

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**June 23, 2020
7:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call

*Dave Bartholomay, Mayor
Matt Percy, Council Member
Jennifer Rauner, Council Member
Dean Goldberg, Council Member
Steve McChesney, Council Member
Patrick Antonen, City Administrator*

3. Setting of Agenda **Note:** Consent Agenda items will be acted on with one motion unless a council member requests their placement on the regular agenda -

4.
 - a. Taxpayer Comments
 - b. Council Member Comments
 - c. Mayor Comments
 - d. COVID-19 Update

5. COMMITTEE REPORTS

- a. Utilities Commission
- b. Police Governing Board
- c.

6. COUNCIL BUSINESS

- a. Consent Agenda

Item

Action

- | | |
|--|---------|
| 1. Minutes - 06/09/20 Regular Council Meeting (Enclosed) | Approve |
| 2. General Fund Disbursements (Enclosed) | Approve |
| 3. Police Disbursements (Enclosed) | Approve |
| 4. Fire Disbursements (Presented at Meeting) | Approve |
| 5. | Approve |

Council Action _____

- b. COVID-19 Preparedness and Response Plan (Enclosed)

Council Action _____

- c. Resolution No. 2020-13 Appointing Election Judges for August 11, 2020 Primary Election (Enclosed)

Council Action _____

- d. _____

Council Action _____

7. ADJOURNMENT

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**Tuesday, June 9, 2020
7:00 p.m.**

1. CALL TO ORDER

Mayor Bartholomay called the meeting to order at 7:00 p.m. He noted the meeting is being conducted via online video means pursuant to Minnesota Statutes Section 13D.021.

2. ROLL CALL

Also present via video conferencing were Council Members McChesney, Rauner, Goldberg, and Percy. City Administrator Antonen was present in Circle Pines city council chambers and participating via video conferencing.

Mayor Bartholomay acknowledged the recent death of George Floyd. He read a statement from Centennial Lakes Police Chief Coan that was posted on the police department's Facebook page. Bartholomay thanked Coan for that statement and his leadership to CLPD.

Bartholomay commented on how challenging the past few weeks and months have been for the city and its residents. He expressed the need for optimism, understanding and personal growth and joining with others to make necessary changes individually and as a community.

3. SETTING OF AGENDA

Fire Steering Committee was added as Item 5.a. It was also noted a work session will follow the meeting and its topic will be discussion on modifications to city hall to fit COVID-19 guidelines.

4. COMMENTS

a. Taxpayer Comments

It was noted there were no audience members present in council chambers.

b. Council Member Comments

Council Member Percy asked about the status of the street project on the south side of Lake Drive. City Administrator Antonen responded the first lift of asphalt was laid around city hall, Civic Heights Drive, Pine Drive and Shepherd Court on Monday morning. He said it is not yet definite when the second lift will be laid.

Mayor Bartholomay asked how the rest of the street project is going. Antonen said utilities are being placed on Stardust Boulevard, and curb is installed on Center Road to North Star Lane and will be extended to North Road beginning tomorrow. He said asphalt will be placed potentially late next week.

c. Mayor Comments

Mayor Bartholomay commented on the following:

- Recent passing of Eleanor Yackel
- Police chief hiring process due to Chief Coan's retirement
- Centennial High School's alternate to the annual Seniors All-night Party
- Virtual graduation on North Metro TV
- Congratulations to all high school graduates

d. COVID-19 Update

City Administrator Antonen commented that Phase 1 of the remodel plans will get city hall open and operational, and scheduled reopening is June 26 as that is the first day of absentee voting for the Primary election. He said it is also required that the city have a preparedness plan in place by June 29. He said the preparedness plan is in its final stages and is almost ready to be adopted by the council.

Antonen said seating and cameras in the council chambers are being adjusted for social distancing purposes and hopefully in-person meetings by the end of the month. He said Zoom meetings will remain an option until the governor's emergency order is no longer valid.

5. COMMITTEE REPORTS

a. Fire Steering Committee

Council Member Percy reported the committee had a special meeting June 8 to receive a resignation notice from Chief Harlan Lundstrom who will be retiring at the end of June. He said the committee discussed interim plans for the position and an outside study will be conducted by a consulting firm with results expected later this year.

6. COUNCIL BUSINESS

a. Consent Agenda

Items included:

1. Minutes – 05/26/20 Regular Council Meeting
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements
5. Licenses

MOTION: Percy moved, seconded by Rauner, to approve the Consent Agenda as presented.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

b. Resolution No. 2020-12 Authorizing Participation in State Performance Measures and Continuation of the Ten City Performance Measures of the Local Results and Innovation Council.

City Administrator Antonen noted this is a yearly resolution to participate in the state's performance measures by conducting a city survey, and then the state gives the city about \$800 for participating in the performance measures system. He said results of the survey are reported to the state.

MOTION: McChesney moved, seconded by Percy, to approve **Resolution No. 2020-12**, a Resolution Authorizing Participation in State Performance Measures and Continuation of the Ten City Performance Measures of the Local Results and Innovation Council.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

c. Pay Voucher No. 2 – 2020 Street and Utility Reconstruction Project

City Administrator Antonen mentioned the voucher is for \$659,335.41 and equates to an almost-30 percent completion of the project. He noted this is the earliest the city has ever been at this point in the completion of a street project. He said engineers have checked the requested amount and staff recommends approval of this voucher.

MOTION: Rauner moved, seconded by McChesney, to approve Pay Voucher No. 2 for the 2020 Street and Utility Improvement Project in the amount of \$659,335.41.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

d. Review of RFP for Garbage, Recycling, Yard Waste and Organics Disposal 2021 to 2025

Mayor Bartholomay commented there has been an interest in having a Request for Proposals when the time comes for renewing this contract. Council Member Rauner said it's not that we want to change providers, but it's prudent to do a full RFP when you've had a vendor for this long.

City Administrator Antonen commented this RFP includes an option of disposal of organics. He said the current provider knows there is an RFP. He said once the RFP is approved by the council, it will be sent to providers who will have a month to respond.

Antonen said organics would be similar to the yard waste cart service that is a subscription service. He said the timeframe is council approval of RFP today, bids due in July, negotiations the following month, and decision on hauler. He said communications to residents would be necessary if there is a change in hauler as carts would need to be exchanged by November and December.

Council Member Percy commented he would be in favor of the organics recycling. Council Member Rauner expressed kudos to Assistant City Administrator Chandra Peterson for her thorough efforts on the RFP.

MOTION: Goldberg moved, seconded by McChesney, to approve the Request for Proposals for Residential Garbage, Recycling, Organics Recycling and Yard Waste for a five-year period 2021 to 2025.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

7. ADJOURN TO WORK SESSION

MOTION: Percy moved, seconded by Rauner, to adjourn to work session at 7:37 p.m.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

Mayor

Clerk

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
06/16/2020						
30480 CENTENNIAL UTILITIES						
062320	15	Invoice	May Utilities	06/23/2020	47.99	06/20
062320	16	Invoice	May Utilities	06/23/2020	21.43	06/20
062320	17	Invoice	May Utilities	06/23/2020	21.43	06/20
062320	18	Invoice	May Utilities	06/23/2020	104.86	06/20
062320	19	Invoice	May Utilities	06/23/2020	21.56	06/20
Total 062320:					217.27	
Total 30480 CENTENNIAL UTILITIES:					217.27	
110204 KNOWLAN'S SUPER MARKETS						
62320	1	Invoice	coffee	06/23/2020	2.10	06/20
62320	2	Invoice	coffee	06/23/2020	1.40	06/20
Total 62320:					3.50	
Total 110204 KNOWLAN'S SUPER MARKETS:					3.50	
150180 OPTUM BANK						
9510052386	1	Invoice	May Service Fee	06/23/2020	1.13	06/20
9510052386	2	Invoice	May Service Fee	06/23/2020	1.51	06/20
Total 9510052386:					2.64	
Total 150180 OPTUM BANK:					2.64	
Total 06/16/2020:					223.41	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
06/17/2020						
30460 CENTENNIAL LAKES POLICE DEPT.						
062320	1	Invoice	JUNE 2020 CONTRACT	06/23/2020	89,339.33	06/20
062320	2	Invoice	ACCOUNTING SERVICE	06/23/2020	675.00-	06/20
062320	3	Invoice	MAY 2020 DENTAL COBRA CL	06/23/2020	84.60	06/20
Total 062320:					88,748.93	
Total 30460 CENTENNIAL LAKES POLICE DEPT.:					88,748.93	
50105 EHLERS						
83639	1	Invoice	CONSULTING 2010B GO BONDS	06/23/2020	3,500.00	06/20
Total 83639:					3,500.00	
Total 50105 EHLERS:					3,500.00	
50116 ELK RIVER WINLECTRIC CO						
315702 00	1	Invoice	LED LIGHTS FOR LESTER BUILDING	06/23/2020	1,768.44	06/20
Total 315702 00:					1,768.44	
Total 50116 ELK RIVER WINLECTRIC CO:					1,768.44	
90200 INNOVATIVE OFFICE SOLUTION,LLC						
IN2994181	1	Invoice	LEGAL PADS	06/23/2020	7.22	06/20
Total IN2994181:					7.22	
Total 90200 INNOVATIVE OFFICE SOLUTION,LLC:					7.22	
100135 JIMMY'S JOHNNYS, INC						
164956	1	Invoice	BALDWIN PORTABLE RESTROOM	06/23/2020	118.00	06/20
Total 164956:					118.00	
164957	1	Invoice	GL PORTABLE RESTROOM RENTAL	06/23/2020	150.00	06/20
Total 164957:					150.00	
Total 100135 JIMMY'S JOHNNYS, INC:					268.00	
130205 MMKR INC						
48361	1	Invoice	2019 AUDIT PROGRESS BILLING	06/23/2020	5,401.50	06/20
Total 48361:					5,401.50	
Total 130205 MMKR INC:					5,401.50	
130409 MENARDS - BLAINE						
96878	1	Invoice	BOSTITCH STAPLER/STAPLES	06/23/2020	2.90	06/20
96878	2	Invoice	BOSTITCH STAPLER/STAPLES	06/23/2020	2.90	06/20
96878	3	Invoice	PK BLDG WRAP/LED STRIP/MISC	06/23/2020	349.77	06/20
96878	4	Invoice	CONCESSION STAND IMP 4X8'S, GREEN TR	06/23/2020	174.57	06/20

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
Total 96878:					530.14	
Total 130409 MENARDS - BLAINE:					530.14	
160270 PHILIPS TREE CARE, LLC						
12865	1	Invoice	BROADLEAF HERBICIDE APPL	06/23/2020	309.75	06/20
Total 12865:					309.75	
Total 160270 PHILIPS TREE CARE, LLC:					309.75	
240100 XCEL ENERGY						
062320	1	Invoice	STREET LIGHT ELEC	06/23/2020	128.60	06/20
Total 062320:					128.60	
Total 240100 XCEL ENERGY:					128.60	
Total 06/17/2020:					100,662.58	
Grand Totals:					100,885.99	

Report GL Period Summary

Vendor number hash: 0
 Vendor number hash - split: 0
 Total number of invoices: 0
 Total number of transactions: 0

Report Criteria:

Invoice Detail.GL Account = 10110100-506477506710,70210100-702499702730

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
06/20	06/12/2020	13243	ASPEN MILLS, INC	LIFESAVING AWARD BARS	1,161.75
06/20	06/12/2020	13244	CENTURY LINK	COMMUNICATIONS JUNE	119.66
06/20	06/12/2020	13245	COVERALL OF THE TWIN CITIES INC	CLEANING SERVICE JUNE	780.00
06/20	06/12/2020	13246	DON'S CIRCLE SERVICE	VEHICLE REPAIRS & MTC	604.99
06/20	06/12/2020	13247	METRO SALES, INC	COPIER CONTRACT USAGE CHG	182.31
06/20	06/12/2020	13248	PITNEY BOWES GLOBAL FINANCIAL	2ND QTR POSTAGE METER LEASE	61.59
06/20	06/12/2020	13249	CITY OF ROSEVILLE	IT SUPPORT SERVICES JUNE	3,816.00
06/20	06/12/2020	13250	SHRED-N-GO, INC	SHREDDING SERVICE MAY	54.73
06/20	06/12/2020	13251	STREICHER'S, INC	DRAG STABILIZED BEAN BAG	298.60
06/20	06/12/2020	13252	TRANSUNION RISK & ALTERNATIVE	INVESTIGATION EXPENSES MAY	50.00
Grand Totals:					<u>7,129.63</u>

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period	GL Activity
06/10/2020											
11565 ASPEN MILLS, INC											
ASPEN MIL	11565	253218	1	Invoi	BODY ARMOR ODMARK	06/10/2020	06/10/2020	958.95	901-42-2100-218	06/20	0
ASPEN MIL	11565	257346	1	Invoi	LIFESAVING AWARD BARS	06/10/2020	06/10/2020	202.80	901-42-2100-218	06/20	0
Total 11565 ASPEN MILLS, INC:								1,161.75			
30485 CENTURY LINK											
CENTURY	30485	061020	1	Invoi	COMMUNICATIONS JUNE	06/10/2020	06/10/2020	119.66	901-42-2100-321	06/20	0
Total 30485 CENTURY LINK:								119.66			
31253 COVERALL OF THE TWIN CITIES INC											
COVERALL	31253	707027	1	Invoi	CLEANING SERVICE JUNE	06/10/2020	06/10/2020	780.00	901-42-2100-401	06/20	0
Total 31253 COVERALL OF THE TWIN CITIES INC:								780.00			
40700 DON'S CIRCLE SERVICE											
DON'S CIR	40700	220298	1	Invoi	VEHICLE REPAIRS & MTC	06/10/2020	06/10/2020	28.00	901-42-2100-404	06/20	0
DON'S CIR	40700	220309	1	Invoi	VEHICLE REPAIRS & MTC	06/10/2020	06/10/2020	28.00	901-42-2100-404	06/20	0
DON'S CIR	40700	220315	1	Invoi	VEHICLE REPAIRS & MTC	06/10/2020	06/10/2020	28.00	901-42-2100-404	06/20	0
DON'S CIR	40700	220346	1	Invoi	VEHICLE REPAIRS & MTC	06/10/2020	06/10/2020	28.00	901-42-2100-404	06/20	0
DON'S CIR	40700	220386	1	Invoi	VEHICLE REPAIRS & MTC	06/10/2020	06/10/2020	464.99	901-42-2100-404	06/20	0
DON'S CIR	40700	220434	1	Invoi	VEHICLE REPAIRS & MTC	06/10/2020	06/10/2020	28.00	901-42-2100-404	06/20	0
Total 40700 DON'S CIRCLE SERVICE:								604.99			
130460 METRO SALES, INC											
METRO SA	130460	INV160	1	Invoi	COPIER CONTRACT USAGE CHG	06/10/2020	06/10/2020	182.31	901-42-2100-403	06/20	0
Total 130460 METRO SALES, INC:								182.31			
160420 PITNEY BOWES GLOBAL FINANCIAL											
PITNEY BO	160420	310397	1	Invoi	2ND QTR POSTAGE METER LEASE	06/10/2020	06/10/2020	61.59	901-42-2100-322	06/20	0
Total 160420 PITNEY BOWES GLOBAL FINANCIAL:								61.59			
180500 CITY OF ROSEVILLE											
CITY OF R	180500	022901	1	Invoi	IT SUPPORT SERVICES JUNE	06/10/2020	06/10/2020	3,816.00	901-42-2100-320	06/20	0
Total 180500 CITY OF ROSEVILLE:								3,816.00			
190387 SHRED-N-GO, INC											
SHRED-N-	190387	105597	1	Invoi	SHREDDING SERVICE MAY	06/10/2020	06/10/2020	54.73	901-42-2100-201	06/20	0
Total 190387 SHRED-N-GO, INC:								54.73			
190910 STREICHER'S, INC											
STREICHE	190910	I143454	1	Invoi	DRAG STABILIZED BEAN BAG	06/10/2020	06/10/2020	298.60	901-42-2100-215	06/20	0
Total 190910 STREICHER'S, INC:								298.60			
200250 TRANSUNION RISK & ALTERNATIVE											
TRANSUNI	200250	061020	1	Invoi	INVESTIGATION EXPENSES MAY	06/10/2020	06/10/2020	50.00	901-42-2100-217	06/20	0
Total 200250 TRANSUNION RISK & ALTERNATIVE:								50.00			

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period	GL Activity
Total 06/10/2020:								<u>7,129.63</u>			

6/10/2020 GL Period Summary

GL Period	Amount
06/20	<u>7,129.63</u>
Grand Totals:	<u><u>7,129.63</u></u>

Grand Totals: 7,129.63

Report GL Period Summary

GL Period	Amount
06/20	<u>7,129.63</u>
Grand Totals:	<u><u>7,129.63</u></u>

Vendor number hash: 1381995
 Vendor number hash - split: 1381995
 Total number of invoices: 16
 Total number of transactions: 16

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	<u>7,129.63</u>	<u>.00</u>	<u>7,129.63</u>
Grand Totals:	<u><u>7,129.63</u></u>	<u><u>.00</u></u>	<u><u>7,129.63</u></u>



**Emergency Preparedness
and Response Plan**

**Pandemic COVID-19
Reopening Plan**

June 2020

Introduction:

I. Purpose and Background

The purpose of this document is to outline a coordinated and rational City/Utilities response to possible emergencies that would result in a critical level of employee absenteeism that would impact normal city/utility operations.

What is a Pandemic and why are we preparing?

A pandemic is a global disease outbreak. A pandemic occurs when a new virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads easily person-to-person worldwide, the most serious of which could lead to significant human deaths and social disruption.

Characteristics and challenges of a pandemic:

1. Rapid Worldwide Spread

- When a pandemic virus emerges, its global spread is considered inevitable.
- Preparedness activities should assume that the entire world population would be susceptible.
- Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.

2. Health Care Systems Overloaded

- Most people have little or no immunity to a pandemic virus. Infection and illness rates soar. A substantial percentage of the world's population will require some form of medical care.
- Nations unlikely to have the staff, facilities, equipment and hospital beds needed to cope with large numbers of people who suddenly fall ill.
- Death rates are high, largely determined by four factors: the number of people who become infected, the virulence of the virus, the underlying characteristics and vulnerability of affected populations and the effectiveness of preventive measures.
- Past pandemics have spread globally in two and sometimes three waves

3. Medical Supplies Inadequate

- The need for vaccine is likely to outstrip supply.
- The need for antiviral drugs is also likely to be inadequate early in a pandemic.
- A pandemic can create a shortage of hospital beds, ventilators and other supplies. Surge capacity at non-traditional sites such as schools may be created to cope with demand
- Difficult decisions will need to be made regarding who gets antiviral drugs and vaccines.

4. Economic and Social Disruption

- Travel bans, closings of schools and businesses and cancellations of events could have major impact on communities and citizens.
- Care for sick family members and fear of exposure can result in significant worker absenteeism.

Accordingly, many factors become vital in preparing for this type of situation. Understanding what a pandemic is, what needs to be done at all levels to prepare for pandemic, and what could happen during a pandemic helps us make informed decisions both as individuals and as a community. Should a pandemic occur, the public must be able to depend on its government to provide scientifically sound public health information quickly, openly and dependably.

This document intends to outline what capacities the City of Circle Pines/Centennial Utilities may have in the event of an emergency causing a critical level of employee absenteeism.

REGARDLESS OF THE EFFORTS OF THE CITY OF CIRCLE PINES/CENTENNIAL UTILITIES OR ANY OTHER GOVERNMENTAL AGENCY, ALL PLANNING MUST BEGIN AT HOME; EVERY HOUSEHOLD SHOULD ALSO BE PREPARING FOR A POSSIBLE PANDEMIC EPISODE.

II. Thresholds for Re-Opening City Facilities

The Governor has provided the graphic shown below to depict different “phases” on reopening due to COVID-19. The City of Circle Pines has aligned its reopening plan with different milestones depicted on the dials. Due to the ever-changing nature of the COVID-19 pandemic, the following PHASES should be considered guidelines rather than hard and fast rules. The City will continue to take its guidance from the Centers for Disease Control (CDC) and Minnesota Department of Health (MDH) when implementing safety precautions and reopening plans. The thresholds listed below may change as more information or guidance is provided. Many of the details in this Preparedness Plan are aligned with the different phases.

m Safely adjusting the dials - June 10



PHASE 0

The dial on Workplace Settings is set to **Critical Services** and there is a Stay-at-Home order in place.

Facilities: All city facilities are closed to the public. Additional procedures for cleaning are implemented.

Employees: Essential Employees are working. Employees are required to work remotely. Those whose job tasks cannot be performed remotely may be required to work in their normal setting during this period with additional precautions. Employees whose tasks are able to be completed remotely shall work remotely unless voluntarily returning with the approval of the Department Head and City Administrator.

Services: Critical and essential services continue. Alternate service delivery models are established to allow continued services remotely.

Meetings: All work-related meetings are conducted virtually.

PHASE I

The dial on 'Social Settings' reaches Small Family Gatherings.

Facilities: Some city facilities may be open to the public for services in a limited capacity or in line with CDC guidelines (i.e. Parks). Additional requirements for cleaning, signage, and workspaces will be implemented.

Employees: Essential Employees are working. Some employees are allowed to return to work **in a limited capacity** when the dial on the 'Social Settings' reaches *Small Family Gatherings*. This would permit a limited number of employees to be in building(s) at one time utilizing infection prevention measures and social distancing & CDC guidelines to limit/prevent the spread of COVID- 19.

Services: Critical and essential services continue. Alternate service delivery models continue, although there may be additional review or enhancement of service delivery.

Meetings: Work-related meetings may be conducted virtually or in settings where CDC guidelines can be followed.

PHASE II

The dial on 'Social Settings' reaches Places of Worship.

Facilities: Additional city facilities may be open to the public for services in a limited capacity or in line with CDC guidelines (i.e. City Hall). Requirements for cleaning, signage, and workspaces will continue with additional signage for public and social distancing and additional protocols for cleaning high-touch public areas.

Employees: Essential Employees are working. Additional employees may work in city facilities and deal directly with the public in a limited capacity and in line with CDC guidelines.

Services: Critical and essential services continue. In-person services begin to resume with specific guidelines or precautions.

Meetings: Work-related meetings may be conducted virtually or in settings where CDC guidelines can be followed. City Council, Boards and Commission meetings can be held in-person subject to social distancing requirements and attendance limits. All public meetings that are expected to generate attendance of up to 50 persons or less may resume with in person attendance determined by proper social distancing

PHASE III

The dial on the 'Social Settings' reaches Indoor Entertainment/Recreation, Bars and Restaurants and/or In-Person school learning.

There may be additional precautions as we enter this phase, however in a general term, this will be more of a return-to-normal operation. Programs and services may be fully operational, albeit possibly under a new model of operation.

Facilities: Additional (all) city facilities may be open to the public for services in line with CDC guidelines (i.e. City Hall). Requirements for cleaning, signage, and workspaces will continue with additional signage for public and social distancing and additional protocols for cleaning high-touch areas.

Employees: All Employees are working. Most employees will work in city facilities in line with CDC guidelines.

Services: Critical and essential services continue. In-person services begin to resume.

Meetings: Work-related meetings and public meetings are conducted using safe and healthy practices. Public meetings may resume without restrictions on the number of attendees. Modifications to some of the noted *precautions/guidelines* as outlined further in this plan may still be necessary to reflect society's new normal.

III. Screening for employees exhibiting signs and symptoms of COVID-19 (for PHASES I, II, and III)

As employees are phased back into working at their traditional facilities, the City has provided guidance on how to screen for employees who may be exhibiting signs or symptoms of COVID-19. Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Employees are expected to monitor their health conditions prior to leaving their home for work and follow the THRESHOLD CHART for when to stay home from work.

Employees are responsible for notifying their Supervisor if they are experiencing symptoms and are unable to work, or if they must leave work subject to this policy. Supervisors are expected to be familiar with the signs and symptoms of COVID-19 and the procedures to follow if an employee is exhibiting signs or symptoms in the workplace.

PROCEDURES:

- **BEFORE LEAVING FOR WORK:** Employees are expected to assess their health condition prior to leaving their home for work if they are not working remotely. This includes a self-assessment of the following symptoms: temperature, cough, sore throat, respiratory issues, body aches, fatigue, headache, and/or diarrhea that cannot be explained by any other medical issue the employee is experiencing.
- **UPON ARRIVAL AT WORK:** Employees may be directed to designate one-way entrances and exits in and out of facilities to support the 6-foot physical distancing. Employees may be required to complete a health screening questionnaire depending upon current health guidelines and may participate in temperature screenings.
- **IF SYMPTOMS APPEAR DURING THE WORKDAY:** An employee should immediately notify their supervisor that they must leave work, gather their things and proceed to the nearest exit from their workstation.

IV. Safe Work Environments - Cleaning Procedures

(PHASES 0 and I)

Cleaning Schedule:

Every morning staff will disinfect all high-touch areas which include and but are not limited to: door handles, hand railings, key pads, common area furniture, and common area counters. Normal cleaning operations (mopping floors, emptying garbage/recycling, etc.) will occur as usual.

Staff will be required to wipe down public surfaces once or twice more per day. If a conference room is used, a staff member will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after meeting.

Each department will develop its own cleaning policies, procedures, spaces, and timing based on department needs.

(PHASES II, III)

Cleaning Schedule:

Every morning staff will disinfect all high-touch areas which include and but are not limited to: door handles, hand railings, key pads, common area furniture, and common area counters. Normal cleaning operations (mopping floors, emptying garbage/recycling, etc.) will occur as usual. **Phase II and III will require additional time be spent on public counters, glass dividers, chairs in public spaces, etc.**

Staff will be required to wipe down public surfaces once or twice more per day. If a conference room is used, a staff member will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after meeting.

Staff will be required to wipe down public surfaces once or twice more per day. For Phases II and III, staff should wipe down counters and glass dividers after every public interaction at the counter.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.

Additional signage will be posted in restrooms during PHASES 0-III as reminders. Some facilities will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water for visitors as they enter and exit.

Restrooms are readily available in city buildings and are stocked. Restrooms are cleaned and sanitized based on the procedures outlined in the cleaning schedule. Employees may leave their work stations at any time to wash their hands.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Employees will be reminded of this through this plan as well as through email and supervisor updates to staff.

V. Social Distancing & other Facility Controls

Social distancing is being implemented in the workplace through the following:

Work Spaces:

Each department will be individually surveyed to determine which current workstations meet separation/social distancing guidelines. Offices are all assumed to be acceptable unless shared. Cubicles with dividers at least five (5) feet in height are assumed to be acceptable to have adjacent workstations occupied. If cubicle dividers are less than five feet in height (or are not present), first consideration should be given to relocate staff to other areas which may require sharing space with staggered staffing levels if the employees must report to work. If this is not feasible, sneeze guards will be used to provide a barrier between workstations.

Public Counters:

Glass divided has been installed at our main public counter.

Shared Spaces or Common Areas:

Shared spaces include the mail room, lunch room, storage rooms, conference rooms, bathrooms, general office areas, and lobby and hallway areas. In addition, every effort should be made to maintain social distancing guidelines at all times.

Lunchroom:

Employees will be directed to only have one person at the table. Table should be wiped down before and after use.

Refrigerator:

Employees are strongly encouraged to bring in a small cooler or other device to keep food cool until lunch. If the refrigerator must be used all food must be covered and containers shall not touch.

Conference Rooms:

Each conference room will be reviewed and chairs will be removed to indicate a capacity per conference room for meetings following social distancing guidelines. Per other guidelines, all meetings should be virtual if at all possible. Even if multiple attendees are in the building. If a conference room is used a staff member will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after each meeting. The council chambers will be used as a conference room for the foreseeable future.

Bathrooms:

PHASE 0 & I: Consider a lock that indicates “Vacant/Occupied” on all bathroom doors to convert the operation of the bathrooms into a single-user facility. (Maintenance facility locker room excluded).

PHASE II: In addition to precautions listed in Phase 0 & I, bathroom may have a modified/enhanced cleaning schedule.

PHASE III: In addition to precautions listed in Phase 0 & I, all bathrooms likely open to the public.

