

The City Council of the City of St. Charles welcomes you to its
 Regular Meeting of Tuesday, March 22, 2022 at 6:00 p.m.
 at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. Approval of the Agenda	
4. Notices and Communications –	
5. Review of Financials	
6. Josh Smith – SC Ambulance Director	PRESENT
7. Pine Ridge 2 nd Development / Security Agreement Discussion	DISCUSS/APPROVE
8. Deputy Clerk Description / Promotion	APPROVE
9. Customer Service Specialist / Promotion	APPROVE
10. Administrative Assistant Job Posting	APPROVE
11. Resolution #09-2022 Donation from SCACF	APPROVE
12. SB Desktop and Server Upgrade	APPROVE
13. HBC VOIP Phone System	APPROVE
14. Resolution #10-2022 Accepting a Donation (St. Charles Township)	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



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, March 22, 2022**

6. Josh Smith – SC Ambulance Director. Josh Smith will be present to introduce himself and meet the City Council as he has accepted the role and will begin serving the community March 28, 2022.

7. Pine Ridge 2nd Development / Security Agreement Discussion. The City Council will continue the discussion related to the request received as part of the March 8th discussion.

8. Deputy Clerk Description / Promotion. The updated description is included for consideration and a recommendation to promote Cassie Smith to Deputy City Clerk will be presented Tuesday evening.

9. Customer Service Specialist / Promotion. A recommendation to promote Shelly Schossow will be presented Tuesday evening for consideration.

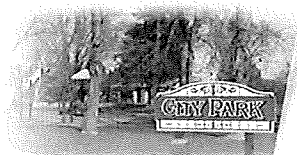
10. Administrative Assistant Job Posting. An updated job description will be presented for consideration and a recommendation to post the open vacancy is requested.

11. Resolution #09-2022 Donation from SCACF. Please see the enclosed resolution for consideration.

12. SB Desktop and Server Upgrade. Please see the enclosed Request for Council Action for consideration.

13. HBC VOIP Phone System. The City received a quote for a proposed Voice Over IP system. Through analysis of current phone charges, the new VOIP service will be cost an equal amount and may provide cost savings. The flexibility in services and potential number of phone lines has been the main impetus for this request as the current system is analog.

14. Resolution #10-2022 Accepting a Donation from St. Charles Township. A resolution for consideration is included in the packet.



Job Description

JOB TITLE: Deputy Clerk		Department: Administration
REPORTS TO: City Administrator	SUPERVISES: None	FLSA STATUS: Non-Exempt
EFFECTIVE DATE: March 8, 2022		

POSITION SUMMARY

Under limited supervision of the City Administrator, this clerical office position manages City utility billing accounts and processes monthly/annual reporting, administers payroll, conducts elections, and processes City licenses (liquor and cigarette) and permits while providing technical and administrative support to the City Administrator and City Council.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Performs office administrative duties, including answering incoming telephone calls, copying, filing, and notarizing; types forms, letters, memos, reports, and billing statements; prepares and administers correspondence; and coordinates activities related to City Cleanup.
- Manages City utility billing accounts including reviewing/updating customer accounts, processing service orders for account changes, communicates and records energy assistance requests/payments, maintaining garbage/recycling exemption records for seasonal customers, processes bill corrections/adjustments, and generally responds to customer questions and complaints.
- Conducts end of year utility reporting for State and Federal organizations.
- Prepares, mails, and tracks overdue notices; and collects utility invoice payments. Assist residents with setting up payment and budget plans, or refers to appropriate party. Issues disconnect/reconnect service request; forwards delinquent account information to responsible Revenue Recapture staff member; and handles write-offs in accordance with policy. Handles insufficient fund checks, including correspondence, system adjustments, and documentation; and maintains records of residents who are moving into or moving out of the city.
- Performs payroll functions, including calculating payroll deductions, taxes, and hours worked; and maintaining time sheets, leave reports, tax returns, payroll reports, and process W-2 statements, Unemployment Insurance reports, and other various quarterly and annual reports.
- Serves at Benefit Administration point of contact.
- Prepares workplace injury paperwork; reports claims to insurance company and

- appropriate agencies; and tracks progress.
- Responsible for DOT testing compliance.
- Assists with City annual audit reporting and compliance.
- Prepares and mails ambulance correspondence to company who prepares the invoicing for the City; answers citizen's questions, complaints and discrepancies on ambulance invoices.
- Serves as primary contact for processing building permits, collecting fees and issuing receipts.
- Prepares reports, including the State Job and Training quarterly report.
- Maintains records and submits requests for Special and County Assessments.
- Prepares and issues various residential and commercial correspondence.
- Assists in the preparation of meeting agendas and packets of related information for distribution to the Mayor, City Council, newspapers and City Staff.
- Prepares, maintains, indexes and archives written documentation of minutes, resolutions, ordinances and City code for the department and city council.
- Serves as acting secretary at public meetings when necessary.
- Performs designated duties of City Administrator in Administrator's absence, including attendance at City Council meetings, certifying documents for city personnel and public upon request.
- Performs other duties as requested or as directed.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus Public Administration, Accounting, Communications or related.

