

The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, July 8, 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. July 8, 2014 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-June 10, 2014	
-June 24, 2014	
5. July 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 (TBD)	
7d. Library Board Report, Dave Braun	
7f. Park Board, Orv Dahl	
7g. School Board, John Schaber	
8. EMS Building Referendum	APPROVE
9. Episcopal Church Roof	APPROVE
10. Utility Pickup Truck	APPROVE
11. SMIF Regional Planning MOU	APPROVE
12. Revolving Loan Request-NRB	APPROVE
13. Active Tool & Die-Alternative Use of Materials Request	APPROVE
14. Resolution #24-2014 One-Day Intoxicating Liquor License	APPROVE
15. 2015 Budget Timeline	APPROVE
16. Chamber of Commerce Request for Use of I-90 property	DISCUSS/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](mailto:nkoverman@stcharlesmn.org).**



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MEMORANDUM for the CITY COUNCIL of St. Charles for  
Tuesday, July 8, 2014

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**8. EMS Building Referendum.** A petition was received June 26 with 113 names. Mike Bubany of David Drown & Associates will be present to outline the process moving forward. I have also been in contact with Mary Ippel of Briggs and Morgan who would help us to navigate the referendum process if the Council makes the decision to move forward. A sample process is included. In talking with Ms. Ippel the projected fee for their service is \$1,500. In addition, a discussion regarding a potential option extension for the Ambulance Association would also be held at this time as the owners of the building are looking for a resolution/direction.

**9. Episcopal Church Roof.** Please see the enclosed Request for Council Action.

**10. Utility Pickup Truck.** Please see the enclosed Request for Council Action.

**11. SMIF Regional Planning MOU.** Please see the enclosed Request for Council Action. The Memorandum of Understanding is also attached.

**12. Revolving Loan Request-NRB.** Please see the Request for Council Action.

**13. Active Tool & Die Alternate Use of Materials Request.** Please see enclosed Request for Council Action.

**14. Resolution #24-2014 One-Day Intoxicating Liquor License.** A contingent motion will be requested until receipt of the liability insurance form.

**15. 2015 Budget Timeline.** Enclosed is a tentative proposed 2015 Budget Timeline for consideration.

**16. Chamber of Commerce Request for Use of I-90 property.**

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**For Tuesday, June 10, 2014 held at 7:00 p.m. at**  
**830 Whitewater Avenue**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:  
John Schaber  
Orv Dahl  
Wayne Getz  
Bill Spitzer

**MEMBERS ABSENT:**

Dave Braun

**STAFF PRESENT:**

Ken Frank (Police Chief), Rick Schaber (Park & Rec Director) and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Cathy Groebner, Dan White, Laura Berndt, Tim Hruska (WHKS), Nick Beyerstedt, Brent Ihrke, Darin Ihrke, Mike Bubany (David Drown & Associates), Cris Gastner (CEDA), and Craig Hilmer (Press).

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

Quorum was established with Mayor Bill Spitzer calling the meeting to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL of the AGENDA: Deletion: 24. Closed Meeting, Additions: 24. Resolution #21-2014 2-Day Liquor License. 25. Resolution #22-2014 3-Day Liquor License.**

Motion to approve the agenda: **Orv Dahl**

No Discussion.

Motion carried.

**4. MEETING MINUTES:**

-April 8, 2014

Motion to approve: **John Schaber**

Motion carried.

-April 22, 2014

Motion to approve: **Wayne Getz**

No discussion.

Motion carried.

**5. APPROVAL of the JUNE PAYABLES**

Motion to approve payables: **Wayne Getz**

**6. Notices and Communications.**

**7. Reports of Boards and Committees:** Various reports were given by Council.

**8. Public Hearing-Modification of TIF District 1-7.** Mayor Spitzer called for a motion to open the public hearing on the TIF District 1-7.

Motion to open the public hearing at 7:09 p.m.: **John Schaber**

No further discussion.

Motion carried.

Mike Bubany of David Drown & Associates presented the information related to the TIF District that serves NRB Metals and Salsbury Electric. The purpose of the public hearing was to modify the district in order to increase the budget so that additional assistance of \$80,000 could be provided without extending the life of the TIF district. Hearing no questions, Mayor Spitzer called three times for public comment on the proposed modification of the district. Hearing no comment, he called for a motion to close the public hearing.

Motion to close the public hearing at 7:15 p.m.: **Orv Dahl**

No further discussion.

Motion carried.

**9.Resolution #17-2014 Adopting TIF District 1-7 Modification.**

Motion to approve: **Wayne Getz**

Seconded by: **Orv Dahl**

No further discussion.

Motion carried.

**10.Resolution #20-2014 Amended and Restated Development Agreement for NRB Metals.**

Motion to approve: **John Schaber**

Seconded by: **Wayne Getz**

Cris Gastner, the EDA Director, addressed the Council and highlighted the discussions that began 3-4 months prior. He outlined that the new expansion will create an expected 10 jobs and will propel NRB Metals to one of the larger employees in St. Charles. Working with Mr. Beyerstedt, Gastner expressed that it is an exciting project and future for the company.

No further discussion.

Motion carried.

**11. Public Hearing – TIF District 1-8.** Mayor Spitzer called for a motion to open the public hearing at 7:19 p.m.

Motion to open the public hearing: **Orv Dahl**

No further discussion.

Motion carried.

Mike Bubany discussed the Municipal Development Plan No. 1 which encompasses all of the city. Setting up TIF 1-8 simply starts the time clock on that specific parcels of land defined in that TIF which will allow for 9 collections starting 2016. No more questions were asked. Mayor Spitzer called for public comment on the new TIF district. Dan White at 730 Whitewater Avenue expressed his support of the action. Hearing no other comment, a motion to close the public hearing was made at 7:27 p.m.

Motion to close: **Wayne Getz**

No further discussion.

Motion carried.

**12. Resolution #18-2014 Modifying Municipal Development District No. 1.and establishing TIF District 1-8.**

Motion to approve: **Orv Dahl**

Seconded by: **John Schaber**

No further discussion.

Motion carried.

**13. Public Hearing-Business Subsidy-Active Tool & Die.** Mayor Spitzer called for a motion to open the public hearing at 7:29 p.m.

Motion to open the public hearing: **Wayne Getz**

No further discussion.

Motion carried.

Mike Bubany led the discussion by highlighting the need for a business subsidy hearing and contract because of regulations and requirements to do so. Mr. Bubany highlighted the request of the assistance in the amount of 2 acres of land with a value of just over \$130,000. As outlined in the agreement, three jobs are the minimum that would be created at a wage/benefits of no less than \$12/hr. He expressed that the number was determined so that they know the company will be successful at complying as they will need to reach those numbers within 24 months. The

establishment of the TIF District which will collect the increment generated by the new taxes created between the difference between the value of the bare land costs and the new building will be used to repay the City's investment of the land and infrastructure. In addition, it was recommended and approved by the EDA that an additional \$50,000 of Rochester Sales Tax dollars be utilized as a forgivable loan for 5 years. Cris Gastner addressed the Council next and stated that after long discussions with both Brent and Darin Ihrke that one of the main reasons the Chattanooga Innovation Park was created was to be able to help local businesses expand. After months of contemplation, the Ihrkes felt it was the right time and it was the goal of the EDA to get the first one up in the park. Being that it is a local company made it all the better. They are excited about the prospect and where their business is going and he expressed that the goal of the park is working. Mayor Spitzer called for public comment three times. Hearing none, he called for a motion to close the public hearing at 7:38 p.m.

Motion to close: **John Schaber**

No further discussion.

Motion carried.

**14. Resolution #19-2014 Approving Business Subsidy (Active Tool & Die).** A motion was made to approve resolution #19-2014.

Motion to approve: **Orv Dahl**

Seconded by: **John Schaber**

No further discussion.

Motion carried.

**16. Commercial Rehabilitation Loan Request #5-2014.** Cris Gastner presented three businesses requesting assistance through the Commercial Loan Rehabilitation program funded through Rochester Sales Tax dollars. The three requests had been reviewed by the EDA and they met all the qualifications for improvements in order to receive the maximum amount of \$10,000. The three businesses included The Cutting Edge, T&R Excavating, and the St. Charles Assisted Living. A motion was made to approve the request #5-2014. Mr. Gastner added that he would provide the Council with a followup report that would highlight the amount invested versus the private investment made.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**17. Trail Discussion.** Tim Hruska from WHKS Engineering presented to the Council a plan that would allow the City to utilize the existing grant dollars to acquire the property to County Road 39. He briefly discussed the option of pursuing the trail to the top of the hill, but it was determined through discussions with the DNR that time would not permit this project option. Construction of portions of the trail within town may also be difficult based on the permitting required, thus Mr. Hruska felt confident that they would only be able to reach County Rd. 39 if the Council felt it was in the best interest. The other option was simply to let the funds return to the DNR, however, if the City was able to finalize the portion to the County Road 39 it would set them in a better position for future grant requests. Clm. Dahl initially stated it was certainly disappointing and that he would hope the city would reapply for the grant in the future. He later added that he felt the city should salvage what we can and progress forward with this round. Clm. Schaber stated that he felt eventually there would in fact be a trail, so it was in the city's best interest to not lose the work we have already done. Clm. Getz agreed and stated we should keep moving forward. A motion was made to continue to utilize the grant dollars to move forward in acquiring the property toward County Road 39.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**18. 2015 COPS Grant.** Police Chief Ken Frank presented information to the Council regarding a 2015 COPS grant that would pay for 75 percent of a 3 year grant with the local unit of government supporting the remaining 25 percent. The grant would go toward the use of a School Liaison Officer. He met with the school district and while a job description had not been finalized however, dependent on the outcome of the application this would be completed. Chief Frank indicated that even if the City is approved for the grant, it does not commit the city to it. Admin. Koverman indicated that he had spoken with the Plainview Police Chief and that currently Plainview has had a school resource officer since 1998 and that the district pays 75 percent of the cost for 9 months, while the city

