



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, February 7, 2023 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. February 7, 2023 Agenda	APPROVE
4. Meeting Minutes	APPROVE
4a. January 3, 2023	
4b. January 24, 2023	
5. February Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Andrew Langholz	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Jose Pelaez	
7d. Library Board Report, David Kramer	
7e. Park Board, Dave Braun	
7f. School Board, John Steffel	
8. Approval of Pay Requests	APPROVE
8a. Pay Request 2 – Visu-Sewer	
8b. Pay Request 6 – Chippewa Concrete Services	
8c. Pay Request – Richard Almich – December	
9. Establish Board of Equalization Meeting – April 19, 2023 – 7:00 PM	APPROVE
10. SCPD Request to Hire Intern	APPROVE
11. Resn #06-2023 – Update Signatories for City Bank Accounts	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

**MINUTES of the ST. CHARLES CITY COUNCIL
for Monday, January 3, 2023 held at 5:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Councilmen:
Mayor John Schaber
Dave Braun
Wayne Getz
David Kramer

MEMBERS ABSENT:

John Steffel

STAFF PRESENT:

Cassie Smith (Deputy Clerk)

OTHERS IN ATTENDANCE: None.

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Mayor Schaber calling the meeting to order at 5:02 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

4. Designate the Official City Publication.

A motion was made to approve the St. Charles Press as the official publication for the City of St. Charles.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

5. Designate Official Depositories.

A motion to approve Bremer Bank, Merchants Bank, and Wells Fargo Investments as the official depositories for the City of St. Charles was moved.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

6. Designate Mayoral Committees.

The committee designees were as follows:

2023 Vice Mayor – Dave Braun

Mayor Schaber—Communications and Technology, EDA, High-Speed Rail and Public Safety

Clm. Braun—Park Board

Clm. Getz—EDA, High-Speed Rail, Personnel, Planning & Zoning and Sanitary District

Clm. Kramer—Library, Planning & Zoning, Public Works and Sanitary District

Clm. Steffel—Chamber of Commerce - Liaison, Personnel and School Board

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

7. Designate City Attorney.

A motion was made to approve Flaherty & Hood as the City's legal counsel.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

-None

Motion to adjourn at 5:04 p.m.

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

John Schaber, Mayor

ATTEST

Rick Almich, Interim Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, January 24, 2023 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Council members:
Mayor John Schaber
Dave Braun
Wayne Getz
David Kramer

MEMBERS ABSENT:

John Steffel

STAFF PRESENT: Melissa Krusmark (City Accountant), Cris Gastner (EDA Director), Kyle Karger (Public Works Director), Scott Bunke (Electric Foreman), and Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: Kenny Loftus (SC Ambulance), Scott Schossow (SC Ambulance), and Colleen Irhke (St. Charles Press).

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present 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. Councilmen Kramer presented an opportunity to apply for Welcoming America: Rural Welcoming Communities Exchange (RWCE). RWCE is a reciprocal learning exchange opportunity for immigrant inclusion practitioners and policymakers working in rural localities in the US and Australia. Mr. Kramer stated that if he and Fatima Said were selected, the RWCE would cover the costs of the program. Mayor Schaber called for a motion in support of filing an application for the program.

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

5. Meeting Minutes

November 9, 2022

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

November 22, 2022

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

6. Review of Financials. No questions were asked.

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

7. Ordinance #650 – Committee Changes (2nd Reading)

Motion to approve: David Kramer

No further discussion.

Motion declared carried.

8. Southfork Fifth Tax Abatement. EDA Director Cris Gastner presented information related to the Southfork Fifth tax abatement. Mr. Gastner stated that the contractor submitted a letter that states the punch list would be completed by June 16, 2023. Councilmen Kramer identified a point of concern regarding Lot 5 of the development. The proposal calls to construct an 18-unit apartment complex. However, in order to do this, the lot will need to be rezoned to R-4 Multiple Family Apartment. He recommended that the tax abatement decision be tabled until the rezoning process is completed. The council agreed.

Motion to table: **David Kramer**

No further discussion.

Motion declared carried.

9. Approval of Franklin Energy Contract 2023-2025.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

10. VITA of Winona – Building Use MOU 2022-2023. Mayor Schaber introduced the MOU with the adjusted language as recommended by Councilmen Kramer.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

11. Approval of Pay Requests. Mayor Schaber presented the following pay requests.

- a. Pay Request 4 – Sunram
- b. Pay Request 4 – Final – Zenke
- c. Pay Request 5 – Dunn Blacktop
- d. Pay Request 7 – Final – Zenke

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

12. Changing Council Meeting from February 14th to February 7th.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: Interim City Administrator Richard Almich thanked the council for his experience in St. Charles. He stated that he believes that the city is in good hands moving forward.

Motion to adjourn at 6:20 p.m.: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, February 7, 2023**

8. Approval of Pay Requests. Enclosed are three pay requests for your consideration.

9. Establish Board of Equalization Meeting – April 19, 2023 – 7:00 PM. I spoke with Winona County Assessor John Conway, who requested a date of April 19, 2023 for the Board of Equalization meeting. I'm requesting the council to set the aforementioned date for the meeting.

10. SCPD Request to Hire Intern. Refer to the enclosed request from Chief Pelaez to hire an intern for the SCPD.

11. Resolution #06-2023 – Update Signatories for City Bank Accounts. Please see the enclosed resolution updating the signatories for city bank accounts.

January 2023 Public Works Report

Plow Snow and sand streets, monthly substation and powerplant report, rubber goods testing & inspections, wash trucks after sanding & storm, pick up Christmas trees, install squirrel guards on power poles, mail power plant emission reports from Power plant to EPA, take down city Christmas decorations, exercised four small gen-sets around town, and installed GFI outlets in well three.

Clean out floor drains at City Shop, MMUA safety meeting, ordered fuel for powerplant, cleaned at city shop, replaced batteries in equipment at shop-power plant and substation, ordered first aid materials, hauled snow piles around town, safety inspection at power plant with MMUA, checked and ordered tools for electric trucks.

Repaired two water main breaks on West 3rd street, monthly power plant run, hooked up new service at 1936 Brownell Ave, cleaned & salted sidewalks, electric & water re-reads for City Hall, 2022 electric & water dept. inventory of materials for auditors and checking what to order for 2023, utility locates, checked & reconnect service at 1942 Brownell, power outage- replace two fuses.

Read & record temporary meter, electrical mapping, pull meter and final at Mak's building, check cost of 2000 KVA transformer, check files & invoices for City Hall/ Auditors, emergency locate for water leaks, replace lights at library, change oil in city trucks, equipment maintenance, worked on loader maintenance & changed plow blades, salt ambulance shed, and ordered parts for chainsaws.

Flooded ice rinks for winterfest, salt/sand hauled behind old shop for city residents, fire extinguisher inspections, water samples & finals for city hall, data logged water meter on leak complaint, checked lift stations, wells and towers, exercised well # 4 & 5, cleaned I-90 booster station, replaced water meter at old

western shop, repaired hydraulic fitting on sander, checked for water leak at old bike shop, and radium sampling for state.

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle Karger". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kyle Karger

Director of Public Works

St. Charles Police Department
830 Whitewater Ave.
St. Charles, MN 55972
Chief, Jose Pelaez #601
(507) 932-8020



February 7, 2023

- Through the month of January, Officers completed OSHA-mandated *AWAIR and Employee Right-to-Know* (PATROL) training.
- Through the month of January, Officers completed *Arrest Warrants* (PATROL) training. This course provides Officers with legal training to aid in the lawful execution of arrest warrants.
- Through the month of January, Officers completed LEXIPOL daily department policy training.
- January 9, 2023: St. Charles High School-Threats of Violence
 - Criminal investigation concluded that the threat was unfounded and that it had resulted from a dare.
 - 16-year-old female student was arrested and charged with felony Threats of Violence, Disorderly Conduct, and Criminal Damage to Property.
 - Student(s) involved in the dare might also face criminal charges.
 - Sgt. Jones and Ofc. Floerke met with school officials during our quarterly Health and Safety Committee meeting and discussed this incident:
 - Radio and Cellphone reception issues inside the schools.
 - Unsecured doors during school hours.
 - More routine police presence inside the school.
 - Winona County Emergency Management called in a special meeting with all Winona County Chiefs of Police as well as Winona County Dispatch Center Director to begin formulating a county-wide response plan for an active shooter event.

Respectfully submitted,

Chief, Jose Pelaez

INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION



Saint Charles Community

1 Page

Dear Saint Charles Community, I am really regretful about the actions I have made and I am very sorry for these actions. I know what I have done, I am very sorry for all and any harm I may have caused, Me apologizing is not going to unharm anyone. This may have influenced you to think I am a troubled teenager, I deserve that but I hope to gain your trust back by influencing other teens like me to actually think about the choice they are making, So please make sure the people you hangout with would make a better choice than what I have. Please influence others by making good choices. If you see trash on the ground, pick it up. If you see someone making a bad decision, influence them to think about what they are doing and what could happen if they make the bad choice. Think before you make a decision. I am sincerely sorry for making this horrible choice and doing what I thought was "cool", because it was the opposite of cool, it was dumb and a childish thing to do and I hope I didn't hurt or damage anyone or anything. I have made the choice not to hangout with the boys I was with that night. I hope they have had time to think about what we have done. I am very sorry

Saint Charles Community

Page 2

Close Steven

for the choices I have made. Thanks to my new friends I am influenced to make better choices and be a better friend. I am writing this letter to prove that I regret what I have done and to influence others to make the better choice. I have given the stolen items to the Saint Charles police department and turned myself in. Please think about the consequences that are made by YOUR choices. I have learned to think about what others are going through or what I possibly could be putting them through. I will make a better choice if I am ever in this or a similar situation again. If you want something please just work for it because you will have to work for most things in life.

I know some people would think this is just a "typical teenager" situation, you think that because teens like me hangout or get influenced by a similar act, everyone makes bad choices. My choice was worst than most bad choices and I am very sorry and I promise I have learned from my mistakes and will never repeat it, but to make the correct decision and to influence other teenagers to also make the correct choices. I am sorry.

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



January 20, 2023

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

RE: St. Charles, MN
2022 Sanitary Sewer Lining
Pay Request No. 2-Final

Dear Kyle:

Enclosed is Pay Request No. 2 (Final) for work on the above referenced project. We recommend the City accept the project make payment in the amount of \$4,775.62 to:

Visu-Sewer
W230 N4855 Betker Drive
Pewaukee, WI 53072

Acceptance by the City Council will initiate the start of the one-year maintenance bond, as specified in the contract documents.

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: Richard Almich, City of St. Charles
Cassie Smith, City of St. Charles
Pete Baumann, Visu-Sewer

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



PARTIAL PAYMENT ESTIMATE
FOR CONSTRUCTION WORK COMPLETED

Project: 2022 Sanitary Sewer Lining
Project No.: 5985.22
Location: St. Charles, MN
Contractor: Visu-sewer

Bid Price: \$50,387.00
Date: Jan. 20, 2023
Estimate #: 2
% Complete: 55%

Item No.		Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	1	LS	\$3,000.00	1	0	1	\$3,000.00
2	Traffic Control	1	LS	\$500.00	1	0	1	\$500.00
3	8" Lining	924	LF	\$32.50	537	0	537	\$17,452.50
4	Heavy Cleaning	200	LF	\$1.00	0	0	0	\$0.00
5	Root Cutting	200	LF	\$1.00	200	0	200	\$200.00
6	Root Cut/Ream in Services	4	EA	\$900.00	0	0	0	\$0.00
7	Cut Intruding Taps	4	EA	\$280.00	4	0	4	\$1,120.00
8	Reinstate 4"/6" Service	17	EA	\$150.00	8	0	8	\$1,200.00
9	Air Test Service	17	EA	\$510.00	0	7	7	\$3,570.00
10	Grout Failed Service	17	EA	\$1.00	0	7	7	\$7.00
11	Pre- and Post-Lining Televising Records	1	LS	\$500.00	1	0	1	\$500.00

Agreed to by:

Contractor Signature

Title

Date

PROJECT MANAGER 1/20/23

Subtotal \$27,549.50

Less 0% Retainage \$0.00

Less Previous Payments \$22,773.88

Net Payment this Estimate \$4,775.62

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



January 20, 2023

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

RE: St. Charles, MN
2021 Sidewalk Improvements
Pay Request No. 6

Dear Kyle:

Enclosed is Pay Request No. 6 for work on the above referenced project. We recommend the City make payment in the amount of \$40,098.25 to:

Chippewa Concrete Services
3030 110th Street
Chippewa Falls, WI 54729

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 a light blue horizontal line.

Daren D. Sikkink, P.E.

