



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, July 11, 2023 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. July 11, 2023 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. June 13, 2023 – Regular City Council Meeting	
b. Resn. #21-2023 Accepting an Ambulance Donation – RDO Equipment Co.	
c. Police Reserve Officers Hiring	
d. Pay Request No. 6 – 2021 Street Improvements – Dunn Blacktop	
e. Pay Request No. 3 – School Trail Improvements – Schumacher Excavating	
5. July Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
a. Administrator’s Report	
b. Public Works Superintendent Report, Scott Bunke	
c. Chief of Police Report, Jose Pelaez	
d. Library Board Report, David Kramer	
e. Planning & Zoning, Wayne Getz	
f. School Board, John Steffel	
g. Chamber of Commerce, Chamber Representative	
h. Ambulance Report, Matt Essig	
i. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. MN House Representative Steven Jacobs	INFORMATION
9. Ordinance #654 – Zoning Map Amendment (1 st Reading)	APPROVE
10. Resn. #22-2023 Denying Preliminary Plat – South Fork Fifth Addition	DENY
11. Cooperative Purchasing, Repayment, and System Use Agreement	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



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, July 11, 2023**

4. Consent Agenda

- a. **June 13, 2023 – Regular City Council Meeting**
- b. **Resn. #21-2023 Accepting an Ambulance Donation – RDO Equipment**
- c. **Police Reserve Officers Hiring**
- d. **Pay Request No. 6 – 2021 Street Improvements – Dunn Blacktop**
- e. **Pay Request No. 3 – School Trail Improvements – Schumacher Excavating**

8. MN House Representative Steven Jacobs – Mr. Jacobs intends to come to the council meeting to give an update on the recent legislative session. He was also going to touch on the push to make the region a National Park, however, that petition has been rescinded.

9. Ordinance #654 – Zoning Map Amendment (1st Reading) – The Planning Commission held a public hearing for a rezoning request from Pat Heim for his property located at 1204 Sherwood Rd. Mr. Heim request the zoning be changed from R1-M – Modular & Mobile Home Residential to I-2 – General Industry. This is what the land was originally zoned prior to the sale of the parcel. Rezoning the property does not create spot zoning as the properties directly north are already zoned I-2. The Planning Commission made a motion in support of the zoning change and recommended the City Council do the same.

10. Resn. #22-2023 Denying Preliminary Plat – South Fork Fifth Addition – The Planning Commission held a public hearing for the submission of a General Development Plan, Preliminary Plat, Construction Plan, Grading Plan, and Stormwater Report for the proposed South Fork Fifth Addition on July 6, 2023. A petition with 54 signatures from members of the neighborhood that were opposed to the rezoning of the property from R-1 to R-4. There were 17 residents in attendance for the public hearing. Upon review of the submitted materials, the Planning Commission made a recommendation for the City Council to deny the submission based on the findings of facts. The memo that was developed for the Planning Commission and the materials for the submission have been included in this packet. I fully support the recommendation from the Planning Commission.

11. Cooperative Purchasing, Repayment, and System Use Agreement – In 2022, Winona County was informed that the Law Enforcement Technologies Group, a TriTech Software Systems company was purchased by CentralSquare Technologies, LLC. Since that time, Winona County has developed an RFP to obtain quotes for different software options. CentralSquare Technologies came back as the recommended option, offering a deep discount for startup. The Winona County Board of Commissioners approved an agreement on June 27, 2023 to approve the contract. Prior to that I submitted a letter to the County stating my intention to recommend that the council approve the agreement in the packet. All law enforcement agencies will be on the same software with this agreement. The city will need to pay 3% of the implementation cost (\$11,676.72) which includes setup and the subscription for the first year. After that the city will be invoiced for 3% (approximately \$5,595.24) of the annual subscription cost plus and maintenance costs Winona County may impose. This will need to work this into our 2024 budget.

Unscheduled Public Appearances – I've received interest from three residents that would like to speak to the council about a variety of topics.

- Heidi Bagniewski – Topics: Renewal periods for pets and chickens permits, number of chickens (St. Charles allows 3, Stockton 12, Eyota 6, Chatfield 6 with conditions, Lewiston 12), goats to remove buckthorn and other invasive species.
- Linda Soderstrom – Topic: Condition of the railroad crossing at on 11th St West near 12th St West.
- Bill Spitzer – Topic: County Commissioner candidate introduction and input from the City Council.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, June 13, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Mayor John Schaber
Dave Braun
Wayne Getz
John Steffel

MEMBERS ABSENT:

David Kramer

STAFF PRESENT: Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Nathan Boice (Ambulance Steering Committee) and Matt Essig (Lewiston Ambulance Director).

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve the agenda.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

4. Consent Agenda:

- a. May 10, 2023 – Regular City Council Meeting
- b. May 23, 2023 – Regular City Council Meeting
- c. Request for Student Intern Hire – Thomas Brugger
- d. Resn. #18-2023 – Amending Boundaries of TIF District No. 1-9
- e. John Brogan Gun Range Use Agreement
- f. Resn. #19-2023 – Donation from SCACF for the Police Department
- g. Resn. #20-2023 – Council Appointment for UMMEG

Motion to approve: **Wayne Getz**

Seconded by: **David Braun**

No further discussion.

Motion declared carried.

5. Notices and Communications. None

6. Review of Payables.

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

7. Reports of Boards and Committees. The Council reviewed reports from the City Administrator, Police Department, Public Works, Planning & Zoning, School Board, Ambulance, and Ambulance Steering Committee.

8. Request for Council Action: Laserfiche Proposal

Motion to approve the proposal from OPG3 and purchase a scanner utilizing ARPA funding: **Dave Braun**

No further discussion.

Motion declared carried.

9. Council Meeting Cancellation – June 27, 2023

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

10. Journeyman Lineworker / Promotion

Motion to approve the promotion of Randy Geisler to the Journeyman Lineworker position at step 5 of the 2023 wage scale: **Dave Braun**

No further discussion.

Motion declared carried.

11. Resignation of City Accountant Melissa Krusmark.

Notification is purely informational, no action needed.

Unscheduled Public Appearances: None

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

City of St. Charles
Resolution #21-2023

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES AMBULANCE
DEPARTMENT FROM RDO EQUIPMENT CO.**

WHEREAS, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

WHEREAS, the St. Charles Ambulance Department has received a donation in the amount of \$1,000.00 from RDO Equipment Co. to be used by the St. Charles Ambulance Department for a morale boosting event for members of the service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts the \$1,000.00 donation from RDO Equipment Co.

BE IT FURTHER RESOLVED THAT: the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 11th day of July 2023 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator



Request for City Council Action

Date: July 11, 2023

Requested Council Date: July 11, 2023

Originating Department: Police Department & Administration

Council Action Requested: Police Reserve Officers Hiring

Background Information

On Tuesday, February 7th, 2023, the St. Charles City Council approved the reinstatement of the St. Charles Police Reserves Unit which will serve as a valuable crime-prevention and force-multiplier tool for the St. Charles Police Department.

If approved, our new Reserve Officers will perform job duties such as presence patrols, ride-along with officers, crowd and traffic control, major crime scene security, disaster response, missing person searches, receive pertinent training, among other duties. Additionally, Reserve Officers will be required to volunteer a minimum of 4 hours per month, attend one monthly meeting, and work four mandatory events which include St. Charles Fireworks Display, Gladiolus Days Street Dance and Parade, and Winona County Fair.

The hiring process for Reserve Officers included an Oral Interview, a Physical Agility Test, and a Comprehensive Background Check. The candidates listed on this Council Action Request have successfully completed all of the mentioned steps and are eligible to be hired.

Request for Action

Chief Pelaez respectfully requests Council's approval to hire the following individuals to fill the positions of Police Reserve Officers: Jess Radtke (St. Charles, MN), Kevin Arce (St. Charles, MN), Dakota Funke (Eyota, MN), and Thomas Brugger (Minnesota City, MN).



2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



July 7, 2023

Mr. Scott Bunke
Public Works Director
City of St. Charles
830 Whitewater Avenue
St, Charles, MN 55972

RE: St. Charles, MN
2021 Streets Improvements
Pay Request No. 6

Dear Scott:

Enclosed is Pay Request No. 6 for work on the above referenced project. We recommend the City make payment in the amount of \$49,935.60 to:

Dunn Blacktop Company
24206 MN-43
Winona, MN 55987

Please contact me if you have any questions.

Sincerely,

WHKS & CO.

A handwritten signature in blue ink that reads 'D. Sikkink'.

Daren D. Sikkink, P.E.

DDS/cf

Enclosure

cc: Andrew Langholz, City of St. Charles
Cassie Smith, City of St. Charles
Sam Costigan, Dunn Blacktop Company

2905 South Broadway
 Rochester, MN 55904
 Phone: 507.288.3923



PARTIAL PAYMENT REQUEST
 FOR CONSTRUCTION WORK COMPLETED

Project: 2021 Street Improvements
 Project No.: 9158
 Location: St. Charles, MN
 Contractor: Dunn Blacktop Company

Bid Price: \$3,153,574.73
 Date: Jun. 30, 2023
 Estimate #: 6
 % Complete: 78.0%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
Schedule A - Overlay								
1	Mobilization	L.S.	\$119,994.45	1	1.0	0.00	1.00	\$ 119,994.45
2	8 Foot Edge Mill	S.Y.	\$1.59	30000	20718.5	0.00	20718.52	\$ 32,942.45
3	1 3/4" Depth Full Width Mill	S.Y.	\$1.79	14000	16596.8	0.00	16596.83	\$ 29,708.32
4	Remove Concrete Curb and Gutter	L.F.	\$11.01	5200	4274.0	0.00	4274.00	\$ 47,056.74
5	Remove Concrete Driveway	S.Y.	\$14.74	220	451.3	0.00	451.33	\$ 6,652.65
6	Remove Concrete Walk	S.Y.	\$11.90	780	949.1	0.00	949.11	\$ 11,294.42
7	Adjust Sanitary Manhole Casting	Each	\$1,030.00	83	0.0	0.00	0.00	\$ -
8	Adjust Storm Manhole Casting	Each	\$815.00	31	0.0	0.00	0.00	\$ -
9	Adjust Gate Valve Box	Each	\$460.00	54	3.0	0.00	3.00	\$ 1,380.00
10	Sanitary Sewer Manhole Casting	Each	\$595.00	10	0.0	0.00	0.00	\$ -
11	Storm Sewer Manhole Casting	Each	\$520.00	10	0.0	0.00	0.00	\$ -
12	Gate Valve Box	Each	\$210.00	10	3.0	0.00	3.00	\$ 630.00
13	Topsoil Borrow (LV)	C.Y.	\$25.84	200	200.0	0.00	200.00	\$ 5,168.00
14	Aggregate Shouldering Class 5	C.Y.	\$71.08	180	180.0	0.00	180.00	\$ 12,794.40
15	Type SP 12.5 Non-Wearing Leveing Course Mix SPWEB230B (2")	Ton	\$82.80	2500	268.0	0.00	268.00	\$ 22,190.40
16	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$71.20	14100	10716.6	0.00	10716.60	\$ 763,021.92
17	Type SP 12.5 Wearing Course Mix SPWEB240B (Patching)	Ton	\$112.50	225	462.9	0.00	462.89	\$ 52,074.56
18	Concrete Driveway 6" Reinforced Type A	S.Y.	\$87.32	180	451.3	0.00	451.33	\$ 39,410.43
19	Concrete Driveover Curb and Gutter	L.F.	\$31.77	600	222.0	0.00	222.00	\$ 7,052.94
20	Concrete B624 Curb and Gutter	L.F.	\$35.27	4620	4064.0	0.00	4064.00	\$ 143,337.28
21	Concrete V-Curb	L.F.	\$48.77	150	98.0	0.00	98.00	\$ 4,779.46
22	Concrete Walk 6"	SQ. FT	\$9.42	5200	3966.0	0.00	3966.00	\$ 37,359.72
23	Concrete Walk 4"	SQ. FT	\$8.62	3250	4523.0	0.00	4523.00	\$ 38,988.26
24	Concrete Walk 4" Thickened Edge	SQ. FT	\$13.92	200	0.0	0.00	0.00	\$ -
25	Truncated Domes	S.F.	\$51.00	720	612.0	0.00	612.00	\$ 31,212.00
26	Turf Establishment, Seeding	Acres	\$10,890.00	1	1.0	0.00	1.00	\$ 10,890.00
27	Traffic Control	L.S.	\$14,500.00	1	1.0	0.00	1.00	\$ 14,500.00
28	Material Testing Allowance (\$1,000)	L.S.	\$1,000.00	1	0.0	0.00	0.00	\$ -
Schedule B - Pave Gravel Streets								
1	Mobilization	L.S.	\$34,759.38	1	1.00	0.00	1.00	\$ 34,759.38
2	Remove Bituminous Driveway	S.Y.	\$9.02	150	0.00	0.00	0.00	\$ -
3	Topsoil Borrow (LV)	C.Y.	\$42.91	300	300.00	0.00	300.00	\$ 12,873.00
4	Aggregate Shouldering Class 5	C.Y.	\$71.08	170	170.00	0.00	170.00	\$ 12,083.60
5	Aggregate Base Class 5	C.Y.	\$28.35	1000	525.92	0.00	525.92	\$ 14,909.75
6	Type SP 12.5 Non-Wearing Course Mix SPNWB230B (2")	Ton	\$72.60	1160	1473.10	0.00	1473.10	\$ 106,947.06
7	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$72.10	1160	1405.06	0.00	1405.06	\$ 101,304.83
8	6" Aggregate Driveway Class 5	C.Y.	\$71.08	35	0.00	0.00	0.00	\$ -
9	3" Bituminous Driveway Pavement	S.Y.	\$13.45	100	0.00	0.00	0.00	\$ -
10	Turf Establishment	Acres	\$10,890.00	1	1.00	0.00	1.00	\$ 10,890.00
11	Traffic Control	L.S.	\$9,000.00	1	1.00	0.00	1.00	\$ 9,000.00
12	Material Testing Allowance (\$1000)	L.S.	\$1,000.00	1	0.00	0.00	0.00	\$ -

2905 South Broadway
Rochester, MN 55904
Phone: 507.288.3923



PARTIAL PAYMENT REQUEST
FOR CONSTRUCTION WORK COMPLETED

Project: 2021 Street Improvements
Project No.: 9158
Location: St. Charles, MN
Contractor: Dunn Blacktop Company

Bid Price: \$3,153,574.73
Date: Jun. 30, 2023
Estimate #: 6
% Complete: 78.0%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
Schedule C - Rebuild Streets								
1	Mobilization	L.S.	\$58,802.00	1	1.00	0.00	1.00	\$ 58,802.00
2	Full Depth Reclamation 8" Min. (P)	S.Y.	\$2.84	16500	16500.00	0.00	16500.00	\$ 46,860.00
3	Remove Bituminous Pavement	S.Y.	\$9.40	100	3045.58	0.00	3045.58	\$ 28,628.43
4	Remove Concrete Curb and Gutter	L.F.	\$16.15	1450	1431.00	0.00	1431.00	\$ 23,110.65
5	Remove Concrete Driveway Pavement	S.Y.	\$15.61	140	65.20	0.00	65.20	\$ 1,017.77
6	Remove Bituminous Driveway Pavement	S.Y.	\$15.61	70	28.89	0.00	28.89	\$ 450.96
7	Remove Concrete Walk	S.Y.	\$12.60	340	410.56	0.00	410.56	\$ 5,173.00
8	Adjust Casting	Each	\$755.00	6	3.00	0.00	3.00	\$ 2,265.00
9	Adjust Gate Valve & Box	Each	\$445.00	8	1.00	0.00	1.00	\$ 445.00
10	Clear and Grub Tree	Each	\$1,000.00	1	3.00	0.00	3.00	\$ 3,000.00
11	Topsoil Borrow (LV)	C.Y.	\$25.84	400	400.00	0.00	400.00	\$ 10,336.00
12	12' Wide Temp Road	L.S.	\$1.00	1	0.00	0.00	0.00	\$ -
13	Common Excavation	C.Y.	\$17.68	4800	1496.92	0.00	1496.92	\$ 26,465.55
14	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$81.50	2000	1445.18	0.00	1445.18	\$ 117,782.17
15	Type SP 12.5 Non-Wearing Course Mix SPNWB230B (2")	Ton	\$82.50	2000	2052.37	0.00	2052.37	\$ 169,320.53
16	Geotextile Fabric, Type V	S.Y.	\$2.09	11000	5109.19	0.00	5109.19	\$ 10,678.21
17	Bituminous Roadway Patching	S.Y.	\$25.97	200	21.33	0.00	21.33	\$ 554.03
18	Aggregate Base Class 5 (Recycled) (P)	C.Y.	\$13.95	3250	1135.38	0.00	1135.38	\$ 15,838.55
19	Aggregate Base Class 5 (Virgin)	C.Y.	\$32.98	125	0.00	0.00	0.00	\$ -
20	Aggregate Shoulder Class 5	C.Y.	\$83.67	90	0.00	0.00	0.00	\$ -
21	Aggregate Subbase Correction	C.Y.	\$48.34	100	72.40	0.00	72.40	\$ 3,499.82
22	Concrete Driveover Curb and Gutter	L.F.	\$31.77	130	0.00	0.00	0.00	\$ -
23	Concrete B624 Curb and Gutter	L.F.	\$35.27	1200	1694.00	0.00	1694.00	\$ 59,747.38
24	Concrete B624 Curb and Gutter, 1.5" Head	L.F.	\$31.77	1000	793.00	0.00	793.00	\$ 25,193.61
25	Concrete B618 Curb and Gutter, 1.5" Head	L.F.	\$31.77	240	0.00	0.00	0.00	\$ -
26	Concrete Valley Gutter	L.F.	\$37.77	70	181.00	0.00	181.00	\$ 6,836.37
27	Concrete V-Curb	L.F.	\$48.77	10	0.00	0.00	0.00	\$ -
28	7" Concrete Walk	Sq. Ft	\$9.92	140	0.00	0.00	0.00	\$ -
29	6" Concrete Walk	Sq. Ft	\$9.42	930	1016.00	0.00	1016.00	\$ 9,570.72
30	4" Concrete Walk	Sq. Ft	\$8.62	2400	2187.00	0.00	2187.00	\$ 18,851.94
31	6" Thickened Edge Concrete Walk	Sq. Ft	\$16.92	160	261.00	0.00	261.00	\$ 4,416.12
32	4" Thickened Edge Concrete Walk	Sq. Ft	\$13.92	50	0.00	0.00	0.00	\$ -
33	Truncated Domes	Sq. Ft	\$51.00	130	112.00	0.00	112.00	\$ 5,712.00
34	3" Bituminous Driveway	S.Y.	\$34.38	200	0.00	0.00	0.00	\$ -
35	6" Aggregate Driveway	C.Y.	\$83.67	20	0.00	0.00	0.00	\$ -
36	6" Concrete Driveway Reinforced	S.Y.	\$87.32	70	110.06	0.00	110.06	\$ 9,610.05
37	7" Concrete Driveway Type A	S.Y.	\$87.32	25	116.10	0.00	116.10	\$ 10,137.85
38	Storm Sewer Structure Type 1	Each	\$3,250.00	3	3.00	0.00	3.00	\$ 9,750.00
39	12" Reinforced Concrete Pipe	L.F.	\$180.00	22	30.00	0.00	30.00	\$ 5,400.00
40	18" Reinforced Concrete Pipe	L.F.	\$180.00	22	22.00	0.00	22.00	\$ 3,960.00
41	18" Reinforced Concrete Apron	Each	\$1,320.00	1	1.00	0.00	1.00	\$ 1,320.00
42	12" Nyloplast Drop Inlet	Each	\$1,900.00	1	0.00	0.00	0.00	\$ -
43	12" HDPE Pipe	L.F.	\$105.00	65	0.00	0.00	0.00	\$ -
44	12" Metal Apron	Each	\$605.00	1	0.00	0.00	0.00	\$ -
45	Rip-Rap, Class 2	S.Y.	\$42.00	20	20.00	0.00	20.00	\$ 840.00
46	4" Solid Line - Parking Striping	L.F.	\$0.76	750	733.00	0.00	733.00	\$ 557.08
47	Handicap Loading Zones and Symbols	Each	\$45.00	5	6.00	0.00	6.00	\$ 270.00
48	Temporary Rock Construction Entrance	Each	\$1,500.00	4	4.00	0.00	4.00	\$ 6,000.00
49	Storm Drain Inlet Protection	Each	\$150.00	7	7.00	0.00	7.00	\$ 1,050.00
50	Seeding	Acre	\$10,890.00	1	1.00	0.00	1.00	\$ 10,890.00
51	Traffic Control	L.S.	\$10,350.00	1	1.00	0.00	1.00	\$ 10,350.00
52	Ditch Check, Type 2	Each	\$60.00	7	0.00	0.00	0.00	\$ -
53	Material Testing Allowance (\$1000)	L.S.	\$1,000.00	1	0.00	0.00	0.00	\$ -

2905 South Broadway
 Rochester, MN 55904
 Phone: 507.288.3923



PARTIAL PAYMENT REQUEST
 FOR CONSTRUCTION WORK COMPLETED

Project: 2021 Street Improvements
 Project No.: 9158
 Location: St. Charles, MN
 Contractor: Dunn Blacktop Company

Bid Price: \$3,153,574.73
 Date: Jun. 30, 2023
 Estimate #: 6
 % Complete: 78.0%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
Schedule D - Change Order No. 2								
1	Traffic Control	L.S.	\$1,500.00	1	0.00	1.00	1.00	\$ 1,500.00
2	Mill Bituminous Pavement (2.0")	S.Y.	\$5.50	2250	0.00	1810.00	1810.00	\$ 9,955.00
3	Remove Bituminous Pavement	S.Y.	\$12.00	320	0.00	329.00	329.00	\$ 3,948.00
4	Common Excavation	C.Y.	\$39.00	55	0.00	0.00	0.00	\$ -
5	Class 5 Aggregate Base	Ton	\$24.00	100	0.00	17.00	17.00	\$ 408.00
6	Type SP Wearing Course Mix (2,B)	Ton	\$119.00	345	0.00	291.00	291.00	\$ 34,629.00

Total Schedule A \$ 1,432,438.40
 Total Schedule B \$ 302,767.61
 Total Schedule C \$ 724,690.77
 Total Schedule D \$ 50,440.00
 Less 1% Retained Amount \$ 25,103.37
 Less Previous Payments \$ 2,435,297.82

Net Payment this Estimate \$ 49,935.60

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



June 29, 2023

Mr. Scott Bunke
Public Works Director
City of St. Charles
830 Whitewater Avenue
St. Charles, MN 55972

RE: St. Charles, MN
School Trail Improvements
Pay Request No. 3

Dear Scott:

Enclosed is Pay Request No. 3 for work on the above referenced project. We recommend the City make payment in the amount of \$12,616.00 to:

Schumacher Excavating Inc.
50 Warren Avenue
Zumbrota, MN 55992

Please contact me if you have any questions.

Sincerely,

WHKS & CO.

A handwritten signature in blue ink that reads 'D. Sikkink'.

Daren D. Sikkink, P.E.

DDS/cf

Enclosure

cc: Andrew Langholz, City of St. Charles
Rick Schaber, City of St. Charles
Cassie Smith, City of St. Charles
Scott Schumacher, Schumacher Excavating Inc.

2905 South Broadway
 Rochester, MN 55904
 Phone 507-288-3923



PARTIAL PAYMENT ESTIMATE
 FOR CONSTRUCTION WORK COMPLETED

Project: School Trail Improvements
 Project No.: 9300.00
 Location: St. Charles, Minnesota
 Contractor: Schumacher Excavating Inc.

Bid Price: \$262,690.00
 Date: Jun. 29, 2023
 Estimate #: 3
 % Complete: 110%

Item No.	Description	Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	1.00	L.S.	\$18,000.00	1.00	0.00	1.00	\$18,000.00
2	Traffic Control	1.00	L.S.	\$1,000.00	1.00	0.00	1.00	\$1,000.00
3	Clearing	1.60	Acre	\$18,000.00	2.16	0.00	2.16	\$38,880.00
4	Grubbing	1.60	Acre	\$5,000.00	2.16	0.000	2.160	\$10,800.00
5	Temporary Rock Construction Entrance	1.00	Each	\$1,000.00	1.00	0.00	1.00	\$1,000.00
6	Type 2 Ditch Check	12.00	Each	\$80.00	0.00	12.00	12.00	\$960.00
7	Silt Fence, Machine Sliced	3720.00	L.F.	\$2.00	3,380.00	220.00	3,600.00	\$7,200.00
8	Seeding	2.00	Acres	\$3,000.00	0.50	1.50	2.00	\$6,000.00
9	Erosion Control Blanket, Category 30	5700.00	S.Y.	\$2.00	2,000.00	3,700.00	5,700.00	\$11,400.00
10	Common Excavation (CV)	3625.00	C.Y.	\$10.00	3,699.10	0.00	3,699.10	\$36,991.00
11	Bituminous Wearing Course Mixture SPWEB240B	640.00	Ton	\$160.00	647.13	0.00	647.13	\$103,540.80
12	Aggregate Base, Class 5 (CV) (P)	820.00	C.Y.	\$35.00	894.10	0.00	894.10	\$31,293.50
13	18" GS Apron	1.00	Each	\$500.00	1.00	0.00	1.00	\$500.00
14	F&I 18" HDPE Culvert Pipe	26.00	L.F.	\$40.00	26.00	0.00	26.00	\$1,040.00
15	F&I 24" Nyloplast Structure with Dome Grate	1.00	Each	\$4,000.00	1.00	0.00	1.00	\$4,000.00
16	Riprap Class III	10.00	C.Y.	\$50.00	10.00	0.00	10.00	\$500.00
17	Pedestrian Ramp	2.00	Each	\$3,000.00	2.00	0.00	2.00	\$6,000.00
18	Topsoil Borrow	70.00	C.Y.	\$10.00	0.00	0.00	-	\$0.00
Items without quantities								
19	Rock Excavation	180.00	C.Y.	\$50.00	180.00	0.00	180.00	\$9,000.00

Total Work Completed \$288,105.30

Less 5% Retainage \$14,405.27
 Less Previous Payments \$261,084.03

Net Payment this Estimate \$12,616.00



City Administrator's Report— June 2023

- Attended Meetings Regarding:
 - Planning Meeting
 - Council Meeting
 - Chamber Meeting
 - Project Fine Meeting
 - Ambulance Steering Committee
 - SC Ambulance Service Town Hall
 - LMC Legislative Recap Webinar
 - Southeast Service Cooperative Meeting

- Ambulance
 - Meeting with Lewiston Ambulance Board & Administrator.
 - Development and dissemination of materials for the following:
 - Steering Committee
 - Town Hall Meeting
 - Recruitment

- Building permit dispute between property owners.

- Job Descriptions/Postings/Planning
 - City Accountant
 - Lineworker/Maintenance Worker

- Compensation study information.

- Zoning Administration
 - Reviewed preliminary plat for Southfork Fifth Addition.
 - Nuisance remediation.

- Ordinance Review

June 2023 Public Works Report:

Street Department –

Mowing Ditches; Weed whipping; hauling compost pile; Cutting down trees; maintenance on the paint stripper; painting curbs & white lines (main street, parking lot, crosswalk, etc); repairs to street signs that got damaged; cleaning up trees at Whispering Hills Park; patching potholes; water trees; maintenance on equipment; spraying weeds (poison hemlock)

Water Department –

Daily rounds checking wells; lift station and towers; Changed out leaking check valves at booster station; changing out chlorine cylinders at pool & wells; doing water samples; put on new insulation on pipes in water tower; cut out broken curb stops and gate valves and replaced; located curb stops; haul compost and dirt finales on meter; cleaned the shop and getting ready for hosting a water class.

