

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**For Tuesday, April 23, 2013 held at 7:00 p.m. at**  
**830 Whitewater Avenue**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

John Schaber

Dave Braun

Orv Dahl

Wayne Getz

Mayor Bill Spitzer

**STAFF PRESENT:**

Kristine Huinker (City Accountant), Jeff Hardtke (Ambulance Director), and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Cathy Groebner, Tom Wentz (Smith Schaefer & Associates), Cris Gastner (CEDA), Mike Bubany (David Drown & Associates).

**1. ESTABLISH QUORUM/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:**

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

No discussion.

Motion carried.

**4. Notices and Communications.** Admin. Koverman highlighted the Nisbit mine CUP that was approved by Winona County but no questions were asked.

**5. REVIEW OF FINANCIALS.** No comments.

**6. Resolution #09-2013 TIF Eligibility Determination-District 1-7.** Economic Development Director Cris Gastner highlighted a proposed project from Salsbury Electric that would like to locate in St. Charles, specifically the Whitewater Industrial Park. The owner will be constructing an approximate 17,000 square foot building for storage warehouse with associated offices. Mr. Gastner highlighted the discussions that staff has had with financial advisor, Mike Bubany, the city's bond counsel, and the Minnesota Dept. of Revenue (TIF Division) to review the project.

Mr. Gastner outlined the costs of the project and the need that still existed. Mr. Gastner highlighted the fact that with the City's help of finishing infrastructure in the Whitewater Industrial Park, that both lots that are part of the existing TIF developed would be sold and utilized for buildings. Mr. Salsbury was requesting \$80,000 in assistance of which the TIF can repay those funds to the city. An assessment is part of the land costs and the city will defer the immediate repayment of those costs through the collection of TIF. Mr. Bubany helped to provide the specifics of the project outlining the fact of a personal guarantee of TIF increment to be collected by the City to repay the assessment/loan. Mr. Bubany reviewed the supporting statements that qualified the project. All councilmen agreed that it was a worthwhile project. Mr. Bubany then asked the Council to not only approve the resolution, but also to authorize the mayor and city administrator to hire Briggs & Morgan to finalize the contract documents related to the project. A motion was made to approve Resolution #09-2013.

Motion to approve: **Wayne Getz**

Seconded by: **Orv Dahl**

No discussion.

Motion carried.

A second motion was made with respect to Mr. Bubany's request.

Motion to approve: **John Schaber**

No discussion.  
Motion carried.

**7. Emergency Management Plan.** Admin. Koverman and Ambulance Director Jeff Hardtke presented the revised emergency management plan for review by the Council. Admin. Koverman and Mr. Hardtke described the review of the document and how they incorporated multiple documents while utilizing pieces of the original. Mayor Spitzer stated that he thought the document looked good. The EOC committee had been working to finalize the document and were happy with what had been finalized. The Council offered a few comments and then a motion was made to approve the plan.

Motion to approve: **Dave Braun**

No further discussion.  
Motion carried.

**8. LEAN Report Presentation.** Mayor Spitzer highlighted the completion of the Winona County LEAN Report on the transferring of information through various agencies and organizations. The group studied two different programs for law enforcement and through various tours came to the conclusion that LETG was the most useful program and would benefit all law enforcement agencies and related departments the best. Next steps will be taken in the process to continue considering LETG and moving away from CIS. No questions were asked.

**9. Beyond The Yellow Ribbon.** Admin. Koverman gave a brief update on the activities of the group, citing that future meetings were scheduled to discuss ongoing plans.

**11. League of MN Cities Annual Conference/ MCMA Conference April 30-May 3.** Admin. Koverman highlighted the upcoming June conference. Mayor Spitzer he indicated that he would be attending the conference and that if others were interested to let Admin. Koverman know. The conference topics and formats looked very good. The mayor also indicated he would be attending the Mayor's Conference in Fargo this upcoming weekend and would provide information from that conference upon his return.

**12. SEMLM Meeting-April 29-St. Charles.** Admin. Koverman reminded Council that St. Charles would be hosting the afternoon educational event that is a partnership with the League of Minnesota Cities as well as the evening meeting being held at the Golf Course. Final arrangements are being made for the event.

Tom Wentz of Smith Schaefer was not in attendance to provide the 2012 Audit in review, but was on his way. The mayor motioned for a brief recess until 7:50 p.m. at 7:36 p.m.

Motion to recess: **Mayor Spitzer**

No discussion.  
Motion carried.

The meeting was called to order at 7:51 p.m.

**10. Smith Schaefer & Associates-2012 Audit.**-Tom Wentz, senior partner at Smith Schaefer & Associates was present to review the findings of the 2012 Audit. Mr. Wentz expressed that their opinion was clean opinion. The unassigned fund balance in the General Fund equals 49 percent of 2012 general fund expenditures which within the state legislature's guidelines.

Mayor Spitzer congratulated staff and recognized the performance of everyone that has provided the positive changes that have occurred over the last 6 years.

## **UNSCHEDULED PUBLIC APPEARANCES**

-None

Motion to adjourn at 8:16 p.m.

Motion to approve: **John Schaber**

Motion declared carried.

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**William J. Spitzer, Mayor**

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