



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, October 28, 2014 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. Ordinance #571 Amending Mayor and Council Salary	2 nd Reading
7. Policy for Ensuring Security of Not Public Data	APPROVE
8. Boy Scout Community Center Request	APPROVE
9. Commercial Rehab Request 08-14	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

***Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.**



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, October 28, 2014**

6. Ordinance #571 Amending Mayor and Council Salary (2nd Reading). Please see enclosed ordinance for 2nd Reading.

7. Policy for Ensuring Security of Not Public Data. The enclosed policy was mandated by the state legislature and requires approval. The policy, which establishes procedures ensuring appropriate access to not public data, has been reviewed by the city attorney and is presented for consideration at this time.

8. Boy Scout Community Center Request. A request was made by the Boy Scouts for the use of the community center two times a month for two hours per meeting. The non-profit rate is \$15/hr. A discussion will be held with respect to the request for a free/reduced rate.

9. Commercial Rehab Request 08-14. A request is being considered by the Economic Development Authority and may be presented to the Council for consideration as part of the Commercial Rehabilitation program. Upon approval by the EDA, the request will be forwarded and presented at Council.

City of St. Charles
Policy for Ensuring the Security of Not Public Data

Legal requirement

The adoption of this policy by the City of St. Charles (City) satisfies the requirement in Minn. Stat. § 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data into the City's Data Inventory (required by Minn. Stat. § 13.025, subd. 1), in the individual employee's position description, or both, the City's policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the City's Data Practices Compliance Official:

Nick Koverman, City Administrator
Email: NKoverman@StCharlesmn.org
Phone: 507-932-3020
Fax: 507-932-5301
St. Charles City Hall
830 Whitewater Ave.
St. Charles, MN 55972-1129

Procedures implementing this policy

Data inventory

Under the requirement in Minn. Stat. § 13.025, subd. 1, the City has prepared a Data Inventory, which identifies and describes all not public data on individuals maintained by the City. To comply with the requirement in Minn. Stat. § 13.05, subd. 5, the City will also include in its Data Inventory the position titles of the employees who have access to not public data.

In the event of a temporary duty as assigned by a supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the City's Data Inventory, the Responsible Authority, the Data Practices Compliance Official, the City Administrator, senior management employees, and the City Attorney may have access to all not public data maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minn. Stat. § 13.04) or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within the City, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within such department do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. This policy also applies to departments that share workspaces with other departments within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data.
- Password protecting employee computers and locking computers before leaving workstations.
- Securing not public data within locked work spaces and in locked file cabinets.
- Shredding not public documents before disposing of them.

Penalties for unlawfully accessing not public data

The City will utilize the penalties for unlawful access to not public data as provided for in Minn. Stat. §13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

ORDINANCE NO. 571

**AN ORDINANCE AMENDING CHAPTER 30 OF ST. CHARLES CITY CODE
RELATING TO COMPENSATION OF MAYOR AND COUNCIL MEMBERS**

THE CITY OF ST. CHARLES DOES ORDAIN: (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. St. Charles City Code, Chapter 30: City Council, is hereby amended to add a new section to read as follows:

§ 30.10. COMPENSATION OF MAYOR AND COUNCIL MEMBERS.

(A) Annual Compensation. Pursuant to Minn. Stat. § 415.11, as amended, the annual salary of the Mayor shall be \$4,800 per year, and the annual salary of each individual City Council member shall be \$3,600 per year.

(B) Payment Period. The salaries established above in this section shall be paid on a monthly basis and shall cover all City Council meetings and activities for the calendar year, except as otherwise provided in this section.

(C) Additional Compensation.

(1) A \$35 per diem shall be paid to City Council members and the Mayor for attending out-of-town meetings in their official capacity for the good of the City. No per diem shall otherwise be paid when attending meetings within City limits.

(2) Each member of the City Council and Mayor shall receive an annual technology stipend in the amount of One Thousand Two Hundred Dollars (\$1,200.00) for tools necessary for communication and aiding in the work of a Council Member and Mayor.

SECTION 2. This Ordinance shall take effect thirty days after its publication, except that section 30.10 (C)(1) shall be effective January 1, 2015 because this section represents the only change in compensation otherwise previously adopted by the City Council. This ordinance shall supersede all prior City ordinances relating to compensation of the Mayor and City Council members.