

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, January 25, 2011 at 7:00 p.m.  
830 Whitewater Avenue  
St. Charles, MN 55972**

**MEMBERS PRESENT:**

Councilmen:  
John Schaber  
Dave Braun  
Orv Dahl  
Wayne Getz  
Mayor Bill Spitzer (absent)

**STAFF PRESENT:**

Nick Koverman City Administrator  
Bill Eckles, Police Chief  
Kyle Karger, PW Supt.  
Sharon Grossardt, Librarian

**OTHERS IN ATTENDANCE:** Pat Bailey (MN Dept of Health), Nancy Heim, and Craig Hilmer (St. Charles Press).

**1). ESTABLISH QUORUM/CALL TO ORDER**

Quorum was established with vice mayor John Schaber calling the meeting to order at 7:00 p.m.

**2). PLEDGE OF ALLEGIANCE**

**3). APPROVAL of the AGENDA:**

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

**Motion carried.**

**4). NOTICES AND COMMUNICATIONS. None**

**5). Reports of Boards and Commissions.** Various reports were given.

**6). Wellhead Protection Plan.** Pat Bailey from the Minnesota Department of Health was present to discuss the 24-36 month Wellhead Protection Plan that the City of St. Charles is mandated to complete. All cities around Minnesota have been adopting plans that look at how to protect water supplies and manage risks to those supplies. The purpose of the plan is to first identify all wells and water sources, potential risks, and then how to manage those risks through policy and development. The City will contract with WHKS to lead the GIS component and study. We will be able to work with the Dept. of Health to formulate a land use plan once all of the variables have been identified. However, Ms. Bailey did express that because of our size of community there are no funds available to support the effort and it must be completed by 2014. In addition, the Council was asked to select a representative as the Wellhead Protection Manager as a contact for the program. It was the recommendation to appoint Admin. Koverman as that contact. A motion was made to appoint Admin. Koverman as the Wellhead Protection Manager.

**Motion to approve: Wayne Getz**

**No further discussion.**

**Motion declared carried.**

**7). 2010 Year End Reports.** Department heads were present to answer any questions regarding the final 2010 year end reports. Vice mayor John Schaber went department by department asking Council for any questions or concerns. Supt. Karger made one addition to his report with recent information regarding the generation plant. The purpose of the plant when it was purchased was to alleviate demand charges by Dairyland Power as well as provide emergency generation backup to the City in case of power outages outside of city limits with transmission lines, etc. In 2010, the plant generated 61,423 kilowatt hours and ran 55 hours. According to Dairyland Power, the demand charge the City would have been billed based on consumption would have been \$537,840 in 2010. After the bond payment of \$297,807 (which also pays for the electric line upgrade and several of other electrical projects) and fuel and maintenance of \$49,633, the City still saved taxpayers \$190,398. Initially when the project went on line, demand charges were approximately \$350,000, which shows the increasing market rates since that fall of 2004.

**8). Library Board Member.** A recommendation to appoint Mary Carlson to the Library Board was reviewed. A motion was made to approve Mrs. Carlson to that appointment.

**Motion to approve: Dave Braun**

**No further discussion**

**Motion declared carried.**

**9). Resolution #01-2011 Veolia Rate Increase.** Per the Veolia contract and Waste Management Ordinance the contractor may annually increase rates for trash and recycling. This year the contract rate called for 2.9 percent increase. However, given the substantial rate reduction that was seen in the initial year, residents will not see that full increase in their rates. The rates for a 96 gallon service will increase by .32 cents, while 64 and 32 gallon service is actually reduced by 14 cents. A motion to approve Resolution #01-2011 was made.

**Motion to approve: Wayne Getz**

**No further discussion.**

**Motion declared carried.**

**10). Awarding Auditor Bids.** Bids were reviewed by the Council from four firms. A discussion was held with regard to the excellent service we currently receive from Smith Schaefer and Associates and how the bid received was lower than all of the top firms, excluding an individual CPA. It was agreed to continue with the excellent service and professional guidance through Smith Schaefer and to award the contract to Smith Schaefer up to 2013. Because of this RFP the City will experience a savings of \$6,035 in 2011, \$5,750 in 2012, and \$5,485. However, Admin. Koverman expressed that the Council may not see a direct savings with regard to the other services out for bid. A motion to award the contract to Smith Schaefer and Associates was made.

**Motion to approve: Orv Dahl**

**No further discussion.**

**Motion declared carried.**

**11). Procession of Property Policy.** Admin. Koverman reviewed the policy that was provided by City Attorney Wayne Schauble for approval. Statewide issues relating to processing of seizure of property was addressed in the Metro area with a subsequent policy being adopted by many departments. The policy was reviewed and recommended for approval. A motion was made to approve the Procession of Property Policy.

**Motion to approve: Dave Braun**

**No further discussion.**

**Motion declared carried.**

**12). Quotation for Well #5.** Supt. Karger provided the Council with an update regarding the work performed on Well #5. He expressed that the last time the well received any major work was almost 17 years ago. A quarter of the pipe needed to be replaced as well as the spider system associated with the well. It was the opinion of the well company that the incorrect spider components were installed which were the cause of the subsequent problems. Clm. Getz asked various questions concerning the rehab and concurred with the recommendations from Supt. Karger.

*Unscheduled Appearances. None.*

A motion to adjourn the meeting at 7:35 p.m.

**Motion to approve: Dave Braun**

**Motion declared carried.**

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**John Schaber, Vice Mayor**

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

