



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, February 27, 2024 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. February 27, 2024 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. Whitewater River Restoration Phase 2 – Grant Agreement	
b. LMCIT Municipal Tort Liability Waiver	
c. Temporary Liquor License – Library Fundraiser	
5. Notices and Communications (if applicable)	INFORMATION
6. Financial & Payables	APPROVE
7. CEDA Representative – Will Giesen	INTRODUCTION
8. End of Day Closing Procedures	DISCUSSION/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. Each member of the audience is allotted one three minute block of time to speak.

ADJOURNMENT



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, February 27, 2024**

4. Consent Agenda

- a. Whitewater River Restoration Phase 2 – Grant Agreement** – Attached is the grant agreement between St. Charles and the State of Minnesota. The total amount available is \$500,000.00, which is the same as phase one of the project. As mentioned at a previous meeting, the goal is to complete the total project in three phases. Work on phase two is slated to occur in 2025.
- b. LMCIT Municipal Tort Liability Waiver** – The City Council has traditionally decided not to waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04. I would recommend that the council continue this practice.
- c. Temporary Liquor License – Library Fundraiser** – Library Director Jill Veerkamp is requesting the council approve a temporary liquor license for the Library Board Fundraiser on April 13th at the library.

6. Financials & Payables – The payables include the solar disbursements that a disseminated annually to those that have produced more solar than what they consumed.

7. CEDA Representative – Will Giesen – Mr. Giesen will be in attendance to introduce himself to the council.

8. End of Day Closing Procedures – Please review the attached RCA.



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____

Position: _____



Request for City Council Action

Date: February 23, 2024

Requested Council Date: February 27, 2024

Originating Department: City Administrator

Council Action Requested: End of Day Closing Procedures

Background Information:

I am requesting the council approve a change to our front desk procedures for how payments are processed at the end of each business day.

Currently, payments for each day are accepted till 5:00 pm. At that time, the register is balanced, reports are generated, and a deposit is taken to the bank. This procedure causes employees to accrue compensatory time multiple days each month.

My recommendation is to accept payments for each business day till 4:30 pm. Any payments made after 4:30, while still accepted, will be processed the following business day.

For this change to work we will run two tills each day. I will provide an example below.

Till #1 is used from 4:30 to 5:00 pm on Monday and 8:00 – 4:30 on Tuesday. At that point till #1 is removed and rotated with till #2. This schedule is followed each day.

This will allow 30 minutes for employees to complete all tasks necessary and not accrue compensatory time. There would also be no impact on customers, as payments are still accepted till 5:00 pm.

I ran this adjustment by our auditors, who were okay with the change contingent on council approval.

Request:

Approve the change to the end of day closing procedures as presented.