



The City Council of the City of St. Charles welcomes you to its
Regular Meeting of Tuesday, January 23, 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 | |
| 6. 2018 Street Advertisement for Bids | APPROVE |
| 7. Ordinance #598 Administrative Fines & Fees (2 nd Reading) | APPROVE |
| 8. Park Board-Mark Maloney 3-year Term Extension | 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

**2018 STREET RECONSTRUCTION
ST. CHARLES, MINNESOTA**

ADVERTISEMENT FOR BIDS

Public notice is hereby given that sealed proposals will be received by the City of St. Charles, Minnesota at the City Hall, 830 Whitewater Ave, St. Charles, Minnesota, Until 2:00 p.m. on the 22nd day of February, 2018, for furnishing materials and labor for construction of 2018 Street Reconstruction as described in plans and specifications thereof now on file in the office of the City Administrator. Proposals will be opened at 2:00 p.m. at the City Hall. Proposals will be acted upon by the City Council at a meeting to be held in the Council Chambers, beginning at 6:00 p.m., on the 27th day of February, 2018 or at such later time and place as may then be fixed.

The extent of the work involved is furnishing all labor and materials for construction of the Street Reconstruction project.

The method of construction shall be by Contract and all work is to be done in strict compliance with plans and specifications prepared by WHKS & Co., 2905 South Broadway, Rochester, Minnesota 55904 which have heretofore been approved by the City Council and are now on file for public examination in the office of the City Administrator.

Each bid must be made out on a proposal blank furnished by the City and obtained at the offices of WHKS & Co.

Each proposal shall be sealed in an envelope marked "2018 Street Reconstruction". Each bid must be accompanied by a certified check, cashier's check or bid bond payable to the City of St. Charles, Minnesota in the amount of at least 5% of the total bid as a guarantee that the bidder will furnish the required bonds and enter into a contract within ten (10) working days, excluding Saturday, Sunday and holidays, after the award of the contract.

Bidders shall not be permitted to withdraw their bids for a period of sixty (60) days after the same are opened.

Payment for said Street Reconstruction will be made in cash from cash on hand, from governmental grants, or from such other funds as may be legally used for such purposes. Monthly estimates will be made by the Engineer and payment will be made to the Contractor in the amount of ninety-five percent (95%) of said estimate. Final payment of money due will be made in cash within thirty days of project completion and acceptance.

The Contractor shall commence work after the Notice to Proceed is issued. All work shall be completed on or before September 15, 2018.

The successful bidder will be required to furnish a Performance and Maintenance Bond and a Payment Bond, both in an amount equal to one hundred (100) percent of the Contract price. Said bonds are to be issued by a responsible surety, approved by the City Council, and which shall guarantee the faithful performance of the Contract and the terms and conditions therein contained, and shall guarantee the prompt payment of all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor. Said bond shall also guarantee the maintenance of the improvements constructed for a period of two (2) years from and after its completion and acceptance by the City.

Plans and specifications governing the construction of the proposed improvements have been prepared by WHKS & Co., Engineers, Planners, and Surveyors, Rochester, Minnesota, which plans and specifications and prior proceedings of the City Council referring to and defining said proposed improvements are hereby made a part of this notice and the proposed contract by reference, and the proposed contract shall be executed in compliance therewith.

Copies of said plans and specifications are now on file in the office of the City Administrator, City Hall, St. Charles, Minnesota, for examination by bidders. Bid forms, plans and specifications are available to download for a \$20.00 charge at www.questcdn.com, please use eBidDoc 5512087. Paper copies can be obtained for a non-refunded cost of \$100.00 from WHKS & Co., 2905 South Broadway, Rochester, MN 55904-5515.

The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities.

Published upon order of the City Council of the City of St. Charles, Minnesota.

/s/ Nick Koverman
City Administrator
City of St. Charles, Minnesota

**CITY OF ST CHARLES
ORDINANCE #598**

**AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE
SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES
AND REPEALING ORDINANCE #591**

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

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

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THE CITY OF ST. CHARLES DOES ORDAIN:

1. Unless otherwise specifically stated in State of Local Laws, the following fees are established and deemed appropriate for use by the Chief Administrative Official of the City of St. Charles:

Copy Machine

| | | |
|----------------|--------|----------|
| Interoffice | \$0.05 | per copy |
| General Public | \$0.25 | per copy |

Faxes

| | | |
|----------------|--------|----------|
| Interoffice | \$0.25 | per page |
| General Public | \$1.00 | per page |

