



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, September 25, 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 #29-2018 Approving 2019 Preliminary Levy	APPROVE
7. Resolution #30-2018 Approving 2019 EDA Levy	APPROVE
8. Ordinance #604 Sale of Property (2 <sup>nd</sup> Reading) and minor subdivision	APPROVE
9. Friends of Whitewater Request	APPROVE
10. Pay Request #1—2018 Street Improvements	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, September 25, 2018**

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**6. Resolution #29-2018 Approving 2019 Preliminary Levy.** Enclosed is information related to the proposed preliminary levy of 7.54 percent with the levy options implemented as a result of the September 11 Council meeting discussion. In calculating the proposed impact on property taxes for various values of homes, the County Auditor-Treasurer informed staff that St. Charles' taxable market value had grown by nearly \$300,000. Due to this growth in tax base, it is estimated that the estimated tax implication will decrease. The enclosed resolution proposes a 7.54 percent levy increase.

**7. Resolution #30-2018 Approving 2019 EDA Levy.** Attached is the 2019 EDA Levy recommended for approval.

**8. Ordinance #604 Sale of Property (2<sup>nd</sup> Reading) and minor subdivision.** Information is enclosed related to the proposed sale and minor subdivision of land owned by the City of St. Charles.

**9. Friends of Whitewater Request.** Enclosed is a letter of request by the Friends of Whitewater for use of the community center during June and July of 2019 as a theater group practices for one of Centennial events to be held in Whitewater.

**10. Pay Request #1—2018 Street Improvements.** The first pay request for the 2018 Street Improvements is included in the packet for approval. It has been reviewed by WHKS Engineers and recommended for approval.

**CITY OF ST. CHARLES**

**Resolution #29-2018**

**A Resolution Approving Preliminary 2018  
Tax Levy Collectible in 2019**

**WHEREAS**, the City of St. Charles requires revenue to meet its expenses.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES** that the following sum of money be levied for the current year, collectible in 2018, upon the property in said City of St. Charles, for the following purposes:

<b>FUND</b>	<b><u>2018</u></b>
2011A Bond Fund	\$ 203,538
2018A Bond Fund	\$ 22,858
Advertising Fund	\$ 21,275
Capital Improvement Fund	\$ 245,000
Celebration/Public Safety Fund	\$ 7,000
Fire	\$ 66,171
General Fund	\$ 312,537
Library Fund	\$ 114,565
2015A EMS Bond Fund	\$ 96,411
Tax Abatement	<u>\$ 3,960</u>
<b>Total Preliminary Levy</b>	<b>\$ 1,093,315</b>

The City Administrator is hereby authorized to transmit a copy of this resolution to the Council Auditor of Winona County, Minnesota.

Adopted this 25th day of September 2018 by the Council of the City of St. Charles, Minnesota.

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

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

City of St. Charles  
Levy Summaries

Fund	Special							
	2013	2014	2014	2015	2016	2017	2018	2019
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	<b>45,214</b>	<b>121,886</b>
	4.69%		0.00%	0.02%	8.16%	8.07%	4.65%	7.54%

**CITY OF ST. CHARLES**  
**Capital Improvement Schedule (revised)**

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
		<u>\$ 242,339</u>	

City of St. Charles  
 2019 Budget - Levy Impact Per Taxpayer @7.54%  
 Based on \$100,000 home

City

Tax rate= total levy request  
 city's tax base (net of Tif)

2018 45.80%                      2017 (est) 43.48%                      Increase                      -2.12%

Property taxes=	market value (county assessor)	Example:	Value of home	100,000
	* class rate (state of MN)		Class rate	0.01
	tax base (tax capacity)		tax base	1000
	* tax rate (city)		Increase	<u>-2.12%</u>
	certified amount - city's portion			<u><b>(\$21.15)</b></u>
	+ school district			
	+ county			
	+ Other			
	<u>                    </u> Total property tax bill			

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<u>Total tax base</u>	\$ 2,082,738	\$ 2,043,779	\$ 2,081,201	\$ 2,128,619	\$ 2,206,859	\$ 2,302,266	\$ 2,637,410
<u>Less: TIF (estimated)</u>	\$ (47,282)	\$ (38,874)	\$ (36,754)	\$ (51,444)	\$ (68,262)	\$ (82,730)	\$ (123,153)
	<u>\$ 2,035,456</u>	<u>\$ 2,004,905</u>	<u>\$ 2,044,447</u>	<u>\$ 2,077,175</u>	<u>\$ 2,138,597</u>	<u>\$ 2,219,536</u>	<u>\$ 2,514,257</u>
	<u>\$ (37,239)</u>	<u>\$ (30,551)</u>	<u>\$ 39,542</u>	<u>\$ 32,728</u>	<u>\$ 61,422</u>	<u>\$ 80,939</u>	<u>\$ 294,721</u>

City of St. Charles  
 2019 Budget - Levy Impact Per Taxpayer @7.54%  
 Based on \$200,000 home

City

Tax rate= total levy request  
 city's tax base (net of Tif)

2018 45.80%                      2017 (est)                      43.48%                      Increase                      -2.12%

Property taxes=	market value (county assessor)	Example:	Value of home	200,000
	* class rate (state of MN)		Class rate	0.01
	tax base (tax capacity)		tax base	2000
	* tax rate (city)		Increase	<u>-2.12%</u>
	certified amount - city's portion			<u><b>(\$42.31)</b></u>
	+ school district			
	+ county			
	+ Other			
	<u>                    </u> Total property tax bill			

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<u>Total tax base</u>	\$ 2,082,738	\$ 2,043,779	\$ 2,081,201	\$ 2,128,619	\$ 2,206,859	\$ 2,302,266	\$ 2,637,410
<u>Less: TIF (estimated)</u>	\$ (47,282)	\$ (38,874)	\$ (36,754)	\$ (51,444)	\$ (68,262)	\$ (82,730)	\$ (123,153)
	<u>\$ 2,035,456</u>	<u>\$ 2,004,905</u>	<u>\$ 2,044,447</u>	<u>\$ 2,077,175</u>	<u>\$ 2,138,597</u>	<u>\$ 2,219,536</u>	<u>\$ 2,514,257</u>
	<u>\$ (37,239)</u>	<u>\$ (30,551)</u>	<u>\$ 39,542</u>	<u>\$ 32,728</u>	<u>\$ 61,422</u>	<u>\$ 80,939</u>	<u>\$ 294,721</u>

City of St. Charles  
 2019 Budget - Levy Impact Per Taxpayer @7.54%  
 Based on \$300,000 home

City

Tax rate= total levy request  
 city's tax base (net of Tif)

2018 45.80%                      2017 (est) 43.48%                      Increase -2.12%

Property taxes=	market value (county assessor)	Example:	Value of home	300,000
	* class rate (state of MN)		Class rate	0.01
	tax base (tax capacity)		tax base	3000
	* tax rate (city)		Increase	<u>-2.12%</u>
	certified amount - city's portion			<u><b>(\$63.46)</b></u>
	+ school district			
	+ county			
	+ Other			
	<u>                    </u> Total property tax bill			

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<u>Total tax base</u>	\$ 2,082,738	\$ 2,043,779	\$ 2,081,201	\$ 2,128,619	\$ 2,206,859	\$ 2,302,266	\$ 2,637,410
<u>Less: TIF (estimated)</u>	\$ (47,282)	\$ (38,874)	\$ (36,754)	\$ (51,444)	\$ (68,262)	\$ (82,730)	\$ (123,153)
	<u>\$ 2,035,456</u>	<u>\$ 2,004,905</u>	<u>\$ 2,044,447</u>	<u>\$ 2,077,175</u>	<u>\$ 2,138,597</u>	<u>\$ 2,219,536</u>	<u>\$ 2,514,257</u>
	<u>\$ (37,239)</u>	<u>\$ (30,551)</u>	<u>\$ 39,542</u>	<u>\$ 32,728</u>	<u>\$ 61,422</u>	<u>\$ 80,939</u>	<u>\$ 294,721</u>

**CITY OF ST. CHARLES, WINONA COUNTY, MINNESOTA**

**RESOLUTION # 30-2018  
RESOLUTION APPROVING LEVY REQUEST SUBMITTED BY THE  
ST. CHARLES ECONOMIC DEVELOPMENT AUTHORITY  
FOR TAXES PAYABLE 2019**

