



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, October 12, 2021 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. October 12, 2021 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-September 14, 2021	
-September 28, 2021	
5. October 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 (TBD)	
7c. Chief of Police Report, Jose Pelaez	
7d. Library Board Report, David Kramer (TBD)	
7e. EDA, John Schaber (TBD)	
7f. Park Board, Dave Braun	
7g. School Board, John Steffel	
8. Habitat For Humanity Request	DISCUSS/APPROVE
9. 2021 Preliminary Enterprise Budgets	INFORMATION
10. RCA-Loan Request 1-2021	APPROVE
11. Accept SHIP Grant--Trails	APPROVE
12. Winter Park/Rec. Brochure	APPROVE
13. Public Works Appointment—Brad Horn	APPROVE
14. Planning & Zoning Appointment—Jill Mueller	APPROVE
15. Pay Request No. 4—Zenke, Inc.—Chattanooga 2 <sup>nd</sup>	
No. 2—Dunn Blacktop—Street Imp.	
No. 1—Floorcoat Midwest, LLC—Casting Adj.	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

Please Note: Some or all councilmembers may participate by telephone or other electronic means as permitted through Minn. Stat. 13D.021.  
To attend the conference call please dial 1-320-460-1726 and the  
conference ID: 412 683 142#

**\*Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at [nkoverman@stcharlesmn.org](mailto:nkoverman@stcharlesmn.org).**



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**MEMORANDUM for the CITY COUNCIL of St. Charles for**  
**Tuesday, September 28, 2021**

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- 8. Habitat For Humanity Request.** Please see the enclosed letter and request inside.
- 9. Preliminary Enterprise Budgets.** A preliminary Enterprise Budget packet is included for information. Staff will be present to distribute and briefly discuss.
- 10. RCA-Loan Request #2-2021.** Please see the enclosed Request for Council Action regarding an EDA loan request.
- 11. Winona County PartnerSHIP Grant Approval—Benches/bike racks.** A grant application was submitted through the Winona County PartnerSHIP (Statewide Health Improvement Program) for six benches and bike racks. The application was approved by MN Dept. of Health and it is recommended for approval. A request for Council Action is included for consideration.
- 12. Winter Park/Rec. Brochure.** The St. Charles Park/Rec Board will be reviewing the Winter Park/Rec. brochure at their Monday night meeting and will be presented Tuesday night for consideration.
- 13. Public Works Board—Brad Horn.** The application of Brad Horn was received for consideration to the St. Charles Public Works board. A recommendation to approve the appointment is requested.
- 14. Planning & Zoning Appointment—Jill Mueller.** The application of Jill Mueller was received for consideration to the Planning & Zoning Commission. A recommendation to approve the appointment is requested.
- 15. Pay Requests.** Three pay requests have been received and reviewed by WHKS. They are recommended for approval.
- No. 4—Zenke, Inc. (Chattanooga 2<sup>nd</sup> Addition) - \$240,829.75
  - No. 2—Dunn Blacktop (2021 Streets) - \$765,971.41
  - No. 1—Floorcoat Midwest (Manhole Adj.) - \$57,368.46

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**for Tuesday, September 14, 2021 held at 6:00 p.m. at**  
**830 Whitewater Avenue,**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber

Dave Braun

John Steffel

Wayne Getz

David Kramer

*Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.*

**STAFF PRESENT:** Melissa Krusmark (City Accountant), Jose Pelaez (Chief of Police), and Nick Koverman (City Administrator).

**OTHERS IN ATTENDANCE(Others via teleconference unless noted):** Fatima Said (Project Fine Executive Director).

**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.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**4. Meeting Minutes**

August 10, 2021

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

August 24, 2021

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**5. September Payables.** No questions were asked.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

**6. Notices and communications:** None.

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

Various reports were given.

**8. 2021 Welcoming Week Proclamation.** Mayor Schaber read aloud the 2021 Welcoming Week Proclamation. Fatima Said of Project Fine accepted the signed proclamation and thanked the City of St. Charles for their time and commitment to Project Fine and the community.

**9. Acceptance of Resignations and Leaves of Absence.** Mayor Schaber relayed that two letters of resignation from Ambulance Director Jeff Hardtke and Training Officer Gary Majerus were received resigning their positions as officers and that leaves of absences for 90 day were requested by both individuals corresponding to their respective dates of submission. A motion was made to accept the resignations by both individuals and to grant the leaves of absence as requested.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**10. Hiring of Ambulance EMTs.** A list of EMTs for rehire, hire, or submitting into class in addition to EMRs was presented. The following were included on list: Bria Majerus, Kristine Engstrand, Aaron Carlson, Renee Hewitt, Marshall Ruhoff, Todd Cage, Jon Miller (EMR), Jeffrey Schoonover, Courtney Stewart for a refresher course, and Sheila Burt to enter class. Mayor Schaber relayed that through discussions, a team process was being put into place and that he felt the department was moving in the right direction. It was briefly discussed that a change in the form of how the department was supported was needed and that the Council would have to address additional concerns down the road and that a full-time director given the call volume was a necessity. A motion was made to approve the hiring of the names listed.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**10a. Equipment Loan Agreement.** Mayor Schaber relayed that while the crew continues to recruit members and shifts are being filled, the need to have Lewiston Ambulance service cover shifts in town is vital. In order to help achieve this goal, it was discussed with the crew to allow Lewiston to utilize the second St. Charles unit. A draft agreement, which was provided by the League of Minnesota Cities, was utilized and both Cities utilize the League of MN Cities Insurance Trust and so that discussion had also taken place with respect to liability, etc. It was felt this was in the best interest of both organizations as we continue to serve residents of Winona County. A motion was made to approve the agreement as presented.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

**10b. Mutual Aid Agreements—Altura, Lewiston, Chatfield.** Admin. Koverman presented the three agreements for consideration. The newest of the agreements would include Chatfield. The Chatfield agreement was being presented to the Chatfield City Council as well. These agreements were adopted previously, but it was agreed that providing updated ones would be appropriate at this time. No additional questions were asked and a motion to approve the agreements was moved.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**11. PD Sergeant Position.** Police Chief Jose Pelaez presented a request to the City Council to promote Officer Brady Jones to the position of Police Sergeant. He relayed his experience and qualifications and his commitment to the department. He recommended Jones to start at the second step of the Sergeant scale which would be \$27.08/hr. No questions or comments were made and a motion to approve the promotion was moved.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**12. 2021 Preliminary Budget.** Melissa Krusmark was present and walked Council through an updated memo that highlighted the tax capacity growth for the city and changes to the initial projections. She highlighted that the tax capacity amount grew \$316,798.00. The 2021 tax rate was 41.14 percent and with the addition of the 2021 bond taking into account the new growth, the projected tax rate will slightly increase to 47.12 percent, which was below Mike Bubany's projection. The annual increase in taxes decreased from previously projected \$227.91 annually to roughly \$116.32 annually, or \$9.69 a month. This still reflects a higher projection as various factors are still being worked on. She then highlighted some additional details from her memo. No questions were asked and Council thanked staff for their work and diligence to continue to solidify the numbers.

**13. St. Charles High School Crossing / Safe Routes to School Letter of Intent.** Admin. Koverman highlighted the ongoing discussions that had taken place with MnDOT with the assistance of the School District and Supt. of Schools, Jeff Apse. The MnDOT memo reflected a commitment by MnDOT to review and support crossing proposals of a Rapid Rectangular Flashing Beacon and a school zone application. While they outlined various criteria for approval, it was understood that they would support the City and School's efforts. As part of this discussion, the Safe Routes To School grant round will be opening in October and it was requested to submit a letter of intent with a full application to follow, contingent on the school district support and receiving support from Winona County as the sponsoring agency. It was discussed that one hundred percent of construction funds would be reimbursed, but that engineering was the only cost not covered under the grant. WHKS provided a rough estimate of \$26,000 of engineering costs which the city could anticipate to split with the school. A motion was made to approve the application to Safe Routes to School contingent on the support of the school district.

Motion to approve: **John Steffel**

No further discussion.

Motion carried.

**14. Resolution #45-2021 Approving Final Plat Pine Ridge Second.** Admin. Koverman relayed that a recommendation to approve the final plat of Pine Ridge Second contingent on the factors included in the memo provided by WHKS as discussed at the Planning & Zoning Commission was moved. Hearing no further discussion, a motion was made to approve the resolution as presented contingent upon the final submission respective to the WHKS memo.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**15. Resolution #46-2021 Limited Use Permit Trail.**

**16. Resolution #47-2021 Limited Use Permit Trail.** Discussion for both resolutions that provide for limited use permits through the State of MN for recreational trails in town were presented. A motion to approve both resolutions was moved.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**17. Resolution #43-2021 Accept ARPA Funds.** Admin. Koverman relayed that the resolution had been previously presented without an amount, but that it was requested that new resolutions be adopted that stated the approved amount. The amount received was \$397,660.38. A motion was made to approve the resolution as presented.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

**18. Approve Winona County ARPA Committee Appointment.** Mayor Schaber relayed that Admin. Koverman had been contacted to potentially take part in a Winona County committee that would be responsible for approving ARPA funding requests. Admin. Koverman would provide a rural voice of Winona County if approved by the County Board. It was agreed that his participation would be a benefit to rural Winona County and approved the appointment if selected.

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

**19. Winona County Historical Society Board Appointment.** Head Librarian Jill Veerkamp had been requested to serve on the Winona County Historical Society Board. Through the discussion at the library, the recommendation was to move approval of her participation as it could continue to build the relationships and programming for St. Charles and rural Winona County. A motion was made to approve the appointment.

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

**20. Pay Request No. 3—Zenke Chattanooga 2<sup>nd</sup> Addition.** A pay request for \$199,007.33 for the Chattanooga 2<sup>nd</sup> Addition was moved for approval.

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

**21. Pay Request No. 3—Zenke Chattanooga 2<sup>nd</sup> Addition Pond.** A pay request for \$33,311.99 for the Chattanooga 2<sup>nd</sup> Addition pond was moved for approval.

