



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, July 10, 2018 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. July 10, 2018 Agenda	APPROVE
4. Meeting Minutes	APPROVE
-June 12, 2018	
-June 26, 2018	
5. June Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank (TBD)	
7d. Library Board Report, David Kramer (TBD)	
7e. EDA Report, Wayne Getz (TBD)	
7g. School Board, Craig Hilmer	
8. Revolving Loan Fund Request (TBD)	APPROVE
9. Farm To Table Request	APPROVE
10. 2019 Budget Timeline	APPROVE
11. Payment Service Network (PSN) Update	INFORMATION
12. Resolution #25-2018 Approving Election Judges	APPROVE
13. Council Meeting Schedule. July 24 and August 14 th (Primary Election)	APPROVE
14. Closed Session-1. Real Estate Strategy Minn. Stat. 13D.05 Subd. 3(c)	APPROVE
2. Administrator Review – Minn. Stat.13D.05 Subd. 3(a)	

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, July 10, 2018**

8. Revolving Loan Fund Request (TBD). Due to scheduling conflicts the EDA meeting was moved to Monday, July 9 at 5 p.m. A revolving loan fund request will be discussed at the meeting and the recommendation forwarded to the Council for review.

9. Farm to Table Request. Please see the Request for Council Action for consideration.

10. 2019 Budget Timeline. Please see the enclosed 2019 budget timeline/process

11. Payment Service Network (PSN) Update. In 2017, staff recommended switching the credit card processing company to Payment Service Network (PSN). Included in the packet is information and a brief narrative on the effectiveness and savings with the switch to the new service provider.

12. Resolution #25-2018 Approving Election Judges. Please see the attached resolution for consideration.

13. Council Meeting Schedule. A tentative lack of agenda items for the July 24th meeting may allow for no meeting. The regularly scheduled Tuesday, August 14th meeting will need to be moved to Wednesday, August 15th due to the Primary Election.

14. Closed Session—
1. Real Estate Strategy - Minn. Stat. 13D.05 Subd. 3(c)
2. Administrator Review – Minn. Stat. 13D.05 Subd. 3(a)

MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, June 12, 2018 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
Mayor John Schaber
Dave Braun
Craig Hilmer
Wayne Getz
David Kramer

STAFF PRESENT: Ken Frank (Police Chief) and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Jill Veerkamp (St. Charles Press), Tom Wentz (Smith Schafer & Associates), and Gary and Nola Dunn.

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA: Delete 9: Public Hearing-943 Wabasha Avenue

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

4. Meeting Minutes

May 8, 2018
Motion to approve: **Craig Hilmer**
No further discussion.
Motion declared carried.

May 22, 2018
Motion to approve: **David Kramer**
No further discussion.
Motion declared carried.

5. June Payables.

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

6. Notices and communications: None.

7. Reports of Boards and Committee:

Various reports were given by staff and Council that were included in the packet.

8. Proclamation-American Legion Day. Mayor Schaber read the proclamation. A motion to approve the proclamation was moved.

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

9. Public Hearing-943 Wabasha Avenue Nuisance Abatement. Mayor Schaber asked for a motion to delete the item. A motion to strike the item was moved.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

10. 2017 Audit Review. Tom Wente of Smith Schafer & Associates was present to provide Council with an update of the 2017 Audit Review that as conducted by his firm. He reported that the City received a clean audit. He reviewed that the City has 50 percent of reserves and has been stable for many years, all debt service funds are being adequately funded, bonds paid on a timely basis, enterprise funds are keeping pace with costs and debt service requirements, PERA changed their assumption and decreased their unfunded Pension Liability, Fire Relief is overfunded, the Volunteer Fire Fund has \$170,532 for future equipment needs, and a capital improvement fund with \$242,379. No further questions.

11. Public Hearing-Alley Vacation Block 2 of Fairview Addition. Mayor Schaber called for a motion to open the public hearing to take comment on the proposed alley vacation located in Block 2 of Fairview Addition. Motion to open the public hearing at 6:32 p.m.:

Motion to approve: **Dave Braun**

Seconded by: **Craig Hilmer**

No further discussion.

Motion carried.

Mayor Schaber called for public comment for or against the proposed alley vacation as outlined in the public packet of information. He called once, twice, three times. Hearing no comment, he called for a motion to close the public hearing at 6:33 p.m.

