

The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, June 24, 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. Approval of the Minutes- -May 13, 2014 -May 27, 2014	APPROVE
5. Notices and Communications	
6. Review of Financials (TBD)	
7. Senator Matt Schmit	DISCUSS
8. STAND Presentation	DISCUSS
9. Public Transit Program	APPROVE
10. Resolution #23-2014 Off-site Gambling Permit-Hugh Watson Post 190	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, June 24, 2014

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7. **Senator Matt Schmit.** Senator Matt Schmit has requested time to provide the Council with a legislative update.
  
8. **STAND Presentation.** Jeremy Hildman from the Whitewater Coalition will be present with a group of youth representatives from the student group, STAND. The group has requested time from the City Council to provide the Council with an update of their work and potential.
  
9. **Public Transit Program.** See the enclosed Request for Council Action.
  
10. **Resolution #23-2014 Off-Site Gambling Permit-Hugh Watson Post 190.** A resolution is included for approval for an off-site gambling permit to the Hugh Watson Post 190 to conduct bingo during the Winona County Fair.

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**For Tuesday, May 13, 2014 held at 7:00 p.m. at**  
**830 Whitewater Avenue**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:  
John Schaber  
Dave Braun  
Orv Dahl  
Wayne Getz  
Bill Spitzer

**MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Ken Frank (Police Chief), and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Skip Fort, Deb Fort, Steve Jacob (County Commissioner), Erlene Welshons, Mike Worke, Mark Roubinek (St. Charles Schools Superintendent), Cathy Groebner, Dan White, Brian Todd (PB), 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: Additions: 7i. County Board Update. 9a: Resolution #13-2014 Call For Public Hearing Business Subsidy.**

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: **Dave Braun**

No discussion.

Motion carried.

**5. APPROVAL of the MAY PAYABLES**

Motion to approve payables: **Wayne Getz**

**6. Notices and Communications.**

**7. Reports of Boards and Committees:** Various reports were given by Council. Commissioner Steve Jacob provided the Council with an update on support recently granted to the local Resource Center, he provided a brief update on the recycling program, as well as the Comprehensive Plan update. In addition, he asked the Council for the input on a proposed ATV usage within city limits. He expressed his support of ATVs in the county and was holding discussions to move that forward. He provided a brief update on the proposed improvements to the County Highway Department shops in Utica and Elba. Mayor Spitzer asked about discussion on a social host ordinance, but Mr. Jacob was not aware of any discussion at this time.

8. **Old Cartway/Culvert Discussion.** Admin. Koverman briefly reviewed for the Council the item discussed at the last meeting and invited Mr. Engstrom to report on his findings. Mr. Engstrom expressed that a precursory review of the project had been performed without going onto private property and he summarized that the replacing the city's culvert that runs under the cartway of approximately 20' and the private culvert that extends off of the original culvert with a single culvert would be proposed. The culvert would be installed at a greater depth in order to account for the building elevation and grade necessary. He suggested that without closer study that a 36 inch pipe in their estimation would provide the necessary relief. He also recommended to the Council that regardless of the size of culvert installed, it would be in the City's best interest to acquire a drainage easement from Mr. Fort for construction and maintenance of the new culvert. He would also recommend that with any culvert installation it is customary to design a swail or overflow area across the road in the event that a similar instance of the pipe freezing ever occurred again. No further questions were asked of Mr. Engstrom. City Attorney Chris Hood reported to the Council his review of past Court rulings/findings. The review established what he felt was a common law dedication of right of way through some level of maintenance. He outlined potential options for the Council including the proposals to improve the culvert and expressed that it recommended and customary when investing public dollars onto private property that a drainage easement be secured in order to operate and maintain a culvert. With respect to the cartway itself, Mr. Hood stated that there is a great deal of legal authority that would permit the city council to move forward with the vacation if they so chose to do so. No further questions were asked. Mayor Spitzer addressed Mr. Fort and asked him if he would be agreeable to a drainage easement as it was explained. Mr. Fort stressed his focus on being mindful of tax money used and offered the idea of recycling the same culverts. Mayor Spitzer addressed the issue of the drainage easement stating that it had been presented as the best route and would allow the city to continually maintain the drainage way. Mr. Fort expressed his reservation. Mr. Hood addressed his concern and relayed that it is a common practice and nothing new. Mr. Fort referred to his list of items and stated that he wanted Neil Britton from Widseth Smith Nolting to perform the engineering work and that he would work with Clm. Braun. Mayor Spitzer again questioned Mr. Fort if he would be willing to sign the easement agreement and Mr. Fort acknowledged his agreement. Mayor Spitzer then moved to the request for a second engineering firm to provide an estimate with the stipulation that the city engineer would review the any work performed. Clm. Schaber expressed that he would be in favor of a second big or estimate. Clm. Braun expressed he simply wanted it done right the first time. Mr. Fort then expressed that Steve Pearson would perform the work and all costs would be paid by the City. Admin. Koverman expressed he had already been in contact with Mr. Britton and would relay the council's request for an estimate. He also added that a survey would need to be completed on the proposed drainage easement and that WHKS would perform that function to add the legal description. It was acknowledged by Council. No further discussion was held. Information will be brought back to the Council as soon as work is completed.

