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CITY COUNCIL AGENDA

March 18, 2020 – 7:00 a.m.
Emergency City Council Meeting

CITY COUNCIL

1. Call Meeting of City Council to Order

2. Approve Agenda

3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)

4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

5. Public Hearing

6. Old Business

7. New Business
   7.1 Resolution 2020-10, Resolution Declaring a Local Emergency
   7.2 Social Distancing Recommendation for Employees

8. Council Member & Mayor and Staff Reports

9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council:

UPCOMING MEETINGS / EVENTS

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April 7	Planning Commission – 6:00 p.m.
April 8	Economic Development Commission – 5:30 p.m.
April 8	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:30 p.m.
April 13	Personnel Committee – 5:00 p.m.
April 13	City Council – 6:00 p.m.
April 21	Parks and Recreation Commission – 4:45 p.m.
April 23	Senior Advisory Committee – 9:00 a.m.
April 27	Work Session, EDA, City Council – 6:00 p.m.

RESOLUTION 2020 -10

RESOLUTION DECLARING A LOCAL EMERGENCY

BE IT RESOLVED by the City Council of the City of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, the city of Norwood Young America is experiencing the COVID-19 Pandemic; and

WHEREAS, the City of Norwood Young America finds that the Situation related to local efforts to support emergency declarations made by Governor Walz on March 13, 2020 and emergency order on March 15, 2020 is sudden and unforeseen and could not have been anticipated; and

WHEREAS, response and support to affected individuals, communities, medical systems, businesses and government has caused significant impact to the city as a whole.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, hereby declares a Local Emergency for the city of Norwood Young America in response to the conditions resulting from the COVID-19 Pandemic.

Adopted by the City Council this 18th day of March 2020.

ATTEST:

I, Mayor Carol Lagergren, for the City of Norwood Young America, hereby attest that the foregoing resolution was duly adopted by the City Council on the 18th day of March 2020.

_____

Carol Lagergren, Mayor

Attest:

_____

Steven Helget, City Administrator

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To: City Council members
From: Carol Lagergren
Re: Local Emergency Resolution
Date: March 18, 2020

The information below was taken from the LMC Handbook for Minnesota Cities:

C. Declaration of a local emergency

The declaration of a local emergency by the mayor activates the city's emergency organization structure. Once declared, the city's designated emergency manager should contact the county emergency management coordinator. If additional resources are needed, the county coordinator will contact the Minnesota Department of Public Safety, Homeland Security and Emergency Management (HSEM) division, which will assign a person to coordinate the city's needs and available resources. Assistance from the Federal Emergency Management Agency (FEMA) may also become available if requested by the governor and/or HSEM.

The declaration of an emergency allows cities to utilize special provisions in many state statutes. In particular, the council is able to combat the disaster and provide emergency assistance without complying with time-consuming procedures and formalities that are generally required before:

- The performance of public work.
- Entering into contracts.
- Incurring obligations.
- Employing temporary workers.
- Renting equipment.
- Purchasing supplies and materials.
- The appropriation and expenditure of public funds.

An emergency declaration also allows cities to schedule and conduct meetings under special provisions of the Open Meeting Law. One limitation on the power of a city to handle a disaster is that cities cannot affirmatively authorize their employees or other agents to carry firearms on behalf of the city if they are not licensed as peace officers or security guards.

Recommendation: Approve Resolution ___ declaring a local emergency.

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To: City Council Members
From: Carol Lagergren, Mayor
Re: Keeping Employees Safe
Date: March 17, 2020

One of the recommendations from the League of MN Cities is to determine options for staff to maintain social distancing per MDH guidelines. Currently, office staff have been moved to back offices, to minimize their contact with others. Another option that we have not implemented at this time could be staggered work times.

Options for staff who cannot telework but are requesting paid time off:

- Staff who are sick or have been put in isolation or quarantine (or have children who are sick or have been put in isolation or quarantine), will use paid time off. When that is exhausted they may be put on paid administrative leave.
- Staff who are not sick or have been put in isolation or quarantine may use paid time off (if approved). If not approved, they are required to report to work. If paid time off is exhausted, they may be put on unpaid leave (if approved).

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Below are some FAQ's from the League of Minnesota City sites:

What can I do to reduce my risk of exposure to the COVID-19 virus? (posted 3/15/20)
You should follow the same precautions used to avoid contracting colds, influenza, or other infectious diseases. These precautions include staying home when sick, washing hands often with soap and water for at least 20 seconds, avoid touching your face and covering coughs and sneezes.

What are my work options if I am at risk for severe disease?
Notify HR that you are at risk for severe disease and work with them to determine accommodation options. This may include workspace in a separate office, telework, etc.

What are my leave options if I get sick with COVID-19 or I have to care for my family member who is sick with COVID-19?

- Unless directed otherwise by a health care provider or the Minnesota Department of Health, employees who are well should report to work, or if their job responsibilities can be performed through telework on an ad hoc, short-term basis, they may telework if arranged with their supervisor.
- If an employee is not well enough to report to work, but is well enough to work from home, if their job responsibilities can be performed through telework on an ad hoc, short-term basis, they may telework if arranged with their supervisor. If an employee is ill or is caring for a family member who is ill, they use accrued sick leave to stay home, as provided by the applicable collective bargaining agreement or compensation plan.
- If an employee is ill with COVID-19 or caring for a family member who is ill with COVID-19 and they have exhausted all of their accrued sick leave, their absence will be covered by paid administrative leave as provided by the applicable collective bargaining agreement or compensation plan.
- Questions? Please contact your HR office.

What can employees do to care for their children if school or daycare is closed? (updated: 3/15/20)

Employees who are authorized to telework, including ad-hoc telework, may do so even if their dependents are present in the remote work location, with supervisor approval, so long as the employee is actually conducting their job duties and actually working their normal work schedule or flexing their time as approved by their supervisor. State leaders are working on options for those who can't currently telework.

I have concerns about coming into work because of possible exposure to the virus. What are my options? (posted 3/15/20)

You should continue to follow normal policies and procedures for requesting and taking leave. You may request leave from work using the appropriate sick or vacation leave time, and supervisors must follow their normal approval procedures. You may also discuss your concerns with your agency HR office or review information on the State of Minnesota Employee Assistance Program (EAP) LifeMatters website or Minnesota Department of Health's website. EAP LifeMatters consultants are available to state employees by phone at 651-259-3840 or 1-800-657-3719.

What if my time off is not approved and I don't come to work? (posted 3/15/20)

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You will be treated just as you would if you did not show up for work any other time. Employees failing to come to work without approved leave time may be subject to discipline per the applicable collective bargaining agreement or compensation plan.

If the agency needs to re-assign roles and responsibilities that are not normally part of my job, either in my agency or another agency, do I need to perform the new duties, or can I refuse the assignment? (posted 3/15/20)
You must work as assigned unless granted an exception. As confirmed cases grow, employees should anticipate that they may be required to assist in performing work for absent or ill co-workers or ensure that the State is able to provide critical services.

Can I refuse to perform the new duties if they put me at greater risk of being exposed to the virus? (posted 3/15/20)
No, you must work as assigned unless granted an exception. If the agency determines that the new duties would place you at greater risk of exposure to the virus, the agency will determine the appropriate protective measures, such as protective equipment, social distancing plans, and increased hygiene measures.

ADDITIONAL INFORMATION AVAILABLE AT:
https://mn.gov/mmb/be-ready-mn/infectious-diseases/covid-19-faqs.jsp