Motion to close: **David Kramer**

Seconded by: **Wayne Getz**

No further discussion.

Motion carried.

12. Ordinance #602 Alley Vacation Block 2 of Fairview Addition (1st Reading). Admin. Koverman relayed that he had been working with Ryan & Grinde Attorney Wayne Mehrkens regarding clearing up easements and dedications related to the WhiteValley Motel. While searching records, it was discovered that the State of Minnesota still owned property that had been thought to have been deeded to the WhiteValley Motel. After working with the state, it was requested that the City vacate the alley that runs through a portion of the garage and house. Hearing no further discussion, a motion was made to approve the first reading of Ordinance #602.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

13. Resolution #19-2018 2-Day Intoxicating Liquor (Fairgrounds). Mayor Schaber relayed that the resolution is related to the Fair and has been an annual request. A motion to approve as presented was moved.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

14. Resolution #20-2018 3-Day Intoxicating Liquor (Fairgrounds). A motion was made to approve the resolution as presented.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

15. Resolution #21-2018 Support of Detachment Petition-Heim/Soppa. Admin. Koverman relayed that he had acquired the signatures for the proposed detachment of the 26.6 acres that was inadvertently

annexed in 2002, and has worked with the township for a resolution of support as well. All parties were in agreement that the parcels should never have been annexed and were in favor of the detachment. Council concurred and a motion was made to approve the resolution presented.

Motion to approve: **Craig Hilmer**

No further discussion.

Motion carried.

16. Accept Resignation-Officer Casey McCready. Police Chief Ken Frank addressed the Council and relayed that Officer McCready had accepted a position with the Winona County Sheriff's office. Council understood his decision and motioned to accept his resignation.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

17. Police Department Recommendations. Chief Frank relayed that as part of the interview process, Myles Wolters was ranked among the top candidates for Officer McCready's position and felt very comfortable recommending that Officer Wolters be offered the position. A background has been completed as part of the part-time officer employment, but that an update would be completed as part of his employment with Rochester PD as a Community Service Officer. Council considered the recommendation and a motion was made to promote Officer Wolters to full-time status with a July 1 start date.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

Chief Frank continued to explain that previously Council authorized the backgrounding of a part-time officer, Brady Jones. He relayed that everything came back fine and that he requested hiring Officer Jones. A motion was made to approve the hiring of part-time officer Brady Jones.

Motion to approve: **Dave Braun**

David Kramer abstained citing family relationship

No further discussion.

Motion carried.

18. Speed Zone Sign. Chief Frank showed a video that highlighted a proposed speed zone sign that records data and alerts motorists to their traveling speeds. Chief relayed that as they receive calls for motorists in residential areas, while they can patrol and monitor various neighborhoods, a tool that can help to record data and show times and speeds would be very useful. Discussion followed on the merits of tools like speed zone signs and how they can impact driver decisions. Chief Frank proposed an option and Clm. Kramer asked about adding a third battery. The total cost of the unit would be \$3,733.00. It was recommended that funds from administrative speeding citation be used to cover the expense. All Councilmembers agreed this would be a good option and a motion was made to approve the purchase as presented with the addition of one battery pack.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

19. Resolution #22-2018 MOU with LELS for MSRS Language Amendment. Admin. Koverman highlighted that the next three agenda items all relayed to the same language addition to the labor contracts/policy. The Minnesota State Retirement System required the proposed language be added into the contracts in order to be able to enroll into the Health Care Savings Plan program. All concurred with the resolution as presented. Clm. Kramer asked if he could make the motion to approve resolutions #22-2018 (LELS), #23-2018(IBEW), and #24-2018(non-union) with a single motion. It was concurred of approval and the motion was made to approve as stated.

Motion to approve: **David Kramer**

No further discussion.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

Gary and Nola Dunn at 25793 Cherokee Rd asked about the recent detachment and how it related to their property in the township as it was discovered that an error on their tax assessments had been made. Admin. Koverman relayed that their question could be taken up with the County Auditor/Treasurer, and that to his knowledge their office was working with the Dunns to resolve the matter.

Motion to adjourn at 7:00 p.m.

Motion to approve: **Wayne Getz**

Motion declared carried.

