

Special City Council Business Meeting

MARCH 20, 2020

MINUTES

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 8:00 a.m.

Members Present: Mayor Julius, Councilmembers: Timmerman, Berg, Seepersaud and Novak

Members Absent: None

Also Present: City Administrator Terry, Police Chief Juell, City Attorney Poehler, Assistant City Administrator Nagel, City Planner Sevening and Public Works Superintendent Schweich

2) PLEDGE OF ALLEGIANCE

Mayor Julius led the Council and audience in the Pledge of Allegiance.

3) ADOPT/APPROVE AGENDA

MOTION by Councilmember Berg, second by Councilmember Timmerman to approve the agenda.

APIF, MOTION CARRIED

4) GENERAL BUSINESS

Response to COVID-19

Declaration of Local Emergency

City Administrator/Clerk Terry updated Council on what a Declaration of Local Emergency means for the City of Elko New Market. Mayor Julius finds that the Situation presents an unforeseen combination of circumstances that is sudden and unforeseen and could not have been anticipated and therefore has declared a Local Emergency for Elko New Market.

Mayor Julius approved Proclamation 20-01 declaring a Local Emergency for Elko New Market at 8:26 am on March 20, 2020.

MOTION by Councilmember Novak, second by Councilmember Timmerman to adopt Resolution 20-20 enacted under Authority of Minnesota Statutes 12.29 and 12.37 to Extend the period of a Mayor-Declared Local Emergency.

APIF, MOTION CARRIED

Status and Format of Public Meetings

City Administrator/Clerk Terry discussed with Council solutions for scheduling, content and format of future public meetings of the City Council, Commissions and Committees. If using Zoom for meetings, the public can actively participate by giving City notice to be included in the meeting. Council direction to Staff is to have remote meetings using Zoom or telephone meetings as much as possible for Planning, Park and City Council meetings and continue with agenda content as usual for Council meetings.

Order of Succession For Acting Mayor

City Administrator/Clerk Terry recommended that the City Council adopt a succession plan, if the Mayor or Acting Mayor is incapacitated, absent or otherwise unable to perform their duties. The succession plan for Acting Mayor is based on seniority; Councilmember Timmerman, Councilmember Berg, Councilmember Seepersaud and Councilmember Novak.

MOTION by Councilmember Timmerman, second by Councilmember Seepersaud to adopt Resolution 20-21 specifying the order of succession for the Acting Mayor in the event that the Mayor or Acting Mayor is incapacitated.

APIF, MOTION CARRIED

COVID-19 Related Employment Policies

City Administrator/Clerk Terry addressed employment policies related to COVID-19.

City Attorney Poehler updated council on some criteria highlighted in the Families First Coronavirus Response Act.

Council directed City Administrator and City Attorney to prepare a policy that reflected the Families First Coronavirus Response Act.

Operations Briefing

Public Safety

Police Chief Juell updated Council on Public Safety and COVID-19 operations.

- There are protocols put in place and department is equipped to handle these situations.
- In order to limit exposure, Officers have made modifications to normal operations.
- The City has joint power agreements for mutual aid with all other cities in the County.
- Officer Craig Bell is a Certified Emergency Management Director and can provide backup to Police Chief if necessary.
- The Department has a supply of personal protective equipment and protocols are in place to use this equipment to protect officers.
- Squad cars and equipment are disinfected at beginning and end of each shift.
- Businesses that are impacted by the Governors Executive Orders and are supposed to be closed will be documented in an ICR and will be forwarded to the appropriate State Agency. Department will be monitoring and documenting.

Public Works

Public Works Superintendent Schweich updated council on how Public Works is handling COVID-19 on operations.

- Public Works employees work independently which limits exposure to each other.
- Public Works has discontinued doing in house meter readings at this time.
- It is between seasons so employees are maintaining normal operations.
- Workspace for employees is disinfected daily.

Administration

Assistant City Administrator Nagel updated Council on the following Park items:

- The City Parks programs have been cancelled through March.
- In addition to Elko New Market, five other cities have cancelled Egg Hunts for this year.
- Parks are open. People are out walking in parks.
- Food shelf is using Wagner Park shelter and the City is encouraging good judgment for social distancing at this time.
- The City is no longer taking shelter reservations until further notice.

City Administrator/Clerk Terry updated Council on Administrative issues:

- Building inspections are being modified and suspending all non-time sensitive inspections.
- City Hall will be closed effective Monday, March 23 until Friday, April 3. Staff will continue to operate and handle all correspondence for public by email, drop off boxes and mail.
- City Staff is encouraged to work from home.

A test run on remote access (Zoom) was demonstrated with Council.

5) **ADJOURNMENT**

MOTION by Councilmember Timmerman, second by Councilmember Novak to adjourn the meeting at 9:52 a.m.

Respectfully submitted by

Lynda Jirak, Deputy Clerk