

Emergency Meeting

March 16, 2020

Meeting called to order by Mayor Tammy Konz at 5:04pm

Council Members present: Tammy Konz, Sheryl Carlson, Kyle Christensen, DuWayne Orbeck and Cindy Stelten

Others present: Chad Koren and Trista Kramer

Mayor Konz stated that the purpose of the meeting was to discuss the Coronavirus and City operating procedures.

The City Clerk handed out the update received via email from the City's Emergency Management Director (attached).

The City Clerk reviewed a Temporary Policy in Response to COVID-19 Pandemic with the Council (attached). This can be sent out to City property owners with a relevant information sheet explaining how to make payments, contact City Hall, etc.

Mayor Konz has a copy of the Fire Dept's plan.

Motion made by Cindy Stelten and seconded by Kyle Christensen to adopt the City's Temporary Policy in Response to COVID-19 Pandemic and to let the public know that the City is aware of the constantly changing situation and is taking direction from the Governor, Minnesota Department of Health, Stearns County and the City's Emergency Management Director and will be updating its temporary policy as needed; motion carried

There will be another meeting next Monday, the 23th regarding the COVID-19 Pandemic unless the situation should change and there is a need to meet sooner.

Motion made by Cindy Stelten and seconded by Sheryl Carlson to adjourn at 5:49pm; motion carried

Respectfully submitted by Nicole Pilarski

Covid-19 Situation Report 3/16/19

Update:

Currently there are three cases of presumptively positive COVID-19 cases in Stearns County. All three people have been tested at the St. Cloud hospital and contracted COVID-19 while traveling outside the U.S. All are in self quarantine in their homes.

The State of Minnesota is up to 54 confirmed cases and has tested 1893 people as of today. A Majority of these cases are from people traveling outside the U.S.

There have been no cases of community transfer in Minnesota other than people that have had extensive contact with the people that have contracted it.

Potential Mitigation Measures recommended by the Minnesota Department of Health for communities:

- Implement social distancing measures: » Reduce activities (e.g., group congregation, religious services), especially for organizations with individuals at increased risk of severe illness. » Consider offering video/audio of events.
- Determine ways to continue providing support services to individuals at increased risk of severe disease (services, meals, checking in) while limiting group settings and exposures.
- Cancel large gatherings (e.g., >50 people, though threshold is at the discretion of the community) or move to smaller groupings.
- For organizations that serve high-risk populations, cancel gatherings of more than 10 people.

Actions:

Follow the Minnesota Department of Health recommendations

- 1. Cancel or postpone any events the city has planned for the public with an estimated attendance of more than 50 people.**
- 2. If possible limit city meeting to less than 10 people or close them to the public.**
- 3. Limit the use of public buildings or close them to the public. (City Hall & Library)**
- 4. Ensure city employees DO NOT report to work if they are feeling ill.**
- 5. Ensure city employees keep a distance of 6 feet or grater during their work day.**
- 6. Continued disseminating up-to-date information to the public on how to prepare and plan for COVID-19**

Covid-19 Situation Report 3/16/19

Summary:

At this time it is important that we implement the mitigation actions to do our part in stopping the spread of COVID-19. Social distancing, canceling events, limiting our interaction directly with the public, proper hygiene, and staying home when you are sick are all important measures the city must take to limit exposure in Kimball

Brian Kiffmeyer

Emergency Management Director

City of Kimball

CITY OF KIMBALL
TEMPORARY POLICIES IN RESPONSE TO COVID-19 PANDEMIC

The City of Kimball values the health and safety of its employees and members of the community. In response to the COVID-19 pandemic, the City's Emergency Management Team has prepared the following temporary policies to be implemented effective immediately:

Employee Travel – Effective 3/17/2020

- All employee business-related travel is prohibited, including local travel. Employees should contact their supervisor if they have questions about traveling for business purposes.
- Non-critical internal meetings shall be cancelled, or hosted virtually.
- Employees who are planning to travel for personal reasons, or have recently returned from a trip, should notify their supervisor immediately.

Employee or Household Illness – Effective 3/17/2020

- Employees who appear to have respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be sent home immediately.
- If an employee or a person in the employee's household or under the care of an employee is sick, the employee should stay home until the employee's household is symptom free for at least 24 hours. If an employee needs to stay home sick, they should notify their supervisor as soon as practically possible.

Exposure in the Workplace – Effective 3/17/2020

- If an employee or someone an employee has come in contact with tests positive for COVID-19, they should notify their supervisor or the Mayor immediately.
- *If the City learns of a possible exposure to COVID-19 at work, all affected employees will be notified.*
 - *The City will protect the privacy of employees, in accordance with the Americans with Disabilities Act.*

City Facility Operating Procedures – Effective 3/17/2020

- Outside gatherings and other meetings of the public are prohibited within the building until March 31, 2020.
- Only Council meetings and an already scheduled bid opening on March 24, 2020, will be allowed to be held through March 31, 2020.
- ALL City Facilities (including City Hall) will be closed to the public – with the exception of an already scheduled public bid opening on March 24, 2020 – THIS IS SUBJECT TO CHANGE PER CITY ATTORNEY GUIDANCE
- Past due water accounts will not be shut-off on March 18, 2020, this will allow residents to follow CDC guidance regarding hand washing and disinfecting property. The **only** exception to this is a resident pending shut-off at 8am on March 17, 2020, due to an NSF check as the resident has already had a payment returned to avoid disconnection for the same amount owed in February.
- Past due City utility accounts will not be charged a late fee on March 30, 2020. The City does not wish to place an undue burden upon those unable to work during this time.