



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, September 23, 2025 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. September 23, 2025 - Agenda	APPROVE
4. Notices and Communications	INFORMATION
5. Review of Financials	APPROVE
6. Southern Minnesota Initiative Foundation – Aaron Johnson	PRESENTATION
7. Rolling Hills Transit – Bill Spitzer	PRESENTATION
8. RCA: Chief Pelaez’s FBI-National Academy Attendance	DISCUSSION/APPROVE
9. Resolution #17-2025 – EDA Levy for 2026	APPROVE
10. Resolution #18-2025 – Preliminary Levy for Taxes Collectible in 2026	APPROVE
11. Reschedule Council Meeting From November 11 th to November 12 th – Veteran’s Day	APPROVE
12. RCA: Review Code 70.10 – Snow Removal – Parking	DISCUSSION

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, September 23, 2025

6. Southern Minnesota Initiative Foundation – Aaron Johnson from SMIF will attend the council meeting to discuss the work that they do in the region.

7. Rolling Hills Transit – Director of Transportation for SEMCAC, Bill Spitzer will attend the council meeting to discuss the work they do in the region.

8. RCA: Chief Pelaez's FBI-National Academy Attendance – Please find the attached RCA from Police Chief Jose Pelaez. *City Code 31.13 Leave of Absence and the Like* states "Any absence of more than 30 days, whether with or without pay, shall be approved by the Council in advance", therefore, this matter is being brought to the city council for their determination.

9. Resolution #17-2025 EDA Levy for 2026 – Please review the attached resolution establishing the levy for the EDA, the levy increase is \$6,362.79.

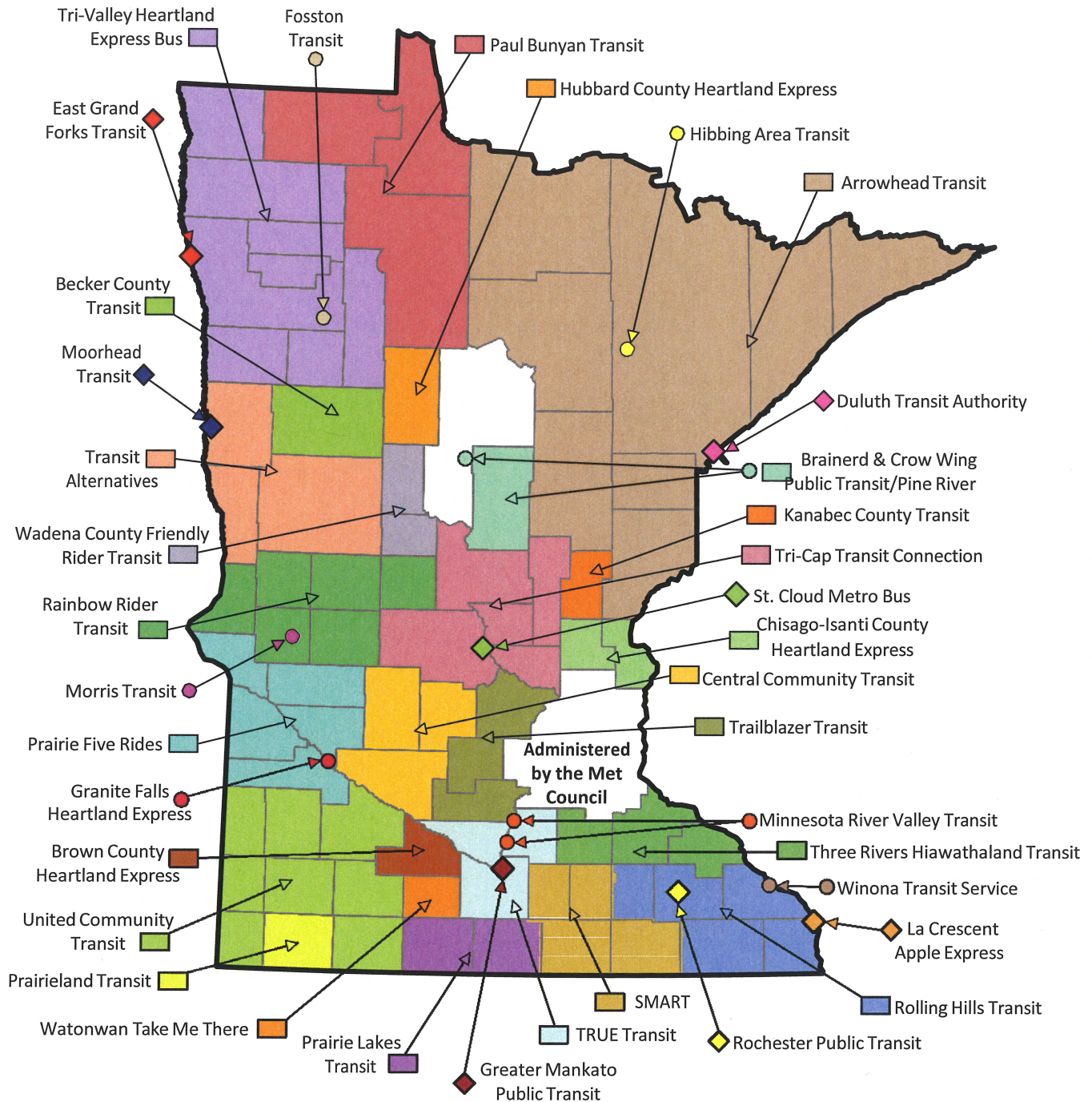
10. Resolution #18-2025 – Preliminary Levy for Taxes Collectible in 2026 – The proposed preliminary levy is set at a 9.5% increase, unchanged from what was recommended at the previous council meeting. As of the composition of this memo, a 5.54% levy is needed to balance the budget. The difference between the two amounts is to allow for flexibility should the council shift priorities or funding levels beyond our control fluctuate. The final levy can either remain the same or be lowered, it cannot be increased.

11. Reschedule Council Meeting From November 11th to November 12th – Veteran's Day – In observance of Veteran's Day no public business shall be transacted, except in case of necessity. I recommend the Council meeting be moved to the follow day at 6:00 pm.

