



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, July 22, 2014 at 5:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. Approval of the Agenda	
4. Notices and Communications –	
5. Review of Financials	
6. Fort Culvert Project	APPROVE
7. St. Charles Fire Relief Property	DISCUSS
8. EMS Building Advertising	DISCUSS
9. Resolution #25-2014 Public Transit New Service Area	APPROVE
10. Resolution #26-2014 1-Day Intoxicating Malt Liquor—St. Charles Wrestling	APPROVE
11. Environmental Assessment Worksheet-Trail Waiver	APPROVE
12. UMMPA Update	DISCUSS
13. Urban Deer Population	DISCUSS
14. Administrator Annual Review-Closed Session	DISCUSS

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

ADJOURNMENT

*Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, July 22, 2014**

6. Fort Culvert Project. Enclosed is the memo and recommendation from Widseth, Smith, Nolting. Mr. Neil Britton, the engineer selected, will be present to discuss his recommendation. Cost estimates were not provided by the packet timeline, but will be submitted shortly or presented Tuesday.

7. St. Charles Fire Relief Property. Members of the St. Charles Fire Relief will be present to highlight a recent acquisition of a historic piece of equipment and to answer any questions.

8. EMS Building Advertising. Council requested information from the school district and other communities. An update will be provided.

9. Resolution #25-2014-Public Transit New Service Area. An updated resolution is provided for approval of the June 24, 2014 Council motion to continue forward with the public transportation project.

10. Resolution #2602914 1-Day Intoxicating Mat Liquor—St. Charles Wrestling Club. This is an annual permit and request as part of the Gladiolus Days celebration.

11. Environmental Assessment Worksheet-Trail Waiver. Please see Request For Council Action.

12. UMMPA Update. See enclosed memorandum.

13. Urban Deer Population. Please see the enclosed Letter to the Council. A meeting was held with a Conservation Officer of the DNR. He outlined some various strategies that can be discussed, but more information is being sought from other communities.

14. Administrator Annual Review—Closed Meeting Pursuant to Minn. Statute 13D.05 Subd. 3(a).



Nick Koverman
City Administrator
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WidsethSmithNolting.com

RE: Whitewater Avenue / Skip & Tom Fort

Dear Nick:

In accordance with my email to you on May 29, 2014, listed below is our scope of work that the City of St. Charles authorized Widseth Smith Nolting to complete at a cost of \$2,850.

We will submit a written report to the City of St Charles that will include:

1. Recommendations to solve surface water runoff problems.
2. Culvert size determination for the centerline culvert on White Water Avenue.
3. Reviewal of the drainage report for Chattanooga Innovation Park/Interstate 90 Industrial & Commercial Park.

We will also review the report with the City of St. Charles, and be available to answer any questions regarding information in the report.

I have reviewed the area of Whitewater Avenue that adjoins the property of Skip & Tom Fort. There are water issues both from a waterway draining across Whitewater Avenue through a culvert, and water draining down Whitewater Avenue.

As I understand the situation, aggregate has been added over the years to Whitewater Avenue in the area of the centerline culvert. The aggregate was possibly added to lessen the steepness of the road going south to a house on Whitewater Avenue. That house has since been removed. When a storm event occurs, the addition of the aggregate has caused problems when the centerline culvert cannot handle all of the water flow. The water is forced to flow towards the building owned by the Fort's instead of overtopping Whitewater Avenue. The water has been close to entering the Fort's building.

There has been a commercial subdivision constructed upstream of the Fort's building. The subdivision was constructed with a system of storm sewers and a storm water pond. An existing storm water pond was reconfigured to accommodate the runoff from the increase in impervious area from the subdivision. Reconfiguration of the pond included design and installation of a new pond outlet structure, and resizing to a larger pond for more storage of storm water runoff. An evaluation of the new storm water pond as designed according to the drainage report prepared by WHKS & Co in 2011 has been completed. The results of the evaluation are as follows:

1. Design of the pond is sufficient to meet design requirements as determined by the MPCA and the NPDES Storm Water Permit. The allowable discharge rate of the pond for the water quality volume for the ultimate development of the entire site is less than the maximum allowable discharge rate for the water quality volume.
2. Redesign of the pond outlet structure and resizing the pond effectively reduced pond discharge rates from pre-development to post-development conditions for the 2, 10 and 100 year storm events. The pond outlet structure consists of a combination of a skimmer structure and an overflow weir. The overflow weir design along with the larger pond size result in lower discharge rates from the pond, and therefore should decrease the runoff rates to any downstream waterways and culverts.