DDS/jm

Enclosure

cc: Richard Almich, City of St. Charles
Cassie Smith, City of St. Charles
Barry Bohman, Chippewa Concrete Services

2905 South Broadway
Rochester, MN 55904
Phone: 507.288.3923



PARTIAL PAYMENT REQUEST FOR CONSTRUCTION WORK COMPLETED

Project: 2021 Sidewalk Improvements
Project No.: 9158
Location: St. Charles, MN
Contractor: Chippewa Concrete Services

Bid Price: \$1,314,724.80
Date: Jan. 13, 2023
Estimate #: 6
% Complete: 83.9%

Item No.	Description	Unit	Unit Price	Quantity	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	Lump Sum	\$97,750.00	1	1.00	0.00	1.00	\$ 97,750.00
2	Remove Bituminous Pavement	S.Y.	\$5.00	530	237.11	0.00	237.11	\$ 1,185.55
3	Remove Concrete Curb and Gutter	L.F.	\$8.00	1500	1077.00	0.00	1077.00	\$ 8,616.00
4	Remove Concrete Driveway Pavement	S.Y.	\$8.00	2500	904.67	0.00	904.67	\$ 7,237.36
5	Remove Bituminous Driveway Pavement	S.Y.	\$5.00	220	582.44	0.00	582.44	\$ 2,912.20
6	Remove Concrete Walk	S.Y.	\$2.00	8350	10757.44	0.00	10757.44	\$ 21,514.88
7	Adjust Gate Valve & Box	Each	\$200.00	5	1.00	0.00	1.00	\$ 200.00
8	Furnish and Install Gate Valve Box	Each	\$275.00	50	58.00	0.00	58.00	\$ 15,950.00
9	Clear and Grub Tree	Each	\$250.00	22	9.60	0.00	9.60	\$ 2,400.00
10	Topsoil Borrow (LV)	C.Y.	\$15.00	2500	2500.00	0.00	2500.00	\$ 37,500.00
11	Common Excavation (P)	C.Y.	\$12.00	900	900.00	0.00	900.00	\$ 10,800.00
12	Common Borrow	C.Y.	\$12.00	300	300.00	0.00	300.00	\$ 3,600.00
13	Bituminous Roadway Patching	S.Y.	\$80.40	550	269.33	0.00	269.33	\$ 21,654.40
14	Concrete Driveover Curb and Gutter	L.F.	\$57.53	10	20.00	0.00	20.00	\$ 1,150.60
15	Concrete B624 Curb and Gutter	L.F.	\$57.53	1500	1408.00	0.00	1408.00	\$ 81,002.24
16	6" Concrete Walk	Sq. Ft	\$10.45	4100	2397.00	0.00	2397.00	\$ 25,048.65
17	4" Concrete Walk	Sq. Ft	\$5.85	114450	99053.00	0.00	99053.00	\$ 579,460.05
18	6" Thickened Edge Concrete Walk	Sq. Ft	\$11.45	100	0.00	0.00	0.00	\$ -
19	4" Thickened Edge Concrete Walk	Sq. Ft	\$6.22	1200	0.00	0.00	0.00	\$ -
20	Truncated Domes	Sq. Ft	\$50.00	700	341.00	0.00	341.00	\$ 17,050.00
21	3" Bituminous Driveway	S.Y.	\$38.35	800	420.61	0.00	420.61	\$ 16,130.44
22	6" Aggregate Driveway	C.Y.	\$25.00	200	100.00	0.00	100.00	\$ 2,500.00
23	6" Concrete Driveway	S.Y.	\$55.56	2500	2060.33	0.00	2060.33	\$ 114,472.12
24	6" Concrete Driveway Type A	S.Y.	\$61.68	100	0.00	0.00	0.00	\$ -
25	Storm Drain Inlet Protection	Each	\$165.00	70	70.00	0.00	70.00	\$ 11,550.00
26	Seeding	Acre	\$1,200.00	5	5.00	0.00	5.00	\$ 6,000.00
27	Traffic Control	Lump Sum	\$6,000.00	1	1.00	0.00	1.00	\$ 6,000.00
28	Material Testing Allowance (\$1000)	Lump Sum	\$1,000.00	1	0.00	0.00	0.00	\$ -
29	Adjust Catch Basin	Each	\$400.00	1	1.00	0.00	1.00	\$ 400.00
30	Concrete Valley Gutter	L.F.	\$48.24	18	18.00	0.00	18.00	\$ 868.32
31	Concrete Steps	S.F.	\$85.81	74	74.00	0.00	74.00	\$ 6,349.94
32	Concrete V-Curb	L.F.	\$39.42	80	80.00	0.00	80.00	\$ 3,153.60
Construction Total								\$ 1,102,456.35
33	City Seeding	LS	-\$4,000.00	1	0.00	1.00	1.00	\$ (4,000.00)

Sub. Total \$ 1,098,456.35

Less 1% Retained Amount \$ 11,024.56

Less Previous Payments \$ 1,047,333.53

Net Payment this Estimate \$ 40,098.25

Richard Almich
30224 Lexington Road
Le Sueur, MN 56058
612-756-2805 (mobile)
richardalmich@gmail.com

