



**19 13th Avenue North  
Waite Park, MN 56387**

**City Council Agenda  
Friday, March 20, 2020  
8:30 A.M.**

**1. CALL TO ORDER**

**A. City Council Emergency Meeting Notice**

Documents:

[COUNCIL MEETING NOTICE.PDF](#)

**B. Council Meeting VIA Conference Call**

The City Administrator has determined that an in-person meeting is not prudent and under MN Statute, 13D.021 subdivision 1 believes that a phone conference with elected official phoning into a conference call is warranted.

The City Council will follow the following process in accordance with State Law:

1. The City Administrator will be present at City Hall. The meeting will be recorded and live on our city's public access channel.
2. All votes will be done by roll-call so there is a clear record of who is in favor or opposed to the subject vote.
3. We will ensure that all members of the Council are able to hear one another and all discussions and testimony.

This meeting has been determined to not be feasible to have the public present at the meeting due to the health pandemic and emergency declaration and is authorized by MN Statute 13D.021, subdivision 1. The meeting will be televised on the City's public access channel.

**2. PLEDGE OF ALLEGIANCE**

**3. REGULAR AGENDA ITEMS**

**A. Consider Resolution On Declaration Of Local Emergency**

Documents:

[STAFF REPORT DECLARATION OF LOCAL EMERGENCY.PDF](#)

SIGNED DECLARATION OF EMERGENCY.PDF  
RESOLUTION LOCAL EMERGENCY (002).PDF

**B. Consider Resolution On Emergency Personnel Planning Policy**

Documents:

STAFF REPORT EMERGENCY PERSONNEL POLICY.PDF  
RESOLUTION 032020-01 EMERGENCY PERSONNEL POLICY.PDF

**Adjourn**



Pursuant to *Minn. Stat. 13D.04, Subd. 3* - The City of Waite Park will be holding an Emergency Meeting on March 20, 2020 at 8:30AM via teleconference that will be televised on the City's local television channel.

Pursuant *Minn. Stat. 13D.021, Subd. 1* – The City Administrator has determined that an in-person meeting is not prudent.

The following items will be discussed:

1. Declaring a Local State of Emergency
2. Resolution 032020-01 Emergency Personnel Policy

Dated March 19, 2020

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Shaunna Johnson, City Administrator



**Staff Report:**

Issue: Approve Resolution on Declaration of Local Emergency

**BACKGROUND:**

Attached is a copy of the Mayor’s Proclamation and Declaration of Emergency that he signed on March 19, 2020. In order for the Declaration of Emergency to continue beyond 72 hours, it requires further action by the City Council. Attached is a resolution extending this mayoral Declaration of Emergency.

The purpose of the Declaration of Emergency is to provide the ability of the staff to address the needs of providing emergency services to the community. It allows the City of Waite Park to invoke they City’s disaster plan that are deemed necessary for response to and recovery from this emergency. In addition, it may aide in the City’s ability to seek potential State and Federal funding.

**REQUIRED ACTION:**

Approve or Deny the proposed Resolution as presented OR with revisions.

**RECOMMENDED ACTION:** NA

**SUGGESTED MOTION:**

Council member \_\_\_\_\_ moved to approve OR deny the Resolution on Emergency Personnel Planning Policy as presented OR with revisions: \_\_\_\_\_

Council member \_\_\_\_\_ seconded the motion.

**ROLL CALL \*[PLEASE READ EACH NAME] [EACH MEMBER WILL NEED TO SAY YAY OR NAY]**

- Councilmember Michael Linqvist \_\_\_\_\_
- Councilmember Ken Schmitt \_\_\_\_\_
- Councilmember Vic Schulz \_\_\_\_\_
- Councilmember Frank Theisen \_\_\_\_\_
- Mayor Richard Miller \_\_\_\_\_

Motion (Approved) (Denied)

## **CITY WAITE PARK PROCLAMATION AND DECLARATION OF EMERGENCY**

**WHEREAS**, the virus named “SARS-CoV-2,” is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and which causes a disease named “coronavirus disease 2019,” commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death; and

**WHEREAS**, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of March 16, 2020, there continues to be an increased number of cases of COVID-19 in Minnesota, including cases in Stearns County; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

**WHEREAS**, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

**WHEREAS**, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize and all necessary resources to be used in support of the COVID-19 response; and

**WHEREAS**, as of March 15, 2020 the World Health Organization Situation Report confirmed a total of 153,517 cases of COVID-19 in over 135 countries, including 5,735 deaths; and as of March 15, 2020 a total of 35 cases of COVID-19 have been reported in Minnesota including a number in Stearns County; and

**WHEREAS**, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include cancelling or postponing in-person events that involve more than fifty people for eight weeks; and

**WHEREAS**, additional local cases will trigger a more aggressive public health response and are predicted to impact residents of Waite Park and those who work in or travel through the City, including City employees; and the need for social distancing, school closings, and quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges; and

**WHEREAS**, the City Administrator and Emergency Management Director find that this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

**WHEREAS**, the City Administrator and Emergency Management Director find that traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19, and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City of Waite Park, and additional resources will be needed from Stearns County and state and federal sources.

**NOW, THEREFORE, MAYOR WAITE PARK OF THE CITY OF WAITE PARK PROCLAIMS, DECLARES, REQUESTS, AND DIRECTS AS FOLLOWS:**

1. Under the authority given by Minnesota Statutes, Section 12.29, declares that a local emergency exists within the City of Waite Park, effective March 16, 2020, with all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12 and further proclaims that such emergency constitutes a declared emergency pursuant to Ordinance 23, Section 23.5, Local Emergencies.
2. Directs City Staff to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of Waite Park.
3. Directs all City departments and offices to operate and support the response to this incident, under the direction and coordination of the City Administrator, Emergency Management Director and Emergency Management Team, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained as necessary.
4. Directs the City's Administrator, and Emergency Management Director and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Stearns County, the State of Minnesota, and the Federal government, as needed.
5. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, and other advisory commissions of the City of Waite Park are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, Planning Commission, and other advisory commissions of the City shall be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commission to resume in-person meetings.
6. Requests that the City Council convene an emergency session at its earliest convenience to discuss the situation and this declaration. This emergency declaration shall continue for a period of 72 hours from its effective date of March 19, 2020, unless further extended by or with the consent of the City Council pursuant to Minnesota Statutes, Section 12.29, subd. 1.
7. Orders that this declaration be given prompt and general publicity and that it be filed promptly by the City Administrator.

Dated this 19th day of March, 2020

  
\_\_\_\_\_  
Mayor Richard E. Miller

**RESOLUTION NO. 2020-\_\_\_**

**A RESOLUTION enacted under authority of Minnesota Statutes Sections 12.29 and 12.37 to extend the period of a mayor-declared local emergency.**

Whereas, the Mayor of the City of Waite Park (the “Mayor”) has declared that a local emergency is in effect in the City as of March 19, 2020; and

Whereas, the City Council of the City of Waite Park agrees with the Mayor’s findings and further finds that the Situation will last for more than 72 hours and that immediate action to respond to the local emergency is needed in order to protect the health, safety and welfare of the City and the community; and

Whereas, the City Council finds that this emergency, which involves an outbreak of an infectious disease (COVID-19), is a highly fluid and evolving situation, and in the interest of the public health, a response or action may be needed that requires deviation from standard procedures for procuring goods and services; and

**WHEREAS**, Minnesota Statutes §§ 12.29 and 12.37 authorize the actions taken in this resolution and provide that emergency contracts and agreements are not subject to the normal purchasing and competitive bidding requirements because of the local emergency;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WAITE PARK, MINNESOTA AS FOLLOWS:**

1. The Mayor’s Declaration of a local emergency is continued in effect until further action of the City Council.
2. City staff is authorized to enter into agreements and contracts necessary for the procurement of materials, equipment, and services required to respond to the local emergency.
3. The Mayor and City Administrator are authorized to execute any necessary agreements, contracts, and related documents regarding the local emergency necessary to implement corrective action relative to the local emergency to protect the health, safety and welfare of the City and the community.
4. City staff is authorized to take any appropriate action and to prepare any appropriate documents to facilitate the directives of the Council as set forth in this resolution.
5. The Mayor, City Administrator, City staff, City attorney, and City consultants are authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this resolution.