**9. Resolution #11-2014 Tiff Modifications NO. 1, No. 1-7, No. 1-8.** Admin. Koverman highlighted the modifications that were needed for potential projects that will be presented at future meetings. The resolution established the public hearing dates for those proposed modifications.

Motion to approve: **John Schaber**

Seconded by: **Orv Dahl**

No further discussion.

Motion carried.

**9a. Resolution #13-2014 Call for a Public Hearing Business Subsidy.** Admin. Koverman stated that the resolution for scheduling the public hearing for a business subsidy was in case the company requested the assistance through a business subsidy and rather than hold up the process, this item could be done at the same time. Council agreed.

Motion to approve: **Wayne Getz**

Seconded by: **Dave Braun**

No further discussion

Motion carried.

**10. Commercial Loan Rehabilitation Requests.** Admin. Koverman highlighted two requests that were approved by the Economic Development Authority. One was from Precision Auto and the second was from State Farm. Both

projects qualified under the guidelines for the maximum amount for \$10,000. A motion was made to approve both requests.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**11. Resolution #10-2014 Smith Assessment of Sidewalk.** Admin. Koverman reviewed the past project and indicated the residents had signed the assessment agreement and petition. A motion was made to approve the assessment.

Motion to approve: Orv Dahl

No further discussion.

Motion carried.

**12. Part-time Police Officer Recommendation.** Chief Frank addressed the Council presenting the two names of Allison Jones and Talman Wiles. He briefly highlighted their qualifications and experience.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**13. Resolution #12-2014 MnDOT Transit Request.** Admin. Koverman highlighted for the Council the results of the community survey for the interest expressed for the desire for more public transit. He also reviewed information presented at a joint meeting of how the process would be set up and the City's costs to participate. The initial cost for capital and operation would be approximately \$20,000 per community. Moving forward, the City would be responsible for contributing to a replacement bus every 5-7 years, but operationally, the amount would decrease from the initial \$9400 as usage increased. The expressed intention is that usage and fairs would help to eventually offset the costs of operation thereby reducing the city's obligation. Another avenue Koverman expressed that he discussed with the committee was looking for businesses who may advertise on the sides of the bus. This revenue could be used to offset a city's responsibility. Erlene Welshon was present from the SEMCAC bus service and helped to answer questions specific questions. She highlighted that the two proposed passenger buses would seat 16 with 2 wheel chair available spots with the wheelchair assist. A Transportation Advisory Committee (TAC) would be established to design the program, but that typically the service is M-F 8-4 p.m. or because of after school survey result needs, the program may look to go 9-5 p.m. She stated that the life expectancy of a bus is 7 years or 150,000. They are inspected every 2 years. Designated locations into Rochester include Olmsted Medical, Mayo, Walmart South and Apache Mall. Clm. Braun expressed that he felt it was a good program and council agreed. Council discussed how this option was discussed several years ago, but the route only went into Winona and not Rochester where residents wanted it to go. Admin. Koverman explained that the resolution was support the application of SEMCAC to MnDOT. Funds for the project would need to be budgeted for 2015. Because the process has not begun yet, Admin. Koverman expressed that while he does not have a specific area of where the funding would come from, if the Council felt this was something that was needed, the allocation would be found. A motion was made to approve Resolution #12-2014 MnDOT Transit Request.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**14. EMS Building Schedule/Open House** The Council discussed putting an advertisement in the newspaper talking about the public hearing that will be held May 27. In addition, the EMS open house will pass out information on the proposed EMS building.