Electric Department –

De Energize Temp Elec. Service and energize new transformer and service (pick up and wreck old service), New primary put in on Brownell St.; Make up elbows & transformers; new 3-phase install out a NRB metals (2 junction boxes, 2 transformers, make up 15 elbows; sustain and power plant reports; work at power plant; put up squirrel guard on poles; install new single phase on Roberts Street; Dig in Basements and install transformers cut trees; doing locates; re-ordering and order products; put online new solar field hwy 74; Wash and clean trucks; hand out disconnect tags; disconnects and hook ups.

Sincerely Scott Bunke
Director of Public Works

St. Charles Police Department
830 Whitewater Ave.
St. Charles, MN 55972
Chief, Jose Pelaez #601
(507) 932-8020



July 11, 2023

- Through the month of June, Officers completed *Professional Conduct and Ethics* (PATOL) training.
- Through the month of June, Officers completed LEXIPOL's policy Daily Training Bulletins.
- June 1st, Emergency Management Committee Meeting: members discussed reviewing and sharing current Emergency Operations Plans; upcoming training events and community events; participating in future joint training/exercise planning; and Critical Incident Management provided by area clergy.
- June 7th, the St. Charles Police Department received a \$500 check (Grant) from the St. Charles Area Community Foundation to support the recently reinstated Police Reserve Program.
- Squad car 22A (2022 Dodge Durango) is out of service until possibly the end of July due to a blown engine (gasket failure). St. Charles Chrysler had to order a new engine which will take weeks to get the parts. This repair will be covered under warranty.
- June 14th-15th, Sgt. Jones and Chief Pelaez attended the 2nd Annual School Safety Summit in Rochester, MN. The training was hosted by the Minnesota Region 1 Emergency Management and facilitated by the "I Love You Guys" Foundation. The training focused on a multidisciplinary activation of school reunification protocols.
- June 16th, members of the St. Charles Polices Department attended a Railroad 101 Response training. The training was facilitated by Safety Training and Response Strategies (STARS) and focused on how to respond to railroad emergencies. This training was provided in preparation for a multidisciplinary tabletop exercise.
- June 21st, Chief Pelaez was a guest reader at the St. Charles Library's Story Time.
- June 27th and 29th, Officers attended annual TASER and OC/CS Spray certification training.
- June 28th, members of the St. Charles Police Department participated in a multidisciplinary train-derailment tabletop exercise. The training was held at the St. Charles Community Center and was facilitated by STARS.

Respectfully submitted,

Chief, Jose Pelaez

INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION



LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



July 11, 2023 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find reports for the month of June. The St. Charles crew handled 25 incidents for the month and made contact with 24 patients. 12 additional incidents were handled by the Lewiston crew & 1 by the Chatfield Ambulance. The YTD call total at the end of June was 156 incidents. This is a +75-increase compared to 2022 and due to more staffing than what was available last year. The monthly incident detail report is included that shows the dispatch reasons. Additional reports in the packet show the "on-call" schedule for the month of June along with a breakdown of "call hours" each member provided. 30 days x 24 hours of coverage= 744 hours x2 crew members=1,440 required hours. SC was staffed 1,180 hours (82% of the month) and the remaining 260 hours (18%) the truck was run out of Lewiston. The part-time paid staff you committed to have helped with day time coverage during the week and weekend. Ultimately our volunteers make the service what it is and they continue to be dedicated.

-We continue to promote our ride along program and have added new candidates over the last month. We will be interviewing interested applicants in the next 4-5 weeks.

-Training was conducted on 06/14/23 by our Training Officer Todd Cage. Members discussed proper documentation procedures and reviewed moral/legal circumstances.

-The new truck is due to arrive in late July/early August. Members will train on the new truck and equipment when it arrives.

-Plans have been discussed regarding the County Fair and the service will be staffed and mutual aid partners will assist where needed.

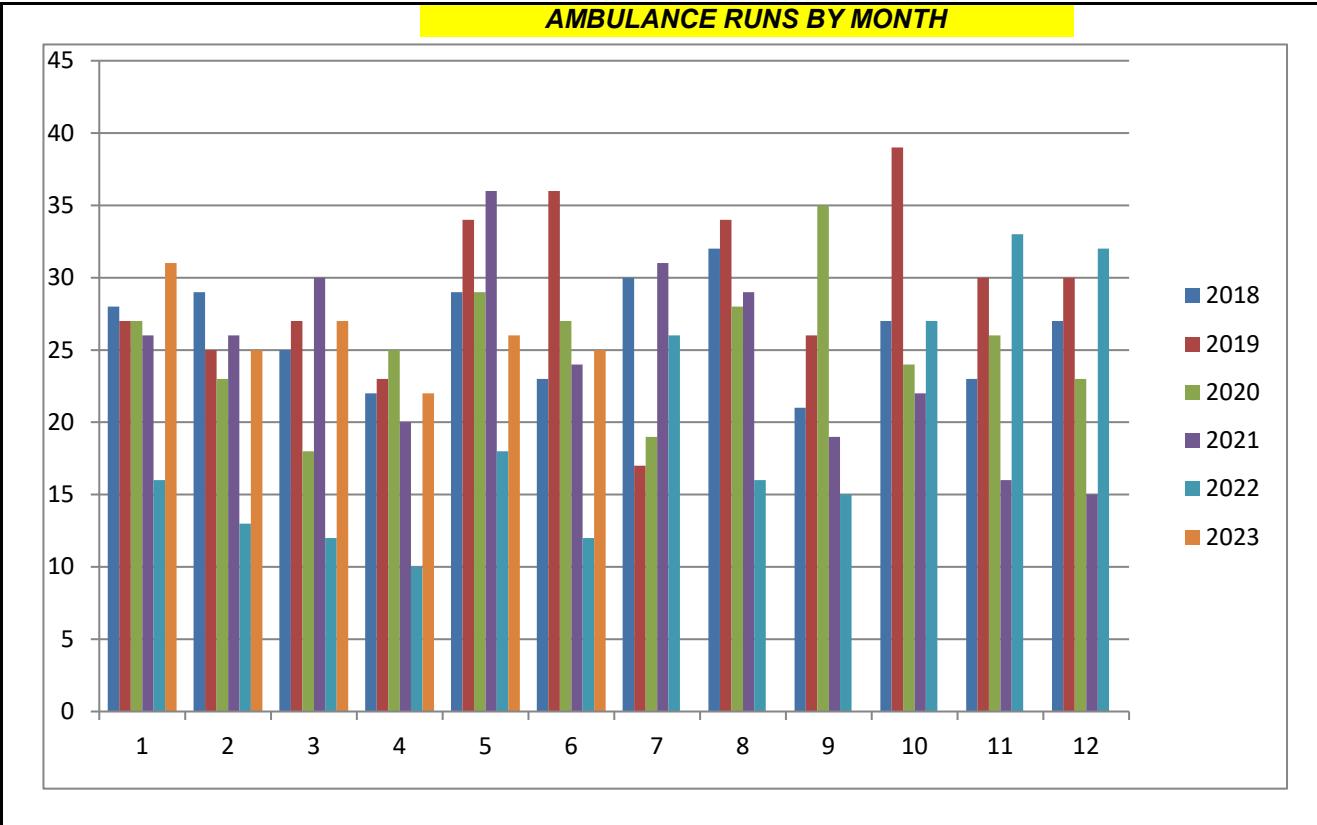
-The steering committee will update on the recent Town Hall Meeting along with the work they have done over the last month.

-Please feel free to contact me with any questions or concerns.

Matt Essig
Director
Lewiston Ambulance
St. Charles Ambulance
ambulance@lewistonmn.org
ambulance@stcharlesmn.org
507-523-2982

St. Charles Ambulance Report
01/01/2023-06/30/2023

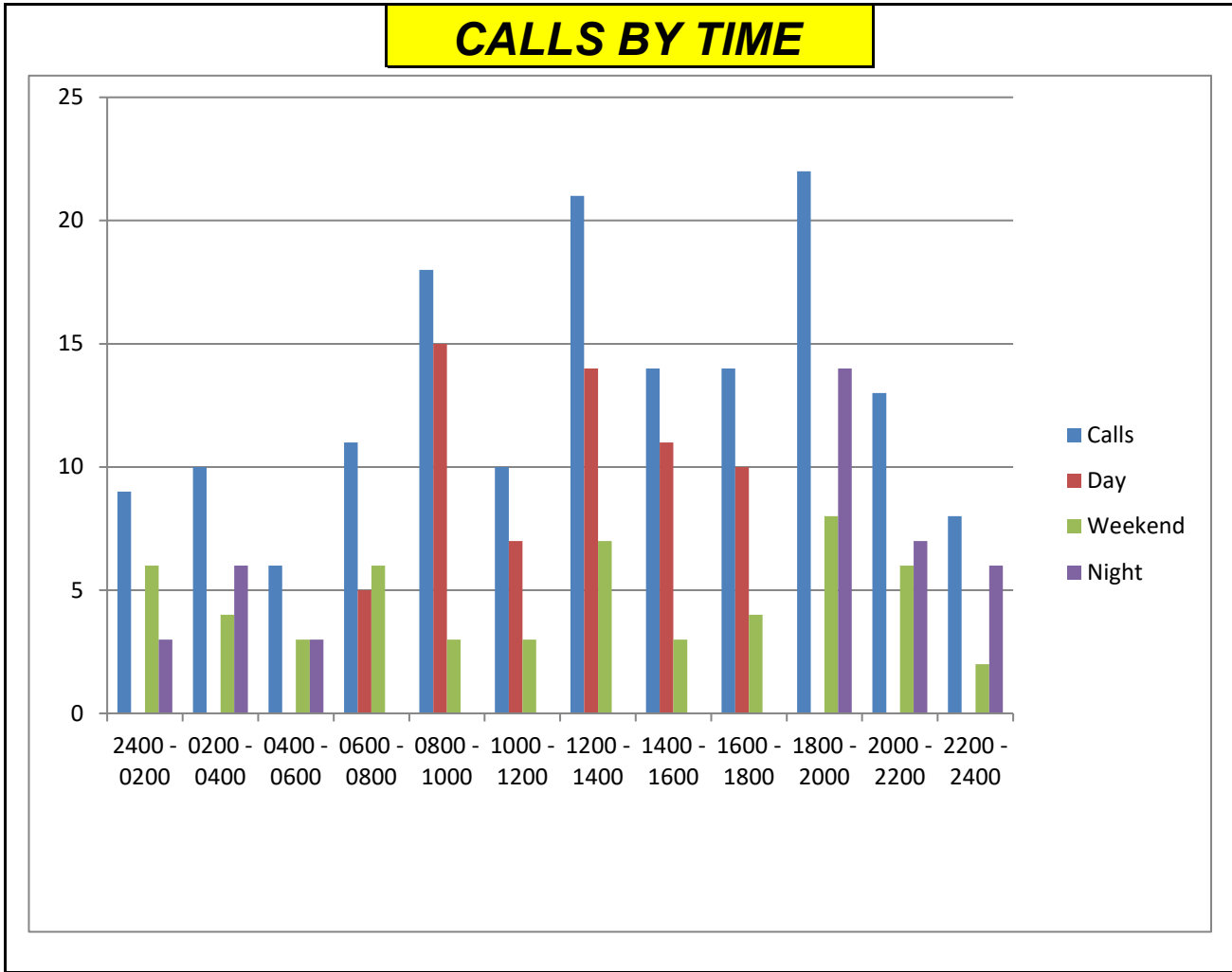
	2018	2019	2020	2021	2022	2023	Month Avg	Pts
January	28	27	27	26	16	31	25.83	28
February	29	25	23	26	13	25	23.50	25
March	25	27	18	30	12	27	23.17	26
April	22	23	25	20	10	22	20.33	22
May	29	34	29	36	18	26	28.67	23
June	23	36	27	24	12	25	24.50	24
July	30	17	19	31	26		24.60	
August	32	34	28	29	16		27.80	
September	21	26	35	19	15		23.20	
October	27	39	24	22	27		27.80	
November	23	30	26	16	33		25.60	
December	27	30	23	15	32		25.40	
Total Runs	316	348	304	294	230	156		148
Mid Year (June 30th)	156	172	149	162	81	156		
Monthly Avg	26.3	29.0	25.3	24.5	19.2	26.0		



St. Charles Ambulance Report
01/01/2023-06/30/2023

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	9		6	3	9
0200 - 0400	10		4	6	10
0400 - 0600	6		3	3	5
0600 - 0800	11	5	6		7
0800 - 1000	18	15	3		17
1000 - 1200	10	7	3		10
1200 - 1400	21	14	7		21
1400 - 1600	14	11	3		14
1600 - 1800	14	10	4		13
1800 - 2000	22		8	14	21
2000 - 2200	13		6	7	13
2200 - 2400	8		2	6	8
	156	62	55	39	148

40% of Calls During Day
35% of Calls During Weekend
25% of Calls During Night



June 2023
Incident Detail- SC Ambulance

Incident Date	Response #	Disposition	Complaint	Incident City
06/2023	SC 23-132	Treated & Transported by this EMS Unit	Medical Alarm	City of Saint Charles
06/2023	SC 23-133	Treated & Transported by this EMS Unit	Allergic Reaction/Stings	City of Saint Charles
06/2023	SC 23-134	No Treatment/Transport Required	Unconscious/Fainting/Near-Fainting	City of Saint Charles
06/2023	SC 23-135	No Treatment/Transport Required	Falls	City of Saint Charles
06/2023	SC 23-136	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
06/2023	SC 23-137	Transport Refused by Patient (AMA)	Falls	City of Saint Charles
06/2023	SC 23-138	Treated & Transported by this EMS Unit	Back Pain (Non-Traumatic)	City of Saint Charles
06/2023	SC 23-139	Treated and Released (per protocol)	Falls	City of Saint Charles
06/2023	SC 23-140A	Standby - No Patient Contacts	Standby	City of Saint Charles
06/2023	SC 23-140B	Treated and Released (per protocol)	Traumatic Injury	City of Saint Charles
06/2023	SC 23-141	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
06/2023	SC 23-142	Treated & Transported by this EMS Unit	Pain	City of Lewiston
06/2023	SC 23-143	Treated and Released (per protocol)	Falls	City of Saint Charles
06/2023	SC 23-144	No Treatment/Transport Required	Falls	City of Saint Charles
06/2023	SC 23-145	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
06/2023	SC 23-146	Treated & Transported by this EMS Unit	Psychiatric Problem	City of Saint Charles
06/2023	SC 23-147	Treated & Transported by this EMS Unit	Pain	City of Utica
06/2023	SC 23-148	Treated, Transported by Private Vehicle	Traumatic Injury	City of Saint Charles
06/2023	SC 23-149	Treated and Released (per protocol)	Falls	City of Saint Charles
06/2023	SC 23-150	Treated & Transported by this EMS Unit	Sick Person	City of Saint Charles
06/2023	SC 23-151	Treated & Transported by this EMS Unit	Assault/Battery/Abuse Victim	City of Saint Charles
06/2023	SC 23-152	No Treatment/Transport Required	Falls	City of Saint Charles
06/2023	SC 23-153	Treated, Referred to Law Enforcement	Well Person Check	City of Saint Charles
06/2023	SC 23-154	Canceled Prior to Arrival at Scene	Falls	City of Saint Charles
06/2023	SC 23-155	Treated and Released (per protocol)	Breathing Problem	City of Saint Charles
06/2023	SC 23-156	Treated, Transferred Care to Another EMS Unit or Agency	Pain	City of Saint Charles

TOTAL INCIDENTS: 25
MUTUAL AID REQUESTS: 1
PATIENT CONTACTS: 24

JUNE 2023
CALL HOUR REPORT

Member	Weekday	Weekend	Total
Fruth, Dave	117	155	272
Cage, Todd	38	120	158
Carlson, Aaron	98	40	138
Ambulance, Lewiston	101	29	130 X2
Schossow, Scott	82	37	119
Smith, Jacob	48	69	117
Loftus, Kenny	84.5	29	113.5
Kramer, Katherine	83	24	107
Boice, Nathan	100	6	106
Majerus, Gary	37	43	80
Chamberlin, Grace	69.5	0	69.5
Fohrman, Austin	64	4	68
Graham, Mark	28	20	48
Weissing, Friedrich	40	0	40
Engstrand, Kristine	20	18	38
Arndt, Madison	24	12	36
Essig, Matt	36	0	36
Mockenhaupt, Jerel	33	0	33
Market, Terese	8	10	18
Pelaez, Cassara	18	0	18
Burt, Shiela	2	15	17
Hutsell, Jared	0	9	9
Ferden, Sarah	8.5	0	8.5
Brindamour, Isaiah	0	8	8
Dailey, Paige	0	0	0
Ruhoff, Marshall	0	0	0
TOTALS	1139.5	648	1787.5

NEW HIRE 6/15

INJURY

INJURY

NEW HIRE 6/15

LOA

RIDE ALONGS			
Borck, Emily	0	35	35
Todd, Anna	20	12	32
Rentz, Dominic	24	0	24
Patzner, Rebecca	10	7.5	17.5
Stejskal, Brittany	0	10	10
Gasca Rojas, Juan	8	0	8
Bornholdt, Kristi	0	0	0
Evjen, Britney	0	0	0
Kramer, Daniel	0	0	0
Roussell, Brian	0	0	0
TOTALS	62	64.5	126.5

DROPPED PROGRAM

DROPPED PROGRAM

30 DAYS X 24 HOURS=720 HOURS X 2 CREW= 1,440 REQUIRED HOURS TO COVER
LEWISTON COVERED 260 HOURS (18%)
SC COVERED 1,180 (82%)

Jun 2023 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				Jun 1	2	3
				SC Amb Lewiston Ambulance 06:00-10:00 Grace Chamberlin 10:00-18:00 Jacob Smith 10:00-18:00 Aaron Carlson 17:00-06:00 Austin Fohrman 18:00-06:00 Scott Schossow 18:00-06:00	SC Amb Katherine Kramer 06:00-20:00 Grace Chamberlin 06:00-14:00 Dave Fruth 06:00-06:00 Scott Schossow 18:00-20:00 Todd Cage 20:00-06:00 Gary Majerus 20:00-06:00	SC Amb Todd Cage 06:00-06:00 Jared Hutsell 06:00-13:00 Dave Fruth 06:00-06:00 Kenny Loftus 13:00-18:00 Scott Schossow 18:00-06:00
4	5	6	7	8	9	10
SC Amb Jared Hutsell 06:00-08:00 Scott Schossow 06:00-08:00 Dave Fruth 06:00-18:00 Emily Borck 06:00-05:00 Katherine Kramer 08:00-18:00 Kenny Loftus 08:00-12:00 Kenny Loftus 14:00-18:00 Aaron Carlson 18:00-06:00 Scott Schossow 18:00-06:00	SC Amb Lewiston Ambulance 06:00-08:00 Katherine Kramer 08:00-18:00 Grace Chamberlin 08:00-17:00 Friedrich Weissing 08:00-18:00 Kenny Loftus 17:00-06:00 Cassara Pelaez 17:00-20:00 Todd Cage 18:00-00:00 Dave Fruth 20:00-06:00 Aaron Carlson * 00:00-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Dominic Rentz 18:00-06:00	SC Amb Lewiston Ambulance 06:00-09:00 Matt Essig 09:00-17:00 Jerel Mockenhaupt 09:00-18:00 Mark Graham 11:00-16:00 Nathan Boice 16:00-06:00 Aaron Carlson 17:00-06:00 Sarah Ferden 18:00-00:00 Kenny Loftus * 00:00-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Austin Fohrman 18:00-06:00 Scott Schossow 18:00-06:00 Cassara Pelaez 18:00-20:00 Dave Fruth 20:00-06:00	SC Amb Kristine Engstrand 06:00-10:00 Dave Fruth 06:00-10:00 Jacob Smith 10:00-06:00 Katherine Kramer 10:00-18:00 Kristine Engstrand 10:00-16:00 Dave Fruth 18:00-06:00 Nathan Boice 18:00-00:00 Anna Todd 18:00-06:00 Todd Cage * 00:00-06:00	SC Amb Jacob Smith 06:00-06:00 Dave Fruth 06:00-06:00 Gary Majerus 06:00-18:00 Todd Cage * 00:00-06:00
11	12	13	14	15	16	17
SC Amb Jacob Smith 06:00-15:00 Dave Fruth 06:00-15:00 Lewiston Ambulance 15:00-18:00 Todd Cage 18:00-00:00 Mark Graham 18:00-21:00 Madison Arndt 18:00-06:00 Kristine Engstrand 21:00-00:00 Kristine Engstrand * 00:00-06:00 Aaron Carlson * 00:00-06:00	SC Amb Lewiston Ambulance 06:00-10:00 Grace Chamberlin 10:00-18:00 Katherine Kramer 10:00-18:00 Friedrich Weissing 10:00-18:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-22:00 Dominic Rentz 18:00-06:00 Gary Majerus 22:00-06:00 Aaron Carlson 22:00-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Kenny Loftus 18:00-06:00 Todd Cage 18:00-06:00 Anna Todd 18:00-02:00	SC Amb Kristine Engstrand 06:00-08:00 Gary Majerus 06:00-18:00 Grace Chamberlin 08:00-18:00 Jerel Mockenhaupt 09:00-18:00 Gary Majerus 18:00-06:00 Madison Arndt 18:00-06:00 Grace Chamberlin 18:00-20:30 Kenny Loftus 20:30-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Austin Fohrman 18:00-06:00 Cassara Pelaez 18:00-20:00 Dave Fruth 18:00-06:00 Kenny Loftus 20:00-06:00	SC Amb Austin Fohrman 06:00-08:00 Dave Fruth 06:00-08:00 Gary Majerus 06:00-11:00 Katherine Kramer 08:00-20:00 Jacob Smith 08:00-20:00 Dave Fruth 11:00-06:00 Todd Cage 20:00-06:00 Aaron Carlson 20:00-06:00	SC Amb Todd Cage 06:00-10:00 Austin Fohrman 06:00-10:00 Dave Fruth 06:00-15:00 Brittany Stejskal 08:00-18:00 Jacob Smith 10:00-20:00 Mark Graham 15:00-20:00 Lewiston Ambulance 20:00-22:00 Todd Cage 22:00-06:00 Kenny Loftus 22:00-06:00 Dave Fruth 22:00-06:00
18	19	20	21	22	23	24
SC Amb Todd Cage 06:00-08:00 Kenny Loftus 06:00-08:00 Dave Fruth 06:00-18:00 Katherine Kramer 08:00-18:00 Jacob Smith 08:00-18:00 Rebecca Patzner 10:30-18:00 Lewiston Ambulance 18:00-06:00	SC Amb Kristine Engstrand 06:00-08:00 Kenny Loftus 06:00-08:00 Friedrich Weissing 06:00-18:00 Katherine Kramer 08:00-21:00 Kristine Engstrand 08:00-10:00 Grace Chamberlin 10:00-18:00 Madison Arndt 18:00-06:00 Mark Graham 18:00-21:00 Anna Todd 18:00-06:00 Aaron Carlson 21:00-06:00 Kenny Loftus 21:00-06:00	SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Cassara Pelaez 18:00-20:00 Aaron Carlson 20:00-06:00	SC Amb Lewiston Ambulance 06:00-09:00 Matt Essig 09:00-17:00 Mark Graham 09:00-18:00 Jerel Mockenhaupt 09:00-15:00 Rebecca Patzner 15:30-01:30 Nathan Boice 17:00-06:00 Todd Cage 18:00-06:00 Cassara Pelaez 18:00-20:00 Kenny Loftus 21:00-06:00	SC Amb Grace Chamberlin 06:00-14:00 Jacob Smith 06:00-14:00 Lewiston Ambulance 14:00-18:00 Austin Fohrman 18:00-06:00 Scott Schossow 18:00-06:00 Cassara Pelaez 18:00-20:00 Dave Fruth 20:00-06:00	SC Amb Austin Fohrman 06:00-08:00 Dave Fruth 06:00-14:00 Kristine Engstrand 06:00-10:00 Matt Essig 08:00-14:00 Lewiston Ambulance 14:00-21:00 Gary Majerus 21:00-06:00 Dave Fruth 21:00-06:00 Todd Cage 21:00-06:00	SC Amb Todd Cage 06:00-18:00 Shiela Burt 06:00-12:00 Kristine Engstrand 06:00-07:00 Terese Market 07:00-17:00 Isaiah Brindamour 08:00-16:00 Mark Graham 12:00-18:00 Gary Majerus 18:00-06:00 Todd Cage 18:00-06:00 Emily Borck 18:00-06:00
25	26	27	28	29	30	
SC Amb Todd Cage 06:00-09:00 Shiela Burt 06:00-09:00 Mark Graham 06:00-09:00 Lewiston Ambulance 09:00-18:00 Todd Cage 18:00-00:00 Aaron Carlson 18:00-06:00 Mark Graham 18:00-21:00 Scott Schossow 21:00-06:00	SC Amb Lewiston Ambulance 06:00-08:00 Katherine Kramer 08:00-18:00 Matt Essig 08:00-10:00 Friedrich Weissing 08:00-18:00 Grace Chamberlin 10:00-18:00 Aaron Carlson 18:00-06:00 Kenny Loftus 18:00-06:00 Cassara Pelaez 18:00-20:00 Todd Cage 20:00-00:00	SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Aaron Carlson 18:00-06:00	SC Amb Lewiston Ambulance 06:00-09:00 Matt Essig 09:00-15:00 Terese Market 09:00-17:00 Jerel Mockenhaupt 09:00-18:00 Katherine Kramer 15:00-17:00 Nathan Boice 17:00-06:00 Shiela Burt 17:00-19:00 Sarah Ferden 18:00-20:30 Aaron Carlson 19:00-06:00 Dave Fruth * 00:00-06:00	SC Amb Todd Cage 06:00-10:00 Dave Fruth 06:00-20:00 Mark Graham 06:00-17:00 Juan Gasca Rojas 06:00-14:00 Matt Essig 10:00-16:00 Jacob Smith 16:00-20:00 Cassara Pelaez 17:00-20:00 Austin Fohrman 20:00-06:00 Scott Schossow 20:00-22:00 Dave Fruth 20:00-06:00 Katherine Kramer 22:00-06:00	SC Amb Austin Fohrman 06:00-08:00 Kenny Loftus 06:00-08:00 Dave Fruth 06:00-06:00 Katherine Kramer 08:00-18:00 Jacob Smith 08:00-18:00 Shiela Burt 18:00-20:00 Todd Cage 18:00-00:00 Kristine Engstrand 22:00-06:00 Kenny Loftus * 00:00-06:00	

* Indicates time starts on following calendar day

RED= LEWISTON AMBULANCE COVERED

YELLOW= LEWISTON FT EMPLOYEE

GREEN= PT. EMPLOYEE-SC

BLUE= RIDE ALONG CANDIDATE

NO COLOR= SC AMB VOLUNTEER

CITY OF ST. CHARLES

ORDINANCE #654

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA
AMENDING ST. CHARLES ZONING DISTRICT TO REFLECT
AN AMENDMENT OF THE ZONING MAP**

THE CITY OF ST. CHARLES DOES ORDAIN:

Section 1. That the following described real property located within the city limits of the City of St. Charles, County of Winona, State of Minnesota, be rezoned from R1-M (Modular and Mobile Home Residential) to I-2 (General Industry): Owners, Patrick and Wendy Heim. See Attached Exhibit A, Winona County, Minnesota.

Section 2. That the zoning map be changed accordingly.

Section 3: This Ordinance shall take effect thirty days after its publication.