12. RCA: Review Code 70.10 – Snow Removal – Parking – Please review the attached RCA.

Greater Minnesota Public Transit Map

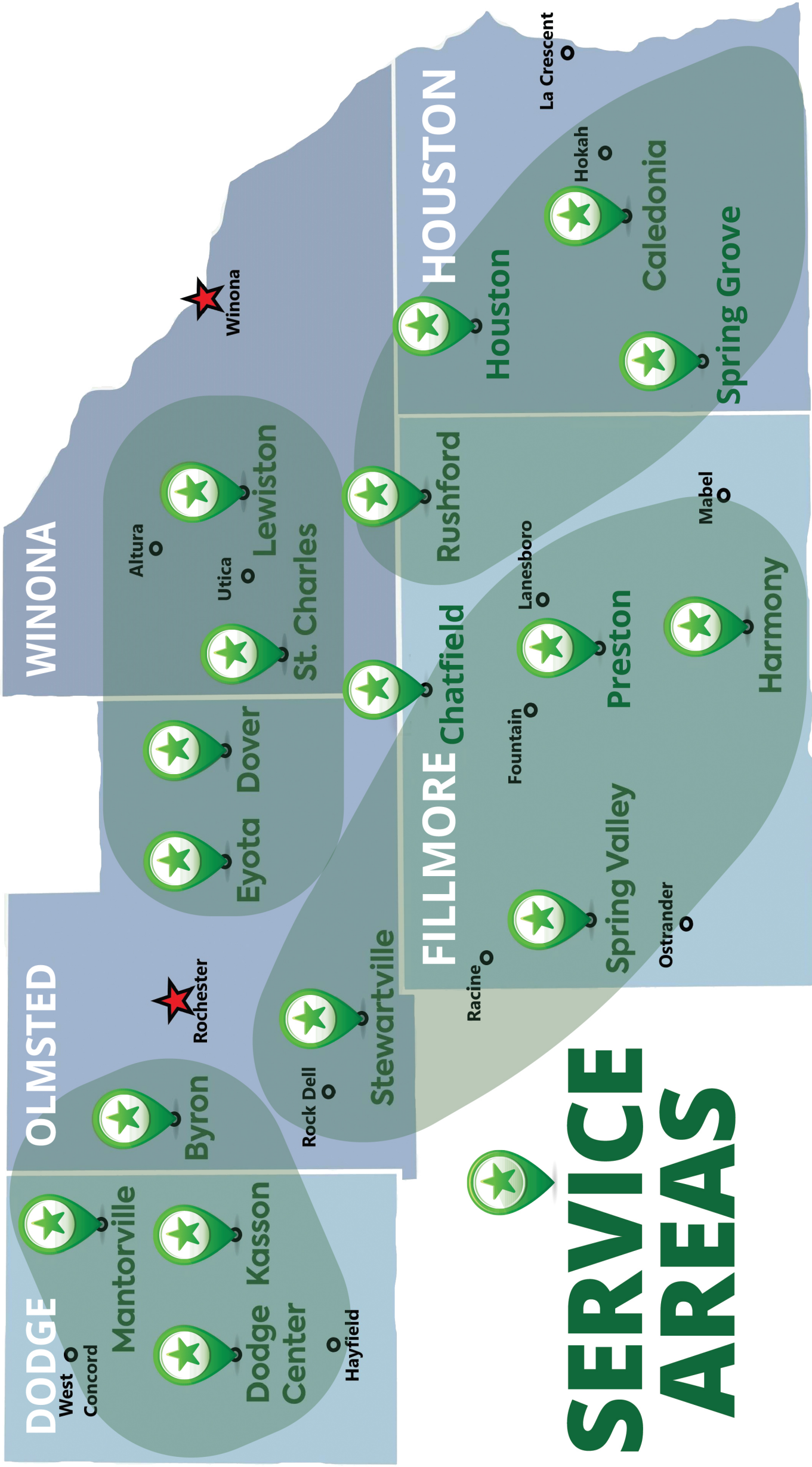
Systems Administered by the Minnesota Department of Transportation
Current as of January 2019



♦ Urbanized Area Funding Program (pop 50,000+), includes ADA Paratransit Services
 ■ Rural County Systems
 ● Rural Community Systems



For more information go to: www.dot.state.mn.us/transit/riders



SERVICE AREAS

PUBLIC TRANSPORTATION

WE GO THE EXTRA MILE TO SERVE OUR PASSENGERS!

