

**MINUTES of the ST. CHARLES CITY COUNCIL  
For Tuesday, August 27, 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:**

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

**OTHERS IN ATTENDANCE:** Craig Hilmer, Cathy Groebner, and Dan White.

**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: 11. Pearson Bros. Pay Request \$33,215.60**

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

No discussion.

Motion carried.

**4. Notices and Communications.** None.

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

**6. 2014 Preliminary Budget.** Admin. Koverman highlighted three pieces of the 2014 Capital Improvement Plan for the Council; the Park Department mower, the Street payloader, and job reclassification. An estimate was provided for a commercial mower with options for leasing. Lease options ranged from 12 months to 48 months. Admin. Koverman highlighted that while trading in every 3 years was ideal, this has not been the practice for over 5 years due to state aid reductions. Purchasing the mower as opposed to leasing provided more flexibility if it was the decision of the council to keep the mower longer than anticipated. Clm. Braun asked about other options for mowers other than a John Deere and Admin. Koverman expressed that he would have the Parks Department bring those options back. He then highlighted the payloader which had been discussed in 2008 as part of a 10 year rotation, which at that time had been pushed to a 15 year schedule. The estimates provided demonstrated an increase cost for the payloader since that time, but that with trade-in value the loader would come in well under CIP budget with a purchase price of \$87,198 and roughly only \$1,000 more than discussed in 2008. Dealer representatives anticipated that the cost of the unit would increase 6-10 percent in 2014. Clm. Braun asked where the unit was kept and commented on the visible bouncing of the unit. Admin. Koverman expressed that since the 1999 unit the improvement of a ride control system eliminated that for safety reasons. Council asked for an updated fleet schedule. The unit is available at the price listed due to the state bid pricing. No other questions were asked. He then presented the revised job description and salary for the reclassification of the Administrative Assistant. No questions were asked. The preliminary levy certification is due September 15, 2013 and the next meeting the Council would approve the initial proposed budget. No other questions were asked.

**7. 2014 Police Squad.** Chief Frank proposed to acquire a 2013 Ford Interceptor SUV squad that has been deemed surplus by the State of Minnesota. The squad comes with a police package and the asking price is \$27,000. In speaking with his contact he believes he may be able to purchase the unit cheaper, but that regardless, a 2014 squad would cost a minimum of \$28,000 before options. In addition, the wait time may be a minimum of 6 months. It was then discussed as far as the options for the current third Impala and it was relayed that all options existed from

selling it or transferring it to another department. It was agreed that the selling option would not gain the city as much as the value of having an equipped squad. Chief Frank indicated that items would need to be purchased for the Interceptor, but that radios and other equipment would be reused from the last squad. All councilman agreed that it was in the best interest of the city to maintain the fourth squad until such time that it could no longer be maintained. It was also agreed that an SUV was a necessary unit to have in the fleet for the department given the unpredictability of weather and incidents. A motion was made to approve the purchase of the SUV Interceptor given the projected savings of time and money.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

City Accountant Kristine Huinker asked if the purchase should come from reserves or if there was an alternate option. Admin. Koverman expressed that a 2013 Capital Improvement expenditure could be replaced with the squad since the project would more than likely take place in 2014. A motion was made to spend the allotted 2013 dollars for the police squad and the city hall furnace be moved to 2014.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

**8. Request for 4<sup>th</sup> Officer.** Chief Frank highlighted his request that was included in the packet to approve a fourth officer. He expressed his frustration with the current schedule and inability to fill numerous shifts. The 2014 preliminary budget has included the fourth officer, but given the training for the new LETG data management system that will take place soon and other factors such as teaching investigations, partnering with the schools, continuity of the officer, and getting the officer up to speed, Chief Frank would like to move up the hiring if that is the goal of the Council. After determining the cost of part time hours, the savings from the former full-time officer, Chief Frank expressed that he anticipates the extra cost to be around \$4,000. As the interview committee looks to fill the vacant position from within the current ranks, he proposed to add the fourth officer through this process as well if a qualified candidate was determined. Clm. Braun expressed that he would like to see an outside search performed for the fourth, while Clm. Dahl expressed his confidence in the current staff if the selection committee felt it appropriate. Clm. Schaber expressed that either way a probationary period existed for both parties to determine if the full-time fit was good. Some concern was expressed by Clm. Braun regarding the conduct of part-time staff. Chief Frank stressed his philosophy of professionalism and courtesy. Mayor Spitzer stated that he appreciated the goals that the Chief has set and agreed with his mentoring attitude. Clm. Schaber added that he values the projected cost savings and motioned to approve the fourth officer for an October 1 start date.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

Clm. Getz reiterated that provided the committee cannot determine a clear fourth candidate that the search would include an advertisement of the position. Clm. Braun added that Chief Frank has the necessary experience and he would trust in the decision of the Chief. Mayor Spitzer asked Council for a motion of the concensus, but all agreed they understood the direction set forth.

**9. 2014-2016 Audit Services.** In preparing the 2014 budget and looking into the future, one of the service contracts related to the City's auditing services expired in 2013. Within the contract itself a provision exists to allow a 3-year extension based on Council approval and negotiation. Tom Wente of Smith Schafer & Associates forwarded a proposal of that extension. Smith Schaefer has served St. Charles for several decades and all Councilmen agreed that the service provided has been excellent. Smith Schafer's proposal included a 2 percent per annum increase. A motion was made to approve the 3-year extension with the firm of Smith Schafer.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**10. City Hall Roof Estimate.** Two estimates were reviewed by the Council to replace the City Hall roof. Admin. Koverman outlined the history of the bids that dated back to 2010 when he first received initial bids for the library and city hall. Costs had risen given the high price of oil and the budgeted amount was \$65,000 in 2010. Schwickerts Roofing proposed a fully adhered replacement roof, added insulation, and a 20-year warranty for a total price of \$65,482. The next closest estimate was \$82,002. The recommendation was to award the project to Schickerts Roofing in the amount of \$65,482. A motion was made to approve the recommendation.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

**11. Pay Request #1 \$33,215.60 Pearson Bros. of Hanover, MN.** The pay request was submitted to and reviewed by WHKS for seal coating projects performed in 2013. Mayor Spitzer asked about resweeping several areas and inquired about holding some dollars in reserve. Clm. Getz expressed that he felt the company was very reliable to come back if contacted to perform this service. A motion was made to approve the full payment in the amount of \$33,215.60.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

#### **UNSCHEDULED PUBLIC APPEARANCES**

**None**

Motion to adjourn at 7:42 p.m. :**John Schaber**

No further discussion.

Motion declared carried.

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**William J. Spitzer, Mayor**

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