



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, July 14, 2020 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. July 14, 2020 Agenda	APPROVE
4. Meeting Minutes -June 9, 2020 -June 23, 2020	APPROVE
5. July Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
7a. Administrator's Report, Nick Koverman	
7b. Public Works Superintendent Report, Kyle Karger	
7c. Chief of Police Report, Ken Frank (TBD)	
7d. Library Board Report, Nick Koverman	
7e. EDA Report, Wayne Getz	
7f. Park Board, Dave Braun	
7g. Planning & Zoning, Wayne Getz	
7g. School Board, Craig Hilmer	
8. COVID-19 Updates	INFORMATION
9. Veteran's Memorial Request	APPROVE
10. Gladiolus Days Pageant	APPROVE
11. Ordinance #623 Vacating Utility & Drainage Easements (1 st Reading)	APPROVE
12. Love's Utility Easements	APPROVE
13. Resolution #24-2020 Appointing Election Judges (Primary/General)	APPROVE
14. August 11, 2020 Council Reschedule	APPROVE
15. CARES Act Funding	DISCUSSION

UNSCHEDULED PUBLIC APPEARANCES: Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

ADJOURNMENT

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: 834 439 660#



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, July 14, 2020

- 8. COVID-19 Updates.** Information is included in the packet from the Winona County Public Health meeting held July 8. Updates will be provided.
- 9. Veteran's Memorial Request.** Please see enclose RCA and exhibit.
- 10. Gladiolus Days Pageant.** The Park Board will be reviewing a request regarding the titles of the Gladiolus Days Pageant during their Monday, July 13th meeting. A recommendation will be brought to the Council Tuesday evening with respect to the positions.
- 11. Ordinance #623 Vacating Utility and Drainage Easements (1st Reading).** Enclosed in the packet for consideration is an ordinance to vacate certain easements related to land owned by Love's Travel Stops and Country Stores.
- 12. Love's Utility Easements.** Included in the packet are two utility easements requested on behalf of the City for the Love's project. Approval is recommended.
- 13. Resolution #24-2020 Appointing Election Judges (Primary/General).** Included for consideration is the list of election judges for the upcoming Primary and General Election which will be held August 11 and November 3.
- 14. August 11, 2020 Council Reschedule.** Consideration of a new Council meeting date should be given in relation to the Primary Election being held on August 11th.
- 15. CARES Act Funding.** Included in the packet is information related to the recent CARES Act funding that was received as part of the federal government program. Staff is working with CEDA to clearly understand the regulations/guidelines related to the use of the funding. Staff is also working to put together options of programs and potential uses of the funds which will be shared a later day.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, June 9, 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 (via phone)

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: 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: Addition 12). Gladiolus Days Button Contest Winner

Motion to approve the agenda.

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

4. Meeting Minutes

May 12, 2020

Motion to approve: **Craig Hilmer**

Roll call was taken and all voted in favor.

No further discussion.

Motion declared carried.

May 26, 2020

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion

Motion declared carried.

5. June Payables. No questions were asked.

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion declared carried.

6. Notices and communications: Information from the Southern Minnesota Initiative Foundation was shared with the Council as an annual update of programming conducted in St. Charles.

7. Reports of Boards and Committee:

Various reports were given.

8. COVID-19 Updates. Park and Recreation Director Rick Schaber relayed to the Council that the St. Charles Park Board discussed the possibility of adding open swim to the swim lessons at the Aquatic Center as part of the Friday, June 5 Governor's order to allow up to 50 percent of a pool's capacity, while observing social distancing. Staff proposed the possible date of opening as July 6 or June 29, but it was agreed that July 6th would be more feasible given the time needed to see if the computer program could take online registrations. Different potential program guidelines were relayed, but it was discussed that State guidelines could be revised and that staff would try and bring back a draft proposal for the Council. Schaber also recommended approval of updating the City Parks Sports Facility Agreement that included a general liability insurance provision required for users of public spaces for tournament or large events. The League of MN Cities recommended the addition. Park Board recommended the approval of the measure. A special Park Board meeting has been set for June 22, 2020 to discuss the potential draft plan for the pool. A motion was made to tentatively open the pool within the guidelines for July 6 and adopt the insurance provision for the City Park Sports Facility Agreement.

Motion to approve: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

9. Temporary Ice Cream Stand Request—600 E 5th Street. Sue Christie submitted a request to operate her MN licensed food trailer for weekend service that would total 21 days. Christie provided a diagram of the proposed closure of her private drive and how she would provide social distancing for patrons to walk up, order ice cream and take it with them. She would instruct through social media and signage for patrons to drive up 5th Street to access the trailer. She had contacted all of the neighbors and received support from all of them. She provided the City with a copy of her license and liability insurance. This would only be a temporary use due to the COVID-19 pandemic. Operations would also be dependent on weather and attendance. A motion to approve the temporary use of the trailer at 600 E 5th Street was motioned.

Motion to approve: **Dave Braun**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

10. Permanent Public Trail Easement-SEMMCHRA/Borromeo Church. Permanent Public Trail Easements were included in the packet to be executed by the City, SEMMCHRA, and the Borromeo Catholic Church. The trail had been discussed with SEMMCHRA in the past to follow Highway 14 within the City's existing drainage and utility easement that was outside of the MNDOT right of way. The trail easement provides use of the space as trail and according to Koverman was signed by the Church. SEMMCHRA, owners of the Southfork Subdivision, would be signing at their upcoming meeting. A motion was made to approve the trail easement that had been previously discussed.

Motion to approve: **Craig Hilmer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

11. OSHA 50/50 Safety Grant. Admin. Koverman relayed that Public Works Foreman Scott Bunke and Mark Hottel, the MMUA Safety Coordinator, submitted an OSHA 50/50 grant requesting 50 percent cost share of heavy equipment grapplers. The grant was approved by OSHA and the cost of the unit was \$18,500. This unit would help to allow for faster removal of large branches, installation of pipe and other heavy materials. The remaining funds would come from tools and equipment within the existing budget. With no further discussion, a motion was made to accept the grant and approve the purchase of the grapplers.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion.
Motion carried.

12. Gladiolus Days Button Contest Winner. Mayor Schaber was pleased to announce the winner of the 2020 Gladiolus Button Contest as Cheyenne Boynton. A motion was made to approve the design and winner as stated.

Motion to approve: **David Kramer**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

Unscheduled Public Appearances. None.

Motion to adjourn at 6:25 p.m.: **Wayne Getz**

Roll call was taken and all voted in favor.

No further discussion.

Motion carried.

John Schaber, Mayor

ATTEST

Nick Koverman, City Administrator

MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, June 23, 2020 held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota

MEMBERS PRESENT:

Councilmen:
Mayor John Schaber
Dave Braun (via telephone)
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: Rick Schaber (Park & Rec Director), Kyle Karger (Public Works Director), Scott Bunke (PW Utility Foreman), Shawn Elsbury (City Accountant), and Nick Koverman (City Administrator)

OTHERS IN ATTENDANCE: Jason Boyton (Smith Schafer & Associates) and Jill Veerkamp (St. Charles Press-via telephone).

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: Addition 11.) Resignation—City Accountant

Motion to approve: **Craig Hilmer**

No discussion.

Roll call was taken, all voted in favor.

Motion carried.

4. Notices and communications: Mayor Schaber relayed the notice that the League of Minnesota Cities will not be increasing their dues for 2020-2021 given the state of the pandemic.

5. Review of Financials. No questions or comments. A motion was made to approve the financials as presented.

Motion to approve: **David Kramer**

No further discussion.

Roll call was taken, all voted in favor.

Motion carried.

6. Proclamation of Support-COVID-19. Admin. Koverman presented the proclamation of support that was provided by Project Fine that reaffirmed that St. Charles was a welcoming city and that during these times of COVID-19 acknowledged some of the difficulties associated with the pandemic and that the city continues to support all segments of the population. Hearing no comments, a motion was made to approve the proclamation as presented.

Motion to approve: **Wayne Getz**

No further discussion.

Roll call was taken, all voted in favor.

Motion carried.