EMAIL ONLY

INVOICE

for Interim City Administrative Services
Client – City of St. Charles, MN
Time Period – December, 2022

LABOR

DATE	MILES	TASKS / ACTIVITIES / MEETINGS	MINUTES
12-01-22	----	Home office work. Telephone conversation with Cassie Smith re City Administrator recruitment.	15
12-04-22	116	NA	0
12-05-22	-----	Office work. Assist in facilitation of City Administrator recruitment. (Candidates meet with staff. Candidates attend “community meet and greet”.)	540
12-06-22	-----	Office work. Assist in facilitation of formal interviews by the City Council of City Administrator candidates.	480
12-07-22	-----	Office work.	480
12-08-22	-----	Office work re planning and zoning matters. Attend Planning Commission meeting.	615
12-09-22	115	Office work. Attend EDA Board meeting.	360
12-12-22	115	NA	0
12-13-22	-----	Office work. Attend City Council meeting.	600
12-14-22	-----	Office work. Work on amendment to the City Code pertaining to “Committees”, etc.	570
12-15-22	-----	Office work. Meeting with Jose Pelaez, Police Chief, re security cameras. Work on zoning map amendment re property owned by Frederich and Sandra Trendahl.	465

12-16-22	115	Office work.	270
12-20-22	116	NA	0
12-21-22	116	Office work.	255
12-27-22	116	Attend City Council Meeting.	160
12-28-22	-----	Office work. Employee Performance Reviews, zoning amendments, etc.	570
12-29-22	-----	Office work. Meeting with Kyle Karger, Scott Bunde, and Daren Sikkink re South Fork Addition Fifth Proposed Public Improvements.	450
12-30-22	116	Office work. Telephone conversation with Kim Lundquist re zoning matters.	300

TOTALS 925 miles

6,130 minutes

PROFESSIONAL FEE: 6,130 minutes = 102.17 hours @ \$85.00 per hour = \$ 8,684.45

MILEAGE: 925 miles @ \$ 0.625 per mile = \$ 578.13

TOTAL THIS INVOICE

\$ 9,262.58

TOTAL PAYMENT DUE

\$ 9,262.58

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

/s/ Richard Almich _____ 02-01-23
Date

**Request for City Council Action**

Date: February 7, 2023

Requested Council Date: February 7, 2023

Originating Department: Police Department & Administration

Council Action Requested: Student Intern Offer to Myles Tramill

Background Information

The St. Charles Police Department would like to continue offering student-internship opportunities to college students as it has proven to be very beneficial, not only for the students in helping them meet their college credits requirements and gaining first-hand police work experience, but also for the department, as in the past, interns have assisted officers during their shifts, community events, and with numerous other projects within the department.

This year the St. Charles Police Department would like to offer the internship to Myles Tramill. Myles was born and raised in the city of Mundelein, IL. Graduated from Carmel Catholic High School in 2018 and then enrolled at Winona State University where he is currently majoring in Pre-Law with a minor in Criminal Justice. Myles currently plays as a running back for WSU's football team.

Myles has engaged in volunteer work with the Feed My Starving Children non-profit organization where he spent many hours putting together care packages to be delivered to children in Africa. While attending WSU, Myles has also volunteered in cleaning campaigns around the city of Winona as well as Halloween Cans campaign where he collected non-perishable food items later to be donated to families in need.

Myles' goal after graduating college is to work as a prosecuting attorney, however, he is also interested in becoming a police officer or at least learn about this specific side of the criminal justice system.

Chief Pelaez conducted a personal interview with Myles and has successfully finalized a background check. Myles' work ethic and passion for community service would make him a great fit for the internship position with the St. Charles Police Department.

Request for action

I respectfully request the council's approval to hire Myles Tramill as the new police department's student intern.



RESOLUTION #06-2023

**RESOLUTION UPDATING SIGNATORIES FOR CITY BANK ACCOUNTS AND
ALLOWING FACSIMILE SIGNATURE FOR CERTAIN SIGNATORIES**

WHEREAS, accounts have been established in the name of the City of St. Charles with Bremer Bank, Merchants Bank, Wells Fargo Bank, and VISA Credit Card wherein may be deposited any of the funds of the City of St. Charles, whether represented by cash, checks, note, or evidences of debt, and from which withdrawals may be made in the name of the City of St. Charles by duly authorized officials of the City; and

WHEREAS, Minnesota Statutes, section 47.41 permits the City to authorize its depository banks to accept facsimile signatures of any officer or other person authorized to sign checks or other orders for public funds on deposit;

WHEREAS, Minnesota Statutes, section 47.42 authorizes the City to insure depositors against losses arising from any unauthorized use of such facsimile signatures; and

WHEREAS, if the City insures depositors against losses arising from the misuse of facsimile signatures, under Minnesota Statutes, section 47.42 the authorized signers shall not be personally liable for losses arising from the misuse of their facsimile signatures unless the loss occurs by reason of that person's own wrongful act.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES MINNESOTA AS FOLLOWS:

Section 1. Powers Granted

The City Council of the City of St. Charles Minnesota authorizes the officials and employees named below to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Bremer Bank, Merchants Bank, Wells Fargo Bank, and VISA Credit Card. Signatures from at least two of the four officials/employees named below are required in order to endorse a check and order or otherwise withdraw or transfer funds.

Section 2. Appointment of Authorized Officials/Employees

The following persons are officials or employees of the City of St. Charles and the signatures hereon are true signatures of such officials and employees ("Authorized Officers").

NAME	TITLE
John Schaber	Mayor_____
William Eckles	City Treasurer_____
Andrew Langholz	City Administrator _____
Cassie Smith	Deputy Clerk _____

Section 3. Electronic Payments, Transfers, and Approvals.

The Authorized Officers are authorized, in regard to their respective offices and pursuant to Minnesota Statutes, section 471.381, to make electronic payments and to make electronic or wire transfers on the City's behalf. The City Administrator may make electronic or wire transfers of funds to and from the City's accounts for investment purposes when authorized by the City Council. The City Administrator is authorized to use electronic approvals, which have the same validity and consequences as an actual signature, provided that promptly after having established an electronic approval process the City Administrator provides the City Council written notice of such authorization and the relevant details so the City Council can reasonably monitor all such electronically approved transactions. The City Administrator shall provide the City Council a written record of all transactions they approved electronically at the next City Council meeting.

Section 4. Facsimile Signatures

The following Authorized Officers may develop a facsimile signature stamp for use by another Authorized Officer in the person's absence and in accordance with the limitations the person establishes for the use of such stamp:

Mayor – John Schaber

Treasurer – William Eckles

Bremer Bank, Merchants Bank, Wells Fargo Bank, and VISA Credit Card is hereby authorized to accept such facsimile of the person's signature as though it bore the person's manually written signature and to presume the facsimile signature was used with appropriate authorization. Only the City Administrator may be allowed to use facsimile signature stamp on behalf of an Authorized Officer, and then only in accordance with the authorization provided and only upon checks issued to pay properly approved claims. All other uses of a facsimile signature shall be prohibited. An Authorized Officer electing to develop a facsimile signature stamp shall prepare and file in the office of the City Administrator a written authorization indicating who is authorized to use their facsimile signature and any specific restrictions that apply to such use. The City Administrator is bonded through the City's insurer in an amount acceptable to the City Council and the use of a facsimile signature on behalf of another Authorized Officer is limited to the City Administrator's office for the reason set out in Minnesota Statutes, section 47.42 of ensuring the Authorized Officer that provides the facsimile signature is not personally liable for any loss resulting from the use of the signature stamp unless the loss occurs by reason of the Authorized Officer's own wrongful act.

Section 5. Account Restrictions.

The following restrictions shall apply to the City's accounts and must be followed by the Bremer Bank, Merchants Bank, Wells Fargo Bank, and VISA Credit Card:

- a. A check purported to be drawn on any of the City's accounts shall not be honored if it does not contain signature, or facsimile signature, of two Authorized Officers;

- b. No cash withdrawals shall be allowed from any of the City's accounts; and
- c. Funds may only be transferred for investments or to pay the City's obligations. The transfer of funds into a private/personal account are prohibited.

Section 6. Filing Resolution and Authorizations.

The City Administrator is hereby authorized and directed to provide Bremer Bank, Merchants Bank, Wells Fargo Bank, and VISA Credit Card a copy of this Resolution and to file a copy in the City Administrator's office. The Authorized Officers are authorized to complete and execute such documents and authorizations with Bremer Bank, Merchants Bank, Wells Fargo Bank, and VISA Credit Card as may be necessary to accomplish the purposes of this Resolution.

Adopted by the St. Charles City Council this 7th day of February 2023.

Mayor, John Schaber

Attest:

City Administrator, Andrew Langholz