**WHEREAS**, the St. Charles Economic Development Authority (“EDA”) has prepared and presented a budget to the City Council of St. Charles, Minnesota and an estimate for tax revenues needed for EDA programs and operations for the 2019 calendar year; and,

**WHEREAS**, pursuant to Minnesota Statutes Section 469.107 a City may authorize a levy for economic development purposes in an amount that does not exceed 0.01813% of its taxable market value; and

**WHEREAS**, a levy request by an EDA requires the governing body (City Council) to approve certification of said levy request to the County Auditor by September 30<sup>th</sup> for the following year’s taxes; and

**WHEREAS**, said levy request is to be treated as a special taxing district in accordance with Minnesota Statutes Section 275.066 and appear as a separate line item on the 2019 property tax statements; and

**WHEREAS**, the levy request contemplated in this Resolution is to be considered a stand alone request and is not to be automatically renewed for future years’ taxes.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of St. Charles, Winona County, Minnesota that the levy request for taxes payable 2019 for all taxable property within the corporate boundaries of the City of St. Charles, Winona County, Minnesota in the amount of \$45,250 submitted by the St. Charles EDA and City Council of St. Charles is hereby approved for certification to the Winona County Auditor.

Passed and approved \_\_\_\_\_.

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

ATTEST:

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

**CERTIFICATION**

I, Nick Koverman, duly appointed City Administrator of the City of St. Charles, do hereby certify that the above resolution is a true and correct copy of Resolution 30-2018 entitled “RESOLUTION APPROVING LEVY REQUEST SUBMITTED BY THE ST. CHARLES ECONOMIC DEVELOPMENT AUTHORITY FOR TAXES PAYABLE 2019” passed and approved by the St. Charles City Council, Minnesota, on the 25th day of September, 2018.

\_\_\_\_\_  
**City Administrator, City of St. Charles**

**CITY OF ST. CHARLES**

**ORDINANCE NO. 604**

**AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA,  
AUTHORIZING THE SALE OF REAL PROPERTY**

**THE CITY OF ST. CHARLES DOES ORDAIN:**

Section 1. The St. Charles City Council hereby authorizes the sale and conveyance of real property legally described as:

**Parcel A and Parcel B described as part of Lot 27, Plat of Limits of St. Charles, Minnesota, being in the East Half of this Southwest Quarter of Section 19, Township 106 North, Range 10 West of the Fifth Principal Meridian, Winona County. See Certificate of Survey for full legal description**

by quitclaim deed pursuant to the terms and conditions of sale set forth in that certain purchase agreement to be approved by the City Council between the City and a buyer to subsequently be determined.

Section 2. This Ordinance shall take effect thirty days after its publication.

Adopted this 25th day of September, 2018 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: \_\_\_\_\_

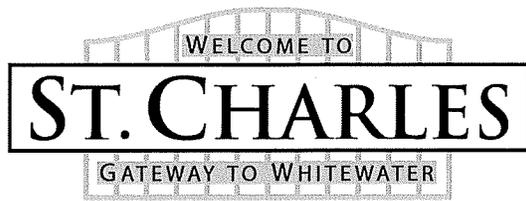
Nays: \_\_\_\_\_

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

Abstain \_\_\_\_\_

*Published:*

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



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## **Memorandum**

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

**From:** Nick Koverman, City Administrator

**Date:** August 30, 2018

**Subject:** Minor Subdivision/City of St. Charles Sale of Parcels A & B

**REQUEST INFORMATION:** The City of St. Charles owns a parcel of undeveloped land located along Old Valley Road. The parcel is proposed to be divided to create two lots with the remaining land that is unsuitable for other purposes to be maintained by the City. Parcel A contains approximately 0.79 acres, while Parcel B contains approximately 0.91 acres. The lots have been improved, but lack water and sewer, but are more than ample size for residential housing. City Charter requires a review by Planning & Zoning for the sale of city owned property, unless an emergency sale is deemed necessary, at which time the review can be dispensed with. A recommendation for a minor subdivision and sale of the property is requested.

**SITE CHARACTERISTICS:** The petitioner owns a parcel of undeveloped land that is inside city limits and located along Old Valley Road in the original plat of the city limits and is currently designated in the R-1M (Modular and Mobile Home Residence District). The two undeveloped parcels require extension of private water and sewer. Parcel A is 129 X 265 feet while Parcel B is approximately 129 X 315 feet. It exceeds the minimum size of 75 X 100 as a proposed lot.

### **PLANNING ASSESSMENT**

*Section Three (Minor Subdivision): 803:01 Qualifications (B). The simple division of a single platted lot to create no more than two lots and the newly created property line will not cause the remaining portion of the lot or any structure to be in violation with this Ordinance or the St. Charles Zoning Ordinance.*

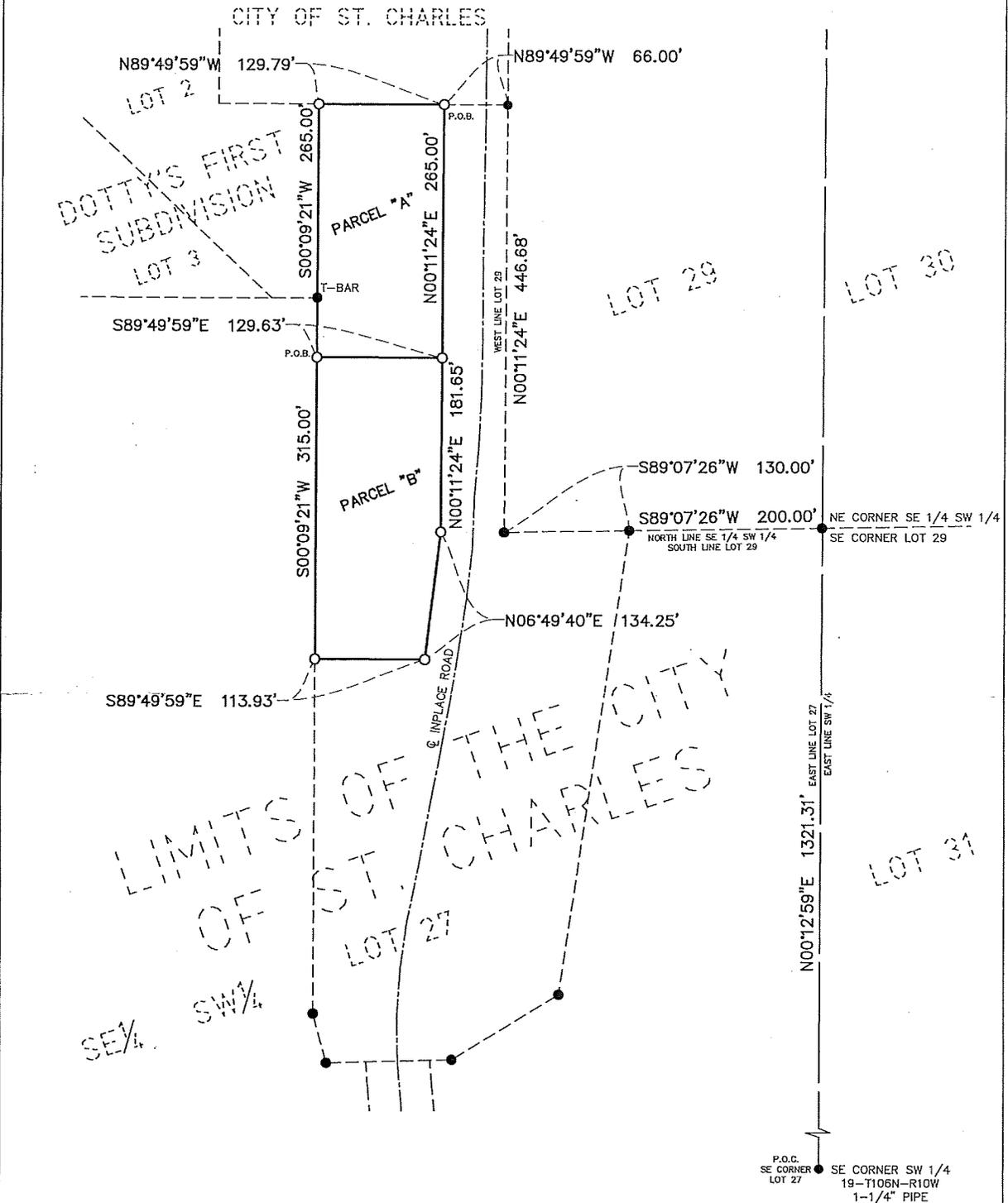
The certificate of survey shows the creation of two parcels within the R-1M of Parcel A (0.79 acres) and Parcel B (0.91 acres).

