

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**For Tuesday, February 23, 2016 held at 6:00 p.m. at**  
**830 Whitewater Avenue**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:  
David Kramer  
Dave Braun  
Orv Dahl  
Wayne Getz  
Mayor John Schaber

**STAFF PRESENT:**

Lyle Peterson (Fire Chief), Kyle Karger (PW Supt.), Ken Frank (Police Chief), and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Cathy Groebner, Erlene Welshons, Mike Rizzo, Rich Anthony, and Craig Hilmer (St. Charles Press).

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

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

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL of the AGENDA:**

Motion to approve the agenda: **David Kramer**  
No discussion.  
Motion carried.

**4. Notices and Communications.** Mayor Schaber highlighted the Project Fine annual report and offered it to Council for review if interested.

**5. Review of Financials.** No questions.

**6. 2015 End of Year Reports.** Mayor Schaber thanked the department heads for preparing the reports. Fire Chief Lyle Peterson highlighted a few pieces of his report noting that the City had undertaken a review of their ISO rating and that the in town service had improved based on the rating and that the out of town service held steady and unchanged. No other comments or questions were asked by Council.

**7. Rolling Hills Bus Transit Service Update.** Erlene Welshons of Rolling Hills was present to discuss the 2015 year of service and noted that service number continued to rise during the four quarters with a fourth quarter of 1,224 riders compared to 773 riders for the first quarter. Because of the trend, the ridership fairs have helped to reduce the city's overall contribution for operation. She also expressed that of the 1,224 riders only 9 had been denied during that 3 month time frame. Mayor Schaber also relayed his comments about the scheduling and said that better communication by Rolling Hills helped to resolve that problem. It is a first come, first serve basis and during the first year there would be a learning curve, he commented. No other questions were raised.

**8. SEMCAC CIP Agreement.** Admin. Koverman presented the Conservation Improvement Program conducted by SEMCAC for low income qualifying residents. SEMCAC has provided this service to the city for the past several years and it has been a good partnership, he relayed. Staff recommended approval of the continued service. A motion to approve the contract as presented was moved.

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

**9. Evidentiary Breath Tester Agreement-Dept. of Public Safety.** Police Chief Ken Frank presented the contract to allow the St. Charles PD the ability to offer local and area law enforcement the access to an evidentiary Breath Tester provided by the State of Minnesota. He relayed that this would save law enforcement time and resources from having to travel to either Rochester or Winona to conduct this type of test. The Portable Breath Tester (PBT) was discussed as a precursory test prior to the formal Evidentiary Breath Tester that is admissible in court. Chief Frank explained how he hoped to certify two officers to start which would require 4 days of specialized training. The only other additional costs would be the materials used to collect the sample. Results are directly sent to the Bureau of Criminal Apprehension (BCA). Mayor Schaber expressed how he liked that it would

save the officers time and potentially keep them in town as opposed to having to travel outside of city limits. Council concurred. A motion was made to approve the agreement with the Minnesota Dept. of Public Safety.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

10. 2016 Board of Appeal and Equalization. Admin. Koverman highlighted the upcoming Wednesday, April 13 meeting at 7 p.m.. Clm. Dahl and Getz and Mayor Schaber were currently trained and would be requested to come.

11. Resolution #04-2016 HSRC JPA Amendment. Admin. Koverman highlighted the ordinance that would allow the LaCrosse Planning Commission to participate in the Minnesota High Speed Rail Commission. Clm. Getz expressed that it would be a good addition to the group. A motion was made to approve the resolution as presented.

Motion to approve: Wayne Getz

No further discussion.

Motion carried.

12. Police Department Tour. Mayor Schaber asked for unscheduled public appearances before adjourning for the tour.

#### **UNSCHEDULED PUBLIC APPEARANCES**

None.

Motion to adjourn at 6:18p.m.

Motion to approve: **David Kramer**

Motion declared carried.

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**John Schaber, Mayor**

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