

Special City Council Meeting

Via Conference Call

Thursday, March 26, 2020

12:00 p.m.

Call 763-710-3959 ID: 792830 and press #

The Mayor and City Administrator determine that an in-person meeting or a meeting conducted under MN Statute section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 as stated in 13D.021. MN Statute 13D.021 will be followed for this meeting.

Members On-Call: Dana Kass, Darla Kruser, Mike Nelson, David Savage, Andrew Ysker

Members Absent: None

City Staff On-Call: Michael Schulte, City Administrator/Clerk; Maryellen Suhrhoff, City Attorney

Others On-Call: Dirk Abraham, KDOM Radio

Call to Order

The meeting was called to order by Mayor Nelson at 12:00 p.m.

Approval of Agenda

Motion by Savage, seconded by Kass, to approve the agenda as presented. Motion carried 5 – 0.

City of Mountain Lake COVID-19 Virus Continuity of Operations Plan

An operation plan was reviewed and discussed. Yesterday, Governor Tim Walz signed Executive Order 20-20 which directs a two-week stay-at-home order beginning at 11:59 p.m. on March 27 and ends at 5:00 p.m. on April 10. In addition, the League of Minnesota Cities and Coalition of Greater Minnesota Cities have been providing resources, advice, and guidance on city operations during the COVID-19 pandemic and the stay-at-home order. Edits and additions by the council were included. The plan is as follows:

1. The City needs to protect its available workforce in order to maintain government services while doing its part to contain the outbreak and reduce its impact on public health. Depending upon the severity of the outbreak, these measures will be implemented and amended as necessary.
2. As information and recommendations become available from The Centers for Disease Control and Prevention, Minnesota Department of Health, and the state and federal

government, operation plans and actions may be amended as recommended or mandated. This plan will be adjusted as needed.

3. **City Hall** will remain closed to the public until further notice. Office staff will continue to work to carry out critical city operations. City staff will implement social distancing as allowed, clean and sanitize work areas, practice hygiene guidelines, stay home when ill, and take other pre-cautions as they become available. Staff can be contacted by the public via telephone or email during normal working hours.
 - Utility Billing – Utility billing will be sent at its normal mailing dates. Utility bills will still be due on its normal due dates. Bills can be paid online on our website via credit or debit card. Processing fees will arise when customers pay but the Utility will take the fee paid and apply it as a credit to the customer's next bill. The drop box outside city hall is available to drop off payments. Late fees will still be applied unless the customer contacts staff prior to the due date to arrange a payment agreement. More information will be posted on the city's website.
 - Energy Rebate Forms – Energy rebate forms are available on our website to print and fill out. Forms can be dropped off in the city drop box, mailed to city hall, or scanned and emailed to city staff. Forms can be mailed to requester if desired.
 - Employment Opportunities – Employment opportunities are posted on our website. City applications are available on our website or can be mailed if requested. Applications can be dropped off in the city drop box, emailed to staff, or mailed to city hall.
 - Building Permits – Building permits will be made available online for residents to print and fill out. Building permits will be sent via mail or email to residents if requested. Residents can contact city staff on proper procedures to fulfill permit requirements and will be handled in a timely manner by staff.
 - Cemetery – Sale of cemetery plots and opening/closing of graves will continue and be processed as much as reasonably possible over the phone or email but will be handled on a case-by-case basis with scheduled appointments at city hall.
 - Dog Licenses – Dog license forms can be mailed or emailed to residents. Residents can call city staff on how to properly obtain a dog license.
 - Golf Cart Permits – A golf cart permit is available on our website to print and fill out. Forms can be dropped off in the city drop box, mailed to city hall, or scanned and emailed to city staff. Forms can be mailed to requester if desired. Proof of insurance is required with the application.

- Data Requests – Members of the public can contact city staff via phone or email on data requests.
- Other Permits & Licenses – Residents can contact city staff on other permits and licenses.
- Other Requests – Residents can contact city staff on all other requests.

4. **Mountain Lake Public Library** will be closed to the public until further notice. Online resources (e-books, audio books, etc.) will still be made available. Books can be dropped off in the drop-box at the library at any time. Pick-ups will be discontinued from Saturday, March 28 through Friday, April 10. Library staff will re-evaluate to determine if pick-ups will resume after April 10. A Mountain Lake Library Facebook page will be established to post virtual and e-learning items for residents to do from their homes.
5. **Mountain Lake Community Center** is closed to the public until further notice and no reservations or events will be allowed through April 30. All scheduled reservations through April 30 will be refunded. The food shelf will have the option to remain open or closed during this time. No in-house meals for Senior Dining will be allowed but the kitchen can be utilized to deliver meals on wheels. Reservations past April 30 will be reviewed at a later date.
6. **City Parks & Public Spaces** – According to Governor Walz’s Emergency Executive Order 20-20, park equipment will be off-limits from March 28 to April 10. Park bathrooms will remain locked until further notice. Groups larger than 10 are discouraged from gathering in city parks and public spaces. No group reservations are allowed at city park shelters until further notice.
7. **City-Wide Cleanup** originally scheduled for May 2, 2020, as requested by Hometown Sanitation, will be postponed to a later date to be determined.
8. **City Campground** – The campground usually opens in early May, depending on weather conditions. Opening or keeping the campground closed will be determined at a future date.
9. **Outside Employees** – Residents are asked to keep distance of at least 6 feet from public employees working on public infrastructure outside.
10. **Utilities** – Normal operations for electric, water, and wastewater will continue to ensure reliable service for all customers. Projects or items involving face-to-face interactions will be avoided as much as possible or require social distancing of at least 6 feet. In drastic emergencies, neighboring communities (such as members in Central Municipal Power Agency/Services) will be contacted to help assist carrying out critical functions.

- 11. Streets/Storm Sewers** –Streets and storm sewers will be maintained as normal to ensure reliable street access and proper drainage of storm water. Projects or items involving face-to-face interactions will be avoided as much as possible or require social distancing of at least 6 feet. In drastic emergencies, neighboring communities (such as members in Central Municipal Power Agency/Services) will be contacted to help assist carrying out critical functions.
- 12. Emergency Services (Ambulance, Fire, Police)** Emergency services will continue operations to keep the public safe during this pandemic. Responders may ask the caller if they have been diagnosed with COVID-19 or have symptoms of COVID-19 to properly prepare and address the situation. For police calls, non-life threatening matters may be reviewed on a case-by-case basis on whether face-to-face interaction or social distancing is needed to address the situation or if phone or email interactions can be utilized to protect police officer health.
- 13. Public Meetings** will be conducted via conference call or other electronic means (MN Statute 13D.021) until further notice. Proper notices and procedures will still apply as stated in Minnesota Statutes. Non-critical meetings will be reviewed on a case-by-case basis to be postponed to a later date.
- 14. Temporary COVID-19 Employee Sick Leave Policy (separate document)** will be implemented as a supplement to normal personnel policies until further notice. Changes and amendments as more information becomes available can be implemented as needed.
- 15. Local Declaration of Emergency** may occur if determined necessary by the mayor to be able to provide services and continue operations as allowed in Minnesota Statutes.
- 16. Items Not Addressed** – Items not directly addressed in this plan will be reviewed and determined by the city administrator, mayor, or department head on the best course of action or require an emergency or special city council meeting to determine solutions if needed.

Councilmember Kruser left the meeting at 1:14 p.m.

Temporary COVID-19 City Employee Sick-Leave Policy

The policy states the City will follow the recently enacted federal Emergency Family and Medical Leave Expansion (EFML) and Emergency Paid Sick Leave Acts (EPSL), provides guidance on staying home when sick, when to return to work, working from home requests for office staff, hygiene protocols, and other information. The policy goes into effect from April 2, 2020 until December 31, 2020 or determined otherwise by federal orders.

Motion by Ysker, seconded by Kass, to approve the City of Mountain Lake COVID-19 Virus Continuity of Operations Plan and Temporary COVID-19 City Employee Sick-Leave Policy.
Motion carried 4 – 0.

Adjourn

The meeting was adjourned at 1:36 p.m.

Approved April 6, 2020

ATTEST:

Michael Schulte, Administrator/Clerk