ST. CHARLES, MN

2025 Ridership in St. Charles

4,019 rides YTD | AUG 385



2024 Annual Data



2024 Ridership Total

4,768 rides total

2024 Distance

25,789 miles driven



2024 Avg. rides/day

18.92 rides/day

2024 Service Hours

2109.5 hours



www.rhtbus.com

Our Fleet

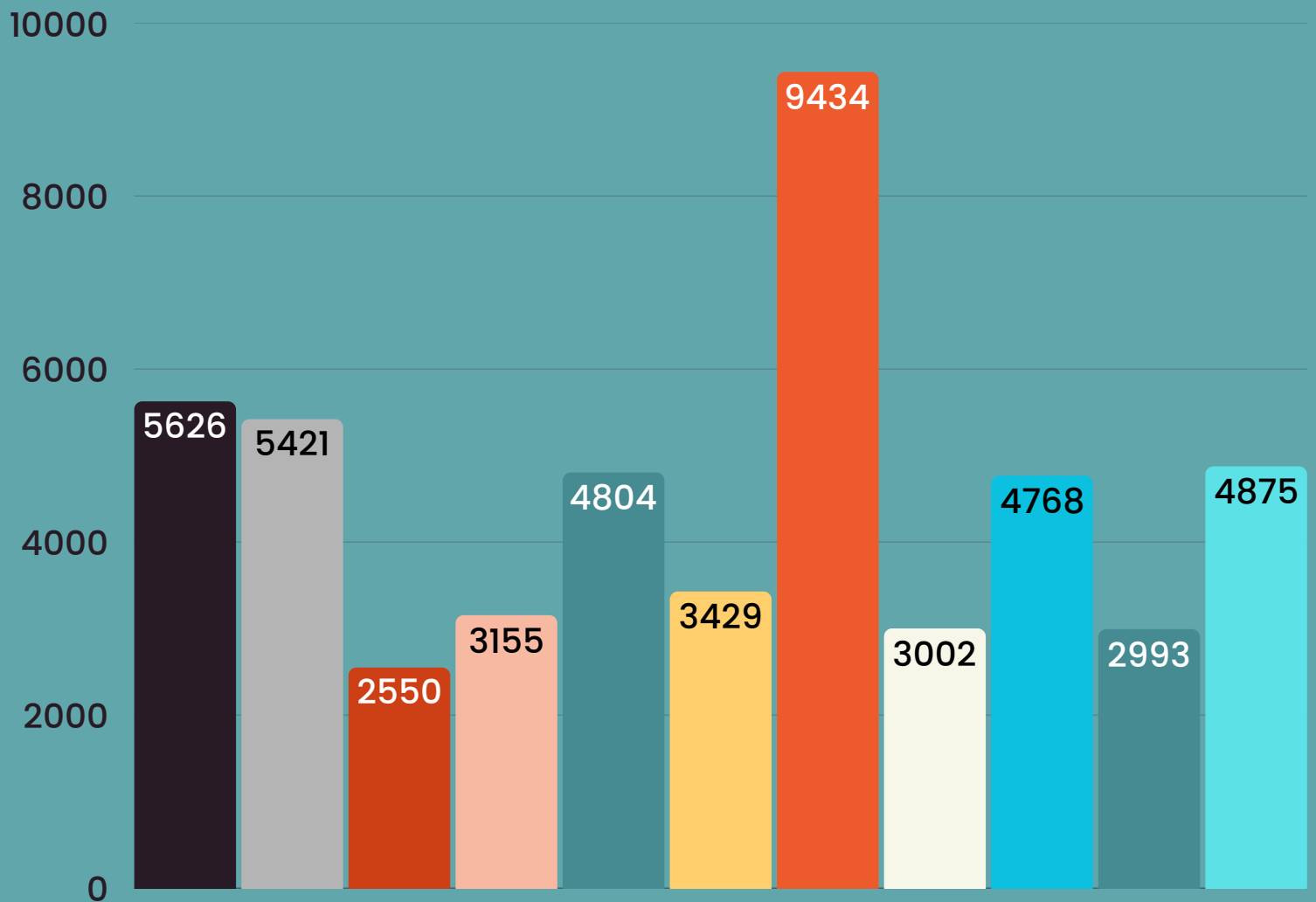


RIDERSHIP DATA 2024

by community



SEMCAAC
TRANSPORTATION



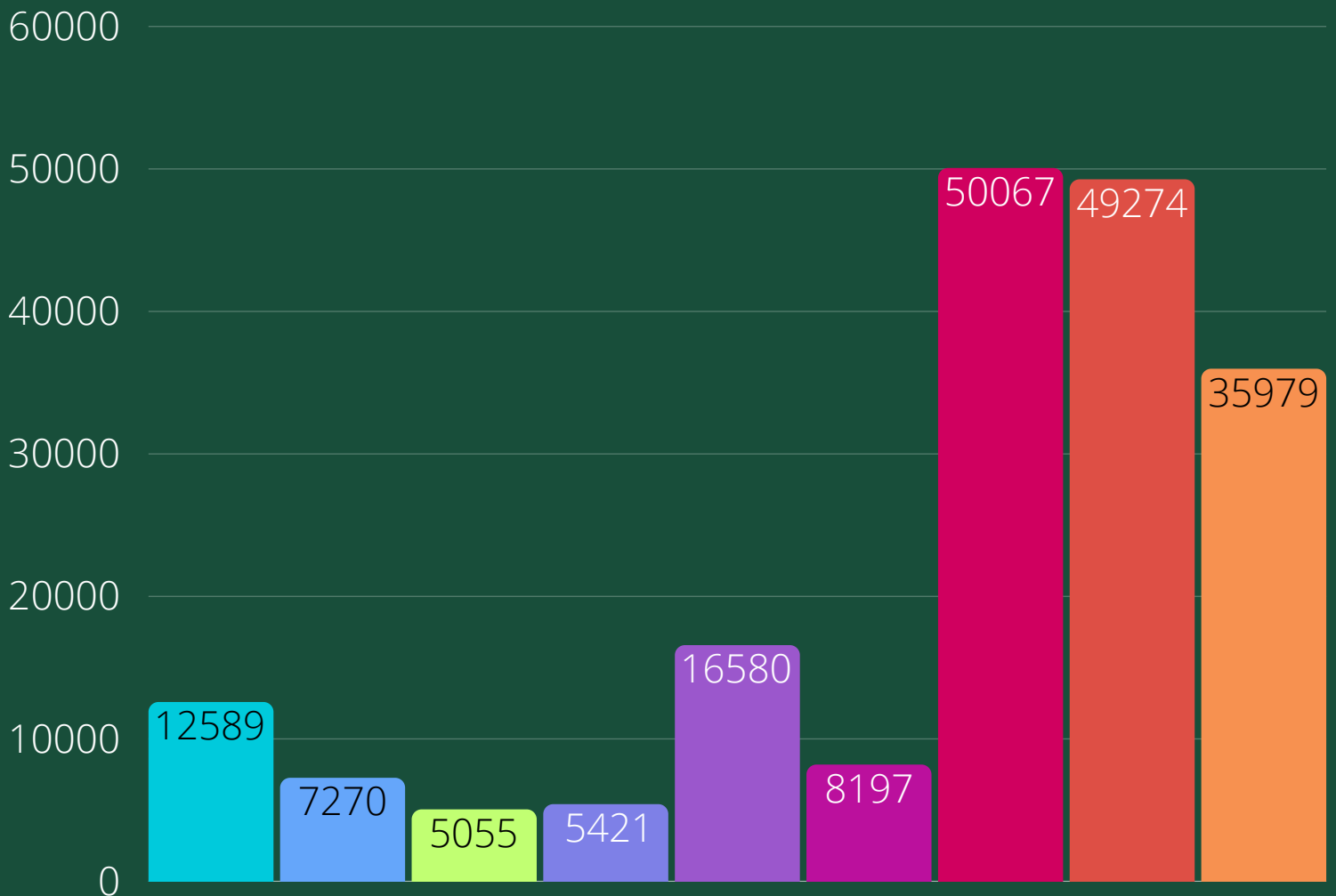
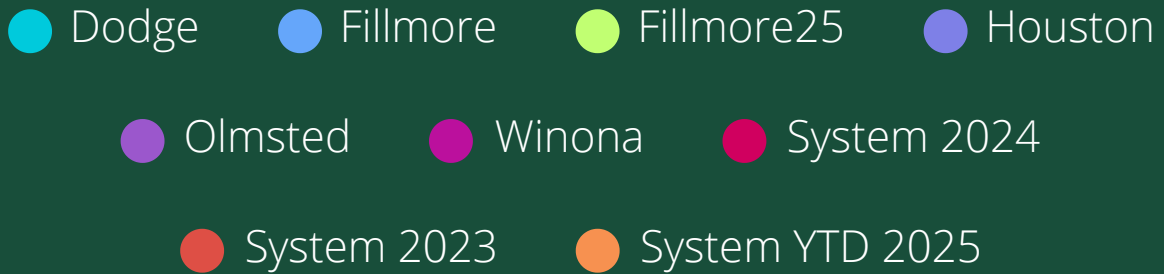
www.rhtbus.com

SOURCE: MNDOT Data 2024

RIDERSHIP DATA



SEM CAC
TRANSPORTATION



www.rhtbus.com

SOURCE: MNDOT DATA 2024/2025 NOTE: CHATFIELD/HARMONY SPLIT 50/50 OLMSTED/FILLMORE



Volunteer Driver Year-end Stats

Blue Rides	2612	DODGE	1856
Dodge MA	342	FILLMORE	1330
Donation Rides	2008	HOUSTON	844
Fillmore MA	77	STEELE	608
Houston MA	195	WASECA	1414
Medica	312	WINONA	4435
Medica Advantage	8	OTHER	21
SCHA	1632	Grand Total	10508
Steele MA	189		
Ucare	2469		
Waseca MA	193		
Other Rides	429		
Donation Non-Medical	39		
No Service Type	3		
Grand Total	10508		

	Loaded	Unloaded	Total
Mileage	240,905	92,433	333,338
Hours	14,815.80		14,816

VDP - Donation

DODGE	446
FILLMORE	209
HOUSTON	97
STEELE	32
WASECA	203
WINONA	1060
OTHER	0
Grand Total	2047
SEMAAA Total	1844

	Loaded	Unloaded	Total
Mileage	34,989	13,966	48,955
Hours	2,937.95		2,938

Clients Served

County	Clients
DODGE	90
FILLMORE	122
HOUSTON	62
STEELE	67
WASECA	93
WINONA	243
OTHER	18
Grand Total	695

VDP - No Show

Blue Rides	36	DODGE	30
Dodge MA	5	FILLMORE	29
Donation Rides	12	HOUSTON	14
Fillmore MA	5	STEELE	21
Houston MA	2	WASECA	48
Medica	9	WINONA	50
Medica Advantage	0	OTHER	0
SCHA	72	Grand Total	192
Steele MA	2		
Ucare	45		
Waseca MA	2		
Other Rides	1		
Donation Non-Medical	1		
No Service Type	0		
Grand Total	192		

	Unloaded	Total
Mileage	3,140	3,140
Hours	128	128



Kasson	128	Blue Rides	220	DODGE	78
Rushford (Utica)	107	Medica	2	FILLMORE	82
VAXX	97	Medica Advantage	0	HOUSTON	33
		SCHA	0	STEELE	3
		Ucare	82	WASECA	26
		Other Rides	24	WINONA	84
		STS Private Pay	4	OTHER	26
Grand Total	332	Grand Total	332	Grand Total	332

NOTE: VAXX Van was split in Kasson/Utica Jun 2024

	Loaded	Unloaded	Total
Mileage	8,831	11,263	20,094
Hours	860.50		861





2025

Volunteer Driver Stats

	Q1	Q2	Q3	Q4	TOTAL	County	Q1	Q2	Q3	Q4	TOTAL
Blue Rides	538	565			1103	DODGE	320	390			710
Dodge MA	22	43			65	FILLMORE	274	349			623
Donation Rides	386	529			915	HOUSTON	196	250			446
Fillmore MA	14	22			36	STEELE	158	219			377
Houston MA	24	74			98	WASECA	324	396			720
Medica	75	79			154	WINONA	881	939			1820
Medica Advantage	0	0			0	OTHER	5	0			5
SCHA	411	533			944	Grand Total	2158	2543	0	0	4701
Steele MA	26	31			57						
Ucare	536	533			1069						
Waseca MA	42	34			76						
Other Rides	82	98			180						
Donation Non-Medical	0	2			2						
No Service Type	2	0			2						
Grand Total	2158	2543	0	0	4701						
Loaded						Unloaded					
	Q1	Q2	Q3	Q4	TOTAL		Q1	Q2	Q3	Q4	TOTAL
Mileage	49,867	58,991			108,858		18,750	23,355			42,105
Hours	3,121	3,821			6,941						

