

The City Council of the City of St. Charles welcomes you to its Regular Meeting of Wednesday, August 12, 2020 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM

ACTION REQUESTED

INFORMATION

HOLD

1.	Call to Ord	er	
2.	Pledge of	Allegiance	
3.	August 12,	2020 Agenda	APPROVE
4.	Meeting Minutes		APPROVE
	-July 14	4, 2020	
	-July 28	3, 2020	
5.	August Pa	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 (TBD)	
	7c.	Chief of Police Report, Ken Frank	
	7d.	Library Board Report, David Kramer	
	7e.	EDA Report, Wayne Getz (TBD)	
	7f.	Park Board, Dave Braun	
	7g.	School Board, Craig Hilmer	
8.	Special Prese	entation	HOLD
		an Church Request	APPROVE
10. St. Charles Fire & Rescue SOPs			APPROVE
11.	INFORMATION		
12.	INFORMATION		
13.	HOLD		
	APPROVE		
		#625 Amending Chapter 932 Animals (1st Reading) #626 Admin Fines & Fees (1st Reading)	APPROVE
		#624 C-3 Zoning Ordinance Amendments (1st Reading)	APPROVE
	APPROVE		
10	0001 5 1	25-2020 Approval of Final Plat for Golf Course Estates (4th)	

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.

19. CLOSED SESSION—Administrator Review-Minn. Stat. 13D.05 Subd. 3(a)

Please Note: Some or all councilmembers may participate by telephone or other electronic means as permitted through Minn. Stat. 13D.021.

To attend the conference call please dial 1-320-460-1726 and the conference ID: 737 764 204#

18. 2021 Budget Timeline



MEMORANDUM for the CITY COUNCIL of St. Charles for Wednesday, August 12, 2020

- **8. Special Presentation.** A special presentation will be held.
- **9. Trinity Lutheran Church Request.** A representative of Trinity Lutheran Church will be present to answer any questions regarding the enclosed request.
- **10. St. Charles Fire & Rescue SOPs**. Fire Chief Aaron Carlson has requested the Council review and approve the updated Standard Operating Procedures as recommended for approval by the department.
- 11. CARES Act Programming. Staff will discuss a proposed plan for the allotted CARES Act funding.
- **12. Elementary School Request.** City staff met with Elementary Principal Ryan Ihrke to review the enclosed request. After review, staff would not see any concerns given the temporary nature of the request.
- 13. Public Hearing—Ordinance #625 Amending Section 92 Animals. The public hearing will be held to take comment regarding moving from dog/cat licenses to a pet license. Other changes will be reviewed as part of the discussion.
- 14. Ordinance #625 Amending Chapter 92 Animals (1st Reading). Please enclosed draft ordinance for review. The draft is subject to change as it is under final review of legal counsel.
- 15. Ordinance #626 Admin. Fines and Fees (1st Reading). The ordinance is being amended to reflect the proposed change in dog/cat licensing.
- **16.** Ordinance #624 C-3 Zoning Ordinance Amendments (1st Reading). On recommendation from P&Z, the proposed language amendments are submitted for consideration.
- 17. Resolution #25-2020 Approval of Final Plat for Golf Course Estates (Fourth). See the resolution enclosed.
- **18. 2021 Budget Timeline.** A proposed budget schedule is included for consideration.
- 19. CLOSED SESSION—Administrator Review—Minn. Stat. 13D.05 Subd. 3a.

MINUTES of the ST. CHARLES CITY COUNCIL for Tuesday, July 14, 2020 held at 6:00 p.m. at 830 Whitewater Avenue,

St. Charles, Minnesota

MEMBERS PRESENT:

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

Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.

STAFF PRESENT: Rick Schaber (Park & Recreation Director), and Nick Koverman (City Administrator).

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

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:

Motion to approve the agenda.

Motion to approve: Craig Hilmer
Roll call was taken and all voted in favor.
No further discussion.

Motion carried.

4. Meeting Minutes

June 9, 2020

Motion to approve: Dave Braun

Roll call was taken and all voted in favor.

No further discussion. Motion declared carried.

June 23, 2020

Motion to approve: Wayne Getz

Roll call was taken and all voted in favor.

No further discussion Motion declared carried.

5. July Payables. No questions were asked.

Motion to approve: Craig Hilmer

Roll call was taken and all voted in favor.

No further discussion. Motion declared carried.

6. Notices and communications: Koverman reported from the Winona County Complete Count committee that St. Charles' response of returning the census was at 80.2 percent, which led the county. He

urged anyone who hadn't taken the time to go online or if they still have their paper copy to take a moment to fill it out and send it in.

7. Reports of Boards and Committee:

Admin. Koverman highlighted the current conversation related to housing and working with other communities in Winona County including the Winona County EDA. A strategic planning meeting is being set for the Winona County EDA board and it is the goal of the group to seek assistance potentially in the form of updating the housing study. The communities of Goodview, Lewiston, and St. Charles are working with the Winona County EDA Director to explore potential options as they all view housing as a strong economic development tool. All three communities also partner with CEDA and their staff have been part of the conversation. He will update the Council as the dialogue progresses.

- 8. COVID-19 Updates. Park and Recreation Director Rick Schaber relayed to the Council that summer park and recreation programs were going well. The recent opening of the aquatic center on July 6 has gone well to date reported Schaber. In the short time the pool has been open, it is reported that it only met capacity one day and that the weather has been very favorable for patrons. The online service has gone well and staff have been excited to open the pool. Admin. Koverman relayed that the information tables put out in the vestibules of city hall have been well received and used. Customers coming into city hall have been respectful of space and time of those gathered. The library has not opened as of yet, he reported. In discussion with head librarian Sheri Grossardt many area libraries have also not open. However, they have discussed ways of providing reservations for computers, but have been waiting for additional PPE for staff as sneeze guards that were supposed to arrive July 1 were delayed until August 1. The public works staff were thanked for putting together these type of items for the pool for its opening, but that more needed for the library. Clm. Braun asked about gatherings at private homes and the rules. Admin. Koverman relayed that for public spaces being rented by the city, the state's guidelines of a 25 person maximum would be observed. Special accommodations for people needing more space was also being made. Large event gatherings of 250 people or more was still prohibited. He would need to check with Chief Frank as to the rules of enforcement. Clm. Hilmer inquired as to a mask mandate by the City. Mayor Schaber relayed that he felt at this time the city had followed the state's guidelines and that it was believed the governor would address this item statewide and that at this time, he did not believe the city needed to take any action. Admin. Koverman also highlighted statistical information from Winona County Public Health showing that while cases are increasing, it is at a much lower rate than neighboring counties. No more discussion was held.
- 9. Veteran's Memorial Request. Rick Schaber addressed the Council on behalf of the Veteran's Memorial Park committee and relayed that a recent donation was received for a Purple Heart Memorial stone. The stone would be placed in a location separate from the flags which was illustrated on the map. An additional bench was added in honor of Wally Ask outside of the original licensed area. After reviewing the placement of the stone, the committee asked if the City would consider adjusting the licensed area to match the exhibit provided. Schaber expressed that the committee did not see any additional land being needed, but that with the stone, which would be a one-of-a-kind monument, it was determined that the location shown would be the best. Council concurred with the request and a motion was made to approve the request of the revised licensed area as the Veteran's Memorial space for the placement of the stone. Motion to approve: Wayne Getz

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

10. Gladiolus Days Pageant. Rick Schaber relayed that in speaking with the organizers of the Gladiolus Days pageant, it was requested to hold a virtual pageant for current attendants to fill the vacancies that would be left with participants going to school or not wanting to serve an additional year. Council agreed that the option was a good choice for the attendants. A motion was made to allow staff and pageant organizers to move forward with a virtual pageant.

Motion to approve: Craig Hilmer

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

11. Ordinance #623 Vacating Utility & Drainage Easements (1st Reading). Admin. Koverman highlighted the request and need to vacate easement on the land owned by Love's Travel Stops and Country Stores. No questions were asked and a motion was made to approve the first reading.

Motion to approve: Dave Braun

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

12. Love's Utility Easements. As part of the construction of Love's, public infrastructure was necessary for the service of fire hydrants. Love's will be installing the infrastructure, but it will be public infrastructure. These easements were requested by WHKS on behalf of the City and it was recommended to approve the easements. A motion was made to approve the easements.

Motion to approve: Wayne Getz

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

13. Resolution #24-2020 Appointing Election Judges (Primary/General). Mayor Schaber briefly highlighted the list for the primary and general. A motion was made to approve the resolution as presented. Motion to approve: Craig Hilmer

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

14. August 11, 2020 Council Reschedule. Due to the primary election, the August 11th meeting will need to be pushed to either 8:01 p.m. following the election or August 12th at 6 p.m. It was discussed that potentially Mike Bubany would be in attendance and Council authorized either date, but to check with Mr. Bubany. A motion was made to reschedule for either 8:01 p.m. on the 11th or for August 12th at 6 p.m. depending on Mr. Bubany's schedule.

Motion to approve: Dave Braun

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

15. CARES ACT Funding. Admin. Koverman relayed that the City applied for and received its portion of the CARES ACT funding and that staff was working with CEDA and Smith Schafer Associates to review programs/projects that would be eligible expenses. He has also contacted neighboring administrators and that a discussion is being held as well to determine the uses. In addition, the League of MN Cities is also planning to host a session at the end of the month to discuss the uses. Staff hope to develop a proposed list and use of the funds for the August meeting.

Unscheduled Public Appearances. None.

Clm. Getz shared information from the Love's groundbreaking that was held at 4:30 p.m. and all members expressed their excitement for the project.

Motion to adjourn at 6:33 p.m.: Wayne Getz

Roll call was taken and all voted in favor.

No further discussion

Motion carried.		
ATTEST	John Schaber, Mayor	
Nick Koverman, City Administrator		

MINUTES of the ST. CHARLES CITY COUNCIL

for Tuesday, July 28, 2020 held at 6:00 p.m. at 830 Whitewater Avenue, St. Charles, Minnesota

MEMBERS PRESENT:

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

Note: Due to COVID-19 pandemic, Council previously authorized a local emergency resolution allowing the use of teleconferencing to observe Governor Tim Walz Executive Order 20-20, which called for sheltering in place.

STAFF PRESENT: Janell Dahl (Deputy Clerk)

1. ESTABLISH OUORUM/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:

Motion to approve the agenda. Motion to approve: David Kramer Roll call was taken, all voted in favor. No further discussion.

Motion carried.

4. Notices and Communications were read

5. Review of Financials: No questions were asked.

Motion to approve: Wayne Getz Roll call was taken, all voted in favor. No further discussion. Motion declared carried.

6. Ordinance #623 Vacating Utility and Drainage Easements (2nd Reading)

Motion to approve: Craig Hilmer Roll call was taken, all voted in favor. No further discussion. Motion declared carried.

7. Resolution #25-2020 Accepting Grant of Real Property.

Motion to approve: David Kramer Roll call was taken, all voted in favor. No further discussion. Motion declared carried.

8. City Accountant-Request for Council Action.

Motion to approve: Craig Hilmer Roll call was taken, all voted in favor.

Mayor Schaber welcomed Melissa Krusmark as the new City Accountant beginning Monday, August 3, 2020.

Unscheduled Public Appearances. None.		
Motion to adjourn at 6:04 p.m.: Wayne Getz Roll call was taken, and all voted in favor. No further discussion. Motion carried.		
ATTEST	John Schaber, Mayor	
Janell S. Dahl, Deputy Clerk		



PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

July 20, 2020

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

Dear Council Members:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1850009

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level = <1 μ g/l (rounded as < 0.001 mg/l). The action level for lead is 15.0 μ g/l.

90th percentile copper level = 575 μ g/l (rounded as 0.575 mg/l). The action level for copper is 1300 μ g/l.

Based on these results, your public water system has not exceeded the action level for lead and has not exceeded the action level for copper.

By federal rule, 40 CFR 141.85, you are required to provide the lead/copper results to persons served at the sites that were tested. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification must be made within 30 days by U.S. Mail. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting the notification requirements, we have enclosed a sample letter and a fact sheet on lead/copper in drinking water. All of the information contained in the sample letter is EPA required language and must be included in your letter and provided to the homeowner. If you would like to receive any of the enclosed documents via e-mail, please send your request to pauline.wuoti@state.mn.us.

The lead/copper sampling site addresses are private data. This information was classified as "nonpublic" by the Minnesota Department of Administration in October 2004, upon the request of Minnesota Department of Health (MDH) and Minnesota community water supply

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St. Charles City Council Page 2 July 20, 2020 PWSID 1850009

systems. When notifying the persons served at the sites that were tested, provide them with the results for that address only.

Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us along with a copy of the letter that you sent to the residents notifying them of their results. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

A sampling kit will be sent to you prior to your next scheduled sampling date. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651-201-4674, or Anna Schliep at 651-201-4667.

Sincerely,

Pauline A. Wuoti

Pauline Wuste

Community Public Water Supply Unit Environmental Health Division

P.O. Box 64975

St. Paul, Minnesota 55164-0975

PAW

Enclosures

cc: Water Superintendent



Lead in Drinking Water

Lead is a poisonous metal that can cause long-term health and behavioral problems. The main way to come in contact with lead in Minnesota is through lead-based paint in homes built before 1978. There are also many other ways to come in contact with lead, including through drinking water.

Health Effects

Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk. Coming in contact with too much lead can damage the brain, kidneys, and nervous system. In children, lead can also slow development or cause learning, behavior, and hearing problems.

How to Protect Yourself and Your Family

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Learn how to reduce your contact with lead from sources other than your drinking water at *Lead Poisoning Prevention:*Common Sources. Lead can get in your drinking water as it passes through your household plumbing system. Here are ways to protect yourself from lead in your drinking water.

- Let the water run for at least 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer.
- Use cold water for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
- 3. Test your water. In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water. Minnesota Department of Health (MDH) recommends using an accredited laboratory (see Search for Accredited Laboratories). Contact the laboratory to get sample containers and instructions, or ask your county environmental or public health services if they provide well water testing services.
- 4. Treat your water if a test shows your water has high levels of lead after you let the water run (see *Home Water Treatment*).

If you have a private well

Lead is not usually found in your well water. Lead may enter your drinking water as it travels from your well through your plumbing system. Wells and plumbing systems built before 1995 may have parts that have lead in them. Learn more at *Lead in Well Water Systems*. Make sure you use cold water and let the water run before using it for drinking and cooking. You are responsible for keeping your well water safe and testing it as needed.

If you are on a public water system

All public water systems have to follow standards set by the U.S. Environmental Protection Agency (EPA) for testing for lead and copper. They also follow EPA standards to make sure water does not easily dissolve lead and copper while moving through pipes. You can find the levels of lead and copper detected in the system serving where you live by reading the system's water quality report (also known as a Consumer Confidence Report [CCR]). You can call your public water system to get a paper copy of your CCR, or you may be able to find it online (see Search for your CCR webpage). If you want to find the levels of lead and copper places beside your home, contact the water system serving that location.

Lead can get into your drinking water as it passes through your household plumbing system. If you live in a house built before 1986, you may have lead parts in your plumbing system. Make sure you use cold water and let the water run before using it for drinking and cooking. The only way to know how much lead is in your drinking water is to test your water.

Background Information

Lead occurs naturally and has been used in many products around the world. Researchers keep finding more ways that lead is toxic. Levels that were once considered safe are now dealt with as a medical emergency. The EPA continues to research lead to

decide if more actions are needed. For public water systems, a law passed in 1986 restricts how much lead can be used in plumbing parts. In 2014, the 1986 law became stricter. Some plumbing parts still have very small amounts of lead in them. Other parts are now made of materials other than lead; one of those materials is copper. Like lead, copper can also dissolve into water, and too much copper can be bad for you (see *Copper in Drinking Water*).

The EPA has an action level of 15 parts of lead per billion parts of water (ppb) for public water systems. A public water system has to take actions to reduce the amount of lead in the water if more than 10 percent of the water samples have lead levels over 15 ppb. This is an action level; there is no safe level of lead in water.

Lead in Minnesota

The number of people with reported high levels of lead in Minnesota has been decreasing since at least the 1990s. The most common way for Minnesotans to come in contact with lead is through lead-based paint found in homes built before 1978.