The selling of the land is in keeping with the City's Comprehensive Plan to:

-Encourage infill development on existing lots in the City.

**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 for the division and sale of the properties.

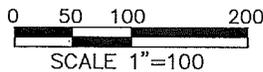
# CERTIFICATE OF SURVEY



**BEARING SYSTEM USED:**  
WINONA COUNTY COORDINATE  
SYSTEM NAD 83, ADJUSTMENT-1996

**LEGEND**

- FOUND MONUMENT 1" Ø PIPE
- SET 1" Ø PIPE WITH CAP # 41814



**SURVEYOR'S CERTIFICATE**

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

RICHARD L. MASSEY, L.C. NO. 41814

DATE: 2-06-15

SCALE:	1" = 100'
DRAWN BY:	AJM
DATE:	1/29/15
PROJECT NO.:	5985.15
CADD NO.:	5985.15/Lot Split/Drawings

FOR:  
CITY OF ST CHARLES  
PART OF LOT 27  
LIMITS OF THE CITY OF ST. CHARLES  
ST CHARLES, MN



# CERTIFICATE OF SURVEY

## PROPERTY DESCRIPTION

### PARCEL "A":

A part of Lot 27, Plat of Limits of St. Charles, Minnesota, being in the East Half of this Southwest Quarter of Section 19, Township 106 North, Range 10 West of the Fifth Principal Meridian, Winona County, described as Follows:

Commencing at the southeast corner of the Southwest Quarter of said Section 19, also being the Southeast corner of said Lot 27; thence North  $00^{\circ}12'59''$  East (Note: All bearings are based on the Winona County Coordinate System Nad '8, Adjusted 1996) along the East line of said Southwest Quarter, also being the East line of said Lot 27 for a distance of 1321.31 feet to the Northeast corner of the Southeast Quarter of said Southwest Quarter, also being the the Southeast corner of Lot 29 of said Plat of Limits of St. Charles; thence South  $89^{\circ}07'26''$  West along the North line of said Southeast Quarter of the Southwest Quarter, also being the South line of said Lot 29 for a distance of 200.00 feet; thence continuing South  $89^{\circ}07'26''$  West along said South line of Lot 29 for a distance of 130.00 feet to the Southwest corner of said Lot 29; thence North  $00^{\circ}11'24''$  East along the West line of said Lot 29 for a distance of 468.68 feet; thence North  $89^{\circ}49'59''$  West 66.00 feet to the Point of Beginning; thence North  $89^{\circ}49'59''$  West, 129.79 feet to the corner of Lot 2, Block 1, DOTY'S FIRST SUBDIVISION; thence South  $00^{\circ}09'21''$  West along the most Easterly line of said Lot 2 for a distance of 265.00 feet; thence South  $89^{\circ}49'59''$  East for a distance of 129.63 feet; thence North  $00^{\circ}11'24''$  East for a distance of 265.00 feet to the Point of Beginning.

Containing 0.79 acres, more or less and subject to any easements and restrictions of record.

