

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, September 10, 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:

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

OTHERS IN ATTENDANCE: Brian Mueske, Cathy Groebner, and Craig Hilmer (St. Charles Press).

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:

Motion to approve the agenda: **John Schaber**
No discussion.
Motion carried.

4. MEETING MINUTES

-August 13, 2013

Motion to approve: Wayne Getz
No discussion.
Motion carried.

-August 27, 2013

Motion to approve: Orv Dahl
No discussion.
Motion carried.

APPROVAL of the SEPTEMBER PAYABLES

Motion to approve payables: **John Schaber**

6. Notices and Communications. Admin. Koverman provided an update on the Early Childhood Initiative activity for September 14. The mayor provided a brief update on the MN Pedal Summit he would be attending.

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

8. Zoning Amendment. Admin. Koverman presented information related to a proposed zoning amendment for three parcels in the I-1 (Light Industry District). Koverman, with the assistance of the city attorney Chris Hood, had been working with the resident and owner of 943 Wabasha Avenue to be able to allow his current cosmetology salon within an approved zoning district. Over the course of the last year and a half various correspondences have been sent, but at this time the resident does not feel that he is out of compliance with the zoning code. The Council on its own motion, on request of the Planning Commission, or on petition or appeal of the affected property owners may perform the following acts: 1). Transfer land, or a portion thereof, from the district in which it is situated to another district, by amending the Zoning Code; and 2). Change any Zoning Code provision relating to the use or platting of

land in any district or the restrictions upon buildings or structures by amending this Zoning Code. After weighing the various options, both Mr. Hood and Admin. Koverman felt that referring this matter to the Planning & Zoning Commission for review and recommendation back to the Council would be in the best interest of the overall zoning district with respect to future growth, as well as providing a buffer between the residential and Industrial district which did not exist previously. The resident has expressed his desire to operate his cosmetology salon which serves a need customary to neighborhoods. City Attorney Chris Hood concurred with the assessment and felt this would be in the city's best interest for compliance. A motion was made to recommend this item to Planning & Zoning for review with the assistance of the city attorney.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

9. Minor Subdivision-Mueske. Admin. Koverman presented information with respect to a minor subdivision request by the Mueske family. Given the location of the land between the corporate limits and township boundaries, the family had worked closely with the Winona County Planning Department to seek all necessary approvals. Todd Mueske had provided all of the necessary documentation and the item had been reviewed by the Planning & Zoning Commission and received a favorable recommendation. Clm. Schaber expressed that the application was thorough and met all of the requirements and therefore made a motion to approve the minor subdivision.

Motion to approve: **John Schaber**

No further discussion.

Motion carried.

10. Resolution #18-2013 EDA Levy. Mayor Spitzer introduced the resolution noting that the EDA levy would be in the amount \$33,497 which is a decrease from the previous year as it is based off of tax capacity. This is the fourth year the EDA has elected to issue a levy as a separate line item on the tax statements for more transparency.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

11. Resolution #19-2013 Preliminary Levy 2014. The preliminary levy amount was proposed at \$830,870 which represents a zero percent increase from last year's levy amount. No other questions or comments were made.

Motion to approve: **John Schaber**

No further discussion.

The motion carried.

12. Downtown LED Lighting Retrofit. Administrator presented information that demonstrated a savings of over 22,855 kwh annually by reducing the downtown lights from a 150 watt bulb to a 35 watt light. Sample LED fixtures were installed at both a 35 watt and 70 watt level. No distinct difference was noted except for the color that was more of the brilliant white. The total cost of the upgrade was \$13,455 while the city can utilize \$3,428.24 as part of the mandated Conservation Improvement Program to help pay for the project. The expected payback of the project would be with 3.38 years. All Councilmen agreed that they liked the idea of saving money and the simple payback. A motion was made to approve the upgrade.

Motion to approve: **Orv Dahl**

No further discussion.

The motion carried.

13. Commercial Rehabilitation Program. Admin. Koverman briefly reviewed the program guidelines with the Council. He expressed that this was a program that the Economic Development Authority had been working on previous to the North Star Foods fire and again in 2010. Unfortunately, the program did not move anywhere due to a lack of funds and the state cutbacks. The impetus of moving the program forward in this round was with the receiving of the Rochester Sales Tax money that would help to fund the program. The initial amount approved for

the program was \$100,000 with the program to be reviewed annually. All Councilmen agreed that it would be a good program for our existing businesses. It was added that in other communities where this program has worked, an average investment of \$80,000 a project was realized.

Motion to approve: **Orv Dahl**

No further discussion.

The motion carried.

14. LETG Update. Chief Frank provided an update on the upcoming LETG training days. Cassie Smith and Chief Frank will be attending the three day workshop. In the near future, training of our fulltime officers will need to be conducted and will require approximately a week of daytime training.

UNSCHEDULED PUBLIC APPEARANCES

None.

Motion to adjourn at 7:35 p.m.

Motion to approve: **John Schaber**

Motion declared carried.

William J. Spitzer, Mayor

Attest: _____
Nick Koverman, City Administrator