VDP - Donation

	Q1	Q2	Q3	Q4	TOTAL
DODGE	36	35			71
FILLMORE	54	92			146
HOUSTON	12	26			38
STEELE	14	48			62
WASECA	40	84			124
WINONA	230	246			476
OTHER	0	0			0
Grand Total	386	531	0	0	917
SEMAAA Total	346	447	0	0	793
Loaded					
	Q1	Q2	Q3	Q4	TOTAL
Mileage	5,495	9,092			14,587
Hours	608	868			1,475

Clients Served

County	Clients					TOTAL
County	Q1	Q2	Q3	Q4		TOTAL
DODGE	37	35				72
FILLMORE	34	37				71
HOUSTON	28	34				62
STEELE	32	27				59
WASECA	37	40				77
WINONA	53	65				118
OTHER	4	0				4
Grand Total	225	238	0	0		463

Unloaded					
	Q1	Q2	Q3	Q4	TOTAL
Mileage	2,126	3,239			5,365
Hours					

VDP - No Show

	Q1	Q2	Q3	Q4	TOTAL		Q1	Q2	Q3	Q4	TOTAL
Blue Rides	5	10			15	DODGE	6	7			13
Dodge MA	1	2			3	FILLMORE	2	4			6
Donation Rides	0	6			6	HOUSTON	3	7			10
Fillmore MA	0	0			0	STEELE	3	5			8
Houston MA	0	0			0	WASECA	5	6			11
Medica	3	2			5	WINONA	7	10			17
Medica Advantage	0	0			0	OTHER	0	0			0
SCHA	8	8			16	Grand Total	26	39	0	0	65
Steele MA	1	0			1						
Ucare	8	10			18						
Waseca MA	0	1			1						
Other Rides	0	0			0						
Donation Non-Medical	0	0			0						
No Service Type	0	0			0						
Grand Total	26	39	0	0	65						
Unloaded											
	Q1	Q2	Q3	Q4	TOTAL						
Mileage	424	689			1,113						
Hours	91	108			-						



	Q1	Q2	Q3	Q4	TOTAL		Q1	Q2	Q3	Q4	TOTAL		Q1	Q2	Q3	Q4	TOTAL
Kasson	44	110			154	Blue Rides	33	102				DODGE	10	97			107
Rushford (Utica)	58	58			116	Medica	0	0				FILLMORE	34	18			52
Common Carrier						Medica Advantage	0	0				HOUSTON	4	15			19
Kasson						SCHA	32	27				STEELE	8	7			15
Rushford (Utica)						Ucare	37	33				WASECA	26	6			32
						Other Rides	0	1				WINONA	14	18			32
						STS Private Pay	0	5				OTHER	6	7			13
Grand Total	102	168			270	Grand Total	102	168	0	0	0	Grand Total	102	168	0	0	270
Loaded						Unloaded											
	Q1	Q2	Q3	Q4	TOTAL		Q1	Q2	Q3	Q4	TOTAL						
Mileage	2,670	4,302			6972		3,114	3,099			6213						
Hours	244	385			629	Loaded vs Unloaded											



NEED TRANSPORTATION?



MONDAY-FRIDAY | 6:00AM - 6:00PM

OUR MISSION Providing appropriate transportation services to assist people in achieving or maintaining their independence.



WHAT IS CARE-A-VAN?

The Care-a-Van program offers specialized transportation for clients who use wheelchairs or need extra assistance, ensuring safe and reliable mobility tailored to their needs.

DO YOU QUALIFY? This service accepts private pay or insurance providers, including Blue Plus, Medica, UCare, and South Country, making it accessible to a wide range of clients regardless of age.

TO MAKE RESERVATIONS

Please call at least two business days prior to ride.

800-528-7622 Opt. 3

Contact your insurance provider to ask if they cover your medical rides.

*Serving Serving Dodge, Fillmore,
Freeborn, Houston, Mower, Olmsted, Rice,
Steele, Waseca and Winona Counties.*





VOLUNTEER DRIVER PROGRAM

"It has given me the freedom to be independent of friends and families schedules and make it to my appointments."

WHO QUALIFIES?

- All persons age 60 or over without Medical Assistance.(those that Transportation is not covered by insurance will receive a request for donation letter based upon the miles traveled).
- Persons on Medical Assistance (MA) that covers transportation in Dodge, Fillmore, Houston, Steele, and Waseca Counties.
- Anyone 18 years and older (17 and under with an adult) to help them reach essential visits like medical appointments whose insurance coverage, Blue Plus, Medica, South Country, and UCare, includes transportation.
- Please call your insurance carrier to see if you qualify.

WHO IS A VOLUNTEER DRIVER?

A volunteer driver is an individual who donates their time and vehicle to provide transportation for community members in need. These drivers are essential in providing transportation to important appointments, promoting independence and enhancing well-being through their service. They are compassionate, dependable, and committed to making a positive impact through their service.

TO MAKE RESERVATIONS

800-528-7622 Opt. 2

The Semcac Volunteer Driver Program is funded in part by the Southeast Minnesota Area Agency on Aging through Title IIIB of the Older American's Act, the Minnesota Department of Human Services, Blue Plus of Minnesota, UCare of Minnesota, Medica, South Country, local governments and senior donations.

This program is for use by Medical Assistance clients, Department of Human Services clients, and all people 60 years or older regardless of race, color, or national origin.

*Serving Dodge, Fillmore, Houston,
Steele, Waseca and Winona Counties.*



BE A VOLUNTEER DRIVER



OUR MISSION Providing appropriate transportation services to assist people in achieving or maintaining their independence.

HOW YOU CAN BECOME A VOLUNTEER DRIVER

If you are at least 21 years of age, have a valid drivers license, proof of insurance and a good driving record, you can become a Volunteer Driver and make a difference in your community.

PLEASE CALL FOR MORE INFORMATION:
800-528-7622 opt.2

*Serving Dodge, Fillmore, Houston,
Steele, Waseca and Winona Counties.*



OUR CORE VALUES

Passion to Serve. Integrity. Respect. Accountability.

ABOUT US

The Volunteer Driver Program connects community members with essential services, like medical appointments, through the dedication of volunteer drivers. The program is available to anyone 18 years and older (17 and under with an adult) to help them reach essential appointments. Focused on safety, flexibility, and community collaboration, the program fosters independence and meaningful connections, bridging transportation gaps and strengthening communities.

WHO IS A VOLUNTEER DRIVER?

A volunteer driver is an individual who donates their time and vehicle to provide transportation for community members in need. These drivers are essential in providing transportation to important appointments, promoting independence and enhancing well-being through their service. They are compassionate, dependable, and committed to making a positive impact through their service.

BENEFITS

- Provide essential transportation that supports independence.
- Flexible schedule based on your availability.
- Build meaningful connections with those you assist.
- Personal fulfillment from giving back to the community.
- Expense reimbursement (Mileage - IRS rate, parking, meal).
- Contribute to a stronger, more connected community.

JOIN NOW!

800-528-7622 opt.2

SEMCAC VOLUNTEER DRIVER PROGRAM

**400 Commerce Dr. SE
Kasson, MN 55944**

The Semcac Volunteer Driver Program is funded in part by the Southeast Minnesota Area Agency on Aging through Title IIIB of the Older American's Act, the Minnesota Department of Human Services, Blue Plus of Minnesota, UCare of Minnesota, Medica, South Country, local governments and senior donations.

This program is for use by Medical Assistance clients, Department of Human Services clients, and all people 60 years or older regardless of race, color, or national origin.

Need a Ride?



Rolling Hills Transit



ANYBODY CAN RIDE!

**SCHEDULE
YOUR RIDE**
800-528-7622

Public Transportation for all your needs:

- ✓ School
- ✓ Appointments
- ✓ Work
- ✓ Shopping
- ✓ Anywhere you want to go



More info?
rhtbus.com



Book & pay on the app!

TRANSIT



*Serving Dodge, Fillmore, Houston,
Olmsted and Winona Counties*



¿Necesita transporte?



Rolling Hills Transit



AGENDE SU
TRANSPORTE
800-528-7622

CUALQUIERA PUEDE MONTAR

Transporte público para todas sus
necesidades:

- ✓ Escuela
- ✓ CITAS
- ✓ Trabajo
- ✓ Compras
- ✓ Donde quieras ir



¿Más información?
rhtbus.com



¡Reserve y pague en la app!
TRANSIT

*Sirviendo a los condados de Dodge,
Fillmore, Houston, Olmsted y Winona*





10 Reasons for Public Transit

Public bus transit in rural areas offers several benefits to the community and its residents:

1. **Accessibility:** Public bus transit provides transportation options for individuals who do not have access to personal vehicles, especially in areas where private transportation might be limited or non-existent. It ensures that people can travel to work, school, healthcare facilities, and other essential services.
2. **Affordability:** Public bus transit tends to be more affordable than owning and maintaining a personal vehicle. This affordability is especially crucial for residents in rural areas, where incomes may be lower and transportation costs can be a significant burden.
3. **Social Equity:** Public bus transit promotes social equity by providing transportation services to all members of the community, regardless of income level or physical ability. It helps reduce transportation-related barriers and ensures that everyone has access to essential services and opportunities.
4. **Environmental Sustainability:** Public buses are generally more fuel-efficient and produce fewer emissions per passenger than private vehicles. By promoting public transit, rural areas can contribute to environmental conservation efforts and reduce their carbon footprint as well as conserve natural resources.
5. **Community Connectivity:** Public bus transit facilitates community connectivity by linking rural areas with urban centers and neighboring towns. It helps residents access employment opportunities, educational institutions, healthcare services, shopping centers, and recreational facilities beyond their immediate vicinity.
6. **Economic Development:** Public bus transit can stimulate economic development in rural areas by improving access to markets and attracting businesses and investors. It enables workers to commute to job opportunities, encourages tourism by making attractions more accessible, and enhances the overall economic vitality of the region.
7. **Reduced Traffic Congestion:** By providing an alternative mode of transportation, public bus transit helps alleviate traffic congestion on rural roads and highways. This can improve safety for both motorists and pedestrians and reduce the wear and tear on infrastructure.
8. **Health and Well-being:** It allows residents to access healthcare services, recreational facilities, and social activities, which can contribute to improved health and well-being outcomes.
9. **Emergency Evacuation:** In times of emergencies, such as natural disasters, public bus transit can play a crucial role in evacuating people from rural areas efficiently and safely.
10. **Mobility for Non-Drivers:** Public bus transit is essential for individuals who do not drive, such as the elderly, youth, or those with disabilities. It ensures that these populations can still access necessary services and participate in community activities.

Overall, Implementing and maintaining a successful public bus transit system in rural areas requires community support, local government involvement, and strategic planning which helps to improve access to essential services, fostering economic development, and addresses the specific needs and challenges of the region.



William J Spitzer, Director of Transportation
(507) 634-4468
bill.spitzer@semcac.org

I am writing on behalf of Semcac – Rolling Hills Transit, *a regional public transit service committed to enhancing accessibility and connectivity for everyone in rural communities. With a focus on inclusivity, our transit system strives to serve a diverse range of individuals, offering reliable and affordable transportation solutions*, to express our urgent need for increased financial support for rural public transit in your community which is a part of our 5-county system serving SE Minnesota.

SAMPLE Resolution

WHEREAS, rural residents face unique challenges in accessing transportation services due to limited availability of private transportation options; and

WHEREAS, public transit plays a crucial role in connecting rural communities with essential services such as healthcare, education, and employment; and

WHEREAS, the existing rural public transit infrastructure requires additional financial assistance to maintain as well as improve service coverage, frequency, and overall accessibility; and

WHEREAS, investing in rural public transit is essential for enhancing the economic development of our rural areas, reducing social and economic disparities, and ensuring the well-being of our residents; and

WHEREAS, participating in public transit aligns with our community's goals of promoting economic development, improving the quality of life for residents, and addressing accessible and efficient transportation concerns; and

NOW, THEREFORE, BE IT RESOLVED that the _____ will allocate financial resources in the amount of \$_____ each year for the next 5 years to help with the local match funding specifically dedicated to the improvement and maintaining of rural public transit services; and

FURTHER BE IT RESOLVED that Semcac – Rolling Hills Transit calls upon _____ to engage in collaborative efforts with regional stakeholders, local governments, and transit authorities to identify sustainable funding solutions and implement measures that will enhance the efficiency and reach of rural public transit services.

**Request for City Council Action**

Date: September 23, 2025

Requested Council Date: September 23, 2025

Originating Department: Police Department

Agenda Topic: Chief Pelaez's FBI-National Academy Attendance

BACKGROUND INFORMATION

The FBI National Academy (FBINA) is the most prestigious, most widely recognized, invitation-only training program for experienced law enforcement leaders from the U.S. and around the world. Hosted at the FBI Academy in Quantico, Virginia, it offers a rigorous 10-week curriculum designed to enhance leadership skills, knowledge, and cooperation among law enforcement agencies globally. Each year, a hand-full of applicants from the different FBI field offices in the U.S and around the world get selected to attend this prestigious leadership academy.

In September of 2022, with the referral/nomination from Mayor, John Schaber, Chief Pelaez submitted his application to the FBINA. On May 8, 2025, almost three years after he submitted his application, the FBI-Minneapolis Field Office notified Chief Pelaez of his acceptance into the FBINA, with a start date of September 28, 2025 (Session #296). Due to Chief Pelaez just getting off a 2 ½-month-long paternity leave and the department being already short one full-time Police Officer, a decision was made to first consult with the FBI to see if it was at all possible to postpone Chief Pelaez's class start date. FBI-Minneapolis understood the circumstances and approved postponing the start date, also pending final approval by the St. Charles City Council. The FBI also advised Chief Pelaez that the new academy start date will be sometime in the Fall of 2026.

Key facts about the FBI National Academy:

The program is for existing law enforcement executives, not new FBI special agent trainees. Attending the academy does not mean that the attendee will be working for the FBI. Nominees must be chosen by their agency heads based on demonstrated leadership qualities.

The 10-week program focuses on three core components: academics, physical fitness and wellness, and networking. Coursework covers management science, behavioral science, law, forensic science, and other topics. Upon completion, attendees earn 18 college credits and a certificate from the University of Virginia.



Request for City Council Action

Attendees include managers from U.S. agencies as well as participants from nearly two dozen other countries, fostering international cooperation.

A significant benefit of the program is the opportunity for law enforcement leaders to build professional networks with their peers from around the world.

The cost of the training, which includes dorm lodging, airfare, and meals, is covered by the FBI. The only cost that is required to be covered by the attendee's agency is the attendee's salary.

Impact on the St. Charles Police Department

Cost to the City: The only cost associated with attending FBINA is the attendee's salary (required). Any other extracurricular cost (to include uniforms) will be covered out-of-pocket by Chief Pelaez.

Staffing level: Ofc. Crouch (new Officer) is expected to complete his Field Training Program (FTO) sometime in November 2025. During Chief Pelaez's potential 10-week absence, the department will continue to have 24/7 coverage with two day-shift patrols, two night-shift patrols, and one mid-shift patrol who will fill in the other shifts when needed. Sgt. Jones will oversee the department during Chief Pelaez's absence, just like he did when he was out of paternity leave. Additionally, Chief Pelaez will continue to have access to email and phone while attending the academy, so he can monitor the department remotely.