This declaration of a local emergency will invoke the city's disaster plan. The portions that are necessary for response to and recovery from the emergency must be used.

Passed by the City Council of Waite Park, Minnesota this 20<sup>th</sup> day of March, 2020.

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Richard E. Miller, Mayor

Attested:

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Shaunna Johnson, City Administrator





**Staff Report:**

Issue: Approve Resolution on Emergency Personnel Planning Policy

**BACKGROUND:**

Attached is a resolution that provides the City Administrator with some additional authority related to personnel during this emergency. The recommendation with this resolution is that this resolution be in effect as long as the declaration of local emergency is in place.

**REQUIRED ACTION:**

Approve or Deny the proposed Resolution as presented OR with revisions.

**RECOMMENDED ACTION:** NA

**SUGGESTED MOTION:**

Council member \_\_\_\_\_ moved to approve OR deny the Resolution on Emergency Personnel Planning Policy as presented OR with revisions: \_\_\_\_\_

\_\_\_\_\_

Council member \_\_\_\_\_ seconded the motion.

**ROLL CALL \*[PLEASE READ EACH NAME] [EACH MEMBER WILL NEED TO SAY YAY OR NAY]**

- Councilmember Michael Linquist \_\_\_\_\_
- Councilmember Ken Schmitt \_\_\_\_\_
- Councilmember Vic Schulz \_\_\_\_\_
- Councilmember Frank Theisen \_\_\_\_\_
- Mayor Richard Miller \_\_\_\_\_

Motion (Approved) (Denied)

**RESOLUTION NO. 032020-01  
CITY OF WAITE PARK**

**A RESOLUTION OF THE CITY OF WAITE PARK, MINNESOTA  
APPROVING EMERGENCY PERSONNEL PLANNING POLICY**

**WHEREAS**, during an emergency management situation as defined by the Emergency Management Director, the city will follow the Center of Disease Control (CDC), Minnesota Department of Health (MDH) and Stearns County Health guidelines and recommended/suggested emergency planning and risk management mitigation steps; and,

**WHEREAS**, there may be times during an emergency management situation, such as a pandemic, where Alternative Work Arrangements (AWA) may be a necessity to keep business operations functioning and employees and the public safe; and

**WHEREAS**, AWA may be considered during times of Local, State or Federal recommended guidelines during community mitigation or emergency management strategies; and,

**WHEREAS**, AWA may include working remotely, flexible work options, paid administrative leave; and,

**WHEREAS**, the City Administrator, or their designee, will determine which AWA best fits the needs of the City to keep employees and the public safe; and,

**WHEREAS**, in emergency situations, requiring risk mitigation and management planning, the City Administrator, or their designee, will determine: 1) if employee leave banks must be exhausted prior to requested absence; 2) if employees will be allowed to go into deficit in their banks; 3) if paid or unpaid leave is authorized; 4) if health insurance premiums shall be pro-rated; and,

**WHEREAS**, the basis for such determination will be to not provide employees a financial incentive to risk the public's health, safety and/or well-being;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WAITE PARK, MINNESOTA** that The City of Waite Park has adopted the Emergency Personnel Planning Policy as outlined in this Resolution and this will be in effective as long as the City of Waite Park's Declaration of Emergency is in effect.

Adopted by the Council this \_\_\_\_day of March 2020.

\_\_\_\_\_  
Richard E. Miller  
Mayor

\_\_\_\_\_  
Shaunna Johnson  
City Administrator-Clerk-Treasurer

**ACTION ON THIS RESOLUTION:**

Motion for adoption:  
Seconded by:  
Voted in favor of:  
Voted against:  
Abstained:  
Absent:  
Resolution:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Waite Park City Council at a duly authorized meeting held on\_\_\_\_\_.