John Schaber, Mayor

ATTEST

Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
For Tuesday, June 26, 2018 held at 6:00 p.m. at
830 Whitewater Avenue
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
David Kramer (absent)
Dave Braun
Craig Hilmer
Wayne Getz
Mayor John Schaber (absent)

STAFF PRESENT:

Ken Frank (Police Chief), Scott Bunke (Public Works Foreman) and Nick Koverman (City Administrator).

OTHERS IN ATTENDANCE: Jill Veerkamp (St. Charles Press).

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Mayor ProTem Braun calling the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve the agenda: **Craig Hilmer**
No discussion.
Motion carried.

4. Notices and Communications. None

5. Review of Financials.

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

6. Ordinance #602 Vacating Alley-Block 2 Fairview (2nd Reading). Admin. Koverman reviewed the proposed vacation of the 20-foot alley that involves clearing up an easement along Highway 74 that was part of the relocating of Highway 14 when it was originally constructed. In working with Wayne Mehrkens of Ryan & Grinde, the error was discovered as part of clearing up the title for Whitewater Valley Motel. This is the proposed second reading. Mayor ProTem asked for any comments. Hearing none, he called for a motion to approve the second reading as presented. A motion was made to approve the second reading.

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

7. Request for Council Action—Street Superintendent. Admin. Koverman reviewed the request for council action and highlighted the qualifications of Travis Pahl. He added that members of the interview committee including Chief Frank and Mr. Bunke were present if Council had questions. No questions were asked and a motion to approve the recommendation of hiring Mr. Pahl at the third step with a start date of June 27, 2018 was moved.

Motion to approve: **Craig Hilmer**
No further discussion.
Motion carried.

8. Safe Routes to School—Pay Request #2. Admin. Koverman highlighted the pay request to Dunn Blacktop for \$110,470.79. With no further discussion, a motion was made to approve the pay request in the previously stated amount.

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

9. Winona County Phlebotomy Service Agreement. Admin. Koverman presented the agreement submitted by the Winona County Sheriff's Department for phlebotomy services that the County Sheriff's Department offers as a public service. There is no charge for the service and Chief Frank relayed that it will save time and could be done on site in St. Charles when possible. It was agreed it was a worthwhile service and a motion to approve the agreement was moved.

Motion to approve: **Craig Hilmer**
No further discussion.
Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

None

Motion to adjourn at 6:07 p.m.
Motion to approve: **Wayne Getz**
Motion declared carried.

Dave Braun, Mayor ProTem

Attest: _____
Nick Koverman, City Administrator

Project FINE

(Focus on Integrating Newcomers through Education)

202 West Third Street, Winona, MN 55987

507-452-4100 Fax 507-452-4644 www.projectfine.org

BOARD OF DIRECTORS

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Program Manager

Nick Koverman
City of St. Charles
830 Whitewater Ave
St. Charles, MN 55972

June 29, 2018

Dear Mr. Koverman,

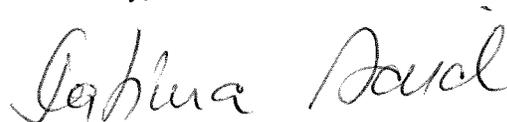
Earlier this year, Project FINE created a *Report on Refugee and Immigrant Challenges* as a result of listening sessions we hosted to discover the experiences of refugees and immigrants in our area. The report highlighted five key challenges: community connections, documentation, racism, basic needs and educational/economic opportunities. Since that time, we have been working on several different initiatives in response to the findings, including developing new programs to address the needs and challenges.

In addition to our new programming, the findings have also inspired us to bring together community leaders to discuss how we can work together to build equity and inclusion. Several partners have already committed to be involved in this process, including the Cities of Goodview, St. Charles and Winona, and Winona County; as well as several members of our Project FINE board.

We are hosting a meeting for community leaders on **August 13, 2018 at 2pm in Conference Room B of the County Office Building**. During this meeting, we will share our findings and begin to explore ways to address the challenges and make a better community for all of us.

Please let me know if you are able to attend, and feel free to contact me with any questions.

Sincerely,



Fatima Said
Executive Director

m DEPARTMENT
OF HEALTH

PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

June 29, 2018

Saint Charles
c/o Mr. Nick Korverman Administrator
St. Charles City Hall
830 Whitewater Avenue
St. Charles, Minnesota 55972

Dear Council Members:

Subject: Drinking Water Data Review, Saint Charles, St. Charles, Winona County, PWSID 1850009

In 2015, a Minnesota Department of Health (MDH) internal audit found significant inconsistencies in organic contaminant analysis of some drinking water samples by the MDH Public Health Laboratory (PHL) from 2013 to 2015. The PHL worked with an independent third party to review the methods and results, and MDH Drinking Water Protection Section (DWP) contacted public water systems after being notified of the PHL audit.

It is important to DWP that individuals served by public water systems have the highest level of confidence in the reliability of drinking water quality data, and the data was reviewed by DWP for Safe Drinking Water Act (SDWA) compliance. In addition, the PHL has made changes in their processes to prevent similar situations in the future. Using high quality data to ensure Minnesotans have safe, reliable drinking water is a top priority for public water systems and MDH.

Samples collected at your system that were part of the review are part of Work Order 14H1642-01. The final audit report indicates that results from 2013 to 2015 are valid for compliance, and **your system meets SDWA standards. No action is required from your system.**

A separate letter and report about additional work MDH has done to improve how samples are collected, analyzed, and reviewed will be sent out later this summer.

If you would like an electronic copy of the full audit report for your 2013 – 2015 results (most are 100+ pages) or have any additional questions, email Health.ReprocessedData@state.mn.us. Please include your PWSID, PWS Name, and Work Order Number (see above) in the email. We greatly appreciate your daily commitment to providing all Minnesotans with safe, reliable drinking water and look forward to continuing to work with you to meet that critical obligation.

Sincerely,



Tom Hogan, Director
Environmental Health Division
Minnesota Department of Health
P.O. Box 64975
St. Paul, Minnesota 55164-0975

cc: Paul Halvorson, Rochester District Office



City Administrator's Report—June 2018

June 1—Met with Tom Wentz of Smith Schafer & Associates along with Clm. Hilmer and Mayor Schaber to review the 2017 audit.

June 4—Attended a meeting in Winona sponsored by Project Fine to explore putting together a series of meetings/educational forums to bring together key champions and decision makers in Winona County to help address some of the concerns highlighted from their recently completed study. The group brainstormed different strategies and who the intended target audience would be for the proposed meeting.

June 18—Held an UMMEG steering committee conference call to discuss various solar projects and ongoing discussion with owners of Cashton Green Windfarm in relation to new DPC contract.

June 20—Attended evening Emergency Management meeting in Winona along with Ambulance Director Jeff Hardtke and 1st Fire Assistant Aaron Carlson. Over 30 area fire, EMS, and police personnel attended to discuss protocols of call-outs on I-90. Provided an opportunity for EMS personnel to meet new Winona County Emergency Manager Ben Klinger.

Met with a Boy Scout Christian Wolter to discuss Emergency Management, the roles and responsibility of Emergency Manager.

June 26—Hosted the full Active Living Winona County (SHIP) group in St. Charles. Discussed ongoing projects, the open mini-grants, and discussed focus/goals of SHIP in Winona County. Over 20 members attended.

June 27—Cassie and I met with Jill Reimers of VisionDesign to review website and to train on new WordPress program as the website launched on Tuesday, June 26.

Public Works Report – June 2018

- Worked on 11th Street Project – lighting, light poles & utility boxes, set banner poles, cleaned up materials, pulled electrical wire; sprayed weeds; landscaping; pulled pole at 488 East 15th Street; cut trees & weeds; hauled poles and set at park; poured cement at City Shop
- Electric meter installs; material PPE signs for banner; signs for banner install on Whitewater Ave/11th Street; detach meter socket at 1373 Sunset Drive; submit locate requests; trimmed trees, cleaned up and hauled away; install solar meters at Soppa's apartments; assisted with total patching; installed anchor in the alley North of elementary school
- Met with Mastec about light pole replacement project and future projects; fixed ground on riser pole (hit by mower); changed out electric meter for railroad across from Ace Hardware; prepared order for Fastenal; checked on power complaint at 706 Church Ave; staked out projects; called DOT about street lights
- Poured cement on poles at 11th Street; checked over total patcher; total patched streets; street signs at East 7th and Church Ave; put up stop signs at West 14th Street and St. Charles Ave; located property pins at Pat Heims on Bluff & 6th Street; pushed up brush and leaf pile; worked on cutting catch basins out to black top; prepared roller and tar trailer; take down fence and tarp from winter sand pile at old shop;
- Picked up cones from black topping; swept chip seal on streets; fixed lights in truck #6; finished cleaning sand pile at old shop; worked in wood shed and cleaned; cleaned catch basins; worked on cold storage cement project; cement lean-to shed; grade roads; pickup cones from White Rose Bridal tree removal; deliver slips for water hydrant replacement; fill in dirt at East 7th Street culvert; put sand bags around hydrant on 8th Street; worked on gravel alleys; checked air handlers and lights at City Hall and Library
- Total patched; located property pins; lowered curb-stop; cut out blacktop; built bird cage; blacktop catch basins; changed chlorine at the pool; sprayed weeds; treated lift

station; flushed well #4; cleaned and drained inside of oil tank; picked up parts from MN Pipe; took hoses and meter to house North of school; worked on Water Plan Report; cleaned I90 booster station; worked on meters; replaced hydrant at East 8th Street and East Ave

- Daily/weekly/monthly - Utility locates; monthly rubber goods inventory and testing; MMUA safety meeting; ran power plant for monthly exercise; repaired street lights; located property pins; delivered disconnect notices and disconnected/reconnected electric meters for City Hall; daily Well checks; lift station and booster station checks; water samples; substation reporting; meter finals; checked and replaced water meters

Sincerely,
Kyle Karger
Public Works Superintendent

**Request for City Council Action**

Date: July 5, 2018

Requested Council Date: July 10, 2018

Originating Department: Farm to Table Committee

Council Action Requested: Approve September 22, 2018 Street Closing of a portion of St. Charles Avenue and Website Button for Farm to Table

Background Information: The Farm to Table committee has requested the street closure for a portion of St. Charles Avenue from 2-midnight. and the use of City Hall bathrooms on Saturday, September 22, 2018. Following the social at 5 p.m. and dinner at 6 p.m., music will be performed by Matt Browne in the green space. According to the group representative, Lindsay Gust, the community response was overwhelming last year with the 100 tickets being sold. The group will be offering 150 tickets for sale for this year's event and early response has been very positive. Gust has already spoken with several of the neighbors who have given their approval to the event. They have contacted Smith Insurance for liability insurance. They will also be working with a non-profit again for the liquor license which will be approved at a later date.

Because the funds are supporting a community project, Farm to Table has requested the addition of a button, which will feature a link to their Facebook page. This application would be similar to the St. Charles Area Community Foundation button located on the website.









2019 Budget Timeline and Process

The City of St. Charles budget timeline and process fosters collaboration and partnership to help better achieve the City's goals and directives, while maintaining fiscal responsibility utilizing historical trend analysis and prioritizing the needs and desires of the community and Council. A two-step process that divides the budget into two focal points is utilized.

First, all funds associated with the governmental administration of the City of St. Charles as it relates directly to the certified levy and taxation of the City's residents is completed. The following funds are reviewed as part of that process: administration, park, recreation, street, library, fire, swimming pool, police, bond issuance payments, TIF and Economic Development.

In the second part of the budget process, all funds associated with the City of St. Charles as Enterprise Funds, which include electric, water, sewer, garbage, stormwater and ambulance are all reviewed. In addition, Mike Bubany of David Drown & Associates provides additional analysis of the Capital Improvement Plan and an analysis of utility rates as they relate to current and future spending needs as identified by department heads and administration.



2019 Budget Timeline and Process

Timeline

Governmental Funds

July 10, 2018 - August 10, 2018
August 28, 2018
September 11, 2018
September 25, 2018

Enterprise Funds

October 9, 2018
October 23, 2018
November 13, 2018
December 11, 2018

Process

City administrator/accountant to meet with department heads
Copy of preliminary budget and proposed Capital Improvement Plan
Discuss Governmental Levy Budget
Certify Preliminary Governmental Levy to Winona County

Preliminary Enterprise Fund Budgets
Discuss Enterprise Budget Changes, CIP (Mike Bubany)
Finalize Enterprise Budget
Truth In Taxation. Allows public input. Finalize and approve 2019 budget

Can utilize special meeting date of Wednesday, December 26, 2018 if needed.