Experience

Five (5) year of City government or municipality experience, including considerable billing and records maintenance using an automated system.

Trainings, Certificates, and Licenses

- Possess ability to obtain licensure as Certified Municipal Clerk (CMC) within 1-2 years after hire or promotion

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Four-year Bachelor's Degree in Public Administration, Accounting, Communications or related.

Experience

Five (5) year of City government or municipality experience, including considerable billing and records maintenance using an automated system.

Trainings, Certificates, and Licenses

- Possess ability to obtain licensure as Certified Municipal Clerk (CMC) within 1-2 years after hire or promotion
- Possess training from the Minnesota Clerks Institute (MMCI)

COMPLEXITY

The overall complexity of this position is high. While performing the normal duties of this job, many different processes and methods are required to apply to an established professional or technical field.

RESPONSIBILITY

Supervision

Limited supervision is provided while performing the normal duties of this job. This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this position's work affects a wide range of professional projects or administrative activities of the City, influences internal or external operations, or impacts many people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally climbs a few steps, , sit, stand, walk, finger/enter data/keystroke, feel, talk, or hear, and/or exerts up to 20 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects.

While performing the duties of this job, this position will use will use close vision, far vision, depth perception, visual accommodation, color vision, and peripheral vision.

While performing the duties of this job, this position will use their right hand for simple handling or grasping.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Department Head

Date

City Administrator

Date

Acknowledgement

I acknowledge reviewing this Job Description.

Employee Signature

Date

City of St. Charles
Resolution #09-2022

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE CITY OF ST. CHARLES
FROM ST. CHARLES AREA COMMUNITY FOUNDATION**

WHEREAS, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

WHEREAS, the City of St. Charles has received a donation in the amount of \$600.00 from the St. Charles Area Community Foundation to be used by the City of St. Charles toward the purchase of flower planters.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts the \$600.00 from the St. Charles Area Community Foundation to be used toward the purchase of flower planters.

BE IT FURTHER RESOLVED THAT: the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 22nd day of March, 2022 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Nick Koverman, City Administrator

**Request for City Council Action**

Date: March 18, 2022

Requested Council Date: March 22, 2022

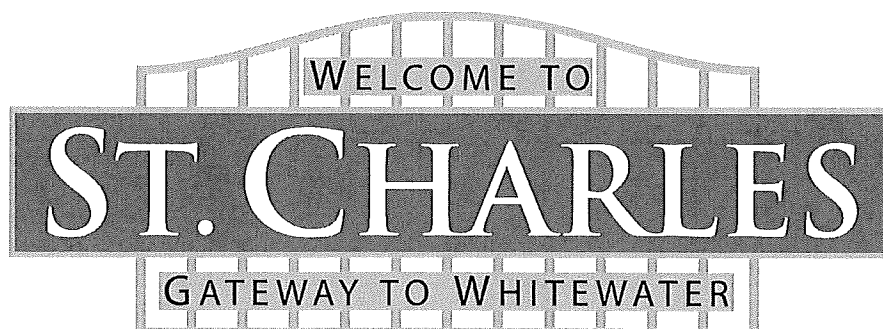
Originating Department: Administration

Council Action Requested: Use of ARP funds for desktop and server upgrades

Background Information: In a review of our supporting technology of all City departments, it has been determined that an update of the server and desktops would be appropriate. As part of the ARP funds received, the guidelines allow for up to \$10 Million to be used as revenue replacement. Considerations are still being determined for the majority use of the \$416,000.00.

The server quote received to update the 5-year-old piece of hardware is \$7,952.81, while replacing the eleven 5-year-old desktops (\$850.89) plus conversion fee is set at \$12,129.74.

It is recommended that ARP funds be used to replace the current units, with several of the units being repurposed for the power plant and EMS building.



City of St. Charles
Resolution #10-2022

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES VOLUNTEER
AMBULANCE FROM ST. CHARLES TOWNSHIP**

WHEREAS, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

WHEREAS, the St. Charles Volunteer Ambulance has received a donation in the amount of \$1,000.00 from the St. Charles Township to be used by the St. Charles Volunteer Ambulance Association.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts the \$1,000.00 donation from the St. Charles Township.

BE IT FURTHER RESOLVED THAT: the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 22rd day of March, 2022 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Nick Koverman, City Administrator