

Special Meeting

March 30, 2020

Meeting called to order by Mayor Tammy Konz at 5:00pm

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

Others present: Dave Traurig (virtually) and Trista Kramer

Mayor Konz read the update from the Emergency Management Director (attached).

Fire Chief Traurig reported that it's been pretty quiet at the Fire Dept. They have enough PPE for now.

The City Clerk reviewed a 2-week work schedule for City Staff with the Council; this is subject to change with other work that may come in. Any emails sent to City Office Staff will receive any auto-reply of: *Thank you for your email. Due to the COVID-19 pandemic, the Kimball City Council declared an emergency and will continue operations via mail, telephone, email or online. Please visit the City's website at www.ci.kimball.mn.us for additional information.* The City Clerk explained that by doing this, it will help us achieve the governor's #StayHomeMN order by minimizing our time here while still being able to telework if possible.

Also, pay during these 2 weeks: The League is recommending that all employees remain in a "paid" status. There are 2 options:

- 1) Employees will receive compensation as usual for the hours that they are physically at work, all telework performed MUST be documented by what work is performed while off site and the balance of any other time is either unpaid or made up with PTO.
- 2) Full-time employees will receive compensation as if they were working a normal 40 hour work, all telework performed MUST be documented by what work is performed while off site, part-time employees will receive compensation computed in a manner similar to holiday pay; by averaging the hours worked in the six weeks immediately preceding the work week. Public Works weekend plant checks will still be paid as usual.

Motion made by Cindy Stelten and seconded by DuWayne Orbeck to go with Option #2 for employee pay during this 2-week time period (March 30 – April 10); motion carried

The City Clerk discussed updating the Temporary Policy in Response to COVID-19 Pandemic with the Council. The sections to extend would be the closing of City Hall through April 10th and not doing shut-offs or late fees in April.

Motion made by Sheryl Carlson and seconded by Kyle Christensen to adopt the updates to the City's Temporary Policy in Response to COVID-19 Pandemic (attached); motion carried

The City Clerk discussed her concerns regarding vulnerable populations within the City that may not have access to food at this time, feeling like they cannot leave their homes, no way to contact someone for assistance, mental health needs, etc. What can be done for them? What can be done to reach those that don't have internet (as that is the way that a lot of information is being distributed). The food shelf is not open every day. Is Senior Dining still delivering meals? Churches are not open, but some are streaming services – how can those without internet see their local church service? Some people don't want to watch a random service on TV, they prefer their local church service. Can we do anything for them? Has the City's EMD set up 2-week emergency food supplies that are listed on the UofM extension site (in case we are contacted by anyone) since the food shelf has limited hours? Can the City's EMD put together this information in a pamphlet for people?

The City Clerk gave an update to the Council on the upcoming LBAE meeting.

The next meetings are: April 7th 6:00pm – Local Board of Appeal and Equalization and April 7th 6:30pm – Regular Council Meeting. We will NOT meet on Monday April 6th at 5:00pm.

Motion made by Cindy Stelten and seconded by DuWayne Orbeck to adjourn at 6:01pm; motion carried

Respectfully submitted by Nicole Pilarski

COVID-19 Update 3/30/20

Minnesota has recorded its tenth death from COVID-19 out of 576 confirmed cases. Stearns County remains at five positive cases total.

The MDH says 260 people have fully recovered from the COVID-19 and no longer need to be isolated.

- **Total positive: 576**
 - Positive Cases in Stearns County: 5
- **Total approximate number of completed tests: 18,822**
 - Approximate number of completed tests from the MDH Public Health Lab: 7,948
 - Approximate number of completed tests from external laboratories: 10,874
- **Deaths: 10**
- **Total cases requiring hospitalization: 92**
 - Hospitalized as of today: 56
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- Hospitalized in ICU as of today: 24

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Emergency Management Director
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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 and updated 3/30/2020

- Outside gatherings and other meetings of the public are prohibited within the building until March 31, 2020. This date has been extended through April 10, 2020.
- Only Council meetings and an already scheduled bid opening on March 24, 2020, will be allowed to be held through March 31, 2020. This date has been extended through April 10, 2020. All Councilmembers and Staff are encouraged to attend the April 7, 2020, Council Meeting via Telephone or Other Electronic Means.
- 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. This date has been extended through April 10, 2020.
- 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 water accounts will not be shut-off on April 22, 2020, this will allow residents to continue to follow CDC guidance regarding hand washing and disinfecting property.
- 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. This date has been extended to include the late fees that would be charged to past due accounts on April 29, 2020.

City Employee Specific Operating Procedures

- All City employees must carry their City badge with them outside of work (e.g. in a purse or wallet) – **effective internally 3/17/2020**
- All cash payments should be handled with gloves or sprayed with Lysol prior to touching – **effective internally 3/18/2020**
- All employees should use only their specific pens; if a member of the public needs a pen, we have pens available and they can take the pen with them or it will go in the garbage – **effective internally 3/18/2020**