



The City Council of the City of St. Charles welcomes you to its
 Regular Meeting of Tuesday, May 26, 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. Approval of the Agenda	
4. Notices and Communications –	
5. Review of Financials	
6. COVID-19 Updates/Requests	APPROVE
7. Ordinance #621 Drinking in Public (2 nd Reading)	APPROVE
8. Resolution #23-2020 Accepting a Donation from the City of Dover	APPROVE

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

ADJOURNMENT

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: 850 773 597#



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, May 26, 2020

6. COVID-19 Updates/Requests. Please see the enclosed memo that will be highlighted during the meeting. Park & Recreation Director, Rick Schaber, will also be present to provide an update.

7. Ordinance #621 Drinking in Public (2nd Reading). It was noticed that City Hall Park was not included in the proposed Ordinance #621. In talking with Mike Flaherty, the city attorney, the Council may make a motion to rescind the last motion of the second reading, adopt the new park listing, and motion to approve the final reading. The ordinance is not complete until after the 30 day publication.

8. Resolution #23-2020 Accepting a Donation from the City of Dover. Please see the enclosed resolution for consideration.



Memorandum

To: Mayor and Council

From: Nick Koverman, City Administrator

Date: May 22, 2020

Subject: COVID-19 Updates

Utility Bills. In talking with Bill Black of Minnesota Municipal Utility Association, the MN Public Utilities Commission has requested that utilities continue to waive late fees until June 12. In discussion with staff in relation to our own billing cycles, in addition to giving consideration to the current state, it is the recommendation to waive late fees until the end of July. We are still requiring payments of utilities, or at least communication from residents that are in need of help. Disconnections of utility will take place if no form of payment arrangement or communication has been made.

EDA Loan Payments. As part of the Monday, May 18 Winona County EDA meeting, the Winona County Board motioned and approved the recommendation to suspend EDA payments through August. It is the staff's recommendation, given the June 1 soft openings of bars and restaurants, but more importantly, the delayed opening of hair salons, that staff recommend offering the delayed loan repayment until the end of August and extending the term of the loan by the related number of months.

City Hall. Included for consideration is the draft Preparedness Plan distributed by the Coalition of Greater Minnesota Cities along with additional information from other cities. In talking with City staff, it is requested to begin June 1 with a soft opening of Tuesdays and Thursdays, while conducting by appointment meetings at City Hall on Mondays, Wednesdays, and Fridays. Citizens will be instructed to continue the use of the outdoor utility drop box at all times. Residents have adapted to providing check or money orders in place of cash, or continue to log on to the PSN network to make online payments. If a resident chooses to make a cash payment, no change will be provided and the balance will be credited toward their account.

Community Center and Park Pavillions. The community center rentals will follow the governor's guidelines and phases with the number of people allowed per gathering. This stance would also be adopted with pavilion rentals at this time.

Park & Rec/Pool. Rick Schaber will be present to give an update as to the plan. Below are updates sent Friday, May 22 from the St. Charles Park/Recreation Department;

- On Wednesday, May 20th, our governor moved our state to Phase 2 of the COVID-19 State Opening Plan. This new order has opened some doors, but has also kept some shut.
- Here is our plan as of today, Friday, May 22nd;
 - #1 – Due to current programming structure, we are unable to conduct programs following Phase II guidelines. At this time, all summer programs will not start until **Monday, June 15th** or on the date it was originally scheduled if after June 15th.
 - #2 – The Aquatic Center will not open until at the earliest **Monday, June 15th**. Municipal Pools are not allowed to be open as part of phase 2, so we will keep you posted. All Session I Swim Lessons are cancelled. Refunds/credits will be given.
- The City of St. Charles will continue to follow the direction from the MN Department of Health & the Governor's Office. It is the City's intent to provide programming in a safe and responsible manner if possible. If the state directs us to cancel or postpone, the city will follow the state's order.
- We are still planning to run our summer programs, so please continue to sign up online. If we are directed to cancel programs, we will refund your money.

As we continue to receive info/updates from the state, we will continue to share with you on our city website & our Facebook page!!!

City Hall is planned to start a soft opening with limited days beginning June 1, but our staff is still working. If you have any questions, please email me or call city hall at (507)932-3020.

