

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, February 10, 2015 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:

Dave Braun
Orv Dahl
Wayne Getz
David Kramer
John Schaber

MEMBERS ABSENT:

None

STAFF PRESENT:

Ken Frank (Police Chief), Kyle Karger (Public Works Supt), and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Keith Zanto (fire), Jeff Hardtke (ambulance), Travis Lange (Alvin E. Benike Construction) and Craig Hilmer (Press).

1. ESTABLISH QUOROM/CALL TO ORDER

Quorum was established with Mayor John Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE AGENDA : deletion of Item 8 (Steve Jacobs County Commissioner Update).

Motion to approve the agenda: **Dave Braun**

No discussion.

Motion carried.

4. MEETING MINUTES

-January 2, 2015

Motion to approve: **Wayne Getz**

Motion carried.

-January 27, 2015

Motion to approve: **Orv Dahl**

Motion carried.

5. APPROVAL OF January PAYABLES

Motion to approve payables: **Dave Braun**

6. Notices and Communications. Admin. Koverman highlighted the recent event held on Sunday, February 8, 2015 of the Family Fun Night sponsored by the Early Childhood initiative that the City of St. Charles is a partner with as he thanked the volunteers from the fire, police and library for taking part. The event saw over 107 participants with 75 youth and 20 volunteers. Mayor Schaber discussed the Blandin Foundation Community Leadership Program and the upcoming February 19 meeting to gain community involvement.

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

17. Franklin Energy 2014 Program Review. Dean Laube of Franklin Energy was present to highlight the 2014 program. He detailed for the Council how the City was able to meet its goal of 320,000 kwh Saved through various programs and services offered through the utility. Areas that helped the Utility to meet the savings were through commercial energy audits/improvements, new

construction assistance, residential audits, commercial rebates and the elementary energy efficiency program. As part of the commercial incentives for new and existing businesses the utility provided \$30,675 in incentives with \$149,167 in private capital investment. Through Energy Star program savings the utility was able to incent residents with \$17,005 to 269 participants. Discussion was held as to the requirement of utilities to spend resources to help consumers save and ultimately reduce consumption.

9. **Ordinance #576 Amending Special Vehicle Use (2nd Reading).** A brief discussion was held with respect to the changes requested and implemented in the ordinance along with a question regarding the definition of a mini truck. Staff felt that the proposed language followed state statute but kept it simple to understand. No further questions were asked.

Motion to approve: **Wayne Getz**

No further discussion.

Motion approved.

10. **Ordinance #577 Amending Dangerous Dog (2nd Reading).** Admin. Koverman relayed that no changes were made since the presented form. No further questions were asked and a motion to approve the resolution as presented was made.

Motion to approve: **David Kramer**

No further discussion.

Motion approved.

11. **Construction Management Services Recommendation.** Police Chief Ken Frank presented the EMS Building Committee recommendation to award the construction management contract to Alvin E. Benike. Chief Frank outlined the interviews between two proposed firms and stated that based on availability, project approach, timelines, cost, and the overall presentation that Alvin E. Benike was the best qualified firm. Clm. Braun concurred with the recommendation citing other experiences, while Clm. Dahl reiterated that the presentation was well done. A motion was made to award the construction management services contract to Alvin E. Benike Construction.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

12. **John Steffel-Snow Parking Ordinance.** A motion to table the discussion was made.

Motion to table: **Orv Dahl**

No further discussion.

Motion carried.

13. **Resolution #02-2015 Accepting A Donation of Real Property.** Admin. Koverman highlighted that as part of the park trail construction, the Outlet A pond associated with the pond was being accepted. A motion to approve Resolution #02-2015 was made.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

14. **Resolution #03-2015 St. Charles United Methodist Church Variances.** Admin. Koverman highlighted the requested variances of a 12' front yard setback and a lot coverage variance of 2 percent for the construction of handicap accessible facilities. Admin. Koverman read aloud the findings of fact that included:

WHEREAS, granting the variances for the proposed addition are reasonable given the current use of the land within the R-3 District, the ability for the continued use of the existing structures, the inability to locate structure anywhere else on the parcel; and

WHEREAS, granting the variance is due to the unique physical characteristics of the property such as the location in the existing original plat featuring narrow lots, as well as being located on a corner lot between 8th Street (north property line) and alley (west property line); and

WHEREAS, granting the variance will not alter the essential character of the locality based on the petitioner representations, letter and plans submitted.

No more discussion was held. A motion was made to approve Resolution #03-2015.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

- 15. Resolution #04-2015 Accepting/Awarding Bids Well #4 Redevelopment.** Supt. Karger reviewed with the Council the bids received with respect to the Well #4 Redevelopment project scheduled for 2015 through the Capital Improvement Plan. He outlined potential options to the bid package that may reduce the overall costs and recommendations made from the company to exercise the unit more. After hearing all of the discussion, a motion was made to accept the bids and award the contract to Bergerson-Caswell, Inc. for \$67,244.50.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

- 16. Cold Storage Shed.** Admin. Koverman highlighted from his memo a recommendation from the EMS Building Committee that discussed supporting the construction of a cold storage shed at the Public Works shop to allow for the fire department to relocate during the construction period within the heated, secured city shop while moving various pieces of the public works to the cold storage shed. The fire department has also researched various options as far as possible locations and it was determined that in order to try and keep them located in one facility only one other option existed. Keith Zanto from the fire department discussed how the fire department had researched their various options and their focus is keeping the units in a safe, secure location. They reported that rent at a non-heated space would be \$1,200/month for the construction period of 8-9 months. Koverman relayed that no other additional insurances would be required if that option was explored. Clm. Braun asked whether or not bond funds could be utilized to pay for the shed space or rent. Admin. Koverman said he could look into that question. Clm. Getz questioned the need for the shed for public works. Supt. Karger stated that at the time of construction he was not asked what he needed, but rather given an amount and told to build what he could. The discussion of renting space versus investing that same amount into a permanent city facility was held. Travis Lange from Benike Construction shared that a fully insulated steel shed was priced for \$80,000 so that the \$50,000 figure while it seemed low, was probably accurate. Questions of bidding and seeking additional parties for a bid was held. A motion was then made to distribute packets to local contractors for the 40X80 shed and to explore the possibility of using the bonded money.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

A second discussion was held to develop a tradesmen list in the event that when the city has various projects that these contractors/subcontractors would be contacted. Admin. Koverman added that he has been working on an agreement that contractors/subcontractors would be required to sign stating that they would follow all applicable state, federal and local regulations including OSHA Safety Standards as condition of employment.

A motion was made to develop the trades list and requirements.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

- 17. Appoint Park Board Member.** A motion was made to appoint Kris Slavin to the Park Board.

Motion to approve: **Orv Dahl**

No further discussion.

Motion carried.

- 18. Appoint Library Board members.** A motion was made to appoint Brianna Skalicky and Mitzi Storm to 3-year terms and Dan White to fill an unexpired term.

Motion to approve: **Dave Braun.**

No further discussion.

Motion carried.

- 19. VISTA Application.** Admin. Koverman highlighted that SMIF now required an \$11,676 job cost match for the VISTA application after having the number of VISTAs cut from 5 to 4 and one of the positions required this match. He suggested that given the number of projects that budgeting in 2016 for the position with the hope of securing a paid position may be a better option, otherwise funds would need to come from reserve balances as this was an unexpected project. The Council concurred. A motion was made hold off on the 2015 application and reapply in 2016.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

- 20. Winter Parking Exemption-1555 Oakview Drive.** Admin. Koverman presented a newly requested winter parking exemption stating that the new owners were having difficulty and requested this exemption given the slope of the driveway.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

Motion to adjourn at 7:24 p.m.

Motion to approve: **David Kramer**

Motion declared carried.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator