



EMERGENCY CITY COUNCIL MEETING MINUTES

COUNCIL CHAMBERS

MARCH 15, 2020

8:00 P.M.

Call to Order/Roll Call

The meeting was called to order by Mayor Voracek at 8:00 pm. Councilors Elizabeth Cap, Royal Ross, Peter van Sluis, Tom Spooner, Janna Viscomi and Jon Wood were in attendance. Also in attendance were City Administrator Tim Murray, Assistant to the City Administrator Heather Slechta, City Engineer Mark DuChene, Public Works Director Travis Block, Police Chief Andy Bohlen, Fire Chief Dustin Dienst, Human Resource Manager Kevin Bushard, Community and Economic Development Director Deanna Kuennen, Parks and Recreation Director Paul Peanasky, and Library and Communications Director Delane James.

City Administrator Tim Murray explained that the purpose of this meeting is to approve Resolution 2020-043 Declare Local State of Emergency due to the COVID-19 Pandemic. Passage of this resolution will allow quick actions to happen at the staff level when necessary. Murray will be providing updates to the Council as needed and the city attorney's office is currently working on an action to conduct future meetings electronically.

Staff Reports and Updates

Fire Chief/Emergency Management Director Dustin Dienst

A meeting was held last Wednesday with the Rice County Emergency Management Team and other necessary Staff to discuss COVID-19. Dienst reviewed the PPE in the City. Dienst visited 10 of the assisted living facilities in the city to discuss their plans, as well as put together a contact list. Dienst will be having weekly contact with the ALs through this. There will be weekly calls with the Southeast Health Coalition and the MN Department of Health. Dienst also stated that the City will not be opening EOC. The City's Hazard Plan has information relating to pandemics, however it states that Rice County Public Health is the lead agency on pandemics. Dienst intends to be involved in an ICS system when Rice County gets to that point. Dienst suggested that all Directors track their department costs related to this.

Dienst also provided an update on how his staff will be responding to potential infected people, PPE will play an essential roll in their response as this is a droplet borne illness, personnel will be using masks as well as putting a mask on the individual that they are serving. A meeting with the Steele/Rice 911 Center, the Faribault Police Department and North Ambulance was held, they discussed how they will respond, size up the situation, not send all staff in, in a recent incident dispatch did a good job asking screening questions to the individual allowing staff to increase the use of PPE before

going into the situation.

Library and Communications Director Delane James

The Library has already cancelled events and programming, will be encouraging social distancing recommendations of six feet, staff will be using gloves, and will not accept cash or coins, will be asking customers to utilize self-check-out, and are working with SELCO to extend checkout deadlines. James recommended that Buckham Memorial Library be closed.

It was the consensus of the Council to allow for the temporary closure of Buckham Memorial Library.

Parks and Recreation Director Paul Peanasky

Staff has been wiping down all desks and door knobs. Fitness classes are still taking place as long as social distancing can be followed. Staff is following MRPA and NRPA guidelines and recommendations. Most programming has been cancelled at this time, however, aquatic programming is still occurring as there is a low exposure risk. Staff is considering providing video options for fitness classes if they are cancelled.

City Engineer Mark DuChene

Engineering services should not be impacted, a small project is in the works, with four property owners, two of which are the City, so there may not be a neighborhood meeting for this project, there will most likely be more mailings.

Public Works Director Travis Block

There will be minimal impact on the Public Works Department, there is low foot traffic at the Public Works/Engineering Building, Block will look for more information regarding staff interaction on service call on meters in homes and see what other cities are doing in these instances. Mayor Voracek will send Block his company's policies on entering homes for reference.

Police Chief Andy Bohlen

The Police Department is not closing, most of the areas within the building are secure. All shared squad equipment is cleaned between users. Patrol is the Police Department's number one priority, everything else will be secondary. Daycare will be provided for first responders as part of the school closings so this will be helpful for officers.

Human Resource Manager Kevin Bushard

IT Staff is working on VPN access for employees, so they are able to work from home if necessary. Policies and Procedures are being developed to manage staff through this.

Community and Economic Development Director Deanna Kuennen

Staff will be suspending all non-essential services such as rental inspections. Staff will be reviewing responsibilities in Public Housing services and limiting exposure as much as possible. Staff will also be working from home when necessary.

Finance Director Jeanne Day, report given by City Administrator Tim Murray

Staff contact time with the public is limited, does not recommend closing at this time. Staff will work to direct individuals to make payments via the website or drop box.

City Administrator Tim Murray

Staff meetings will be limited at this time, non-critical meetings will be cancelled, including Tuesdays Joint Committee meeting and General Affairs Committee meeting.

Councilor Viscomi asked about testing sites in Faribault, Fire Chief Dustin Dienst explained that the City will not be involved in that, and that if residents are feeling symptomatic, you should call your primary physician prior to going to the hospital.

County Administrator Sara Folsted

Rice County will be open, they provide essential services and that is ramping up. Looking at teleworking options, there will be a meeting tomorrow and a more formal ICS will be set up, Public Health will be following up on all potential cases, doing the look back of potential contacts and will ensure that anyone that contracts COVID-19 has essential services such as food and medications.

Resolution 2020-043 Declare Local State of Emergency

Motion by Spooner, seconded by Cap to approve Resolution 2020-043 Declare Local State of Emergency and carried unanimously.

Adjournment

Motion by Ross, seconded by Wood to adjourn the Emergency City Council meeting and carried unanimously.

Meeting adjourned at 8:50pm.

Respectfully Submitted,

Heather J. Slechta
Assistant to the City Administrator