

MEETING MINUTES

CLARA CITY CITY COUNCIL SPECIAL MEETING

Tuesday
March 20, 2020
5:00 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Rhonda Pieper, Vic Sparks, Jeffrey Davids and Nathan Speiser (5:34)

Members absent: None

Staff present: Winthro C. Block (City Administrator) Julie Aalfs (Deputy Clerk), Judy Gosseling (Finance Director), Matt Blum (Sr. Living Administrator), Jeff Stager (Public Works Director) Kim Wood (CC Police Chief), Simon Danielson (CC PT Police Officer) Andrew Neville and Mike Bosch (CC Ambulance) Roger Knapper (Emergency Management Director)

Others present: Sam Peterson (Clara City Herald) Steve Jones (City Administrator Designee)

1. Call to Order—*By Mayor Gary Nelson at 5:02 p.m.*

***Note:** This meeting is being officially recorded. Any and all commentary must be communicated through the microphones at the Council and Staff tables or through the microphone attached at the speaker's podium. Also, please silent all cell phones and do not use them during the meeting.*

2. Additions/Deletions/Modifications to Agenda--*None*

3. Approval of Minutes--*None*

4. Notices and Communications—*Informational only, no action is required.*

5. Approval of Consent Agenda--*None*

6. Reports from Officers, Commissions, and Committees—*None*

7. Reports from Staff and Administrative Officers—*None*

8. Public Hearing—*None*

9. General Business

9. (A) Consideration of adopting a Resolution No. 2020-007 Resolution Declaring a Local Emergency, thereby, invoking all appropriate emergency powers by which the Mayor and City Council can fulfill their responsibilities for the care and protection of the public health and for the good of all of its citizens.

Action taken: M/S/P 5-0 (Sparks/Davids) to approve the adoption of Resolution No. 2020-007 Declaring a Local Emergency, thereby, invoking all appropriate emergency powers by which the Mayor and City Council can fulfill their responsibilities for the care and protection of public health and for the good of all of its citizens.

9. (B) Consideration of discussing certain operational procedures that may need to be employed as may be utilized by the City in the course of dealing with this Local Emergency.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the City Staff and Emergency Management to employ any operational procedures while dealing with the emergency of the COVID-19.

9. (C) Consideration of receiving informational updates from the various department heads regarding each department's current level of preparedness for the handling of this Local Emergency. These reports will include:

1. Ambulance Service- Andrew Neville and Mike Bosch shared their procedures and their amount of supply they have on hand to handle this COVID-19 emergency.
2. Fire Department- no report from the Fire Department at this time.
3. Senior Living Campus-Administrator Blum reported on the inventory they have of PPE at the campus and explained there could be instances where some employees go over their allotted PTO time. Council unitedly agreed the overage to be approved during this emergency.
4. Public Works Department- Public Works Director Jeff Stager reported that his staff was working independently now and not in teams, the WTP and WWTP are both running as needed. He is also keeping informed on any developments to the virus affecting either City utility.
5. Police Department- Police Chief Kim Wood reported that her department has the needed PPE in their vehicles and they are no longer (during this emergency) going to Ambulance calls at the Senior Living Campus unless requested from the Ambulance Service. Police Chief Wood also explained that during and Order to Stay Home there could be an influx of Domestic calls they may need to handle.
6. Administration & Emergency Management- City Administrator Block and Emergency Management Director Knapper shared they had attended a meeting at the Chippewa County Human Services in Montevideo and learned about the COVID-19 virus and what is being done to combat it and what different entities can do to help. Administrator Block also shared that the City Hall and Community Center have been closed until further notice.

No Action needed, information only.

10. Approval for the Payment of Claims and Appropriations—***None.***

11. Appearance of Interested Citizens—*Please request recognition from the Mayor, and after being duly recognized, present yourself at the speaker's podium where you should clearly state your name and address*

for the record. Then address your concern(s) to the entire City Council, doing so within a maximum of three (3) minutes. Your item of concern will generally not be debated nor discussed, but may be assigned by the Mayor/Council to staff for further investigation problem solving.

A. None appeared.

12. Announcements—*The following meetings have been previously posted and include:*

12. (A) The Special City Council Meeting in its capacity as the Local Board of Assessment & Equalization (LBA&E) on Tuesday, April 14, 2020, 6:00 P.M., in the City Hall, 215 NW First St., Clara City, MN.

12. (b) The next Regular Meeting of the City Council on Tuesday, April 14 10, 2020, 6:30 P.M. in the City Council Chamber, 215 NW First St., Clara City, MN

13. Adjournment- *Upon recognizing that there was no additional business to be considered, Mayor Nelson, without objection, declared this Regular Meeting of the City Council to be adjourned as of 5:42 p.m.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator