

**CITY OF BIWABIK
SPECIAL MEETING**

AGENDA

**WEDNESDAY JUNE 24, 2020
7:00 P.M. SPECIAL MEETING**

**BIWABIK CITY HALL*
321 N MAIN STREET
BIWABIK, MN**

1. Call to Order/Roll Call/Approve Agenda
2. Approval of COVID-19 Preparedness Plan
3. Discussion Regarding Future City Council Meetings During COVID-19 Pandemic
4. Discussion Regarding Potential Funding for COVID-19 Related Expenses
5. Appointment of EMS Captain for the Biwabik Fire & Ambulance Department
6. Approval of Firefighter/EMT Applicant for the Biwabik Fire & Ambulance Department
7. Approval of Additional Public Works Summer Help Hire
8. Adjourn

*Meeting held by electronic means pursuant to MN Statute 13D.021.

Due to the situation involving the ongoing COVID-19 pandemic, this meeting will be held via "Zoom".

The Zoom application is available for download at www.zoom.us, in the Apple App Store or the Google Play Store.

The meeting ID for this session is: **824 4174 4595**

DATE: June 24, 2020

AGENDA ITEM: Approval of COVID-19 Preparedness

BACKGROUND: *FROM LEAGUE OF MN CITIES NOTICE*

Under Executive Order 20-74, released by Gov. Tim Walz on June 5, we are now required to adopt a COVID-19 Preparedness Plan.

Previously, only non-critical businesses were required to have a Preparedness Plan prior to reopening. Cities do not have to stop operations while creating a plan, but they must adopt a plan by June 29.

Plan guidance

The commissioners of the Minnesota departments of Health, Employment and Economic Development (DEED), and Labor and Industry have been directed to provide additional industry guidance for critical businesses, as necessary, no later than June 15.

For state licensed or state certified critical businesses that are operating under and adhering to existing policies and procedures or requirements related to health and safety, including requirements to establish and implement COVID-19 Preparedness Plans, state agencies have been directed to develop guidance and template addendum plans that address unique risks and hazards of COVID-19 for their operations. Relevant agencies must publish such guidance by June 15 and post it to the state's Stay Safe Minnesota website.

It is not yet clear if there will be guidance issued specifically for cities or other government entities. Cities may wish to start working on their plan while waiting for the state's new guidance. Current COVID-19 Preparedness Plan guidance from DEED, along with information from the League may be helpful to begin working on a Preparedness Plan.

Plan adoption

For most cities, the COVID-19 Preparedness Plan should be adopted by the city council. Exceptions might include cities that have delegated this type of authority to a city manager or emergency manager through a resolution or ordinance. Cities that meet only once a month may need to plan a special meeting to adopt the COVID-19 Preparedness Plan between June 16 and June 29. A plan adopted prior to June 15 should be reviewed to ensure compliance with state guidance.

ATTACHMENTS: City of Biwabik Preparedness Plan

STAFF RECOMMENDATION: Approve as Presented

COVID-19 Preparedness Plan

The City of Biwabik is committed to providing a safe and healthy workplace for our staff and employees. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management, and membership. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City of Biwabik managers and supervisors are empowered to enforce the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our staff working at the City of Biwabik. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by inviting review of the plan and suggestions by all members of the staff. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- special considerations for off-site personnel;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

All employees will be informed of common signs and symptoms of COVID-19 and are encouraged to self-monitor for those symptoms. The following policies and procedures are established to assess employee's health status prior to entering the workplace, and to establish a reporting protocol for when they are sick or experiencing symptoms.

Temperature Screening. Prior to arriving at the office, employees will be encouraged to self-administer a temperature check using a thermometer. If the temperature check shows that the employee has a

fever (temperature higher than 100.4 degrees F), the employee will notify their supervisor or the City Administrator that they are running a fever and will not be at work.

Communicating the Need to Stay Home. If employees are sick or experiencing symptoms while they are at home, they should call, email, or text their supervisor or the City Administrator. Employees should not come to work if they or a family member is feeling sick or if they have been exposed to COVID-19. If employees are sick or experiencing symptoms while at work, they should inform their supervisor or the City Administrator and leave for home as soon as possible.

Leave Policy. The City of Biwabik has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The City of Biwabik has implemented a temporary modification to its personnel policy for the duration of the pandemic emergency which provides that, if an employee does not have sufficient leave to meet this need, additional sick leave will be extended at no cost to the employee. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be implemented. Individuals with underlying health conditions will be permitted to telework or maintain strict isolation within the office to the extent possible.

The City of Biwabik has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Workers will be informed by their supervisor or The City Administrator.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. The City of Biwabik personnel records are maintained and stored in a locked, secure area.

COVID-19 in a Member Community. If there is a known or suspected occurrence of COVID-19 among the general population of a local residence or business, employees should not visit that residence or business until it is safe to do so. If an employee has recently visited a residence or business which has an occurrence of COVID-19, the employee shall inform their supervisor or the City Administrator and stay home until 14 days have elapsed since the potential exposure to the virus.

Handwashing

Basic infection prevention measures have been implemented in our workplaces and shall be utilized at all times. Employees shall be instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All visitors to the facility will be required to wash their hands or use hand sanitizer of greater than 60% alcohol prior to or immediately upon entering the city-owned facility. The City of Biwabik will have both hand soap and hand sanitizer available.

Employees will be asked to wash their hands at the sink or use sanitizer when they enter the office and after handling packages or materials brought in from outside the office.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

Employees will be reminded of the need to practice respiratory etiquette during all employee meetings.

Social distancing and Personal Protection

Social distancing and personal protection have been implemented in the workplace through the following engineering and administrative controls:

Work from Home. Workers who can work from home are encouraged to continue to do so.

Flexible Work Hours. Workers are encouraged to vary their work hours and workdays to reduce the number of people in the workplace at any time.

Social Distancing. Employees having a private office with a door are being asked to close the office door when appropriate so other employees will be isolated from others when at their workstation. Workers will be instructed to maintain six feet of distance between them and any other persons at all times.

Vehicles. Employees will not be allowed to carpool or ride together in vehicles.

Protective Supplies. The City of Biwabik will provide each employee with a N95 or KN95 mask to be worn whenever the employee is in the common areas of the office or interacting with another person. A high-quality cloth mask may be substituted for the N95 or KN95 if the employee has difficulty working with that mask. Disposable latex-free gloves will be available for handling packages and other similar tasks. Gloves should be disposed of properly after use.

Visitors. Visitors and other members of the general population visiting the City of Biwabik offices will be required to wear a mask. If masks are available, the visitor will be provided with a mask if they do not have one.

Deliveries. Delivery workers will be instructed to leave mail and packages at the reception desk. Materials received will be distributed by employees from there. If an employee needs to interact with delivery personnel, they shall wear their masks and maintain social distancing.

Lunchroom. All employees will be encouraged to eat lunch in their respective offices rather than congregating in the lunchroom.

Gathering. Employees, visitors, and customers are prohibited from gathering in groups. Employees and visitors are prohibited from gathering in confined areas, including elevators, and from using other

workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Employees and visitors shall maintain six feet of distance between each other while conducting business.

Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, delivery equipment, etc. Employees should clean a work area in the common areas of the office prior to using it and when they are done using it. Overall cleaning, at a minimum, should be done prior to start of work and at the end of each day.

Preparedness Plan communication and training

This Preparedness Plan will be provided electronically or in paper form to all employees on _____{date}, and necessary training will be provided. Additional communication and training will be ongoing as conditions change and provided to all employees who did not receive the initial training. Instructions will be communicated to delivery personnel about how drop-off, pick-up and delivery services will be conducted to ensure social distancing practices are followed and about the recommendation that delivery workers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by sharing their observations and discussing potential modifications during weekly staff meetings. Management and workers are to work through this new program together and update the employee training as necessary. This COVID-19 Preparedness Plan has been certified by The City of Biwabik management and approved by the Biwabik City Council and, will be posted throughout the workplace on _____(date). The COVID-19 Preparedness Plan be updated as necessary.

Certified by: _____ {print Name}

_____ {Signature}

DATE: June 24, 2020

AGENDA ITEM: Discussion Regarding Future City Council Meetings During COVID-19 Pandemic

BACKGROUND: We have been holding our meetings through electronic means since the emergency declaration related to the COVID-19 pandemic. We will need to discuss how and when we transition back to in-person meetings.

ATTACHMENTS: None

STAFF RECOMMENDATION: Discussion

DATE: June 24, 2020

AGENDA ITEM: Discussion Regarding Potential Funding for COVID-19 Related Expenses

BACKGROUND: The Special Session of the MN Legislature includes bills in the House and Senate to distribute a portion of the \$841 Million in Federal aid to local governments. The bill that passed in the Senate calls for \$75.34/per capita of aid to Biwabik. This amounts to roughly \$75,000. This aid is intended for COVID related expenses as laid out in the Federal Cares Act. This will require some more review of the Federal bill as well as our current and proposed expenditures.

ATTACHMENTS: MN Senate Bill

STAFF RECOMMENDATION: Discussion

SENATE
STATE OF MINNESOTA
SPECIAL SESSION

S.F. No. 47

(SENATE AUTHORS: ROSEN, Dziezic, Bigham, Draheim and Relph)

DATE	D-PG	OFFICIAL STATUS
06/12/2020	21	Introduction and first reading
	21	By Motion, Laid on Table
	29	Authors added Bigham; Draheim; Relph
	30	Taken from table
		Motion did not prevail for Urgency, rules suspension
06/15/2020		Laid on table
	48	Taken from table
	49	Second reading
06/16/2020		Laid on table
		Taken from table
06/19/2020	132a	Special Order: Amended
	133	Third reading Passed
		Returned from House with amendment
		Laid on table

1.1 A bill for an act

1.2 relating to local government aid; providing aid and reimbursements to counties,

1.3 cities, and towns to fund expenses related to COVID-19; appropriating money

1.4 from the coronavirus relief federal fund.

1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.6 Section 1. **CORONAVIRUS RELIEF FUND; LOCAL GOVERNMENT**

1.7 **DISTRIBUTIONS.**

1.8 Subdivision 1. **Definitions.** (a) For the purposes of this section, the terms in this

1.9 subdivision have the meanings given them.

1.10 (b) "Commissioner" means the commissioner of revenue.

1.11 (c) "City" means a statutory or home rule charter city.

1.12 (d) "Eligible county" means a Minnesota county with a population less than 500,000.

1.13 (e) "Eligible city" means a city with a population of 200 or more, or an organized town

1.14 with a population of 5,000 or more.

1.15 (f) "Eligible town" means an organized town with a population more than 199 but less

1.16 than 5,000.

1.17 (g) "Emergency financial assistance" means assistance to individuals and families directly

1.18 impacted by a loss of income due to COVID-19. Emergency financial assistance includes

1.19 but is not limited to amounts used to help pay overdue rent or mortgage to prevent eviction

1.20 or foreclosure or unexpected funeral costs.

2.1 (h) "Economic support" means assistance to small businesses with costs of business
2.2 interruptions caused by required closures due to COVID-19. Economic support includes
2.3 but is not limited to assistance to businesses that close voluntarily to promote social distancing
2.4 guidelines and businesses impacted by decreased customer demand as a result of the
2.5 COVID-19 health emergency.

2.6 (i) "Home county" for a city or town means the county where the administrative offices
2.7 of the city or town is located.

2.8 (j) "Local government" means a city, county, or town.

2.9 (k) "Population" means the most recently available 2018 population estimate from the
2.10 state demographer as of May 1, 2020.

2.11 Subd. 2. **Local government distribution amounts.** (a) The distribution for an eligible
2.12 city is equal to a dollar amount per capita that is the same for all eligible cities. The
2.13 commissioner shall determine the per capita dollar amount so that the total amount paid
2.14 under this paragraph is equal to the amount available under subdivision 8, paragraph (c),
2.15 minus the amounts payable to eligible towns under paragraph (b) and the supplemental
2.16 amount paid to counties under paragraph (d).

2.17 (b) The distribution for an eligible town is equal to \$25 multiplied by the town's
2.18 population.

2.19 (c) The base distribution amount for an eligible county is equal to a dollar amount
2.20 multiplied by the total county population. The dollar amount shall be the same amount for
2.21 all eligible counties and shall be determined by the commissioner so that the total amount
2.22 paid under this paragraph is equal to the amount available under subdivision 8, paragraph
2.23 (b).

2.24 (d) An eligible county shall also receive a supplemental distribution amount equal to
2.25 the sum of: (1) the per capita amount determined under paragraph (a) multiplied by the
2.26 population of all cities in the county with a population less than 200; and (2) \$25 multiplied
2.27 by the population within the county located outside of any city or eligible town. For purposes
2.28 of clause (1), a city that crosses into two or more counties is located in its home county.
2.29 Total aid to each county is equal to the base distribution amount plus the supplemental
2.30 amount.

2.31 Subd. 3. **Distribution schedule.** The commissioner must distribute the amounts calculated
2.32 under subdivision 2 no later than June 30, 2020, for certifications received by June 22, 2020.
2.33 Distributions will be made for certifications received by September 15, 2020.

3.1 Subd. 4. **Allowed uses.** (a) A local government must use aid distributions under this
3.2 section for purposes consistent with the requirements of Public Law 116-136. Prior to
3.3 distributing the aid, the commissioner must require each eligible local government to certify
3.4 its intent to comply with the requirements of this section. The certification must be in the
3.5 form and manner determined by the commissioner.

3.6 (b) Notwithstanding paragraph (a), a county must use at least 10 percent of the base
3.7 distribution aid it receives under subdivision 2, paragraph (c), for emergency financial
3.8 assistance to individuals and families and for economic support to businesses. The county
3.9 must certify it will spend funds according to this section to the commissioner. Any auditing
3.10 of compliance with this section, including the ten percent amount, will occur with regular
3.11 audits of the county.

3.12 (c) A city or town that is not an eligible city or eligible town may apply to its home
3.13 county for a reimbursement, to be paid from the county aid distribution under subdivision
3.14 2 to cover costs incurred by the city or town that are allowed uses under paragraph (a). The
3.15 county may require the city or town to provide sufficient information to demonstrate that
3.16 the cost incurred meets the requirements of Public Law 116-136. Upon appropriate
3.17 documentation, the county must make a reimbursement of up to the lesser of: (1) \$75.34
3.18 multiplied by the population of the city or \$25 multiplied by the population of the town; or
3.19 (2) the amount of documented allowed costs. The county, at its discretion, may increase the
3.20 reimbursement above this amount, but to no more than the amount of documented allowed
3.21 costs. Any application for a reimbursement under this paragraph must be made no later than
3.22 September 1, 2020, and any reimbursements made under this subdivision must be paid to
3.23 the city or town no later than September 20, 2020.

3.24 Subd. 5. **Local government collaborative agreements.** A local government may enter
3.25 into a collaborative agreement with one or more other local governments to share aid
3.26 distributions under this section, consistent with subdivision 4. The commissioner may require
3.27 each local government to provide information about the agreement in the form and manner
3.28 determined by the commissioner.

3.29 Subd. 6. **Expenditure time limits.** (a) Except as provided in paragraphs (b) and (d), any
3.30 aid amount remaining unexpended on November 15, 2020, by an eligible city or town whose
3.31 home county is an eligible county, must be sent to its home county. The transfer must be
3.32 made no later than November 20, 2020. The county may use these funds for any purpose
3.33 allowed under subdivision 4, paragraphs (a) and (b).

4.1 (b) Except as provided under paragraph (e), any aid amount remaining unexpended on
4.2 November 15, 2020, by an eligible city or town whose home county is Hennepin County,
4.3 must be sent to the Hennepin County Medical Center which may use the funds only for
4.4 eligible expenses that meet the requirements of Public Law 116-136. Except as provided
4.5 under paragraph (e), any aid amount remaining unexpended on November 15, 2020, by an
4.6 eligible city or town whose home county is Ramsey County, must be granted to Regions
4.7 Hospital which may use the funds only for eligible expenses that meet the requirements of
4.8 Public Law 116-136. Any funds transferred or granted to the medical center or hospital
4.9 under this paragraph that are unexpended by those entities by December 1, 2020, must be
4.10 returned no later than December 10, 2020, to the commissioner and are canceled to the
4.11 coronavirus relief federal fund.

4.12 (c) Any amount of aid under subdivision 2 or transfer under paragraph (a) remaining
4.13 unexpended by an eligible county by December 1, 2020, must be returned no later than
4.14 December 10, 2020, to the commissioner and is canceled to the coronavirus relief federal
4.15 fund.

4.16 (d) Notwithstanding paragraph (a), any aid amount remaining unexpended by a local
4.17 government on December 1, 2020, for a local government that has entered into a collaborative
4.18 agreement under subdivision 5, must be returned no later than December 10, 2020, to the
4.19 commissioner and is canceled to the coronavirus relief federal fund.

4.20 (e) The governing body of an eligible city or eligible town whose home county is
4.21 Hennepin County or Ramsey County may adopt a resolution to direct the aid amounts to
4.22 another hospital entity for expenditure by that hospital entity. The hospital entity must
4.23 comply with the other requirements of paragraph (b) governing eligible uses and expenditure
4.24 time limits. For the purposes of this paragraph "hospital entity" means a hospital licensed
4.25 under Minnesota Statutes, chapters 144.50 to 144.56.

4.26 Subd. 7. **Repayment of improperly spent federal funds.** (a) For purposes of this
4.27 subdivision, "local government unit" means a county, city, or town.

4.28 (b) The commissioner must recoup money from a local government unit if:

4.29 (1) the Inspector General of the Department of the Treasury has determined that the state
4.30 of Minnesota is subject to recoupment of funds under Public Law 116-136; and

4.31 (2) the recoupment is the result of the failure of a local government unit to expend money
4.32 distributed under this section consistent with the requirements of Public Law 116-136.

5.1 (c) The recoupment may only come from the local government whose spending caused
5.2 a need for recoupment from the state under federal law. The commissioner must certify the
5.3 amount to be repaid by each local government unit. For the purposes of this subdivision,
5.4 the commissioner must consider costs reimbursed under subdivision 4, paragraph (c), to be
5.5 spending by the city or town that receives the reimbursement. The amount of the repayment
5.6 required from each local government unit must be equal to the state recoupment amount
5.7 attributable to that local government unit. For the purposes of this paragraph, "state
5.8 recoupment amount" means the total of the amounts determined under paragraph (b).

5.9 (d) A local government unit must repay its share of the state recoupment amount to the
5.10 state in full within 90 days of the commissioner's certification under paragraph (c). A local
5.11 government unit may apply to the commissioner in the form and manner determined by the
5.12 commissioner for an alternative repayment schedule, not to exceed five years.

5.13 (e) Any amounts recouped by the state must be credited to the fund from which the state
5.14 paid the amounts recouped by the Department of the Treasury.

5.15 Subd. 8. **Appropriations.** (a) \$841,464,000 in fiscal year 2020 is appropriated from the
5.16 coronavirus relief federal fund to the commissioner of revenue for aid distributions under
5.17 this section. This is a onetime appropriation and is available until November 30, 2020.

5.18 (b) Fifty-five percent of the appropriation in paragraph (a) must be used for the base
5.19 distribution amount for counties under subdivision 2, paragraph (c).

5.20 (c) The remaining amount of the appropriation in paragraph (a) must be used for all
5.21 other aid and grant payments under this section.

5.22 **EFFECTIVE DATE.** This section is effective the day following final enactment.

DATE: June 24, 2020

AGENDA ITEM: Appointment of EMS Captain for the Biwabik Fire & Ambulance Department

BACKGROUND: The hiring committee will be interviewing an applicant for the EMS Captain position at 5:00PM on Wednesday June 24th and will bring a recommendation to the Council Meeting at 7:00PM

ATTACHMENTS: None

STAFF RECOMMENDATION: Discussion

DATE: June 24, 2020

AGENDA ITEM: Approval of Fire Applicant

BACKGROUND: The hiring committee interviewed Alyce Bennett on Thursday June 11th and is recommending that she be hired.

ATTACHMENTS: None

STAFF RECOMMENDATION: Approve as Presented

DATE: June 24, 2020

AGENDA ITEM: Approval of Additional Public Works Summer Help Hire

BACKGROUND: The Council approved 3 applicants at the June 8, 2020 City Council Meeting and was receptive to adding a 4th worker. I received an application from Cole Baker, and PW Foreman Loren Adams and I met with Cole earlier this week. I am recommending that Cole Baker be added to the Public Works summer help crew.

STAFF RECOMMENDATION: Approve as Presented