

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, July 8, 2014 held at 5:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
John Schaber
Orv Dahl
Wayne Getz
Bill Spitzer

MEMBERS ABSENT:

None

STAFF PRESENT:

Ken Frank (Police Chief), Lyle Peterson and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Skip Fort, Deb Fort, Cathy Groebner, Dan White, Mike Bubany (David Drown & Associates), Cris Gastner (CEDA), and Craig Hilmer (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: Deletion: 16.) Chamber of Commerce Request for Use of I-90 Property. 7f). Park Board 7g). School Board. Addition: 17.). ATV Discussion

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

No Discussion.

Motion carried.

4. MEETING MINUTES:

-June 10, 2014

Motion to approve: **John Schaber**

Motion carried.

-June 24, 2014

Motion to approve: **Orv Dahl**

No discussion.

Motion carried.

5. APPROVAL of the JULY PAYABLES

Motion to approve payables: **Dave Braun**

6. Notices and Communications.

7. Reports of Boards and Committees: Chief Frank provided a report detailing the department's August 5, National Night Out. Various reports were given, no questions were asked.

EMS Building Referendum. Admin. Koverman relayed that a petition for referendum was received June 26th with 113 names. He has been in contact with Mary Ippel of Briggs & Morgan, the bond counsel recommended to help in the process. The approximate cost for the service of preparing the documents is \$1,500.00. Koverman also talked with interim county administrator Maureen Holte and that the County Board had discussed the project and seemed in favor. He relayed that he has asked for clarification and a potential timeline of a request

so that it would be a factor in a proposed referendum vote. He will update the Council when he learns the outcome. Mike Bubany then addressed the Council outlining the potential options: 1). Authorize Mary Ippel and Briggs Morgan to move ahead with documents. 2). Terminate the project. 3). Use cash 4). Conduct a 3rd party lease finance plan. Clm. Schaber expressed he felt it was a fairly straight forward process. Clm. Braun asked if it would be advertised as far as the financing options. Mr. Bubany explained that the referendum would simply pose the question of support for an EMS building project and that the detailed information would be left to the City. Clm. Getz agreed, expressing that the costs should be narrowed down to say this is what it will cost. While some of those options need other determinations from potentially the County as a participant, financing pieces could be narrowed down. Mayor Spitzer asked about finding out how much the school district allocated for their last referendum on advertising. It was also discussed to talk with other communities like Stewartville or Kasson to see how much they allocated for the advertisement of the facilities. A brief discussion was held with respect to the option on the Downtown Motel for the St. Charles Ambulance. The current option was running out and it was relayed that the owners would be notified of the direction given the potential referendum. Admin. Koverman expressed that according to the director the owner was willing to negotiate an additional option. Clm. Schaber motioned to move forward with hiring Briggs & Morgan for the referendum and finding out a cost for an additional option on the downtown Motel for the next meeting.

Motion to approve.: **John Schaber**

No further discussion.

Motion carried.

9.Episcopal Church Roof. Admin. Koverman highlighted the packet memo that outlined the two bids submitted by Pearson Builders and Merit Roofing. A bid was received from Pearson Builders in the amount of \$14,575.00 while Merit Roofing was \$23,096.00. Admin. Koverman explained that because this was an unplanned expense that is not covered by insurance, the funds will be sought from either the Capital Improvement Fund or reserve funds, or a combination thereof. It was the recommendation to move forward with Pearson Builders. A motion was made to hire Pearson Builders at a cost of \$14,575.00

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

10.Utility Pickup Truck. Admin. Koverman highlighted for the Council that following the June 10 Council when a utility truck was approved that Councilman Getz provided information and a contact to a local dealer who provided with Cities the opportunity to exchange their utility trucks annually. The dealer explained that for several of their cities, they are able to trade in for identical truck with no additional costs except for any swapping of equipment. The only difference was that the truck necessary to take part in the program had to be a 4X4 unit. The previous approved cost was \$22,948 but was only a 4X2. The proposed 4X4 unit was \$26,912.60. The Council discussed the program benefits of no maintenance or repair costs. The difference of \$3,964.60 was discussed but it was felt that given the additional benefits and ability to trade in annually, the difference was worthwhile. A motion was made to approve participation in the new program and purchasing the 4X4 unit.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

11. SMIF Regional Planning Memorandum of Understanding. Admin. Koverman discussed how the Southern Minnesota Initiative Foundation was arranging a year-long asset mapping and strategic planning event around the Rochester Medical Destination project. Various communities were solicited to take part in the planning process to bring forward recommendations for potential projects to help surrounding communities take part in the DMC experience. SMIF provided a Memorandum of Understanding and to date had 9 communities who were signed up to take part in the planning process as well as representatives from the Rochester Area Chamber of Commerce and DMC. A small grant stipend of \$2000.00 would also be provided to communities who signed up to offset travel and staff time. Admin. Koverman expressed that taking part in the process would be advantageous to the community if decisions or projects were made by which it helped to promote communities surrounding DMC. He also expressed that they are looking for two members if possible, but that Cris Gastner of CEDA had also offered to take part in the event that Admin. Koverman could not. Clm. Schaber expressed he might be interested in serving as well but requested additional information. A motion was made to approve participation and signing the MOU.

