

Special Meeting

April 13, 2020

Meeting called to order by Councilmember DuWayne Orbeck at 5:02pm

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

Others present: Dave Traurig (virtually), Jean Matua (virtually), Brian Kiffmeyer (virtually) and Trista Kramer

The City Clerk discussed updating the City Facility Operating Procedures with the City Council in the City's COVID-19 Temporary Pandemic Policy.

Motion made by Cindy Stelten and seconded by Sheryl Carlson to adopt the updates to the City's Temporary Policy in Response to COVID-19 Pandemic (attached); motion carried  
Those voting in favor: Tammy Konz, Sheryl Carlson, Kyle Christensen, DuWayne Orbeck and Cindy Stelten

Those voting against: none

Those absent: none

The City Clerk discussed the motion made at the March 30, 2020, Special Meeting regarding pay for City employees during the COVID-19 pandemic: 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.

Motion made by Cindy Stelten and seconded by Kyle Christensen to extend pay Option #2 for employee pay until May 5, 2020; motion carried

Those voting in favor: Tammy Konz, Sheryl Carlson, Kyle Christensen, DuWayne Orbeck and Cindy Stelten

Those voting against: none

Those absent: none

Pay after May 5, 2020, will be discussed at the next regular City Council meeting.

Emergency Management Director, Brian Kiffmeyer, updated everyone present that Governor Walz had extended the State's Peacetime Emergency through May 13<sup>th</sup>.

The City Clerk informed the Council she will have some election updates regarding the COVID-19 pandemic at the May 5<sup>th</sup> meeting. She also told Brian she would be emailing him some ideas she has for another resident packet.

Motion made by Cindy Stelten and seconded by DuWayne Orbeck to adjourn at 5:24pm;  
motion carried

Those voting in favor: Tammy Konz, Sheryl Carlson, Kyle Christensen, DuWayne Orbeck and  
Cindy Stelten

Those voting against: none

Those absent: none

Respectfully submitted by Nicole Pilarski

**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, updated 3/30/2020 and updated 4/13/2020**

- 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. **This date has been extended indefinitely until deemed appropriate.**
- 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. **This date has been extended indefinitely until deemed appropriate.**
- 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. **This date has been**

extended indefinitely until deemed appropriate.

- 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**