



The City Council of the City of St. Charles welcomes you to its  
 Regular Meeting of Tuesday, November 27, 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. Approval of the Agenda	
4. Notices and Communications –	
5. Review of Financials (TBD)	
6. Resolution #33-2018 Gas and Diesel Bids	APPROVE
7. 2019 Preliminary Budgets	APPROVE
8. Ordinance #606 Amending Sewer Rates (1 <sup>st</sup> Reading)	APPROVE
9. Thoreson Petition For Annexation	APPROVE
10. Consideration of Land Bids for Parcel A& B (if applicable)	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**



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MEMORANDUM for the CITY COUNCIL of St. Charles for  
Tuesday, November 27, 2018

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**6. Resolution #33-2018 Gas and Diesel Bids.** Enclosed is the resolution for consideration.

**7. 2019 Preliminary Budgets.** Enclosed is the summary of the proposed 2019 budget that reflects the various changes and options associated with the budget and levy of 7.54 percent as well as the Capital Improvement Plan. A revised sewer budget will be distributed Tuesday evening to reflect Mike Bubany's recommendation. If there are no other changes or questions, staff will begin preparing the Truth In Taxation presentation for the December 11<sup>th</sup> meeting.

**8. Ordinance #606 Amending Sewer Rates (1<sup>st</sup> Reading).** Following Mike Bubany's recommendation and the request of the Dover Eyota St. Charles Area Sanitary District, the enclosed ordinance is recommended for approval of the first reading.

**9. Thoreson Petition For Annexation.** A petition requesting annexation of 19.3 acres into City limits by Jack and Janice Thoreson is enclosed for consideration. If approved, staff will contact St. Charles Township officials for their consideration.

**10. Consideration of Land Proposals for Parcel A & B (if applicable).** Bid closing was Wednesday, November 21 at noon. If any bids were received they will be reviewed by staff and presented during the Council meeting.

**CITY OF ST. CHARLES  
RESOLUTION #34-2018**

**A RESOLUTION ACCEPTING BIDS AND AWARDING A CONTRACT  
FOR 2019 MUNICIPAL GASOLINE AND DIESEL REQUIREMENTS**

**WHEREAS**, pursuant to a Request for Quotations for 2019 Municipal Gasoline and Diesel requirements, bids were received, opened and tabulated according to law, and the following bids were received complying with the request:

<u><b>GASOLINE</b></u>	<u><b>DISCOUNT GALLON</b></u>
Kwik Trip	.09
CHS Rochester	.04

<u><b>DIESEL</b></u>	<u><b>DISCOUNT GALLON</b></u>
Kwik Trip	.09
CHS Rochester	.04

**WHEREAS**, upon tabulation of the bids with respect to the unleaded specifications, Kwik Trip is the lowest responsible gasoline bidder.

**WHEREAS**, upon tabulation of the bids with respect to the diesel specifications, Kwik Trip is the lowest responsible diesel bidder.

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

The Mayor and City Administrator are authorized to enter into a contract with Kwik Trip for the 2019 Municipal Gasoline and Diesel Requirements beginning January 1, 2019.

Adopted by the Council of the City of St. Charles, Minnesota this 27th day, November, 2018.

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

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

City of St. Charles  
 2019 Budget Summary (Preliminary)

<u>Governmental Funds</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>DIFFERENCE</u>
10 GENERAL	1,651,915.00	(1,651,915.00)	-
20 ADVERTISING	21,850.00	(21,850.00)	-
21 FIRE	156,285.00	(156,285.00)	-
24 CELEBRATION	20,700.00	(20,500.00)	200.00
25 CIP	247,449.00	(244,340.00)	3,109.00
26 LIBRARY	169,795.00	(169,795.00)	-
34 EDA	59,595.00	(44,928.00)	14,667.00
41 TIF 7 - NRB	23,000.00	(20,000.00)	3,000.00
42 TIF 8 - ACTIVE TOOL	8,000.00	(200.00)	7,800.00
47 TIF 6 - MFC	20,000.00	(13,970.00)	6,030.00
55 2015A EMS BOND	141,411.00	(141,411.00)	-
58 2018A STREET BOND	22,858.00	(22,858.00)	-
60 2011A G.O. & REF BONDS	203,538.00	(203,538.00)	-
	<u>2,746,396.00</u>	<u>(2,711,590.00)</u>	<u>34,806.00</u>
<u>Enterprise Funds</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>DIFFERENCE</u>
22 AMBULANCE	218,000.00	(187,600.00)	30,400.00
23 GARBAGE & COMPOST FEES	232,990.00	(251,819.00)	(18,829.00)
70 ELECTRIC	2,920,000.00	(2,954,671.00)	(34,671.00)
71 WATER	544,650.00	(465,070.00)	79,580.00
72 SEWER	714,540.00	(726,495.00)	(11,955.00)
73 STORM WATER MGMT	154,345.00	(88,100.00)	66,245.00
	<u>4,784,525.00</u>	<u>(4,673,755.00)</u>	<u>110,770.00</u>
TOTALS	<u>7,530,921.00</u>	<u>(7,385,345.00)</u>	<u>145,576.00</u>

City of St. Charles  
Levy Summaries

**Special**

<b>Fund</b>	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
General	\$ 171,843	125,530	-	103,507	121,200	172,837	251,639	312,537
Tax Abatement	\$ 8,906	-	8,906	10,085	10,085	10,085	10,085	3,960
CIP	\$ 273,000	282,000	-	290,000	275,600	280,600	255,000	245,000
Fire	\$ 55,200	65,736	-	67,600	64,600	66,036	69,036	66,171
Advertising	\$ 17,950	20,275	-	20,275	21,275	21,275	21,275	21,275
Celebration	\$ 7,500	6,500	-	6,500	6,500	6,500	6,500	7,000
Bonded Debt 2011A	\$ 204,343	-	214,588	219,965	216,877	217,565	197,565	203,538
Bonded Debt 2015A	\$ -	-	-	-	76,736	94,891	94,891	96,411
Bonded Debt 2018A	\$ -	-	-	-	-	-	-	22,858
Emergency Mgmt	\$ -	10,500	-	10,500	-	-	-	-
Library	\$ 92,128	96,835	-	102,638	106,000	101,640	110,652	114,565
<b>Total Levy</b>	<b>\$ 830,870</b>	<b>607,376</b>	<b>223,494</b>	<b>831,070</b>	<b>898,873</b>	<b>971,429</b>	<b>1,016,643</b>	<b>1,093,315</b>
	\$ 37,241		830,870	200	67,803	72,556	45,214	121,886
	<b>4.69%</b>		<b>0.00%</b>	<b>0.02%</b>	<b>8.16%</b>	<b>8.07%</b>	<b>4.65%</b>	<b>7.54%</b>

CITY OF ST. CHARLES  
 Capital Improvement Schedule

2019				
Department	Description	Amount	Fund	
Parks	Whispering Hills pavillion	\$ 25,000	25 Capital Improvement Fund	
	Trail Extensions	\$ 40,000	25 Capital Improvement Fund	
	Pool painting	\$ 30,000	25 Capital Improvement Fund	
Street	Road Maintenance	\$ 20,000	25 Capital Improvement Fund	
	Elgin Sweeper Lease (5/5)	\$ 33,861	25 Capital Improvement Fund	
	Plow Truck Lease (1/6)	\$ 36,136	25 Capital Improvement Fund	
Admin	Election equipment	\$ 10,000	25 Capital Improvement Fund	
Sidewalks	Annual Improvements	\$ 25,000	25 Capital Improvement Fund	
Police	Squad leases	\$ 22,342	25 Capital Improvement Fund	
Electric	New sys Construction	\$ 125,000	70 Electric Fund	628, 629, 630, 730, 735, 745, 750
	System Improvements	\$ 60,000	70 Electric Fund	629, 630, 730, 735, 745, 750
	Skid loader & attachments	\$ 70,000	70 Electric Fund	
	2005 Chevy Tahoe (Ford Explorer)	\$ 28,000	70 Electric Fund	628, 629, 630, 730, 735, 745, 750
Water	20th Street watermain	\$ 40,000	71 Water Fund	
Sewer	Manhole Rehab	\$ 20,000	72 Sewer Fund	
	I&I	\$ 75,000	72 Sewer Fund	
Storm Water	Catch basin Imp.	\$ 35,000	73 Storm Water Mgmt Fund	
	Storm Sewer Imp.	\$ 45,000	73 Storm Water Mgmt Fund	
		<u>\$ 740,339</u>		

City of St. Charles

Ordinance #606

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING  
ST. CHARLES CODE - SEWER RATES AND REPEALING ORDINANCE #596**

**THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA DOES  
ORDAIN (deleted material is enclosed in brackets; new material is underlined;  
subsections which are not being amended are omitted):**

Section 1. Title V: Public Works: Chapter 52 Sewer, of the City Code of  
St. Charles, Minnesota, be amended as follows:

**§52.08 Sewer Rates**

**Subd. A.** Residential sewer use shall be established annually by the  
amount of water incurred.

**Subd. B.** The rates for residential, commercial and industrial  
property are as follows:

- (1) ~~\$(15.08)~~ 15.38 base rate per user per month, for the first  
meter in each residential household.
- (2) ~~\$(6.23)~~ \$6.35 District charge per 1,000 gallons
- (3) ~~\$(0.18)~~ 0.19 City charge per 1,000 gallons

Effective Date: This Ordinance shall take effect 30 days upon publication or on January  
20, 2019, whichever is later.

Passed and adopted by the Council of the City of St. Charles, Minnesota this 11<sup>th</sup> day of  
December, 2018.

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**John Schaber, Mayor**

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

*First Reading:*

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

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

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

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

Abstain \_\_\_\_\_

*Second Reading:*

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

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

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

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

Abstain \_\_\_\_\_

*Published:*

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

# Dover, Eyota, St. Charles Area Sanitary District

P.O. Box 396  
St. Charles, Minnesota 55972  
Phone: (507) 932-4171  
email: [district@hbesc.net](mailto:district@hbesc.net)

September 20, 2018

City of St. Charles  
830 Whitewater Avenue  
St. Charles, Minnesota 55972

Dear Mayor Schaber, City Council Members and City Administrators:

The Dover Eyota St. Charles Sanitary District will be increasing its sewer rate 2% for 2019. The rate will increase \$.12/1,000 gallons, from the current rate of \$6.23/1,000 gallons to \$6.35/1,000 gallons. The new fee will be effective January 1, 2019 and billed with the January usage.

Also, the Sewer Availability Charge (SAC fee) will remain at \$2,640.00 for 2019.

Please feel free to contact the District or your Board representative with questions.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Getz". The signature is written in black ink and is positioned above the printed name.

Wayne Getz, Chairman  
DESCASD Board

IN THE MATTER OF THE PETITION  
OF A PROPERTY OWNER(S) IN THE TOWN  
OF ST.CHARLES FOR ANNEXATION TO  
THE CITY OF ST.CHARLES PURSUANT  
TO MINNESOTA STATUTES, CHAPTER 414

**PROPERTY OWNER  
PETITION FOR ANNEXATION**

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TO: CITY COUNCIL, CITY OF ST.CHARLES, WINONA COUNTY, MINNESOTA  
  
TOWNSHIP BOARD, ST.CHARLES TOWNSHIP, WINONA COUNTY,  
MINNESOTA

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The undersigned, being the owner(s) of property located in St. Charles Township, Winona County, Minnesota, hereby request annexation of the below referenced property (the "Subject Area") to the City of St. Charles, Winona County, Minnesota.

For purposes of this Petition for Annexation, the undersigned property owner(s) respectfully state that:

1. The Subject Area to be annexed, as referenced below, consists entirely of land that is located within St. Charles Township, Winona County, Minnesota.
2. A legal description of the Subject Area is attached hereto as Exhibit A.
3. A map showing the Subject Area is attached hereto as Exhibit B.
4. The undersigned property owner petitioner(s) own 100% of the Subject Area.
5. The undersigned property owner petitioner(s) has voluntarily signed and filed a copy of this Petition with the City of St. Charles and St. Charles Township seeking annexation of the Subject Area for purposes of receiving City services, which services are located adjacent to and in close proximity to the Subject Area.
6. The Subject Area proposed for annexation abuts or is located in close proximity to the City of St. Charles and none of it is presently a part of any incorporated city.
7. The proposed annexation to the City of St. Charles is in the best interest of the Subject Area and the undersigned property owner petitioner(s).

*Remainder of page left intentionally blank.*



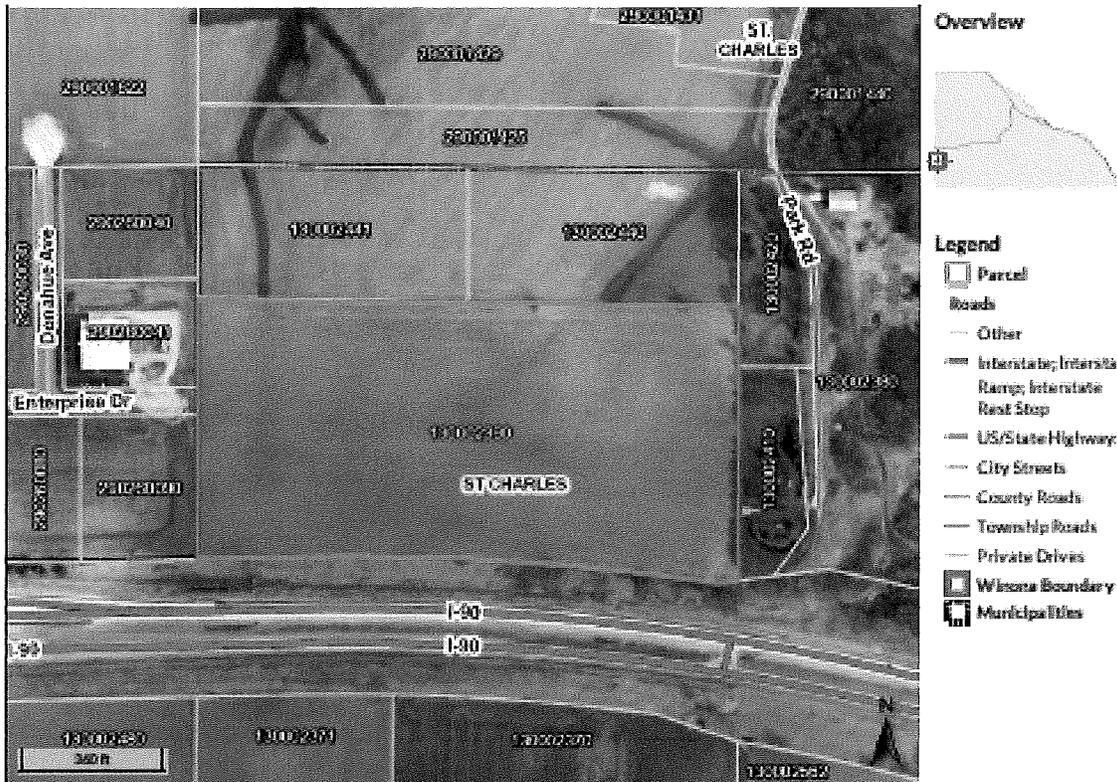
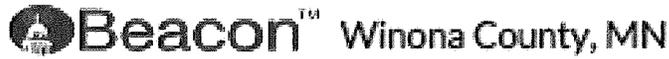
**EXHIBIT A**

The Subject Area proposed to be annexed in the attached Petition is legally described as follows:

The North 19.3 acres of the South 70 acres of the West Half of the Southwest Quarter (W1/2 of SW1/4) of Section Twenty-nine (29), Township One Hundred Six (106) North, Range Ten (10) West.

## EXHIBIT B

The map referenced in the attached Petition, showing the Subject Area proposed to be annexed as legally described in Exhibit A, is attached hereto.



Parcel ID	190002390	Alternate ID	n/a	Owner Address	THORSON, JACK A.
Sec/Twp/Rng	29-106-010	Class	101 - AGRICULTURAL		JANICE M THORSON
Property Address	26512 PARKRD	Acreage	19.3		831 RICHLAND
	ST CHARLES				ST CHARLES, MN 55972

District: SAINT CHARLES TWP  
 Brief Tax Description: Sect-29 Twp-106 Range-010 19.30 AC N 19.3 AC OF S 70 AC OF W 1/2 SW 1/4  
 (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: 6/12/2017  
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