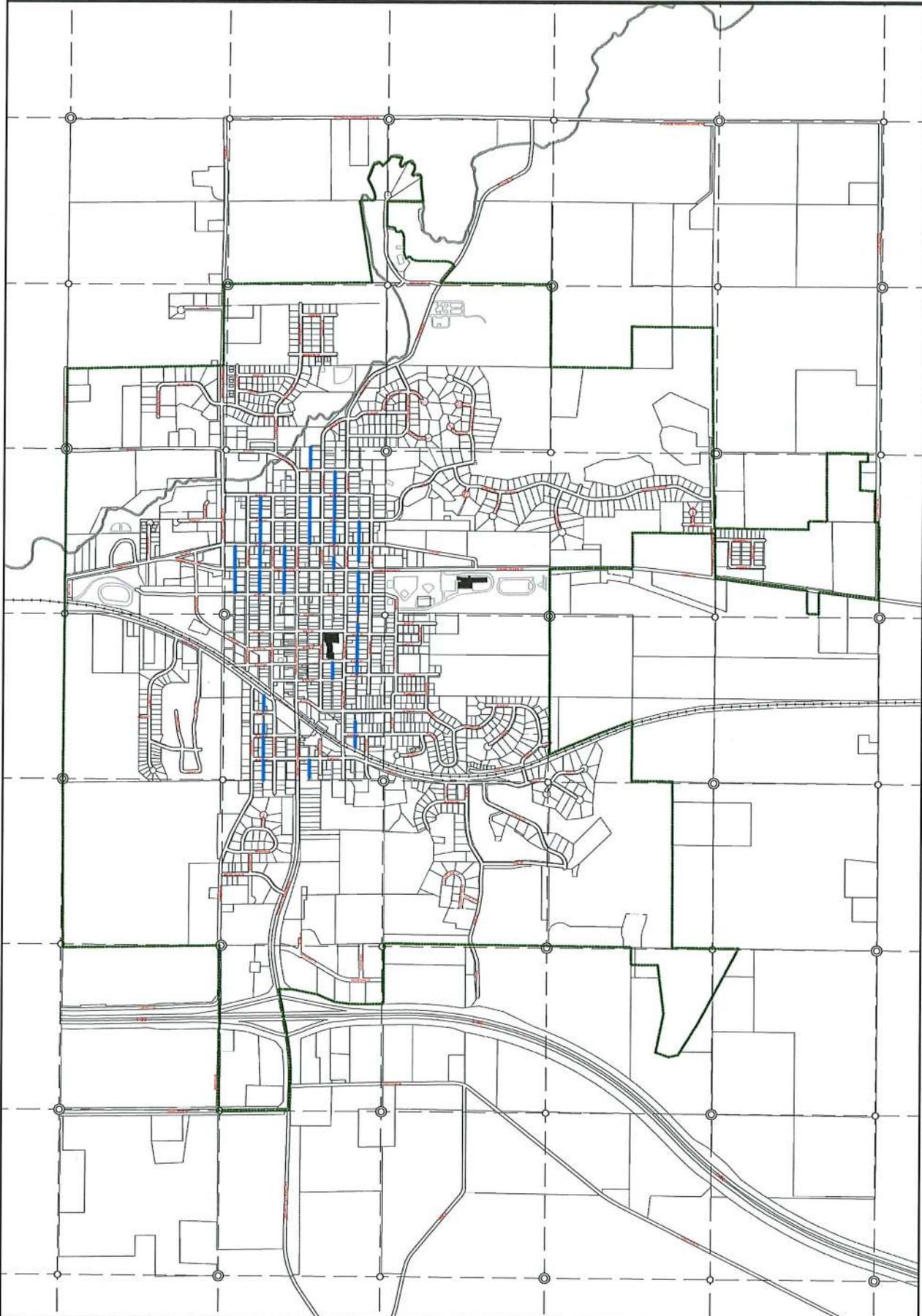
Trail Projects		Existing Trails	
Proposed: 3.7 Miles	Paved: \$880,000	1.6 Miles	1.2 Miles
Gravel: \$450,000		0.9 Miles	0.9 Miles
Pave: 0.4 Miles	\$45,000	0.9 Miles	0.7 Miles
Overlay: 0.9 Miles	\$100,000	0.7 Miles	0.5 Miles
New Bridges	\$80,000		



