AGENDA
CITY COUNCIL MEETING
June 24, 2020
6:30 P.M.

REMOTE PARTICIPATION ONLY

A. 6:30 Call to Order

B. Roll Call

C. Open Forum
During the emergency declaration, comments will be collected via email or mail at City Hall.

D. 6:35 Approve Consent Agenda
1. Approve Agenda
2. Approve Meeting Minutes
3. Approve Payment of Bills
4. New Hires: Parks, Liquor, Library

E. 6:40 Resolution 2020-05 COVID Preparedness Plans

F. 7:00 Seagull Management

G. 7:15 Council & Staff Updates

H. Attached correspondence:
1. Other Meeting Minutes
2. Upcoming Meeting Schedule

I. 7:35 Adjourn

Grand Marais Community Vision:

"Grand Marais is a thriving community that features locally-grown economic opportunity, housing that meets all family needs, and a wide array of educational opportunities. Hallmarks of the Grand Marais way of life include active recreation on the North Shore, commitment to community, an ethos of creativity and innovation, and stewardship of the unique natural environment."

USING THE COMMUNITY VISION PLAN

The Grand Marais Community Vision Plan is a roadmap to the future, a document of community voices and ideas, and a collective call to action. The vision, values, priorities, and ideas provide a framework for future planning - and serve as a jumping-off point for further discussion, brainstorming, and community investment. This vision plan seeks to inspire solutions and initiatives that will uphold the values of the Grand Marais community and realize an exciting, community-led vision for the future.

THE PURPOSE OF THE PLAN

See the Big Picture:
The Grand Marais Vision Plan presents a wide-angle view of the community, summarizing key assets, challenges, trends, and aspirations across a range of issues impacting the quality of life in the community. The Plan is a resource for residents, businesses, property owners, City staff, and other interested parties wishing to learn more about the community, its current conditions, and future direction.

Set a Course for the Future:
The Plan presents an exciting, community-led vision that describes how Grand Marais will look, feel, and function in the future. The vision is intended to be ambitious, but achievable - and rooted in the existing qualities, character, strengths, and assets of the Grand Marais community.

Guide Future Action + Decision-Making:
The plan establishes a framework of principles and goals for future planning and action. This framework serves as a guide for future decision-making and a jumping-off point for discussion, imagination, and action. Community members, City staff, and community leaders all have a role to play to realize the vision and priorities presented here.

THE PLANS DEVELOPMENT

The Grand Marais Community Vision Plan was developed through an eight-month, community-driven process, involving a range of community stakeholders - residents, businesses, property owners, and community leaders. Community members contributed their own ideas, concerns, and priorities to the development of the Plan through a hands-on community workshop and community survey.

Community input was supplemented by a comprehensive analysis of existing conditions that examined social and economic characteristics, housing, land use, parks, transportation, and other physical conditions. The vision, principles, and goals presented in the Plan represent an in-depth and collaborative effort to understand the forces shaping Grand Marais' future and establish a collective direction for the future.

GRAND MARAIS COMMUNITY GOALS

The following six community goals* are the product of a public process that solicited comments, input, and ideas from a broad cross-section of Grand Marais residents, businesses, and property owners. These goals define community priorities and provide high-level direction for future community action and decision-making.

Support and enhance local business.
Grand Marais is the hub of Cook County, known for locally-owned businesses and livable wages. Land-use and zoning decisions help ensure the long-term economic viability of the community.

Ensure access to affordable, lifecycle housing for all people.
The community is concerned about the growing expense of housing and access to a variety of housing types that can serve all people throughout their lives.

Invest in safe, people-friendly infrastructure that supports active living.
Infrastructure is aesthetically pleasing, enhances Grand Marais' historic character and is safe for people who use a variety of transportation modes.

Enhance the community's deep connection to the outdoors and active engagement with the environment.
Lake Superior and the surrounding area are to be protected and celebrated by the community and the City, to be preserved for active use today and for generations to come.

Encourage the expansion of sustainable energy uses.
Community members recognize the value of their unique natural environment. They value preservation, active use of the natural environment, and sustainability in all community practices.

Expand education for the mind, body, and soul.
Grand Marais treasures arts practices, advancing education in all forms, and opportunities for community education and community development.

*The Grand Marais Community Goals are extracted from The Grand Marais Community Vision Plan page 8.

CITY OF GRAND MARAIS
SPECIAL MEETING MINUTES
June 3, 2020

Mayor Arrowsmith-DeCoux called the meeting to order at 6:30 p.m.

Members present: Jay Arrowsmith-DeCoux, Kelly Swearingen, Craig Schulte and Tim Kennedy

Members absent: Anton Moody

Staff present: Mike Roth, Dave Tersteeg, Patrick Knight, Kim Dunsmoor and Chris Hood

Councilor Schulte updated the council on the Park Board decision to open the Park to nightly rentals of self-contained units tomorrow June 4, 2020 and open to all nightly campers on June 15, 2020.

Parks Manager Tersteeg followed the DNR and MN Dept of Health guidelines and definitions and determined that independent v dependent sites are more defined by the vehicle that occupies the site. Independent sites do not require a bathroom. Dependent sites require a bathroom. The Park Board voted to open to self-contained full hookup sites on June 4, 2020. There are a few things that need to be done in the bathhouses to meet the DNR guidelines such as installing paper towel dispensers, block hand air dryers and install social distancing signage. There will be a slow phase in. Staff is calling standing reservations and we expect a good showing of 20% capacity. In June, we will see 20-30 more seasonal campers. We will not open bathhouse #2 and that will allow us more time to clean the other three bathhouses. The two week social distancing isolation recommendation for seasonal campers has sunset now that we are open to overnight camping. If expectations are not met, staff is sick or short; there would be time to reassess and be prepared to scale back if necessary.

The golf course is in good condition. There has been a 56% increase in play over last year. People are taking advantage of the opportunity to get out and play. We have a 15% City Resident discount. There are positive signs in play and growth in members.

City Attorney Hood discussed proposed Ordinance 2020-01 in response to Governor Walz encouraging outdoor dining and retail. This would include sidewalks and parking spaces that are compact and contiguous to the premises, include a depiction and clear framework. The proposed ordinance would allow the ability to close the street and delegate the decision to administration. Some cities have closed the street and allowed a market-like situation to the centerline of the road during certain hours. There is some flexibility with regard to barriers, but they need to be visible and 30-48 inches high. The Ordinance waives the Second Reading requirements due to the emergency. The business would need to list the City as additional insured and liquor sales would require a separate license.

Council considered the timeline of the ordinance and whether street closures should be administrative or brought to the council and whether all business owners on the street should agree with the street closure.

Motion by Kennedy, seconded by Swearingen to adopt Ordinance 2020-01 removing Section 3 relating to street closures and inserting end date of June 25, 2020. Approved unanimously.

Council discussed Linda Jurek's official formal request to close 1st Ave W from the alley behind Joynes' Ben Franklin to the driveway entering Buck's parking lot.

Motion by Kennedy to close 1st Ave W from the alley behind Joynes to the driveway entering Buck's parking lot until June 25, 2020.
The motion died for lack of a Second.

Councilor Schulte wanted clarification that all businesses affected were notified and agree with requested street closure. A list of affected business owners and their signature that they agree with the request should be obtained prior to street closure.

Councilor Kennedy had heard from business owners and was comfortable with the street closure request.

Councilor Swearingen would like to send a letter to all affected businesses and hear if they agree, disagree or have concerns that would need to be addressed. Under the ordinance, only sidewalks and parking spaces are allowed until June 25th. If this request is something different, then we should not discuss it tonight. Put it on the agenda for next week's regularly scheduled meeting.

The Liquor Store is working to add more telephone lines. It may take another week to get the IP address and port the phone numbers.

There being no further business, the meeting adjourned at 7:48 p.m.

CITY OF GRAND MARAIS
MEETING MINUTES
June 10, 2020

Mayor Arrowsmith-DeCoux called the meeting to order at 6:30 p.m.

Members present: Jay Arrowsmith-DeCoux, Kelly Swearingen, Craig Schulte and Tim Kennedy

Members absent: Anton Moody

Staff present: Mike Roth, Patrick Knight, Kim Dunsmoor and Chris Hood

No comments were received from the public.

Motion by Swearingen, seconded by Kennedy to approve the Agenda with addition of Liquor License; May 27, 2020, Minutes; Payment of Bills; Hire Natalie Mella as part-time Liquor Store Clerk and Fisherman's Daughter Liquor License. Approved unanimously.

The Grand Marais Business Coalition requested 6-8 additional trash receptacles, additional picnic tables and additional porta-potties. The request to close First Avenue West was withdrawn.

The businesses requested additional trash receptacles due to curbside takeout containers and because the Lion's recycling bins are not out. The Creative Economy Collaborative has requested to give the City 8 artistically painted trash cans: however, the City would need to supply the lids. Council agreed to accept the donation of cans from the CEC. There is concern about people putting their household trash in the cans that are designed for incidental trash. We encourage businesses to put cans on their own property and dispose of trash created by their business.

The businesses requested additional picnic tables. They would like two more picnic tables placed in Harbor Park or closer to restaurants. There may need to be some discussions with business owners to use private property for picnic tables. Some suggestions included purchasing two new picnic tables, rearranging where current picnic tables are located or repurposing old picnic table frames. Staff will look into possibilities for additional picnic tables or rearrangement.

The businesses requested additional porta-potties and suggested potential locations of by Blue Water, Dairy Queen/Johnson Heritage Post, Municipal Parking Lot by current public restrooms. Staff will work with G&G Septic to determine the appropriate number and locations of porta-potties with at least one handicap option and will clarify a budget.

Council discussed the Limited Use Permit for benches, planters and kiosks in the Highway 61 Right-of-Way. Although the agreement seems in favor of the State, it is the State's Right-of-Way. The City would require similar language in the City's Right-of-Way. This is a standard agreement for design features in the State's Right of Way.

Motion by Swearingen, seconded by Kennedy to approve Resolution 2020-04 Approving Limited Use Permit for Highway 61 Design Features. Approved unanimously.

Councilor Swearingen asked for updates on 4th Avenue West, Council face to face meetings, additional Liquor Store phone lines and opening City Hall:

1) Council discussed 4th Avenue West. The County Engineer and County Administrator are gathering information to fix the avenue. Council instructed staff to fill the potholes with gravel because the holes are so big that we cannot wait for the long-term solution. The avenue is used heavily by Ruby's Pantry, fire hall, recycling center and ball field.

2) Council discussed meeting face to face in the Council Chambers. Next week's special meeting is canceled and Council could return to our regular meeting schedule. The challenge is staying 6 feet apart and filming the meeting. It would be very similar to the virtual meeting. The current method is working, so there is no reason to rush meeting in person.

3) The Liquor Store installed one additional phone line yesterday.

4) City Hall currently does not have a date planned to open the front door: however, staff is discussing a way to open safely by limiting access to some spaces. We are currently able to provide all the services of City Hall without opening the front door.

Councilor Schulte's Report:

1) The Park is open and getting busier. Parks Manager Tersteeg put together a letter to greet visitors explaining park procedures and what visitor's can expect at downtown businesses.
2) People are asking for longer hours and opening to indoor business at the Liquor Store. People are frustrated.

Councilor Kennedy's Report:

1) The fire investigators and insurance companies have released the site of the three businesses that burned in April. They have hired Thoreson's to clean up the site and are waiting to get on their project schedule. Hopefully it will be restored to a gravel parking lot soon.
2) Asked about the downsizing of City Hall/Liquor Store Concept.
   City Administrator Roth expects LHB will have a revised concept within the week.
3) The Planning Commission made the final changes to the draft zoning ordinance. Now the ordinance will need to go through public process and are looking at creative ways to get the public involved.
4) Asked about tables in the Right-of-Way. Grandma Ray's gave us a plan about their tables. City Administrator Roth explained that we are not requiring a permit, only that we are notified of their plans for tables on the sidewalk or in the parking spaces adjacent to their building. Some businesses are not in the City's Right-of-Way, but are in the State's Right-of-Way.

Mayor Arrowsmith-DeCoux's Report:

1) Attends bi-weekly Emergency Management Preparation Meetings. A notification was received that the first case of COVID-19 was confirmed in Cook County today. It may take a couple days for it to show up on the MN Department of Health's website.
2) We should have another conversation about the Dog Park.

There being no further business, the meeting was adjourned at 8:04 p.m.

CITY OF GRAND MARAIS

Payments

Current Period: May 2020

Payments Batch 6-19-20 APP $153,362.82

Refer 80034 *THRIVENT FINANCIAL FOR LUTHE*
Cash Payment G 101-21714 Thrivent Financial $100.00
Invoice C2763539 6/19/2020
Transaction Date 6/16/2020 Due 6/16/2020 MAIN CHECKING G 10100 **Total** $100.00

Refer 80035 *PERA* Ck# 004949E 6/19/2020
Cash Payment G 101-21704 PERA $7,097.60
Invoice 561060 6/19/2020
Transaction Date 6/16/2020 Due 6/16/2020 MAIN CHECKING G 10100 **Total** $7,097.60

Refer 80036 *EMPOWER* Ck# 004950E 6/19/2020
Cash Payment G 101-21720 MN State Retirement DeferC $855.00
Invoice 838678109 6/19/2020
Transaction Date 6/16/2020 Due 6/16/2020 MAIN CHECKING G 10100 **Total** $855.00

Refer 80037 *FURTHER* Ck# 004951E 6/18/2020
Cash Payment G 101-21713 H.S.A. /FSA $466.00
Invoice 06192020 6/19/2020
Transaction Date 6/16/2020 Due 6/16/2020 MAIN CHECKING G 10100 **Total** $466.00

Refer 80038 *MN DEPT OF REVENUE-EFTPS* Ck# 004952E 6/19/2020
Cash Payment G 101-21702 State Withholding $2,415.06
Invoice 0-340-107-552 6/19/2020
Transaction Date 6/16/2020 Due 6/16/2020 MAIN CHECKING G 10100 **Total** $2,415.06

Refer 80039 *DEPT OT THE TREASURY IRS* Ck# 004953E 6/19/2020
Cash Payment G 101-21703 FICA Tax Withholding $7,032.80
Invoice 15153011 6/19/2020
Cash Payment G 101-21717 Medicare $1,652.82
Invoice 15153011 6/19/2020
Cash Payment G 101-21701 Federal Withholding $4,594.85
Invoice 15153011 6/19/2020
Transaction Date 6/16/2020 Due 6/16/2020 MAIN CHECKING G 10100 **Total** $13,280.47

Refer 80040 *AFSCME*
Cash Payment G 101-21711 AFSCME PEOPLE Dues $16.00
Invoice June 2020 6/30/2020
Cash Payment G 101-21712 AFSME Union Dues $731.00
Invoice June 2020 6/30/2020
Transaction Date 6/16/2020 Due 6/16/2020 MAIN CHECKING G 10100 **Total** $747.00

Refer 80079 *BERNICKS*
Cash Payment E 609-49750-252 Beer For Resale $7,345.35
Invoice 737981 6/18/2020
Cash Payment E 609-49750-260 Soft Drinks/Mix For Resa $311.82
Invoice 737980 6/18/2020
Cash Payment E 101-45125-252 Beer For Resale $231.90
Invoice 735940 6/4/2020
Cash Payment E 101-45125-260 Soft Drinks/Mix For Resa $72.46
Invoice 735939 6/4/2020
Cash Payment E 609-49750-252 Beer For Resale $7,060.35
Invoice 736825 6/11/2020

CITY OF GRAND MARAIS

Payments

Current Period: May 2020

Cash Payment	E 609-49750-252 Beer For Resale					$19.75
Invoice 736824	6/11/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$15,041.63
Refer	80080 *THE AMERICAN BOTTLING COMP*					
Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa					$93.18
Invoice 3313611068	6/18/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$93.18
Refer	80081 *VOYAGEUR BREWING COMPANY*					
Cash Payment	E 609-49750-252 Beer For Resale					$300.00
Invoice 2929	6/18/2020					
Cash Payment	E 609-49750-252 Beer For Resale					$300.00
Invoice 2903	6/11/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$600.00
Refer	80082 *MN PEIP*					
Cash Payment	G 101-21706 Health Insurance					$14,669.10
Invoice 978078	6/10/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$14,669.10
Refer	80083 *FURTHER*		Ck# 004957E 6/20/2020			
Cash Payment	E 101-41900-310 Service Agreements					$72.40
Invoice 15484227	6/8/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$72.40
Refer	80084 *MN DEPT OF REVENUE-EFTPS*		Ck# 004958E 6/8/2020			
Cash Payment	G 609-20800 Taxes Due (State MN)					$13,697.00
Invoice 1515716128	6/8/2020					
Cash Payment	G 101-20800 Taxes Due (State MN)					$2,304.00
Invoice 1515716128	6/8/2020					
Cash Payment	G 601-20800 Taxes Due (State MN)					$594.00
Invoice 1515716128	6/8/2020					
Cash Payment	G 604-20800 Taxes Due (State MN)					$11,903.00
Invoice 1515716128	6/8/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$28,498.00
Refer	80089 *MN DEPT OF REVENUE-EFTPS*		Ck# 004960E 6/8/2020			
Cash Payment	G 101-20800 Taxes Due (State MN)					$8,498.00
Invoice 0777256480	6/8/2020					
Cash Payment	G 609-20800 Taxes Due (State MN)					$10,000.00
Invoice 0777256480	6/8/2020					
Cash Payment	G 604-20800 Taxes Due (State MN)					$10,000.00
Invoice 0777256480	6/8/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$28,498.00
Refer	80090 *SOUTHERN GLAZER S OF MN*					
Cash Payment	E 609-49750-251 Liquor For Resale					$4,457.88
Invoice 1963169	6/17/2020					
Cash Payment	E 609-49750-333 Freight and Express					$114.80
Invoice 1963169	6/17/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$1,625.36
Invoice 1960733	6/10/2020					

CITY OF GRAND MARAIS

Payments

Current Period: May 2020

Cash Payment	E 609-49750-333 Freight and Express					$35.53
Invoice 1960733	6/10/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$6,233.57
Refer	80091 *BREAKTHRU BEVERAGE*					
Cash Payment	E 609-49750-251 Liquor For Resale					$3,740.73
Invoice 1081143815	6/16/2020					
Cash Payment	E 609-49750-333 Freight and Express					$57.66
Invoice 1081143815	6/16/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$3,798.39
Refer	80092 *SUPERIOR BEVERAGES LLC*					
Cash Payment	E 609-49750-252 Beer For Resale					$2,127.50
Invoice 849242	6/17/2020					
Cash Payment	E 609-49750-252 Beer For Resale					$4,259.65
Invoice 848802	6/10/2020					
Cash Payment	E 609-49750-252 Beer For Resale					$399.00
Invoice 849117	6/15/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$6,786.15
Refer	80093 *BELLBOY CORPORATION - LIQUO*					
Cash Payment	E 609-49750-259 Other For Resale					$39.00
Invoice 0101480800	6/10/2020					
Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa					$108.25
Invoice 0084401100	6/10/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$147.25
Refer	80094 *NORTH SHORE WINERY*					
Cash Payment	E 609-49750-251 Liquor For Resale					$648.00
Invoice 2093	6/9/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$648.00
Refer	80095 *THE WINE COMPANY*					
Cash Payment	E 609-49750-251 Liquor For Resale					$816.00
Invoice 143387	6/3/2020					
Cash Payment	E 609-49750-333 Freight and Express					$50.00
Invoice 143387	6/3/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$1,408.00
Invoice 143765	6/9/2020					
Cash Payment	E 609-49750-333 Freight and Express					$70.00
Invoice 143765	6/9/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$2,344.00
Refer	80096 *LAKESHORE ICE*					
Cash Payment	E 609-49750-259 Other For Resale					$405.66
Invoice 02-004430	6/16/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$405.66
Refer	80097 *WINE MERCHANTS*					
Cash Payment	E 609-49750-251 Liquor For Resale					$507.00
Invoice 7287930	6/17/2020					
Cash Payment	E 609-49750-333 Freight and Express					$12.80
Invoice 7287930	6/17/2020					

CITY OF GRAND MARAIS

Payments

Current Period: May 2020

Cash Payment	E 609-49750-251 Liquor For Resale					$459.00
Invoice 7286390	6/4/2020					
Cash Payment	E 609-49750-333 Freight and Express					$12.80
Invoice 7286390	6/4/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$991.60
Refer	80098 *ARTISAN BEER COMPANY*					
Cash Payment	E 609-49750-252 Beer For Resale					$334.60
Invoice 3420918	6/4/2020					
Cash Payment	E 609-49750-252 Beer For Resale					$335.10
Invoice 3423150	6/17/2020					
Cash Payment	E 609-49750-252 Beer For Resale					$889.40
Invoice 3421804	6/10/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$1,559.10
Refer	80099 *PHILLIPS WINE & SPIRITS*					
Cash Payment	E 609-49750-251 Liquor For Resale					$1,126.50
Invoice 6042046	6/4/2020					
Cash Payment	E 609-49750-333 Freight and Express					$33.27
Invoice 6042046	6/4/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$1,319.75
Invoice 6042047	6/4/2020					
Cash Payment	E 609-49750-333 Freight and Express					$17.92
Invoice 6042047	6/4/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$1,067.00
Invoice 6048281	6/17/2020					
Cash Payment	E 609-49750-333 Freight and Express					$28.16
Invoice 6048281	6/17/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$565.00
Invoice 6044793	6/10/2020					
Cash Payment	E 609-49750-333 Freight and Express					$7.68
Invoice 6044793	6/10/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$2,004.25
Invoice 6044758	6/10/2020					
Cash Payment	E 609-49750-333 Freight and Express					$56.31
Invoice 6044758	6/10/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$6,225.84
Refer	80100 *JOHNSON BROTHERS LIQUOR*					
Cash Payment	E 609-49750-251 Liquor For Resale					$3,003.40
Invoice 1570629	6/4/2020					
Cash Payment	E 609-49750-333 Freight and Express					$81.90
Invoice 1570629	6/4/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$5,019.87
Invoice 1579705	6/17/2020					
Cash Payment	E 609-49750-333 Freight and Express					$129.27
Invoice 1579705	6/17/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$2,864.54
Invoice 1574681	6/10/2020					
Cash Payment	E 609-49750-333 Freight and Express					$79.35
Invoice 1574681	6/10/2020					

CITY OF GRAND MARAIS

Payments

Current Period: May 2020

Cash Payment	E 609-49750-251 Liquor For Resale					$122.00
Invoice 1574682	6/10/2020					
Cash Payment	E 609-49750-333 Freight and Express					$6.58
Invoice 1574682	6/10/2020					
Cash Payment	E 609-49750-251 Liquor For Resale					$467.55
Invoice 1570630	6/4/2020					
Cash Payment	E 609-49750-333 Freight and Express					$15.36
Invoice 1570630	6/4/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$11,789.82

