

**MINUTES OF THE EMERGENCY MEETING
OF THE WARROAD CITY COUNCIL**

March 18, 2020

CALL TO ORDER:

Mayor Bob Marvin called the Emergency Meeting of the Warroad City Council to order at 12:00 p.m. on March 18, 2020 at the Warroad Public Safety Building.

Those Present: Mayor Bob Marvin; Councilors Dick Soderberg, Tom Goldsmith, Kevin Thompson and Michele Vandal.

Absent:

Also Present: City Administrator – Kathy Lovelace, City Staff – Sarah Hardwick, Dan Trosen – City Superintendent, Wade Steinbring – WPD, Damian McMillin and John Larson – FD, Joy Bukowiec – EMS, Matt Rachuy – Airport Manager, Jeff Ploof – Park Manager, Shelli Spina – Liquor Store Manager

COVID-19 ISSUE – City Response:

Emergency Declaration

Mayor Marvin made a motion to adopt Resolution No. 2020-08 Proclamation and Declaration of Emergency.

Motion made by Councilor Vandal to extend the declaration until further Council action. The motion was seconded by Councilor Thompson and carried unanimously.

DEPARTMENT CONCERNS/CHANGES/ISSUES:

Department On-going Operations

Department Heads discussed any changes to their daily operations, focusing on health and safety of the staff. Lovelace asked Department Heads to review their mutual aid agreements and track all purchases related to COVID-19.

EMS Manager Joy Bukowic asked the council for clarification regarding their response to calls in Canada. Though this is outside of the WRU service area as defined by the EMSRB, they continue to respond to some calls across the border with no guarantee or option for payment in most cases. Lovelace indicated that insurance coverage is questionable as well.

Motion made by Councilor Vandal to cease all Ambulance and Fire Calls to Canada. The motion was seconded by Councilor Thompson and carried unanimously.

Limiting access to city facilities

Utility Office, Public Safety Facility, Airport Office will be closed to public and only open to necessary personnel. Liquor Store will remain open for regular business hours. City Office will remain open but will encourage the use of other means (online, phone, and drop box) for payments.

Employee Time Off

Lovelace stated employees can use sick time as all city employees have hours banked and discussed allowing a negative balance. Exposure would fall under workers compensation and need to follow the injury procedure.

CITY OPERATIONS AND MEETINGS – DISCUSSION/CHANGES

Non-essential meetings

Lovelace advised all travel for and meetings be postponed/cancelled for March and April at this time.

Council frequency and location

Lovelace is suggesting weekly meetings for the next 4-6 weeks. Council decided on Wednesdays at 12 pm at the Public Safety Facility. Council will not meet Mondays at 5:15 p.m.

CONSIDERATION FOR PAST DUE ACCOUNTS

Lovelace proposed options for Council to think about and will decide at the next meeting. Cold weather rule has been extended to May 31.

ADJOURNMENT:

There, being no further business, *Councilor Vandal moved to adjourn the Emergency Meeting of the Warroad City Council of March 18, 2020.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 1:10 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Sarah Hardwick, city staff