



The City Council of the City of St. Charles welcomes you to its Special Meeting of Monday, June 1, 2015 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM

ACTION REQUESTED

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Resolution #14-2015 Receiving Bids and Awarding Contracts for 2015 Fire and Ambulance Building Project. APPROVE
5. Resolution #10-2015 Awarding the Bond Sale, Series 2015A APPROVE

UNSCHEDULED PUBLIC APPEARANCES: Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

ADJOURNMENT

***Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.**



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, June 1, 2015

- 1. EMS Building Discussion.** Alvin Benike Construction will be present to present the bids for review and approval. The EMS Building Committee will review the bids prior to the Council meeting and recommendations to the Council will be made at the meeting.
- 2. Resolution #10-2015 Awarding the Bond Sale, Series 2015A.** The sale of the bonds for the EMS building was opened Monday, June 1 and the awarding of the sale of the bonds will be held during the Council meeting. Mike Bubany of David Drown & Associates will be present to discuss the sale and process moving forward. Enclosed is a sample resolution that will be presented Monday evening during the special meeting.

**CITY OF ST. CHARLES, MINNESOTA
RESOLUTION #14-2015**

**RESOLUTION RECEIVING BIDS AND AWARDING
CONTRACTS FOR
2015 FIRE AND AMBULANCE BUILDING PROJECT**

BE IT RESOLVED, BY the City Council of the City of St. Charles, Minnesota, as follows:

1. All bids on construction of the 2015 Fire and Ambulance Building Project are hereby received and tabulated.
2. The bids of the Contractors listed on Exhibit A totaling \$_____ for the construction of said project in accordance with the plans and specifications and advertisement for bids have been selected based on “best value” and shall be and hereby are accepted.
3. The Mayor and Administrator are hereby authorized and directed to enter into a contracts with said bidders for the construction of said improvements for and on behalf of the 2015 Fire and Ambulance Building.
4. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposit of the successful bidders and the next lowest bidders shall be retained until a contract has been executed.

Adopted by the Council this 1st day of June 2015.

John Schaber
Mayor

ATTEST:

Nick Koverman
City Administrator

**EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF ST. CHARLES, MINNESOTA**

HELD: June 1, 2015

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of St. Charles, Winona County, Minnesota, was duly held at the City Hall in said City on the 1st day of June, 2015, beginning at 6:00 o'clock P.M. for the purpose, in part, of authorizing the competitive negotiated sale of the \$2,300,000 General Obligation Bonds, Series 2015A, of said City.

The following Council members were present:

and the following were absent:

Council member _____ introduced the following resolution and moved its adoption:

**RESOLUTION #10-2015
PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF
\$2,300,000 GENERAL OBLIGATION BONDS, SERIES 2015A**

A. WHEREAS, the City Council of the City of St. Charles, Minnesota (the "City"), has heretofore determined that it is necessary and expedient to issue the City's \$2,300,000 General Obligation Bonds, Series 2015A (the "Bonds"), to finance improvements to the public safety building located within the City ;

B. WHEREAS, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("David Drown"), as its independent financial advisor for the Bonds and is therefore authorized to sell the Bonds by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9):

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Minnesota, as follows:

1. Authorization. The Council hereby authorizes David Drown to solicit bids for the competitive negotiated sale of the Bonds.

2. Meeting; Bid Opening. The Council shall meet at the time and place specified in the Terms of Offering attached hereto as Exhibit A for the purpose of considering sealed bids for, and awarding the sale of, the Bonds. The City Administrator, or designee, shall open bids at the time and place specified in such Terms of Offering.

3. Terms of Offering. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Offering" attached hereto as Exhibit A and hereby approved and made a part hereof.

4. Official Statement. In connection with said competitive negotiated sale, the officers or employees of the City are hereby authorized to cooperate with David Drown and participate in

STATE OF MINNESOTA)
COUNTY OF WINONA)
CITY OF ST. CHARLES)

I, the undersigned, being the duly qualified and acting Administrator of the City of St. Charles, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City's \$2,300,000 General Obligation Bonds, Series 2015A.

WITNESS my hand as such Administrator of the City this 1st day of June, 2015.

Nick Koverman
City Administrator

TERM BOND OPTION

Bids for the bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds; provided that no serial bond may mature on or after the first mandatory sinking fund redemption date of any term bond. All term bonds shall be subject to mandatory sinking fund redemption and must conform to the maturity schedule set forth above at a price of par plus accrued interest to the date of redemption. In order to designate term bonds, the bid must specify as provided on the Proposal Form.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR

The City will name Northland Trust, Minneapolis, MN, as registrar for the Bonds. Northland Trust shall be subject to applicable SEC regulations. The City will pay for the services of the registrar.

OPTIONAL REDEMPTION

The City may elect on February 1, 2022 and on any day thereafter, to prepay Bonds due on or after February 1, 2023. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All prepayments shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. As part of the November 4, 2014 ballot, the following question was put forth: "Shall the City of St. Charles, Minnesota, be authorized to issue its general obligation bonds in an amount not to exceed \$2,300,000 to finance the acquisition and betterment of a joint emergency services building for fire and ambulance services and betterment of the existing city hall for expansion of police department facilities?" The canvassed result of the vote was the following: 662 YES / 589 NO.

TYPE OF PROPOSALS

Proposals shall be for not less than \$2,271,250.00 (98.5%) and accrued interest on the total principal amount of the Bonds. The apparent low-bidder as notified by David Drown Associates, Inc. shall wire, to a designated account, a good faith amount of \$46,000 by 3:00 p.m. on the date of sale. If the good faith wire transfer is not in process prior to the award, the City shall retain the right to reject the bid. In the event the purchaser fails to comply with the accepted proposal, said amount will be retained by the City. No proposal can be withdrawn or amended after the time set for receiving proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without

any additional information prior to sale, any prospective purchaser is referred to the Financial Advisor to the City, David Drown Associates, Inc., 5029 Upton Avenue South, Minneapolis, Minnesota 55410, and telephone (612) 920-3320. The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect to the Bonds, as that term is defined in Rule 15c2-12. By awarding the Bonds to any underwriter or underwriting syndicate submitting a proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Bonds are awarded 40 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Bonds are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter delivering a proposal with respect to the Bonds agrees thereby that if its proposal is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated 1 June, 2015

BY ORDER OF THE CITY COUNCIL

/s/ Nick Koverman
City Administrator