Maps

| | |
|-----------------|---------|
| Size: 1" = 800' | \$3.00 |
| Size: 1" = 400' | \$5.00 |
| Size: 1" = 200' | \$20.00 |

Books And Manuals

| | | |
|-----------------------------|---------|------------------|
| Comprehensive Plan | \$25.00 | per copy |
| City Budget Documents | \$25.00 | per copy |
| Capital Improvement Plan | \$10.00 | per copy |
| Zoning Ordinance | \$10.00 | per copy |
| Subdivision Regulations | \$10.00 | per copy |
| City Charter | \$10.00 | per copy |
| Police/Accident Reports | \$5.00 | per copy |
| Digital Media Copy (DVD/CD) | \$30.00 | per initial copy |
| - additional copy of DVD/CD | | |
| \$5.00 each | | |

Zoning And Subdivisions

| | |
|--------------|---------|
| Fence Permit | \$25.00 |
|--------------|---------|

Conditional Use Permit; Home Occupation Permit;
Variance & Zoning Amendments

\$50.00

| | |
|-------------------------------|---------|
| A)Published Legal Notice | \$50.00 |
| B) 0-10 Mailed Area Notices | \$45.00 |
| C) 11-20 Mailed Area Notices | \$50.00 |
| D) 21-30 Mailed Area Notices | \$55.00 |
| E) Excess Mailed Area Notices | \$60.00 |

Preliminary Plat Application

| | |
|----------------|----------|
| A) Application | \$925.00 |
|----------------|----------|

| | |
|----------------------------|----------|
| B) Each Lot In Subdivision | \$25.00 |
| Final Plat Application | |
| A) Application | \$925.00 |
| B) Each Lot In Subdivision | \$25.00 |

City Day Labor And Equipment – Per Hour

| | |
|--|---------|
| Day Labor Per Person (<u>Water Tank Fill Meeting- Minimum 1/2 hr charge</u>) | \$50.00 |
| Day Labor Per Person (Nights/Weekends) | \$75.00 |
| Equipment: Pickup, Water Tap | \$60.00 |
| Equipment: Dump Truck, Flatbed, Tractor | \$80.00 |
| Equipment: Grader, Loader, Sweeper, Boom Truck, Digger Derrick | \$90.00 |

| | |
|--------------------------------|--|
| | Cost/Postage |
| Goods And Materials | +10% |
| Copperhorn | \$72.00 |
| Meter Spuds | \$15.00 |
| Remote Water Meter | \$220.00 |
| Water Valve Extension & Cover | \$30.00 |
| | As set by Council through Ordinance |
| Water Usage (Per 1000 Gallons) | |
| Meter Bottom | \$6.00 |
| Sand & Salt Mixture | \$80.00/YD |

Mileage

| | |
|----------------------|----------------------------|
| City Car Available | \$0.45 |
| City Car Unavailable | \$(0.535) 0.545 |

Meal Per Diem

| | |
|-----------|---------|
| Breakfast | \$10.00 |
| Lunch | \$15.00 |
| Dinner | \$20.00 |

Dog Licenses (2 Year)

| | |
|---------------------|---------|
| Regular License Fee | \$18.00 |
| Neutered/Spayed | \$9.00 |
| Late Fee | \$10.00 |
| Multiple Pet Permit | \$20.00 |

Cat Licenses (2 Year)

| | |
|------------------------|---------|
| 1) Regular License Fee | \$12.00 |
| 2) Neutered/Spayed | \$6.00 |
| 3) Late Fee | \$10.00 |

Chicken License

| |
|---------|
| \$25.00 |
|---------|

Subdivision Inspection Fees

| | | |
|---------------------------------|-----------|--------------------|
| Street & Utility Inspection Fee | \$4500.00 | Up to 15 lots |
| | \$300.00 | Per additional lot |

Parkland Dedication Fee

| | |
|-----------------------------------|----------|
| Per Residential Lot | \$650.00 |
| (Per Commercial/ Industrial Acre) | \$250.00 |

Hook-Up Fees

| | | |
|--|----------------|----------------|
| Sanitary District Connection Fee -Single Family | \$2,640.00 | |
| Sanitary District Connection Fee Multi-Family Without Individual Laundry | \$2,115.00 | |
| Sanitary District Connect Fee Multi-Family Without Garbage Disposal Or Dishwasher | \$1,980.00 | |
| Sanitary District Connect Fee Multi-Family Laundry Facilities, Without Garbage Disposals Or Dishwasher | \$1,580.00 | |
| Water Hook-Up Fee | \$700.00 | |
| Sewer Hook-Up Fee | \$800.00 | |
| <u>Temporary/Permanent Electric Hookup</u> | <u>\$50.00</u> | <u>\$50.00</u> |