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

**22. Pay Request No. 5—Maguire Iron, Chattanooga Water Tower.** A pay request for \$63,460.00 for the Chattanooga 2<sup>nd</sup> Addition water tower was moved for approval.

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

**23. Flower Planter RCA.** Mayor Schaber relayed that a request for \$500 from the EDA fund was reviewed and recommended approval for the flower planter project to purchase four planters for the downtown area was reviewed. A grant request to the Southern Minnesota Initiative Foundation had been submitted and was denied as 62 applications were received. The total cost of the project is approximately \$2,700.00. Koverman has been working to secure funding from other partners who are interested in seeing the project move forward. A motion was made to approve the use of the EDA funds.

Motion to approve: **John Steffel**  
No further discussion.  
Motion carried.

**Unscheduled Public Appearances.** None.

Motion to adjourn at 6:50 p.m.: **Wayne Getz**  
No further discussion.  
Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Nick Koverman, City Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL**  
**for Tuesday, September 28, 2021 held at 6:00 p.m. at**  
**830 Whitewater Avenue,**  
**St. Charles, Minnesota**

**MEMBERS PRESENT:**

Councilmen:

Mayor John Schaber

Dave Braun

John Steffel

Wayne Getz

David Kramer

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

**OTHERS PRESENT:** Mike Bubany (David Drown Associates-virtual), Elizabeth Wefel (Coalition of Greater Minnesota Cities-virtual), and Jason Dauer (Waste Management).

**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.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**4. Notices and Communications.** None.

**5. Review of Financials:** No questions were asked.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**6. CGMC Presentation.** Elizabeth Wefel of the Coalition of Greater MN Cities was present to review the legislative session as well as the activities of the CGMC and how they work to support initiatives of St. Charles and their fellow members. No questions were asked.

**7. Resolution #49-2021 GO Refinancing Series 2021B.** Mike Bubany of David Drown and Associates was present virtually to review the GO Refinancing of the 2011A bond. The present value savings of refinancing the original bond issue would be approximately \$295,000.00. The refunding savings should be roughly \$18,144 annually. No questions were asked and the Council appreciated the work conducted on St. Charles' behalf. A motion and second was made to approve the resolution as presented.

Motion: **Dave Braun**

Seconded by: **David Kramer**

No further discussion.

Motion carried.

**8. Waste Management-Request to Change Pickup Days.** Jason Dauer, regional manager of Waste Management, was present to request that trash service for the City of St. Charles be moved to Fridays and that recycling services would also switch to all Fridays, but split the town every other week between the north and the south. He apologized to the Council as the contract called out for a 60 day notice of any service changes. He relayed that as part of taking over a contract/territory, an in-house person reviews the

routes and makes recommendations to more effectively and efficiently collect on an ongoing basis. The proposed service should make it easier for the residents, Dauer relayed. Questions regarding the map presented and the service dates were fielded. Dauer expressed they would try to revise a calendar in the future in order to make it clearer. Council thanked him for taking the time to present the information.

**9. Resolution #48-2021 2022 Preliminary Levy.** Admin. Koverman briefly reviewed the resolution and highlighted the memo from September 14<sup>th</sup>. As discussed, due to the 2021 street/sidewalk/trail bond, the majority of the levy increase was due to that project. As such, the preliminary levy is 26.14 percent which had decreased from the initial number of 29.08 due to the growth in tax capacity. The projected city tax rate which was 41.14 percent in 2021, will increase 5.82 percent to 47.12 percent. This was lower than initially projected and the proposed levy increase would mean an estimated \$9.69/month for a home valued at \$200,000.00. Staff would continue to work ways to reduce the final number, but relayed that the preliminary had to be sent in by September 30<sup>th</sup>. No other questions were asked and a motion to approve the resolution as presented was moved.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

**10. Resolution #44-2021 2022 EDA Levy.** Mayor Schaber presented the resolution for the EDA funds in the amount of \$56,527.16. This represents an increase of approximately \$5,108.00. A motion was made to approve the resolution as presented.

Motion to table: **Dave Braun**

No further discussion.

Motion declared carried.

**11. EMT Hiring Request.** The list of names of Madison Arndt, Sammy Mueller, and Danielle Hoff were motioned for approval as EMTs. Hoff and Mueller will be attended refresher classes to in order to become eligible. A motion was made to approve the list of hirings.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

**12. Pay Request No. 1 (Pearson Bros.), No. 1 (Dunn Blacktop), and No. 3 (Chippewa Concrete).**

Mayor Schaber reviewed the payment amounts of \$417,683.29 (Pearson), \$241,591.23 (Dunn), and \$131,060.37 (Chippewa) to the respective businesses for work completed in relationship to the 2021 Street project. A motion was moved to approve the pay requests as stated.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**13. Public Safety Board.** Mayor Schaber presented the name of Bill Eckles for an appointment to the Public Safety Board. Clm. Steffel inquired as to Mr. Eckles' role on the board and it was relayed that he would serve in one of the citizen capacities on the board. A motion to approve Mr. Eckles' appointment was moved.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

**14. Settlement Agreement-407 Whitewater Avenue.** Mayor Schaber relayed that following the process of the insurance settlement by both parties, that a request for consideration had been made to the City regarding additional resources to help cover expenses that would not be covered as part of the settlement between the insurance companies as repair estimates exceeded the settlement payment. Through discussion with the homeowner, a proposed draft settlement agreement and an amount of \$40,000.00 was discussed and recommended for approval. Mayor Schaber expressed that the homeowners would now need to decide the best option for their family moving forward, but that these funds would provide options to

them. Council concurred and a motion was made to approve the agreement subject to review and acceptance by the Sholes.

Motion to approve: **John Steffel**

No further discussion.

Motion carried.

**Unscheduled Public Appearances. None.**

Motion to adjourn at 6:38 p.m.: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

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**John Schaber, Mayor**

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**Nick Koverman, City Administrator**

# **Dover, Eyota, St. Charles Area Sanitary District**

**P.O. Box 396  
303 North Richland Ave  
St. Charles, Minnesota 55972  
Phone: (507) 932-4171  
email: [district@hbcsc.net](mailto:district@hbcsc.net)**

September 23, 2021

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 2022. The rate will increase \$.13/1,000 gallons, from the current rate of \$6.61/1,000 gallons to \$6.74/1,000 gallons. The new fee will be effective January 1, 2022 and billed with the January usage.

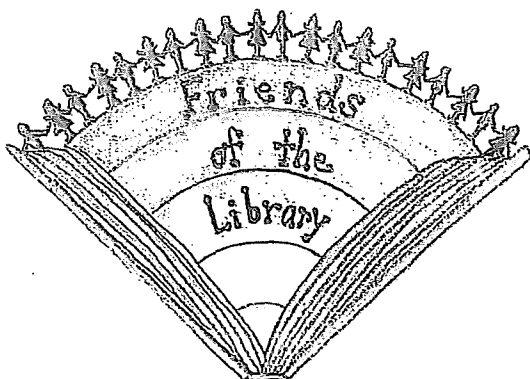
Also, the Sewer Availability Charge (SAC fee) will remain at \$2,640.00 for 2022.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Wayne Getz', with a stylized flourish at the end.

Wayne Getz, Chairman  
DESCASD Board



# Friends of the St. Charles Public Library

## ANNUAL BAKE AND BOOK SALE

Bake



Thursday, October 21, 2021

1:00 – 8:00 pm



Book, Puzzle, and Board Game Sale -

Thursday, October 21, 2021

1:00 – 8:00 pm

Friday, October 22, 2021

1:00- 6:00 pm

Saturday October, 23, 2021

10:00 – 1:00 pm

St. Charles Public Library

125 W. 11<sup>th</sup> St.

St. Charles, MN 55972

You can help by bringing donations of books, puzzles, board games and baked goods to the library.



## City Administrator's Report—September 2021

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**Sept 2**—Held UMMEG steering committee on a conference call with PW Director Kyle Karger to discuss upcoming selection of energy contract for 2023. Will look to host UMMEG annual meeting.

**Sept 6**—Attended ambulance meeting.

**Sept. 8**—Met with Ian Fleming of Wells Fargo to discuss use of investments to prepay electric bond.

**Sept. 9**—Attended UMMEG full membership call to make recommendation on selection of energy contract and discussed rate stabilization fund. Attended Winona County Emergency Management Ambulance/Dispatch meeting.

**Sept. 10**—Held interviews for the police sergeant along with Chief Pelaez and Winona County Deputy Sheriff Jeff Mueller.

**Sept. 13**—Met with MN Association of Small Cities representative to discuss their initiatives and issues for St. Charles. Picked up Cookies for Kids postcard.

**Sept. 15-17**—Attended the Minnesota City/County Managers Association conference.

**Sept. 20**—Met with Dan Pearson and Craig Britton of Widseth Smith Nolting along with Daren Sikkink of WHKS to review development agreement. Discussion was held around receiving a revised proposal of the development agreement as Mr. Pearson expressed concerns with some of the requirements.

Took part in ARP funds webinar through the League of MN Cities along with Melissa Krusmark.

**Sept. 22**—Attended ambulance meeting.

**Sept. 23**—Held conference call with SmartHR to work through reporting issues.

**Sept. 24**—Met with LELS business agent and representatives along with Clm. Steffel and Mayor Schaber for first discussion.

**Sept. 27**—Met with owners of 407 Whitewater Avenue to discuss possible settlement agreement.

**Sept. 28**—Held conference call with Solution Builders team to discuss possible upgrade to police camera system and possible hardware necessary for squad cams and body cameras.

**Sept. 30**—Held conference call with County PSAP, area ambulance departments, and Winona County Emergency Management staff to discuss updates. Held separate meeting with EMSRB representative, County staff and Chatfield service to discuss long-term view of services.



We build strength, stability, self-reliance *and* shelter.

October 8, 2021

Dear Council members,

Thank you for the opportunity to visit with you during your St. Charles City Council meeting on Tuesday, October 12. Habitat for Humanity serving Winona County is interested in partnering with the City to build affordable housing stock in the South Fork TIF district, and we have had preliminary conversations with SEMMCHRA and Winona County staff as well.

Here is a little background on the Habitat for Humanity home construction program. Habitat partners with people interested in purchasing a home at an affordable price. In order to qualify for the program, prospective homebuyers must earn 60% or less of the area median income based on family size, be willing to contribute "sweat equity" in the construction of their home, and have a demonstrated need for an affordable place to live. They must be willing to pay an affordable mortgage.

Habitat partner families in our service area have included a restaurant owner, a school teacher, a baker, a group home supervisor for adults with disabilities, and more. Homeowner selection is a collaborative process comprised of community leaders and local lenders, and as an equal opportunity lender our process observes strict adherence to federal and state lending regulations. We would plan to work with community leaders in St. Charles to build a local committee that steers the family selection process.

The homes we build are typically simple, decent, affordable slab-on-grade structures with enough design elements to make them a charming contribution to the community. Each home is also designed to be ADA compliant to support people living with disabilities. In the South Fork development, our concept would be to build six twin homes with each unit designed to suit selected partner families' needs.

The Construction Technology students from Minnesota State College-Southeast would provide the bulk of labor required for the project and the work site will meet the lab requirements of their degree program. Already, students from the college have built to commercial units for the Habitat ReStore and a Habitat home in the City of Winona. They have a long history of home construction because prior to teaming up with Habitat, they were construction homes for private clients. Students in the shop class at St. Charles high school would also be engaged to help with the work, and just this year they built a beautiful shed for a Habitat home in Winona.

Habitat and the College have jointly fundraised over \$200,000 to launch this project. Because Habitat homebuyers in St. Charles would use USDA Rural Development financing for the purchase of their Habitat home, the initial capital investment will be recaptured and reinvested annually, effectively endowing the program and the rural construction work.

To expand our capacity and make the St. Charles project a possibility, Habitat and SEMMCHRA would like to approach the County for support through the American Rescue Plan Act (ARPA) funds allocated to Winona County. The preliminary proposal is attached for your review.

Thank you for your consideration, and I look forward to talking with you on Tuesday.

Warmly,

A handwritten signature in blue ink that reads "Amanda". The script is cursive and fluid, with the first letter 'A' being particularly large and stylized.

Amanda Hedlund  
Executive Director  
(507) 458-9370 | [director@habitatwinona.org](mailto:director@habitatwinona.org)

**South Fork Multi-Family Development Concept**  
**Habitat for Humanity, SEMMCHRA, and Winona County Partnership**  
**9/14/2021**

Habitat for Humanity serving Winona County and the Southeastern Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA) propose to enter into a development agreement to construct townhomes on Lot 2 Block 5 in the South Fork Addition (Parcel ID Number 290780280). The construction would be phased over a five-to-six-year timeframe.

To proceed with the sale of the parcel to Habitat for Humanity, the list below includes (but is not limited to) development actions that must be completed to make the property shovel ready.

- Survey work
- Split the parcel at the eastern property lines for those lots located west of Trout Avenue to create the space for the park
- Work with the City of St. Charles to re-zone the remaining parcel for townhomes to be acceptable use
- Plat the parcel for townhomes to be constructed
- Engineering
- Legal
- Provide water and sewer access to the parcels (after re-plat)
- Re-pave Roberts Street after the water and sewer access is completed
- Developer Fee

Habitat for Humanity is requesting funding from Winona County through the American Rescue Plan Act under section 3.10 Housing Support: Affordable Housing to finance the costs of development of the parcel.

SEMMCHRA will sell the property to Habitat for Humanity for \$1, plus a developer fee of \$200,000, and an estimated \$50,000 for the hard costs of surveying, platting, engineering, legal, water and sewer infrastructure, etc.

Habitat for Humanity is additionally raising \$250,000, together with Minnesota State College-Southeast, to cover construction costs of the first unit. Proceeds of sale will fund construction of subsequent units, ensuring the initial investments are preserved and reused. Students of the Minnesota State College-Southeast Construction Technology program will complete the construction under the supervision of Habitat for Humanity.



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## **Memorandum**

**To:** Mayor and City Council  
**From:** Melissa Krusmark and Nick Koverman  
**Date:** October 12, 2021  
**Subject:** Preliminary 2022 Enterprise Budget

All enterprise budgets and Capital Improvement Plans will be sent to Mike Bubany of David Drown & Associates for review, as has been past practice. Previously, Mr. Bubany provided an assessment of utility funds given the projected CIP plan and recommended an annual increase of 1.5 percent (water) and 2 percent (sewer) based on scheduled projects and plans. At this time, no planned increase is expected for storm sewer.

**2022 Ambulance Budget** Staff continues to work on the 2022 ambulance budget. Admin. Koverman met with Matt Essig of Lewiston Ambulance to discuss funding strategies. Staff is working on a proposal for a full-time ambulance director as well as how to continue retain and attract recruits.

### **2022 Garbage Budget**

We are waiting to hear from Waste Management on rate increases for 2022 but expect it to be in line with the previous years. Preliminary budget is included in the packet.

### **2022 Water Budget**

Planned CIP expenditures for 2022 are trench box replacements and a SCADA system upgrade that is currently 20 years old. An annual increase to base and volumetric charge of 1.5 percent have been included in the water projects.

### **2022 Sewer Budget**

There were no significant changes in the sewer department for the 2022 budget. The Sanitary District has informed us that a 2% sewer rate increase will go into effect January 2022 and Mike Bubany has stated that an annual 2 percent increase for sewer has been included into the sewer budget.

### **2022 Electric Budget**

We are awaiting advisement from Gary Price of UMMEG on what an increase to electric charges should be implemented for 2022. Capital Improvement projects scheduled for 2022 are routine system improvements and new construction.

### **2022 Storm Sewer Budget**

Annual maintenance of catch basin improvements and storm sewer improvements are planned for 2022. The budget will also allow for reserves to be captured to follow the pond improvements slated for every other year.

**City of St. Charles**

**2022 Capital Improvement Plan**

Water	Trench Box replacement	\$	15,000	71 Water Fund
	SCADA	\$	50,000	71 Water F pushed from 2020
Electric	New sys Construction	\$	125,000	70 Electric 628, 629, 630, 730, 734
	System Improvements	\$	60,000	70 Electric 629, 630, 730, 735, 744
Sewer	Manhole Rehab	\$	20,000	72 Sewer Fund
	I&I	\$	75,000	72 Sewer Fund
Storm Water	Catch basin Imp.	\$	55,000	73 Storm Water Mgmt Fund
	Storm Sewer Imp.	\$	45,000	73 Storm Water Mgmt Fund
Total Enterprise		\$	445,000	
Total CIP			<u><u>\$711,137</u></u>	

**GARBAGE & COMPOST FEES****2020 Actual  
12/31/2020****2021 Budget  
1/1/2021****2021 Actual  
12/31/2021****2022 Recommended Budget**

23-43051	CORONAVIRUS RELIEF AID	\$	(22,390.60)	\$	-	\$	-	
23-47001	INTEREST INCOME	\$	-	\$	(500.00)	\$	-	\$ (500.00)
23-47150	COMPOST FEES	\$	(13,884.92)	\$	(13,500.00)	\$	(10,747.77)	\$ (13,500.00)
23-48007	GARBAGE SALES	\$	(200,551.88)	\$	(197,800.00)	\$	(147,979.95)	\$ (205,700.00)
23-48008	RECYCLING FEES	\$	(61,801.37)	\$	(73,600.00)	\$	(53,654.27)	\$ (76,500.00)

<b>Budgeted Revenues</b>	<b>Total 2021</b>	<b>\$</b>	<b>(285,400.00)</b>	<b>Total 2022</b>	<b>\$</b>	<b>(296,200.00)</b>
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23-130-50500	DEPRECIATION EXPENSE	\$	-	\$	-	\$	-	
23-130-50800	GAIN/LOSS ON FIXED ASSET	\$	3,083.00	\$	-	\$	-	
23-130-51040	OFFICE SUPPLIES	\$	2,424.52	\$	400.00	\$	1,035.10	\$ 400.00
23-130-51343	ADVERTISING & PUBLISHING	\$	-	\$	-	\$	191.25	
23-130-51350	GARBAGE REMOVAL	\$	248,351.33	\$	259,500.00	\$	170,120.78	\$ 267,285.00
23-130-51600	CITY CLEANUP	\$	7,810.24	\$	11,500.00	\$	4,114.74	\$ 11,500.00
23-130-51900	TRANSFER TO OTHER FUNDS	\$	20,000.00	\$	-	\$	-	
23-130-52020	PRF SERVICE-AUDITING	\$	912.50	\$	200.00	\$	490.00	\$ 200.00
23-130-52090	OTHER PRF SERVICES	\$	29,065.38	\$	-	\$	150.00	
23-130-52100	COMMUNICATIONS	\$	1,204.50	\$	1,000.00	\$	945.07	\$ 1,000.00
23-130-52220	REPAIR & MAINTENANCE	\$	95.75	\$	-	\$	1,100.00	
23-130-52290	COMPUTER MAINTENANCE	\$	-	\$	-	\$	-	\$ 7,000.00
23-130-53565	COMPOST SITE	\$	3,000.00	\$	6,500.00	\$	4,980.82	\$ 6,500.00
23-640-51700	Depreciation Expense	\$	-	\$	-	\$	-	

<b>Budgeted Expenditures</b>	<b>Total 2021</b>	<b>\$</b>	<b>279,100.00</b>	<b>Total 2022</b>	<b>\$</b>	<b>293,885.00</b>
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**ELECTRIC FUND**