# GRAVEL ALLEY MAP CITY OF ST. CHARLES WINONA COUNTY



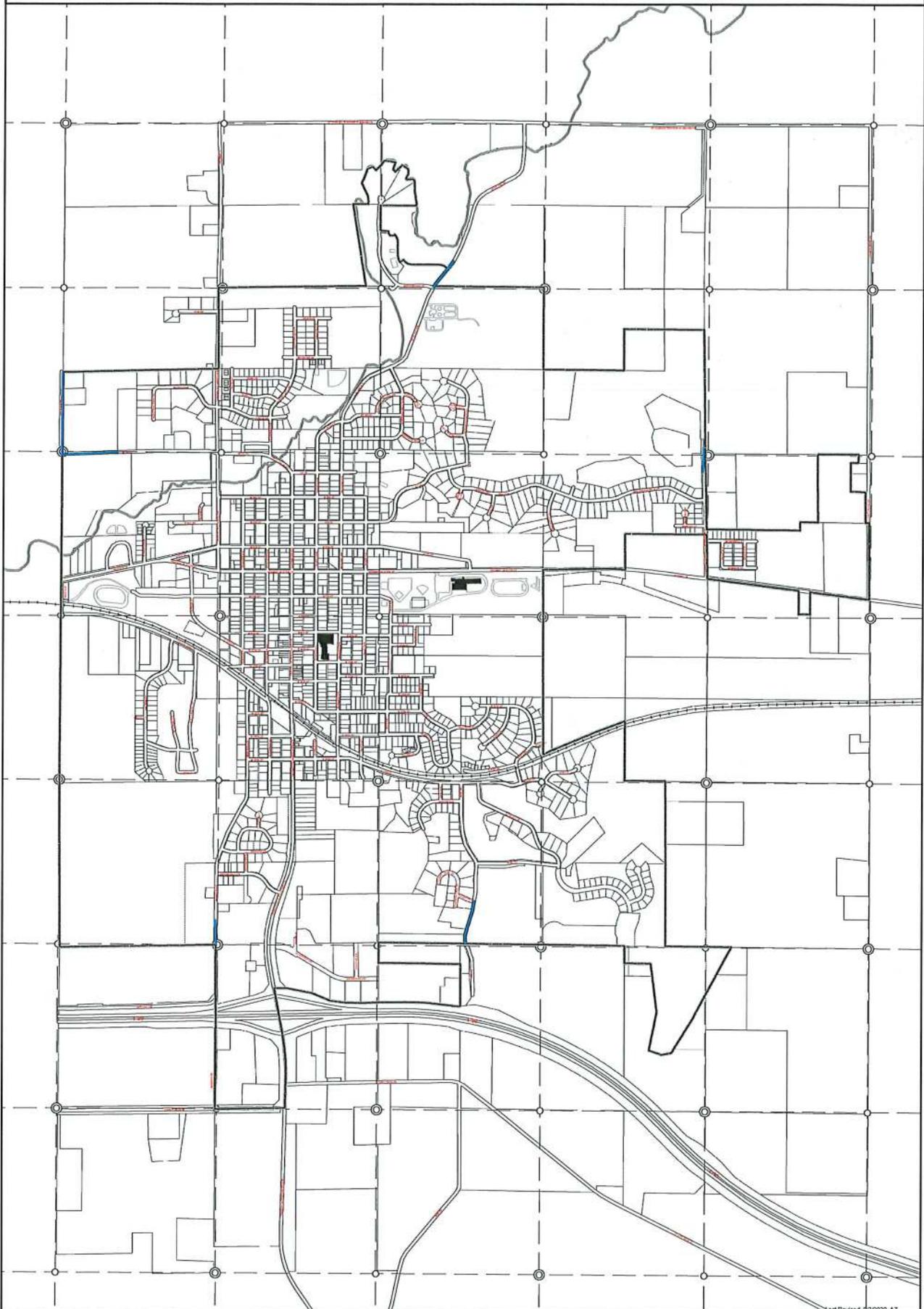
Gravel Alley: 10,625 L.F. (\$640,000)



