CLEARWATER CITY COUNCIL MEETING MINUTES
EMERGENCY CITY COUNCIL MEETING
MARCH 18, 2020

1. **Call to Order: 8:00 a.m. Council Chambers**
   - Mayor Lawrence called the Clearwater City Council to order Wednesday, March 18, 2020 at 8:05 a.m. in the council chambers. Members present in person were Mayor Lawrence, Council Members Petty, and Crandall. Member Scott was present by telephone. Member Kruchten was absent. Also present was Administrator Smythe.

2. **Emergency Declaration Under Mn Statutes Section 13D.021**
   - Smythe explained that the emergency declaration by Governor Walz covered the city as a local unit of government under the state, so no additional declaration was needed. Members thought it was prudent to proceed just to be safe.
   - **MOTION** by Scott to approve a local emergency declaration pursuant to Mn Statutes Section 13D.021, seconded by Crandall, all voted aye. **MOTION CARRIED**.

3. **Discussion of Emergency Processes and Procedures**
   a. **Emergency Approval Authority**
   - Smythe explained that it might be prudent to designate an emergency response team for instances when urgent action becomes necessary. An example given was the governor's executive orders issued Monday night that required the city to take action, but an inability to get an emergency council meeting to address those issues until Wednesday. Smythe noted that the Fire Chief is in charge of 911 emergency response.
   - **MOTION** by Petty to designate the Mayor, Vice Mayor, and City Administrator as the city's Emergency Response Team, seconded by Crandall, all voted aye. **MOTION CARRIED.**

   b. **Council Meetings**
   - All meetings scheduled for this week and next week have been cancelled. Emergency Response Team to work out and test methods to conduct electronic meetings for the foreseeable future. The next scheduled Council meeting is April 13, 2020. We plan to have electronic meetings in place for that meeting.

   c. **Advisory Board Meetings**
   - All advisory board meetings have been cancelled through the end of month. Future meetings during the emergency will be held as needed following consultation with the Board Chair as to necessity. Any such meetings will be conducted electronically similar to City Council meetings.

   d. **City Facility Closures**
   - For the safety of staff and the public, city buildings will be closed to the public, but staff will continue to report to work. Some staff will be allowed to telecommute if needed based on health and other needs. Staff assembled a proposed outline of city needs and contacts for use during building closures.
   - **MOTION** by Lawrence to adopt the attached proposed Building Closure Notice effective immediately, seconded by Crandall, all voted aye. **MOTION CARRIED.**
   - Staff to notify business partners, staff, other government officials, and post to website/Facebook.

   e. **Utility Bills**
   - Smythe explained that Xcel Energy had shared their plans during the emergency to address resident income concerns due to business closures. Staff are wondering if the Council wishes to take any action related to city utility bills.
   - There was some discussion of city revenue streams and how those might be impacted. The city does have the recommended 6 months of general fund reserves to continue our normal operations.

- **MOTION** by Lawrence to suspend water/sewer shut-offs and late fees but continue assessments until further notice, seconded by Scott, all voted aye. **MOTION CARRIED.**

f. Rental Facilities

- This agenda item was moot, as the governor's executive order clarified that it also applied to community centers. The city's rental facilities will be closed to the public until further notice, with the exception of the Food Shelf, which will continue to operate.

g. Local Business Operations – City Code Section 117-724

- Smythe explained that city ordinances prohibit drive-through and take out/curbside service for local restaurants unless they have a Conditional Use Permit. Given the governor's executive order closing dine-in facilities, this would have a substantial impact on local businesses ability to continue operations.
- **MOTION** by Lawrence to suspend enforcement of Code Section 117-724 until further notice, subject to the condition that drive-through or take-out/curbside services do not create local traffic hazards, seconded by Petty, all voted aye. **MOTION CARRIED.**

h. Sick Leave Policies

- Members discussed concerns with staff coming to work either sick or after exposure to someone with COVID-19 because they either have insufficient PTO or don't want to drain PTO balances. There was also concern about our ability to force people to take PTO if they aren't actually sick but should be self-quarantined.
- There was further discussion about the city's financial resources and ability to provide extended leave, along with discussion of working from home.
- **MOTION** by Lawrence to approve the following COVID-19 leave policy, seconded by Crandall:
    - If a staff member either tests positive for COVID-19 or is exposed to COVID-19 by someone living in their home, they may take COVID-19 extended paid leave for the 14 consecutive day quarantine period (10 paid work-days) before using PTO.
    - If a leave longer than 14 days is necessary, staff may use PTO or unpaid time off, or may work from home if in a job where telecommuting can be accommodated.
    - Documentation of the COVID-19 exposure is required to be provided to the City Administrator.
    - The leave policy is in effect until further notice.

  Voting aye: Lawrence, Crandall, Petty. Voting nay: Scott. **MOTION CARRIED 3-1.**

i. Other Items

- Members noted that "until further notice" as regards to these emergency procedures means until the governor's emergency order is rescinded, or these policies are rescinded by the City Council.
- The Emergency Response Team will work with members and staff to set up and test a method of electronic meetings. Member Crandall suggested use of Microsoft TEAMS as a possible option. He will work with emergency team to get this set up on devices and tested.

4. Adjournment

- **MOTION** to adjourn by Lawrence, seconded by Crandall, all voted aye.
- Meeting adjourned at 8:58 a.m.

ATTEST

Annita M. Smythe, City Administrator

APPROVED

Andrea Lawrence, Mayor