		<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2022 Recommended Budget</b>
		<b>12/31/2020</b>	<b>1/1/2021</b>	<b>12/31/2021</b>	
70-43051	CORONAVIRUS RELIEF AID	\$ (25,681.60)	\$ -	\$ -	
70-45200	GAIN/LOSS ON INVESTMENT	\$ (12,553.45)	\$ -	\$ -	
70-47001	INTEREST INCOME	\$ (20,471.39)	\$ (10,000.00)	\$ (10,569.22)	\$ (10,000.00)
70-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	\$ -
70-47010	SALE OF PROPERTY	\$ -	\$ -	\$ -	
70-47013	PENALTY INCOME	\$ (12,824.50)	\$ (20,000.00)	\$ (4,635.15)	\$ (20,000.00)
70-47100	OTHER LOCAL REVENUES	\$ (25,124.02)	\$ (20,000.00)	\$ (14,774.18)	\$ (20,000.00)
70-47500	Elect.Gen Fac-Labor	\$ (3,200.00)	\$ -	\$ -	
70-47501	Elect.Gen Fac-Equip	\$ (8,391.20)	\$ -	\$ -	
70-47502	Elect.Gen Fac-Material	\$ (2,966.80)	\$ -	\$ (400.00)	
70-47510	CONTRIBUTED CAPITAL	\$ -	\$ -	\$ -	
70-48000	ELECTRIC SALES	\$ (2,963,097.09)	\$ (3,237,753.00)	\$ (2,412,179.30)	\$ (3,200,000.00)
70-48001	GAIN/LOSS ON MISO INVESTMENT	\$ -	\$ -	\$ -	

<b>Budgeted Revenues</b>	<b>Total 2021</b>	<b>\$ (3,287,753.00)</b>	<b>Total 2022</b>	<b>\$ (3,250,000.00)</b>
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70-600-50100	REGULAR SALARIES	\$ 427,403.07	\$ 406,658.00	\$ 316,916.98	\$ 440,800.00
70-600-50200	HEALTH & LIFE INSURANCE	\$ 84,878.15	\$ 95,104.00	\$ 75,337.01	\$ 109,400.00
70-600-50225	EMPL CONT-PERA	\$ 33,123.09	\$ 30,653.00	\$ 20,605.00	\$ 33,100.00
70-600-50250	EMP CONT-FICA	\$ 30,614.25	\$ 31,564.00	\$ 22,720.38	\$ 32,900.00
70-600-50275	UNEMPLOYMENT COMPENSATION	\$ -	\$ 2,000.00	\$ -	
70-600-50280	WORKERS COMPENSATION	\$ 13,130.00	\$ 14,500.00	\$ 14,056.00	\$ 14,500.00
70-600-50300	BAD DEBT EXPENSE	\$ -	\$ -	\$ -	
70-600-50500	DEPRECIATION EXPENSE	\$ 351,206.00	\$ -	\$ -	
70-600-50600	WARRANTY EXPENSE	\$ -	\$ -	\$ -	
70-600-50800	GAIN/LOSS ON FIXED ASSET	\$ (38,824.00)	\$ -	\$ -	
70-600-51010	Payroll Processing Fees	\$ 758.58	\$ -	\$ 273.98	
70-600-51020	BANK FEES	\$ 20,778.05	\$ 19,000.00	\$ 17,438.13	\$ 19,000.00
70-600-51030	INVESTMENT FEES	\$ 3,951.59	\$ -	\$ 1,964.76	
70-600-51035	INTEREST EXPENSE	\$ 13,596.20	\$ 16,640.00	\$ 8,320.00	
70-600-51036	PAYING AGENT FEES	\$ -	\$ 950.00	\$ -	

ELECTRIC FUND		2020 Actual 12/31/2020	2021 Budget 1/1/2021	2021 Actual 12/31/2021	2022 Recommended Budget
70-600-51040	OFFICE SUPPLIES	\$ 3,387.54	\$ 2,000.00	\$ 1,881.99	\$ 2,000.00
70-600-51070	GAS & OIL	\$ 5,950.98	\$ 6,000.00	\$ 5,830.17	\$ 7,000.00
70-600-51100	CLOTHING ALLOWANCE	\$ 5,319.39	\$ 6,000.00	\$ 5,410.15	\$ 6,000.00
70-600-51180	OTHER SUPPLIES	\$ 8,896.99	\$ 3,850.00	\$ 3,733.86	\$ 3,850.00
70-600-51490	MISCELLANEOUS	\$ 1.00	\$ -	\$ -	
70-600-51500	INTEREST ON METER DEPOSITS	\$ 204.12	\$ 500.00	\$ 105.37	\$ 500.00
70-600-51610	ENERGY PROGRAM	\$ 56,560.13	\$ 80,000.00	\$ 37,761.73	\$ 80,000.00
70-600-51611	SOLAR REBATES	\$ 69,558.54	\$ -	\$ 71,491.67	\$ 80,000.00
70-600-51800	PRINCIPAL ON BONDS	\$ -	\$ 270,000.00	\$ 550,000.00	
70-600-51900	TRANSFER TO OTHER FUNDS	\$ 135,000.00	\$ 135,000.00	\$ -	\$ 135,000.00
70-600-52020	PRF SERVICE-AUDITING	\$ 5,508.00	\$ 7,000.00	\$ 7,100.00	\$ 7,250.00
70-600-52030	PRF SERVICE-LEGAL	\$ (241.02)	\$ 4,000.00	\$ -	\$ 4,000.00
70-600-52040	COLLECTION SERVICES	\$ -	\$ 500.00	\$ -	\$ 500.00
70-600-52060	ENGINEER SERVICES	\$ 5,632.21	\$ 10,000.00	\$ 21,233.38	\$ 15,000.00
70-600-52090	OTHER PRF SERVICES	\$ 54,306.34	\$ 15,000.00	\$ 32,174.13	\$ 20,000.00
70-600-52100	COMMUNICATIONS	\$ 4,617.60	\$ 6,000.00	\$ 3,701.18	\$ 6,000.00
70-600-52110	RADIO MAINTENTANCE	\$ 76.34	\$ 1,000.00	\$ -	\$ 1,000.00
70-600-52120	TRANSPORTATION & TRAINING	\$ 11,950.22	\$ 8,000.00	\$ 34.78	\$ 3,000.00
70-600-52170	INSURANCE	\$ 19,322.85	\$ 25,000.00	\$ 32,930.31	\$ 27,000.00
70-600-52180	UTILITIES	\$ 8,738.64	\$ 11,000.00	\$ 7,012.00	\$ 11,000.00
70-600-52190	MEMBERSHIPS	\$ 864.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00
70-600-52200	BUILDING REPAIR & MAINT	\$ 5,048.52	\$ 11,000.00	\$ 481.75	\$ 11,000.00
70-600-52220	REPAIR & MAINTENANCE	\$ 33,481.91	\$ 25,000.00	\$ 23,163.16	\$ 25,000.00
70-600-52290	COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ 7,000.00
70-600-52230	VEHICLE REPAIR	\$ 13,575.64	\$ 12,000.00	\$ 7,589.46	\$ 12,000.00
70-600-52260	RENTALS	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
70-600-52350	PURCHASED POWER	\$ 973,092.37	\$ 980,000.00	\$ 667,650.65	\$ 920,000.00
70-600-52360	TRANSMISSION COSTS	\$ 342,136.31	\$ 450,000.00	\$ 296,414.65	\$ 500,000.00
70-600-53010	BUILDINGS	\$ -	\$ -	\$ -	
70-600-53100	SUBSTATION REPAIRS	\$ 5,788.15	\$ 8,000.00	\$ 22,783.42	\$ 8,000.00
70-600-52500	NonCap Substation Repairs	\$ 1,094.40	\$ -	\$ -	
70-600-53150	GENERATION REPAIRS	\$ 42,912.39	\$ 40,000.00	\$ 25,338.93	\$ 40,000.00

**ELECTRIC FUND****2020 Actual  
12/31/2020****2021 Budget  
1/1/2021****2021 Actual  
12/31/2021****2022 Recommended Budget**

70-600-52505	NonCap Generation Repairs	\$ 3,173.97	\$ -	\$ 3,105.29	
70-600-53200	OTHER IMPROVEMENTS/CIP	\$ (0.27)	\$ 80,000.00	\$ 14,727.27	\$ 50,000.00
70-600-52510	NonCap Other Improvements	\$ 7,809.67	\$ -	\$ 1,510.31	
70-600-53250	VEHICLES	\$ -	\$ 150,000.00	\$ 118,900.39	
70-600-52515	NonCap Vehicles	\$ -	\$ -	\$ -	
70-600-53310	POLES, TOWERS & FIXTURES	\$ 0.13	\$ 15,000.00	\$ 21,212.55	\$ 15,000.00
70-600-52520	NonCap Poles,Towers,Fixtures	\$ 10,045.14	\$ -	\$ 16,046.85	
70-600-53320	OVERHEAD CONDUCTORS & DEVICES	\$ -	\$ 15,000.00	\$ 14,386.20	\$ 15,000.00
70-600-52525	NonCap Overhead Conductors	\$ 12,445.12	\$ -	\$ 11,131.26	
70-600-53330	UNDERGROUND CONDUCTORS & DEV	\$ 18,438.91	\$ 40,000.00	\$ 105,922.39	\$ 15,000.00
70-600-52530	NonCap Underground Conductors	\$ 44,619.87	\$ -	\$ 27,906.98	
70-600-53340	STREET LIGHTS	\$ -	\$ 15,000.00	\$ 10,728.92	\$ 15,000.00
70-600-52535	NonCap Street Lights	\$ 5,434.41	\$ -	\$ 2,578.88	
70-600-53350	LINE TRANSFORMERS	\$ 19,562.00	\$ 35,000.00	\$ 34,343.96	\$ 25,000.00
70-600-52540	NonCap Line Transformers	\$ 1,136.00	\$ -	\$ 4,940.00	
70-600-53360	NEW SERVICES CONSTRUCTION	\$ -	\$ 15,000.00	\$ 6,238.73	\$ 15,000.00
70-600-52545	NonCap New Services	\$ 868.83	\$ -	\$ 11,940.17	
70-600-53370	TOOLS & EQUIPMENT	\$ 23,890.99	\$ 28,000.00	\$ 12,215.54	\$ 20,000.00
70-600-52550	NonCap Tools & Equipment	\$ 11,588.55	\$ -	\$ 16,932.64	
70-600-53600	ELECTRIC METERS	\$ 1,161.60	\$ 14,000.00	\$ -	\$ 15,000.00
70-600-52555	NonCap Electric Meters	\$ 2,879.17	\$ -	\$ 3,430.45	
70-600-53620	GENERATION FUEL	\$ 14,019.38	\$ 30,000.00	\$ -	\$ 30,000.00
70-600-53900	SALES & USE TAX	\$ -	\$ -	\$ -	