Water & Sewer Impact Fee

Water \$1,350.00/Sewer \$2,500.00 \$3,850.00 per acre

Solar Application Fee

| | |
|---------------------|----------|
| <u><20 kW</u> | \$100.00 |
| <u>20 - 39.9 kW</u> | \$250.00 |

Dance Permit Fees

| | |
|---|--|
| Dance | \$10.00 |
| Officer (4 Hours) | \$100.00 per officer |
| Additional Officer Hours | \$25.00 each additional hour |
| Community Center Damage Deposit (<u>weekend only</u>) | \$200.00 |
| Community Center Kitchen Charge (<u>weekend only</u>) | \$20.00 (\$10 paid to Senior Center) |
| Pavilion Rental Charge | \$25.00 5 hour increment (7-noon, noon-5 pm., 5 p.m.-10 p.m.) |

ATV Permit Fee (2 year) \$25.00

Building Permit Fees

| Value | Fee |
|-----------------------------|--|
| \$1 - \$500 | \$25.00 |
| \$501 - \$2,000 | \$25.00 for the first \$500.00 plus \$1.75 for each additional hundred or fraction thereof, to and including \$2,000.00 |
| \$2,001 - \$25,000 | \$51.25 for the first \$2,000.00 plus \$4.30 for each additional thousand or fraction thereof, to and including \$25,000.00 |
| \$25,001 - \$50,000 | \$150.15 for the first \$25,000.00 plus \$3.65 for each additional thousand or fraction thereof, to and including \$50,000.00 |
| \$50,001 - \$100,000 | \$241.40 for the first \$50,000.00 plus \$2.45 for each additional thousand or fraction thereof, to and including \$100,000.00 |
| \$100,001+ | \$363.90 for the first \$100,000.00 plus \$1.75 for each additional thousand or fraction thereof. |
| Plan Check Fee: | 75% of building permit fee. |
| State Surcharge: | Valuation multiplied by .0005 |
| Water/Sewer Inspection Fee: | \$ 57.00 |
| Plumbing Fee: | \$ 45.00 Add State of Minnesota \$5.00 fee |

Mechanical Fee: \$ 45.00 Add State of Minnesota \$5.00 fee

Miscellaneous Building Permit Fees:

| | | | |
|-------------------------------------|---------|-----------------------|---------|
| Install New Fireplace/Woodstove | \$35.00 | Install Gas Pipe Line | \$45.00 |
| Replacement of Fireplace Gas Insert | \$25.00 | Roof Top (HVAC) | \$95.00 |
| Replace Furnace | \$45.00 | Re-Roof | \$45.00 |
| Install Air Conditioned | \$45.00 | Re-Side | \$45.00 |
| Install Water Heater | \$45.00 | Pool/Spa/Hot Tub | \$45.00 |
| Demolition | \$75.00 | Reactivate permit | \$25.00 |
| Sump Pump Inspection | \$45.00 | | |

Administrative Fines/Fees

| Statute/Ordinance | Description | Administrative Fine/Fee |
|-------------------|---|--------------------------------|
| | Building Code Violation (various) | \$50.00 |
| | Failure to License animals | \$25.00 |
| | Public Nuisance (various) | \$50.00 |
| | Snowmobile Violations | \$50.00 |
| | Failure to License ATV | \$50.00 |
| | Garbage Refuse Scavenging | \$25.00 |
| | Vehicle on Bike Path | \$25.00 |
| | Various Offenses; animals | \$25.00 |
| | Loud music/party (certain hours) | \$50.00 |
| | Unauthorized service/meter tampering | \$50.00 |
| | Snow Parking (§70.10) | \$25.00 |
| | Storage of Seized Property | \$25.00/day-maximum of 30 days |
| | Firearms Storage | \$5/month |
| | Digital Video Evidence | \$25.00 |
| | Description | State Administrative Citations |
| | Speeding Ticket (10 mph under per Minn. Stat. 169.14) | \$60.00 |
| | Stop Line Violations under Minn. Stat. 169.30, 169.46 to 169.68 and 169.69 to 165.75) | \$60.00 |
| | Administrative Citation Hearing Officer | \$30.00/case |

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.

3. Ordinance (~~#583~~) #591 is hereby repealed.

4. This Ordinance shall take effect and be in force 30 days after its publication of summary.

Adopted this 26th day of January, 2018 by the Council of the City of St. Charles, Minnesota.

Mayor John Schaber

Attest:

Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Published:

Date: _____