This meeting was held via Zoom.com due to the COVID-19 Pandemic in accordance with Minn. Stat. § 13D.02. Minn. Stat. § 13D.02 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency. Dial-In Information: 1 312 626 6799, Meeting ID: 156 604 217

Call to Order/Roll Call
The meeting was called to order by Mayor Voracek at 6:06 pm. Councilors Elizabeth Cap, Royal Ross, Peter van Sluis, Tom Spooner, Janna Viscomi and Jon Wood were in attendance. Also in attendance were City Administrator Tim Murray, Assistant to the City Administrator Heather Slechta, City Engineer Mark DuChene, Public Works Director Travis Block, Police Chief Andy Bohlen, Fire Chief Dustin Dienst, Human Resource Manager Kevin Bushard, Community and Economic Development Director Deanna Kuennen, Parks and Recreation Director Paul Peanasky, and Library and Communications Director Delane James.

City Administrator Tim Murray explained that the purpose of this meeting was to inform the Council and public on how the City of Faribault would be implementing Governor Walz’s Emergency Executive Order 20-20 Directing Minnesotans to Stay at Home and its impacts on the community.

Murray explained that City Hall has been open to the public on a limited basis, second and third floor have been closed and all public traffic has been routed to the lower level. Directors have been going through their employees to determine if they are considered exempt or non-exempt, exempt employees are allowed to leave their homes and report to work on the “Stay at Home” order, non-exempt employees are those employees that are not allowed to come into work during the executive order, however, if employees are able to work remotely, they will be during this time.

Fire Chief/Emergency Manager Dustin Dienst
COVID-19 is still spreading. The Army Corp of Engineers will be creating hospitals for COVID-19 patients, most likely it will be servicing those patients that in recovery, due to the fact that there is a hospital in Faribault, we could be one of the locations. The Fire Department is continuing to go on runs as usually. Dienst has worked out a contingency plan for staff coverage if Firefighters contract COVID-19, the Administrative Assistant will be coming into the office and working from home.

Police Chief Andy Bohlen
Police Department is open for business, still responding to calls, however the lobby is closed to and we are preferring that people call over the phone. Currently there is enough PPE and they have a good decontamination system in place at the Department however a request into Rice County has been made for a few items. The 72-hour lot has been closed as there has been people congregating in the lot. The local bars and restaurants are being very cooperative. Officers are currently doing a number of building checks due to being closed. Staff has removed the “Take it to the Box”
program for the time being. Staff is processing all data requests and gun permits. Staff is preparing for more domestic and alcohol related incidents in residences. Officer morale is still good.

**Finance Director Jeanne Day**
Finance is still in full operation. Beginning on Monday, Staff will no longer be accepting in-person payments or cash payments. The drop box will be emptied numerous times throughout the day. Payments will still be taken by credit card via the website as well as by autopayment. For those that typically pay by cash they will need to purchase a money order, if there is a few associated with the money order, a receipt should be submitted with the money order and a credit for the cost of the money order will be applied to the next utility bill.

**Community and Economic Development Director Deanna Kuennen**
Operations have been modified slightly. Staff continue to work on items that require public hearings and Planning Commission meeting will be held via Zoom. Building inspections will be still be completed however on a modified basis. Staff are working with residents in public housing and at Robinhood on rent payment methods.

**Parks and Recreation Director Paul Peanasky**
Staff have been putting fences around playground equipment as well as picnic shelters. All programming has been cancelled through May. Program registration has been suspended. Various exercise programs are being offered on-line and on FCTV. Staff is encouraging people to get out and use the trail systems, and are taking calls on rentals for family reunions, class reunions and for other events.

**Library and Communications Director Delane James**
Buckham Community Library will be closed through May 1, 2020. Staff are asking that books not be returned at this time, and late fees will not be charged. Staff will be checking the Library daily for any maintenance issues. Staff is working on providing on-line programming as well as working with copywriters to be able to provide material on-line. New resources and library access is being added to the website daily. On-line, fillable forms have been created for people to request a digital library card, this will allow for those that do not have library card to access materials. A new email account will be added to the website for the public to be able to email Staff questions.

**City Engineer Mark DuChene**
Staff will be working remotely. Most construction projects will not begin until May 1, 2020. If there is a need for a construction meeting it will be conducted via Zoom.

**Public Works Director Travis Block**
All water shutoffs have been suspended at this time. The Public Works building has been closed to the public. Staff will still be responding to critical needs.

Councilor Wood asked how building inspections would be handled, Community and Economic Development Director Deanna Kuennen explained that Staff will not be entering existing homes and that inspections would be occurring via live stream, as far as new construction staff is focused on commercial projects, and since new construction is not occupied, inspections will continue.

Councilor Ross thought the snow fences around the playgrounds were a great idea, he asked if we could assume that the school district would be doing the same at their parks, Parks and Recreation Director Paul Peanasky explained that the school is responsible for their own parks.
Councilor Spooner requested a list of employees that are not going to be paid during this time and what the plan would be if a large number of staff were to get sick. City Administrator Tim Murray stated that he will provide specific details once they are available. Each Department has a different plan on how operations would work if staff were to fall ill. The Continuity of Operation Plan (COOP) addresses this as well, for instance, the Engineering Department would utilize an outside engineering company, or current staff could be reassigned within the department or across other departments. Staff has been very good putting plans in place and changing them as needed. Spooner thanked the Staff for moving forward with time sensitive projects such as Trystar.

Councilor Cap asked if the schools and county have closed their parks, Parks and Recreation Director Paul Peanasky has not contacted officials, but will. Cap also asked if the park closures could be put on the COVID-19 information page. Peanasky explained that Communications Coordinator Brad Phenow has a press release that will be published once the meeting is adjourned. Councilor Cap also asked about unemployment wait periods as well as if the City will be eligible for any relief. City Administrator Tim Murray explained that he is unsure if relief will trickle down to the cities. Human Resources Manager Kevin Bushard explained that unemployment is immediate and that they are requesting that people apply on-line rather than in person. Cap also asked about enforcing the "Stay at Home" order, Police Chief Andy Bohlen explained that Officers would make contact with individuals congregating, although it is a misdemeanor, it is the spirit of the law. Officers will not be ticketing people that are leaving their homes, people can leave for gas, groceries. Officers will be educating, however that could change if necessary. Chief Bohlen also stated the Officers will not be asking for papers that prove that people are essential workers, we are not at that point but that could change. Cap asked about our hospital situation, when would we need tents or buildings, Fire Chief Dustin Dienst explained that would be led by the State of Minnesota along with Rice County Public Health. Cap thanked Staff, felt that we were being proactive, appreciate dedication, keep the economy going and in good spirits.

Mayor Voracek stated that people will learn that there is more to the library than books. City Administrator Tim Murray thanked everyone and stated that it was important to keep the Council informed on everything. Murray also stated that everyone will still be available, and is impressed with the community, there is less traffic and residents are doing what they are supposed to be doing.

Mayor Voracek also encouraged everyone to complete their census.

Adjournment
Motion by Wood, seconded by Cap to adjourn the Emergency City Council Meeting.

Roll Call Vote:
Aye: Councilor Cap, Ross, van Sluis, Spooner, Viscomi, Wood, Mayor Voracek
Nay:
Motion passed 7:0

Meeting adjourned at 6:52 pm

Respectfully Submitted,

[Signature]
Heather J. Slechta
Assistant to the City Administrator