**Budgeted Expenditures****Total 2021****\$ 3,172,919.00****Total 2022****\$****2,798,800.00**

**WATER FUND****2020 Actual  
12/31/2020****2021 Budget  
1/1/2021****2021 Actual  
12/31/2021****2022 Recommended Budget**

71-43051	CORONAVIRUS RELIEF AID	\$ (22,591.93)	\$ -	\$ -	
71-45200	GAIN/LOSS ON INVESTMENT	\$ 1,537.84	\$ -	\$ -	
71-47001	INTEREST INCOME	\$ (4,133.63)	\$ (1,000.00)	\$ (1,111.66)	\$ (1,000.00)
71-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	
71-47100	OTHER LOCAL REVENUES	\$ (5,613.04)	\$ (4,300.00)	\$ (4,546.09)	\$ (4,300.00)
71-47510	CONTRIBUTED CAPITAL	\$ -	\$ -	\$ -	
71-48002	WAC & SAC FEES	\$ (427.50)	\$ -	\$ (85.50)	
71-48003	HOOK UP FEES	\$ (10,400.00)	\$ -	\$ (2,100.00)	
71-48004	WATER SALES	\$ (577,016.72)	\$ (575,360.00)	\$ (457,421.28)	\$ (583,990.00)
71-48005	WATER METER SALES	\$ (4,859.90)	\$ (2,000.00)	\$ (3,404.92)	\$ (2,000.00)

<b>Budgeted Revenues</b>	<b>Total 2021</b>	<b>\$ (582,660.00)</b>	<b>Total 2022</b>	<b>\$ (591,290.00)</b>
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71-610-50100	REGULAR SALARIES	\$ 139,278.42	\$ 125,240.00	\$ 79,294.56	\$ 140,000.00
71-610-50200	HEALTH & LIFE INSURANCE	\$ 25,607.31	\$ 30,600.00	\$ 17,982.61	\$ 32,000.00
71-610-50225	EMPL CONT-PERA	\$ 12,045.71	\$ 9,438.00	\$ 3,197.83	\$ 12,200.00
71-610-50250	EMP CONT-FICA	\$ 9,819.96	\$ 9,724.00	\$ 5,684.32	\$ 10,000.00
71-610-50280	WORKERS COMPENSATION	\$ 2,872.00	\$ 6,000.00	\$ 3,075.00	
71-610-50500	DEPRECIATION EXPENSE	\$ 143,831.00	\$ -	\$ -	
71-610-50800	GAIN/LOSS ON FIXED ASSET	\$ (40,666.00)	\$ -	\$ -	
71-610-51010	Payroll Processing Fees	\$ 189.65	\$ -	\$ 178.49	
71-610-51020	BANK FEES	\$ -	\$ -	\$ -	
71-610-51030	INVESTMENT FEES	\$ 557.28	\$ -	\$ 350.86	
71-610-51035	INTEREST EXPENSE	\$ 16,569.00	\$ 14,896.00	\$ 5,546.67	\$ 14,896.00
71-610-51036	PAYING AGENT FEES	\$ -	\$ -	\$ -	
71-610-51040	OFFICE SUPPLIES	\$ 2,725.22	\$ 1,000.00	\$ 1,520.30	\$ 1,000.00
71-610-51070	GAS & OIL	\$ 5,323.13	\$ 2,500.00	\$ 7,115.52	\$ 3,000.00
71-610-51100	CLOTHING ALLOWANCE	\$ 2,693.61	\$ 3,000.00	\$ 1,172.01	\$ 3,000.00
71-610-51180	OTHER SUPPLIES	\$ 14,233.18	\$ 25,000.00	\$ 13,215.75	\$ 25,000.00
71-610-51490	MISCELLANEOUS	\$ 1,832.90	\$ -	\$ -	
71-610-51520	FREEZE/THAW ASSISTANCE	\$ -	\$ -	\$ -	

WATER FUND		2020 Actual 12/31/2020	2021 Budget 1/1/2021	2021 Actual 12/31/2021	2022 Recommended Budget
71-610-51800	PRINCIPAL ON BONDS	\$ -	\$ -	\$ -	
71-610-51900	TRANSFER TO OTHER FUNDS	\$ 60,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
71-610-52020	PRF SERVICE-AUDITING	\$ 3,507.00	\$ 4,700.00	\$ 3,400.00	\$ 4,700.00
71-610-52030	PRF SERVICE-LEGAL	\$ 65.00	\$ 500.00	\$ -	\$ 500.00
71-610-52060	ENGINEER SERVICES	\$ 2,197.85	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00
71-610-52090	OTHER PRF SERVICES	\$ 54,214.93	\$ 30,000.00	\$ 15,577.21	\$ 30,000.00
71-610-52100	COMMUNICATIONS	\$ 5,842.96	\$ 6,500.00	\$ 4,451.65	\$ 6,500.00
71-610-52110	RADIO MAINTENTANCE	\$ 76.33	\$ 1,000.00	\$ -	\$ 1,000.00
71-610-52120	TRANSPORTATION & TRAINING	\$ 2,070.00	\$ 4,000.00	\$ 742.00	\$ 4,000.00
71-610-52170	INSURANCE	\$ 4,244.13	\$ 6,000.00	\$ 3,811.04	\$ 3,500.00
71-610-52180	UTILITIES	\$ 36,667.54	\$ 35,000.00	\$ 33,588.53	\$ 45,000.00
71-610-52190	MEMBERSHIPS	\$ -	\$ -	\$ -	
71-610-52200	BUILDING REPAIR & MAINT	\$ 514.78	\$ 5,000.00	\$ 1,236.00	\$ 5,000.00
71-610-52220	REPAIR & MAINTENANCE	\$ 17,977.80	\$ 15,000.00	\$ 7,638.85	\$ 15,000.00
71-610-52230	VEHICLE REPAIR	\$ 1,119.48	\$ 1,500.00	\$ 225.87	\$ 1,500.00
71-610-52290	COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ 7,000.00
71-610-53010	BUILDINGS	\$ -	\$ -	\$ -	
71-610-53200	OTHER IMPROVEMENTS/CIP	\$ -	\$ 165,000.00	\$ -	\$ 65,000.00
71-610-52510	NonCap Other Improvements	\$ 702.40	\$ -	\$ 4,227.12	
71-610-53250	VEHICLES	\$ -	\$ -	\$ -	
71-610-52515	NonCap Vehicles	\$ -	\$ -	\$ -	
71-610-53300	OTHER EQUIPMENT	\$ -	\$ -	\$ 1,248.17	\$ 10,000.00
71-610-52550	NonCap Tools & Equipment	\$ (14,473.84)	\$ -	\$ 4,520.56	
71-610-53380	WELLS	\$ -	\$ -	\$ -	\$ 23,000.00
71-610-52560	NonCap Wells	\$ 1,535.53	\$ -	\$ 474.40	
71-610-53585	WATER METERS	\$ 9,497.88	\$ -	\$ 3,749.00	\$ 15,000.00
71-610-52565	NonCap Water Meters	\$ 1,055.75	\$ -	\$ 10,414.29	
71-610-53605	WATER MAIN MATERIAL	\$ 7,940.00	\$ -	\$ -	\$ 11,000.00
71-610-52575	NonCap Water Main Materials	\$ 5,810.77	\$ -	\$ 3,797.61	
71-610-53610	WATER TOWER	\$ (4,015.91)	\$ -	\$ -	
71-610-52580	NonCap Water Tower	\$ -	\$ -	\$ 115.67	
71-610-53615	HYDRANTS	\$ 4,393.91	\$ -	\$ 4,239.20	\$ 11,000.00

**WATER FUND****2020 Actual  
12/31/2020****2021 Budget  
1/1/2021****2021 Actual  
12/31/2021****2022 Recommended Budget**

71-610-52585	NonCap Hydrants	\$ 1,577.68	\$ -	\$ 1,631.48	
71-610-53890	CONNECTING DEVICES	\$ -	\$ -	\$ 543.60	\$ 1,000.00
71-610-52570	NonCap Connecting Devices	\$ 1,119.84	\$ -	\$ 10,930.22	

<b>Budgeted Expenditures</b>	<b>Total 2021</b>	<b>\$ 546,598.00</b>	<b>Total 2022</b>	<b>\$ 545,796.00</b>
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**SEWER FUND**

		<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2022 Recommended Budget</b>
		<b>12/31/2020</b>	<b>1/1/2021</b>	<b>12/31/2021</b>	
72-43051	CORONAVIRUS RELIEF AID	\$ (22,857.16)	\$ -	\$ -	
72-45200	GAIN/LOSS ON INVESTMENT	\$ 192.68	\$ -	\$ -	
72-47001	INTEREST INCOME	\$ (585.11)	\$ (500.00)	\$ (195.39)	\$ (500.00)
72-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	
72-47100	OTHER LOCAL REVENUES	\$ -	\$ -	\$ -	
72-47510	CONTRIBUTED CAPITAL	\$ -	\$ -	\$ -	
72-48002	WAC & SAC FEES	\$ (4,650.71)	\$ -	\$ (85.50)	
72-48003	HOOK UP FEES	\$ (11,200.00)	\$ -	\$ (2,400.00)	\$ (2,400.00)
72-48006	SEWER SALES	\$ (762,321.59)	\$ (774,615.00)	\$ (610,313.43)	\$ (790,110.00)

