

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, December 28, 2010 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:

Nick Koverman, Administrator
Bill Eckles, Chief of Police
Kristine Huinker, City Accountant

OTHERS IN ATTENDANCE: Craig Hilmer (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:

Motion to Approve: Dave Braun

Motion declared carried

4. Notices and Communications:

Mayor Spitzer highlighted the Council on the Sanitary District meeting. He explained that the District recently had a setback as the clarifiers for the plant were not working and needed to be replaced. He estimated it would be a 20 percent increase to the total rehab project. The annual budget was approved of \$487,000 and employee reviews were concluded.

5. Review of Financials

No questions asked.

6. Resolution #36-2010 Reimbursement Resolution. Admin. Koverman highlighted the reasoning for the resolution as discussed by Mike Bubany. The resolution will allow the City to reimburse itself the \$50,000 from another fund if the project moves forward and further bonding is approved for the I-90 project.

Motion to approve: Wayne Getz

Motion declared carried.

7. Resolution #37-2010 TIF 1 Decertification. Admin. Koverman highlighted the decertifications of TIFs 1, 4, and 5 to the Council. He reviewed the dates that they were originally brought on line. TIF 5 actually extends until May, however it was explained that a partial year cannot be collected, which is why it is still okay to decertify. A motion was made to approve Resolution #38-2010.

Motion to approve: John Schaber

Motion declared carried.

8. Resolution 38-2010 TIF 4 Decertification. A motion was made to approve resolution 38-2010.

Motion to approve: Dave Braun

Motion declared carried.

9. Resolution #45-2010 TIF 5 Decertification. A motion was made to approve Resolution #45-2010.

Motion to approve: Orv Dahl
Motion declared carried.

10. Resolution #42-2010 Adopting 2011 Final Levy. Mayor Spitzer discussed the levy at \$799,996 which was a .49 percent increase. He read aloud the various amounts of the levy. No further discussion was held.

Motion to approve: Wayne Getz
Motion declared carried.

11. Resolution # 43-2010. Adopting the 2011 Budget. Mayor Spitzer opened the discussion and asked if Council had any questions or concerns after talking about the budget for several months. Clm. Schaber commended staff on the process. Admin. Koverman inquired as to the process and requested that thought be given to how it was constructed and if changes should be made, or if the process of separating the government and enterprise pieces worked better. All agreed that they felt it was easier and to continue on with the way it was. A motion was made to approve the 2011 budget in the amount of \$6,741,184.

Motion to approve: John Schaber
Motion declared carried.

12. Resolution #44-2010 Gas and Diesel Bids. The mayor reviewed the bids from Greenway and Kwik Trip. It was discussed how the current arrangement is with Kwik Trip providing gas and Greenway providing diesel. It was agreed that spreading the business would support both organizations and to keep the same arrangement as currently stands. A motion was made to approve resolution 44-2010.

Motion to approve: John Schaber
Motion declared carried.

13. Request For Proposals. Admin. Koverman highlighted that it had been since 2008 that the City had gone out for requests for proposals and that the auditing contract will expire at the end of this audit. He expressed that while it had not been talked about he wanted to present this as an option, but did not need to be approved at this meeting, but that the dates that Council would review the proposals would be January 25th. He added that building inspector services for many communities were either contracted through the County or else through CMS. He did not find other firms for this service. In addition, he talked with department heads and staff regarding WHKS as the city's engineering firm and did not receive any complaints or concerns, and it was expressed that given the number of projects that the City is involved in with WHKS and the 30+ years of history, it was not their recommendation, but that it was certainly an option to review if the Council so chose. Mayor Spitzer expressed that testing the waters in the past had served the City well and that WHKS has provided outstanding service, but to keep everyone competitive would be in the best interest of the City. Clm. Braun agreed. No further discussion was held. A motion was made to approve the presented RFPs for legal and auditor services and to add engineering to the list and to incorporate a 3 year term.

Motion made: Dave Braun
Motion declared carried.

13. Sanitary District Appointment. The Sanitary District wants to fill the two year term that is expiring at the end of 2010. A motion was made to appoint Bill Spitzer to the Sanitary District board.

Motion by: John Schaber
Motion declared carried.

14. Administrator's Request Time. Admin. Koverman requested January 10-14 off. A motion was made to approve the time.

Motion to approve: John Schaber
Motion declared carried.

15. January Meeting Schedule. The Council discussed the first meeting of the year and discussed meeting at 5:00 p.m. The Council then reviewed the next meeting and determined that January 25th would be the next regularly scheduled meeting.

Motion to approve: John Schaber
Motion declared carried.

16. December 30th City Hall Closing. Admin. Koverman discussed as part of year end closing that accounts have to be closed out and files transferred. It was requested to close at 3:00 p.m. in order to accomplish this task in an orderly fashion.

Motion to approve: John Schaber

Motion declared carried.

Unscheduled Appearances

None.

Motion to adjourn at 7:30 p.m.: Wayne Getz

Motion declared carried.

ATTEST

William J. Spitzer, Mayor

Nick Koverman, Administrator