



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, February 12, 2018 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. February 12, 2019 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-January 2, 2019	
-January 8, 2019	
5. February Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank	
7d. Library Board Report, David Kramer	
7e. Park Board, Dave Braun	
7f. Planning & Zoning, Wayne Getz	
7g. School Board, Craig Hilmer	
8. Daley Letter of Support	DISCUSS
9. Resolution #02-2019 Preliminary and Final Plat-Christie	APPROVE
10. Resolution #03-2019 Front yard variance—302 20 <sup>th</sup> Street--Christie	APPROVE
11. Ordinance #608 Amending the Zoning Map-Christie	APPROVE
12. Resolution #04-2019 PERA Plan Eligibility	APPROVE
13. Resolution #05-2019 Public Library Fundraiser Liquor License-April 13	APPROVE
14. St. Charles Volunteer Fire Fighter Approval	APPROVE
15. 2019 St. Charles Volunteer Ambulance Officers	APPROVE
16. Pay Request #3--2018 Street Improvement	APPROVE
17. Safe Routes To School Pay Request	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**

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Wednesday, January 2, 2019 held at 5:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:  
Mayor John Schaber  
Dave Braun  
Craig Hilmer (absent)  
Wayne Getz  
David Kramer

**STAFF PRESENT:**

Nick Koverman, Administrator

**OTHERS IN ATTENDANCE:** Jill Veerkamp (St. Charles Press).

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

Quorum was established with Mayor Schaber calling the meeting to order at 5:00 p.m.

**2. PLEDGE of ALLEGIANCE**

**3. APPROVAL of the AGENDA**

Motion to approve the agenda: **Dave Braun**  
No discussion.  
Motion carried.

**4. Oath of Office.** The Oath of Office was given to Clm. David Kramer and Wayne Getz and Mayor John Schaber.

**5. Designate the Official City Publication.** A motion was made to approve the St. Charles Press as the official publication for the City of St. Charles.

Motion to approve: **David Kramer**  
No discussion.  
Motion declared carried.

**6. Designate Official Depositories.** A motion to approve Bremer Bank, Merchants Bank, and Wells Fargo Investments as the official depositories for the City of St. Charles was moved.

Motion to approve: **Wayne Getz**  
No discussion.  
Motion declared carried.

**7. Designate Mayoral Committees.** The committee designees were as follows

2019 Vice Mayor-Dave Braun

Clm. Hilmer-School Board, Personnel

Clm. Kramer—P&Z, Library, Sanitary District and Public Works

Clm. Braun—Park Board

Clm. Getz—Sanitary District, EDA, P&Z, High Speed Rail, and Personnel

Mayor Schaber—EDA, Communications and Technology, Public Safety, and High Speed Rail

Motion to approve: **Dave Braun**  
No further discussion.  
Motion declared carried.

**7. Designate City Attorney.** A motion was made to approve Flaherty & Hood as the City's legal counsel.

Motion to approve: **David Kramer**  
No further discussion.  
Motion declared carried.

**9. Ordinance #607 Administrative Fines & Fees (1<sup>st</sup> Reading).** No questions were asked of the first reading of Ordinance #607 and a motion was made to approve the ordinance as presented.

Motion to approve: **Wayne Getz**  
No further discussion.  
Motion carried.

**UNSCHEDULED PUBLIC APPEARANCES**

-None

Motion to adjourn at 5:03 p.m.  
Motion to approve: **Wayne Getz**  
Motion declared carried.

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**John P. Schaber, Mayor**

ATTEST

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**Nick Koverman, Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, January 8, 2019 held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:  
Mayor John Schaber  
Dave Braun  
Craig Hilmer  
Wayne Getz  
David Kramer

**STAFF PRESENT:** Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE:** Jill Veerkamp (St. Charles Press).

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

Quorum was established 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 with the deletion of item 7d. Library Board Report and additions to item 13).  
January 22, 2019 meeting cancellation.

Motion to approve: **David Kramer**  
No discussion.  
Motion carried.

**4. Meeting Minutes**

December 11, 2108  
Motion to approve: **Dave Braun**  
No further discussion.  
Motion declared carried.

December 26, 2018  
Motion to approve: **Wayne Getz**  
No further discussion.  
Motion declared carried.

**5. January Payables.** Admin. Koverman relayed that checks had been cut, but a payable report could not be printed for review. He would email it to Council once he had it.

Motion to approve: **Wayne Getz**  
No discussion.  
Motion declared carried.

**6. Notices and communications:** Admin. Koverman relayed that Rolling Hills Transit was moving to a new "Para" pass system and is discontinuing the use of tokens and tickets. Passes are available at City Hall for free.

**7. Reports of Boards and Committee:**

Various reports were given by staff and Council.

**8. Resolution #01-2019 Approving Thoreson Purchase Agreement and Utility and Drainage**

**Easements.** EDA Director Cris Gastner addressed the Council and relayed that over the last several months with the additions of the Whitewater Dodge of St. Charles dealership coming in the spring of 2019 and the

announcement of the Love's Travel Center, and the ongoing discussion with a hotel prospect, that potentially the park would only have a 2-acre lot remaining. As the EDA reviewed the next best options and the interest by Jack Thoreson to have his land annexed, the timing to look at the next step in the park seemed to be coming together. The 19.3 acre parcel that abuts I-90 and is directly east of Enterprise Drive adjacent to the Chattanooga Innovation Park, would help to continue the park's expansion and provides the city the ability to attract more business growth and development. The proceeds would of the sales (\$305,000 from Whitewater Dodge and \$683,000 from Love's) would fund the purchase of the approximate 16.3 acre parcel (\$575,000) from Thoreson as he is retaining a 3 acre parcel. Through much discussion, the EDA recommended the acquisition of the site. Admin. Koverman added that Thoreson's had initially talked with City staff at the end of 2017 about the desire of annexation, but that wasn't until this last year's business announcements that the EDA began to explore the possibility. Clm. Kramer asked for clarification on the utility and drainage easements. Admin. Koverman relayed the reasoning for possible looping of utilities and stormwater drainage that the city requested and the Thoresons provided. Council concurred that this step would help to continue the growth of the park and ability to provide additional sites for job and tax base growth. A motion was made to approve resolution #01-2019 as requested.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

**9. Ordinance #607 Administrative Fines and Fees.** Mayor Schaber presented the second reading for consideration. Hearing no further questions, he called for a motion to approve the second reading of ordinance #607.

Motion to approve: **Dave Braun**

No discussion.

Motion carried

**10. Small Cell Wireless Facility Design Guidelines/Standards.** Admin. Koverman reviewed the memo included in the packet that discussed the reasoning and purpose behind the adoption of the standards. He relayed that they could be revised but that it was recommended from Flaherty & Hood that the City adopt the standards prior to January 14, 2019. No further questions were asked. A motion to approve the standards as presented was moved.

Motion to approve: **Craig Hilmer**

No discussion.

Motion carried.

**11. Welcoming Commitment Statement.** Clm. David Kramer highlighted the meetings and discussions related to the work that the Project Fine leadership committee has been doing with respect to the survey results received by Project Fine. The survey identified various needs and concerns such as discrimination and social isolation as a few key pieces. Project Fine has been hosting Welcoming Table events in Winona and one in St. Charles as well as the Community Leadership group to develop strategies to engage communities and organizations. As part of those discussions, one such action strategy is to have communities and organizations adopt a Welcoming Statement. He read the statement that was included in the packet as "the City of St. Charles commits to building a community where all are welcomed, respected, and valued." The Council concurred that the statement is representative of the city's goal of inclusivity and openness. A second piece was looking to adopt strategies and goals that helped the city strive toward the goal of welcoming. No discussion was held, but a motion was made to approve the Welcoming Statement as read.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**12. Whitewater Winterfest Request for Banner.** Admin. Koverman presented a request by the Whitewater Winterfest Committee to display a banner for their event that will be held Feb. 1 and Feb. 2. They requested that the City crew put up the banner for the event that is a community-type event that has grown over the last several years as a result of a Blandin Leadership Initiative. It was offered that MnDOT has an application that could possibly be adapted for the City. All members agreed it was a good

community event and a good use of the banner display downtown. A motion to approve the request as presented was made.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

**13. Council meeting cancellation – January 22, 2019.** Mayor Schaber relayed that at this time there were not enough items to conduct a meeting on January 22, 2019 and requested a motion to cancel the meeting.

A motion was made.

Motion to approve: **Dave Braun**

No discussion.

Motion carried.

#### **UNSCHEDULED PUBLIC APPEARANCES**

None.

Motion to adjourn at 6:20p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

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**John P. Schaber, Mayor**

ATTEST

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**Nick Koverman, City Administrator**



## City Administrator's Report—January 2019

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**Jan. 2**—Director Karger and I met with Tom Nigon of Star Solar to review the interconnection requirements with Butter Solar for the city solar project.

**Jan. 9**—Met with Solar One representative Eric Udelhofen and Tom Bird from Blue Earth to discuss the upcoming solar installation. UMMEG had been working with Butter Solar who has sold the solar project to Blue Earth out of Alberta, Canada. Director Karger and I met with Mr. Bird and Mr. Udelhofen to talk through timeline and process. We also held meetings with Tom Nigon of Star Energy to sort through the interconnection process. The project will begin within the next few weeks with a June 1 online date.

**Jan. 23**—Attended the Administrative Leadership group in Owatonna. Attended SCACF board meeting in the evening. The group is working on an activity plan for the upcoming year and is working with the Green Space committee to conduct the raffle that was held February 2.

**Jan. 28**—Attended a 2020 Census meeting in Winona with other county leaders led by the regional 2020 Census coordinator. I will be working with Winona County Recorder Bob Bambenek to help coordinate efforts in the census count along with other organizations to get the word out about the importance of being counted. More information will be distributed later.

**Jan. 30**—Held an UMMEG conference call to discuss solar projects and UMMEG business.

**Jan. 31**—Met with representatives from Love's Travel along with Public Works Director Kyle Karger, Rick Engstrom (WHKS), Mayor Schaber, Tracy Schnell (MnDOT), and Dave Hanson (MnDOT) to discuss next steps. The conversation went very well and the engineers will begin exchanging more detailed information and requests.

## Public Works Report – January 2019

- Performed repairs on one ton pickup sander; cleaned City Shop; took down Christmas decorations and placed them back into storage; monthly substation and powerplant reports; performed Ziegler maintenance at powerplant; pulled new service wire at 2000 Hillcrest Avenue; plowed and sanded streets, parking lots, walking trails, and washed and cleaned trucks.
- Hung two transformers and rewired for three phase power for new Oasis Drive Inn; trimmed Blvd trees and trees in power lines; repaired street lights; hung new Winter Fest banner; performed monthly power plant run; tested and ran cites five small general sets; handed out disconnect slips for City Hall; sent rubber goods in for testing.
- Worked on future three phase junction for 2019 Solar farm project; changed out pump on City dump trailer; replaced blown fuse on 3 phase bank; took down banner on main street as the grommets ripped out; hauled snow off of main street; worked on electrical spring bid list; utility locates; re-energized Envirolastic's three phase service; discussed future Solar project with City electrical engineer; started to set up storage on new Explorer locate truck.
- Locate and send maps for Love's Truck stop engineer; helped look for missing teenager; replaced plow cutting edges; checked power quality complaint at City Hall; checked re-reads; checked City circuits at substation for trips or blinks; got plows and sanders ready for next storm; MMAA safety meeting.
- Worked on final shop floor drain repairs; rebuilt City plate tamper; annual City Christmas tree pickup; changed air handling filters and bulbs at City Hall and Library; maintenance on City sweeper; helped get ready for winter fest at City Park; worked on concrete screed; put up no parking signs on Whitewater for snow hauling.
- Performed grader maintenance; helped locate a water shut off; helped contractor with lift station, booster station and well maintenance; Travis went through manuals, books, and organizing information from Marti; took water samples; worked on shop doors;

checked sewer backup complaint on East Avenue; locate sewer manholes and water valves for water main loop project 2019.

- Took water samples; cleaned wells; performed well maintenance on all three; read meters; two emergency dialers installed; replaced water meters; located water lines; new pump in shop lift station; cleaned filters on plow truck; ordered three inch meter for booster station; checked hills and pushed back drifts; replaced two frozen meters; regenerated plow truck.

Sincerely,  
Kyle Karger  
Public Works Director

# City of St. Charles Police Department

Chief – Ken Frank #601

830 Whitewater Avenue

St. Charles, MN 55972

(507) 932-3020 · (507) 932-8701 FAX



February 8, 2019

- Sgt Jose Pelaez has given notice that he is scheduled for Active Military Deployment beginning June 5, 2019 thru March 10, 2020. I plan on asking the council to fill his hours with a fulltime temporary position. Hopefully this temporary position will come from within our current part-time ranks.
- Officers Wolters and McCready attended a 4-day course in Albert Lea titled "Patrol Officers Response to Steer Drugs." This 40-hour course taught by the Midwest Counterdrug Training Center was free and taught attendees to identify, detect apprehend and articulate the drug trafficker, distributor and the drug impaired person.
- Eight applications were received for the vacant full-time police officer position. 4 individuals were selected to be interviewed and interviews have been scheduled for Thursday Feb 14.
- Officer Hewitt is on medical leave for 4-6 weeks

Respectfully submitted,

Chief Ken Frank  
St Charles Police Department

"Proud to Serve"



**Planning and Zoning Commission**  
**Thursday, February 7, 2019**  
**7:00 P.M.**  
**City Council Chambers**  
**Minutes**

**MEMBERS PRESENT:**

Jerel Mockenhaupt  
David Kramer  
J.D. Purl  
Wayne Getz  
Terry Jones  
Tim Jones

**MEMBERS ABSENT:**

None

**STAFF PRESENT:**

City Administrator Nick Koverman and Daren Sikkink from WHKS.

**OTHERS IN ATTENDANCE:** Bernie and Sue Ellis, Mike Zillgitt (Zillgitt Civil Engineering), and Dan Christie.

**ESTABLISH QUORUM/CALL TO ORDER**

Quorum was established with Tim Jones calling the meeting to order at 7:00 p.m.

**APPROVAL of AGENDA:**

Motion to approve: **Wayne Getz**  
Seconded by: **J.D. Purl**  
No further discussion.  
Motion declared carried

**APPROVAL of MINUTES-September 6, 2018**

Motion to approve: **David Kramer**  
Seconded by: **Jerel Mockenhaupt**  
No further discussion.  
Motion declared carried

**BUSINESS ITEMS:**

**4a. Appoint P&Z Chair and Vice Chair.** Admin. Koverman relayed that Tim Jones and David Kramer were selected as chair and vice chair in 2018. A motion was made to continue with Jones and Kramer to their respective positions.

Motion to approve: **Wayne Getz**  
Seconded by: **Jerel Mockenhaupt**  
No further discussion.  
Motion carried.

**4b. Discuss Preliminary and Final Plat—302 20<sup>th</sup> Street (Christie).** Admin. Koverman began the discussion outlining the request from Mr. Christie. It was relayed that previously Mr. Christie had already utilized the minor subdivision for his property and the next to step to create additional lots, would be to plat. Mr. Christie relayed that if not for a relative he would not be entertaining the idea. In working with city staff, various requests and concessions were addressed with respect to future planning for water connections and street. Daren Sikkink of WHKS highlighted the memo dated January 29, 2019 that outlined the review of the plat. Clm. Kramer posed several questions including: changing the name on the plat of 20<sup>th</sup> Street to Kieffer Hills Drive as found in a prior plat, the utility easements of 10' not included on all lot boundaries, the mechanism for determining when curb/gutter/sidewalk would be added to Wabasha, an access easement for Lot 1 Block 1 and a general comment about double frontage lots in the proposed

future plan. He also questioned the need to put in the street as a development cost but understood the reasoning of the unique circumstance of the petitioner and agreed with staff recommendation to remain as a private drive until such time that the outlot was sold that included the street right of way. Sikkink relayed that a potential assessment could be adopted to improve Wabasha as an option. With respect to the access easement, because the petitioner is the owner he cannot grant himself an easement. However, there was additional discussion regarding how the easement could be recorded whether after the plat was recorded or a declaration.

**4c. Public Hearing—Discuss Variance and Map Amendment (302 20<sup>th</sup> Street).** A motion was made to open the public hearing at 7:27 p.m.

Motion to approve: **Jerel Mockenhaupt**

Seconded by: **J.D. Purl**

No further discussions.

Motion declared carried.

Jones called for comment and requested a 5 minute time frame. Mike Zillgitt of Zillgitt Civil Engineering addressed the Commission. To address a few of the comments from the plat discussion, Mr. Zillgitt relayed that he thought an easement would be granted at the time of the sale of the outlot, but would check to see if an access if required by statute. With respect to the utility easements, Zillgitt relayed that they did not find anything that described the required easements, but would be happy to put them in with that information. Mr. Christie relayed that he was told that his house number should be 302 20<sup>th</sup> Street and he did not question. With respect to the WHKS letter, Mr. Zillgitt requested that the language be stricken related to the testing and observation of the engineered fill. Because Mr. Christie is the owner/developer and the home will be constructed for his inlaws, he believed there is a different situation whereby it is one lot versus numerous lots. In addition, they are considering using deeper footings to meet the original ground. He understood the review and comment but relayed that the portion of fill would only be where the garage would be and that steps would be taken. It was restated by the Commission that the petitioner will ensure that the soil and foundation is suitable for building, but that the petitioner would like it to not be part of the letter. The Commission discussed that if the recommendation was made that the letter would be approved with that language struck as part of the motion. All concurred. Additional comment was called for by Jones. Hearing none, he called for a motion to close the public hearing at 7:40 p.m.

Motion to approve: **David Kramer**

Seconded by: **J.D. Purl**

No further discussion.

Motion carried.

Admin. Koverman reviewed the staff memo related to the 4.3 foot front yard variance and map amendment. He read aloud the three factors associated with the 4.3 foot front yard variance.

***First factor:** Is the use of the property or request reasonable? Given the description provided and discussion with the petitioner, and WHKS staff, the front yard setback variance of 4.3 feet is reasonable. Staff agree with the review completed by Zillgitt Civil Design that the proposed location of the plat lines allow for a reasonable alignment of the future potential right-of-way. In addition, it allows the existing attached garage to remain in place.*

***Second factor:** Is the problem unique to the property and not caused by the landowner? Given the location of the proposed right-of-way, the subject property was not platted when the 20<sup>th</sup> Street right-of-way was established. WHKS staff worked with the petitioner and Zillgitt Civil Design to create a seamless transition, if a public road is ever established in that area.*

***Third factor:** If granted, the variance will not alter the essential character of the locality. The 4.3 foot variance from the front yard provision will in no way jeopardize the essential character, but will rather preserve as stated in the Zillgitt review the essential character of the locality by allowing a future right-of-way and road to be in alignment with 20<sup>th</sup> Street.*

**RECOMMENDATION:** *As the Zoning Administrator for the City of St. Charles, I recommend the Planning and Zoning Commission forward a favorable recommendation regarding the request to the City Council. The petitioners appear to satisfy the criteria contained in Section 152.46 with respect to the three-part test of the standard of practical difficulty. The recommendation would be to approve a variance request for a 4.3 foot front yard variance to the City Council.*

*The Finding of Facts are as follows:*

*Based on the discussion with the petitioner and representations made to the St. Charles Planning Commission as well as the letter submitted by the petitioner the following facts are recommended:*

- 1. The proposed expansion and use of the property is reasonable given the current location of the existing home and proposed alignment of a future street right-of-way.*
- 2. The variance is required due to the unique circumstances to the property such as the existing subject property was not platted when the 20<sup>th</sup> Street right-of-way was established and the owner did not cause or establish the right-of-way alignment.*
- 3. The front yard variance nor the location will alter the essential character of the locality based on the discussions and letter submitted and rather will retain the original alignment of a proposed road rather than a possible offset connection.*

Hearing no questions of the variance, he highlighted the map amendment. The findings and conclusions were not read, but were submitted for consideration to the Commission. They were as follows:

#### **FINDINGS AND CONCLUSIONS**

*WHEREAS, the Planning Commission after review, made a favorable recommendation to the St. Charles City Council for a rezone designation for certain parcels from the A-1 Agriculture District to the R-1 (Single Family Residential) for property owned by Dan and Jill Christie at 302 20<sup>th</sup> Street; and*

*WHEREAS, notice of this public hearing before the St. Charles Planning Commission of the City of St. Charles, Minnesota, was duly noticed pursuant to City Code §152.47; and*

*NOW, THEREFORE, the St. Charles Planning and Zoning Commission, based upon the evidence presented at said hearing, make the following:*

#### **FINDINGS**

- 1. That the property at issue (Subject Property) located at 302 20<sup>th</sup> Street in the City of St. Charles, Minnesota, is approximately 14.28 acres, and is legally shown and described in Exhibit A which is attached hereto and incorporated herein by reference.*
- 2. That the Subject Property is owned by Daniel R. Christie and Jill C. Braun and is currently zoned A-1 (Agriculture District) and the Planning Commission has recommended rezoning certain parcels of the property to R-1 (Single Family Residential).*
- 3. Given the history of the use of the two existing home that abuts the R-1 (Single Family Residential), the proposed amendment would neither arbitrarily nor negatively impact the neighborhood.*
- 4. The proposed plan and use would not negatively impact property values.*
- 5. The proposed plan does not constitute spot zoning.*
- 6. Potential future development would more closely resemble the adjacent R-1 (Single Family Residential) District in terms of structures and use.*
- 7. The current and proposed infrastructure would complement the future R-1 zoning designation.*
- 8. The proposed rezoning is consistent with the districts that are contiguous to the area proposed to be rezoned.*
- 9. The proposed rezoning is both reasonable and consistent with the City's comprehensive plan.*

**4d. Resolution #02-2019 Approve Preliminary and Final Plat.** A motion was made to approve the resolution as presented along with the review letter, striking all but the language "*All engineered fill areas should be defined on the grading plan.*"

Motion to approve: **Wayne Getz**

Seconded by: **Terry Jones**

No further discussion.

Motion carried.

**4e. Resolution #03-2019 Approve Front Yard Setback.** The 4.3 foot front yard setback and the reasoning with the proposed future street was briefly reviewed again. Hearing no further discussion, a motion was made to approve the resolution as presented and the findings of facts.

Motion to approve: **Wayne Getz**

Seconded by: **Jerel Mockenhaupt**

No further discussion.

Motion carried.

**4f. Ordinance #608 Zoning Map Amendment.** The rezone looked at amending the A-1 district to include the proposed lots of the plat that would be related to the R-1 Single Family Residence District. No questions were asked. A motion to approve the ordinance as presented along with the findings and conclusions as submitted was motioned.

Motion to approve: **Terry Jones**

Seconded by: **J.D. Purl**

No further discussion.

Motion carried.

Motion to adjourn at 7:48 p.m.: **J.D. Purl**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

**City of Stockton**  
8600 D Street  
Winona, MN 55987  
(507) 689-2005  
[stockton55988@gmail.com](mailto:stockton55988@gmail.com)

January 14, 2019

Daley Farms  
18869 Hwy. 14  
Lewiston, MN 55952

Dear Daley Family,

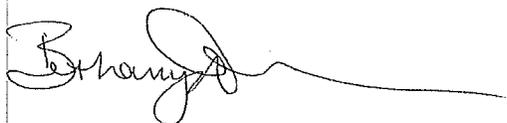
On Tuesday, January 8, 2019 the City of Stockton, City Council met to discuss your request for a letter of support.

Daley Farms of Lewiston, MN is a multi-generation dairy farm located in Winona County, Minnesota, whom is seeking a variance to the animal unit total allowable limit established by the County Board of Commissioners. Since you have exhibited excellent animal husbandry techniques over the years of operation and been an excellent contributor to the betterment of your community, your school system and your county, please allow this letter to stand for our letter of support.

The City of Stockton would support Daley Farm's efforts to gain the proper variances and conditional use permits from the County of Winona to pursue their efforts to increase their number of animal units as proposed in their application presented for discussion.

The expansion would only bring more employment, more security in the farming community and better crops from the waste produced.

Sincerely,



Bethany Winchester  
Clerk - Treasurer



David Johannes  
Mayor

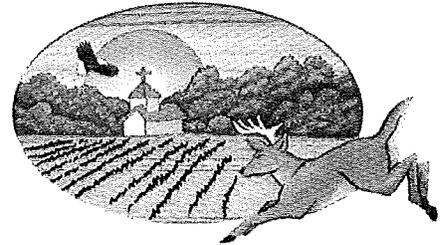
# City of Rollingstone

61 Main Street

Rollingstone, Minnesota 55969

Phone: (507) 689-4110

Fax: (507) 689-4439



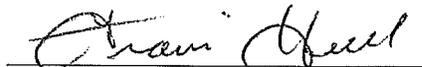
Nature's Showplace

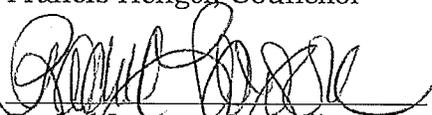
January 7, 2019

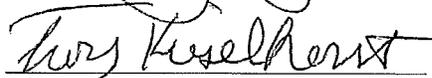
To Whom This May Concern:

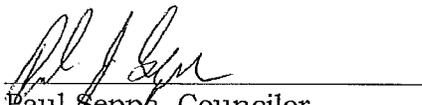
The following council members of the City of Rollingstone, Minnesota, support the Daley Farm's LLP efforts to gain the proper variances and conditional use permits from the County of Winona to pursue their efforts to increase their number of animal units as proposed in their application.

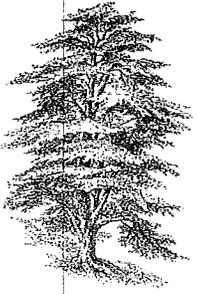
  
Paul Kreidermacher, Mayor

  
Francis Hengel, Councilor

  
Rachel Larson, Councilor

  
Troy Kieselhorst, Councilor

  
Paul Seppa, Councilor



# CITY OF ELBA

Elba, Minnesota 55910

**December 11, 2019**

**To whom it may concern,**

**The City of Elba approved a motion to endorse the Dailey Farms expansion. We, Jay Mollert, Patricia Haack, Scott Scherbring, Andrea Kieffer, Wayne Ehlenfeldt, and Patricia Arnold, were all in favor to support their expansion. The facility will continue to follow the guidelines to ensure enviromental health and water quality in the highest regard.**

**Patricia Haack**

**Elba City Clerk**

# CITY OF LEWISTON

Lewiston City Hall

*In the  
Heart of  
Winona County*

75 Rice Street • P.O. Box 129 • Lewiston, MN 55952  
Phone (507) 523-2257 • Fax (507) 523-2306

December 12, 2018

Winona County Board of County Commissioners

177 Main Street

Winona, MN 55987

RE: Support for Daley Farms Expansion

Dear County Commissioners:

As you know, the Daley Farms of Lewiston, LLP currently owns and operates three dairy sites (LLP, LLP1, and LLP7) in Utica Township, Winona County. Daley Farms intends to expand its existing dairy at the LLP site, close the LLP1 site and install open-lot runoff controls at the LLP7 site. The expansion at the LLP site will include a total confinement barn with 3,000 dairy cows, a rotary milking parlor, a manure storage basin, a feed storage pad, and stormwater runoff controls.

The approximately one thousand six hundred residents of the City of Lewiston certainly present the largest and most concentrated neighbor to the Daley Farms current locations. The residents of Lewiston are assured by Minnesota Department of Health information that our Drinking Water Supply Management Area [DWSMA] is not within the areas proposed for the expansion.

It is, therefore, our belief that this expansion of operations by Daley Farms, LLP, will not cause health-related issues for our residents. On the contrary, the City of Lewiston welcomes the potential of greater economic benefits to the various agriculture related businesses as well as those residents who are or may become employees of Daley Farms, LLP. We are more concerned that the loss of small dairy, beef, and crop farming operations due to economic pressure has continued for decades and believe this expansion is a suitable means to retain this area's rural character.

We do, therefore, declare our support of the proposed expansion of Daley Farms, LLP in the rural area neighboring the City of Lewiston. We further anticipate a continuing and growing positive relationship between the City of Lewiston and the Daley Farms, LLP.

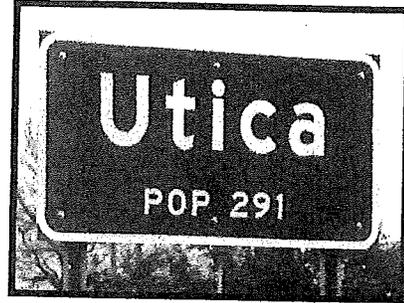
With best regards,  
City of Lewiston

*Greg Ruppert*  
Council Member

*Beth Carlson, Mayor*  
*Dan Rasmussen, Council Member*  
*Julie Wess, Council Member*

# City of Utica

P.O. Box 431  
Utica, MN 55979



---

October 15, 2018

To Whom This May Concern:

The City of Utica, MN supports the Daley Farms expansion. The operation will follow rules to protect drinking water and protect the public from health issues.

The Utica City Council

Gary R. Sanders	Mayor of Utica	<i>Gary R. Sanders</i>
Alanna Kieffer	Council	<i>Alanna Kieffer</i>
Dan Lewis	Council	<i>Dan Lewis</i>
Chad Dailey	Council	<i>Chad Dailey</i>
David Golish	Council	<i>David Golish</i>

Resolution # 2018- 06

Daley Farm's LLP

Whereas, Daley Farms of Lewiston MN, A multi-generation dairy farm located in Winona County of Minnesota is seeking a variance to the animal unit total allowable limit established by the County Board of Commissioners.

Whereas, Daley Farms LLP have exhibited excellent animal husbandry techniques over the historical years of operation.

Whereas Daley Farm's LLP have been an excellent contributor to the betterment of their community, their school system and their county.

Be it resolved that the Council of the City of Altura support Daley Farm's LLP efforts to gain the proper variances and conditional use permits from the County of Winona to pursue their efforts to increase their number of animal units as proposed in their application presented for discussion.

 11/13/18

Robert J Schell DVM

Mayor City of Altura

**City of St. Charles  
Resolution #02-2019**

**A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT  
OF DAN AND JILL CHRISTIE  
TO THE CITY OF ST. CHARLES, MINNESOTA**

**WHEREAS**, the Preliminary and Final Plat of Dan and Jill Christie to the City of St. Charles, Minnesota has been duly reviewed by the Planning Commission on February 7, 2019; and,

**WHEREAS**, the Preliminary and Final Plat of Dan and Jill Christie to the City of St. Charles, Minnesota has been duly reviewed by the City Council on February 12, 2019.

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

1. Upon the recommendation of the Planning Commission and in consideration of the lack of reasonable objection to the preliminary or final plat, the final plat of Dan and Jill Christie is hereby approved.

Adopted by the Council of the City of St. Charles, Minnesota this 12<sup>th</sup> day of February.

**STATE OF MINNESOTA  
COUNTY of Winona**

I, Nick Koverman, City Administrator of the City of St. Charles, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 12th day of February, 2019; the original of which is on file in this office. I further certify that \_\_\_\_ members voted in favor of this resolution and that \_\_\_\_ members were present and voting.

\_\_\_\_\_  
**John Schaber, Mayor**

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

SEAL

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



January 29, 2019

Mr. Nick Koverman  
City Administrator  
City of St. Charles  
830 Whitewater Avenue  
St. Charles, MN 55972

RE: St. Charles, MN  
Dan Christie Subdivision  
**Review of Preliminary Plans & Plat and Final Plat**

Dear Nick:

We have reviewed the plans and plat. We offer the following comments.

The following variances apply to this project:

1. The Developer is requesting a setback variance of 4.3 feet from the front yard setback. The existing house meets the setback requirements but with the creation of Outlot A (future 20<sup>th</sup> St right of way) the house would not meet the required setback.

We would recommend this variance versus narrowing the proposed 20<sup>th</sup> Street right of way or offsetting the 20<sup>th</sup> Street intersection to meet the required setback.

The following fee related items apply to the project:

1. Land dedicated for outdoor recreation is not included with this development. A parkland dedication fee of \$1,300 applies to this development.
2. Sewer and Water Impact fees apply to the 1.56 platted acres. City Staff is recommending waiving the Sewer and Water Impact fees in lieu of the developer platting an Outlot which will allow for the extension of a municipal watermain.

The watermain extension in the Outlot is proposed to eventually connect the high-level water system in the trailer park to the north. The City will participate in constructing the north-south section of watermain. The proposed Sewer and Water Impact fees of \$6,006 are proposed to be waived.

3. A subdivision inspection fee of \$4,500 applies to this development.

We offer the following additional comments:

1. A construction schedule should be submitted for this project.
2. All engineered fill areas should be defined on the grading plan. It is recommended that the City require the Developer to perform testing and observation of all engineered fill outside the right-of-way. The Developer should be required to submit test results and

observation records to the City upon completion. This information is provided to the City for informational purposes only and is not reviewed by the City.

3. A 66-foot-wide Outlot should be shown at the easterly end of Lot 1, Block 1. This Outlot will allow for the extension of a proposed watermain and a future street to the adjacent northerly property. The future street construction will be the responsibility of future developers of this property. The north-south watermain extension will be constructed by the City of St. Charles.
4. A plan and profile sheet should be provided for the north-south watermain extension to the northerly plat limit. The watermain should be labeled "Furnish and install 6-inch DIP watermain by City". The plan sheet will be reimbursed by the City for an amount of \$2360.
5. All sanitary sewer main and service pipe should be SDR-26.
6. The future storm water management pond and a connecting street to Wabasha Avenue should be shown on the general development plan.
7. The future driveway location and house elevations for Lot 1, Block 1 should be shown on the plan.

We recommend approval of the preliminary and final plans and plat conditional upon the above items being addressed.

Please contact us if you have any questions.

Sincerely,

**WHKS** & CO.



Daren D. Sikkink, P.E.

WKA/wa

Cc: Kyle Karger, City of St. Charles  
Dan Christie, Developer  
Mike Zillgitt, Zillgitt Civil Design

**City of St. Charles  
Resolution #03-2019**

**A Resolution Providing for the Variance  
From the Provisions of Section 152.41  
Of the St. Charles Zoning Ordinance**

**WHEREAS**, an application to vary a certain provision of Section §152.41 of the Zoning Ordinance of the City of St. Charles has been duly filed by the City of St. Charles; and

**WHEREAS**, the Planning Commission, after public hearing, duly noticed, has recommended the granting of a 4.3 foot rear yard variance to Dan and Jill Christie from the provisions of Section §152.41 of the St. Charles Zoning Ordinance; and

**WHEREAS**, granting the variances for the proposed addition are reasonable given the current location of the existing home and proposed alignment of a future street right-of-way; and

**WHEREAS**, granting the variance is due to the unique physical characteristics of the property such as the existing subject property was not platted when the 20<sup>th</sup> Street right-of-way was established and the owner did not cause or establish the right-of-way alignment; and

**WHEREAS**, granting the variance will not alter the essential character of the locality but rather retain the original alignment of a proposed road rather than a possible offset connection.

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

1. A variance is granted from the provisions of Section §152.41 of the St. Charles Zoning code to allow the 4.3 foot front yard variance for 302 20<sup>th</sup> Street West, Lot 1, Block 3 Section-30-Twp-106 Range -010 Limits St. Charles Part of Lot-085 owned by Dan and Jill Christie.

Adopted this 12<sup>th</sup> day of February 2019 by the Council of the City of St. Charles, Minnesota.

\_\_\_\_\_  
**John Schaber, Mayor**

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



---

## **Memorandum**

**To:** St. Charles Planning and Zoning Commission

**From:** Nick Koverman, City Administrator

**Date:** January 31, 2019

**Subject:** Dan and Jill Christie Variance Request and Map Amendment

**VARIANCE REQUEST INFORMATION:** Dan and Jill Christie, owners at 302 20<sup>th</sup> Street, have submitted a preliminary and final plat which has been reviewed by WHKS and is recommended for approval. In reviewing the plat and the location of the existing home and future extension of what could be a 66-foot wide public street in the future, a 25-foot front yard setback is required from the owner's property line. However, given the location of the existing home and the proposed location of the proposed 66' wide future street, a 4.3 foot variance would be necessary. Section 152.40 of the St. Charles Zoning Ordinance forms the basis of the request.

**SITE CHARACTERISTICS:** The petitioner owns a piece of property that is inside city limits and is located in southwest side of the city and is currently zoned A-1 (Agricultural). The petitioner desires to add additional lots, which is the reason for the required plat as they have split the property previously for the construction of their existing home. The petitioner desires to have the existing and proposed lots zoned as R-1 (Single Family Residential) but retain the majority of the parcel as A-1.

**ASSESSMENT:** The petitioner has submitted a letter to address the variance provisions with respect to the request. Practical difficulty is the new legal standard set forth that cities must apply when considering applications.

**First factor:** Is the use of the property or request reasonable? Given the description provided and discussion with the petitioner, and WHKS staff, the front yard setback variance of 4.3 feet is reasonable. Staff agree with the review completed by Zillgitt Civil Design that the proposed location of the plat lines allow for a reasonable alignment of the future potential right-of-way. In addition, it allows the existing attached garage to remain in place.

**Second factor:** Is the problem unique to the property and not caused by the landowner? Given the location of the proposed right-of-way, the subject property was not platted when the 20<sup>th</sup> Street right-of-way was established. WHKS staff worked with the

petitioner and Zillgitt Civil Design to create an seamless transition, if a public road is ever established in that area.

**Third factor:** If granted, the variance will not alter the essential character of the locality. The 4.3 foot variance from the front yard provision will in no way jeopardize the essential character, but will rather preserve as stated in the Zillgitt review the essential character of the locality by allowing a future right-of-way and road to be in alignment with 20<sup>th</sup> Street.

**RECOMMENDATION:** As the Zoning Administrator for the City of St. Charles, I recommend the Planning and Zoning Commission forward a favorable recommendation regarding the request to the City Council. The petitioners appear to satisfy the criteria contained in Section 152.46 with respect to the three-part test of the standard of practical difficulty. The recommendation would be to approve a variance request for a 4.3 foot front yard variance to the City Council.

The Finding of Facts are as follows:

Based on the discussion with the petitioner and representations made to the St. Charles Planning Commission as well as the letter submitted by the petitioner the following facts are recommended:

1. The proposed expansion and use of the property is reasonable given the current location of the existing home and proposed alignment of a future street right-of-way.
2. The variance is required due to the unique circumstances to the property such as the existing subject property was not platted when the 20<sup>th</sup> Street right-of-way was established and the owner did not cause or establish the right-of-way alignment.
3. The front yard variance nor the location will alter the essential character of the locality based on the discussions and letter submitted and rather will retain the original alignment of a proposed road rather than a possible offset connection.

As such, resolutions will be drafted to represent the variance recommendations.

## **MAP AMENDMENT DISCUSSION AND RECOMMENDATION**

In reviewing the overall and surrounding zoning district, the proposed plat and map amendment aligns itself with the City's Comprehensive Land Use plan as it reflects the direction of the type of growth in that area. The proposed parcels are contiguous with the abutting R-1 (Single Family Residential) District. The proposed map amendment will include two existing homes that are already single family residential in use and will allow for the creation of two additional residential lots. In working with the petitioner, the city views the remaining parcel of A-1 (Agriculture) as a viable location for future expansion of residential lots. This proposal is consistent with the City's Comprehensive Land Use Plan. The petitioner has worked diligently with the City staff to accommodate the

possibility of future growth not only within the proposed parcel, but adjoining plats of land as well. It is recommended for approval for the zoning amendment (proposed Ordinance #608).

### **FINDINGS AND CONCLUSIONS**

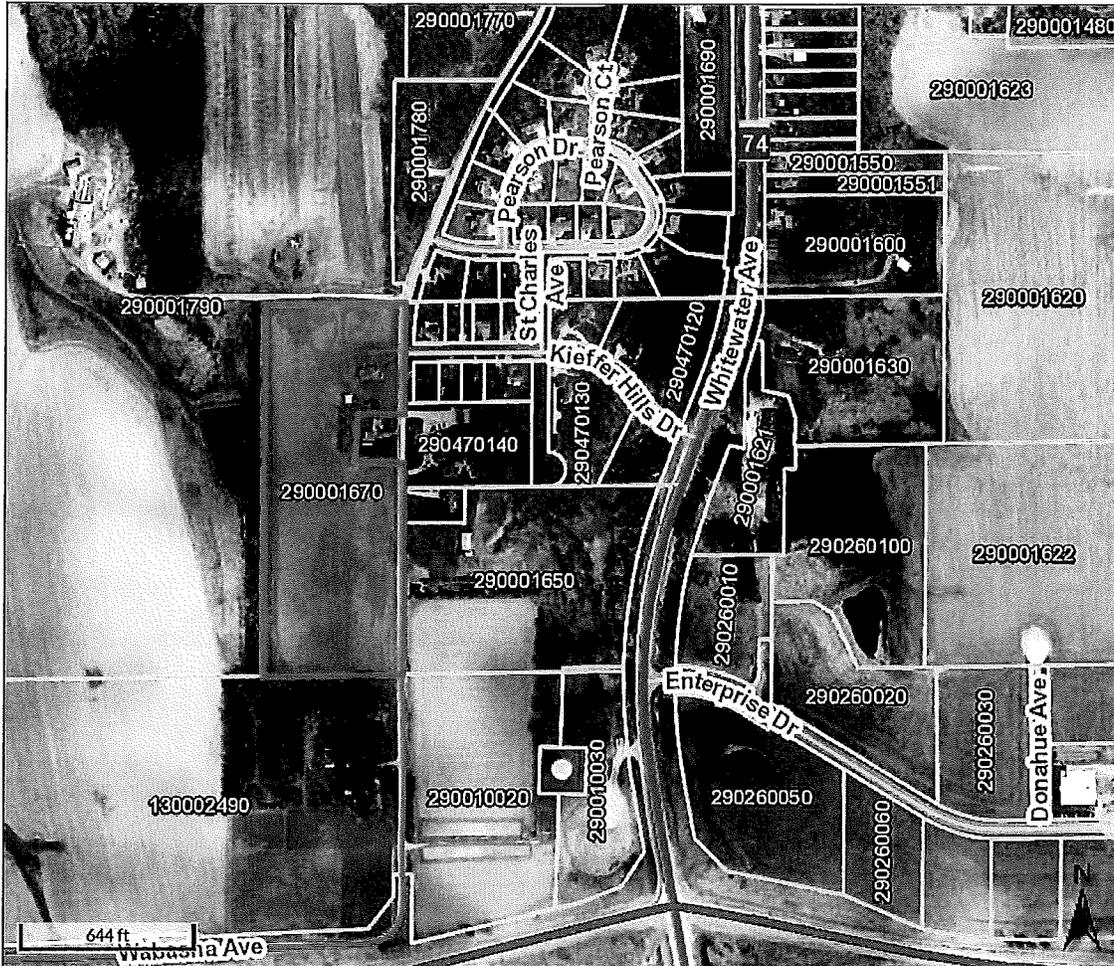
WHEREAS, the Planning Commission after review, made a favorable recommendation to the St. Charles City Council for a rezone designation for certain parcels from the A-1 Agriculture District to the R-1 (Single Family Residential) for property owned by Dan and Jill Christie at 302 20<sup>th</sup> Street; and

WHEREAS, notice of this public hearing before the St. Charles Planning Commission of the City of St. Charles, Minnesota, was duly noticed pursuant to City Code §152.47; and

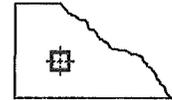
NOW, THEREFORE, the St. Charles Planning and Zoning Commission, based upon the evidence presented at said hearing, make the following:

### **FINDINGS**

1. That the property at issue (Subject Property) located at 302 20<sup>th</sup> Street in the City of St. Charles, Minnesota, is approximately 14.28 acres, and is legally shown and described in Exhibit A which is attached hereto and incorporated herein by reference.
2. That the Subject Property is owned by Daniel R. Christie and Jill C. Braun and is currently zoned A-1 (Agriculture District) and the Planning Commission has recommended rezoning certain parcels of the property to R-1 (Single Family Residential).
3. Given the history of the use of the two existing home that abuts the R-1 (Single Family Residential), the proposed amendment would neither arbitrarily nor negatively impact the neighborhood.
4. The proposed plan and use would not negatively impact property values.
5. The proposed plan does not constitute spot zoning.
6. Potential future development would more closely resemble the adjacent R-1 (Single Family Residential) District in terms of structures and use.
7. The current and proposed infrastructure would complement the future R-1 zoning designation.
8. The proposed rezoning is consistent with the districts that are contiguous to the area proposed to be rezoned.
9. The proposed rezoning is both reasonable and consistent with the City's comprehensive plan.