7. 2019 Audit Review-Smith Schafer & Associates. Jason Boynton was present via teleconferencing and presented the 2019 audit. In summary, the city is in good financial standing. The overall reserve of the city

was at 41 percent, which is within the city's guideline of between 35-50 percent for reserves. Utilities were keeping pace with expenditures, but he relayed that staff indicated that an electrical rate study would be considered later in the summer to determine the need for a rate increase which had not taken place since 2013. No other questions were asked. A motion to approve the 2019 financial audit was moved.

Motion to approve: **Wayne Getz**

No further discussion.

Roll call was taken, all voted in favor.

Motion carried.

8. Request For Council Action—Street Maintenance Worker. Public Works Director Kyle Karger presented information on interviews held for the open Street Maintenance Worker the week before. After interviewing four candidates, the recommendation of the committee was to hire Michael Lemke of Dover. He brings with him 14 years of experience with the City of Rochester working with large equipment like graders, plow trucks, etc. He also has direct experience with paving and street repair projects which is another great asset. It was recommended that Mr. Lemke start at the fourth step of the scale. He requested a week of vacation in 2020 and two weeks beginning 2021 commensurate with his years of experience. It was relayed that along with Travis Pahl the Street Supervisor, the team would be an excellent street crew for the city. No other questions were asked. A motion was made to approve the hiring and recommendation.

Motion to approve: **David Kramer**

No further discussion.

Roll call was taken, all voted in favor.

Motion carried.

9. COVID-19 Updates/Requests. Park and Recreation Director relayed the discussion from the June 17th Gladiolus Days meeting and the June 22 special Park Board meeting. He relayed that after much discussion, the majority of the Gladiolus Days event organizers and event planners, felt that they could not host the event the way they would want and that at this time, it is not allowed by state guidelines. The timing necessary to contact vendors and additional people were another reason why the recommendation was to cancel this year's events. Through conversation with the Winona County Emergency Management Director, the Winona County Sheriff's Department and the St. Charles Police Department, it was their recommendation to not hold the 4th of July fireworks. Given the current COVID emerging cases and the inability to provide social distancing, it was felt that it would not be feasible to host the event. It was stated that perhaps if restrictions are lessened, that Council could revisit a later date for fireworks.

Schaber relayed that after working with staff, he presented the plan to open the aquatic center. With current guidelines, capacity would be limited to 100 patrons during open swim, but that swimming lessons, lap swim, swim team, and other functions could be held. In working with the pool manager, he did relay that staffing may still be an issue and sessions may have to be cancelled. However, he is hopeful that additional lifeguard staff may be found. Online reservations will be required so as to avoid cash or credit card payment at the facility. Three sessions are planned thus far for open swim, which will be contingent upon staff availability. The public health representative has been contacted and a tentative date for a visual inspection will be held hopefully prior to the pool opening. The daily fee session price will be \$3.00 per session. Staff will be instructed on cleaning tasks and steps are being taken to help with social distancing. Schaber and Koverman relayed that strategies will be implemented to provide a fun and safe experience for both patron and staff. Visits to other area pools are planned so as to glean the best practices from those facilities.

Schaber also relayed that as part of the Park Board meeting, information was presented by Public Works Director Kyle Karger who also serves as the city forester. Staff have been continuing to monitor the Ash trees at City Park over the last several years and it is deemed necessary at this time to remove the dead/dying trees. A proposal was received to remove close to 20 trees and a replacement plan of two trees for every one tree will be followed. It was relayed that the project could be phased in, but that it would be more efficient to remove the trees at once. The City of Rochester forester was also contacted and a private contractor was consulted as well and the recommendation was also to remove the trees. Funds for the removal would be taken from the Parkland Dedication fund with trees to be replaced from the tree budget. Schaber and Koverman asked for any feedback and Council relayed that while it was unfortunate for the

summer events, they agreed with the recommendations. A motion was made to approve the cancelling of Gladiolus Days and 4th of July activities, open the pool July 6 and approve the tree removal project.

Motion to approve: **Dave Braun**

No further discussion.

Roll call was taken, all voted in favor.

Motion carried.

11. Resignation—City Accountant. Admin. Koverman reviewed a letter of resignation from City Accountant Shawn Elsbury. His last day will be July 2, however, he indicated he is willing to continue to help through the end of August. He has 40 hours of vacation that he would like to be able to cash in and requested that he be allowed to use that time. The City will move forward with a candidate search and advertise. Council thanked Mr. Elsbury for his service and a motion was made to accept his resignation and advertise for the vacant position.

Motion to approve: **Craig Hilmer**

No further discussion.

Roll call was taken, all voted in favor.

Motion carried.

UNSCHEDULED PUBLIC APPEARANCES

None.

A motion to adjourn at 6:40 p.m.

Motion to approve: **Wayne Getz**

No further discussion.

Motion carried.

John Schaber, Mayor

ATTEST:

Nick Koverman, City Administrator

WINONA COUNTY COMPLETE CENSUS UPDATE

From: Brian Voerding

BY THE NUMBERS (% of households responding)

Here are the latest response numbers from Winona County. **The award so far goes to St. Charles!** You can check out the numbers yourself with this interactive map: 2020census.gov/en/response-rates.html

- **National:** 61.9
- **Minnesota:** 71.4
- **Winona County:** 71.1
- **Winona:** 68.8
- **Goodview:** 73.8
- **St. Charles:** 80.2
- **Lewiston:** 72.8
- **Stockton:** 68.0
- **Altura:** 72.8
- **Dakota:** 79.3
- **Utica:** 61.5
- **Elba:** 57.0

CENSUS SURVEYS STILL OPEN

Please let your constituents and networks know: The Census survey is still open! If you haven't completed it yet, do it today. You don't need any Census mailings - just your name and address.

<https://2020census.gov>

OPERATIONS UPDATE

Door-to-door operations are tentatively scheduled to begin in August. Census workers are trained to practice COVID-19 safe behaviors and stay physically distant whenever possible. Remind folks that Census workers will not ask to enter a residence, or ask for any personal information (no SSNs, no bank numbers) outside of what's on the Census form.

- **July:** Non-response phone interviews begin
- **August-October:** Non-response followups (going door to door)

STILL HIRING!

The Census is still hiring. Flexible hours, the ability to work close to home, and good wages (around \$16.50).



City Administrator's Report—June 2020

June 10—Conference called with Winona County EDA Director to discuss housing partnership and upcoming WC EDA strategic planning session. Helped to coordinate with Lewiston and Goodview. Attended Winona County Emergency Management meeting via phone.

June 15—Attended 2019 audit meeting with Mayor Schaber, Clm. Hilmer, Shawn Elsbury and Jason Boynton.

June 16—Conference called with Andy Masterpole of SEH to discuss upcoming meeting and general zoning questions.

June 17—Conference called with Minnesota Municipal Utility Association (MMUA) members to discuss service needs and safety coordinator Mark Hottel.

Attended meeting of What's On Wednesday and Farm to Table to discuss possible season/event. What's on Wednesday postponed July events, but will keep the door open for later August or September. Farm To Table will delay any decision with hopes that COVID-19 restrictions lessen.

June 18—Conference called with Emergency Management Director Ben Klinger, Police Chief Ken Frank and Park/Rec Director Rick Schaber to discuss upcoming community events and recommendations.

Took part in UMMEG steering committee meeting to discuss DPC pricing and recommendations for annual meeting.

June 19—Held conference call with Bill Singer and employees to discuss change over of life insurance company and possibility of additional voluntary life insurance.

June 22—Attended special Park Board meeting to discuss recommendations and options for community events and pool.

June 25—Visited area pools with Park/Rec Director Rick Schaber to find best practices or areas to improve upon for upcoming opening of pool.

June 26—Held conference call with SEMMCHRA to discuss possible partnerships. Also discussed upcoming Winona County housing in general.

June 30—Held conference call with WC EDA Director Kay Qualley, administrators from Goodview and Lewiston, Cris Gastner from CEDA and Natalie Siderius from DEED. Preliminary information was shared from all communities and follow up meeting was planned in order to review prior to the Winona County EDA meeting that will be held July 23.

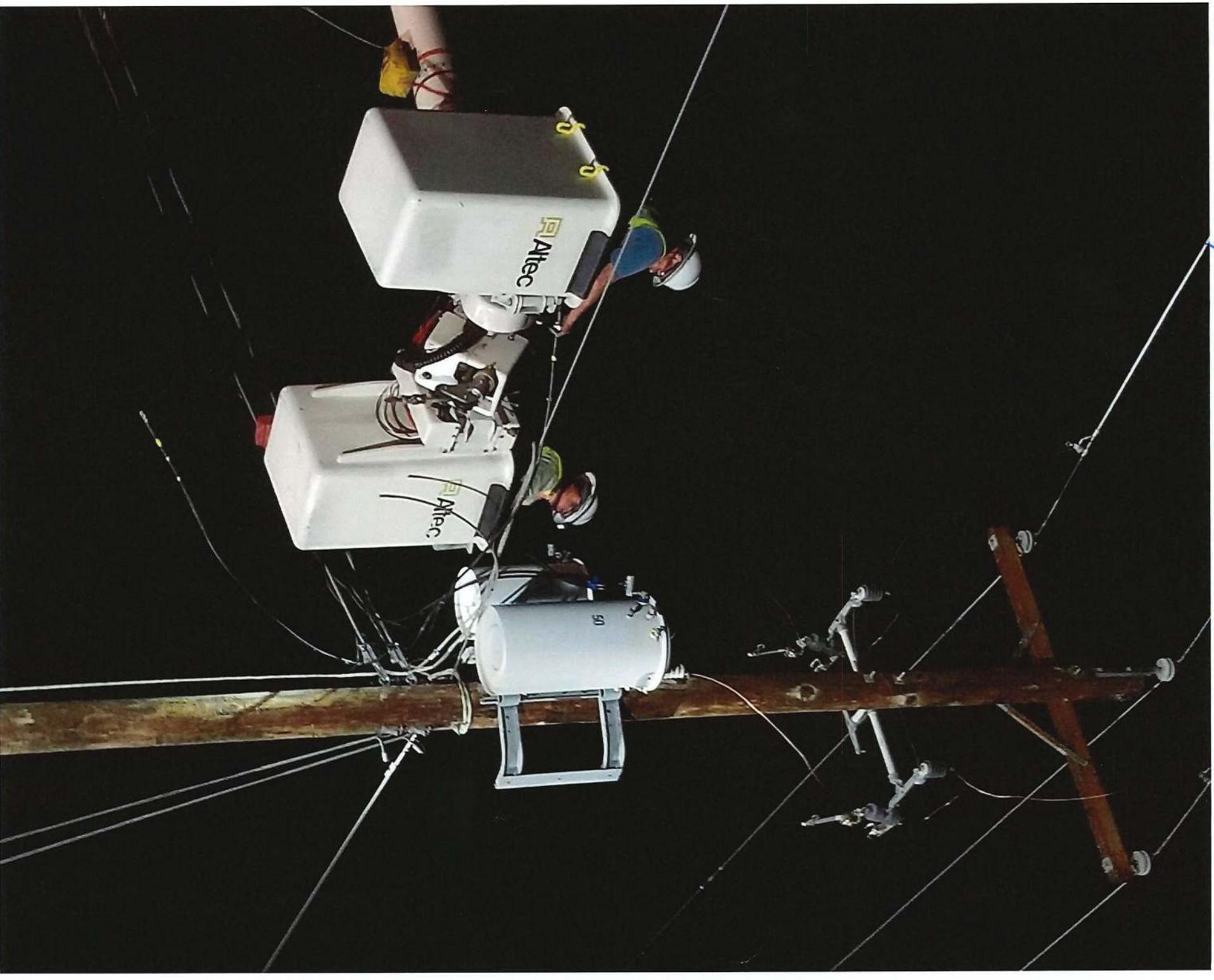
Public Works Report – June 2020

- Handed out disconnect slips for City Hall; Put in locate requests for new electrical line on Whispering Hills water tower; Set new power pole on East 3rd St for new North feeder out of substation that was purchased from Mi-Energy; Power Plan & Substation report; Weed whip substation; Installed new overhead primary switches on Northern feeder at 361 West 3rd st; Rubber goods testing; Paperwork at Power plant for MPCA & replaced bad cutouts on Oakview dr.
- Replaced hydrant and repaired top of manhole on South Whitewater Ave; Called in for power outage on North Richland Ave; Called in for power outage on North Richland Ave; Monthly Power Plant run; Trimmed trees out of power lines; Tightened service wire to house on west 3rd street; Power line inspections - we are finding too many glass cut outs and lightening arresters with cracks which leak electricity and start burning arms and poles replacement program has begun; Replaced pump at I90 booster station and new gaskets installed in old ones; Hung banners on Hwy 14 & 74; restocked electric trucks and entire Public works crew one week removing trees; Adding dirt and planting grass and main city park.
- Mowing ditches & City property; serviced skid loader spraying weeds; checked out new demo bucket truck; strung new wire on east 3rd street; replaced bad insulator in substation; breaker training and Instructions for lineman outside substation; worked on getting bids for new 2021 book truck; picked up new grapple forks for front end loader; safety training for lineman; citywide locates for utilities; electric meter disconnected for City Hall; repair street lights; try to get smart hr to work; pole change out on Sherwood road & west 12th st and did rereads for electric and water meters.
- Changed street light head from HPS to LED; checked in new material for inventory; checked wood pole inventory; called out from Fire Dept. gas leak; contacted boring crew about 2020 underground project/start date for east side of town; culvert & manhole inspections; disconnect power at 206 North woods drive for service repair; temporary disconnect on Northern Hills; Checked mapping for new underground projects; and met with home owner & electrician about pole & service on east 5th st.
- Sweep Streets; haul brush out of I-90 main easement pasture; repaired street; mowed; cleaned catch basin; loaded cones and barricades for Hwy 74 project; picked up work truck from Winona; haul dirt to Good Sport after storm drainage project; measured catch basins for new boxes; Repaired concrete bollards; replaced yield sign; took out old sidewalk west of City Hall; filled big hole at power plant with concrete; worked on catch basins; Worked on chainsaws; well & booster station inspections daily; check water shut off at 543 Richland;
- Replaced & data logged water meter; repaired chlorine feed on well #5; water samples; installed Fair meters in pit; unloaded conduit; equipment maintenance for hydrant replacement; City lead & copper samples completed for state; burnt City brush pile; Read electric meter and water meters for City Hall; Put extension on water hydrant; greased booster pumps; safety tested shop overhead doors and chemical delivery for wells.

Sincerely Kyle Karger

St. Charles Director of Public Works

Scott & Randy bucket / 5) linemen on job



Started 4:30 pm, finished entire replacement by 12:30 am.

Planning and Zoning Commission
Thursday, July 9, 2020
7:00 P.M.
City Council Chambers
Minutes

MEMBERS PRESENT:

Terry Jones
J.D. Purl
Tim Jones
Wayne Getz

MEMBERS ABSENT:

Jerel Mockenhaupt
Freddy Perez
David Kramer

STAFF PRESENT:

Andy Masterpole (SEH) and City Administrator Nick Koverman.

OTHERS IN ATTENDANCE: None.

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

APPROVAL of MINUTES-May 7, 2020

Motion to approve: **Wayne Getz**
Seconded by: **Terry Jones**
No further discussion.
Motion declared carried

BUSINESS ITEMS:

4a. Public Hearing-Vacation Utility Easement-Chattanooga Innovation Park. Admin. Koverman provided a brief synopsis of the vacation of the easement between the two lots originally purchased by Love's. The 10-foot utility and drainage easement is no longer needed and thus can be vacated.

Chairman Jones called for a motion to open the public hearing at 7:05 p.m.

Motion to approve: **J.D. Purl**
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.

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

Motion to close the public hearing at 7:06 p.m.: **Wayne Getz**
Seconded by: **Terry Jones**
No further discussion.
Motion carried.

4b. Ordinance #623 Vacating Utility Easement—Chattanooga Innovation Park. Hearing no further discussion, a motion was made to approve the recommendation of the Ordinance #623.

Motion to approve: **J.D. Purl**

Seconded by: **Terry Jones**

No further discussion.

Motion carried.

4c. C-3 Language Amendments. Andy Masterpole of SEH led the discussion related to the language amendments for the C-3 District. Following the discussion, Masterpole will formalize the discussion and language for the ordinance public hearing will be presented.

Motion to adjourn at 7:59 p.m.

Motion to approve: **J.D. Purl**

Seconded by: **Terry Jones**

No further discussion.

