



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, JULY 06, 2020**  
**CITY HALL at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - June 15, 2020 City Council Meeting
  - [B.](#) Resolution 20-25 Appointing Election Judges for Primary Election
  - [C.](#) Contractor's Licenses
- 7. DEPARTMENT REPORTS**
  - A. Public Works Report
  - [B.](#) Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 20-24, Authorizing 2019 Year End Fund Transfers
- 9. NEW BUSINESS**
  - [A.](#) Approval of 2021 Budget for North Metro Telecommunications Commission
  - [B.](#) Approval of COVID-19 Response Plan
  - [C.](#) Award Quote for 81st Avenue Signage and Installation
- 10. REPORTS**
  - [A.](#) Engineer's Report
  - B. Attorney's Report
  - [C.](#) Administrator Report
- 11. OTHER**
  - [A.](#) CARES Act Funding Update
  - [B.](#) Correspondence
- 12. ADJOURN**

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS AND**  
**DISCUSSION FROM THE FLOOR**

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

## **RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS**

### **DISCUSSION FROM THE FLOOR**

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

### **PUBLIC HEARINGS**

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes.

In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.

- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on June 15, 2020 at the City Hall, at 7:00 PM.

### **1. CALL TO ORDER**

Mayor Nelson called the meeting to order at 7:00 PM.

### **2. ROLL CALL**

#### PRESENT:

Mayor Robert Nelson  
Councilmember Ken Wendling  
Councilmember Brad Delfs  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks

#### STAFF PRESENT:

Public Works Director Randall, Police Chief Ebeltoft, Attorney Thames, Parks and Recreation Director Okey and Administrator Buchholtz

#### VISITORS:

Justine Jones, 8081 Garfield Street NE  
Jerri McMahan, 8073 Garfield Street NE  
Donna and Gene Eiler, 8301 Pierce Street NE

### **3. PLEDGE OF ALLEGIANCE**

### **4. ADDITIONS OR CORRECTIONS TO AGENDA**

Administrator Buchholtz requested that a Right of Way Application be added to the agenda as Item 6F and Resolution 20-23, Accepting Monetary Donation, be added as Item 6G to the Consent Agenda.

### **5. DISCUSSION FROM THE FLOOR**

Gene Eiler, 8301 Pierce Street NE, reported that there a number of box trucks in the neighborhood that are parked on residential driveways. He reported that they have been starting up and running late at night. He reported that the house at 8345 Pierce Street is vacant; however, the neighbors have been mowing the lawn.

Mayor Nelson advised Mr. Eiler to call 911 and report to them when the vehicles are running. He reported that the vacant house has been reported to Code Enforcement and is being investigated.

Donna Eiler, 8301 Pierce Street NE, reported that she has noticed a lot more traffic through her residential area since the opening of the Legends of Spring Lake Park. She expressed her concern that if the Police are called, regarding the box trucks running at night, that the caller will not remain anonymous. Police Chief Ebeltoft advised residents that when a call is placed to ask that their information remain anonymous.

## 6. CONSENT AGENDA

- A. Approval of Minutes - June 1, 2020 City Council Meeting
- B. General Operations Disbursements #20-09 \$341,758.01
- C. 2nd Quarter Billing for 2021 Payable 2022 Property Tax Assessment - Ken Tolzmann
- D. Approval of Second Amendment to the Purchase Agreement - 525 Osborne Road NE
- E. Biennial Audit Summary Report
- F. Right of Way Application – Telcom Construction, Inc.
- G. Resolution 20-23 Resolution Accepting Monetary Donation

Motion made by Councilmember Wendling to approve Consent Agenda.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

## 7. DEPARTMENT REPORTS

### A. Police Report

Police Chief Ebeltoft reviewed the staff report for the month of May.

### B. Parks and Recreation Report

Parks and Recreation Director Okey reviewed the staff report for the month of May.

## 8. PUBLIC HEARING

### A. Public Hearing on Interim Ordinance Establishing a Moratorium on New Rental Housing Licenses

Administrator Buchholtz reviewed the staff memo and reported that Mayor Nelson requested that an Interim Ordinance be drafted placing a six-month moratorium on the conversion of residential properties to rental within the City limits.

Mayor Nelson opened the Public Hearing at 7:25 PM.

Hearing no discussion from the floor, Mayor Nelson closed the Public Hearing at 7:25 PM.



**9. ORDINANCES AND/OR RESOLUTIONS**

- A. Ordinance 468, Establishing A Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park

Motion made by Mayor Nelson to approve Ordinance 468 Establishing A Moratorium on the Conversion of the Residential Property to Rental Property in the City of Spring Lake Park.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

- B. Resolution 20-22, Establishing Precinct and Polling Locations for 2020 Election Year

Administrator Buchholtz reviewed the staff memo. He reported that a large emphasis will be placed on encouraging absentee voting. He reported that having all the precincts at one location it will ease the stress on staff should there be a shortage of election judges on Election Day. He reported that in the past there has been resistance from the school district about using their facilities and staff is hopeful that Emmanuel Christian Center will be a suitable location for future elections. He stated that polling place locations are established on an annual basis.

Motion made by Councilmember Wendling to approve Resolution 20-22 Establishing Precinct and Polling Locations for 2020 Election Year.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

**10. NEW BUSINESS**

- A. Award Bids for Arthur Street Water Treatment Plant Restoration

Public Works Director Randall reviewed the staff memo and bid results with the City Council. He reported that three bids were received and ranged from the high of \$653,667.00 to a low of \$552,700.00. He reported that that Engineer’s Estimate was \$434,000.00 He provided the following bid results:

<u>Contractor</u>	<u>Total Bid</u>
Mangey Construction, Inc.	\$552,700.00
Municipal Builders, Inc.	\$562,000.00
JPMI Construction Co.	\$653,667.00

Mr. Randall reported that Magney Construction, Inc. is the low bidder and SEH has worked with this contractor on several projects of similar or larger sizes. He reported that Magney Construction worked on a lift station for the city previously.

Mr. Randall reported that \$250,000 will be paid from the insurance claim and the remaining funds will be taken from the Public Utility Repair and Replacement Fund. He stated that there were several added safety precautions added with the repairs.

Councilmember Goodboe-Bisschoff inquired as to why the bid results were so much higher than the Engineer's Estimate. Mr. Randall stated that there were several spare parts and extra supplies in the bid however; he feels that those parts will not be needed and the actual amount will be less.

Motion made by Councilmember Delfs to award Magney Construction Inc. the bid for the Arthur Street Water Treatment Plant Restoration in the amount of \$552,700.00.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

B. Terrace Court Resurface Project

Parks and Recreation Director Okey reviewed the staff memo and reviewed the price quote for resurfacing the Terrace Park court complex. She reported that the Public Works Department would be able to complete the project this summer as the weather permits.

Mayor Nelson inquired if the court would be milled down to the base level if the paint remains in the areas where the paint has not peeled away. Mr. Randall stated that equipment will be used to mill the base down and resurface the courts.

Motion made by Councilmember Wendling to approve Terrace Court Resurface project.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

## 11. REPORTS

A. Engineer's Report

Councilmember Dircks asked for clarification on the date for the MS4 Permit to be completed. Administrator Buchholtz stated that Engineer Gravel's report should have stated June 30, 2020. He reported that the permit will be completed by June 30, 2020, and will be presented to the City Council on July 20, 2020.

B. Attorney's Report - None

C. Administrator Report- None

**12. OTHER**

Jeri McMahan, 8073 Garfield Street NE, inquired if she could get a copy of the punch list items for the Garfield Pond Improvement project. She inquired on the number and types of trees that will be planted within the next few weeks. She inquired if any prairie grass will be planted as a covering around the trees. Administrator Buchholtz reported that he would get a copy of the punch list items to her as well as the plan set.

Mayor Nelson reminded the residents that the Public Works Department has a limited staff this summer season and to have patience with the mowing and weeding throughout the city.

**13. ADJOURN**

Motion made by Councilmember Wendling to adjourn the City Council meeting.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

The meeting adjourned at 7:42 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**RESOLUTION NO. 20-25**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE  
2020 STATE PRIMARY**

**WHEREAS**, the Minnesota Presidential Nominating Primary will be held on Tuesday, August 11, 2020.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the following persons are hereby appointed as Election Judges for the 2020 State Primary and they are authorized and directed to perform all duties of the office of Election Judge as provided by law.

Marilyn Troop	Erna Thomley	Bryn Juranek
Kathy Rootham	Judy Rogge	Lynn Sontag
Rosemary Esler	Kelly Delfs	Dean Waldvogel
Herb Hoppenstedt	Patricia Peterson	Kathleen Harasyn
David Novak	Michael Setterlund	Barbara Goodboe-Bisschoff
Kenneth Wendling	Nancy Rose-Balamut	Joanne Hydeman
Joan Hagedorn	Cheryl Ensenbach	

**BE IT FURTHER RESOLVED** that the Administrator-Clerk/Treasurer is hereby authorized to appoint additional election judges to fill any vacancies that may arise prior to or on Election Day.

The foregoing Resolution was moved for adoption by Councilmember .

Upon Vote being taken thereon, the following voted in favor thereof: Councilmembers

And the following voted against the same: None.

Whereupon the Mayor declared said Resolution duly passed and adopted this 6th day of July 2020.

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Robert Nelson, Mayor

ATTEST: \_\_\_\_\_  
Daniel Buchholtz, City Administrator



City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

Contractor's Licenses

July 6, 2020

Concrete Contractor

Pierce Masonry, Inc.

General Contractor

Northland Fence

Twin Cities Fence

Mechanical Contractor

Air Mechanical

Assured Heating, A/C and Refrigeration

Bettin, Inc. dba Ecowater

Hearth & Home Technologies, LLC.

Kramer Mechanical

Krinkie Heating and A/C Co.

Marsh Heating & A/C

McQuillan Brothers

River City Sheet Metal

Royalton Heating & Cooling

Sedgwick Heating

Plumbing Contractor

Bettin Inc. dba Ecowater

BKMC

Hearth & Home Technologies, LLC.

Kramer Mechanical

Krinkie Heating & A/C Co.

McQuillan Brothers

Regency Plumbing, Inc.

River City Plumbing

Sedgwick Heating

Urban Pine Plumbing & Mechanical

Roofing Contractor

McPhillips Bros Roofing, Co.

Sign Contractor

Signs Now







**City of Spring lake Park**  
**Code Enforcement Division**  
1301 Eighty First Avenue Northeast  
Spring Lake Park, Minnesota 55432  
(763) 783-6491 Fax: (763) 792-7257

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for June 2020  
**DATE:** June 30, 2020

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Inspections for June , had a total of 20 building, 2 Fire, 11 Zoning, 16 mechanical, 9 plumbing and 3 Certificate of Occupancy for a total of 61 permits issued compared to a total of 44 in 2019. Code Enforcement conducted 117 inspections in the month of June including 40 building, 27 housing (42 Units), 10 fire, 16 zoning and 40 nuisance inspections.

On June 15<sup>th</sup>, Mr. Walter Morris began his employment with the City of Spring Lake Park as the part-time Code Enforcement Inspector. I have been actively teaching and instructing Mr. Morris regarding all aspects of code enforcement. I am happy to report Mr. Morris has demonstrated plenty of initiative and knowledge thus far, and that I am very happy to have him aboard our team.

With Mr. Morris starting, the plan is to go through as many commercial properties that time allows, within the City. This will help Code Enforcement and all First Responders have a better understanding of the different occupancy hazards within the City of Spring Lake Park. Not only has multiple tenants moved in and out, but multiple occupancy classifications have also changed. Life Safety is a passion of mine and this is the most effective way for the City to be proactive vs reactive on Life Safety Education and Prevention.

In June of 2020, I did not post any abandoned properties. 6 administrative offense tickets were issued for nuisance complaints.

In June of 2020, I also attended the following appointments:

- City Council meetings on June 1<sup>st</sup>, Council Workshop June 15<sup>th</sup>.
- Department Head meeting on June 2<sup>nd</sup>.

This concludes the Code Enforcement Department monthly report for June 2020. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.





# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** June 30, 2020

**Subject:** 2019 Year End Fund Transfers

City staff is recommending the City Council adopt Resolution 20-24, which will authorize fund transfers and closures effective December 31, 2019.

The General Fund experienced a surplus in 2019 due to a combination of revenues coming in higher than projected and expenditures coming in lower than projected. Staff is proposing to utilize these funds to add funds to Fund 700, Severance (in anticipation of future retirements) and Fund 407, Sealcoating, address a deficit in Fund 115, Comprehensive Plan Update, and add money to Fund 425, Storm Sewer Rehab, for future storm water projects. The fund balance in the General Fund, as of December 31, 2019, after transfers, is \$2,030,669 or 44.9% of General Fund expenses. This falls within the City's fund balance policy of maintaining between 35% and 50% of budgeted expenditures in reserves.

If you have any questions regarding the proposed 2019 Year End Fund Transfers, please don't hesitate to contact me at 763-784-6491.



**RESOLUTION NO. 20-24**

**RESOLUTION AUTHORIZING 2019 YEAR END FUND TRANSFERS**

**WHEREAS**, the annual audit of the City’s 2019 financial records was conducted in 2020; and

**WHEREAS**, the preliminary audited financial statements for year ended December 31, 2019 indicate that the City experienced a small surplus in the general fund; and

**WHEREAS**, surplus funds from general operations would typically remain in the general fund as cash carried forward, increasing the general fund’s operating reserves unless otherwise designated by the City Council; and

**WHEREAS**, the remaining fund balance in the General Fund will exceed with the City’s fund balance policy of maintaining between 35%-50% of the budgeted expenditures in reserves.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the Administrator, Clerk/Treasurer is hereby authorized to make the transfer specified below:

Fund 101 (General Fund	(\$ 200,000.00)	
Fund 700 (Severance)		\$ 50,000.00
Fund 407 (Sealcoating)		\$ 25,000.00
Fund 425 (Storm Sewer Rehab)		\$ 105,000.00
Fund 115 (Comprehensive Plan Update)		\$ 20,000.00

**BE IT FURTHER RESOLVED** that the effective date of the transfer is December 31, 2019.

**BE IT FURTHER RESOLVED** that the following General Fund budget amendment for 2019 is hereby adopted:

	Original Budget	Amended Budget
101-49000-7000 Permanent Transfers Out	\$145,000	\$345,000

The foregoing Resolution was moved for adoption by Councilmember .

Upon Vote being taken thereon, the following voted in favor thereof:

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 6th day of July 2020.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



June 18, 2020

**TO: NMTC OPERATIONS COMMITTEE**

**RE: APPROVAL OF 2021 NORTH METRO TELECOMMUNICATIONS  
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2021 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2021 is proposed at \$1,337,676. This number represents a \$26,892 increase over last year's operating budget. The increase is due entirely to an up to 3% COLA increase. Any actual increase will be determined later in 2020, and will be dependent upon whether franchise fee income meets or exceeds expectations.

Budgeted capital costs for 2021 are \$355,430. This is \$69,200 less than last year's capital budget. The majority of this amount is dedicated to the HD bond payment of \$227,430. The remainder is for a tripod system for the truck, office computers, software, software licenses, music licenses and annual system maintenance contracts. The total 2021 NMTC budget is \$42,306 less than the 2020 budget.

Franchise fees paid back to the Member Cities are budgeted at \$400,000. This is the same as last year's franchise fee payment.

**Recommendation:** That the Member Cities approve the 2021 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget please consult with your Commission director or City Administrator.

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I look forward to working with all parties, throughout the remainder of 2020, toward reaching the full potential of North Metro TV and to increase both the quality and quantity of community programming and services in 2021.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale Stoesz", with a long horizontal flourish extending to the right.

Dale Stoesz  
Chair, North Metro Telecommunications Commission

Enc.



# 2021 North Metro Telecommunications Commission

## Budget

### Talking Points

#### Overall Organizational Goals

- Assume responsibility for recording city meetings.
- Establish income parameters, for organization's future, based on the outcome of the appeal of the FCC's Third Order and Report, level of cable consumer change, and economic impact of the COVID19 pandemic.
- Hire a consultant to assist with an organizational assessment and re-org strategy.
- Investigate cost effective ways to provide closed captioning services for both live and post production insertion. Implement if possible.
- Develop strategy for commercial remote productions service.
- Continue with franchise renewal negotiations. Conduct any necessary needs assessments.
- Continue to be responsive to cities communications needs.
- Maintain accessibility of all channels through live streaming, OTT channels, and video on demand services, 24-hours-a-day, on any device.
- Provide program playback, video transport, channel management services, video equipment maintenance and consulting services, internet streaming services for city channels, VOD libraries for meetings, meeting management software licenses and bookmarking services, program production and event coverage services, and public access to television production for our cities, schools and general public.

#### Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2021 are estimates based on previous allocations, planned spending for 2020, and estimated income.
- Estimated revenues include: Franchise fees, including the actual first quarter franchise fee payment, with anticipated reductions across quarters two through four. PEG fees based on estimated number of subscribers, throughout 2021, multiplied by the PEG fee. Other income includes dub fees, home movie transfers, drone, and production services. Interest income is estimated based on the first quarter interest earnings of this year.
- Estimated expenditures include the operating expenses, capital expenses, the bond payment and the franchise fee payment to the cities.
- The year end fund balances include:
  - The **Operating reserve** traditionally at 25% of the operating budget. Temporarily includes additional allocations for possible 2021 budgetary support.
  - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.

- The **capital equipment fund** is intended for emergency replacement of unplanned equipment failures. Could also be used for closed captioning equipment.
- The **vehicle replacement fund** is to cover the cost of a new fleet vehicle.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, parking lot, AC replacement and painting, carpet replacement etc.
- The **franchise renewal fund** is a reserve fund for the NMTC's franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process historically costing around \$200,000 across the renewal period. Moving to a formal negotiation process is more expensive. These costs include needs assessments, consulting, and legal fees.

### **Budget**

- The recommended operating budget for the organization totals \$1,337,676. This number is a \$26,892 increase over last year's operating budget. If income does not meet expectations, COLA increases will be reexamined.
- Budgeted capital purchases for 2021 are set at \$355,430. A majority of this amount is dedicated to the HD bond payment of \$227,430. Budgeted capital items for 2021 include a tripod system for the truck, microphones, and support and maintenance contracts for Tightrope, Haivision, Carousel and Ross equipment. The capital budget also includes routine computer/software upgrades, and software licenses. The total amount budgeted for video equipment replacement/support is \$128,000. The 2021 capital budget is \$69,200 less than last year.
- Franchise fees paid to the cities are budgeted at \$400,000. This is the same amount as last year, but represents a higher percentage of total franchise fees.
- The total 2021 NMTC budget is \$42,306 less than the total 2020 budget.

### **Closing Points**

- We have worked together to create a thriving and dynamic service for our cities, schools, producers, and viewers. Through program playback and channel management, internet streaming of city meetings including an agenda bookmarking tool, channel live streaming, Roku and AppleTV channels, video equipment consulting, drone services, and video production services, our cities are seeing real benefits from their investment of franchise fees and PEG fees. Our cable subscribers are benefiting from this investment with educational opportunities, tape and film transfer services, and varied, informative and interesting programming regarding their communities.
- While financial circumstances may dictate modifications, North Metro TV will continue to serve as a vital, responsive, and economical local communication resource.

- 2021 will be a busy year for the Commission. Franchise renewal will move forward, questions regarding funding will be answered, and new services of producing city meetings and introducing closed captioning will be provided...all under a backdrop of self-examination and responsive change.

**North Metro Telecommunications Commission**  
**2021 FINANCIAL SUMMARY**  
**Estimated Fund Balances/Revenues/Expenditures.**

**BEGINNING FUND BALANCES**

Operating Reserve	\$353,327
Accrued Vac, Sick, Comp	\$120,000
Capital Equip. Fund	\$253,323
Vehicle Replacement Fund	\$45,000
Bldg Repair Reserve	\$200,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

**TOTAL: \$1,171,650**

**ESTIMATED REVENUES**

Franchise Fees	\$1,150,000
PEG Fees	\$712,800
Other Income	\$25,000
Interest Income	\$35,000
Income From Reserve Funds (franchise renewal/equipment)	\$170,306

**TOTAL: \$2,093,106**

**ESTIMATED EXPENDITURES**

Operating Expenses	\$1,337,676
Capital Expenses: Equipment	\$128,000
Capital Expenses: Bond Payment	\$227,430
Fees Back to Cities	\$400,000

**TOTAL: \$2,093,106**

**YEAR END FUND BALANCES**

		Increase(Decrease)
Operating Reserve	\$183,021	-\$170,306
Accrued Vac, Sick, Comp	\$120,000	\$0
Capital Equip. Fund	\$253,323	\$0
Truck Replacement Fund	\$45,000	\$0
Bldg Repair Reserve	\$200,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

**TOTAL: \$1,001,344      -\$170,306**

# North Metro Telecommunications Commission

## Budget Line Item Supporting Information

### Personnel

- The personnel total could increase by \$31,505. The possible increase would cover step increases for three employees, an up to 3% COLA increase, and an additional \$5,000 for freelancers to tape city meetings. In the first draft of the budget, no increase was included for COLA. The original plan had been to add a COLA increase in November, after having a better indication of income for 2021. However, the Executive Committee recommended including a COLA increase so that cities would be able to approve it. To comply, a line item was added for a contingency COLA increase of up to 3%, should income surpass expectations. Final salary determinations can be made when a clearer understanding of income for 2021 is known.
- Part-time staff are divided into two groups; freelancers and 20 hour-per-week staff. Employees in the freelancer group are contracted when needed for a sports shoot or to cover a city meeting and generally do not work enough to qualify for PERA. The second part-time designation is for two 20 hours per week positions that do qualify for PERA. Neither category is eligible for health benefits. Payroll taxes apply.
- It is being recommended that the monthly stipend for cable commissioners be eliminated.

### Benefits

- The NMTC employee benefits package budget is typically based on the values of the benefits packages offered by the Member Cities to their employees. It is budgeted at \$1,195.00 per person/per month. This is the same as last year. This amount is less than the average of Member City package values for 2020. (average = \$1,223)
- All indications are that the NMTC's contribution to PERA will remain at 7.5% in 2021.

### Administrative Expenses

- Budgeted administrative expenses are the same as 2020. While there were some reductions overall to Administrative expenses, the inclusion of \$20,000 for a re-org consultant erased the reductions. It is anticipated that there will be no need to conduct a technical audit or additional franchise or PEG fee audits of Comcast in 2021.

### Production Expenses

- Budgeted production expenses are \$13,000 less than 2020. The advertising, equipment maintenance/parts, intern, and media supply budgets were reduced, and the awards ceremony/entry-fees line item was eliminated. The vehicle maintenance line-item was increased in anticipation of more problems with the fleet vehicle, as it is aging.

- All other production expenses remain near the 2020 level.

## **Office Expenses**

- Office expenses are budgeted \$3,800 more than the 2020 level.
- The building maintenance line-item remains at \$30,000. Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.
- The building utilities line item remains at \$30,000. Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, and monument sign coverage.
- Office supply line item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item was increased by \$3,000 over the 2020 budget. The increase will cover probable cost increases for bandwidth. Bandwidth is required to transport signals from city hall. NMTV continues to pay a fee to house video-on-demand and streaming content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed, or an inordinate amount of bandwidth for that purpose. The line-item also covers the wireless live transmission of sporting events and other field productions. The website maintenance contract, web hosting, telephone costs, license fees for our Roku and AppleTV apps, and the annual phone software upgrade are also included.
- Postage covers the cost of mailing dubs and equipment for contract maintenance, and other postage for the NMTC.
- Property tax is for the recycling assessment.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling.

## **Capital Expenditures**

- The 2021 capital budget is set at \$355,430. This is \$69,200 less than last year. The majority of this amount is dedicated to the HD bond payment of \$227,430. Capital items for 2021 have been kept to a bare minimum and include a tripod system for the production truck, microphone replacements, and the annual maintenance/support/insurance contracts for city and NMTV Tightrope, Ross, Haivision and Carousel equipment. Monthly music licensing costs are also included.
- Office equipment includes routine computer and software upgrades, and software licenses for office and editing computers

## **Summary**

- Depending on income and COLA decisions to be made at the end of the year, operating expenses could be \$4,920 less than in 2020, or up to \$26,892 more than was budgeted in 2020.
- Capital costs are \$69,200 less than last year. The majority of the capital budget is for the bond payment. Other expenditures include one tripod system for the truck and

maintenance contracts. The office computer and software line-item remains at \$28,000. The bond payment is set at \$227,430.

- Franchise fees back to Cities are budgeted at \$400,000. This is the same as last year, but as the NMTC budget shrinks for the second year and the amount of franchise fees decreases, the percentage of franchise fees returned to cities continues to increase.
- The overall 2021 budget is at least \$42,306 less than the 2020 budget. If no COLA increases are included it will be \$74,120 less. The decrease is primarily in capital expenditures.

**2021**  
**North Metro Telecommunications Commission Budget**

	2019 ACTUAL	2020 BUDGET		2021 BUDGET	NOTES
		Budget	April Act.		
<b>PERSONNEL</b>					
Director Meeting Per Diem	3,510	3,780	945	0	7 per month @ \$45
Executive Director (1) FT	89,440	92,122	31,889	92,122	Heidi Arnson
IT Engineer/ Administrative Asst.	66,893	68,900	23,854	68,900	Rose Valez
Video Engineer (1) FT	66,036	68,900	23,854	68,900	Matt Waldron
Sports Director (1) FT	60,133	61,940	21,442	61,940	Kenton Kipp
News Director (1) FT	58,283	61,940	21,442	61,940	Danika Peterson
Programming Coord. (1) FT	54,954	56,606	19,591	56,606	Michele Silvester
Ed./Special Projects Coord. (1) FT	54,954	56,606	19,591	56,606	T.J. Tronson
Municipal Producer (1) FT	43,213	47,351	15,784	49,722	Trevor Scholl
Sports Producer (1) FT	42,968	47,351	15,697	49,722	Jeremy Millington
News Producer (1) FT	40,415	45,092	14,861	47,351	Rusty Ray
Studio Manager (1) FT	54,954	56,606	19,591	56,606	Eric Houston
Freelancers/Sports/Meetings	76,317	67,304	26,260	72,304	Freelancers
20 Hour per Week Assistants (2)	12,847	33,383	516	33,383	News/City Mtgs/MC/Transfers
Contingency Up to 3% COLA	0		0	23,284	
<b>PERSONNEL TOTAL:</b>	<b>724,917</b>	<b>767,881</b>	<b>255,317</b>	<b>799,386</b>	<b>COLA increase dependent on income 3 staff w/ step increases</b>
<b>BENEFITS</b>					
FICA	53,509	47,375	18,801	47,808	6.2% of gross wages
Medicare		11,080		11,181	1.45% of gross wages
PERA	60,403	57,308	17,901	57,833	7.50% of FT gross wages
Benefits Package	163,371	157,740	65,483	157,740	Health/Dental/STD, LTD, ADD
Workers Compensation	0	2,000	0	2,000	
Electronic Filing Charges	1,566	2,000	505	2,000	
Contingency COLA Tax Increase				3,528	Dependent on any COLA increase
<b>BENEFITS TOTAL:</b>	<b>278,849</b>	<b>277,503</b>	<b>102,690</b>	<b>282,090</b>	
					<b>*Benefits package = based on cities \$1,195 per employee/per month No increase over 2020</b>



## 2021 North Metro Telecommunications Commission Budget

	2019 ACTUAL	2020		2021	NOTES
		Budget	April Act.		
<b>ADMINISTRATIVE EXPENSES</b>					
Audit: Commission	16,425	16,500	13,575	16,500	Annual audit of Commission finances
Audit: Company	0	0	0	0	
Conferences	0	1,000	0	500	MACTA conference
Consultants	20	15,000	0	20,000	Reorg Consultant
General/Special Meeting Expenses	1,707	3,000	452	1,000	
Government/Legislative Affairs	0	0	0	0	
Legal Fees	33,895	50,000	23,750	50,000	Franchise renewal/FCC Issues
Membership Dues	5,149	5,500	5,221	5,500	NATOA, MACTA, Arts Alliance, Cof C
Mileage Reimbursement	994	2,000	782	1,500	
Personnel Recruitment	0	0	0	0	
Tuition and Training	30	2,000	140	0	
Contingency Expenses	0	0	0	0	
<b>ADMINISTRATIVE EX. TOTAL:</b>	<b>58,220</b>	<b>95,000</b>	<b>43,920</b>	<b>95,000</b>	
<b>PRODUCTION EXPENSES</b>					
Advertising/Marketing	5,638	4,000	300	1,500	Printed materials, Ads/billboards
Awards Ceremony/ Entry Fees	3,916	1,500	65	0	
Bulbs/Batteries/Other Prod. Costs	2,384	5,000	1,086	4,000	Bulbs, Camera Batt. Duct tape
Interns	4,169	9,000	1,800	5,500	\$500 stipend for 100 hours of work for 18
Truck/Fleet Vehicle Gas/Oil	3,062	2,500	875	2,500	Prod. Van & fleet vehicles
Truck/Fleet Vehicle Maint/Lic.	5,690	4,000	203	6,000	Prod. Van & fleet vehicles
Video Equipment/Parts/Maint.	1,353	8,500	55	5,000	Parts and Maintenance for video equip.
DVDs/Flash Drives/Cases	3,489	8,000	515	5,000	Blank media for masters/copies
<b>PRODUCTION EX. TOTAL:</b>	<b>29,701</b>	<b>42,500</b>	<b>4,899</b>	<b>29,500</b>	
<b>OFFICE EXPENSES</b>					
Building Maintenance	56,682	30,000	9,035	30,000	Bldg & Prop./Fire Insp./Furn. Contract
Building Security	673	500	269	800	
Building Utilities	26,947	30,000	9,353	30,000	Sewer, Water, Gas & Electric
Insurance	10,833	12,000	1,828	12,500	Liability/property/vehicle/volunteer
Office Supp./Office Equip. Maint.	15,027	16,500	2,446	16,500	Copier & Fax maint. contracts, Supplies
Phone/Internet Service/Web Hosting	28,542	30,000	11,836	33,000	VOD, Live Streaming, web maint., bandwidth
Postage/Shipping	1,858	2,000	300	2,000	equipment/dub/packet postage
Property Tax	389	400	389	400	Recycling assessment
Trash/Recycling/Janitorial	6,256	6,500	2,098	6,500	
<b>OFFICE EXPENSES TOTAL:</b>	<b>147,207</b>	<b>127,900</b>	<b>37,554</b>	<b>131,700</b>	
<b>OPERATIONS TOTAL:</b>	<b>1,091,687</b>	<b>1,310,784</b>	<b>444,380</b>	<b>1,337,676</b>	

**2021  
North Metro Telecommunications Commission Budget**

	2019 ACTUAL	2020		2021	NOTES
		Budget	April Act.		
<b>CAPITAL EXPENDITURES</b>					
Video Equipment	79,545	165,000	57,166	100,000	Equipment contracts, tripod system, Mics
Computer/Office Equipment/Sftwre	16,735	28,000	4,991	28,000	office systems, software licenses
Vehicles	0	0	0		
Building Expenditures	0	0	0		
Bond Payment	230,475	231,630	231,630	227,430	HD Upgrade
<b>CAPITAL EXP. TOTAL:</b>	<b>326,755</b>	<b>424,630</b>	<b>293,787</b>	<b>355,430</b>	
<b>GRAND TOTAL:</b>	<b>1,418,442</b>	<b>1,735,414</b>	<b>738,167</b>	<b>1,693,106</b>	

# North Metro TV 2020 Equipment Budget

## Master Control Service & Subscriptions

ID No.	Model No.	Make	Description	Qty	Cost	Total
2021-1	CBL-CG330-SDJ-HA	Tightrope	(25% Discount) Tightrope Hardware Assurance for Flex 4 16TB (SN: 0055767, 768, 769, 7	1	11000	11000
2021-2	CBL-SAS-CH-1YR	Tightrope	Cablecast Software Assurance per Channel (17 Channels billed as 12) 1-Year	1	7500	7500
2021-3	CBL-VOD-PRO-BOX	Tightrope	VOD / PRO Tightrope Hardware & Service Contract	1	750	750
2021-4	Ross Equipment Support	Ross	Ross Service Contract Quote 30330 - Studio Xpression, Studio Carbointes, Blackstorm, Tr	1	18000	18000
2021-5	Imagine Equipment Support	Imagine Commuical	Imagine Contract for MC Router, Encoder	1	12000	5982.52
2021-6	K2-ESA-1YR	Grass Valley	Dyno Service Contract -Renew in March-	1	9500	9500
						<b>52732.52</b>

## Master Control Equipment

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-10	IM-PREM-SUPP-1	Haivision	Premium Maintenance & Support 1-Year -Renew in November-	1	4000	3500
2021-11	CBL-REFLECT-BND	Tightrope	Cablecast Live Stream Server Subscription - 3 Channels	1	7500	7500
						<b>11000.00</b>

## Control Room/Studio A

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-20						0
						0

## Control Room/Studio B

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-30						0
						0

## Production Truck

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-40	VB250-CP2M	Vinten	Vinten VISION 250 Carbon Fiber Tripod System with Mid-Spreader (Black)	1	13000	13000
2021-41	IMFR #AG-CX10	Panasonic	Panasonic AG-CX10 4K Camcorder with ND/HX	1	3000	3000
2021-42	MVKN12TWINCCUS	Manfrotto	Manfrotto Nitrotech N12 Head & Carbon Fiber Twin Leg Video Tripod Kit	1	1000	1000
2021-43	LEHIMAA1K2	Lectrosomic	Lectrosomics L_Series Camera-Mount Wireless Plug-On Microphone System with RE50B H	1	3000	3000
						<b>20000</b>

## Sports Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-47						0
						0

## Public Access

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-50						0
						0

## News Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						0

## Special Events

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-70						0
						0

## Municipal Services

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-70						0
						0

<b>Tech Shop Equipment</b>						0
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2021-90			Cable Reels, Cable Ends, Small Tools, etc.....	AMOUNT LEFT		5000
						0
						5000
<b>Various Small Items</b>						
ID No.	Model No.	Make	Description			Total
2021-100	-	-	Microphones, Headsets, Monitors, Speakers, Windscreens, etc.....			10000
2021-101						0
						10000
<b>Grand Total</b>						98732.52









# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** June 30, 2020

**Subject:** COVID-19 Preparedness Plan

Cities are required by Executive Order 20-74 to develop and implement a COVID-19 Preparedness Plan. The Preparedness Plan must be in accordance with the industry guidance set forth by the Stay Safe Minnesota Plan.

The proposed Preparedness Plan has been included with this report. Due to the uncertainty of COVID-19 and additional information that continues to be discovered, staff is requesting that the City Council allows for amendments to be made by the Administrator, Clerk/Treasurer, as applicable, following adoption and implementation.

Staff recommends approval of the COVID-19 Preparedness Plan.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

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# COVID 19 EMERGENCY PREPAREDNESS AND RESPONSE PLAN

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June 2020

CITY OF SPRING LAKE PARK  
1301 81ST AVENUE NE  
SPRING LAKE PARK< MN 55432

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# CITY OF SPRING LAKE PARK, MN COVID-19 PREPAREDNESS PLAN JUNE 2020

## Introduction

The City of Spring Lake Park is committed to providing a safe and healthy workplace for all employees, residents, and visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic in addition to orders and directives from the Federal, State, and local levels. Management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Employees are encouraged to continue to report any suggestions or concerns they have related to being at work and COVID-19.

## Purpose and Background

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

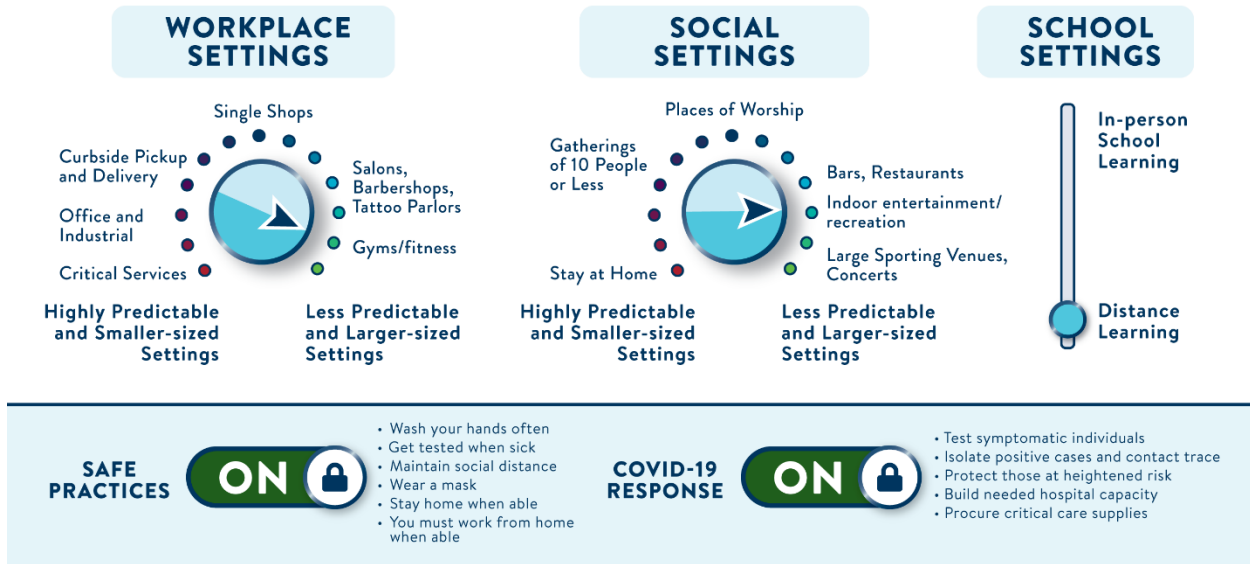
This document intends to outline what capacities the City of Spring Lake Park may have in the event of an emergency causing a critical level of employee absenteeism.

**REGARDLESS OF THE EFFORTS OF THE CITY OF SPRING LAKE PARK OR ANY OTHER GOVERNMENTAL AGENCY, ALL PLANNING MUST BEGIN AT HOME; EVERY HOUSEHOLD SHOULD ALSO BE PREPARING FOR A POSSIBLE PANDEMIC EPISODE.**

## 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 Spring Lake Park 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. Playgrounds are closed. 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 1

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 2

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 3

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 set 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.

## Screening for Employees Exhibiting Signs and Symptoms of COVID-19

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.

## Safe Work Environments – Cleaning Procedures

### Phases 0 and 1 – 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 2 and 3 – 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 2 and 3 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 2 and 3, staff should wipe down counters and glass dividers after every public interaction at the counter.

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.

## 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 0-3 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.



## Social Distancing & Other Facility Controls

Social distancing is being implemented in the workplace.

### 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 dividers have been installed at our public counters.

### Shared Spaces or Common Areas

Shared spaces include the workroom, 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 & 1:** Consider a sign that indicates “Vacant/Occupied” on all bathroom doors to convert the operation of the bathrooms into a single-user facility. (Police locker room and City Hall Garage Restroom excluded).

**Phase 2:** In addition to precautions listed in Phase 0 and 1, bathroom may have a modified/enhanced cleaning schedule. Bathrooms will be for employee use only.

**Phase 3:** In addition to precautions listed in Phase 0, 1 and 2, all bathrooms are 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 have a sign added to indicate “Vacant/Occupied”.

## Facial Coverings

All visitors to City Hall must wear a mask. Employees are encouraged to wear a mask when strict social distancing is not possible.

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.

## Other Protective Equipment

**Phase 0, 1 and 2:** 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 3:** 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.

## Meetings

The following additional precautions/guidelines will be followed for City meetings:

- Room Set-Up
  - Seating 6’ apart
  - Sign-in sheet (name, address, phone #, e-mail) will be required to provide the City with the ability to notify participants in case of an outbreak.
  - Attendance will be monitored to maintain social distancing. A “waiting room” or overflow room will be setup to handle additional individuals to maintain social distancing.
  - Dias, tables, and chairs will be set up in a way to ensure social distancing.
  - Room surfaces (conference table, chairs, other touched surfaces) will be wiped down before and after the meeting.
  - No food or beverage to be provided/served.
- In-person Engagement
  - Establish an RSVP for in-person engagement.
  - Discourage handouts from attendees – send electronically.
  - Encourage electronic or written comments – assign staff person to receive electronic comments.
  - Participants are to wear face coverings/masks (if possible).

- Supplies/Cleaning
  - Surfaces are to be wiped down before and after meeting.
  - Depending on the type of meeting, hand sanitizer, tissues and gloves will be made available.
- Communications
  - Mailed/written notices for meetings.

## Department Policies

Each Department is instructed to create their own departmental policy to augment the City's COVID-19 plan. Department plans shall be submitted to the Administrator, Clerk/Treasurer prior to implementation.

## Authority to Change or Modify

Circumstances related to COVID-19 are continuously changing and evolving. Department Heads are to monitor how effective the program has been implemented and carried out. Department Heads shall communicate any needs or adjustments to the City Administrator. The Administrator, Clerk/Treasurer will continue to monitor and evaluate operations and procedures and make necessary changes to ensure the safety of employees. The City Administrator is authorized to amend this plan as needed.





# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** July 2, 2020  
**Subject:** 81<sup>st</sup> Avenue Sign Quotes/Installation

City Engineer Gravel has solicited three quotes for signage to notify drivers of the weight restrictions placed on 81<sup>st</sup> Avenue between Terrace Road and University Avenue Service Drive.

The quotes are:

Safety Signs	\$2,200.00
Warning Lights	\$2,225.00
Traffic Signs	\$2,359.02

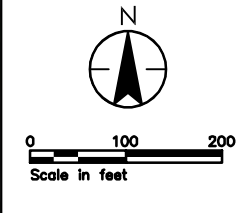
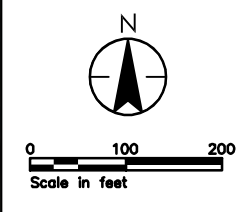
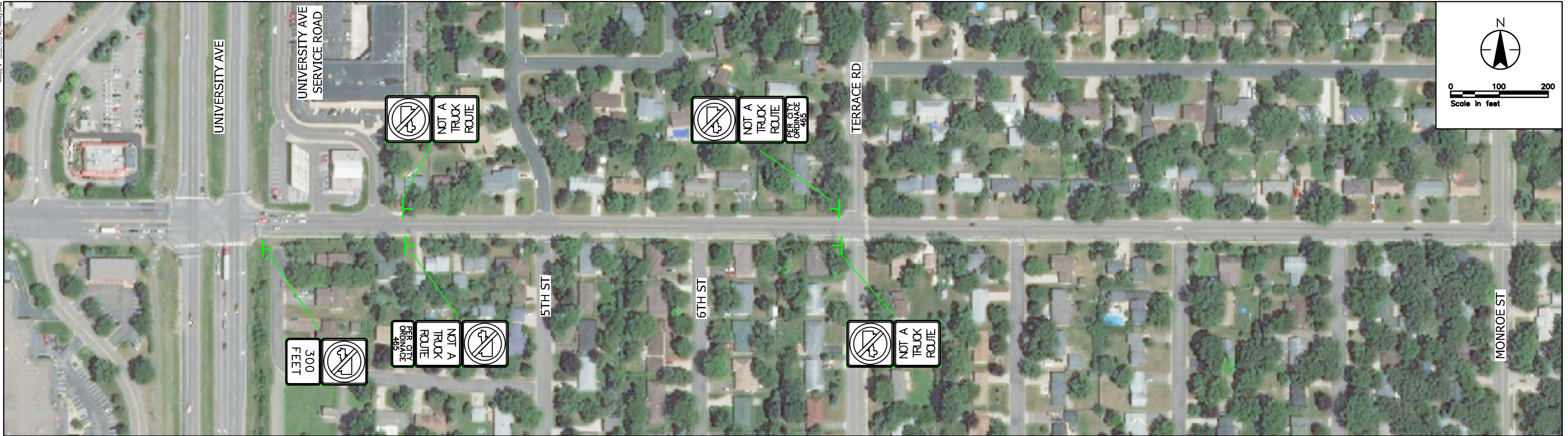
Staff recommends proceeding with the quote from Safety Signs.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

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Plot Date: 06/22/2020 - 8:35am  
Project Name: 193804889 - CAD Drawings - C:\p04048  
User: jsc@stn | 18\_BW\_12x18.ctb



SIGNING LAYOUT

CITY OF SPRING LAKE PARK, MN  
81ST AVENUE - TRUCK SIGNING

FIGURE 1









# PERMANENT SIGN QUOTATION

DATE: 6/23/2020

PROJECT: Truck Restriction Signage

LOCATION: Spring Lake Park

[tonycornell@safetysigns-mn.com](mailto:tonycornell@safetysigns-mn.com)

**SAFETY SIGNS IS A CERTIFIED DBE/WBE/TGB CONTRACTOR.**

ITEM #	DESCRIPTION	SIZE	QTY	PRICE	EXT
	Sign Panels Type C		50 SF	\$ 38.00 SF	\$ 1,900.00

Add \$150 Per Core Drill Location if Required

TOTAL \$ 1,900.00

Plus \$300.00 for temp. signs \$ 300.00

**Total \$ 2,200.00**

Safety Signs LLC.

No Bond No Retainage. All Items Tied Unless Arrangements Are Made To Split Items Off.

The Above Prices Include Sales Tax. Please Sign Below To Acknowledge Approval.

Mail or Fax Back So Material Or Supplies Needed Can Be Ordered So Installation Will Not Be Delayed

Quote Only Valid For 25 Days. Thank You. Tony Cornell

An Equal Opportunity Employer

NAME \_\_\_\_\_

DATE \_\_\_\_\_

19784 Kenrick Ave. • Lakeville, MN 55044 • Phone (952) 469-6700 • Fax (952) 469-6689

Offices located in Lakeville, Rogers, Blaine, Rochester, Mankato & Duluth





4700 Lyndale Avenue North  
 Minneapolis, MN 55430-3638  
 Equal Opportunity Employer

Brian Luftman  
 612-369-3660 (cell)  
 612-521-4200 (office)  
 612-521-1488 (fax)  
 800-766-5483 (toll free)  
 bluftman@warninglitesmn.com

## Quotation

**Date** 6/23/2020  
**Project #** 193804889  
**Project Name** 81st Avenue- Truck Signing  
 Spring Lake Park, MN

**Letting Date** 6/29/2020 **Start Date** **End Date**

<u>Item #</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Bid Amount</u>
1	SIGN PANELS TYPE C	50	SF	\$ 39.50	\$ 1,975.00

Total Bid \$ 1,975.00  
 Plus \$250 for temporary signs = **\$2,225 TOTAL**

\* The prices above includes sales tax on furnished & installed items.  
 \* The prices above do not include a performance bond.

Please acknowledge acceptance of this quote by signing & dating below. Lack of acknowledgment may result in billing of regular prices and/or delay installation. If you have any questions concerning this quote please contact Brian Luftman (612-369-3660).

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



Advantage Signs & Graphics, Inc  
 75 S Owasso Blvd W  
 St. Paul, MN 55117  
 651-636-9998

DATE 6/25/2020

ESTIMATE # 00043013

Prepared For:

Prepared By:

City of Spring Lake Park  
 1301 - 81st Ave NE  
 Spring Lake Park, MN 55432

Jimmy Jaeger  
 651-234-0396  
 jjaeger@advansign.com

QTY.	ITEM NO.	DESCRIPTION	PRICE	EXTENDED	TX.
6	999	R5-2 No Trucks (symbol) 24"x24" (HIP reflective)	\$40.66	\$243.96	
4	999	"Not A Truck Route" sign 24"x24" (HIP reflective)	\$54.08	\$216.32	
2	999	"Per City Ordinance 465" sign 24"x12" (HIP reflective)	\$40.44	\$80.88	
1	999	W16-3 Distance Miles (3/4 mile) sign 24"x18" (HIP reflective)	\$35.25	\$35.25	
1	999	W16-2 Distance Warning (300 FEET) sign 24"x18" (HIP reflective)	\$35.25	\$35.25	
6	UP-GAL10-3	10' 3lb Galvanized Channel Post	\$41.76	\$250.56	
6	999	3' 2lb Galvanized Channel Post	\$11.12	\$66.72	
28	Hardware	Nut/Bolt/Washer	\$0.50	\$14.00	
2	999	R5-2a No Trucks sign 24"x24" (HIP reflective) -orange background -black text/border	\$58.04	\$116.08	
<p><b>Please note that a 2% Credit Card Fee will apply to all orders over \$500.</b></p>					
<p><b>By my signature, I authorize work to begin and agree to pay the amount in full according to the terms of this agreement:</b></p>			SALE AMT.	\$1,059.02	
			FREIGHT	\$0.00	
			SALES TAX	\$0.00	
			TOTAL AMT.	\$1,059.02	
			PAID TODAY	\$0.00	
<p><b>Signature</b> _____ <b>Date</b> _____</p>			BALANCE DUE	\$1,059.02	

Plus estimated \$1,300 for installation = ~\$2,359.02 Total





City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 7.6.20 Meeting**  
File No.: R-18GEN

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**Note:** Updated information is shown in *italics*.

**2020 MS4 Permit (193802936).** MS4 deadlines: Annual Report and Public Meeting due by June 31<sup>st</sup>. (*City will hold Public Meeting on July 20<sup>th</sup>. Annual Report was submitted to MPCA on June 26, 2020. Pond, structural BMP, and outfall inspections by July 31<sup>st</sup>. Annual Training and program analysis due in December.*)

**2019 Sanitary Sewer Lining Project (193804547).** This project includes lining in the area near TH65 and Osborne Rd. *Need close-out information from contractor. Warranty televising has been completed.*

**Arthur Street Water Treatment Plant Evaluation** Plans for a comprehensive project to repair damage from a chlorine leak and to complete ongoing maintenance have been prepared and were approved for bidding in March. *Construction Contracts are being prepared.*

**Garfield Pond Improvements Project (193804750).** Construction started on March 6, 2020 and is substantially complete. Restoration and clean-up work has been completed. An initial punch-list inspection has been completed. *Contractor is working on punch-list items. Spring tree planting has been completed.*

**81<sup>st</sup> Avenue Signing Plan and State Aid System revisions (193804889).** A road signing plan to prohibit trucks on 81<sup>st</sup> Avenue west of Terrace has been prepared. *Quotes for the sign installation have been obtained. Three quotes were received. A summary of the quote amounts is:*

- *Safety Signs \$2,200.00.*
- *Warning Lights \$2,225.00.*
- *Traffic Signs Non-responsive.*

*Final MnDOT Commissioner's Order for State Aid System revisions has been received (copy attached).*

**2020 Street Seal Coat and Crack Repair Plan (193804979).** Bids were opened on May 1<sup>st</sup>. Contract was awarded on May 18<sup>th</sup>. *Construction Contracts have been signed. A preconstruction conference will be held on July 7<sup>th</sup>. Crack repair work to begin on July 10<sup>th</sup> (weather permitting).*

**2020 Sewer Lining Plan (193804980).** Video inspection of recommended lines has been completed. *Priority lining segments have been determined. Bid results will be presented in August.*

**Anoka County Osborn Road Project.** City Administrator and City Engineer have had communications with County. *A final plan set has now been prepared for MnDOT approval.*

**525 Osborn Road Project.** *Continue discussions with developer regarding site plan issues. A survey and preliminary plan of the possible water main looping area has been completed.*

**Hy-Vee Project:** Initial inspection lists for site, 81<sup>st</sup> Avenue/Highway 65, and CSAH 35 work have been prepared and sent to Hy-Vee. *Waiting to hear from Hy-Vee before scheduling follow-up inspection.*

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Jeff Preston, Marc Janovec, Peter Allen, or me if you have any questions or require any additional information.





**Minnesota Department of Transportation**

**State Aid for Local Transportation**

395 John Ireland Boulevard, MS 500  
Saint Paul, MN 55155

June 25, 2020

Phil Gravel  
Spring Lake Park City Engineer  
733 Marquette Ave S, Suite 1000  
Minneapolis, MN 55402

RE: Commissioner's Order No.98661  
City of Spring Lake Park

Dear Mr. Gravel,

Enclosed as per MS 162.09 is a certified copy of Commissioner of Transportation's Order as noted above for your files.

It is suggested that this order be properly filed, indexed, and kept as a permanent record in your office.

We have discontinued sending a copy of the Commissioner's Order to other city officials. Please forward to any others as needed.

Sincerely,

A handwritten signature in purple ink, appearing to read 'Kristine Elwood'.

for

Kristine Elwood  
Assistant Commissioner  
State Aid Division

Enclosure  
cc: File

ORDER NO. 98661

COMMISSIONER'S ORDER

Pursuant to Minnesota Statute, Section 162.09 (2009), the revocation of the following Municipal State Aid Street, or portions thereof, as requested by resolution of the SPRING LAKE PARK City Council, dated May 18, 2020, is hereby approved:

REVOCATION OF A PORTION OF MUNICIPAL STATE AID STREET NO. 101

81<sup>st</sup> Avenue NE from University Avenue (Trunk Highway 47) to Terrace Road NE

REVOCATION OF A PORTION OF MUNICIPAL STATE AID STREET NO. 102

University Avenue Service Drive from 81<sup>st</sup> Avenue NE to 83<sup>rd</sup> Avenue NE

Pursuant to Minnesota Statute, Section 162.09 (2009), the establishment, location, designation, and numbering of the following Municipal State Aid Street, or portions thereof as requested by a resolution adopted, May 18, 2020, by the SPRING LAKE PARK City Council, is hereby approved:

DESIGNATION OF MUNICIPAL STATE AID STREET NO. 110

Able Street NE from Osborne Road (County State Aid Highway 8) to 81<sup>st</sup> Avenue NE

R92953G-ord.doc

Margaret Anderson Kelliher  
Commissioner of Transportation

Kristine Elwood

Digitally signed by Kristine  
Elwood  
Date: 2020.06.04 12:27:45 -05'00'

By Kristine Elwood  
Assistant Commissioner  
State Aid Division

Date





# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** July 2, 2020  
**Subject:** Administrator Report

Attached is the City Administrator report for the July 6, 2020 City Council meeting

1. CARES Act Funding

The City of Spring Lake Park has submitted an application to the State of Minnesota for Coronavirus Relief Funds (CRF) in the amount \$482,000 for eligible expenses.

See CARES Act Funding Update for additional information.

2. 2021 Budget

Department Heads have prepared their proposed 2021 budgets for City Administrator review. I have met with the Department Heads to discuss the budgets. Accountant Barker is currently preparing 2021 salary and benefit data for the various departments. Revenue estimations will be calculated in the next couple of weeks. The proposed 2021 budget will be distributed to the City Council at its August 3 meeting in preparation for the August 10 budget workshop.

3. JP Brooks Project

Staff will be hosting a preconstruction meeting with representatives from JP Brooks this week in preparation for the infrastructure improvements necessary for the 6 lot development.

4. 525 Osborne Road

Closing is set to occur after approval of permits for the Suite Living Assisted Living/Memory Care Project by Coon Creek Watershed District and St. Paul Regional Water Services.

5. 2020 Election

Planning for the 2020 Election continues to move forward. Absentee balloting for the State Primary began on Friday, June 26. Residents can request a ballot at [www.mnvotes.org](http://www.mnvotes.org) or can vote absentee at City Hall. A letter encouraging residents to vote absentee in both the 2020 primary and general elections was included with the July water bill.

6. Rental Housing Moratorium

Staff has requested a quote from Stantec to assist with the study of the impact of rental housing in single family neighborhoods.



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** June 30, 2020

**Subject:** CARES Act Funding

Governor Tim Walz has announced that he will distribute \$841 million in federal CARES Act funds to cities, counties and townships for coronavirus-related expenditures. Based on the information we have received from the State, the City is anticipated to receive \$482,931 in funding. The State required the City to submit an application for the funds stating our intention to use the funds in accordance with federal law. That application was submitted to the Department of Revenue on June 26, 2020.

The Federal funds can only be used to cover costs that:

- a) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”), as described and defined by official federal guidance on section 601(d) of the Social Security Act, as added by section 5001 of Public Law 116-136 (“federal guidance”).
- b) Were not accounted for in the budget most recently approved as of March 27, 2020 for the City; and
- c) Were or will be incurred during a period that begins on March 1, 2020 and ends on December 1, 2020. A cost is incurred when the City has expended funds to cover the cost.

The City cannot use the Federal funds as a revenue replacement for lower than expected tax or other revenue collections and cannot use the funds to cover expenses already reimbursed from another funding source.

I have attached the Federal guidance to this memorandum for your information. The City is required to periodically report expenditures to the Department of Revenue.

Staff has been tracking expenditures associated with the COVID-19 pandemic and will apply those expenditures against the federal funds to reimburse the City.

Small business grants to reimburse the cost of business interruption caused by required COVID-19 closures are an eligible expense. Staff anticipates that there will be money for business grants to help those businesses most impacted by the COVID-19 pandemic. Staff is working on putting

together a grant program to provide business assistance to those small businesses that were most affected by the Governor's Stay at Home order. When complete, that program, and a corresponding appropriation, will be submitted to the City Council for approval.

Staff will have more information to share with the City Council in the upcoming weeks. If you have any questions, please don't hesitate to contact me at 763-784-6491.

**Coronavirus Relief Fund**  
**Guidance for State, Territorial, Local, and Tribal Governments**  
**Updated June 30, 2020<sup>1</sup>**

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.<sup>2</sup>

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

***Necessary expenditures incurred due to the public health emergency***

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

***Costs not accounted for in the budget most recently approved as of March 27, 2020***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

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<sup>1</sup> This version updates the guidance provided under “Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020”.

<sup>2</sup> See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, 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 instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient’s usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control.

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

### *Nonexclusive examples of eligible expenditures*

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. 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.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
    - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
    - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
    - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
  6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.

***Nonexclusive examples of ineligible expenditures***<sup>3</sup>

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.<sup>4</sup>
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. 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.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

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<sup>3</sup> In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

<sup>4</sup> See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.



**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of June 24, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>1</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**Eligible Expenditures**

***Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

***The Guidance says that funding can 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. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

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.

***The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

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<sup>1</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

***May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

***Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

***Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

***Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, 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, are not eligible uses of Fund payments.

***Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

***Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

***The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include 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. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

***In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

***If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

***May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

***May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***Are expenses associated with contact tracing eligible?***

Yes, expenses associated with contract tracing are eligible.

***To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

***May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

***May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

***Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

***May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

***May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

***The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

***The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

***May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

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

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. 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.

***Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

***The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

***The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

***Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?***

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

***Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?***

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

***May a State impose restrictions on transfers of funds to local governments?***

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

***If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?***

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

***May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?***

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

***Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?***

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

***May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?***

No. The Guidance says 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. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

***May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?***

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

***May recipients use Fund payments to provide loans?***

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

***May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?***

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

***May funds be used to satisfy non-federal matching requirements under the Stafford Act?***

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

***Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?***

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

***May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?***

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

***May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?***

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to



the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

***May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?***

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***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 Fund 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?***

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

## **Questions Related to Administration of Fund Payments**

***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

***May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

***May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

***What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

***Are Fund payments to State, territorial, local, and tribal governments considered grants?***

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are “other financial assistance” under 2 C.F.R. § 200.40.

***Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?***

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***Are Fund payments subject to other requirements of the Uniform Guidance?***

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?***

Yes. The CFDA number assigned to the Fund is 21.019.

***If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients’ total funding received from the federal government for purposes of the Single Audit Act?***

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

***Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?***

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

***If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?***

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program

or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.





**Date:** 06/25/2020 (Updated 6/29/2020)

**To:** Minnesota Cities, Towns, and Counties

**From:** Minnesota Department of Revenue and Minnesota Management and Budget

## **RE: Requirements and Instructions for Local Governments receiving Coronavirus Relief Funds (CRF), CFDA 21.019**

### **Financial Systems**

Local governments receiving aid under this distribution must have a MN SWIFT Supplier ID prior to disbursement. Use [this link](#) for registration if you do not currently have a SWIFT Supplier ID. If you already have this ID you do not need to apply for a new one.

Local governments that do not have a federal [Data Universal Number System \(DUNS\) number](#) will need to obtain one and register in the federal [System for Award Management \(SAM\)](#) within 30 days of receipt of CRF funds from the State of Minnesota. This is a required to allow the federal government to track the distribution of federal funds.

### **FEMA, Workers' Compensation and Local Public Health Costs**

Local jurisdictions understand that they are responsible for FEMA nonfederal share, workers compensation, and the costs of supporting its Community Health Board COVID-19 response. Local jurisdictions should not anticipate additional funds for these purposes. Accordingly:

A local government receiving aid under this distribution should use the funds, if necessary, to pay its nonfederal share of federal disaster (FEMA) assistance due to the COVID-19 public health peacetime emergency. According to [U.S. Department of Treasury Guidance](#), CRF may be used to meet the non-federal matching requirements.

A local government receiving aid under this distribution should use the funds, if necessary, to pay for COVID-19 workers' compensation costs expended between April 7, 2020 and December 1, 2020 for employees in job classifications entitled to the presumption established by Laws 2020, chapter 72, section 1. According to [U.S. Department of Treasury Guidance](#), increased workers' compensation costs to the government due to the COVID-19 public health emergency is an eligible expense.

A local government receiving aid under this distribution should use the funds, if necessary, to support its Community Health Board COVID-19 response including for priority activities identified in consultation between the local boards and the Minnesota Department of Health.

## **Federal Audit Requirements**

A local government receiving aid under this distribution is required to obtain a federal single audit if its expenditures of federal funds exceeds \$750,000 in its fiscal year as explained below:

### *§200.501 Audit requirements.*

(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

## **State Reporting Requirements**

Local governments will be required to report expenditures to the state monthly using an online portal.

## **County Supplemental Appropriations**

Cities and towns with populations under 200 are not eligible for a direct allocation from the state. Instead, consistent with the legislative proposal, the home county for these cities and towns will receive supplemental aid to be distributed to those cities and towns. The amount of the county distribution to cities and towns is equal to the lesser of the state supplemental aid for that jurisdiction or the jurisdictions documented allowable costs.

The city supplemental aid to counties is equal to the population of cities under 200 in the county multiplied by \$75.34. The town supplemental aid to counties is equal to the population of towns under 200 in the county multiplied by \$25.

# **CORRESPONDENCE**





## **North Metro Telecommunications Commission Meeting Talking Points**

June 17, 2020

- ▶ North Metro TV has reopened to the public. Safety measures such as distancing, occupancy limits, requiring masks and gloves, and sanitizing between uses are in place. The public is restricted to certain portions of the building. Staff is working staggered shifts and some continue to work from home as appropriate.
- ▶ NMTV staff worked with Blaine and Centennial High Schools to produce virtual graduation ceremonies.
- ▶ The Commission approved the recommended 2021 NMTC budget. Overall, the budget was \$42, 306 less than the previous year's budget. Franchise and PEG fee income were estimated very conservatively. While an up to 3% COLA increase was budgeted, that amount will be revisited after the third quarter, when income for 2021 is more concrete. NMTV will begin providing freelancers to record all city meetings beginning in January 2021. This will save cities money as staff will no longer be paid from city budgets to record meetings. Franchise fees being returned to cities remains at the 2020 level. However, as franchise fees decrease, the percentage of franchise fees returned to cities has increased.
- ▶ Comcast has submitted a proposal for settling the Franchise and PEG Fee Audit covering the period from January 1, 2015 through March 31, 2018. Staff and legal counsel will meet with Comcast over the summer to consider the proposal. It is estimated that a settlement agreement could be ready to be presented to the Operations Committee and Cable Commission in September.

**PLEASE encourage your council members to call me if they have any questions you can't answer. I would be happy to answer any questions they may have. Heidi Arnson at NMTV. Direct line is 763-231-2801. Email is [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).**



# 2020 Dine & Dance Summer Music Series

Wednesdays, 6:30-8:00 pm

Lakeside Lions Park

1696 - 79th Ave NE Spring Lake Park 55432

Experience free live entertainment for the entire family. Spend a relaxing evening at Spring Lake enjoying live music from popular local bands. A variety of genre including jazz, country, rock and folk music will be performed. In addition to music, The Beyond the Yellow Ribbon Organization will be providing food for purchase, with all proceeds going to benefit veterans and their families. So grab a lawn chair, gather your family and friends and join us for some good music, good food and good company on a lovely summer night by the lake.

<u>Date</u>	<u>Band</u>	<u>Genre</u>	<u>Sponsor</u>
JULY 1	Good Timin'	Classic Rock	
JULY 15	Ladies and Gents	Bluegrass	SLP Lions
JULY 29	Dan Ferstenou	Acoustic, Folk, Classic rock	
AUGUST 12	The Jimtones	Rock, Soul, Funk	The Legends of Blaine



## SPECIAL EVENT—MUSIC IN THE PARK

SATURDAY, SEPTEMBER 12, 1:00-3:00PM

CONCESSIONS PROVIDED BY SLP LIONS

Note: Due to the COVID-19 pandemic, program and event schedules are subject to modification.



Spring Lake Park Recreation  
1301—81st Ave NE Spring Lake Park 55432  
Phone: 763-792-7201



Www.slprec.org



# ABSENTEE VOTING AND ELECTION NEWS

Dear Voter,

Due to the COVID-19, the City of Spring Lake Park is encouraging voters to vote absentee in the 2020 state primary and general elections. We are doing this to keep our voters, community and election workers healthy and safe.

## **Help us spread the word – Voting Absentee is easy!**

Voting by mail is easy. Help us spread the word. Please encourage your family, friends and neighbors to vote absentee. Ask them to contact Anoka County or Ramsey County Elections to request a paper absentee application or to apply online at [www.mnvotes.org](http://www.mnvotes.org).

As an added convenience to you, we have provided an absentee application on the back of this letter. You can fill out the application and return it with your utility bill payment. Staff will forward your request to Anoka or Ramsey County and your ballot will be mailed to you.

Absentee ballots are mailed starting approximately 46 days before each election. Please return your completed ballot, in its official postage paid envelope, as soon as possible. This will help staff count an expected record number of absentee ballots while following social distancing guidelines.

You can track the status of your absentee ballot at [www.mnvotes.org](http://www.mnvotes.org).

If you have questions regarding absentee voting, please contact Anoka County Elections at 763-324-1300 or [elections@co.anoka.mn.us](mailto:elections@co.anoka.mn.us). If you are a resident in Ramsey County, please contact the elections office at 651-266-2171 or [elections@ramseycounty.us](mailto:elections@ramseycounty.us).

We thank you for your participation in absentee voting and your help in keeping the City and election staff safe!



## **IMPORTANT LOCATION CHANGE FOR IN PERSON VOTING ON ELECTION DAY!**

The City of Spring Lake Park is happy to announce that Emmanuel Christian Center has offered use of their facility for Election Day voting (August 11 and November 3, 2020). **All** voting precincts will be located at Emmanuel Christian Center (7777 University Avenue NE).

Watch your mailbox for a reminder card from Anoka County Elections on the location change.

(Over)

# 2020 Minnesota Absentee Ballot Application

Apply online at <http://www.mnvotes.org> OR

Complete lines 1 through 7 below. Please print clearly.

Return this application as soon as possible. Ballots must be returned by election day to be counted.

**Important:** Active duty military and overseas voters should not use this application. See the other side for more information.

1. absentee ballots requested for the following election(s) (if no election is marked, a ballot will be mailed for the next election only)

8/11 Primary Election       11/3 General Election       **Both** 8/11 & 11/3 Elections

2. last name or surname      first name      middle name      suffix

3. date of birth (mm/dd/yyyy)      county where you live      phone number

email address

4. mark all boxes that apply:

I have a MN-issued driver's license or MN ID card. The number is: \_\_\_\_\_

I have a social security number. The last four digits are: XXX-XX- \_\_\_\_\_

I do not have a MN-issued driver's license, MN-issued ID card or a social security number.

Your identification number will be compared to the one on your absentee ballot envelope.

5. address where you live (residence)      apt.      city      **MN**      zip code

6. address where your absentee ballot should be sent      apt.      city      state      zip code

7. I certify that I:

- am completing this application on my own behalf;
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on this application form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand this statement: The above information is accurate, and I sign this application form under penalty of perjury, a felony punishable by not more than 5 years imprisonment, a fine of not more than \$10,000, or both.

sign here: **X** \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

**See other side for special instructions for voters with disabilities or power of attorney.**

official use only

Primary → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received date	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> lost <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	precinct
General → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received date	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> lost <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	school district