**CITY OF ST. CHARLES
MEMORANDUM**

TO: CITY COUNCIL
FROM: KRISTINE ENGSTRAND
SUBJECT: PSN ANALYSIS
DATE: 07/06/2018

As you all are aware, the City upgraded the current credit card system from Revtrak to Payment Service Network (PSN). In addition, PSN was able to offer additional features not available through Revtrak. Since inception, usage has greatly increased with this new automation.

- Checks received by the City for utility payments are scanned daily by Check 21, creating an ACH file that deposits on the next business day. This has improved cash flows significantly, due to the elimination of taking these deposits to the bank for processing.
- PSN has the capability of determining insufficient funds on accounts, notifying the front office the next business day if a payment is rejected.
- In regards to Bank Bill Pay, PSN “intercepts” checks sent from a resident’s bill pay, and the funds are deposited electronically instead of processing manual checks for deposit.
- A card swipe terminal was added in the front to speed up the credit card payment checkout process.
- A mobile app is available for residents to process payments on their phones. In addition, residents can call an 800 number to initiate payments. After the first call in, the system recognizes their phone number, and automates payment response.
- Residents are able to schedule recurring payments online, as well as schedule payments for future dates. This has reduced the amount of late fees.
- PSN allows for residents to use checking/savings accounts in addition to credit/debit card payments.

We expect the rate of usage to increase with the inception of Civic Rec, our new recreation software, which has the capability to process credit/debit cards online. I have attached PSN payment figures for the last 12 months, as well as a comparative analysis of fees from Revtrak and Payment Service Network. The City has saved approximately \$10,000 by switching to PSN.

Please let me know if you have any questions.

Kristine

**City of St. Charles -
PSN Utility Payments 7-1-2017 through 6-30-2018**

	Transactions	Amounts
Credit	3501	713,045.06
ACH	7360	1,565,402.25
Back Office	207	28,082.52
Bank Bill Pay	535	101,752.27
Check21	4188	845,695.50
IVR (Automated)	448	65,750.93
Mobile	651	112,464.55
Online	1805	346,003.51
Phone	61	7,900.70
Recurring	967	266,493.42
Scheduled	339	100,078.57
Split (Check Scans)	1338	361,803.66
Terminal	322	42,421.68
Total Payments:	<u>10,861</u>	<u>2,278,447.31</u>

***This does not include Direct Pay set up with the City, which is approximately \$90,000 per month.

**Cost Comparison - Revtrak and PSN
12 month lookback period**

Revtrak Fees	\$ 25,108.41
PSN Fees	<u>\$ 14,683.17</u>
Savings	<u>\$ 10,425.24</u>

**City of St. Charles
Resolution #25-2018**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRIMARY
ELECTION ON AUGUST 14, 2018 AND THE GENERAL AND MUNICIPAL
ELECTION ON NOVEMBER 6, 2018**

The Council of the City of St. Charles hereby resolves that:

1. The persons below named are hereby appointed Judges for the Primary Election on August 14, 2018 and the General and Municipal Election on November 6, 2018. The judges appointed, the precinct and hours of voting are as follows:

City-wide Precinct: Ward 1, Precinct 1
Voting Place: St. Charles Community Center
 830 Whitewater Avenue
Voting Time: 7:00 a.m. to 8:00 p.m.

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Janell Dahl	1549 Whitewater Avenue	251-3655
Carol Davitt	1500 Oakview Drive	932-4201
John Gregoire	549 St. Charles Ave.	932-4929
Cindy Kahn	1361 Soppa Dr.	932-4204
Nick Koverman	110 Nicholas Dr. Lewiston, MN	696-7096
Janis Martin	1600 Bluff Ave.	932-6983
Bernie McNab	172 Pearson Dr.	932-3528
Sandra McNab	172 Pearson Dr.	932-3528
Charles Meyer	1507 Whispering Hills Drive	932-8270
Wendy Miller	997 East 15 th St.	932-4380
Cassie Smith	513 Church Ave.	651-927-9708
Gene Steward	194 Northern Hills Drive	932-4437
Nancy Steward	194 Northern Hills Drive	932-4437
Jack Thoreson	831 Richland Ave.	932-3568
Norman Wallace	437 Wiskow Way	320-444-7871
JoAnn Wegman	649 Sunset Drive	696-0026

Adopted this 10th day of July, 2018 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Nick Koverman, Administrator