<b>Budgeted Revenues</b>	<b>Total 2021</b>	<b>\$ (775,115.00)</b>	<b>Total 2022</b>	<b>\$ (793,010.00)</b>
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72-620-50100	REGULAR SALARIES	\$ 82,741.73	\$ 82,984.00	\$ 70,858.12	\$ 95,000.00
72-620-50200	HEALTH & LIFE INSURANCE	\$ 18,125.03	\$ 20,375.00	\$ 15,131.35	\$ 21,000.00
72-620-50225	EMPL CONT-PERA	\$ 10,102.90	\$ 6,254.00	\$ 2,565.18	\$ 7,000.00
72-620-50250	EMP CONT-FICA	\$ 6,649.49	\$ 6,443.00	\$ 5,015.28	\$ 7,000.00
72-620-50280	WORKERS COMPENSATION	\$ 466.00	\$ 600.00	\$ 499.00	\$ 600.00
72-620-50500	DEPRECIATION EXPENSE	\$ 81,609.00	\$ -	\$ -	
72-620-50800	GAIN/LOSS ON FIXED ASSET	\$ 1,137.00	\$ -	\$ -	
72-620-51030	INVESTMENT FEES	\$ 63.86	\$ -	\$ 17.69	
72-620-51035	INTEREST EXPENSE	\$ -	\$ -	\$ -	
72-620-51036	PAYING AGENT FEES	\$ -	\$ -	\$ -	
72-620-51040	OFFICE SUPPLIES	\$ 2,185.96	\$ 1,500.00	\$ 1,487.87	\$ 1,500.00
72-620-51070	GAS & OIL	\$ -	\$ 1,000.00	\$ 1,481.89	\$ 1,000.00
72-620-51100	CLOTHING ALLOWANCE	\$ 686.49	\$ 3,000.00	\$ 1,625.70	\$ 3,000.00
72-620-51180	OTHER SUPPLIES	\$ 487.17	\$ 1,200.00	\$ 1,075.73	\$ 1,200.00
72-620-51505	FEMA PROJECT	\$ -	\$ -	\$ -	
72-620-51800	PRINCIPAL ON BONDS	\$ -	\$ -	\$ -	
72-620-51900	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	
72-620-52020	PRF SERVICE-AUDITING	\$ 3,000.00	\$ 3,500.00	\$ 3,400.00	\$ 3,500.00
72-620-52030	PRF SERVICE-LEGAL	\$ -	\$ 400.00	\$ -	\$ 400.00

SEWER FUND		2020 Actual 12/31/2020	2021 Budget 1/1/2021	2021 Actual 12/31/2021	2022 Recommended Budget
72-620-52060	ENGINEER SERVICES	\$ 5,052.78	\$ 5,000.00	\$ 2,534.40	\$ 5,000.00
72-620-52090	OTHER PRF SERVICES	\$ 21,989.46	\$ 4,000.00	\$ 996.06	\$ 400.00
72-620-52100	COMMUNICATIONS	\$ 1,654.22	\$ 2,400.00	\$ 1,209.53	\$ 2,400.00
72-620-52120	TRANSPORTATION & TRAINING	\$ (3,157.50)	\$ 3,000.00	\$ 23.00	\$ 3,000.00
72-620-52160	ADVERTISING & PUBLISHING	\$ -	\$ -	\$ -	
72-620-52170	INSURANCE	\$ 4,238.85	\$ 5,200.00	\$ 5,857.63	\$ 5,000.00
72-620-52180	UTILITIES	\$ 701.12	\$ 4,000.00	\$ 565.14	\$ 4,000.00
72-620-52220	REPAIR & MAINTENANCE	\$ 6,380.71	\$ 10,000.00	\$ 4,936.72	\$ 10,000.00
72-620-52230	VEHICLE REPAIR	\$ 569.25	\$ 1,000.00	\$ 164.83	\$ 1,000.00
72-620-52290	COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ 7,000.00
72-620-52370	DISTRICT PAYMENT	\$ 477,687.89	\$ 507,237.00	\$ 330,897.86	\$ 500,000.00
72-620-53010	BUILDINGS	\$ -	\$ -	\$ -	
72-620-53200	OTHER IMPROVEMENTS/CIP	\$ 11,177.49	\$ 95,000.00	\$ 14,851.09	\$ 95,000.00
72-620-52510	NonCap Other Improvements	\$ -	\$ -	\$ 1,205.14	
72-620-53300	OTHER EQUIPMENT	\$ -	\$ 3,000.00	\$ -	
72-620-52550	NonCap Tools & Equipment	\$ 1,370.18	\$ -	\$ -	
72-620-53390	SEWER MAINS CONSTRUCTION	\$ -	\$ 5,000.00	\$ 1,511.00	
Budgeted Expenditures		Total 2021	\$ 772,093.00	Total 2022	\$ 774,000.00

**STORM WATER DRAINAGE FUND****2020 Actual  
12/31/2020****2021 Budget  
1/1/2021****2021 Actual  
12/31/2021****2022 Recommended Budget**

73-45200	GAIN/LOSS ON INVESTMENT	\$ -	\$ -	\$ -	
73-47001	INTEREST INCOME	\$ -	\$ (100.00)	\$ -	\$ (100.00)
73-47004	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -	
73-47100	OTHER LOCAL REVENUES	\$ -	\$ -	\$ -	
73-47510	CONTRIBUTED CAPITAL	\$ -	\$ -	\$ -	
73-48009	STORM WATER FEES	\$ (154,613.46)	\$ (157,330.00)	\$ (117,439.77)	\$ (160,477.00)

<b>Budgeted Revenues</b>	<b>Total 2021</b>	<b>\$ (157,430.00)</b>	<b>Total 2022</b>	<b>\$ (160,577.00)</b>
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73-630-50100	REGULAR SALARIES	\$ -	\$ -	\$ -	
73-630-50250	EMP CONT-FICA	\$ -	\$ -	\$ -	
73-630-50500	DEPRECIATION EXPENSE	\$ 30,426.00	\$ -	\$ -	
73-630-50800	GAIN/LOSS ON FIXED ASSET	\$ (40,665.00)	\$ -	\$ -	
73-630-52020	PRF SERVICE-AUDITING	\$ 1,168.75	\$ 1,200.00	\$ 490.00	\$ 1,200.00
73-630-52060	ENGINEER SERVICES	\$ 1,814.84	\$ 2,000.00	\$ -	\$ 2,000.00
73-630-53200	OTHER IMPROVEMENTS/CIP	\$ -	\$ 5,000.00	\$ 2,649.84	\$ 5,000.00
73-630-52510	NonCap Other Improvements	\$ 6,830.27	\$ -	\$ -	
73-630-53390	SEWER MAINS CONSTRUCTION	\$ 3,486.55	\$ -	\$ -	
73-630-53580	STORM WATER MGMNT	\$ 28,160.07	\$ 115,000.00	\$ 132,877.98	\$ 100,000.00

<b>Budgeted Expenditures</b>	<b>Total 2021</b>	<b>\$ 123,200.00</b>	<b>Total 2022</b>	<b>\$ 108,200.00</b>
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# ***ST. CHARLES***

## **REQUEST FOR CITY COUNCIL ACTION**

**Meeting Date: October 12, 2021**

**General:   X**

**Department: EDA**

**Item Requested: Approval of Revolving Loan Fund Request #02-2021**

=====

### **Summary of the Issue**

An application was submitted to the Revolving Loan Fund for \$25,000 for down payment assistance to purchase a downtown building.

### **Background**

The applicant is purchasing an existing downtown building and will move their business, Whitewater Wellness, from a location they currently rent to one that they would own.

The project and the applicant's financials were reviewed by the EDA Loan committee and a recommendation was made to move the application forward to the EDA. The EDA Board reviewed the request at their regular meeting on October 8<sup>th</sup>, 2021. The EDA moved forward a recommendation for approval to City Council for the request.

### **Funding**

Approval will require \$25,000 from the Revolving Loan Fund. Council action will serve to authorize the loan. Loan will be structured as a 10-year loan at an interest rate of 3% the first 6 months would be interest only payments.

### **Recommendation**

The EDA approved by motion, the following recommendations:

1. Contingent on purchase of building moving forward
2. To approve Request #02-2021 as requested and described above.
3. To authorize the staff to prepare all necessary loan documents.

**Request for City Council Action**

Date: 10/8/2021

Requested Council Date: 10/12/2021

Originating Department: Admin.

Council Action Requested: Acceptance of Winona County PartnerSHIP grant--\$7,331.52

Background Information: A mini grant was submitted on behalf of the City of St. Charles Park and Recreation Department for 6 benches and 6 bike racks to be installed in desired locations along the city's new and existing bike/walking trail system. The grant that has been approved by the Winona County PartnerSHIP (Statewide Health Improvement Program) requires a 10 percent match that can be dollars/in-kind. The grant does not pay for installation, hence the in-kind partnership was that the City would be willing to install the benches/bike racks on 5X10 blacktop pads along the paths in desired locations.

Stated project goal.

*The goal (of the project) is to add six locations for residents/guests to stop along the trail for those who may be challenged by the overall length of various segments. The objective is to increase walkers and bikers utilizing the pedestrian facilities. This first initial step will provide us the momentum to continue the program of amenities along trail segments in town.*

It was expressed that this grant could serve as the impetus for future amenities along our trail segments. A motion to accept the grant with the conditions is requested.



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



October 4, 2021

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

RE: St. Charles, MN  
Chattanooga 2<sup>nd</sup> Addition  
Pay Request No. 4

Dear Kyle:

Enclosed is Pay Request No. 4 for work on the above referenced project. We recommend payment in the amount of \$240,829.75 to:

Zenke, Inc.  
87 Main St. #5  
La Crescent, MN 55947

Please contact me if you have any questions.

Sincerely,

**WHKS** & co.

A handwritten signature in blue ink, appearing to read 'D. Sikkink', is written over the company name.

Daren D. Sikkink, P.E.

DS/cf

Enclosure

cc: Nick Koverman, City of St. Charles  
Travis Zenke, Zenke, Inc.