### PARCEL "B":

A part of Lot 27, Plat of Limits of St. Charles, Minnesota, being in the East Half of this Southwest Quarter of Section 19, Township 106 North, Range 10 West of the Fifth Principal Meridian, Winona County, described as Follows:

Commencing at the Southeast corner of the Southwest Quarter, also being the Southeast corner of said Lot 27; thence North  $00^{\circ}12'59''$  East (Note: All bearings are based on the Winona County Coordinate System NAD '83, Adjusted 1996) along the East line of said Southwest Quarter, also being the East line of said Lot 27 for a distance of 1321.31 feet to the Northeast corner of the Southeast Quarter of said Southwest Quarter, also being the the Southeast corner of Lot 29 of said Plat of Limits of St. Charles; thence South  $89^{\circ}07'26''$  West along the North line of said Southeast Quarter of the Southwest Quarter, also being the South line of said Lot 29 for a distance of 200.00 feet; thence continuing South  $89^{\circ}07'26''$  West along said South line of Lot 29 for a distance of 130.00 feet to the Southwest corner of said Lot 29; thence North  $00^{\circ}11'24''$  East along the West line of said Lot 29 for a distance of 468.68 feet; thence North  $89^{\circ}49'59''$  West 66.00 feet; thence North  $89^{\circ}49'59''$  West for a distance of 129.79 feet to the corner of Lot 2, Block 1, DOTY'S FIRST SUBDIVISION; thence South  $00^{\circ}09'21''$  West along the most Easterly line of said Lot 2 for a distance of 265.00 feet to the Point of Beginning; thence South  $00^{\circ}09'21''$  West for a distance of 315.00 feet; thence South  $89^{\circ}49'59''$  East for a distance of 113.93 feet; thence North  $06^{\circ}49'40''$  East for a distance of 134.25 feet; thence North  $00^{\circ}11'24''$  East a distance of 181.65 feet; thence North  $89^{\circ}49'59''$  West for a distance of 129.63 feet to the Point of Beginning.

Containing 0.91 acres, more or less and subject to any easements and restrictions of record.

SHEET 2 OF 2

SCALE : 1" = 100'

DRAWN BY : AJM

DATE : 1/29/15

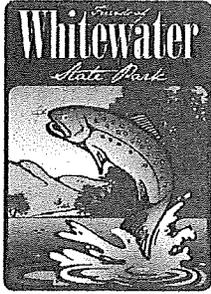
PROJECT NO. : 5985.15

CADD No. : 5985.15/Lot Split/Drawings

FOR :

CITY OF ST CHARLES  
PART OF LOT 27 AND LOT 31  
LIMITS OF THE CITY OF ST. CHARLES  
ST CHARLES, MN





# Friends of Whitewater State Park

c/o Whitewater State Park, 19041 Highway 74, Altura MN 55910  
[www.friendsofwhitewater.weebly.com](http://www.friendsofwhitewater.weebly.com)

September 13, 2018

To the St. Charles City Council,

I am writing on behalf of the Friends of Whitewater State Park to inquire about in-kind use of the Community Room at the City Hall.

We are interested in reserving the space on Sunday evenings from 5 to 7 p.m. in June and July 2019 for rehearsal time to prepare for our Theater in the Park events that will be offered at the park Sunday afternoons throughout August 2019. We are seeking in-kind support to use toward our grant writing efforts on this project and this would be a great demonstration of in-kind support from the city.

The St. Charles Area Foundation recently awarded us \$1,000 to use toward this unique event that will feature stories of local families and their relationship to the land over the past 200 years. We are excited to involve local actors and storytellers in this project to celebrate the unique history of the Whitewater area. Your support, in any way possible, is very much appreciated!

If you are able to support this request, we would appreciate a letter of support explaining your how the City of St. Charles is assisting this project through in-kind us of the Community Room. If you have any questions, feel free to contact me.

Sincerely,

Joel Dunnette  
President  
507-269-7064  
[jdunnette@gmail.com](mailto:jdunnette@gmail.com)

## Mission Statement

*The purpose of the FRIENDS OF WHITEWATER is education, fundraising, and other activities to sustain the organization's vision and goals for Whitewater State Park, Winona County, Minnesota, sustaining the park's ecology, natural beauty and cultural history.*

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

September 20, 2018

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. 1

Dear Kyle:

Enclosed is the Pay Request No. 1 for work on the above referenced project. We recommend payment in the amount of \$127,305.41 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: 9/19/2018  
 Estimate #: 1  
 % Complete: 25.9%