COVID-19 Preparedness Plan for City of St. Charles

City of St. Charles is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces. This requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. City of St. Charles managers and supervisors have our full support in enforcing the provisions of this plan. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing masks, gloves and hand sanitizer upon request, which has been provided to all employees and if requested if additional need arises.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and OSHA standards related to COVID-19 and addresses:

- Prompt identification and isolation of sick workers and workers exposed to sickness;
- Reducing the spread of COVID-19 in the workplace;
- Additional information; and
- Communication and training

Stay Home if Feel Ill

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at nor report to work if they feel ill due to the current circumstances. If you feel ill, please inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until you are no longer ill or a pandemic virus is unlikely. Employees who report to work ill will be sent home in accordance with these health guidelines. We may request appropriate information related to illnesses from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

Stay Home if COVID-19 Symptoms or Positive Test

The following guidelines do not apply to Volunteer Firefighters and Volunteer Ambulance EMTs. If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

City of St. Charles COVID-19 Preparedness Plan (5/20/20)

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have COVID-19 symptoms described above, but have not been tested, do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, your cough or shortness of breath have improved); and
- You have followed the guidance of your healthcare provider and local health department.

If you have had COVID-19 symptoms described above and have tested positive for COVID-19, do not come to work until:

- You no longer have a fever for at least 72 hours (without the use of medicine that reduces fevers); and
- other [symptoms](#) have improved (for example, when your cough or shortness of breath have improved); and
- you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#); and
- You have followed the guidance of your healthcare provider and local health department.

If you have not had COVID-19 symptoms described above but tested positive for COVID-19, do not come to work until:

- At least 7 days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and
- More than 3 days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest

City of St. Charles COVID-19 Preparedness Plan (5/20/20)

- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

Stay Home if Exposed to COVID-19

The following guidelines do not apply to St. Charles Volunteer Firefighters and St. Charles Volunteer Ambulance (EMTs).

Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

If you traveled from any other country:

City of St. Charles COVID-19 Preparedness Plan (5/20/20)

- Inform your supervisor or designee for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
 - Maintain a distance of at least 6 feet from others
 - Stay out of crowded places
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath
 - Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Inform your supervisor or designee
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel.
 - Self-monitor for symptoms before starting travel
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor or designee.
 - If outside the United States, a U.S. consular office can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Inability to be at Work

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies, labor contracts, and notices related to such benefits.

The City of St. Charles may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

Reduce the Spread of COVID-19

Basic Hygiene

Wash your hands frequently with warm, soapy water for at least 20 seconds, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

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- We will provide alcohol-based hand sanitizer throughout the workplace and in common areas.
- Signs will be strategically placed in City Hall highlighting locations of sanitizer and soap in the bathrooms.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and Disinfect

The City had previously implemented housekeeping practices as part of its normal operating procedures. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, doorknobs, equipment, tools and machinery and areas in the work environment, including restrooms, break rooms and meeting rooms. Dirty surfaces can be cleaned with soap and water prior to disinfection.

- Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones, phones, door handles, keyboards, etc. You should clean these office surfaces daily.
- All City vehicles in use will be sanitized daily and in the case of large equipment, sanitized after each use in case another employee enters.

Cleaning products are provided as they are available per local and area providers.

Social Distancing

Maintain a distance of at least 6 feet from other employees, patrons, customers, etc.

Employees are encouraged to drive separately to a job site unless there are practical reasons for doing so or when in emergency situations. When riding with another employee, safety masks must be worn.

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. However, city meetings will be conducted when deemed safe and appropriate. Seating will be adjusted to maintain social distancing.

Departments that have frequent interactions with the public will install a screen to provide an additional protective barrier between the employee and the public.

Supervisors will regularly assess what personal protective equipment needs are, such as masks, gloves,

City of St. Charles COVID-19 Preparedness Plan (5/20/20)

disinfectant, shields, etc. and will ensure employees within each department have the necessary supplies in order to perform their work safely. Supervisors will regularly seek feedback and suggestions from staff to ensure the proper measures are being taken as needs and circumstances change and will communicate any needs or changes to protocols to the City Administrator as soon as possible.

Avoid people who are sick with the above-symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

Face Masks

Employees working in close contact (closer than 6 feet in distance) will wear a protective mask or covering.

- Continue to keep at least 6 feet away from others.

Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Personal Protective Equipment

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

Other Measures

Different areas of the organization will be taking specific measures to reduce the spread related to the above-items. City of St. Charles administration and supervisors will communicate to you such measures.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, [employer name] administration and supervisors will communicate to you any impacted operational issues related to your position.

Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

Communications and training

This Preparedness Plan will be communicated and training will be provided to all workers. Managers and supervisors are to monitor how effective the program has been implemented.

This Preparedness Plan has been certified by St. Charles City Council and will be posted throughout the workplace, online, and on the network. It will be updated as necessary.

Nothing in this communication establishes any precedent or practice. The City of St. Charles may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact Nick Koverman, City Administrator at nkoverman@stcharlesmn.org, 932-3020

or in-person with any questions or concerns. Thank you for your cooperation.