Adopted this ____ day of _____ 2023 by the City Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest:

Andrew Langholz, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

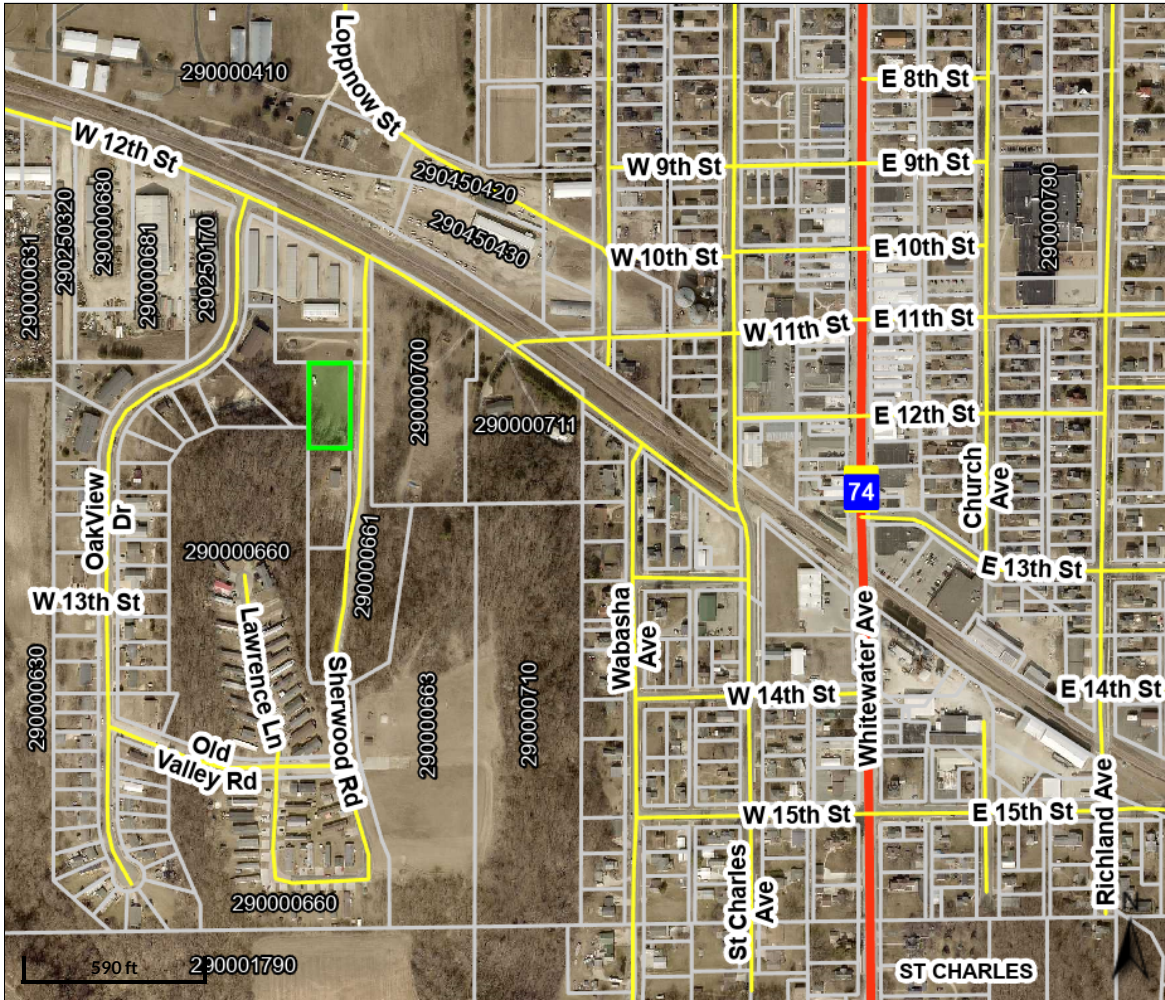
Absent: _____

Abstain _____

Published:

Date: _____

Exhibit A






Overview



Legend

Roads

- Interstate
- US/State Highway
- City Streets
- County Road
- Township Road
- Private Drive
- Other

-  Municipalities
-  Winona Boundary
-  Parcel

Parcel ID	290000664	Alternate ID	n/a	Owner Address	HEIM,PATRICK
Sec/Twp/Rng	19-106-010	Class	201 - RESIDENTIAL		WENDY HEIM
Property Address	1204 SHERWOOD RD	Acreage	0.79		1220 SHERWOOD RD
	SAINT CHARLES				SAINT CHARLES, MN 55972

District SAINT CHARLES CITY

Brief Tax Description Sect-19 Twp-106 Range-010 .79 AC PART OF LOT 27 DESCRIBED AS FOLLOWS: COMM AT THE SE CORNER OF THE SW1/4 OF SECT 19, ALSO BEING THE SE CORNER OF LOT 27; THEN N ALONG THE E LINE OF SW 1/4, ALSO BEING THE E LINE OF LOT 27 FOR A DIST OF 1321.31' TO THE NE CORNER OF THE SE1/4 OF SW 1/4, ALSO BEING THE SE CORNER OF LOT 29 OF PLAT OF LIMITS OF ST. CHARLES; THEN W ALONG THE N LINE OF SE 1/4 OF SW 1/4, ALSO BEING THE S LINE OF LOT 29 FOR A DIST OF 200'; THEN CONT W ALONG S LINE OF LOT 29 FOR A DIST OF 130' TO THE SW CORNER OF LOT 29; THEN N ALONG THE W LINE OF LOT 29 FOR A DIST OF 468.68'; THEN W 66' TO THE POB; THEN W 129.79' TO THE CORNER OF LOT 2, BLOCK 1, DOTY'S FIRST SUBDIVISION; THEN S ALONG THE MOST E'LY LINE OF LOT 2 FOR A DIST OF 265'; THEN E FOR A DIST OF 129.63'; THEN N FOR A DIST OF 265' TO THE POB.

(Note: Not to be used on legal documents)

Note: This map is created from data contained in Winona County GIS and is for reference purposes only. While significant effort has been invested to depict boundary extents as accurately as possible per existing records, this map should not be considered a replacement for professional land survey.

Date created: 6/30/2023
 Last Data Uploaded: 6/30/2023 2:05:03 AM

**City of St. Charles
Resolution #22-2023**

**A RESOLUTION DENYING THE GENERAL DEVELOPMENT PLAN,
PRELIMINARY PLAT, CONSTRUCTION PLAN, GRADING PLAN, AND
STORMWATER REPORT OF SOUTH FORK FIFTH ADDITION
SUBDIVISION TO THE CITY OF ST. CHARLES, MINNESOTA**

WHEREAS, City staff and the city engineers from WHKS received and reviewed a submission for a General Development Plan, Preliminary Plat, Construction Plan, Grading Plan, and Stormwater Report of South Fork Fifth Addition which proposes a mixture of R-1 and R-4 zoned lots; and

WHEREAS, WHKS responded to the developer and the city with a letter identifying numerous errors and omissions and a recommendation that the entire project be resubmitted; and

WHEREAS, the General Development Plan, Preliminary Plat, Construction Plan, Grading Plan, and Stormwater Report of South Fork Fifth Addition were forwarded to the Planning Commission for a public hearing and review on July 6, 2023; and

WHEREAS, upon holding a public hearing and review the Planning Commission made a recommendation to the City Council to deny the General Development Plan, Preliminary Plat, Construction Plan, Grading Plan, and Stormwater Report of South Fork Fifth Addition based on the below Findings of Facts:

1. The General Development Plan and Preliminary Plat do not comply with the Subdivision Ordinance that states the proposed subdivision shall be coordinated with surround jurisdictions and/or neighborhoods, so that the City as a whole may develop efficiently and harmoniously.
 - a. GDP does not show access location for Outlot C and prospective lot layout for Outlot C.
 - b. GDP does not show how Brownell Street will terminate at Outlot B and prospective lot layout for Outlot B.
 - c. The Preliminary Plat cuts off access to the land east of the proposed subdivision.
2. The Construction Plan, Grading Plan, and Stormwater Report all have been reviewed and have received comment by WHKS, however, to date no substantive response has been received by the developer to correct the issues identified.
3. The subject property in the Preliminary Plat is currently zoned R-1. The applicant's proposal is proposing that the land be rezoned to R-4. (Submission shows R-3, developer clarified it is supposed to be R-4)

WHEREAS, the City Council on July 11, 2023 considered the recommendation of the Planning Commission and based on the findings of facts determined that the General Development Plan, Preliminary Plat, Construction Plan, Grading Plan, and Stormwater Report of South Fork Fifth Addition did not meet the requirements for approval.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF ST. CHARLES:

Hereby adopts Resolution #22-2023 denying the South Fork Fifth Addition General Development Plan, Preliminary Plat, Construction Plan, Grading Plan, and Stormwater Report of South Fork Fifth Addition.

Adopted by the City Council of the City of St. Charles, Minnesota this 11th day of July, 2023.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator



Memorandum

To: St. Charles Planning and Zoning Commission

From: Andrew Langholz, City Administrator

Date: June 30, 2023

Subject: South Fork Fifth Addition General Development Plan and Preliminary Plan Submittal

REQUEST INFORMATION:

Property-owner and developer Mitch Walch submitted an updated General Development Plan (GDP) and Preliminary Plat along with other materials for consideration for the South Fork Fifth Addition (SFFA).

Attached to this memo you will find the following documents:

- Comment letter from G-Cubed regarding a previous submittal from Mr. Walch.
- SFFA General Development Plan
- SFFA Preliminary Plat
- SFFA Construction Plans
- SFFA Grading Plans
- Review of GDP, Preliminary Plat, Plans and Stormwater from WHKS

A separate attachment will be sent for the SFFA Drainage Report, as it is a large document.

BACKGROUND:

Mr. Walch made a previous submission regarding the SFFA that was tabled due to changing plans and incomplete information. Since February 2023, I've had multiple meetings with Mr. Walch to discuss his vision for the tract of land he owns. This includes the proposed location for the SFFA and a large piece of land to the east that is undeveloped.

Overall, the takeaway from this memo is that WHKS, the Director of Public Works, and I all are recommending the denial of the submission due to the caliber of the submission and how it fails to align with the Subdivision Ordinance.

I encourage the Planning Commission to refer to the letter from WHKS for comment regarding each piece of the submission.

GENERAL DEVELOPMENT PLAN (SKETCH PLAN):

The St. Charles Subdivision Ordinance states that all applicants shall present a Sketch Plan (also commonly known as a General Development Plan) to the Zoning Administrator prior to filing a preliminary plat. The intention of the sketch plan is to ensure that proposed subdivision be coordinated with surrounding jurisdictions and/or neighborhoods, so that the City as a whole may develop efficiently and harmoniously. However, both the Sketch Plan and Preliminary Plat were submitted simultaneously.

Prior to Mr. Walch purchasing the land in this submission, Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHA) owned the property. This is where other South Fork Additions have been built. SEMMCHA submitted a sketch plan of the entire tract of land which laid out streets, utilities, and single-family homes. The city believed this sketch plan was still being followed by the developer, since his previous development was very similar to the original sketch plan. However, Mr. Walch informed me that he would no longer be following that layout. I explained to Mr. Walch that he must submit a new sketch plan, which is what you have been provided. I did share my concerns with Mr. Walch about the Sketch Plan and told him that I would recommend against its approval. Unfortunately, Mr. Walch continued with the submission and has made no attempt to make any recommended adjustments.

Refer to the letter from WHKS for their input regarding the General Development Plan.

PRELIMINARY PLAT, CONSTRUCTION PLANS, GRADING PLAN, STORMWATER REPORT:

Upon review of the submission by the developer, WHKS requested a meeting with me. WHKS shared that the submission had numerous errors and omissions, which made it difficult for them to provide a comprehensive assessment. Ultimately, WHKS requested that all portions of the submittal be resubmitted, though WHKS did offer some feedback for each piece of the submission.

Refer to the letter from WHKS for their input regarding the Preliminary Plat, Construction Plans, grading Plan, and Stormwater Report.

RECOMMENDATION: As the Zoning Administrator for the City of St. Charles, I recommend the Planning Commission forward a recommendation for denial for the Sketch Plan and the Preliminary Plat submission to the City Council. The developer has not made any attempt to rectify any of the items identified in the letter from WHKS and no further effective communication has occurred. A finding of facts has been provided below.

The Finding of Facts are as follows:

1. The General Development Plan and Preliminary Plat do not comply with the Subdivision Ordinance that states the proposed subdivision shall be coordinated with surround jurisdictions and/or neighborhoods, so that the City as a whole may develop efficiently and harmoniously.
 - a. GDP does not show access location for Outlot C and prospective lot layout for Outlot C.
 - b. GDP does not show how Brownell Street will terminate at Outlot B and prospective lot layout for Outlot B.
 - c. The Preliminary Plat cuts off access to the land east of the proposed subdivision.
2. The Construction Plan, Grading Plan, and Stormwater Report all have been reviewed and have received comment by WHKS, however, to date no substantive response has been received by the developer to correct the issues identified.
3. The subject property in the Preliminary Plat is currently zoned R-1. The applicant's proposal is proposing that the land be rezoned to R-4. (Submission shows R-3, developer clarified it is supposed to be R-4)

If a recommendation for denial is made, a resolution will be drafted representing the recommendation from the Planning Commission to deny the General Development Plan, Preliminary Plat, Construction Plan, Grading Plan, and Stormwater Report of South Fork Fifth Addition based on the above stated findings of facts.

March 23, 2023

Daren Sikink
WHKS
2905 South Broadway
Rochester, MN 55904

RE: Plan Review for South Fork Additions Fifth dated September 29th, 2022

Dear Daren,

Below is a summary of our responses to the September 29th, 2022 plan review for South Fork Additions Fifth Plans in the format you provided:

Comments:

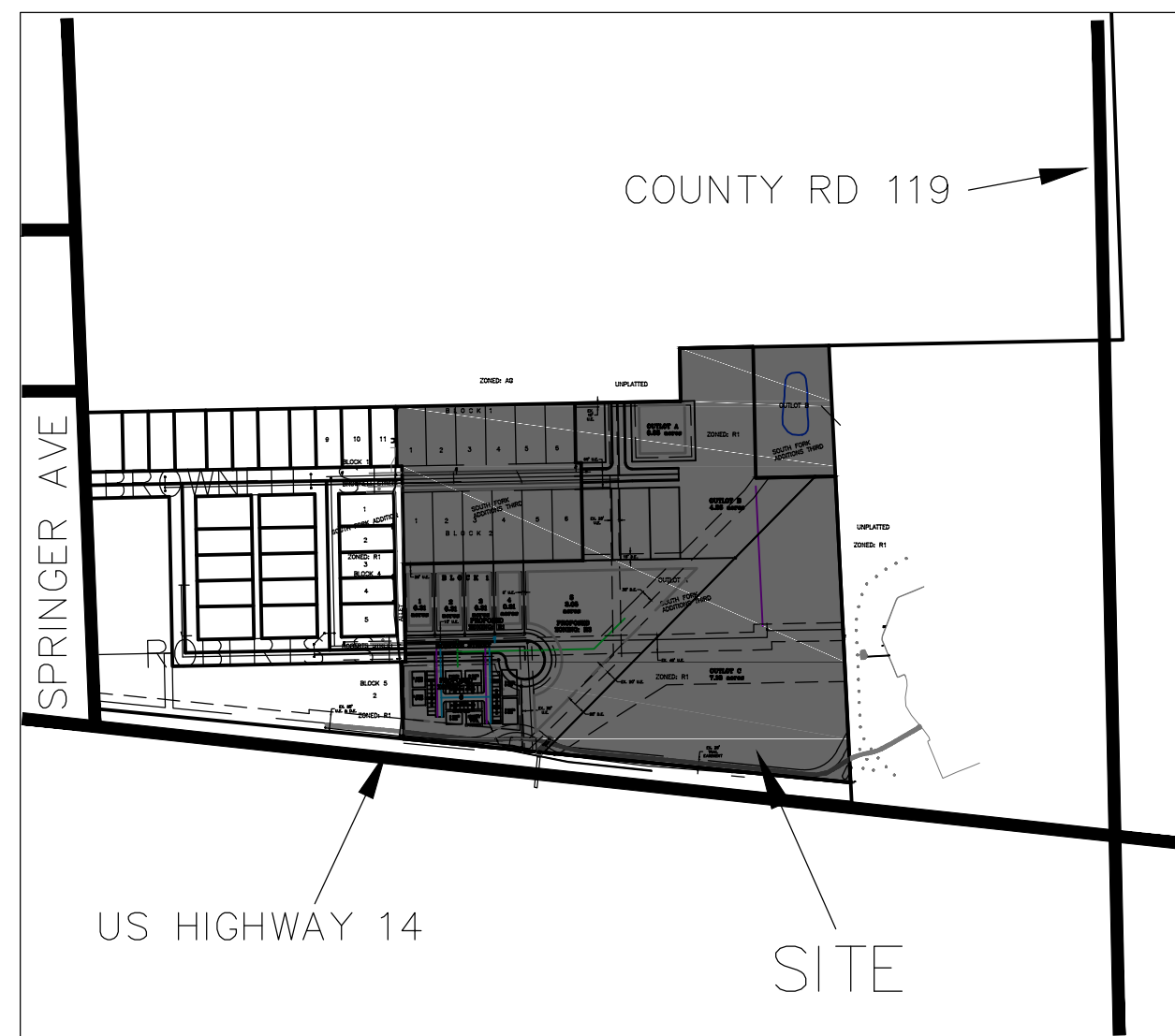
1. Noted.
2. A new GDP has been created and is part of this submittal packet. Access to Outlot B now Outot C is still up for discussion but should not hinder or hold up this phase of construction.
3. That is correct the infiltration basin will no longer serve its purpose and flow is directed to the existing stormwater pond.
4. Noted.
5. a. Outlot acreages have been added.
b. A label for Roberts Street has been added.
c. 30' drainage easements contain the proposed swales.
d. Proposed drainage easement labels are now depicted.
e. Outlot A shows the parcel for Mitch Walch's residence.
f. A 50' utility easements encompasses the water, sanitary, and storm infrastructure at the end of Brownell Street.
6. North arrows can be found on the sheets.
7. Easements both proposed and existing are labeled on the plan sheets.
8. Structure types for CB 2 & 3B now match throughout the plans.
9. The storm sewer alignment was established in 2003 at the time of phase one construction. Moving CB 2 east or west is still not a viable option due to the size of the manhole required and angle of the inletting pipes. A possibility is to move CB 2 east and run the trunkline through the structure and then to CB 3A.
10. Without knowing the future layout of Lot 6, Block 1 it is difficult to determine the correct location and size of services. Connections are available offstreet to the east for future development.
11. An Inserta Tee Connection note was added to sheet 2 of the construction plans under construction notes.
12. The storm sewer alignment and grade was established in 2003 at the time of phase one construction. Due to site constraints in elevations, slopes, and pipe sizing additional cover cannot be provided between the storm sewer and finished street grade.

13. The cul-de-sac grade of 0.40% now reflects the minimum of 1.0% and additional spot elevations added.
14. The maximum spacing between hydrants is 400' and the spacing between the existing fire hydrant on Roberts Street and the proposed hydrant located at the SE corner of Lot 3 Block 1 is 379'. If the proposed hydrant was moved to the SE corner of Lot 1 Block 1 we would then be required to add an additional hydrant in the cul-de-sac to accommodate Lot 5 Block 1.
15. The grading around Outlet 1 was adjusted and the Outlet shortened to maintain cover over the pipe.
16. Non-applicable information on Std. Plt. No. 4-01 is crossed out as needed.
17. Sanitary Sewer services shall be 4" PVC SDR 26 as stated on page 2 of the construction plans. All sanitary services are 48' in length (33' to property line & 15' into property).
18. a. Additional drainage flow arrows were added to the grading plan.
b. A sentence for silt fence placed behind the top back curb was added to Note 1 of the General Erosion Control and Construction Notes found on Sheet 2 of the grading plan.
c. The existing 20' Trail Easement layer has been turned on and is now depicted on the plans.
d. All added drainage easements are depicted and labeled.
e. The scale is now correctly depicted at 1"=40'.
f. A note on the grading plan states to install temporary ditch checks per Rochester Standard Plate 7-03 which can be found on sheet 5 of the construction plans.
g. Inlet Protection is shown on the plans.
19. Noted.
20. Noted.

Feel free to contact with any questions.
507-867-1666 ext.101
andrewb@ggg.to

Thank you,

Andrew Buck



VICINITY MAP

T. 106 N., R. 10 W., SEC. 21
"NOT TO SCALE"

LEGEND

- IRON PIPE WITH PLASTIC CAP STAMPED LS 21940 SET
- FOUND MONUMENTS ARE 1/2 INCH IRON PIPES UNLESS OTHERWISE NOTED
- U.E. UTILITY EASEMENT
- SECTION LINE
- UNDERLYING PLAT LINE
- EASEMENT LINE
- MAJOR CONTOUR
- MINOR CONTOUR
- WM WATERMAIN
- SAN SANITARY SEWER
- STORM STORM SEWER
- BUILDING SETBACKS

PROJECT CALCULATIONS:

TOTAL PROJECT AREA: 18.36 ACRES
 DEVELOPABLE AREA: 6.37 ACRES
 8 PROPOSED LOTS
 OUTLOT "B & C" AREA: 11.42 ACRES
 334 LINEAR FEET OF ROAD
 ALL STREETS ARE LOCAL
 EXISTING IMPERVIOUS: 0.00 ACRES
 WETLANDS: 0.00 ACRES
 PROPOSED RIGHT OF WAY: 0.70 ACRES

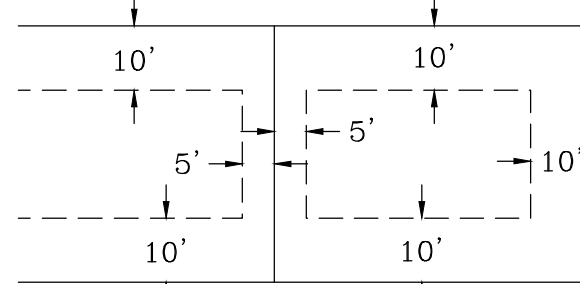
LAND DESCRIPTION:

Outlot A, SOUTH FORK ADDITIONS THIRD, according to the recorded plat thereof on file and of record at the office of the Winona County Recorder.

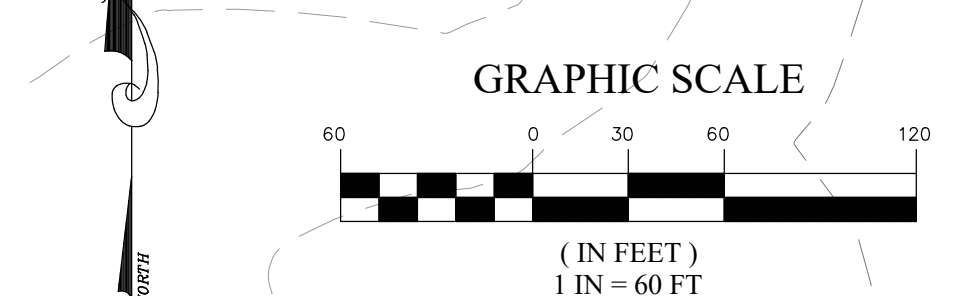
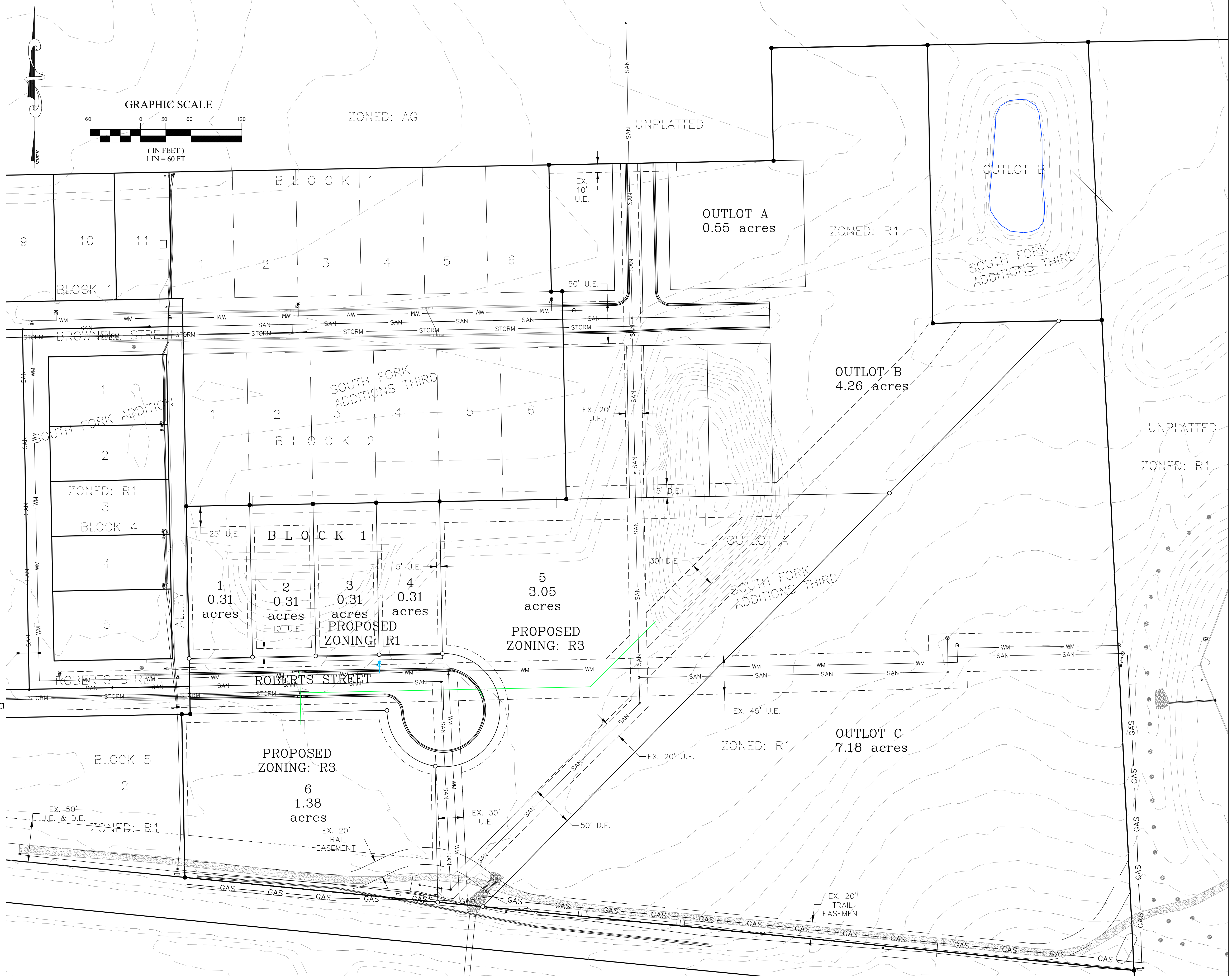
OWNERS/ DEVELOPERS
 MITCHELL WALCH
 20687 COUNTY ROAD 33
 ALTURA, MN 55910

ENGINEER & SURVEYOR
 G-CUBED INC.
 14070 HWY. 52 SE
 CHATFIELD, MN 55923

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10.00 FEET IN WIDTH AND ADJOINING ALL STREET LINES, REAR LOT LINES, AND END SIDE LOT LINES AND 5.00 FEET IN WIDTH AND ADJOINING ALL INTERIOR SIDE LOT LINES, UNLESS OTHERWISE INDICATED ON THE PLAT



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 GEOFFREY G. GRIFFIN
 REG. NO. 21940