Benefits: Advanced professional development and leadership; increased operational effectiveness; increased interagency cooperation, networking, and resource sharing; improved officer and department wellness; and enhanced community relations.

REQUEST FOR COUNCIL ACTION

Chief Pelaez respectfully requests City Council to approve his attendance to the FBI National Academy in the Fall of 2026 with paid salary.

U.S. Department of Justice
Federal Bureau of Investigation
National Academy Unit



THE FBI NATIONAL ACADEMY



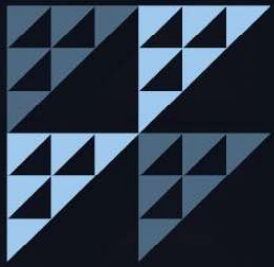
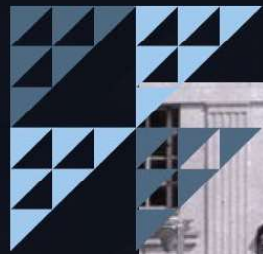




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*“The most
effective weapon
against crime is
cooperation.”
-J. Edgar Hoover*



OUR HISTORY

The FBI National Academy (FBINA) was created in 1935 in response to a 1930 study by the Wickersham Commission. The Commission recommended the standardization and professionalization of law enforcement departments across the United States through centralized training. With the support of the International Association of Chiefs of Police and with authority from Congress and the Department of Justice, the "FBI Police Training School" was created. Courses at that time included Scientific Aids in Crime Detection, Preparation of Reports, Criminal Investigation Techniques, and Administration and Organization. During World War II, courses were added in Espionage and Sabotage.

The NA is a comprehensive 10-week residential program of accredited instruction for law enforcement leaders from all over the world. The FBI National Academy has long been a vital element in the continuing improvement of law enforcement standards, knowledge, and cooperation throughout the world.



MISSION & OBJECTIVES

Mission

The mission of the FBI National Academy is to support, promote, and enhance the personal and professional development of law enforcement leaders.

Objectives

Develop purpose-driven law enforcement leaders who address emerging trends through innovative and data driven policing in cooperation with their communities.

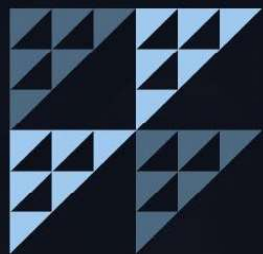
Prepare law enforcement partners for positions of greater responsibilities within their organizations.

Three Core Components

Academics

Physical
Fitness &
Wellness

Networking &
Knowledge
Sharing



ACADEMICS

The FBI National Academy holds a long-standing and valued partnership with the University of Virginia.

The FBINA is a professional course of study for U.S. and international law enforcement managers nominated by their agency heads because of demonstrated leadership qualities. The 10-week program serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge, and cooperation worldwide.



Through an affiliation with the University of Virginia, National Academy students earn college credit for the academic portion of the curriculum. Each student who completes 18 semester hours of academic work with an average of "C" or better is awarded a certificate in criminal justice education by the university. A wide range of vocational subjects further complements a program designed to serve the needs of the National Academy's diverse student body. Each of these 6 courses is 3 credits, including the physical fitness course. Students are required to take a total of 6 courses that include:

- Mandatory physical fitness course
- Mandatory leadership course
- 4 elective courses of their choosing

Upon successful completion of the NA, students receive 18 continuing education credits from the University of Virginia to put toward a master's or bachelor's degree.



PHYSICAL FITNESS & WELLNESS

The physical fitness course is composed of 3 to 4 fitness classes a week and a weekly fitness challenge with the whole class body. Students must arrive with a minimum fitness level as a baseline. This is measured by a required timed mile-run test conducted on the first week. Males must run the timed mile under 10 minutes and females must run it under 11 minutes and 30 seconds. This test is meant to minimize injuries and to confirm the students' ability to endure the fitness classes that get harder each week. The weekly progression of these classes culminates in a 6-mile obstacle course run called the Yellow Brick Road (YBR), typically occurring in the last week.

To qualify for this run, another mile-run test occurs at the end of the session. Passing this last run in the required time is compulsory to run the YBR and obtain the yellow brick.

The FBINA emphasizes the importance of mental and emotional wellness.





EXAMPLE FITNESS CHALLENGE

"Push-Feet"

1. "Push-fest" in the gym (30 seconds each of band-resisted push-ups, push-ups, band two-arm punches, band alternating punches, and top-of-the-pushup planks all in a row).
2. "Tempo" run for ~1.5 miles, finishing back at the track; tempo = get out of breath.
3. "Row-a-palooza" at the Field House concrete pad (dumbbell or kettlebell single-arm bent over rows, perform a 3-4-5-6-7 rep ladder with a weight you would struggle to do 10 reps with...empty the tank on the right and left with a heavy bell).
4. Four strides on the track (stride or "float" the length of the straightaway on the track and walk the turns for 2 laps...these are NOT sprints, just stretching the legs).



NETWORKING & ENRICHMENT

In addition to courses of study, students also engage in a variety of networking activities as well as social and educational events that complement the curriculum. They will have the opportunity to exchange ideas and learn from other students. These events are sponsored and led by three different groups: the National Academy Unit, the FBI National Academy Associates, and the students.



The National Academy Unit sponsors many of the enrichment events students attend such as guest speakers, International Night, Flag Night, and more.

The FBI National Academy Associates is an organization independent of the FBI. They sponsor many of the dinners and networking events students attend such as Pasta Night, Steak Night, New Member Expo, and Professional Development Day.

The students have a long-standing tradition of hosting some amazing events every session to include a Law Enforcement Memorial Ceremony, Silent Auction, Texas Night, and Louisiana Night.



INTERNATIONAL PARTNERSHIP PROGRAM & INTERNATIONAL NIGHT

The International Partnership Program (IPP) provides students an opportunity to network on a one-on-one basis with our international partners. Domestic students who sign up to be an IPP member will be paired with an international student. This partnership minimizes the international student's anxiety upon arrival as they will have a friend waiting for them. They will dorm together as well as guide, support, and provide direction to one another. Both students will encourage mutual understanding, foster friendships, and create networking opportunities. This program has additional networking activities and provides the opportunity for international students who volunteer to present about policing in their country.



International Night is one of the highlights of each session. With the help of their IPP partner, the session's international students showcase and share cultural information about their country by providing samples of traditional food and/or beverages.





ADMISSION ELIGIBILITY

Individuals interested in attending the National Academy should contact their local FBI Field Office training coordinator. Interested individuals must meet the minimum requirements below to be considered.

1. Be of good moral character and reputation and have a record of outstanding service in the law enforcement profession.
2. Be nominated by the head of their agency.
3. Be at least 25 years of age.
4. Be a regularly appointed, full-time law enforcement officer (LEO) of a duly constituted law enforcement agency of a municipality, county, territory, tribal, or state government and have at least 5 years of full-time law enforcement experience without significant interruption.
5. Hold the rank of lieutenant or higher.
6. Be medically cleared for strenuous physical exertion and regular participation in physical training. Candidates must demonstrate the ability to complete a 1-mile run within the established time limits for males (less than 10 minutes) and females (less than 11:30 minutes).
7. Must possess a college degree or at least 60 college credit hours.
8. May not be enrolled in any additional full-time academic program while attending the NA.
9. Continue to receive salaries while attending the NA.
10. Affirm, as a condition of attending the NA, that the exclusive rights and remedies for any injury suffered while attending the FBI National Academy must be solely liable under their department's worker's compensation insurance program.
11. Affirm that they will remain in law enforcement for a minimum of 3 years following graduation from the NA.
12. Be able to speak, read, write, and comprehend the English language in an academic environment at the collegiate level.



ASSOCIATED FEES

Mandatory Fees

The FBI will cover airfare to/from the FBI Academy, as well as lodging/meals while at the Academy. All other expenses incurred while attending the National Academy are at the expense of each student, which includes the NA uniform. Uniform costs depend on the number of items purchased. Average cost runs \$200+.

Optional Fees

Optional expenses include the student-led trips to Philadelphia and New York. These trips range from \$600-\$900 per student. There may also be other additional student-led ticketed events during the session.

FBINAA Membership Fees

Students and graduates of the NA program are eligible to join the FBI National Academy Associates, Inc., a 501(c) (3) nonprofit membership association. Members are fellow NA graduates who represent the top 1% of all senior-level law enforcement. Members have access to the strongest law enforcement leadership network in the world through the online NAA Network, plus opportunities to attend chapter and national training events.

A voluntary fee of \$325 covers both NA student activities and NAA membership dues. This fee is paid to the NAA, NOT the FBI National Academy. The NAA supports several social events during the session. Certain services only will be provided to those paying the membership fee including:

- personal publicity and group
- photographs
- session yearbook
- challenge shirt
- session patch, pin, and coin



GRADUATION

Upon successful completion of all courses, students will attend the National Academy graduation where the FBI Director will present them with a diploma. Friends and family join us for this momentous occasion.

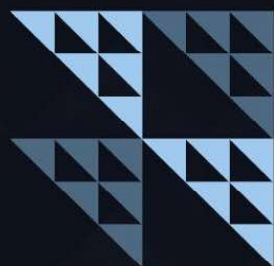
INTERESTED IN ATTENDING?

If you are eligible and interested in attending the National Academy, reach out to your local FBI Field Office to get started with the application process.

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Inside the FBI National Academy: 10 weeks that changed my leadership forever

Chief Scott Hughes reveals how the FBINA transformed him professionally, physically and personally — and why every police leader should make the leap

March 24, 2025 09:47 AM



Week 10 of the FBI National Academy was the culmination of an experience that will forever hold a special place in my heart. It began with Monday's

legendary Yellow Brick Road challenge, a physically demanding obstacle course that pushed us to our limits.

Photo/Scott Hughes

By Chief Scott Hughes

Reflecting on my time at the [**FBI National Academy \(FBINA\)**](#) in Quantico, Virginia, I can confidently say it was one of the most transformative experiences of my professional career. As a law enforcement leader, the opportunity to attend this prestigious program not only challenged me personally and professionally but also reaffirmed my belief that leadership development is essential for the continued advancement of our profession.

Over the course of 10 weeks, law enforcement leaders from across the United States and nearly two dozen other countries gather to exchange ideas and learn strategies to enhance their leadership, physical fitness and overall knowledge of law enforcement practices. Regardless of where you are in your career or the amount of training you've received, attending the FBINA is a must for personal and professional growth.

Professional development and world-class education

One of the defining aspects of the FBINA is its rigorous academic curriculum. Throughout the program, I completed six master's level courses, including advanced topics in leadership, legal issues and law enforcement best practices. These courses were taught by some of the most accomplished professionals in the field, many of whom have extensive experience working in federal law enforcement and academia.

The educational aspect goes beyond textbooks and lectures. For those considering attending, I highly recommend signing up for the master's level courses offered, as you are given a choice upon enrollment. The advanced coursework adds even greater depth to the learning experience. Engaging in meaningful dialogue with classmates and faculty provided insights into how different agencies worldwide tackle common challenges. From crisis leadership strategies to minimizing liability in high-risk operations, the knowledge gained at FBINA is directly applicable to my role as Chief of Police.

The academic structure also emphasizes practical learning. Alongside coursework, the program featured guest speakers who brought real-world insights into leadership, ethics and crisis management. Hearing from FBI agents, industry experts and law enforcement leaders enriched our understanding of current challenges and innovative solutions. Discussions often revolved around real-world case studies, where we dissected leadership successes and failures and applied lessons learned to hypothetical scenarios. This approach honed our critical thinking skills and ensured the strategies we developed were grounded in reality. It's an educational model that many leaders can benefit from bringing back to their own agencies.

A standout moment for me came during the "Legal Issues Impacting Law Enforcement Operations" course. This course provided critical updates on evolving legal standards and helped validate that our current policies and procedures align with existing case law. Additionally, it enabled me to identify areas for refinement, ensuring we could better protect our officers and our community while mitigating liability risks.

Over the course of 10 weeks, law enforcement leaders from across the United States and nearly two dozen other countries gather to exchange ideas and learn strategies to enhance their leadership, physical fitness and overall knowledge of law enforcement practices.

Photo/Scott Hughes



Physical training and personal growth

FBINA is also renowned for its emphasis on physical fitness, including the famed "Yellow Brick Road," a grueling six-mile obstacle course designed to test physical endurance and mental toughness. Throughout the program, weekly physical challenges pushed me out of my comfort zone, culminating in completing the Yellow Brick Road during my final week.

While the physical challenges were demanding, they taught me invaluable lessons about perseverance, personal growth and the power of a support network. Leadership often requires pushing through adversity, and the physical training reinforced that mindset in a very tangible way. Watching my classmates encourage and support one another during the challenges solidified the importance of teamwork in leadership.

Prospective attendees should begin a consistent fitness regimen at least three months before the program, focusing on endurance, strength and flexibility. I recommend incorporating a “CrossFit”-style workout to build strength and stamina. Additionally, it is absolutely essential to be able to run one mile in under 10 minutes to handle the physical demands effectively. Train outdoors when possible to simulate the varied terrain of the Yellow Brick Road obstacle course.

One aspect of the physical training that stood out was its ability to serve as a metaphor for leadership. Obstacles on the Yellow Brick Road mirrored challenges leaders face daily — balancing perseverance with adaptability and ensuring the team succeeds as a whole. These lessons translate directly into our daily work environments and remind us that leadership is often about finding strength in unity.

Building lifelong connections and global partnerships

The networking opportunities at the FBI National Academy are unparalleled. As a proud graduate of FBI NA Class 291, I had the privilege of learning alongside law enforcement professionals from nearly all 50 states and approximately two dozen international students. These connections extend beyond the classroom, forming a global network of leaders committed to professional excellence.

Attending various networking events, such as trips to New York City and Philadelphia, allowed me to gain unique perspectives and establish meaningful professional relationships. The behind-the-scenes tours of facilities offered invaluable insights into how major agencies operate and provided ideas to bring back to my department. I even had the once-in-a-lifetime opportunity to go skydiving, pushing myself to overcome personal challenges and further bond with my classmates.



The author skydiving.

Photo/Scott Hughes

The global partnerships formed through the FBINA are more critical than ever in today's digital age. With technology becoming increasingly prevalent and criminals leveraging computers for cybercrime, international collaboration has become essential. The global connections made at the FBINA offer valuable resources for sharing intelligence, best practices, and strategies for combating modern threats.

The diversity of perspectives was particularly enriching. International students shared presentations on policing in their countries, offering unique strategies and addressing challenges specific to their regions. These discussions deepened my understanding of global law enforcement, particularly in counterterrorism. Engaging directly with international peers highlighted the immense value of cross-border collaboration and knowledge exchange.



NA Class 291 at the National Law Enforcement Memorial in Washington, D.C.
Photo/Scott Hughes

Why all police leaders should attend the FBI National Academy

The FBINA is not just a leadership course — it's a life-changing experience that equips law enforcement professionals with the tools to lead with integrity, inspire their teams and make sound decisions under pressure. Importantly, you do not need to be a chief to attend. In fact, those in upper command or aspiring to leadership roles may take even more away from the program, as it provides valuable insights and preparation for advancing their careers. Regardless of your current position, years of service, or prior training, the benefits of attending are profound and lasting.

