



**Special City Council Meeting
Tuesday, March 31, 2020
6:30 p.m.
City Council Chamber**

Notice of electronic/telephonic meeting – Some members may participate by telephone/other electronic means.

AGENDA

Call to Order and Roll Call

1. COVID-19 Updates and Actions
 - Current Department/Facility Status Review
 - City Operations - Federal or State Executive Orders
 - Essential and Non-essential Employees Scheduling Under Executive Order 20-20
 - Future Planning
2. Adjourn

Zoom Meeting Connection Information:

Topic: Special City Council Meeting March 31 2020
Time: Mar 31, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/329977253?pwd=Um4rMjhVcU4rS085akpLMkZDZU9KZz09>

Meeting ID: 329 977 253
Password: 267673

Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 329 977 253



ACTION ITEM



CITY OF WINDOM
444 9th Street
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127
www.windom-mn.com

TO: City Council
FROM: City Administrator
DATE: March 26, 2020
RE: Current Department/Facility Status Review – Extension of Limited Facility Operations
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. That the limited access to some City facilities be extended through April 10, 2020 pursuant to State of Minnesota Executive Order 20-20 – Stay at Home.
2. Authorize the Mayor and City Administrator to additionally extend limited access to City facilities upon an extension of the State of Minnesota’s Stay at Home Order.

Issue Summary/Background

On March 17, 2020 the City Council declared a State of Emergency and authorized the closure of some City facilities to the public. The current limits on operations is as follows:

- City Hall, Arena, Community Center and Library are currently closed to the public, but staffed and providing support operations as needed.
- RiverBend Liquor Store is open with conditions that patrons will state they are not ill, hand sanitize in/out and be limited to no more than five in the store at one time.
- All other City Departments are operating normally. Buildings and Facilities are non-public.

Fiscal Impact

Continued operations for most City services are essential and operating within budgets. Should the Stay at Home Order be extended or more severe limitations be put into effect by the State or Federal government, buildings/facilities that are currently limiting public access may be considered for further actions.

Attachments

1. None.

MEMORANDUM



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TO: City Council
FROM: City Administrator
DATE: March 26, 2020
RE: City Operations - Federal or State Executive Orders

The City of Windom is reviewing and working through the requirements of Federal and State government for compliance with and new rules, regulations and orders. Executive Order 20-20 from the State of Minnesota outlines essential services to be maintained and lists the exemptions from the Stay at Home Order.

Due to the actions already taken by the Mayor and City Council are consistent with the requirements of Executive Order 20-20. However, work will need to be done to further refine and define our operations and services as the term of the Stay at Home Order may be extended.

MEMORANDUM



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TO: City Council
FROM: City Administrator
DATE: March 26, 2020
RE: Essential and Non-essential Employees Scheduling Under Executive Order 20-20

The majority of City services are deemed essential under Executive Order 20-20. Employees working in these Departments are scheduled as usual and according to the terms of our labor agreements.

There may be some Departments that need to be reviewed and operational staffing discussed. My recommendation that this could be a task delegated to the Personnel Committee. Should any actions be recommended by the Personnel Committee those would come back to the City Council for consideration.

MEMORANDUM



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TO: News Media – Press Release
FROM: Mayor Dominic Jones
DATE: March 26, 2020
RE: City Operations – Status Update

The Governor has issued a Stay Home Order (Executive Order 20-20) until April 10, 2020.

Under this Executive Order, and the State of Emergency that was declared last week as approved by the City Council, **I am as Mayor extending the current status quo of operations at City facilities through March 31st.**

City Hall, Arena, Library and Community Center will remain being closed to the public, but staffed. The RiverBend Liquor Store operations remain open under the conditions already imposed. All other essential employees will remain at work.

At a Special City Council meeting on March 31st the City Council can take additional action as it sees fit to extend the restrictions on public access, amend the existing practices or consider other options.