**15. St. Charles/Whitewater Trail.** Admin. Koverman briefly highlighted a recent meeting with Department of Natural Resource representatives who informed the City that the various options that had been proposed as options into the park would not be possible. A representative will be in attendance at the May 27<sup>th</sup> meeting to discuss some of the reasonings as well as next steps.

**16. P&Z Resignations.** A motion to accept the resignations of Brent Kemple and Jeff Doberstein after a brief discussion was made.

Motion to approve: **John Schaber**  
No further discussion.  
Motion carried.

**17. 2014 Summer Staff List.** The list was presented to the council for temporary seasonal workers. A motion to approve the list was made.

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

**18. 2014 Gladiolus Days Button Contest Winner.** It was announced that Thomas Howard was the recommended winner of the 2014 Gladiolus Days button contest.

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

**19. Whitewater Triathlon Request.** Admin. Koverman reviewed a request from the organizers of the 2<sup>nd</sup> Annual Whitewater Triathlon event to be held July 4. After meeting with the organizers, the request for police assistance in helping to cross Whitewater Avenue was made. In working with the police department, Chief Frank expressed that it would not be a problem to have extra officers that day to assist. A motion was made to approve the request.

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

**20. City Brochure-EDA Cost Share.** Admin. Koverman reviewed the recommendation of the EDA to cost share with the new city brochure of \$1,500 in the producing of a new brochure. It was believed that the Chamber would also participate in the cost share to make it affordable for local businesses to advertise. A motion to approve the cost share of \$1,500.00 was made.

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

A motion was made to close the meeting for consideration of offers/counteroffers for the purchase or sale of real or personal property related to 442 St. Charles Avenue and 848 Church Avenue. Supt. of Schools Mark Roubinek was in attendance.

Motion to close at 8:22 p.m.: **John Schaber**

The closed session opened at 8:25 p.m.

A motion was made to reconvene the open meeting at 8:53 p.m.: **John Schaber**

Upon opening Mayor Spitzer announced that the City was not interested in the properties at 442 St. Charles Avenue and 848 Church Avenue at this time.

**UNSCHEDULED PUBLIC APPEARANCES:**

None.

Clm. Braun asked about one culvert maintenance at 15<sup>th</sup> Street and cleanup of a culvert under the railroad.

Motion to adjourn at 8:55 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

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**William J. Spitzer, Mayor**

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

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**For Tuesday, May 27, 2014 held at 7:00 p.m. at**  
**830 Whitewater Avenue**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

John Schaber

Dave Braun

Orv Dahl (absent)

Wayne Getz

Mayor Bill Spitzer

**STAFF PRESENT:**

Rick Schaber (Park and Rec Director), Keith Zanto (St. Charles Fire 1<sup>st</sup> Asst.), Jeff Hardtke (St. Charles Ambulance), and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Jim Speth, Sharon Speth, Jennefer Klennert, Brian Todd (Post Bulletin), Gary Weiers (David Drown & Associates), Maureen Doffing, Bob Van Doran, Gary Nelson, Pam Tesch, Laura Berndt (St. Charles Press), Dan Hursh, Zach Hursh, Dan White, Fran Schmit, Jan Shaw Wolff, Craig Blommer, Ken Splittstoesser, Harold (Skip) Fort, Deb Fort, Shianne Verness, and Tammy Hester.

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

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

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL of the AGENDA: Addition: 4a. Tulip Tree**

Motion to approve the agenda: **John Schaber**

No discussion.

Motion carried.

**4. Notices and Communications.** Admin. Koverman informed the Council that the 2013 Consumer Confidence Water Report would be released soon. He asked Council to let him know if interested in attending the Project Fine banquet.

**4a. Tulip Tree.** Shianne Verness provided a brief review of the community survey that saw a 9.2 percent return, which she explained that it was planned for a 1 percent return. She highlighted the responses and ways the city could move forward with the information. She summarized that the city does many things well, but that people were not aware of all of the items. In addition, she provided Council with some thoughts about how various pieces could be improved and focused on messaging and branding of the city. She thanked the Council for their time.

**5. DNR Trail Presentation.** Jan Shaw Wolff of the Department of Natural Resources presented the various options for possible trail locations that her staff had been reviewing with the technical assistance of her organization and city staff. She outlined the 6 different proposals and reasons why the proposed routes would not work. She then outlined that in an effort to see a trail from St. Charles to Whitewater State Park realized, they are again exploring a plan that was part of a 1978 Park plan to possibly close a portion of Highway 74 going into the park. Initial discussions with MnDOT have been encouraging regarding the plan, but more details needed to be flushed out. She then discussed the Federal grant that the City received. She said it is up to the City to decide its next move, but stated that if the city can pursue the easements, she thinks it gives the city options. However, the City then transferring the trail to the DNR, she could not provide a timeline as it would be based on funds and other projects being considered at the time. She expressed her support of the city to try and utilize the funds acquired through the 2008 grant process. She answered questions from the Council and general audience present as to the various options and trails down into the park and went through each one outlining why they would not be feasible. She expressed that initial conversations with MnDOT and County representatives would be scheduled in the near future and that they would continue to try and research a viable option for the community. The Council thanked her for her time.

**6. Public Hearing-Capital Improvement Plan.** Gary Weiers was introduced from David Drown & Associates. He outlined the proposed Capital Improvement Plan that would provide the city authority to bond a maximum of \$2.1 million if they chose. However, by adopting the plan it did not commit the city to bonding, he stressed. He reviewed the document and scope of the impact of tax dollars that would be required. He reviewed the petition process for the Council. During the following 30 days after the public hearing, the public would be able to gather 5 percent of the voters that voted in the last General Election and submit to the Council requesting a referendum vote of the project. Should a petition not be received by the voters, it would be at the Council's discretion of whether to hold a referendum vote or not. No questions were asked by the Council.

A motion to open the public hearing at 7:50 p.m. was called: **Dave Braun**

No further discussion.

Motion carried.

Mayor Spitzer called for the names signed up to address the Council first.

Sharon Speth - 606 Richland Avenue. She began expressing that she agrees with the need for the new facility, but wanted to ensure that her concerns of drainage in the alley way would be addressed as she feels that most of the water from the alley is shed onto her property. She also questioned the snow storage and/or removal. She highlighted the youth that play in the alley and the concern of the trucks using that for a drive-thru onto Church Avenue. The Council thanked her for her comments.

Dan White – 730 Whitewater Avenue. Mr. White expressed his support of the project highlighting past experiences and need for the services. He urged the Council to support the bonding to provide the proper training space, areas to clean and maintain equipment and to provide for a better community.

Gary Nelson – 349 East 7<sup>th</sup> Street. He asked the Council if they had given consideration to adding the police department at that location. He expressed his support of the project and added that he owned one of the properties on that block asking if consideration had been added to acquiring those for future space.

Keith Zanto – 1<sup>st</sup> Asst. Fire Chief – Mr. Zanto offered that the need for the building was not for today, but for future generations stating the need to provide a facility that will serve for the next 50 years.

Jeff Hardtke – 501 Whitewater Avenue. As the Ambulance Director, he stated that he feels the combined building is the best avenue for both departments. While the ambulance calls grow, the service is located in a building that was designed for one unit. He applauded the many volunteers and number of hours that are given to the services, but sees the need for to make this improvement.

Ken Splittstoesser – 140 Gladiola Drive. Mr. Splittstoesser asked about the costs associated with the needed repairs, expressing that perhaps those repairs were made while a different location be considered as he thought it sounded as though the current location posed expansion problems. Mayor Spitzer said that several of those costs had been looked at and that we would provide those numbers to him. Harold Fort added that as a former volunteer fireman the concrete had been settling for years and they had been repairing the building ongoing, but that it was past repair. He added that even if they fixed those items, the departments are out of space.

Mr. Zanto added that the building was built in 1960. Mr. White questioned if the North Star property had ever been looked at and Mayor Spitzer explained that the City did not own that property, but did in fact own the two properties where the expansion would take place.

Mayor Spitzer called once, twice, three times for more comments. Hearing none, he then called for a motion to close the public hearing at 8:09 p.m.: **Wayne Getz**

No further discussion.

Motion carried.

It was questioned whether or not the police department remodeling had been figured into the bond. The bonded amount only included the fire and ambulance building. Clm. Schaber expressed that if this project were to be completed that he would like to see the police department also taken care of due to the lack of space as well. The

Council discussed options that could be available to them with respect to adding the necessary funding in to accommodate the department.

**7. Resolution #14-2014 Preliminary Approval of Capital Improvement Bonds.** Mayor Spitzer highlighted the resolution for the Council briefly. Cfm. Braun stressed that he wants the people to be aware that a petition is an option and that he feels it should be a referendum vote. He expressed his concern of the city conducting this type of project and then the school district also requesting dollars for gym space or other needs. Mayor Spitzer stated that he felt the petition was the tool the city was providing to voice that concern and that the 30 day clock would start with the approval of the resolution. He then expressed that the Council directed Admin. Koverman to advertise this meeting and the public hearing, which had been done. Hearing no more discussion, the Mayor called for a motion.

Motion to approve: **John Schaber**

Seconded: **Wayne Getz**

No further discussion.

Motion carried.

**8. Community Garden Request.** Admin. Koverman highlighted a 1.93 acre parcel along 7<sup>th</sup> Street just outside of the fairgrounds that had once been used to grow Gladiolus and other related crops. The Planning and Zoning heard a request to continue with commercial crops and expressed their disinterest at that time. Through discussions with Supt. of Schools Mark Roubinek who also serves on the Statewide Health Improvement Program board with Admin. Koverman, discussions of healthy living and active living solutions have been reviewed over the last several months. Discussions of community gardens have been one of the centers of attention. It was then brought up the need for more space and it was proposed as a potential option to utilize that parcel of land for a community garden space. Through further discussions with Pam Tesch of Community Education she reinforced the need for space closer to town as their 33 plots are filled and she always turns away requests. In speaking with the owner, he was in favor of the idea and did not expect rent, but thought it was a good use of the space as it once had been used in a similar fashion. Mr. Roubinek expressed that there was a need for positive spaces. Mrs. Tesch did state the need for water and Council directed Admin. Koverman to seek some alternative options perhaps with the fairboard as a partner. Driving in the grass alley was also discussed as a concern of the neighbors, Admin. Koverman had spoken with and he felt that it would be reasonable to simply block off access and those users could park on 7<sup>th</sup> and walk to their spots. Cfm. Schaber expressed that he liked the idea and bringing options closer to town for elderly or young families to walk to the gardens. Concern was also expressed with respect to the daycare located in the area, but that bringing more awareness to the users of that fact would help alleviate any problems. A motion was made to proceed to create the community garden parcel and aid in the partnership with Community Education.

Motion to approve: **Wayne Getz**

No discussion.

Motion carried.

**9. Advanced Disposal Contract Extension Request.** Admin. Koverman presented the request from Advanced Disposal for a 5-year extension of the contract per the language within the agreement. The pricing reflected a 4.5 percent increase and as was explained by Jennefer Klennert from Advanced Disposal, the 2014 did not see an increase and thus it was requested for a 4.5 percent. In providing a comparison of a recent contract that was signed, it was noted that the prices reflected with the current structure was still less and did not include several fee additions. By signing the contract, this would hold the language for another 5 years. Mayor Spitzer stated that he had had no complaints about the service provided over the last 5 years, as Cfm. Getz and Cfm. Braun added that drivers were both courteous and timely. As part of the discussion, Admin. Koverman had asked about how separating the refuse and recycling contract might affect the pricing and Klennert who was present, reinforced that it would not change the structure because they are separate teams of drivers and trucks. When asked about the County recycling contract, Klennert explained that one of the main differences was pick up days after a holiday. For St. Charles the pickup of recycling and trash is simply extended one day after the original pickup. However, with the County's schedule it may push a pick up by up to two weeks. Questions of cost of service for the county was asked. It was estimated that residents could save approximately \$20/year with the county's program, plus be able to take advantage of other future programs if rolled into the county's program. However, Council asked for clarification on the timing of pickup stating that residents prefer their current schedule. Council then discussed that as far as the refuse they are more than satisfied and felt comfortable extending the contract with Advanced Disposal. A motion was made to extend the term 5 years per the agreement until 2019.

Motion to approve: **Wayne Getz**

No further discussion.  
Motion carried.

**10. Reflective Sign Policy.** Admin. Koverman presented a required sign policy that was distributed by the League of Minnesota Cities and required. After review of the various methods, Admin. Koverman expressed that staff had selected the blanket coverage process that provides the city flexibility and still meets the requirements outlined. Council agreed after listening to the various methods and a short discussion of the need.  
Motion to approve the Reflective Sign Policy as presented.  
Motion to approve: **John Schaber**  
No further discussion.  
Motion carried.

**11. Cancer Awareness Week Proclamation.** Mayor Spitzer read the proclamation stating that June 15-21 was Cancer Awareness Week in St. Charles.  
Motion to approve: **Dave Braun**  
No further discussion.  
Motion carried.

**12. Kelly Resignation.** Mayor Spitzer thanked Kelly for her years of service to the department and community and entertained a motion to accept the resignation of Officer Martha Kelly.  
Motion to approve: **John Schaber**  
No further discussion.  
Motion carried.

**13. Tim Jones-P&Z Commission.** Tim Jones has submitted his name for consideration for the open position on the Planning & Zoning Commission. A motion was made to accept the nomination for one of the open vacancies.  
Motion to approve: **Wayne Getz**  
No further discussion.  
Motion carried.

**UNSCHEDULED PUBLIC APPEARANCES**  
-None

Motion to adjourn at 8:51 p.m.  
Motion to approve: **Dave Braun**  
Motion declared carried.

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

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



**Minnesota Department of Transportation**

District 6, Rochester/Owatonna  
2900 48<sup>th</sup> Street NW  
Rochester, MN 55901-5848

Office: 507-286-7693  
Fax: 507-285-7355  
jacob.gasper@state.mn.us

June 10, 2014

City of St. Charles  
Nick Koverman, City Administrator  
830 Whitewater Avenue  
St. Charles, MN 55972

RE: Public Open House for Highway 90 Pavement Resurfacing Project

Dear Mr. Koverman:

I would like to thank you again for hosting the public open house for the upcoming pavement resurfacing project on Highway 90 (See enclosed project summary). Construction is scheduled to begin summer 2015.

**What:** MnDOT Highway 90 Pavement Resurfacing Project  
**Open House**  
**When:** Wednesday, June 25  
**Time:** 4 p.m. – 6 p.m.  
**Where:** St. Charles City Hall  
Community Center Room  
830 Whitewater Avenue  
St. Charles, MN 55972

The open house will give local residents and businesses owners an opportunity to learn more about the project specifics, impacts to your community and share your concerns with MnDOT representatives. Please post this information on the City's webpage and other forms of media that the City uses to share information with Eyota residents. MnDOT will also be sending out a press release to local media outlets to inform the public of the Public Open House.

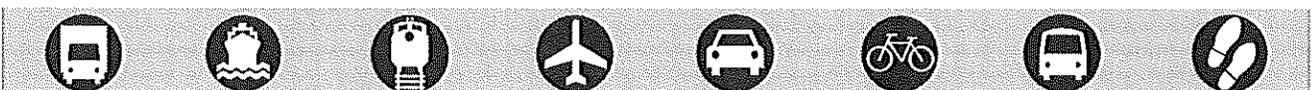
Please contact me at 507-286-7693 or [jacob.gasper@state.mn.us](mailto:jacob.gasper@state.mn.us) if you have any questions regarding the project or open house.

Sincerely,

Jacob Gasper  
District 6 Design Project Manager

cc:  
Mike Kempinger, MnDOT District 6 Design Principal Engineer  
Gary Lovelace, MnDOT District 6 Construction Resident Engineer

An Equal Opportunity Employer



# PROJECT SUMMARY

## SP 5580-90 (I-90)

### Interstate 90 Concrete Overlay

#### Project Need:

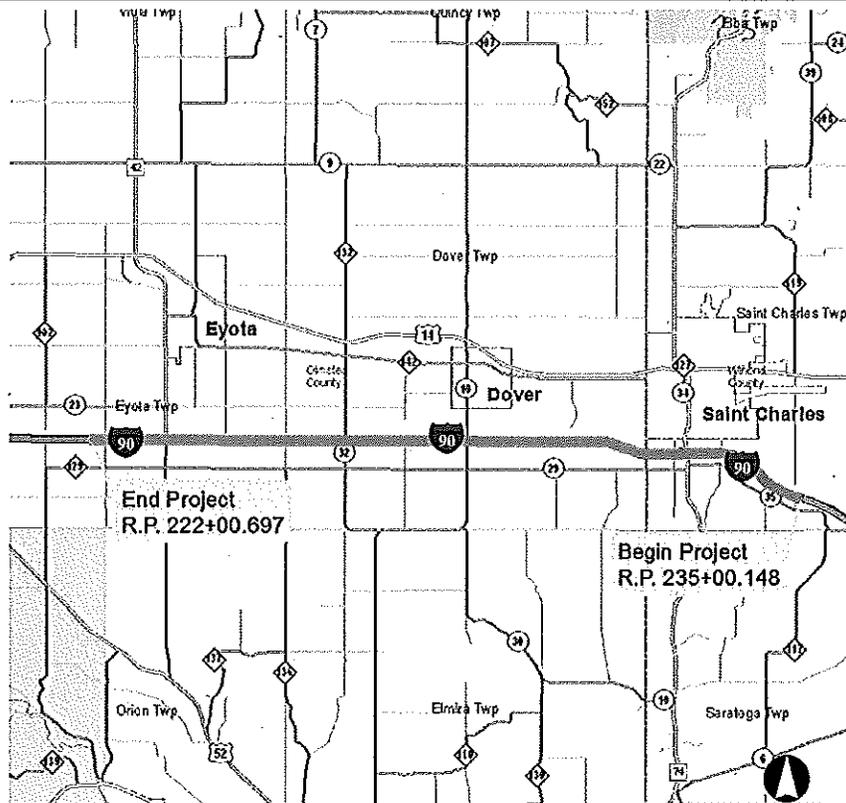
Pavement preservation on I- 90, drainage improvements, and bridge rehabilitation on WB bridge over MN 74.

#### Project Description:

This Project consists of a new concrete overlay on the westbound lanes of I-90. The westbound ramps at CSAH 7, CSAH 10, and MN 74 will also be overlaid with concrete. The bridge approach panels will be replaced & bridge railings rehabilitated on the westbound bridge over MN 74. This Project will also include guard rail replacements, drainage culvert replacements & repairs, as needed.

#### Project Location:

On I-90 westbound lanes in Olmsted and Winona Counties from 1.3 miles west of MN 42 to 2.3 miles east of MN 74.



#### Construction Staging:

##### Stage 1 Preparation Phase

- Close one lane on WB I-90
- Construct temporary cross-overs in the median.

##### Stage 2 Construct Westbound lanes

- Shift traffic onto EB side of I-90 (single-lane in each direction)
- Hwy. 42 & Hwy. 74 will be open
- County Hwy. 10 WB (Entrance/Exit) Ramps will be closed & traffic will be rerouted.

##### Stage 3 Construct Remaining Ramps (Short Duration)

- Shift WB traffic back onto WB side of I-90
- County Hwy. 10 will be open
- Hwy. 42 & Hwy. 74 WB (Entrance/Exit) Ramps will be closed & traffic will be rerouted.

##### Stage 4 Project Completion (Remove Cross-overs)

- All interchanges will be open
- Close one lane on WB I-90
- Remove temporary cross-overs in the median.

**Programmed Cost:** \$15 Million

**Project Length:** 12 miles

#### Schedule:

- Letting: November 21, 2014
- Est. Construction Start: June 2015
- Est. Construction End: Fall 2015



Minnesota Department of Transportation  
 District 6  
 2900 48th St. NW  
 Rochester, MN 55901-5848  
 (507) 286-7500  
 District Engineer: Jeff Vlamincik  
 Project Manager: Jacob Gasper  
 Email: [Jacob.gasper@state.mn.us](mailto:Jacob.gasper@state.mn.us)

Date: 6/10/2014

**Request for City Council Action**

Date: June 17, 2014

Requested Council Date: June 24, 2014

Originating Department: Administration

Council Action Requested: Cost share an additional \$5,627.00, but seek reimbursement as an alternative through Olmsted County for Dover's 20 percent.

Background Information: During the May 13<sup>th</sup> Council meeting, the Council approved a cost share agreement for public transit that would service the three communities of Dover, Eyota, and St. Charles. As part of those discussions, it was initially believed that the three communities would share an equal portion of the overall contribution to the project for operations for the first three years as well as an upfront capital expenditure.

As part of the Dover City Council meeting held Thursday, June 12, the Dover Council felt that their community would not utilize the service as much as the other two communities and that the investment represented nearly 10 percent of their total annual budget, thereby creating a greater burden. In addition, they felt that Dover residents would be paying an improporionate amount given Dover's population size in comparison to St. Charles and Eyota. Discussions followed on alternative funding sources and it was agreed that they were good ideas, but Dover felt that in order to meet the application deadlines and provide St. Charles and Eyota with ample time to decide if the project should move forward, they felt they needed to make a decision.

Erlene Welshons from Rolling Hills Transit was also present and she suggested that Dover and Eyota also seek funds from Olmsted County's local sales tax provision that received money for public transit related to DMC. In speaking with Mayor Tyrel Clark, he would be willing to seek this alternative funding, but was also going to take Dover's position to his Council. The Dover City Council motioned to pay 20 percent across the board toward the project.





### Request for City Council Action

Below is a breakdown of the 20/40/40 split is below. The additional cost to both St. Charles and Eyota would be \$5,627.00.

Here is the breakdown at Dover with 20% and Eyota/St.Charles at 40%

1. Year One Dover 20% (\$5,599.80 Capital \$5,640 Operating) \$11,239.8, Eyota 40% (\$11,199.60 Capital, \$11,280 Operating) \$22,479.60, and St.Charles 40% (\$11,199.60 Capital, \$11,280 Operating) \$22,479.60
2. Year Two Dover \$3759.60, Eyota \$7,519.20, and St. Charles \$7,519.20 (Plus Budget Replacement Bus Cost)
3. Year Three Dover \$1,879.80, Eyota \$3,759.60, and St. Charles \$3,759.60 (Plus Budget Replacement Bus Cost)
4. Year Four \$0 (Plus Budget Replacement Bus Cost)

Total Cost over 4 years with Dover's Proposal:

Dover = \$16,879.20

Eyota/St.Charles = \$33758.40

Compared to split even of \$28,132.



**City of St. Charles**

**RESOLUTION #23-2014**

**A RESOLUTION APPROVING AN OFF-SITE  
GAMBLING PERMIT APPLICATION**

**WHEREAS**, Hugh Watson Post 190 is submitting an application to the Minnesota Gambling Control Board in order to conduct lawful gambling within the City Limits of the City of St. Charles, Minnesota:

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

1. The Council of the City of St. Charles hereby approves the Off-site Gambling Permit Application for July 9-13, 2014 submitted by the Hugh Watson Post 190 to the Minnesota Gambling Control Board.

Adopted by the Council of the City of St. Charles, Minnesota this 24th day of June 2014.

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

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