Overview



**Legend**

- Roads**
- Other
  - Interstate
  - US/State Highway
  - City Streets
  - County Road
  - Township Road
  - Private Drive
- Winona Boundary**
- Parcel**

Parcel ID	290001670	Alternate ID	n/a	Owner Address	CHRISTIE,DANIEL R
Sec/Twp/Rng	30-106-010	Class	201 - RESIDENTIAL		JILL C BRAUN
Property Address	302 20TH ST W	Acreage	14.28		302 20TH ST W
	ST CHARLES				ST CHARLES, MN 55972
District	SAINT CHARLES CITY				
Brief Tax Description	Sect-30 Twp-106 Range-010 LIMITS ST CHARLES Lot-085 14.28 AC EX: 0.65 ACRES				
	(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: 1/30/2019  
 Last Data Uploaded: 1/30/2019 2:25:41 AM

Developed by Schneider  
 GEOSPATIAL

**CITY OF ST. CHARLES**

**ORDINANCE #608**

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA  
AMENDING ST. CHARLES ZONING DISTRICT TO REFLECT AN AMENDMENT OF  
THE ZONING MAP AND THE A-1 AGRICULTURE DISTRICT**

**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 A-1 (Agriculture) to R-1 (Single Family Residential District): Owners, Dan and Jill Christie. See Attached Exhibit A and B, 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 12<sup>th</sup> day of February 2019 by the City Council of the City of St. Charles, Minnesota.

\_\_\_\_\_  
**John Schaber, Mayor**

Attest:

\_\_\_\_\_  
**Nick Koverman, City Administrator**

*First Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain \_\_\_\_\_

*Second Reading:*

Date: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain \_\_\_\_\_

*Published:*

Date: \_\_\_\_\_

# ZONING MAP CITY OF ST. CHARLES WINONA COUNTY

Zoning	
CITY ZONING	
[Symbol]	A-1 Agricultural Conservation
[Symbol]	C-1 Commercial
[Symbol]	C-2 Special Commercial
[Symbol]	C-3 Regional Commercial
[Symbol]	C-4 Light Industry
[Symbol]	I-1 General Industry
[Symbol]	PUD-A Planned Unit Development
[Symbol]	R-1 One & Two Family Residential
[Symbol]	R-1M Single & Double Home & Professional
[Symbol]	R-2 Medium Density Residential
[Symbol]	R-3 Medium Density



0 200 400 Feet

**Proposed Zoning Change  
(A-1 to R-1)**

**Resolution #04-2019**

**A Resolution Authorizing Qualified Part-Time Police Officers to Participate in the City's PERA Plan**

**WHEREAS**, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

**WHEREAS**, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

**BE IT RESOLVED** that the City of St. Charles, Minnesota hereby declares that the position of part-time police officer, currently held by Brady Jones, meets all the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

**BE IT FURTHER RESOLVED** that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Passed and approved this 12<sup>th</sup> day of February 2019.

\_\_\_\_\_  
**John Schaber, Mayor**

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

**STATE OF MINNESOTA**  
**COUNTY of Winona**

I, Nick Koverman, City Administrator of the City of St. Charles, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 12th day of February; the original of which is on file in this office. I further certify that \_\_\_\_ members voted in favor of this resolution and that \_\_\_\_ members were present and voting.

**City of St. Charles  
Resolution #05-2019**

**A Resolution Approving A  
One-Day 3.2 Malt Liquor License**

**WHEREAS**, the St. Charles Public Library is submitting an application to the City of St. Charles in order to sell 3.2 Malt Liquor at 125 W. 11<sup>th</sup> Street on Saturday, April 13, 2019.

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

1. The Council of the City of St. Charles hereby approves the 3.2 Malt License submitted by the St. Charles Public Library to the City of St. Charles.

Adopted by the Council of the City of St. Charles, Minnesota this 12th day of February, 2019.

\_\_\_\_\_  
**John Schaber, Mayor**

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

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

**whks**

engineers + planners + land surveyors

January 17, 2019

Mr. Kyle Karger  
Public Works Director  
City of St. Charles  
830 Whitewater Avenue  
St. Charles, MN 55972

RE: St. Charles, MN  
2018 Street Improvements  
Pay Request No. 3

Dear Kyle:

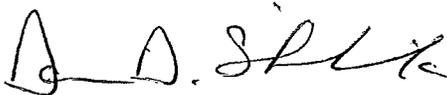
Enclosed is the Pay Request No. 3 for work on the above referenced project. We recommend payment in the amount of \$11,614.81 to:

Dunn Blacktop Co.  
24206 TH 43 Box 208  
Winona, MN 55987

Please contact me if you have any questions.

Sincerely,

**WHKS** & co.



Daren D. Sikkink, P.E.

DDS/rge

Enclosure

cc: Nick Koverman, City of St. Charles  
Fred Bauer, Dunn Blacktop Co.

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



engineers + planners + land surveyors

Partial Payment Request  
 For Construction Work Completed

Project: 2018 Street Improvement Project  
 Project No.: 8559.00  
 Location: St. Charles, Minnesota  
 Contractor: Dunn Blacktop

Bid Price: \$ 478,278.74  
 Alternate #1 \$ 39,066.75  
 Date: 1/17/2019  
 Estimate #: 3  
 % Complete: 98.1%

Item No.	Item	Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Remove Pavement	50	SY	\$ 20.46	110	0	110	\$ 2,250.60
2	Mill Pavement	15330	SY	\$ 2.49	15330	0	15330	\$ 38,171.70
3	Reclaim Pavement	3360	SY	\$ 7.17	3360	0	3360	\$ 24,091.20
4	Common Excavation (P)	125	CY	\$ 32.22	125	0	125	\$ 4,027.50
5	Aggregate Base, Class 5 (CV)	200	Ton	\$ 17.57	16.54	0	16.54	\$ 290.61
6	Bituminous Pavement SPWEB240B	5124	Ton	\$ 65.60	4746.7	0	4746.7	\$ 311,383.52
7	Bituminous Pavement for Leveling	100	Ton	\$ 80.00	128.73	0	128.73	\$ 10,298.40
8	Bituminous Pavement for Patching	40	Ton	\$ 80.00	64	0	64	\$ 5,120.00
9	Remove Curb & Gutter	295	LF	\$ 15.90	295	126	421	\$ 6,693.90
10	Construct Driveover Conc. Curb & Gutter	195	LF	\$ 43.68	195	81	276	\$ 12,055.68
11	Construct B624 Conc. Curb & Gutter	38	LF	\$ 41.68	38	98	136	\$ 5,668.48
12	Adjust Manhole	40	Each	\$ 910.00	31	0	31	\$ 28,210.00
13	Adjust Gate Valve Box	16	Each	\$ 325.00	9	8	17	\$ 5,525.00
14	Topsoil Borrow	60	CY	\$ 53.75	149	0	149	\$ 8,008.75
15	Material Testing	1	LS	\$ 500.00	0	0	0	\$ -
Alt. 1	Add - Reclaim Bituminous Pavement	1775	SY	\$ 6.87	1775	0	1775	\$ 12,194.25
Alt. 2	Add - Construct B612 Conc. Curb & Gutter	850	LF	\$ 14.25	850	0	850	\$ 12,112.50
Alt. 3	Add - Bituminous Pavement SP WEB240B	225	Ton	\$ 65.60	225	0	225	\$ 14,760.00
Extra	Valley Gutter at Soppa Drive		LF	\$ 63.93	103	0	103	\$ 6,584.79

Total Work Completed \$ 507,446.88  
 Less 5% Retained \$ (25,372.35)  
 Less Previous Payments \$ (470,459.72)

<b>Net Payment this Estimate</b>	<b>\$ 11,614.81</b>
----------------------------------	---------------------

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

**whks**

engineers + planners + land surveyors

February 7, 2019

Mr. Kyle Karger  
Public Works Director  
City of St. Charles  
830 Whitewater Avenue  
St. Charles, MN 55972

RE: St. Charles, MN  
Safe Routes to School Improvements  
Pay Request No. 4

Dear Kyle:

Enclosed is the Pay Request No. 4 for work on the above referenced project. We are recommending reducing the retainage from 5% to 3%. We recommend payment in the amount of \$18,561.99 to:

Dunn Blacktop Co.  
24206 TH 43 Box 208  
Winona, MN 55987

Please contact me if you have any questions.

Sincerely,

**WHKS & CO.**



Daren Sikkink, P.E.

DDS/cpf

Enclosure

cc: Nick Koverman, City of St. Charles  
Fred Bauer, Dunn Blacktop Co.

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



engineers + planners + land surveyors

PARTIAL PAYMENT ESTIMATE  
FOR CONSTRUCTION WORK COMPLETED

Project: Safe Routes to School Improvements  
State Project: 085-591-005 TA 8517 (247)  
Project No.: 8278.00  
Location: St. Charles, MN  
Contractor: Dunn Blacktop Co.

Bid Price: \$ 510,417.11  
Date: 2/7/2019  
Estimate #: 4  
% Complete: 103.1%

Item No.	Item	Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
2021.501	Mobilization	1	LS	\$ 39,444.00	1		1	\$ 39,444.00
2101.502	Clearing	3	Tree	\$ 100.00	2		2	\$ 200.00
2101.507	Grubbing	3	Tree	\$ 100.00	2		2	\$ 200.00
2104.501	Remove Curb and Gutter	1,080	LF	\$ 5.00	1080		1,080	\$ 5,400.00
2104.501	Remove Sewer Pipe (Storm)	296	LF	\$ 17.65	300		300	\$ 5,295.00
2104.503	Remove Concrete Walk	7,266	SF	\$ 1.00	7383.2		7,383.2	\$ 7,383.20
2104.505	Remove Concrete Driveway Pavement	35	SY	\$ 11.60	24		24	\$ 278.40
2104.505	Remove Bituminous Driveway Pavement	102	SY	\$ 8.65	102		102	\$ 882.30
2104.505	Remove Bituminous Pavement	4,931	SY	\$ 3.00	5134		5,134	\$ 15,402.00
2104.505	Remove Concrete Pavement	261	SY	\$ 10.60	915		915	\$ 9,699.00
2104.509	Remove Manhole or Catch Basin	13	Each	\$ 580.00	13		13	\$ 7,540.00
2104.602	Relocate Bench	1	Each	\$ 300.00	0		0	\$ -
2105.541	Stabilizing Aggregate (CV)	400	CY	\$ 29.00	80		80	\$ 2,320.00
2105.607	Haul & Dispose of Contaminated Material	100	CY	\$ 31.00	0		0	\$ -
2106.501	Excavation - Common	1,800	CY	\$ 14.00	1,991		1,991	\$ 27,874.00
2211.503	Aggregate Base (CV) Class 5	1,018	CY	\$ 25.50	1303		1,303	\$ 33,226.50
2360.501	Type SP 12.5 Wearing Course Mix (3,C)	1,073	Ton	\$ 82.97	970		970	\$ 80,480.90
2451.503	Granular Backfill (LV)	50	CY	\$ 20.00	0		0	\$ -
2503.511	12" RC Pipe Sewer	128	LF	\$ 55.00	137		137	\$ 7,535.00
2503.511	15" RC Pipe Sewer	46	LF	\$ 60.00	66		66	\$ 3,960.00
2503.511	18" RC Pipe Sewer	171	LF	\$ 55.00	205		205	\$ 11,275.00
2503.511	21" RC Pipe Sewer	4	LF	\$ 125.00	5		5	\$ 625.00
2503.511	24" RC Pipe Sewer	46	LF	\$ 85.00	8		8	\$ 680.00
2503.602	Connect to Existing Storm Sewer	13	Each	\$ 665.00	11		11	\$ 7,315.00
2504.602	Adjust Valve Box (Water)	3	Each	\$ 415.00	5		5	\$ 2,075.00
2506.502	Construct Drainage Structure Type 1	8	Each	\$ 2,100.00	8		8	\$ 16,800.00
2506.502	Construct Drainage Structure Type 4	5	Each	\$ 3,400.00	5		5	\$ 17,000.00
2506.502	Construct Drainage Structure Design SD	1	Each	\$ 2,800.00	1		1	\$ 2,800.00
2506.522	Adjust Frame and Ring Castings	3	Each	\$ 975.00	3		3	\$ 2,925.00
2511.515	Geotextile Fabric, Type V	4,360	SY	\$ 1.00	5014		5,014	\$ 5,014.00
2521.501	4" Concrete Walk	6,182	SF	\$ 5.15	6711		6,711	\$ 34,561.65
2521.501	4" Concrete Walk Special (Red Color)	3,190	SF	\$ 6.90	6742	-3,552	3,190	\$ 22,011.00
2521.501	6" Concrete Walk	2,496	SF	\$ 8.75	1971.76		1,971.76	\$ 17,252.90
2531.501	Concrete Curb & Gutter Design B624	1,627	LF	\$ 14.00	1791		1,791	\$ 25,074.00
2531.502	Concrete Curb Design V10	44	LF	\$ 35.00	19		19	\$ 665.00
2531.507	6" Concrete Driveway Pavement	40	SY	\$ 67.55	32		32	\$ 2,161.60
2531.507	7" Concrete Driveway Pavement	42	SY	\$ 70.70	17		17	\$ 1,201.90
2531.604	8" Concrete Valley Gutter	18	SY	\$ 69.30	24		24	\$ 1,663.20
2531.618	Truncated Domes	184	SF	\$ 50.00	184		184	\$ 9,200.00
2563.601	Traffic Control	1	LS	\$ 5,900.00	1	0.47	1.47	\$ 8,664.80
2564.602	Install Sign	12	Each	\$ 100.00	7	5	12	\$ 1,200.00
2564.602	Furnish Type C Sign	12	Each	\$ 100.00	12		12	\$ 1,200.00
2565.616	Pedestrian Crosswalk Flasher System	2	System	\$ 19,377.00	2		2	\$ 38,754.00
2573.502	Silt Fence, Type SD	50	LF	\$ 10.00	0		0	\$ -
2573.530	Storm Drain Inlet Protection	14	Each	\$ 250.00	14		14	\$ 3,500.00
2573.535	Stabilized Construction Exit	1	LS	\$ 1,800.00	0		0	\$ -
2474.525	Common Topsoil Borrow (LV)	200	Cy	\$ 33.00	150		150	\$ 4,950.00
2575.505	Sodding Type Lawn	1,653	SY	\$ 7.50	1200	675	1,875	\$ 14,062.50
2582.502	4" Solid Line Epoxy	1,060	LF	\$ 1.60	1060		1,060	\$ 1,696.00
2582.502	12" Solid Line Epoxy	24	LF	\$ 9.50	24		24	\$ 228.00

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



engineers + planners + land surveyors

PARTIAL PAYMENT ESTIMATE  
 FOR CONSTRUCTION WORK COMPLETED

Project: Safe Routes to School Improvements  
 State Project: 085-591-005 TA 8517 (247)  
 Project No.: 8278.00  
 Location: St. Charles, MN  
 Contractor: Dunn Blacktop Co.

Bid Price: \$ 510,417.11  
 Date: 2/7/2019  
 Estimate #: 4  
 % Complete: 103.1%

Item No.	Item	Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
2582.502	4" Broken Line Epoxy	30	LF	\$ 1.60	30		30	\$ 48.00
2582.503	Crosswalk Epoxy	612	SF	\$ 4.20	612		612	\$ 2,570.40
Total Work Completed								\$ 504,294.25

Change Order #1

2521.501	4" Concrete Walk Special (Red Color)		SF	\$ 6.90		3,552	3,552	\$ 24,508.80
Total Work Completed plus Change Order								\$ 528,803.05
Supplemental Agreement 1 (Conduit)								\$ (2,500.00)
Subtotal								\$ 526,303.05
Less 3% Retainage								\$ (15,789.10)
Less Previous Payments								\$ (491,951.96)
<b>Net Payment this Estimate</b>								<b>\$ 18,561.99</b>