



**City Council – Emergency Meeting Agenda
March 18, 2020 – 8:00 A.M. – Foley City Hall**

1. Call the meeting to order.
2. Pledge of Allegiance.
3. Approve the agenda.

4. Update on response regarding COVID-19 Coronavirus Pandemic.
 - Staff update on city response and preparations.
 - Overview and discussion on adopting Resolution #2020-07 – Temporary Amendments to Personnel Policy and City Service Adjustments Due to the Coronavirus Pandemic.

5. Adjourn

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2020-07

A RESOLUTION OF TEMPORARY PERSONNEL POLICY AMENDMENTS AND CITY
SERVICE ADJUSTMENTS DUE TO THE CORONAVIRUS PANDEMIC

WHEREAS, on March 13, 2020, the Governor of Minnesota declared a state of emergency in Minnesota in regards to the spread of coronavirus;

WHEREAS, following this emergency the City of Foley, a city in the State of Minnesota, activated their emergency management plan;

WHEREAS, on March 17, 2020, Benton County, passed a declaration of emergency and issued guidance on the continuation of county services during an active pandemic of coronavirus;

WHEREAS, staff at the City of Foley has been preparing and responding to the pandemic per the guidance of emergency staff and the emergency management plan;

WHEREAS, additional spread, including a case within Benton County has the potential to impact city services;

WHEREAS, the council makes the following amendments to current city policy in order to protect the safety and well-being of staff, maintain city services and reduce the spread of the coronavirus pandemic;

THEREFORE, BE IT RESOLVED that the following actions and policy amendments be enacted;

1. All city buildings, including City Hall, Police Department, Public Works and Fire Department are closed to the public beginning Wednesday, March 18, 2020 and through at least March 31, 2020. Every effort will continue to maintain staffing for conducting essential city business via mail, phone, email and website during posted business hours. If the closure to the public is to remain in place longer than March 31, 2020 it will be determined by the Mayor after consultation with staff and emergency personnel.
2. All city buildings will institute practices of additional cleaning and disinfection of all work spaces and public areas. Staff is also directed to continue hand-washing and wear appropriate protection of gloves, mask, etc. when necessary for safety in performing job duties, as well as employ social distancing techniques.
3. City employees who are experiencing illness are directed to stay home. Department heads are granted the authority to send home an employee who appears ill. Ill employees

will not be allowed to return until they have properly quarantined or been cleared by a physician.

4. The City of Foley will advance necessary sick and vacation time for those affected by coronavirus illness or extenuating circumstances related to the coronavirus pandemic. The City Administrator is granted the authority to make this determination on a case-by-case basis.
5. If necessary, future city council meetings will be conducted via conference call. The City Administrator and Mayor are hereby authorized to make the determination as needed. The City will endeavor to provide as much notice as possible of such changes. All non-essential business will be postponed and only critical business will be addressed at council meetings during the activation of the emergency management plan. All non-essential meetings will be cancelled.
6. The City of Foley will continue to monitor the guidelines provided by the Minnesota Department of Health and Center for Disease Control and make adjustments to these plans above as recommended by state and federal agencies.
7. The City will provide updates via its website at: <https://ci.foley.mn.us/> , its Facebook page, and Twitter account.

Passed and adopted by unanimous vote of the Foley City Council, this 18th day of March, 2020.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 03-18-2020 COUNCIL MEETING
DATE: MARCH 17, 2020

After consulting with staff, the mayor is recommending we call an emergency meeting to discuss how we move forward with our response to the COVID-19 virus pandemic.

I have provided some email updates over the past week to all councilmembers. Staff has decided to bring forward a number of recommendations on how the City of Foley moves forward.

Resolution #2020-07 outlines a number of policy amendments and adjustments to services provided by the City of Foley. It includes a recommendation to close all city buildings (City Hall, Public Works, Police Department, Fire Department) to the public effective immediately and at least until the end of the month. We have also included other policy amendments in order to protect our city staff.

We have also called a meeting of the health board which will be conducted on Thursday, March 19th @ 1pm here at City Hall. We have asked a public health official attend this meeting to provide any additional guidance and recommendations to the city as we continue our response.

This council meeting is open to the public; however, we are strongly recommending all individuals follow social distancing guidelines. If you are ill or may have had exposure to COVID-19 please do not attend. We can still conduct business as long as we have three participating members of the council.

We are also recommending that the public be mindful that federal guidelines do not recommend group gatherings larger than 10 people. The only action item at this meeting will be adoption of Resolution #2020-07 which will be available for review on our city website. Staff will attempt to Facebook live the meeting if possible.