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



PARTIAL PAYMENT ESTIMATE  
FOR CONSTRUCTION WORK COMPLETED

Project: 2021 Chattanooga 2nd Addition  
Project No.: 9159.00  
Location: St. Charles, MN  
Contractor: Zenke, Inc.

Bid Price: \$997,354.58  
Date: Oct. 4, 2021  
Estimate #: 4  
% Complete: 92%

Item No.		Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1.	Mobilization	1	L.S.	\$24,200.00	0.8	0.2	1	\$24,200.00
2.	Topsoil Stripping (P)	33,260	C.Y.	\$4.25	33,260		33,260	\$141,355.00
3.	Common Excavation (P)	16,591	C.Y.	\$3.10	16,591		16,591	\$51,432.10
4.	Geotextile Fabric Type 5 (P)	7,100	S.Y.	\$1.50		6,990	6,990	\$10,485.00
5.	Subgrade Preparation 12"	14	RD STA	\$300.00		9	9	\$2,700.00
6.	Aggregate Base Class 5 (P)(CV)	1,978	C.Y.	\$28.20		1,934	1,934	\$54,538.80
7.	Breaker Run Stabilizing Aggregate	260	C.Y.	\$27.80		1,100	1,100	\$30,580.00
8.	Type SP 12.5 Wearing Course Mix (2;B)	586	Ton	\$77.17			-	\$0.00
9.	Type SP 12.5 Non Wear Course Mix (2;B)	1,560	Ton	\$76.51		1,382	1,382	\$105,736.82
10.	Concrete Curb & Gutter, Design B618	2,800	L.F.	\$11.57		2,834	2,834	\$32,789.38
11.	Concrete Apron	19	S.Y.	\$77.76			-	\$0.00
12.	Aggregate For Pipe Foundation(CV)	308	C.Y.	\$46.00			-	\$0.00
13.	Remove Bituminous Pavement	192	S.Y.	\$5.00		159	159	\$795.00
14.	F&I 6" PVC Pipe Service	400	L.F.	\$38.60	400		400	\$15,440.00
15.	F&I 8" PVC Pipe Sewer	1,290	L.F.	\$41.50	1,290		1,290	\$53,535.00
16.	F&I 8" x 6" PVC Wye	9	Each	\$295.00	9		9	\$2,655.00
17.	Construct Structure, Type 3, (48") (Adjusted)	5	Each	\$3,650.00	5		5	\$18,250.00
18.	Connect to Existing Sanitary Sewer	1	Each	\$500.00	1		1	\$500.00
19.	F&I 6" Water Main	430	L.F.	\$32.60	430		430	\$14,018.00
20.	F&I 8" Water Main	1,246	L.F.	\$35.80	1,246		1,246	\$44,606.80
21.	F&I 6" Gate Valve & Box	14	Each	\$1,570.00	14		14	\$21,980.00
22.	F&I 8" Gate Valve & Box	3	Each	\$2,160.00	3		3	\$6,480.00
23.	F&I 6" Hydrant	4	Each	\$4,160.00	4		4	\$16,640.00
24.	F&I Watermain Fittings	1,208	Pound	\$9.80	1,208		1,208	\$11,838.40
25.	Connect to Existing Watermain	1	Each	\$1,200.00	1		1	\$1,200.00
26.	F&I 15" RCP Storm Sewer	125	L.F.	\$48.20	115		115	\$5,543.00
27.	F&I 18" RCP Storm Sewer	543	L.F.	\$52.80	563		563	\$29,726.40
28.	F&I 30" RCP Storm Sewer	763	L.F.	\$82.60	740		740	\$61,124.00
29.	F&I 30" HDPE Storm Sewer	721	L.F.	\$59.50	721		721	\$42,899.50
30.	Construct Structure, Type 4 (48")	2	Each	\$2,440.00	2		2	\$4,880.00
31.	Construct Structure, Type 4 (60")	7	Each	\$3,940.00	7		7	\$27,580.00
32.	Construct Structure, Type 4 (72")	1	Each	\$4,900.00	1		1	\$4,900.00
33.	Construct Structure, Type 4 (84")	1	Each	\$7,290.00	1		1	\$7,290.00
34.	Construct Structure Type 1	10	Each	\$1,946.00	10		10	\$19,460.00
35.	F&I 30" RCP Apron	1	Each	\$1,120.00	1		1	\$1,120.00
36.	Ditch Check Type 2	3	Each	\$1,545.00			-	\$0.00
37.	Traffic Control	1	L.S.	\$300.00	0.8	0.2	1	\$300.00
38.	Erosion Control Blanket, Category 3	2,470	S.Y.	\$2.10			-	\$0.00
39.	Turf Establishment, Seed & Mulch	16	Acre	\$1,000.00	10	3	13	\$13,000.00
40.	Silt Fencing, Type Machine Sliced	2,358	L.F.	\$1.90	1,959		1,959	\$3,722.10
41.	Inlet Protection	11	Each	\$90.00			-	\$0.00
42.	Stabilized Vehicle Exit	1	L.S.	\$10.00	1		1	\$10.00
43.	4" PVC Conduit	344	L.F.	\$15.00		532	532	\$7,980.00
44.	4" Insulation	1,240	SF	\$3.90	1,240		1,240	\$4,836.00
45.	Trench Rock Excavation	1,290	L.F.	\$26.00	1,000		1,000	\$26,000.00
46.	Material testing allowance \$1,000	1	L.S.	\$1,000.00			-	\$0.00
<b>Materials on Hand</b>								
	30" HDPE pipe from Core & Main Invoice 6/14/21	740	LF	\$22.92	0		-	\$0.00
	Sanitary Manhole structures	5	Each	\$1,004.02	0		-	\$0.00

Total Work Completed \$922,126.30

Less 5% Retainage \$46,106.32  
Less Previous Payments \$635,190.23

Net Payment this Estimate \$240,829.75

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



October 5, 2021

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

RE: St. Charles, MN  
2021 Streets Improvements  
Pay Request No. 2

Dear Kyle:

Enclosed is Pay Request No. 2 for work on the above referenced project. We recommend that the City make payment in the amount of \$765,971.41 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, appearing to read "D. D. Sikkink", is written over the company name.

Daren D. Sikkink, P.E.

DDS/jm

Enclosure

cc: Nick Koverman, 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: Oct. 5, 2021  
Estimate #: 2  
% Complete: 41.9%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
<b>Schedule A - Overlay</b>								
1	Mobilization	L.S.	\$119,994.45	1	0.3	0.20	0.50	\$ 59,997.23
2	8 Foot Edge Mill	S.Y.	\$1.59	30000	0	19951.86	19951.86	\$ 31,723.45
3	1 3/4" Depth Full Width Mill	S.Y.	\$1.79	14000	0	8126.47	8126.47	\$ 14,546.39
4	Remove Concrete Curb and Gutter	L.F.	\$11.01	5200	4274	0.00	4274.00	\$ 47,056.74
5	Remove Concrete Driveway	S.Y.	\$14.74	220	451	0.00	451.33	\$ 6,652.65
6	Remove Concrete Walk	S.Y.	\$11.90	780	901	47.89	949.11	\$ 11,294.42
7	Adjust Sanitary Manhole Casting	Each	\$1,030.00	83	0	0.00	0.00	\$ -
8	Adjust Storm Manhole Casting	Each	\$815.00	31	0	0.00	0.00	\$ -
9	Adjust Gate Valve Box	Each	\$460.00	54	3	0.00	3.00	\$ 1,380.00
10	Sanitary Sewer Manhole Casting	Each	\$595.00	10	0	0.00	0.00	\$ -
11	Storm Sewer Manhole Casting	Each	\$520.00	10	0	0.00	0.00	\$ -
12	Gate Valve Box	Each	\$210.00	10	3	0.00	3.00	\$ 630.00
13	Topsoil Borrow (LV)	C.Y.	\$25.84	200	0	150.00	150.00	\$ 3,876.00
14	Aggregate Shouldering Class 5	C.Y.	\$71.08	180	0	0.00	0.00	\$ -
15	Type SP 12.5 Non-Wearing Leveing Course Mix SPWEB230B (2")	Ton	\$82.80	2500	0	268.00	268.00	\$ 22,190.40
16	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$71.20	14100	0	6409.17	6409.17	\$ 456,332.90
17	Type SP 12.5 Wearing Course Mix SPWEB240B (Patching)	Ton	\$112.50	225	233	202.50	435.50	\$ 48,993.75
18	Concrete Driveway 6" Reinforced Type A	S.Y.	\$87.32	180	451	0.00	451.33	\$ 39,410.43
19	Concrete Driveover Curb and Gutter	L.F.	\$31.77	600	222	0.00	222.00	\$ 7,052.94
20	Concrete B624 Curb and Gutter	L.F.	\$35.27	4620	4052	0.00	4052.00	\$ 142,914.04
21	Concrete V-Curb	L.F.	\$48.77	150	98	0.00	98.00	\$ 4,779.46
22	Concrete Walk 6"	SQ. FT	\$9.42	5200	3966	0.00	3966.00	\$ 37,359.72
23	Concrete Walk 4"	SQ. FT	\$8.62	3250	4523	0.00	4523.00	\$ 38,988.26
24	Concrete Walk 4" Thickened Edge	SQ. FT	\$13.92	200	0	0.00	0.00	\$ -
25	Truncated Domes	S.F.	\$51.00	720	612	0.00	612.00	\$ 31,212.00
26	Turf Establishment, Seeding	Acres	\$10,890.00	1	0	0.90	0.90	\$ 9,801.00
27	Traffic Control	L.S.	\$14,500.00	1	0.30	0.00	0.30	\$ 4,350.00
28	Material Testing Allowance (\$1,000)	L.S.	\$1,000.00	1	0	0.00	0.00	\$ -
<b>Schedule B - Pave Gravel Streets</b>								
1	Mobilization	L.S.	\$34,759.38	1	0	0.50	0.50	\$ 17,379.69
2	Remove Bituminous Driveway	S.Y.	\$9.02	150	0	0.00	0.00	\$ -
3	Topsoil Borrow (LV)	C.Y.	\$42.91	300	0	0.00	0.00	\$ -
4	Aggregate Shouldering Class 5	C.Y.	\$71.08	170	0	0.00	0.00	\$ -
5	Aggregate Base Class 5	C.Y.	\$28.35	1000	0	525.92	525.92	\$ 14,909.75
6	Type SP 12.5 Non-Wearing Course Mix SPNWB230B (2")	Ton	\$72.60	1160	0	554.10	554.10	\$ 40,227.66
7	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$72.10	1160	0	195.00	195.00	\$ 14,059.50
8	6" Aggregate Driveway Class 5	C.Y.	\$71.08	35	0	0.00	0.00	\$ -
9	3" Bituminous Driveway Pavement	S.Y.	\$13.45	100	0	0.00	0.00	\$ -
10	Turf Establishment	Acres	\$10,890.00	1	0	0.00	0.00	\$ -
11	Traffic Control	L.S.	\$9,000.00	1	0	0.50	0.50	\$ 4,500.00
12	Material Testing Allowance (\$1000)	L.S.	\$1,000.00	1	0	0.00	0.00	\$ -
<b>Schedule C - Rebuild Streets</b>								
1	Mobilization	L.S.	\$58,802.00	1	0	0.50	0.80	\$ 47,041.60
2	Full Depth Reclamation 8" Min. (P)	S.Y.	\$2.84	16500	9900	6600.00	16500.00	\$ 46,860.00
3	Remove Bituminous Pavement	S.Y.	\$9.40	100	331	138.89	469.78	\$ 4,415.91
4	Remove Concrete Curb and Gutter	L.F.	\$16.15	1450	460	0.00	460.00	\$ 7,429.00
5	Remove Concrete Driveway Pavement	S.Y.	\$15.61	140	0	43.00	43.00	\$ 671.23
6	Remove Bituminous Driveway Pavement	S.Y.	\$15.61	70	0	28.89	28.89	\$ 450.96
7	Remove Concrete Walk	S.Y.	\$12.60	340	243	47.56	290.56	\$ 3,661.00