Fund Summary

	10100 MAIN CHECKING GMSB
101 GENERAL FUND	$50,808.99
601 WATER	$594.00
604 ELECTRIC	$21,903.00
609 MUNICIPAL LIQUOR FUND	$80,056.83
	$153,362.82

Pre-Written Checks	$81,182.53
Checks to be Generated by the Computer	$72,180.29
Total	$153,362.82

CITY OF GRAND MARAIS

Payments

Current Period: June 2020

Payments Batch 6-25-20 AP $230,555.50

Refer 80064 *FERGUSON WATERWORKS#2518*

Invoice

Transaction Date 6/18/2020 Due 6/18/2020 MAIN CHECKING G 10100 **Total**

Refer 80041 *WEX BANK* Ck# 004954E 6/16/2020

Cash Payment	E 101-43100-212 Motor Fuels		$18.83
Invoice 65981398	6/15/2020		
Cash Payment	E 604-49570-212 Motor Fuels		$18.83
Invoice 65981398	6/15/2020		
Cash Payment	E 101-45100-212 Motor Fuels		$5.38
Invoice 65981398	6/15/2020		
Cash Payment	E 601-49440-212 Motor Fuels		$5.38
Invoice 65981398	6/15/2020		
Cash Payment	E 602-49490-212 Motor Fuels		$5.38
Invoice 65981398	6/15/2020		
Cash Payment	E 101-43100-212 Motor Fuels		$207.99
Invoice 65988834	6/15/2020		
Cash Payment	E 601-49440-212 Motor Fuels		$131.29
Invoice 65976141	6/15/2020		
Cash Payment	E 602-49490-212 Motor Fuels		$131.29
Invoice 65976141	6/15/2020		
Cash Payment	E 101-42200-212 Motor Fuels		$13.95
Invoice 65998087	6/15/2020		
Cash Payment	E 101-45125-212 Motor Fuels		$385.94
Invoice 65997489	6/15/2020		
Cash Payment	E 101-45100-212 Motor Fuels		$337.61
Invoice 65981399	6/15/2020		
Cash Payment	E 604-49570-212 Motor Fuels		$345.23
Invoice 65990643	6/15/2020		
Cash Payment	E 604-49570-212 Motor Fuels		$358.43
Invoice 65472814	5/15/2020		

Transaction Date 6/18/2020 Due 6/18/2020 MAIN CHECKING G 10100 **Total** $1,965.53

Refer 80042 *BUCK S HARDWARE HANK*

Cash Payment	E 211-45500-200 Office Supplies (GENER		$7.37
Invoice 1140	5/31/2020		
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE		$339.07
Invoice 1712	5/31/2020		
Cash Payment	E 604-49570-210 Operating Supplies (GEN		$56.36
Invoice 2088	5/31/2020		
Cash Payment	E 602-49480-300 Professional Srvs (GENE		$64.45
Invoice 1160	5/31/2020		
Cash Payment	E 609-49750-220 Repair/Maint Supply (GE		$118.55
Invoice 1630	5/31/2020		
Cash Payment	E 101-45189-225 Landscaping Materials		$32.40
Invoice 1848	5/31/2020		
Cash Payment	E 101-45125-211 Operating Supplies		$65.41
Invoice 9988	5/31/2020		

CITY OF GRAND MARAIS

Payments

Current Period: June 2020

Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$683.61
Refer	80043 *EHLERS*					
Cash Payment	E 301-47034-611 Bond Interest					$13,011.67
Invoice 57263	6/15/2020					
Cash Payment	E 301-47033-611 Bond Interest					$46,143.75
Invoice 57262	6/15/2020					
Cash Payment	E 602-47031-611 Bond Interest					$6,810.00
Invoice 57261	6/15/2020					
Cash Payment	E 301-47031-611 Bond Interest					$23,510.00
Invoice 57261	6/15/2020					
Cash Payment	E 301-47034-620 Fiscal Agent s Fees					$475.00
Invoice 58389	6/15/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$89,950.42
Refer	80044 *SDW CONSTRUCTION*					
Cash Payment	E 215-45508-520 Capital Outlay (Buildings)					$1,952.06
Invoice 391	6/10/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$1,952.06
Refer	80045 *SUNDEW TECHNICAL SERVICES*					
Cash Payment	E 211-45500-449 Automation		Phone System			$130.00
Invoice GM LIBRARY	6/1/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$130.00
Refer	80046 *BAKER & TAYLOR*					
Cash Payment	E 211-45500-435 Books, Periodicals					$22.16
Invoice 2035269498	6/1/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$22.16
Refer	80047 *AMERIPRIDE LINEN AND APPAREL*					
Cash Payment	E 211-45500-310 Service Agreements					$86.28
Invoice 3501518277	6/15/2020					
Cash Payment	E 101-41940-210 Operating Supplies (GEN					$215.31
Invoice 3501515716	6/8/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$301.59
Refer	80048 *MY BROTHERS PLACE AUTO REP*					
Cash Payment	E 604-49570-210 Operating Supplies (GEN					$255.91
Invoice 6455	6/5/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$255.91
Refer	80049 *TWIN PORTS PAPER & SUPPLY IN*					
Cash Payment	E 609-49750-210 Operating Supplies (GEN					$648.42
Invoice 447455	6/16/2020				Project 2020	
Cash Payment	E 101-45100-210 Operating Supplies (GEN					$325.58
Invoice 447735	6/16/2020				Project 2020	
Cash Payment	E 101-45100-210 Operating Supplies (GEN					$385.00
Invoice 446497	6/10/2020				Project 2020	
Cash Payment	E 101-45100-210 Operating Supplies (GEN					$39.48
Invoice 446497	6/10/2020					
Cash Payment	E 101-45100-210 Operating Supplies (GEN					$640.30
Invoice 447687	6/16/2020					

CITY OF GRAND MARAIS

Payments

Current Period: June 2020

Cash Payment	E 101-45100-210 Operating Supplies (GEN					$99.04
Invoice 446321A	6/10/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$2,137.82
Refer	80050 *XEROX CORPORATION*					
Cash Payment	E 101-45100-200 Office Supplies (GENER					$22.20
Invoice 010432048	6/1/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$22.20
Refer	80051 *QUILL CORPORATION*					
Cash Payment	E 101-45100-200 Office Supplies (GENER					$150.63
Invoice 7559484	6/8/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$150.63
Refer	80052 *ASPIRA*					
Cash Payment	E 101-45100-210 Operating Supplies (GEN					$1,310.00
Invoice GRMA BYS 0520	5/31/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$1,310.00
Refer	80053 *JESSE DERSCHEID PROPRIETOR*					
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE					$417.50
Invoice 248310	6/8/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$417.50
Refer	80054 *G&G SEPTIC*					
Cash Payment	E 101-45189-418 Portable Toilet Rentals					$946.24
Invoice 20197	6/1/2020					
Cash Payment	E 101-45184-418 Portable Toilet Rentals					$118.28
Invoice 20197	6/1/2020					
Cash Payment	E 602-49480-317 Contracted Services					$4,550.00
Invoice 20321	6/9/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$5,614.52
Refer	80055 *NORDIC ELECTRIC*					
Cash Payment	E 101-45184-220 Repair/Maint Supply (GE					$296.18
Invoice 16766	6/11/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$296.18
Refer	80056 *COOK COUNTY HOME CENTER*					
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE					$77.97
Invoice 1712	5/31/2020					
Cash Payment	E 602-49451-220 Repair/Maint Supply (GE					$214.87
Invoice 1160	5/31/2020					
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE					$14.99
Invoice 3125	5/31/2020					
Cash Payment	E 101-41940-220 Repair/Maint Supply (GE					$25.98
Invoice 1848	5/31/2020					
Cash Payment	E 101-45125-240 Small Tools and Minor E					$226.18
Invoice 9988	5/31/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$559.99
Refer	80057 *NORTHERN WILDS*					
Cash Payment	E 101-45100-210 Operating Supplies (GEN					$29.91
Invoice 27144	6/9/2020					

CITY OF GRAND MARAIS

Payments

Current Period: June 2020

Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$29.91
Refer	80058 *NORTH SHORE OIL AND PROPAN*					
Cash Payment	E 101-45184-215 Marina Fuel for Resale					$3,387.00
Invoice 1501640938	6/4/2020					
Cash Payment	E 101-45184-215 Marina Fuel for Resale					$2,248.00
Invoice 1501640932	6/4/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$5,635.00
Refer	80059 *GRAINGER*					
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE					$19.40
Invoice 9524945905	5/6/2020					
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE					$78.84
Invoice 9546219412	6/1/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$98.24
Refer	80060 *PSN*		Ck# 004955E 6/4/2020			
Cash Payment	E 604-49590-432 Credit Card Charges					$381.63
Invoice 217892	6/4/2020					
Cash Payment	E 601-49440-432 Credit Card Charges					$107.33
Invoice 217892	6/4/2020					
Cash Payment	E 602-49490-432 Credit Card Charges					$107.33
Invoice 217892	6/4/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$596.29
Refer	80061 *MN DEPT OF COMMERCE*					
Cash Payment	E 604-49590-390 Conservation Improveme					$494.40
Invoice 1000044510	6/1/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$494.40
Refer	80062 *ARROWHEAD COOPERATIVE*					
Cash Payment	E 604-49570-210 Operating Supplies (GEN					$147.20
Invoice 27370	6/2/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$147.20
Refer	80063 *WESTERN LAKE SUPERIOR SANIT*					
Cash Payment	E 602-49480-317 Contracted Services					$3,607.96
Invoice 7810	6/3/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$3,607.96
Refer	80065 *AMAZON CAPITAL SERVICES*					
Cash Payment	E 602-49490-200 Office Supplies (GENER					$91.00
Invoice 114Q-K3XC-HQX	6/4/2020			Project 2020		
Cash Payment	E 101-42200-200 Office Supplies (GENER					$17.98
Invoice 1XGH-TDLN-PCV	6/8/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$108.98
Refer	80066 *SERVOCAL INSTRUMENTS, INC*					
Cash Payment	E 602-49480-404 Repairs/Maint Machinery					$500.00
Invoice 8516	1/9/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$500.00
Refer	80067 *HANSEN, NEIL*					
Cash Payment	E 602-49490-241 Safety Equipment					$214.99
Invoice BOOTS	6/6/2020					

CITY OF GRAND MARAIS

Payments

Current Period: June 2020

Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$214.99
Refer	80068 *SMMPA*		Ck# 004956E 6/25/2020			
Cash Payment	E 604-49560-388 Purchase Power					$102,729.68
Invoice MAY 2020	6/1/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$102,729.68
Refer	80069 *ONE BEAT*					
Cash Payment	E 101-45125-240 Small Tools and Minor E					$159.33
Invoice INV167480	5/12/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$159.33
Refer	80070 *FLAHERTY & HOOD, P.A.*					
Cash Payment	E 101-41610-304 Attorney(Civil)					$4,141.25
Invoice 14724	6/5/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$4,141.25
Refer	80071 *T & R SERVICE*					
Cash Payment	E 604-49570-317 Contracted Services					$90.00
Invoice 81046	6/5/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$90.00
Refer	80072 *ADVANCED MINNESOTA*					
Cash Payment	E 101-42200-330 Transportation/School					$180.00
Invoice 680995	6/3/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$180.00
Refer	80073 *HAWKINS, INC.*					
Cash Payment	E 601-49420-218 Operating Supplies- Che					$3,148.80
Invoice 4726380	6/3/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$3,148.80
Refer	80074 *GRAND MARAIS MARATHON*					
Cash Payment	E 101-42200-212 Motor Fuels					$48.80
Invoice 1849	6/1/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$48.80
Refer	80075 *EDWIN E. THORESON, INC.*					
Cash Payment	E 101-43100-224 Street Maint Materials					$677.50
Invoice 27500	5/29/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$677.50
Refer	80076 *STUART C IRBY CO*					
Cash Payment	E 604-49570-210 Operating Supplies (GEN					$597.04
Invoice S011880261.002	6/11/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$597.04
Refer	80077 *COAST TO COAST COMP PRODUC*					
Cash Payment	E 101-45125-211 Operating Supplies					$87.97
Invoice A2139947	6/10/2020					
Cash Payment	E 601-49440-200 Office Supplies (GENER					$42.00
Invoice A2139947	6/10/2020					
Cash Payment	E 602-49490-200 Office Supplies (GENER					$42.00
Invoice A2139947	6/10/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$171.97

CITY OF GRAND MARAIS

Payments

Current Period: June 2020

Refer	80078 *CENTURYLINK*					
Cash Payment	E 601-49440-321 Telephone					$69.36
Invoice 218 D24-1001	6/1/2020					
Cash Payment	E 601-49440-321 Telephone					$56.83
Invoice 218 387-1788	6/1/2020					
Cash Payment	E 601-49440-321 Telephone					$69.36
Invoice 218 D24-1002	6/1/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$195.55
Refer	80085 *PAUL JONES*					
Cash Payment	E 101-45125-260 Soft Drinks/Mix For Resa					$54.14
Invoice SAMS CLUB	6/7/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$54.14
Refer	80086 *US BANK*					
Cash Payment	E 601-47027-611 Bond Interest					$673.13
Invoice LOAN REPAY #1	6/18/2020					
Cash Payment	E 601-47027-620 Fiscal Agent s Fees					$177.55
Invoice LOAN REPAY #1	6/18/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$850.68
Refer	80087 *ARROWHEAD COOPERATIVE*		Ck# 004959E 6/19/2020			
Cash Payment	E 101-45125-380 Utility Services (GENER					$109.53
Invoice 908127	5/29/2020					
Cash Payment	E 101-45125-380 Utility Services (GENER					$29.25
Invoice 901298	5/29/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$138.78
Refer	80088 *MTI DISTRIBUTING INC.*					
Cash Payment	E 101-45125-221 Equipment Parts/Builing					$168.89
Invoice 1259620-00	6/4/2020					
Transaction Date	6/18/2020	Due 6/18/2020	MAIN CHECKING G	10100	**Total**	$168.89

Fund Summary

10100 MAIN CHECKING GMSB

101 GENERAL FUND	$18,155.23
211 LIBRARY	$245.81
215 LIBRARY RESTRICTED FUND	$1,952.06
301 DEBT SERVICE FUND	$83,140.42
601 WATER	$4,481.03
602 SEWER	$16,339.27
604 ELECTRIC	$105,474.71
609 MUNICIPAL LIQUOR FUND	$766.97
	$230,555.50

Pre-Written Checks	$105,430.28
Checks to be Generated by the Computer	$125,125.22
Total	$230,555.50

Parks Department

Memo

To: City Council Members

From: Dave Tersteeg, Parks Manager

CC: Mike Roth, City Administrator;
Patrick Knight, Communications Director

Date: 6/18/2020

Re: Hiring recommendations for seasonal help at the recreation area

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Please hire the following individuals for the seasonal help at the recreation area:

- RaeAnne Silence as part-time, seasonal clubhouse attendant at Gunflint Hills golf course;
- J Shannon as part-time, seasonal Golf Course Laborer at Gunflint Hills golf course;
- Jeri Persons as part-time, seasonal Front Desk Clerk at the recreation area:
- Savanna Shepard as part-time, seasonal Front Desk Clerk at the recreation area

City of Grand Marais

CONSENT AGENDA

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: June 18, 2020
SUBJECT: Liquor Store Hire

Please approve the request by Liquor Store Manager Chris Lavigne to hire Trent Spry as a part time Liquor Store Clerk.

