

EMERGENCY CITY COUNCIL MEETING

An Emergency City Council Meeting was held Monday, March 16th 2020 in the Council Chambers of Coleraine City Hall for the sole purpose of addressing the City's response to and decisions as they related to Covid-19 and the Peace Time State of Emergency announced by Governor Walz.

The meeting was called to order by Mayor Mandich at 4:00 p.m. Mayor Mandich began by stating the main concern of the Council was the protection of its employees and its citizens. He further announced that several items were to be discussed and decided upon as to how the city would move forward during this state of emergency.

An attendance roll call was conducted. Members present: Councilpersons Stish, Sutherland, Troumbly, Mayor Mandich, and City Attorney Dimich. Members absent: Councilperson Pollard.

Clerk Anderson handed out LMC's "Pandemic Planning Guidance for Cities", "Strategies to Slow the Spread of Covid-19 in Minnesota" from the MN Department of Health, and CDC's "Coronavirus Disease 2019 (Covid-19) – How to Protect Yourself". Anderson went through a brief synopsis of happenings around the area and a list of concerns to be addressed.

Police Chief Lonnie Mjolsness gave a brief report on a County meeting he had attended today on how the County's Department of Health was moving forward, resources available and how to access them. There will be different protocols to follow. Public Health will be the contact for the County. If they do not have the resources, they will contact the state. Public Health will also hold information sharing meetings twice a week until things change. He also provided a handout from First Call for Help on the agency's prevention policy in effect on 3/14/2020 and a letter to the Community from the Itasca County Family YMCA.

A variety of concerns were aired and discussion surrounded all of them.

Motion by Councilperson Sutherland with the support of Troumbly **to close Coleraine's public library to the public beginning tomorrow, March 17th through Sunday, March 29th. Employees are expected to work and be available to the public by phone, e-mail, or other means. It is recommended they find other ways to assist consumers and to maintain service of some kind and arrange for a deep cleaning of the facility thereby ensuring employees are paid.** Roll Call: Ayes: Councilpersons Sutherland, Troumbly, Stish, and Mayor Mandich. Nays: none. Motion carried.

Motion by Councilperson Troumbly, supported by Sutherland, **to close City Hall to the general public and to put a notice on the door with contact phone numbers from Tuesday, March 17th through Sunday, March 29th. Employees will maintain work hours as normal to assist the public via phone, mail, and e-mail.** Roll Call: Ayes: Councilpersons Troumbly, Sutherland, Stish, and Mayor Mandich. Nays: none. Motion carried.

Chief Mjolsness stated that the police department will carry on as normal, but only responding to severe trauma medical calls as the fire department is more equipped with protective gear for other medical calls.

Motion by Councilperson Stish with the support of Sutherland **to close the Nyberg Community Center and not allow rentals until further notice.** Roll Call: Ayes: Councilpersons Stish, Sutherland, Troumbly, and Mayor Mandich. Nays: none. Motion carried.

Public Works staff will continue as normal limiting their contact with the general public, meeting with contractors as necessary but maintaining social distancing practices. Public Works Supervisor Harry Bertram stated that all water and wastewater classes have been cancelled for the time being.

Motion by Councilperson Stish, supported by Troumbly, **directing Clerk Anderson to send out the CDC's "How to Protect Yourself" and MN Department of Health's "Strategies to Slow the Spread of Covid-19 in Minnesota" to all employees requesting that they follow the guidelines – in particular those of social distancing.** Roll Call: Ayes: Councilpersons Stish, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

The following **motion** was made by Councilperson Stish with the support of Troumbly. **Employees suspected of exposure are to report this to their supervisor and administration. The City may compel testing and employee may be required to be tested for continued employment. Stay home if you are sick and notify employer. The City will pay for Covid-19 testing for those that qualify for testing if the resource is not provided free or will cover the difference if the testing is not covered by the employee's health insurance. Should a quarantine be necessary due to exposure at work, the employee will be put on paid administrative leave until the quarantine period has passed. Should the employee decide they are not comfortable coming to work, a conversation with the Supervisor is necessary and the employee may be allowed to take sick time or vacation time. This will be reviewed on a case by case basis. At this time a negative balance for sick time will not be allowed.** Roll Call: Ayes: Councilpersons Stish, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

Motion by Councilperson Stish, supported by Troumbly **to maintain the current policy of resident communication and the setting up of a payment plan towards the payment of delinquent utility bills that may result from social distancing policies, however, during this peace time state of emergency no shut-offs for nonpayment will occur nor will late fees be incurred until the state of emergency has been lifted so as not to create any additional financial hardship for residents. It should be noted, fees for services are not waived and it is up to the resident to contact the City to make payment arrangements for any delinquent bills.** Roll Call: Ayes: Councilpersons Stish, Troumbly, Sutherland, and Mayor Mandich. Nays: none. Motion carried.

The **joint council meeting scheduled for Wednesday, March 18th to discuss the joint powers agreement on the Sweeper account has been postponed indefinitely** due to Bovey's cancelling of all meetings until further notice.

Council meetings will be conducted under 'business as usual' using social distancing guidelines. Public attendance at these meetings will be required to maintain the guideline of at least 6 feet distance between other public, Councilmembers, and City staff. Council reserves the right to conduct future council meetings via other means than face to face according to open meeting law

statutes during the mandated state of emergency without prior notice of change. For your information:

Minnesota Statutes, section 13D.021, subdivision 1 permits public bodies to hold meetings via telephone or other electronic means if the conditions of this section are met.

Section 13D.021 requires a public body to make a determination that an in-person meeting is “not practical or prudent because of a health pandemic or an emergency declared under Chapter 12.

At this time, the governor has declared an emergency under Chapter 12.

Requirements for holding a meeting via telephone or other electronic means include:

- 1. All participating members can hear one another.*
- 2. Members of the public at the physical meeting location can hear all discussion “unless attendance at the regular meeting location is not feasible due to the health pandemic”;*
- 3. At least one member of the public body is present at the meeting location, “unless unfeasible due to the health pandemic”; and*
- 4. All votes are taken by roll call.*


To the extent practical, public bodies should allow the public to monitor the meeting remotely, pursuant to subdivision three of this section. However, the public body may charge for the costs incurred as a result of those additional monitoring connections.

If you have questions about Open Meeting Law requirements, please contact the Data Practices Office by email at info.dpo@state.mn.us or by phone at 651-296-6733 or 800-657-3721.

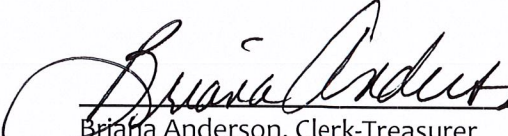
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Final comments of the Council were a reminder for all employees to follow all social distancing recommendations of the CDC and MN Department of Health. It was also stated that all meetings, discussions, and policies are fluid at the present time and will be addressed and changed as necessary to protect the health and well-being of City employees and the public while maintaining City services.

Motion by Councilperson Troumbly with the support of Stish **to adjourn the meeting at 5:05 p.m.**
Ayes: all. Nays: none. Motion carried.



Dan Mandich, Mayor



Briana Anderson, Clerk-Treasurer