In 2014, less than 0.1 percent of Minnesota's public water systems went over EPA's lead action level. There can still be lead in drinking water in Minnesota homes due to when homes were built. Homes built before 1940 may have lead service lines that connect them to public water. Plumbing systems built before 1986 may have lead parts. Learn more about lead levels in Minnesota at Childhood Lead Exposure, Lead Poisoning Prevention, and Drinking Water Protection Annual Reports.

What MDH is Doing

MDH enforces the Safe Drinking Water Act (which has a specific part about lead and copper) and provides guidance on how to reduce lead in drinking water at public schools and childcare services.

The MDH Lead and *Healthy Homes* programs work with state and local partners to find and get rid of lead hazards in homes, retail goods, and other areas.

MDH keeps track of blood lead levels in Minnesota (see *Annual elevated blood lead levels: facts & figures*). MDH also makes sure children and pregnant women who have high blood lead levels get help to reduce lead risks. Through outreach, MDH helps people learn

about the risk of lead and how to reduce contact with lead

Resources

<u>Annual elevated blood lead levels: facts & figures</u> (data.web.health.state.mn.us/lead_annual_level)

<u>Childhood Lead Exposure</u> (data.web.health.state.mn.u s/web/mndata/lead)

<u>Common Sources of Lead</u> (www.health.state.mn.us/communities/environment/lead/fs/common.html)

<u>Copper in Drinking Water</u> (www.health.state.mn.us/communities/environment/water/contaminants/copper.html)

<u>Drinking Water Protection Annual Reports</u> (www.healt h.state.mn.us/communities/environment/water/dwar. html)

<u>Healthy Homes Minnesota</u> (www.health.state.mn.us/c ommunities/environment/healthyhomes/index.html)

<u>Home Water Treatment</u> (www.health.state.mn.us/communities/environment/water/factsheet/hometreatment.html)

<u>Lead Poisoning Prevention: Reports</u> (www.health.state.mn .us/communities/environment/lead/reports.html)

<u>Lead in Well Water Systems</u> (PDF) (www.health.state.mn.u s/communities/environment/water/docs/wells/waterqual ity/lead.pdf)

Reducing Children's Expsoure to Lead in Drinking Water (PDF) (http://www.health.state.mn.us/communities/envir onment/water/docs/contaminants/lead.pdf)

Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools (PDF) (http://www.health.state.mn.us/communities/environment/water/docs/pbschoolguide.pdf)

Search for Accredited Laboratories (http://www.health.state.mn.us/labsearch)

Search for your CCR

(mnccr.web.health.state.mn.us/index.faces)

Minnesota Department of Health Environmental Health Division 651-201-4571 www.health.state.mn.us

08/17/2018

To obtain this information in a different format, call: 651-201-4571. Printed on recycled paper.



Copper in Drinking Water

Copper is a metal that occurs naturally and is used to make many products, including parts for plumbing systems. Copper can get into your drinking water as the water passes through your household plumbing system. Your body needs some copper to stay healthy, but too much is harmful.

Health Effects

Eating or drinking too much copper can cause vomiting, diarrhea, stomach cramps, nausea, liver damage, and kidney disease. People with Wilson's disease and some infants (babies under one year old) are extra sensitive to copper. Their bodies are not able to get rid of extra copper easily.

How to Protect Yourself and Your Family

Drinking water with more than 1,300 micrograms of copper per liter of water ($\mu g/L$)* can be a health risk for everyone. Infants and people with Wilson's disease may need water with an even lower level of copper to stay safe.

Copper can get into your drinking water as it passes through your plumbing system. Over time, plumbing parts with copper in them usually build up a natural coating that prevents copper from being dissolved into the water. Plumbing systems with copper parts fewer than three years old usually have not had time to build up this protective coating. You can take the steps below to help keep your drinking water safe:

- 1. Let the water run for at least 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours.
- 2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more copper from pipes than cold water.
- 3. **Test your water**. In most cases, letting the water run and using cold water for drinking and cooking should keep copper levels low in your drinking water. If you are still concerned about copper, arrange with a laboratory to test your tap water. Testing your water is

important if an infant or someone with Wilson's disease drinks your tap water. Minnesota Department of Health (MDH) recommends using an accredited laboratory (see Search for Accredited Laboratories). Contact the laboratory to get sample containers and instructions, or ask your county environmental or public health services if they provide well water testing services.

- If tests show you have levels of copper over 1,300 μg/L in your drinking water after you let the water run 30-60 seconds, you may want to consider home water treatment (see Home Water Treatment).
- * 1 microgram per liter $(\mu g/L) = 1$ part per billion (ppb)

If you own a private well Copper is not usually found in the groundwater that feeds your well. Copper may enter your drinking water as it travels through your plumbing system. If your plumbing system has parts made with copper, follow the steps above to help keep your drinking water safe.

If you are on a public water system The U.S. Environmental Protection Agency (EPA) has an action level of 1,300 μ g/L for public water systems serving places where people live, work, go to school, and receive childcare. These systems have to take actions to reduce the amount of copper in the water if more than 10 percent of the water samples they take from homes and sampling sites served by the system have copper levels over 1,300 μ g/L.

You can find the level of copper detected in the system serving where you live (called a community water system) by reading the

system's water quality report (also known as a Consumer Confidence Report [CCR]). You can call your public water system to get a paper copy of your CCR, or you may be able to find it online (see Search for your CCR webpage).

Remember that your home may have higher levels of copper in drinking water than the homes your public water system tested. Follow the steps above to help keep your drinking water safe.

Noncommunity water systems serving schools, offices, factories, and childcare facilities test for copper; you can contact your noncommunity system to find the level of copper detected in the system. Noncommunity systems serving restaurants, resorts, and campgrounds are not required to test for copper.

Background Information

Copper can get into drinking water if the water moving through the plumbing system is corrosive. Corrosive water can dissolve copper in plumbing parts. Pinhole leaks, pitting in your pipes, or blue green stains on plumbing fixtures may be signs that you have corrosive water. If you see signs of corrosive water, lead may also be in your drinking water (see *Lead in Drinking Water*). Water with a lot of dissolved copper in it can make drinking water taste or smell bad or give it a blue color.

Copper in Minnesota Water

Although the pH of groundwater in Minnesota is normally high enough to prevent water from dissolving copper, there are other water qualities that may contribute to corrosion. Public water systems monitor how corrosive water is to reduce the risk of lead and copper getting into drinking water. Learn more about copper and lead levels in Minnesota public water systems through *Drinking Water Protection Annual Reports*.

In 1999, Minnesota Pollution Control Agency found that none of the 954 wells they tested in

Minnesota had copper levels over the EPA action level (see *Copper, Chromium, Nickel, and Zinc in Minnesota's Ground Water*).

Resources

<u>Copper, Chromium, Nickel and Zinc in</u> <u>Minnesota's Ground Water (PDF)</u> (https://www.p ca.state.mn.us/sites/default/files/copper7.pdf)

<u>Drinking Water Protection Annual Reports</u> (https://www.health.state.mn.us/communities/environment/water/dwar.html)

<u>Home Water Treatment</u> (https://www.health.stat e.mn.us/communities/environment/water/factsh eet/hometreatment.html)

<u>Lead in Drinking Water</u> (https://www.health.state .mn.us/communities/environment/water/conta minants/lead.html)

<u>Search for Accredited Laboratories</u> (www.health.state.mn.us/labsearch)

<u>Search for your CCR</u> (https://mnccr.web.health.state.mn.us/index.faces)

Minnesota Department of Health Environmental Health Division 651-201-4571 www.health.state.mn.us

8/21/2018

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City Administrator's Report—July 2020

July 1—Met with SMIF representatives to finalize a story on the St. Charles Area Community Foundation SCACF and all of the impacts. Amy Berends also took part in the discussion/photos to highlight the community.

July 2—Rick Schaber met with WHKS staff and members of the DNR to review a proposed stream bank restoration grant application.

July 7—Took part in a conference call with SMIF to talk about programs and community initiatives.

July 10—Met with Mike Bubany of David Drown & Associates along with Daren Sikkink (WHKS) and Public Works Director Kyle Karger to discuss the I90 business park expansion and potential future street improvement project. Mike Bubany will be in attendance at the Sept 8th meeting to discuss various options for consideration.

Held a conference call with SEMMCHRA to discuss sale of property and potential housing initiatives.

July 14---Held Love's groundbreaking ceremony.

July 15—Held preconstruction meeting with Love's construction team to outline timeline, etc.

July 18—Held City Cleanup.

July 20—Attended election training

July 21—Held interviews for city accountant.

July 22—Attended area administrator's group meeting in the afternoon. Met with WHKS to review P&Z plat request.

July 23—Held Danmar closing on additional land purchase.

City of St. Charles Police Department

Chief - Ken Frank #601

830 Whitewater Avenue St. Charles, MN 55972 (507) 932-8020 · (507) 932-8701 FAX



August 7, 2020

- Sgt Pelaez has been attending the Southeastern MN Investigators meetings which are held at various locations each month. He supplies a written report to the department for officer's info.
 The August meeting will be held here in St Charles.
- We continue involvement with the Toward Zero Death campaign. The Speed Wave ran from June 22 – July 19 and during this wave this department issued 12 speeding citations and had 1 significant traffic related arrest. The distracted driving wave began August 1 and ends August 8th. The impaired driving wave runs August 14th – September 7th.
- We upgraded the departments firearms purchasing 5 new Glock 9 mm handguns. We were allowed to trade in the 5 40 caliber Glocks that were purchased 8 years ago. In a Blue Line Police Program offered by Glock the new 9mm handguns were purchased at a price of \$428.50. Glock then allowed \$235 for each of the 40 calibers traded in. The end cost of the 5 new handguns including shipping was \$1027. In addition to upgrading to the newest generation Glock we now have continuity within the department being that all officers now carry 9mm. This is something I considered a safety concern and wanted all the officer shooting the same ammunition during training.

I should also note that not all officers carry a department issued handgun, 3 opt to carry their own personal weapon.

- We have had no issues or complaints in regard to the Governor's Executive order reference face coverings or social distancing.
- Training continues, 3 officers are scheduled to attend 4 pillars of Policing a 2-day course in
 October sponsored by the Olmsted County Sheriff's Office. This training is mandated by the
 legislature and covers crisis intervention and conflict management. During September Kevin
 O'Laughlin will present to this department a 1-hour training on "Confessions & Interrogation's."

Respectfully Submitted,

Chief Ken Frank



Planning and Zoning Commission Thursday, August 6, 2020 7:00 P.M. City Council Chambers Minutes

MEMBERS PRESENT:

MEMBERS ABSENT:

Terry Jones Tim Jones J.D. Purl Jerel Mockenhaupt

Freddy Perez

David Kramer Wayne Getz

STAFF PRESENT:

City Administrator Nick Koverman.

OTHERS IN ATTENDANCE: Daren Sikkink (WHKS Engineers), Andrew Buck (GGG Engineering), and Mike Schaber

ESTABLISH QUORUM/CALL TO ORDER

Quorum was established with Tim Jones calling the meeting to order at 7:00 p.m.

APPROVAL of AGENDA:

Motion by: Terry Jones
Seconded by: David Kramer
No further discussion.
Motion declared carried

APPROVAL of MINUTES-July 9, 2020

Motion to approve: Wayne Getz Seconded by: J.D. Purl No further discussion. Motion declared carried

BUSINESS ITEMS:

4a. Public Hearing-Preliminary/Final Golf Course Estates (4th)

Chairman Jones called for a motion to open the public hearing at 7:01 p.m. Motion to approve: **David Kramer**

Seconded by: **Terry Jones**No further discussion.
Motion carried.

The public hearing was opened and it was expressed that anyone interested in speaking for or against the proposed vacation could speak.

Andrew Buck from GGG Engineering was present to discuss the proposed fifth lot to the Golf Course Estates Fourth plat. He relayed that as requested by the Winona County Recorder additional outlots were cleaned up. Additionally, other land was being transferred to Mike Schaber by the owner/developer, Matt McMahon. Daren Sikkink of WHKS relayed that a notation requiring engineered filled at the appropriate compaction density was also going to be noted on the plan. No other comments were made.

Jones called for comment once, twice, three times. Hearing none he called for a motion to close the public hearing.

Motion to close the public hearing at 7:07 p.m.: David Kramer Seconded by: Terry Jones

No further discussion. Motion carried.

4b. Resolution #26-2020 Preliminary and Final Plat-Golf course Estates Fourth. Various questions were asked as to the driveway location and if the lot would have access granted by the HOA to the private drive. Mr. Buck relayed the location of the driveway and that the HOA would be allowing access to the private drive. No further questions were asked. Hearing no further discussion, a motion was made to approve the recommendation of Resolution #26-2020.

Motion to approve: David Kramer Seconded by: Wayne Getz No further discussion. Motion carried.

As addition discussion, Admin. Koverman highlighted the emergency turnaround highlighted at the end of the private driveway and the location onto Mike Schaber's parcel at the end of Jessens Drive. He relayed that Mr. Schaber had requested moving the turnaround approximately 20 feet or making an adjustment. Through discussion with staff and both engineers, several options were reviewed, and it was determined that a 20-foot deep segment could be replaced with a product that allowed grass to grow, but supported the weight of vehicles. Planning Commission members asked questions with reference to how emergency vehicles or delivery vehicles would know that the area could be used as driveway. Mr. Schaber stated that he could sign the area, but also wasn't opposed to having vehicles use his driveway. It was discussed that the Home Owners Association also has to approve a plan if the bituminous was removed. Mr. Schaber is waiting for the first lift to be put down to determine if he will move forward with conversion of the section to the terra mesch product. Discussion was also held around plowing of the area for access to it in the winter. It was discussed that it is a private service plowing and that it would be the responsibility of the HOA and homeowner to maintain and repair the section. Mr. Schaber relayed that he would be agreeable to signage in the area to indicate the access and availability if he chose to use the product in place of the bituminous. A motion was made to approve the substitution of the proposed mesch product for the approximate 20' section of bituminous in front of his property with posted signage outlining the location of the turnaround.

Motion to approve: Terry Jones Seconded by: David Kramer No further discussion. Motion carried.

4c. Public Hearing—C-3 Zoning Ordinance Amendments. Admin. Koverman relayed that all of the discussion and comments had been incorporated into the proposed language that was presented that

Chairman Jones called for a motion to open the public hearing at 7:20 p.m.

Motion to approve: Wayne Getz Seconded by: David Kramer No further discussion.

Motion carried.

Admin. Koverman commended the P&Z Commission for their hard work and diligence to review the language at the last meeting. No questions were or comments were heard.

Jones called for comment once, twice, three times. Hearing none he called for a motion to close the public hearing.

Motion to close the public hearing at 7:22 p.m.: David Kramer

Seconded by: Terry Jones No further discussion.

Motion carried.

4d. Ordinance #624 C-3 Zoning Ordinance Amendments. Chairman Jones called for a motion to

approve the ordinance as presented. Motion to approve: **David Kramer**

Seconded by: J.D. Purl

Clm. Kramer expressed his sincere appreciation to the P&Z Commission members for working through the language as he felt it addressed all of the needs and cleared up any confusion in the former language. Motion carried.

Motion to adjourn at 7:32 p.m. Motion to approve: **Terry Jones** Seconded by: **J.D. Purl** No further discussion. Motion carried. Trinity Lutheran Church would like to conduct a fundraiser and ALL proceeds would be split evenly between:

St. Charles Public Library

St. Charles SEMCAC Dining

St. Charles Resource Center

A local band from Lanesboro "Tom Schram and the LP's" would present a Country Gospel concert featuring guitar, banjo, tambourine and bass on the green space next to City Hall. A free will offering will be requested as people enter the event.

Our members would fence the area, guide attendees to enter and leave through designated gates, and encourage safe distancing all in compliance with Governor Walz's rules on large gatherings. Under those rules outside events do not require masks although we would have masks available for those who wish to wear them. We would monitor the number of people at the event and limit attendance to no more than 250 individuals, therefore allowing plenty of safe distancing at the event. Trinity Lutheran members will monitor the "Entrance" and "Exit" gates and will take care of all set up and tear down of the fencing as well as garbage pick up after the event.

