

I. CALL TO ORDER

An emergency meeting of the City Council of the City of Litchfield was conducted both in City Council Chambers at the City Hall and by videoconferencing on Monday, March 20, 2020, commencing at 2:00 p.m. This meeting was conducted via videoconferencing pursuant to Minn. Stat. 13D.021.

A. ROLL CALL:

Mayor	Keith Johnson	Present at City Hall
Council Member-at-Large	Ron Dingmann	Present by videoconferencing
Council Member Ward I	Eric Mathwig	Present at 2:15 by videoconferencing
Council Member Ward II	Darlene Kotelnicki	Present at 2:15*
Council Member Ward III	Betty Allen	Present by videoconferencing
Council Member Ward IV	Vern Loch, Jr.	Present by videoconferencing
Council Member Ward V	Sara Miller	Present by videoconferencing
City Administrator	Dave Cziok	Present at City Hall
Assistant City Administrator	Joyce Spreiter	Present at City Hall
City Attorney	Mark Wood	Present at City Hall
Independent Review	Brent Schacherer	Present at City Hall

*Council Kotelnicki indicated she was having technical difficulties with the videoconferencing. Mayor Johnson advised a 5 minute recess allowing time for Council Member Kotelnicki to appear in person at City Hall for the emergency meeting. The special Council meeting reconvened at 2:15 p.m.

II. BUSINESS

A. CONSENT TO DECLARATION 20-1 –

City Administrator Cziok addressed the Council concerning a Declaration of Emergency signed by Mayor Johnson at 3:30 p.m. on Thursday, March 19, 2020. He explained that this is procedural only, allowing administration the authority to continue to spend money and make decisions in response to this pandemic. He said the Council is required to consent to the Mayor’s Declaration of Emergency.

After review, it was moved by Council Member Dingmann, seconded by Council Member Allen, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-3-66
EMERGENCY DECLARATION 20-1**

WHEREAS, the City Council of the City of Litchfield, Minnesota finds that the following local emergency (“Emergency”) exists in the City of Litchfield, Minnesota (“City”):

1. The Governor of Minnesota issued Emergency Executive Order 20-01 declaring a Peacetime Emergency and Coordinating Minnesota’s Strategy to Protect Minnesotans from COVID-19 on March 13, 2020 (attached); and
2. The City faces an imminent threat to life and public health resulting from the novel coronavirus and the resulting COVID-19 disease; and
3. The City is confronted with a worldwide pandemic creating threat of disaster of major proportions, which the safety and welfare of the guests to and inhabitants of the City are jeopardized and placed at extreme peril, in which timely action to contain and mitigate the risk to human life.

WHEREAS, the Mayor presented Declaration No. 20-1 finding an Emergency exists in the City; and

Resolution No. 20-3-66– Cont’d.

WHEREAS, the City Council of the City of Litchfield, Minnesota held an emergency meeting to review and consent to said Declaration No. 20-1; and

WHEREAS, Minnesota Statutes Section 12.29 and Litchfield City Ordinance Chapter 32 authorizes the Mayor to declare the existence of the Emergency, invoke necessary portions of the Emergency Operation Plans and the Pandemic Response Plan, and authorize aid and services in accordance with interjurisdictional agreements; and

WHEREAS, Minnesota Statutes Section 12.37 authorizes the City, acting through its governing body, to

1. Enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster;
2. Exercise the powers vested by this subdivision in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities prescribed by law pertaining to
 - a. The performance of public work
 - b. Entering into contracts;
 - c. Incurring of obligations;
 - d. Employment of temporary workers;
 - e. Rental of equipment;
 - f. Purchase of supplies and materials;
 - g. Limitations upon tax levies;
 - h. The appropriation and expenditure of public funds, for example, but not limited to, publication of ordinances and resolutions, publication of calls for bids, provisions of civil service laws and rules, provisions relating to low bids, and requirements for budgets; and

WHEREAS, the City Council finds that conditions in Minnesota and the threat to the visitors to and inhabitants of the City has worsened considerably as a result of the Emergency; and

WHEREAS, the City Council finds that this situation threatens the health, safety, and welfare of the citizens of the community and threatens the provision and delivery of city services as a result of the Emergency; and

WHEREAS, the City Council finds that the Emergency poses the risk of and may cause catastrophic loss of public health, safety, and welfare if not immediately addressed; and

WHEREAS, the City Council finds that traditional sources of relief are not able to repair or prevent the injury and loss.