DATE: 1/25/2021
 Prepared For:
 MITCHELL WALCH
 20687 COUNTY ROAD 33
 ALTURA, MN 55910
 FILE NO.: 20-409

G³
G-Cubed
 14070 Hwy 52 S.E.
 Chatfield, MN 55923

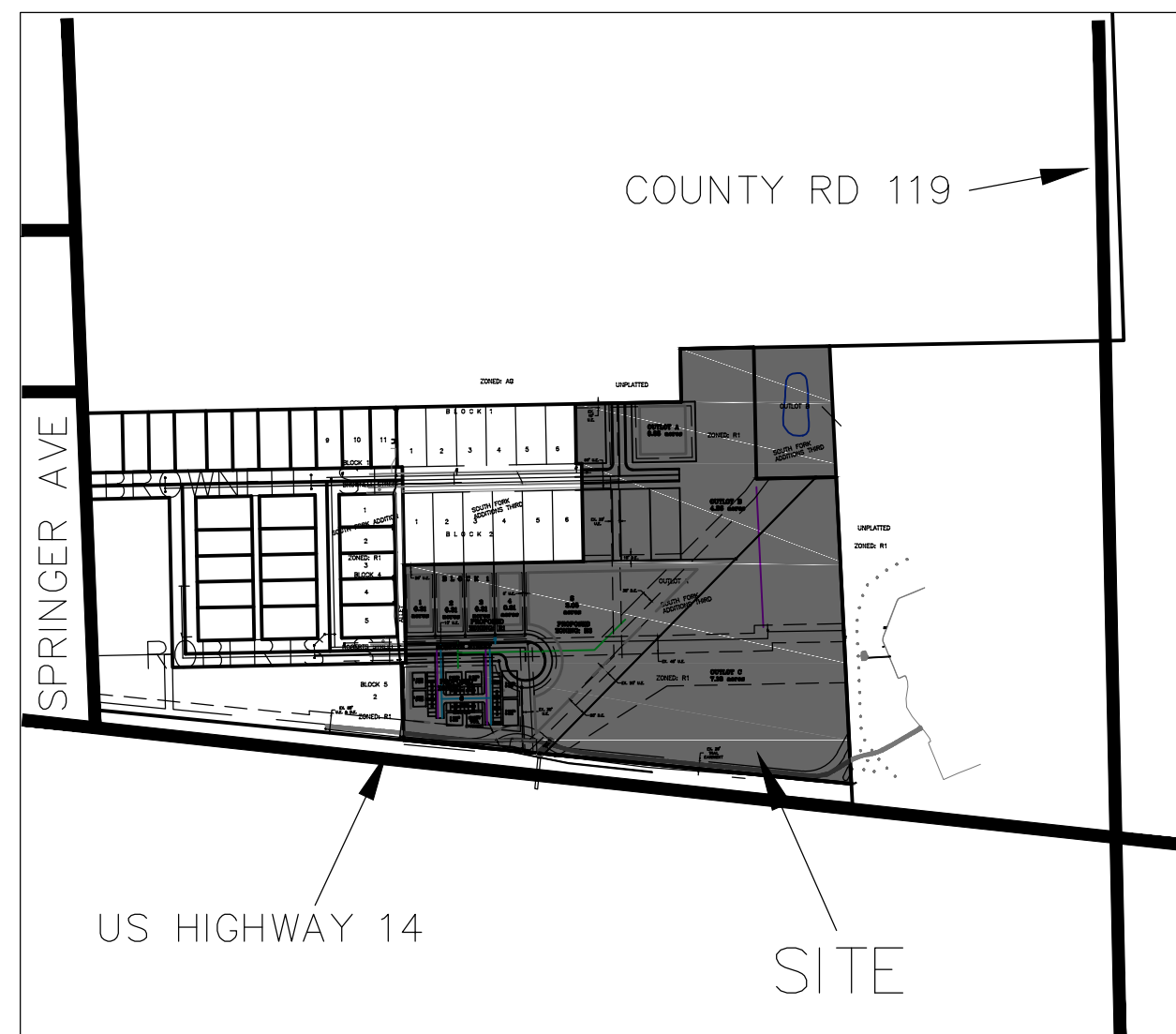
ENGINEERING SURVEYING PLANNING
 Ph: 507-867-1666
 Fax: 507-867-1665
 www.gcgto

DESIGNED	ADB
DRAWN	ADB
CHECKED	GGG

REVISED	BY	DATE
PRELIMINARY	ADB	5/24/2021
SUBMITTAL	ADB	3/23/2023

CITY OF ST. CHARLES
WINONA COUNTY
 BENCHMARK:

SOUTH FORK ADDITIONS FIFTH
GENERAL DEVELOPMENT PLAN
SHEET 1
OF 1 SHEETS



VICINITY MAP

T. 106 N., R. 10 W., SEC. 21
"NOT TO SCALE"

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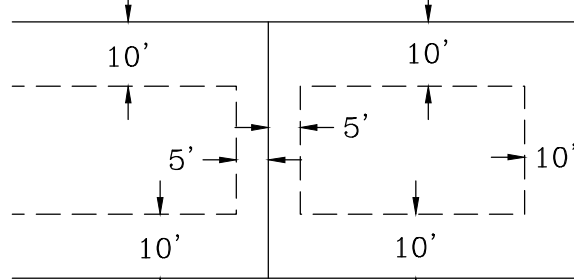
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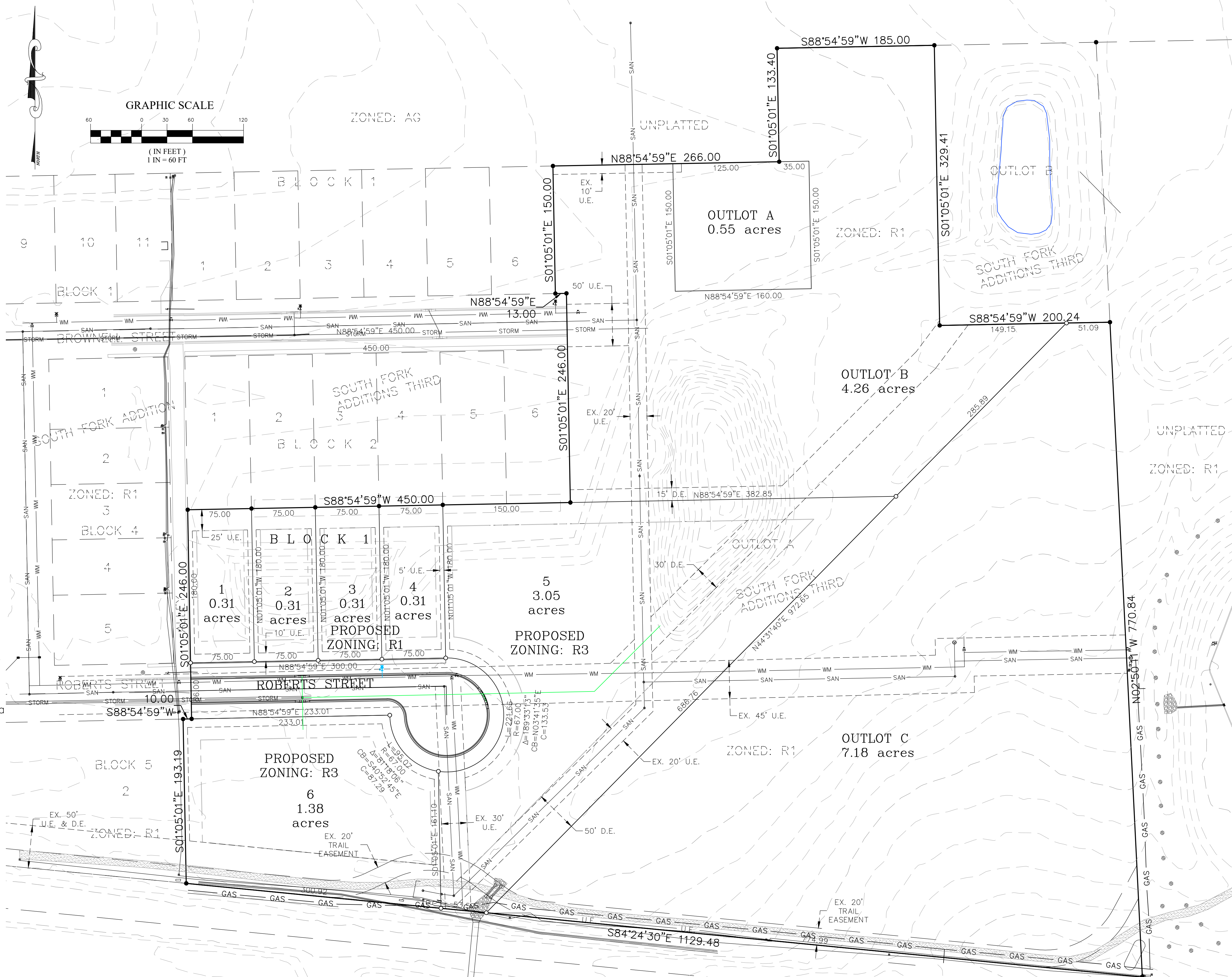
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DATE: 11/30/2021
 Prepared For:
 MITCHELL WALCH
 20687 COUNTY ROAD 33
 ALTURA, MN 55910

G³
G-Cubed
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 Chatfield, MN 55923

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DESIGNED: ADB
 DRAWN: ADB
 CHECKED: GGG

REVISED	BY	DATE
PRELIMINARY	ADB	8/19/22
SUBMITTAL	ADB	3/23/23

CITY OF ST. CHARLES
 WINONA COUNTY

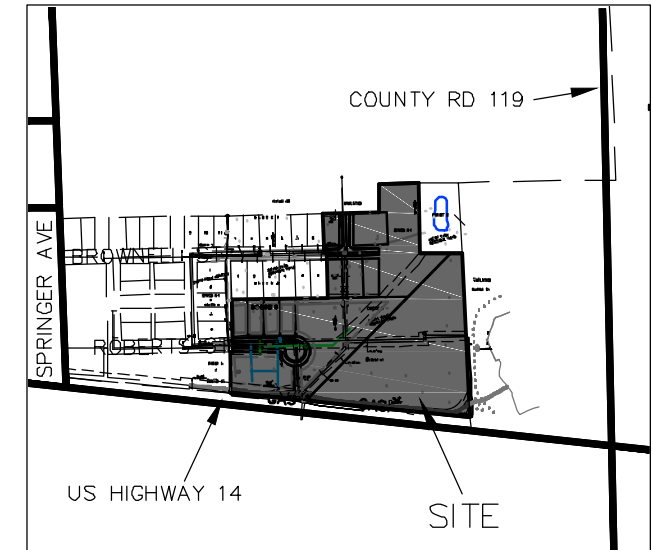
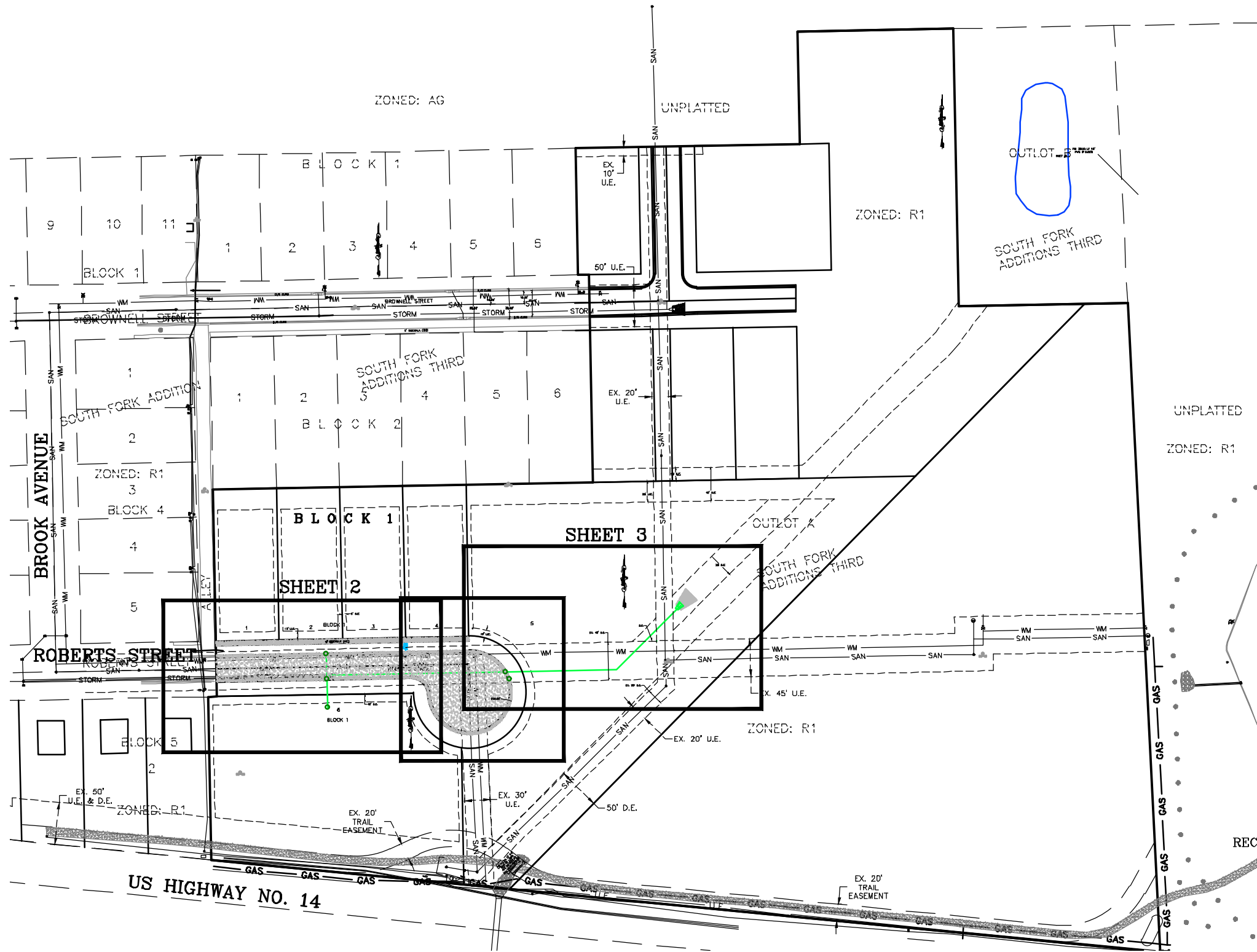
SOUTH FORK ADDITIONS FIFTH
 PRELIMINARY PLAT

BENCHMARK:

SHEET 1
 OF 1 SHEETS

WARNING
 BEFORE DIGGING CALL GOPHER
 STATE ONE CALL FOR LOCATIONS
 DIAL - 1-800-252-1166
 REQUIRED BY LAW

CONSTRUCTION PLANS FOR SOUTH FORK ADDITIONS FIFTH CITY OF ST. CHARLES PROJECT



VICINITY MAP
 T. 106 N., R. 10 W., SEC. 21
 "NOT TO SCALE"

SHEET INDEX

SHEET 1	TITLE SHEET, SHEET INDEX, & VICINITY MAP
SHEET 2	NOTES, TYPICALS, AND SERVICES
SHEET 3	PLAN & PROFILE FOR ROBERTS STREET
SHEET 4-5	STANDARD PLATES
SHEET G1-G2	GRADING & EROSION CONTROL PLAN

RECOMMENDED FOR APPROVAL BY _____ DATE _____
 CITY ENGINEER

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE _____ REG. NO. 21940

G³

G-Cubed

14070 Hwy 52 S.E.
 Chatfield, MN 55923

ENGINEERING
 SURVEYING
 PLANNING

Ph. 507-867-1666
 Fax. 507-867-1665
 www.gcg10

DESIGNED ADB
 DRAWN ADB
 CHECKED GGG

REVISED	BY	DATE
PRELIMINARY	ADB	8/19/22
SWPPP	ADB	8/29/22
SUBMITTAL	ADB	3/23/23

CITY OF ST. CHARLES
 WINONA COUNTY

BENCHMARK:
 FIRE HYDRANT FOUND IN THE NE QUADRANT OF THE INTERSECTION
 BETWEEN BROWNELL STREET & BROOK AVENUE. TNH ELEVATION: 1148.42

SOUTH FORK ADDITIONS FIFTH
 TITLE SHEET

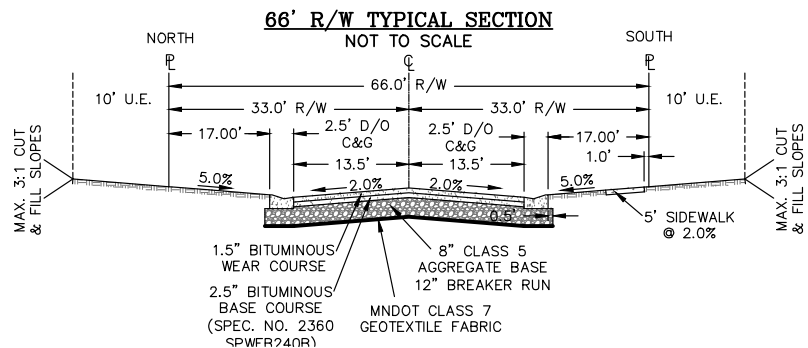
SHEET 1
 OF 5 SHEETS

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OWNER/DEVELOPER
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20687 COUNTY ROAD 33
ALTURA, MN 55910

ENGINEER & SURVEYOR
G-CUBED INC.
14070 HWY. 52 SE
CHATFIELD, MN 55923
507-867-1666
markw@ggg.to

- CONSTRUCTION NOTES:**
1. WATER SERVICES SHALL BE 1" TYPE K COPPER
 2. SANITARY SERVICES SHALL BE 4" PVC SDR 26 AND "INSERTA TEE" CONNECTIONS

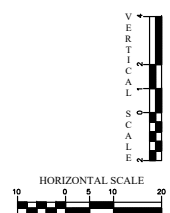


STORM SCHEDULE

Storm Sewer Construction Notes											
Structure Number	Structure Type	Station	Offset from alignment	Casting Elevation	Structure Outlet Elevation	Linear Footage	Pipe Size	Flow to Structure Number	Gradient Percent	Downstream Structure Inlet Elevation	Neenah Casting & Grates
Roberts Street											
PLUG #1		11+30.74	48.00' R		1138.70	33.00	15" RCP	CB 2	0.52%	1138.53	R-1733
MH 1	Type 4 MH (60")	11+30.74	10.38' R	1141.98	1138.48	211.94	30" RCP	CB 3A	0.50%	1137.42	R-1733
CB 1	Type 1 CB	11+30.74	15.00 L	1141.74	1138.73	25.38	15" RCP	MH 1	0.99%	1138.48	R-3067
CB 2	Type 1 CB	11+30.74	15.00 R	1141.74	1138.53	4.62	15" RCP	MH 1	1.08%	1138.48	R-3067
Offstreet Storm											
CB 3A	Type 4 CB (60")	10+00.00	CL	1140.35	1136.92	131.38	36" RCP	MH 2	0.50%	1136.26	R-3067
CB 3B	Type 1 CB	10+03.98	9.17' R	1140.35	1137.52	10.00	15" RCP	CB 3A	1.00%	1137.42	R-3067
MH S-2	Type 4 MH (60")	11+31.38	CL	1141.13	1136.26	109.34	30" RCP	OUTLET 1	0.50%	1135.71	R-1733

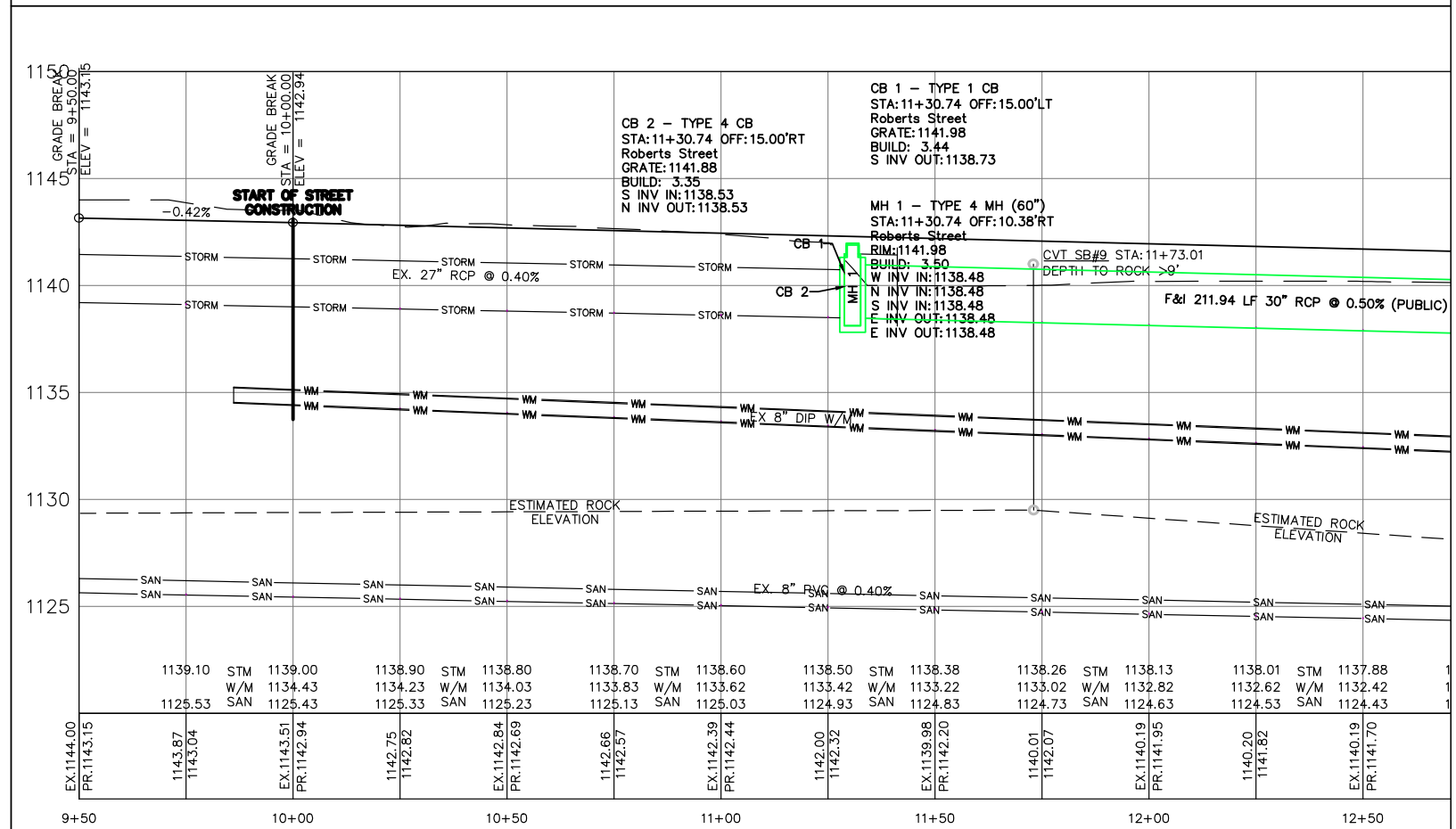
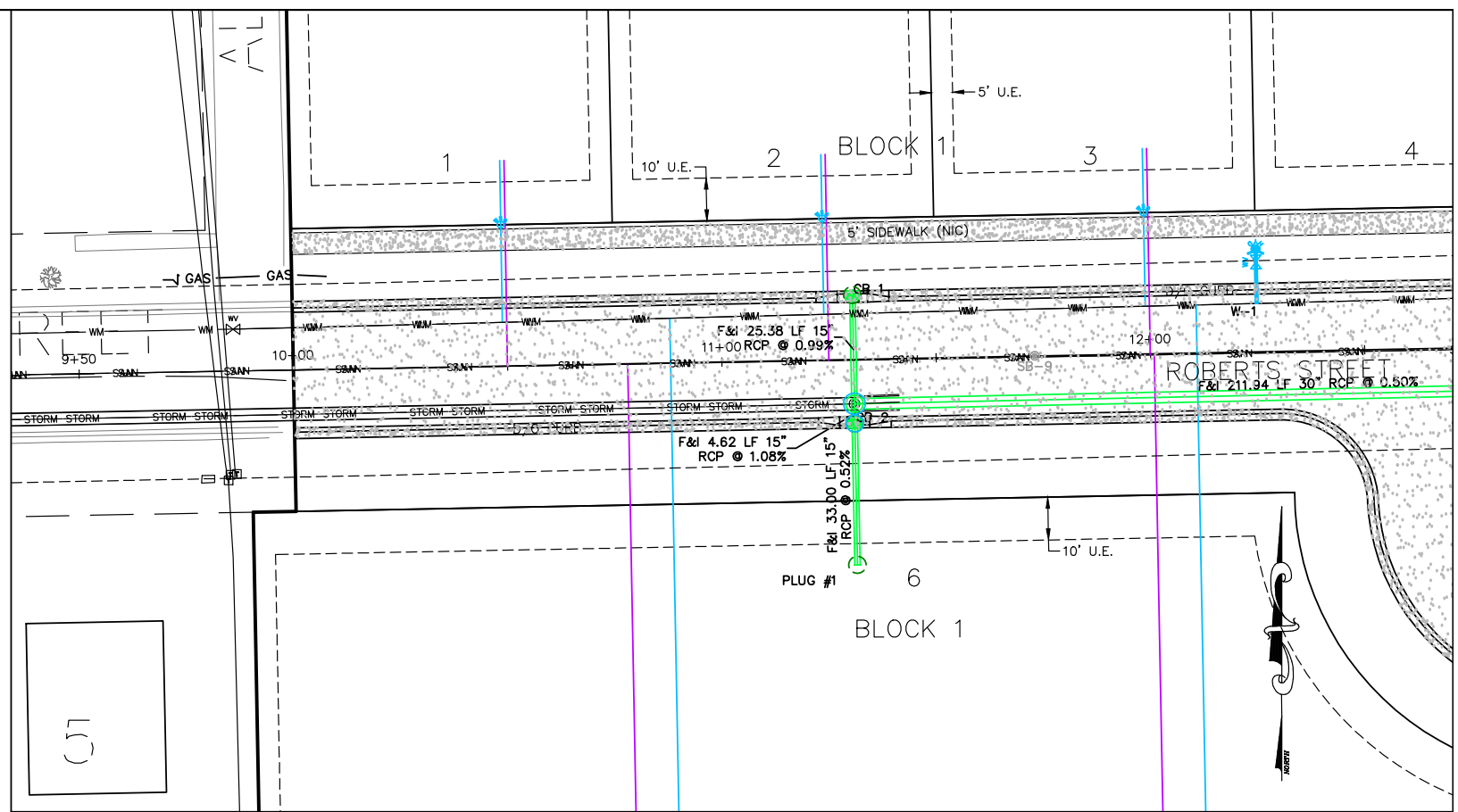
WATERMAIN SCHEDULE

WATERMAIN NOTES				
NUMBER	STATION	Alignment	ITEMS	BREAKOFF ELEV
W-1	12+25.00 - 24.00' L	Roberts Street	WET-TAP 6" LINE INTO EX 8" DIP MAIN, 6" GATE VALVE 10' N, 6" HYDRANT 13' N	1142.49



SERVICE SCHEDULE

SERVICES	C/L Align. Sta.	C/L Align. Sta.	C/L Align & OS	Curb Stop Elev.	Service Inv (@curb stop)	Notes	Slope to service stub or riser elevation
	(@San. Wye)	(@San. Wye)	(@ curb stop)	(in blvd)			
BLOCK 1							
LOT 1	10+49.95	0.06' R	10+50.00 - 33.00' L	1143.43	1132.93		23%
LOT 2	11+24.95	0.17' R	11+25.00 - 33.00' L	1143.05	1132.93		24%
LOT 3	11+99.95	0.27' R	12+00.00 - 33.00' L	1142.68	1132.55		24%
LOT 4	12+74.95	0.37' R	12+75.00 - 33.00' L	1142.25	1132.18		24%



