

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, December 13, 2011 at 7:00 p.m.  
830 Whitewater Avenue  
St. Charles, MN 55972**

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Nick Koverman, City Administrator  
Kristine Huinker, City Accountant  
Bill Eckles, Police Chief  
Kyle Karger, PW Supt

**OTHERS IN ATTENDANCE:** Representative Steve Drazkowski, Nancy Heim, Mark Roubinek, Winona County Commissioner Mena Kaehler, Daren Sikkink (WHKS) and Monica Hill (St. Charles 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: Addition: 24a. Travis Gransee Park Board Member**

**Motion to approve the agenda: Wayne Getz**

**Motion carried.**

**4). Meeting Minutes**

**-November 8, 2011**

**Motion to approve: John Schaber**

**No further discussion.**

**Motion declared carried.**

**-November 22, 2011**

**Motion to approve: Orv Dahl**

**No further discussion.**

**Motion declared carried.**

**5). December Payables.**

**Motion to approve: John Schaber**

**No further discussion.**

**Motion declared carried.**

**6). NOTICES AND COMMUNICATIONS.** Mayor Spitzer provided a reminder for the Lions' Love Lights a Tree ceremony.

**7). Reports of Boards and Commissions.** Various reports were given by Council.

**8). Truth In Taxation Presentation.** City Accountant Kristine Huinker led the Council through the annual Truth In Taxation presentation that outlines the 2012 budget and uses of city levied dollars. Various questions were taken.

**9). Legislative Update-Rep. Steve Drazkowski.** Rep. Steve Drazkowski provided an update on the legislative actions taken over the last session. Concerns were expressed by the Council with various pieces including the Market Homestead Value Exclusion and the impact on residential and especially commercial taxes. Rep. Drazkowski replied that the small commercial owners will be addressed in the new session. Councilman Schaber expressed concern of timing with respect to Local Government Aid (LGA) and the unallotments and how cities are impacted due to the differing budget cycles.

**10. 2012 Budget.** The Council reviewed the CIP plan and a discussion was held with respect to the hot patch trailer. Council was reminded that with the initial purchase it was stated that at some point a trailer for oil would need to also be purchased because the unit can only hold 250 gallons. The seller of the unit had allowed the city to rent a unit to hold extra oil for the summer. Supt. Karger expressed that it was not cost effective to continue this and that he was working with the dealer to try and find a solution to provide oil for neighboring communities that have the total patcher as well. However, if the tank was an issue at this time it could be pushed to 2013 and that a short term alternate resolution would be found. Clm. Schaber agreed that the tanker could be postponed in order to allow for the police squad to be updated versus postponing that unit. The Council then addressed the proposed digger derrick. Prices were provided for a used and new unit, but that a demo unit price was still being explored. The current unit has been extended beyond the original 15 year plan to a 20 year and now is at 22 years. It was expressed that with a 20 year lifespan the payments were between \$6,800 to \$7,500 a year. The purpose of the unit helps to provide reliability to the electric customers. The question was raised of how responsible it would be to not replace the unit. Further information would be brought to the Council on a demo unit.

**11. Fire Department Recommendation of Hiring.** Fire Chief Lyle Peterson was present to recommend the hiring of three volunteer fire fighters. Each brought different strengths and abilities to the department including daytime presence. It was the recommendation to hire Jon Miller, Adam Ferden and Nathan Omondson. A motion was made to approve the hiring of the listed names. He also provided an update on the 800 MHZ system that should be operational March of 2012; the fire department will conduct some water training rescues; and Mr. Peterson was appointed as the president of Tri-County Fire Association.

**Motion to approve: John Schaber**

**No further discussion.**

**Motion declared carried.**

**19. Resolution #42-2011 Preliminary and Final Plat.** Daren Sikkink from WHKS was present to discuss the preliminary and final plat. After his presentation he asked for further questions and there were none. Admin. Koverman expressed that one of the conditions of the plat was that the closing would take place prior to approval. At this point he recommended tabling the resolution until December 27<sup>th</sup>. A motion was made to table Resolution #42-2011.

**Motion to approve: Wayne Getz**

**No further discussion.**

**Motion declared carried.**

**12. Ordinance #548 Amending Water Rates-2<sup>nd</sup> Reading.** The second reading of Ordinance #548 was held. A motion was made to approve the 2<sup>nd</sup> reading of the ordinance.

**Motion to approve: John Schaber**

**No further discussion.**

**Motion declared carried.**

**13. Ordinance #549 Amending Sewer Rates 2<sup>nd</sup> Reading.** A motion to approve the second reading of Ordinance #549 was made. Upon further discussion, Admin. Koverman clarified the change in the amounts to more accurately reflect the district's amount received versus the city's. He clarified the change with the attorney who said that language is allowed to be amended. The ending amounts were the same, it was simply how the amounts were dedicated in the ordinance.

**Motion to approve: Dave Braun**

**A friendly amendment was added by Clm. Getz to reflect the 2012 date.**

**No further discussion.**

**Motion declared carried.**

**14. 2012 Dairyland Power Contract.** The 2012 contract was briefly reviewed and Admin. Koverman expressed that the terms and conditions were the same as the past updates indicated, but that it was simply in contract form. With the new contract, it is anticipated that rates may remain frozen for a minimum of a year, but potentially two. A motion was made to approve the contract with Dairyland Power Cooperative.

**Motion to approve: John Schaber**

**No further discussion.**

**Motion declared carried.**

**15. Resolution #39-2011 2012 Cigarette Licenses.** A motion was made to approve the resolution.

**Motion to approve: Wayne Getz**

**No further discussion.**

**Motion declared carried.**

**16. Resolution #40-2011 2012 Liquor Licenses.** A motion was made to approve the resolution.

**Motion to approve: Dave Braun**

**No further discussion.**

**Motion declared carried.**

**17. Resolution #41-2011 2012 Gas and Diesel Contracts.** A motion was made to approve the resolution.

**Motion to approve: John Schaber**

**No further discussion.**

**Motion declared carried.**

**18. Resolution 43-20112012 Veolia Environmental Service Rates.** A motion was made to approve the resolution.

**Motion to approve: Wayne Getz**

**No further discussion.**

**Motion declared carried.**

**20. 2012 CEDA Contract.** The recommendation from the EDA was reviewed with respect to the 2012 contract with CEDA for professional services for economic development. A motion to approve the contract was made.

**Motion to approve: Orv Dahl**

**No further discussion.**

**Motion declared carried.**

**21. Revolving Loan Request.** A recommendation for a revolving loan request pending conditions of seeking approval from the County EDA fund, personal guarantee, and collateral position on the property was made. The amount of \$25,000 for equipment was requested. A motion was made to approve the loan request.

**Motion to approve: John Schaber**

**No further discussion.**

**Motion declared carried.**

**22. 2012 Pay Equity Report.** Admin. Koverman highlighted the 2012 Pay Equity Report citing that the guidelines were followed and that the report indicated the City was in compliance with pay equity according to state guidelines. A motion was made to approve the 2012 pay equity report.

**Motion to approve: John Schaber**

**No further discussion.**

**Motion declared carried.**

**23. Resolution #44-2011 ROW Request from MNDOT.** Admin. Koverman explained the request from MNDOT as they prepare for a 2012 street overlay project along Highway 14 heading east. The request for the City to allow MNDOT to use the ROW by the fire for the installation of handicap accessible ramps was reviewed. There would be no cost to the city. In addition MnDOT requested a letter stating that the city would not be assessing property owners for the improvements as is the city's right. The Council concurred not to assess. A motion was made to approve Resolution #4-2011.

**Motion to approve: Wayne Getz**

**No further discussion.**

**Motion declared carried.**

A motion was made to approve the letter of non-assessment.

**Motion to approve: John Schaber**

**No further discussion.**  
**Motion declared carried.**

**24. Administrator Request for time off. The administrator requested January 16-20 off.** A motion was made to approve the time requested.

**Motion to approve: Dave Braun**

**No further discussion.**

**Motion declared carried.**

**24a. Travis Grandee Park Board member.** A recommendation of approval for Travis Gransee to the Park Board was approved.

**Motion to approve: Orv Dahl**

**No further discussion.**

**Motion declared carried.**

**25. Consideration of strategy for labor negotiations.** A motion was made at 9:34 p.m. to close the meeting pursuant to Minn. Stat. 13D.03 subd. 1.

A request was made to hold the public comment session prior to the closed session by Ms. Nancy Heim. Ms. Heim expressed some concern with the process of the current land swap and wanted Council to be made aware of the agreement with respect to the various pieces if they were not already. Mayor Spitzer expressed that the Council would not be able to make a decision that evening with respect to a bike route because it would need to go through the proper boards, but expressed that he knew a conclusion to the process would be coming soon.

A motion to close the regular meeting at 9:34 p.m. and head into a closed session was made:

**Motion to approve: Orv Dahl**

**No further discussion.**

**Motion declared carried.**

A motion was made to close the closed session and reopen the regular meeting at 10:01 p.m..

**Motion to approve: Wayne Getz**

**No further discussion.**

**Motion declared carried.**

No decisions were made and no action was required.

**A motion to adjourn the meeting at 10:02 p.m.**

**Motion to approve: John Schaber**

**Motion declared carried.**

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**William J. Spitzer, Mayor**

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