

WILLMAR CITY COUNCIL PROCEEDINGS
EMERGENCY MEETING
VIA TELE-CONFERENCE
WILLMAR, MINNESOTA

March 26, 2020
10:00 a.m.

The emergency meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen. Present 9, Absent 0.

Also present were City Administrator Brian Gramentz, Police Chief Jim Felt, Recreation Director Rob Baumgarn, Finance Director Steve Okins, Public Works Director Sean Christensen, Fire Chief Frank Hanson, Planning and Development Services Director David Ramstad, Human Resource Director Samantha Beckman, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

City Administrator Brian Gramentz presented Page 7, Section 6 Exemption, Subdivision i. and iii. of Governor Waltz's Emergency Order 2020 Directing Minnesotans to Stay Home, and was asking for Council's decision. For the next two weeks, Mr. Gramentz was proposing employees from the Police Department, Fire Department, Wastewater Treatment Plant (WWTP), and Public Works would need to continue working on the job site, and all other employees be sent home and those that can work remotely to do so. A building maintenance employee would be required to walk through each facility once a day to check for any issues, such as boilers, etc., He also stated he would like each Department Director to assign duties and staff that would meet his/her department needs.

City Administrator Gramentz stated he would allow the Superintendents of the WWTP and Public Works Departments to determine staffing levels needed on a daily basis, he would be open to have them operate with a skeleton crew – perhaps half the employees work one week and the other half the second week. He asked for Council's approval.

Council comments included: would WWTP and Public Works personnel be full-time; could some maintenance issues be taken care of during this time to keep employees working and not sit at home? This is a good starting point, and asked that communications continue between staff and Council.

Due to technical issues, the meeting recessed at 10:30 a.m.

The meeting reconvened at 11:07 a.m. Those present on a roll call vote were: Mayor Marv Calvin, Council Members Rick Fagerlie, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, and Audrey Nelsen. Present 7, Absent 2. Council Members Shawn Mueske and Andrew Plowman were excused from the meeting.

Council Member Nelsen offered a motion to reschedule the meeting so all Council members could be present. Council Member Fagerlie seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Following discussion, Council Member Fagerlie offered a motion to reconvene the meeting at 5:00 p.m. this evening. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

The meeting recessed at 11:23 p.m. upon motion by Council Member Nelsen. Council Member Fagerlie seconded the motion which carried.

The meeting reconvened at 5:02 p.m. Those present on a roll call vote were: Mayor Marv Calvin, Council Members Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Council Member Fagerlie was absent.

City Administrator Brian Gramentz recapped the items discussed and proposed at the meetings held earlier today, and asked for Council input.

Council Member Fagerlie arrived at 5:22 p.m.

Discussion and comments included: safety of employees is paramount; we need to honor the intent of "Stay at Home" order by the Governor and only critical employees be at work, otherwise everyone stay home; those employees that can work from home should do so; technology concerns; need staff available to address urgent issues; there are a lot of financial issues regarding streets, bonding, local option sales tax, etc. that will need to be addressed on a timely basis – these are essential; and building inspections for new construction.

City Attorney Robert Scott stated the Council should review our current policy and determine employees that are critical under the Governor's order and others the Council determines to be critical employees, along with what services the Council would like to maintain.

City Administrator Brian Gramentz informed the Council that if City Offices are shut down, phones will transfer to individual's cell phones, and employees will have access to email. Some employees will be required to be at the office, and others will check in periodically as needed. It was noted all plans are fluid and will change as needed.

Department Directors provided the Council with the plans they have established for each of their respective departments during the next two weeks.

Following discussion, Council Member Schwantes offered a motion authorizing the City Administrator work with input from the Department Directors to identify essential employees needed to meet basic government operations for our city based on the Stay At Home directive and identify employees than can work from home and those that cannot. Council Member Nelsen seconded the motion.

Following further discussion, Council Member Nelsen offered an amendment to the original motion, directing City Administrator to identify essential services and then the employees that are needed to carry out these services. Council Member Mueske seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Schwantes voted "no."

The original motion, then carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Brian Gramentz presented options for compensation of employees during this time for employees that will be working, employees working from home, and some employees not working at all, as outlined in an Employee Notice dated March 18, 2020.

Following discussion, Council Member Asmus offered a motion that employees that can't work, must use their personal time and allow them to go into the negative and they would have to make up the time when returning to work. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Brian Gramentz inquired if the Council would desire to have the regular Council meeting on April 6, 2020 or cancel the meeting, therefore, the next Council meeting would be April 20, 2020.

During discussion, Public Works Director Sean Christensen noted the bids were in for the crack sealing project, and these were ready to be approved by Council. He noted this was a time-sensitive issue. Council asked that the supporting information be forwarded to them as soon as possible.

Resolution No. 2020-052 Awarding Project No. 2006 Crack Sealing to Jet Black of Central Minnesota in the Amount of \$70,000 was introduced by Council Member Plowman. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Mueske offered a motion to cancel the April 6, 2020 Council meeting, and committee meetings be scheduled using teleconference. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin and Council Members asked that communication between staff and themselves be continued during this time.

Mayor Calvin stated he is available by phone or email 24 hours a day, and urged Council and staff to communicate to the public as needed – keep the communication open and present a unified front.

City Administrator Brian Gramentz stated the Local Board of Equalization for the City of Willmar is scheduled for Monday, April 20, 2020, and asked Council who would not be able to attend. All Council members confirmed their attendance.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 6:49 p.m.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2020-052

A RESOLUTION AWARDING PROJECT NO. 2006 CRACK SEALING TO JET BLACK OF CENTRAL MINNESOTA IN THE AMOUNT OF \$70,000.

Motion By: Plowman Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Jet Black of Central Minnesota of Kandiyohi, MN for Project No. 2006 Crack Sealing is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$70,000.

Dated this 26th day of March, 2020

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk