

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
MARCH 24, 2020, 6:00 PM
Park Rapids City Hall Council Chambers
Park Rapids, Minnesota**

Pursuant to Minnesota Statutes 13D.021, Subdivision 1(1), the City of Park Rapids has determined that in-person meetings of the Council are not prudent during the COVID-19 health pandemic/peacetime emergency declared by the Governor's Executive Order No. 20-01 under Minnesota Statutes Chapter 12. As such the following City Council meeting during such state of emergency was held by telephone, and the presence of the Councilmembers and the public at the meeting was not feasible.

1. CALL TO ORDER: The March 24th, 2020, Regular Meeting of the Park Rapids City Council was called to order at 6:00 p.m. by Mayor Ryan Leckner, and the Pledge of Allegiance was recited.

2. ROLL CALL: Present: **In Person**-Mayor Ryan Leckner, **By Telephone**-Councilmembers Tom Conway, Erika Randall, Liz Stone, and Robert Wills. Absent: None. Staff Present: **In Person**-Administrator Ryan Leckner, Liquor Store Manager Scott Olson, and Clerk Margie Vik. **By Telephone**-Planner Andrew Mack Others Present: **In Person**-Robin Fish from the Park Rapids Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Conway, seconded by Wills, and unanimously carried to approve the agenda with the following additions:

9.2.B. Approve Policy Pertaining to Accrued Leave Use During Declared State of Federal Emergency.

9.2.C. COVID-19 Liquor Store Operations Plan.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-March 10, 2020: A motion was made by Conway, seconded by Wills, and unanimously carried to approve the March 10th, 2020; City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Stone, seconded by Randall, and unanimously carried to approve the payables in the amount of

\$32,915.75, and the prepaids in the amount of \$1,667,799.99, for a total of \$1,700,715.74.

6. CONSENT AGENDA: A motion was made by Wills, seconded by Stone, and unanimously carried to approve the following consent agenda items:

- 6.1. Resolution #2020-68 Approving Ordinance No. 602 Rezoning Land to B-1 Highway Business in the City of Park Rapids, PID #32.45.00200 and PID #32.45.00300.**
- 6.2. Ordinance No. 602 Rezoning Land to B-1 Highway Business in the City of Park Rapids, PID #32.45.00200 and PID #32.45.00300.**
- 6.3. Resolution #2020-69 Approve the Renewal of an Off-Sale 3.2 Beer License for Coborn's in the City of Park Rapids.**
- 6.4. Approve Backhoe Operator's License to Work in the City of Park Rapids in 2020 for L&B Excavating Inc.**
- 6.5. Resolution #2020-70 Approving Resignation of Full Time Park Rapids City Treasurer Angela Brumbaugh.**
- 6.6. Approve Updated Job Description for the City Accountant/Treasurer Position.**
- 6.7. Authorize Advertisement and Interviews for the Vacant City Treasurer Position.**
- 6.8. Resolution #2020-71 Approving Resignation of Full Time Park Rapids Public Facilities Superintendent Chris Fieldsend.**
- 6.9. Resolution #2020-72 Approving Resignation of Part Time Park Rapids Accounts Payable Clerk Lisa Dormanen.**
- 6.10. Approve the Purchase in the Amount of \$189,961.68 from Various Vendors for Four (4) Police Squad Cars, including Computer, Equipment/Lights, and Graphics, as per the City's Planned Repair and Replacement Schedule.**
- 6.11. Approve the Amended Airport T-Hanger Leasing Policy for 2020 for the Park Rapids Municipal Airport.**
- 6.12. Approve First Reading of the Ordinance to Amend the Park Rapids City Code of Ordinances of the City of Park Rapids, Chapter 36 Fee Schedule, Section 36.12 Airport Fees.**

- 6.13. **Approve Public Facilities Use Permit for The Armory Arts & Events Center, to Close Main Avenue South, Blocks One, Two, and Three, on Thursday, July 23rd, 2020, from 7:00 a.m. to 4:00 p.m. for Crazy Days.**
- 6.14. **Approve Public Facilities Use Permit for the Armory Arts & Events Center, to Use Pioneer Park, on Thursday, July 23rd, 2020, from 8:45 a.m. to 11:30 a.m., for Crazy Days Kids Entertainment.**
- 6.15. **Approve Multi-Vendor Transient Merchant License for the Armory Arts & Events Center, on Thursday, July 23rd, 2020, for Crazy Days.**
- 6.16. **Approve Pay Request in the Amount of \$26,646.80 for Hough Inc. for the Replacement Cover on Lift Station #2, for the Public Works Department.**

END OF CONSENT AGENDA

7. COMMENTS FROM CITIZENS: There were no comments.

8. PLANNING:

8.1. Proclamation Recognizing April 1st, 2020, as Census Day: Andrew Mack, via telephone, stated you have a proclamation before you as requested by the Lakes Area Complete Count Committee to proclaim April 1st, 2020, a Census Day for Park Rapids. I believe the county will be undertaking a similar measure to adopt this type of resolution as well. We have some plans for being on a radio broadcast on April 1st to talk more about the importance of the census. As recently as today we did receive a revised schedule of how the census will be rolled out. We encourage the Council to approve this proclamation since it is an important thing for our city on behalf of the Complete County Committee. He requested questions. There were none. A motion was made by Stone, seconded by Conway, and unanimously carried to approve the Proclamation Recognizing April 1st, 2020, as Census Day.

9. GENERAL BUSINESS:

9.1. Results of the Performance Evaluation Conducted on March 10th, 2020, of City of Park Rapids Employee City Administrator Ryan Mathisrud under Minn. Stat. 13D.05, subdivision 3 (a): Conway stated we have on March 10th the City Council held a closed session regarding the performance evaluation of Ryan Mathisrud. It was agreed that Mathisrud has satisfactorily completed his probation. I will draft a

document that will be included in his personnel file. At this point I'd like to move him to the six-month step, which is \$35.36 per hour, or \$2,828.00 per pay period.

A motion was made by Conway, seconded by Randall, and unanimously carried to approve Resolution #2020-73 Approving Wage Adjustment and Step Increase for Full Time City Administrator Ryan Mathisrud.

9.2. COVID-19 Update: Mathisrud stated I'd like to give an update on our COVID-19 response. There's been a flurry of activity that's been happening in St. Paul and nationally. Everybody is working really hard to do their best to prepare for the situation as best we can. We're trying to adjust to a moving target. Every day the governor makes a new announcement, taken new action, and we're trying to do the same thing. The League of Minnesota Cities is providing guidance. DEED is developing various programs and releasing those. The governor has taken action to do his part at various stages to address the needs here. Park Rapids is no different right now. Local businesses and residents have been affected by this in countless ways. The city is trying to do its part to also get prepared for whatever is needed to do to help. We've taken steps so far to improve the safety of the employees and the public, to close public buildings, we're moving away from face to face meetings, and allowing those that can work from home to do that. We're working to keep social distancing protocols and having conferences by phone and video conferencing whenever practical. With that being said, going into Item 9.2.A.

A. Resolution Declaring a Local Emergency in the City of Park Rapids: Mathisrud stated yesterday, Mayor Leckner took the step of proclaiming a local emergency in the City of Park Rapids. That can last no more than three days before it's affirmed by the City Council. The resolution before you is to affirm that emergency declaration. This declaration of local emergency allows the city administrator and designated staff to respond more quickly to any situation that may come up related to the disaster in accordance with our local emergency operations plans and the county emergency plan. It also signals to the community that we are taking this seriously and it allows the city to request support from state and federal sources when they become available and to coordinate through that process. As you are aware this situation is changing rapidly, so we want to be prepared to respond as quickly as possible if we have to without having to call an emergency meeting. **A motion was made by Wills, seconded by Conway, and unanimously carried to approve Resolution #2020-74 Declaring a Local Emergency in the City of Park Rapids.**

B. Approve Policy Pertaining to Accrued Leave Use During Declared State of Federal Emergency: Mathisrud stated this is a policy pertaining to accrued leave use during a declared state of federal emergency. This is an example of the type of thing that we will use the declaration for, to draft policies like this, and then implementing them when needed. This policy was drafted for your approval. The policy would be in effect for the duration of the local emergency. To allows staff to use paid time off, sick time, comp time, or vacation time, if staff gets sick or if one of their people that they care for gets sick, a parent or spouse, as a result of COVID-19. It does temporary relax the requirement for a doctor's note after three days, since that does not appear practical in all cases. It allows staff to use their sick time to remain home for the care of

their children who have to be home from school. The supervisor is still responsible for determining staffing levels, so they have to approve that leave and manage the schedule appropriately. It does allow the employee to accrue a negative sick balance of up to ten days. This would expire at the end of the emergency declaration and is an interim measure to allow us to be more flexible in this situation. Mathisrud requested questions. There were none.

A motion was made by Stone, seconded by Wills, and unanimously carried to approve the Policy Pertaining to Accrued Leave Use During Declared State of Federal Emergency, as presented.

C. COVID-19 Liquor Store Operations Plan: Mathisrud stated this is a draft of the liquor store operations plan during COVID-19 that Scott Olson and I have been working on. This are the types of things we are putting together here. Considering the staff at his store some have indicated their reluctance to work during the pandemic potentially creating a staffing shortage. Olson is working to adjust scheduling. He has proposed several options to move forward with store operations and we're still reviewing that at this time. The liquor store is a revenue producing asset for the city and it provides jobs to a number of employees. All those things are important, but store employee's health and safety are also critically important to us. We are doing what we can to continue operations for as long as it's safe and feasible. Right now, Olson has proposed three courses of action depending on how the situation evolves. Things could move really fast depending on how the Council feels or if the governor takes more action.

Mathisrud stated the store is currently operating on level one of the attached plan. Olson stated mainly we've just tried to do a routine for all common contact surfaces and citizen's credit card machines, and those types of things. We get those sanitized on a routine and/or whenever we have a break between customers. We have put product on the floor in front of the counters to increase the distance between the customer and the staff person. For the most part we are operating as normal at this point.

Mathisrud stated level two within the plan describes how changing the store entrance and moving to more of a drive through-type operation where customers would prepay and pick-up. There's a lot of challenges to this setup, but it's also another possibility. Olson stated it would do just what Mathisrud said. It would limit customer access to going through a drive up process, prepaying, so we would pick their orders, ring it up, call them back, tell them the amount, they would pay with credit cards, attached their name and receipt to it, and they would like us know when they are coming to pick it up. We would bring it out, go through the carding process, make sure they are of age, and try to verify they are not obviously intoxicated, and continue the transaction from there.

Mathisrud stated that would be a significant change in operations and the details would have to be sorted out to make that work, but it's another way to continue to provide that service by maximizing social distancing and those types of things.

Mathisrud stated level three within this plan means simply closing the store when it's deemed necessary. This would add to the local economic problem, but it would address the concerns of people and customer and employee safety. Olson stated there are some operations in the metro area where they have been impacted more and there are cities that have chosen to close their stores. We haven't seen that in the out-state yet. I

think that's still far off for us. Mathisrud stated we are not recommending closing the store at this time, but that's something that may come up in the future.

Mathisrud stated at this time are there any thoughts or comments? Conway questioned have we decided any criteria as to when we would move from one level to another? Olson stated a lot of that would be determined by myself and Mathisrud talking and what we would think the remedy for that situation would be, and then at least notifying the Council as to if it's feasible and to advise you of that, but until we come upon that situation and how we can remedy it. Leckner stated it would have something to do with how many cases are in Hubbard County or Park Rapids. Olson stated right.

Leckner questioned with the local emergency declaration is this something that a decision could be made by you guys if it deteriorates rapidly, like closing the store without a special meeting? That would be a managerial decision. I think you could. Olson stated it would have to be. Mathisrud stated at this point I'd recommend that if the situation is bad enough, we would potentially be given the authority to make that decision. However, if the Council wants to make that decision proactively or would want to hold an emergency meeting to do that, that is certainly an option as well. I'm looking for feedback on that as well.

Conway stated in private industry we've gone to tier level. Normal operations are tier one. Tier two, is if there is a positive case within a mile. Tier three is if actually an employee that tested positive then we would have contingency plans of what we would have to do it sanitize the plant. It might be prudent to at least have some idea of how we are going to react. I know we're not going to have that information tonight, but we should have some idea of how we are going to react in different circumstances. Leckner stated I think that would be a good idea.

Randall stated I don't know if we can say if there are some many cases in Hubbard County, or so many cases in Park Rapids. I'd like to leave it up to Olson and Mathisrud to react if there are cases. I trust they will be keeping a close eye on the number of cases and then going to the next level, to create a level going forward based on their best judgement. Leckner stated I agree with that. They are the ones dealing with this day to day. I also agree with Conway to have a little bit more of a plan in place as to what we are going to do if different steps happen. My opinion is to leave it in the hands of Mathisrud and Olson.

Mathisrud stated one suggestion that I have would be as to put some triggers in this plan for how we would try to make those judgement calls and provide that to the Council to review, but continue to be flexible and make a judgement call when we have to, if that makes sense to the Council. The Council agreed unanimously.

10. CITY ADMINISTRATOR COMMENTS: Mathisrud stated we did respond to Mr. Brock who last week had the questions about his water line. We followed up and presented him with a couple of options as well as the applicable city code. That information is included in your packets. Scott Burlingame met with him and he seemed okay with the options.

Mathisrud stated we are at a place where we feel we are at the final steps of this thing. We approved the supplemental escrow agreement at the EDA meeting earlier. We are preparing final settlement statements and packets to deliver to the escrow companies.

All we are waiting on now is acceptance by the state of the previous submittal and for them to set the disbursement date for us, which is April 20th, 2020, however there may be some delay.

Mathisrud stated I want to say thank you to Chris Fieldsend and Angela Brumbaugh for your service. Fieldsend has been with the city for twenty-five years. It's been a pleasure to get to know him over the last five of those years. I truly wish him the best in his future. Brumbaugh has been great to work with. She's been here for eighteen years. She is really knowledgeable in many different things. She is one of my go-to people when I have comments about anything about the history of what has happened, especially when it comes to different agreements over the years. I know she is going to be missed around here. I've enjoyed working with Lisa Dormanen as well, especially her sense of humor. I know she is going to do well in her position with the Menahga Schools.

11. DEPARTMENT HEAD UPDATES: There were none.

12. MINUTES/REPORTS/INFORMATION: There were no comments.

13. COMMENTS FROM COUNCIL: Randall thanked Mathisrud for all email updates over the past couple of weeks. He's making sure that people are working remotely if possible and closing offices. That's not an easy decision. I'd like to thank Brumbaugh, Fieldsend, and Dormanen for their work with the city. Conway also thanked Brumbaugh, Fieldsend, and Dormanen. Leckner stated I'd like to follow up by also thanking them for their service. We're going to miss them.

14. ADJOURNMENT: A motion was made by Stone, seconded by Wills, and unanimously carried to adjourn the meeting at 6:35 p.m.

[seal]

Mayor Ryan Leckner

ATTEST:

Margie M. Vik
City Clerk