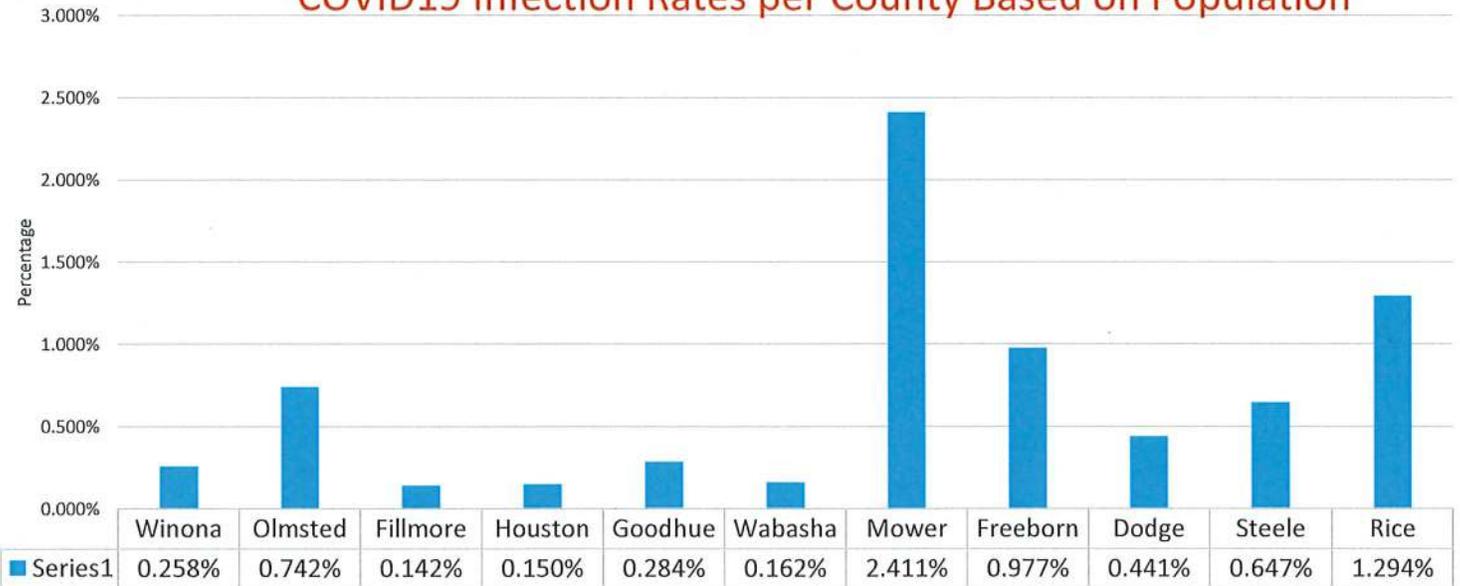
Motion carried.



Public Health
Prevent. Promote. Protect.

COVID 19 Infection Rate in SE MN

COVID19 Infection Rates per County Based on Population



Counties In Southeastern Minnesota



Public Health
Prevent. Promote. Protect.

Age Ranges of All Positive Cases in Winona County

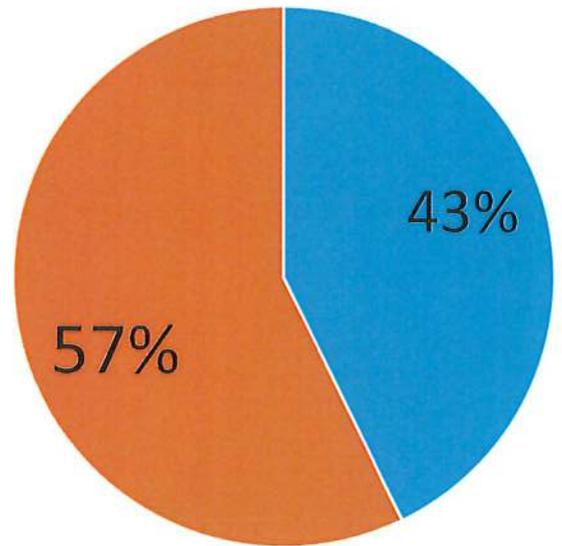
Cases	# of Cases	Median Age	Age-Range
All Cases	131	51.7	<10 – 100+
Non-Hospitalized Cases	124	51.7	<10 – 100+
Hospitalized Cases	7	52.3	<10 – 85
ICU Cases <i>(no ICU cases since May 1)</i>	1	65	65
Deaths <i>(no deaths since May 1)</i>	15	88.2	72 – 100+



Public Health
Prevent. Promote. Protect.