We also analyzed the centerline culvert on Whitewater Avenue to determine the storm event the culvert could handle. The results of that analysis are as follows:

1. The existing 36" CMP culvert can accommodate an approximate peak discharge of 18 cfs before it begins to reach the building floor elevation. This equates to a 10 year storm event, which indicates that the existing culvert is designed to handle peak flows from a 10 year storm event, and would overtop the gravel lot or reach the building thereafter. The gravel lot is currently shaped in a manner that does not allow water to overtop the lot without first reaching the building. If the lot were shaped to provide a safe overflow for the culvert, it could pass a small portion of runoff from the 10 year storm, and convey larger overflows from larger storms such as a 100 year storm event.
2. To sufficiently convey a 100 year storm runoff with the existing 36" culvert in place, the gravel lot would need to be shaped in a way that creates an overflow swale with an elevation of approximately 1226.50. This is only 0.50 ft above the approximate culvert invert elevation of 1226.00. This leaves no room above the culvert for an overflow swale to be shaped.
3. The first scenario considered to mitigate flooding issues is as follows: Lower existing 36" culvert inlet invert to an elevation that is 6.5 ft below the building finish floor, slope the culvert downstream at 1.48%, and shape the lot to create a 10 ft wide overflow swale 2 ft lower than the building finish floor. Under these conditions the 10 year storm runoff would be conveyed by the culvert without overtopping, and the 100 year storm runoff would overtop into the swale and reach an elevation of 1 ft below the building finish floor. Although this scenario will prevent water from reaching the building, it may still result in erosion issues of the gravel lot during a 100 year storm.
4. The second scenario considered to mitigate flooding issues is as follows: Remove existing 36" culvert, install new 48" CMP culvert and aprons with the inlet invert elevation at 6.0 ft below the building finish floor, slope the culvert downstream at 1.37%, and shape lot to create a 10 ft wide overflow swale 1 ft lower than the building finish floor. Under these conditions the 10 year and 100 year storm runoffs would be conveyed by the culvert without overtopping, and the 100 year

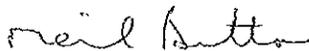
storm runoff would reach an elevation of 1.34 ft below the building finish floor. Reshaping the lot to provide an overflow swale would be solely to provide an emergency overflow route.

The following are our recommendations to reduce the possibility of water entering the Fort building, while maintaining water flow across and through Whitewater Avenue.

1. Remove existing 36" culvert, install new 48" CMP culvert and aprons with the Inlet invert elevation at 6.0 ft below the building finish floor, slope the culvert downstream at 1.37%, and shape lot to create a 10 ft wide overflow swale 1 ft lower than the building finish floor. Add riprap to both the inlet and outlet of the culvert. Under these conditions the 10 year and 100 year storm runoffs would be conveyed by the culvert without overtopping, and the 100 year storm runoff would reach an elevation of 1.34 ft below the building finish floor. Reshaping the lot to provide an overflow swale would be solely to provide an emergency overflow route. Also place riprap at the Inlet and outlet of the 48" culvert aprons.
2. Reshape the road and add aggregate as necessary.
(With the above recommendation, excess water that the centerline culvert cannot handle will be allowed to overtop the road away from the centerline culvert and reduce the possibility of water entering the Fort building).
3. From the centerline culvert going south - grade the road to keep water off of the road and contained in the road ditch. Add a 15" centerline culvert to convey water from the east side of the road to the west side of the road. This will reduce the amount of water flowing north towards the Fort building.

Please feel free to contact me with any questions regarding the above.

Sincerely,



Neil Britton, VP|PE
Widseth Smith Nolting

**City of St. Charles
Resolution #25-2014**

WHEREAS, the St. Charles City Council wants to assure that the residents of St. Charles, Dover and Eyota have access to a robust public transportation service and;

WHEREAS, the state of the economy and government budgets, the current and projected changes in demographics, the growing complexity of public transit requirements, and the direction from the state legislature to meet 80 percent of Greater Minnesota transit needs by 2015 and 90 percent by 2025 all contribute to the need for greater compliance, and ;

WHEREAS, the state wants to expand service access, create more efficient management by streamlining operations service levels, and a higher level of compliance with existing and proposed federal and state regulations, and;

WHEREAS, a current public transit system in our region has the capacity to effectively meet the transit needs of the public and the performance expectations of MnDOT that would allow for;

- Allowing greater flexibility in use of resources;
- Blurring of County lines allowing transit to nearby communities;
- Enhanced used of technology for dispatch and tracking purposes;
- A customer driven focus with an emphasis on quality; and
- A staff dedicated entirely to public transit

WHEREAS, St. Charles City Council as a public entity, has researched and determined that public transit is needed and accepted by the community(ies) and wishes to work as a partner with the existing transit agency to allow for public transit;

NOW THEREFORE, be it first resolved that the St. Charles City Council hereby ask that MnDOT select a new grantee that will provide for the citizens of St. Charles, Dover and Eyota and is committed to the following as a partner with the transit agency;

- Assign one representative from the governing board/council to serve on the Transit Advisory Committee,

BE IT ALSO RESOLVED, the City of St. Charles will contribute 40% (\$11,239.80) for an initial purchase and any future capital bus purchases (typically in the 5th to 7th year) for as long as public transit services are provided in St. Charles, Dover and Eyota.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA; that the City of St. Charles will contribute \$11,280.00 (20%) in 2015 towards the operating costs of services in St. Charles, Dover and Eyota. Additionally, City of St. Charles is committed to maintaining their support during the transitional year(s) at \$7,519.20 in 2016 and \$3,759.60 in 2017.

Adopted this 22nd day of July 2014 by the Council of the City of St. Charles, Minnesota.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

**City of St. Charles
Resolution #26-2014**

**A Resolution Approving a
One-Day Intoxicating Malt Liquor License**

WHEREAS, the St. Charles Wrestling Club is submitting an application to the City of St. Charles in order to sell Intoxicating Malt Liquor at East 11th Street on Saturday, August 23, 2014.

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

1. The Council of the City of St. Charles hereby approves the One-Day Intoxicating Malt Liquor License submitted by the St. Charles Wrestling Club to the City of St. Charles.

Adopted by the Council of the City of St. Charles, Minnesota this 22nd day of July, 2014.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator

**Request for City Council Action**

Date: July 17, 2014

Requested Council Date: July 22, 2014

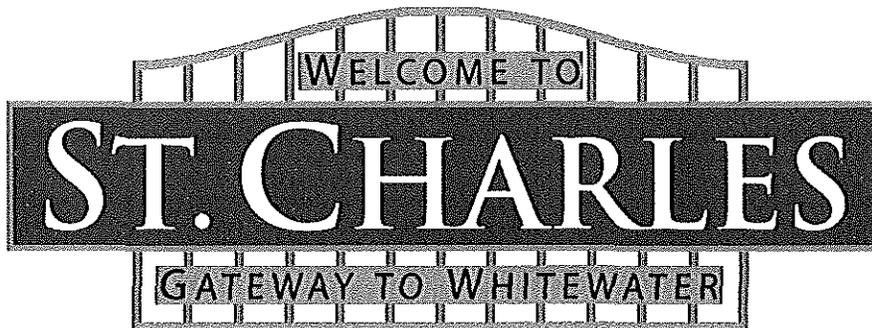
Originating Department: Parks

Council Action Requested: Motion for Waiver of EAW (Environmental Assessment Worksheet).

Background Information: As part of the DNR Trails Contract, the Local Government Unit is to consider the application of an Environmental Assessment Worksheet (EAW). Given the scope of the project, WHKS engineers have informed the City that an EAW is not required, but a motion must accompany the application to the DNR for this waiver.

The motion for consideration is below:

The City of St. Charles has reviewed the bike trail project and considering the scope, impact, and that several of the items in the Environmental Review Worksheet have been reviewed and prepared as part of the existing grant process, the project does not warrant an EAW.





Memorandum

To: City Council
From: Nick Koverman
Date: July 17, 2014
Subject: UMMPA Update

A meeting of the Upper Midwest Municipal Power Agency was held Wednesday, July 10 in Fennimore, Wisconsin. As part of the meeting the following items were discussed:

CMMPA Coalition Activities: The CMMPA coalition that UMMPA is a member of is currently waiting for responses from an RFP that was sent out to investigate various options for intermediate load. Combined, as a coalition, CMMPA supports 330 MW of power with UMMPA and another entity. As information is received, CMMPA will review the findings in September with UMMPA members. This is an effort to continue to seek options for long-term sustainable rates through all avenues afforded to us.

Transmission Update: Ron Franz from Dairyland Power provided an update on Dairyland's transmission projects and what UMMPA members could expect in 2015.

Wisconsin Energy/Integrus Merger: UMMPA attorney Richard Heinemann provided an update regarding a merger that would create the nation's 9th largest utility in the country. This was mentioned as it could potentially affect transmission contracts in the future.

Wind Project and Power Contract Update: Gary Price provided an update that prices that had exceeded estimates in January and February due to the extreme cold temperatures had declined dramatically. However, he relayed unless prices continue on the same trend line that it would not be possible to offset a true up at the end of the year. UMMPA had initiated a system to collect a portion of the potential true-up, but Mr. Price did envision those dollars offsetting the entire amount. He will continue to monitor the change month by month.

Consolidation of UMMPA and WWMPG: Discussion was held by the group to review the pros and cons of merging groups given recent changes within Wisconsin law. Mr. Heinemann has presented information that will make it easier and more cost effective for the operations of both groups. After sorting through differences, it was motioned to merge under the Wisconsin rules of order, but develop a new name. Resolutions will be presented to local boards at a later date.

July 15, 2014

To the City Council of St. Charles

RE: Urban deer population

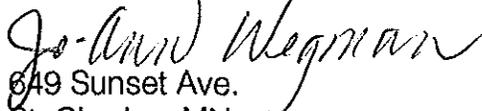
A group of St. Charles citizens are bringing forth the issue of the deer population within city limits. As humans have encroached within the deer's habitat, we acknowledge the need to coexist. However we feel the numbers have led to an overpopulation of the species.

With no natural predator and the practice by some in the community to feed the deer, St. Charles is beginning to experience the detrimental effects of this situation. Landowners' flowers, shrubs, and saplings are routinely destroyed. Large numbers increase the risk of deer/auto accidents.

Those of us who are dealing with the effects of an overpopulation of deer are asking the council to implement a program to manage their numbers. The result would be a win/win for both man and deer as it would ensure a larger food supply for a suitable number of deer.

Thank you for your consideration of this issue.

Jo Ann Wegman, Spokesperson


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St. Charles, MN