Our request is to use the city's garbage cans, green space and electricity for the band from 6:30 PM until 8 PM on Thursday, August 27th with a backup rain day of Saturday, August 29th at the same time. We also ask that the bathrooms in the city hall be available during the event which removes the cost of renting portable toilets.

We would pay directly all costs of the band, advertising, fencing, and liability insurance for the event and since ALL proceeds are going directly to the these three important causes in our community we would ask the city to allow our use of the green space at no cost.

St. Charles Fire & Rescue Department Standard Operating Guidelines

Enacted March 2020

DISCLAIMER

The St. Charles Fire and Rescue Department enacted the following Standard Operating Guidelines (SOG's). The department, its members or other contributors cannot guarantee that adherence to these guidelines by any other fire department or emergency service organization will result in compliance with any laws, regulations or standards.

The St. Charles Fire and Rescue Department cannot guarantee that adherence to these SOG's alone will result in a reduction of occupational injuries, illness or exposures. The guidelines can however, provide part of the framework for an emergency service occupational safety and health program which, when developed comprehensively by and for an individual fire department or emergency service organization, can be designed to achieve this goal.

PREFACE

The following Standard Operating Guidelines were developed to guide members of the St. Charles Fire and Rescue Department in the performance of their duties, on and off the incident scene. They are based on the requirements in NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program, and on appropriate federal, state and local regulations.

The SOG's are not part of the department Constitution and By-laws, but may be referred to in them. This is important from a number of reasons. First, the SOG's remain guidelines rather than rigid policies. Second, it allows the SOG's to be recognized as the basis of general rules of conduct expected from all members. Finally, it makes the SOG's the basis of the department's occupational safety and health program.

All department members are required to sign a statement documenting they have received a copy of the Standard Operating Guidelines and have read and understand them.

SAFETY POLICY

The Safety Policy of the department is to provide and operate under the highest possible levels of safety for all members. The prevention of accidents, injury exposures and occupational illnesses are the goals of the department and shall be primary considerations at all times. The concern for safety and health applies to all members of the department and any other persons who may be involved in department functions.

The Safety Policy and Standard Operating Guidelines comprise the framework for the department's occupational safety and health program. The safety and health program will be reviewed by department officers annually and may be revised as necessary. Department members will be notified of changes to the program by way of amendment to the SOG's.

INTRODUCTION AND PURPOSE

Presented on the following pages are the Standard Operating Guidelines (SOG's) of the St. Charles Fire and Rescue Department. They are to be used as a reference pertaining to department procedures and regulations and to establish behavioral guidelines. The SOG's are intended to assist members accomplish the mission of the department:

The mission of the St. Charles Fire and Rescue Department is to provide superior service to the patrons of the St. Charles Fire and Rescue Protection District in an effort to protect their lives, property and environment. The members of the department will accomplish the mission through fire suppression, fire prevention, public education, emergency response and non-emergency response. The department will maintain the highest level of readiness, enabling delivery of fire fighting and emergency rescue services in a safe, competent and caring manner.

It must be stressed that under all circumstances, common sense must prevail. Emergency response situations are so varied specific rules and regulations cannot always be followed in the strictest sense and may need to be altered according to the incident. The guidelines should be used as a tool to inform members of the direction their decisions and actions should follow.

The members of the St. Charles Fire and Rescue Department are a diverse group joined together in a common cause, providing a valued and outstanding service to St. Charles and its rural community. Keep in mind, every member's personal conduct and behavior reflects on the department as a whole. It takes only one thoughtless, careless or selfish act to destroy the excellent reputation established through many years of dedication and hard work. Each of us is ultimately responsible for our decisions.

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DEFINITION OF TERMS

Active Member A department member at least eighteen (18) years of age, who

participates in administrative and emergency response functions

Apparatus A fire or rescue emergency vehicle, such as engine, tanker,

rescue, brush truck or ATV

Associate Member A department member at least eighteen (18) years of age, who

participates in administrative functions

Biohazard Waste Any non-reusable supply or equipment that may have come in

contact with blood or body fluid. Includes but is not limited to

gloves, bandages, airway equipment, etc.

Department The entire organization which functions to provide fire and life

safety protection

Firefighter An individual trained and equipped to respond to emergency

incidents and participates in emergency operations

Incident Scene The location, including and immediately surrounding any incident

at which members of the department are operating, including but not limited to fire emergencies, vehicle accidents, rescues, cave in

or collapse incidents, hazardous material emergencies

Officer Fire Chief, Assistant Fire Chiefs, Training Officers, and Secretary

Operational Firefighter An individual who has attained the level of Firefighter 1 or higher,

as certified by the Minnesota Firefighter's Association and has shown a proven competency in structural and wildland initial

attack and Rapid Intervention

SCBA Self-contained breathing apparatus

Unit

A staffed piece of apparatus, with several firefighters and an

officer or crew chief

Unit Officer

Member in charge of apparatus and its crew, generally an officer

but can be a crew chief

Working Incident

Any response that requires active interior firefighting, victim rescue, body recovery or significant citizen evacuation, which

results in significant or unusual risk to members

ARTICLE 1. MEMBERS

Section 1. Instruction for new members

1.1 Newly accepted members must report to the Fire Chief for orientation. They will be briefed by their officers and will receive the department By Laws, Constitution, Standard Operating Guidelines and probationary checklist. Personal protective equipment, pager/charger and building combination will be issued.

Section 2. Obligation of all members

- 2.1 Read, learn and practice the department Standard Operating Guidelines. Be familiar with the department Constitution and By Laws.
- 2.2 Recognize the chain of command and how the chain of command functions on and off the incident scene.
- 2.3 Understand the personal responsibilities of a member, such as: conduct; attendance at training drills and meetings; care, use and maintenance of personal protective equipment; location and use of equipment on apparatus.
- 2.4 Recognize that personal safety is the primary obligation of all members. Report

all injuries, illnesses or exposures resulting from department activities to an officer as soon as practical.

- 2.5 Understand the Incident Command (incident management) System used by the department.
- 2.6 Follow St. Charles Fire and Rescue Department radio procedures at all times when using two-way portable, mobile or base station radios.
- 2.7 Recognize the paramount importance of responding to emergency calls.

- 2.8 Recognize the importance of each and every member's role in promoting fire and life safety throughout the community and fire district.
 - 2.9 Be familiar with mutual aid and automatic aid procedures.
 - 2.10 Promote a positive attitude about the department:
 - Members shall not make derogatory comments about the department or member to or within hearing distance of any non-member (general public).
 - Comments, questions or concerns about department policies, procedures
 or operations, including the SOG's, shall be directed to an officer.
 - 2.11 Firefighters with beards or facial hair at any point where the SCBA facepiece is designed to seal with the face, regardless of the specific fit test measurement that can be obtained, shall be prohibited from wearing SCBA during training exercises and emergency incidents. (See APPENDIX Section 1.)

ARTICLE 2. FIRE STATION REGULATIONS

Section 1. Apparatus, Equipment and Personal Protective Equipment

- 1.1 Apparatus and equipment will remain available for service at all times.

 Vehicles and equipment will not be moved from the station or from service without the knowledge of an Officer.
- 1.2 Personal protective equipment will remain at an assigned location in an orderly condition as outlined in Article 5.
- 1.3 Department issued personal protective equipment shall be worn at emergency incidents and training exercises.

Section 2. Kitchen/Lounge, Meeting Room, Apparatus Floor

- 3.2 These areas are available to all members at all times.
- 3.3 Members are responsible for maintaining these areas in a neat and orderly condition at all times. The persons using them will wash dishes. Chairs and table will be straightened and all debris removed from the area by the members using the facilities.
- 3.4 Bathroom and kitchen sinks are not to be used for cleaning contaminated equipment. Cleaning of contaminated equipment will take place in designated cleaning/decontamination areas.
- The double wash sink in the apparatus room is for cleaning SCBA only.

 Do not use these sinks for general-purpose washing.

3.6 Equipment may not be removed from these areas without authorization of the fire chief.

Section 3. General Conduct and Appearance in the Station and on Apparatus

- 4.1 All members shall abide by the House Rules (See APPENDIX, Section 2).
- 4.2 Conduct and appearance must be befitting the occasion. Unruly conduct will not be permitted. Enforcement will be the responsibility of the department officers.

Section 4. Visitors

- 5.1 The department prides itself on its hospitality. Do your part to make visitors welcome. Introduce yourself, offer information and encourage visitors to ask questions.
- 5.2 Visitors are permitted in the station and in or on apparatus when accompanied by a member. Members are responsible for the conduct and actions of their guests.
- 5.3 Visitors shall not respond to any alarm on apparatus.
- 5.4 Visitors are not permitted in the station between the hours of 11:00pm and 7:00am.

Section 5. Special Staffing of Station

- 6.1 In the event of inclement weather, or a high number of incidents, the Officers may elect to staff the station in order to provide a more rapid response to emergency calls. The Officers will assure the station is manned with qualified firefighters, based on type of anticipated call.
- 6.3 Firefighters are responsible for providing their own food during their stay at the station.

ARTICLE 3. RESPONSE TO ALARMS: GENERAL CONDUCT AND PROCEDURE

Section 1. Alarm Signals

- 1.1 The primary signal of an emergency is transmitted by from Winona County Dispatch. Signals are received by radio receivers (pagers or portable radios) carried by members. The alarm signal consists of an audio alert tone followed by appropriate vICe information as to the location and type of the alarm.
- 1.2 A secondary signal of a fire or rescue incident may be made from the radio located in the fire station.
- 1.3 Pagers will be issued to each firefighter by their company officer.

 Members are responsible for the care of the pager issued to them.

1.4 Members may be issued a portable radio. Those members are responsible for the care of the radio issued to them.

Section 2. Communications and Dispatch

- 2.1 The department communications system is to be used for official business only.
- 2.2 The use of obscene language is specifically prohibited.
- 2.3 Radio messages will be transmitted in a clear text dialogue.
- 2.4 When responding to Automatic or Mutual Aid calls the dispatcher should attempt to secure the run number from the responsible department.
- 2.5 Firefighters should refrain from releasing information pertinent to the call. All requests for information should be referred to the Officers.

Section 3. Members Response to Alarm Signals

- 3.1 Firefighters shall use utmost care when responding to the fire station.

 The use of any emergency lights on personal vehicles is not permitted.
- 3.2 Firefighters reporting to the station shall don personal protective equipment and take a position on appropriate apparatus responding to an alarm.
- 3.3 Officers reporting to the station shall don personal protective equipment and take a position in the responding apparatus.
 - a. In the event more than one Officer appears to staff a responding unit, the ranking officer shall take the seat. The subordinate officer shall remain to take charge of the next responding unit or may take an assigned position on the first unit.
 - b. In the absence of an Officer, a senior firefighter shall take a position in the cab and serve as unit officer of the responding apparatus.
- 3.4 The first qualified driver/pump operator to arrive at the station shall take a position at the steering wheel of the responding apparatus. Other responding drivers should consider standby status on other vehicles due for response.
- 3.5 Seat belts shall be used in all vehicles. All firefighters on a unit must be seated and belted anytime the unit is in motion. The unit officer shall be responsible for ensuring all personnel are seated and belted
- 3.6 The responding apparatus will not leave the station until either the driver or the unit officer repeats the alarm location and nature. The officer and the driver will also know the most direct route to the alarm prior to leaving the station.

Section 4. Minimum Staffing for Fire Response

- 4.1 The first due unit will respond when its staffing level consists of a unit officer, driver/operator and the required operational firefighters based on the type alarm.
- 4.2 The driver/operator must be qualified to operate the vehicle and be firefighter 1 certified.
- 4.3 If an Officer is not available, a senior operational firefighter may serve as unit officer.
- 4.4 After five (5) minutes has passed from the time of dispatch, the first due unit may respond with less than minimum staffing, based on the judgement of the unit officer. The unit officer should consider requesting mutual aid at this time.
- 4.5 Recommended staffing for first due vehicles:

a.	Structural	Fire
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296 - Arial/Engine

295 - Engine (First Due

Truck)

driver/operator

driver/operator

firefighter 2 – unit officer

firefighter 2 – unit officer (IC)

firefighter 1

firefighter 1 firefighter 1

firefighter 1 firefighter 1

firefighter 1

firefighter 1

firefighter 1

293 - Tanker

Driver/operator

292 - Tanker

Firefighter

driver/operator

294 Equipment Van

firefighter

driver/operator firefighter(s)

291 – Grass Rig driver/operator

firefighter 2 - unit officer

firefighter

OTHER APPARATUS AS REQUESTED BY IC

b. Vehicle Fire

<u>296 – Engine (First Due)</u>

<u> 295 – Engine</u>

driver/operator

driver/operator

firefighter 2 – unit officer (IC)

firefighter 2 - unit officer

firefighter 1

firefighter 1

firefighter 1

firefighter 1

OTHER APPARATUS AS REQUESTED BY IC

c. Brush Fire

291 – Brush Unit

293 - Tanker

driver/operator

driver/operator

firefighter 2 – unit officer

firefighter 1

firefighter 1

295 - Engine

driver/operator

driver/operator

294 - Equipment Van

firefighter 2 – unit officer

firefighter 1

firefighter(s)

<u>293 – Tanker</u> driver/operator firefighter

OTHER APPARATUS AS REQUESTED BY IC

d. Vehicle Accident (WITH OR WITHOUT INJURIES)

295 - Engine

driver/operator

firefighter 2 – unit officer

firefighter 1

firefighter 1

firefighter 1

firefighter 1

OTHER APPARATUS AS REQUESTED BY IC

e. Hazardous Material Incident

295 - First Due Engine

296 - Second Due Engine

driver/operator

driver/operator

firefighter 2 – unit officer

firefighter 2 - unit officer

firefighter 1

firefighter 1

firefighter 1

firefighter 1

<u> 293 – Tanker</u>

firefighter 1

driver/operator

firefighter

<u>292 – Tanker</u> driver/operator

firefighter

294 - Equipment Van

driver/operator firefighter(s)

OTHER APPARATUS AS REQUESTED BY IC

- f. Mutual Aid
 AS REQUESTED BY RESPONSIBLE FIRE DISTRICT
- g. Service Calls or Special Incidents
 AS DIRECTED BY IC
- h. Clandestine Drug Labs
 AS REQUESTED BY IC

- 5.1 The driver shall operate the vehicle in such a manner as to effect the most prompt and safe arrival to the incident scene. Safe arrival is the first priority.
- 5.2 The driver shall stop at all negative right-of-way intersections, including stop signs, yield signs and red traffic lights. The driver may proceed when conditions prove to be safe, but not until the driver can assure control of the intersection when all oncoming traffic will yield the right-of-way.
- 5.3 The driver shall stop at all unguarded railroad crossings to ascertain there are no oncoming trains. The driver may proceed when the way is clear.
- 5.5 The driver shall stop for all school buses when the buses red lights are flashing and may not proceed until the bus driver indicates it is safe to do so.
- 5.6 The driver shall proceed at a speed that is safe for the weather and road conditions, the route of travel, following all applicable traffic regulations.
- 5.7 Headlights will be used on all vehicles at all times.
- 5.8 The driver shall devote all attention to driving. The unit officer will operate the radio and handle all other necessary communications.

Section 6. Arrival at the Incident Scene

- 6.1 Officer's Responsibilities
 - The unit officer of the first arriving apparatus will assume command of the incident and will determine appropriate actions to be taken.
 - b. The first ranking officer will relieve the unit officer of command.

 The unit officer will take charge of the apparatus and personnel he originally arrived with.
 - c. When responding to a mutual aid alarm the unit officer will report directly to the incident commander or their designee.
- 6.2 The members comprising the crew of an apparatus will be ready to exercise the operations indicated by the unit officer and shall not leave the apparatus without orders.
- 6.3 If the scene is not secure upon arrival or appears to be hostile, apparatus and crew members shall stage at a safe distance and wait for the scene to be secured by law enforcement officials before proceeding.

Section 7. General Conduct and Procedure on the Incident Scene

7.1 All personnel shall operate under the incident management system used by the department.

- 7.2 Firefighters shall only participate in activities for which they are properly trained or equipped for.
- 7.3 Firefighters using SCBA shall work in teams of two (2) or more. Free lancing or operating alone will not be permitted.
- 7.4 Firefighters will enter an involved building only when the following criteria are met:
 - a. A charged line is available.
 - b. At least two (2) other firefighter 1's are on the scene, capable of performing Rapid Intervention if needed with a charged line.
- 7.5 Each unit officer shall be responsible for his crew members. Unit officers will ensure crew members are following job assignments in respect to the overall operation.
- 7.6 Upon completion of a job assignment, a crew will make itself available for further assignment.
- 7.7 Generally, the Incident Commander will issue operating assignments through unit officers. It is in order, however, for the Incident Commander to commandeer the services of a firefighter directly when emergency situations require immediate action. The Incident Commander is responsible for notifying the unit officer, as soon as practical, of a firefighter's reassignment.
- 7.8 Firefighters operating on or adjacent to the roadway shall wear a garment with retro-reflective material.
 - a. Emergency warning lights will remain on, but headlights should be turned off unless they are being used to provide lighting of the incident scene.
 - b. Traffic cones and/or highway flares should be used as an added safety precaution.
 - c. Apparatus shall be positioned to shield emergency responders from oncoming traffic, whenever possible.
- 7.9 When firefighters are operating near railroad tracks, the Incident Commander will notify the dispatcher to advise the railroad authorities of the situation to determine if trains are approaching. Railroad authorities will be notified to stop all train traffic in the area.
- 7.10 Any incident that may be considered a crime scene shall be disturbed only to the extent necessary for life safety and incident stabilization.

Section 8. Use of Personal Protective Equipment (PPE)

All firefighters, including Officers shall:

8.1 Wear appropriate personal protective equipment at all fire and rescue incidents, and during training evolutions at which real or potential hazards exist.

- 8.2 Face shields shall be used and gloves shall be worn whenever the need for eye and hand protection exists, specifically during forcible entry or extrication operations and when using power actuated equipment.
- 8.3 SCBA shall be worn when working in areas where:
 - a. The atmosphere is hazardous.
 - b. The atmosphere is suspected of being hazardous.
 - c. The atmosphere may rapidly become hazardous.
 - d. Once SCBAs are not required they can only be removed when the area is cleared with the 5 gas meter and levels are safe and IC approval.

This shall include: areas of active firefighting; areas above a fire; incidents including gas leaks or fuel spills; hazardous material incidents; vehicle fires; where invisible contaminates or products of combustion are present; at rescue incidents below ground level and in areas which are or may be oxygen deficient.

- 8.4 Arm the personal alert (PASS) device attached to the SCBA harness at the time the SCBA face piece is donned.
- 8.5 Wear disposable medical gloves during all contacts with injured or ill patients.
- 8.6 Wear eye protection, disposable filter masks and turnout gear or other fluid resistant garments during all contacts with patients when there is a potential for splash or spray of blood or other body fluids.
- 8.7 Wear a disposable filter mask during all contact with patients who are coughing or sneezing or give indication that they may have an airborne transmittable disease.
- 8.8 The Incident Commander shall determine when the use of personal protective equipment, including turnout gear, SCBA and medical protective clothing is no longer needed, based on existing conditions and the possibility of continued hazards.

Section 9. Return to Station Routine

- 9.1 When the Incident Commander determines the services of a unit are no longer needed at the incident scene, he shall direct the unit officer to return the unit to the station.
- 9.2 The unit officer and the driver of a returning unit shall determine before leaving the incident scene that all equipment belonging to the unit are on board the apparatus.
 - a. Should it be necessary to leave equipment behind for further operation at the incident scene, it should be explicitly established to whose care the equipment is being left.
- 9.3 Contaminated equipment, supplies or waste shall be placed in red, leak-proof bags for transport for appropriate decontamination or disposal. Do not use biohazard bags for cleaning up regular trash.

- a. Contaminated waste shall be given to an EMS crew for disposal at a hospital.
- b. Contaminated equipment shall be cleaned and disinfected according to manufacturer's instructions.
- c. Contaminated turnout gear shall be cleaned and disinfected according to the manufacturer's instructions or the procedure in APPENDIX, Section 3.
- 9.4 The crew of a unit shall take position on the apparatus and assume responsibilities for safety comparable to those observed on response. The unit officer shall ensure all crew members are properly seated and belted.
- 9.5 Upon arrival at the station, the crew of a unit shall be responsible for cleaning, servicing and returning to service the apparatus, equipment and personal protective equipment.
 - a. The unit officer shall be responsible for re-supplying the apparatus with necessary equipment in order to be considered to be back in service. He will provide equipment and water usage to the officer for the incident report.
 - b. It is the driver's responsibility to provide fuel receipts for the incident report.
 - c. Any damage occurring to the apparatus or equipment should be reported in writing to the Chief.

9.6 Firefighter's Dismissal

- a. When the unit officer is satisfied the apparatus and equipment have been tended to, he shall notify the Officer in charge. The unit crew may be dismissed by the officer in charge.
- b. Members of a unit who have completed their return-to-service detail, may be required in certain circumstances, to assist the return-to-service of another unit.
- c. In cases where a member's job or family responsibilities justify it, a member may be dismissed from an incident scene or the fire station upon consent of the member's unit officer and the officer in charge.
- 9.7 Contacts made by the media (newspaper, radio or television) concerning the incident shall be addressed by a chief officer or IC.
 - a. If a chief officer is not available, advise the media representative the call will be returned as soon as possible. Take a message, including the reporter's name, affiliation and phone number.
 - b. Assure a chief officer is given the message promptly upon his return.

Section 10. Other than Fire Emergencies

- 10.1 Calls for rescues, hazardous material emergencies, collapse/cave-in emergencies, lost person, drowning incidents and other non-typical situations...
 - a. When an alarm is broadcast over the alerting system, firefighters shall
 - respond in conformance with all previous sections of this article.
 - b. Specific guidelines for hazardous material and collapse/cave-in emergencies shall be followed (Sections 11 and 13).
 - c. Response assignments for lost persons, drowning incidents and miscellaneous alarms will be made by the officer in charge.

Section 11. In Station Standby Provisions

11.1 Available firefighters and officers who respond to a fire or other alarms, but are not needed on the responding units, should remain at the fire station in a standby status, especially if the alarm underway may require the service of additional firefighters or apparatus. All members at the station on standby status shall remain at the station until the officer in charge releases them.

Section 12. Guidelines for Hazardous Material Response

- 12.1 Position apparatus safely with special consideration for the dangerous potential of the product. Typically, the safest position is uphill and upwind.
- 12.2 Give a preliminary report of the situation.
- 12.3 Establish a control zone (HOT ZONE) beyond which entry is restricted.
- 12.4 Designate a staging area for incoming apparatus and assign a staging officer.
- 12.5 Execute only immediate life saving rescue, limiting as much as possible, and the endangerment of the health and safety of personnel until the material involved and hazards are identified.
- 12.6 Identify the product and obtain supplemental information.
- 12.7 Communicate with responding Hazardous Materials Response team officer (if applicable).

Section 13. Guidelines for Drug Lab Response

- 13.1 Protect Personal Safety
 - a. Avoid contact
 - b. Minimize exposure
 - c. Do not smoke in or near drug lab
 - d. Never touch, taste or smell any type of equipment or chemicals in or near a drug lab
 - e. Do not enter an unknown environment
 - f. Observe from a distance
 - g. Stay upwind and up gradient

- h. Avoid areas of odor, discoloration and visibility impairment
- i. Always request assistance

13.2 Protect Public Safety

- a. Warn others
- b. Isolate area
- c. Evacuate immediate area
- d. Call for assistance:

Ambulance

Haz Mat Team

Other emergency agencies as needed

13.3 Secondary Actions

- a. Clear debris which may impede response, if it can be done safely
- b. Prevent unauthorized scene entry
- c. Render first aid

Section 14. Guidelines for Collapse/Cave-In Response

14.1 Position apparatus no closer than one hundred (100) feet from the incident scene.

Designate a staging area for incoming apparatus and assign a staging officer.

14.2 Locate a job foreman or a responsible eye witness and get as much pertinent

information as possible:

- · location and number of victims trapped
- · length of time since collapse/cave-in occurred
- · how victims are buried or trapped
- 14.3 Establish a physical barrier for crowd control, with a minimum distance of one hundred (100) feet.
- 14.4 Eliminate sources of vibration. Unless essential, shut off all engines and stop all traffic within five hundred (500) feet.
- 14.5 Execute immediate life saving rescue, however, do not, under any circumstance, allow personnel to enter the unshored trench if depth is four (4) feet or more.
- 14.6 Communicate with responding collapse team officer (if applicable).

Section 15. Helicopter Landing Zone Guidelines

- 15.1 A Landing Zone officer will be designated. This person shall be the only person in contact with the helicopter. If the helicopter crew needs patient information, it shall be relayed through the Landing Zone officer.
- 15.2 The landing zone should be in a clear area on a relatively flat surface. It should not be set up on loose materials such as gravel, sand or snow.

- 15.3 The landing zone should be marked with landing lights at each corner.

 The lights should mark a landing zone area of at least one hundred (100) feet by one hundred (100) feet. An additional light should be placed in the center of the side of the zone from which the wind is coming.
- 15.4 All obstructions, including trees, wires, poles, etc. should be identified and their location relayed to the helicopter by the Landing Zone officer. The wind direction should also be relayed to the helicopter.
- Position fire and EMS apparatus safely with special consideration for the flight path of the helicopter. Typically, the safest position is uphill and upwind. When possible, apparatus should be positioned under wires (wires are invisible to the helicopter from the air).
- 15.6 If an ambulance transports a patient to the landing zone, it should be positioned with the back doors pointing away from the landing zone.
- 15.7 All floodlights, bright lights and emergency-warning lights will be turned off when the helicopter approaches, to minimize the pilot from being distracted.
- 15.8 At least two operational firefighters shall be in full turnout gear, including SCBA, when the helicopter lands and takes off. The operational firefighters should remain with the apparatus.
- 15.9 Any personnel entering the landing zone area while the helicopter is on the ground should wear Head and eye protection. Personnel outside the landing zone should wear head and eye protection during landing and takeoff.
- 15.10 The Landing Zone officer will notify dispatch when the helicopter has landed and when it has taken off.

ARTICLE 4. USE AND OPERATION OF APPARATUS AND EQUIPMENT

Section 1. On Alarms

- 1.1 All responding apparatus shall be staffed as defined in Article 3, Section3. Upon arrival, the first unit officer will relay the type of fire, visible conditions and other pertinent information to responding units.
 - a. Crew members on Structural Engines will don SCBA before commencing with fireground operations. (SCBA on Engine 296 and 295 will be donned while in route).
 - b. Firefighters will remain under the direction of the unit officer with whom they responded unless they are released by that officer to another detail.
 - Unit officers will identify the hose lines to be used during firefighting operations based on the incident and available firefighters.
 - d. Personnel shall not ride on the rear step, hose bed or on top of any apparatus at any time.

- e. Personnel shall not ride in the bed of a brush truck in other than off-road, emergency situations, where there is no other feasible means of transportation.
- f. Driver/operators shall remain with their assigned vehicle at all times.
- 1.2 The Operations Officer will determine whether positive pressure ventilation (ppv) should be implemented in a fire attack situation.
 - a. The Operations Officer will advise the unit officer at which entrance the ppv fan should be positioned.
 - b. The Operations Officer will assure there is an appropriate ventilation exhaust point.
 - c. The unit officer will assure the fan is properly placed and started in coordination with the crew entering the structure.

Section 2. Non Emergency Situations

- 2.1 Only qualified drivers/operators are permitted to drive and operate department apparatus. All normal traffic laws shall be obeyed.
- 2.2 Training of new driver/operators will be done with the approval of an Officer. A qualified driver will instruct a new driver from the officer's seat.
- 2.3 Apparatus will not be driven without the knowledge of an Officer.

Section 3. Maintenance/Deficiency Reports

- 3.1 Apparatus will be checked upon returning to the station whenever they are moved. The driver/operator is responsible for the check.
- 3.2 The driver will document any mechanical difficulties in the vehicle report and will notify an Officer.
 - a. If a mechanical condition is of a serious nature and the apparatus must be taken off line, the fire chief will be notified immediately. The keys will be removed from the vehicle and an OUT OF ORDER tag will be placed on the steering wheel.

Section 4. Driver Qualifications

- 4.1 Drivers must be at least twenty-one (21) years of age and possess a valid driver's license, in order to drive any fire department vehicle under emergency conditions. Qualifications for driver/operator are described in APPENDIX, Section 4.
- 4.2 Drivers must be at least eighteen (18) years of age and possess a valid driver's license to drive any fire department vehicle under non-emergency conditions.
- 4.3 Upon completion of driver/operator qualifications, an Officer will evaluate the candidate for certification.

ARTICLE 5. DEPARTMENT ISSUED PERSONAL PROPERTY

Section 1. Turnout Gear

- 1.1 Turnout gear consists of the following items:
 - a. Structural
 - 1 helmet with face shield
 - 1 pair of fire boots
 - 1 bunker coat
 - 1 bunker pants
 - 1 nomex hood
 - 1 pair of structural leather gloves
 - b. Wildland (at officers discretion)
 - 1 hard hat
 - 1 goggles
 - 1 pair of leather boots
 - 1 wildland pants
 - 1 wildland shirt
 - 2 pair of leather gloves
- 1.2 Turnout gear will be distributed by the company officers.
- 1.3 Firefighters are responsible for the care and cleaning of their turnout gear. It should be cleaned and inspected on a regular basis. Members shall not alter turnout gear. Company officers will approve of any repairs required.
- 1.4 All members must wear turnout gear, appropriate to the type of activity they are engaged in.
- 1.5 Turnout gear will be donned prior to boarding apparatus (drivers may choose to complete their dressing upon arrival at an incident scene). Coats/shirts must be snapped/buttoned. Hoods must be worn. Helmet chinstraps must be engaged. Gloves will be worn.
- 1.6 Liners in structural turnout gear must be in place whenever the gear is worn.
- 1.7 Turnout gear shall be cleaned in accordance with the manufacturer's instructions. The use of chlorine detergents or bleaches can damage the material of turnout gear. Cleaning instructions are detailed in APPENDIX, Section 3.

ARTICLE 6. INCIDENT MANAGEMENT SYSTEM

Section 1. Incident Command Procedures

- 1.1 The first arriving Officer or unit officer will size up the incident and establish incident command. A brief description of the type of emergency, degree of involvement, endangered exposures and other pertinent information will be transmitted by radio to other responding units.
 - a. When establishing incident command, the officer should announce who is in charge and provide the general or specific location (e.g. "this is Lt.Jones on Engine 214, I will be establishing County Rd 19 Command")

- 1.2 Upon arrival of a senior officer, the senior officer will advise the Incident Commander (IC) whether command will be transferred.
 - a. If command is transferred, the new IC will transmit the exchange by radio to all units (e.g. "this is Chief Smith, I will be assuming County Rd 19 Command").
- 1.3 The IC will set up a command post and will provide direction pertinent to fireground operations.
 - a. The IC will collect personal accountability tags from responding firefighters.
 - b. Based on the complexity of the incident, the Incident Commander may designate senior officers to command positions within the framework of the Incident Command System.
- 1.4 The IC will identify the strategy and the incident action plan.
 - a. The IC will review and evaluate the incident action plan periodically to determine if the strategic goals are being met.
 - b. If the incident action plan is changed during the incident, the IC will communicate the changes to all personnel operating at the incident.
- 1.5 The IC, and his staff, will determine tactical objectives and will assign crews to specific functions within the operation (e.g. search/rescue, fire attack, water supply). The IC will assign officers to specific geographic areas as necessary to meet tactical objectives.
- 1.6 The IC will designate an Incident Safety Officer at all working incidents.
 - a. The Safety Officer will have the authority to alter, suspend, or terminate activities which he judges to be unsafe or involve an imminent hazard.
 - b. The Safety Officer will take appropriate action through the IC to mitigate or eliminate any unsafe condition, operation or hazard that does not present an imminent danger.
- 1.7 The IC will, as soon as practical, assign at least two (2) operational firefighters as a Rapid Intervention Team. This team will remain at a specific location ready for immediate assignment by the IC, Safety Officer or Operations Chief, in the event of an emergency at the incident scene.
- 1.8 The IC will appoint, as soon as practical, an Accountability Officer, for the collection of personal accountability tags. The Accountability Officer will track all crews operating at the incident scene.
- 1.9 When necessary, the IC will establish a Rehab Area. If medical assistance is required, the IC will solicit an Emergency Medical Service (EMS) to operate the Rehab Area.
 - a. A Rehab Officer will be designated as soon as practical.