Motion to approve: **John Schaber**

No further discussion.
Motion carried.

12. Revolving Loan Request-NRB. Cris Gastner, EDA director, addressed the Council and highlighted the request by NRB Metals to reinstate the full revolving loan amount of \$50,000 to help with upfront capital costs related to his building expansion project. The 7-year amortization schedule at 4 percent would help to create 10 jobs. The remaining amount on his original \$50,000 loan was \$7,000.00 so an amount of \$43,000 was requested. The Councilmen agreed that it was a worthwhile project with Clm. Getz commending the work of the business as they have expanded so much in a relatively short period of time.

Motion to approve: **Orv Dahl**

No further discussion.
Motion carried.

13. Active Tool & Die-Alternative Use of Materials Request. Admin. Koverman began by highlighting for the Council that in 2011 the Planning & Zoning along with the Council had worked to devise a set of standards that would help to guide the development of the proposed industrial/manufacturing/commercial park on I-90. Combining the two uses was difficult, but the groups did their best propose guidelines that would allow development, but set a standard. However, the group also understood that they would need to be flexible with that standard. As Active Tool & Die developed their building a few of the standards were brought in to question and it was expressed that cost would be a factor for one and maintenance a concern for the other. They requested to use an alternative material of steel wall siding that would utilize exposed fasteners, as opposed to completely hidden fasteners/screws. It was expressed by the builder that the proposed material is now common among industrial/manufacturing and even commercial buildings. In addition, in the guidelines it requires screening for roof mounted AC/furnaces that would be seen from the ground. It was expressed that unnecessary maintenance would need to be performed on these units due to the screening and hindrance it may cause. Clm. Schaber expressed that as a member of the Planning and Zoning Commission the group did its best to present a guide, but noted that the group understood it would be a starting point dependent on the project. Clm. Braun expressed that he also sees this type of construction material in many similar projects and believed it looked fine. Clm. Getz added that he felt the owners would not present something that did not represent them well or would not be attractive. Koverman expressed that if the Council chose to allow the use of materials and deviation from standards, that in order to move this project forward, the necessary approvals would be made and the Planning and Zoning Commission would revisit the document and make the necessary amendments at a later date. Council concurred with the process and a motion was made to approve the use of alternative materials and the requested deviations from the AC/furnace screening requirement with the ordinance to be reviewed and amended by the P&Z at a later date. A motion to approve the request for the use of alternate materials and not screen the AC/furnace units was made.

Motion to approve: **Dave Braun**

No further discussion.
Motion carried.

14. Resolution #24-2014 One-Day Intoxicating Liquor License. A request was made by the Whitewater Trailblazers for a 1-day liquor license permit was made. A motion was made to approve the resolution.

Motion to approve: **Dave Braun**

No further discussion.
Motion carried.

15. 2015 Budget Timeline. A brief discussion was held with respect to the timeline. City Accountant Kristine Huinker will be coming back part-time in July, but administration feels we can still make the same timeline as before.

Motion to approve: **John Schaber**

No further discussion.
Motion carried.

17. ATV Discussion. Clm. Getz opened the discussion highlighting that residents have approached him about why ATVs are being singled out for a \$5 permit fee, a selected route, and slow moving signs. Various rules of other towns were cited with some not having any rules in place. Clm. Schaber expressed that his recollection of the

discussion a number of years ago was that the goal was to have a coherent policy. Some discussion was held on the fee and the reason for the \$5 fee that provides for a permit to utilize city streets. Mayor Spitzer highlighted some various townships that were also facing issues with ATVs as well as Wabasha County. It was the recommendation to forward the item to the Safety Commission for review.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES:

Skip Fort-1901 Whitewater Avenue—Mr. Fort addressed the Council to ask why the process was taking as long as it has and expressed that he thought he had an understanding with the Council with regard to utilizing his engineer for the proposed culvert project. Admin. Koverman relayed that staff had just met with the engineer the day Council packets were to be sent and more information was required to support the recommendation. The additional information was received Monday, the 7th, for WHKS to review. He also relayed that no cost estimates were provided, but felt that to do his due diligence those numbers would be necessary for Council to make a decision. Mayor Spitzer asked if it would be brought forth to the next meeting and Admin. Koverman believed it would be. Dan White-730 Whitewater Avenue—Mr. White relayed his attendance to a recent Town Meeting Initiative meeting where an ice arena was discussed and how the group may partner with the City to enhance the facilities. He also commended the St. Charles Fire and Ambulance for their help during a recent event.

Motion to adjourn at 6:00 p.m.

Motion to approve: **John Schaber**

Motion declared carried.

William J. Spitzer, Mayor

Attest: _____

Nick Koverman, City Administrator