pays the remaining 25 percent. No determination had been made or expressed by the St. Charles School Board, but left it open. A motion was made to approve to go forward with an application.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**19. Resolution #16-2014 Whispering Greens Subdivision Replat.** Clm. Schaber briefly reviewed the replat request that demonstrated that the 32 lots were being replatting as outlots by the owner. Hearing no other questions or discussion, a motion was made to approve resolution #16-2014.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

**20. 2001 Ford Utility Replacement.** Admin. Koverman highlighted the memo with respect to the history of the unit. The 10-year replacement of the unit had been exceeded by 3years, but staff on the recommendation of the mechanic felt it was necessary to replace the unit. An F250 4X2 unit had been priced on state contract for \$22,948. The base price was over \$30,000 while the budgeted amount was \$40,000. Clm. Schaber expressed that due to the issues of the truck and the reasonable bid, he motioned to approve the replacement of the unit for \$22,948.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**21. Amending Council Schedule/Dates.** Mayor Spitzer requested consideration of a change of time for summer meetings in order to accommodate everyone's schedule as a trial. He suggested a 5 p.m. time change for July through August. Council members felt it would be agreeable. The August 12 date was reviewed as part of the Primary election. While it has historically been held at 8:01 p.m., Mayor Spitzer thought another date might better suit everyone's schedule. It was agreed that Wednesday, August 13<sup>th</sup> would be possible. A motion was made to approve the new time change and moving of the August 12<sup>th</sup> date to August 13<sup>th</sup>. Clm. Dahl questioned the June 24<sup>th</sup> date as a start date of the new time. Clm. Schaber amended his motion to include the June 24<sup>th</sup> meeting.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**22. Administrator Time Off Request.** A request for June 23-27 off was made. A motion to approve the time off request was made.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**23. Personnel Request.** Admin. Koverman highlighted a request from a St. Charles employee that he had received to cash 80 earned hours of vacation due to unusual circumstances of a medical/health related issue and corresponding out-of-pocket expenses not covered by regular insurance. Admin. Koverman cited City Code 31.11 (F) that highlighted the Council's ability to use discretion in approving a request such as this. With no further questions, a motion was made, due to unusual circumstances related to a medical/health related issue and corresponding out-of-pocket costs, I move to approve the cashing out of 80 earned vacation hours per City Code, 31.11(F) to a City of Saint Charles employee who requested such cash out by email to City Administrator Nick Koverman, dated June 4, 2014.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**24. Resolution #21-2014 2-Day Liquor License.** The liquor license was for the American Legion post to serve liquor during the Winona County Fair.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**25. Resolution #22-2014 3-Day Liquor License.** The liquor license was for the American Legion post to serve liquor during the Winona County Fair.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**UNSCHEDULED PUBLIC APPEARANCES:**

Dan White-730 Whitewater Avenue—Mr. White relayed his attendance to a recent Park Board meeting and the discussion to help secure potential funding to improve ice skating facilities.

Cathy Groebner-437 St. Charles Avenue—Mrs. Groebner stated that she felt that sidewalks in town should be more of a priority rather than the priority of trails.

Motion to adjourn at 8:21 p.m.

Motion to approve: **Orv Dahl**

Motion declared carried.

\_\_\_\_\_  
**William J. Spitzer, Mayor**

Attest:

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

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**For Tuesday, June 24, 2014 held at 5:00 p.m. at**  
**830 Whitewater Avenue**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:  
John Schaber (absent)  
Dave Braun  
Orv Dahl  
Wayne Getz  
Mayor Bill Spitzer

**STAFF PRESENT:**

Janell Dahl (Deputy Clerk).

**OTHERS IN ATTENDANCE:** Craig Hilmer (Press), Sammy Pietzrak (STAND); Sydney Loechler (STAND), Jeremy Hildman (STAND), Cathy Groebner, John Weiss (Post Bulletin), Senator Matt Schmit.

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

Quorum was established with Mayor Spitzer calling the meeting to order at 5:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL of the AGENDA:**

Motion to approve the agenda: **Dave Braun**  
No discussion.  
Motion carried.

**4. MEETING MINUTES:**

-May 13, 2014  
Motion to approve: **Wayne Getz**  
Motion carried.

-May 27, 2014

Motion to approve: **Orv Dahl**  
No discussion.  
Motion carried.

**5. Notices and Communications. None**

**6. Review of Financials. None**

**7. Senator Matt Schmit**

Senator Schmit gave the Council a brief update on legislative actions. He gave handouts to members explaining where the \$1.2 billion budget surplus went. Councilman Getz asked about monies for small communities to update their aging infrastructure, specifically water and sewer lines. Senator Schmit said that this is one topic that needs to be addressed in the future.

**8. STAND Presentation**

Jeremy Hildman from the Whitewater Coalition and two youth representatives, Sydney Loechler and Sammy Pietzrak gave a presentation on the work they have been doing towards the prevention of youth involvement with alcohol and drugs. They made several requests of the council to help them achieve these goals. They had posters of several signs around town which state things pertaining to the playground being closed after certain hours and no



alcohol during school events or on school property along with farms where parties are held and the local quarry which serves as a meet up place.

They explained to the Council that adults were observed with alcohol in coolers during line up for the Gladiolus Day Parade on school grounds. Another big concern is alcohol being consumed at the City Park during youth activities. They asked what the Council would recommend to stop some of these activities. Mayor Spitzer said that a pamphlet is handed out to each entrant of the parade that includes no alcohol on the school grounds or on the parade route. Councilman Braun said that they can also ask the police who patrol during the parade to watch for this. Mayor Spitzer referred them to the next Park Board meeting to do the presentation for them and make their requests. He also cautioned them that it might be a little harder to get "No alcohol" for the park because it is a public place. They asked about "alcohol free zones" at city parks and for there to be no alcohol during youth activities and near the playground equipment. Mayor Spitzer said we need to see if the property owner of the quarry would consider putting up some fencing or something to prevent entrance. Deputy Clerk Dahl said that she would ask Park/Rec. Director to include "STAND" on the agenda for their next meeting.

#### **9. Public Transit Program**

Councilman Getz asked if the ridership in Dover increases would we ask them to increase their share in the cost. Mayor Spitzer stated that the City of Dover will provide numbers for riders in their community and that an increase will be discussed at that time. Councilman Dahl expressed his support of this program and Mayor Spitzer said that Administrator Koverman said that the monies will be found and not impact the budget. Council asked Deputy Clerk Dahl to find out where the monies will be coming from within the budget and get back to them. Councilman Braun asked if there will be designated locations where riders will be picked up from and expressed his support that this is a good idea especially for the elderly. He also asked about advertising and Mayor Spitzer told them that there will be and that there is money in the advertising budget for this.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

#### **10. Resolution #23-2014 Off-Site Gambling Permit-Hugh Watson Post 190**

#### **UNSCHEDULED PUBLIC APPEARANCES**

-None

Motion to adjourn at 5:50 p.m.

Motion to approve: **Orv Dahl**

Motion declared carried.

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**William J. Spitzer, Mayor**

Attest: \_\_\_\_\_

**Janell S. Dahl, Deputy Clerk**



◆ **You're Invited** ◆

**Joint Rochester City Council and  
Olmsted County Board**



**Committee of the Whole (COW) – Topic: Regional Housing Needs**

**When:** Wednesday, July 23, 2014  
4:00 PM – 7:00 PM, *a light meal will be provided*

**Where:** Olmsted County Community Services Campus  
Building 2117, Conference Room 161 (Main Floor)  
2117 Campus Drive Southeast, Rochester, Minnesota

**Why:** The purpose of this forum is to:

- ✓ Share findings of the *Comprehensive Housing Needs Assessment for Olmsted County, Minnesota*, conducted by Maxfield Research, Inc.
- ✓ Provide an opportunity for local leadership to share information and ideas about regional housing needs through a conversational, round table format.
- ✓ Envision a Regional Housing Plan.

**Convened by:** Randy Staver – Rochester City Council President  
Matt Flynn – Olmsted County Board Chairperson

**Participants\*:** Rochester City Council Members, Olmsted County Board Commissioners, City and County Administrators, and Elected Officials from Rochester, Byron, Chatfield, Dover, Eyota, Oronoco, Pine Island, St. Charles, and Stewartville.

Maxfield Research Inc. Assessment Sponsors: Rochester Area Foundation, Mayo Clinic and Olmsted County Community Services

*\* This forum will highlight regional housing challenges.  
Your participation as a local leader is encouraged and valued.*

**Forum Facilitators and Round Table Co-Facilitators:** Housing Professional Leadership from Greater Minnesota Housing Fund (GMHF), Ehlers Inc., Minnesota Housing Partnership (MHP), Minnesota Housing Finance Agency (MHFA) and Local Leaders.

General Overview of Forum Outline

- ◆ Assessment Findings – Local and Regional Housing Demands & Key Issues (2014-2030)
- ◆ Housing Production Strategies and Tools
  - Housing Plan Framework, Coordination with Other Local/Regional Planning Efforts, Alignment with Destination Medical Center (DMC) Process and Plans, and Dynamic Partnerships
- ◆ Small Group Round Tables
- ◆ "Take-Aways" and Next Steps

**RSVP:** The courtesy of a reply is requested to ensure adequate discussion materials, seating, and refreshments. Please contact Olmsted County Administration at [Administration-Clerical@co.olmsted.mn.us](mailto:Administration-Clerical@co.olmsted.mn.us) or (507) 328-6001 before Tuesday, July 15<sup>th</sup> to indicate your attendance.

*We recognize there is considerable interest in this topic and the COW will be published as a public meeting. You may also want to share this invitation with others. There will be available seating for observers, but please be aware that the "round table" seating in the center of the room will be reserved for those individuals from the "Participants" section above. We are creating an opportunity for all attendees to comment at some point. Thank you.*



## City Administrator's Report—June 2014

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June 4—Participated in Active Living meeting in Winona to help finalize plan for Winona County.

Attended the Dover City Council meeting to discuss the public transit program.

June 5—Met with several companies to discuss search engine optimization for the city's website.

June 9—Phone conferenced with local business as they continue to explore plans and need city's assistance for permitting process in working with state and county officials.

June 12—Held a meeting with Corporate Web Services (CWS) to discuss city's website and plan for future and how to continue to drive folks to the website.

June 17—Met with HBC representatives to talk over the security camera project in order to receive a bid for the OSHA grant.

June 18—Met with CWS representatives to discuss ideas and services they offer and how they can utilize our time the most efficiently.

June 23-27—Vacation

## Public Works Report – June 2014

- Locates, spray weeds, disconnect meters and reconnect meters
- Street light repairs, safety meeting, substation records and new LED lights on water tower
- Worked on substation gates and gravel at substation
- Checked power plant and did yearly urge test with Dairyland Power
- Repaired power outage at Mueller Autoworks
- Rubber goods testing
- Finished East/West electric circuit on West 12<sup>th</sup> Street, opened circuits and balanced electric load at substation
- Changed secondary pedestal by Well #3
- Repaired stop and go lights on Hwy 14/Hwy 74 intersection
- Checked on customers voltage complaint and removed overhead primary across East 12<sup>th</sup> Street from 2013 underground project
- Added new service to garage at 1260 Richland Ave
- Reviewed the City's 4<sup>th</sup> Street project with staking engineer
- Tear down on 5<sup>th</sup> Street riser pole
- Delivered delinquent slips to residents
- Dug up and straightened three primary poles 5<sup>th</sup> Street and Bluff Ave
- Called our lightning strike on pole and equipment on West 12<sup>th</sup> Street
- Check 130 Richland Ave for complaint on low wires and will be adding support anchor to pole
- Put in locates for catch basin repairs, and clean up around City Hall landscaping
- Worked on air handler filters and lights at City Hall, and snapper mower repairs
- Serviced street painter and checked new manhole riser rings on street patching project
- Culvert cleaning projects and matting them plus I-90 water drainage issues were repaired
- Cleaned shop sand pits and explosion proof tanks
- Street sweeping, manhole inspections and bike trail seed and matting
- Locates for new street signs, watered trees and read meters
- Update on 4<sup>th</sup> Street Underground Project – Push Inc. is finished with all the underground work, except for the restoration which needs dryer weather. The overhead crew should be starting on 7/7/14.

Sincerely,  
Kyle Karger  
Public Works Superintendent

**ST. CHARLES, MINNESOTA  
GENERAL OBLIGATION BONDS  
SPECIAL ELECTION TIMELINE**

**(ASSUMES NOVEMBER 4, 2014 ELECTION)**

By or on _____, 2014	City Council approves a Resolution calling for a November 4, 2014 election on the bonds.
No later than _____, 2014	Written notice of election must be provided by the City to the Winona County Auditor by this date (not less than 74 days prior to the election). The notice must include the date of election and title and language for each ballot question to be voted on.
By _____, 2014	Ballot must be printed and delivered to officials who administer applications for absentee voters at least 30 days before the election.
No later than _____, 2014	If the location of a polling place has been changed, each affected household with at least one registered voter in the affected precinct must be sent a nonforwardable mailed notice stating the location of the new polling place (must be at least 25 days before the election).  Election judges for the election must be appointed by the City Council by this date (must be at least 25 days before the election).
_____, 2014*	Publish notice of election in the City's official newspaper (check publication dates of newspaper)(must be published two weeks prior to the election). The notice must contain the time of election, location of each polling place and all propositions or question to be voted on. * (This Notice is not required if the election is held by a 4th Class city – 10,000 population or less).
_____, 2014*	Sample ballot must be published in the City's official newspaper (must be published at least two weeks before the election). * (Publication of the ballot is not required if the election is held by a 4th Class city – 10,000 population or less).
_____, 2014	Sample ballot must be posted in City Clerk's office for public inspection (must be posted at least two weeks before the election).

<p>By _____, 2014</p>	<p>The City Clerk and County Auditor must prepare and print a sufficient number of blank application forms for absentee ballots and deliver one to any voter who requests one pursuant to Minnesota Statute Section 203B.04 by submitting an application to the City Clerk not less than one day before the election.</p> <p>Once an absentee ballot application is received, the City Clerk must: 1) mail the ballot to the voter who has signed the application unless the voter requests commercial shipping (if the application was submitted by mail); 2) ship the ballot to the voter using a commercial shipper requested by the voter at the voter's expense 3) deliver the ballot directly to the voter (if the application was submitted in person; or 4) deliver the ballot to the agent of the person if that person is in a health care facility pursuant to Minnesota Statute Section 203B.11, a resident of a facility providing assisted living services, governed by Chapter 144G, a participant in a residential program for adults under Minnesota Statutes 245A.02, Subdivision 14, or a resident of a shelter for battered women as defined in Minnesota Statutes 611A.37, Subd. 4. The City Clerk must also deliver a voter registration form to the applicant if he or she is not a registered voter, a ballot return envelope and directions for casting an absentee ballot.</p> <p>Responses by the City Clerk to applications from outside of the continental United States must be given priority and ballots must be air mailed and marked "OFFICIAL ELECTION BALLOTING MATERIAL – VIA AIR MAIL."</p> <p>The County Auditor and City Clerk's office is required to be open on the day immediately preceding the election to accept absentee ballots delivered by an absentee voter until 5:00 p.m.</p>
<p>_____, 2014</p>	<p>Election day. Sample ballots must be posted at all polling places.</p> <p>The minimum polling place hours are 7:00 a.m. to 8:00 p.m. (longer hours may be provided for by resolution (ten days notice of a change in polling place hours is required)). No public meetings can be held on election day between the hours of 6:00 p.m. and 8:00 p.m.</p> <p>Designated election judges may deliver absentee ballots on election day to eligible voters who on the day before the</p>

	<p>election became a resident or patient in a health care facility or hospital and who applied for an absentee ballot.</p> <p>During the seven days preceding an election and until 2:00 p.m. on election day, an eligible voter who would have difficulty getting to the polls because of incapacitating health reasons, or who is disabled, or who is a patient of a health care facility, a resident of an assisted living facility, a participant in an adult residential program, or a resident of a shelter for battered women may designate an agent, with whom the agent must have had a pre-existing relationship, to deliver the absentee ballot from the voter to the County Auditor or City Clerk. The absentee ballot must be returned no later than 3:00 p.m. on election day.</p> <p>When absentee ballots are returned, the City Clerk or County Auditor must stamp or initial and date the return envelope and place the envelopes in a secure location. Within 5 days after receipt, the County Auditor or City Clerk shall deliver to the ballot board, established pursuant to Minnesota Statutes, Section 203B.121, all ballots received, except that during the 14 days immediately preceding an election, all ballots received shall be delivered to the ballot board within 3 days. Upon receipt of the absentee ballots, the ballot board must examine them and mark them "accepted" or "rejected" in the manner provided in Minnesota Statutes Section 203B.121, Subd. 2.</p>
Between _____, 2014	Canvass of returns and a declaration of results must be between the 3rd and 10th day after the election.
Between _____, 2014	Contest period lapses (10 days after canvass).

Prepared by:  
Briggs & Morgan  
2200 First National Bank Building  
332 Minnesota Street  
St. Paul, MN 55101

**Request for City Council Action**

Date: July 2, 2014

Requested Council Date: July 8, 2014

Originating Department: Administration

Council Action Requested: Motion to accept the bid from Pearson Builders, Inc. for repair of Episcopal Church roof.

Background Information: Several weeks ago the chimney from the Episcopal Church fell leaving a hole in the roof. The piece was temporarily patched, but the roof is in need of replacement. Two bids were received from Pearson Builders (\$14,575.00) and Merit Roofing (\$23,096.00). Several local contractors were contacted with only one local bid being provided.

It is the recommendation to hire Pearson Builders to replace the roof. The funds will be split between the Capital Improvement Fund, and possibly the reserve funds as this is an unplanned expense.





**Request for City Council Action**

Date: July 3, 2014

Requested Council Date: July 8, 2014

Originating Department: Electric Department

Council Action Requested: Consideration of Lease program for utility truck

Background Information: As part of the June 10, 2014 Council meeting, an F250 4X2 utility truck was approved in the amount of \$22,948.00. Following the meeting, it was requested that administration research the option through a local Ford dealer for a replacement program that several surrounding cities have utilized.

In working with the dealer, the utility trucks are replaced annually in order to keep mileage low and trade in value high for the municipality and dealer. This is a similar program to the loader, whereby the city owns the vehicle and would only pay the difference, if any. According to the sales representative however, they have been able to simply exchange trucks the last several years with only the cost of swapping the snow plows, etc. (\$900). Otherwise, the representative has said that the program has been working well for municipalities and one community has participated for over 5 years. The only difference is that they would not be able to resell the 4X2 and would require a 4X4 F250. The state bid price for the unit would be \$26,912.60 ( a difference of \$3,964.60).

If the Council elected to try the option for a period of time and then at any time in the future discontinue, the city would still have a new vehicle.



**Request for City Council Action**

Date: July 2, 2014

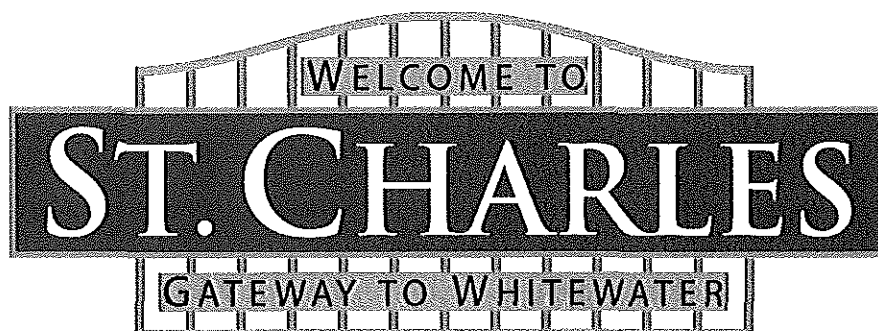
Requested Council Date: July 8, 2014

Originating Department: Administration

Council Action Requested: Participation in SMIF Regional Planning

Background Information: The Southeast Minnesota Initiative Foundation held a meeting in May to discuss a regional effort to better plan for Rochester's Medical Destination Center. The group is going to move forward and has set up an asset mapping plan over the course of 12 months. To date, they have 9 other committed communities for the project including the following: Byron, Chatfield, Dodge Center, Elgin, Eyota, Pine Island, Plainview, Spring Valley and Zumbrota. Representatives from DMC and the Rochester Area Economic Development, Inc. have also agreed to participate.

Attached is a Memorandum of Understanding that must be signed and returned. In addition, a check for \$2,000.00 has been provided by SMIF to help offset travel expenses, etc. for those that may attend. Between Cris Gastner and myself we will be able to attend the meetings, and certainly if a Councilman is interested all are welcome.



City of Saint Charles  
Nick Koverman  
830 Whitewater Ave  
Saint Charles, MN 55972

**Community Growth Initiative  
In Partnership with Destination Medical Center  
Memorandum of Understanding  
June 20, 2014**

Southern Minnesota Initiative Foundation (SMIF) in partnership with the City of Saint Charles is committed to bringing the Community Growth Initiative Program (CGI), a 12-month initiative, to the region. In cooperation with nine other communities, the City of Saint Charles and SMIF agree to support the commitments required by both parties to participate and implement a successful initiative.

Southern Minnesota Initiative Foundation agrees to the following:

- Provide facilitation and pay for meeting expenses to support the CGI program. This includes convening the meetings, facilitating the dialogue and guiding the overall process, ensuring the guidelines and objective of the program are being met.
- Award \$2,000 to each participating community to support staff time and travel invested in the program
- Provide a limited amount of grant dollars to projects which receive the highest votes and the strongest support by the regional partners

Each participating community including the City of Saint Charles agrees to the following:

- Identify 1-2 individuals to serve on the Core Leadership Team for the regional conversation
- Design and support, along with the other team members, a regional vision
- Assist in the organization and marketing of a "Regional Speak Out"
- Actively invite individuals from the community/county to attend the Speak Out
- Participate in project presentations and grant dollar allocations
- Provide reports as requested by SMIF

Indemnification: Grantee shall hold Southern Minnesota Initiative Foundation harmless against: a) any and all claims asserted against Southern Minnesota Initiative Foundation, its employees or agents by anyone other than the Grantee which arise in the transactions outlined above; b) any and all losses, damages or deficiencies of Southern Minnesota Initiative Foundation, its employees or agents, which result from misrepresentation or non-fulfillment of any part of this agreement outlined about.

Enclosed is a check for \$2,000. Please sign this agreement and return it back to Southern Minnesota Initiative Foundation. By accepting this check, you agree to the items outlined above.

\_\_\_\_\_  
Nick Koverman, City Administrator  
City of Saint Charles

\_\_\_\_\_  
Tim Penny, President  
Southern Minnesota Initiative Foundation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Request for City Council Action**

Date: July 3, 2014

Requested Council Date: July 8, 2014

Originating Department: EDA

Council Action Requested: Revolving Loan refinance to NRB Metals, Inc.

Background Information:

Applicant: NRB Metals (Nick Beyerstedt)

Terms-Refinance back to original \$50,000 loan (Approximately \$43,000 cash out)

-4 percent interest payable monthly, applicant agrees to pay all legal, recording and other fees.

-7 year amortization

-10 new jobs projected

NRB is going through a large expansion. The EDA had approved a \$50,000 loan on the original project back in 2008. With this expansion that will basically double the production size for NRB, Mr. Beyerstedt is requesting to refinance his loan back to the original \$50,000 amount in order to assist with the expansion. NRB has remained current on their original loan for its entire life to date so their history with us is very good. The collateral for the original loan was a second mortgage on the original building. With the new project, the original building and the additional buildings that have been built and this most recent expansion will be all wrapped together. Therefore our collateral will become a second position on the entire property and all of its improvements. In essence, we will be in the same position that we were when we approved the original loan, but the assets we have for collateral will be vastly increased. As we have discussed before, NRB is quickly becoming one of the larger employers in St. Charles and their continued growth is very good for the community. The RLF committee has reviewed the most recent financials for NRB and feels like the company looks strong and recommends approval of the request.





## Request for City Council Action

Date: July 3, 2014

Requested Council Date: July 8, 2014

Originating Department: Planning & Zoning

Council Action Requested: Motion to allow for use of alternative materials with the Active Tool & Die project

Background Information: A meeting was held with the owners of Active Tool & Die regarding the proposed architectural controls within the C-3 Regional Commercial/Industrial District designation. In working with their builder, it was relayed that the product they had intended to use was not listed in the guidelines. After further review, the builder expressed that many of the projects he does for industrial and manufacturing utilizes a metal panel that utilizes exposed fastener systems. They requested the ability to utilize a metal panel system that allowed for this exposed fastener system given the added expense of the concealed-fastener lap system.

Planning and Zoning would then look to review and revise this standard to more aptly reflect the industry standards.

(1) *Exterior Building Materials. The building exterior wall siding materials allowed in the district include brick, natural stone, stucco, exterior insulation and finish systems (E.I.F.S.), glass, decorative concrete with pattern or integral color, decorative pre-cast concrete panels with pattern or integral color, textured concrete masonry units, smooth faced concrete masonry units with integral color, fiber cement, concealed-fastener lap-seam metal wall panels and metal-faced composite wall panels, commercial grade vinyl, steel, or aluminum siding, wood siding (not plywood, composite or engineered wood).*



**City of St. Charles  
Resolution #24-2014**

**A Resolution Approving a One-Day  
Temporary On-Sale Intoxicating Liquor License**

**WHEREAS**, the Whitewater Trailblazers Snowmobile Club is submitting an application to the City of St. Charles in order to sell intoxicating liquor at Winona County Fairgrounds on Saturday, August 2, 2014.

**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 Temporary One-Day Intoxicating Liquor License submitted by the Whitewater Trailblazers Snowmobile Club to the City of St. Charles.

Adopted by the Council of the City of St. Charles, Minnesota this 8<sup>th</sup> day of July, 2014.

\_\_\_\_\_  
**William J. Spitzer, Mayor**

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

**City of St. Charles**

2015 Budget timeline promotes a timeframe to review only the Governmental Funds directly as they relate to the certified levy. The following funds are included in the Certified Levy budget section:

Administration,

Park, Recreation, Street, Library, Fire, Swimming Pool and EDA . By scheduling the Enterprise Funds (Electric, Water, Sewer, Ambulance) budget in the future, it allows for more historical data to provide a clearer forecast for Mike Bubany to draw from as we review CIP and rates.

<b><i>Month</i></b>	<b><i>Schedule Plans</i></b>
July 15 - August 9	City administrator/accountant to meet with department heads
August 14th	Council meeting - copy of preliminary budget, CIP and department goals to council
August 26th	Council meeting - Discuss Governmental Levy Budget
September 9th	Certify levy Governmental (Levy) amount at council meeting Approve resolution for preliminary levy to Winona County
<hr/>	
October 14, 2014	Preliminary Enterprise Fund Budgets
October 28, 2014	Discuss Enterprise Budget Changes, CIP (Mike Bubany)
November 11, 2014	Finalize Enterprise Budget
December 9, 2014	TNT Council meeting to allow public input Finalize/Approve

**Can utilize special meeting date of December 23, 2014 if needed**

**Request for City Council Action**

Date: July 3, 2014

Requested Council Date: July 8, 2014

Originating Department: St. Charles Area Chamber of Commerce sponsored Circus

Council Action Requested: Utilize portion of I-90 business park for August 7 Circus

Background Information: Nancy Heim, president of the St. Charles Area Chamber of Commerce, has requested the possible use of the front portion of the Chattanooga Innovation Park for a one day Circus event to be held Thursday, August 7<sup>th</sup>.

The company is responsible for the liability insurance, portable toilets, and a dumpster for garbage.

The city would be responsible for providing traffic control, but it is only for a few shows. Nancy Heim will be present to present the request. This request is only necessary if the fairgrounds is not an option, but it is the first choice.

