

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**for Tuesday, October 12, 2010 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

**STAFF PRESENT:**

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

**OTHERS IN ATTENDANCE:** Craig Hilmer (St. Charles Press).

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

Quorum was established with Mayor Spitzer calling the meeting to order at 7:01 p.m.

**2). PLEDGE OF ALLEGIANCE**

**3). APPROVAL of the AGENDA with the following deletion/addition:**

7d. Library Report (lack of quorum)

7g. School Board Report

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

**Seconded by: Orv Dahl**

**Motion carried.**

**4). APPROVAL of the MINUTES**

*September 14, 2010*

**Motion to approve: John Schaber**

**Seconded by: Dave Braun**

**Motion carried.**

*September 28, 2010*

**Motion to approve: Wayne Getz**

**Seconded by: Orv Dahl**

**Motion carried.**

**5). OCTOBER PAYABLES**

**Motion to approve: John Schaber**

**Seconded by: Dave Braun**

**Motion carried.**

**6). Notices and Communications.** Various notices were given with highlights made.

**7). Reports of Boards and Commissions.** Various reports were given. As part of the Park Board Report a new member, Amy Sikkink, was recommended for approval. A motion was made to approve Amy Sikkink to the Park Board

**Motion to approve: John Schaber**

**Seconded by: Orv Dahl**

**Motion approved.**

**8). Ordinance #539 Amending Account, Billing and Collecting.** Admin. Koverman discussed the change of the ordinance with regard to the addition of electric utility accounts. The ordinance would be adopted upon publication of the ordinance. A motion was made to approve Ordinance #539.

**Motion to approve: Wayne Getz**

**Seconded by: John Schaber**

**Motion declared carried.**

**9). Special Assessment Public Hearing.** Mayor Spitzer called for a motion to open the special assessment public hearing at 7:26 p.m.

**Motion to approve: John Schaber**

**Seconded by: Dave Braun**

**Motion declared carried.**

Mayor Spitzer outlined the reason for the special assessment hearing and called three times for any resident who wanted to dispute the charges to be assessed as presented. Hearing no one, a motion to close the special assessment public hearing was made at 7:28 p.m.

**Motion to approve: Wayne Getz**

**Seconded by: Orv Dahl**

**Motion declared carried.**

**10). Resolution #31-2010 Property Tax Assessments.** The list of assessments were reviewed. A change had been made to the list as one property owner paid the outstanding utility. A motion was made to approve Resolution #31-2010.

**Motion to approve: Orv Dahl**

**Seconded by: John Schaber**

**Motion carried.**

**11). Resolution #31-2010 TIF Amendment Public Hearing Date.** Admin. Koverman highlighted the reason for the passing of the resolution as expressed at the Sept. 26 meeting by financial advisor Mike Bubany. The resolution approves the amendment of the TIF District to include the area northeast of I-90 as the potential commercial/industrial business park. The hearing date was set at November 23 at 7:00 p.m. to amend the TIF.

**Motion declared carried: John Schaber**

**Seconded by: Dave Braun**

**Motion carried 3-1.**

**12). 2011 Enterprise Budgets.** The Council reviewed the electric, water, sewer, ambulance, and storm water management budgets. Admin. Koverman highlighted various changes. He noted the significant change in the electric budget that while the operating budget remained with previous cuts, the cost of transmission increased. Discussions with Dairyland Power continued with regard to transmission costs because it was the understanding that after Dairyland joined MISO that costs to the City would decrease. Mike Bubany would be present at the 26<sup>th</sup> Council meeting to discuss CIP and water and sewer rates.

**13). Administrative Assistant – 3 month review.** Admin. Koverman began the requested review 3 month review of the position and highlighted the greatest difficulty with the position is consistency. By only working on a part-time basis Ms. Leppien is unable to tackle any challenging projects or tasks, while utility billing for Mrs. Dahl and Mrs. Huinker continues to command much of their time, thereby making it more difficult to complete their full-time tasks. It was shown how additional hours could be used in making the police department more efficient, while utilizing current skills that we are currently not able to. In addition, Ms. Leppien does not receive health insurance, vacation, or sick time. At \$14,000 a year it will be difficult to retain any type of qualified individual. Clm. Schaber began the discussion by expressing that he felt the need for a full-time position to begin with and that because the utilities are a vital part of the city it was worth the investment. Clm. Dahl agreed that Ms. Leppien would be an asset to the city in a fulltime capacity. Mayor Spitzer agreed that there was a need for the position, but was concerned about the timing of the status given cutbacks and the economy. Clm. Braun agreed with this point. Clm. Getz offered a 90 day review and it was then compromised to a 60 day review. They all agreed that by the first regular meeting in December they would be able to work out the economics of the additional pay and review it at that time. It was the concensus to revisit the discussion at the first regular meeting in December at which time the enterprise budgets would be finalized.

**14). COPS Grant Notification.** Administrator Koverman highlighted the response that over 4,200 request were made to the COPS program and that St. Charles would not be a community to receive support.

**15). UMMPA RFP Update.** Admin. Koverman reviewed a recent UMMPA decision to investigate an RFP that would partner with 400 entities to explore a potential base load contract. He highlighted that exploring these options is a provision of the contract with Dairyland Power and that in order to do the due

diligence for the community in investigating this possibility UMMPA moved ahead with the RFP. No action required.

**16). Winter Parking Exemptions.** Two annual winter parking exemptions were reviewed and approved.  
**Motion to approve: John Schaber**  
**Seconded by: Dave Braun**  
**Motion carried.**

**17). Winter Closure Old Valley Road.** A discussion was held with regard to Old Valley Road. The road is in disrepair and poses a threat to both public works and EMS services over the winter as well as residents. After speaking with EMS directors and chiefs they do not see an issue in temporarily closing for winter. Supt. Karger has received estimates on it, but to plow the road would only do more damage. It was agreed that it was in the best interest of the community to close the road. A motion was made to close the road for the winter season.  
**Motion to approve: Wayne Getz**  
**Seconded by: Orv Dahl**  
**Motion declared carried.**

**18. MAOSC Membership.** A brief discussion was held with regard to the MAOSC and the benefits of the organization for St. Charles. The Council asked how many other organizations the City supported and whether there was overlap. Admin. Koverman was directed to bring back the full list and the costs for review. Mayor Spitzer and Admin. Koverman did express that MAOSC was very helpful in providing guidance during the legislative session which led to \$50,000 in additional aid for the I-90 project. A motion to table until the next regular meeting was made.  
**Motion to approve: John Schaber**  
**Seconded by: Orv Dahl**  
**Motion declared carried.**

**19. Declaration Grant Agreement – UCC Project.** Admin. Koverman highlighted the Declaration Grant Agreement for consideration was part of the project of the finalized agreement between the Department of Employment and Economic Development for the redevelopment of the United Church of Christ parking lot and partnership with the St. Charles school district. A motion was made to approve the declaration.  
**Motion to approve: Orv Dahl**  
**Seconded by: Dave Braun**  
**Motion declared carried.**

*Unscheduled Appearances.* Craig Hilmer questioned Council when during the recent Sunday hydrant flushing if employees were paid for the overtime work. Supt. Karger responded that all but two employees were sent home that week after 40 hours as it was part of their regular scheduled work week. However, there were two employees that remained on Friday and will receive compensatory time off at time and a half.

**20. Closed Session – Union Negotiation.** The meeting was closed to discuss union negotiation strategy at 8:32 p.m. on a motion from Dave Braun, seconded by John Schaber.  
**A motion was made to close the closed session at 9:22 p.m. by John Schaber, seconded by Dave Braun.**  
A motion to adjourn the meeting at 9:23 p.m.  
**Motion to approve: John Schaber**  
**Seconded by: Orv Dahl**  
**Motion declared carried.**

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**William J. Spitzer, Mayor**

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