Signage:

Signs to promote healthy hygiene habits, as well as communicate that people with symptoms should not enter city facilities. Signs will include a phone number for people to call if they need assistance and cannot enter. Floor signs or cones will be used to indicate appropriate standing spots while waiting in line for help at counters. Bathroom doors may be converted to include a slider “Vacant/Occupied”.

VI. Facial Coverings

Each department will also be provided with a supply of disposable masks, for use as needed. Instructions/training on donning/doffing and disposing of masks will be provided to employees.

VII. Other Protective Equipment

PHASES 0- I- & II

Some situations will require the need for employees to utilize disposable gloves. These situations will be determined department by department task by task. Gloves will be provided and instructions / training on donning and doffing of the gloves will be provided to employees.

PHASE III

All glove recommendations are lifted. Employees will utilize and determine safe “return-to normal operations”. Face coverings are recommended for every interaction at the front counter with the general public. Gloves will be available upon request.

VIII. Public Meetings

Each phase, as outlined above, will need to ensure compliance with the following additional precautions/guidelines for **PHASES I AND II**, as described below:

Room Set-Up

- Seating 6' apart
- Sign-in sheet (name, address, phone #, email) – ability to notify in-case of outbreak
- Supplies/Cleaning*
- COVID best practices signage at door** Self-serve table with hand-outs
- Attendance monitor required (wearing face covering & gloves) Ready a “waiting area” (overflow) that maintains social distancing Dais, table arranged to ensure social distancing
- No food or beverage to be provided/served

In-Person Engagement

- Establish an RSVP for in-person engagement on “Public Engagement during COVID-19” webpage
- Discourage handouts from attendees – send electronically
- Encourage electronic or written comments – assign person to receive electronic comments
- Face covering may be removed when verbally engaging in meeting and/or when social distancing isn't interrupted

Communications

- Mailed/written notices for meetings (when required)

How to engage electronically

- COVID best practices** (consider multiple languages)
- Include postponement and/or cancellation disclaimer (interest too high to be safe, community spread spike, etc.)

*Supplies/Cleaning

Hand sanitizer Tissues Gloves

Disposable face coverings/masks (if possible)

Disinfectant spray/wipes – wipe surfaces down before and after meeting

RESOLUTION NO. 2020-13

**STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF CIRCLE PINES**

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE
PRESIDENTIAL NOMINATION PRIMARY ELECTION
TO BE HELD AUGUST 11, 2020**

WHEREAS, the City of Circle Pines will be conducting a Primary Election on August 11, 2020; and

WHEREAS, pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality shall be appointed by the governing authority in the municipality; and

WHEREAS, persons selected to serve meet all requirements of MN statute and county administrative policy, and have been trained and certified pursuant to law.

NOW THEREFORE LET IT BE RESOLVED THAT, the City Council of Circle Pines as follows:

- 1) The individuals listed on Attachment A are hereby appointed to serve as election judges for the Primary Election to be held on August 11, 2020.
- 2) In the event circumstances require judges to be appointed in addition to the persons named in this resolution, the Clerk of Election is authorized to appoint as necessary, provided that the persons appointed meet all requirements of MN statute and administrative policy.

Adopted this 23rd day of June, 2020 by the City Council of the City of Circle Pines.

ATTEST:

Dave Bartholomay, Mayor
(Seal)

Patrick Antonen, City Administrator

ATTACHMENT A

Judge Board Report, 2020 Primary Election Tuesday, August 11, 2020

Circle Pines P-1

St. Mark Lutheran Church, 1 North Road, Circle Pines, MN 55014

Nadine Bishop

Don Bisila

Jacqueline Cottingham-Zierdt

Susan Ziemer

Dale Randall

Jeff Ganske

Patti Coleman

Lynn Jorris

Collen Kelly

Susan Moore

Circle Pines P-2

Circle Pines City Hall, 200 Civic Heights Circle, Circle Pines, MN 55014

Jill Perron

Peggy Sandmann

Brian Bohne

Kim Kelso

Janice Taramelli

Janice Boyer Kellerman

Mark Reeves

Bonnie Rae

Sada Ganske

Sandy Rand

Joe Manson

Barb LaChance