

**Approved Minutes
City Council Emergency Meeting
March 17, 2020
Tuesday 6:00 p.m.**

The Emergency Meeting of the City Council, City of Renville, Minnesota was called to order on March 17, 2020 at 6:00 p.m. by Mayor Wertish.

City Council Members present were Jeff Pike, Laura Rosen, Adam Zaske, and Dave Grund. Also present were Mayor Janette Wertish & City Administrator/Clerk Shane Wohlman. Councilor Alma Gasca joined the meeting at 6:13 pm.

1. Pledge of Allegiance

2. Approval of Agenda

A motion was made by Adam Zaske and seconded by Dave Grund to approve the agenda. Aye: Pike & Rosen.

3. Committee/Staff Reports

a. HR

**City of Renville
HR Committee Minutes
3/16/2020 4:15 pm**

Present: Janette Wertish, Laura Rosen, Dave Grund, Angi Wulf, Shane Wohlman

**COVID-19 Special Meeting
#1 Priority- Staff and visitors to our facility.**

Department Summary:

C.C./Custodial- Jeff has increased cleaning/disinfecting of higher usage areas. Lots of events that were planned for the Community Center have been canceled, postponed or rescheduled. Action Plan- Public Works or Wohlman Boys.

Pioneerland Library- Suspending all programming and outreach activities through the end of March. At this time the library will remain open for regular library services.

Fire Department- Chief Haen is looking at different options for meetings and trainings (online or conference call). They do have a regular meeting tonight and will discuss further. Bingo is likely to be cancelled. Action Plan- Mutual Aid Agreements with surrounding communities.

Police Department- Chief Slagter is proceeding as normal. They do have part-time assistance if needed and Sheriff's Department. Action Plan- Part-time and Sheriff Department.

Public Works- Director Sunvold is working closely with Daniel to inform him of processes and familiarization with equipment. The contact list has been updated for operators that are familiar with a system like ours. Disposable gloves and hand sanitizer continue to be used. Action Plan- Back-up operators for water and wastewater plants. MN Rural Water Association.

Administration- An Employee Guidance was drafted to address working from home for Administrative staff, traveling and sick leave.

It was recommended that due to proposed citizen hardships, that utility billing create a program to assist residents with payment options and payment plans for this pandemic.

It was recommended to post an informational item regarding unflushable items.

“Plan for the worst and hope for the best.”
“Plan for a marathon, not a sprint.”

A motion was made by Jeff Pike and seconded by Adam Zaske to approve the HR Committee Report from the March 16, 2020 meeting. Ayes: Gasca, Grund & Rosen.

CITY OF RENVILLE
RESOLUTION 07-20
COVID-19 RELATED AUTHORIZATIONS & CONFIRMATIONS

WHEREAS, the virus named “SARS-CoV-2,” is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and which causes a disease named “coronavirus disease 2019,” commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death; and

WHEREAS, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of March 17, 2020, there are sixty known cases of COVID-19 in Minnesota, including Renville County; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency and to authorize all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include, as of March 16, 2020, cancelling or postponing in-person events that involve more than ten people during the next 15 days; and

WHEREAS, additional local cases will trigger a more aggressive public health response and are predicted to impact the residents of Renville and those who work in or travel through the City, including City employees; and the need for social distancing, school closings, and quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges.

NOW, THEREFORE BE IT RESOLVED that The City of Renville approves the following requested Covid-19 related Authorizations / Confirmations.

Requested Covid-19 Related Authorizations / Confirmations:

1. Council affirmation of decision to close all City of Renville owned public buildings to direct public contact until conditions improve, with the exception of the Red Cross Bloodmobile event at the Community Center on Wednesday, March 25th.
2. Authorize the City Administrator to work with the HR Committee and Department Heads to adjust work schedules and assigned duties as situations continue to evolve and change.
3. Allow the City Administrator in consultation with the Mayor to expend funds budgeted in the 2020 general budget in the event timely purchases or repairs need to be made between city council meetings.
4. Authorize the creation of a temporary Covid-19 expenditure line item account from the General Fund to cover Covid-19 specific expenditures and to track them separately in the event of State or Federal reimbursement; and Authorize the Mayor and City Administrator to expend those emergency funds as deemed appropriate to address needs and concerns in a timely manner.
5. Authorize the Mayor or their designate to review payables and direct Administrative staff to pay invoices and claims in a timely manner; and for a summary of those payments then provided to the Council for later confirmation.
6. Authorize Mayor and HR Committee to establish temporary policies regarding the use of special sick leave banks to cover absences due to staff members needing to self-quarantine or seek medical attention, attend to medical or childcare needs of family, or otherwise needing to be absent from work for virus-related reasons.
7. Authorize the Mayor and City Administrator to determine if city council and committee meetings are necessary until conditions improve, and/or determine if electronic means to conduct said meetings are required.
8. Authorize the Utility Billing Clerk to not assess any late penalties for utility services starting April 1st for a period of 60 days; and not shut-off any water services due to delinquency and create a special repayment plan that can be used by citizens that have a hardship due to this National Pandemic.

Passed and adopted on this 17th day of March 2020, by the City Council of Renville, Minnesota.

This resolution was offered by: Adam Zaske

This resolution was seconded by: Dave Grund

Voting in favor: Alma Gasca, Jeff Pike, & Laura Rosen

Voting against: none


Janette Wertish, Mayor

Attest:

Shane Wohlman, City Administrator/Clerk

11. Adjourn

A motion was made by Adam Zaske and seconded by Dave Grund to adjourn the meeting. Ayes: Gasca, Pike & Rosen. Meeting was adjourned at 6:42 p.m.

Dated at Renville, Minnesota this 17th of March, 2020.

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Shane Wohlman, City Administrator/Clerk