Certified by:

Nick Koverman

City Administrator

CITY OF ST. CHARLES

ORDINANCE #621

AN ORDINANCE OF THE CITY OF ST. CHARLES, MINNESOTA, AMENDING ST. CHARLES CODE SECTION ENTITLED "DRINKING IN PUBLIC" TO INCLUDE EXCEPTIONS THEREIN ALLOWING CONSUMPTION OF ALCOHOL WITHIN CERTAIN PUBLIC PLACES

THE CITY OF ST. CHARLES DOES ORDAIN:

Section 1. Title XI: General Offenses, Chapter 113: Section 113.23: Drinking in Public of the City Code of St. Charles, Minnesota, be amended to read as follows:

§113.23 DRINKING IN PUBLIC.

The following provisions shall apply unless a place is licensed under this chapter or unless specific Council authorization is given:

(A) *General Prohibition.* No person shall consume any alcoholic beverage or possess any open bottles or receptacles containing an alcoholic beverage in any public place unless otherwise permitted by this chapter, by other City Code provision, or by special permission of the City Council. For purposes of this section, public place means any street, avenue, alley, road, highway, sidewalk, boulevard, parking lot or facility, park, or other public property or premises; and

(B) *Exceptions.* Notwithstanding Section 113.23(A), consumption of alcoholic beverages and possession of open bottles or receptacles containing alcoholic beverages shall be allowed within the boundaries of the following public parks during hours the parks are open for public use:

- (1) Brookwood Park;
- (2) City Park;
- (3) Jessens Park;
- (4) Kieffer Park;
- (5) Meadow View Park;
- (6) Oakview Park; and
- (7) Whispering Hills Park.
- (8) The portion of Sportsman's Park within City limits.
- (9) City Hall Park

(C) *Park Boundaries.* For the purpose of this section the park area extends only to the beginning edge of any street fit for vehicular travel, parking lot serving the public park, privately owned property line

bordering the public park, or any sign erected by the City that states either, "Alcohol Permitted in Park Area Only" or "No Alcohol Beyond This Point." For the purposes of this section streets, alleys, or any other right-of-way or paved boundary surrounding the edge of the park other than sidewalks shall not be considered land within park boundaries.

(D) *Additional prohibitions.* Notwithstanding the exceptions listed in part (B) of this section, alcoholic beverages shall not be possessed or consumed under any of the following circumstances:

- (1) In any of the permitted spaces after the parks have closed, as stated in section 95.01 (B) of the Code;
- (2) By any person who has been charged by citation with any crime committed within the boundary of any park listed in Section (C) of this section during the same day that the person is charged with such a crime.
- (3) When any peace officer licensed by the City of St. Charles or any court of law has otherwise revoked a person's consent to consume alcohol;
- (4) By any person who is present within, operating, or in physical control of a motor vehicle as defined in Section 169A.03 subd. 15 of the Minnesota Impaired Driving Code.

(E) *Enforcement and Penalty.* This section can be enforced by any person with a Minnesota Peace Officer's License with jurisdiction in the city of St. Charles. Violation of this chapter is a misdemeanor.

(F) The city may impose a voluntary administrative penalty under § 10.90 rather than issuing a criminal citation or complaint.

(1987 Code, § 406.11) (Am. Ord. 515, passed 5-13-2008; Am. Ord, 592, passed 5-23-2017) Penalty, see § 10.99

(G) *Authority.* This section is enacted pursuant to Minn. Stat. §§ 145A.05 and 340A.509.

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

Adopted this 26th day of May, 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 _____

Date Published: _____

**City of St. Charles
Resolution #23-2020**

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES VOLUNTEER
AMBULANCE ASSOCIATION**

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

WHEREAS, the St. Charles Volunteer Ambulance Association has received a donation in the amount of \$3,500.00 from the City of Dover to be used for equipment and capital needs.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts the \$3,500.00 donation from the City of Dover.

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

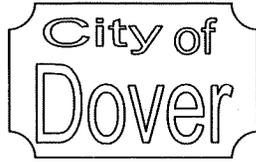
Adopted this 26th day of May, 2020 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Nick Koverman, City Administrator



Dover City Hall –217 West Center Street - PO Box 116 - Dover, Minnesota 55929 – phone 507-932-4314

To: St. Charles Ambulance Service

From: Dover City Council

Re: Fees for service to the City of Dover residents

At the last Dover City Council meeting it was decided that the City would pay and pledge to the St. Charles Ambulance Service \$10,000 over the next three years (\$3,500 in 2020 and 2021; and \$3,000 in 2022).

We appreciate your service to our community.

Thank you,

Dover City Council