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GEOFFREY G GRIFFIN
REG. NO. 21940

DATE _____

DATE: 1/18/2022
Prepared For:
MITCHELL WALCH
20687 COUNTY ROAD 33
ALTURA, MN 55910

G-Cubed
14070 Hwy 52 S.E.
Chatfield, MN 55923

ENGINEERING SURVEYING PLANNING
Ph. 507-867-1666
Fax 507-867-1665
www.ggg.to

DESIGNED: ADB
DRAWN: ADB
CHECKED: GGG

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SWPPP	ADB	8/29/22
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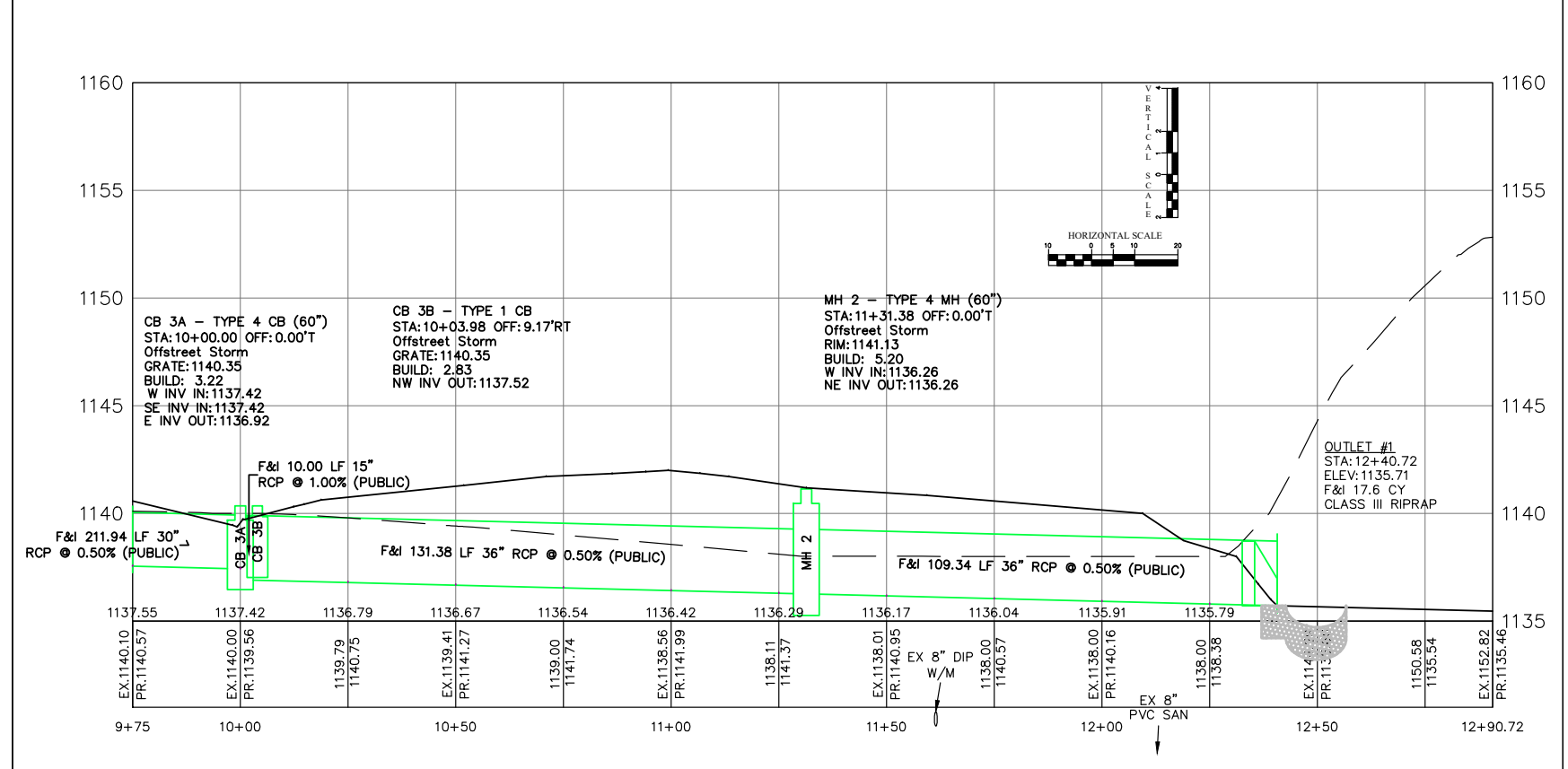
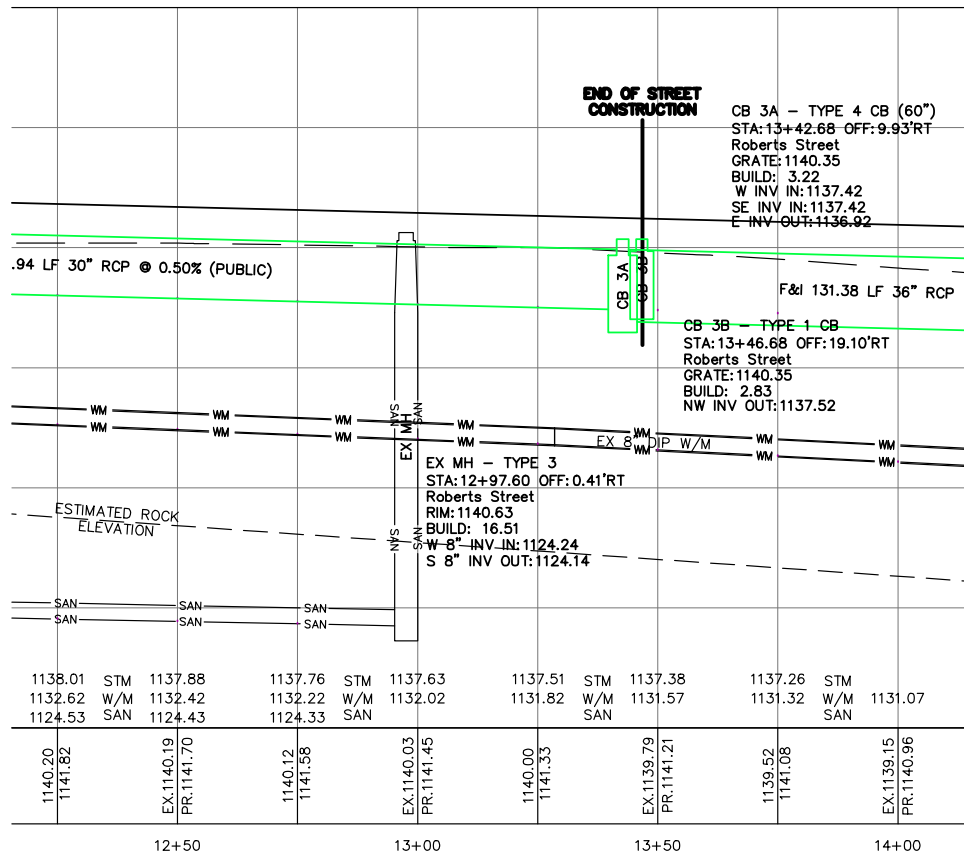
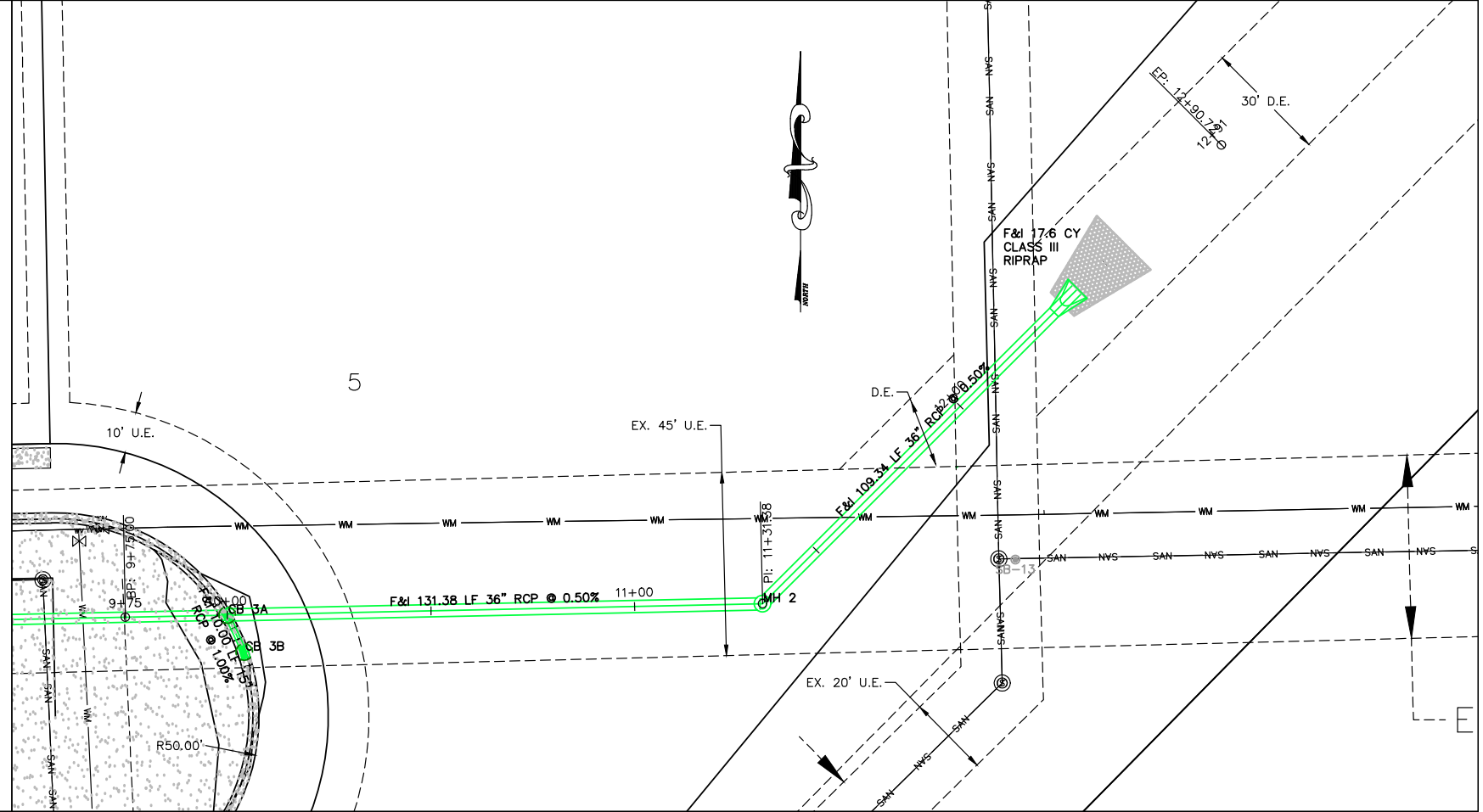
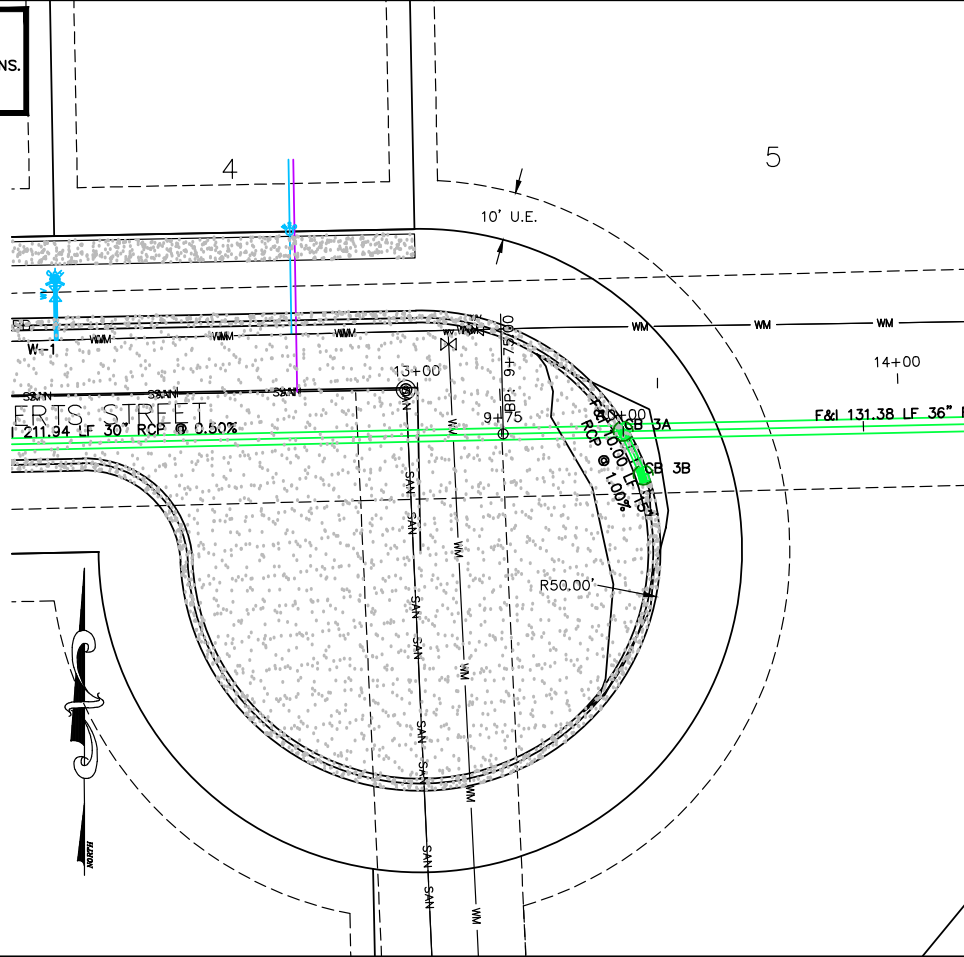
CITY OF ST. CHARLES
WINONA COUNTY

BENCHMARK:
FIRE HYDRANT FOUND IN THE NE QUADRANT OF THE INTERSECTION
BETWEEN BROWNELL STREET & BROOK AVENUE. TNH ELEVATION: 1148.42

SOUTH FORK ADDITIONS FIFTH
NOTES, TYPICALS, AND SERVICES

SHEET 2
OF 5 SHEETS

WARNING
BEFORE DIGGING CALL GOPHER
STATE ONE CALL FOR LOCATIONS.
DIAL - 1-800-252-1166
REQUIRED BY LAW



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

GEOFFREY G. GRIFFIN
REG. NO. 21940

DATE: 1/18/2022
Prepared For:
MITCHELL WALCH
20687 COUNTY ROAD 33
ALTURA, MN 55910
FILE NO.: 20-409 GP & CP 4TH

G³
G-Cubed
14070 Hwy 52 S.E.
Chatfield, MN 55923

ENGINEERING SURVEYING PLANNING
Ph. 507-867-1666
Fax 507-867-1665
www.gcg10

DESIGNED: ADB
DRAWN: ADB
CHECKED: GGG

REVISED	BY	DATE
PRELIMINARY	ADB	8/19/22
SWPPP	ADB	8/29/22
SUBMITTAL	ADB	3/23/23

CITY OF ST. CHARLES
WINONA COUNTY

BENCHMARK:
FIRE HYDRANT FOUND IN THE NE QUADRANT OF THE INTERSECTION
BETWEEN BROWNELL STREET & BROOK AVENUE. TNH ELEVATION: 1148.42

SOUTH FORK ADDITIONS FIFTH
BROWNELL STREET PLAN & PROFILE

SHEET 3
OF 5 SHEETS

DESIGN "V"(VERTICAL)

DESIGN "B"(BATTERFACE)

DESIGN "D"(DRIVEOVER)

NOTES

- CONCRETE MIX: MANUAL PLACEMENT-MN/DOT SPEC. 3F32. SLIP-FORM PLACEMENT-MN/DOT SPEC. 3F32.
- PROVIDE 1/2" EXPANSION JOINT AT 300' MAXIMUM SPACING AND TO MATCH PAVEMENT EXPANSION JOINTS IN ADDITION TO EXPANSION JOINTS SHOWN ON OTHER DETAIL PLATES.
- PROVIDE CONTRACTION JOINTS @ 9' MAXIMUM SPACING, SAW CUT 2" MINIMUM DEPTH.
- ALL CONCRETE CURB & GUTTER SHALL BE PLACED ON A MINIMUM OF A 4" AGGREGATE BASE.
- SOIL REQUIRED FOR DESIGN "A" AND "D", WRENEVER SIKEMALK ABUS CURB. SEE S.D.P. 2-02.

DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

CONCRETE CURB & GUTTER

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 3/23/18, 2-01, G

PLAN

SECTION A-A

PERSPECTIVE

NOTES

- 1/2" PREFORMED JOINT FILLER.
- SEE S.D.P. 2-06 FOR CURB REINFORCEMENT AT CATCH BASIN.
- SEE S.D.P. 1-01 FOR CATCH BASIN DETAIL.

DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

TRANSITION CURB & GUTTER DRIVEOVER TO TYPE B OR V

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 4/25/13, 2-05, C

PLAN

SECTION A-A

SECTION B-B

NOTES

- REFER TO PLANS AND S.D.P. 1-11 & 1-12 FOR TYPE OF FRAME, GRATE AND CURB BOX.
- ADJUSTING RINGS SHALL BE PER S.D.P. 1-13, AND BE FULLY MORTARED. HEIGHT OF RINGS SHALL BE 2" MINIMUM-8" MAXIMUM WITH 2 RINGS MAXIMUM.
- IF THE HORIZONTAL ALIGNMENT IS OFFSET BY MORE THAN 2", IN ANY DIRECTION, THE STRUCTURE SHALL BE REALIGNED AS AN INCIDENTAL EXPENSE.
- REINFORCING SHALL BE A MINIMUM OF SINGLE LINE STEEL WIRE FABRIC HAVING AN AREA OF NOT LESS THAN 0.12 SQ. IN. PER FOOT OF HEIGHT.
- PROVIDE CONCRETE FILLETS TO FIT BOTTOM PORTION OF STRUCTURE AND TO DIRECT THE FLOW TO OUTLET AT MINIMUM SLOPE OF 1/4" PER FOOT. MINIMUM CONCRETE THICKNESS AT OUTLET 1 1/2".
- SEE S.D.P. 2-01, 2-05 AND 2-06 FOR CURB, GUTTER AND REINFORCEMENT DETAILS AT CATCH BASINS.
- SEE S.D.P. 1-08 FOR SUBDRAIN DETAILS AT CATCH BASINS.
- A PROTECTIVE COATING SHALL BE APPLIED TO ALL MORTARED JOINTS AROUND PIPE AND CONCRETE ADJUSTING RINGS WITH A 4" OVERLAP ON PRECAST. ALL GROUTING AND CLEANUP SHALL BE DONE PRIOR TO COATING.
- NO STEPS REQUIRED.

DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

STRUCTURE TYPE 1

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 4/15/21, 1-01, L

SECTION A-A

PLAN

TYPE 3A FOR DROP-INLET

NOTES

- CONE SHALL BE CONCENTRIC. REFER TO MN/DOT S.P. 4005.
- REFER TO PLANS AND S.D.P. 1-11 AND 1-12 FOR CASTING REQUIRED. CASTING SHALL BE BOLTED TO CONCRETE IN NON-PAVED AREAS.
- ADJUSTING RINGS SHALL BE PER S.D.P. 1-13, AND WATERPROOFING PER S.D.P. 1-07.
- REINFORCING SHALL BE A MINIMUM OF A SINGLE LINE STEEL WIRE FABRIC HAVING AN AREA OF NOT LESS THAN 0.12 SQ. IN. PER FOOT OF HEIGHT.
- STEPS ARE SPACED 16" O.C. MAXIMUM AND SHALL CONFORM TO MN/DOT S.P. 4180. STEPS SHALL BE ORIENTED ON THE UPSTREAM LEFT SIDE AS SHOWN.
- ALL JOINTS TO BE GASKETED. REFER TO MN/DOT SPEC. 3726.
- PROVIDE CONCRETE FILLETS TO FIT BOTTOM PORTION OF PIPE TO DIRECT FLOW TO OUTLET AT 1/4" PER FT. MINIMUM SLOPE. SHAPE CHANNELS TO HAVE SMOOTH ROUND INVERTS. DEPTH OF CHANNELS SHALL NOT BE LESS THAN 1/2 THE PIPE SIZE.
- FOR WATER TIGHT SEAL REFER TO MN/DOT S.P. 4007.
- DROP INLET USED FOR SANITARY SEWER DROPS GREATER THAN 1.0 FT.
- MINIMUM PIPE SIZE: 24" FOR STRAIGHT THRU TO 135' 18" FOR 90° BEND
- DROP PIPE TO BE ENCASED IN GROUT IF FLEXIBLE PIPE OR GRANULAR ENCASUREMENT IF RIGID PIPE IS USED. USE ENCASUREMENT BLOCK AS REQUIRED.
- DROP PIPE TO BE SAME DIAMETER AS INLET PIPE.

DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

STRUCTURE TYPES 3 AND 3A (SANITARY SEWER)

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 3/23/18, 1-03, L

PLAN

SECTION A-A

NOTES

- MANHOLE COVER SHALL CONFORM TO MN/DOT S.P. 4003.
- MANHOLE BASE SHALL CONFORM TO MN/DOT S.P. 4011.
- REFER TO PLANS AND S.D.P. 1-11 AND 1-12 FOR CASTING REQUIRED. CASTING SHALL BE BOLTED TO CONCRETE IN NON-PAVED AREAS.
- ADJUSTING RINGS SHALL BE PER S.D.P. 1-13, AND WATERPROOFING FOR SANITARY MANHOLES PER S.D.P. 1-07.
- REINFORCING SHALL BE A MINIMUM OF A SINGLE LINE STEEL WIRE FABRIC HAVING AN AREA OF NOT LESS THAN 0.12 SQ. IN. PER FOOT OF HEIGHT.
- STEPS ARE SPACED AT 16" O.C. MAXIMUM AND SHALL CONFORM TO MN/DOT S.P. 4180. STEPS SHALL BE ORIENTED ON THE UPSTREAM LEFT SIDE.
- ALL JOINTS TO BE GASKETED, WITH 2 RINGS AT TOP SJAB. REFER TO MN/DOT SPEC. 3726.
- PROVIDE CONCRETE FILLETS TO FIT BOTTOM PORTION OF PIPE TO DIRECT FLOW TO OUTLET AT 1/4" PER FT. MINIMUM SLOPE. MINIMUM CONCRETE THICKNESS AT LOWEST INVERT SHALL BE 1 1/2".
- WATERTIGHT SEAL PER MN/DOT S.P. 4007. REQUIRED FOR SANITARY SEWER USE.

DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

STRUCTURE TYPE 4 (XX in.)

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 3/23/18, 1-04, K

NOTES

- FINAL RECORD OF SERVICE LOCATIONS END OF SEWER, WATER & SUBDRAIN SERVICES SHALL BE REFERRED TO LOT CORNER AND PROPERTY LINE. SHOW INVERT ELEVATION AND FINISHED GRADE OF SEWER AND UNDERGROUND SERVICES AND DISTANCE FROM LOT CORNER TO SEWER SERVICE. ALSO SHOW DIMENSIONS BETWEEN END OF SEWER SERVICE AND ENDS OF WATER AND UNDERGROUND DRAIN SERVICE.
- PLUG END OF UNDERGROUND SERVICES. PLACE 4"x4" WOOD POST, EXTENDING ONE FOOT ABOVE GRADE.
- FUTURE EXTENSION OF SERVICES BY OTHERS.
- WHEN INSTALLED IN SOLID ROCK, BLAST 4' BEYOND END OF PIPE FOR FUTURE CONNECTION.
- REFER TO S.D.P. 4-01 SHEET 2 FOR WATER SERVICE TEMPORARY CAP DETAIL.
- REFER TO S.D.P. 6-11 FOR ADDITIONAL WATER SERVICE DETAIL.
- REFER TO S.D.P. 4-08 FOR ADDITIONAL SUBDRAIN DETAIL.
- SEWER SERVICE CONNECTIONS ON SAME SERVICE AS WATERMAIN SHOULD BE PLACED BELOW WATERMAIN.

DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

SERVICE CONNECTIONS STUBBED INTO PROPERTY

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 4/15/20, 4-01, H

END ELEVATION

SIDE ELEVATION

NOTES

- THE BID PRICE TO CONSTRUCT RISER SHALL INCLUDE ALL COSTS AND MATERIALS FOR D.I.P. TEE BRANCH IN MAIN, BEND, RISER PIPE, MORTAR, AND INSTALLATION.
- DUCTILE IRON PIPE SHALL BE USED FOR ALL RISER CONSTRUCTION.
- RISER SHALL BE ALLOWED ONLY ON 4" SERVICE LINES.
- FURNISH AND COMPACT BEDDING MATERIAL TO COMPLETELY FILL TRENCH TO THE DEPTH OF THE 45° BEND AS SHOWN.

DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

STANDARD 4IN. RISER

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 4/15/22, 4-02, D

SILT FENCE TYPE MS (MACHINE SLICED)

SILT FENCE TYPE PA (PREASSEMBLED)

NOTES

- ALL GEOTEXTILE USED FOR INLET PROTECTION SHALL BE MONOFILAMENT IN BOTH DIRECTIONS, MEETING MN/DOT SPEC. 3886.
- FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED SHALL EXTEND A MINIMUM OF 10 INCHES AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.
- FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2 IN. X 4 IN. OR USE A ROCK SOCK OR SAND BAGS IN PLACE OF THE FLAP POCKETS.
- INSTALLATION NOTES: DO NOT INSTALL FILTER BAG INSERT IN INLETS SMALLER THAN 30 IN. MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE. THE PLACED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE OF 3" BETWEEN THE INLET MULLS AND THE BAG MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES. WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" SIDE CLEARANCE.

DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

SILT FENCE DETAILS TYPES MS AND PA

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 4/15/20, 7-01, E

INLET PROTECTION-FILTER BAG INSERT

NOTES

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DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

INLET PROTECTION-FILTER BAG INSERT

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 4/15/21, 7-05, E

SLASH MULCH, CRUSHED ROCK, OR SHEET PAD CONSTRUCTION EXIT

NOTES

- ALL GEOTEXTILE USED FOR INLET PROTECTION SHALL BE MONOFILAMENT IN BOTH DIRECTIONS, MEETING MN/DOT SPEC. 3886.
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DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA

SLASH MULCH, CRUSHED ROCK, OR SHEET PAD CONSTRUCTION EXITS

David S. Deibel, CITY ENGINEER

DATE REVISIONS: 1/20/17, 7-06, E

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 1/18/2022
Prepared For:
MITCHELL WALCH
20687 COUNTY ROAD 33
ALTURA, MN 55910

FILE NO.: 20-409 GP & CP 4TH

G-Cubed

14070 Hwy 52 S.E.
Chatfield, MN 55923

ENGINEERING SURVEYING PLANNING

Ph. 507-867-1666
Fax 507-867-1665
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DESIGNED: ADB
DRAWN: ADB
CHECKED: GGG

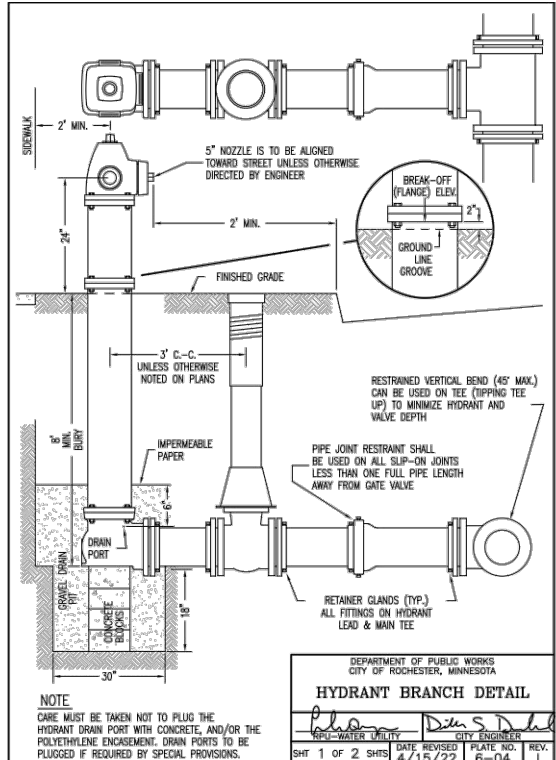
REVISED	BY	DATE
PRELIMINARY	ADB	8/19/22
SWPPP	ADB	8/29/22
SUBMITTAL	ADB	3/23/23

CITY OF ST. CHARLES
WINONA COUNTY

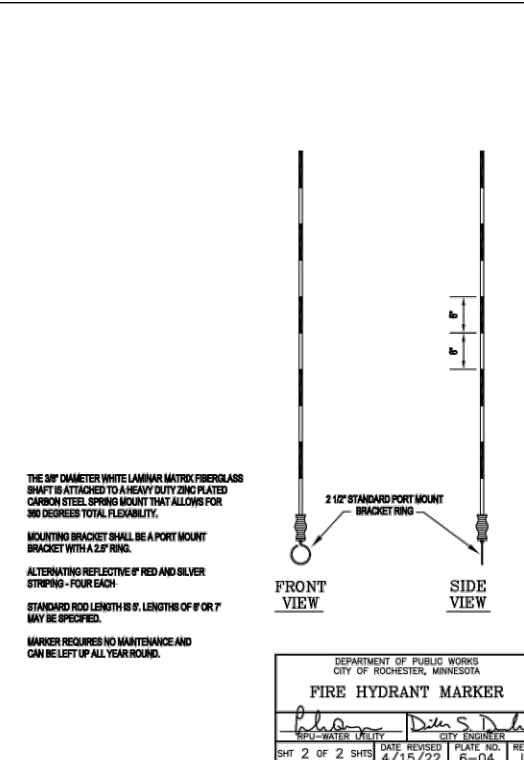
BENCHMARK:
FIRE HYDRANT FOUND IN THE NE QUADRANT OF THE INTERSECTION
BETWEEN BROWNELL STREET & BROOK AVENUE. TNH ELEVATION: 1148.42

SOUTH FORK ADDITIONS FIFTH
STANDARD PLATES

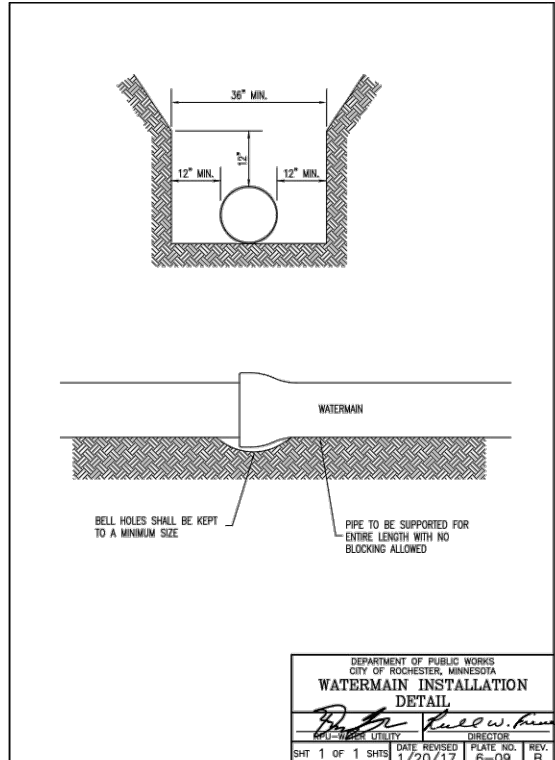
SHEET 4
OF 5 SHEETS



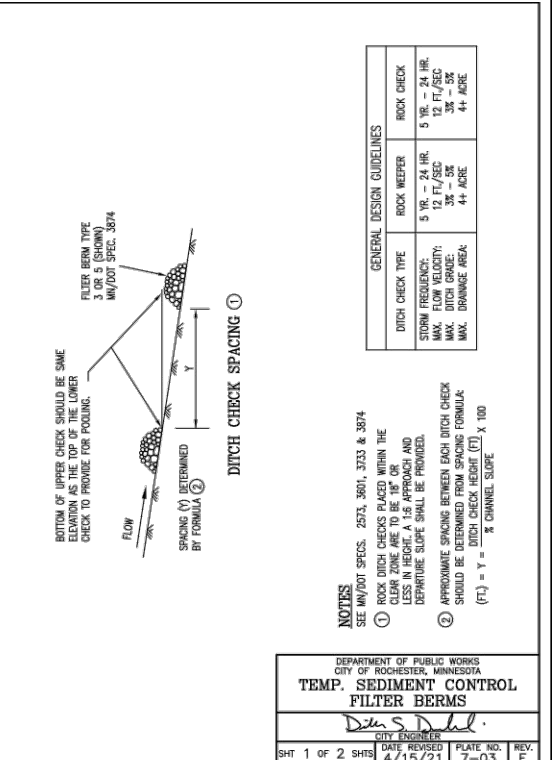
DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA
HYDRANT BRANCH DETAIL
DATE REVISIONS: 4/15/22 6-04 1
SHT 1 OF 2 SHTS



DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA
FIRE HYDRANT MARKER
DATE REVISIONS: 4/15/22 6-04 1
SHT 2 OF 2 SHTS

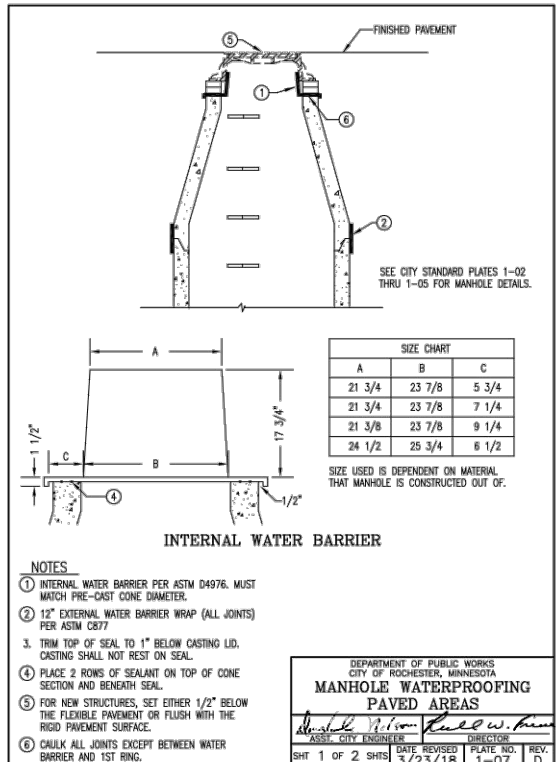


DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA
WATERMAIN INSTALLATION DETAIL
DATE REVISIONS: 1/20/17 6-09 B
SHT 1 OF 1 SHTS

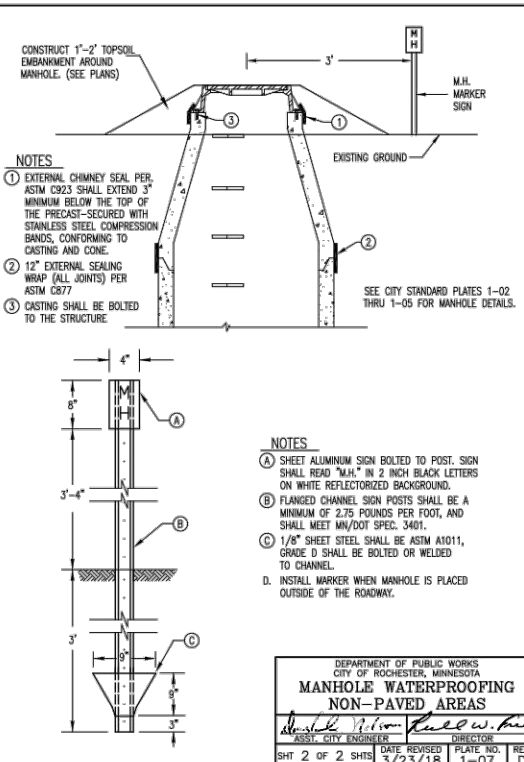


DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA
TEMP. SEDIMENT CONTROL FILTER BERMS
DATE REVISIONS: 4/15/21 7-03 E
SHT 1 OF 2 SHTS

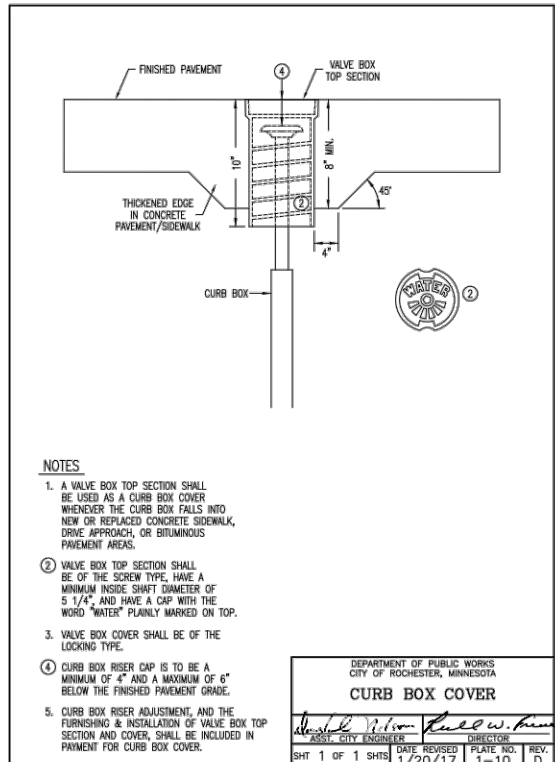
GENERAL DESIGN GUIDELINES	
DITCH CHECK TYPE	ROCK CHECK
ROCK WEAPER	5 YR. - 24 HR.
STORM FREQUENCY	5 YR. - 24 HR.
MAX. DITCH WIDTH	17' / 36"
MAX. DITCH DEPTH	36"
MAX. DRAINAGE AREA	4+ ACRES



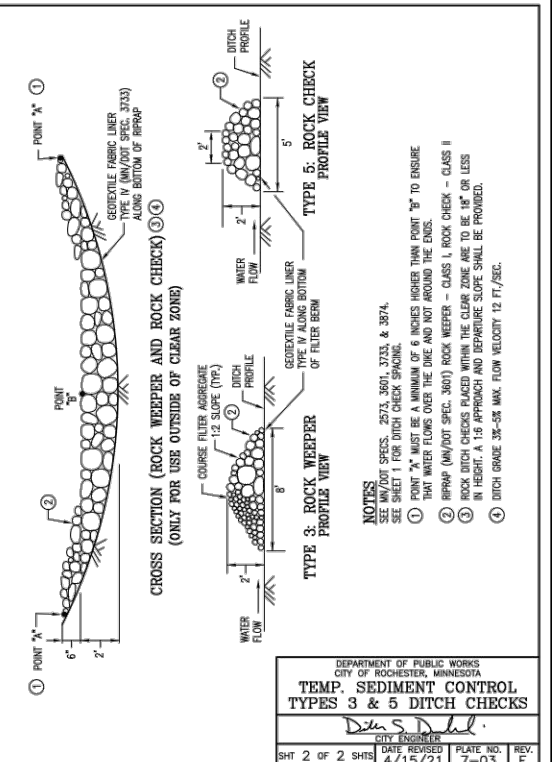
DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA
MANHOLE WATERPROOFING PAVED AREAS
DATE REVISIONS: 3/23/18 1-07 D
SHT 1 OF 2 SHTS



DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA
MANHOLE WATERPROOFING NON-PAVED AREAS
DATE REVISIONS: 3/23/18 1-07 D
SHT 2 OF 2 SHTS



DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA
CURB BOX COVER
DATE REVISIONS: 1/20/17 1-10 D
SHT 1 OF 1 SHTS



DEPARTMENT OF PUBLIC WORKS
CITY OF ROCHESTER, MINNESOTA
TEMP. SEDIMENT CONTROL TYPES 3 & 5 DITCH CHECKS
DATE REVISIONS: 4/15/21 7-03 E
SHT 2 OF 2 SHTS

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GEOFFREY G. GRIFFIN
REG. NO. 21940
DATE _____

DATE: 1/18/2022
Prepared For:
MITCHELL WALCH
20687 COUNTY ROAD 33
ALTURA, MN 55910
FILE NO.: 20-409 GP & CP 4TH

G-Cubed
14070 Hwy 52 S.E.
Chatfield, MN 55923

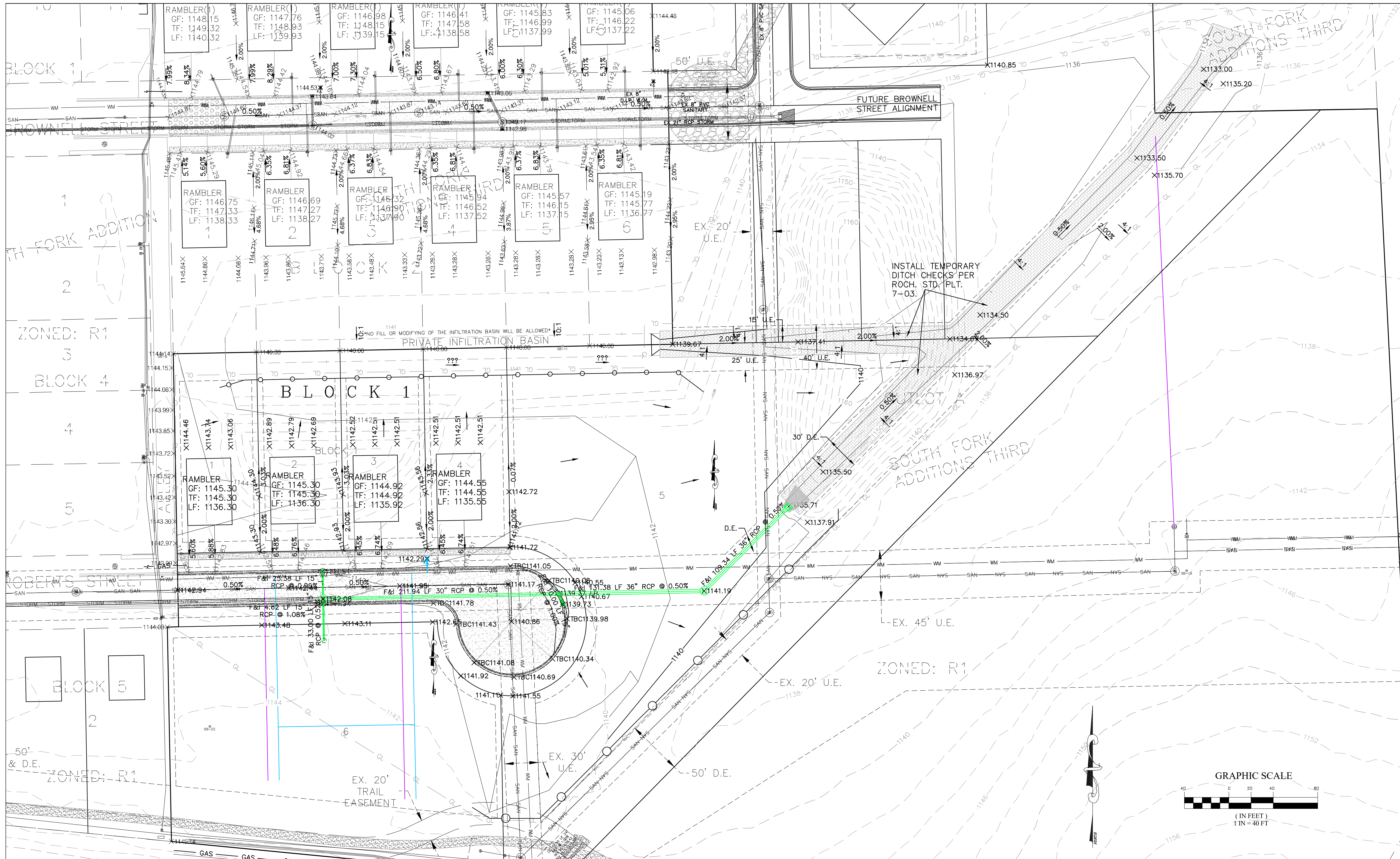
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DESIGNED	ADD
DRAWN	ADD
CHECKED	GGG

REVISED	BY	DATE
PRELIMINARY	ADD	8/19/22
SWPPP	ADD	8/29/22
SUBMITTAL	ADD	3/23/23

CITY OF ST. CHARLES
WINONA COUNTY
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SOUTH FORK ADDITIONS FIFTH STANDARD PLATES
SHEET 5
OF 5 SHEETS



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DATE _____ GEOFFREY G. GRIFFIN REG. NO. 21940

DATE: 10/4/2021
 Prepared For:
MITCHELL WALCH
 20687 COUNTY ROAD 33
 ALTURA, MN 55910

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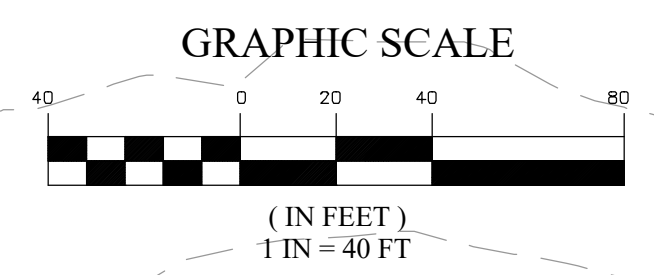
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PRELIMINARY	ADB	8/19/22
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SUBMITTAL	ADB	3/23/23

CITY OF ST. CHARLES
WINONA COUNTY

BENCHMARK:

SOUTH FORK ADDITIONS FIFTH
GRADING PLAN

SHEET 1
 OF 2 SHEETS



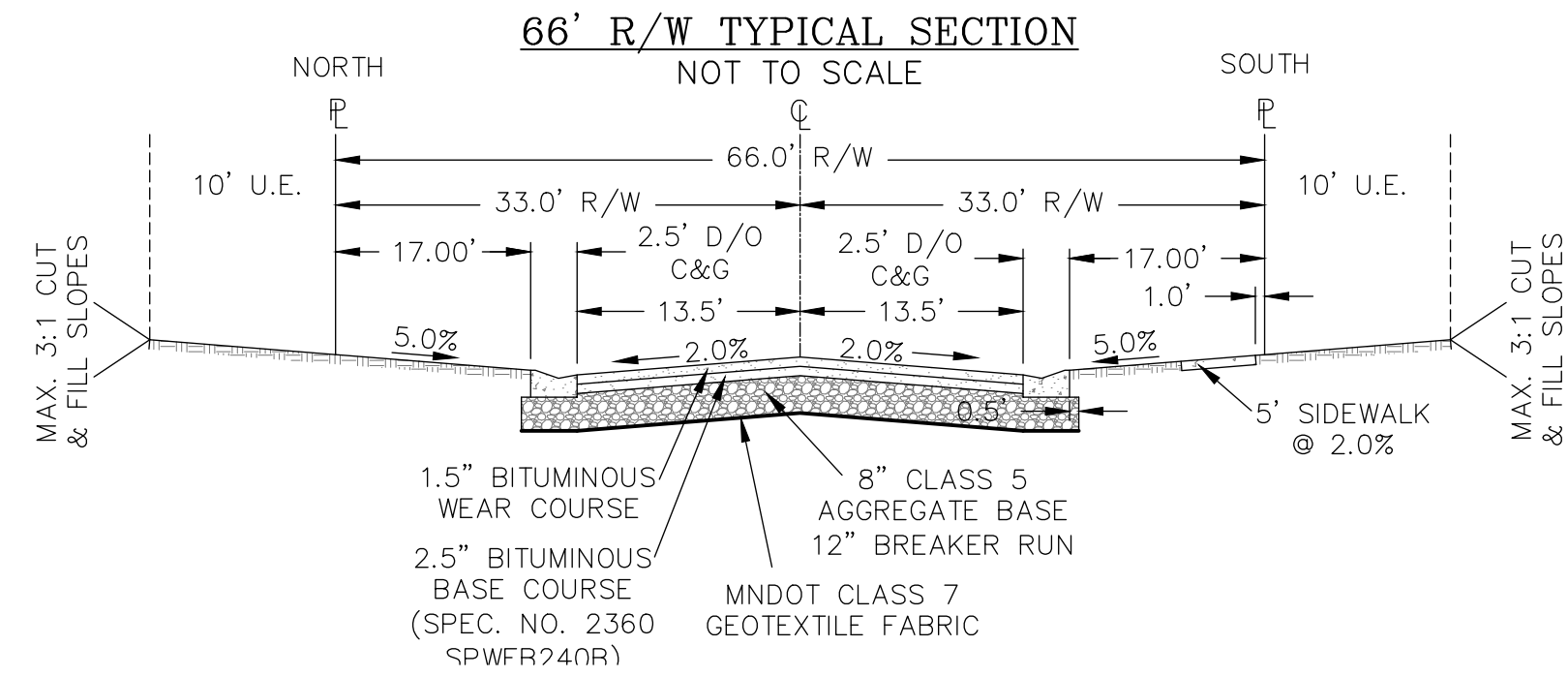
LEGEND

- WATER HYDRANT & GATE VALVE
- SANITARY MANHOLE
- STORM MANHOLE & CATCHBASIN
- SIGNS
- GAS VALVE
- COMMUNICATIONS BOX
- ELECTRIC POLE
- LIGHT POLE
- TREE
- MAJOR CONTOUR
- MINOR CONTOUR
- WM WATERMAIN
- SAN SANITARY SEWER
- STORM STORM SEWER
- OVHE OVERHEAD ELECTRIC LINES
- U.E. UNDERGROUND ELECTRIC LINES
- TEL UNDERGROUND COMMUNICATIONS LINE
- RAILING, CHAINLINK FENCE
- GAS GAS LINE
- WAT WATER SERVICE
- TILE TILE DRAIN TILE / SUBDRAIN
- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- EASEMENT LINE
- RETAINING WALL
- BUFFERYARD LINE
- BITUMINOUS SURFACING
- CONCRETE SURFACING
- AGGREGATE SURFACING
- BUILDING
- BOULDER OR BIG BLOCK TRANSITION
- GARDEN
- PROPOSED BITUMINOUS SURFACING
- PROPOSED CONCRETE SURFACING
- PROPOSED BOULEVARD TREE
- SILT FENCE (PER ROCH. STD. PLATE 7-01)
- GL GRADING LIMITS
- X 1060.00 EXISTING SPOT ELEVATION
- X 1060.00 PROPOSED SPOT ELEVATION
- 2.00% PROPOSED SLOPE
- INLET BARRIER (PER ROCH. STD. PLATE 7-05)
- PROPOSED EROSION CONTROL BLANKET (PER MNDOT 3885 CAT. 3N)
- ROCK CONSTRUCTION ENTRANCE (PER ROCH. STD. PLATE 7-06)
- RIP RAP (PER MNDOT 3133D)

WARNING
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STATE ONE CALL FOR LOCATIONS.
DIAL - 1-800-252-1166
REQUIRED BY LAW

ABBREVIATIONS DEFINED:
HP: HIGH POINT
LP: LOW POINT
EO: EMERGENCY OVERFLOW

WALKOUT = HOUSE STYLE
G.F.: GARAGE FLOOR
F.F.: FIRST FLOOR
T.F.: TOP OF FOOTING
L.F.: LOWEST FLOOR
L.O.: LOWEST OPENING
(X): # OF STEPS BETWEEN GARAGE FLOOR & TOP OF FOUNDATION



OWNER
MITCHELL WALCH
20687 COUNTY ROAD 33
ALTURA, MN 55910

BUILDING CONTRACTOR
TBD

ENGINEER & SURVEYOR
G-CUBED INC.
14070 HWY. 52 SE
CHATFIELD, MN 55923
MARKW@GCG.TO

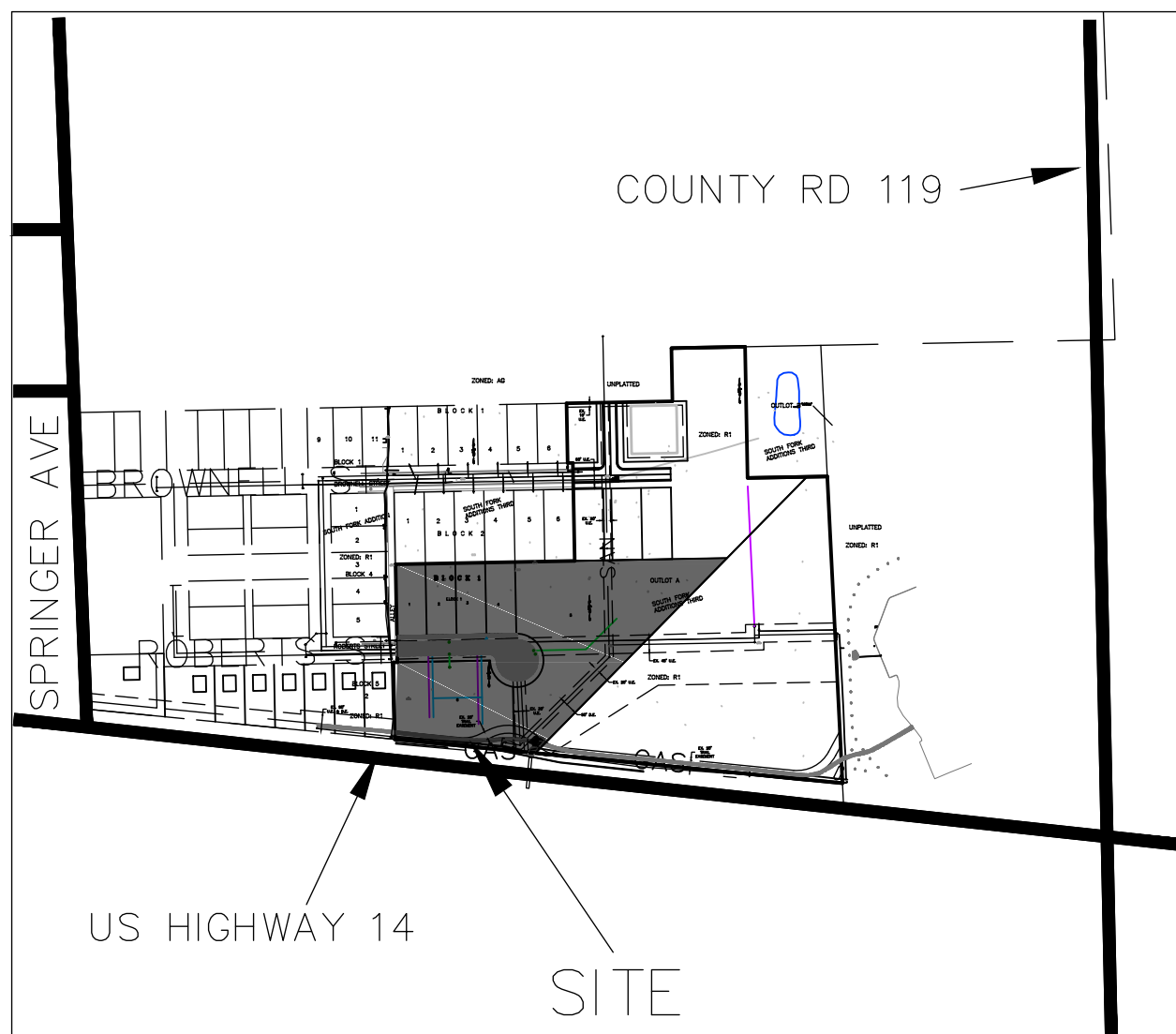
IMPAIRED/SPECIAL WATERS WITHIN ONE MILE:
NONE