Winona County Cases By Gender

Female = 75
Male = 49
TOTAL = 119

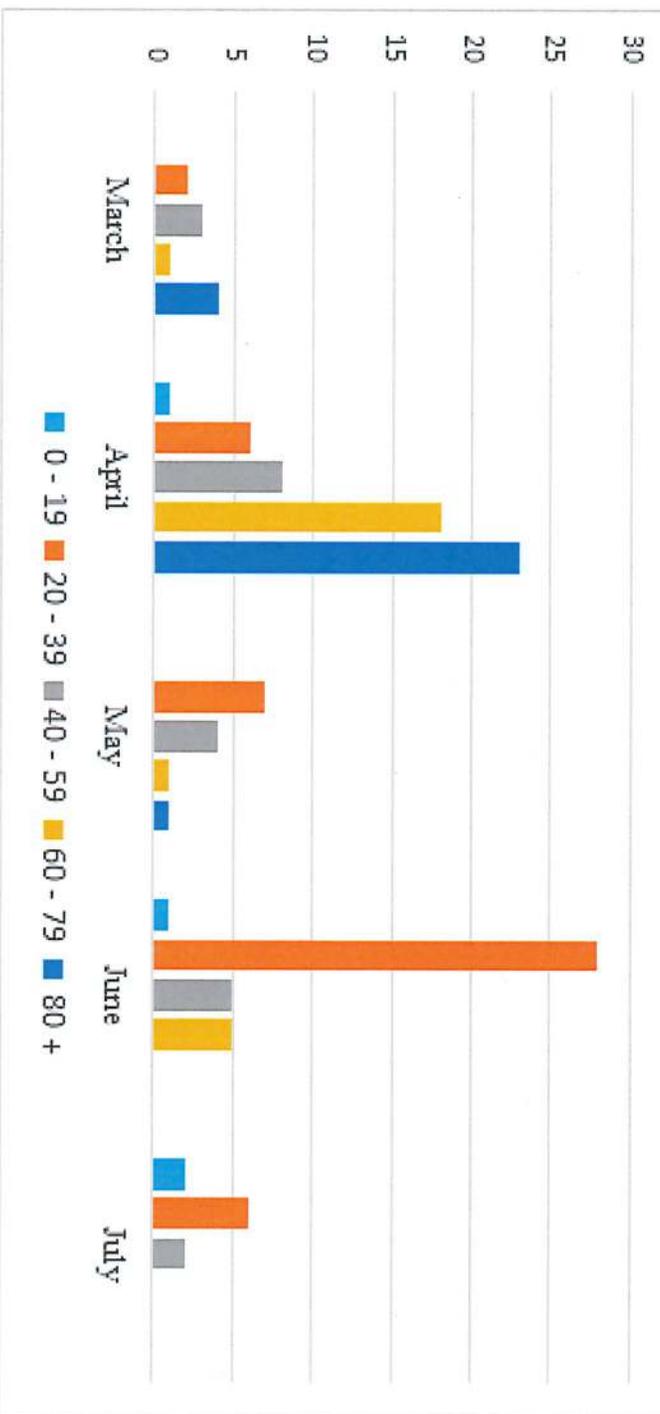


■ Male ■ Female



Winona County cases

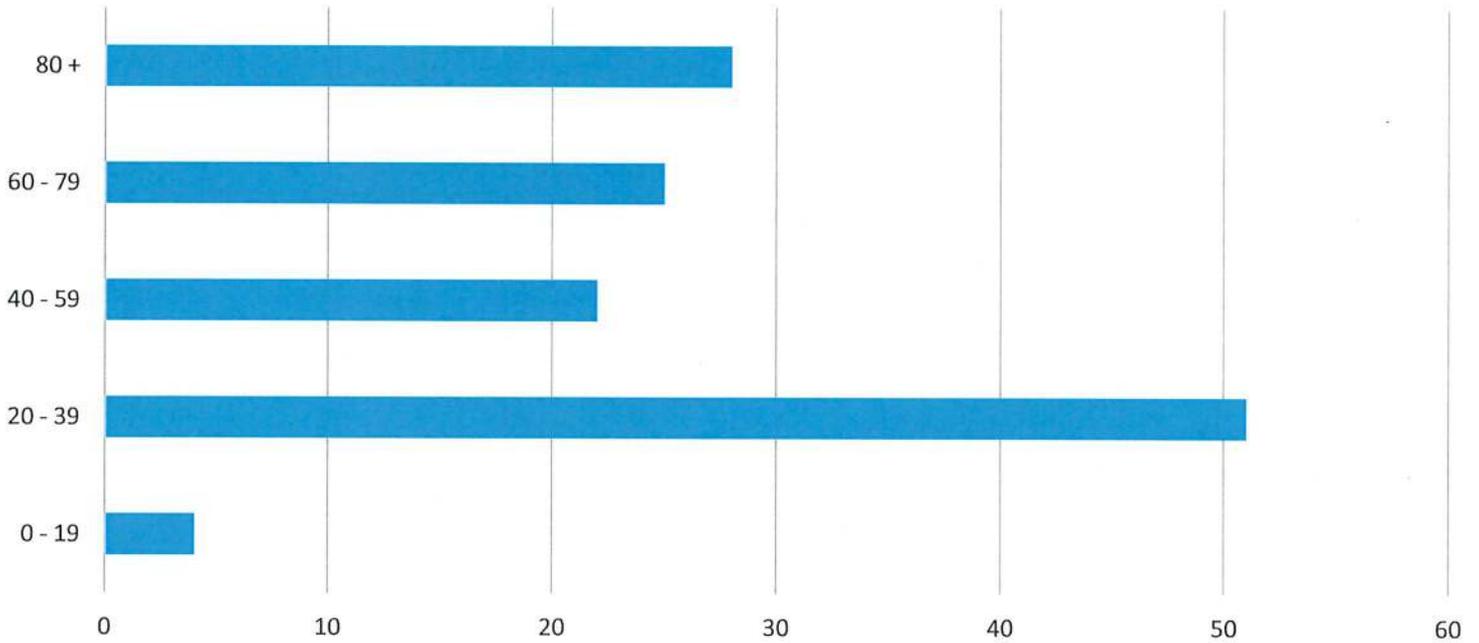
Winona County COVID-19 Cases by month and Age Group





Winona County cases

Winona County Total Cases by Age Group



**Request for City Council Action**

Date: July 9, 2020

Requested Council Date: July 14, 2020

Originating Department: Veteran's Memorial Committee

Council Action Requested: Purple Heart Memorial and expansion

Background Information: A meeting was held Tuesday, July 7, 2020 of the Veteran's Memorial committee. Rick Schaber attended as the city representative on the committee. The group had been approached by the Purple Heart Memorial group to potentially place a monument and a substantial donation was received toward the purchase of the proposed stone. A picture of the proposed monument is included in the packet for review. As part of the proposed monument that would be installed into the Veteran's Memorial, an additional bench had been placed in honor of a former Veteran per request of the family. After much discussion, the group is requesting that additional space be granted as part of the existing license agreement to allow for room for the new monument as well as the bench and potential future pieces.

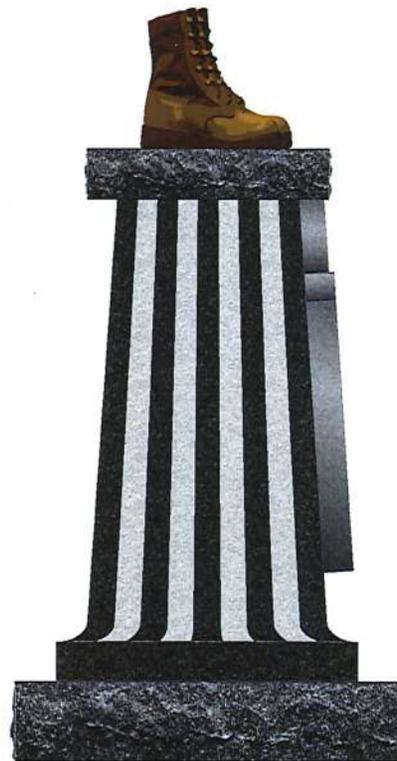




back



front



side



top

ST. CHARLES PUBLIC LIBRARY

GAZEBO

Proposed



Bench

Purple Heart Memorial

POW

PAC



**ORDINANCE #623
CITY OF ST. CHARLES**

COUNTY OF WINONA

**AN ORDINANCE TO VACATE A
PORTION OF A PUBLIC UTILITY EASEMENT OF LOTS 1 AND 2 OF BLOCK 3 ON
THE PLAT OF CHATTANOOGA INNOVATION PARK IN THE CITY OF ST.
CHARLES, WINONA COUNTY, MINNESOTA**

The City of St. Charles does ordain:

Section 1. That the following described utility easements created on the plat of the CHATTANOOGA INNOVATION PARK SUBDIVISION be hereby vacated and abolished:

LEGAL DESCRIPTION FOR VACATION OF UTILITY EASEMENT
IN LOT 1, BLOCK 3, CHATTANOOGA INNOVATION PARK

Vacating the utility easement dedicated over, under, and across that part of the easterly 5 feet of Lot 1, Block 3, CHATTANOOGA INNOVATION PARK, according to the recorded plat thereof, Winona County, Minnesota, which lies southerly of the northeasterly 10 feet and northerly of the southwesterly 15 feet thereof.

LEGAL DESCRIPTION FOR VACATION OF UTILITY EASEMENT IN LOT 2,
BLOCK 3, CHATTANOOGA INNOVATION PARK

Vacating the utility easement dedicated over, under, and across that part of the westerly 5 feet of Lot 2, Block 3, CHATTANOOGA INNOVATION PARK, according to the recorded plat thereof, Winona County, Minnesota, which lies southerly of the northeasterly 10 feet and northerly of the southwesterly 15 feet thereof.

Section 2. That this Ordinance shall take effect 30 days after its publication.

Adopted this 28th day of July 2020 by the City Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest:

Nick Koverman, City Administrator

First Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain _____

Second Reading:

Date: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain _____

Published:

Date: _____

**NOTICE OF COMPLETION
OF VACATION PROCEEDING**

You are hereby notified that effective July 28, 2020, the vacation of the below described easements in the Chattanooga Innovation Park was completed by the City Council of the City of St. Charles, Minnesota.

LEGAL DESCRIPTION FOR VACATION OF UTILITY EASEMENT IN LOT 1,
BLOCK 3, CHATTANOOGA INNOVATION PARK

Vacating the utility easement dedicated over, under, and across that part of the easterly 5 feet of Lot 1, Block 3, CHATTANOOGA INNOVATION PARK, according to the recorded plat thereof, Winona County, Minnesota, which lies southerly of the northeasterly 10 feet and northerly of the southwesterly 15 feet thereof.

LEGAL DESCRIPTION FOR VACATION OF UTILITY EASEMENT IN LOT 2,
BLOCK 3, CHATTANOOGA INNOVATION PARK

Vacating the utility easement dedicated over, under, and across that part of the westerly 5 feet of Lot 2, Block 3, CHATTANOOGA INNOVATION PARK, according to the recorded plat thereof, Winona County, Minnesota, which lies southerly of the northeasterly 10 feet and northerly of the southwesterly 15 feet thereof.

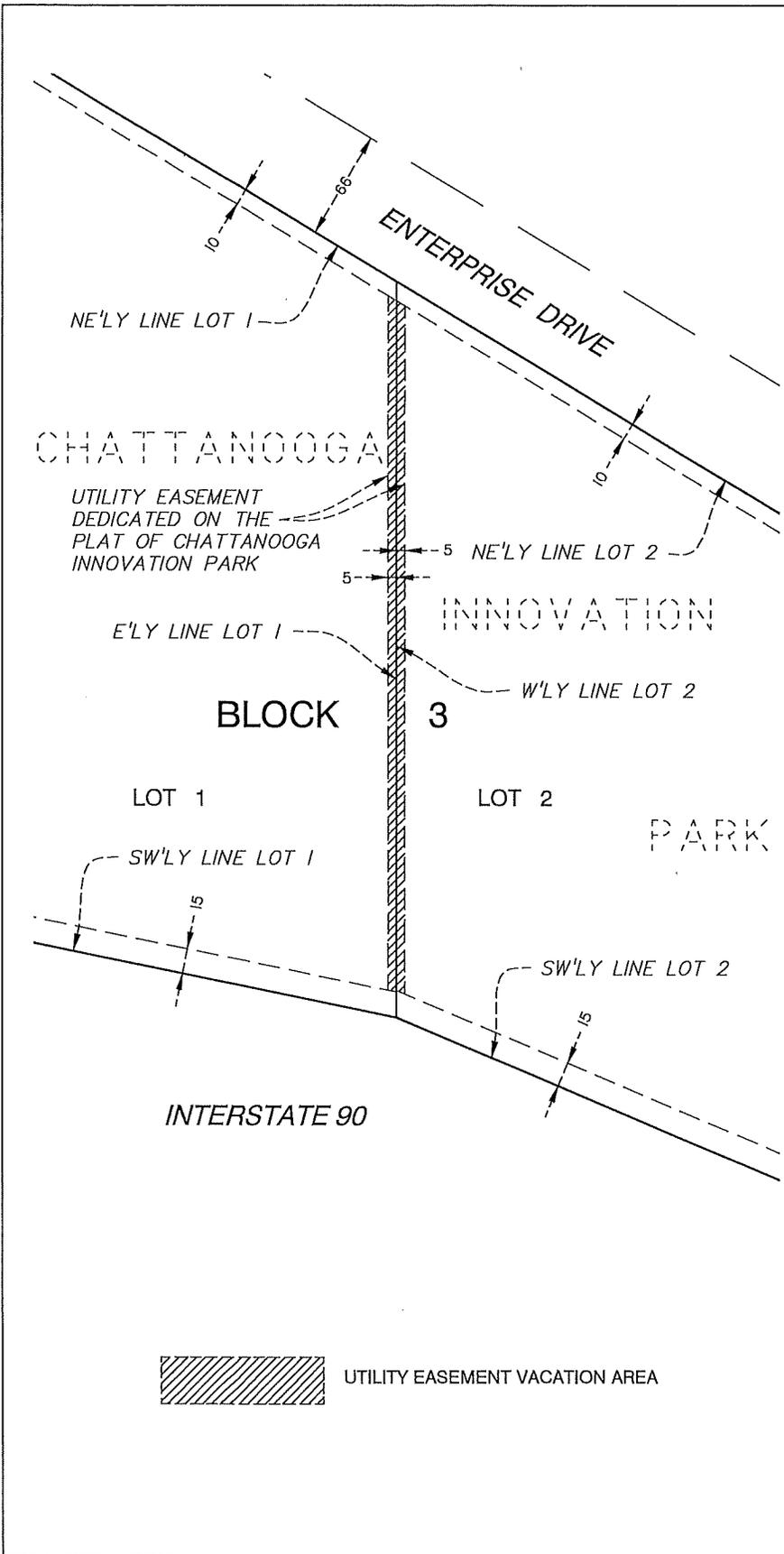
Dated this 28th day of July, 2020.

Nick Koverman, City Administrator

Entered in the transfer record

County Auditor/Treasurer

Date

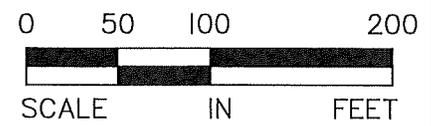


LEGAL DESCRIPTION FOR VACATION OF UTILITY EASEMENT IN LOT 1, BLOCK 3, CHATTANOOGA INNOVATION PARK

Vacating the utility easement dedicated over, under, and across that part of the easterly 5 feet of Lot 1, Block 3, CHATTANOOGA INNOVATION PARK, according to the recorded plat thereof, Winona County, Minnesota, which lies southerly of the northeasterly 10 feet and northerly of the southwesterly 15 feet thereof.

LEGAL DESCRIPTION FOR VACATION OF UTILITY EASEMENT IN LOT 2, BLOCK 3, CHATTANOOGA INNOVATION PARK

Vacating the utility easement dedicated over, under, and across that part of the westerly 5 feet of Lot 2, Block 3, CHATTANOOGA INNOVATION PARK, according to the recorded plat thereof, Winona County, Minnesota, which lies southerly of the northeasterly 10 feet and northerly of the southwesterly 15 feet thereof.



Design File: 180225	Checked By: PG
Dwg Name: utility easement vac	Drawn By: DPE
Date: 5/22/2020	Scale: 1" = 100'

UTILITY EASEMENT VACATION EXHIBIT
 LOTS 1 AND 2, BLOCK 3, CHATTANOOGA INNOVATION PARK
 ST. CHARLES, MINNESOTA



Alliant Engineering, Inc.
 733 Marquette Ave, Ste 700
 Minneapolis, MN 55402
 612.758.3080 MAIN
 612.758.3099 FAX
 www.alliant-inc.com

(Top 3 inches reserved for recording data)

PERMANENT PUBLIC DRAINAGE AND UTILITY EASEMENT

This Agreement is made this ____ day of _____, 20____, by and between Love’s Travel Stops & Country Stores, Inc., an Oklahoma corporation, referred to hereinafter as “Grantor,” and the City of St. Charles, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, referred to hereinafter as “Grantee”; (collectively referred to herein as the “parties”).

AGREEMENT

That for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, paid this date by Grantee to Grantor(s), the receipt and sufficiency of which is hereby acknowledged, the Grantor(s) and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement, fifteen (15) feet in width, for drainage and utility purposes (the “Permanent Easement”), over, under and across that part of the tract of land legally described on Exhibit A, which is attached hereto and incorporated herein by reference, in the City of St. Charles, Winona County, Minnesota, as legally described on Exhibit B, which is attached hereto and incorporated by reference (the “Permanent Easement Area”).
2. The Permanent Easement Area and described above are depicted together on Exhibit C, which is attached hereto and incorporated herein by reference.
3. The Grantor states and hereby covenants that the Grantor(s) is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Permanent Easement described herein. Grantor further covenants that the real property is free and clear of liens and encumbrances.
4. The Grantee shall have the right to construct, excavate, grade, inspect, install, operate, maintain, place, reconstruct, improve, enlarge and repair as it may find reasonably necessary drainage and utility facilities and improvements, and such other improvements appurtenant thereto (e.g., sidewalks, bike paths, trails, etc.), in the Permanent Easement Area described herein.

5. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Permanent Easement Area at all times and without notice to Grantor by such route as shall occasion the least practical damage and inconvenience to the Grantor.
6. The Grantee shall have the right to trim, remove and keep the Permanent Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights pursuant to this Permanent Easement.
7. The Grantor shall not erect, construct or locate in the Permanent Easement Area any new structure or object that was not in existence on the date of this Permanent Easement, which would prevent the Grantee's reasonable access to the Permanent Easement Area or prevent the public's full enjoyment of the rights granted hereunder, without the written consent of the Grantee.
8. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
9. This Permanent Easement shall be recorded as soon as practicable following its execution with the understanding that the Grantee has complete and absolute sole ownership, use and control of any public drainage and utility facilities and improvements constructed in the Permanent Easement area in accordance with the grant of rights conveyed herein.
10. Grantor(s) and Grantee agree to correct any legal descriptions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein.