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: Oct. 5, 2021  
Estimate #: 2  
% Complete: 41.9%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
8	Adjust Casting	Each	\$755.00	6	0	0.00	0.00	\$ -
9	Adjust Gate Valve & Box	Each	\$445.00	8	0	0.00	0.00	\$ -
10	Clear and Grub Tree	Each	\$1,000.00	1	0	1.00	1.00	\$ 1,000.00
11	Topsoil Borrow (LV)	C.Y.	\$25.84	400	0	0.00	0.00	\$ -
12	12' Wide Temp Road	L.S.	\$1.00	1	0	0.00	0.00	\$ -
13	Common Excavation	C.Y.	\$17.68	4800	0	1496.92	1496.92	\$ 26,465.48
14	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	Ton	\$81.50	2000	0	0.00	0.00	\$ -
15	Type SP 12.5 Non-Wearing Course Mix SPNWB230B (2")	Ton	\$82.50	2000	0	0.00	0.00	\$ -
16	Geotextile Fabric, Type V	S.Y.	\$2.09	11000	0	5109.19	5109.19	\$ 10,678.21
17	Bituminous Roadway Patching	S.Y.	\$25.97	200	0	0.00	0.00	\$ -
18	Aggregate Base Class 5 (Recycled) (P)	C.Y.	\$13.95	3250	0	1135.38	1135.38	\$ 15,838.49
19	Aggregate Base Class 5 (Virgin)	C.Y.	\$32.98	125	0	0.00	0.00	\$ -
20	Aggregate Shoulder Class 5	C.Y.	\$83.67	90	0	0.00	0.00	\$ -
21	Aggregate Subbase Correction	C.Y.	\$48.34	100	0.00	72.40	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	61.00	0.00	61.00	\$ 2,151.47
24	Concrete B624 Curb and Gutter, 1.5" Head	L.F.	\$31.77	1000	0.00	0.00	0.00	\$ -
25	Concrete B618 Curb and Gutter, 1.5" Head	L.F.	\$31.77	240	0	0.00	0.00	\$ -
26	Concrete Valley Gutter	L.F.	\$37.77	70	0	0.00	0.00	\$ -
27	Concrete V-Curb	L.F.	\$48.77	10	0	0.00	0.00	\$ -
28	7" Concrete Walk	Sq. Ft	\$9.92	140	0	0.00	0.00	\$ -
29	6" Concrete Walk	Sq. Ft	\$9.42	930	195	0.00	195.00	\$ 1,836.90
30	4" Concrete Walk	Sq. Ft	\$8.62	2400	215	0.00	215.00	\$ 1,853.30
31	6" Thickened Edge Concrete Walk	Sq. Ft	\$16.92	160	0	0.00	0.00	\$ -
32	4" Thickened Edge Concrete Walk	Sq. Ft	\$13.92	50	0	0.00	0.00	\$ -
33	Truncated Domes	Sq. Ft	\$51.00	130	36	0.00	36.00	\$ 1,836.00
34	3" Bituminous Driveway	S.Y.	\$34.38	200	0	0.00	0.00	\$ -
35	6" Aggregate Driveway	C.Y.	\$83.67	20	0	0.00	0.00	\$ -
36	6" Concrete Driveway Reinforced	S.Y.	\$87.32	70	0	0.00	0.00	\$ -
37	7" Concrete Driveway Type A	S.Y.	\$87.32	25	105	0.00	105.00	\$ 9,168.60
38	Storm Sewer Structure Type 1	Each	\$3,250.00	3	0	2.00	2.00	\$ 6,500.00
39	12" Reinforced Concrete Pipe	L.F.	\$180.00	22	0	22.00	22.00	\$ 3,960.00
40	18" Reinforced Concrete Pipe	L.F.	\$180.00	22	0	22.00	22.00	\$ 3,960.00
41	18" Reinforced Concrete Apron	Each	\$1,320.00	1	0	1.00	1.00	\$ 1,320.00
42	12" Nyloplast Drop Inlet	Each	\$1,900.00	1	0	0.00	0.00	\$ -
43	12" HDPE Pipe	L.F.	\$105.00	65	0	0.00	0.00	\$ -
44	12" Metal Apron	Each	\$605.00	1	0	0.00	0.00	\$ -
45	Rip-Rap, Class 2	S.Y.	\$42.00	20	0	20.00	20.00	\$ 840.00
46	4" Solid Line - Parking Striping	L.F.	\$0.76	750	0	0.00	0.00	\$ -
47	Handicap Loading Zones and Symbols	Each	\$45.00	5	0	0.00	0.00	\$ -
48	Temporary Rock Construction Entrance	Each	\$1,500.00	4	0	0.00	0.00	\$ -
49	Storm Drain Inlet Protection	Each	\$150.00	7	0	7.00	7.00	\$ 1,050.00
50	Seeding	Acre	\$10,890.00	1	0	0.00	0.00	\$ -
51	Traffic Control	L.S.	\$10,350.00	1	0.3	0.30	0.60	\$ 6,210.00
52	Ditch Check, Type 2	Each	\$60.00	7	0	0.00	0.00	\$ -
53	Material Testing Allowance (\$1000)	L.S.	\$1,000.00	1	0	0.00	0.00	\$ -

Total Schedule A	\$	1,020,541.78
Total Schedule B	\$	91,076.60
Total Schedule C	\$	208,697.96
Less 5% Retained Amount	\$	66,015.82
Less Previous Payments	\$	488,329.11
<b>Net Payment this Estimate</b>	<b>\$</b>	<b>765,971.41</b>

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



October 6, 2021

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

RE: St. Charles, MN  
Casting Adjustments  
Pay Request No. 1

Dear Kyle:

Enclosed is Pay Request No. 1 for work on the above referenced project. We recommend the City make payment in the amount of \$57,368.46 to:

Floorcoat Midwest, LLC  
PO Box 245  
Truman, MN 56088

Please contact me if you have any questions.

Sincerely,

**WHKS** & co.

A handwritten signature in blue ink, appearing to read "D. Sikkink".

Daren D. Sikkink, P.E.

DDS/jm

Enclosure

cc: Nick Koverman, City of St. Charles  
Richard Hanson, Floorcoat Midwest

2905 South Broadway  
Rochester, MN 55904  
Phone: 507.288.3923



PARTIAL PAYMENT REQUEST  
FOR CONSTRUCTION WORK COMPLETED

Project: Casting Adjustments  
Project No.: 9158  
Location: St. Charles, MN  
Contractor: Floorcoat Midwest, LLC

Bid Price: \$169,500.00  
Date: Oct. 5, 2021  
Estimate #: 1  
% Complete: 35.6%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	LS	\$3,000.00	1	0	1.00	1.00	\$ 3,000.00
2	Traffic Control	LS	\$1,400.00	1	0	0.50	0.50	\$ 700.00
3	Manhole Concrete Monolithic Seal/Pavement	Each	\$800.00	120	0	48.00	48.00	\$ 38,400.00
4	Manhole Form in Excess of 12" (1" Increments)	Inch	\$40.00	500	0	208.00	208.00	\$ 8,320.00
5	New Manhole Casting and Cover, Neenah R1733-B	Each	\$400.00	40	0	3.00	3.00	\$ 1,200.00
6	Gate Valve Box Concrete Monolithic Seal/Pavement	Each	\$450.00	62	0	0.00	0.00	\$ -
7	Gate Valve Box in Excess of 18" (6" Increments)	Each	\$100.00	20	0	0.00	0.00	\$ -
8	Gate Valve Box	Each	\$162.00	20	0	0.00	0.00	\$ -
<b>Materials on Hand</b>								
9	R-1733 Manhole Casting	Each	\$338.05	20	0	17	17.00	\$ 5,746.85
10	Gate Valve Box & Cover	Each	\$151.05	20	0	20	20.00	\$ 3,021.00

Construction Total \$ 60,387.85

Less 5% Retained Amount \$ 3,019.39

Less Previous Payments \$ -

**Net Payment this Estimate \$ 57,368.46**