PROJECT CALCULATIONS:

TOTAL PROJECT AREA: 19.83 ACRES
DEVELOPED AREA: 6.37 ACRES
TOTAL DISTURBED AREA: 6.83 ACRES
EXISTING IMPERVIOUS: 0.00 ACRES
NEW IMPERVIOUS: 0.82 ACRES
TOTAL IMPERVIOUS: 0.82 ACRES
WETLANDS: 0.00 ACRES
RIGHT OF WAY: 0.70 ACRES

QUANTITIES:
CUT - 28,332 CY
FILL + 13,033 CY

Refer to the MPCA Notice of Termination/Permit Modification Form to transfer a portion of the site to a new owner or contractor (subdivision registration).
NPDES Reference #

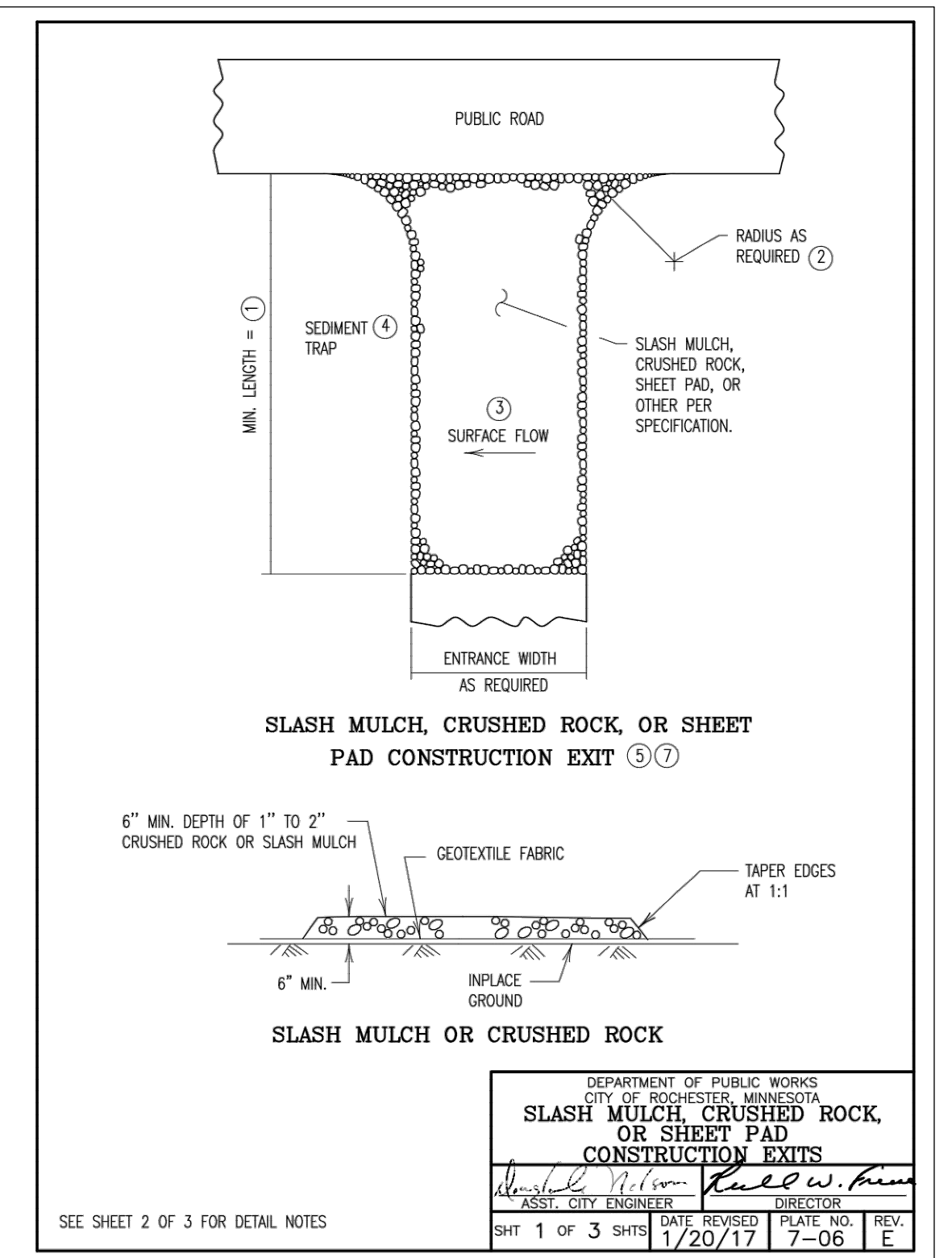
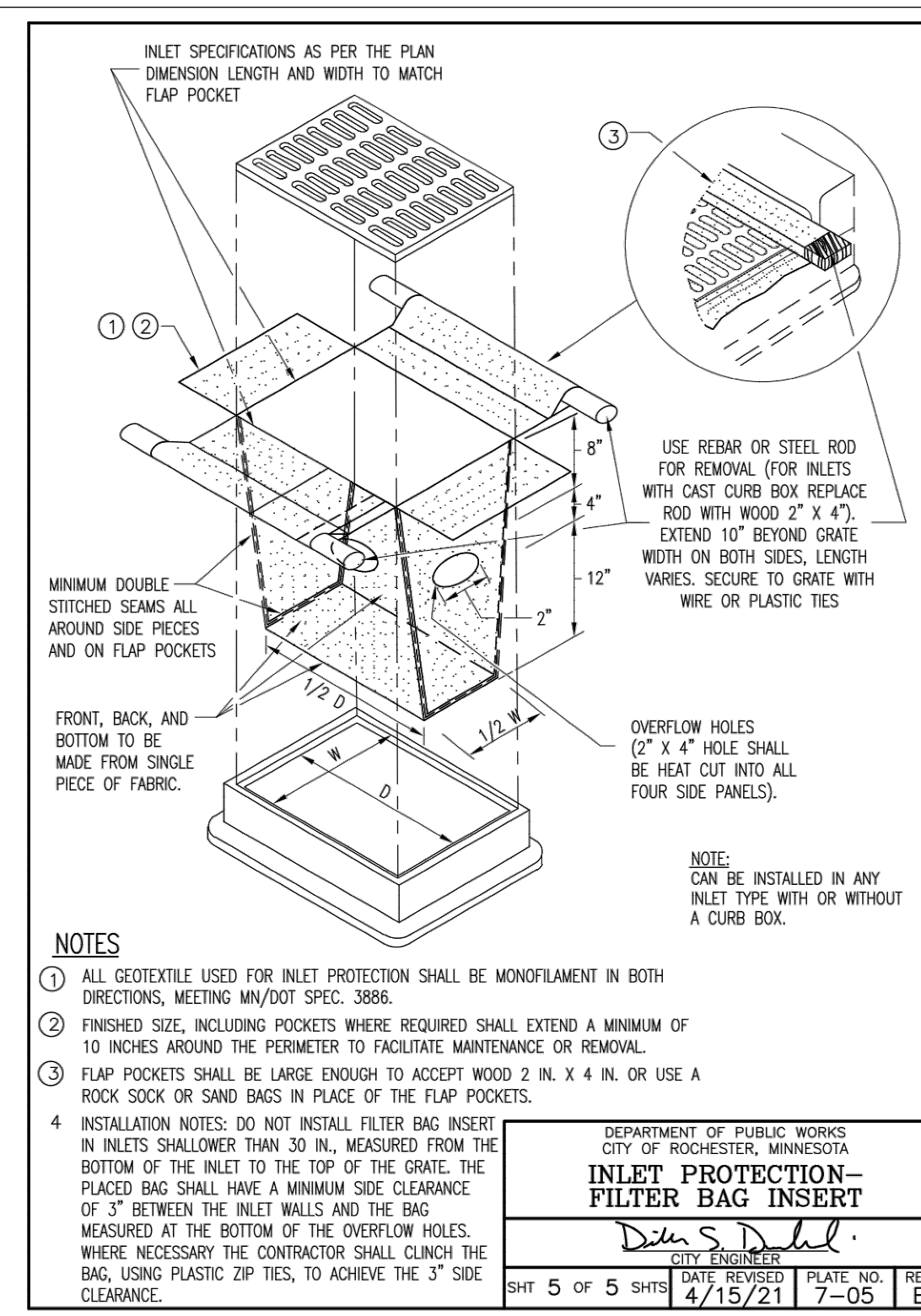
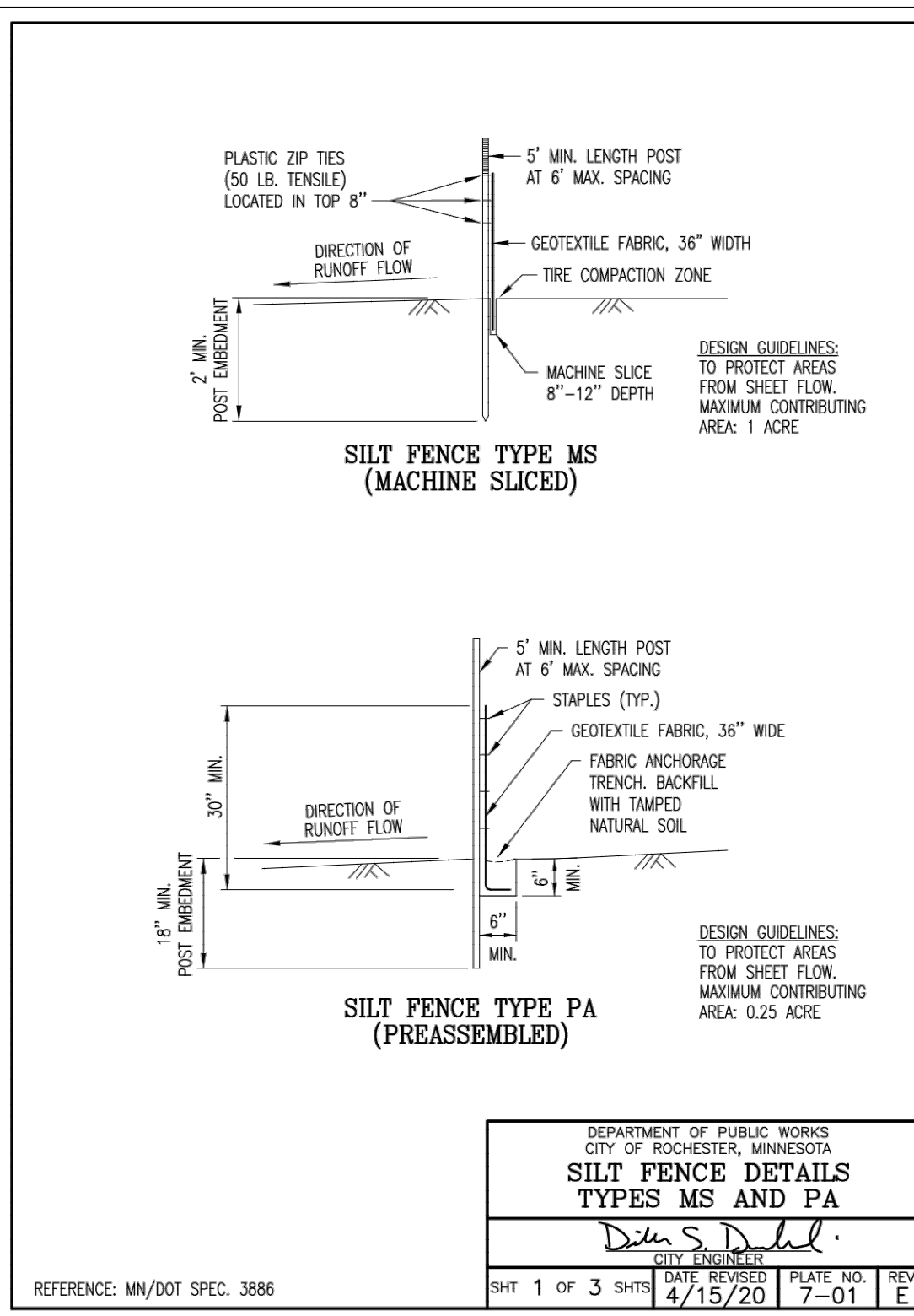


VICINITY MAP

T. 106 N., R. 10 W., SEC. 21
"NOT TO SCALE"

GENERAL EROSION CONTROL AND CONSTRUCTION NOTES:

- 1) PLACE MACHINE SLICED SILT FENCE AS SHOWN ON THE PLANS AND WHERE DIRECTED BY THE ENGINEER, AT TOE OF FILL SLOPES, BEHIND THE TOP BACK OF CURB AND MAINTAIN UNTIL TURF HAS BEEN WELL ESTABLISHED. (INSTALLATION OF SILT FENCE MUST TAKE PLACE PRIOR TO DISTURBING THE WATERSHED). INSTALL AND MAINTAIN INLET PROTECTION AT ALL CATCHBASINS AND INLETS LOCATED WITHIN THE PROJECT AND IMMEDIATELY DOWNSTREAM OF THE PROJECT.
- 2) CONSTRUCT AND MAINTAIN TEMPORARY ROCK CONSTRUCTION ENTRANCE AT ALL CONSTRUCTION ENTRANCES USED DURING CONSTRUCTION TO CONTROL SEDIMENT FROM LEAVING SITE PER ROCHESTER STD. PLATE 7-06, CLOSE OTHER ENTRANCES WITH SILT FENCE.
- 3) REMOVE ALL TOPSOIL AND ORGANIC MATERIAL. STOCKPILE IN APPROVED LOCATIONS ON-SITE. PROVIDE PERIMETER CONTROL AROUND ALL STOCKPILES. PROVIDE TEMPORARY COVER IF STOCKPILE WILL BE INPLACE MORE THAN 14 DAYS.
- 4) ALL EXCAVATED MATERIAL SHALL BE PLACED ON SITE AS DIRECTED BY THE ENGINEER OR HAULED TO AN APPROVED LOCATION. ANY TEMPORARY STOCKPILES SHALL HAVE SILT FENCE INSTALLED AROUND THE DOWN SLOPE EDGE TO PREVENT DOWNSTREAM SEDIMENTATION. TEMPORARY COVER SHALL BE ESTABLISHED AFTER 14 DAYS.
- 5) ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT IN NO CASE LATER THAN SEVEN (7) DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.
- 6) THE CONTRACTOR SHALL ROUTINELY INSPECT THE CONSTRUCTION SITE ONCE EVERY 7 DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. ALL INSPECTIONS AND MAINTENANCE CONDUCTED DURING CONSTRUCTION MUST BE RECORDED IN WRITING.
- 7) THIS PROJECT DOES REQUIRE AN NPDES PERMIT BASED ON AREA DISTURBED AND DOES NOT REQUIRE A PERMANENT STORM WATER MANAGEMENT SYSTEM/TREATMENT DUE TO THE INCREASE IN IMPERVIOUS SURFACING BEING LESS THAN ONE ACRE. A SWPPP HAS BEEN PREPARED FOR THIS PROJECT AND SHALL BE PART OF THESE PLANS. BEST MANAGEMENT PRACTICES BEYOND WHAT MAY BE SHOWN ON THIS PLAN OR WITHIN THE SWPPP SHOULD BE CONSIDERED IF GRADING CAUSES EROSION NOT CONTAINED BY MEASURES SHOWN ON THIS PLAN.
- 8) RESPREAD TOPSOIL (4" MIN.), FERTILIZE, SEED, & DISK ANCHOR MULCH ALL DISTURBED AREAS. SOD OR SEED WITH MNDOT MIXTURE 25-131 WITH THE FOLLOWING ADDITIONS. FERTILIZER SHALL BE 24-12-24 AND BE APPLIED AT A RATE OF 300 LBS/ACRE. MIXTURE 25-131 SEEDING SHALL BE APPLIED AT A RATE OF 220 LBS/ACRE. MIXTURE 33-261 SEEDING SHALL BE APPLIED AT A RATE OF 35 LBS/ACRES. (STORMWATER FACILITIES) MULCH SHALL BE APPLIED AT A RATE OF 2 TONS/ACRE. *THE SEASON FOR SEEDING SHALL BE FROM APRIL 1ST - JUNE 1ST AND JULY 20TH - SEPTEMBER 20TH, AND AS DORMANT SEEDING AFTER NOV. 1ST. ONLY TEMPORARY SEEDING WILL BE ALLOWED SEPT. 20TH - NOV. 1ST) (REFERENCE MNDOT SEEDING MANUAL FOR ADDITIONAL SEEDING INFORMATION)
- 9) TEMPORARY SEED WITH MNDOT MIX 22-111 (MAY 1ST THRU AUGUST 1ST) OR MNDOT MIX 22-112 (AUGUST 1ST THRU OCTOBER 1ST) AT A RATE OF 100LB/ACRE. INCLUDING DISK ANCHORED MULCH ON ALL SLOPES GREATER THAN 200' OR 5%.
- 10) PER CURRENT MPCA REQUIREMENTS. CONCRETE WASHOUTS, WHICH PROHIBIT WASHOUT LIQUID AND SOLID WASTES FROM CONTACTING THE GROUND AND ENTERING THE GROUNDWATER, MAY BE; APPROVED FACILITIES OFFSITE, PORTABLE ONSITE FACILITIES, OR FACILITIES CONSTRUCTED ONSITE. ON SITE CONSTRUCTED FACILITIES SHALL HAVE A LEAK-PROOF, IMPERMEABLE LINER AND FOLLOW THE CONSTRUCTION, MAINTENANCE AND REMOVAL PROCESSES AS RECOMMENDED ON THE MPCA WEBSITE (HTTP://WWW.PCA.STATE.MN.US/PUBLICATIONS/WQ-STRM2-24.PDF).
- 11) OWNER HAS BEEN MADE AWARE THAT THERE ARE DESIGN SLOPES LESS THAN 2% AND ACCEPTS ANY ISSUES THAT MAY RESULT FROM THIS DESIGN.
- 12) DITCHES WITHIN 200' OF SURFACE WATER OR PROPERTY LINE STABILIZED IN 24 HOURS AFTER CONNECTION.
- 13) SLOPES STEEPER THAN 4:1 AND 4:1 SLOPES LONGER THAN 30' ARE SEEDED AND PROTECTED WITH EROSION CONTROL BLANKETS OR SODDED AND STAKED. BLANKET CATEGORY 3N PER MNDOT 3885. SLOPES STEEPER THAN 4:1 ARE STABLE FROM LAND-SLIDING AND SURFACE EROSION.
- 14) MINIMIZE CONSTRUCTION TRAFFIC OVER UNPAVED AREAS OF THE SITE.
- 15) **GOVERNING SPECIFICATIONS** - THE CITY OF ST. CHARLES STANDARD SPECIFICATIONS SHALL GOVERN, ALONG WITH ANY DESIGN CRITERIA LOCATED WITHIN THE WINONA COUNTY ZONING ORDINANCE, UNLESS OTHERWISE SPECIFIED WITHIN THIS PLAN.



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 10/4/2021
Prepared For:
MITCHELL WALCH
20687 COUNTY ROAD 33
ALTURA, MN 55910
FILE NO.: 20-409 GP & CP 4TH



G-Cubed

14070 Hwy 52 S.E.
Chatfield, MN 55923

ENGINEERING SURVEYING PLANNING

Ph: 507-867-1666
Fax: 507-867-1665
www.gcg.to

DESIGNED: ADB
DRAWN: ADB
CHECKED: GGG

REVISED	BY	DATE
PRELIMINARY	ADB	8/19/22
SWPPP	ADB	8/29/22
SUBMITTAL	ADB	3/23/23

CITY OF ST. CHARLES
WINONA COUNTY

SOUTH FORK ADDITIONS FIFTH
GRADING PLAN

SHEET 2
OF 2 SHEETS

April 17, 2023

Mr. Andrew Langholz
City Administrator
City of St. Charles
830 Whitewater Avenue
St. Charles, MN 55972

RE: St. Charles, MN
South Fork Additions Fifth
Review of GDP, Preliminary Plat, plans and stormwater

Dear Andrew:

We have reviewed the revised submittal for South Fork Additions Fifth. We offer the following comments:

General Development Plan

1. Show access location for Outlot C and prospective lot layout for Outlot C.
2. Show how Brownell Street will terminate at Outlot B and prospective lot layout for Outlot B.

Preliminary Plat

1. Show access location for Outlot C.

Construction Plans

1. A site grading plan for the proposed apartments on Lots 5 and 6 will be required.
2. Additional information (pipe size, pipe lengths, etc.) pertaining to the sanitary sewer services should be added to the service table. Services to Lots 5 and 6 are assumed to be larger than the typical residential house lot.
3. The proposed storm sewer system is not constructable as shown.
 - a. Adequate cover is not provided for the storm system. Revise storm system to provide two feet of cover on the pipe.
 - b. Storm Manhole 1 is shown as 3.5 feet total build height, with a 30-inch pipe to the east. The build height doesn't allow for the manhole lid or casting to be installed.
 - c. Catch basin 3A has a build height of 3.22 feet, with a 36-inch pipe to the east. The top of pipe will be exposed at the proposed curb line and doesn't allow for installation of the catch basin casting.
 - d. Provide a sanitary sewer and water service to Lot 5 Block 1.

Grading Plan

1. Provide labels for existing and proposed contours.
2. Contours are incomplete. Additional contours are necessary to depict proposed grading. The 1142 contour east of the cul-de-sac on Roberts Street closes twice. Please review and revise.

3. Two existing stockpiles are shown on the grading plan, however the proposed grading for the stockpile areas is not shown.
4. There are incomplete labels and directional arrows pointing in the wrong direction on the grading plan.
5. Show the proposed lowest house openings to confirm drainage is directed away from the houses.
6. The proposed grade for the drainage swale is 0.5%, which will result in sedimentation and future maintenance concerns. The drainage swale should not be allowed to pond water.
7. The garage floor and top of footing elevations are shown at the same height. Normally the garage floor is below the top of footing elevation. Please revise or provide a narrative supporting the garage floor and top of footing being the same.
8. The existing infiltration basin is proposed to be abandoned. The area currently is designed to hold water. Provide details on how this area will drain after elimination of the infiltration basin.

Stormwater Report

1. The drainage report for South Fork Third and South Fork Fifth are not consistent with each other. For example, the stage storage table used for the existing pond is different. Please review both reports and resubmit the report to accurately describe current and proposed conditions.
2. The proposed plan for the fifth addition eliminates the infiltration area. The feasibility report completed by Stantec dated October 13, 2017 detailed two volume control practices within the overall development. The plan needs to account for the existing infiltration and additional infiltration required by the new development.
3. The existing stormwater pond was designed to meet rate control for previous stormwater regulations. The Stantec report proposes expansion of the pond in addition to providing stormwater infiltration. Based on previous plans and aerial imagery, the pond doesn't appear to have been modified since its original construction in approximately 2004. The design needs to accommodate current regulations and modify the pond accordingly. Review the Stantec Report previously completed and make modifications to the pond as necessary to meet requirements.
4. The developer is responsible for cleaning out the stormwater pond to original condition prior to acceptance of the subdivision by the City.

Fees

The following fees will apply to this subdivision:

1. Preliminary and Final Plat fees
2. Parkland dedication fee
3. Subdivision inspection fee
4. Water and sewer impact fee

We recommend resubmittal of the general development plan, preliminary plat, construction plan, grading plan and stormwater report.

Sincerely,

WHKS & co.



Daren D. Sikkink, P.E.

KS/dds

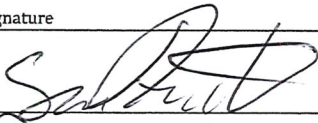
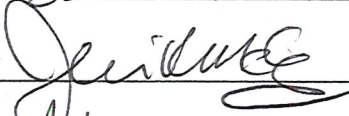
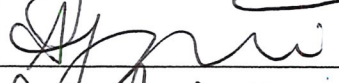

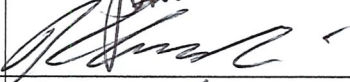
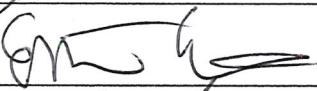
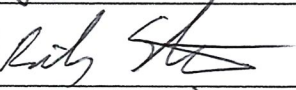
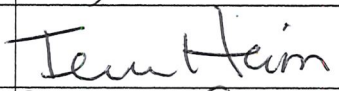
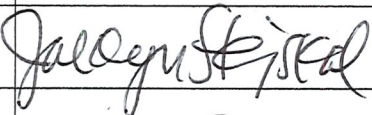
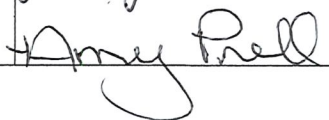
cc: Andrew Buck, G-Cubed
Mitch Walch, Developer
Scott Bunke, City of St. Charles

Notice of Public Meeting

The St. Charles Planning & Zoning Commission will be holding a public hearing in City Hall, 830 Whitewater Avenue, St. Charles, MN 55972 on Thursday, July 6, 2023 at 7:00 p.m. A general development plan and preliminary of the Southfork Addition property of the City of St. Charles (legal description available at City Hall) will be discussed at that time. All interested parties are invited to attend the meeting or send written comments to my attention.

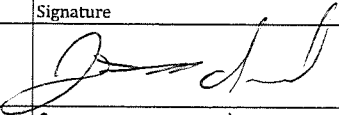
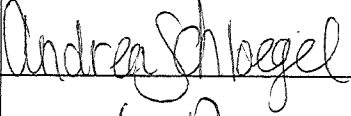
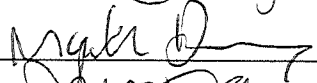
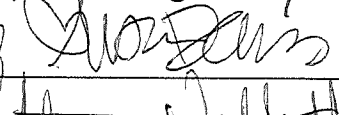
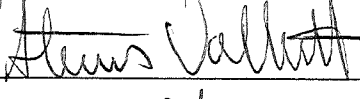
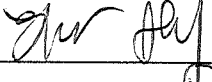
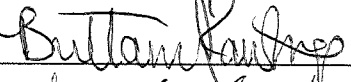

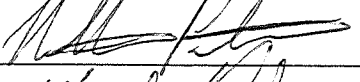
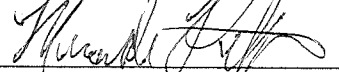
Andrew Langholz
City Administrator
Date: June 9, 2023

The following residents of Southfork Addition, City of St. Charles, Minnesota, petition the City of St. Charles to deny the rezoning of approximately 4.8 acres known as Lots 5 and 6 in Block 1 of South Fork Addition from R3 to R4.