# GRAVEL ROAD MAP CITY OF ST. CHARLES WINONA COUNTY



Gravel Roads: 4,298 L.F. (\$250,000)



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**INTEROFFICE MEMORANDUM**

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**TO:** MAYOR AND COUNCIL MEMBERS  
**FROM:** MELISSA KRUSMARK AND NICK KOVERMAN  
**SUBJECT:** 2021 GOVERNMENTAL BUDGETS  
**DATE:** 9/4/2020  
**CC:** NICK KOVERMAN

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Enclosed is the preliminary 2021 budget for governmental funds. The proposed preliminary levy is \$1,247,546—for a total levy of 6.41%. Several factors contributed to this change, among them being changes in insurance and wages along with a proposed increase in Library staffing that would include the potential of an additional fulltime staff position. In addition, property and casualty premiums increased across the board from the LMCIT by an average of 16 percent which was seen statewide. The Police Department is exploring an online training and policy service that many departments are utilizing. As of right now, we are awaiting the total tax capacity information from Winona County to show the true impact of this preliminary levy. *New revision--The City's net tax capacity increase was \$210,823.00. On a home valued at \$200,000, the proposed levy of 6.41 percent would see a decrease in city taxes of \$7.80. Levy reductions options can be explored. Some additional costs for engineering and additional Lexipol services for the police will need to be added into the final budget.*

10 General Fund –The General Fund levy increased \$35,540, which is primarily salary/health insurance increases along with general liability increases.

20 Advertising Fund: No change.

21 Fire Fund- only change was an increase in worker's compensation coverage and regular salaries as the trend indicated a need to increase.

24 Celebration Fund – No Change.

25 Capital Improvement Fund – included in the budget packet is a list of the planned capital expenditures totaling \$220,024 in 2021. After conferring with department heads, two large projects including MnDOT's Hwy 74 bridge reconstruction with trails (shifted to 2022) and a salt shed project will be delayed/cancelled, netting in a savings of \$150,000.

26 Library Fund – levy increased \$6,578 due to the proposed additional library hours and changes in SELCO fees.

55 2015A EMS Bond – the required levy for the bond is \$144,655; after contributions from Ambulance, Fire, and Electric Departments, the levy amount will be \$99,655.

57 2018A Street Bond – the required levy amount for this bond is \$81,585.

61 2019A GO Refinancing Bond – This is the required levy to cover debt service, less \$40,000 annual transfer from Water Fund. It should be noted that due to how the refinancing for this was structured, the 2021 levy decreases significantly (approximately \$136,785 less needed from levy

in 2021) as the street portion of the bond has been satisfied. However, in working with Mike Bubany of David & Drown Associates, the difference of \$125,000 has been added to the CIP (Fund 25) and a future discussion scheduled for September 8 will be held in order to discuss a potential future project.

Please let me know if you have any questions regarding the 2021 budget.

City of St. Charles  
 2021 Budget - Levy Impact Per Taxpayer @6.41%  
 Based on \$200,000 home

City  
 Tax rate= total levy request  
           city's tax base (net of TIF)

2020   41.30%                   2021 (est)           40.91%                   Increase                   -0.39%

Property taxes=	market value (county assessor)	Example:	Value of home	200,000
	* class rate (state of MN)		Class rate	0.01
	tax base (tax capacity)		tax base	2000
	* tax rate (city)		Increase	<u>-0.39%</u>
	certified amount - city's portion			<u><b>(\$7.80)</b></u>
	+ school district			
	+ county			
	+ Other			
	<u>                  </u> Total property tax bill			

0.000190108

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	
<u>Total tax base</u>	\$ 2,043,779	\$ 2,081,201	\$ 2,128,619	\$ 2,206,859	\$ 2,302,266	\$ 2,641,324	\$ 2,968,988	\$ 3,181,576	
<u>Less: TIF (estimated)</u>	\$ (38,874)	\$ (36,754)	\$ (51,444)	\$ (68,262)	\$ (82,730)	\$ (122,934)	\$ (130,138)	\$ (131,903)	
	<u>\$ 2,004,905</u>	<u>\$ 2,044,447</u>	<u>\$ 2,077,175</u>	<u>\$ 2,138,597</u>	<u>\$ 2,219,536</u>	<u>\$ 2,518,390</u>	<u>\$ 2,838,850</u>	<u>\$ 3,049,673</u>	
	<u>\$ 2,004,905</u>	<u>\$ 39,542</u>	<u>\$ 32,728</u>	<u>\$ 61,422</u>	<u>\$ 80,939</u>	<u>\$ 298,854</u>	<u>\$ 320,460</u>	<u>\$ 210,823</u>	40.91%
						43.41%	41.30%		