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	0	50	50	\$ 1,023.00
2	Mill Pavement	15330	SY	\$ 2.49	0	14530	14530	\$ 36,179.70
3	Reclaim Pavement	3360	SY	\$ 7.17	0	3360	3360	\$ 24,091.20
4	Common Excavation (P)	125	CY	\$ 32.22	0	125	125	\$ 4,027.50
5	Aggregate Base, Class 5 (CV)	200	Ton	\$ 17.57	0	0	0	\$ -
6	Bituminous Pavement SPWEB240B	5124	Ton	\$ 65.60	0	451	451	\$ 29,585.60
7	Bituminous Pavement for Leveling	100	Ton	\$ 80.00	0	0	0	\$ -
8	Bituminous Pavement for Patching	40	Ton	\$ 80.00	0	0	0	\$ -
9	Remove Curb & Gutter	295	LF	\$ 15.90	0	295	295	\$ 4,690.50
10	Construct Driveover Conc. Curb & Gutter	195	LF	\$ 43.68	0	195	195	\$ 8,517.60
11	Construct B624 Conc. Curb & Gutter	38	LF	\$ 41.68	0	38	38	\$ 1,583.84
12	Adjust Manhole	40	Each	\$ 910.00	0	0	0	\$ -
13	Adjust Gate Valve Box	16	Each	\$ 325.00	0	0	0	\$ -
14	Topsoil Borrow	60	CY	\$ 53.75	0	0	0	\$ -
15	Material Testing	1	LS	\$ 500.00	0	0	0	\$ -
Alt. 1	Add - Reclaim Bituminous Pavement	1775	SY	\$ 6.87	0	1775	1775	\$ 12,194.25
Alt. 2	Add - Construct B612 Conc. Curb & Gutter	850	LF	\$ 14.25	0	850	850	\$ 12,112.50
Alt. 3	Add - Bituminous Pavement SP WEB240B	225	Ton	\$ 65.60	0	0	0	\$ -

Total Work Completed \$ 134,005.69  
 Less 5% Retained \$ (6,700.28)  
 Less Previous Payments \$ -

**Net Payment this Estimate \$ 127,305.41**

**CITY OF ST. CHARLES, WINONA COUNTY, MINNESOTA**

**RESOLUTION # 30-2018  
RESOLUTION APPROVING LEVY REQUEST SUBMITTED BY THE  
ST. CHARLES ECONOMIC DEVELOPMENT AUTHORITY  
FOR TAXES PAYABLE 2019**

**WHEREAS**, the St. Charles Economic Development Authority (“EDA”) has prepared and presented a budget to the City Council of St. Charles, Minnesota and an estimate for tax revenues needed for EDA programs and operations for the 2019 calendar year; and,

**WHEREAS**, pursuant to Minnesota Statutes Section 469.107 a City may authorize a levy for economic development purposes in an amount that does not exceed 0.01813% of its taxable market value; and

**WHEREAS**, a levy request by an EDA requires the governing body (City Council) to approve certification of said levy request to the County Auditor by September 30<sup>th</sup> for the following year’s taxes; and

**WHEREAS**, said levy request is to be treated as a special taxing district in accordance with Minnesota Statutes Section 275.066 and appear as a separate line item on the 2019 property tax statements; and

**WHEREAS**, the levy request contemplated in this Resolution is to be considered a stand alone request and is not to be automatically renewed for future years’ taxes.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of St. Charles, Winona County, Minnesota that the levy request for taxes payable 2019 for all taxable property within the corporate boundaries of the City of St. Charles, Winona County, Minnesota in the amount of \$45,250 submitted by the St. Charles EDA and City Council of St. Charles is hereby approved for certification to the Winona County Auditor.

Passed and approved \_\_\_\_\_.

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

ATTEST:

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

**CERTIFICATION**

I, Nick Koverman, duly appointed City Administrator of the City of St. Charles, do hereby certify that the above resolution is a true and correct copy of Resolution 30-2018 entitled “RESOLUTION APPROVING LEVY REQUEST SUBMITTED BY THE ST. CHARLES ECONOMIC DEVELOPMENT AUTHORITY FOR TAXES PAYABLE 2019” passed and approved by the St. Charles City Council, Minnesota, on the 25th day of September, 2018.

\_\_\_\_\_  
City Administrator, City of St. Charles