- b. All personnel operating in hazardous areas of the incident scene will be required to rotate through the Rehab Area. The work-to-rehab time ratio will be determined by the IC or Operations Chief, in consultation with the Safety Officer and Rehab Officer.
- 1.10 The IC and Safety Officer will wear vests for easy identification at the incident scene. Other members of the command system may wear vests descriptive of their responsibilities.
- 1.11 Following a working incident, the IC will schedule a post-incident analysis/critique. All personnel involved in the incident are expected to attend.
 - a. The IC will facilitate the post-incident analysis.
 - b. The post-incident analysis will be conducted in a positive manner in an effort to identify strengths, weaknesses and ways to potentially improve future operations. The intent of post-incident analysis is to identify "lessons learned" and is not to place blame or find fault.
- 1.12 At incidents involving hostile situations, civil disturbance or terrorism, the appropriate law enforcement agency will assume incident command.
 - a. The fire department incident commander will work with the law enforcement IC, following the Unified Command System.
 - b. The fire department will remain in charge of all fire department resources.
 - c. When the law enforcement IC determines the scene is secure, the fire department will become the lead agency, if appropriate.
- 1.13 The IC or any senior officer can initiate a Critical Incident Stress
 Debriefing (CISD). The Department Chaplain will be advised when CISD is activated.

ARTICLE 7. TRAINING

Section 1. Department Training and Drills

- 1.1 The Chief will establish an annual schedule for those responsible for setting up training subjects.
 - a. Primary training will be delivered on the third Monday of each month
 - b. Additional training will be delivered as deemed necessary.
 - c. Firefighters are encouraged to attend other local, regional and state fire training.
- 1.2 Operational firefighters must hold a current CPR and First Responder Certification.
- 1.3 Operational firefighters must hold a current Hazardous Material Awareness Certification.

1.4 Firefighters must complete Firefighter 1 and 2 classes and Firefighter 2 State Certification, within Twelve (12) months of membership to be considered operational.

ARTICLE 8. INJURY AND EXPOSURE REPORTING

Section 1. Notification

- 1.1 Any member suffering an injury or an exposure to blood, body fluids or other potentially infectious material, or potentially toxic material shall notify their unit officer or company officer immediately.
- 1.2 Unit officers or company officers shall report any injury or exposure to the Chief and Safety Officer as soon as possible during an incident.

Section 2. Documentation

- 2.1 The Safety Officer will complete the appropriate injury/illness or exposure reports and will initiate appropriate follow-up treatment, testing or other action.
 - a. The reports shall be provided to the Chief as appropriate for submission.
 - b. All reports shall be kept confidential.

Section 3. Treatment/Follow-up

- 3.1 The injured/exposed member shall be treated by a physician approved by the Worker's Compensation carrier.
- 3.2 The injured/exposed member will keep the Chief and Safety Officer informed about the status of the treatment.
- 3.3 A written "Return to Work" or "Fitness for Duty" statement from a physician may be required at the discretion of the Chief or Safety Officer.

APPENDIX

Section 1. Rules on Facial Hair

The National Fire Protection Association and Occupational Safety and Health Administration regulations prohibit the use of Self Contained Breathing Apparatus (SCBA) by personnel with beards or other facial hair that may interfere with the proper seal of a face piece.

"With respect to regulating the use of SCBA for protecting employees with beards, 29 CFR 1910.134(e)(5)(i) contains the statement, 'Respirators shall not be worn when conditions prevent a good face seal.' This prohibition applies to

any negative or positive pressure personal respiratory protection device of a design relying on the principles of forming a face seal to perform at maximum effectiveness."

"A beard growing on the face at points where the seal with the respirator is to occur is a condition that has been shown to prevent a good face seal. Thus an employer using an SCBA to protect an employee with growth of a beard at points where the SCBA face piece is designed to seal with the face, is violating 29 CFR 1910.134(e)(5)(i). This is so regardless of what fit test measurement can be obtained. If the beard is styled so no hair underlies the points where the SCBA face piece is designed to seal with the face, then the employer may use the SCBA to protect the employee, however."

Wearers of beards or sideburns and long hair which interfere with the complete and effective seal of an SCBA face piece will be prohibited from participating in any training conducted by the fire department involving the use of breathing apparatus or using such breathing apparatus on the fire ground or other incident scene.

Section 2. House Rules

- 1. Alcoholic beverages are not permitted in the fire station or on the building grounds.
- 2. All personnel are responsible for keeping the building and grounds clean and orderly.
- 3. Anyone using the kitchen must clean the area immediately after each use.
- 4. Smoking is not permitted in the fire station.
- 5. Turnout gear and department equipment shall not be removed or borrowed without the permission of the Chief.

Section 3. Cleaning Procedures for Personal Protective Clothing

Protective clothing should be washed separately from other garments using the gear washing machine and drier.

The following instructions can be used for cleaning gear in the washing machine:

- a. 1 structural coat and 1 structural pants without liners
- b. 2 structural coats without liners
- c. 2 structural pants without liners
- d. 2 sets of wildland gear

Prior to washing, heavily soiled garments should be pretreated using procedures outlined under SPOT CLEANING AND PRETREATING.

WASHING INSTRUCTIONS

- 1. While washing machine is filling with hot water add (2oz.) of liquid detergent.
- 2. Set washing machine for NORMAL cycle.
- 3. Remove garments from washing machine and dry by hanging in the gear dryer DO NOT HANG GARMENTS OVER SCBA CLEANING SINKS.

SPOT CLEANING AND PRETREATING

<u>Spot cleaning</u> – Pre cleaners can be used to clean light spots and stains on protective clothing. Squirt pre cleaner onto the soiled areas. Gently rub fabric together until a light foam appears on the surface. Carefully rinse off with cool water.

<u>Pretreating</u> – Apply liquid detergent directly from the bottle onto the soiled areas. Gently rub fabric together until a light foam appears on the surface. Place the garment into the washing machine as instructed in WASHING INSTRUCTIONS. Add the remaining amount of detergent into the washing machine.

<u>Heavily Soiled Pretreating</u> – Apply liquid detergent or pre cleaner onto the stain and surrounding area (soak well). Using a soft bristle brush, gently scrub the soiled are for about 1 minute. Reapply liquid detergent or pre cleaner onto soiled area again. Place garment into washing machine and follow WASHING INSTRUCTIONS.

DO NOT USE CHLORINE BLEACH ON PROTECTIVE CLOTHING

Section 4. Driver/Operator Certification Requirements

- 1. Must posses a valid MN drivers license
- 2. Must be an operational firefighter and approved by officers.

Section 5. Accountability

Every operational member of the St. Charles Fire and Rescue Department will be issued two (2) Personal Accountability Tags (PAT). Each PAT will be labeled with the department name and the firefighter's individual identification number.

Each vehicle will have a Vehicle Accountability Ring (VAR), tagged and labeled with the vehicle type and number.

An Incident Accountability Board will be assigned to Engine 295.

Each Unit Officer will be responsible for collecting the PATs from every firefighter riding in a vehicle. The PATs will be attached to the VAR of each unit.

The driver/operator of the first arriving vehicle will assume the position of initial Accountability Office (AO). The Unit Officers of all incoming units will be responsible for delivering their VARs to the AO.

The initial AO will deliver all VARs to the first Senior Officer to establish command and will indicate assignments and location of personnel. The Incident

Commander will assign a permanent Accountability Officer as soon as possible. The permanent AO will be responsible for verifying assignments and the location of personnel.

Upon entering a hazardous or dangerous area the Checkpoint Officer will collect the firefighter's remaining PAT. The PAT will be returned when the firefighter exits the hazardous or dangerous area.

During sustained incidents, the safety officer will notify the IC to initiate a Personnel Accountability Report (PAR), every thirty (30) minutes (minimum). The IC may also initiate a PAR as deemed necessary. If anyone is unaccounted for, all operations will cease, as long as it is safe to do so. At least one Rapid Intervention Team (RIT) will be committed to conduct a search and rescue mission. When all firefighters are accounted for, normal operations may resume.

During wildland fires, the safety officer will notify the IC to initiate a PAR, every thirty (30) minutes (minimum). The IC may also initiate a PAR as deemed necessary or when he no longer has a visual contact with working units. Each unit officer or vehicle operator is responsible for the reporting of PAR to the IC. If anyone is unaccounted for, all operations will cease, as long as it is safe to do so. A RIT will be committed to conduct a search and rescue mission. When all firefighters are accounted for, normal operations may resume.

References: NFPA 100 NFPA 1720

Section 6. Alcohol/Drug Policy

Department members are restricted from participating in any aspect of a fire

emergency

operation while under the influence of alcohol or drugs (both prescription or over the counter). Activities include, but are not limited to, fire and emergency operations and training. If a firefighter is noticeably impaired due to the consumption of alcohol or drugs, he/she must voluntarily remove himself/herself from the department activity. An officer of the department may have an individual removed from an activity if the officer determines the individual is under the influence of alcohol or drugs and is noticeably impaired. Alcohol shall not be permitted on the premises of any operational portion of the fire department, including, but not limited to the apparatus, apparatus floor, station living areas, etc. Any individual involved in an accident that causes measurable damage to apparatus or property may be required to submit to a blood alcohol test.

Dear Mayor Schaber and St. Charles City Council,

I'm writing to ask for the City's cooperation in a parking change on Richland Avenue during the 2020-2021 SY as well as a potential traffic change for part of the day on Church Avenue. Because of construction traffic and a lack of exits on the east side of our building, the school has been working on coming up with another place for bus drop off and pick up. After looking into multiple different options, we believe that the best option for this is to push our bus drop of and pick up area North, so that our first bus would line up just North of the crosswalk on 9th Street. This would allow our students to exit the building on the North side and walk to the busses without having to cross any construction area, and rather than displacing parents, would keep families picking kids up on the South and West side of the buildings. In order to make this happen, we are asking that the City allow us to add "No Parking During School Hours" next to our property on the West side of Richland, extending from 9th North to the end of our property. We believe that we will be able to fit all of our busses in this area for pick-up after school without infringing on any neighbors' driveways or front yards, and that it is the safest way to adjust during our construction period. This would only be necessary for the 2020-2021 school year.

In addition, the requested Church Avenue change comes because of a need to find other recess areas. With both construction and COVID-19, we are having to disperse kids about our grounds. One of the possible options is to put a group of kids on our front lawn. With kids that close to a street with no fence, I am hoping to stop traffic in between the crosswalk on 11th street and the alley just north. This way, between 10 a.m. and 12:45 p.m., we wouldn't have any traffic going by where kids are playing. We would move sawhorses out in the morning, and would remove as recesses are finished. This may not be necessary, as we have other possible options here, but we want to make sure it is a possibility in case. It would only be necessary for the 2020-2021 school year.

Thank you and if you have any questions please feel free to reach out to me,

Ryan W. Ihrke Elementary Principal St. Charles Elementary 507-932-4910

CITY OF ST. CHARLES

ORDINANCE NO. 625

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING CHAPTER 92 OF ITS CODE OF ORDINANCES TO ESTABLISH NEW LIMITATIONS ON THE NUMBER OF PETS ALLOWED PER HOUSEHOLD AND AMENDING LICENSING REGULATIONS

THE CITY OF ST. CHARLES DOES ORDAIN (deleted material is in strikeout; new material is underlined; subsections which are not being amended are omitted):

Section 1. Title IX: General Regulations, Chapter 92: Animals, is amended as follows:

§ 92.001 DEFINITIONS.

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

AT LARGE. Off the owner's premises and not under the control of the owner or some person of suitable age and discretion, either by leash, cord or chain of not more than (10) 8 feet in length, or otherwise. A dog under the control solely by means of command or signal shall not be considered under control for the purpose of this part. A dog properly confined within a motor vehicle or properly confined within an enclosure, house or any other building, or retained within an enclosure, house or other building by leash, shall not be considered AT LARGE.

DOG. Both male and female dogs.

OWNER. Any person or persons, firm, association or corporation, owning, keeping, harboring or maintaining a dog within the city or permitting a dog to run at large within the city limits. (1987 Code, § 403.01)

POLICE OR POLICE OFFICER The police officers of the City of St. Charles and/or any firm, agency or company hired by the City of St. Charles to assist the police in the performance of their duties with regard to enforcement of this subchapter.

ANIMAL SHELTER or POUND means any premises designated by the City Council for the purpose or impounding or caring for animals held under the authority of this Section.

DANGEROUS ANIMALS means an animal that has:

- a. without provocation, inflicted substantial bodily harm on a human being on public or private property;
- b. killed a domestic animal without provocation while off the owner's property; or
- c. been found to be potentially dangerous, and after the owner has notice that the animal is potentially dangerous, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals.

DOMESTIC ANIMAL means any of various non-venomous animals domesticated so as to live and breed in a tame condition. Domestic animals do not include any animal considered "non-domestic" as defined by this ordinance section. Domestic animals are limited to:

- a. Dogs: Canis lupus familiaris
- b. Cats: Felis catus
- c. Rabbits: Order Lagomorpha

d. Ferrets: Mustela putorius furo

- e. Any of the class of Aves (birds) that are caged and otherwise kept inside the residence;
- f. Any of the class of Aves (birds) kept under the owners or caretakers control and within properties that are zoned Rural Residential or Agricultural by the St. Charles Zoning Code, further providing that those birds are not free to leave the property.

g. Any of the order of Rodentia such as mice, rats, gerbils, hamsters, chinchillas & guinea pigs;

- h. Any of the class of Reptilia such as snakes, lizards, and turtles excepting those meeting the non-domestic animal definition;
- i. Any of the class of Amphibian such as salamanders, frogs, toads excepting those meeting the non-domestic animal definition;
- j. Any of the order of Erinaceomorpha such as hedgehogs and moon rats
- k. Sugar gliders: Petaurus breviceps

KENNEL. Kennel means any place, building, tract of land, abode, or vehicle where three or more dogs are kept and maintained, with the exception of locations where the owners have been issued a Multiple Animal Permit. Kennel does not include a veterinarian licensed to practice in the State of Minnesota who keeps, congregates or confines dogs in the normal pursuit of the practice of veterinary medicine. Kennel does not include an animal shelter owned and operated by any political subdivision of the State or providing animal sheltering services under contract with any political subdivision of the State.

NON-DOMESTIC ANIMAL. Non-domestic animal means those animals considered to be naturally wild and not naturally trained or domesticated; or which are considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, non-domestic animals shall include:

- a. Any member of the cat family (felidae) including, but not limited to, lions, tigers, cougars, bobcats, leopards and jaguars, but excluding those recognized as domesticated house cats.
- b. Any naturally wild member of the canine family (canidae) including, but not limited to, wolves, foxes, coyotes, dingoes, and jackals, but excluding those recognized as domesticated dogs.
- c. Any hybrid or crossbreeds between an animal defined in clauses (a) or (b) and a domestic animal and offspring from all subsequent generations of those hybrids or crosses, such as the crossbreed between a wolf and a dog.
- d. Any member or relative of the rodent family including any skunk (whether or not descented), raccoon, or squirrel, but excluding those members otherwise defined or commonly accepted as domesticated pets.
- e. <u>Any poisonous, venomous, constricting, or inherently dangerous member of the reptile or amphibian families including, but not limited to, rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.</u>
- f. Goats, ducks, peacocks, miniature or pot-belly pigs, poultry, horses, cattle, llama, bison, except as allowed by the City of St. Charles Land Development Code.

g. Any other animal that is not explicitly listed above but which can be reasonably defined by the terms of this section including, but not limited to exotic animals, human primates, bear, deer, and game fish.

OWNER means any person, keeper, custodian or legal entity owning, harboring or keeping an animal, whether temporary or permanent

PET means a dog or cat to be licensed

POTENTIALLY DANGEROUS ANIMAL A potentially dangerous animal is an animal which has:

- a. When unprovoked, bitten a human or a domestic animal on public or private property; or
- b. When unprovoked, chased or approached a person upon the streets, sidewalks, or any public or private property, other than the animal owner's property, in an apparent attitude of attack; or
- c. A known history or propensity, tendency or disposition to attack while unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

PREMISES shall mean any building, structure, shelter or land whereupon animals are kept or confined.