**City of St. Charles  
Resolution #28-2020**

**A RESOLUTION APPROVING THE REPLAT  
OF MILLER ADDITION  
TO THE CITY OF ST. CHARLES, MINNESOTA**

**WHEREAS**, the replat of Miller Addition (owners Miller Properties and Miller Trust) at 1313 Whitewater Avenue and 1337 Whitewater Avenue to the City of St. Charles, Minnesota has been duly reviewed by the Planning Commission on September 3, 2020; and,

**WHEREAS**, the Replat of the Miller Addition (owners Miller Properties and Miller Trust) to the City of St. Charles, Minnesota has been duly reviewed by the City Council on September 8, 2020.

**WHEREAS**, the replatting of four parcels (ID #29.000.1860, #29.000.1802, #29.000.1800, and #29.000.1801) will be combined into two parcels identified as Block 1, Lot 1 and Lot 2 of the Miller Addition.

**WHEREAS**, approval of the replat is given subject to a portion of East 13<sup>th</sup> Street being dedicated as a public right of way.

**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 replat of Miller Addition (owners Miller Properties and Miller Trust) is hereby approved.

Adopted by the Council of the City of St. Charles, Minnesota this 8th day of September, 2020.

**STATE OF MINNESOTA  
COUNTY of Winona**

I, Nick Koverman, City Administrator of the City of St. Charles, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 8<sup>th</sup> day of September, 2020; the original of which is on file in this office. I further certify that \_\_\_\_ members voted in favor of this resolution and that \_\_\_\_ members were present (via in person or teleconferencing) and voting.

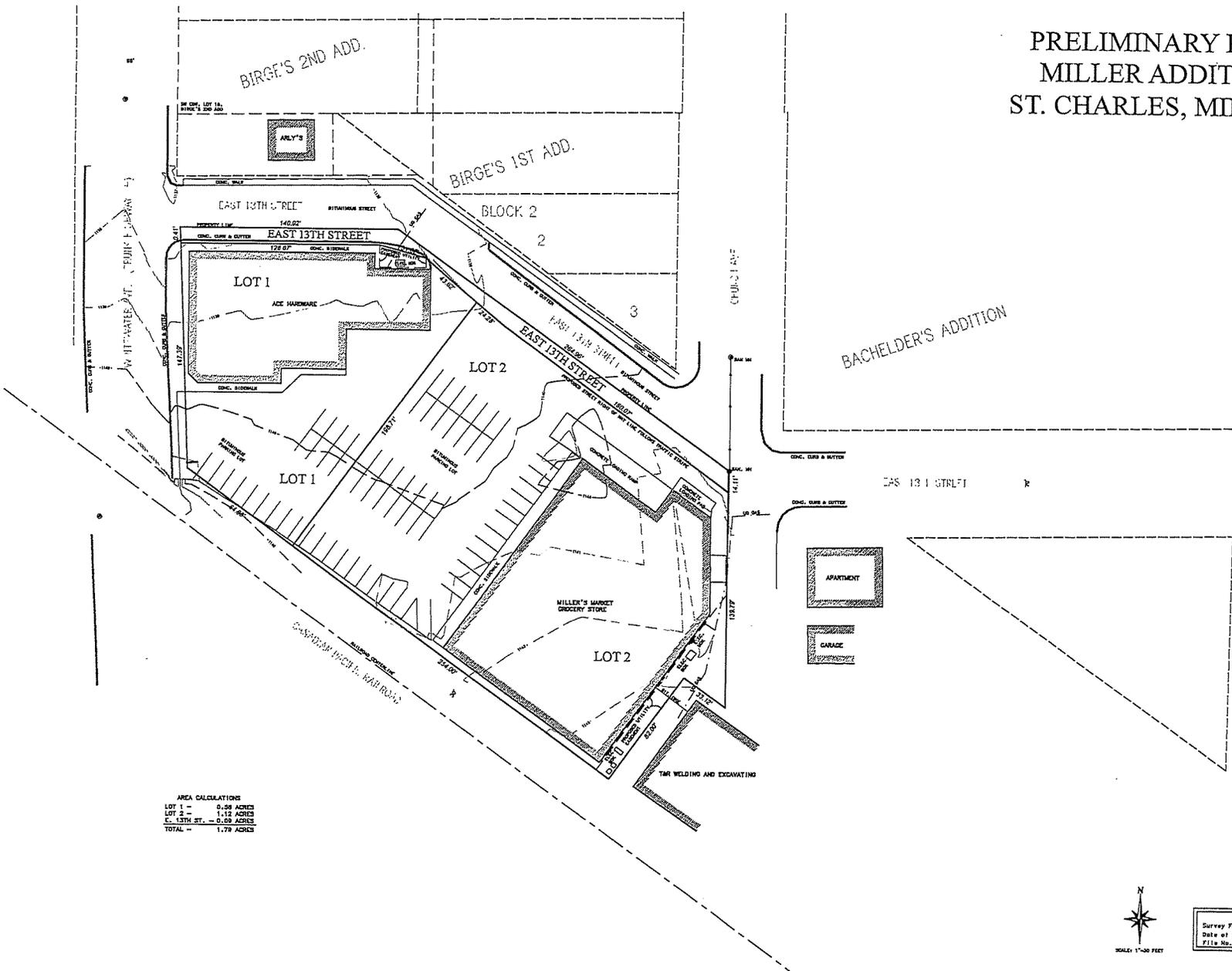
\_\_\_\_\_  
**John Schaber, Mayor**

Attest:

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

SEAL

PRELIMINARY PLAT  
MILLER ADDITION  
ST. CHARLES, MINNESOTA



AREA CALCULATIONS

LOT 1 -	0.58 ACRES
LOT 2 -	1.12 ACRES
E. 13TH ST. -	0.09 ACRES
TOTAL -	1.79 ACRES



SCALE: 1"=30 FEET

Survey For: <b>Jon Miller</b>	<b>JOEL THORESON LAND SURVEYING</b>
Date of Survey: Aug. 17, 2020	487 St. Martin Ave.
File No.: 20-037 Prelim Plat	St. Charles, MN 55072
	Phone: 507-951-4513

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.  
*Joel Thoreson* 8/18/20  
Date  
Joel B. Thoreson  
License No. 10364

Trinity Lutheran Church would like to conduct a fundraiser and ALL proceeds would be split between important causes in the community. This is a tentative list at this time:

St. Charles Ambulance Service  
St. Charles Fire Department  
Winona County Fair Board  
Purple Heart Memorial

A local band from Spring Valley, Matt and Brenda Stier, would present an Irish Folk gospel focused concert featuring guitar and Irish whistles on the green space next to City Hall. A free will offering will be requested as people enter the event.

Trinity church members would fence the area, guide attendees to enter and leave through designated gates, and encourage safe distancing all in compliance with Governor Walz's rules on large gatherings. Under those rules outside events do not require masks although we would have masks available for those who wish to wear them. We would monitor the number of people at the event and limit attendance to no more than 250 individuals, therefore allowing plenty of safe distancing at the event. Trinity Lutheran members will monitor the "Entrance" and "Exit" gates and will take care of all set up and tear down of the fencing as well as garbage pickup after the event.

Our request is to use the city's garbage cans, green space and electricity for the band from 5 PM until 6:30 PM on Saturday, October 3rd with a backup rain day of Sunday, October 4th at the same time. We also ask that the bathrooms in the city hall be available during the event which removes the cost of renting portable toilets.

We would pay directly all costs of the band, advertising, fencing, and liability insurance for the event and since ALL proceeds are going directly to important causes in our community we would ask the city to allow our use of the green space at no cost.

We wish to thank the City Council for allowing our use of the space on August 27<sup>th</sup> that allowed us to raise \$1104 for community causes. Your cooperation is important and appreciated.