

WAITE PARK CITY COUNCIL EMERGENCY MEETING**MARCH 20, 2020****1. CALL TO ORDER**

An emergency meeting of the Waite Park City Council was held via teleconference on Friday, March 20, 2020, beginning at 8:30AM.

1.A. COUNCIL MEETING NOTICE

Mayor Miller read aloud the meeting notice:

"Pursuant to *Minn. Stat. 13D.04, Subd. 3* - The City of Waite Park will be holding an Emergency Meeting on March 20, 2020 at 8:30 AM 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"

1.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 officials 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 the City's public access channel.
2. All votes will be done by rollcall 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

The 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.

MEMBERS PRESENT

Members present were Mayor Miller, Councilmembers Linquist, Schmitt, Schulz, and Theisen

CITY REPRESENTATIVES PRESENT

City Representatives present were City Administrator Johnson, Deputy Clerk-Treasurer Virnig

2. PLEDGE OF ALLEGIANCE**3. REGULAR AGENDA ITEMS****3.A. CONSIDER RESOLUTION ON DECLARATION OF LOCAL EMERGENCY**

Council was provided a copy of the Mayor's Proclamation and Declaration of Emergency that Mayor Miller signed on March 19, 2020. For the Declaration of Emergency to continue beyond 72 hours, it requires further action by the City Council. Council was provided a copy of a resolution extending the Mayoral Declaration of Emergency.

The purpose of the Declaration of Emergency is to give the Staff the ability to address the needs of providing emergency services to the community. It allows the City of Waite Park to invoke the 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.

Mayor Miller read aloud the proposed resolution.

3.A. CONSIDER RESOLUTION ON DECLARATION OF LOCAL EMERGENCY

(Cont.)

Member Theisen moved to approve the Resolution on Emergency Personnel Planning Policy as presented, seconded by Member Schmitt.

Member Linquist asked, under paragraph 7, based off of what the WHO and CDC are recommending that gatherings of 50 or more people be suspended for 8 weeks, if schools were to go back into session would this prevent that from happening in Waite Park until the declaration this is a non-emergency. This would also affect churches, any kind of activity, hotel/motels, adult day care centers, which would all have more than 50 people. City Administrator Johnson explained that this is just the guidance that was given, those types of businesses will take direction from the State. City Administrator Johnson stated that we are only using this as a way to respond to these types of situations. It isn't the intention to have the authority, nor does the City have the authority over the schools and those things. City Administrator Johnson stated this declaration is just a way of following the Federal and State Government guidelines and allow them to be able to respond. Currently any businesses that have closed have gotten that direction from the Governor's office and that we have to work with them as a City to make sure those businesses are following those guidelines.

Member Schulz asked for clarification that in the emergency plan it states that in Section 23, subd. 3, this resolution is only good for 30 days or at the end of the emergency, whichever comes first. Member Schulz stated this would indicate that this is in effect for 30 days, after which the City Council will then have to reestablish this. City Administrator Johnson stated that Member Schulz is reading that correctly. Member Schulz also stated that he did not see the Emergency Manager listed in the resolution and in Section 23, subd. 4, the City's Emergency Manager is the lead person in this activity. Member Theisen stated that is intentional since the names can change. City Administrator Johnson confirmed what Member Theisen stated. City Administrator Johnson stated that in the Declaration it talks about the Emergency Management Director and the City Administrator, and then throughout it indicates any other appropriate personnel. The Declaration is really a jointed effort between us. In the Declaration of Emergency, in this case it does follow and provide the direction. Member Linquist stated then based on the Emergency Plan that was passed in December, the response person would be Chief of Police Bentrud. City Administrator Johnson explained that it depends on what the response is, as it relates to the personnel and the operations of the City as far as staffing and those types of things, that does go through the City Administrator, who is working closely with the Emergency Manager, but it doesn't give the Emergency Manager authority over all of the staff. The Emergency Manager is working with the agencies that the City is providing all the services necessary, so this is a jointed effort.

Member Schulz expressed concern that the Mayor's Declaration stated that the City Administrator and the Emergency Management Director, but when you go to the actual resolution it does not list the Emergency Management Director and Member Schulz feels like that needs to be corrected. Member Linquist agreed it should be added. Member Linquist then referred to his first question, in paragraph seven it should read up to the amount of days rather than a specific number of weeks. City Administrator Johnson stated that the Declaration that the Council has is something that the Mayor approved. City Administrator Johnson is asking that Council act on the resolution that was presented. She believes that the Council should not get caught up in the statistics as that is the direction the City is taking from the Federal and State Agencies. She confirmed that the template of the documents has been taken by other City's doing the same thing, the documents have been reviewed by Department Heads and the City Attorney.

Member Schulz asked that the Council remain informed on what's going on. Member Schulz feels the group is small and doesn't feel there is a reason four more people can't be involved at some point. Member Schulz would like to see the City Administrator or the Emergency Manager give the Council a written report on a bi-weekly basis in terms of what is going on with the activities of the City for the 30-day period while this resolution stays in effect. Mayor Miller confirmed that is something that will be going out and hopes that it is more than bi-weekly as things are changing so quickly.

3.A. CONSIDER RESOLUTION ON DECLARATION OF LOCAL EMERGENCY
(Cont.)

Member Schulz asked to confirm, again, that this resolution is in effect for 30 days. Mayor Miller confirmed.

Ayes: Mayor Miller, Members Linquist, Schmitt, Schulz, and Theisen

Nayes: None

Abstain: None

Absent: None

Motion carried by unanimous vote. **(RESOLUTION NO. 032020-01)**

3.B. CONSIDER RESOLUTION ON EMERGENCY PERSONNEL PLANNING POLICY

Council was provided a resolution that gives the City Administrator 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.

City Administrator Johnson confirmed that a lot of the items listed are already in place, but this is to ensure that as the City continues to move forward that there may be the need to create some additional flexibility in the City's Personnel Policies and what is presented is mostly the administrative side of it and the management of staff. The resolution is intended to just to make sure those types of things are covered.

City Administrator Johnson read aloud the proposed resolution.

City Administrator Johnson stated that in previous discussion council would like to be updated on the situation. She confirmed staff has been doing their best efforts to do that currently with the information that has been provided to staff.

Member Theisen wanted to make it clear that this resolution does sunset when the Emergency ends.

Member Theisen moved to approve the Resolution on Emergency Personnel Planning Policy as presented, seconded by Member Schmitt.

Member Linquist requested that the council receive regular updates as it occurs. Member Linquist also asked for confirmation that this was for Administration. City Administrator Johnson clarified that she oversees all staff through Department Heads so, it provides the ability to work through our Department Heads to try to implement anything that we need to try to help us accommodate during this crisis. Member Linquist asked if the City was following the recommendations from the CGMC regarding FMLA. City Administrator Johnson stated those just came out the previous day and they are Federal, so the City will be following the guidelines if the City ends up in a situation where that is warranted. Member Linquist asked if that was something that needed to be added to the resolution. City Administrator Johnson stated no, that was a Federal Law, so the City is required to follow it.

Ayes: Mayor Miller, Members Linquist, Schmitt, Schulz, and Theisen

Nayes: None

Abstain: None


Absent: None

Motion carried by unanimous vote. **(RESOLUTION NO. 032020-02)**

ADJOURNMENT

Mayor Miller declared the meeting adjourned at 8:55AM


 Richard E. Miller
 Mayor


 Shaunna Johnson
 City Administrator