PROPER ENCLOSURE means securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the animal. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the animal from exiting.

PROVOCATION means an act that a person could reasonably expect may cause an animal to attack or bite.

substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.

UNPROVOKED means the condition in which the animal is not purposely agitated or disturbed. It is a rebuttable presumption that any attack on a child fourteen years of age or younger for which a reasonable person connotes an intent to inflict bodily harm will be considered to be unprovoked unless the child is engaged in the commission of a crime or illegal

activity, including activities classified under Minnesota Statute 343 as cruelty to animals.

₹ 92.002 LICENSE REQUIRED.

- (A) <u>License required</u>. It will be unlawful for any person to own, keep or harbor any pet over 12 months of age within the City, without having obtained a license, subject to the limitations of §§ 92.050et seq..
- (1) Pet licenses. No license will be issued for any pet unless the applicant presents proof that the pet has been immunized against rabies as required.
- (2) Information required. The owner is required to state the pet's name, sex, age (DOB if known), breed, color, and rabies vaccination manufacturer and rabies tag number on each license application.

- (3) Date of Payment of License Fee. It is the duty of the owner of a pet required to be licensed to pay the license fee on or before the 30th day of September in each even year, or upon acquiring ownership or possession of an unlicensed pet, or upon establishing residence in the City. All licenses will expire on the 30th day of September in each even year following its issuance.
- (4) Non-refundable. No refunds will be made on any pet license fee because of the removal of the pet from the City or because of the death of the pet before the expiration of the license period.
- (5) Prorate. License fees will only be prorated 180 days (6 months) prior to license expiration.
- (6) Other information as the Deputy City Clerk considers necessary.

(B) Tags.

- (1) Upon approval of a pet license application, the applicant will be provided with a tag which shall be permanently fastened to the collar of the pet in such manner that the tag may be seen easily, and the tag will be worn constantly by such pet.
- (2) Duplicate Tags. When any pet tag is lost, a duplicate may be issued, upon presentation of a receipt showing the payment of the license fee for the then current license term. Fees for duplicate tags will be established by City Council.
- (3) Offenses Involving Tags. It is unlawful to counterfeit, or attempt to counterfeit, the tags provided for in this section or to remove from any pet a tag legally placed upon it with the intent of placing it upon another pet, or to place such tag upon another pet. It is unlawful for any person to transfer any tag issued, or to place a tag upon any pet other than the one for which it was issued, provided a tag may be transferred with the pet for which it was issued.
- (C) The annual license fee shall be established by City Council ordinance.
- (D) Public Notice. City Hall Personnel will cause a notice of the necessity of obtaining a pet license and paying such license fee to be published in the official newspaper of the City twice before the 30th day of September, in each even year, the last publication to be at least one week prior such date. If any owner does not obtain a license for his/her pet by this date, a late license fee will be added onto the regular pet license fee.
- (E) Limitations. Except for kennels licensed under this ordinance and/or animal owners who have been issued a Multiple Animal Permit as designated in the ordinance, the following limits on animals will apply:
 - (1) Properties with Single Family Homes and no other dwelling units.

Check on State code for square footage requirements

- (a) No more than three dogs over six months of age shall be owned, kept or harbored on the premises.
- (b) No more than three cats over six months of age shall be owned, kept or harbored on the premises.
- (c) Congregate limit. No more than 10 domestic animals may be kept or harbored on the premises. Within the congregate total of 10 domestic animals, no more than any combination of dogs or cats exceeding 4 are allowed subject to the further limitations of Subd. 1a and 1b.

Example: 4 hamsters, 4 birds, 2 turtles = allowed

- 1 dog, 3 cats, 6 birds = allowed
- 3 dogs, 1 cat, 6 birds = not allowed due to violation of 1a.

2 dogs, 4 cats, 4 birds = not allowed due to violation of 1c. 2 dogs, 2 cats, 9 birds = not allowed due to violation of 1c.

- (A) On or before August 31 of every even-numbered year, subject to the limitations of §§ 92.050et seq., the city shall cause every dog that is at least 180 days old and is owned, kept, harbored or permitted to run, to be licensed.
- (B) The City Administrator shall issue licenses for these dogs.
- -(C) License applications shall be made on forms provided by the Clerk Administrator and shall require the following:
 - (1) The name and address of the owner;
- (2) The name, breed, age, color and sex of the dog; and
 - (3) Other information as the City Administrator considers necessary.
- (D) The annual license fee for each dog shall be established by Council resolution. No reduction in the fee shall be made because part of the license year has expired and no refunds, in part or in whole, shall be made for any purpose.
- (E) With each license issued, the City Administrator shall also issue a metal tag bearing the number of the dog. The owner shall promptly cause the dog to wear this tag on a collar around its neck during the term of the license.

(1987 Code, § 403.02) (Am. Ord. 577, passed 2-10-15)

■ § 92.003 RECORDS KEPT.

The <u>Deputy City</u> Clerk (Administrator) shall prepare correct lists of all <u>pets</u> (dogs) licensed in accordance with § <u>92.002</u> above, setting forth the owner's name and address and the name, number and description of each <u>pet</u> (dog) licensed. (1987 Code, § 403.03)

₹ 92.004 RUNNING AT LARGE.

- (A) It shall be unlawful for the dog or cat of any person who owns, harbors or keeps a dog or cat, to run at large. A person, who owns, harbors or keeps a dog or cat which runs at large shall be guilty of a misdemeanor.
- (B) Dogs or cats on a leash and accompanied by a responsible person or accompanied by and under the control and direction of a responsible person, so as to be effectively restrained by command as by leash, shall be permitted in streets or on public land unless the city has posted an area with signs reading "Dogs or Cats Prohibited."

 Penalty, see § 10.99
- (C) Dogs are permitted to be unleashed in the off-leash dog park as designated by the City of St. Charles Park Department under the following conditions:
 - (1) The owner of the dog must be present; and
 - (2) The dog must be under the voice control of the owner at all times; and
 - (3) Feces must be properly removed and disposed of in compliance with Park Department Rules. Dogipots are located throughout the City walking trail system.

■ § 92.005 IMPOUNDMENT.

(A) Dogs. The St. Charles Police Department or any duly authorized assistants, or any peace officer, may impound any dog or cat found in the City without the currently effective tag provided for in this ordinance; or any dog or cat found at large at any time or found not to be kept, confined or licensed in the manner required by this chapter within the City.

- (B) Cats. It will be lawful for the St. Charles Police Department or any of their duly authorized assistants, or any peace officer, to take up and impound any cat found in the City without a currently effective rabies vaccination provided for in this ordinance; or any cat found at large at any time within the City.
- (C) Other animals. Any animal considered at large is subject to impoundment. Any unrestrained, unlicensed or unpermitted animal required to be restrained, licensed or permitted.
- (D) Any owner shall produce for the inspection of the police his or her pet's tag and/or a receipt indicating payment of the license fee when requested by the official.
- (E) No person shall interfere with, hinder or molest the police or any of their assistants in the performance of their duties hereunder.
- (F) (1) Any dog or cat impounded under this subchapter shall be confined in the city animal shelter in a humane manner for a period of not less than 5 regular business days of the impounding agency, as defined by state law, if not claimed prior thereto by its owner.
 - (2) Thereafter the dog or cat shall become the property of the city and may be disposed of in a humane manner or may be sold to or placed in the custody of some other suitable person.
 - (3) If a dog or cat is destroyed pursuant to this subchapter, the license of the dog or cat shall expire.
- (G) Immediately upon the impounding of a dog or cat wearing a current license tag, the police shall make every reasonable effort to notify the owner of the impoundment and of the conditions whereby the owner may regain custody of the dog or cat. Any verbal notices shall immediately be confirmed in writing by the police.

(1987 Code, § 404.09) Penalty, see § 10.99

- (A) Dogs running at large or impounded under this part may be taken by the poundmaster as designated below, impounded in an animal shelter and confined in a humane manner.
- (B) Impounded dogs shall be kept for not less than 5 regular business days unless reclaimed by their owner as provided in § 92.008 below.
- -(C) The poundmaster may be any city police officer or person designated to assist the police officer.
- (1987 Code, § 403.05)
- § 92.006 OBLIGATION TO PREVENT NUISANCES.
- (A) The owner or custodian of any animal, whether permanently or temporarily in the city, shall be obligated to and responsible for preventing the animal from committing any act which is a nuisance.
- (B) A nuisance is any habitual or frequent barking or crying at night; frequenting school grounds, parks or public beaches; chasing vehicles; molesting or annoying any person not on the owner's or custodian's property; leaving fecal waste on public or private property; molesting, defiling or destroying any property, public or private.
- -(C) If any owner or custodian does not prevent his or her animals from committing an act of nuisance, the owner or custodian shall be subject a penalty.

(1987 Code, § 403.06) Penalty, see § 10.99

§ 92.006 (92.007) NOTICE OF IMPOUNDMENT.

- (A) Within 1 day of taking and impounding any dog <u>or cat</u>, the (poundmaster) <u>Deputy City</u> Clerk shall post an impoundment notice in (3)1 or more conspicuous places in the city.
- (B) If the owner of an impounded dog <u>or cat</u> is known, written notice of impounding, shall be given to the owner, in lieu of posted notice, either by mail or personal service. The date of sale or destruction of the dog <u>or cat</u> shall be the sixth day after the notice was posted or given unless that date falls on a Sunday or holiday, in which case the sale or destruction shall be the following day.

(1987 Code, § 403.07)

§ 92.007 (92.008) REDEMPTION.

- (A) Any dog may be reclaimed from the animal shelter by its owner within the time specified in the notice by paying the (City Administrator) Deputy City Clerk the license fee (if not paid for the current year) and the cost of boarding (and administration), or presentation of a receipt showing payment of the boarding fee, in addition to an impounding fee of \$25 paid to the city.
 - (B) Any animal that is not redeemed by the owner becomes the property of the City of St. Charles. Suitable animals may be placed for adoption. Animals may be euthanized or otherwise disposed of, as directed by the vet clinic.
 - (C) (B)_Notwithstanding this section, the owner shall remain subject to all other penalties contained in this code.

(1987 Code, § 403.08)

- § 92.008 (92.009) PROCEEDINGS FOR DESTRUCTION OF CERTAIN DOGS.
 - (A) Basis of summons.
- (1) The Winona County District Court shall issue a summons to a dog owner commanding the owner to appear before the court to show cause why the dog should not be seized by a police officer, or otherwise disposed of as authorized by this code upon receiving a complaint that any of the following conditions exist:
- (a) A dog at any time has destroyed property or habitually trespassed, damaging property of persons other than the owner;
- (b) A dog at any time has attacked or bitten a person off the owner's or custodian's premises;
- (c) A dog is vicious or shows vicious habits or molests pedestrians or interferes with vehicles on public streets or highways;
 - (d) A dog is a public nuisance as defined in § 92.006 above; or
 - (e) A dog is running at large in violation of this code.
- (2) A summons shall be returnable not less than 2 nor more than 6 days from the summons date and shall be served at least 2 days before the required appearance.
 - (B) Order.
- (1) Upon a hearing and finding the complaint facts true, the court may order the dog destroyed, order the owner or custodian to remove the dog from the city or order the owner or custodian to keep the dog confined to a designated place.
- (2) If the owner or custodian violates the order, a police officer may impound the dog. The provisions of this part are in addition to and supplement other provisions of this chapter.

(C) Costs. Costs of the proceeding specified by this subchapter shall be assessed against the owner or custodian, if the facts in the complaint are found to be true; otherwise, costs shall be assessed against the complainant.

(1987 Code, § 403.09)

§ 92.009 (92.010) SUMMARY DESTRUCTION OF CERTAIN DOGS.

When an officer has reasonable cause to believe that a particular dog presents a clear and immediate danger to city residents because it is infected with rabies (hydrophobia) or has a clearly demonstrated vicious nature, the officer may summarily destroy the dog after making reasonable attempts to impound the animal.

(1987 Code, § 403.10)

§ 92.011 DANGEROUS DOGS.

- (A) When the owner of a vicious, dangerous or destructive dog has forfeited bond or bail or had pleaded or been found guilty in permitting the dog to run at large contrary to this code, the court may order destruction of the dog or may order the dog confined in a specific manner on its owner's premises and fine or imprison the owner.
- (B) If the dog is found running at large thereafter, the poundmaster shall summarily destroy the dog upon apprehension. (1987 Code, § 403.11)

- (A) No person, firm or corporation, shall maintain in the city a facility for boarding or breeding as a business without securing a license from the Council. The license fee shall be by <u>City</u> Council <u>ordinance</u> (<u>resolution</u>).
- (B) No person will maintain a kennel within the City except in a location permitted by the zoning ordinance. The kennel license will be in addition to the license prescribed in preceding sections for each dog kept in such kennel, and the license fee will be fixed from time to time by the Council and will be obtained in the same manner as the dog license. The fee will be based upon the maximum number of dogs handled at the kennel. The license will expire annually on December 31st of each year.

(1987 Code, § 403.12) Penalty, see § 10.99

§ 92.011 (92.013) INTERFERENCE WITH OFFICERS (POUNDMASTER.)

It unlawful for any unauthorized person to break open the animal shelter, or to attempt to do so, or to take or let out any animal, or to take, or attempt to take, from any officer any animal taken by them in compliance with this ordinance, or in any manner to interfere with or hinder such officer in the discharge of their duties under this ordinance.

(No unauthorized person shall take or attempt to take from the poundmaster or other authorized eity representative any dog taken or apprehended in compliance with this code, or interfere in any manner with or hinder a representative in the discharge of duties under these ordinances.) (1987 Code, § 403.13) Penalty, see § 10.99

§ 92.012 (92.014) OFFENSES INVOLVING TAGS.

No one shall counterfeit the metal tags described in § 92.002 above or take a tag from any dog or cat, or place a tag so taken upon another dog or cat.

(1987 Code, § 403.14) Penalty, see § 10.99

§ 92.013 (92.015) RABIES VACCINATION.

- (A) <u>Dogs and Cats Rabies Immunization Required</u>. All dogs and cats over the age of 12 months harbored or maintained within the City shall be immunized against rabies by a licensed veterinarian. The vaccines used and their duration of immunity against rabies will be as recommended by the National Association of State Public Health Veterinarians (NASPHV) in their annual Compendium of Animal Rabies Prevention and Control.
 - (1) Exceptions. No dog or cat need be vaccinated when a licensed veterinarian has examined the animal and certified that, at such time, vaccination would endanger its health because of its age, infirmity, debility, illness, or other medical consideration; and such exception certificate is presented to the animal control officer. The animal shall be vaccinated against rabies as soon as its health and age permit.
 - (2) A veterinarian who vaccinates a dog or cat shall prepare and deliver to the owner a certificate of vaccination in duplicate, setting forth the name and address of the owner, information sufficient to identify the dog or cat vaccinated, and the type of vaccine used.
 - (3) <u>In addition, the veterinarian shall issue to the owner a distinctive metal tag to be shown to the City Administrator or his designee, which sets forth the year of vaccination.</u>
 - (4) The owner shall forthwith cause the dog or cat to wear this tag on a collar until the next vaccination.
 - (5) No dog or cat shall be licensed by the City Administrator or his designee which has not been vaccinated against rabies as provided in this code during the 2-year period immediately preceding the date application for license is made. (1987 Code, § 403.15) Penalty, see § 10.99
- (B) Dogs, cats or other animals known to have been bitten or exposed to a rabid animal must be euthanized immediately or the animal's owner must adhere to procedures as described in the NAHSPV Compendium of Animal Rabies Prevention and Control. Notification of exposure shall be made immediately to the St. Charles Police Department. Costs associated with exposure are incurred at the animal owner's expense.
- (C) Disposition of Diseased Dogs, Cats or other Animals. If a dog, cat or other animal quarantined under Section 1040:90 is found to be sick or diseased, the operator of the quarantine facility will immediately report in writing to City Hall the condition of the dog or animal. The City may then take possession of the dog, cat or animal for the purpose of submitting it to determine if it is suffering from rabies. A diseased dog, cat or animal may be euthanized, if it is determined such action necessary for the protection of public health and safety, as recommended by a licensed veterinarian.
 - (1) If a quarantined animal sickens or dies, it shall be sent to the Minnesota Department of Health for rabies testing. The owner of the animal is responsible for the cost of quarantine, veterinary fees and testing.
- (A) Every dog over the age of 180 days which is kept, harbored or maintained in the city shall be vaccinated at least every 2 years against rabies.