NOW, THEREFORE, the City Council of the City of Litchfield, Minnesota, consents to the Mayor’s declaration of local Emergency effective at 3:30 p.m. on March 19, 2020 in the City of Litchfield, Minnesota.

This resolution of a local emergency will invoke the City’s Emergency Operations Plans and the Pandemic Response Plan. The portions that are necessary for response to and recovery from the Emergency are hereby authorized, including but not limited to all appropriate community containment and mitigation strategies. To the extent normal state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the City Administrator, Emergency Manager, and their designees are hereby authorized to suspend compliance with those laws, policies, and procedures as authorized by Emergency Executive Order 20-01 and Minnesota Statutes, Section 12.32, and to take those actions necessary to protect the public health, safety, and welfare.

Adopted by the City Council this 20th day of March, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

B. EMERGENCY PERSONNEL PLANNING POLICY –

City Administrator Cziok discussed the need to adopt an Emergency Personnel Planning Policy allowing for administration to determine alternative work arrangements for employees if deemed necessary for the safety of employees and the community and for continuity of services provided by the City.

After review, it was moved by Council Member Mathwig, seconded by Council Member Miller, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-3-67
ADOPTING EMERGENCY PERSONNEL PLANNING POLICY**

WHEREAS, during an emergency management situation as defined by the Emergency Management Director, the City will follow the Center for Disease Control (CDC), Minnesota Department of Health (MDH) and Meeker County Public Health guidelines and recommended/suggested emergency planning and risk mitigation steps, and

WHEREAS, there may be times during an emergency management situation, such as pandemic, where Alternative Work Arrangements (AWA) may be a necessity to keep business operations functioning and employees and the public safe, and

WHEREAS, AWA may be considered during times of Local, State or Federal recommended guidelines during community mitigation or emergency management strategies, and

WHEREAS, AWA may include working remotely, flexible work options, paid administrative leave, and

WHEREAS, the City Administrator, or their designee, will determine which AWA best fits the needs of the City to keep employees and the public safe, and

WHEREAS, in emergency situations, requiring risk mitigation and management planning, the City Administrator, or their designee, will determine: 1) if employee leave banks must be exhausted prior to requested absence; 2) if employees will be allowed to go into their deficit leave banks; 3) if paid or unpaid leave is authorized; 4) if health insurance premiums shall be pro-rated, and

WHEREAS, the basis for such determination will be to not provide employees a financial incentive to risk the public’s health, safety and/or well-being,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield to approve the Emergency Personnel Policy as outlined per this Resolution.

Adopted by the City Council this 20th day of March, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

C. REVIEW COVID-19 RESPONSE PLAN –

City Administrator Cziok outlined the City's COVID-10 (Coronavirus) Response Plan. He explained that the intent of this document is to provide guidance for those who are charged with carrying out the plan, provide a document for Council review, and to communicate the City of Litchfield's response. He said the goals are to protect as many staff members as possible in order to ensure that the core functions of our local government can serve the public. Cziok provided the core functions which include providing a clean and safe water supply, ensuring safe and passable streets, getting sewage out of the City and protecting downstream waters, maintaining public safety services consisting of police, fire and rescue, and keeping power on. He provided the continuity plan for water, streets and public works, wastewater, police, fire and rescue, and electric. City Administrator Cziok then discussed the government continuity plan with the primary goal to keep administration functions operational and to keep statutory requirements intact. The continuity plans encompassed essential functions, staffing necessities and stages of operation. No formal action was taken.

D. ECONOMIC PREPAREDNESS –

City Administrator Cziok discussed the economic impacts. He explained that he wasn't as concerned about the expenses but more on impacts to revenue. With the potential inability to pay property tax and utility bills the City will realize impacts to the general, water, sewer, and electric funds. No formal action was taken.

III. ADJOURNMENT –

The Work Session adjourned at 2:45 p.m. by unanimous consent.