Being away for 10 weeks will never be easy. There will never be a perfect time to leave, as family commitments and professional responsibilities will always exist. However, making this sacrifice is an investment in your growth and your

agency's future. Traveling home on weekends is possible and recommended as long as it does not interfere with planned events.

To balance responsibilities during the 10-week absence, leaders should establish a clear chain of command and delegate key duties to trusted staff members. Schedule regular check-ins to stay updated without micromanaging. On the family side, setting a schedule for communication (e.g., weekly video calls) and involving your family in the journey by sharing experiences can help maintain connections while you're away.

This extended time away allows leaders to step back completely, giving their teams the opportunity to take ownership and grow. This not only fosters personal renewal but also deepens the team's leadership capabilities, ensuring the agency is well-prepared for future challenges.

For those considering applying, I encourage you to embrace the opportunity entirely. Prepare to be challenged, inspired, and transformed. Consider setting professional development goals ahead of time to maximize the program's impact upon returning to your agency. The lessons you learn, the connections you make and the growth you experience will benefit your career and leave a lasting positive impact on your agency and community.

In conclusion, my time at the FBI National Academy was more than just an educational milestone — it was a transformative experience reaffirming my commitment to leadership excellence. As law enforcement professionals, we owe it to our agencies and communities to continually seek growth and improvement. The FBINA provides a unique platform to do just that. I am proud to be part of this distinguished group of graduates, and I wholeheartedly encourage other leaders to pursue this incredible opportunity.

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

**RESOLUTION #17-2025
RESOLUTION APPROVING LEVY REQUEST SUBMITTED BY THE
ST. CHARLES ECONOMIC DEVELOPMENT AUTHORITY
FOR TAXES PAYABLE 2026**

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 2026 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 estimated 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 30th 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 2026 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 2026 for all taxable property within the corporate boundaries of the City of St. Charles, Winona County, Minnesota in the amount of \$84,037.32 submitted by the St. Charles EDA and City Council of St. Charles is hereby approved for certification to the Winona County Auditor.

Adopted this 23rd day of September 2025 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

CERTIFICATION

I, Andrew Langholz, 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 #17-2025 entitled “RESOLUTION APPROVING LEVY REQUEST SUBMITTED BY THE ST. CHARLES ECONOMIC DEVELOPMENT AUTHORITY FOR TAXES PAYABLE 2026 passed and approved by the St. Charles City Council, Minnesota, on the 23rd day of September 2025.

City Administrator, City of St. Charles

CITY OF ST. CHARLES

Resolution #18-2025

**A Resolution Approving Preliminary 2025
Tax Levy Collectible in 2026**

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 2026, upon the property in said City of St. Charles, for the following purposes:

FUND	2025
General Fund	940,634
Capital Improvement Fund	300,000
Fire	156,103
Library	239,970
Debt Service 2018A	80,273
Debt Service 2019A	72,927
Debt Service 2021A	494,455
Debt Service 2021B	78,979
Debt Service 2022A	24,402
Other (Advertising)	25,000
Other (Celebration)	9,900
Ambulance	220,000
Total	2,642,643

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

Adopted this 23rd day of September 2025 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Andrew Langholz, City Administrator



Request for City Council Action

Date: September 16, 2025

Requested Council Date: September 23, 2025

Originating Department: Administration

Agenda Topic: RCA: Review Code 70.10 – Snow Removal – Parking

Background Information:

Councilmember Jake Braun has requested the inclusion of this agenda topic. He would like to discuss the potential for changing Code 70.10, specifically, the following sections.

(B) No person shall park a vehicle in such a manner as to obstruct the removal of snow from streets and alleys during snow removal operation.

(C) Snow removal operations. When there is snowfall, no one shall park any motor vehicle on the streets, alleys, boulevards, or public grounds (except for municipal parking lots) within corporate limits of the city until snowfall has ceased and the street has been plowed curb to curb, except as provided in division (2) below herein.

I have attached the full version of City Code 70.10 Snow Removal for council review.

An alternative option to the code as written would be to introduce alternate side parking.

Alternate side parking during snow removal requires residents to move their vehicles to a specific side of the street on designated days or times so plow trucks can clear the opposite side without obstruction. Once plowing is complete, vehicles then switch to the other side, allowing both sides of the street to be cleared curb-to-curb. For example, after a snowfall, cars may be required to park only on the even-numbered side of the street overnight and then move to the odd-numbered side the following night.

Public Works & Administrative Staff Perspective:

Staff noted the following drawbacks if we were to move away from the current system:

- **Reduced effectiveness of snow removal:** With vehicles remaining parked on one side of the street, the uncleared side would quickly become packed down, leaving long-term impacts on road conditions throughout winter.



Request for City Council Action

- **Increased burden on residents:** Many residents would need to shovel the end of their driveway twice, creating more frustration.
- **Garbage collection challenges:** Snow piles along one side of the street would make it more difficult for garbage haulers to access containers.
- **Operational challenges:** To make a single-side system effective, staff would likely need to restrict snow removal hours to nighttime operations instead of clearing “as needed” during the day. This would not only reduce flexibility but also likely increase complaints due to overnight plowing noise.
- **Increased personnel costs:** More night plowing would increase the amount of compensatory time accrued by public works staff.

Staff also pointed out that larger cities often implement alternate side systems because snow removal typically takes multiple days. In our case, city streets are typically cleared within 24 hours, not the 48–72 hours that justify such systems in metropolitan areas.

Staff Recommendation:

Based on current needs, resources, and the scale of our city’s snow operations, staff recommend that the current procedures remain intact.

Council Discussion:

I welcome any further council direction on whether to explore potential adjustments.

§ 70.10 SNOW REMOVAL.

(A) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

OWNER. The titleholder of a vehicle; or a conditional vendee or lessee if the vehicle is subject to a conditional sales agreement or lease.

PARKING. The standing of an unoccupied or occupied vehicle on a street, road or highway for a purpose other than loading or unloading or obeying traffic regulations.

ROADWAY. That part of a street, road or highway improved, designed or ordinarily used for vehicular travel.

VEHICLE. Every device in, upon or by which any person or property may be transported upon a highway, except devices moved solely by human or animal power.

(B) No person shall park a vehicle in such a manner as to obstruct the removal of snow from streets and alleys during snow removal operation.

(C) Snow removal operations. When there is snowfall, no one shall park any motor vehicle on the streets, alleys, boulevards, or public grounds (except for municipal parking lots) within corporate limits of the city until snowfall has ceased and the street has been plowed curb to curb, except as provided in division (2) below herein.

(1) Any motor vehicle in violation of the above may be immediately removed and impounded by the Police Department.

(2) Parking shall be permitted on Whitewater Avenue during snow removal operations between 6th Street and 15th Street between the hours of 6:00 a.m. and 6:00 p.m.

(D) (1) Impoundment. Vehicles removed and impounded by the Police Department shall be surrendered to the duly identified owner only after the following criteria have been met:

(a) The owner has shown proof of identification and ownership;

(b) The owner has shown proof of insurance and current registration of the vehicle;

and

(c) All costs of towing and storage have been paid to the tow operator.

(2) Owner responsible.

(a) The fact that a motor vehicle is parked in violation of this section shall be prima facie evidence that the owner of the vehicle, (or for a leased motor vehicle, the lessee of the vehicle) is guilty of a petty misdemeanor, punishable by a fine of not more than \$300.

(b) The owner or lessee may not be fined under this provision if:

1. Another person is convicted of the same violation; or
2. The motor vehicle was reported as stolen before the time of the violation.

(c) The removal or impoundment of a vehicle under this section does not preclude citation and prosecution for violation as a petty misdemeanor, or for an administrative fine.

(Ord. 466, passed 2-24-2003; Am. Ord. 475, passed 11-10-2003; Am. Ord. 521, passed 12-9-2008) Penalty, see § 10.99