City of Grand Marais

CONSENT AGENDA

MEMO

TO:	Mayor Arrowsmith-Decoux City Council Members
FROM:	Amanda St John | Library Director Grand Marais Public Library
DATE:	June 18, 2020
SUBJECT:	Liquor Store Hire

I would like to recommend that City Council hire Kristin Woizeschke as the Assistant Director for the library.

Her start date is contingent upon finding housing and any leads we can supply will expedite that process.

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Kim Dunsmoor, Finance Director
DATE: June 18, 2020
SUBJECT: COVID-19 Preparedness Plan

MN Governor Walz Executive Order 20-74 https://mn.gov/governor/assets/EO%2020-74%20Final_tcm1055-434913.pdf requires critical sector businesses – including government entities like cities – to adopt a COVID-19 Preparedness Plan by June 29, 2020. Cities do not have to stop operations while creating a plan, but they must adopt a plan by June 29th. See advice from the League of MN Cities at: https://www.lmc.org/news-publications/news/all/covid-preparedness-plan/

We have used the template provided by the MN Dept of Labor and Industry to develop our COVID-19 Preparedness Plans for each department. These plans have been developed and modified over the course of the emergency as each department has changed their operating procedures.

The League of MN Cities recommends that the COVID-19 Preparedness Plan should be adopted by the City Council. Exceptions might include cities that have delegated this type of authority to a city manager or emergency manager through a resolution or ordinance. The plans are similar except for departmental differences.

Attached are current department plans and a resolution which clarifies that the Council authorizes the City Administrator to work with department heads to make changes to these plans as the situation evolves. Please approve the attached resolution.

CITY OF GRAND MARAIS, MINNESOTA
CITY COUNCIL RESOLUTION 2020-05

RESOLUTION APPROVING COVID-19 PREPAREDNESS PLANS AND DELEGATING THE AUTHORITY FOR FURTHER CHANGES TO THE CITY ADMINISTRATOR

WHEREAS, pursuant to Executive Order 20-74, issued by Minnesota Governor Tim Walz on Friday, June 5, 2020, the City of Grand Marais, Minnesota (the "City"), as a Critical Business as such terms are defined therein, is required to develop and implement a COVID-19 Preparedness Plan by June 29, 2020; and

WHEREAS, the City desires to comply with the requirements of Executive Order 20-74 and implement COVID-19 Preparedness Plans by the June 29, 2020 deadline; and

WHEREAS, it is in the City's best interests to ensure the State's future guidance is thoughtfully considered and the City's COVID-19 Preparedness Plan is developed and maintained in an effective and efficient manner; and

WHEREAS, the best interests of the City are served by adopting the COVID-19 Preparedness Plans attached hereto as Exhibit A at this time and delegating the authority to the City Administrator to revise the same as necessary to comply with further guidance received from the State, additional executive orders, and as necessary for the health, safety and welfare of City employees and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: The COVID-19 Preparedness Plans attached hereto as Exhibit A are hereby approved, and the City Council further hereby delegates to the City Administrator, for the period that the local emergency declared by the City Council remains in effect, the authority to further develop the attached plan and amend/revise the plan, on a City and/or departmental level, as the City Administrator, in consultation with Department Heads, deems necessary or appropriate to serve the best interests of the City and/or meet the changing requirements placed on the City by the State.

Passed by the City Council of the City of Grand Marais, Minnesota this 24th day of June, 2020.

_____

(SEAL) Mayor Jay Arrowsmith Decoux

ATTEST:

_____

Michael J. Roth
City Administrator

EXHIBIT A

COVID-19 Preparedness Plans

COVID-19 Preparedness Plan for Grand Marais City Hall:

The City of Grand Marais is committed to providing a safe and healthy workplace. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers.

We encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation. Our workers are our most important assets. We have involved our workers in this process by meeting with them and discussing expectations, best practices for mitigation and risk reduction. We have installed a Plexiglas barrier and limited customer access to the lobby. Customers can pay bills and complete most transactions online or over the telephone. Customers can enter the City Hall lobby, but not use employee spaces such as restrooms or break room. Employees may enter through the back door to conduct city business while maintaining social distancing.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- communications and instructions for customers

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

City Hall has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will follow the current sick leave policy in the union contract, if an employee has symptoms of COVID-19, they should contact their healthcare provider to see if a COVID-19 test should be done. While a person waits for their test results or is quarantined due to a positive test, the FMLA and Families First

Coronavirus Response Act will be followed. Grand Marais City Hall has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employee shall notify their manager of possible exposure and will follow the advice of their healthcare provider. The manager will see the advice of Public Health and Human Services about COVID-19 exposure to seek guidance on notifying others of potential exposure, additional cleaning and the safe return to work for the employee. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Employee health information will remain private.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Antimicrobial soap is provided at all handwashing locations. Hand sanitizer will be provided at the entrance to the store and behind the counter.

Respiratory etiquette: Cover your cough or sneeze

Workers 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 provided trash receptacles 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. Customers will be required to wear a mask and hand sanitize when entering the lobby. If workers need to assist customers and cannot maintain social distancing, they will wear a mask.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls:

A Plexiglas barrier is installed at the cash register to prevent droplet spread between employees and customers.

If an employee is behind the Plexiglas barrier, they do not need to use a face covering. Employees will take breaks individually. Each employee will clean the table before and after they eat.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, including restrooms and break rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles and credit card readers. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product

Communications and training

This COVID-19 Preparedness Plan was communicated in persons to all workers 6/16/20 and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training when they are hired. Instructions will be communicated to customers and visitors about: social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when picking up or accepting delivery. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 by signage. Managers and supervisors are to monitor how effective the program has been implemented by communicating with employees on a daily basis. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Grand Marais City Hall management and was posted throughout the workplace 6/16/20. It will be updated as necessary.
Certified by:

Kim Dunsmoor
Finance Director

COVID-19 Preparedness Plan for Grand Marais Parks Dept.

Grand Marais Parks Department is committed to providing a safe and healthy workplace. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires cooperation among our workers, management and customers.

We encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation. Our workers are our most important assets. We have involved our workers in this process by meeting with them and discussing expectations, best practices for mitigation and risk reduction. Worker comments will be used in assessing the safety of park facilities and PPE needs. A weekly tailgate safety meeting will occur to address any staff concerns and highlight any new safety developments.

Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.
13. additional considerations for task specific duties
14. Conditions specific to golf operations

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. All staff are required to stay at home if they feel ill. If an employee becomes sick while at work, they will be separated from other employees, customers, and visitors and sent home immediately. Employees should contact their health care provider and determine if they should be tested for COVID-19. A supervisor will contact Cook

County Public Health to seek guidance on notifying others of potential exposure, additional cleaning, and the safe return to work for the employee.

2. Social distancing – maintaining six feet of physical distancing

Social distancing will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols:

1. Signage on the expectation to maintain 6' of physical distance between yourself and others.
2. Breaks and lunches will be taken at separate times or locations.
3. Staff will get their work assignments by looking at the task board in the rec hall (preferred), calling supervisor via phone, radio, and/or speaking directly from a distance greater than 6'.
4. Trucks and buggies should only be used for specific tasks such as opening rounds, garbage, recycling, maintenance, or other similar tasks.
5. Strive for one person to a vehicle; if two must ride in a truck or buggy, cloth face coverings are required
6. The Rec Hall has been converted to the staff break room and restroom. 6’ of distance is required between staff utilizing the rec hall at the same time.

Social distancing will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols:

1. Employees are expected to maintain recommended 6' social distancing from each other and the public. In circumstances where employees are in contact with others and unable to maintain 6' distance, they are to wear a face covering. Employees may provide their own face covering or request one from their supervisor. As interactions can be unscheduled or unexpected, employees will carry their face covering at all times while working.
2. The Park Office is closed inside to customers. Service will be delivered via phone, email and plastic barrier service windows on the porch.

3. Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times.

1. Signs on proper respiratory and hand hygiene posted prominently in locations frequented by staff
2. PPE, including face coverings, gloves and eye protection available to staff
3. Hand sanitizer available in trucks and locations frequented by staff

4. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems.

1. Windows and doors of staff buildings are encouraged to be open when staff are present.

5. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas.

1. Employees are encouraged to wash their hands often throughout the day
2. Shared office and shop tools and equipment will be cleaned with EPA approved disinfectant after each individual user has completed their task.
3. Phones, computer keyboards, mice and credit card processing machines will be cleaned daily with EPA approved disinfectant.
4. Vehicles will be cleaned with EPA approved disinfected after each individual user has completed their task requiring use of the vehicle. A disinfected sign will be placed on the steering wheel when clean and the operator is done using the vehicle.
5. The bobcat and backhoe and other vehicles not within the park should be cleaned prior to and after use.
6. The rec hall, shop, and all vehicles will be cleaned daily with EPA approved disinfectant.

Buckeye Lemon Quat, an EPA approved disinfectant, will be used in accordance with product labels, safety data sheets and manufacturer specifications, and required personal protective equipment for the product.

6. Drop-off, pick-up and delivery practices and protocols

Packages for guests will be available for pick up in the ice and recycling garage. Staff will not interact with these packages.

7. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated via staff meetings to all workers **[date]** and necessary training was provided. Staff and campground hosts will be trained on social distancing and sanitation guidelines, as well as any procedural changes for routine operations, emergency situations, or weather emergency alerts.

Managers and supervisors are to monitor how effective the program has been implemented by conducting weekly, tailgate safety meetings**.** Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the City of Grand Marais management and was posted throughout the workplace **[date]**. It will be updated as necessary.

8. What customers and clients can do to minimize transmission of COVID-19

1. Signs on proper social distancing, hand washing and respiratory hygiene will be prominently displayed
2. The Rec Hall will be closed for indoor social gatherings
3. Picnic tables at the pavilion will be configured to allow for amble distance between guests.

9. Additional protections and protocols for receiving and exchanging payment

We provide and encourage the use of online payments for handling campsite reservations and fees. This does not mean that cash cannot be accepted; rather, its use will be minimized and precautions taken to reduce the risk of virus transmission. We provide touchless credit transactions via the telephone and online payment systems.

10. Additional protections and protocols for managing occupancy

Campground capacity: Capacity limits for the overall recreational unit, based on designated parking spaces available, will be proactively enforced. Campground maximum occupancy will be based on the number of bathrooms open and available with social distancing.

Campsite spacing: Our campsites meet State guidelines for adequate spacing.

11. Additional protections and protocols to limit face-to-face interactions

The Park Office will remain closed for inside guest access. Guests services and transactions will be conducted via phone, email and through a protective plastic barrier in a window service setting.

12. Additional protection and protocols for distancing and barriers

Public informational signage will be posted, where appropriate, to encourage the following:

1. Social distancing of at least six feet between individuals from different households, in particular at entrances, exits, and locations where people tend to congregate such as trailheads, kiosks, restrooms and shelters.
2. Capacity limits for facilities that take into account any group-size limitations and maximum occupancy with social distancing of at least six feet between individuals from different households.
3. Sanitizing protocols for individuals to follow before and after using public amenities.
4. Basic COVID-19 health reminders, such as staying home when you are sick, covering coughs and sneezes, washing hands frequently, wearing a cloth mask to protect others, and avoiding touching your face.

13. Additional considerations for task specific duties

Recycling

1. Wear gloves and eye protection at all times.
2. One person should do recycling at a time.
3. Recycling bins for glass should be downsided to 30 gallon containers with lids to facilitate safe lifting by an individual
4. Check bins daily to prevent overflowing and excess accumulation of heavy glass items
5. Clean all truck surfaces (including truck bed) after use with an EPA approved disinfectant
6. Wash hands immediately after recycling duties

Garbage

1. Wear gloves and eye protection at all times
2. Only one person should do garbage at a time.
3. In the event that there is a ripped bag, or a bag too heavy to lift, you should use a garbage grabber to remove garbage and place it in another receptacle until the bag can be lifted by yourself.
4. Keep the bag away from your body at all times.
5. Use zip ties for quick and safe tying of the bag shut.
6. Wash hands immediately after garbage duties.

Marina service dock

1. Wear gloves and eye protection at all times
2. Guests will be advised to maintain 6' or more distance from staff and to wear a cloth face covering if this distance is difficult to maintain.
3. Staff are expected to maintain 6' or more distance from guests and to wear a cloth face covering if this distance is difficult to maintain.

Bathhouse cleaning procedures

1. Wear gloves and eye protection at all times
2. Place physical barrier outside bathroom to restrict the public from entering
3. Before daily deep cleaning, use a ventilating fan in the entryway to blow air out of the bathroom facility and increase ventilation within the bathroom. Use an extension cord to temporarily route the power outside the building so that the fan can be plugged in without crossing the airstream. Run the fan for 10 minutes to aid in evacuating aerosols before entering the bathroom for cleaning. Make sure to stay out of the air stream from the ventilating fan. Visibly dirty surfaces should be cleaned prior to disinfecting, use blue paper disposable towels.
4. Spray *Buckeye* Lemon Quat, in proper dilution (2 oz. of concentrate per gallon of water), from a 3 gallon pressurized container on all high touch surfaces, including:
    - doors and door knobs/handles
    - counters and sinks
    - toilets and urinals
    - stalls partition walls
    - towel dispensers
    - trash cans and liners
    - sanitary napkin containers
    - shower curtains
5. Wait a minimum of 10 minutes after spraying the solution to wipe/rinse.
6. Wipe all sprayed surfaces with reusable, rinseable microfiber towels
7. Mop the floors with Lemon Quat in proper dilution - 2 oz. of concentrate per gallon of water.
8. Place cleaning supplies back in utility room, rinse out microfiber towels; place on drying racks
9. Remove gloves and wash hands prior to leaving

14. Conditions specific to golf operations:

In addition to department wide practices outlined in sections 1-12, Gunflint Hills golf course will use best practice guidelines created by the golf industry, specifically:

1. Call ahead to schedule your tee time and pay for your round/pass.
2. Guest are instructed to practice social distancing (6-feet apart) at all times - during arrival, while golfing and after when leaving the grounds
3. Touch points have been removed from the course - rakes, benches, ball washers, waste bins, etc,
4. Cart restrictions are in place - single riders only, unless you're from the same household. Carts will be disinfected with EPA approved cleaner between rentals.
5. Guests are instructed to not touch flagsticks. Liners are installed in cups for easy ball retrieval.
6. The clubhouse will be closed to group gatherings and inside entry of guests. Sales will be conducted through a plastic barriered ticket window.

COVID-19 Preparedness Plan for Grand Marais Liquor Store:

The Grand Marais Liquor Store is committed to providing a safe and healthy workplace. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers.

We encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation. Our workers are our most important assets. We have involved our workers in this process by meeting with them and discussing expectations, best practices for mitigation and risk reduction. We have installed a Plexiglas barrier at the cash register and have positioned product to distance staff from customers.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- protections and controls for in-store shopping;
- protections and controls for shopping malls; and
- communications and instructions for customers.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

City of Grand Marais has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will follow the current sick leave policy in the union contract, if an employee has symptoms of COVID-19, they should contact their healthcare provider to see if a COVID-19 test should be done. While a person waits for their test results or is quarantined due to a positive test, the FMLA and Families First Coronavirus Response Act will be followed. City of Grand Marais has

also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employee shall notify their manager of possible exposure and will follow the advice of their healthcare provider. The manager will see the advice of Public Health and Human Services about COVID-19 exposure to seek guidance on notifying others of potential exposure, additional cleaning and the safe return to work for the employee. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Employee health information will remain private.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Antimicrobial soap is provided at all handwashing locations. Hand sanitizer will be provided at the entrance to the store and behind the counter.

Respiratory etiquette: Cover your cough or sneeze

Workers 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 provided trash receptacles 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. Customers will be required to wear a mask and hand sanitize when entering the Grand Marais Liquor Store. If workers need to assist customers and cannot maintain social distancing, they will wear a mask.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls:

A Plexiglas barrier is installed at the cash register to prevent droplet spread between employees and customers. "X" will be placed on the floor to remind customers to social distance. A maximum of 10 customers will be allowed in the store at all times. One customer from each family will be allowed access. Customers will be required to wear a face covering to enter the store and will be required to hand sanitize at the door before entering the store. An employee will limit customers at the door during busy times. Customers will also be able to order product by telephone and call for curbside delivery.

If an employee is behind the Plexiglas barrier, they do not need to use a face covering. If they need to assist a customer, they will wear a face covering. The cash register and counter will be cleaned between employees. Employees will take breaks individually. Each employee will clean the table before and after they eat.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, including restrooms and break rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles and credit card readers. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. A UV wand will be used to sanitize product and door handles.

Communications and training

This COVID-19 Preparedness Plan was communicated in persons to all workers 6/17/20 and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training when they are hired. Instructions will be communicated to customers and visitors about: social distancing; required hygiene practices; and recommendations that customers and visitors use face masks when picking up or accepting delivery. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 by signage. Managers and supervisors are to monitor how effective the program has been implemented by communicating with employees on a daily basis. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Grand Marais City Hall management and was posted throughout the workplace 6/17/20. It will be updated as necessary.
Certified by:

Chris LaVigne
Grand Marais Liquor Store Manager

COVID-19 Preparedness Plan for Utilities and Property Maintenance:

The City of Grand Marais is committed to providing a safe and healthy workplace. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers.

We encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation. Our workers are our most important assets. We have involved our workers in this process by meeting with them and discussing expectations, best practices for mitigation and risk reduction. We have installed a Plexiglas barrier and limited customer access to the lobby. Customers can pay bills and complete most transactions online or over the telephone. Customers can enter the City Hall lobby, but not use employee spaces such as restrooms or break room. Employees may enter through the back door to conduct city business while maintaining social distancing.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- communications and instructions for customers

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

City of Grand Marais has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will follow the current sick leave policy in the union contract, if an employee has symptoms of COVID-19, they should contact their healthcare provider to see if a COVID-19 test should be

done. While a person waits for their test results or is quarantined due to a positive test, the FMLA and Families First Coronavirus Response Act will be followed. City of Grand Marais has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employee shall notify their manager of possible exposure and will follow the advice of their healthcare provider. The manager will see the advice of Public Health and Human Services about COVID-19 exposure to seek guidance on notifying others of potential exposure, additional cleaning and the safe return to work for the employee. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Employee health information will remain private.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Antimicrobial soap is provided at all handwashing locations. Hand sanitizer will be provided at the entrance to the store and behind the counter.

Respiratory etiquette: Cover your cough or sneeze

Workers 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 provided trash receptacles 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. Customers will be required to wear a mask and hand sanitize when entering the lobby. If workers need to assist customers and cannot maintain social distancing, they will wear a mask.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors. In circumstances where employees are in contact with others and unable to maintain 6' distance, they are to wear a face covering. As interactions can be unscheduled or unexpected, employees will carry their face covering at all times while working.

Strive for one person to a vehicle; if two must ride together in a truck, a cloth face covering is required.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, including vehicles restrooms and break rooms. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Communications and training

This COVID-19 Preparedness Plan was communicated in person to all workers 6/22/20 and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training when they are hired. Instructions will be communicated to customers and visitors about: social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when picking up or accepting delivery. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 by signage. Managers and supervisors are to monitor how effective the program has been implemented by communicating with employees on a daily basis. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Grand Marais City Hall management and was posted throughout the workplace 6/22/20. It will be updated as necessary.
Certified by:

Kim Dunsmoor
Finance Director

COVID-19 Preparedness Plan for Grand Marais Public Library:

The Grand Marais Public Library is committed to providing a safe and healthy workplace. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our workers, management and patrons.

We encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation. Our workers are our most important assets. We have involved our workers in this process by meeting with them and discussing expectations, best practices for mitigation and risk reduction.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- communications and instructions for patrons

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

City of Grand Marais has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will follow the current sick leave policy in the union contract, if an employee has symptoms of COVID-19, they should contact their healthcare provider to see if a COVID-19 test should be done. While a person waits for their test results or is quarantined due to a positive test, the FMLA and Families First Coronavirus Response Act will be followed.

City of Grand Marais has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the

required amount of time. Employee shall notify their manager of possible exposure and will follow the advice of their healthcare provider. The manager will seek the advice of Public Health and Human Services about COVID-19 exposure for guidance on notifying others of potential exposure, additional cleaning and the safe return to work for the employee.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Employee health information will remain private.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 mealtimes or using the toilet. All patrons and visitors to the library will be required to wash or sanitize their hands prior to or immediately upon entering the facility.

Antimicrobial soap is provided at all handwashing locations. Hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are provided at the facility's entrances and staff work areas so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Workers 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 provided trash receptacles 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. Patrons or visitors will be required to wear a mask and hand sanitize. If workers need to assist patrons and cannot maintain social distancing, they will wear a mask.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, patrons and visitors in the workplace through the following engineering and administrative controls:

Employee workstations are located at least 6 feet apart, or are staffed on alternate days. When possible and practical, employee tasks are completed individually. When social distancing cannot be maintained, employees will wear a face covering. Employees will take breaks individually. Each employee will clean the table before and after they eat.

In-person customer service is provided at a single service point, the pickup window. A Plexiglas barrier is installed at the pickup window to prevent droplet spread between employees and

patrons. If employees are behind the Plexiglas barrier, they do not need to use a face covering. Employees will wear a face covering while assisting a patron. Outside the pickup window, the patron area is marked to show 6' distances and a one-direction circular path to and away from the window. Signage encourages patrons to social distance, wear a face covering, and receive customer service by phone.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, including restrooms and break rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, controls, door handles, book carts, the outdoor drop box, and pickup window insert. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Communications and training

This COVID-19 Preparedness Plan was communicated in person to all workers by Friday, June 26 and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training when they are hired.

Instructions will be communicated to patrons and visitors about: social distancing between the patrons and workers; required hygiene practices; and recommendations that patrons and visitors use face masks when picking up or accepting delivery. Visitors will also be advised by signage not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are to monitor how effective the program has been implemented by communicating with employees on a daily basis. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness

Plan has been certified by Grand Marais City Hall and Public Library management and was posted throughout the library workplace 6/23/20. It will be updated as necessary.

Certified by:

Amanda St John
Grand Marais Public Library Director

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: June 18, 2020
SUBJECT: Seagull Management

The Mayor has been contacted by local business owners who intend to apply for a license to manage seagulls. More information will be provided prior to the meeting, including what if any action is being requested from the City.

Upcoming Meeting Schedule

Updated June 18, 2020

JUNE

Date/Time	Meeting	Location
Wednesday, June 24, 6:30 p.m.	City Council Meeting	Remote

MAY

Date/Time	Meeting	Location
Wednesday, July 1, 6:30 p.m. (tentative)	Emergency Update Mtg.	Remote
Wednesday, July 8, 6:30 p.m.	City Council Meeting	TBD
Wednesday, July 29, 6:30 p.m.	City Council Meeting	TBD