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTEE:

CITY OF ST. CHARLES, MINNESOTA

By: _____
John Schaber, Its Mayor

ATTEST:

By: _____
Nick Koverman, Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WINONA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by John Schaber as Mayor and Nick Koverman as City Administrator on behalf of the City of St. Charles, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Flaherty & Hood, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
Telephone: (651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF REAL PROPERTY

The real property referenced in this Permanent Easement is legally described as follows:

LEGAL DESCRIPTION:

**Lot 1, Block 3 and Lot 2, Block 3, Chattanooga Innovation Park, City of St. Charles,
Winona County, Minnesota**

EXHIBIT B

LEGAL DESCRIPTION OF PERMANENT EASEMENT

LEGAL DESCRIPTION:

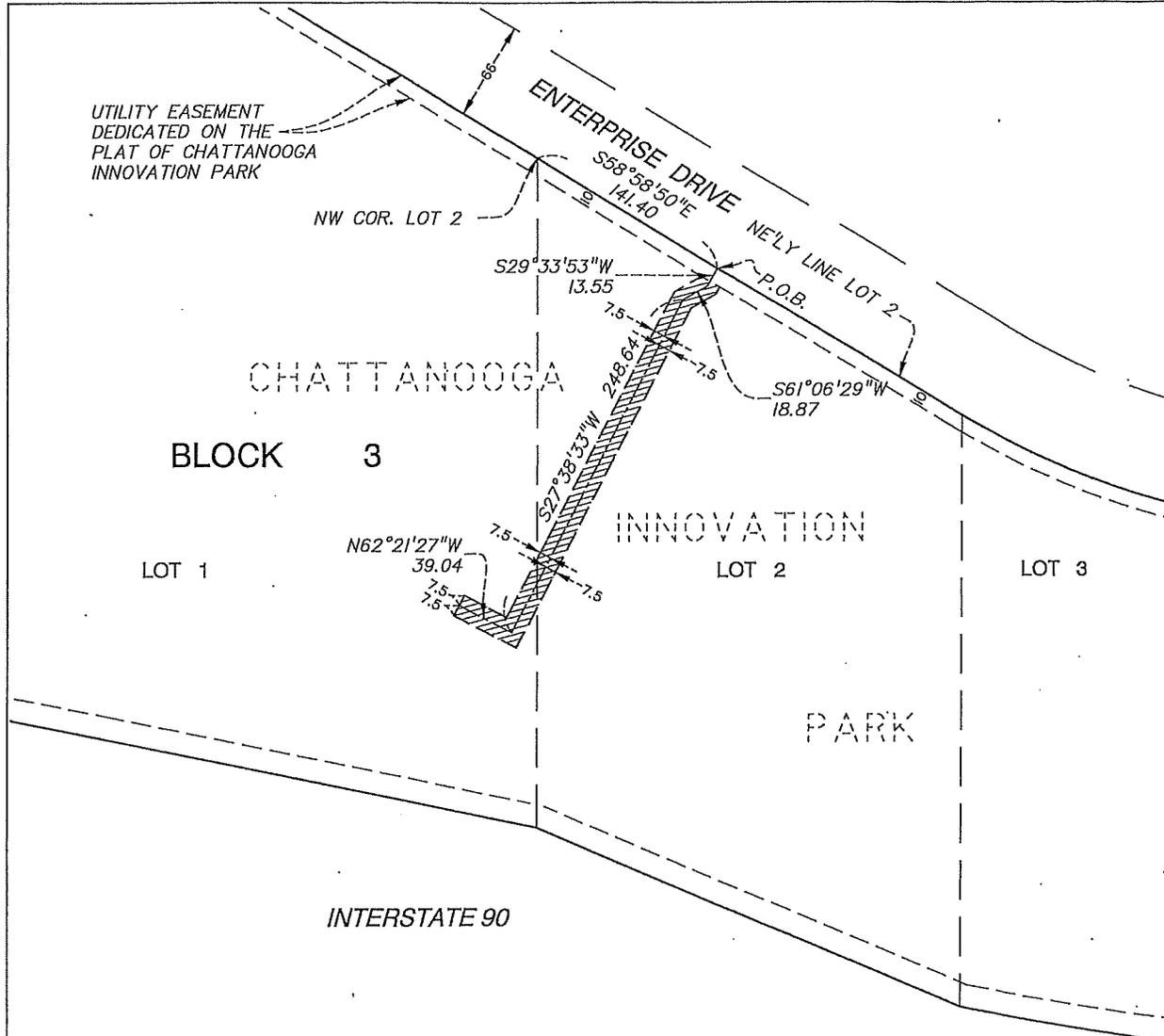
Legal Description for proposed Drainage and Utility Easement on Lots 1 and 2, Block 3, CHATTANOOGA INNOVATION PARK

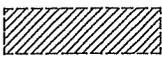
A 15.00 foot wide easement for drainage and utility purposes over, under, and across those parts of Lots 1 and 2, Block 3, CHATTANOOGA INNOVATION PARK, according to the recorded plat thereof, Winona County, Minnesota, lying southerly of the northeasterly 10.00 feet thereof. The centerline of said easement is described as follows:

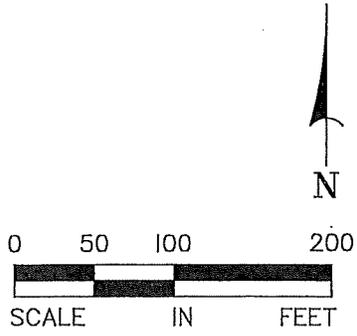
Commencing at the northwest corner of said Lot 2; thence South 58 degrees 58 minutes 50 seconds East, assumed bearing along the northeasterly line of said Lot 2, a distance of 141.40 feet to the point of beginning of said centerline; thence South 29 degrees 33 minutes 53 seconds West 13.55 feet; thence South 61 degrees 06 minutes 29 seconds West 18.87 feet; thence South 27 degrees 38 minutes 33 seconds West 248.64 feet; thence North 62 degrees 21 minutes 27 seconds West 39.04 feet, and said centerline there terminating.

EXHIBIT C

DEPICTION OF PERMANENT AND TEMPORARY EASEMENTS



 DRAINAGE AND UTILITY EASEMENT



SHEET 1 OF 2 SHEETS

Design File: 180225	Checked By: PG
Dwg Name: c&u easement 2	Drawn By: DPE
Date: 8/18/2020	Scale: 1" = 100'

DRAINAGE AND UTILITY EASEMENT
 LOTS 1 AND 2, BLOCK 3, CHATTANOOGA INNOVATION PARK
 ST. CHARLES, MINNESOTA



Alliant Engineering, Inc.
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(Top 3 inches reserved for recording data)

PERMANENT PUBLIC DRAINAGE AND UTILITY EASEMENT

This Agreement is made this ____ day of _____, 20__, by and between Love's Travel Stops & Country Stores, Inc., an Oklahoma corporation, referred to hereinafter as "Grantor," and the City of St. Charles, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, referred to hereinafter as "Grantee"; (collectively referred to herein as the "parties").

AGREEMENT

That for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, paid this date by Grantee to Grantor(s), the receipt and sufficiency of which is hereby acknowledged, the Grantor(s) and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement, fifteen (15) feet in width, for drainage and utility purposes (the "Permanent Easement"), over, under and across that part of the tract of land legally described on Exhibit A, which is attached hereto and incorporated herein by reference, in the City of St. Charles, Winona County, Minnesota, as legally described on Exhibit B, which is attached hereto and incorporated by reference (the "Permanent Easement Area").
2. The Permanent Easement Area and described above are depicted together on Exhibit C, which is attached hereto and incorporated herein by reference.
3. The Grantor states and hereby covenants that the Grantor(s) is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Permanent Easement described herein. Grantor further covenants that the real property is free and clear of liens and encumbrances.
4. The Grantee shall have the right to construct, excavate, grade, inspect, install, operate, maintain, place, reconstruct, improve, enlarge and repair as it may find reasonably necessary drainage and utility facilities and improvements, and such other improvements appurtenant thereto (e.g., sidewalks, bike paths, trails, etc.), in the Permanent Easement Area described herein.

5. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Permanent Easement Area at all times and without notice to Grantor by such route as shall occasion the least practical damage and inconvenience to the Grantor.
6. The Grantee shall have the right to trim, remove and keep the Permanent Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights pursuant to this Permanent Easement.
7. The Grantor shall not erect, construct or locate in the Permanent Easement Area any new structure or object that was not in existence on the date of this Permanent Easement, which would prevent the Grantee's reasonable access to the Permanent Easement Area or prevent the public's full enjoyment of the rights granted hereunder, without the written consent of the Grantee.
8. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
9. This Permanent Easement shall be recorded as soon as practicable following its execution with the understanding that the Grantee has complete and absolute sole ownership, use and control of any public drainage and utility facilities and improvements constructed in the Permanent Easement area in accordance with the grant of rights conveyed herein.
10. Grantor(s) and Grantee agree to correct any legal descriptions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein.

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTEE:

CITY OF ST. CHARLES, MINNESOTA

By: _____
John Schaber, Its Mayor

ATTEST:

By: _____
Nick Koverman, Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WINONA)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by John Schaber as Mayor and Nick Koverman as City Administrator on behalf of the City of St. Charles, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Flaherty & Hood, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
Telephone: (651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF REAL PROPERTY

The real property referenced in this Permanent Easement is legally described as follows:

LEGAL DESCRIPTION:

**Lot 1, Block 3, Chattanooga Innovation Park, City of St. Charles, Winona County,
Minnesota**

EXHIBIT B

LEGAL DESCRIPTION OF PERMANENT EASEMENT

LEGAL DESCRIPTION:

Legal Description for proposed Drainage and Utility Easement on Lot 1, Block 3,
CHATTANOOGA INNOVATION PARK

A 15.00 foot wide easement for drainage and utility purposes over, under, and across that part of Lot 1, Block 3, CHATTANOOGA INNOVATION PARK, according to the recorded plat thereof, Winona County, Minnesota, lying southerly of the northeasterly 10.00 feet thereof. The centerline of said easement is described as follows:

Commencing at the northeast corner of said Lot 1; thence North 58 degrees 58 minutes 50 seconds West, assumed bearing along the northeasterly line of said Lot 1, a distance of 180.49 feet to the point of beginning of said centerline; thence South 31 degrees 01 minutes 10 seconds West 34.12 feet; thence South 08 degrees 31 minutes 10 seconds West 13.00 feet; thence South 31 minutes 01 minutes 10 seconds West 26.55 feet; thence South 74 degrees 58 minutes 50 seconds West 4.66 feet; thence North 61 degrees 43 minutes 04 seconds West 100.78 feet; thence South 79 degrees 15 minutes 37 seconds West 8.63 feet; thence South 28 degrees 41 minutes 37 seconds West 122.45 feet to a point hereinafter referred to as Point 'A'; thence continuing South 28 degrees 41 minutes 37 seconds West 160.26 feet; thence South 61 degrees 18 minutes 23 seconds East 26.92 feet, and said centerline there terminating.

Together with a 15.00 foot wide easement for drainage and utility purposes over, under, and across said Lot 1. The centerline of said easement is described as follows:

Beginning at the aforementioned Point 'A'; thence South 61 degrees 18 minutes 23 seconds East 20.27 feet, and said centerline there terminating.

**City of St. Charles
Resolution #24-2020**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRIMARY
ELECTION ON AUGUST 11, 2020 AND THE GENERAL AND MUNICIPAL
ELECTION ON NOVEMBER 3, 2020**

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

1. The persons below named are hereby appointed Judges for the Primary Election on August 11, 2020 and the General and Municipal Election on November 3, 2020. The judges appointed, the precinct and hours of voting are as follows:

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

<u>Name</u>	<u>Address</u>
Ben Barclay	519 St. Charles Avenue
Aleisha Crouch	1554 Church Avenue
Janell Dahl	1549 Whitewater Avenue
Carol Davitt	1500 Oakview Drive
John Gregoire	549 St. Charles Ave.
Cindy Kahn	1361 Soppa Dr.
Nick Koverman	110 Nicholas Dr. Lewiston, MN
Janis Martin	1600 Bluff Ave.
Charles Meyer	1507 Whispering Hills Drive
Wendy Miller	997 East 15 th St.
Mary Polley	183 Northern Hills Drive
Sid Polley	183 Northern Hills Drive
Glen Seresse	1325 Soppa Drive
Cassie Smith	513 Church Ave.
Kris Slavin	926 East 15 th Street
Gene Steward	194 Northern Hills Drive
Nancy Steward	194 Northern Hills Drive
Jack Thoreson	831 Richland Ave.
Sue Vermilya	301 Northern Hills Drive

Adopted this 14th day of July 2020 by the Council of the City of St. Charles, Minnesota.

John Schaber, Mayor

Attest: _____
Nick Koverman, Administrator

CARES Act Funding Information for Cities

Published: July 6, 2020

Cities across Minnesota are certifying their eligibility to receive federal Coronavirus Relief Fund (CRF) distributions. The fund, created by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, is designed to provide economic help to entities struggling because of the COVID-19 pandemic. Guidance is evolving in this area, so please check back frequently for updates.

Financial reporting

Q8. If our city accepts the funds, is there additional audit requirements?

A8. Maybe. Any local government that spends \$750,000 or more in federal awards during their fiscal year is required to have a single audit as prescribed by law.

Q9. Who determines what expenses were improper and need to be repaid?

A9. The city's auditor, the state government, or the federal government can make the determination that an expense was improper and needs to be repaid.

Eligible expenses

Q11. How does our city determine if an expense is an eligible use of this funding?

A11. To qualify, expenses must satisfy three distinct elements:

(1) Necessary expenditures incurred due to the public health emergency with respect to COVID-19. An expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Coronavirus Relief Fund payments.

Expenditures must be used for actions taken to respond to the public health emergency, including expenditures incurred to respond directly to the emergency, as well as expenditures incurred to respond to second order effects, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

(2) Costs not accounted for in the city's budget most recently approved as of March 27, 2020.

(3) Performance or delivery must occur during the covered period, but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For cities, the covered period is March 1, 2020, to Nov. 15, 2020. Cities should document the reasons the expenses were determined to satisfy the three-part test. These findings can be used later to explain decisions to auditors and show the council's careful consideration.

Q13. What are some of the eligible uses according to the federal guidance?

A13. The categories include expenses for:

- Medical expenses (public hospitals, clinics, testing).
- Public health (personal protective equipment, enforcement of public health orders).
- Payroll (public health and public safety workers, employees repurposed for COVID-19 response).
- Unemployment Insurance costs for reimbursable employers.
- Public health measures (food delivery to vulnerable, required paid leave for employees, telework capabilities).
- Economic support (provision of grants to small businesses to reimburse the costs of business interruption caused by required closures).
- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria.

Q14. What expenses are not allowable?

A14. The following expenses are not eligible for funding:

- Expenses for the state share of Medicaid.
- Replacement of lost revenues, including property tax relief.
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
- Reimbursement to donors for donated items or services.
- Workforce bonuses other than hazard pay or overtime.
- Severance pay or legal settlements.
- Damages covered by insurance.
- Per capital payments to residents of a particular jurisdiction without an assessment of individual need.

Q15. The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May CFR payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

A15. According to U.S. Treasury guidance dated June 24, 2020, the fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a state, territorial, local, or tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise. An employer may also track time spent by employees related to COVID-19 and apply CRF payments on that basis but would need to do so consistently within the relevant agency or department.

The League encourages cities to document the reasons the expenses were determined to satisfy the three-part test. These findings can be used later to explain decisions to auditors and show the council's careful consideration.

Q18. May CRF payments be used to replace foregone utility fees? If not, can CRF payments be used as a direct subsidy payment to all utility account holders?

A18. CRF payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Federal guidance specifically says that fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services. There is not similar guidance for water/sewer service. There is some latitude to give assistance to individuals experiencing hardship due to COVID. The city granting these types of payment would have to give them to the individuals rather than crediting their unpaid utility accounts. There is not a standard program for how cities could do this, so working with your city attorney and/or city auditor would be encouraged.

Fund payments cannot be provided to all utility account holders. Any program providing assistance must have the participants demonstrate need.

Q19. Can we use the CARES Act funding to expand technology options (e.g., purchase tablets to facilitate remote meetings, trainings, updating recording equipment, software to allow employees to work remotely)?

A19. Likely. The city will want to document the necessity of the expense in relation to COVID-19.

Q20. How do cities structure grant programs for businesses that are experiencing hardship because of COVID-19 closures?

A20. There is not a specific program that the city must adopt. The League is working to expand resources to help cities with this task. Check back for updates.

If you transfer any funds to other local units of government, or award grants or loans to business entities, you must ensure they follow the same federal requirements you are subject to, and you are responsible for subrecipient monitoring regulations under [Uniform Grant Guidance](#).

Q21. If the city gives business grants and the funds are found to have been used improperly by the business, who is responsible for repaying those funds?

A21. The city is accountable to the state and federal government. If a local government has transferred funds to another entity, the U.S. Treasury Department would seek to recoup any funds used in a manner not consistent with the CARES Act from the government that received the CRF payment directly from the state.