- (B) Vaccination shall be performed only by a doctor qualified to practice veterinary medicine in the state in which the dog or cat is vaccinated.
- (C) A veterinarian who vaccinates a dog or cat shall prepare and deliver to the owner a certificate of vaccination in duplicate, setting forth the name and address of the owner, information sufficient to identify the dog or cat vaccinated, and the type of vaccine used.
- (D) In addition, the veterinarian shall issue to the owner a distinctive metal tag to be shown to the City Administrator, which sets forth the year of vaccination.
- −(E) The owner shall forthwith cause the dog to wear this tag on a collar until the next vaccination.
- (F) No dog shall be licensed by the City Administrator which has not been vaccinated against rabies as provided in this code during the 2-year period immediately preceding the date application for license is made.

(1987 Code, § 403.15) Penalty, see § 10.99

- § 92.015 (92.016) PETS (DOGS) WHICH HAVE BITTEN.
 - (A) When a dog has bitten a person or there is good reason to believe that the dog has bitten a person, that fact shall be reported within 24 hours to the City Chief of Police (Health Officer) and thereafter the owner of the dog or cat shall comply with the City Chief of Police's (Health Officer's) instruction concerning the animal (dog).
 - (B) Whenever any animal capable of transmitting the rabies virus has bitten any person or domestic animal, the owner or custodian of the biting animal, upon being notified by the St. Charles Police Department, will immediately cause the animal to be quarantined at the City animal shelter, or by a veterinarian licensed to practice in the State of Minnesota and approved by the Health Director, for a period of ten days after the bite incident. The St. Charles Police Department may allow the owner to quarantine the animal if proof of current rabies vaccination is provided.
 - (C) Release from quarantine. At the end of ten days, a veterinarian shall examine the animal to ascertain whether symptoms of rabies exist. If the veterinarian diagnoses the animal to be free of the signs of rabies, the animal shall be released from quarantine.
 - (1) If a quarantined animal sickens or dies, it shall be sent to the Minnesota Department of Health for rabies testing. The owner of the animal is responsible for the cost of quarantine, veterinary fees and testing.

(1987 Code, § 403.16) Penalty, see § 10.99

§ 92.016 (92.017) VIOLATION.

The city may impose a voluntary administrative penalty under § 10.90 rather than issuing a criminal summons.

(1987 Code, § 403.17) (Am. Ord. 515, passed 5-13-2008) Penalty, see § 10.99

CATS

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

- *OWNER.* Any person, group of persons or corporation owning, keeping or harboring a cat or cats. The harborer of a cat is any person who has custody of any cat or permits the same to be kept or to stay on or about his or her premises.
- **POLICE OFFICERS** or **POLICE.** The police officers of the City of St. Charles and/or any firm, agency or company hired by the City of St. Charles to assist the police in the performance of their duties with regard to enforcement of this subchapter.
- **POUND.** The vet clinic of the City of St. Charles. (1987 Code, § 404.01)
- ₹ 92.031 LICENSING.
- (A) (1) No owner of a cat shall own, keep or harbor any cat within the city limits unless the cat is licensed as herein provided, and subject to the limitations of §§ 92.050et seq.
- (2) Application for a license shall be made at the Deputy Clerk's office and shall state the name and address of the owner and the name, breed, color, age and sex of the cat.
- (3) The license fee shall be paid at the time of making the application. The license fee shall be as provided by resolution.
- (B) No license shall be required for newborn cats up to the age of 6 months.
- (C) (1) All cat licenses shall be issued for 2 years beginning with January 1 of each even-numbered year.
- (2) Application for licenses may be made 30 days prior to the start of the licensing period and thereafter during the licensing period. Any owner who secures a cat after the start of the license period shall be allowed 30 days after acquiring the cat to secure a license.
- (D) (1) Any owner upon first becoming a resident of the City of St. Charles shall be allowed 30 days from that time to obtain a cat license.
- (2) Any cat which may be impounded for lack of a license within the 30-day period provided for in this section may be reclaimed by the owner without paying the impoundment fee, but the owner shall be responsible for paying the cost of keeping the cat during its impoundment.
- (3) Any cat owner having a valid cat license from another municipality may, within 30 days after becoming a City of St. Charles resident, secure a City of St. Charles cat license for which the owner shall pay a fee of \$2 upon surrender of the license from the previous licensing municipality.
- (E) In the event that the license tag issued for a cat shall be lost or stolen, the owner shall, upon payment of \$1, obtain a duplicate tag by surrendering the receipt issued for the lost or stolen tag.
- (F) If there is a change of ownership of the cat during the year, the new owner may have a current license changed to his or her name upon the payment of a transfer fee of \$1, or may secure a new license.
- —(G) The design of the license tag issued under this subchapter shall be changed each license period.
- (H) No license shall be granted for a cat which has not been vaccinated against rabies during the 24-month period immediately preceding the application. Each applicant for a cat license shall present a certificate of vaccination from a doctor qualified to practice veterinary medicine in the state in which the cat is vaccinated.
- (1987 Code, § 404.02) (Am. Ord. 577, passed 2-10-15) Penalty, see § 10.99
 § 92.032 LICENSE TAG.

- (A) Each applicant for a license shall, upon complying with the provisions of this subchapter, be issued a tag stamped with a number and the years for which the license is issued.
- (B) Every owner is required to keep a valid tag securely fastened to the cat in a way that will not endanger the cat's life or health. The tag shall be worn by the cat at all times.
- (C) No person shall make, sell, purchase or shall place or allow to be placed on his or her cat any tag of the same form, shape or intended to be like the official tag, or shall attempt in any way to counterfeit the design adopted for the official cat tag.
- (D) Except as otherwise provided in this subchapter, cat tags shall not be transferable. No refund shall be made on any cat license fee to anyone who ceases to be a resident of the city, or to anyone whose cat dies before the expiration of the license.

 (1987 Code, § 404.03) Penalty, see § 10.99
- § 92.017 (92.033) ABANDONMENT AND STRAY CATS.
- (A) It shall be a violation of this subchapter for any person to abandon any cat or permit any cat to become a stray.
- (B) For the purposes of this subchapter, an *ABANDONED CAT* is one which is let unattended off the premises of its owner for a period of 72 hours or more.
- (C) For the purposes of this subchapter, a *STRAY CAT* is one having no known owner or custodian or known place of care and shelter. (1987 Code, § 404.04) Penalty, see § 10.99
- § 92.018 (92.034) CONFINEMENT OF CERTAIN CATS.
- (A) The owner of a cat shall confine within a building or secure enclosure every fierce, dangerous or vicious cat and not permit the cat out of the enclosure unless the cat is in the direct control of a competent person.
- (B) Every female cat in heat shall be confined in a manner so that the female cat cannot come in contact with another cat except for planned breeding. (1987 Code, § 404.05) Penalty, see § 10.99
- § 92.019 (92.035) KEEPING OF NUISANCE CATS PROHIBITED.
- (A) The owner or custodian of any cat shall prevent the cat from committing in the city any act which constitutes a nuisance.
- (B) It is a nuisance for any cat to habitually or frequently howl, cry or loudly mew at night, to frequent school grounds, or parks, to molest or annoy any person away from the property of its owner or custodian, or to damage, defile or destroy public or private property, plantings or structures.
- (C) Failure of the owner of a cat to prevent the cat from committing a nuisance is a violation of this subchapter.

(1987 Code, § 404.06) Penalty, see § 10.99

§ 92.036 POUND.

The City Council of St. Charles may designate as the animal shelter of the city a suitable kennel or other animal facility, either within or without the city limits. (1987 Code, § 404.07)

§ 92.037 POLICE ASSISTANTS.

(A) The City Council may designate persons as it may deem necessary to aid and assist the police in the performance of their duties with regard to enforcement of this subchapter.

- (B) All police, or police officers, as defined in this subchapter, shall be deemed to have, in addition to the power to impound cats, all police powers, necessary to enforce this subchapter and to cite owners of cats for violations of this subchapter. (1987 Code, § 404.08)
- § 92.038 IMPOUNDING CATS.
- (A) The police, as defined in this subchapter, may take up and impound any cat found not to be kept, confined or licensed in the manner required by this subchapter.
- (B) Any owner shall produce for the inspection of the police his or her cat's tag and/or a receipt indicating payment of the license fee when requested by the official.
- (C) No person shall interfere with, hinder or molest the police or any of their assistants in the performance of their duties hereunder.
- (D) (1) Any cat impounded under this subchapter shall be confined in the city animal shelter in a humane manner for a period of not less than 5 regular business days of the impounding agency, as defined by state law, if not claimed prior thereto by its owner.
- (2) Thereafter the cat shall become the property of the city and may be disposed of in a humane manner or may be sold to or placed in the custody of some other suitable person.
- (3) If a cat is destroyed pursuant to this subchapter, the license of the cat shall expire.
- (E) Immediately upon the impounding of a cat wearing a current license tag, the police shall make every reasonable effort to notify the owner of the impoundment and of the conditions whereby the owner may regain custody of the cat. Any verbal notices shall immediately be confirmed in writing by the police.

(1987 Code, § 404.09) Penalty, see § 10.99

§ 92.020 (92.039) CATS WHICH CANNOT BE IMPOUNDED.

If a cat subject to impoundment pursuant to this subchapter is diseased, vicious, dangerous, rabid or exposed to rabies, and the cat cannot be impounded after reasonable effort, or cannot be impounded without serious risk to the persons attempting to impound, the cat may be immediately killed.

(1987 Code, § 404.10)

- § 92.040 REDEMPTION OF IMPOUNDED CATS.
- (A) Any cat impounded hereunder not being held for suspected disease may be reclaimed by the owner within 5 regular business days of the impounding agency, as defined by state law, upon payment by the owner to the city of an impounding fee of \$25, plus an additional sum equal to the cost to the city of keeping the cat in the city animal shelter.
- (B) If the cat so reclaimed requires a license under the provisions of this subchapter, the license shall be obtained before the cat is released.

(1987 Code, § 404.11) Penalty, see § 10.99

§ 92.021 (92.041) CRUELTY TO PETS (CATS).

The police may take possession of any <u>dog or</u> cat which is being kept in a cruel or inhumane manner, or when it is necessary to impound the <u>dog or</u> cat as herein provided by this subchapter <u>and within the Minnesota Statute 343.20 through 343.40</u>.

(1987 Code, § 404.12)

№ § <u>92.022</u> (92.042) BITE CASES.

It shall be the duty of every physician or any other person to report to the police the names and addresses of persons treated for bites inflicted by animals within the City of St. Charles, together with other information as will be helpful in rabies control.

(1987 Code, § 404.13) Penalty, see § 10.99

§ 92.023 (92.043) PROTECTION FOR CATS.

It shall be unlawful for anyone to place upon the ground, or in any other manner, any poison, bait, ground glass or any other device or thing intended to harm a cat. (1987 Code, § 404.14) Penalty, see § 10.99

§ 92.024 (92.044) KEEPING OR HARBORING OF NON-DOMESTIC ANIMALS PROHIBITED.

- (A) No person shall own, care for, have custody or control of, within the city limits, any non-domestic animal as defined in this ordinance.
 - (1) Exceptions. An exception may be made to this prohibition for the following:
 - (a) <u>non-domestic animals specifically trained for and actually</u> providing assistance to the handicapped or disabled;
 - (b) <u>animals permitted as provided by the Land Development Code of</u> the City of St. Charles
 - (c) for those non-domestic animals temporarily brought into the city as part of a licensed or permitted operating petting zoo,
 - (d) veterinarian clinics;
 - (e) <u>licensed wildlife rehabilitators currently licensed by the Minnesota</u>
 <u>Department of Natural Resources, provided that the person has</u>
 <u>obtained a City of St. Charles permit</u>
 - (f) for traveling exhibitions which keep non-domestic animals for exhibition or show, provided that the person, traveling circus, zoo or show holds a valid USDA license, and has obtained a state permit and a City of St. Charles permit, provided that such non-domestic animals are not kept in the city more than 14 days per year.
 - (g) for the City of St. Charles Animal Shelter or the Tri-County
 Humane Society for the purpose of temporarily holding animals
 legally brought into their custody. Non-domestic animals may not
 be harbored for the purposes of animal adoption.
 - (h) <u>for educational institutions</u>, <u>provided that a City of St. Charles</u> permit is obtained.

■ § 92.025 (92.044) VIOLATION; VALIDITY.

The city may impose a voluntary administrative penalty under § 10.90 rather than issuing a criminal summons.

(1987 Code, §§ 404.15, 404.16) (Am. Ord. 515, passed 5-13-2008) Penalty, see § 10.99

§ 92.051 MULTIPLE PET PERMIT.

- (A) In order to own more than three dogs over six months of age, or three cats over six months of age, a multiple pet permit is required. Such permit shall be issued by the City Administrator upon receipt of a complete application from the owner on a form to be provided by the City and any additional information reasonably required by the City to evaluate the conditions in which the pets will be kept, payment of the permit fee pursuant to paragraph (B) of this Section, and a determination by the Chief of Police that adequate facilities exist and the owner is of sufficient character and means to ensure that such pets will be kept in clean, humane conditions free of contamination and disease and in such a manner as to minimize noise and odors. Such permit shall be valid (for one calendar year, and shall be renewed) upon payment of the (annual) multiple permit fee and a demonstration of continued compliance with the permit requirements.
- (B) A multiple pet permit fee in an amount to be established by Council resolution shall be due and payable to the City at the time of permit application (and annually thereafter). This fee shall be in addition to the regular license fee established by the City Council pursuant to § 92.002.
- (C) All owners granted multiple pet permits shall maintain the premises and areas where the permitted animals are kept in a clean and humane condition, free from all contamination and diseases and so as to minimize odors and noises, and if the permit is for more than three dogs, such premises shall be equipped with a fence that provides an enclosed area from which the animals may not exit without human assistance. Failure to meet such requirements will subject owners to revocation of the multiple pet permit by the City Administrator. The owner may appeal any such permit revocation by the City Administrator by requesting a formal hearing before the City Council. If necessary to protect the public health, safety and welfare, the City Animal Control Officer or law enforcement officer may impound the animals pending the results of the hearing. In this case, the owner shall tender with his or her request for the hearing, funds in an amount sufficient to defray expenses of the keeping of the animal(s) pending such hearing until the matter is eventually resolved.

Section 3. This Ordinance shall take effect thirty days after its publication.

Adopted this Minnesota.	_ day of	, 2020 by the City Council of the City of St. Charles
		John Schaber, Mayor

Attest:	
Nick Kove	rman, City Administrator
First Readi	ing:
Date:	
Ayes:	
Nays:	
Absent:	
Abstain	
Second Rea	ading:
Date:	
Ayes:	
Nays:	
Absent:	
Abstain	
Published:	
Date:	

CITY OF ST CHARLES ORDINANCE #626

AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE SCHEDULE OF FEES FOR THE CITY OF ST. CHARLES AND REPEALING ORDINANCE #615

THE CITY OF ST. CHARLES DOES ORDAIN (deleted material is stricken and enclosed in brackets; new material is underlined; subsections which are not being amended are omitted):

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

WHEREAS, the administrative and public works operation of the City of St. Charles often requires fees to be charged for services rendered or for materials sold;

THE CITY OF ST. CHARLES DOES ORDAIN:

Copy Machine Interoffice	\$0.05	
General Public	\$0.25	per copy
Faxes		
Interoffice	\$0.25	per page
General Public	\$1.00	per page
•		
Maps		
Size: 1" = 800'	\$3.00	
Size: 1" = 400'	\$5.00	
Size: 1" = 200'	\$20.00	
Books And Manuals		
Comprehensive Plan	\$25.00	per copy
City Budget Documents	\$25.00	per copy
Capital Improvement Plan	\$10.00	per copy
Zoning Ordinance	\$10.00	per copy
Subdivision Regulations	\$10.00	per copy
City Charter	\$10.00	per copy
Police/Accident Reports	\$5.00	per copy
Digital Media Copy (DVD/CD)	\$30.00	per initial copy
- additional copy of DVD/CD	, 0	1 13
\$5.00 each		
Zoning and Subdivisions		
Conditional Use Permit; Home Occupation Permit;		
Variance & Zoning Amendments	\$50.00	
G		
A) Published Legal Notice	\$50.00	
B) 0-10 Mailed Area Notices	\$45.00	
C) 11-20 Mailed Area Notices	\$50.00	
D) 21-30 Mailed Area Notices	\$55.00	
E) Excess Mailed Area Notices	\$60.00	
Preliminary Plat Application		
A) Application	\$925.00	
B) Each Lot in Subdivision	\$25.00	
	Ψ23.00	

\$925.00

\$25.00

City Day Labor and Equipment - Per Hour

Final Plat Application

B) Each Lot in Subdivision

A) Application

Day Labor Per Person (Water Tank Fill Mee Minimum 1/2 hr. charge) Day Labor Per Person (Nights/Weekends) Equipment: Pickup, Water Tap Equipment: Dump Truck, Flatbed, Tractor Equipment: Grader, Loader, Sweeper, Boom Digger Derrick		\$50.00 \$75.00 \$60.00 \$80.00 \$90.00	
Goods and Materials Copperhorn Meter Spuds Remote Water Meter Water Valve Extension & Cover		Cost/Postage +10% \$72.00 \$15.00 \$220.00 \$30.00 As set by Council through	
Water Usage (Per 1000 Gallons) Meter Bottom Sand & Salt Mixture		Ordinance \$6.00 \$80.00/YD	
Mileage City Car Available City Car Unavailable		\$0.45 \$0.575	
Meal Per Diem Breakfast- Lunch- Dinner-	\$10.00 \$15.00 \$20.00		
Pet License (2 Year)			
Regular License Fee Neutered/Spayed Late Fee Multiple Pet		\$20.00 \$10.00 \$15.00 \$20.00	
(Dog Licenses (2 Year))			
(Regular License Fee) (Neutered/Spayed) (Late Fee)		(\$18.00) (\$9.00) (\$10.00)	
(Multiple Pet Permit)		(\$20.00)	
Cat Licenses (2 Year) (1) Regular License Fee) (2) Neutered/Spayed) (3) Late Fee)		(\$12.00) (\$6.00) (\$10.00)	
Chicken License (1 Year)		\$25.00	
Subdivision Inspection Fees Street & Utility Inspection Fee		\$4500.00	Up to 15 lots Per additional lot
Parkland Dedication Fee Per Residential Lot (Per Commercial/ Industrial Acre)		\$300.00 \$650.00 \$250.00	1 et auaitionisi lot
Hook-Up Fees Sanitary District Connection Fee -Single Far Sanitary District Connection Fee Multi-Fam		\$2,640.00 \$2,115.00	

Without Individual Laundry Sanitary District Connect Fee Multi-Family Without Garbage Disposal or Dishwasher Sanitary District Connect Fee Multi-Family Laundry Facilities, Without Garbage Disposals Or Dishwasher Water Hook-Up Fee Sewer Hook-Up Fee Temporary/Permanent Electric Hookup	\$1,980.00 \$1,580.00 \$700.00 \$800.00 \$50.00	\$50.00
Temporary/Termanent Execute Hookup	ψე0.00	ψე0.00
Water & Sewer Impact Fee Water \$1,350.00/Sewer \$2,500.00	\$3,850.00	per acre
Specialty Licenses		
ATV Permit Fee (2 year)	\$25.00	
Solar Application Fee	\$100.00	
20 – 39.9 kW	\$250.00	
Dance Permit Fees		
Dance	\$10.00	
Officer (4 Hours)	\$100.00	per officer
Additional Officer Hours	\$25.00	each additional hour
<u>Community and Pavilion Center Rental</u> Monday-Friday Saturday - Sunday	\$20.00/hour (\$15.00/hr. non-profit) \$200.00+ \$20.00/hour	
Kitchen Charge (weekend only <u>if available</u>)	\$20.00 (\$10 paid to Senior Center)
Pavilion Rental Charge	\$25.00 5- 5 p.m1	hour increment (7-noon, noon-5 pm., o p.m.

Building Permit Fees

_		Fee
Value	\$1 -\$500	\$25.00
Value	\$501-\$2,000	\$25.00 for the first \$500.00 plus \$1.75 for each additional hundred or fraction thereof, to and including \$2,000.00
Value	\$2,001-\$25,000	\$51.25 for the first \$2,000.00 plus \$4.30 for each additional thousand or fraction thereof, to and including \$25,000.00
Value	\$25,001-\$50,000	\$150.15 for the first \$25,000.00 plus \$3.65 for each additional thousand or fraction thereof, to and including \$50,000.00
Value	\$50,001-\$100,000	\$241.40 for the first \$50,000.00 plus \$2.45 for each additional thousand or fraction thereof, to and including \$100,000.00
Value	\$100,001+	\$363.90 for the first \$100,000.00 plus \$1.75 for each additional thousand or fraction thereof.
	Plan Check Fee:	75% of building permit fee.

State Surcharge:

Valuation multiplied by .0005

Water/Sewer Inspection Fee:

\$ 57.00

Plumbing Fee:

\$ 50.00

Mechanical Fee:

\$50.00

Miscellaneous Building Permit Fees:

Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	\$50.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	\$50.00	Re-Roof	\$50.00
Install Air Conditioner	\$50.00	Re-Side	\$50.00
Install Water Heater	\$50.00	Pool/Spa/Hot Tub	\$50.00
Demolition	\$75.00	Reactivate permit	\$25.00
Sump Pump Inspection	\$50.00	Fence Permit	\$25.00
Windows (Up to 5)	\$65.00	Door Replacement	\$65.00
• •	\$15.00/win		

After five (E)

	After five (5)	
Administrative Fines/	Fees	
Statute/Ordinance	Description	Administrative Fine/Fee
	Building Code Violation (various)	\$50.00
	Failure to License animals	\$25.00
	Public Nuisance (various)	\$50.00
	Snowmobile Violations	\$50.00
	Failure to License ATV	\$50.00
	Garbage Refuse Scavenging	\$25.00
	Vehicle on Bike Path	\$25.00
	Various Offenses; animals	\$25.00
	Loud music/party (certain hours)	\$50.00
	Unauthorized service/meter tampering	\$50.00
	Snow Parking (§70.10)	\$25.00
	Storage of Seized Property	\$25.00/day-maximum of 30 days
	Firearms Storage	\$5/month
	Digital Video Evidence	\$25.00

- 2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.
- 3. Ordinance (#607) #615 is hereby repealed.
- 4. This Ordinance shall take effect and be in force 30 days after its publication of summary.

Adopted this 25th day of August 2020 by the Council of the City of St. Charles, Minnesota.

Attest:	Mayor John Schaber
Nick Koverman, City Administrator	
First Reading:	
Date:	-
Ayes:	-
Nays:	
Absent:	
Abstain:	_
Second Reading:	
Date:	
Ayes:	_
Nays:	_
Absent:	
Abstain:	
Published:	
Date:	

CITY OF ST. CHARLES

ORDINANCE #624

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING PORTIONS OF THE REGIONAL COMMERCIAL/INDUSTRIAL (C-3) ZONING DISTRICT

THE CITY OF ST. CHARLES DOES ORDAIN (deleted material is enclosed in brackets and lined out; new material is underlined; subsections which are not being amended are omitted):

Section 1. Title XV: Land Usage, Chapter 152: Zoning, Section 152.24 Districts of the City Code of St. Charles, Minnesota, be amended as follows:

- (C) Permitted principal uses
 - (14) Lumberyards and construction material sales or equipment rental.
- (F) Conditional uses. The following uses may be permitted subject to issuing a conditional use permit as provided in § 152.43:
- (2) All industries that have outside or open storage of parts, products, or fuels, <u>and</u> displays of products for sale or rent, that exceeds 25 percent of the lot area, including principle and accessory structures. (which are not enclosed or screened within the confines of a 100% opaque wall or fence, excluding merchandise offered for direct sale, rental, or lease up to an area of 15% of the ground floor area of the principal-use building);
- (K) Regulations on screening, landscaping, lighting, storage and outdoor displays.
 - (1) Screening.
- (c) Ground mechanical equipment <u>and fuel storage tanks</u> shall be screened from adjacent properties and adjacent streets.
- (d) The screening required in this section shall not extend within 15 feet of any street. The screening shall be at least (80) 90 percent opaque within (two) five years and not less than six feet (or greater than eight feet) in height.
 - (4) Storage; Displays
- (a) All materials, supplies, merchandise or other similar matter not on display for direct sale, rental or lease to the ultimate consumer or user shall be stored within a completely enclosed building or screened to provide 90% opacity through fences or walls, berms, landscaping or any combination thereof. (within the confines of a 100% opaque wall or fence not less than) The plantings shall be a minimum of 3 feet in

height at installation and shall be 6 feet in height in 5 years. (not less than 5 feet or greater than 8 feet in height.)

- (d) The height of all materials stored/displayed, shall not exceed the height of the perimeter fence or screening. Equipment on display for direct sale, rental or lease shall not exceed ¾ of the height of the principle building.
- (e) All outdoor storage/display areas shall be hard-surfaced with either bituminous or concrete.

 Compacted bituminous millings or other comparable dust-free surface material may be used upon the recommendation of the Planning Commission and at the discretion of the City Council.
- (f) Screening fences or walls, when utilized, shall be constructed of permanent finished materials, such as vinyl, composite lumber, brick, stucco, textured concrete, stone or chain link and shall be comparable with those used in the construction of the principle structure. Other materials may be used upon the recommendation of the Planning Commission and at the discretion of the City Council.
- (L) Requirements for vehicular and pedestrian circulation
- (1) All buildings or structures and their accessory uses shall be accessible from nearby public streets by driveways, parking areas, and walkways, and shall be hard-surfaced with either bituminous or concrete. (all surfaced with hard, all-weather resistant, dust free material.) All surfaces shall have adequate drainage.

Section 2: This Ordinance shall take effect thirty days after its publication.

Adopted this 25th day of August, 2020 by the City Council of the City of St. Charles, Minnesota.

	John Schaber, Mayor
Attest:	

City of St. Charles Resolution #26-2020

A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT OF GOLF COURSE ESTATES FOURTH TO THE CITY OF ST. CHARLES, MINNESOTA

WHEREAS, the Preliminary and Final Plat of the Golf Course Estates Fourth Subdivision (owner Matt McMahon of St. Charles Golf Course Ent. Inc.) to the City of St. Charles, Minnesota has been duly reviewed by the Planning Commission on August 6, 2020; and,

WHEREAS, the Preliminary and Final Plat of the Golf Course Estates Third (owner Matt McMahon) to the City of St. Charles, Minnesota has been duly reviewed by the City Council on August 12, 2020.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. CHARLES, MINNESOTA THAT:

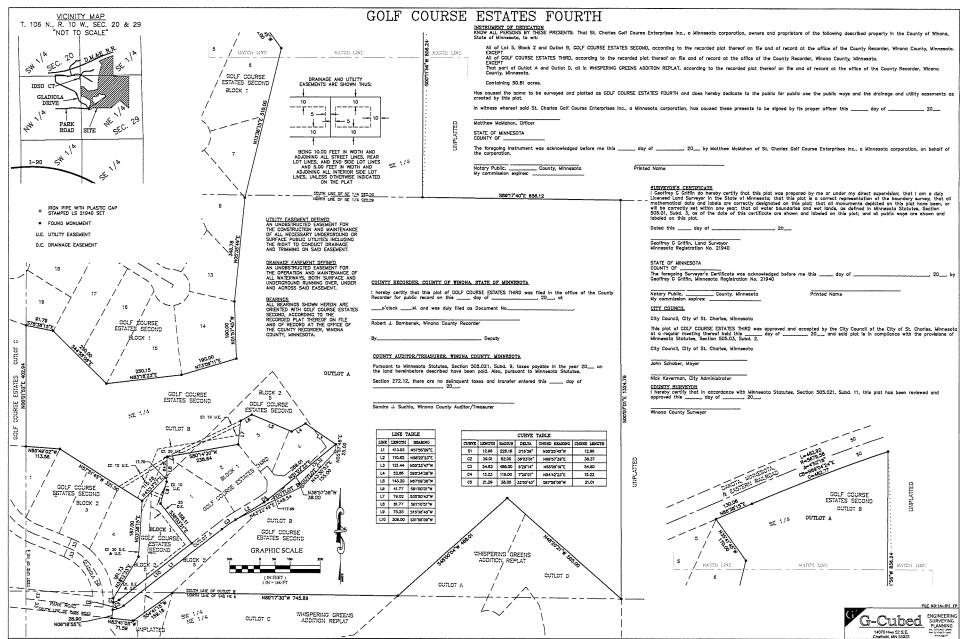
1. Upon the recommendation of the Planning Commission and in consideration of the lack of reasonable objection to the preliminary or final plat, the final plat of Golf Course Estates Fourth (owner Matt McMahon) is hereby approved.

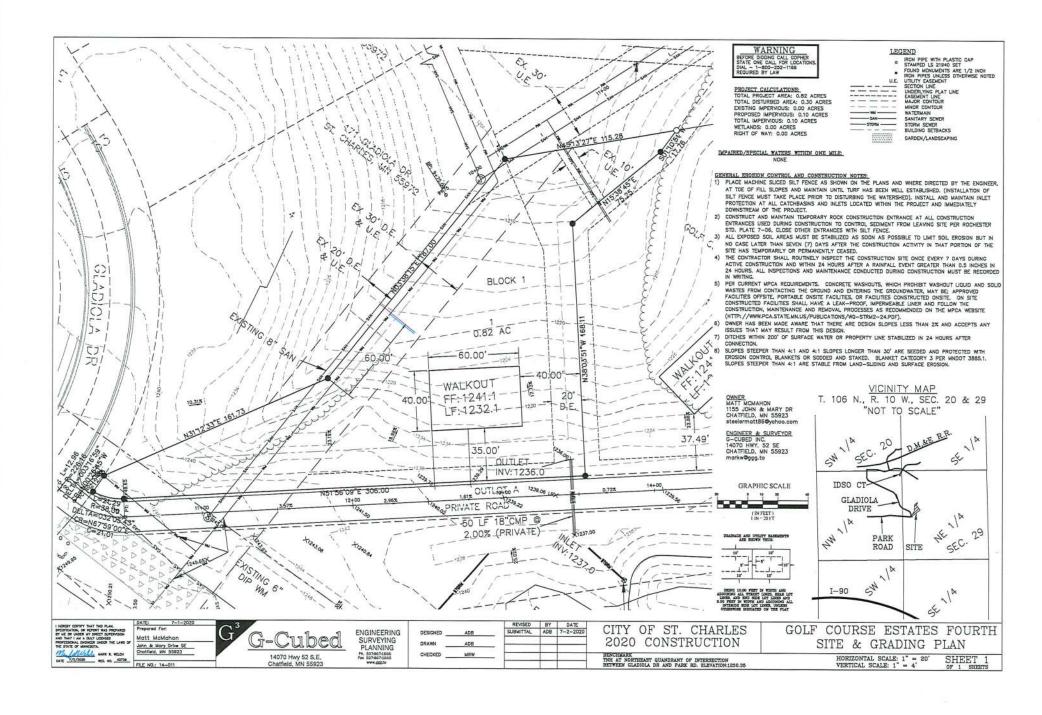
Adopted by the Council of the City of St. Charles, Minnesota this 12th day of August, 2020.

STATE OF MINNESOTA

COUNTY of Winona	
I, Nick Koverman, City Administrator of the City of	St. Charles, do hereby certify that this is a
true and correct transcript of the resolution that was a August, 2020; the original of which is on file in this voted in favor of this resolution and that memb	office. I further certify that members
	John Schaber, Mayor
Attest:	
Nick Koverman, City Administrator	

SEAL







2021 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.



2021 Budget Timeline and Process

Timeline

Governmental Funds

August 3, 2020 – August 19, 2020 August 25, 2020 September 8, 2020 September 22, 2020

Enterprise Funds

October 13, 2020 October 27, 2020 November 10, 2020 December 8, 2020

<u>Process</u>

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 Tuesday, December 22, 2020 if needed.