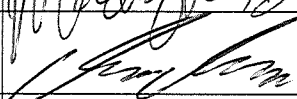

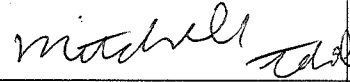
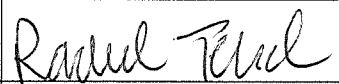
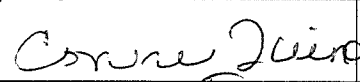

	Date signed	Print Full Name (First/Middle/Last)	Signature	Birth Year	Residential Address	Municipality	County
1	07/03/23	Samuel J Auerbeck		87	504 Brook Ave	City of St. Charles	Winona
2	07/03/23	Jeri R McCarthy		72	1925 Brownell	City of St. Charles	Winona
3	7/3/23	ASHLEY JASZEWSKY		88	516 BROOK AVE	City of St. Charles	Winona
4	7/3/23	Emily Auerbeck		87	504 BROOK AVE	City of St. Charles	Winona
5	7/3/23	JOSH Krawowski		87	1942 Brownell St	City of St. Charles	Winona
6	7/3/23	Emily Earnhardt		95	1942 Brownell St	City of St. Charles	Winona
7	7/3/23	RILEY STESKAL		80	1807 BROWNELL ST	City of St. Charles	Winona
8	7/3/23	Terri Heim		64	1713 Brownell St	City of St. Charles	Winona
9	7/3/23	Jackson Steskal		77	1807 Brownell St	City of St. Charles	Winona
10	7/3/23	Amy Dell		73	1819 Brownell St	City of St. Charles	Winona

Petition Rec'd 7/5/23
54 signatures

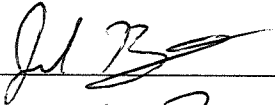
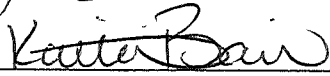



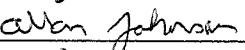




The following residents of Southfork Addition, City of St. Charles, Minnesota, petition the City of St. Charles to deny the rezoning of approximately 4.8 acres known as Lots 5 and 6 in Block 1 of South Fork Addition from R3 to R4.

	Date signed	Print Full Name (First/Middle/Last)	Signature	Birth Year	Residential Address	Municipality	County
1	7/3	Jason Curtis Schloegel		86	521 Trout Ave	City of St. Charles	Winona
2	7/3	Andrea Erin Schloegel		91	521 Trout Ave.	City of St. Charles	Winona
3	7/3	Mark C Denny		63	503 Pear Ave	City of St. Charles	Winona
4	7/3/23	Susan Jane Denning		604	503 Trout Ave	City of St. Charles	Winona
5	7/3/23	Steven Volbrecht		89	522 Brook Ave	City of St. Charles	Winona
6	7/3/23	Tyler Alan Aluf		97	528 Baek Ave	City of St. Charles	Winona
7	7/3/23	Brittany Rawlings		86	522 Brook Ave	City of St. Charles	Winona
8	7/3/23	Lydice Brown-Lisowski		02	1619 Brownell St	City of St. Charles	Winona
9	7/3/23	Nathan Everett Peterson		85	1719 Brownell St	City of St. Charles	Winona
10	7/3/23	Miranda Rose Blee Peterson		83	1719 Brownell St	City of St. Charles	Winona


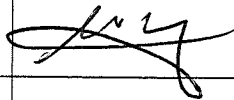
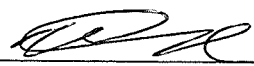
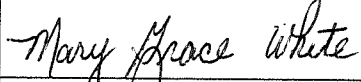

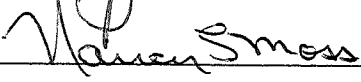

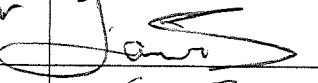

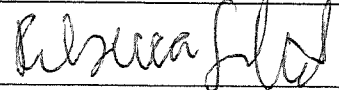
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1	07/04/23	BEN VEE BOYNTON		95	1901 BROWNELL ST	City of St. Charles	Winona
2	7/4/23	Jeremy Zann		93	1913 Brownell St	City of St. Charles	Winona
3	7/4/23	Shelby Lambert		94	1913 Brownell St	City of St. Charles	Winona
4	7/4/23	Madison Stearns		96	1931 Brownell St	City of St. Charles	Winona
5	7/4/23	Raoul Dezell		90	1931 Brownell St	City of St. Charles	Winona
6	7/4/23	Joseph Ritter		99	1918 Brownell St	City of St. Charles	Winona
7	7/4/23	Mitchell Teitel		97	511 Brook Ave	City of St. Charles	Winona
8	7/4/23	Raoul Teitel		98	511 Brook Ave	City of St. Charles	Winona
9	7/4/23	Corny Quinn		55	505 Brook Ave	City of St. Charles	Winona
10	7/4/23	JEFF SHOMMER		85	1907 BROWNELL ST	City of St. Charles	Winona

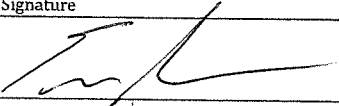
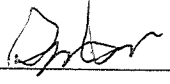
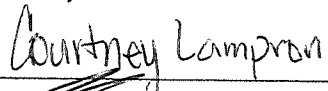

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	Date signed	Print Full Name (First/Middle/Last)	Signature	Birth Year	Residential Address	Municipality	County
1	7/4/2023	Sarred Burt		1986	522 Trout Ave. St. Charles, MN 55972	City of St. Charles	Winona
2	7/4/23	Kaitlin Bain		1988	522 Trout Avenue St. Charles, mn 55972	City of St. Charles	Winona
3	7/4/23	Treasure Divis		1996	517 Brook Ave St. Charles, MN 55972	City of St. Charles	Winona
4	7/4/23	CAMERON DIVIS Cameron Divis		1995	517 BROOK AVE ST. CHARLES, MN 55972	City of St. Charles	Winona
5	7/4/23	Jeremy J Mart		1999	509 Brook Ave	City of St. Charles	Winona
6	7/4/23	allon johnson		1976	1912 Brownell St.	City of St. Charles	Winona
7	7/4/23	KENDALL RITTER		1999	1918 BROWNELL	City of St. Charles	Winona
8	7/4/23	KAATZ CODY		1994	1919 BROWNELL	City of St. Charles	Winona
9	7/4/23	Casey Puka		1985	1919 Brownell	City of St. Charles	Winona
10	7/4/23	BRENDA SWING		1951	1813 BROWNELL	City of St. Charles	Winona

The following residents of Southfork Addition, City of St. Charles, Minnesota, petition the City of St. Charles to deny the rezoning of approximately 4.8 acres known as Lots 5 and 6 in Block 1 of South Fork Addition from R3 to R4.

	Date signed	Print Full Name (First/Middle/Last)	Signature	Birth Year	Residential Address	Municipality	County
1	7-3	Mitchell C Prell		1982	18 19 Brownell St	City of St. Charles	Winona
2	7-3	George McCauley		1960	1925 Brownell	City of St. Charles	Winona
3	7-4	BILL WHITE J		1952	504 TROUT	City of St. Charles	Winona
4	7-4	Mary Grace White		1956	504 Trout Ave.	City of St. Charles	Winona
5	7-4	Tanya Kuyr		1977	510 Trout Ave	City of St. Charles	Winona
6	7/4	Nancy S. Moss		1945	516 Trout Ave	City of St. Charles	Winona
7	7/4	William McDaniel Jamie Becker		1972 1976	507 Trout Ave 527 TROUT AVE	City of St. Charles	Winona
8	7/4	Jamie Becker		1976	527 TROUT AVE	City of St. Charles	Winona
9	7/4	Ethan Scharner		1997	1825 Brownell	City of St. Charles	Winona
10	7/4	Rebecca Schmitz		1997	1825 Brownell	City of St. Charles	Winona

The following residents of Southfork Addition, City of St. Charles, Minnesota, petition the City of St. Charles to deny the rezoning of approximately 4.8 acres known as Lots 5 and 6 in Block 1 of South Fork Addition from R3 to R4.

	Date signed	Print Full Name (First/Middle/Last)	Signature	Birth Year	Residential Address	Municipality	County
1	7/4	Eric Nelson		1976	1934 Bowell St	City of St. Charles	Winona
2	7/4	Jeremy Harmon		1985	1937 Brownell St	City of St. Charles	Winona
3	7/4	Courtney Lampron		1990	1937 Brownell St	City of St. Charles	Winona
4	7/4	Clijan Brewer		1995	510 Brook Ave	City of St. Charles	Winona
5						City of St. Charles	Winona
6						City of St. Charles	Winona
7						City of St. Charles	Winona
8						City of St. Charles	Winona
9						City of St. Charles	Winona
10						City of St. Charles	Winona

COOPERATIVE PURCHASING, REPAYMENT, AND SYSTEM USE AGREEMENT

This Cooperative Purchasing, Repayment, and System Use Agreement ("Agreement") is entered into between Winona County, a governmental entity located in the state of Minnesota ("County"), and the following Minnesota cities: City of Winona, City of Goodview, City of St. Charles, and City of Lewiston (collectively referred to as "Cities"). The County and the Cities are collectively referred to as the "Parties."

I. RECITALS AND BACKGROUND:

- A. The Parties had entered into a prior agreement for Software products with Law Enforcement Technology Group ("LETG"), a TriTech Software Systems company; and
- B. The Parties are currently licensed end users of the LETG Software; and
- C. Through asset purchase, CentralSquare Technologies, LLC is the owner of all TriTech Software Systems' products, services, and contractual obligations, including those of TriTech's subsidiaries; and
- D. The Parties desire to discontinue use of the LETG solution and upgrade to the CentralSquare Software; and
- E. The County intends to enter into a contract with CentralSquare, a software and services provider, for the acquisition and implementation of a system ("System") as described in the Agreement between Winona County and CentralSquare; and
- F. The County has agreed to facilitate access to the System for the Cities, allowing them to utilize the services provided by CentralSquare through the County's contract with Central Square; and
- G. Specifically, the County is willing to bear the initial startup and implementation costs of acquiring the new System subject to the County's right to reimbursement as set forth herein; and
- H. This Agreement is made pursuant to Minnesota Statutes, Section 471.59; and
- I. The County is willing and able to enter into and hold the main contract with Central Square and allow the Cities to access the System pursuant to the payment obligations and terms and conditions stated herein.

II. CONTRACT WITH CENTRALSQUARE AND CITIES' AGREEMENT:

- A. The County shall enter into a contract with CentralSquare, for the acquisition, implementation, and ongoing use of the System ("Main Contract"). The County shall be the sole party responsible for the Main Contract. The Main Contract is incorporated herein by reference.

- B. The Cities acknowledge and agree that their access to the System is contingent upon their acceptance and compliance with the terms and conditions of the Main Contract entered into by the County with CentralSquare.
- C. The Cities shall abide by all the terms, conditions, and obligations set forth in the Main Contract and any subsequent amendments or modifications thereto. The County shall provide the Cities with a copy of the Main Contract upon request.
- D. The Cities further acknowledge that any breach of the Main Contract by any City may result in the termination of their access to the System, subject to the provisions of the Main Contract and applicable law.
- E. The County shall notify the Cities promptly of any changes or updates to the Main Contract that may affect their rights, obligations, or access to the System.
- F. The Cities shall cooperate fully with the County in the execution and implementation of the Main Contract, including providing any necessary information, authorizations, or approvals required by CentralSquare or the County for the successful deployment and operation of the System.
- G. The Parties acknowledge and agree that the County's rights and obligations under the Main Contract shall not be affected by any individual City's non-compliance or breach of this Agreement or the Main Contract.
- H. In the event of any conflict or inconsistency between the provisions of this Agreement and the Main Contract, the terms and conditions of the Main Contract shall prevail to the extent necessary to resolve such conflict or inconsistency. The clauses in Section II of this Agreement shall survive the termination or expiration of this Agreement and the Main Contract, and its provisions shall continue to be binding upon the Parties with respect to any ongoing obligations or liabilities related to the System.

III. COOPERATIVE PURCHASING AND PAYMENT TERMS:

- A. **ALLOCATION OF COSTS:** Each City shall be responsible for reimbursing the County for a designated percentage of the costs stated in this Section.
 - 1. ***Reimbursement Percentages.*** The Parties all mutually agree to the reimbursement percentages stated below, except that the same may be amended in writing from time to time based on changes in a City's respective number of licenses as herein described below. The balance due to CentralSquare after subtracting the Cities' share shall be the responsibility of the County.
 - i. City of Winona: 20% of the total costs.
 - ii. City of Goodview: 6% of the total costs.
 - iii. City of St. Charles: 3% of the total costs.

iv. City of Lewiston: 2% of the total costs.

2. ***Software License Change Order Requests.*** If any Party determines that it needs additional or fewer license from CentralSquare, the Party requesting the alteration shall submit written notice of the request, to every other Party's authorized representative or their designee. Upon receipt of notice from a City, the County shall promptly request a change order to the Main Contract with Central Square on behalf of the City making the request.
3. ***Recalculation of Reimbursement Percentages.*** Upon any change to the number of software licenses held pursuant to the Main Contract, the County shall recalculate the reimbursement percentages allocated to each City. Such recalculation shall be based on the number of software licenses assigned to each City, with the aim of creating a fair and equitable distribution of costs among the Parties based on the total number of licenses in proportion to the number of licenses held by each respective Party. The County shall furnish each City's authorized representative with a copy of the proposed amendment to the Reimbursement Percentages with an explanation of the change and supporting data. The proposed amendment shall be deemed accepted if no response is received by the County after a period of thirty (30) days and shall become effective five (5) days thereafter with invoicing to occur in accordance with Section III.D.1. If any City objects to the proposed amendment, the Parties respective representatives shall engage in good faith discussions to determine the appropriate recalculated reimbursement percentages and amend the Agreement accordingly. If the Parties are unable to reach an agreement on the recalculated percentages or any other matter related to the reallocation of costs as described in this Section, the Parties shall submit the dispute to binding arbitration by an arbitrator the Parties mutually agree upon. The arbitrator shall render a written decision, including findings of fact and conclusions of law, and the award shall be binding on all Parties. Pending the resolution of any dispute under this clause, the Parties shall continue to perform their respective obligations under this Agreement, except to the extent that such obligations are the subject of the dispute.

B. IMPLEMENTATION COSTS. The County shall bear the upfront costs associated with the acquisition and implementation of the System, as outlined in the Main Contract between Winona County and CentralSquare. Each City agrees to reimburse the County for implementation costs based on the Reimbursement Percentages in Section III.A.1.

1. Each City's reimbursement obligation under this clause will be calculated by applying the City's respective Reimbursement Percentage to the implementation dollar amounts stated on Page 42 (Titled Exhibit C) of the Main Contract.
2. Each City's reimbursement obligation is contingent upon the County's acquisition of the System, and the County making payment to CentralSquare.

C. **ANNUAL MAINTENANCE AND SUBSCRIPTION COSTS.** In addition to the implementation costs in Section III.B. above, the Cities shall be responsible for reimbursing the County annually for their respective share of the total annual costs associated with the System. This includes but is not limited to maintenance costs and software licensing fees. The allocation of these recurring annual costs shall be based on the same percentages specified in Section III.A.1. of this Agreement and any amendment thereto.

1. ***Determination of Annual Costs.*** Each City's annual total cost will be calculated by applying the allocation percentage stated in Section III.A.1 to the dollar amount invoiced to the County by CentralSquare for that year. In addition to costs assessed by CentralSquare, the County may also include any maintenance costs incurred independently by the County for the maintenance of the System in the total annual maintenance cost for a year and invoice the Cities accordingly.
2. ***Adjustment of Annual Costs.*** The Parties acknowledge and agree that the annual total costs may be subject to reasonable adjustments based on changes in the overall costs incurred by the County for maintaining the System. The County shall notify the Cities in writing of any proposed adjustments to the costs prior to sending an invoice.

D. **TERMS OF PAYMENT.**

1. ***Invoicing and Payment.*** The County shall provide the Cities with an annual invoice detailing the total annual maintenance and subscription costs incurred by the County for the System. Each City shall thereafter reimburse the County for their allocated share of the allocated subscription and maintenance costs within thirty (30) days of receiving the invoice from the County. Payment shall be made in the form of a check or electronic transfer to the County's designated account.
2. ***Exception for contract year one.*** Notwithstanding Section III.D.1. or any other provision of this Agreement, the Cities' payment obligation for the Implementation Costs outlined in Section III.B. and total annual allocated costs for the first year of the Agreement shall be paid to the County by each City as soon as that City's governing body authorizes the expenditure, but no later than December 31, 2024.
3. ***Additional Software Integration Costs.*** Except as stated in the Main Contract, the County is not responsible for added costs related to integrating a City's software with the System. If any City incurs additional costs for integrating software with the System, and such cost is invoiced to the County, the County shall invoice the respective city(s) for the Cost of the integration. This clause shall not apply to any integrations that were included in the Main Contract at the time of its execution. This clause shall not apply when the software needing integration with the System is common to all Parties. In cases where the Software being integrated is common to all Parties, the cost shall be added to the total annual costs for that year.

4. **Documentation.** The County shall provide the Cities with supporting documentation and an itemized breakdown of the total annual costs upon submission of an invoice to each respective City.
5. **Non-Payment:** In the event that a City fails to make the required payment for implementation costs, reimbursement obligations, or annual maintenance and subscription costs as specified in this Agreement within the designated timeframe, such failure shall be considered a breach of this Agreement.
6. **Late Payment:** If a City makes a payment after the specified due date, the County may, at its discretion, impose late payment charges. Late payment charges shall be calculated at a rate of 5% per month on the outstanding amount from the due date until the payment is received in full.
7. **Suspension of Services:** In the event of non-payment or repeated late payments, the County reserves the right to suspend or restrict the City's access to the System until the outstanding payment is made in full, without prejudice to any other rights or remedies available to the County under this Agreement or applicable law.
8. **Default Consequences:** If a City fails to remedy a payment default within 90 days of receiving written notice from the County, the County may take further action, including, but not limited to, legal remedies and pursuing any available recourse to recover the outstanding amount.
9. **Accrued Interest and Costs:** In addition to any late payment charges, the City shall be responsible for reimbursing the County for any costs incurred in collecting the overdue payment, including but not limited to collection agency fees, attorney's fees, and court costs. Furthermore, any outstanding amounts shall continue to accrue interest at the specified late payment charge rate until fully paid.
10. **Notice of Default:** Prior to taking any action as a result of non-payment or late payment, the County shall provide the City with a written notice of default specifying the outstanding amount, the deadline for payment, and the consequences of continued non-compliance. Such notice shall be sent to the City's designated representative.
11. **Continuation of Obligations:** The City's payment obligations under this Agreement shall remain in effect notwithstanding any dispute or disagreement between the Parties, unless specifically waived or modified in writing by the County.
12. **No Waiver:** The exercise of any rights or remedies by the County in the event of non-payment or late payment shall not be deemed a waiver of any other rights or remedies available to the County under this Agreement or applicable law.

13. **Survival:** The provisions of this section shall survive the termination or expiration of this Agreement to the extent necessary to enforce any rights or obligations arising from the City's failure to pay in accordance with the terms herein.

IV. COOPERATION AND ACCESS TO THE SYSTEM:

- A. The County shall facilitate the necessary arrangements and coordination with CentralSquare to grant the Cities access to the System, subject to CentralSquare's approval. If CentralSquare does not grant approval, for any reason, for the Cities or any one of the Cities access to the System, the Cities not granted access shall have no obligation to make payment to the County in such service year and the City may terminate its participation in this Agreement without further action of obligation by such City and the County. If CentralSquare does not grant approval, for any reason, for the Cities or any one of the Cities access to the System, and a City has already paid its annual cost allocation for such service year, the County shall within 30 days of such determination refund costs paid by the affected City in proportion to the number of months remaining in the service year.
- B. Each City shall cooperate with the County and CentralSquare to fulfill any reasonable requirements or obligations necessary for the successful utilization of the System.
- C. The County and the Cities shall abide by the terms and conditions set forth in the Main Contract, as applicable to their respective access and use of the System.

V. TERM AND TERMINATION:

- A. **Term.** This Agreement shall commence on the effective date and shall remain in effect until the termination of the Main Contract between the County and CentralSquare.
- B. **Termination by County.** In the event of persistent non-payment or material breach of the Agreement, the County may, at its discretion, terminate this Agreement subject to the conditions stated herein upon 180 days written notice to the Cities.
- C. **Termination by City.** A City may terminate this Agreement upon 90 days written notice to the County in the event of a material breach or upon 90 days written notice and completion of the reimbursement obligations outlined herein following the full payment of the implementation costs allocated to each City. The City shall remain responsible for paying any cost incurred under Article III of this Agreement prior to the date of termination.

VI. INDEMNIFICATION AND INSURANCE

- A. The Cities shall each individually indemnify and hold the County harmless from any claims, liabilities, damages, or losses arising out of or in connection with their individual, respective access to and use of the System, including any breaches of the Main Contract by a City. The Cities and County shall each be responsible individually for their respective negligent acts or omissions or wrongful misconduct. The County

agrees to indemnify and hold the Cities harmless against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees, arising out of or by reason of any act or omission of the County, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents, pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity”. Liability for a party to this Agreement shall be in accordance with Minnesota Statutes § 471.59, subd. 1a (a), and does not create any liability or exposure of one Party for the acts or omissions of any other Party. Under no circumstances shall a Party be required to pay on behalf of itself and other Parties, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one Party. The limits of liability for some or all of the Parties may not be added together to determine the maximum amount of liability for any Party. Nothing in this Agreement shall be construed to waive any immunities or limitations to which a Party is entitled under Minnesota Statutes, Chapter 466 or otherwise.

- B. All Parties shall at all times during the term of this Agreement keep in effect their own liability insurance in the government liability amounts established by applicable Minnesota statutes.

VII. DATA PRACTICES.

A. *Data Protection:*

1. The Parties shall implement and maintain appropriate technical, administrative, and physical safeguards to protect the confidentiality, integrity, and availability of data within the System. The Cities agree to abide by any additional data protection policy or procedure promulgated by the County.
2. The Parties shall comply with the Minnesota Government Data Practices Act and any other relevant state and federal laws governing the collection, use, storage, and disclosure of data.
3. The Parties shall ensure that access to data is limited to authorized individuals who have a legitimate need to access such data.

B. *Obligations in the Event of a Data Breach:*

1. The County, as the Main Contract holder with CentralSquare, shall be responsible for coordinating the response to the data breach and shall inform the Cities about the breach and any necessary actions to be taken.
2. The Parties shall cooperate and assist each other in investigating and remediating the data breach, including providing relevant information and support.

3. The Parties shall comply with all applicable laws, regulations, and guidelines regarding data breach notification and response, including the Minnesota Government Data Practices Act and its breach notification requirements as set forth in Minn. Stat. 13.055.

C. *Violations and Suspension of System Access:*

1. The County may deem a violation of the data practices provisions, including but not limited to non-compliance with the Minnesota Government Data Practices Act or other applicable data protection laws, as a breach of this Agreement.
2. In the event of a data practices violation, the County retains the discretion to suspend System access rights to any System user who is found to have violated the data practices provisions. Prior to suspending System access rights, the County shall provide written notice to the City involved, outlining the alleged violation and providing a reasonable opportunity for the City to remedy the violation within a specified timeframe.
3. If the City fails to remedy the violation within the specified timeframe or if the violation is of a severe nature that immediate action is warranted, the County may suspend System access rights without further notice.
4. The County shall reinstate System access rights to the City once the violation has been appropriately addressed, and the City has demonstrated its commitment to comply with the data practices provisions.
5. The County's right to suspend System access rights in case of a data practices violation shall not relieve the City from its obligations under this Agreement, including the requirement to comply with data protection laws and maintain the security and confidentiality of data.

VIII. GENERAL PROVISIONS:

1. ***Effective Date.*** This Agreement shall become effective on the date of the last required signature, executed by all parties hereto.
2. ***Waiver.*** The failure of either party to enforce any provisions of this Agreement shall not constitute a waiver by that party of that or any other provision.
3. ***Interpretation, Jurisdiction and Venue.*** All contractual agreements shall be subject to, governed by, and construed and interpreted solely according to the laws of the State of Minnesota. Each party hereby consents and submits to the jurisdiction of the appropriate courts of the State of Minnesota or of the United States having jurisdiction in Minnesota for adjudication of any suit or cause of action arising under or in connection with the contract documents, or the performance of such contract, and agrees that any such suit or cause of action may be brought in any such court.

4. **Severability.** The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.
5. **Merger Clause.** This Agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This Agreement supersedes all prior negotiations, understanding, agreements, and representations. There are no oral or written understandings, agreements or representations not specified herein. Furthermore, no waiver, consent, modification, amendment, or change of terms of this Agreement shall bind either party unless in writing and signed by authorized representatives of both parties. Such waiver, consent, modification, amendment, or change shall be effective only in the specific instance and for the specific purpose given.
6. **Counterparts.** This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
7. **Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
8. **Recitals.** The recitals and background set forth in section I. of this Agreement are provided as a general description of the background and context leading to the execution of this Agreement. The Parties expressly agree that the recitals do not impose any additional obligations on the Parties. However, the recitals may be considered as a guide to interpret the Parties' intentions and objectives in the interpretation of this Agreement.
9. **Assignment.** Neither party shall assign or transfer any rights or obligations under this contract without the prior written consent of the other party.
10. **Authority and Binding Agreement:** By signing this Agreement, each party represents and warrants that they have the authority to enter into this Agreement on behalf of their respective municipality and that their signature binds their municipality to the terms and conditions herein. Each party further acknowledges and agrees that they are fully authorized to execute this Agreement and that no additional approvals or authorizations are required.
11. **Authorized Representatives.** All notices, requests, demands, or other communications required or permitted under this Agreement shall be in writing and shall be made upon the other party's authorized representative. For the purposes of this Agreement the following individuals, or their successor in office, are designated as the authorized representatives for each party:

A. Winona County:

Name: Ron Ganrude
Title: Winona County Sheriff
Address: 201 W 3rd Street, Winona, MN 55987
Email: RGanrude@co.winona.mn.us
Phone: (507) 457-6368

B. City of Winona:

Name: Tom Williams
Title: Chief of Police
Address: 201 W 3rd Street, Winona, MN 55987
Email: TWilliams@Co.Winona.MN.US
Phone: 507-457-6302

C. City of Goodview:

Name: Lonnie Roloff
Title: Chief of Police
Address: 4220 5th St, Goodview, MN 55987
Email: lroloff@goodviewmn.com
Phone: (507) 452-1500

D. City of St. Charles:

Name: Jose Pelaez
Title: Chief of Police
Address: 830 Whitewater Ave, St. Charles, MN, 55972
Email: jpelaez@stcharlesmn.org
Phone: 507-932-4500

E. City of Lewiston:

Name: Scott Yeiter
Title: Chief of Police
Address: 75 Rice Street, Lewiston, MN 55952
Email: chief@lewistonmn.org
Phone: 507-523-2534

IN WITNESS WHEREOF, the Parties have executed this Cooperative Purchasing and Repayment Agreement as of the date first written below.

WINONA COUNTY

Approved by the Winona County Board this _____ day of _____, 2023.

Chris M. Meyer
Board Chair

Attest:

Maureen L. Holte
Interim County Administrator

Approved as to form this _____
day of _____, 2023.

Winona County Attorney

Approved as to execution this _____
day of _____, 2023.

Winona County Attorney

CITY OF WINONA

By: _____
Scott D. Sherman, Its Mayor

Date: _____

By: _____
Monica Hennessy Mohan, Its City Clerk

Date: _____

CITY OF GOOVIEW

By: _____
Ben Klinger, Its Mayor

Date: _____

By: _____
Dan Matejka, Its City Administrator

Date: _____

CITY OF ST. CHARLES

By: _____
John Schaber, Its Mayor

Date: _____

By: _____
Andrew Langholz, Its City Administrator

Date: _____

CITY OF LEWISTON

By: _____
Beth Carlson, Its Mayor

Date: _____

By: _____
Bobby Falcon, Its City Administrator

Date: _____